



BID COMMITTEE REPORT

Meeting Date: August 17, 2022
Contact: Alexander Ralph
Contact No.: 604 829 2092

TO: Bid Committee
FROM: Chief Procurement Officer

RECOMMENDATION

Recommendation to enter into a contract with Ernst & Young LLP, 100 Adelaide Street West, Toronto, Ontario, M5H 0B3, in relation to Request for Expression of Interest PS20210119 – Accounts Payable Automation.

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, as required by such policy. (subject to final negotiations).

Solicitation Number:	PS20210119 Request for Expression of Interest
Description of the Goods or Service:	Accounts Payable Automation
Recommended Vendor:	Ernst & Young LLP
Contract Term and Estimated Contract Value:	The recommended term of the contract is five (5) years, with the option to extend for four (4) additional one-year terms. The estimated contract price is \$1,126,800, plus applicable taxes, over the initial five (5)-year term of the contract.

PROCUREMENT SUMMARY

Date of Issuance of RFEOI:	May 7, 2021
Notices Sent:	Supply Chain Management sent notices to 15 proponents.
Closing Date:	June 3, 2021
Responses Received:	Ernst & Young LLP
	Deloitte Inc.
	Green Light Consulting
	Compass Management Consulting Limited
	Kofax Inc.
	Ricoh Canada Inc.
	The Bank of Nova Scotia
	Serrala Solutions
	Soroco Americas Private Limited
	Telus International
	Yooz Inc.

Evaluation Criteria	Evaluation Weighting
Technical	60%
Financial	35%
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 optimal solution, applying artificial intelligence technology to meet current challenges while strategically positioning the City for business process modernization going forward, determined in conjunction 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;
- e) The Category Manager, Chief Procurement Officer and General Manager, Technology Services 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 a contract in relation to Accounts Payable Automation with Ernst & Young LLP, under the authority of the City's Procurement Policy ADMIN-008.