



## BID COMMITTEE REPORT

Meeting Date: July 13, 2023  
Contact: Alexander Ralph  
Contact No.: 604 829 2092

TO: Bid Committee  
FROM: Chief Procurement Officer

### RECOMMENDATION

Recommendation to enter, on a permitted “sole source” procurement basis, into a contract with Deloitte Inc., for the provision of Consulting Services for ServiceNow Resources Augmentation, as announced in Notice of Intent to Contract PS20230457 - Consulting Services for ServiceNow Resources Augmentation issued on June 27, 2023.

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:	PS20230457 Notice of Intent to Contract
Description of the Goods or Service:	Consulting Services for ServiceNow Resources Augmentation
Recommended Vendor:	Deloitte Inc.
Contract Term and Estimated Contract Value:	The recommended term of the contract is six (6) months. The estimated contract price is \$1,042,520, plus applicable taxes, over the six (6)-month term of the contract.

## PROCUREMENT SUMMARY

Date of Issuance of NOITC:	June 27, 2023
Notices Sent:	Supply Chain Management sent notice to one (1) proponent.
Closing Date:	July 11, 2023
Response Received:	Deloitte 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 due to the value being in excess of \$750,000;
- e) The Senior Category Manager, Chief Procurement Officer, General Manager Development, Buildings & Licensing Approval, 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 approves the entry into a contract in relation to the provision of Consulting Services for ServiceNow Resources Augmentation with Deloitte Inc., under the authority of the City's Procurement Policy ADMIN-008.