



## Staff Report for Committee of the Whole Meeting

Date of Meeting: October 4, 2023

Report Number: SRCFS.23.049

Department: Corporate and Financial Services

Division: Information Technology

**Subject: SRCFS.23.049 - Renewal and Support Services with City of Mississauga for Tax Manager Application**

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### Purpose:

The Information Technology Division (IT) is seeking Council approval for a non-competitive acquisition greater than \$100,000, in accordance with the Procurement By-law 116-13.

### Recommendation(s):

- a) That the sole source renewal of Tax Manager licenses, maintenance and support be awarded non-competitively to the City of Mississauga for a contract duration of five (5) years and a cost not exceeding \$1,037,000, exclusive of taxes, pursuant to Appendix "B" Part I, Section (c) of the Procurement By-law No. 113-16 in order to ensure compatibility with existing TXM software used and maintained by the City of Richmond Hill staff.
- b) That the Commissioner of Corporate and Financial Services, and upon the recommendations of the Chief Information Officer, be authorized to execute any necessary documentation to effect the contract(s).

### Contact Person:

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### **Report Approval:**

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

**Approved by:** Darlene Joslin, 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 report's approval are attached.

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### Background:

The City of Richmond Hill (City) uses the Tax Manager application for administration of property taxes where only the vendor (City of Mississauga) sells the maintenance services. This application is still within its expected lifecycle and as such, must be maintained.

The current contract between the City and the vendor (City of Mississauga) for software licenses, maintenance and support is coming to the end of its five-year term on December 31, 2023.

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 the vendor (City of Mississauga) to support business continuity for the City’s core application for administration of property taxes (Tax Manager).

### Financial/Staffing/Other Implications:

The total of the proposed Five-year award to the City of Mississauga in the amount of \$1,037,000, exclusive of taxes, breaks down in accordance with the following table:

**Proposed Five-Year Forecast**

<b>Application Name</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>
Tax Manager	166,000	185,000	205,000	228,000	253,000

### Relationship to Council’s Strategic Priorities 2020-2022:

Working directly with City of Mississauga demonstrates an ongoing commitment to responsible municipal management and the wise use of municipal resources and thereby allowing the City to adhere to the notion of Balancing Growth and Green and illustrating Fiscal Responsibility.

### Climate Change Considerations:

Climate change considerations are not applicable to this staff report.

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### **Conclusion:**

Staff are recommending that the sole source renewal of Tax Manager software licenses, maintenance and support be awarded non-competitively to City of Mississauga for a contract duration of five (5) years and a cost not exceeding \$1,037,000 exclusive of taxes, pursuant to Appendix “B” Part I, Section (c) of the Procurement By-law No.113-16.

### **Attachments:**

No attachments.

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### Report Approval Details

Document Title:	SRCFS.23.049 - Renewal and Support Services with City of Mississauga for Tax Manager Application.docx
Attachments:	
Final Approval Date:	Sep 20, 2023

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

**Rob Jones - Sep 18, 2023 - 11:28 AM**

**Gigi Li - Sep 18, 2023 - 7:31 PM**

**Sherry Adams - Sep 19, 2023 - 9:41 AM**

**Darlene Joslin - Sep 20, 2023 - 10:25 AM**