



City of  
**Peterborough**

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

**From:** **John Kennedy, City Clerk**

**Meeting Date:** **October 16, 2017**

**Subject:** **Report CPCLK17-018  
Award of RFP P-19-17, for an Internet and Tabulator Voting  
Solution**

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## **Purpose**

A report to recommend award of the Request for Proposals (RFP) P-19-17 for an internet and tabulator voting solution.

## **Recommendation**

That Council approve the recommendation outlined in Report CPCLK17-018, dated October 16, 2017 of the City Clerk, as follows:

That RFP P-19-17 for an Internet and Tabulator Voting Solution for the City of Peterborough be awarded to Dominion Voting Systems Corporation, 200-215 Spadina Avenue, Toronto Ontario M5T 2C7, for a two election term, at a cost of \$269,816 plus H.S.T. of \$35,076.08, for a total of \$304,892.08.

## **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**

<b>Description</b>	<b>Cost</b>
2018 Election	\$134,908.00
HST (Net Expense after Rebate)	\$2,374.38
<b>Total (2018 Election)</b>	<b>\$137,282.38</b>
2018 and 2022 Election	\$269,816.00
HST (Net Expense after Rebate)	\$4,748.76
<b>Total (Two Elections)</b>	<b>\$274, 564.76</b>

The cost of \$137,282.38 for the 2018 Election Voting Services can be accommodated in the election budget. Payment for the 2022 election would occur in 2022.

## Background

Since 2006 the City of Peterborough has offered electors the option to vote by internet or in-person at any polling station for the Municipal and School Board Election. In the 2014 Municipal Election voters could vote at seven walk-in advanced polls and twenty polls on Election Day. Internet voting was available during the advanced voting period, through to and including Voting Day. The agreement with Dominion Voting Systems to provide these services expired following the 2014 election. A vendor is required for the 2018 election to provide the same type of services that were offered in 2014.

## RFP Issued

RFP-19-17 was issued to select an internet and tabulator voting solution on August 29, 2017. The RFP was prepared by City staff and closed on October 5, 2017. One submission was received.

The City Clerk, Deputy City Clerk, Elections Coordinator, Elections Assistant and an Application Support Specialist (PTS) reviewed and evaluated the submission. The average of the combined scores is summarized in Table 2: Evaluation Criteria and Scoring.

**Table 2: Evaluation Criteria and Scoring RFP P-19-17 Electronic Agenda Management Solution**

<b>Components</b>	<b>Points</b>	<b>Dominion Voting Systems</b>
Compliance with RFP Submission Requirements	<b>Pass/Fail</b>	<b>Pass</b>
Pricing	<b>20</b>	<b>20</b>
System Features/Functionality, Lease and Warranty, and Demonstration, as applicable	<b>40</b>	<b>37</b>
Implementation and Training	<b>20</b>	<b>19</b>
Proponent Background – Experience, References, Key Personnel, Company History	<b>20</b>	<b>19</b>
Total Score	<b>100</b>	<b>95</b>

**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.

Dominion Voting Systems' proposal provides for internet and traditional walk-in poll voting at any voting location in the City, which has been offered to Peterborough electors since 2006. Their system is fully compatible with DataFix's Municipal VoterView, the City's elector list management system.

**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 will be greater than \$100,000. RFP P-19-17 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 and or a Purchase Order before the work commences. Staff would begin working with the vendor this fall in preparation for the 2018 Municipal Election.

**Summary**

RFP P-19-17 for the Internet and Tabulator Voting 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

John Kennedy  
City Clerk

Contact Name:  
John Kennedy  
City Clerk  
Phone: 705-742-7777 Ext 1799  
Toll Free: 1-855-738-3755  
Fax: 705-742-4138  
E-mail: [jkennedy@peterborough.ca](mailto:jkennedy@peterborough.ca)