



Staff Report for Council Meeting

Date of Meeting: July 7, 2021

Report Number: SRCFS.21.016

Department: Corporate and Financial Services

Division: Information Technology

Subject: SRCFS.21.016 - Sole Source Acquisition with VFA Canada Corporation to Upgrade the System and Migrate the City of Richmond Hill's Capital Planning Solution (ReCAPP/VFA Upgrade)

Purpose:

The Information Technology Division is seeking Council approval for a non-competitive acquisition greater than \$100,000, in accordance with Procurement By-law 113-16.

Recommendation(s):

- a) That the non-competitive software upgrade and renewal of proprietary software Renewal Capital Asset Planning Process (ReCAPP) title be awarded to VFA Canada Corporation, a subsidiary of The Gordian Group, Inc., for a term of five (5) years, and a cost not exceeding \$271,000, exclusive of taxes, pursuant to Appendix "B" Part I, Section (c) of Procurement By-law No. 113-16 in order to ensure compatibility with existing VFA software used and maintained by the staff of the City of Richmond Hill.
- b) That the Commissioner of Corporate and Financial Services be authorized to execute any and all necessary documentation to affect the contract.

Contact Person:

[Asher Jaffri](#), Manager Application Services 905-771-5452

[Rob Jones](#), Chief Information Officer 905-771-5510

Report Approval:

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

Approved by: Darlene Joslin, Acting City Manager

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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 report approval are attached.

Background:

The current application ReCAPP is the asset management software jointly used by the Planning and Infrastructure Department. It was initially introduced to help to plan and prioritize the renewal of physical assets using lifecycle tracking principles in order to determine capital funding levels. The software now needs to be upgraded because it is deemed end-of-life.

In accordance with the existing contract, the City of Richmond Hill (City) uses Total Capital Planning Solutions (TCPS) as the system to track the condition of their building portfolio. After the upgrade, VFA Canada Corporation will migrate the TCPS system to VFA. Facility (VFA). This transition will allow the City to better understand the current condition of its facility assets at both the individual and portfolio levels. Once the migration is completed, the current contract expiring on December 31, 2021 will be cancelled and a prorated credit will be issued by the vendor for any funds previously paid to cover the current annual ReCAPP support and maintenance fees.

Procurement By-law No. 113-16, Appendix “B”, Part I - Sole Source Acquisition clause (c) stipulates that sole source acquisitions may be made:

- 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;

Staff are recommending that the contract be awarded non-competitively pursuant to Appendix “B” Part I, Section (c) of the Procurement By-law No. 113-16 to VFA Canada Corporation, as leveraging the updated software enables the prescribed departments to objectively model multi-year capital plans, and determine funding needs to prioritize building portfolio investments at Richmond Hill. The software will assist in providing City staff with consistent, reliable and transparent data; empowering staff to effectively and efficiently manage capital renewal programs.

Financial/Staffing/Other Implications:

The total value of the approval is \$271,000, exclusive of taxes, including annual maintenance and support, consulting services, training and other implementation costs. The following table provides summaries of software and services cost.

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Item	Estimated Cost for Software and Services
Software Maintenance and Support (5-year term)	\$143,000
License Growth and Services	\$75,000
Platform Migration and Training	\$53,000
Total	\$271,000

Relationship to Council’s Strategic Priorities 2020-2022:

Continuing with leveraging VFA software allows the City to adhere with the notion of Balancing Growth and Green; and illustrating Fiscal Responsibility.

Maintaining accurate levels of details regarding the City’s facility assets enables staff to provision adequate budgetary measures to maintain a healthy balance between economic development and environmental protection in the long run. Additionally, by leveraging VFA software, the City continues to follow industry best practices, while maintaining a proactive approach towards Capital Planning and Forecasting.,

Climate Change Considerations:

Climate change considerations are not applicable to this staff report.

Conclusion:

The Information Technology Division recommends that the non-competitive software upgrade and renewal of proprietary software ReCAPP title be awarded to VFA for a contract duration of five (5) years and a cost not exceeding \$271,000, exclusive of taxes, including the purchase of annual software license true-ups and necessary professional services, pursuant to Appendix “B” Part I, Section (c) of Procurement By-law No. 113-16.

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Report Approval Details

Document Title:	SRCFS.21.016 - SS Acquisition with VFA Canada Corp.DOCX
Attachments:	
Final Approval Date:	Jun 18, 2021

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

Rob Jones - Jun 17, 2021 - 3:56 PM

David Dexter - Jun 17, 2021 - 4:11 PM

Sherry Adams - Jun 18, 2021 - 9:20 AM

No Signature - Task assigned to MaryAnne Dempster was completed by delegate Darlene Joslin

MaryAnne Dempster - Jun 18, 2021 - 11:42 AM