



## **Staff Report for Council Meeting**

**Date of Meeting:** December 8, 2021

**Report Number:** SRCFS.21.061

**Department:** Corporate and Financial Services

**Division:** Information Technology

**Subject:** **SRCFS.21.061 - Renewal and Professional Services of Proprietary Software Product**

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### **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 Cayenta be awarded to N. Harris Computer Corporation for a term of six (6) months, and a cost not exceeding \$200,000 exclusive of taxes, pursuant to Appendix "B" Part I, Section (c) of Procurement By-law No. 113-16 in order to ensure compatibility with the existing Cayenta system 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:**

Rob Jones, Chief Information Officer ext. 2445

### **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:**

Cayenta has been the City's historical financial system over the past 25+ years. The City is completing its migration to SAP in 2022. Cayenta maintenance and professional services are required for the first half of 2022 prior to its decommissioning.

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 N. Harris Computer Corporation.

### **Financial/Staffing/Other Implications:**

The total value of the approval is \$200,000 exclusive of taxes. \$125,000 represents the maintenance and support, and the remaining \$75,000 for professional services. Funding is accounted for in Information Technology's operating budget.

### **Relationship to Council's Strategic Priorities 2020-2022:**

The recommendations in this report demonstrate an ongoing commitment to fiscal responsibility by decommissioning old systems and maximizing the investment within SAP.

### **Climate Change Considerations:**

Climate change considerations are not applicable in this staff report.

### **Conclusion:**

The Information Technology Division recommends renewing existing annual proprietary software maintenance agreement listed above, including the necessary professional services to complete the decommissioning.

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### Report Approval Details

Document Title:	SRCFS.21.061 - Renewal and Professional Services of Proprietary Software Product.docx
Attachments:	
Final Approval Date:	Nov 24, 2021

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

**David Dexter - Nov 24, 2021 - 11:38 AM**

**Task assigned to Sherry Adams was completed by delegate David Dexter**

**David Dexter on behalf of Sherry Adams - Nov 24, 2021 - 2:05 PM**

**MaryAnne Dempster - Nov 24, 2021 - 4:55 PM**