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**STAFF REPORT: Finance and IT Services**



**REPORT TO:** Committee of the Whole  
**MEETING DATE:** April 25, 2016  
**REPORT NO.:** FAF.16.44  
**SUBJECT:** Award of Proposal 2016-19-P-COR, Asset Management Planning Software  
**PREPARED BY:** Sam Dinsmore, Manager of Accounting and Budgets on behalf of the Tender/Proposal Award Committee

**A. Recommendations**

THAT Council receive Staff Report FAF.16.44, entitled “Award of Proposal 2016-19-P-COR, Asset Management Planning Software”;

AND THAT Council approve increasing the budget from \$50,000 to \$138,329, with the additional \$88,329 funded from the Federal Gas Tax Reserve Fund;

AND THAT Council award Proposal 2016-19-P-COR, Supply, Delivery, Installation and Training of Asset Management Planning Software to Esri Canada in the amount of \$138,329 exclusive of HST;

AND THAT the Mayor and Clerk be authorized to execute the contract for the Asset Management Planning Software with Esri Canada.

**B. Background**

During the 2016 capital budget process Staff identified the need to purchase Asset Management Software (AMS). This software will become an integral part of the Town’s tangible capital assets and infrastructure management, including long term capital planning and annual preventative maintenance.

Goal #5 of the Corporate Strategic Plan states that the Town will ensure that its Infrastructure is Sustainable. The AMS will be an important tool for Staff to achieve this goal as it will supply Staff with the appropriate information to make informed recommendations to Council.

As of January 1, 2017 each municipality in Ontario is required to have a full asset management plan to continue to receive Federal Gas Tax funding. Once Staff has the information in the new AMS, Staff will be able to run this plan from the software to ensure that the Town continues to receive this funding.

The Town released Proposal 2016-19-P-COR Supply, Delivery, Installation and Training of Asset Management Planning Software on February 25, 2016. In total, nine bidders registered with three submissions received by the closing date of March 17, 2016. Esri Canada was the highest scoring proponent and was deemed to be responsive and responsible.

The Esri Canada software has the following abilities:

- 1) Asset Inventory –comprehensive listing of all assets owned by the Town.
- 2) GIS Integration –full integration with the Town’s current GIS system.
- 3) Long-term Planning –operating and capital planning including funding strategies.
- 4) Risk Management – use of different risk management strategies for long-term planning.
- 5) Operating Budget – operating budget projections tied to asset management.
- 6) Fleet Management – tracks transactions that affect the Town’s fleet including but not limited to: operating costs, replacement costs, accident history, etc.
- 7) Work Order Management – tracks asset history including but not limited to: preventative maintenance done on the asset, employee costs, and condition ratings.

### **C. The Blue Mountains’ Strategic Plan**

Goal #4: Promote a Culture of Organizational and Operational Excellence

Objective #4: To Be a Financially Responsible Organization

Goal #5 Ensure that our Infrastructure is Sustainable

### **D. Environmental Impacts**

N/A

### **E. Financial Impact**

The 2016 capital budget had allocated \$50,000 towards the purchase of the new AMS with an additional \$20,000 in both 2017 and 2018 for the purchase of future modules. The Esri Canada solution has an up-front cost of \$138,329 which includes all the modules and the first year’s maintenance cost. Staff are recommending that the additional \$88,329 be funded from the Federal Gas Tax Reserve Fund.

Starting in 2014 Asset Management software become an eligible expense for the use of Gas Tax and Staff feel this would be a good use of this funding. For the 2017 budget an additional \$27,100 will be added to the Town’s software service agreement account to cover the annual maintenance cost of the AMS.

Once the contract has been awarded a kick-off meeting will take place with Esri Canada employees and Town Staff; this meeting is expected to take place in May 2016.

### **F. In Consultation With**

Rob Collins, Fire Chief  
Cathy Bailey, Manager of Information Technology  
Lindsay Gosnell, GIS Coordinator  
Aaron McMullen, Facility Manager  
Mike Humphries, Engineering Design Technologist

**G. Attached**

N/A

Respectfully submitted,

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Sam Dinsmore  
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Approved By:

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