



## City of North Bay Report to Council

Report No: CORP-2023-021

Date: January 20, 2023

Originator: Mary-Ann Kotylak, CPPB, CPPO  
Manager of Purchasing

Steven W. Melnichuk  
Director, Information Systems

Business Unit:  
Corporate Services

Department:  
Financial Services Department

Subject: CO-OP 2022-64 Antivirus Software Purchase

Closed Session: yes ☐ no ☒

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### Recommendation

That City Council approves the award of a contract to Softchoice Canada Inc. in the amount of \$84,125.50 (plus HST) for the provision of antivirus software licenses.

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### Background

In 2019, The Corporation of The City of North Bay entered into a three-year agreement to purchase and install software and licenses for desktop and server antivirus software. Antivirus software provides critical protection against viruses, spyware, and other malware that could infect computers and servers, causing data loss and service interruption. These licenses expire on April 13, 2023, and a new three-year license term will be purchased.

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### Financial/Legal Implications

This award is being made through the OECM Co-operative buying groups within which the City is a participant. OECM publicly advertises procurement processes, on behalf of their participating members, and meet all legislative trade agreement requirements. Public notice of participation with these buying groups, as required by the Canadian Free Trade Act CFTA (2017), is published on the City's website and Bids and Tenders.

Softchoice Canada Inc. was awarded a contract by OECM for the provision of Software License Products and Related Services under Master Agreement reference OECM 2018-318-01 which provides discounted pricing for software

licenses.

The contract price of \$84,125.50 (plus HST) represents the total cost to purchase licenses for a three year term.

Funding for this contract will be managed within the Operating budget of the Information Systems department. Funding for 2023 and future years will be requested by the Information Systems department during the budget process.

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### **Corporate Strategic Plan**

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| <input type="checkbox"/> Natural North and Near                | <input type="checkbox"/> Economic Prosperity     |
| <input checked="" type="checkbox"/> Affordable Balanced Growth | <input type="checkbox"/> Spirited Safe Community |
| <input type="checkbox"/> Responsible and Responsive Government |  |

### **Specific Objectives**

Explore opportunities to reduce the costs of government service delivery, including shared services and new technologies.

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### **Options Analysis**

Option 1: That City Council approves the award of a contract to Softchoice Canada Inc. in the amount of \$84,125.50 (plus HST) for the provision of antivirus software licenses.

Option 2: Do not award a contract. This option is not recommended as the final layer of security and protection for City desktops and servers would be removed leaving them vulnerable to malicious software.

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### **Recommended Option**

That City Council approves the award of a contract to Softchoice Canada Inc. in the amount of \$84,125.50 (plus HST) for the provision of software licenses.

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Respectfully submitted,

Name: Mary-Ann Kotylak, CPPB, CPPO  
Title: Manager of Purchasing

Name: Steven W. Melnichuk  
Title: Director, Information Systems

### **We concur with this report and recommendation**

Name: Margaret Karpenko, CPA, CMA  
Title: Chief Financial Officer /Treasurer

Name: John Severino, P.Eng, MBA  
Title: Interim Chief Administrative Officer

Personnel designated for continuance:

Name: Steven W. Melnichuk  
Title: Director, Information Systems