



BID AWARD PANEL CONTRACT AWARD

Award of Request for Quotation Ariba Document Number 3743106956 to iPSS Inc. for D3 Forensic Case Management Licenses Subscriptions for the City of Toronto's Office of the Chief Information Security Officer

Date: January 19, 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 3743106956

Description:

D3 Forensic Case Management Licenses Subscriptions for a period of two (2) years with an option in favour of the City to extend the agreement on the same terms and conditions for up to three (3) additional one (1) year periods from the date of award.

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

Recommended Supplier:

iPSS Inc.

Contract Award Value:

\$234,929 net of all applicable taxes and charges
\$265,469 including HST and all applicable charges
\$239,063 net of HST recoveries

Contract is expected to start on or about January 25, 2023 and end on January 24, 2025.

Option Year 1 (January 25, 2025 to January 24, 2026)

\$119,509 net of all applicable taxes and charges
\$135,045 including HST and all applicable charges

\$121,612 net of HST recoveries

Option Year 2 (January 25, 2026 to January 24, 2027)

\$127,874 net of all applicable taxes and charges

\$144,498 including HST and all applicable charges

\$130,125 net of HST recoveries

Option Year 3 (January 25, 2027 to January 24, 2028)

\$131,927 net of all applicable taxes and charges

\$149,078 including HST and all applicable charges

\$134,249 net of HST recoveries

The total potential contract award identified in this report is \$614,238 excluding all applicable taxes and charges and \$694,089 including HST and applicable charges. **The potential cost to the City is \$625,049 net of HST recoveries.**

FINANCIAL IMPACT

The total potential contract award identified in this report is \$614,238 excluding all applicable taxes and charges and \$694,089 including HST and applicable charges. The potential cost to the City is \$625,049 net of HST recoveries.

Funding is available in the 2022-2031 Approved Capital Budget and Plan as well as the 2023 Tabled Operating Budget for the Office of the Chief Information Security Officer. Additional funding will be included in Office of the Chief Information Security Officer's 2024-2027 Operating Budget Submissions. 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
2023	CCY-001-09	4038	\$19,187
2023	CY1001	4828	\$106,221
2024	CY1001	4828	\$113,656
Optional Term 1 2025	CY1001	4828	\$121,612
Optional Term 2 2026	CY1001	4828	\$130,125
Optional Term 3 2027	CY1001	4828	\$134,249
Grand Total			\$625,049

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 17, 2022

Solicitation Closed: December 12, 2022

Number of Addenda Issued: One (1)

Number of Bids: Two (2)

Table 2: Summary of Bids Received including bid price

Supplier Name	Bid Price (excluding H.S.T.)
iPSS Inc.	\$614,238
SRG Security Resource Group Inc.	\$729,871

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