

### Section I – Items for Board of Directors Action

**TO:** Chair and Members of the Executive Committee  
Meeting #9/19, Friday, November 01, 2019

**FROM:** Michael Tolensky, Chief Financial and Operating Officer

**RE:** **REQUEST FOR PROPOSAL FOR MICROSOFT LICENSING SOLUTIONS PROVIDER**  
RFP No. 10021875

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#### KEY ISSUE

Award of Request for Proposal (RFP) No. 10021875 for Microsoft Licensing Solutions Provider (“LSP”) to select a vendor authorized as a Microsoft LSP that will facilitate and administer license agreements with Microsoft. The vendor may additionally provide support services related to Microsoft products.

#### RECOMMENDATION

**THE EXECUTIVE COMMITTEE RECOMMENDS THAT WHEREAS** Toronto and Region Conservation Authority (TRCA) is engaged in ongoing operations that require a vendor authorized as a Microsoft LSP;

**AND WHEREAS** TRCA solicited proposals through a publicly advertised process and evaluated the proposals based on pre-established criteria;

**THEREFORE, LET IT BE RESOLVED THAT** Request for Proposal (RFP) No. 10021875 for Microsoft Licensing Solutions Provider be awarded to Long View Systems Corporation at a total cost not to exceed \$594,472, plus applicable taxes, to be expended as authorized by TRCA staff;

**THAT** TRCA staff be authorized to approve additional expenditures to a maximum of \$59,447 (10% of the operations cost), plus applicable taxes, in excess of the contract cost as a contingency allowance if deemed necessary;

**THAT** should TRCA staff be unable to negotiate a contract with the above-mentioned proponent, staff be authorized to enter into and conclude contract negotiations with other Proponents that submitted proposals, beginning with the next highest ranked Proponent meeting TRCA specifications;

**AND FURTHER THAT** authorized TRCA officials be directed to take whatever action may be required to implement the contract, including the obtaining of necessary approvals and the signing and execution of any documents.

#### BACKGROUND

TRCA utilizes Microsoft products and services which include Office 365 as its business productivity suite and Azure as its cloud service provider. Based on the organization’s consumption, TRCA qualifies for a Microsoft Enterprise Agreement (“EA”) which would provide cost savings in the form of service discounts. Microsoft does not engage with customers directly on an EA, rather, third-party vendors are authorized as Licensing Solutions Providers to manage these agreements with customers. TRCA therefore requires the partnership of a

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Microsoft LSP to facilitate the Enterprise Agreement for a 3-year contract term. Engaging the services of a Microsoft LSP offers TRCA additional benefits including account management, administrative support and product and service optimization. TRCA will also have access to the LSP's expert consultation resources to advise on the appropriate Microsoft products and services for TRCA's current and future business requirements. These additional services are available through the Microsoft LSP at no extra cost.

### RATIONALE

RFP documentation was posted on the public procurement website [www.biddingo.com](http://www.biddingo.com) on August 12, 2019 and closed on September 6, 2019 at 2:00pm EST. Two (2) addendums were issued to respond to questions received. A total of twenty-one (21) firms downloaded the documents and four (4) proposals were received from the following Proponent(s):

- CDW Canada Corp.
- Dell Technologies
- Long View Systems Corporation
- SoftwareOne Canada Inc.

An Evaluation Committee comprised of staff from Information Technology Management reviewed the proposals. The criteria used to evaluate and select the recommended Proponent included the following:

Criteria	Weight	Minimum Score
Proponent's Information and Profile <ul style="list-style-type: none"> <li>- Proponent has provided all requested information in a clear manner</li> </ul>	5	
Key Personnel <ul style="list-style-type: none"> <li>- Demonstrated experience in similar engagements</li> <li>- Demonstrated experience and knowledge of Microsoft licensing and products</li> </ul>	10	
Experience and Methodology <ul style="list-style-type: none"> <li>- Proponent will have demonstrated experience in similar engagements and Scope of Work</li> <li>- Proponents have demonstrated positive impacts through engagements of similar scale and scope</li> </ul>	10	
Scope of Work Capabilities <ul style="list-style-type: none"> <li>- Proponent has demonstrated their ability to meet or exceed the requirements listed in the Scope of Work</li> </ul>	25	
<b>Sub-Total</b>	50	35
Pricing <ul style="list-style-type: none"> <li>- Each Proponent receives a percentage of the total possible points allocation to price by dividing the lowest bid price by the Proponent's price.</li> </ul>	50	
<b>Sub-Total</b>	50	40
<b>Total Points</b>	100	75

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The highest ranked Proponent demonstrated the capability to provide the full scope of work that TRCA requested. The Proponent also exhibited relevant experience and provided a highly knowledgeable team for the engagement. Therefore, it is recommended that contract No. 10021875 be awarded to Long View Systems Corporation at a total cost not to exceed \$594,472, plus 10% contingency, plus applicable taxes, it being the highest ranked Proponent meeting TRCA specifications. Proponent's scores and staff analysis of the evaluation results can be provided in an in-camera presentation, upon request.

### **Relationship to Building the Living City, the TRCA 2013-2022 Strategic Plan**

This report supports the following strategic priority set forth in the TRCA 2013-2022 Strategic Plan:

**Strategy 7 – Build partnerships and new business models**

**Strategy 10 – Accelerate innovation**

**Strategy 11 – Invest in our staff**

**Strategy 9 – Measure performance**

### **FINANCIAL DETAILS**

Funds for the contract for the remainder of 2019 are identified in the Information Technology Management Capital budget. Funds for the contract term of 2020 and beyond will be spread across Information Technology Management's Capital budget as well as various Operating budgets across organizational Business Units.

A breakdown of the annual cost of the 3 year contract based on estimated consumption is shown in the table below.

<b>Product</b>	<b>Description</b>	<b>Estimated Quantity</b>	<b>Subtotal/Year</b>
Azure Monetary Commitment	Consumption credits that can be used for all Azure services. Quantity based on estimated dollar value required.	98	\$150,238
Microsoft Office 365 E1 Nonprofit	E1 tier provides a standard set of online only Office productivity applications such as email, storage, word processing, etc. This is the default license for all staff.	1300	\$0
Microsoft Office 365 E3 Nonprofit	E3 tier provides the same features as E1 with the additional benefit of providing desktop versions of the Office productivity suite. It is licensed for staff with applicable needs.	625	\$42,240
Microsoft Project Online Professional Nonprofit	Project management software licensed to staff with applicable needs.	25	\$3,917
Microsoft Visio Online Plan 2 Nonprofit	Diagram creation software licensed to staff with applicable needs.	15	\$1,762
<b>Total/Year</b>			<b>\$198,157</b>

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