

<b>TO:</b>	<b>CHAIR AND MEMBERS CORPORATE SERVICES COMMITTEE TUESDAY, OCTOBER 20, 2015</b>
<b>FROM:</b>	<b>MARTIN HAYWARD MANAGING DIRECTOR, CORPORATE SERVICES, CITY TREASURER &amp; CHIEF FINANCIAL OFFICER</b>
<b>SUBJECT</b>	<b>SS15-40 SINGLE SOURCE FOR THE COMPUTER EQUIPMENT LEASING SERVICES</b>

<b>RECOMMENDATION</b>
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That on the recommendation of the Managing Director, Corporate Services, City Treasurer & Chief Financial Officer the following action **BE TAKEN** with respect to the Computer Equipment Leasing Services:

- a) That approval hereby **BE GIVEN** to enter into a new six (6) month Single Source contract at a cost of approximately \$900,000.00 for the Computer Equipment Leasing Services from Hewlett-Packard Financial Services. PO Box 4090, Station A, Toronto, ON, M5W 0E9.
- b) That Civic Administration **BE AUTHORIZED** to undertake all the administrative acts that are necessary in connection with this contract.
- c) Approval hereby given **BE CONDITIONAL** upon the Corporation negotiating satisfactory prices, terms and conditions with Hewlett-Packard Financial Services to the satisfaction of both the City Treasurer and the Director, Information Technology Services.
- d) Approval hereby given **BE CONDITIONAL** upon the Corporation entering into a formal contract or having a purchase order relating to the subject matter of this approval.

<b>BACKGROUND</b>
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In 2009, the City of London issued a proposal (RFP09-46) for the Computer Equipment Leasing Services (desktops, laptops, servers, and other peripherals) and received nine (9) proposal submissions. A Committee Report was submitted to Council recommending Hewlett-Packard Financial Services as the supplier for the Computer Equipment Leasing Services. A three (3) year contract with an option for three (3), one (1) year renewal extensions was accepted. The expiry date for Computer Equipment Leasing Services (C10-224) falls on November 30, 2015.

In 2011, the City issued a proposal (RFP11-20) for the Supply of Computer Equipment such as desktops, laptops, servers, and other peripherals. The recommended supplier was OnX Enterprise Solutions and was awarded a three (3) year contract term with the option to renew for two (2) additional one (1) year periods. The expiry date for the Supply of Computer Hardware (C12-079) falls on May 31, 2016.

The expiry dates of these contracts are (6) six months apart.

**Discussion**

The objective is to align the contracts for the Computer Equipment Leasing Services and the supplier of Computer Equipment such that the expiry dates are the same. This alignment will provide greater opportunity and flexibility to the City of London to investigate and review different methods and structures for the provision and financing of technological equipment. Greater opportunity and flexibility will be realized through shifting the business question from the fulfillment of separate RFPs to one that reviews both financing and the provision of technological equipment together and in the context of service delivery options from the marketplace.

**Financial Impact**

The recommendation is to extend this contract an additional six (6) months, at an approximate value of \$900,000 for the provision of:

- Desktop personal computers
- Monitors
- All-in-One personal computers
- Laptops with docking stations
- Fully rugged Toughbooks
- Ultrabook Laptops
- Servers
- Specialized scanning equipment

**Acknowledgements**

This report was prepared with the assistance of Mat Daley, Director, Information Technology Services, Marcus Ruddy, Manager II, Information Technology Services and Chris Rinehart, Procurement Specialist.

<b>SUBMITTED BY:</b>	<b>REVIEWED &amp; CONCURRED BY:</b>
<b>TROY THOMPSON, MANAGER III, INFORMATION TECHNOLGY SERVICES</b>	<b>MAT DALEY, DIRECTOR, INFORMATION TECHNOLOGY SERVICES</b>
<b>RECOMMENDED BY:</b>	<b>REVIEWED &amp; CONCURRED BY:</b>
<b>MARTIN HAYWARD, MANAGING DIRECTOR, CORPORATE SERVICES, CITY TREASURER &amp; CHIEF FINANCIAL OFFICER</b>	<b>ANNA LISA BARBON DIRECTOR, FINANCIAL SERVICES</b>