



BID COMMITTEE REPORT

Meeting Date: December 12, 2024
Contact: Alexander Ralph
Contact No.: 604 829 2092

TO: Bid Committee
FROM: Chief Procurement Officer

RECOMMENDATION

Recommendation to enter into two (2) contracts in relation to PS20240865-COV-RFP Provision of Legal Document Management System with:

- i) iManage LLC, 71 S Wacker Drive, Suite 400, Chicago, Illinois, for the provision of software licenses; and
- ii) Stone Consulting Team Inc., for the provision of professional implementation services.

Solicitation Number:	Request for Proposal PS20240865-COV-RFP
Description of the Goods or Services:	Provision of Legal Document Management System
Recommended Vendors:	<ul style="list-style-type: none">• iManage LLC, for the provision of software licenses; and• Stone Consulting Team Inc., for the provision of professional implementation services.
Contract Term and Estimated Contract Value:	<p>The recommended term of the iManage LLC contract is five (5) years, with the option to extend for four (4) additional one (1)-year terms. The contract value is \$555,910, plus applicable taxes, for the initial five (5)-year term of the contract. The maximum nine (9)-year contract value is estimated at \$1,139,149, plus applicable taxes.</p> <p>The recommended term of the Stone Consulting Team Inc. contract is one (1) year, with the option to extend for four (4) additional one (1)-year terms. The contract value is \$128,000, plus applicable taxes, for the initial one (1)-year term of the contract.</p>

PROCUREMENT SUMMARY

Date of Issuance of RFP:	June 28, 2024
Notices Sent:	Supply Chain Management sent notices to 13 proponents.
Closing Date:	July 26, 2024
Responses Received:	iManage LLC (software)
	Stone Consulting Team Inc. (professional services)
	Micro Strategies Inc. (professional services)
	Baker + Cadence (software + professional services)
	Carahsoft (software + professional services)
	Thomson Reuters (software + professional services)
	Open Text (software + professional services)
	Epona (software + professional services)

Evaluation Criteria	Evaluation Weighting
Technical	155
Financial	30
Sustainability	5
Total	190

COMMENTS

The recommended contracts meet the following requirements:

- a) The City advertised the procurement in accordance with the City's Procurement Policy (ADMIN-008);
- b) The proposed vendors offer the best value and scored the highest, which City staff calculated in accordance with the criteria, factors, and methods stated in the City's solicitation documents;
- c) 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 vendors;
- d) Pursuant to the City's Procurement Policy (ADMIN-008), the Bid Committee has the authority to approve the contracts because the total price is greater than \$1,000,000;
- e) If Bid Committee approves this report, the City's SCM Manager, Chief Procurement Officer and Deputy City Manager will have the authority to negotiate, execute, and deliver all legal documents for this procurement on behalf of the City; and
- f) 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 contracts with iManage LLC for the provision of software licenses and with Stone Consulting Team Inc. for the provision of implementation professional services under PS20240865-COV-RFP Provision of Legal Document Management System.