



## BID AWARD PANEL CONTRACT AWARD

### **Award of Ariba Document Number Doc3220681346 to ePlanSoft for the Development Review File Circulation Tool for the Concept 2 Keys (C2K) Division, City Manager's Office**

**Date:** January 26, 2023  
**To:** Bid Award Panel  
**From:** Acting Chief Procurement Officer  
**Wards:** All

#### **RECOMMENDATIONS**

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

**Solicitation Number:**  
Negotiated Request for Proposals, Doc3220681346

**Description:**  
Contract award Development Review File Circulation Tool (the "File Circulation Tool or FCT") for the Concept 2 Keys (C2K) Division to ePlanSoft for a three (3) year initial term with two (2) additional one (1) year option periods. Should the option(s) be exercised, then the C2K division head will request the Chief Procurement Officer to process the renewals under the same terms and conditions.

**Recommended Supplier:**  
e-Plan Inc. (ePlanSoft)

**Contract Award Value:**  
\$1,580,950 net of all applicable taxes and charges  
\$1,786,473 including HST and all applicable charges  
**\$1,608,774 net of HST recoveries**

**Contract is expected to start on February 1st, 2023 and end on January 31st, 2026.**

**Option Period 1 (one year): February 1, 2026 through January 31, 2027**  
\$475,800 net of all applicable taxes and charges  
\$537,654 including HST and all applicable charges  
\$484,174 net of HST recoveries

**Option Period 2 (one year): February 1, 2027 through January 31, 2028**

\$475,800 net of all applicable taxes and charges

\$537,654 including HST and all applicable charges

\$484,174 net of HST recoveries

**Total Potential Contract Award, including Option Years**

\$2,532,550 net of all applicable taxes and charges

\$2,861,781 including HST and all applicable charges

**\$2,577,122 net of HST recoveries****FINANCIAL IMPACT**

The total potential contract award identified in this report is \$2,861,781 including all applicable taxes and charges. The total potential cost to the City is \$2,577,122 net of HST recoveries.

Funding is available in the 2023 Tabled Operating Budget for the City Manager's Office. Additional funding for the remainder of the initial contract period will be included in its 2024-2026 Operating Budget Submissions. Should the City exercise the optional periods, then additional funding will be included in its 2026-2028 Operating Budget Submissions. Additional funding details follow in Table 1.

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

Cost Centre / Cost Element: CM0002 / 3420		
<b>Term/Option</b>	<b>Period</b>	<b>Total Cost</b>
Contract Year 1	February 1, 2023 – December 31, 2023	\$600,078.21
	January 1, 2024 – January 31 2024	\$40,347.84
Contract Year 2	February 1, 2024 – December 31, 2024	\$443,826.24
	January 1, 2025 – January 31 2025	\$40,347.84
Contract Year 3	February 1, 2025 – December 31, 2025	\$443,826.24
	January 1, 2026 – January 31 2026	\$40,347.84
Option Year 1	February 1, 2026 – December 31, 2026	\$443,826.24
	January 1, 2027 – January 31 2027	\$40,347.84
Option Year 2	February 1, 2027 – December 31, 2027	\$443,826.24
	January 1, 2028 – January 31 2028	\$40,347.84
<b>Total</b>		<b>\$2,577,122</b>

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

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**Solicitation Issued:** Nov. 8, 2021      **Solicitation Closed:** Dec. 22, 2021  
**Number of Addenda Issued:** Seven (7)  
**Number of Bids:** Three (3)

Table 2: Summary of Bids Received

Supplier Name
Avolve Software
ePlanSoft
Switch Creative Solutions Inc.

### Range of Scores:

High Score = 105.0

Low Score = 21.5

(out of 130 points)

## DIVISION CONTACTS

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David Knee Chong, Manager (Acting), 416-392-3475, [david.chong@toronto.ca](mailto:david.chong@toronto.ca)

## COMMENTS

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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**

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Sandra Lisi  
Acting Chief Procurement Officer