

**STAFF REPORT: FINANCIAL AND INFORMATION SERVICES**

**REPORT TO:** Council  
**MEETING DATE:** May 11, 2009  
**REPORT NO.:** FIS.09.26  
**SUBJECT:** Award of Request for Proposal  
 for Cellular Services and  
 Related Hardware  
**PREPARED BY:** Tender Proposal Award  
 Committee

**A. Recommendations**

THAT Council receive Staff Report FIS.09.26, "Award of Request for Proposal for Cellular Services and Related Hardware" for information purposes; and,

THAT Council approve the recommendation of the Tender Proposal Award Committee being that the award of the Proposal to Bell Mobility for a three (3) year contract term; and,

THAT the Mayor and the Clerk be authorized to execute the Agreement.

**B. Background**

The Blue Mountains participated in the County of Grey's (County) Request for Proposal for Cellular Services and Related Hardware, which was issued on March 10, 2009. The bid call was advertised on the Town's website directing bidders to the County's website.

The County issued 36 proposal packages, with 4 proposal submissions received from the following companies:

- Bell Mobility
- Rogers
- Telus
- Skylar

Evaluations were conducted at the County's office with the Evaluation Team, consisting of the County's IT Director and Administration Assistant/Web Coordinator and the Town's IS Coordinator. The Town's Manager of Purchasing attended the evaluations to assist with the procurement process.

The four proposal submissions were evaluated by the evaluation team on the following criteria identified in the proposal document:

- |                                       |           |
|---------------------------------------|-----------|
| • Company Information                 | 10 points |
| • Technology and Service              | 15 points |
| • Hardware and Servicing              | 15 points |
| • Service Packages and Fee Structures | 50 points |
| • Invoicing and Reporting             | 5 points  |
| • Agreement Cancellation              | 5 points  |

The Committee is recommending that Bell Mobility (Bell) be awarded the contract as Bell emerged from the evaluation with the highest overall score based on the criteria being evaluated.

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

5. Ensuring long-term financial sustainability
6. Providing a strong, well managed municipal government

### **D. Environmental Impacts**

No environmental impacts identified at this time.

### **E. Budget Impact**

The cost for the three year contract is \$115,000 (GST excluded). This includes long distance charges of approximately \$26,600. The cost is based on: the Town's current inventory of various cellular devices, a twelve month analysis of the Town's usage and the proposed pricing from Bell.

The contract price is within the 2009 Budget and the forecasts for 2010 and 2011.

The new three year contract could save an estimated \$47,000 over the term. The Rate Plans remain fixed for the term of the contract. The savings may fluctuate with the Town's usage and device inventory.

### **F. Attached**

No attachments at this time.

Respectfully submitted,

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Paul Graham  
CAO

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Sherri Adams  
Manager of Purchasing

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Cathy Bailey  
IS Coordinator

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