

Appendix A – Monthly Procurement Report

No.	Report Name	Vendor Name(s)	Type	Description	Amount
1	3 year software agreement for Online Employee Expense Reimbursement	SAP Concur	New Procurement	Purchase of an Online Employee Expense Reimbursement software.	\$197,628.00



Procurement Award Report

Report Name	3 year software agreement for Online Employee Expense Reimbursement
Division	Business Services
SO/Executive	P. De Cock, Comptroller Business Services
Initiator/Requestor	D. Bilenduke; Sr. Coordinator, Finance A. Dippolito; Sr. Coordinator, Payroll M. Santucci; Sr. Coordinator, Student Systems & ICT S. Camacho; Chief Information Officer
Report Type	New procurment award

Tender/RFP Information

RFP/Tender #	Joint RFP with TDSB & CSCM	Value + Net HST	\$197,628
Term Start Date	September 1, 2020	Term End date	August 31, 2023

Description of Goods/Service or Change

The TCDSB began looking at software in 2018 that would reduce paper and staff handling of Employee Expenses. An opportunity arose in 2019 that allowed the TCDSB to participate in a joint RFP for these services with the Toronto District School Board (TDSB) and Conseil Scolaire Catholique MonAvenir (CSCM). All three Boards have the SAP platform in common.

The RFP was hosted by TDSB and the four respondents were Chrome River Technologies, CS Solutions Inc., IBM and SAP Concur. After independent evaluations by the three Boards, the consensus winner was SAP Concur based on scores against a predetermined scoring matrix. All three Boards scored unanimously in favour of the winning bid. Training and implementation costs are expected to be minimal and will be absorbed by the existing Business Services operating budget.

By participating in a joint RFP the TCDSB price was reduced by approximately 25%. This software will bring the expense reimbursement process at TCDSB into the 21st century with no paper storage, reduced staff handling, remote & handheld access, streamlined approval and 100% electronic funds transfer.

Procurement Process

Procurement Type	RFP
Consortium/Group Purchase	Yes - Joint TCDSB?TDSB
# of Compliant Bidders/Respondents	4
Name of Recommend Vendor/Bidder	SAP Concur
Winning Bid Value + Net HST	\$197,628
Budget Source	Business Services Operating
Budget Source approval (Report & Date)	ADC 12-13-2018
Under/Over Budget	Within approved budget

Formal Award Recommendation

This report recommends that the TCDSB enter into a three-year agreement with SAP Concur for Online Employee Expense Reimbursement software at a price of \$197,628 plus HST.