

REPORT

REPORT TO: The Chair and Members of Community and Corporate Affairs Committee

REPORT FROM: Murray Colquhoun, Manager of Information Services

DATE: April 24, 2019

REPORT NO.: RPT-CORPSERV-2019-0025

RE: Award of Proposal P-031-19 for Managed Database Administration (DBA) Services

RECOMMENDATION:

THAT Report No. RPT-CORPSERV-2019-0025 dated April 26, 2019, regarding Award of Proposal P-031-19 for Managed Database Administration (DBA) Services be received;

AND FURTHER THAT Council approves the maintenance service contract award to KMS Datasystems, P.O. Box 2896, Elora, ON N0B 1S0 for a three (3) year term to an upset limit of \$177,000 (plus HST) 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 up to the amount of \$177,000 (plus HST) for the first three year term and subsequent renewals if exercised.

BACKGROUND:

In the 2019 Operating Budget, monies were approved for Managed DBA Services as a budget inclusion in the amount of \$50,000.

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 Tax system, Building Permits and Licensing systems, as well as the 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.

COMMENTS:

A Request for Proposal (RFP) for Managed DBA Services was issued on February 28, 2019. The bid was posted on the Town's website and advertised on the bidsandtenders.ca website. The contract term is for three (3) years with one (1), two (2) year option to renew.

Six (6) firms downloaded the document. The RFP closed on March 25, 2019 and five (5) submissions were received as follows:

Vendor	Location
DesTech Consulting Services Inc.	Toronto, Ontario
ERP-One Consulting Inc.	Calgary, Alberta
Green PI Inc	Caledon East, Ontario
Intelligent Systems Now Inc.	Waterloo, Ontario
KMS Datasystems	Elora, Ontario

Bids were evaluated by a staff team based on price, experience and project team credentials, approach, methodology, response time, security and value add. KMS Datasystems was determined to be the highest ranking proponent.

RELATIONSHIP TO STRATEGIC PLAN:

This report is operational in nature and therefore is not directly related to the Strategic Plan.

FINANCIAL IMPACT:

The bid as submitted by KMS Datasystems is being recommended as it meets or exceeds the specifications in all regards and is under the budget of \$50,000 for 2019. The award is for a three-year term. During this period, additional databases may be added to the current compliment and therefore the upset limit for the award is estimated and subject to operating budget approval.

CONSULTATION:

Staff worked in conjunction with Town Purchasing staff from the Corporate Services Department. The Manager of Purchasing is in agreement with this award.

PUBLIC ENGAGEMENT:

There is no public engagement associated with this report

SUSTAINABILITY IMPLICATIONS:

The Sustainability Implications of the recommendations of this report were reviewed against the requirements of the Town's Sustainability Implications Worksheet. The Worksheet is completed for substantial non-administrative reports, major projects, studies, policies and initiatives that are relevant to advancing the Town's economic, cultural, environmental and social wellbeing, and quality of life. Since this report is none of the latter, the Sustainability Implications section is not applicable.

COMMUNICATIONS:

There is no communications impact associated with this report.

CONCLUSION:

Staff recommends the award of the Managed DBA Services contract to KMS Datasystems for the three (3) year term with the option to renew the contract for one (1), two (2) year term.

Reviewed and Approved by,

A handwritten signature in black ink, appearing to read "Jane Diamanti".

Jane Diamanti, Commissioner of Corporate Services

A handwritten signature in black ink, appearing to read "Brent Marshall".

Brent Marshall, Chief Administrative Officer