



BID AWARD PANEL CONTRACT AWARD

Award of Request for Proposal No. DOC2004629990 to KPMG LLP for Professional Services to Perform Regulatory and Compliance Audits for Vehicle-for-Hire and Short-Term Rentals in the City of Toronto

Date: December 3, 2019
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:

Call Number:
Request for Proposal No. DOC2004629990

Description:
RFP No. 9119-19-7231, for Professional Services to Perform regulatory and Compliance Audits for Vehicle-for-Hire and Short-Term Rentals in the City of Toronto for a period of one (1) year commencing from the date of award to December 31, 2020 with the option to renew the Contract for three (3) additional separate one (1) year periods.

Should the option to renew the contract be exercised then the Executive Director, Municipal Licensing and Standards will request the Chief Purchasing Officer to process the renewal under the same terms and conditions.

Recommended Proponent:
KPMG LLP

Contract Award Value:
\$180,000 net of all applicable taxes and charges
\$203,400 including HST and all applicable charges
\$183,168 net of HST recoveries

Contract is expected to start on date of award and end on December 31, 2020.

Option Year 1 - January 1, 2021 to December 31, 2021

\$247,200 net of all applicable taxes and charges

\$279,336 including HST and all applicable charges

\$251,551 net of HST recoveries

Option Year 2 - January 1, 2022 to December 31, 2022

\$429,665 net of all applicable taxes and charges

\$485,521 including HST and all applicable charges

\$437,227 net of HST recoveries

Option Year 3 - January 1, 2023 to December 31, 2023

\$442,554 net of all applicable taxes and charges

\$500,087 including HST and all applicable charges

\$450,343 net of HST recoveries

The total potential contract award including all option years is \$1,299,419 net of all applicable taxes and charges, and \$1,468,343 including all applicable taxes and charges. **The total potential cost to the City including all option years is \$1,322,289 net of HST recoveries.**

The above cost calculations for the option years reflect an estimated annual 3 percent (%) increase in the Consumer Price Index (CPI).

FINANCIAL IMPACT

The total contract award identified in this report including the option years is \$1,468,343 including all applicable taxes and charges. The total potential cost to the City including all option years is \$1,322,289 net of HST recoveries.

Funding is available in the 2019 Approved Operating Budget for Municipal Licensing and Standards. Additional funding will be requested in their 2020 Operating Budget Submission.

Should the City chose to exercise its options to renew the contract for any of the additional three (3) separate one (1) year periods, then appropriate additional funding, if needed, will be requested in the 2021-2023 Operating Budget Submissions for Municipal Licensing and Standards Division. Funding details are summarized in Table 1 as follows:

Table 1: Financial Impact Summary of Recommended Contract (net of HST recoveries)

Cost Centre	MS1150 Professional Services - Audit
Date of Award to December 31, 2019	\$33,000
January 1, 2020 to December 31, 2020	\$150,168

Cost Centre	MS1150 Professional Services - Audit
Option Year 1: January 1, 2021 to December 31, 2021	\$251,551
Option Year 2: January 1, 2022 to December 31, 2022	\$437,227
Option Year 3: January 1, 2023 to December 31, 2023	\$450,343
Total (Net of HST Recoveries)	\$1,322,289

CALL SUMMARY

Call Issued: October 11, 2019 **Call Closed:** October 31, 2019

Number of Addenda Issued: Three (3)

Number of Bids: Two (2)

Table 2: Summary of Proposals Received for RFP No. DOC2004629990

Proponent Name
Deloitte*
KPMG

*Proponent did not meet the minimum technical threshold score of 75% (60/80 points)

DIVISION CONTACTS

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Soumaya Qureshi, Manager, Compliance & Reporting, Business Licensing & Regulatory Services, Telephone: 416-338-6260, E-mail: Soumaya.Qureshi@toronto.ca

COMMENTS

The award value reflects the base bid prices plus additional required audits identified prior to award.

For the recommended contract award, the following requirements have been met:

a. The firm recommended for award is 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