

City of Mississauga
Corporate Report



<p>Date: May 1, 2024</p> <p>To: Chair and Members of General Committee</p>	<p>Originator's files:</p>
<p>From: Geoff Wright, P.Eng, MBA, Commissioner of Transportation and Works</p>	<p>Meeting date: May 22, 2024</p>

Subject

Authorization to Execute an Agreement with the Ministry of Transportation and Parsons Inc. for the DriveOn Program

Recommendation

1. That Council approve a Special Relationship with the Ministry of Transportation (MTO) and Parsons Inc. for the DriveOn Digital Safety Inspections program for a period of approximately four (4) years, expiring May 26, 2028, with the option to extend the term in accordance with any renewals exercised by the MTO, as detailed in the corporate report entitled "Authorization to Execute an Agreement with the Ministry of Transportation and Parsons Inc. for the DriveOn Program", dated May 1st 2024, from the Commissioner of Transportation and Works; and
2. That the Chief Procurement Officer or designate be authorized to execute all contracts and related ancillary documents with respect to the purchase between the City and Parsons Inc. and the MTO for an estimated amount of \$27,235.00 exclusive of taxes, in accordance with Section 23 of the the City's Procurement By-law 0013-2022, as amended.

Executive Summary

- Any commercial vehicle in Ontario weighing over 4500kg is required to have a Commercial Vehicle Operators Registration (CVOR).
- Once a registered vehicle is inspected, maintained or repaired and passed as safe to operate on public roadways, a Safety Standards Inspection Sticker (Sticker) is displayed on the windshield of the vehicle.
- The City currently submits paperwork to the MTO to receive Stickers by mail.
- Effective 2025, the MTO, along with its supplier Parsons Inc., will implement a digital system called DriveOn requiring the City to print its own Stickers and pay the MTO through a pre-authorized debit agreement.
- To facilitate the new digitized process of printing Stickers, a kit containing a tablet,

Sticker printer, and scan tool (Kit) needs to be purchased from Parsons Inc. The City will require 13 kits including seven (7) for MiWay, one (1) for Emergency Services and five (5) for Works Operations and Maintenance Corporate Fleet Services.

- Under the City's Procurement By-law, Council approval is required to enter into a Special Relationship agreement with MTO and Parsons Inc. and to enter an agreement with a term exceeding ten (10) years.

Background

The Highway Traffic Act requires commercial vehicles weighing over 4500kg to have a Commercial Vehicle Operators Registration (CVOR). MiWay's bus fleet, select Fire and Emergency Service vehicles and select Corporate Fleet vehicles must be registered under a CVOR and are required to have annual or bi-annual safety inspections. Once a registered vehicle is inspected, maintained or repaired, and passed as safe to operate, a Safety Standards Inspection Sticker (Sticker) is displayed on the windshield of the vehicle. Without a Sticker, vehicles weighing over 4500kg cannot operate on public roadways.

Currently, Stickers are ordered from the MTO using a paper-based ordering process and sent to the City by mail. Recently, the MTO announced a new digital process called DriveOn that requires each Motor Vehicle Inspection Station (MVIS) to have Kits containing a dedicated Sticker printer, tablet and scan tool (Kits). The Kits facilitate inspections and Sticker printing and are provided by the MTO's selected supplier, Parsons Inc. Payment for the Kits and Stickers occurs through a pre-authorized debit process with the MTO and Parsons Inc. When the vehicles safety inspection is complete, the results of the inspection checklist are uploaded to the MTO database. This gives the MTO full transparency of the inspection stations, the physical inspection results and the repairs actioned.

Over the past 12-months, MiWay has partnered with the MTO and Parsons Inc. to test the DriveOn program and as a result have been an integral partner in assisting the MTO with developing, debugging, and streamlining the process for all future users. City staff have worked to understand all aspects of the DriveOn program, including collaborating with IT and IT Security, Finance, Procurement and Legal to ensure the City's best interests are taken into account. The program was successfully tested in the City's environment without negative operations impacts.

The current agreement between the MTO and Parsons Inc. may exceed 10 years as it includes an renewal clause with no defined agreement end date. The City's agreements will renew unless the MTO opts to terminate the program or decides to select another partner to supply the goods and services. At which time, the City will be required to enter into a new agreement with the MTO and its third-party supplier for the DriveOn program.

Comments

Council approval is required to enter into a Special Relationship agreement under Section 23 of the Procurement By-Law and to enter an agreement with a term exceeding ten (10) years. The DriveOn program is scheduled to be in full effect as of early 2025 and is a mandatory requirement for all CVOR operators. In order for the City to comply with the MTO's DriveON program, agreements must be signed with both MTO and Parsons Inc.

Financial Impact

The cost of associated hardware to facilitate the DriveOn program is \$2,095 per Kit. MiWay requires five (5) Kits in Central Parkway Campus and two (2) Kits in Malton Campus. Fire and Emergency Services will require one (1) Kit and Works Operations and Maintenance, Corporate Fleet Services will require five (5) Kits. The cost of the Kits will result in a one-time initial cost of \$27,235.00 pre tax. This cost will be funded through existing operating or capital budgets for each division as follows:

MiWay-Capital PN 21210. Project Number:21210, Cost Element 715522

Fire and Emergency Services-Operating. Cost Center 23001, Cost Element 715522

Works Operations and Maintenance-Operating. Cost Center 23672, Cost Element 715522

The cost associated for ongoing Sticker printer refills will be covered by existing operating budget with zero impact. The cost for each Sticker printed is \$2.00 and this amount is automatically paid via a pre-authorized debit agreement each time a Sticker is printed. Future purchases will be in accordance with budget approval.

Conclusion

The MTO is moving away from a paper-based Sticker issuance process and as a result has partnered with a third-party supplier, Parsons Inc., to implement a new digitized process that will create efficiencies for all CVOR operators. The DriveOn program will be mandatory as of early 2025 and to proceed with implementing the system in accordance the City's Procurement By-law, Council approval is required to enter into a Special Relationship agreement with MTO and Parsons Inc. and an agreement that exceeds ten (10) years.

Attachments

Appendix: None



Geoff Wright, P.Eng, MBA, Commissioner of Transportation and Works

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