



BID AWARD PANEL CONTRACT AWARD

Award of Ariba Document Number 3755215245 to Softchoice LP for Adobe Product Licences for the City of Toronto's Technology Services Division

Date: January 12, 2023
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 3755215245

Description:

The non-exclusive supply and delivery of Adobe Product Licences for the City of Toronto's Technology Services Division for a period beginning from the date of Award and ending on March 30, 2024, with an option in favour of the City to extend the agreement on the same terms and conditions for up to three (3) additional terms of one (1) year each.

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:

Softchoice LP

Contract Award Value:

\$1,424,910 net of all applicable taxes and charges
\$1,610,148 including HST and all applicable charges
\$1,449,988 net of HST recoveries

Contract is expected to start on the date of award and end on March 30, 2024.

Option Year 1 (March 31, 2024 to March 30, 2025)
\$1,424,909 net of all applicable taxes and charges
\$1,610,147 including HST and all applicable charges
\$1,449,987 net of HST recoveries

Option Year 2 (March 31, 2025 to March 30, 2026)
 \$1,424,910 net of all applicable taxes and charges
 \$1,610,148 including HST and all applicable charges
 \$1,449,988 net of HST recoveries

Option Year 3 (March 31, 2026 to March 30, 2027)
 \$1,424,909 net of all applicable taxes and charges
 \$1,610,147 including HST and all applicable charges
 \$1,449,987 net of HST recoveries

The total potential contract award including all optional periods is \$5,699,638 net of all applicable taxes and charges, \$6,440,590 including all applicable taxes and charges.
The total potential cost to the City is \$5,799,950 net of HST recoveries.

FINANCIAL IMPACT

The total potential contract award identified in this report is \$6,440,590 including all applicable taxes and charges. The potential cost to the City is \$5,799,950 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 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. Complete funding details are provided in Table 1.

Table 1: Financial Impact Summary of Recommended Contract

Year	Cost Centre *	Cost Element	Total Net of HST Recoveries
January 1 2023 - December 31 2023	Various	3420	\$1,449,988
January 1 2024 - December 31 2024	Various	3420	\$1,449,987
January 1 2025 - December 31 2025	Various	3420	\$1,449,988
January 1 2026 - December 31 2026	Various	3420	\$1,449,987
January 1 2027 - March 31 2027	Various	3420	\$0
Grand Total			\$5,799,950

* Numbers are estimates based on anticipated usage forecasts

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: November 25, 2022 **Solicitation Closed:** December 19, 2022

Number of Addenda Issued: Two (2)

Number of Bids: Two (2)

Table 2: Summary of Bids Received including bid price

Supplier Name	Bid Price (excluding H.S.T.)
Softchoice LP	\$5,699,638
Engage Systems LLC	\$5,863,987

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 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