



BID AWARD PANEL CONTRACT AWARD

Award of Ariba Doc. No 2636773019 to Softchoice Canada Inc. for the non-exclusive supply, delivery and warranty of Adobe software licenses for Technology Services.

Date: November 19, 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:

Request for Quotation (RFQ), Ariba Doc No. 2636773019

Description:

For the non-exclusive supply, delivery and warranty of Adobe software licenses

Recommended Supplier:

Softchoice Canada Inc.

Contract Award Value:

\$948,500 net of all applicable taxes and charges
\$1,071,805 including HST and all applicable charges
\$965,194 net of HST recoveries

Contract is expected to start on date of award and end on October 31, 2021.

Option Year 1 (November 1, 2021 to October 31, 2022)

\$948,500 net of all applicable taxes and charges
\$1,071,805 including HST and all applicable charges
\$965,194 net of HST recoveries

Total potential contract award including all option years:

\$1,897,000 net of all applicable taxes and charges
\$2,143,610 including HST and all applicable charges
\$1,930,388 net of HST recoveries

FINANCIAL IMPACT

The total contract award identified in this report is \$2,143,610 including all applicable taxes and charges. The cost to the City is \$1,930,388 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	\$19,304
2021	\$965,194
2022	\$945,890
Total	\$1,930,388

SOLICITATION SUMMARY

Solicitation Issued: October 7, 2020

Solicitation Closed: November 3, 2020

Number of Addenda Issued: None (0)

Number of Bids: One (1) bid

Table 2: Summary of Bids received for RFQ, Ariba Doc. No 2636773019 including bid price:

Supplier Name	Bid Price (including H.S.T.)
Softchoice Canada Inc.	\$2,143,610

DIVISION CONTACTS

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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