



City of
Peterborough

To: **Members of the Committee of the Whole**

From: **John Kennedy, City Clerk**

Meeting Date: **July 24, 2017**

Subject: **Report CPCLK17-016
Award of RFP P-12-17, for an Electronic Agenda Management
Solution**

Purpose

A report to recommend award of the Request for Proposals (RFP) P-12-17 for an electronic agenda management solution.

Recommendation

That Council approve the recommendations outlined in Report CPCLK17-016, dated July 24, 2017 of the City Clerk, as follows:

That RFP P-12-17 for an Electronic Agenda Management Solution for the City of Peterborough be awarded to eSCRIBE Software Ltd., 204-60 Centurian Drive, Markham, Ontario, L3R 9R2 for a five year period from August 1, 2017 to July 31, 2022, at a cost of \$175,715.00, with an option to extend for an additional five year period.

Budget and Financial Implications

The total costs (net of HST rebate) for this project are shown in the following Table 1.

Table 1: Total Project Costs

Description	Cost
Year 1 (\$27,000.00 and \$17,000.00 for set up and training)	\$44,000.00
Years 2-5 (\$27,000/year for subscription)	\$108,000.00
Cost to transcribe existing SIRE agenda data to eSCRIBE (one time fee)	\$3,500.00
HST	\$20,215.00
Total Cost	\$175,715.00

The annual subscription rate of \$27,000.00 includes ten eSCRIBE iPad Professional Application packages and the annual ADFS Integration for Single Sign On licence fee.

The cost for the software in the first year will be \$44,000.00 which can be paid from the 2017 Capital Budget allocation of \$71,685.00 for the e-agenda project. Sufficient funds will be allocated in the IT budget in upcoming years to pay for the service.

Background

Currently agendas and packages for Council and all committee meetings are generated on a system called SIRE (based in the U.S.) which the City purchased in 2007. SIRE was itself acquired by a company called Hyland Software in 2015. Hyland carries a similar agenda product called OnBase and chose to discontinue the SIRE product. As a result no updates or technical support for SIRE have been available since 2015, and all users of SIRE in Canada and the United States have been transitioning to new software.

In 2007, it was the practice to purchase this type of software and then pay annual fees for maintenance along with fees for any additional programming required. As a result, there was a large upfront cost to purchase the system and then smaller fees were paid annually. In the intervening years, there has been a change to cloud based solutions where software is effectively subscribed to yearly without a large initial outlay. The recommended vendor uses this approach and the fee for the use of the software is consistent and spread over the term of the agreement.

RFP Issued

RFP-12-17 was issued to select an electronic agenda management solution on May 26, 2017. The RFP was prepared by City staff and closed on June 15, 2017. One submission was received.

The City Clerk, Deputy City Clerk, Committee Coordinator, and two Application Support Specialists (PTS) reviewed and evaluated the submission which is summarized in Table 2.

Table 2 - Evaluation Criteria and Scoring

RFP P-12-17 Electronic Agenda Management Solution

Components	Points	eSCRIBE Software Ltd.
Pricing	20	20
System Features and Functionality	40	36
Implementation, Training and Transition	20	18
Proponent Background – Experience, References, Key Personnel, company history/future	20	18
Total Score	100.0	92

RFP Evaluation

This solicitation process was a Request for Proposals where a number of criteria were used to evaluate the submissions. The criteria and their relative weighting were clearly set out in the RFP document.

The proposed software provides greater functionality compared to the current, unsupported agenda software program. This includes workflow, report management, integrated video with agenda documents, paperless agenda features which are expected to make the delivery of services more efficient. Currently thirty-six Ontario municipalities are using eSCRIBE and it has been chosen by a number of the former SIRE users including the City of Burlington.

Following receipt of this RFP submission the Clerk’s Office checked with other eSCRIBE customers and determined that the pricing provided in the RFP is reasonable and fair. In conversations with the proposed vendor, staff were able to negotiate the inclusion of additional functions at no extra charge and obtain a modest price reduction over the five year term.

eSCRIBE is a partner of iSi LIVE, the City’s live streaming provider. As the City already live streams with this service provider, staff do not anticipate any major issues when switching agenda software vendors.

Authority to Approve

Section 8.2.1 of the Purchasing By-law 14-127 states: “Council must approve an award where the expenditure is greater than \$100,000” and is not a Request for Tenders awarded to the lowest bidder (exception under Section 8.2.2.b.). The value of this work over the five years will be greater than \$100,000. RFP P-12-17 meets these requirements and must be approved by Council.

Timelines

If the recommendations are approved the purchase will be confirmed via an executed Services Agreement before the work commences. eScribe would begin in August 2017 with an anticipated completion date of December 2017.

Summary

RFP P-12-17 for the Electronic Agenda Management Solution for the City of Peterborough has been issued in accordance with the City’s Purchasing By-law 14-127 and can be approved as recommended in this report.

Submitted by

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City Clerk

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