



## BID AWARD PANEL CONTRACT AWARD

### **Award of Vendor of Record (VOR) Arrangement No. Tender 12683 to Softchoice Canada Inc. for the Supply and Delivery of Microsoft Software Licensing and Software Assurance for Technology Services**

**Date:** November 5, 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 as per the Toronto Municipal Code, Chapter 195-6.6. Procurement of same goods and services as a public body.

**Solicitation Number:**

Vendor of Record (VOR) No. Tender 12683

**Description:**

For the Supply and Delivery of Various Microsoft on-premise software licenses and Software Assurance on an as-needed basis. The term of this VOR arrangement is for three (3) years. The effective date of the Contract is October 1, 2020 and will expire on September 30, 2023.

**Recommended Supplier:**

Softchoice Canada Inc.

**Contract Award Value:**

\$4,375,000 net of all applicable taxes and charges

\$4,943,750 including all applicable taxes and charges

**\$4,452,000 net of HST recoveries**

**Contract is expected to start from date of award and end on September 30, 2023.**

## FINANCIAL IMPACT

---

The total contract award identified in this report is \$4,943,750 including all applicable taxes and charges. The total cost to the City is \$4,452,000 net of HST recoveries.

Divisional teams across the City will be able to draw upon the contract on an as-needed basis by issuing Contract Release Orders (CROs) against the blanket contract subject to validation of funding at the time of issuance and approval by the Division Head of the requesting division. Individual cost centres will be identified by the Divisions on each CRO as it is issued against the blanket contract.

The estimated breakdown by year is summarized in Table 1 below.

Table 1: Financial Impact Summary of Recommended Contract

Year	(Net of HST Recoveries)
2020	\$371,000
2021	\$1,484,000
2022	\$1,484,000
2023	\$1,113,000
Total	\$4,452,000

## SOLICITATION SUMMARY

---

**Solicitation Issued:** July 15, 2020

**Solicitation Closed:** August 14, 2020

**Number of Bids:** Four (4)

## DIVISION CONTACTS

---

Sabrina Dipietro, Acting Manager, Purchasing & Materials Management, Goods & Services, 416-392-7316, [Sabrina.Dipietro@toronto.ca](mailto:Sabrina.Dipietro@toronto.ca)

Maria Louladakis, Manager, Client Computing, Technology Services, 416-392-1149, [Maria.Louladakis@toronto.ca](mailto:Maria.Louladakis@toronto.ca)

## COMMENTS

---

The City of Toronto is utilizing the Ministry of Government, Consumer Services Contract for the recommended award, as per the Toronto Municipal Code, Chapter 195-6.6. *Procurement of same goods and services as a public body*. 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 resulting contract between the public body and the supplier stipulates that the same goods and/or services be made available to other public bodies which include the City at the same price as provided by the supplier to the initiating public body;

c. The same goods and/or services will be made available to the City for the same or better price than the price that is to be paid by the public body;

d. the appropriate Division has reviewed the Ministry of Government, Consumer Services submission and found the price to be reasonable, within available budget and concurs with the recommendation;

e. The supplier is not ineligible, suspended or otherwise in contravention of Chapters 71 - Financial Control and 195 - Purchasing of the City of Toronto Municipal Code.

f. 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, five (5) years or less including any option terms.

g. being within the authority of the Bid Award Panel;

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

i. the Call Document was advertised on the Ontario Tenders Portal as part of the Competitive Call process; and

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

## **SIGNATURE**

---

Michael Pacholok  
Chief Procurement Officer