



Agenda Submittal

Agenda #: 14 **Status:** Approved
Type: Contract **Department:** General Services
File #: 19-230 **Contact:** Megan M. Greve, 784-7900
Agenda date: 3/26/2019 **Final action:** 3/26/2019
Title: Approve a multi-year contract for \$195,000 with Bonfire Interactive Limited of Kitchener, Ontario for Web-Based E-Procurement Solutions; and Authorize the County Administrator or designee to execute the agreement and any amendments within the approved project budget
Governing body: Board of Supervisors
District: All
Attachments: 1. A - Contract, 2. B - List of Proposers, 3. Minute Order

Date	Ver.	Action By	Action	Result
3/26/2019	1	Board of Supervisors	Approved	

Published Notice Required? Yes ☐ No ☒
Public Hearing Required? Yes ☐ No ☒

DEPARTMENTAL RECOMMENDATION:

The Department of General Services recommends that the Board of Supervisors:

1. Approve a multi-year contract for \$195,000 with Bonfire Interactive Limited of Kitchener, Ontario for Web-Based E-Procurement Solutions; and
2. Authorize the County Administrator or designee to execute the agreement and any amendments within the approved budget.

SUMMARY:

The County conducted an extensive outreach and public solicitation for proposals to provide the County with an E-Procurement platform and solutions. Proposals were evaluated by a panel and interviews were conducted. The County has determined that Bonfire Interactive Ltd. is the best qualified firm to provide electronic procurement web-based software solutions that will allow the County to increase efficiencies in its procurement processes. The Department of General Services is recommending that the Board approve a multi-year contract with Bonfire Interactive Ltd. for \$195,000 (Attachment A).

FINANCIAL IMPACT:

The total cost of the multi-year contract is \$195,000 of which \$15,000 is funded within the General Services Central Services Division's FY2018/19 adopted budget to cover implementation of the software. The appropriation needed for FY2019/20 thru FY2021/22 is \$60,000 annually for site licenses and software maintenance.

The costs associated with preparing the agenda item are nominal and absorbed by the department's FY2018/19 Adopted Budget.

DISCUSSION:

The County solicited a request for proposal and received four proposals (Attachment B). Following an evaluation and scoring process, Bonfire Interactive, Ltd. was determined to be the best qualified firm to provide the County with an E-Procurement platform and solution.

E-Procurement Solution will provide an innovative and integrated approach that will incorporate all facets of procurement regulations and will enable the County to address a full range of issues arising in the procurement of supplies, services, and construction (such as streamlining and standardizing current manuals and purchasing processes and provide a single place to quickly perform, manage, track, and report on all procurement activities); and will include emerging models for long term procurement in the context of public-private partnership. Bonfire Interactive, Ltd will assist the County in achieving objectives and business outcomes based on five values including cost savings, customer service improvement, risk reduction, compliance, and performance measures.

ALTERNATIVES:

The Board could choose not to award the contract. This action is not recommended as the recommended e-procurement software solution will enable the County to achieve greater procurement efficiencies and improve customer service delivery.

OTHER AGENCY INVOLVEMENT:

The Department of General Services coordinated with the Department of Information Technology to develop technical requirements and County Counsel reviewed the contract.

CAO RECOMMENDATION:

APPROVE DEPARTMENTAL RECOMMENDATION