

## DEPARTMENTAL APPROVAL REQUEST – REQUEST FOR PROPOSALS (RFP)

|   |  |                                  |  |
|---|--|----------------------------------|--|
| <b>Bid #</b>                            | 2019030  |                                  |  |
| <b>Commodity</b>                        | Accounts Payable Transaction Automation Solution   |                                  |  |
| <b>Department</b>                       | Finance and Administration   |                                  |  |
| <b>Budget Code</b>                      | 1272-52200   |                                  |  |
| <b>Source of Funding</b>                | <input checked="" type="checkbox"/> Operating  | <input type="checkbox"/> Capital | <input type="checkbox"/> Multiyear Capital |
| <b>Purpose</b>                          | The Financial Services Division of the Department of Finance and Administration requires a technology solution to assist in the processing of vendor invoices.   |                                  |  |
| <b>Proposals Submitted by</b>           | <b>Vendor Name</b>   |                                  |  |
|   | Atlantic Data Systems  |                                  |  |
|   | SAP Concur   |                                  |  |
|   | Ricoh Canada   |                                  |  |
|   | Metafile Information Systems Inc.  |                                  |  |
| <b>Expected Value</b>                   | <input checked="" type="checkbox"/> As above <input type="checkbox"/> Value shown is an estimate only for a ____ year period.<br>The City does not guarantee to buy any specific quantities or dollar value.                         |                                  |  |
| <b>Contract Duration</b>                | 5 Years  |                                  |  |
| <b>Recommendation</b>                   | It is recommended to award this RFP to<br><u>Metafile Information Systems Inc.</u> in the amount of<br>\$ <u>211,975</u> based on an evaluation of the proposals by the City's<br>evaluation team as per the Public Procurement Act. |                                  |  |
| <b>Proposals Obtained by</b>            | Keith Barrett via RFP  |                                  |  |
| <b>Manager or Designate</b>             | Keith Barrett<br><small>Digitally signed by Keith Barrett<br/>         Date: 2019.11.28 09:38:41 -03'30'</small>   | <b>Date</b>                      | 11/28/2019                                 |
| <b>Deputy City Manager or Designate</b> |  | <b>Date</b>                      |  |

- In cases where the procurement value is \$100,000 or above Council approval is required. The entire procurement value must be calculated to determine this threshold including any possible contract extensions.
- Where departments have used an RFP to purchase commodities, they are responsible to send the information to Council for approval by using this form.
- A purchase order will not be created until all documentation, including Council approval, has been provided with an approved requisition.

# ST. JOHN'S