

City of Mississauga
Corporate Report



<p>Date: November 11, 2020</p> <p>To: Chair and Members of General Committee</p>	<p>Originator's files:</p>
<p>From: Gary Kent, CPA, CGA, ICD.D, Commissioner of Corporate Services and Chief Financial Officer</p>	<p>Meeting date: December 2, 2020</p>

Subject

City Standards for Information Technology (IT) Maintenance and Support Services and Subscription Renewals for 2021 (File Ref: PRC002670)

Recommendation

1. That Council approve the IT Systems listed in Appendix 1 of the report dated November 11, 2020, from the Commissioner of Corporate Services and Chief Financial Officer entitled "City Standards for Information Technology (IT) Maintenance and Support Services and Subscription Renewals for 2021 (File Ref: PRC002670)" as City Standards, in accordance with the City's Purchasing By-law 374-06, as amended.
2. That the Purchasing Agent or designate be authorized to execute all contracts and related ancillary documents with respect to the purchase of 2021 annual maintenance and support services and subscription renewals for City Standards where the cost exceeds \$100,000.

Background

The Purchasing By-law 374-06, as amended, provides for the establishment of "City Standards", which are defined as "specific Goods approved by Council that best fill a long-term City-wide need or requirement".

This annual report updates Council of the proposed changes in City Standards for IT Systems for 2021 and requests Council approval.

The Purchasing By-law also requires Council approval for Single Source procurements of support and maintenance services and subscription renewals for the City Standards for IT Systems for 2021 that exceed \$100,000 during the year.

Comments

The Information Technology division follows standard processes for procuring IT hardware, software, maintenance and support, and subscription services through a balance of competitive procurements, single/sole source procurements and renewals.

Appendix 1 identifies the City Standards for IT Systems, which are required in 2021 to maintain operations. A continued use of City Standards for IT Systems is required to ensure business continuity and is a best business practice in the industry. These systems may require renewals on a single/sole source basis in 2021. Switching over to new systems would either cause major disruptions to City operations, be cost prohibitive, or both. Amounts shown are based on historical spend amounts and are included in the IT Division budget.

The City Standards for IT Systems are established to ensure yearly hardware procurements; maintenance and support, and subscription renewals are paid for systems where contract renewals are in progress or for low-value acquisitions.

Purchasing By-law Authorization

The second recommendation in this report is made in accordance with the Purchasing By-law 374-06, Schedule "A", 1. (b) (xi) A need exists for compatibility with, or for the maintenance and support of a City Standard and there are no reasonable alternatives, substitutes, or accommodations.

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

Financial Impact

The required annual maintenance and support and subscription renewal costs for City Standards for IT Systems are included in the 2021 approved IT Operating Budget and any future increases are subject to budget approvals.

The proposed IT Maintenance Budget for 2021 is \$8.55 million and covers the ongoing and growth related cost of all IT system maintenance and support and subscription renewals including those systems identified in the City Standards for IT Systems (Appendix 1).

Conclusion

Establishing City Standards for IT Systems is a best practice that enables the continued operations of City services that rely on technology. Standards are established through the procurement process and through the authority of Council on an annual basis in line with the Purchasing By-law and approved IT system maintenance, support and subscription renewal budgets.

This report recommends that the Purchasing Agent or designate be authorized to purchase Maintenance, support and subscription renewals for the City Standards for IT Systems for 2021 as identified in Appendix 1.

Attachments

Appendix 1: Refresh of City Standards for IT Systems List



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

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