



Staff Report for City Manager Delegated Authority

Date of Report: August 23, 2022

Report Number: SRCFS.22.025

Department: Corporate and Financial Services

Division: Information Technology

Subject: SRCFS.22.025 – Renewal and Support Services of Parking Control System Solution

Purpose:

The City of Richmond Hill 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 acquisition of AIMS Parking Control System Solution, including Cloud based hosting services for a term of five (5) years ending October 31, 2027, be awarded to Electronic Data Collection Corporation (EDC) for a cost not exceeding \$565,000 exclusive of taxes. This recommendation is pursuant to Appendix “B” Part I, Section (c) of Procurement By-law No. 113-16 to support business continuity and to ensure compatibility with the existing AIMS parking management system solution already in use at the City of Richmond Hill.
- b) That the Commissioner Corporate and Financial Services (CFS) be authorized to execute any and all necessary documentation to affect the contract during its term.

Contact Person:

Bankole Akingbade, Manager Application Services, ext. 5452

Report Approval:

Submitted by:

Rob Jones, Chief Information Officer

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Approved by:

Cathy Treacy
For: _____
Sherry Adams, Commissioner of Corporate and Financial Services

Approved by:

Darlene Joslin

Darlene Joslin, Interim City Manager

Background:

The City of Richmond Hill (City) uses a proprietary Parking Control System developed by Electronic Data Collection Corporation (EDC) in order to generate, and manage, penalty notices for Parking Infractions and to issue parking permits for City residents.

A contract agreement (dated November 1, 2017) and amendment (dated July 29, 2021) have been previously executed between the City and EDC with respect to the supply of mobile handhelds for parking citations, hardware, software, services, systems support and to provide a Cloud solution for hosting the Parking Control System. The current contract as amended expires October 31, 2022.

The system manages the lifecycle of parking infraction, adjudications and permits with a financial component that is linked to the City's core financial system (SAP) so as to manage fees and payments related to these services along with creation of financial reports.

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 a new contract be awarded non-competitively pursuant to Appendix "B" Part I, Section (c) of the Procurement By-law No. 113-16 to Electronic Data Collection Corporation (EDC) to support business continuity and to ensure compatibility with existing systems at the City including the City's core financial and procurement systems.

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Financial/Staffing/Other Implications:

The total value of the approval is \$565,000 exclusive of taxes to include software subscription purchases and annual recurring fees until October 31, 2027.

The table below represents the planned expenditure (Canadian Dollar):

PCS Planned Annual Expenditure

Item Name	2023 Cost \$	2024 Cost \$	2025 Cost \$	2026 Cost \$	2027 Cost \$
AIMS Software Licensing Costs	\$93,000	\$93,000	\$93,000	\$93,000	\$93,000
AIMS Enhancements and Service Costs	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000
Total	\$113,000	\$113,000	\$113,000	\$113,000	\$113,000

Relationship to Council's Strategic Priorities 2020-2022:

Balancing Growth and Green – The Portal will provide online payment and adjudication services along with news/alerts electronically to the residents of the City of Richmond Hill hence will reduce the usage of paper ad and unnecessary travel and transportation costs while providing growth and customer service improvement.

- The Parking Control System website will allow residents to pay for parking infractions and to request and attend adjudications using online methods without the need to visit the City or use paper based processed;
- The solution will be hosted in a Cloud based environment hence reducing energy consumption at the City;
- Residents will be able to review changes to services online hence the service will promote improved customer services and internal process management.

Climate Change Considerations:

Climate change considerations are not applicable to this staff report.

Conclusion:

The Information Technology Division recommends awarding the contract listed above to EDC for the renewal of existing AIMS Parking Control System Solution for a period of five (5) years ending October 31, 2027.

Attachments:

The following attached documents may include scanned images of appendixes, maps and photographs. All attachments have been reviewed and made accessible. If you require an alternative format please call the contact person listed in this document.

- N/A