


**Item No. 12.5**  
**Halifax Regional Council**  
**March 27<sup>th</sup>, 2012**

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

Original signed by 

**SUBMITTED BY:** \_\_\_\_\_

Richard Butts, Chief Administrative Officer

Original Signed by 

Mike Labrecque, Deputy Chief Administrative Officer

**DATE:** March 27, 2012

**SUBJECT:** Award – RFP # 11-081 Wide Area Network Solutions

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**ORIGIN**

The end of the current five (5) year contract for Wide Area Network Solutions

**RECOMMENDATION**

It is recommended that Halifax Regional Council award RFP #11-081 Wide Area Network Solutions, subject to negotiation of satisfactory contract terms, to the highest scoring proponent, EastLink for a maximum term of five (5) years, renewable annually for an estimated annual cost to HRM of \$335,196.06 including net HST with funding from operating account A742-6711, as outlined in the Budget Implications section of this report.

## **BACKGROUND**

The current contract for Wide Area Network (WAN) data services has expired. RFP 11-081 was issued to establish a new contract for WAN services that will meet current and future needs. The solution must provide links between HRM office locations, redundancy, prioritization of computer traffic, and proactive support of our networking infrastructure. The solution must also be capable of meeting the capacity demands and security requirements of the Municipality.

In addition to meeting the needs of our current applications, the WAN solution will enable other technologies such as Voice over IP (VOIP), video streaming and video conferencing. This solution will allow for the prioritization of network traffic based on HRM computer application requirements. Under the new contract, the majority of the network links will be five times faster than the current implementation, and for some locations there will be a reduction in cost for the service. The benefits to prioritizing the traffic and increasing capacity include faster application response times and the ability to remotely deploy computer software. Remote deployment will minimize the need for staff to go onsite to add or upgrade software, resulting in a reduction in local travel costs and staff time spent traveling.

The capacity of the existing internet connection will increase by four times the existing capacity and a second internet connection from another major internet provider will be installed. This will improve response times for users of HRM web applications such as RecConnect and VPN, improve internet response times for staff on the corporate network, and minimize the risk of internet being unavailable.

## **DISCUSSION**

Request for Proposal 11-081, Wide Area Network Solutions was publicly advertised and closed on November 15, 2011. The Request for Proposal was prepared and advertised in partnership with Halifax Water and in addition to the scope of work required by HRM, proponents were required to include optional provision of services to Halifax Water in their proposal.

Two proposals were received as follows:

Bell Aliant  
Eastlink

Proposals were reviewed by staff from Finance and Information Technology and Halifax Water, and facilitated by Procurement per the evaluation criteria as stated in the Request for Proposals.

The RFP was scored using a two-envelope process. Envelope one was the *technical* component of the RFP, and Envelope two consisted of the *lump sum project cost*. Only those proponents that received 75% or better on the technical criteria (60 points out of a maximum 80 points) from envelope one, had their cost envelope opened and evaluated. The technical scores for Bell Aliant did not achieve the required 75% score on technical criteria and were therefore not advanced in the evaluation process.

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The detailed scoring results for Eastlink based upon the evaluation are shown in Appendix A - Proposal Evaluation Criteria.

The proposal for Eastlink was found to adequately respond to the entire scope of work as stated in the RFP and offered some value added propositions in addition to the mandatory scope.

**BUDGET IMPLICATIONS**

Based on the annual cost of \$321,420.00, plus net HST of \$13,776.06, for a total cost of \$335,196.06, funding will be available in the proposed 2012/13 Operating Account No. A742-6711 (Technology Infrastructure – Communication System). The budget availability has been confirmed by Finance.

**FINANCIAL MANAGEMENT POLICIES/BUSINESS PLAN**

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

**COMMUNITY ENGAGEMENT**

N/A

**ALTERNATIVES**

There are no recommended alternatives

**ATTACHMENTS**

Appendix A – Proposal Evaluation Criteria

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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.

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David Muise, Manager of IT, 490-6555

Procurement Approval by: \_\_\_\_\_  
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Report Approved by: \_\_\_\_\_  
Greg Keefe, Acting Director of Finance/Chief Financial Officer, 490-6208

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Appendix A  
Evaluation Criteria

<b>Criteria</b>	<b>Summary</b>	<b>Score</b>	<b>Eastlink</b>
Communication Skills	<ul style="list-style-type: none"> <li>Clarity and readability of written proposal</li> </ul>	5	4
Team composition and experience	<ul style="list-style-type: none"> <li>Experience of individual team members with projects of similar scope and size</li> <li>Team members' appropriate skills and education</li> <li>Demonstrated history of proposed team in successfully completing projects of a similar nature on time and on budget</li> <li>Balance of level of effort vs. team roles (project mgmt., technical, etc..)</li> </ul>	10	8
Understanding of HRM needs	<ul style="list-style-type: none"> <li>Understanding of the requirements of the scope of work and HRM organizational structure</li> <li>Acceptable proposed schedule and work plan</li> <li>Attention to relevant challenges that the committee has not considered</li> </ul>	15	12
Technical Solution	<ul style="list-style-type: none"> <li>Solution addresses all technical aspects of the project as identified in the RFP</li> <li>Solution draws on proven methodology</li> <li>Solution is flexible and scalable</li> <li>Solution is cost and time effective</li> <li>Value added propositions and recommendations including bandwidth in excess of requirement</li> </ul>	40	35
Project Management Methodology	<ul style="list-style-type: none"> <li>Management structure within Proponents organization/project team</li> <li>Proposed communication methods between proponent team and HRM</li> <li>Quality Assurance standards and practices</li> </ul>	5	3
Subtotal (Technical Proposal)			62
Cost		25	25
Administrative and Legal Requirements	<ul style="list-style-type: none"> <li>Business registration information &amp;/or plan have been included</li> <li>No or minimal alterations to standard contract have been requested (Section 2.10)</li> <li>Proposal format reflects substantial adherence to instructions provided</li> </ul>	0 <b>BUT POINTS MAY BE DEDUCTED</b>	
		100	<b>87</b> \$335,196.06 Inc Net HST incl