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Item No. 10.1.1

Halifax Regional Council
May 27, 2008

TO: Mayor Kelly and Members of Halifax Regional Council

A handwritten signature in black ink, appearing to read "G. L. Kaiser".

SUBMITTED BY:

Geri Kaiser, Acting Chief Administrative Officer

DATE: May 21, 2008

SUBJECT: Award - RFP No. 08-061, Council Chambers Technical Upgrade

ORIGIN

The 2006/07 Capital Budget

RECOMMENDATION

It is recommended that Council award RFP No. 08-061, Integrated System, Computers and AV Room Equipment, to the highest scoring proponent, Backman Vidcom Ltd. at a cost of \$266,414.69 (net HST included), including optional spare parts with funding from Capital Account No. CID00887 - Council Chamber Upgrade as outlined in the Budget Implications section of this report.

BACKGROUND

The current technology serving Halifax Regional Council was installed following amalgamation in 1996. This technology has become outdated, cumbersome to use, heavily reliant on the vendor for maintenance, and components are starting to fail with no parts available for replacement. A significant upgrade of the entire system is required for the Halifax Regional Council to continue operating effectively.

On November 16th, 2006 a presentation was made to Council outlining the expected outcomes of the Council Chambers Upgrade project. The purpose of the project is to update the current technology and provide new tools to the Councillors. The upgrade items to be delivered include:

1. **Two flat panel gallery displays:** The displays will improve the viewing of the material presented to Council and the public.
2. **Computers providing access to GroupWise, Internet & Intranet and loaded with various software programs:** The computers will replace the current monitors which are failing and provide the Councillors with the tools needed to access information relevant to the topics being discussed during the meetings and to pave the way for paperless Council meetings.
3. **Integrated software system managing the speaking and voting processes:** This software will provide more administrative control to the Municipal Clerks Office, thereby reducing the need for vendor support (Eg. Changes to Councillors names will be able to be implemented by the Municipal Clerk). It will also improve reporting and record keeping of the voting results.
4. **AV Room Equipment:** This equipment will support the items listed above.

To date, the project has delivered the two flat panel gallery displays and detailed requirements were developed for the remaining items. Included in this RFP are the items considered most critical to replace which are the Computers, Integrated Software System and the AV Room Technology.

DISCUSSION

A Request for Proposals was issued and closed April 25, 2008 for RFP No. 08-061, Integrated System, Computers and AV Room Equipment.

Proposals were received from the following firms:

- Backman Vidcom Limited
- CEV Inc.

A team consisting of staff from the Office of the Municipal Clerk, Information Technology, Capital Projects and Procurement evaluated the proposals based on the criteria listed in Appendix A - Evaluation Scorecard.

The final scoring for all proponents is as follows:

Company	Scoring (max. 100)
Backman Vidcom Limited	88
CEV Inc.	81

The Backman Vidcom proposal meets or exceeds all of the requirements as stated in the Request for Proposals, as noted in the Background Section of this report. The equipment includes a 15" Flatscreen monitor for each Councillor, and a thin client server, which, per the requirements of the Request for Proposals, will allow Councillor's to have GroupWise, Internet, Intranet and Software Program access. The thin client server removes the need for each Councillor to have a physical PC, maximizing space in the councillors' personal work area and limiting noise and excess heat which individual computers may generate. All carpentry and millwork will be performed by Backman Vidcom's sub-contractor, Mill-Right Woodworking Inc.

The recommended award includes Backman Vidcom's proposed solution cost of \$263,756.56 (net HST included), as well as the optional purchase of spare parts costing \$2,658.13 (net HST included) to be held on-site in case of failure of one of the essential components of the system. Quarterly Preventative Maintenance will be paid from Operating Funds approved in the 08/09 Capital Budget.

The current project plan provides a window for construction, system implementation, testing and end user training between 9 July 2008 and 5 August 2008. Given the nature of City Hall as a historical building which has proven challenging during previous renovations, there may be limited system functionality during the 5 August 2008 Regional Council Session. Project staff will be managing schedule risks and reporting progress to council during the implementation timeline.

BUDGET IMPLICATIONS

Based on Backman Vidcom's quoted cost for the upgrade and optional spare parts of \$266,414.69, including net HST, funding is available from Capital Account #CID00887 - Council Chamber Upgrade. The budget availability has been confirmed by Financial Services.

Budget Summary: Capital Account No. CID00887 - Council Chamber Upgrade

Cumulative Unspent Budget	\$383,350.00
Less: RFP No. 08-061	<u>\$266,414.69</u>
Balance	\$116,935.31

* This project was estimated in the Approved 2006/07 Capital Budget at \$400,000

The balance of funds will be used to fulfill the additional commitments to Council relating to streaming video and additional displays as required. This second phase is scheduled to begin in Fall 2008.

FINANCIAL MANAGEMENT POLICIES / BUSINESS PLAN

This report complies with the Municipality's Multi-Year Financial Strategy, the approved Operating, Capital and Reserve budgets, policies and procedures regarding withdrawals from the utilization of Capital and Operating reserves, as well as any relevant legislation.

ALTERNATIVES

There are no recommended alternatives to this course of action.

ATTACHMENTS


Appendix "A" - Evaluation Scorecard

A copy of this report can be obtained online at <http://www.halifax.ca/council/agendasc/cagenda.html> then choose the appropriate meeting date, or by contacting the Office of the Municipal Clerk at 490-4210, or Fax 490-4208.


Report Prepared by: Julie Everett, Project Manager, 490-3965

Report Approved by: David Muise, Division Manager, Information Technology, 490-6555

Financial Approval by:


Catherine Sanderson, Senior Manager, Financial Services, 490-1562

Report Approved by:


Brad Anguish, Director, Business Planning and Information Management, 490-4769

Appendix A
RFP # 08-061
Integrated System,
Computers and AV Room Equipment

Evaluation Score Card

Criteria	Max. Score	Backman Vidcom	CEV
Business & Technical: - Deliver on Time - Ease of Use - Capacity - Training - Understanding of business processes	40	35	26
References: - for Company - for Product/Equipment	15	15	15
Maintenance and Support: Includes support processes, warranties, and qualification of staff	20	18	15
Capital Cost including software, hardware, installation and training	15	14 (\$263,756.56) Net HST incl	15 (\$248,259.59) Net HST incl
Five (5) Year Operating Cost including Quarterly Preventative Maintenance	10	6 (\$12,928.63) Net HST incl	10 (\$7,446.89) Net HST incl
Total	100	88	81