

**MEETING DATE:** August 29, 2001

**SUBJECT:** Purchase Authorization - Technical Assistance For Information Technology Services

### **RECOMMENDATION**

It is recommended that the Commission:

- a. Authorize the award of contracts to eight companies for the five-year period from August 31, 2001 to September 1, 2006 to provide technical assistance to the Information Technology Services Department.
- b. Authorize the initial purchase orders to be awarded in the upset limit amount of \$5,200,000 for the first twelve-month period (August 31, 2001 to September 1, 2002). These funds will be allocated equally in the amount of \$650,000 among the following companies:
  1. GE Capital Information Technology Solutions
  2. IT/Net Consultants Inc.
  3. Qlogitek Technology Limited
  4. Ajilon Canada
  5. Ian Martin Information Technology Inc
  6. Pinstripe Personnel
  7. TES The Employment Solution
  8. Project Management Recruiting Inc.
- a. Delegate authority to the Manager of Materials & Procurement to reallocate funds among the companies in order to meet staffing availability from the proponents.

### **FUNDING**

Sufficient funding for these expenditures has been included in the approved TTC 2001 - 2005 Capital program (7.1 Computer Equipment & Software, Pages 1019-1147 inclusively) as approved by City Council on April 30, 2001.

### **BACKGROUND**

Information Technology Services requires specialized technical assistance on an ongoing basis to assist regular staff in the completion of projects which are part of the approved Capital program. These resources are needed for various projects and for varying duration.

This procurement will provide Information Technology Services flexibility in securing resources in a timely manner. The expertise these resources will provide will either augment our current staff's knowledge or provide specific expertise we do not currently possess.

## **DISCUSSION**

The Commission has approved a 5-year Capital Programme, which includes up to 22 computer systems related projects involving revenue service maintenance and operations, financial services, etc. To adequately staff these projects will require internal resource time, along with temporary external technical expertise. To meet the various project schedules will require ready access to the external resource market.

Therefore, on Tuesday April 24, 2001 the Commission publicly advertised a Request for Proposal in the Globe & Mail to provide technical assistance for a five-year period. Thirty-five companies requested copies of the proposal documents out of which, twenty-one provided a response (see Appendix 'A'). The responses were evaluated based on predetermined evaluation criteria and ranked accordingly.

All eight shortlisted companies demonstrated superior relevant experience and qualifications and are considered technically and commercially compliant.

Awarding contracts to the shortlisted companies will allow Information Technology Services the flexibility and access to readily acquire qualified technical expertise to meet project demands.

The impact of not awarding the contracts would compromise the ability of the Commission to complete these projects on a timely basis, and thus impact negatively on the day-to-day operations of the Commission. This could also have an impact on the ability of the Commission to deliver services.

Staff have validated the technical expertise requirements for 2002 and is presently involved in clarifying the anticipated requirements for the remainder of the project's schedules. Staff will therefore produce a report to the Commission next year regarding the funding requirements for the remaining four years of the contracts. It is estimated that costs for these services for the remaining four years could be in the range of \$15,000,000.

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## **JUSTIFICATION**

The authorizations requested will allow the appropriate level of technical resources for approved Capital programs to proceed to a successful conclusion.

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August 21, 2001

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Attachment: Appendix 'A'

**APPENDIX 'A'**

**REQUEST FOR PROPOSALS FOR ITS – TECHNICAL ASSISTANCE (2001-2006)**

**PROPOSAL NO. P25W01762**

Companies were evaluated against the following technical criteria:

- Corporate History and Experience
- Screening and Testing procedures
- Search and Method Guarantees
- Training, Orientation and Mentoring
- Size of Information Technology Data Base
- Experience of Account Representative
- Job Knowledge Transfer

<b>COMPANY</b>
GE Capital Information Technology Solutions *
IT/Net Consultants Inc.*
Qlogitek Technology Limited*
Ajilon Canada*
Ian Martin Information Technology Inc.*
Pinstripe Personnel*

TES The Employment Solution*
Project Management Recruiting Inc.*
Calian Ltd.
Asset Computer Personnel
T.L.W. Enterprise Inc.
RCM Technologies
Bevertec CST Inc.
W5 Resources Inc.
TDM Technical Services
Brunel Multec Canada Ltd.
Canac Inc.
Projestic International Inc.
IT In A Box Inc.
Symtrex Inc.
Self Service IT

\* Recommended for award