



BID AWARD PANEL CONTRACT AWARD

Award of Ariba Doc No. 2009909448 to Agility PR Solutions Canada Ltd. for the Provision of Media Monitoring and Related Services for the Strategic Communications Division

Date: December 23, 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 Proposal (RFP) No. Doc2009909448

Description:
For the provision of Media Monitoring and related services for a base term of two (2) years, with three (3) separate one (1) year option periods. Should the option(s) be exercised, Strategic Communications division will request the Chief Procurement Officer to process the renewals under the same terms and conditions.

Recommended Supplier:
Agility PR Solutions Canada Ltd.

Contract Award Value:

\$256,080 net of all applicable taxes and charges
\$289,370 including all applicable taxes and charges
\$260,587 net of HST recoveries

The contract is expected to start on January 1, 2021 and end on December 31, 2022.

Option Year 1 - January 1, 2023 - December 31, 2023
\$117,546 net of all applicable taxes and charges
\$132,827 including all applicable taxes and charges
\$119,615 net of HST recoveries

Option Year 2 - January 1, 2024 - December 31, 2024
 \$120,874 net of all applicable taxes and charges
 \$136,588 including all applicable taxes and charges
 \$123,002 net of HST recoveries

Option Year 3 - January 1, 2025 - December 31, 2025
 \$124,874 net of all applicable taxes and charges
 \$141,108 including all applicable taxes and charges
 \$127,072 net of HST recoveries

The total potential contract award identified in this report is \$619,374 net of all applicable taxes and charges, \$699,893 including all applicable taxes and charges. **The total potential cost to the City is \$630,275 net of HST recoveries.**

FINANCIAL IMPACT

The total potential contract award identified in this report is \$619,374 net of all applicable taxes and charges, \$699,893 including all applicable taxes and charges. The Total potential cost to the City is \$630,275 net of HST recoveries.

Funding has been included in the 2021 Operating Budget Submissions for the City Manager's Office, as well as those of other participating Divisions. Additional funding will be included in the 2022 Operating Budget Submissions of the City Manager's Office, as well as those of other participating Divisions. Should the option years be exercised, additional funding will similarly be included in the 2023, 2024 and 2025 Operating Budget Submissions for the City Manager's Office and those of other participating Divisions. Additional funding details follow in Table 1.

Table 1: Financial Impact Summary of Recommended Contract

Account	Jan 1 to Dec 31, 2021 Net of HST Recoveries	Jan 1 to Dec 31, 2022 Net of HST Recoveries	Option Year 1: Jan 1 to Dec 31, 2023 Net of HST Recoveries	Option Year 2: Jan 1 to Dec 31, 2024 Net of HST Recoveries	Option Year 3: Jan 1 to Dec 31, 2025 Net of HST Recoveries
CM0009 4465 (Fixed Portion)	\$68,000	\$68,000	\$68,000	\$68,000	\$68,000
Other City divisions (Variable Portion)	\$75,726	\$48,861	\$51,615	\$55,002	\$59,072

Subtotals	\$143,726	\$116,861	\$119,615	\$123,002	\$127,072
TOTAL	630,275				

SOLICITATION SUMMARY

Solicitation Issued: February 10, 2020

Solicitation Closed: March 11, 2020

Number of Addenda Issued: 2

Number of Bids: 3

Table 2: Summary of Bids for Ariba Doc2009909448:

Supplier Name
Agility PR Solutions Canada Ltd.
Cision Canada Inc.
Meltwater News Canada Inc.

Range of Scores: 52.5 to 62.7.

DIVISION CONTACTS

Allison Phillips, Manager, Professional Services, Purchasing & Materials Management, 647-882-9803, allison.phillips@toronto.ca

Susan Pape, Manager, Media Relations & Issues Management, Strategic Communications, 416-392-8350, Susan.Pape@toronto

Brad Ross, Chief Communications Officer, Strategic Communications, 416-397-5277, Brad.Ross@toronto.ca

COMMENTS

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

- a. The firm recommended for award is the highest scoring supplier based on the evaluation criteria included in the solicitation and meeting the requirements of the solicitation;

b. Strategic Communications, 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

Mike Pacholok
Chief Procurement Officer