



To: Toronto Public Library Board – July 15, 2002

From: City Librarian

Subject: **TPL Servers – Award of Proposal**

Purpose:

To advise the Toronto Public Library Board of the result of the Request for Proposal for TPL Servers and to request authority to enter into negotiations and award of the resulting contract to the recommended proponent.

Funding Implications and Impact Statement:

All dollar amounts in this report include applicable taxes less the Municipal Goods and Services Tax Rebate.

The resulting contract will have an estimated cost in the first year of \$250,000 for the purchase, installation and warranty. The costs will be funded from the Library's operating budget, based on lease financing.

The cost of the hardware to be leased is \$250,000. The annual 12-month leasing cost for the hardware is estimated at \$60,000, which totals \$300,000, based upon a 60-month capital lease. The estimated cost of financing over 60 months is expected not to exceed \$50,000.

Recommendation:

It is recommended that the Toronto Public Library Board grant authority to appropriate Library officials to commence negotiations with and, if successfully concluded, enter into an Agreement with Dell Computer Corporation, for the supply and delivery of TPL Servers, at a net cost not to exceed \$250,000 in the first year, based on Dell Computer Corporation attaining the highest evaluated score.

Background:

The Library expects to purchase approximately 20 iNTEL architecture servers in the next 12 months, to replace existing servers that have reached the end of their life cycle, to upgrade servers due to volume of activity and to install servers to support the implementation of new services. Funding for the replacement of existing servers comes from the Library's operating budget for leasing of IT equipment. The funding for the purchase of servers for new services comes from the capital or operating budgets identified for the projects.

With this Request for Proposal, the Library is seeking to achieve two objectives: to establish a vendor of record for the supply of iNTEL architecture servers and to establish a manufacturer of record upon which to standardize all purchases. The vendor of record and manufacturer of record are to be established for an initial one-year term, with the option to renew for a second and third year, based upon satisfactory performance. The current vendor and manufacturer for servers was established in 1999, during the Y2K roll-out.

The Library's requirements for the iNTEL architecture servers included reduction of Library IT administration and management costs (a server that could be quickly and easily deployed, centrally managed) and ability to sustain a working five-year life span.

The Library requirements for a vendor included: services that would streamline the acquisition of servers, provide support for selection, evaluation and configuration of servers, education and training support for Library IT staff, technical support and documentation.

Comments:

A Request for Proposal was issued by the Library's Purchasing Department in accordance with its standard practices including notification of interested firms, advertising in the Toronto Star and posting a notice on the Library's web site.

Two (2) proponents responded to the Request for Proposal.

*RFP Evaluation Process:*

Using evaluation criteria specified in the Request for Proposal as stated below, the Evaluation Team reviewed the responses. The evaluation team consisted of representatives from Information Technology.

The Request for Proposal process consisted of the following components: evaluation of the RFP submissions, technical evaluation of proposed hardware, questions of proponents to provide any clarifications or additional explanation required by the evaluation team and pricing evaluation.

The purpose of the Request for Proposal was to establish a manufacturer of record and to establish a vendor of record.

Dell Computer Corporation is the proponent with the highest evaluated score based on the evaluation criteria and is recommended for the award of contract as manufacturer of record and vendor of record.

The contract is for a one-year term, with an option to renew for a second and third year, based upon satisfactory performance.

*Evaluation Criteria:*

The evaluation criteria were as follows:

1. Proposed Solution (Functional and Technical Requirements):
  - overall quality and scope of offered services
  - degree of resourcefulness reflected in proposal
  - responsiveness to the requirements outlined in the RFP
  - proposal details are complete and comprehensive
  - protection of investment
  - customer satisfaction
2. Implementation Requirements:
  - proposed methodology to carry out work, minimize risk and ensure quality
  - proponent support during all acquisition phases
  - resourcefulness to deliver
  - knowledge transfer and documentation
  - customer satisfaction
3. Proponent Qualifications:
  - ability to provide support
  - financial stability
  - customer satisfaction
  - ongoing development of product
4. Pricing Requirements

Conclusion:

This report requests the authority to enter into negotiations and to award a contract for the supply and delivery of TPL Servers to Dell Computer Corporation, being the proponent with the highest score.

Contact:

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List of Attachments:

Not applicable.