

**Municipality Of Chatham-Kent**  
**Finance, Budget, Information Technology & Transformation**  
**Information Technology & Transformation**

**To:** Mayor and Members of Council

**From:** Catherine Fitzgerald  
Director, Information Technology & Transformation

**Date:** October 21, 2020

**Subject:** RFP #R20-165 Municipal Modernization – Electronic Document and Records Management System (EDRMS) Assessment

---

**Recommendations**

It is recommended that:

1. The Municipal Modernization – Electronic Document and Records Management System (EDRMS) Assessment be awarded to The Information Professionals at a total value of \$79,665.
2. The total project cost of \$79,665 be funded from the existing Capital Budget for an Electronic Records Management System.

**Background**

On October 5, 2020 Council approved proceeding with an [Electronic Records Management System – Corporate Assessment](#). In consultation with Municipal Procurement, it has been determined that RFP 20-165 that was cancelled in January 2020 can be extended to procure a consultant for this engagement.

**Comments**

The proposed Electronic Records Management – Corporate Assessment project is a review of municipal service delivery expenditures by an independent third-party reviewer for the purpose of finding savings and efficiencies. The engagement would result in a report by the independent third-party reviewer that provides specific and actionable recommendations for cost savings and improved efficiencies. In accordance with the [Purchasing By-law](#) the project was advertised on the Municipal Website on December 30, 2019 and closed on January 22, 2020.

In consultation with Municipal Procurement, it has been determined that RFP 20-165 that was cancelled in January 22, 2020 can be leveraged to procure a consultant for this engagement. Both bidders were contacted to confirm that their original price proposals were still valid as at October 21, 2020.

RFP #R20-165 Municipal Modernization – Electronic Document and Records Management System (EDRMS) Assessment

The Results are as follows:

**Project: RFP #R20-165 Municipal Modernization – Electronic Document and Records Management System (EDRMS) Assessment**

Rank	Company Name	Total Score
1.	The Information Professionals	92
2.	infoNexus Consulting	42*

\*Note: The infoNexus Consulting price proposal was not opened as the proposal did not meet the minimum criteria.

**Areas of Strategic Focus and Critical Success Factors**

The recommendations in this report support the following areas of strategic focus:

Economic Prosperity:

Chatham-Kent is an innovative and thriving community with a diversified economy

A Healthy and Safe Community:

Chatham-Kent is a healthy and safe community with sustainable population growth

People and Culture:

Chatham-Kent is recognized as a culturally vibrant, dynamic, and creative community

Environmental Sustainability:

Chatham-Kent is a community that is environmentally sustainable and promotes stewardship of our natural resources

The recommendations in this report support the following critical success factors:

Financial Sustainability:

The Corporation of the Municipality of Chatham-Kent is financially sustainable

Open, Transparent and Effective Governance:

The Corporation of the Municipality of Chatham-Kent is open, transparent and effectively governed with efficient and bold, visionary leadership

Has the potential to support all areas of strategic focus & critical success factors

Neutral issues (does not support negatively or positively)

RFP #R20-165 Municipal Modernization – Electronic Document and Records Management System (EDRMS) Assessment

**Consultation**

The Director, Municipal Governance/Clerk and Purchasing Officer have been consulted.

**Financial Implications**

The project is being funded from the existing Capital Budget for an Electronic Records Management System.

Prepared by:

---

Catherine Fitzgerald  
Director, Information Technology & Transformation

Reviewed by:

---

Gord Quinton, MBA, CPA CGA  
Chief Financial Officer  
Finance, Budget, Information Technology & Transformation

Consulted and confirmed the content of the consultation section of the report by:

---

Judy Smith, CMO  
Director, Municipal Governance/Clerk

---

Jennifer Scherle  
Purchasing Officer

RFP #R20-165 Municipal Modernization – Electronic Document and Records Management System (EDRMS) Assessment

P:\RTC\ITT\2020\APPROVAL REPORT-MUNICIPAL MODERNIZATION ELECTRONIC DOCUMENT AND RECORDS MANAGEMENT SYSTEM (EDRMS) ASSESSMENT.DOCX

c: Financial Analyst