

Section II – Items for Executive Action

TO: Chair and Members of the Executive Committee
Friday, February 11, 2022 Meeting

FROM: Michael Tolensky, Chief Financial and Operating Officer

RE: **VENDOR OF RECORD ARRANGEMENT FOR IT RESEARCH AND
ADVISORY SERVICES**
Extension of Contract No. 10034756

KEY ISSUE

Extension of Contract No. 10034756 (Province of Ontario Tender #10941) for IT Research Subscription Services.

RECOMMENDATION

WHEREAS Toronto and Region Conservation Authority (TRCA) is engaged in ongoing information technology operations and management that requires research, advisory and leadership consulting and expertise;

WHEREAS the Province of Ontario has established a Vendor of Record (VOR) arrangement for the supply of IT Research Subscription Services (Tender #10941) which TRCA has adopted;

WHEREAS TRCA staff originally obtained approval to access the VOR for the period July 27, 2020 to January 20, 2022 at a value not to exceed \$223,235, plus applicable taxes, plus 10% contingency;

THEREFORE LET IT BE RESOLVED that staff be authorized to extend Contract No. 10034756 for an additional cost of \$200,000, plus applicable taxes for the total contract value not to exceed \$423,235, plus applicable taxes, plus 10% contingency;

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

BACKGROUND

TRCA requires the use of information technology research and advisory services to support various technology initiatives and projects to meet TRCA's business objectives. This includes advisory services on technology strategy, solutions, best practices, security, and operations. The benefits of this service result in improved scoping, planning and delivery of IT services.

Staff have identified an opportunity for administrative efficiencies and cost savings through the adoption of the Province of Ontario VOR arrangement. By utilizing the Province of Ontario VOR arrangement, vendors are authorized to provide services for a defined period of time and where TRCA benefits from fixed pricing. Vendors will be required to provide all resources required to service organizational needs in accordance with applicable laws, codes, standards, terms and conditions of the VOR agreement.

Item 8.1

RATIONALE

The Province of Ontario has undertaken a competitive procurement process with various IT Research Subscription Services providers. The objective of the VOR arrangement is to provide full service, information technology research, advisory and consulting and to enhance the strategic and operational aspects of key personnel through relevant discussions and expertise. This VOR arrangement (Province of Ontario Tender #10941) is available to Non-Ontario Public Service (Non-OPS) entities through execution of a separate agreement with the vendors.

TRCA intends to use the service for subscription-based research and advisory as well as project specific consulting. Utilizing this VOR arrangement provides cost savings in the form of staff administrative time and in the cost of actual services rendered, when compared to conducting a separate procurement process.

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

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

Strategy 10 – Accelerate innovation

Strategy 7 – Build partnerships and new business models

Strategy 11 – Invest in our staff

FINANCIAL DETAILS

The total expenditure as of January 10, 2022 is \$141,171.00, plus applicable taxes and TRCA staff are satisfied with the services provided to date. Based on a review of previous work completed and future IT research and advisory service needs, the anticipated additional cost is approximately \$200,000, plus applicable taxes for a revised contract value of \$423,235, plus applicable taxes, plus 10% contingency.

An increase or decrease in demand of IT research and advisory services will have an impact on the value of this contract. The vendor understands the potential cost and resource implications associated with the potential demand for services. The services will be provided on an “as required” basis with no minimum volume of work guaranteed.

The expenses associated with this contact are charged to ITRM Capital and Operating accounts.

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