
TO: GENERAL COMMITTEE

SUBJECT: SOLE AND SINGLE SOURCE CONTRACT NEGOTIATIONS AND AWARDS

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SUBMITTED BY: DEBBIE MCKINNON, DIRECTOR OF FINANCE *En Dn
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GENERAL MANAGER APPROVAL: E. ARCHER, CMA, GENERAL MANAGER OF CORPORATE SERVICES *E. Archer*

CHIEF ADMINISTRATIVE OFFICER APPROVAL: JON BABULIC, CHIEF ADMINISTRATIVE OFFICER *Jon Babulic*

RECOMMENDED MOTION

1. That the following sole and single source agreements be negotiated and executed in accordance with the Purchasing By-law 2008-121:
 - a) Sole source purchases for:
 - i. annual maintenance and licence fees associated with data and voice systems and technology hardware, software and equipment with the vendors identified in Appendix "A" to Staff Report FIN022-11 for a period not to exceed five years;
 - ii. the provision of annual maintenance on Long Range Financial Planning Modeling Tool for a five year term in the amount allocated in the annual business plan with BMA Management Consulting Inc.
 - iii. the provision of planning services for the Transit Master Plan for the annexed lands in an amount not to exceed \$30,000 with Genivar Inc.
 - iv. the provision of Parks and Recreation planning consulting services for Growth Management Study in an amount not to exceed \$35,000 with Monteith Brown Planning Consultants.
 - v. The provision of parts and service to support and maintain the City's Trommel Screeners/Stackers in an amount not to exceed \$90,000 with McCloskey International.
 - b) Single source purchase for:
 - i. the provision of Automated Passenger Counting (APC) equipment in the amount one time amount of \$24,500 from Strategic Mapping Incorporated (SMI) for the supply, and to negotiate an agreement for annual software licenses, maintenance, upgrades and integration for a period not to exceed five years.
 - ii. the provision of Opticom System components and services in an amount not to exceed the amount allocated in the annual business plan with Global Traffic technologies for a period not to exceed five years.

2. That the Mayor and Clerk be authorized to execute any agreements necessary to support the recommendations presented in this report.

PURPOSE & BACKGROUND

3. The purpose of this staff report is to recommend the negotiation and execution of Sole and Single source agreements with vendors identified in this Staff Report in accordance with sections 14 and 15 of the Procurement By-law 2008-121. These contracts have been confirmed as being a single or sole source due to a requirement for standardisation with existing infrastructure and/or where the vendor has the unique ability to provide the goods and or services that are required to maintain the operational functionality of the City.
4. Under section 6.1 of the Purchasing By-law, Council approval is required to establish single or sole-source agreements. The Purchasing By-law was established in 2008 but as maintenance agreements come up for renewal or replacement parts from vendors whose relationship with the City was established prior to 2008, agreements with the companies identified in the appendices to this report need to be updated to reflect compliance with the By-law. Similarly, enhancements to our internal control framework and changes in purchase order management have identified relationships with vendors where approval for single/sole source agreements is required.
5. An analysis is currently underway to identify the extent to which Schedule A of the Procurement By-Law, which addresses exempt purchases, needs to be expanded to include other items including those identified within this report. The results of that analysis, with recommendations for updates to the Purchasing By-law, will be reported to Council before the end of 2011.

ANALYSIS

Annual Maintenance on Long Range Financial Planning

6. In 2009, BMA Management Consulting Inc was engaged by the City to assist with the development of a Long Range Financial Plan (LRFP). A component of this engagement was the development of a modeling tool for the City to allow the LRFP to be updated and to analyze potential strategies and their impact on the City's financial condition. An annual maintenance contract is required to allow for updates to the modeling tool, design changes and general support and assistance. The modeling tool is proprietary to BMA and cannot be maintained by another party. The funding for the annual maintenance was included in the 2011 business plan.

Automated Passenger Counting System

7. The 2011 Business Plan included a capital project in the amount of \$40,000 for the supply and installation of Automated Passenger Counting Equipment.
8. The single source purchase requested with Strategic Mapping Incorporated (SMI) is recommended for the supply, delivery and installation of Dilax Automated Passenger Counting (APC) equipment for the Automated Next Stop Announcement (ANSA) and Automated Vehicle Location (AVL) system currently installed on Barrie Transit buses. The Dilax units are the only one's that are directly compatible with the existing On-Board Smart Bus Computer supplied and solely supported by SMI. SMI provided a budgetary estimate of \$18,500 for the supply and delivery of APC equipment for 4 transit buses. As well, a \$6,000 annual fee for operating expenses is applicable, which includes software licenses, software maintenance, software upgrades and integration with the real-time AVL software currently operating, which is within the approved budget.

