



Staff Report for Council Meeting

Date of Meeting: November 25, 2020

Report Number: SRCFS.20.035

Department: Corporate and Financial Services

Division: Information Technology

Subject: **SRCFS.20.035 - Renewal of Proprietary Software Product**

Purpose:

The Information Technology Division is seeking approval to renew an existing annual software maintenance agreement based on proprietary software already in use at the City of Richmond Hill (the City).

Recommendation(s):

- a) That the sole source renewal of proprietary software title be authorized, including the purchase of annual software license true-ups.
- b) That the Chief Information Officer be authorized to execute any and all necessary documentation to effect, the contract including any exercised optional term(s).

Contact Person:

[Asher Jaffri](#), Manager Application Services x2445

[Rob Jones](#), Chief Information Officer x5510

Report Approval:

Submitted by: Sherry Adams, Commissioner of Corporate and Financial Services

Approved by: Mary-Anne Dempster, City Manager

All reports are electronically reviewed and/or approved by the Division Director, Treasurer (as required), City Solicitor (as required), Commissioner, and City Manager. Details of the reports approval are attached.

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Background:

The City utilizes the proprietary application where only the vendor sells the maintenance services. This particular application is still within its expected lifecycle and as such, must be maintained.

Prior to the approval of the new procurement (113-16) and financial control (114-16) By-Laws, existing annual software renewals were processed through the By-Law exemption (58-10), Schedule “A” – Item 5(n).

Financial/Staffing/Other Implications:

The total value of the approval is \$ 226,374.02, including annual true-up purchases. The table below represents the software title and the planned renewal term based on the expected age and lifecycle, and is currently on the roadmap to be replaced with the City’s RHhub implementation.

Software Name	Software Vendor	Contract Renewal Term
Cayenta (Financial System)	N. HARRIS COMPUTER CORPORATION	1 Year

Relationship to the Strategic Plan:

The maintenance and support as identified in this report demonstrates an ongoing commitment to responsible municipal management and the wise use of municipal resources.

Conclusion:

The Information Technology Division recommends renewing existing annual proprietary software maintenance agreement listed above, including annual true-up licenses.

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Report Approval Details

Document Title:	SRCFS.20.035 - Renewal of Proprietary Software Product.docx
Attachments:	
Final Approval Date:	Nov 18, 2020

This report and all of its attachments were approved and signed as outlined below:

Rob Jones - Nov 17, 2020 - 12:54 PM

Sherry Adams - Nov 17, 2020 - 3:15 PM

MaryAnne Dempster - Nov 18, 2020 - 3:16 PM