

TO:	CHAIR AND MEMBERS CORPORATE SERVICES COMMITTEE MEETING ON May 25, 2020
FROM:	MAT DALEY DIRECTOR, INFORMATION TECHNOLOGY SERVICES
SUBJECT:	SS20-07 SINGLE SOURCE CORPORATE TECHNOLOGY ASSETS

RECOMMENDATIONS

That, on the recommendation of the Director, Information Technology Services the following actions be taken, with respect to Corporate Technology Assets:

- a) the extension of the existing Single Source contract, the Vendor of Record (VOR OSS-00466131), Province of Ontario Agreement (Schedule A) for an eighteen (18) month term for Desktop Management Products and Services from CompuCom Canada Co., 1830 Matheson Boulevard, Unit, Mississauga, ON, Canada L4W 0B3, **BE APPROVED**; and,
- b) the attached proposed By-law (Appendix A) **BE INTRODUCED** at the Municipal Council meeting to be held on Tuesday, June 2nd, 2020 to:
 - i. approve the Amending Agreement between CompuCom Canada Co. (the "Supplier") and The Corporation of the City of London (the "Buyer") for the "Publicly Funded Organization Agreement" for Desktop Management Services and Products (DMSP-03), forming a part of the By-law and attached as Schedule A; and
 - ii. authorize the Mayor and City Clerk to execute the Agreement
- c) the Civic Administration **BE AUTHORIZED** to undertake all the administrative acts that are necessary in connection with this matter;
- d) the approval hereby given **BE CONDITIONAL** upon the Corporation negotiating the maintaining of satisfactory prices, terms and conditions with CompuCom Canada Co. to the satisfaction of the Director, Information Technology Services; and
- e) the approval hereby given **BE CONDITIONAL** upon the Corporation entering into a formal contract, agreement or having a purchase order relating to the subject matter of this approval.

PREVIOUS REPORTS PERTINENT TO THIS MATTER
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1. Corporate Services Committee, October 20, 2015, *SS15-40 Single Source For The Computer Equipment Leasing Services.*
2. Corporate Services Committee, April 12, 2016, *SS16-11 Single Source Corporate Technology Assets*

BACKGROUND

The City of London currently purchases Personal Desktops, All-In-One Desktops, Mini

Desktops, Workstations, Laptops, Docking Stations and Monitors through CompuCom Canada Co. This service supports procurement and lifecycle management of Information Technology hardware equipment for all Corporate Service Areas as well as a number of Agencies, Boards and Commissions.

DISCUSSION

Purpose

The purpose of this contract is to ensure that the City of London can continue to purchase Personal Desktops, All-In-One Desktops, Mini Desktops, Workstations, Laptops, Docking Stations and Monitors to support the lifecycle replacement of out of date and obsolete information technology assets.

Procurement approach

Since 2016, Information Technology Services (ITS) has purchased technology assets leveraging the Ontario Ministry of Government and Consumer Services RFP. CompuCom Canada Co. was selected as the registered Vendor of Record (VOR) for the Ministry of Government and Consumer Services (Ontario Master Agreement VOR OSS-00466131). The term of this award was a thirty-one (31) month period, with an optional two (2) additional, one (1) year extensions. Both of the optional extensions have been exercised.

Subsequently, the Province of Ontario has extended this Publicly Funded Organization Agreement to November 7, 2021. Based on the City of London's technology requirements, ITS is seeking approval to continue to leverage the Province of Ontario Master Agreement VOR (OSS-00466131 – Desktop Management Services and Products – DMSP-03) with CompuCom Canada Co. In taking this approach, ITS and the City of London will continue to ensure competitive pricing and cost certainty. Through this procurement strategy, the City of London is able to benefit from the buying power associated with the broader Provincial agreement as well as significantly reduce the labour costs associated with a formal bid process. Under the agreement, the City of London and CompuCom Canada Co. agree to be bound by the provisions of the DMSP-03 agreement and the form of this agreement is attached as (Schedule A).

More than 100 Publicly Funded Organizations (Governments, Health Care Institutions, School Boards, Colleges, Universities and Municipalities) leverage the Ontario Ministry of Government and Consumer Services RFP for technology assets. Current municipal examples include: the City of Mississauga, the Region of Peel and the City of Brampton.

Purchasing Process

The DMSP-03 agreement with CompuCom Canada Co. is in compliance with our Procurement of Goods and Services Policy per section 14.4 Single Source item g) it is advantageous to the City to acquire the goods or services from a supplier pursuant to the procurement process conducted by another public body.

