



MEMORANDUM

To: Chair and Members, Kingston Police Services Board
From: Antje McNeely, Chief of Police
Date: 2021-06-21
Re: RFP 21-01, Microsoft 365 Licences and Included Services

The subject RFP was recently processed as detailed below with respect to the cost of providing Microsoft 365 Licences and Included Services. Pursuant to section 3.4.8(d) of the Kingston Police Services Board Policy Manual, all offers to procure of a value of over \$50,000 for articles that were included and approved in budget estimates shall be by way of tenders, expressions of interest, or requests for proposals and may be approved by the Chief of Police or Deputy Chief, with such approvals reported to the Board.

Pursuant to the Board's policy, the Board is to approve the acceptance of any submission that did not achieve the highest scoring based on evaluation criteria. In the subject RFP process, the selected proponent, Softchoice, did achieve the highest scoring for the set evaluation criteria; therefore, this report is being submitted for the Board's information.

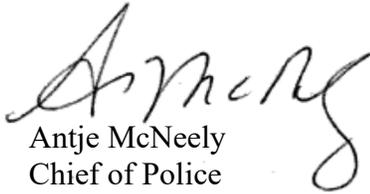
Specific funding for this project was approved in the 2021 operational budget. The goal of this project is to move to the Office 365 E3 offering, which will allow us to take advantage of several features, including migrating e-mail from on-premises storage to cloud storage, utilizing SharePoint hosted by Microsoft, and updating and keeping current the Office applications on workstations.

The RFP closed on May 13, 2021, and we received five electronic submissions via the Kingston Police Bidding account, with some vendors submitting different options for Office 365 E3. The RFP submissions were scored based on the following scale as set out in the RFP: pricing (40%); experience and qualifications (30%); additional criteria (25%); and Accessibility (5%).

Company*	Score	Cost for Year One (+ tax)
Buchanan Technologies (CSP)	85	96,573
BulletProof (CSP)	85	97,711
CDW (EA)	92	82,693
Insight Canada (CSP)	97	85,008
Insight Canada (EA)	95	83,948
Insight Canada (MPSA)	97	81,117
Softchoice (EA)	96	82,693
Softchoice (CSP)	98	80,490

- * CSP: Microsoft Cloud Solution Provider Program
- EA: Microsoft Enterprise Agreement
- MPSA: Microsoft Products and Services Agreement

Softchoice is a vendor approved by the Ontario Education Collaborative Marketplace, and the Board has delegated signing authority to the Chief and Deputy Chief for agreements in the name of the Kingston Police Services Board with vendors in accordance with vendor of record arrangements with the Ontario Education Collaborative Marketplace; therefore, the resulting contract was signed after it had been reviewed and approved by the City of Kingston Legal Department.

A handwritten signature in black ink, appearing to read "Antje McNeely". The signature is fluid and cursive, with the first name "Antje" and last name "McNeely" clearly distinguishable.

Antje McNeely
Chief of Police