

The Corporation of the City of Kawartha Lakes
Council Report

Report Number PUR2018-037

Date: August 14, 2018
Time: 2:00 p.m.
Place: Council Chambers

Ward Community Identifier: N/A

Title: Request for Proposal 2018-79-OP Implementation of a Document Imaging Program

Author and Title: Ashley Wykes, Buyer
Leanne Mitchell, Supervisor, Cost Accounting

Recommendation(s):

That Report PUR2018-037 Request for Proposal 2018-79-OP Implementation of a Document Imaging Program be received;

That Forza Consulting B.V., of The Netherlands be selected for the award of proposal 2018-79-OP Implementation of a Document Imaging Program for the proposal cost of \$160,606 not including HST;

That subject to receipt of the required documents, the Mayor and City Clerk be authorized to execute the agreement to award proposal 2018-79-OP; and

That the Financial Services Division be authorized to issue a purchase order.

Department Head: _____

Financial/Legal/HR/Other: _____

Chief Administrative Officer: _____

Background:

The City of Kawartha Lakes currently has two (2) Full-Time Accounts Payable staff as well as four (4) staff who enter invoices periodically, matching invoices to purchase orders and entering vouchers. Most invoices are paper based, with only some being received electronically. Accounts Payable would like to automate the processes of both invoice matching and payment approvals. A document imaging program would automate the process by allowing electronic receipt of invoices as well as electronic workflow approvals, eliminating the need for the majority of the paper copy and manual processes currently in place. At this time most invoices are received by the departments located all over the City and Accounts Payable has no way of knowing what is outstanding. This program will alleviate this problem and will track electronically the status of all invoices.

Request for Proposal 2018-79-OP Implementation of a Document Imaging Program was advertised and released in accordance with the Purchasing Policy. The proposal closed on July 19, 2018 and was opened in public by Steve Strangway, Councillor and Linda Lee, Buyer. Four proposals were submitted as outlined in the chart below:

Company Name
360 Business Ventures Inc.
Forza Consulting B.V.
Octacom Limited
Process Fusion Inc.

Each proposal was carefully reviewed with one proposal being disqualified from the process due to non-compliance to the Purchasing Policy. The remaining submissions were evaluated based on the criteria in the proposal document. Forza Consulting B.V. was found to be the highest scoring compliant proposal submission.

References were checked for Forza Consulting B.V. with no issues identified.

Rationale:

Moving to a document imaging program would help eliminate the need to keep paper based invoices, improve the efficiency in how invoices are matched to purchase orders and provide the ability to use workflows to distribute invoices for approval and payment on a timely basis.

Staff recommend Forza Consulting, of The Netherlands be selected for the award of proposal 2018-79-OP Implementation of a Document Imaging Program for the proposal cost of \$160,606 not including HST.

Other Alternatives Considered:

No other alternative is being considered as the highest scoring proponent is being recommended through an open, fair and transparent process.

Financial/Operation Impacts:

Funds for the acquisition and implementation of document imaging are allocated in the 2018 Information Technology and Treasury operating budgets and maintenance and support costs will be allocated annually in the operating budget of Information Technology. Activities and costs will be monitored by the departments.

Relationship of Recommendation(s) to the 2016-2019 Strategic Plan:

The implementation of a document imaging program relates to the Strategic Enabler of Responsible Fiscal Resource Management and Municipal Service Excellence.

Consultations:

Business Analyst
Treasurer

Department Head E-Mail: jstover@kawarthalakes.ca

Department Head: Jennifer Stover

Department File: 2018-79-OP