



APPENDIX A

Staff Report for City Manager Delegated Authority

Date: December 24, 2020

Report Number: SRCFS.20.037

Department: Corporate and Financial Services
Division: Information Technology Division

Subject: Sole Source Renewal of Agenda Management
and Council Live Stream Services

Purpose:

The Information Technology Division is seeking Council approval for a non-competitive acquisition greater than \$100,000, in accordance with the Procurement By-law No. 113-16.

Recommendation(s):

- a) That the current contract for the provision of Agenda Management and Council Livestreaming Software previously awarded non-competitively to eScribe Software Ltd. be extended for a term of three (3) years and three (3) months, with two (2) optional one-year term extensions, for a cost not exceeding \$349,000 (exclusive of taxes) pursuant to Appendix "B" Part I, Section (c) of the Procurement By-law No. 113-16;
- b) That the Commissioner of Corporate and Financial Services be authorized to execute any necessary documentation to effect the contract.

Contact Person:

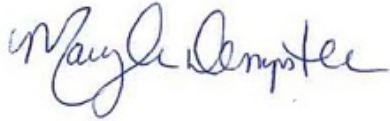
Paul Waddell, Manager Client Support – IT, x2419

Rob Jones, Chief Information Officer, x2445

Submitted by:

Sherry Adams, Commissioner
Corporate and Financial Services

Approved by:



Mary-Anne Dempster
City Manager

Background:

The City of Richmond Hill has leveraged Agenda Management and Council Livestream software by eScribe Software Ltd. since 2017 to manage the Council Staff reports, minutes, agenda and livestreaming functions. The current contract is in its first extension term set to expire on March 31, 2021.

The proposed amendment to the current contract extends the term and includes added functionality for closed captioning services commencing December 21, 2020. Closed captioning is required to meet Ontario's accessibility requirement by January 31, 2021. The estimated amount of the contract value is \$299,000 over five (5) years and three (3) months, with \$50,000 contingency for license growth and potential expansion of services as they become available.

Procurement By-law No. 113-16, Appendix "B", Part I - Sole Source Acquisition clause (c):

- to ensure compatibility with existing products, to recognize exclusive rights such as patent, copyright or license, or to maintain specialized products that must be maintained by the manufacturer or its representative;

The contract extension is recommended to be awarded as Sole Source Acquisition clause (c), because eScribe is the sole proprietor of the software.

Payment Schedule

Milestone	Payment	Description
Signing	\$8625	3 month pro-rating for Closed Captioning plus setup and migration services for Closed Captioning
April 2021	\$58890	Annual Subscription: <ul style="list-style-type: none"> • Transparency Bundle • Closed Captioning • iPad Licenses (pro-rated) • Spooling Server (pro-rated) Annual 2.5% increase added for Transparency Bundle
April 2021	TBD	Adjustment fee for data storage migration to new term of contract (as per Appendix C)
April 2022	\$60,362	Annual subscription, as above, including 2.5% increase
April 2023	\$61,871	Annual subscription, as above, including 2.5% increase

Financial/Staffing/Other Implications:

There are no additional financial considerations beyond those already approved during the 2021 operating budget.

Relationship to the Strategic Plan:

This initiative supports Council strategic priority a Strong Sense of Belonging through enabling Council and Committee Agenda Management services, keeping the community informed and the City organized. Renewing the contract also enables closed captioning features to previously recorded council sessions, meeting new accessibility requirements for 2021.

Conclusion:

That the City of Richmond Hill award the renewal of Agenda Management and Council Livestream software to eScribe Software Ltd. for a term of three (3) years and three (3) months, plus two (2) optional one-year term extensions at an estimated total value of \$349,000 exclusive of taxes commencing December 21, 2020.

Attachments:

- N/A