Financial Impact

Through analysis of the pricing available to the City of London from the DMSP-03 agreement with CompuCom Canada Co. it has been acknowledged that the long term purchase of corporate technology assets (Personal Desktops, All-In-One Desktops, Mini Desktops, Workstations, Laptops, Docking Stations, and Monitors), has remained the most cost effective model for procurement of this hardware. The funding to support this initiative has been approved in the Information Technology Services 2020-2023 Multi-Year Budget.

Acknowledgments

This report was prepared with the assistance of Purchasing Services, Legal Services and Information Technology Services.

SUBMITTED BY:	RECOMMENDED BY:
DAN DOBSON MANAGER III, INFORMATION TECHNOLOGY SERVICES	MAT DALEY DIRECTOR, INFORMATION TECHNOLOGY SERVICES

CC: Lisa Karlovec, Financial Business Administrator
Mary Ma, Procurement Officer

APPENDIX A

Bill No.
2020

By-law No.

A By-law to approve the Amending Agreement to the “Publicly Funded Organization Agreement” between The Corporation of the City of London and CompuCom Canada Co; and to authorize the Mayor and City Clerk to execute the Amending Agreement.

WHEREAS subsection 5(3) of the *Municipal Act, 2001* S.O. 2001, c.25, as amended, provides that a municipal power shall be exercised by by-law;

AND WHEREAS section 9 of the *Municipal Act, 2001* provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

AND WHEREAS The Corporation of the City of London and CompuCom Canada Co. entered into an Agreement in 2016 regarding desktop management services and products, under substantially the same terms as an agreement between the Province and CompuCom Canada Co. (DMSP-03);

AND WHEREAS The Corporation of the City of London and CompuCom Canada Co. wish to amend the Agreement;

NOW THEREFORE the Municipal Council of The Corporation of the City of London enacts as follows:

1. The Amending Agreement to the Publicly Funded Organization Agreement entered into between The Corporation of the City of London and CompuCom Canada Co., attached as Schedule “A” to this by-law, is authorized and approved.
2. The Mayor and the City Clerk are authorized to execute the Amending Agreement authorized and approved under section 1 of this by-law.
3. This by-law shall come into force and effect on the day it is passed.

PASSED in Open Council [insert date].

Ed Holder
Mayor

Catharine Saunders
City Clerk

First reading -
Second reading -
Third reading –

SCHEDULE "A"

THIS AMENDING AGREEMENT made as of May 7, 2020.

B E T W E E N:

COMPUCOM CANADA CO.
(the "Supplier")

- and -

THE CORPORATION OF THE CITY OF LONDON
(the "Buyer")

WHEREAS the Supplier and the Buyer entered into a Publicly Funded Organization Agreement in 2016, regarding desktop management services and products (the "Agreement");

AND WHEREAS the Supplier and Her Majesty the Queen in right of Ontario amended the DMSP Agreement, effective November 4th, 2019, to *inter alia* establish a new Expiry Date of November 7, 2021;

AND WHEREAS the Supplier and the Buyer wish to amend the Agreement;

NOW THEREFORE THIS AMENDING AGREEMENT WITNESSES that in consideration of the premises and the mutual covenants contained in the Agreement, and subject to the terms and conditions of this Amending Agreement, the parties agree as follows:

1.0 AMENDMENTS

Subparagraph b(iv) on the first page of the Agreement is amended by deleting the date "May 7, 2018" and replacing it with the new termination dated of "November 7, 2021".

2.0 AGREEMENT BINDING

- 2.1 Except as amended by this Amending Agreement, the Agreement shall remain binding and in full force and effect.
- 2.2 This Amending Agreement shall be binding on the parties and their respective successors and assigns.

3.0 EXECUTION

- 3.1 The Buyer and the Supplier acknowledge that it has each read this Amending Agreement, understands it and agrees to be bound by its terms and conditions.
- 3.2 This Amending Agreement may be executed in counterparts, each of which shall be deemed an original but both of which taken together shall constitute one and the same agreement. The exchange of copies of this Amending Agreement and of signature pages by facsimile or electronic transmission shall constitute effective execution and delivery of this Amending Agreement as to the parties and may be used in lieu of the original Amending Agreement for all purposes. Signatures of the parties transmitted by facsimile or electronic transmission shall be deemed to be their original signatures for all purposes.
- 3.3 The Parties represent and warrant that the execution and delivery of this Agreement have been duly authorized, and when executed and delivered will constitute a legal, valid and binding obligation of the Parties enforceable on its terms.

IN WITNESS WHEREOF the City and the Parties have signed this Amending Agreement by their duly authorized representatives.

SIGNED, SEALED AND DELIVERED

THE CORPORATION OF THE CITY OF LONDON

Date:

Ed Holder, Mayor

Catharine Saunders, City Clerk

COMPUCOM CANADA CO.

Date:

*Per:
Name:
Title:

Date:

*Per:
Name:
Title:
*I/We have authority to bind the corporation.