



Staff Report for Committee of the Whole Meeting

Date of Meeting: February 5, 2025

Report Number: SRCFS.25.003

Department: Corporate and Financial Services

Division: Information Technology

Subject: SRCFS.25.003 - Non-Competitive Acquisition of Bell Mobility Cellular and Data Services

Purpose:

The IT Division of the Corporate and Financial Services Department is seeking Council approval for a non-competitive acquisition greater than \$100,000, in accordance with the Procurement By-law No.113-16.

Recommendation(s):

- a) That staff report SRCFS.25.003 be received;
- b) That Wireless Cellular Services for existing cellular data plans be awarded non-competitively to Bell Mobility for a period of up to 3 years at a cost not exceeding \$325,000 (exclusive of Taxes) pursuant to Article 7.1 Section (b)(1) and Appendix "B" Part I – Sole Source Acquisitions, Section (c) of the Procurement By-law No. 113-16 to ensure compatibility with existing products;
- 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):

- Paul Waddell, Manager Client Support, paul.waddell@richmondhill.ca
- Rob Jones, Director Information Technology/CIO, rob.jones@richmondhill.ca
- Sherry Adams, Commissioner Corporate and Financial Services, sherry.adams@richmondhill.ca

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 report's approval are attached.

Page 2

Background:

Supply Ontario has awarded a new competitively sourced VOR arrangement for wireless cellular services and devices. This was awarded to various providers, with the primary provider being Rogers Communications Canada Inc. The City is actively working on seeking approvals for the new contract, which will be for any net new mobile devices/plans. There will be a transitional period where devices currently on a plan with Bell will remain on that plan until they come up for replacement over the next three years.

The City's Information Technology (IT) Division is seeking sole source approval to continue on a month-to-month basis with Bell Mobility for a maximum of three (3) years, until all current plans are up for replacement. 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;

Discussion:

The City is migrating all cellular and data services and accounts from Bell Mobility to Rogers Wireless. The most efficient and least impactful method is to migrate all services and devices over a 3-year period. This renewal will cover the existing contract commitments with Bell for the duration of the transition, starting February 2025 and ending December 2027.

Financial Implications:

The total of the proposed month-to-month plan with Bell in the amount of \$325,000, exclusive of taxes, is broken down in accordance with the following table

Proposed Three Year Forecast

	<u>2025</u>	<u>2026</u>	<u>2027</u>
Cost	\$204,000	\$98,000	\$23,000

Relationship to Strategic Plan 2024-2027:

Transitioning the City's cellular services contract to the new VOR using a metered approach aligns with Pillar 3, "Strengthening our Foundations" as this allows the City to minimize operating and capital costs while optimizing resources. Furthermore, extending the cellular device lifecycle one year beyond the carrier's recommended lifecycle shows good financial stewardship as it relates to the City's cellular capital investment.

Page 3

Report Approval Details

Document Title:	SRCFS.25.003 - Non-Competitive Acquisition of Bell Mobility Cellular and Data Services.docx
Attachments:	
Final Approval Date:	Jan 16, 2025

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

MaryAnn Kotylak - Jan 16, 2025 - 10:28 AM

Sherry Adams - Jan 16, 2025 - 12:30 PM

Darlene Joslin - Jan 16, 2025 - 2:39 PM