STAFF REPORT

REGIONAL DISTRICT OF NANAIMO

TO:	Regional District of Nanaimo Board	**MEETING:**	June 25, 2019
FROM:	Gary Jurasek IT Manager	**FILE:**	19-041

SUBJECT: Supply and Delivery of Computer Hardware

RECOMMENDATION

That the Regional District of Nanaimo Board approve Microserve, Island Key Computer Ltd. and Think Communications to supply and deliver computer hardware and peripherals.

SUMMARY

A Request for Qualifications (RFQ) was conducted and the three highest scoring vendors are recommended for the future supply and delivery of computer hardware and peripherals. The three vendors will be requested to provide the RDN with quotations for computer hardware and peripheral products as needed.

BACKGROUND

Pursuant to the *Regional District of Nanaimo Delegation of Authority Bylaw No. 1661* and the *Authorization to Purchase and Pay Accounts Policy No. A2.9*, procurement contracts which exceed a value of $150,000 (exclusive of taxes) require the approval of the Board of Directors.

The recommendation is to authorize the award of the RFQ for computer hardware and peripheral products to three vendors.

Project Background

Six responses to the request for qualifications were received and evaluated. Three vendors are recommended for the RDN to use for future computer hardware and peripheral products purchases.

Project Description

There are no specific products being purchased at this time. The purpose of this process was to select vendors to be used by the RDN for future computer hardware, technology and services on an as needed basis. This RFQ was necessary to ensure that the RDN had transparent access to a diverse range of current technology that will be able to meet the ongoing needs of the various services the RDN provides. This establishment of preferred vendors will provide the RDN access to consistent support from reliable and experienced vendors providing the best technological solutions to meet changing demands.

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Project Timeline

A three-year agreement with each of the three vendors shortlisted is recommended.

Evaluation and Selection

Each submission was evaluated based on the following criteria:

- Customer Sales, Service & Onsite Support
- Breadth of Major Brands
- Corporate Profile, Background, Experience & References
- Returns and Warranty Service/Extended Warranties
- Professional Services Offering
- Supply Chain Network/Delivery Lead Times
- Value Added Initiatives

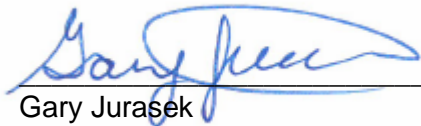| Ranking	Company Name
1	Microserve
2	Island Key Computer Ltd.
3	Think Communications
4	PCM Canada
5	CDW Canada
6	Origen

ALTERNATIVES

1. That the Regional District of Nanaimo Board approve Microserve, Island Key Computer Ltd. and Think Communications to supply and deliver computer hardware and peripherals.

2. That the Regional District of Nanaimo Board declines to authorize staff to award the RFQ for Supply and Delivery of Computer Hardware and Peripherals and directs staff to report back to the Regional District of Nanaimo Board with options for an alternative course of action.

FINANCIAL IMPLICATIONS

Computer hardware and peripheral products will be purchased as needed by requesting quotations from the approved vendors, and the most competitive quotation will be selected. The amount that the RDN spends on equipment and technology is influenced by many factors including new construction, legislation, growth and technology advancements. The projected expenditure on this RFQ ranges from $200,000 to $500,000 per year.

STRATEGIC PLAN IMPLICATIONS

This report supports the Board 2019-2022 Strategic Plan Values of Fiscal Responsibility, Collaboration and Relationships and Good Governance by ensuring that a publicly transparent, efficient, cost effective method is used for the procurement of computer hardware and peripherals.

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June 18, 2019

Reviewed by:
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