



BID COMMITTEE REPORT

Meeting Date: September 21, 2023
Contact: Alexander Ralph
Contact No.: 604 829 2092

TO: Bid Committee
FROM: Chief Procurement Officer

RECOMMENDATION

Recommendation to enter into a contract with Touchstone IQ LLC, DBA Touchstone IQ, 2000 S Colorado Blvd., ANNEX Bldg., STE 460, Denver, CO 80222 in relation to Request for Proposal PS20230253-PUDS-RFP - Provision of a Software as a Service Building Performance Reporting System (“BPRS”) and Other Services.

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 Proposal PS20230253-PUDS-RFP
Description of the Goods or Service:	Provision of a Software as a Service Building Performance Reporting System and Other Services
Recommended Vendor:	Touchstone IQ LLC, DBA Touchstone IQ
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. The contract price is \$1,093,749.94, plus applicable taxes, over the initial five-year term of the contract.

PROCUREMENT SUMMARY

Date of Issuance of RFP:	May 1, 2023
Notices Sent:	Supply Chain Management sent notices to three proponents.
Closing Date:	May 31, 2023
Responses Received:	Touchstone IQ LLC, DBA Touchstone IQ
	ClearlyEnergy Inc.
	Open Regenerative Technologies Inc.

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 technical score and overall score Proponent 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 General Manager, Planning, Urban Design and Sustainability 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 Request for Proposal PS20230253-PUDS-RFP - Provision of a Software as a Service Building Performance Reporting System and Other Services with Touchstone IQ LLC, DBA Touchstone IQ, under the authority of the City's Procurement Policy ADMIN-008.