



City of Richmond

Report to Committee

To: General Purposes Committee **Date:** February 7, 2022
From: Grant Fengstad **File:** 04-1300-01/2022-Vol
 Director, Information Technology 01
Re: **Authorization for Increase - Award of Contract 6722P: Supply and Delivery of Computer Equipment and Related Services**

Staff Recommendation

1. That contract 6722P – Supply and Delivery of Computer Equipment and Related Services approved by Council to Compugen, Inc. on November 23, 2020, for a three-year term, with the option to extend for one additional two-year term for the value of \$845,910 for that initial three-year term, exclusive of taxes be increased by \$646,778 as explained in the staff report from the Director, Information Technology; and
2. That the Chief Administrative Officer and the General Manager, Finance and Corporate Services be authorized to execute the amendment to the contract with Compugen, Inc.

Grant Fengstad
 Director, Information Technology
 (604-276-4096)

REPORT CONCURRENCE		
ROUTED TO: Finance Department	CONCURRENCE <input checked="" type="checkbox"/>	CONCURRENCE OF GENERAL MANAGER Acting GM, F&CS
SENIOR STAFF REPORT REVIEW	INITIALS: 	APPROVED BY CAO

Staff Report

Origin

On November 23, 2020, Council approved a report from staff that recommended the replacement of computer desktop equipment on a five-year cycle. The total contract value awarded for the initial three-year term was \$845,910, exclusive of taxes.

To mitigate the impacts of COVID-19 while continuing to provide services to the community, the City transitioned to having staff work remotely. In order to successfully implement this plan, additional hardware and equipment were required that resulted in additional unplanned expenditures through the contracted vendor. These additional expenditures were funded and paid for by the Province through a grant, which was created to support the City through the impacts of COVID-19.

This report supports Council's Strategic Plan 2018-2022 Strategy #2 A Sustainable and Environmentally Conscious City:

Environmentally conscious decision-making that demonstrates leadership in implementing innovative, sustainable practices and supports the City's unique biodiversity and island ecology.

2.2 Policies and practices support Richmond's sustainability goals.

This report supports Council's Strategic Plan 2018-2022 Strategy #5 Sound Financial Management:

Accountable, transparent, and responsible financial management that supports the needs of the community into the future.

5.1 Maintain a strong and robust financial position.

5.2 Clear accountability through transparent budgeting practices and effective public communication.

5.3 Decision-making focuses on sustainability and considers circular economic principles.

The purpose of this report is to seek approval from Council to incorporate the unplanned expenditures of \$646,778 in the original awarded contract value of \$845,910, increasing the total contract award value to \$1,492,688.

Financial Impact

None. The additional \$646,778 expenditures were funded by a provincial grant to mitigate the impacts of COVID-19.

February 7, 2022

- 3 -

Conclusion

It is recommended that the contract awarded to Compugen Inc. as the most responsive and responsible bidder with the initial three-year term estimated at \$845,910, exclusive of taxes be increased by \$646,778 to \$1,492,688.

A handwritten signature in black ink, appearing to read 'Grant Fengstad', with a long horizontal stroke extending to the right.

Grant Fengstad
Director, Information Technology
(604-276-4096)

GF:gf

Att. 1: Award of Contract 6722P – Supply and Delivery of Computer Equipment and Related Services

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**City of
Richmond**

Report to Committee

To: General Purposes Committee **Date:** Oct 6, 2020
From: Grant Fengstad **File:** 04-1300-01/2020-Vol
 Director, Information Technology 01
Re: **Award of Contract 6722P – Supply and Delivery of Computer Equipment and Related Services**

Staff Recommendation

1. That contract 6722P – Supply and Delivery of Computer Equipment and Related Services for an initial three-year term estimated at \$845,910 exclusive of taxes, with an option to renew for one further two-year term for a maximum of five years, be awarded to Compugen, Inc.; and
2. That the Chief Administrative Officer and the General Manager, Finance and Corporate Services be authorized to execute the contract with Compugen, Inc.

