



REPORT

TO: Mayor Lawlor and Members of Council

FROM: Murray Colquhoun, Director of Information Technology Services

DATE: April 18, 2023

REPORT NO.: CS-2023-018

SUBJECT: Microsoft Enterprise Subscription Services Contract with Softchoice

RECOMMENDATION:

THAT Report No. CS-2023-018 dated April 18th 2023, regarding Microsoft Enterprise Subscription Services Contract be received;

AND FURTHER THAT Softchoice Canada Inc., 173 Dufferin St. Suite 200, Toronto, Ontario be awarded the Microsoft Enterprise Subscription Services Contract in the upset amount of \$500,000 plus applicable taxes for three (3) years;

AND FURTHER THAT the Senior Manager of Purchasing and Risk Management be authorized to issue purchase orders to Softchoice Canada Inc., 173 Dufferin St. Suite 200, Toronto, Ontario to an upset limit of \$500,000 plus applicable taxes for Microsoft Enterprise Subscription Services.

AND FURTHER THAT the Mayor and Clerk be authorized to execute the Microsoft Enterprise Subscription Services Contract.

KEY POINTS:

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

- MS O365 Software subscription services are required for staff to continue to work effectively.

- An authorized Microsoft Enterprise Subscription Services agreement is required to cost-effectively procure subscription services of MS O365 subscription services.
- Additional subscription licenses will be required for any staff additions or elevated licenses requested and approved for any existing staff.
- The Purchasing Policy requires awards for Request for Proposals over \$250,000 be authorized by Council and the Purchasing Policy allows for participation with other government agencies, such as Ontario Education Collaborative Marketplace (OECM) in purchasing for bulk buying of goods and services.
- The Ontario Education Collaborative Marketplace (OECM) awarded a bid for Software License Products and Related Services to Softchoice Canada Inc. through a competitive process.

BACKGROUND AND DISCUSSION:

Information Technology Services staff have previously purchased Microsoft Office 365 software products as a subscription service that charges an annual per user license fee and enables use of the latest version of the software as long as the valid subscription is in place. A renewal of the existing licensing agreement is required to continue to leverage this service.

Staff have previously leveraged procurement of Microsoft Enterprise Subscription Services via an agreement with Softchoice 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 Software License Products and Related Services in 2019 to Softchoice Canada Inc. The bid was issued through a competitive process. The contract was extended by OECM and will expire in 2025.

STRATEGIC PLAN ALIGNMENT:

This report is administrative in nature and does not have an impact on the Town's Strategic Plan.

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 Purchasing staff. The Senior Manager of Purchasing & Risk Management is in agreement with the extension of this contract.

FINANCIAL IMPLICATIONS:

This report has the potential to require funding in a future budget year and therefore needs to be referred to budget committee for tracking purposes.

Reviewed and approved by,

Simone Gourlay, Senior Manager of Purchasing and Risk Management

Laura Lancaster, Commissioner of Corporate Services

Chris Mills, Chief Administrative Officer