



BID AWARD PANEL CONTRACT AWARD

Award of Vendor of Record (VOR) Arrangement #OSS-00437059 for Request for Request for Services (RFS) COTRFS201811-1 to Gartner Canada Co. for IT Research Subscription Services

Date: December 6, 2018
To: Bid Award Panel
From: Chief Purchasing Officer
Wards: All

RECOMMENDATIONS

The Chief Purchasing Officer, recommends that the Bid Award Panel grant authority to award the following contract as per the Toronto Municipal Code, Chapter 195-6.6. Procurement of same goods and services as a public body.

Call Number:
VOR #OSS-00437059, RFS #COTRFS201811-1

Description:
The purpose of this report is to advise on the results of the Request for Services (RFS) COTRFS201811-1 for the provision of IT Research Subscription Services for Category B for a period of one (1) year, under Vendor of Record (VOR) Arrangement # OSS-00437059 for IT Research Subscription Services, established by Province of Ontario's Ministry of Government.

Recommended Proponent:
Gartner Canada Co.

Contract Award Value:
\$551,000 net of all applicable taxes and charges
\$622,630 including all applicable taxes and charges
\$560,698 net of HST recoveries

Contract is expected to start from date of award for a one (1) year period.

FINANCIAL IMPACT

The total contract award, identified in this report is \$622,630 including all applicable taxes and charges and \$551,000 net of all applicable taxes and charges. The total cost to the City is \$560,698 net of HST recoveries.

Funding for the services is available in the 2018 Approved Information & Technology Division Operating Budget and additional, appropriate funding will be requested in the 2019 Operating Budget Submission for Information & Technology Division (Cost Centre/WBS Element: IT1269 and GL Account: 4038).

CALL SUMMARY

Call Issued: November 12, 2018 **Call Closed:** November 19, 2018
Number of Addenda Issued: One (1)
Number of Bids: Two (2)

Table 1: Summary of Proposals Received

Proponent Name
Gartner Canada Co.
Info-Tech Research Group Inc.

DIVISION CONTACTS

Elena Caruso, Manager, Purchasing Goods and Services, Telephone: 416-392-7316
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Grant Coffey, Director, I&T Strategy & Program Management, Telephone: 416-392-9759
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COMMENTS

For the recommended contract award, 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 appropriate Division has reviewed submissions and found the price to be reasonable, within available budget and concurs with the recommendation;
- c. the total contract value is less than \$20 million dollars (excluding applicable taxes) and the contract term is:

1. for a contract funded by the operating budget, 5 years or less including any option years; or

2. for a contract funded by the capital budget, within the projected term of the capital funding for the project as set out in the capital budget,

being within the authority of the Bid Award Panel;

d. there are no material written objections to the award;

e. the call document was advertised on the City's internet website and bids or proposals were opened publicly; and

f. 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

Michael Pacholok
Chief Purchasing Officer