



BID COMMITTEE REPORT

Meeting Date: December 14, 2023
Contact: Alexander Ralph
Contact No.: 604 829 2092

TO: Bid Committee
FROM: Chief Procurement Officer

RECOMMENDATION

Recommendation to enter into a contract with Open Text Corporation located at 275 Frank Tompa Drive, Waterloo, ON N2L 0A1, in relation to Request for Proposals No. PS20210836 - Content Management System Replacement.

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:	Request for Proposals No. PS20210836
Description of the Goods or Service:	Content Management System Replacement
Recommended Vendor:	Open Text Corporation
Contract Term and Contract Value:	The recommended term of the contract is five (5) years, with the option to extend for two (2) additional two-year terms for a total term of nine (9) years. The contract price is \$1,998,612.12, plus applicable taxes, over the initial five-year term of the contract.

PROCUREMENT SUMMARY

Date of Issuance of RFP:	May 4 th , 2022
Notices Sent:	Supply Chain Management sent notices to 8 proponents.
Closing Date:	June 23 rd , 2022
Responses Received:	Acro Media Inc
	OpenText Corporation
	Upanup Studios Inc.
	Yellow Pencil Inc
	Bayleaf Software Inc.
	BDO Canada LLP
	Portage Cybertech
	Northern Commerce Inc.
	QED42 Inc.
	Versett Incorporated
	Radical I/O Technology Inc (Disqualified as product is still under development)

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 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;
- e) The Category Manager, Director of Legal Services, Chief Procurement Officer 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 a contract in relation to RFP PS20210836 - Content Management System Replacement with Open Text Corporation, under the authority of the City's Procurement Policy ADMIN-008.