



## BID COMMITTEE REPORT

Meeting Date: September 15, 2022  
Contact: Alexander Ralph  
Contact No.: 604 829 2092

TO: Bid Committee  
FROM: Chief Procurement Officer

### RECOMMENDATION

Recommendation to enter into a contract with Deloitte Inc. ("Deloitte"), in relation Request for Proposal PS No.20210159 - Consulting Services For SAP S/4 HANA Conversion.

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:	Request for Proposal PS No.20210159
Description of the Goods or Service:	Consulting Services For Sap S/4 HANA Conversion for Technology Services Department
Recommended Vendor:	Deloitte Inc.
Contract Term and Estimated Contract Value:	<p>The recommended term of the contract is expected to be five years with the details as follows,</p> <ul style="list-style-type: none"><li>• complete the S/4 HANA conversion within 12 months from contract execution, and</li><li>• provide additional consultancy services on as if and when needed basis post implementation for the 2nd and 3rd year, with two (2) possible one year extensions, for a maximum total contract term of five (5) years.</li></ul> <p>The estimated contract price* is \$1,140,144, plus applicable taxes, over the initial 12 months of the contract for the technical conversion.</p>

\* Contract price excludes travel costs and expenses.

## PROCUREMENT SUMMARY

Date of Issuance of RFP:	January 28 <sup>th</sup> , 2022
Notices Sent:	Supply Chain Management sent notices to 7 proponents.
Closing Date:	March 29 <sup>th</sup> , 2022
Responses Received:	Deloitte Inc.
	ESIT Advanced Solutions Inc. (a DXC Technology Company)
	SoftwareONE Canada Inc.
	IBM Canada Ltd.
	Invenio Business Solutions (Canada) Inc.

Evaluation Criteria	Evaluation Weighting
Technical	65%
Financial	30%
Sustainability	5%
Total	100%

## 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, which is also the highest-scoring vendor and the lowest-priced compliant vendor 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 \$750,000;
- e) The Category Manager, Chief Procurement Officer and General Manager, Technology Services Department 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 RFP PS20210159 - Consulting Services for SAP S/4hana Conversion with Deloitte Inc., under the authority of the City's Procurement Policy ADMIN-008.