



The Corporation of the District of Saanich

Notice of Intent to Direct Award

Issue Date: July 28, 2026

Overview:

Notice is hereby given by The Corporation of the District of Saanich (the "District") of its intent to enter into a direct licensing arrangement with ServiceNow Canada Inc. for the renewal and continuation of ServiceNow Licensing.

In 2023, the District obtained ServiceNow licensing through a competitively established Standing Agreement with a ServiceNow reseller, in accordance with District's purchasing policy. The District has since reviewed its ongoing licensing requirements, renewal options, and total cost of ownership for the existing ServiceNow software environment.

The District intends to contract directly with ServiceNow Canada Inc. to maintain continuity of the existing platform while reducing the total cost of ownership.

The anticipated value of the licensing exceeds \$75,000.

Contact:

The Notice of Intent to Direct Award is posted at BC Bid at www.bcbid.ca. If clarification is required or there are any issues with this Notice of Intent, email questions or concerns to the Manager of Purchasing Services to purchase@saanich.ca no later than **3:00 p.m. Pacific Time on August 7, 2026**. Telephone queries and voice mail messages regarding questions will not be accepted and will not receive a response. Please indicate in the subject of your email: Notice of Intent Question - ServiceNow Licensing