

City of Mississauga  
**Corporate Report**



<p>Date: May 22, 2020</p> <p>To: Chair and Members of Council</p> <p>From: Gary Kent, CPA, CGA, ICD.D, Commissioner of Corporate Services and Chief Financial Officer</p>	<p>Originator's files:</p>
	<p>Meeting date: July 8, 2020</p>

## Subject

**Single Source Procurement – Replacement of In-house Election Management Information System (EMIS) with Comprint Systems Incorporated Solution, File Ref. PRC001876**

## Recommendation

1. That Council approve the single source procurement of the Comprint Systems Incorporated (doing business as "DataFix"), including professional services, training and maintenance and support for a period of approximately seven (7) years to include the 2022 and 2026 Municipal Elections, as detailed in the Corporate Report entitled "*Single Source Procurement - Replacement of In-house Election Management Information System with Comprint Systems Incorporated Solution, File Ref. PRC001876*" dated May 22, 2020, from the Commissioner of Corporate Services and Chief Financial Officer (the "Purchase").
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 of Mississauga (the "City") and Comprint Systems Incorporated (doing business as "DataFix") for an estimated amount of \$990,000 exclusive of taxes, subject to budget approval and 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 with respect to the Purchase to increase the value of the contract between the City and Comprint Systems Incorporated (doing business as "DataFix") for additional products, professional services, and maintenance and support; including additional features and modules from DataFix, for the purpose of facilitating the successful implementation and support of the DataFix solution, if the funding for such contract increase has been approved by Council.

## Report Highlights

- The City of Mississauga runs elections in accordance with the *Municipal Elections Act, 1996* (Ontario). The elections system and processes support the procedures for the elections, the associated candidate and voter information, and procedures for tallying and reporting of results for an estimated 450,000 registered Mississauga voters.
- The City's current Election Management Information System provides technology for the management of key elections processes including the voters' list, scheduling election workers, managing candidate nomination information, campaign finance information and reporting results.
- The City's current system has been in use for six (6) years and the City requires a system that reduces technology risks, aligns with current technologies, increases efficiencies for resource intensive processes, and increases support of the solution for continued business operations.
- There is a robust and cost effective solution from DataFix on the market that is utilised in a growing number of municipalities in Canada. This product has a comprehensive set of functionalities and a track record of excellent support to ensure business continuity.
- City staff recommends the single source procurement of the DataFix solution to support the City's Election Management for a contract period covering two (2) Election events.

## Background

The Election Office used the "Election Programme Information Centre" (EPIC) and web-portal application to coordinate and manage municipal elections. EPIC provides functionality for Election administration and management of the voters' list, election workers, polling locations, and candidates including information on financial filing and calculation of rebates.

The EPIC application and web portal was developed in-house by City staff as a replacement for the then legacy system and integrates with a public-facing web portal. EPIC was used in the 2014 Municipal Election, the 2015 Municipal By-Election, and 2018 Municipal Election. EPIC is built on a client-server based architecture. The electronic voters' list and financial campaign management portal components are web-based.

By the time of the 2022 Municipal Election, the system will have been in production for eight (8) years and the software and architecture will be at the end of useful life. The legacy technology will not be able to accommodate changes based on technology trends, evolving cyber-security requirements, and align effectively with emerging business requirements. This could put the City at risk for increased data integrity and security threats.

To ensure that the City continues to maintain efficiency, business continuity, data integrity and reduce security risks during the election process, a new Election Management Information

System (EMIS) is recommended to be implemented. Through the 2019 budget process, staff put forward a budget request to implement an Election Management System, which was approved by Council.

## Comments

The proposed vendor, Comprint Systems Incorporated (doing business as “DataFix”), is a Canadian company. The software solution is currently deployed in over 200 municipalities in Canada; including Brampton and Caledon. A competitive procurement process for the DataFix Solution was completed in 2017 by the City of Toronto (est. pop. 2.7 million), City of Vancouver (est. pop. 600,000) and the Province of Manitoba (est. pop. 842,000). The City of Mississauga can benefit from the competitive procurements that have taken place as these municipalities have already vetted the market. The procurement processes have determined that the DataFix product is a cost effective leader in the market.

