TORONTO

BID AWARD PANEL CONTRACT AWARD

Award of Doc4650740446 to Softchoice LP for Adobe Software Products for Technology Services

Date: September 12, 2024
To: Bid Award Panel
From: Chief Procurement Officer
Wards: All

RECOMMENDATIONS

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

Solicitation Number:
Request for Quotation Doc4650740446.

Description:
The non-exclusive provisioning of Adobe Software Product Licenses for the City of Toronto for a period of three (3) years from the date of award, with an option to extend the contract on the same terms and conditions for up to two (2) additional terms of one (1) year each.

Recommended Supplier:
Softchoice LP

Contract Award Value:
$8,970,000 net of all applicable taxes and charges
$10,136,100 including HST and all applicable charges
$9,127,872 net of HST recoveries

Contract is expected to start on the date of award for an initial term of three (3) years ending on September 14, 2027.

Optional Year One (1) (September 15, 2027 to September 14, 2028)
$2,240,000 net of all applicable taxes and charges
$2,531,200 including HST and all applicable charges
$2,279,424 net of HST recoveries

Optional Year Two (2) (September 15, 2028 to September 14, 2029)
$2,690,000 net of all applicable taxes and charges
$3,039,700 including HST and all applicable charges
$2,737,344 net of HST recoveries

The total potential contract award including all optional periods is $14,144,640 net of HST recoveries.

FINANCIAL IMPACT

The total potential contract award identified in this report is $13,900,000 net of all applicable taxes and charges, $15,707,000 including all applicable taxes and charges. The total potential cost to the City is $14,144,640 net of HST recoveries.

Funding is available in the 2024 Operating Budgets of participating programs. Additional funding for the balance of the contract will be including in their 2025-2027 Operating Budget Submissions. Should the city exercise the optional periods, additional funding will be included in their 2027-2029 Operating Budget Submissions. Additional funding details follow in Table 1 to follow.

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 (net of HST Recoveries)

Period	Cost Center / Cost Elements*	GL Account info*	Total Net of HST Recoveries*
Date of Award to December 31, 2024	Various	3420	$610,560
January 1, 2025 to December 31, 2025	Various	3420	$2,601,664
January 1, 2026 to December 31, 2026	Various	3420	$2,805,184
January 1, 2027 to December 31, 2027	Various	3420	$3,110,464
January 1, 2028 to December 31, 2028	Various	3420	$2,279,424
January 1, 2029 to September 15, 2029	Various	3420	$2,737,344
Grand Total (CAD)			$14,144,640

*Numbers are estimates based on anticipated usage forecasts

The Chief Financial Officer and Treasurer has reviewed this report and agrees with the financial impact information.

SOLICITATION SUMMARY

Solicitation Issued: July 8, 2024 **Solicitation Closed:** August 7, 2024
Number of Addenda Issued: Two (2)
Number of Bids: Three (3)

Table 1: Summary of Bids Received including bid price

Supplier Name	***Bid Price (excluding HST)**
SOFTCHOICE LP	$1,485,598.90
CDW CANADA INC	$1,497,981.04
POWERLAND COMPUTERS LTD	$2,663,949.59

*Note: Bid Price is being used as a basis for comparison upon which the award will be made. Awarded contract will be for a period of three (3) years in the amount of $8,970,000 net of all taxes, with option to renew for up to two (2) separate one (1) year terms with a fixed upset value not to exceed $2,240,000.00 and $2,690,000.00 respectively, with a total amount of $13,900,000.00 net of all taxes.

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 Supplier with the lowest bid meeting specifications or 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

Geneviève Sharkey
Chief Procurement Officer