



BID COMMITTEE REPORT

Meeting Date: August 25, 2022
 Contact: Alexander Ralph
 Contact No.: 604 829 2092

TO: Bid Committee
 FROM: Chief Procurement Officer

RECOMMENDATION

Recommendation to enter into contracts with the following two vendors, in relation to RFP PS20190498 – Provision of Value-Added Reseller for Enterprise Hardware, Software, and Services.

- 1) 341234 BC Ltd. dba Microserve, (“Microserve”) – Client Hardware and Services
- 2) CDW Canada Corp. (“CDW”) – Enterprise Software and Services

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

Solicitation Number:	Request for Proposal - PS20190498
Description of the Goods or Service:	Provision of Value-Added Reseller for Enterprise Hardware, Software, and Services
Recommended Vendors:	1) Microserve – Client Hardware and Services 2) CDW – Enterprise Software and Services
Contract Term and Estimated Contract Value:	The recommended term of the contracts is five (5) years, with the option to extend for four (4) additional one-year terms. The estimated contract prices are listed below, plus applicable taxes, over the initial five-year term of the contract. 1) Microserve – Client Hardware and Services, \$23,279,397 2) CDW – Enterprise Software and Services, \$9,939,500

PROCUREMENT SUMMARY

Date of Issuance of RFP:	December 16 th , 2019
Notices Sent:	Supply Chain Management sent notices to ten (10) proponents.
Closing Date:	February 27 th , 2020
Responses Received for Category 1 – Hardware and Services:	CompuCom Canada Co
	Compugen Inc.
	Insight Canada Inc.
	341234 BC Ltd. dba Microserve
Responses Received for Category 2 – Software and Services:	CDW Canada Corp.
	Compugen Inc.
	Insight Canada Inc.
	Long View Systems Corporation

Evaluation Criteria	Evaluation Weighting
Technical	65%
Financial	30%
Sustainability	5%
Total	100%

COMMENTS

For the recommended contracts, 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 contracts proposed to be entered into are with the vendors offering the best value, which are also the highest-scoring vendors determined in accordance with the criteria, factors or methods previously disclosed in the public solicitation documents;
- 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;
- e) The Chief Procurement Officer, Director Legal Services & City Solicitor and General Manager, Technology Services Department to be authorized to execute and deliver all legal documents on behalf of the City; and,
- 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 contracts in relation to RFP PS20190498 – Provision of Value-Added Reseller for Enterprise Hardware, Software, and Services with Microserve and CDW, 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.