



BID AWARD PANEL CONTRACT AWARD

Award of Ariba Doc No. 2589799065 to Softchoice Canada Inc. for the renewal of subscriptions for certain Adobe software products for the City of Toronto

Date: September 10, 2020
To: Bid Award Panel
From: Chief Procurement Officer
Wards: All

RECOMMENDATIONS

The Chief Procurement Officer recommends that the Bid Award Panel grant authority to award the following contract:

Solicitation Number:
Ariba Doc No. 2589799065

Description:
Renewal of existing subscriptions of Adobe software products for the City.

Recommended Supplier: Softchoice Canada Inc.

Contract Award Value:
\$517,955 net of all applicable taxes and charges
\$585,289 including HST and all applicable charges
\$527,071 net of HST recoveries

Contract is expected to start on September 15, 2020 and end on September 14, 2021.

FINANCIAL IMPACT

The total contract award identified in this report is \$585,289 including all applicable taxes and charges. The cost to the City is \$527,071 net of HST recoveries.

Funding for subscriptions for Adobe licensing is allocated and approved at the Divisional level and individual cost centres will be identified by the Divisions on their Contract Release Orders as each CRO is issued against the blanket contract.

SOLICITATION SUMMARY

Solicitation Issued: 14 August 2020

Solicitation Closed: 8 September 2020

Number of Addenda Issued: None

Number of Bids: Two (2)

Table 1: Summary of Bids Received including bid price

Supplier Name	Bid Price (including H.S.T.)
Softchoice Canada Inc.	\$585,288.61
Compugen Inc.	\$614,229.17

DIVISION CONTACTS

Elena Caruso, Manager, Goods and Services, Purchasing & Materials Management,
Telephone: 416-392-7316, Email: Elena.Caruso@toronto.ca

Lawrence Eta, Chief Technology Officer, Technology Services, Telephone: (416) 492-8421, Email: Lawrence.Eta@toronto.ca

COMMENTS

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

a. The firm recommended for award is the lowest Supplier meeting specifications or to the highest scoring Supplier based on the evaluation criteria included in the Solicitation and meeting the requirements of the solicitation;

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 Solicitation 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 Solicitations are on the file in the Purchasing and Materials Management Division.

SIGNATURE

Michael Pacholok
Chief Procurement Officer