



Council Report

Report Number: PUR2022-020
Meeting Date: June 21, 2022
Title: 2022-21-CP Fire Service Records Management System
Author and Title: Ashley Wykes, Buyer

Recommendation(s):

That Report PUR2022-020, **2022-21-CP Fire Service Records Management System**, be received;

That ICO Technologies Inc, being the highest scoring proponent, be selected for the award of 2022-21-CP Fire Service Records Management System;

That the additional expenditure in the amount of \$31,541, be funded through the Capital Contingency reserve (1.32248);

That subject to receipt of the required documents, the Mayor and Clerk be authorized to execute the agreement; and

That the Procurement Division be authorized to issue a purchase order.

Department Head: _____

Financial/Legal/HR/Other: _____

Chief Administrative Officer: _____

Background:

The City of Kawartha Lakes Fire Services has 19 total fire stations with its headquarters located in Lindsay, ON. The current software being used (Firehouse) is coming to end of life which means it will no longer be supported and the department requires a new system. The system must meet reporting needs of the department as well as meet requirements outlined by the Ontario Fire Marshal. The system will be used by approximately 350 firefighters including volunteers and administrative staff.

Request for Proposal 2022-21-CP Fire Service Records Management System was issued in accordance with the Purchasing Policy. The proposal was opened on April 14, 2022 with the following companies submitting a response:

Company Name
Locality Media Inc. dba First Due
ICO Technologies Inc.
CriSys Limited

Proposals were evaluated based on the criteria set out in the proposal document. An interview and demonstration was held with the highest scoring proponent.

ICO Technologies Inc. was found to be the highest scoring proponent. References were checked and found to be favourable.

Rationale:

The current software system used by Fire Services will no longer be supported and in anticipation of the need for a new system, Request for Proposal 2022-21-CP Fire Service Records Management System was released. It is being recommended that ICO Technologies be awarded in the amount of \$101,750 not including HST.

Other Alternatives Considered:

No other alternative is being recommended. The project was released and evaluated in accordance to the Purchasing Policy and procurement request and the highest scoring proponent is being recommended.

Alignment to Strategic Priorities

The purchase of a Fire Service Management System aligns with the Strategic Priority of “Good Government” as it allows the department to keep track of assets to ensure they are well maintained and well managed. It will also keep track of personnel development and help ensure we are following and adhering to expected levels of service.

Financial/Operation Impacts:

Funds for project 2022-21-CP Fire Service Records Management System were approved through the 2022 Capital Budget. The additional funding required for this project will come from the Capital Contingency Reserve. Moving forward, the yearly maintenance and licensing fee for this software will come out of the Information Technology operating budget.

Project Number	Project Budget	Other Committed Funds *see below	Project Balance	Purchase Amount (excl. HST)	HST Payable	Total Amount	Project Balance
921221401	\$72,000	\$0	\$72,000	\$101,750	\$1,791	\$103,541	(\$31,541)

Any surplus or deficit will be dealt with by the Treasury Department according to the Capital Close policy.

Consultations:

Deputy Fire Chief, Support Services
Business Analyst, IT Applications

Department Head email: jstover@kawarthalakes.ca

Department Head: Jennifer Stover

Department File: 2022-21-CP