



BID COMMITTEE REPORT

Meeting Date: December 19, 2019
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. in relation to Notice of Intent to Contract (NOITC) PS20191196 – SAP Cloud Service: SF Learning and Recruiting.

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).

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| Solicitation Number: | PS20191196 – SAP Cloud Service: SF Learning and Recruiting. |
| Description of the Goods or Service: | Provision of SAP Cloud Service including Annual Subscription User Licenses and Support: SF Learning and Recruiting. |
| Recommended Vendor: | SAP Canada Inc. |
| Contract Term and Contract Value: | The recommended term of the contract is 5 years. The contract price is \$1,571,534 plus applicable taxes, over the initial 5 year term of the contract. |

PROCUREMENT SUMMARY

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| Date of Issuance of NOITC: | December 13 th , 2019 |
| Notices Sent: | Not Applicable |
| Closing Date: | December 27 th , 2019 |
| Responses Received: | Not Applicable |

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 contract is proposed to be entered into with the vendor offering the best value in accordance with the criteria, factors or methods previously disclosed in the public solicitation document;
- 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 Director Legal Services, Chief Procurement Officer and Chief Human Resources Officer 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 approved the entry into a contract in relation to (NOITC) PS20191196 – SAP Cloud Service: SF Learning and Recruiting with SAP Canada Inc., under the authority of the City's Procurement Policy ADMIN-008.