



BID AWARD PANEL CONTRACT AWARD

Award of Doc4467832078 to iManage LLC for the Provision of Electronic Legal Document Management System (LDMS) for Legal Services Division

Date: March 20, 2025
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:
Negotiation Request for Proposal Doc 4467832078

Description:
For the Provision of a Legal Document Management System that enables users to consolidate emails & documents into a single matter file to be stored, searched and shared, for a period of five (5) years.

Recommended Supplier:
iManage LLC

Contract Award Value:
\$1,504,816 net of all applicable taxes and charges (Including 20% miscellaneous items)
\$1,700,442 including HST and all applicable charges
\$1,531,301 net of HST recoveries

Contract is expected to start on April 1, 2025 and end on January 20, 2030.

FINANCIAL IMPACT

Funding is available in the 2025 Capital Budget for Technology Services. Additional funding for remainder of the initial contract period will be included in the 2026-2030 Operating Submissions for Legal Services. Complete funding details are provided in Table 1.

Table 1: Financial Impact Summary of Recommended Contract

Period	LL0014 C/E 3420 & 4817 FAC 4530000000 (Legal Services Division)	CIT057-01 (Technology Services Division)	Total (Net of HST Recoveries)
April 1, 2025 to December 31, 2025	\$0	\$255,610	\$255,610
January 1, 2026 to December 31, 2026	\$287,318	\$0	\$287,318
January 1, 2027 to December 31, 2027	\$313,438	\$0	\$313,438
January 1, 2028 to December 31, 2028	\$313,438	\$0	\$313,438
January 1, 2029 to December 31, 2029	\$333,549	\$0	\$333,549
January 1, 2030 to January 20, 2030	\$27,948	\$0	\$27,948
Total	\$1,275,691	\$255,610	\$1,531,301

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

SOLICITATION SUMMARY

Solicitation Issued: March 5, 2024
Number of Addenda Issued: Two (2)
Number of Bids: Four (4)

Solicitation Closed: April 9, 2024

Table 2: Summary of Bids Received

Supplier Name
iManage LLC

Supplier Name
Carahsoft Technology Corp
Thomson Reuters Canada Limited*
Harbour Enterprises Inc.**

*Supplier did not meet minimum technical threshold

** Supplier was found non-compliant with the requirements of the Negotiated Request for Proposal.

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 highest ranked meeting specifications 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