



## BID COMMITTEE REPORT

Meeting Date: May 31, 2018  
Contact: Nick Kassam  
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TO: Bid Committee  
FROM: Chief Procurement Officer

Recommendation to enter into a contract with Microsoft Corporation in relation to Sole Source- Single Supplier PS20180979 – Microsoft 3-Year Enterprise Agreement.

### RECOMMENDATION

The Chief Procurement Officer recommends that the Bid Committee approve the entry into the following contract, under the authority of the City's Procurement Policy ADMIN-008 provided that such contract shall not be entered into until it is also approved by Council, as required by such policy. (subject to final negotiations).

Solicitation Number:	PS20180979 Sole Source- Single Supplier
Description of the Goods or Service:	Microsoft 3-Year Enterprise Agreement
Recommended Vendor:	Microsoft Corporation
Contract Term and Estimated Contract Value:	The recommended term of the contract is 3 years. The estimated contract price is \$6.3M, plus applicable taxes, over the initial 3-year term of the contract.

### PROCUREMENT SUMMARY

This procurement was executed according to the City's Procurement Policy ADMIN-008; specifically, Section 14 – Co-operative Purchasing, whereby the City will leverage the Province of British Columbia's (Province) Microsoft Business and Services Agreement (MBSA). This will allow the City to receive the same terms and conditions and pricing as the Province. TS conducted an extremely thorough analysis of the current and future products and services required to meet the City's requirements. This resulted in a fit for purpose product mix, which includes the following products and services:

1. Windows Enterprise E3, inclusive of key management and security features such as: APPV; Application Virtualization; faster Windows deployments; and end user protection;
2. CoreCAL Suite + ID Manager, inclusive of Client Access Licensing for Windows Server, Exchange, SharePoint, SCCM, Identity Manager, and Skype for Business; and
3. Office Pro Plus, inclusive of Word, Excel, PowerPoint, Outlook, OneNote, and all updates and services.

TS also engaged Gartner Research Services (the City's IT consultant) and its municipal peers to validate that the City's product and services mix and pricing present good value to the City.

## **COMMENTS**

For the recommended contract, the following requirements have been met:

- a) The solicitation documents were publicly advertised in accordance with the City's Procurement Policy ADMIN-008;
- b) The contract is proposed to be entered into with the vendor offering the best value for the required products and services;
- c) Financial Planning & Analysis and the applicable business unit have reviewed and concur on the budget and recommendation;
- d) Bid Committee approval authority exists, as outlined in the City's Procurement Policy ADMIN-008 and Council approval is required under the City's Procurement Policy ADMIN-008, due to the value being in excess of \$2 million; and
- e) The Director of Legal Services, Chief Procurement Officer and Technology Services General Manager are recommended to be authorized to execute and deliver all legal documents on behalf of the City.
- f) The Bid Committee approval is pre contract award, the final contract information may vary subject to final negotiations and award.

## **DECISION**

The Bid Committee approved the entry into a contract in relation to Microsoft 3-Year Enterprise Agreement with Microsoft Corporation, under the authority of the City's Procurement Policy ADMIN-008, provided that such contract shall not be entered into until it is also approved by Council, as required by such policy.