



BID COMMITTEE REPORT

Meeting Date: January 11, 2024
 Contact: Alexander Ralph
 Contact No.: 604 829 2092

TO: Bid Committee
 FROM: Chief Procurement Officer

RECOMMENDATION

Recommendation to enter into a contract extension with Deloitte Inc., in relation to Notice of Intent to Contract PS20230635-DBL-NOITC - Consulting Services for ServiceNow Resources Augmentation.

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:	PS20230635-DBL-NOITC 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 one year, with month-to-month options to extend if required. The estimated contract price is \$1,799,650, plus applicable taxes, over the one-year term of the contract.

PROCUREMENT SUMMARY

Date of Issuance of NOITC:	December 13, 2023
Notices Sent:	Supply Chain Management (SCM) sent notice to one proponent.
Closing Date:	January 2, 2024
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 \$1,000,000;
- e) The Senior Category Manager, Chief Procurement Officer, General Manager Development, Buildings & Licensing 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.