



BID COMMITTEE REPORT

Meeting Date: 05/26/2022
Contact: Alexander Ralph
Contact No.: 604 829 2092

TO: Bid Committee
FROM: Chief Procurement Officer

RECOMMENDATION

Recommendation to enter into a contract with Up In Code Inc. (o/a Showpass), 2030-2600 Portland Street SE., Calgary, Alberta, T2G 4M6, in relation to Request for Proposal PS20210331 – Provision of Cloud-Based Online Ticketing Services for Vancouver Park Board.

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:	PS20210331 Request for Proposal
Description of the Goods or Service:	Provision of Cloud-Based Online Ticketing Services for Vancouver Park Board
Recommended Vendor:	Up In Code Inc. (o/a Showpass)
Contract Term and Estimated Contract Value:	<p>The recommended term of the contract is three (3) years, with the option to extend for two (2) additional three-year terms.</p> <p>The estimated contract price is \$146,250, plus applicable taxes, over the initial three (3)-year term of the contract.</p>

PROCUREMENT SUMMARY

Date of Issuance of RFP:	September 22, 2021
Notices Sent:	Supply Chain Management sent notices to seven (7) proponents.
Closing Date:	October 27, 2021
Responses Received:	Up In Code Inc. (o/a Showpass)
	Hornblower Canada
	MyZone Tickets
	TicketLeader
	Parkeon, Inc.
	Syncic Software

Evaluation Criteria	Evaluation Weighting
Technical	45%
Financial	30%
Demonstrations/Interviews	20%
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 and Council approval is required under the City's Procurement Policy ADMIN-008, due to the value being in excess of \$500,000;
- e) The Director of Legal Services, 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 Provision of Cloud-Based Online Ticketing Services for Vancouver Park Board with Up In Code Inc. (o/a Showpass), 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.