



## Staff Report for Committee of the Whole Meeting

Date of Meeting: January 15, 2025

Report Number: SRCFS.25.002

Department: Corporate and Financial Services

Division: Information Technology

**Subject: SRCFS.25.002 - Non-Competitive Renewal of Oracle Software**

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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 staff report SRCFS.25.002 be received;
- b) That the sole source renewal of the Oracle Database Software maintenance and support be awarded non-competitively to Oracle Corporation Canada Inc for a contract duration of three (3) years and a cost not exceeding \$510,000, 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 enterprise applications that use Oracle Database software.
- c) 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 affect the contract(s).

### Contact Person(s):

- Davis Kwan, Manager Technology Infrastructure, [davis.kwan@richmondhill.ca](mailto:davis.kwan@richmondhill.ca)
- Rob Jones, Chief Information Officer and Director Information Technology, [rob.jones@richmondhill.ca](mailto:rob.jones@richmondhill.ca)
- Sherry Adams, Commissioner of Corporate and Financial Services, [sherry.adams@richmondhill.ca](mailto:sherry.adams@richmondhill.ca)

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### **Report Approval:**

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:

The City of Richmond Hill's (the City) enterprise applications use Oracle database software to store structured information and data. Oracle database software is a key technology stack component that allows enterprise applications to function and deliver value to the City of Richmond Hill (the City) and its residents. As with all technology components, maintaining support with the vendor is critical to ensure the City has access to technical support, new releases and security patches.

### Discussion:

The current support contract between the City and Oracle Corporation Canada Inc (Oracle) is coming to the end of its term on January 31, 2025.

Oracle Database Software is proprietary software developed by Oracle and used by several enterprise applications within the City. Enterprise applications are designed with specific software components (technical requirements) which are required for the application to run. These technical requirements cannot be changed or substituted by the City. Technical support, software releases and security patches will be provided directly to the City by Oracle.

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 patents, copyrights, or licenses, or to maintain specialized products that must be maintained by the manufacturer or its representative.

Staff are recommending that the City enter into a non-competitive contract with Oracle Corporation for three (3) years to maintain support services to ensure compatibility and business continuity for the City's enterprise applications pursuant to Appendix "B" Part I, Section (c) of the Procurement By-law No. 113-16.

### Financial Implications:

The funding is approved in the City's IT Software Maintenance operating budget and is included in the three (3) year operational forecast. The total of the proposed three (3) year award to Oracle in the amount of \$510,000, exclusive of taxes, is broken down in accordance with the following table:

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### Proposed Three-Year Forecast

Component	2025	2026	2027
Oracle Support Services	\$170,000	\$170,000	\$170,000
<b>Total</b>	<b>\$170,000</b>	<b>\$170,000</b>	<b>\$170,000</b>

### Relationship to Strategic Plan 2024-2027:

Working directly with Oracle Corporation allows the City to adhere to the “Strengthening Foundations” pillar by making decisions that are evidence based and data driven to enable the City’s long term financial sustainability, as well as social, environmental and economic sustainability.

### Attachments:

None.

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### Report Approval Details

Document Title:	SRCFS.25.002 - Non-Competitive Renewal of Oracle Software.docx
Attachments:	
Final Approval Date:	Dec 23, 2024

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

**Sherry Adams - Dec 23, 2024 - 11:00 AM**

**Paolo Masaro on behalf of Darlene Joslin - Dec 23, 2024 - 11:12 AM**