



STAFF REPORT ACTION REQUIRED

Contract Awards – December 7, 2011 - Composite Report

Date:	December 1, 2011
To:	Bid Committee
From:	Director, Purchasing and Materials Management
Reference	Various Calls

SUMMARY

The purpose of this report is to advise on the results of the competitive procurement calls issued by the Purchasing and Materials Management Division and to recommend contract awards as outlined in this report.

RECOMMENDATIONS

The Director of Purchasing and Materials Management recommends that the Bid Committee grant authority to award the following contracts in accordance with the Contract Details set out in the appendices of this report:

1	Call Document	Request for Proposal (RFP) No. 9172-11-7309
	Description	This report relates to the initial phase of the development and provision of a City Service Benefit Card Program for the City of Toronto as set out in the June 14, 2011 Staff report for action Modernizing Service Delivery through Card Technology.
	Recommended Proponent	SelectCore Ltd.
2	Call Document	Request for Proposal 9112-11-7035
	Description	For the provision of translation, proofreading, layout, formatting and revision services to City of Toronto staff, for a one (1) year period from January 1, 2012 to December 31, 2012
	Recommended Proponent	Multilingual Community Interpreter Services (MCIS)

COMMENTS

(1) REQUIREMENTS

For each of the recommended contract awards, the following requirements have been met:

- (a) The firm recommended for award is the lowest bidder meeting specifications or to the highest scoring proponent based on the evaluation criteria included in the call and meeting the requirements of the call;
- (b) the Deputy City Manager and Chief Financial Officer agrees with the Financial Impact information;
- (c) the appropriate Division has reviewed submissions and found the price to be reasonable, within available budget and concurs with the recommendation;
- (d) the call document was advertised on the City's internet website and bids or proposals were opened publicly; and
- (e) the Fair Wage Office confirms the recommended firm understands the Fair Wage Policy and Labour Trades requirements and has agreed to comply fully.

Additional details and information for the above calls are on the file in the Purchasing and Materials Management Division.

SIGNATURE – CHIEF PURCHASING OFFICIAL

Lou Pagano, P. Eng.
Director
Purchasing and Materials Management Division

(2) APPENDICES – Contract Details

(2) CONTRACT DETAILS

Date: November 30, 2011

APPENDIX #1

Call No:

Request for Proposal (RFP) No. 9172-11-7309

Description:

This report relates to the initial phase of the development and provision of a City Service Benefit Card Program for the City of Toronto as set out in the June 14, 2011 Staff report for action Modernizing Service Delivery through Card Technology.

<http://app.toronto.ca/tmmis/viewAgendaItemHistory.do?item=2011.GM5.5>

This is a multi-phase project with three (3) phases currently identified, with the initial phase belonging to Toronto Employment and Social Services (TESS). The award for phase one (1) is a three (3) year period with an option to renew for an additional two (2) year period at the sole discretion of the General Manager of TESS. Should the option years be exercised, then the General Manager of TESS will request the Director of Purchasing and Materials Management to process the renewals under the same terms and conditions. All implementation related phase one (1) expenses will be incurred in the first year, with expenses in years 2-5 being related only for support and maintenance.

A Fairness Consultant was retained to oversee the process, including the development of the RFP documentation and provision of oversight and advice. This ensured that the entire process was carried out in a fair and transparent manner. The Fairness Consultant has provided a final attest report to that effect.

Call Dates:

Issued on October 21, 2011, Closed November 9, 2011

Ward No:

All

Recommended Proponent:

SelectCore Ltd.

Contract Award Value:

Year 1 – From date of award to December 31, 2012:

\$3,121,337.22 net of all applicable taxes and charges

\$3,527,111.06 including HST and all applicable charges

\$3,176,272.75 net of HST recoveries

Year 2 – From January 1, 2013 to December 31, 2013:

\$2,547,565.23 net of all applicable taxes and charges

\$2,878,748.71 including HST and all applicable charges

\$2,592,402.38 net of HST recoveries

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Year 3 – From January 1, 2014 to December 31, 2014:
 \$2,547,565.23 net of all applicable taxes and charges
 \$2,878,748.71 including HST and all applicable charges
 \$2,592,402.38 net of HST recoveries

The total contract award for the initial three (3) year period is \$8,361,077.51 net of HST recoveries, \$9,284,608.48 including all applicable taxes and charges

Option Year 4 – From January 1, 2015 to December 31, 2015:
 \$2,547,565.22 net of all applicable taxes and charges
 \$2,878,748.70 including HST and all applicable charges
 \$2,592,402.37 net of HST recoveries

Option Year 5 – From January 1, 2016 to December 31, 2016:
 \$2,547,565.22 net of all applicable taxes and charges
 \$2,878,748.70 including HST and all applicable charges
 \$2,592,402.37 net of HST recoveries

The total potential contract award identified in this report including option years is \$15,042,105.88 including HST and all applicable charges (\$13,311,598.12 net of all applicable taxes and charges). **The total potential cost to the City including all option years is \$13,545,882.25 net of HST recoveries.**

Number of Proposals:

One (1)

Financial Impact:

The total potential contract award identified in this report including option years is \$15,042,105.88 including all applicable taxes and charges. The total potential cost to the City including option years is \$13,545,882.25 net of HST recoveries.

