



BID COMMITTEE REPORT

Meeting Date: 03 / 23 / 2023
 Contact: Alexander Ralph
 Contact No.: 604 829 2092

TO: Bid Committee
 FROM: Chief Procurement Officer

RECOMMENDATION

The Chief Procurement Officer recommends that the Bid Committee approve the entry into a contract with Adobe Inc., 345 Park Avenue, San Jose, California, 95110 for the provision of software licensing and services, pursuant to a permitted sole source as per Notice of Intent to Contract PS20230297 – City of Vancouver Software Renewal with Adobe Inc. (the “NOITC”) issued on March 8, 2023 in accordance with the City’s Procurement Policy ADMIN-008.

The Chief Procurement Officer further recommends that the Bid Committee authorize the Director of Legal Services, Chief Procurement Officer and Deputy City Manager to execute and deliver all legal documents in respect of the above-noted contract on behalf of the City.

As the Bid Committee approval is pre-contract award, the final contract information may vary subject to final negotiations and award.

Solicitation Number:	PS20230297 Notice of Intent to Contract
Description of the Goods or Service:	City of Vancouver Software Renewal with Adobe Inc.
Recommended Vendor:	Adobe Inc.
Contract Term and Estimated Contract Value:	The recommended term of the contract is three (3) years. The estimated contract value is \$1,766,449, plus applicable taxes, over the three (3)-year term of the contract.

PROCUREMENT SUMMARY

Date of Issuance of NOITC:	March 8, 2023
Notices Sent:	Supply Chain Management sent notices to one (1) proponent.
Closing Date:	March 22, 2023
Responses Received:	Adobe 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; and
- 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.

DECISION

The Bid Committee, under the authority of the City's Procurement Policy ADMIN-008, approves the entry into a contract in relation to the City of Vancouver Software Renewal with Adobe Inc. as described in the recommendation above.