



## BID COMMITTEE REPORT

Meeting Date: March 21, 2024  
Contact: Alexander Ralph  
Contact No.: 604-829-2092

TO: Bid Committee  
FROM: Chief Procurement Officer

### RECOMMENDATION

Recommendation to enter into a contract with Microsoft Canada Inc. (located at 1950 Meadowvale Blvd. Mississauga, Ontario L5N 8L9 Canada) for a 5-Year Microsoft Enterprise Agreement.

Solicitation Number:	PS20240721-COV-NOITC
Description of the Goods or Service:	Microsoft 5-Year Enterprise Agreement
Recommended Vendor:	Microsoft Canada Inc.
Contract Term and Estimated Contract Value:	<p>The recommended term of the contract is 5 years.</p> <p>The estimated contract price is ~\$33.7M plus applicable taxes, over the 5-year term of the contract.</p>

### PROCUREMENT SUMMARY

This procurement was executed according to the City's Procurement Policy ADMIN-008; specifically, Section 14 – Co-operative Purchasing, whereby the City will leverage the Province of British Columbia's (Province) Microsoft Business and Services Agreement (MBSA).

Date of Issuance of RFP:	N/A
Notices Sent:	N/A
Closing Date:	N/A
Responses Received:	N/A

Evaluation Criteria	Evaluation Weighting
Technical	N/A
Financial	N/A
Sustainability	N/A
Total	N/A

## COMMENTS

The recommended contract meets the following requirements:

- a) The procurement was conducted in accordance with the City's Procurement Policy (ADMIN-008);
- b) The City's Financial Planning & Analysis department and the client business unit reviewed and concurred on the procurement budget and the selection of the proposed vendor;
- c) Pursuant to the City's Procurement Policy (ADMIN-008), the Bid Committee and Council have authority to approve the contract because the total price is greater than \$3,000,000;
- d) If Bid Committee approves this report and Council subsequently approves a related Council Report, the City's Category Manager, Legal Council, Chief Procurement Officer, and General Manager of Technology Services will have the authority to negotiate, execute, and deliver all legal documents for this procurement on behalf of the City; and
- e) As the Bid Committee approval is a pre-contractual award, the terms and conditions of the final agreement may vary as a result of the negotiation with the proposed vendor.

## DECISION

Pursuant to the City's Procurement Policy (ADMIN-008), the Bid Committee approved the contract with Microsoft Canada Inc. for 5 year Microsoft Enterprise Agreement. The contract will not be executed until it is approved by Council.