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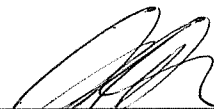


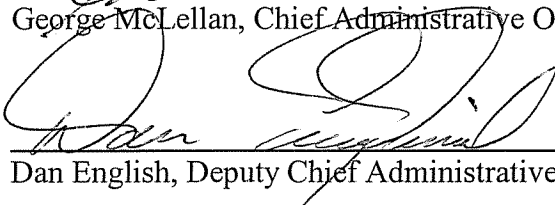
PO Box 1749  
Halifax, Nova Scotia  
B3J 3A5 Canada

Halifax Regional Council  
May 18, 2004

**TO:** Mayor Kelly and Members of Halifax Regional Council

**SUBMITTED BY:**

  
\_\_\_\_\_  
George McLellan, Chief Administrative Officer

  
\_\_\_\_\_  
Dan English, Deputy Chief Administrative Officer

**DATE:** May 5, 2004

**SUBJECT:** Request for Proposal 04-038  
Handheld Parking Ticket Issuing System

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**ORIGIN**

Approved in the 2003/04 capital budget.

**RECOMMENDATION**

It is recommended that Regional Council award the contract to provide a Handheld Parking Ticket Issuing System to the Halifax Regional Municipality to EDC Corporation, the highest ranking proponent in the amount of \$98,875 plus Net HST for a total project cost of \$105,232 from Capital Account No. CEM00514, Hand Held Parking Ticket Issuing System, as indicated in the budget implication section of this report.

## **BACKGROUND**

The project is intended to improve the efficiency and accuracy of issuing tickets for parking violations. Staff publicly advertised for a Handheld Parking Ticket Issuing System through the Request for Proposal process. The requirement was for the supply, delivery and installation of 15 handheld units, 15 printers and the related software that will interface with HRM's existing Parking Ticket Management System.

Under the general direction of HRM Parking Ticket Enforcement staff, the Canadian Corps of Commissionaires carries out parking ticket issuance and enforcement under the Motor Vehicle Act, and HRM bylaws and regulations within the areas as defined by the HRM. Parking Enforcement officers are responsible to ensure the need for public safety and traffic flow are met.

Over the past year, 2003-2004, over 134,000 parking tickets were issued by foot patrol and vehicle enforcement officers. This accounts for approximately 83% of the total parking tickets issued in the Halifax Regional Municipality. The balance of tickets are issued by Halifax Regional Police or Special Constables enforcing private property parking restrictions.

## **DISCUSSION**

There are many municipalities, hospitals and universities in North America utilizing electronic technology for the issuance and management of parking tickets. The technology provides significant improvements in efficiency and accuracy. It is estimated that up to 10% of tickets issued cannot be processed due to errors at the time of issuance or data entry errors during processing. Key information such as type of violation, vehicle make, vehicle model and street names are selected from the database.

The new technology will provide daily data transfer to the Parking Ticket Management System, which will allow for improved validation of outstanding tickets. This will provide citizens more timely information for payment of parking tickets through the HRM website or over the phone.

The technology will also provide enforcement officers with features that will improve enforcement activity. These features include: the management of timed parking through electronic chalking of vehicles; validation of on-street parking permits through the scanning of bar codes, thus eliminating time consuming keystrokes, and the ability to cross-reference license plate numbers against the database to identify stolen vehicles and outstanding fines.

Although the system will integrate with our existing Parking Ticket Management System, there are additional reporting features provided that will enhance parking ticket information and improve the management of enforcement activities. The reporting includes: Tickets Issued Report, which provides detailed information for any date or range of dates; Issuer Productivity Report, which provides detailed information by individual issuer and the Location Report which details the relationship between violations and where and when they occur.

Call for proposals for this requirement were advertised on February 7, 2004 and February 11, 2004 and closed on February 25, 2004. Nineteen (19) companies received RFP documents and the following seven proponents submitted responses:

EDC Corporation  
Epicdata  
J.J. MacKay Canada Ltd.  
Nettech Solutions  
Parksmart  
Senscom  
T2 Systems

The following five companies were short listed based upon the criteria listed on Appendix A as attached.

