



TOWN OF  
**HALTON HILLS**  
*Working Together Working for You!*

## REPORT

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**TO:** Mayor Bonnette and Members of Council

**FROM:** Murray Colquhoun, Director of Information Technology Services

**DATE:** September 30, 2021

**REPORT NO.:** CORPSERV-2021-0038

**SUBJECT:** End-User Computing Equipment and Services Contract with Dell Canada

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### RECOMMENDATION:

THAT Report No.CORPSERV-2021-0038, dated September 30, 2021, regarding End-User Computing Equipment and Services Contract with Dell be received;

AND FURTHER THAT Dell Canada, 155 Gordon Baker Rd., Suite 501, North York, Ontario be awarded the Computing Equipment and Services Contract in the upset amount of \$500,000 plus applicable taxes for four (4) years;

AND FURTHER THAT the Mayor and Clerk be authorized to execute the End-User Computing Equipment and Services Contract for \$500,000 plus applicable taxes total for four (4) years.

### KEY POINTS:

The following are key points for consideration with respect to this report:

- Monies have been budgeted for end-user computing (EUC) equipment and services as part of the Capital budgeting process
- Staff have investigated competitive options for procurement of EUC equipment and found the preferred option to be with Dell Canada Inc. through the Ontario Education Collaborative Marketplace (OECM).
- Staff are recommending the extension of existing contract with Dell Canada Inc. through OECM to an upset limit of \$500,000.00 plus HST.

## **BACKGROUND AND DISCUSSION:**

Town of Halton Hills Information Technology Services staff replace End-User Computing (EUC) equipment on a four (4) year cycle that matches the warranty period for these assets. This includes monitors, keyboards, laptops and computers. Additional purchases are made from time to time to support expansion, staff additions or other project needs. The Town of Halton Hills had previously purchased EUC equipment to support these initiatives through an annual tender process managed by Halton Region. In 2017, Halton Region provided notice that they would no longer be using this method for procuring EUC equipment and that they were pursuing other options. Purchases of EUC equipment has most recently been done through the Ontario Education Collaborative Marketplace (OECM).

Staff have investigated several options for procurement of EUC equipment and found the best option to be with Dell Canada Inc. through the Ontario Education Collaborative Marketplace. The Ontario Education Collaborative Marketplace (OECM) is a not-for-profit group procurement organization for the Broader Public Sector offering a Marketplace of competitively sourced and priced products and services through collaborative sourcing agreements. OECM awarded a bid for End-User Computing (EUC) Devices and Services Agreement in 2017 to Dell Canada Inc. The bid was issued through a competitive process. The contract has been extended and will expire in 2025.

## **STRATEGIC PLAN ALIGNMENT:**

This report aligns to the Town's Strategic plan recognizing the value to provide responsive, effective municipal government and strong leadership in the effective and efficient delivery of municipal services.

This report also identifies fiscal and corporate management as one of the Town's Strategic priorities.

## **RELATIONSHIP TO CLIMATE CHANGE:**

This report is administrative in nature and does not directly impact or address climate change and the Town's Net Zero target.

## **PUBLIC ENGAGEMENT:**

Public Engagement was not needed as this report is administrative in nature.

**INTERNAL CONSULTATION:**

Staff worked in conjunction with Town Purchasing staff from the Corporate Services department and they are in agreement with this recommendation.

**FINANCIAL IMPLICATIONS:**

This report will be funded through an existing approved budget source.

Reviewed and approved by,

Laura Lancaster, Acting Commissioner of Corporate Services

Chris Mills, Acting Chief Administrative Officer