



## BID COMMITTEE REPORT

Meeting Date: November 24, 2022  
Contact: Alexander Ralph  
Contact No.: 604 829 2092

TO: Bid Committee  
FROM: Chief Procurement Officer

### RECOMMENDATION

Recommendation to enter into a contract, as a permitted sole source with SAP Canada Inc., 222 Bay Street, Suite 2000, Toronto, Ontario, V5L 1B7, providing licensing and software support and maintenance, both on-premise and cloud-based, as per Notice of Intent to Contract PS20220125 – City of Vancouver Transition to SAP Cloud (the “NOITC”) issued on November 7, 2022.

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 provided that such contract shall not be entered into until it is also approved by Council, as required by such policy. (subject to final negotiations).

Solicitation Number:	PS20220125 Notice of Intent to Contract
Description of the Goods or Service:	City of Vancouver Transition to SAP Cloud
Recommended Vendor:	SAP Canada Inc.
Contract Term and Estimated Contract Value:	The recommended length of the contract is up to six (6) years and nine (9) months. The estimated price of the contract over the proposed six (6) years and nine (9) months is up to \$15,187,469, plus applicable taxes.

## PROCUREMENT SUMMARY

Date of Issuance of NOITC:	November 7, 2022
Notices Sent:	Supply Chain Management sent notices to one (1) proponent.
Closing Date:	November 21, 2022
Responses Received:	SAP Canada Inc.

## 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 proposed contract is 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 Director of Legal Services, Chief Procurement Officer and Deputy City Manager 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, under the authority of the City's Procurement Policy ADMIN-008, approves the entry into a contract with SAP Canada Inc., for the City of Vancouver Transition to SAP Cloud, provided that such contract shall not be entered into until it is also approved by Council, as required by such polic