Funding for the whole project (net of HST recoveries), from date of award until December 31, 2016, will be accounted for as follows:

Cost Element	2012	2013	2014	2015 (Option Year)	2016 (Option Year)
Capital Costs – CSS006-04	\$506,085.04	\$0.00	\$0.00	\$0.00	\$0.00
Operating Costs – C01-299	\$2,670,187.71	\$2,592,402.38	\$2,592,402.38	\$2,592,402.37	\$2,592,402.37
Total	\$3,176,272.75	\$2,592,402.38	\$2,592,402.38	\$2,592,402.37	\$2,592,402.37

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(2) CONTRACT DETAILS
APPENDIX # 2

Date: December 1, 2011

Call No:

Request for Proposal 9112-11-7035

Description:

For the provision of translation, proofreading, layout, formatting and revision services to City of Toronto staff, for a one (1) year period from January 1, 2012 to December 31, 2012 with the option to renew for two (2) additional separate one (1) year periods based on performance review and the availability of funds in the City's operating budget for the renewal term. Should the option(s) be exercised, then the Director of Multilingual/Documents, Protocol Services, will instruct the Director of Purchasing and Materials Management to process the renewals under the same terms and conditions.

Call Dates:

Issued June 2nd, 2011, Closed June 27th, 2011

Ward No:

All

Recommended Proponent:

Multilingual Community Interpreter Services (MCIS)

Contract Award Value:

- **January 1, 2012 to December 31, 2012**
\$242,751.72 net of all applicable taxes and charges
\$274,309.44 including HST and charges
\$247,024.15 net of HST Recoveries
- Option Year 1- January 1, 2013 to December 31, 2013
\$237,751.72 net of all applicable taxes and charges
\$268,659.44 including HST and charges
\$241,936.15 net of HST Recoveries
- Option Year 2- January 1, 2014 to December 31, 2014
\$237,751.72 net of all applicable taxes and charges
\$268,659.44 including HST and charges
\$241,936.15 net of HST Recoveries

The total potential contract award including all option years identified in this report, net of HST Recoveries, is \$730,896.45. The total potential contract award including all option years, inclusive of HST and charge is \$811,628.33 (\$718,255.16 net of all applicable taxes and charges).

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Number of Proposals:

Four (4) formal proposals; three (3) non-compliant proposals; total seven (7) proposals.

Three (3) proposals met the 75% (56.25 points) technical threshold and had their cost envelopes opened and evaluated.

Range of Scores:

67.33 - 84.33

Financial Impact:

The total potential contract award including all option years identified in this report is \$811,628.33 inclusive of HST and charges. The total potential cost to the City including all option years is \$730,896.45 net of HST recoveries (\$718,255.16 net of all applicable taxes and charges).

Funding in the amount of \$247,024.15 net of HST Recoveries is available in the recommended 2012 Operating Budgets for the various Divisions as outlined in the table below, in cost element 4086.

Should the two (2) one (1) year options be exercised, and should additional funding be required, then it will be requested in the respective 2013, and 2014 Operating Budget submissions for the various Divisions as noted in the table below:

ABCs, i.e. Heritage Toronto, Toronto Public Library and Toronto Transit Commission, as listed below, will be included as users of the contract.

Division	Year 1 – January 1, 2012 to December 31, 2012 Net of HST Recoveries	Option Year 1 - January 1, 2013 to December 31, 2013 Net of HST Recoveries	Option Year 2 - January 1, 2014 to December 31, 2014 Net of HST Recoveries	Total Net of HST Recoveries
311	\$547.47	\$547.47	\$547.47	\$1,642.41
Children Services	\$3,876.04	\$3,876.04	\$3,876.04	\$11,628.12
City Clerk's Office	\$20,352.00	\$20,352.00	\$20,352.00	\$61,056.00
City Manager's Office + Strategic Communication	\$61,540.97	\$61,540.97	\$61,540.97	\$184,622.91
City Planning	\$234.05	\$234.05	\$234.05	\$702.15
Economic Development and Culture	\$30,528.00	\$30,528.00	\$30,528.00	\$91,584.00

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Heritage Toronto	\$610.56	\$610.56	\$610.56	\$1,831.68
Legal Services	\$1,288.28	\$1,288.28	\$1,288.28	\$3,864.84
Parks, Forestry and Recreation	\$8,013.60	\$2,925.60	\$2,925.60	\$13,864.80
PPFA	\$11,396.67	\$11,396.67	\$11,396.67	\$34,190.01
Purchasing and Materials Management	\$3,052.80	\$3,052.80	\$3,052.80	\$9,158.40
Social Development, Finance and Administration	\$3,836.78	\$3,836.78	\$3,836.78	\$11,510.34
Shelter, Support and Housing Administration	\$762.15	\$762.15	\$762.15	\$2,286.45
Technical Services	\$505.75	\$505.75	\$505.75	\$1,517.25
Toronto Building	\$87.79	\$87.79	\$87.79	\$263.37
Toronto Public Health	\$91,862.76	\$91,862.76	\$91,862.76	\$275,588.28
Toronto Public Library	\$1,095.55	\$1,095.55	\$1,095.55	\$3,286.65
Toronto Transit Commission	\$4,449.83	\$4,449.83	\$4,449.83	\$13,349.49
Toronto Water	\$2,732.87	\$2,732.87	\$2,732.87	\$8,198.61
Transportation	\$250.24	\$250.24	\$250.24	\$750.72
Total Amount (Net of HST Recoveries)	\$247,024.15	\$241,936.15	\$241,936.15	\$730,896.45

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