



Regular Council Meeting

To:	Mayor and Council
Date:	September 21, 2020
From:	Brigid Ayotte – Economic Development
Report Number:	ECD 2020-06
Subject:	Request for Proposal Website and IT Service Delivery and Modernization Review

Recommendation:

That Council award Request for Proposal 2020-06 to MNP to conduct a service delivery and modernization review of the Township's website and IT services for a total project cost of \$22,000 plus HST (\$2,860). The total net cost of the project including HST after municipal rebate will be \$22,387.20

Overview:

At the December 2, 2019 Regular Meeting, Council authorized Staff to submit an Expression of Interest application to the Provincial Municipal Modernization Program (MMP) for a Website & IT Modernization Plan.

Staff prepared an application with the objective of having a third-party consultant review the Township's existing operations relating to finance, complaint resolution, and fleet management with the goal of identifying opportunities to streamline processes and enable online self-serve options on the Township's website.

The application was successful and the Township was awarded \$25,000 for the project. In July of 2020 a Request for Proposal was issued. Staff received two proposals in response. The Evaluation Committee, composed of the Executive Director of Planning and Development, the Director of Finance/Treasurer and the Economic & Community Development Co-ordinator, evaluated the proposals based on the experience of the project team, their proposed work plan, and their proposed schedule/timeline. MNP came in within the proposed budget of \$25,000 including the non-rebateable HST.

MNP scored the highest in all categories as noted in the chart below.

Evaluation Criteria	Maximum Points	MNP	Perry Group Consulting
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Experience of Project Team Direct company, principal staff assigned to the project and references for past performance with other municipalities preferably in the Ontario marketplace, in providing similar services within the last three years.	15	15	9
Proposed Work plan • Quality • Completeness • Unique/innovative approaches	30	24.3	19
Schedule/Timetable • Is the schedule realistic	5	4.7	4.7
Total Score	50	44	32.7
Cost before HST		\$22,000.00	\$24,750
HST		\$2,860.00	\$3,217.50
Total		\$24,860.00	\$27,967.50
Total cost to Township including non-rebateable HST		\$22,387.20	\$25,185.60

Financial Impact:

The total cost of the project was estimated at \$25,000 inclusive of HST. The total cost of the project including HST after municipal rebate will be \$22,387.20. The funds awarded by the MMP is \$25,000.00.

Respectfully Submitted by,

Reviewed by,

Brigid Ayotte
Economic & Community Development Co.

John F. Connolly
Executive Director Planning/Dev.

Reviewed by,

Kimberley Pope
Director of Finance/Treasurer

Yvette Hurley
Chief Administrative Officer