



BID AWARD PANEL CONTRACT AWARD

Award of Ariba Document Number 3709451782 to DragonAgile Consulting Inc. for Atlassian Cloud Product Licenses for Technology Services Division

Date: December 8, 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:

Request for Quotation, Ariba Document Number 3709451782

Description:

For the purchase of Atlassian Cloud Product Licences. The term of the Contract is to be for a period of three (3) years, with an option in favour of the City to extend the agreement on the same terms and conditions for an additional term of up to two (2) additional one (1) year periods.

Note: Should the option(s) be exercised, then the Chief Technology Officer will request the Chief Procurement Officer to process the renewals under the same terms and conditions.

Recommended Supplier:

DragonAgile Consulting Inc.

Contract Award Value:

\$390,133 USD net of all applicable taxes and charges
\$440,850 USD including HST and all applicable charges
\$396,999 USD net of HST recoveries

Contract is expected to start on the date of award and end on November 30, 2025.

Option Year 1 (December 1, 2025 to November 30, 2026)

\$130,044 USD net of all applicable taxes and charges
\$146,950 USD including HST and all applicable charges
\$132,333 USD net of HST recoveries

Option Year 2 (December 1, 2026 to November 30, 2027)
 \$130,044 USD net of all applicable taxes and charges
 \$146,950 USD including HST and all applicable charges
 \$132,333 USD net of HST recoveries

The total potential contract award identified in this report is USD \$650,222 (\$897,306 CAD) net of all applicable taxes and charges, \$734,750 (\$1,013,956 CAD) including all applicable taxes and charges. **The total potential cost to the City is USD \$661,666 (\$913,098 CAD) net of HST recoveries.**

Note: \$1 USD = \$1.38 CAD exchange rate (November 2022).

FINANCIAL IMPACT

The total potential contract award identified in this report is USD \$650,222 (\$897,306 CAD) net of all applicable taxes and charges, \$734,750 (\$1,013,956 CAD) including all applicable taxes and charges. The total potential cost to the City is USD \$661,666 (\$913,098 CAD) net of HST recoveries.

Funding is included in the 2023 Operating Budget Submission for Technology Services Division. Complete funding details are provided in Table 1.

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

Cost Centre: IT2109 Cost Element: 4828		
Year	Total CAD (Net of HST Recoveries)	Total USD (Net of HST Recoveries)
2023	\$182,620	\$132,333
2024	\$182,620	\$132,333
2025	\$182,620	\$132,333
Optional Term 1 2026	\$182,620	\$132,333
Optional Term 2 2027	\$182,620	\$132,333
Grand Total	\$913,098	\$661,665

The Chief Financial Officer and Treasurer has been provided the financial impacts associated with the programs for review as part of the 2023 budget process.

SOLICITATION SUMMARY

Solicitation Issued: October 28, 2022 **Solicitation Closed:** November 28, 2022

Number of Addenda Issued: Two (2)

Number of Bids: One (1)

Table 2: Summary of Bids Received including bid price

Supplier Name	Bid Price (excluding H.S.T.)
DragonAgile Consulting Inc.	\$390,132.75 USD

DIVISION CONTACTS

Clarman Yang, Acting Manager, Purchasing Client Services, Purchasing and Materials Management Division

Telephone: (416) 392-1302 Email: clarman.yang@toronto.ca

Chad Szymanski, Manager EAS Management Services, Technology Services Division

Telephone: (416) 338-3099 Email: Chad.Szymanski @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. the Solicitation document was advertised on the City's internet website and bids or proposals were submitted electronically in Ariba; 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