

City of Mississauga

Corporate Report



<p>Date: March 22, 2021</p> <p>To: Chair and Members of General Committee</p> <p>From: Gary Kent, CPA, CGA, ICD.D, Commissioner of Corporate Services and Chief Financial Officer</p>	<p>Originator's files:</p> <hr/> <p>Meeting date: May 26, 2021</p>
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Subject

Single Source Recommendation for VFA Canada Corporation Contract Renewal, File Ref: PRC002306

Recommendation

1. That the single source procurement of VFA Facility Asset Management Solution for a period of five (5) years, as detailed in the corporate report entitled, "Single Source Recommendation for VFA Canada Corporation Contract Renewal", dated March 22, 2021, from the Commissioner of Corporate Services and Chief Financial Officer ("Purchase"), File Ref: PRC002306 be approved;
2. That the Purchasing Agent or designate be authorized to execute all contracts and related ancillary documents with respect to the Purchase between the City and VFA Canada Corporation for an estimated amount of \$135,954.82 exclusive of taxes, from May 1, 2021 to April 30, 2026, in accordance with the City's Purchasing By-law 374-06, as amended;
3. That the Purchasing Agent or designate be authorized to execute the necessary amendments to increase the value of the contract between the City and VFA Canada Corporation for software subscription services and professional services, for the purpose of accommodating growth or maintaining a state of good repair as required, if the funding for such contract increase has been approved by Council;
4. That Council approve VFA Facility Asset Management Solution as a City Standard for a period of five (5) years, in accordance with the City's Purchasing By-law 374-06, as amended.

Executive Summary

- Facilities & Property Management (FPM) has been using the VFA Facility Asset Management Solution from VFA Canada Corporation since 2009 to manage approximately 30,000 assets in over 370 buildings within the City. The data stored within the VFA Facility Asset Management Solution is used by FPM to prepare the annual and 10 Year capital budget submissions.
- The VFA Facility Asset Management Solution is a software as a service (SaaS) application (cloud) and is a major tool in the capital planning process for FPM. As such, the solution is a designated City Standard on the Information Technology City Standards list.
- FPM requires the continued use of the VFA Facility Asset Management Solution from VFA Canada Corporation in order to track the condition of all City facilities and to plan their work to keep these facilities properly maintained.
- It is recommended that the City renew the contract with VFA Canada Corporation for a further five (5) years from May 1, 2021 to April 30, 2026, on a single source basis for providing the Facility Asset Management Solution hosted service and associated maintenance and support. The Purchasing Agent is seeking authority to renew the existing contract in the estimated amount of \$135,954.82 to ensure that Facility Asset Management Solution service is available without disruption to the City's Facilities & Property Management departmental service areas that rely on this solution.

Background

Facilities & Property Management (FPM) is managing approximately 30,000 assets in over 370 buildings within the City using the VFA Facility Asset Management Solution. VFA Canada Corporation is a Canadian based company that provides software as a service (SaaS) applications (cloud) for modelling multi-year capital budgets. They have been providing their hosted Facility Asset Management Solution ("VFA facility") to the City since 2009.

The solution is utilized by FPM as a central database to identify and maintain specific assets and systems (i.e. HVAC, electrical, plumbing, etc.) within the buildings. Asset condition inspections are recorded and used to track the condition of all City facilities. The Asset Management & Accessibility team utilizes the condition reports from the system as the foundation for the development of their annual work plan and the ten (10) year capital budget submissions for facility maintenance for the Facilities & Property Management portfolio. In February 2016, the City signed a Hosting Services Agreement with VFA Canada Corporation for three (3) years, with a possible one-year extension, which was exercised.

In May 2020, an addendum to the Hosting Services Agreement extended the contract for one year until May 9, 2021, with a revised upset spend authority of \$120,000; however, the subscription expiry date should have been set out as April 30, 2021.

Comments

The VFA Facility Asset Management Solution is a software as a service (SaaS) application (cloud) and is a major tool in the capital planning process for FPM. As such, the solution is a designated City Standard on the Information Technology City Standards list.

VFA Canada Corporation has configured/implemented the VFA Facility Asset Management Solution to meet the requirements of FPM.

While there have been multiple discussions around other software within FPM and organization-wide (i.e. one that combines assets from FPM, roads, transit, storm water, etc.), only VFA facility serves FPM's purpose today. To investigate other solutions would require first conducting a feasibility study on the viability of other solutions as every other solution has its pros and cons. However, there would be a monumental task required to move all existing data to the new software solution, which would require considerable effort from both FPM and Information Technology. For this reason, FPM requires the contract to be extended to allow for the continued use of the VFA Facility Asset Management Solution from VFA Canada Corporation in order to track the condition of all City facilities and to plan their work to keep these facilities properly maintained.

Purchasing By-law Authorization

The recommendation in this report is made in accordance with Schedule "A" of the Purchasing By-law 374-06, Section 1 (b) (xi) "The Goods and/or Services are available from more than one source, but there are good and sufficient reasons for selecting one supplier in particular, as follows":

- "A need exists for the compatibility with, or for the maintenance and support of a City Standard and there are no reasonable alternatives, substitutes or accommodations."

Information Technology, Legal Services and Materiel Management staff are collaborating to establish the detailed requirements, negotiate the final arrangements and prepare the requisite forms including the contract agreements.

Financial Impact

VFA Canada Corporation has provided estimated pricing for the five (5) year period from May 1, 2021 to April 30, 2026 of \$135,954.82 as shown in Appendix 1.

The VFA Canada Corporation Facility Asset Management Solution subscription service cost for the five (5) year term will be funded through the Information Technology annual IT Software Maintenance operating budget (account number 715516-22549) with future increases subject to budget approval.

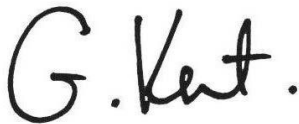
Conclusion

The City has been a customer of VFA Canada Corporation Facility Asset Management Solution service since 2009. This hosted solution has been a major tool for the Facilities & Property Management Capital Planning work ever since.

It is recommended that the City renew the contract with VFA Canada Corporation for a further five (5) years from May 1, 2021 to April 30, 2026, on a single source basis for providing the Facility Asset Management Solution hosted service and associated maintenance and support. The Purchasing Agent is seeking authority to renew the existing contract in the estimated amount of \$135,954.82 to ensure that the Facility Asset Management Solution service is available without disruption to the City's Facilities & Property Management departmental service areas that rely on this solution.

Attachments

Appendix 1 - Statement of Work (SOW)



Gary Kent, CPA, CGA, ICD.D, Commissioner of Corporate Services and Chief Financial Officer

Prepared by: Frank Lee, Project Mgr IT Services - CMO/CPS