

Statement of Work

Procurement No.	Vendor (proper legal name)	Description	Expiry Date	Requested Extension / Renewal Term	Contract \$ Value To-Date	\$ Value of Extension Term	New Total Contract \$ Value	Extending on Same T&Cs? (Y/N)	Scope of Work (SOW)	Rationale to Support Justification (3 bullets from SS Justification Form)
SINGLE SOURCE JUSTIFICATION CRITERIA; (b)(iv) The solicitation of competitive Bids would not be economical to the City										
PRC002619	SurveyMonkey Europe Unlimited Company	Online submission and application review platform	2021/05/30	5 years	\$ 106,551.63	\$ 189,000.00	\$ 295,551.63	Y	N/A	1) Economical 2) Maintains business continuity and reduces business disruption 3) New features allow for easier path for onboarding new business units and making this an enterprise solution
PRC000390	Frequency Foundry Inc.	Customer Relationship Management software - 3 year contract option	2021/12/19	1 year plus 2 optional years (1+1) = 3 years total	\$ 582,940.00	\$ 180,000.00	\$ 762,940.00	Y	Adding a second business unit with the same requirements.	1) Cost savings by using the existing vendor with the same configuration established by EDO 2) Cost savings by using an established vendor who has already completed the privacy and security testing. 3) Quick implementation will allow the Tourism and Sponsorship units to improve efficiency and generate revenue sooner
PRC001943 Contract No. 4600014077	Xerox Canada Ltd.	Extend existing maintenance & service contract for black and white printers for the Print Shop.	2021/02/28	2 years	\$1,191,698.16	\$56,500	\$ 1,248,198.16	Y	Extend the contract agreement with Xerox from February 2021 to February 2023. This reflects click/impression and repair charges as we now own the equipment.	1) The City exercised the buyout February 2020 and now owns the printers. 2) Contract allowed a 2 year extension to February 2023 charging clicks and impressions and repair only. 3) As a comparison we would be paying up to \$105,145.07 per year for leasing costs if we were to replace based on replacing "Like for Like".

SINGLE SOURCE JUSTIFICATION CRITERIA;									
(b) (iv) The solicitation of competitive Bids would not be economical to the City and									
(b) (vii) It is advantageous to the City to acquire the Goods and/or Services from a supplier pursuant to the procurement process conducted by another Public Body									
PRC002607-1	Ricoh Canada Inc.	Single Source Contract for Ricoh Products and Support Services (VOR-11359 - Workplace Print and Services Adoption	2021/05/31	New VOR Initial Term 3 Years + VOR Extended Term 2 years for a TOTAL of 5 Years	\$3,662,650.16	\$ 909,250	\$ 4,571,900	<p>Scope of this VOR Arrangement for Workplace Print and Services # 11359</p> <p>Description of Deliverables</p> <p>The Vendor will be able to provide Equipment and related Services as per the following Categories:</p> <p>Equipment Categories:</p> <p>Equipment Category 1:</p> <ul style="list-style-type: none"> - Multifunction Devices (MFDs) (rented) <p>Equipment Category 2:</p> <ul style="list-style-type: none"> - Deskside and Mobile Printers (purchased) - Deskside and mobile printers <p>Services include services for equipment including:</p> <ul style="list-style-type: none"> - New technology and service innovation - Equipment lifecycle management - Acquisition, configuration and delivery - Installation - Training - Break/fix repair services - Equipment move services - Equipment removal services - Ad-hoc services - Accessibility services <p>Solutions-based Services including:</p> <ul style="list-style-type: none"> - Centralized Print Device Management Services - Automated Meter Reads and Consumables Services - Print Assessment and Optimization Services - Direct IP Printing Services - Pull Printing Services - Mobile Device Print Services - Document Capture Services - Print Analytics Services 	<p>1) There is no minimum print volume commitments under the new VOR which allows the City to control spend based on the actual number of impressions used and further reduce the number of pages per month with projected additional estimate of 15% in cost reduction.</p> <p>2) Professional service rates under Ontario VOR are more competitive compared to rates obtained for Library Print Management Solution (10% less), resulting in potential savings for Library Print Management project in case if additional Professional Services will be required</p> <p>3) The new Government of Ontario VOR Tender WPS#11359 offers further enhancements such as Mobile Device Print Services, Document Capture Services, Print Analytics Services and Electronic Signature (eSignature). This will open up the opportunity for other teams within IT and other City departments to leverage the VOR adopted reducing their time on separate procurements.</p> <p>4) An annual contingency of 30% has been budgeted to replace the fleet of devices as they are nearing the end of their useful life and will have to be gradually replaced over the term of the contract.</p>

