

Municipality of Lakeshore – Report to Council

Chief Administrative Officer

Digital Transformation & Cloud Services



To: Mayor & Members of Council
From: Michael Martin, Division Leader – Digital Transformation & Cloud Services
Date: June 15, 2023
Subject: IT Network RFP Award

Recommendation

Award the RFP for the design and replacement of the IT Network to Optimus Tech Solutions as the respondent with the highest total score, direct Administration to fund the overage of \$46,248 from the IT Lifecycle Reserve, as presented at the June 27, 2023 Council Meeting.

Background

In 2021 and 2022, the Municipality completed numerous assessments associated with its Cyber Security and Technology Operations. Both review types highlighted areas of improvement and throughout 2022 and 2023 the Municipality has continued to mature its security posture and move our technology platforms towards industry best practices. A remaining area of concern identified is the current design, implementation and hardware that supports the Municipal IT network. Brought forward as a 2023 budget item, Council directed administration to move forward with the replacement of our current solution and align it with modern industry and cyber security standards.

Administration issued a Request for Proposals on April 17th, 2023 which has now closed.

Comments

A total of four (4) proposals were received prior to closing on June 6th, 2023. Respondents included Optimus Tech Solution, TELUS Communications, Allstream Business and Kloudified Internet Service Provider.

Administration placed the highest level of importance on the following dimensions of the proposals:

1. Completeness of Functional Requirement Understanding by the respondents

2. Appropriate work plan including design, implementation and post implementation support capabilities
3. Equipment supplied by reputable industry supplier
4. Value-add benefits and previous completed public sector projects of this scale
5. Transparent and detailed pricing for each project deliverable

The evaluation of each proponent was undertaken in two stages. Stage one was a review of the detailed proposal response including hardware selection, work plan, references and previous work completed. A score of 0 to 10 was awarded to each of these dimensions as required in the RFP. The second stage was an evaluation of the pricing of the proponents. The scores of each stage were then added according to the evaluation matrix in the RFP. The successful proponent, Optimus Tech Solutions, was the proponent with the highest score, and the proponent being recommended to Council.

Financial Impacts

The solution proposed by Optimus Tech Solutions represented the solution that not only meets the needs of the Municipality but is also the best cost value to the Municipality.

All responses were over the original budget allocated to this project, however the solution proposed by Optimus allows the Municipality to minimize the financial impact.

Funding for this project will be split between grant funding provided by the Province of Ontario, approved 2023 DTCS capital budget and the IT Reserve fund.

RFP Municipal Network Upgrades	Project Cost (Including Applicable HST)	Budget
Network Project Total Cost	\$361,248.00	
Municipal Modernization Program Funding		\$65,000
2023 Budget Network Replacement		\$250,000
Total Budget		\$315,000
Excess Funds Required from the IT Lifecycle Reserve		\$46,248

The Balance of the IT Lifecycle Reserve is estimated to be \$96,029 by the end of 2023 with the approval of the additional draw from reserves.

Report Approval Details

Document Title:	IT Network RFP Award.docx
Attachments:	
Final Approval Date:	Jun 20, 2023

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

Prepared by Michael Martin

Approved by Justin Rousseau and Truper McBride