Grant Fengstad
 Director, Information Technology
 (604-276-4096)

REPORT CONCURRENCE		
ROUTED TO: Finance Department	CONCURRENCE <input checked="" type="checkbox"/>	CONCURRENCE OF GENERAL MANAGER for Andrew Nazareth
SENIOR STAFF REPORT REVIEW	INITIALS: 	APPROVED BY CAO

Staff Report

Origin

The City has adopted a “best practice” refresh program to ensure that the lifecycle for Information Technology assets are providing the best value to the City and being updated as they become “end of life”. Corporate computers are replaced on a five-year refresh cycle with approximately 20% of the inventory being updated each year. This provides up to date technology on a rolling basis to City employees that enable a high level of performance in serving the needs of the community. Having a managed refresh program reduces Corporate risk by planning and scheduling replacement versus responding to computer failures and breakage. In addition, facilitating the move from desktops to laptops to support remote work.

Information Technology manages a current inventory of approximately 1600 desktop and 400 laptop devices. Each year, approximately 400 of these devices are updated to current technology standards.

This report supports Council’s Strategic Plan 2018-2022 Strategy #2 A Sustainable and Environmentally Conscious City:

Environmentally conscious decision-making that demonstrates leadership in implementing innovative, sustainable practices and supports the City's unique biodiversity and island ecology.

2.1 Continued leadership in addressing climate change and promoting circular economic principles.

2.2 Policies and practices support Richmond's sustainability goals.

This report supports Council’s Strategic Plan 2018-2022 Strategy #5 Sound Financial Management:

Accountable, transparent, and responsible financial management that supports the needs of the community into the future.

5.3 Decision-making focuses on sustainability and considers circular economic principles.

Analysis

RFP Process

RFP 6722P - Supply and Delivery of Computer Equipment and Related Services was posted to BC Bid on July 2nd, 2020 and closed on August 10th, 2020.

The RFP set out the City’s requirements for computer equipment for a 5-year period, detailing technical specifications, quantities required by year and service level expectations.

Five proposals were received by the closing date from the following proponents:

- Compugen Inc.
- Island Key Computers
- Microserve
- Prototype Integrated Solutions Inc.
- Risentex Enterprises Ltd

Review Process

Staff initially evaluated the five proposals against pre-determined criteria that included:

- Proponent experience, including references
- Ability to provide the required services
- Ability to meet technical requirements, including stated specifications
- Financial proposal
- Circular economy assessment

The results of the team's initial evaluation of proposals are shown below:

Table 1- Results of First Stage Evaluation

Proponent	Evaluation Score	Proposed price to supply required equipment during initial 3-year contract term
Compugen Inc.	72.0%	\$845,910
Island Key Computers	68.2%	\$1,062,018
Microserve	66.3%	\$991,730
Risentex Enterprises Ltd	43.8%	\$1,348,904
Prototype Integrated Solutions Inc.	12.7%	\$2,792,377

The evaluation showed that two proponents were not able to meet or able to provide the services or technical requirements requested and removed from further evaluation. The three remaining proponents were requested to provide test equipment for technical evaluation and physical assessment, where a pass or fail assessment was applied.

The result of the technical testing and physical assessment of the equipment was as follows:

Table 2- Results of Second Stage Evaluation

Proponent	Technical Testing (Pass/Fail)	Physical Assessment (Pass/Fail)
Compugen Inc.	Pass	Pass
Island Key Computers	Pass	Pass
Microserve	Fail	Pass

Based on the team's evaluation of proposals and the results of the second stage technical testing and certification process, Compugen's proposal received the highest overall score (shown in Table 1).

To further confirm Compugen's ranking, the team conducted an online interview, which confirmed the submission content and did not uncover any concerns. Through the interview process, adoption to circular economy best practices was discussed at length. Compugen has an existing program known as Green4Good that will responsibly recycle end of life computers and not create any waste.

Contract Term

The recommended contract length is for a three-year term with an option to renew for an additional two one-year terms, for a maximum of five years.

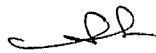
Financial Impact

None.

Conclusion

This report presents the RFP summary results for Contract 6722P – Supply and Delivery of Computer Equipment and Related Services. It is recommended that a contract be awarded to Compugen Inc. as the most responsive and responsible bidder with the initial three-year term estimated at \$845,910, exclusive of taxes.

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