



BID AWARD PANEL CONTRACT AWARD

Award of Vendor of Record Arrangement Tender Number 11558 for Request for Service Number 11558- 01 to KeyData Associates Inc. for the Provisioning of BeyondTrust Password Safe Cloud Products for the City's Office of the Chief Information Security Officer

Date: August 25, 2022
To: Bid Award Panel
From: Acting Chief Procurement Officer
Wards: All

RECOMMENDATIONS

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

Solicitation Number:

Vendor of Record Tender Number 11558 Information Technology Security Products and Services, Request for Service Number 11558-01

Description:

Provisioning of BeyondTrust Password Safe Cloud Products for the City's Office of the Chief Information Security Officer

Recommended Supplier:

KeyData Associates Inc

Contract Award Value:

\$636,867 USD net of all applicable taxes and charges

\$719,659 USD including all taxes

\$648,076 USD net of HST recoveries

Contract is expected to start on date of award for a period of five (5) years from the date of Award.

FINANCIAL IMPACT

The total contract award identified in this report is \$636,867 USD (\$815,189 CAD) net of all applicable taxes and charges, \$719,659 USD (\$921,164 CAD) including all applicable taxes and charges. The total cost to the City is \$648,076 USD (\$829,537 CAD) net of HST recoveries. \$1USD = \$1.28 CAD exchange rate (August 2022).

Award of Vendor of Record Tender Number 11558, Request for Services Number 11558-

Funding is available in the 2022-2031 Approved Capital Budget and Plan as well as the 2022 Approved Operating Budget for the Office of the Chief Information Security Officer. Additional funding will be included in the 2023-2026 Operating Budget Submissions. Additional funding details are provided in Table 1.

Table 1: Financial Impact Summary of Recommended Contract (Net of HST Recoveries)

Year	WBS Element CCY001-04/4038 (Digitization Support Services)	Cost Centre CY1001/4828	TOTAL USD	TOTAL CAD
2022	\$40,324	\$42,446	\$82,770	\$105,946
2023	\$0	\$81,998	\$81,998	\$104,957
2024	\$0	\$121,550	\$121,550	\$155,584
2025	\$0	\$161,103	\$161,103	\$206,212
2026	\$0	\$200,655	\$200,655	\$256,838
Total	\$40,324	\$607,752	\$648,076	\$829,537

The Chief Financial Officer and Treasurer has reviewed this report and agrees with the information included in the Financial Impact section.

SOLICITATION SUMMARY

Solicitation Issued: June 6, 2022

Solicitation Closed: June 20, 2022

Number of Addenda Issued: One (1)

Number of Bids: Two (2)

Table 1: Summary of Bids Received

Supplier Name	Bid Price (Excluding H.S.T)
KeyData Associates Inc.	\$636,866.69 USD
ISA CyberSecurity Inc.	\$649,929.70 USD

DIVISION CONTACTS

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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. the Solicitation document was advertised on the City's internet website and bids or proposals were opened publicly; and

e. 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

Sandra Lisi
Acting Chief Procurement Officer