

Report to Corporate Services Committee

To: Chair and Members
Corporate Services Committee

From: Mat Daley, Director, Information Technology Services

Subject: SS21-34 SINGLE SOURCE CORPORATE TECHNOLOGY

Date: September 20, 2021

Recommendation

That on the recommendation of the Director, Information Technology Services the following actions **BE TAKEN**, with respect to Corporate Technology Assets:

- a) That approval hereby **BE GIVEN** to extend the existing Single Source contract, the Vendor of Record (VOR OSS-00466131), Province of Ontario Agreement (Schedule A) for a twelve (12) month term for Desktop Management Products and Services from CompuCom Canada Co., 1830 Matheson Boulevard, Unit, Mississauga, ON, Canada L4W 0B3 at a planned cost of \$732,702.52 in 2022;
- b) The attached proposed By-law (Appendix A) **BE INTRODUCED** at the Municipal Council meeting of Tuesday, October 5th, 2021:
 - i. **TO APPROVE** the agreement with 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); and
 - ii. **TO AUTHORIZE** the Mayor and City Clerk to execute the Agreement
- c) That the Civic Administration **BE AUTHORIZED** to undertake all the administrative acts that are necessary in connection with this matter;
- d) 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 both the City Treasurer and the Director, Information Technology Services; and
- e) 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.

Executive Summary

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 (IT) hardware for all City Service Areas and many local Boards and Commissions.

Information Technology Services (ITS) is seeking authorization to continue to acquire technology assets under the Vendor of Record (VOR OSS-00466131), Province of Ontario Agreement (Schedule A) for a twelve (12) month term for Desktop Management Products and Services from CompuCom Canada Co., 1830 Matheson Boulevard, Unit, Mississauga, ON, Canada L4W 0B3 until November 7, 2022.

Linkage to the Corporate Strategic Plan

This project supports the City of London's "Leading in Public Service" strategic area of focus. This undertaking supports the following specific strategies outlined in the 2019-2023 Strategic Plan:

- Increase the use of technology to improve service delivery: continue to maintain, build and enhance a high-performing and secure computing environment,
- Enhance the ability to respond to new and emerging technologies and best practices: deliver and maintain innovative digital solutions to increase efficiency and effectiveness across the Corporation, and,
- Maintain London's finances in a transparent and well-planned manner to balance equity and affordability over the long run

Analysis

1.0 Background Information

1.1 Previous Reports Related to this Matter

1. Corporate Services Committee, April 12, 2016, *SS16-11 Single Source Corporate Technology Assets*
2. Corporate Services Committee, May 25, 2020, *SS20-07 Single Source Corporate Technology Assets*

2.0 Discussion and Considerations

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.

2.1 Procurement approach

Since 2016, Information Technology Services has purchased technology assets leveraging the Ontario Ministry of Government and Consumer Services Request For Proposal (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 at this time.

The Province of Ontario extended this Publicly Funded Organization Agreement to November 7, 2021 and again to November 7, 2022.

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 approach the City of London can benefit from the buying power associated with the broader Provincial agreement and significantly reduce the internal 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. 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 as per section 14.4 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.

3.0 Financial Impact/Considerations

3.1

Through analysis of the pricing available to the City of London from the DMSP-03 agreement with CompuCom Canada Co. it has been identified that the long-term purchase of corporate technology assets (Personal Desktops, All-In-One Desktops, Mini Desktops, Workstations, Laptops, Docking Stations, and Monitors), at the planned cost of \$732,702.52, 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.

Prepared by: Steve Spring, Hardware Services Manager, Information Technology Services

Submitted by: Dan Dobson, Manager III, Information Technology Services

Recommended by: Mat Daley, Director, Information Technology Services

CC: David Bordin, Financial Business Administrator
Mary Ma, Procurement Officer

APPENDIX A

Bill No.
20

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 Director of Information Technology Services is 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 September 20, 2021.

B E T W E E N:

COMPUCOM CANADA CO.
(the "Supplier")

- and -

THE CORPORATON 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 amended the Agreement on May 7, 2020 to establish a new termination date of November 7, 2021;

AND WHEREAS the Supplier and Her Majesty the Queen in right of Ontario further amended the DMSP Agreement, effective December 15th, 2020, to *inter alia* establish a new Expiry Date of November 7, 2022;

AND WHEREAS the Supplier and the Buyer wish to further 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 "November 7, 2021" and replacing it with the new termination date of "November 7, 2022".

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.

IN WITNESS WHEREOF the parties have entered into this Amending Agreement by signed by their authorized officers.

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.