



REPORT

TO: Mayor Lawlor and Members of Council

FROM: Shane Hiebert, Business Solutions Supervisor

DATE: May 6, 2024

REPORT NO.: CS-2024-013

SUBJECT: Award of Proposal 2024-003-P Managed Database Administration (DBA) Support Services

RECOMMENDATION:

THAT Report No. CS-2024-013 dated May 6, 2024, regarding Award of Proposal 2024-003-P Managed Database Administration Support Services be received;

AND FURTHER THAT KMS Datasystems be awarded 2024-003-P Managed Database Administration (DBA) Support Services for a three (3) year term including an initial Database Review/Assessment, at a total amount of \$132,180.00 plus applicable taxes with the option to renew for an additional two (2) years subject to satisfactory performance and price negotiations;

AND FURTHER THAT the Manager of Purchasing be authorized to issue purchase orders to KMS Datasystems in a total amount of \$132,180.00 for the first three year term and subsequent renewals if exercised, and increase the purchase order for additional DBA development services on an as-needed basis for the term of the contract;

AND FURTHER THAT That Council authorizes the Mayor and Clerk to execute the necessary contract documents for the project.

KEY POINTS:

The following are key points for consideration with respect to this report:

- Staff are recommending the award of Proposal 2024-003-P Managed Database Administration (DBA) Support Services to KMS Datasystems being the highest ranked compliant bidder through the Request for Proposal evaluation process

BACKGROUND AND DISCUSSION:

This is part of the Information Technology Services 2024 Operating Budget for Managed DBA Services.

The DBA services include the required routine and non-routine database administration and support needed to properly maintain the databases associated with corporate business applications such as the Town's GIS systems, Building permits and Licensing system, Financial and Budgeting systems. These services require a very specialized skillset that can be provided more cost effectively by outsourcing rather than through internal resources.

Request for Proposal (RFP) for Managed DBA Services was issued on January 24, 2024. The bid was posted on the Town's Bids and Tenders website. A total of eighteen (18) plan takers downloaded the bid documents and eleven (11) submission were received as follows:

| Proposal received (in alphabetical order) | Location |
|---|----------------------|
| 2681079 Ontario Inc | Brampton, ON |
| Balanced Plus Incorporated | Mississauga, Ontario |
| Clover Infotech Information Technology Canada Inc | Toronto, Ontario |
| gauvaas Inc. | Toronto, ON |
| ITERGY | Mississauga, ON |
| JOVO TECHNOLOGIES LTD. / JOVO TECHNOLOGIES LTÉE | Regina, Saskatchewan |
| KMS Datasystems Inc. | Elora, ON |
| MarcViews Networks Inc. | Mississauga, Ontario |
| RENAPS TECHNOLOGY CANADA INC. | Montreal, Quebec |
| RPDATA Solutions Inc | Apsley, ON |
| ThoughtStorm Inc. | Mississauga, Ontario |

Proposals were evaluated by staff from Information Technology Services and administered by Purchasing, based on the following criteria:

- Company Profile and Team Qualifications
- Project Experience and References
- Methodology and Approach for Initial Database Review/Assessment
- Managed Services Approach
- Pricing

Based on review of the proposals, staff recommend the award to KMS Datasystems as the highest ranked proponent.

STRATEGIC PLAN ALIGNMENT:

This report identifies infrastructure and asset management as one of the Town's Strategic priorities by ensuring that the town has resilient infrastructure to reduce impacts on the community.

RELATIONSHIP TO CLIMATE CHANGE:

This report is administrative in nature and does not directly impact or address climate change and the Town's Net Zero target.

PUBLIC ENGAGEMENT:

Public Engagement was not needed as this report is administrative in nature.

INTERNAL CONSULTATION:

Purchasing staff worked with staff on the RFP process and were consulted on this report. Finance staff were also consulted on this report with respect to the funding requirements.

FINANCIAL IMPLICATIONS:

This report will be funded through an existing approved budget source.

Through the 2024 operating budget, Council approved \$970,300 for contracted services in the Information Technology Services division. The estimated initial review/assessment cost of \$1,500 plus \$26 non-recoverable HST at 1.76% and annual cost of \$43,560 plus \$767 non-recoverable HST at 1.76% can be funded through the existing operating budget.

Reviewed and approved by,

Pete Routledge, Director of Information Technology Services

Laura Lancaster, Commissioner of Corporate Services

Chris Mills, Chief Administrative Officer