

DEPARTMENTAL APPROVAL REQUEST - REQUEST FOR PROPOSALS (RFP)

Bid #	2018227		
Commodity	Agenda and Meeting Management Software (Council Chambers)		
Department	Finance and Admin		
Budget Code	1272-52200		
Source of Funding	<input checked="" type="radio"/> Operating <input type="radio"/> Capital <input type="radio"/> Multiyear Capital		
Purpose	This software will provide functionality to significantly enhance and improve the process of Council agenda creation as well as meeting management for greater availability of Council proceedings.		
Proposals Submitted By	Vendor Name		
	eScribe		
	SwagIT		
Expected Value	<input checked="" type="radio"/> As shown <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	5 years		
Recommendation	It is recommended to award this RFP to eScribe for the amount of \$ 306,245 based on an evaluation of the proposals by the City's evaluation team as per the Public Procurement Act.		
Proposals Obtained By	RFP, Garret Sullivan		
Manager or Designate	Keith Barrett	Date	12/13/2018
Deputy City Manager	Derek Coffey	Date	12/13/2018

- * In cases where the procurement value is \$50,000 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