



## BID COMMITTEE REPORT

Meeting Date: October 20, 2022  
Contact: Alexander Ralph  
Contact No.: 604 829 2092

TO: Bid Committee  
FROM: Chief Procurement Officer

### RECOMMENDATION

Recommendation to extend, on a “sole source” procurement basis, the term of the existing November 3, 2017 contract with Fujitsu Consulting (Canada) Inc., acting as an authorized reseller and consultant, for the use of ServiceNow Enterprise Services Management software, as announced in Notice of Intent to Contract PS20220133 – Provision of an Enterprise Service Management Platform issued on October 5, 2022.

The Chief Procurement Officer recommends that the Bid Committee approve the proposed contract extension under the authority of the City’s Procurement Policy ADMIN-008. (subject to final negotiations).

Solicitation Number:	PS20220133 Notice of Intent to Contract
Description of the Goods or Service:	Provision of an Enterprise Service Management Platform
Recommended Vendor:	Fujitsu Consulting (Canada) Inc.
Contract Term and Estimated Contract Value:	<p>The recommended length of the proposed contract extension is three (3) years, with two (2) options to further extend for two (2) successive terms of one (1) year each.</p> <p>The estimated price of the contract over the proposed three (3)-year extension is \$1,833,226, plus applicable taxes.</p>

## PROCUREMENT SUMMARY

Date of Issuance of NOITC:	October 5, 2022
Notices Sent:	Supply Chain Management sent notice to one (1) proponent.
Closing Date:	October 19, 2022
Response Received:	Fujitsu Consulting (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 extension 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 due to the value being in excess of \$750,000;
- e) The Category Manager, 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 an extension of the term of the November 3, 2017 contract with Fujitsu Consulting (Canada) Inc. for the use of ServiceNow Enterprise Service Management Platform