The Cities of Toronto, Vancouver and the Province of Manitoba conducted competitive procurements for an Election Management Information System with varied requirements, and in each instance DataFix was selected as the leader. The competitive processes determined that DataFix was ahead of the other respondents in meeting the functional and technical requirements and also provided the best value for money in the area of pricing. Based on discussions with these Municipalities and Province, the City is satisfied with the level of service DataFix provided to these entities. DataFix demonstrated familiarity with legislative standards and procedures for Ontario’s municipal elections as well as considerations for privacy regulations. DataFix has confirmed that their solution is compliant with accessibility standards and data location practices.

Through discussions with other municipalities, staff has received positive feedback on DataFix software and support. The municipalities have indicated that this product has a more comprehensive set of features than their Canadian counterparts and the team possesses years of experience in the Election Management process. There are a number of suppliers in the Canadian market that provide partial functionality through one or a few modules. However, DataFix is the only supplier that possesses a comprehensive set of functionality into one product solution. The DataFix solution is to include functionality to support the following:

- Polling Station Management: to manage and record polling location information, allocation to voting days and assignment of workers and equipment.
- Worker Management: to manage the planning, onboarding, assignment, assessment of election workers.
- Voter List Management: to manage and maintain voter list information.
- Electronic Voters’ List: ability for election workers to electronically strike voters off the voters’ list on voting days; ability to edit, review and reconcile voters.
- Results Management: to manage approval for posting and reporting of results.

- Historical Data Access: to manage and store historical election data in keeping with City's Records Retention Policies.
- Candidate Management: for City staff to manage activities related to candidates, campaign financial filing, contributor rebate calculation; portal to access relevant documents and manage financial filing information.
- Other functions as required.

Staff have evaluated the DataFix proposal and assessed that the solution offered and the pricing proposed will be beneficial for the City. IT staff has vetted the solution and note that privacy and security and data location best practices are being followed. The solution will be reviewed through the Information Technology Architecture Review Board prior to being allowed to be put into production. Staff are recommending a single source implementation for the next two (2) municipal elections (2022, 2026), after which time a new procurement process will be conducted.

### **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) (vii), wherein it states that, "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: It is advantageous to the City to acquire the Goods and/or Services from a supplier pursuant to the procurement process conducted by another Public Body".

Legislative Services, Information Technology, Legal Services and Materiel Management staff will collaborate to establish the detailed requirements, negotiate the final arrangements and prepare the agreements.

### **Financial Impact**

There are no financial impacts resulting from the recommendation of this report. This project will be funded by the existing multi-year PN#19-642 approved in 2019 under parent# CPLS007082- Election Management Upgrade with a total budget of \$1,447,120 of capital funds. This report relates to the software portion of the budget.

Sufficient funding is available to complete the deployment of the software and any on-going additional operational costs will be addressed upon completion of the project and will be accommodated in the appropriate budget cycle for the 2030 Municipal Election. Cost proposed for the solution and additional development are reasonable as compared to costs for internal development and other projects with development costs.

Description	Estimated Cost	Term
Software/System	\$590,000	Contract Term
New Development Costs	\$250,000	Contract Term
Professional and Support Services	\$150,000	Contract Term
<b>TOTAL (Capital)</b>	<b>\$990,000.00</b>	

Final costs for this software deployment and support will be determined during the negotiation and contract signing process and are estimated at \$990,000 for the contract term.

## Conclusion

An initial offer that represents good value for money has been received from DataFix and is currently under negotiation for software implementation and configuration, professional services, maintenance and support for a term of approximately seven (7) years covering two (2) election cycles. This report recommends that Council approve the purchase of DataFix EMIS solution on a single source basis, and authorize the Purchasing Agent to execute and issue all necessary contract documents and amendments in accordance with Purchasing By-law 374-06.

## Attachments

Appendix 1: Election Management Information System – Statement of Work

Appendix 2: Election Management Information System – Requirements




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