



BID COMMITTEE REPORT

Meeting Date: October 22, 2020
Contact: Alexander Ralph
Contact No.: 604 829 2092

TO: Bid Committee
FROM: Chief Procurement Officer

RECOMMENDATION

Recommendation to enter into a contract with KPMG LLP, 777 Dunsmuir Street Vancouver, BC V7Y 1K3, in relation to Request for Proposal PS No.20200271 – External Audit Services.

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 (subject to final negotiations).

Solicitation Number:	PS20200271 - Request for Proposals
Description of the Goods or Service:	External Audit Services
Recommended Vendor:	KPMG LLP
Contract Term and Contract Value:	The recommended term of the contract is 5 years, with the option to extend for 4 additional one-year terms. The estimated contract price is \$871,700.00, plus applicable taxes, over the initial 5-year term of the contract.

PROCUREMENT SUMMARY

Date of Issuance of RFP:	June 29, 2020
Notices Sent:	Supply Chain Management sent notices to 5 proponents.
Closing Date:	July 30, 2020
Responses Received:	KPMG LLP
	BDO Canada LLP

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

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, which is also the highest-scoring vendor and the lowest-priced compliant vendor 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 due to the value being in excess of \$750,000 and
- e) The Chief Procurement Officer and General Manager, Finance, Risk, and Supply Chain Management (FRS) 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 External Audit Services with KPMG LLP under the authority of the City’s Procurement Policy ADMIN-008.