

**Municipality Of Chatham-Kent
Chief Administrative Office
Fire and Emergency Services**

To: Mayor and Members of Council
From: Adam Walters, Assistant Fire Chief
Date: September 2, 2020
Subject: Sole Source – Fire Records Management System

Recommendation

It is recommended that:

1. The Fire Records Management System be Sole Sourced to ERS International, LLC, Bellingham, Washington, at a year 1 cost of \$52,100.53 (plus H.S.T.) and a year 2 through 5 cost of \$32,745.28 (plus H.S.T.), subject to an agreement satisfactory to the Chief Legal Officer being negotiated and executed.
 - i. The year 1 cost of \$52,100.53 followed by year 2 through 5 cost of \$32,745.28 be funded from previously approved 2019 base budget 14011.52171.GEN account.
 - ii. The Mayor and Clerk be authorized to sign the necessary contract agreements.

Background

The Procurement By-law #03-2016 was adopted by Council on January 11, 2016. The Procurement Section 125 – Sole Source states the following:

A direct award of Contract may be used to purchase Deliverables from Municipal funds with a value of \$100,000 or less with the prior approval of the CAO if there is only one supplier that provides the product.

Comments

Fire & Emergency Services recommend sole sourcing the Fire Records Management System to ERS International, LLC, Bellingham, Washington.

In 2018 The City of Kitchener published RFP# P18-034 for the replacement of their Fire Records Management System. Proposals were advertised publicly on the City of

Sole Source – Fire Records Management System

Kitchener website. Documents were downloaded by thirteen (13) interested parties and by the closing date of Monday, December 10, 2018, five (5) proposals were received.

A listing of the responding parties is outlined below for your reference:

Central Square Canada Software Inc.	Lake Mary, FL *
CriSys Limited	Markham, ON *
ERS International, LLC	Bellingham, WA *
ICO Technologies Inc.	Shawinigan, QC *
ZOLL Data System, Inc. dba ZOLL Medical Canada	Mississauga, ON *

*Shortlisted candidates

The proposal submissions were reviewed and rated by the City of Kitchener's selection committee. The City of Kitchener selection committee met on Monday, January 21, 2019, and shortlisted all five (5) proponents for further interviews.

The City of Kitchener selection committee interviewed and rated the five shortlisted candidates on Monday, March 18, 2019, Tuesday, March 19, 2019 and Wednesday, March 20, 2019.

The City of Kitchener's committee recommended awarding the project to ERS International, LLC, Bellingham, Washington.

Chatham-Kent Fire and Emergency Services feels that given the extensive process that the City of Kitchener recently went through, as well as the unique requirements for Fire Records Management within the Province of Ontario, the outcome of another RFP would yield a similar result. Chatham-Kent Fire and Emergency Services has been working with Kitchener through their implementation process with ERS and is satisfied with the results and their feedback.

About Fire Records Management

The Fire Records Management system is a legislated tool that enhances health and safety through integrated data usage. With changes in technology, security, integration requirements and regulated standards, RMS systems have to be upgraded to ensure ongoing compliance with industry standards. In order to continue to be an effective tool, it is necessary that CKFES undergo a major replacement of the current FirePro RMS.

The records management system contains several modules that are integrated together to track fire response activity, personnel information (i.e. time & attendance, exposure reporting, certifications), training records, fire prevention inspection & file management, property information, fire pre-plans and asset management (i.e. lifecycle tracking, certifications, asset location).

Sole Source – Fire Records Management System

The proposed RMS system would accurately capture the operational data (i.e. response, training and inspection information) which is core to managing the Municipality's risk as it relates to the operation of emergency services. Additionally, the Fire Protection and Prevention Act requires the Municipality to file a record of incident activity with the Office of the Fire Marshal on a quarterly basis. Changes in the fire service such as a move towards NFPA certifications of personnel, introduction of presumptive legislation related to occupational illness and increased level of scrutiny from the Ministry of Labour all place an increased demand on the records management system.

To facilitate the delivery of fire services, CKFES utilizes approximately \$45 million in assets (i.e. fire apparatus, equipment and protective clothing). These assets need to be maintained and tracked within the RMS software. Some assets have a defined lifecycle and/ or certification requirement as determined by manufacturer specifications and/or legislated requirements. (I.e. self-contained breathing apparatus, ladders, aerial devices, defibrillators, personal protective clothing, etc.).

Areas of Strategic Focus and Critical Success Factors

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

A Healthy and Safe Community:

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

Consultation

The Information Technology and Transformation division have been consulted in the review of the Fire Records Management application provided by Emergency Reporting to ensure compliance with security, cloud policies and best practice.

Financial Implications

The project is being funded from previously approved 2019 Records Management base budget (\$17,750.00), as well as the remaining Callback Software base budget. All funding is currently in place within the base budget account 14011.52171.GEN.

Prepared by:

Reviewed by:

Adam Walters
Assistant Chief

Chris Case
Fire Chief

Sole Source – Fire Records Management System

Reviewed by:

Catherine Fitzgerald
Director, Information Technology and Transformation Services

Attachment(s): none

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Last update – September 21, 2020