

Halifax Regional Council
March 5, 2002

TO: Mayor Kelly and Members of Halifax Regional Council

SUBMITTED BY:


George McLellan, Chief Administrative Officer

DATE: February 22, 2002

SUBJECT: **RFP 01-146 - Communication (Telephone & Radio) Recording System
for Protective Services**

ORIGIN

The Halifax Regional Municipality publically advertised Request for Proposal (RFP) 01-146 - Communication (Telephone & Radio) Recording System for Protective Services on October 04, 2001.

RECOMMENDATION

It is recommended that :

1. Council approve an increase in capital account CEY00107, New Dictaphone, in the amount of \$21,564.97 with funding to be transferred from operating account A450 6711.
2. Council authorize the award of RFP 01-146 to the highest ranking proponent, Dictaphone, for the purchase of a Communication Recording System for \$90,731.82 plus net HST, for a total project cost of \$96,564.97. Funding is available in the 2001/2002 Capital Budget in account # CEY00107 (\$75,000) and remaining funds (\$21,564.97) from account #A450-6711, which is to be transferred to the capital account.

BACKGROUND

HRM seeks to acquire a communication recording system to provide, install and support a complete voice logging and recording system for its Protective Services Group (Fire & Police) at 15 Convoy Run, Bedford, NS. The purpose of this system is to support affective emergency dispatching, management of the information collected, ability to conduct Quality Assurance testing and recording of results.

Communication recording system objectives is to increase administrative efficiencies, recording or all voice transmission (phone & radio) with ability to expand in the future, and expanding HRM ability to provide our services to external agencies.

DISCUSSION

Call for Proposals for a Communication Recording System were advertised and closed on November 9, 2001 with four (4) companies submitting proposals.

The proposals were forwarded to an Evaluation Selection Committee consisting of Sandy Gillis, Supervisor 911, and Mike Mahar, Control Dispatch Manager for all to read, review and grade the the companies proposals on the criteria set out in the Proposal.

On February 6, 2002, the Evaluation Selection Committee met to review the results and approved the selection of Dictaphone as the preferred bidder for this proposal.

Dictaphone's communication recording system has good expand ability prospects, and will work from remote locations with the addition of recording modules and can provide support 24 hours, 7 days per week, 365 days a year locally. Dictaphone is the current vendor at 911 Center and provides good service and equipment will enhance current quality control initiatives which are carried out within the 911 Center.

BUDGET IMPLICATIONS

Funds are available in the 2001/2002 Capital Budget in account CEY00107 (\$75,000) (gross budget \$75,000) and remainder of Funds (\$21,564.97) from account # A450-6711. Funds have been verified by staff of Finance.

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 alternatives.

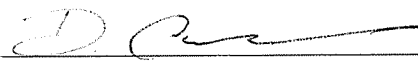
ATTACHMENTS

Appendix A - Proposal Evaluation Criteria
Appendix B - Summary of Grade Scorer

Additional copies of this report, and information on its status, can be obtained by contacting the Office of the Municipal Clerk at 490-4210, or Fax 490-4208.

Report Prepared by: Mitchell Crowell, Procurement Officer

Report Approved by:

FM 
Bill Mosher, Deputy Chief Director (4239)

October 4, 2001

APPENDIX A

Telephone and Radio Recording Equipment for the HRM 911 Dispatch Center
 RFP # 01-146

PROPOSAL EVALUATION CRITERIA

	WEIGHT	SCORE
1. Expertise of Firm and Project Team and Understanding of Scope of Work	25	
A. Relevant skills possessed by the consulting firm And project team		
B. A demonstrated ability to accomplish the work proposed		
C. Recent experience related to projects of similar nature		
D. Comprehension of project objectives and associated issues		
E. References		
2. Proposed Methodology	50	
A. Stated methodology meets proposal's objectives		
B. Quality of proposal approach		
C. Quality of features supplied as part of the solution		
D. Consideration of options and solutions		
E. Local Service availability on a 24x7x365 basis		
3. Cost	25	
TOTAL	<u>100.0</u>	

APPENDIX B

		Dictaphone	Advan-Tel	Voice Print	CVDS Inc.				
1. Expertise of Firm & Project Team. Understanding of scope of work									
	Score Value	Sandy	Mike	Sandy	Mike	Sandy	Mike	Sandy	Mike
A. Relevant skills possessed by firm & project team	5	5	4.5	4	4	4	3.5	4	4
B. Demonstrated ability to accomplish work proposed	5	5	5	4.5	4	3.5	4	3	3
C. Recent Experience of similar nature	5	5	5	2	2	4	4	3	3
D. Comprehension of project objectives	5	5	4	3.5	4	3.5	4	3	3
E. References	5	4	5	3	3	3.5	3.5	3.5	4
2. Proposed Methodology									
A. Stated methodology meets objective	10	8	8	6	7	7	7	6.5	7
B. Quality of proposal approach	10	8	9	7	7	6.5	7	6	6
C. Quality of features supplied as part of the solution	10	8	7	5	5	6	6	5	6
D. Consideration of options & solutions.	10	8	9	7	7	6	6	5	6
E. Local Service availability on a 24x7x365 basis	10	10	10	8.5	8	3	2	3	2
3. Cost									
Cost based on 72 channel recorder system (base price)		\$90,731.82 CDN		\$98,255.00 CDN		\$112,803.00 USD \$180,485.00 CDN		\$52,579.00 USD \$84,126.40 CDN	
Score based on cost	25	23	23	20	22	15	20	24	24
TOTAL SCORE									
		89	89.5	70.5	73	62	67	66	68