

City of Mississauga  
**Corporate Report**



<p>Date: March 13, 2023</p> <p>To: Chair and Members of General Committee</p>	<p>Originator's files:</p>
<p>From: Raj Sheth, P.Eng, Acting Commissioner of Corporate Services</p>	<p>Meeting date: April 26, 2023</p>

## Subject

**Single Source Procurements Related to 2023 - Q2 Information Technology (IT) Contracts (File Ref: PRC000390, PRC001890, PRC002434, PRC002569, PRC003969 & PRC003970)**

## Recommendation

1. That the single source procurements for software licensing, subscription services, professional services, and maintenance and support related to six (6) Information Technology contracts listed in Appendix 1 of the report dated March 13, 2023, from the Acting Commissioner of Corporate Services, "Single Source Procurements Related to 2023 - Q2 Information Technology (IT) Contracts (File Ref: PRC000390, PRC001890, PRC002434, PRC002569, PRC003969, & PRC003970)" be approved.
2. That the Chief Procurement Officer or designate be authorized to execute all contracts and the necessary amendments and related ancillary documents to extend the term of the contracts and to increase the value of the contracts with the suppliers as identified in Appendix 1 of this report, in accordance with the City's Procurement By-law 0013-2022, as amended, and in a form satisfactory to Legal Services.
3. That the Chief Procurement Officer or designate be authorized to execute the necessary amendments to increase the value of the contracts between the City and suppliers listed in Appendix 1 of this report for additional products, software licensing, subscription services, professional services, consulting services, and maintenance and support, including additional features and modules, as required by the City for the purpose of accommodating growth or to ensure business continuity, if the funding for such contract increase has been approved by Council, and in a form satisfactory to Legal Services.
4. That the products, software and subscriptions listed in Appendix 1 of this report be approved as City Standards for the duration of their respective contracts, and for any additional period should the City exercise its option to extend the term of the contract, in accordance with the City's Procurement By-law 0013-2022, as amended.

## Executive Summary

- Maintaining critical business functions supported by IT technology requires yearly contract renewals and extensions to ensure that they are on current supplier-supported versions, secure from security threats and that they allow for the deployment of necessary upgrades and updates.
- Consolidating multiple IT contract expirations and renewals into a single Corporate Report provides efficiencies and reduces the quantity and frequency of reports to Council and the associated requirement for the scheduling, authoring, collaborating, and approving of them.
- The approval of this report would allow the specific IT supplier contracts identified in Appendix 1 to be executed, amended and extended, as required, ensuring the IT systems listed in Appendix 1 are on supplier-supported versions providing business continuity to the City for the services that are dependent on them.

## Background

Currently Information Technology (IT) manages over 150 contracts for hardware, software and services for the City. This number increases annually as the City embraces new business driven technologies required to improve service delivery for residents and staff. These contracts directly support business service delivery as well as critical IT infrastructure that “keep the lights on” and occasionally introduces newer IT technologies. IT has an established operational work plan for contract renewals and/or new procurements to replace existing contracts that are scheduled to expire over the next twelve to twenty-four months.

## Comments

IT follows approved City processes for procuring software, professional services, maintenance and support and subscription services through a balance of competitive procurements, single source procurements, and contract renewals. IT, Procurement Services and the business are requesting the approval of six (6) single source procurements and expiring contracts for Q2 2023 that are identified in Appendix 1 of this report. The approval of this report would allow the specific IT procurements and contracts identified in Appendix 1 to be executed, amended and extended, as required, ensuring business continuity and no service disruption to the City’s operations that are dependent on these systems.

### Procurement By-law Authorization

Six (6) contracts for Q2 2023. These contracts will be executed under Procurement By-law 0013-2022, Schedule “A” using the Single Source Procurement justification clauses shown below, and the supporting rationale for each single source contract in Appendix 1, which has been reviewed and approved by Procurement Services:

- (h) For additional Goods and/or Services from the original Supplier that were not included in the original Procurement, if the change of Supplier for such additional Goods and/or Services cannot be made for:
- (i) Economic or technical reasons such as requirements of interchangeability or interoperability with existing equipment, software, services or installations procured under the initial Procurement; and
  - (ii) Would cause significant inconvenience or substantial duplication of costs for the City;
- (j) It is advantageous to the City to acquire the Goods and/or Services from a supplier pursuant to the competitive Procurement process conducted by another Public Body.

## Financial Impact

There are no financial impacts resulting from the recommendations in this report. The required contracts identified in Appendix 1 represent a total estimated spend of additional \$2,869,954.60 for the new contract terms. The total estimated value of the existing contracts will increase from \$1,821,763.10 to approximately \$4,691,717.70 as a result of the requested changes. The existing contracts are funded in the 2023 approved IT operating budget (GL 715516). Any IT contracts in subsequent years will be subject to budget approvals. Capital expenditures will be funded through approved capital project budgets. The financial detail for each contract can be found in Appendix 1.

## Conclusion

It is critical for IT to maintain support to key business systems that rely on IT technology to manage their day-to-day work. By moving these specific contracts forward as proposed in this report, the City will ensure continued service delivery in the respective service areas that are reliant on these IT systems.

## Attachments

Appendix 1: Statement of Work Criteria for Single Source and Emergency Procurement



Raj Sheth, P.Eng, Acting Commissioner of Corporate Services

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