9. APC equipment from another vendor is not directly compatible with the On-Board Smart Bus Computer supplied by SMI which results in duplicated systems, inefficiencies and much higher costs. The benefit of this single source purchase is to reduce the overall cost for the hardware and software required for the Transit system. As well it would simplify the support and annual maintenance processes so that both the ANSA and AVL equipment as well as the APC equipment would be supported by SMI. By using a single supplier, reports could be generated from one fully integrated system ensuring more accurate and timely information for transit planning purposes.

Transit Master Plan for the annex lands

10. Purpose of the assignment is to prepare the Transit Master Plan for the annex lands. This will be coordinated with the Secondary Plan for the Annex lands and the Master Transportation Plan. The transit plan should be integrated with the Secondary Pan and Master Transportation Plan with goals to increase public transit use and meet growth needs.
11. Currently the City has retained a Planning Consortium to create the Secondary Plan including various studies relating to the annexed lands. One of the studies is a Master Transportation Plan which currently does not include a transit growth component. This Transportation Master Plan will establish the road network and transportation policies for the City including the new based on population growth, employment densities and travel patterns.
12. Genivar Inc. completed the Barrie Transit Strategic Master Plan in October 2009 and currently is working on the Alternatives for the delivery of Barrie Transit Service as part of the Mayor's Vision for Transit.
13. Staff recommends that Genivar Inc. be retained to complete a Transit Master Plan for the annexed lands to minimize the potential costs and time associated with these services considering they have already developed or are in the process of developing:
 - a) the background information and traffic travel patterns as part of the Master Transportation Plan
 - b) the transit service standards adopted by Council as part of the Strategic Service Plan in 2009 and
 - c) they are creating the service plan for the Mayor's Vision for transit
14. Given Genivar Inc.'s involvement to date with other aspects of transit and transportation planning for the City it is anticipated that the consulting service from Genivar would not exceed \$35,000 which is well below the approved budget allocation of \$75,000.

Parks & Recreation planning consulting for Growth Management Study

15. Similarly, an update of the Parks and Recreation Master Plan as it relates to the annexed lands needs to be incorporated into the Growth Management Study work currently underway.
16. Given the need for timely and meaningful engagement with the City's Growth Management Study consulting team and City staff early this fall, there is a need for planning consultants who possess the knowledge of the City's objectives and background associated the delivery of parks and recreation services objectives. Engagement of such consultants minimizes both the time and costs to perform the work.

17. In June 2010 Council adopted in principle the Parks and Recreation Master Plan as prepared by Monteith Brown Planning Consultants, a consulting firm that specializes in parks and recreation planning for large urban areas. The 2010 Parks & Recreation Master Plan development was based on extensive public and user consultation examining needs and future trends.
18. As a result of their recent work, they are completely familiar with the City of Barrie's parks and recreation needs and objectives and are best positioned to immediately engage with the City staff and other planning consultants in this significant planning initiative for the annexed lands. In addition, they recently completed a feasibility review with staff for the recommended Barrie South Community Centre Complex and Park, which is proposed for the annexed lands.
19. These consultants clearly meet the requirements to enable them to minimize both time and costs to perform the work with given their specialty knowledge and expertise of Barrie's needs and objectives and their participation in the Growth Management Study would be in the City's best interests.
20. Given Monteith Brown's involvement to date with parks and recreation planning for the City it is anticipated that the consulting service from Monteith Brown would not exceed \$30,000 which is well below the approved budget allocation of \$50,000.

ALTERNATIVE

Alternative # 1

General Committee could choose to not approve the negotiation and execution of sole/single source contracts for any or all of the listed vendors, and instruct staff to complete a competitive bid process.

This is not recommended as it would require the City to conduct a public procurement process when it has been demonstrated that such contracts meet the criteria for a single or sole source award. Based on the nature of the goods and services, conducting a public procurement process at this time would result in the same outcome as presented in this report.

FINANCIAL

21. The costs associated with sole/single sourcing the provision of each of these goods and services have been included in the 2011 Business Plan.

LINKAGE TO COUNCIL STRATEGIC PRIORITIES

33. The recommendation is operational in nature and does not directly support any of Council's Strategic Priorities.

APPENDIX "A"

**SOLE SOURCE AGREEMENTS – INFORMATION AND COMMUNICATIONS TECHNOLOGY
MAINTENANCE AND LICENSE FEES**

1. CFA Software for the provision of products and services associated with the CFAWin software application framework in the amount allocated in the annual business plan.
2. Cardinal Tracking for the provision of products and services associated with the TickeTrak Parking Management Base system software application framework in the amount allocated in the annual business plan.
3. Diamond Software Inc. for the provision of products and services associated with the Diamond Municipal software application framework in the amount allocated in the annual business plan.
4. Ticket Tracer Corp. for the provision of products and services associated with the Ticket Tracer software application framework in the amount allocated in the annual business plan.
5. Orion Technology for the provision of products and services associated with the OnPoint platform behind the City's external GIS website in the amount allocated in the annual business plan.
6. Horizant for the provision of products and services associated with the ARCHIBUS Facilities Management system software application framework in the amount allocated in the annual business plan.