



BID COMMITTEE REPORT

Meeting Date: October 10, 2024
Contact: Alexander Ralph
Contact No.: 604 829 2092

TO: Bid Committee
FROM: Chief Procurement Officer

RECOMMENDATION

Recommendation to enter into a contract with SAP Canada Inc. 222 Bay Street, Suite 2000, P.O. Box 41, Toronto, Ontario M5K 1B7 for SAP SuccessFactors cloud service licenses related to Human Resources Management.

Solicitation Number:	Notice of Intent to Contract PS20240936-COV-NOITC
Description of the Goods or Services:	SAP SuccessFactors cloud service licenses related to Human Resources Management
Recommended Vendor:	SAP Canada Inc.
Contract Term and Estimated Contract Value:	<p>The recommended term of the contract is five (5) years.</p> <p>The estimated contract value is \$4,024,574, plus applicable taxes, over the five (5)-year term of the contract.</p>

PROCUREMENT SUMMARY

Date of Issuance of NOITC:	September 16, 2024
Notices Sent:	Supply Chain Management sent notices to one (1) proponent.
Closing Date:	September 30, 2024
Responses Received:	SAP Canada Inc.

COMMENTS

The recommended contract meets the following requirements:

- a) The City advertised the procurement 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 Director of Legal Services, Chief Procurement Officer, and the City's Deputy City Manager 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 SAP Canada Inc. for SAP SuccessFactors licenses under PS20240936-COV-NOITC SAP SuccessFactors licenses. The contract will not be executed until it is approved by Council.