

BID APPROVAL NOTE

Bid #	N/A		
Bid Name	Microsoft Enterprise Agreement		
Department	Finance & Administration	Division	Corporate Info. Services
Budget Code	1272-52533		
Source of Funding	<input checked="" type="radio"/> Operating <input type="radio"/> Capital <input type="radio"/> Multiyear Capital		
Purpose	We currently use Microsoft Office 365 for our email and Office productivity suite of tools.		
Results	<input type="radio"/> As attached <input checked="" type="radio"/> As noted below		
	Vendor Name	Bid Amount	
	Microsoft Canada	\$884,412.72	
Expected Value	<input checked="" type="radio"/> As above <input type="radio"/> Value shown is an estimate only for a year period. The City does not guarantee to buy any specific quantities or dollar value.		
Contract Duration	36 Months		
Bid Exception	<input type="radio"/> None <input checked="" type="radio"/> Contract Award Without Open Call <input type="radio"/> Professional Services		
Recommendation	It is recommended to extend the existing contract for Microsoft Enterprise Agreement, under the Public Tender Act as the contract commenced prior to the Public Procurement Act, for \$884,412.72 (HST not included).		
Supply Chain Buyer	Sherri Hlggins		
Supply Chain Manager	Rick Squires <div style="font-size: small; margin-top: 5px;"> Digitally signed by Rick Squires Date: 2020.03.17 12:51:17 -02'30' </div>	Date	2020/03/17
Deputy City Manager*		Date	

*Only required for a bid exception (contract award without open call or professional services).

ST. JOHN'S

TO: Government of Newfoundland and Labrador, Public Procurement Agency

**Report to Chief Procurement Officer, Public Procurement Agency
(Pursuant to Section 32 or *The Public Procurement Regulations*)
Version 1 – 2018-03-24**

**FROM: Government Funded Body
City of St. John's, P.O. Box 908, St. John's, NL A1C5M2**

Contract Description:

Microsoft Enterprise Agreement - This is a 36 month term renewal from our existing contract Microsoft Enterprise Agreement # 8804130. Original agreement signed March 2017. Total contract price is \$884,412.72 at \$294,804.23 a year.

Contractor, Supplier or Lessor:

Name: Microsoft Canada

Address: PO Box 9433, Postal Station A, Toronto, ON Country: Canada

Contract Price
(exclusive of HST): \$ 884,412.72

Contract # or PO #: Requisition # 94142 Date of Award: 03/13/2020

Relevant Exception Clause (select only one):

6(a)(v) Only Available Source


Reason(s) Why an Open Call for Bids Was Not Invited:

This is not going to Tender because all pricing and invoicing are direct through Microsoft Canada.

Prepared by: Keith Barrett

Date: 03/13/2020

Head of Public Body:
(City Manager)



Date: 03/13/2020

Contract Award Without an Open Call for Bids

Relevant Exemption Clauses:

- 6(a)(ii): The commodity is of the nature that an open call for bids could reasonably be expected to compromise security
- 6(a)(iii): The commodity is available from a public body
- 6(a)(iv): An emergency or a situation or urgency exists and the acquisition of the commodity cannot reasonably be made in time by an open call for bids
- 6(a)(v): There is only one source reasonably available for the commodity
- 6(a)(vi): A list of pre-qualified suppliers has been established using a request for qualifications and the public body is requesting quotations from all pre-qualified suppliers on the list
- 6(a)(vii): An acquisition of a commodity is for the purpose of resale or for incorporation into a product or resale
- 6(b): Set rates have been established by the Public Utilities Boards acting under the *Public Utilities Act* or another Act
- 19:
 - (1) The acquisition of a commodity is exempt from the requirements of the framework where the following requirements are satisfied:
 - (a) the minister responsible for economic development has recommended the exemption on the basis that the acquisition of the commodity is for the purpose of economic development;
 - (b) the exemption has been approved by the Lieutenant-Governor in Council; and
 - (c) the exemption is not precluded by an intergovernmental trade agreement.
 - (2) Where a public body acquires a commodity that is exempted under subsection (1), the public body shall report the acquisition to the chief procurement officer.