SINGLE SOURCE JUSTIFICATION CRITERIA; (b) (xi) A need exists for compatibility with, or for the maintenance and support of a City Standard and there are no reasonable alternatives, substitutes, or accommodations										
PRC000481	Box.com (UK) Ltd.	Cloud content management and file sharing services.	1/15/2021	3 years total	\$304,613.64	\$ 231,815.29	\$ 536,428.93	Y	N/A	<p>1) Box is the City's current standard for secure file sync/share/storage in the cloud. It has been used for almost 5 years by senior City management to securely upload, store, download and share their confidential and non-confidential documents.</p> <p>2) The system is also utilized to securely store security camera footage and very large files of all types in the cloud.</p> <p>3) The solution has been extensively vetted by IT Security and is currently their recommended solution. Switching secure document storage to a competing solution has risk, may be less secure and would not be advantageous to the City at this time.</p>
TOTALS					\$ 5,848,453.59	\$ 1,566,565.29	\$ 7,415,018.88			

OPERATING BUDGET ESTIMATED FORECAST FOR 2021-2025									
Procurement No.	Vendor (proper legal name)	Description	Requested Extension / Renewal Term	2021	2022	2023	2024	2025	TOTAL
PRC002619 (formerly FA.49.663-15)	SurveyMonkey Europe Unlimited Company	Online submission and application review platform - application submission and review platform (FluidReview) used for Culture grants, Recreation community groups, and Celebration Square events	5 years to 2026/05/30	\$ 37,800.00	\$ 37,800.00	\$ 37,800.00	\$ 37,800.00	\$ 37,800.00	\$ 189,000.00
PRC000390	Frequency Foundry Inc.	Customer Relationship Management Solution (EDO CRM) - This hosted CRM solution was originally procured for the City's Economic Development Office (EDO) and is now required to support the City's Sponsorship and Corporate Development and Tourism units	EDO CRM Initial Term to 2021/12/19 + Extended Term (Optional 1+1) up to 2023/12/19 (approx. 3 years)* *Sponsorship & Tourism would like to align to the existing term	\$ 67,646.66	\$ 55,396.67	\$ 56,956.66	\$ -	\$ -	\$ 180,000.00
PRC001943 (formerly FA.49.390-11)	Xerox Canada Ltd.	Integrated Digital Printing Solution for the City Print Shop - black & white printers used by Print Shop	2 years to 2023/02/21	\$ 30,000.00	\$ 26,500.00	\$ -	\$ -	\$ -	\$ 56,500.00
PRC002607	Ricoh Canada Inc.	Ricoh Multi-Functional Devices (MFDs) and related services and supplies (Adoption of Ontario VOR Tender-11359 - Workplace Print and Services) - MDF devices provide printing, copying, faxing, and scanning via the City data network at City offices located throughout the City	VOR Initial Term to 2023/02/28 + Extended Term (Optional 1+1) up to 2025/02/28 (approx. 3 years, 9 months)* *New contract term, not an extension or renewal term	\$ 152,550.00	\$ 225,800.00	\$ 79,300.00	\$ 225,800.00	\$ 225,800.00	\$ 909,250.00
PRC000481 (formerly FA.49.696-	Box.com (UK) Ltd.	Cloud content management and file sharing services.	3 years to 2024/01/15	\$ 70,034.78	\$ 77,038.26	\$ 84,742.09	\$ -	\$ -	\$ 231,815.29
TOTALS				\$ 358,031.44	\$ 422,534.92	\$ 258,798.75	\$ 263,600.00	\$ 263,600.00	\$ 1,566,565.29