



## Staff Report for Committee of the Whole Meeting

**Date of Meeting:** June 12, 2024

**Report Number:** SRCFS.24.030

**Department:** Corporate and Financial Services

**Division:** Information Technology

**Subject:** **SRCFS.24.030 - Non-Competitive Supply of Wireless Cellular Services**

---

### **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 No. 113-16, as amended by By-law 141-20.

### **Recommendation(s):**

- a) That the current contract for the supply of wireless cellular services previously awarded non-competitively to Bell Mobility Inc. ("Bell Mobility") be extended for an additional term, as required, to execute a new cellular services contract, up to a maximum of six (6) months, at a cost not exceeding \$145,000 (exclusive of taxes) pursuant to Appendix "B" Part I, Section (c) of the Procurement By-law No. 113-16 as amended by By-law 141-20 to ensure compatibility with existing deployed technologies;
- 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 of Client Support, [paul.waddell@richmondhill.ca](mailto:paul.waddell@richmondhill.ca)

Rob Jones, Chief Information Officer, [rob.jones@richmondhill.ca](mailto:rob.jones@richmondhill.ca)

### **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.

## Page 2

### **Background:**

In July 2015, the Province of Ontario's Ministry of Government Services, Supply Chain Ontario (SCO) through a competitive process, identified Bell Mobility as a qualified Vendor of Record (VOR) for the provision of wireless cellular services and devices. SCO implemented a Provincially Funded Organization (PFO) VOR arrangement on behalf of the Broader Public Sector to gain efficiencies, economies of scale, and competitive pricing plans for other government agencies.

Bell Mobility was the City's current cellular service provider. On August 14, 2019, City Council granted the authority under SRCFS.19.040 for the City to enter into a sole source service agreement with Bell Mobility, leveraging the same pricing of the VOR agreement, while avoiding the steep contract migration penalties and disruption to services moving to a new carrier would have caused. The current contract is in its second extension term set to expire on July 31, 2024.

Supply Ontario (which took over operations from SCO in July 2023) is in the final stage of awarding a new competitively sourced VOR arrangement for wireless cellular services and devices with a planned award date of July 28, 2024. As a result, the City will not have time to complete the procurement prior to the existing July 31, 2024 contract end date.

To align with Supply Ontario's award timeline, the City's Information Technology (IT) Division is seeking to further extend the existing sole source contract with Bell Mobility for a maximum of six (6) months by executing the proposed amendment to the original service agreement until the new competitive VOR agreement is in place. In accordance with 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;

It is recommended to award the extension of the contract as a Sole Source Acquisition under clause (c) in order to ensure compatibility with existing technologies and allow the City to fully leverage pricing only available through the Supply Ontario agreement.

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

This amount is budgeted for annually within the IT Division's operating budget. This extension allows us to meet the ongoing operational needs of the organization, at the best possible price. The total estimated cost of the cellular contract extension is \$145,000 (exclusive of taxes) based on the anticipated monthly costs for six (6) month's service, to finalize and execute a subsequent cellular services contract.

## **Page 3**

### **Relationship to Strategic Plan:**

The contract for the supply of Wireless Cellular Services identified in this report is required for the continued provision of cellular services to City Staff at substantially discounted rates, which demonstrates our ongoing commitment to responsible municipal management and the wise use of municipal resources.

### **Climate Change Considerations:**

Climate change considerations are not applicable to this staff report.

### **Conclusion:**

The extension of the current contract with Bell will allow for the continuation of the provision of wireless cellular services for the operational needs of the organization, while continuing to leverage best pricing. The Information Technology Division recommends the City of Richmond Hill to enter into a non-competitive, maximum six (6) month contract, to provide time to execute a new cellular services contract, commencing August 1, 2024, ending when a new agreement is executed, or by January 31, 2025, at the estimated cost of \$145,000 (exclusive of HST) with our current cellular provider, Bell Mobility, under the terms and conditions of the current Bell service agreement.

### **Attachments:**

None.

## Page 4

### Report Approval Details

Document Title:	SRCFS.24.030 - Non-Competitive Supply of Wireless Cellular Services.docx
Attachments:	
Final Approval Date:	Jun 5, 2024

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

**Rob Jones - Jun 5, 2024 - 11:46 AM**

**Gigi Li - Jun 5, 2024 - 12:07 PM**

**Sherry Adams - Jun 5, 2024 - 12:29 PM**

**Tracey Steele on behalf of Darlene Joslin - Jun 5, 2024 - 1:51 PM**