EDC Corporation  
Epicdata  
J.J. MacKay Canada Ltd.  
Parksmart  
T2 Systems

The proposals were evaluated based on the following criteria and as detailed on the attached Appendix A - Summary of Evaluation Criteria, expertise of firm, understanding scope of work, warranty/service/training, serviceability and cost. The evaluation team consisting of staff from Financial Services - General Revenue and Parking Enforcement, facilitated by Procurement, concluded that EDC Corporation was the highest ranking proponent who best met the Terms of Reference and therefore recommended that EDC Corporation be awarded the work.

The cost variance of EDC Corporation as compared to the other proponents is a result of their expertise and history of developing parking ticket issuance software for handheld devices.

The average cumulative score and ranking of the five short listed proponents out of 100 points is summarized in the following table:

Proponent	Average Cumulative Score	Ranking	Contract Cost (including 3 yrs warranty)
EDC Corporation	84	1	\$98,875
J.J. MacKay	74	2	\$152,697
Parksmart	70	3	\$147,163
T2 Systems	63	4	\$152,684
Epicdata	53	5	\$287,382

It is therefore recommended that EDC Corporation be awarded the contract for RFP 04-038, Handheld Parking Ticket Issuing System.

### **BUDGET IMPLICATIONS**

Based on the cost of \$98,875 plus Net HST for a total project cost of \$105,232, funding is available in Capital Account No. CEM00514, Hand Held Parking Ticket Issuing System. Repayment to the reserve is provided in the approved 2004/05 Operating Budget account A315-8008. The repayment term is five years. This has been confirmed by Financial Services.

**Budget summary:** Capital Account No. CEM00514-Hand Held Parking Ticket Issuing System

Cumulative Unspent Budget	\$130,000
RFP 04-038	<u>\$105,232</u>
	\$ 24,768

The Net HST has been included in the award amount. The Federal Government, in the recent speech from the throne has proposed changes that would provide a GST rebate to Municipalities. This legislation, once approved, will affect the total cost of this award. Once the legislation is in place, and the actual amount determined, the value will be adjusted accordingly.

**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**

Regional Council could direct that parking enforcement continue to use paper based manual tickets. This would be an inefficient use of resources and staff do not recommend that this option be pursued.

**ATTACHMENTS**

**Appendix A - Summary of Evaluation Criteria**

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: Dave Cormier, Team Leader General Revenue & Payment Processing 490-4201  
Trudy Cann Fournier, Procurement Coordinator 490-4202

Report Reviewed by: Catherine Sanderson, Manager of Revenue 490-6470

Report Approved by:   
S. Dale MacLennan, Director, Finance 490-6308

**APPENDIX A**

**SUMMARY OF EVALUATION CRITERIA**

HALIFAX REGIONAL MUNICIPALITY Handheld Parking Ticket Issuing System  SUMMARY OF EVALUATION CRITERIA RFP # 04-038						
<b>PROPOSAL:</b> Handheld Parking Ticket Issuing System  <b>Evaluated by:</b> Financial Services - General Revenue and Parking Enforcement, facilitated by Procurement						<b>#04-038</b>
CRITERIA	MAX. SCORE	SUBMISSION				
		EDC	J.J. MacKay	Parksmart	T2 Systems	Epicdata
<b>EXPERTISE OF FIRM</b> - executive overview - client satisfaction	20	15	16	14	16	15
<b>UNDERSTANDING SCOPE OF WORK</b> - technical proficiency - technological proficiency - additional features	20	17	17	18	17	18
<b>WARRANTY/ SERVICE/TRAINING</b> - warranty - level of service - availability of parts - training plan	20	14	19	18	10	7
<b>SERVICEABILITY (short listed proponents only)</b> - evaluation of software and hardware	20	18	13	10	11	13
<b>COSTS</b> - hardware / software - warranty	20	20	9	10	9	0
<b>TOTAL</b>		<b>84</b>	<b>74</b>	<b>70</b>	<b>63</b>	<b>53</b>
<b>RANKING</b>		<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>