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# Staff Report

## Community Services

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**Report To:** Committee of the Whole  
**Meeting Date:** September 11, 2017  
**Report Number:** FAF.17.111.  
**Subject:** Negotiated Procurement for Website Redevelopment  
**Prepared by:** Shawn Everitt, Acting CAO

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### A. Recommendations

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THAT Council receive Staff Report FAF.17.111 entitled “Negotiated Procurement for Website Redevelopment”;

AND THAT Council authorize Staff to negotiate for the purchase of services for website redevelopment with the Town’s current website provider Running Tide Inc.

### B. Overview

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This report outlines the recommendation from Town Staff to negotiate with the Town’s current website provider Running Tide Inc. (Running Tide) for website redevelopment services.

### C. Background

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The original website redevelopment project was initiated in 2015 by way of Staff Report CEDC.15.58 that was a report approved by the Tender Proposal Award Committee (TPAC).

In June, 2017 Council approved Staff Report FAF.17.60 which recommended that the Town end its relationship with the supplier that was awarded the website redevelopment project in 2015. Staff Report FAF.17.60 also pre-approved funding to allow Staff to immediately re-tender the website redevelopment project.

Since June, 2017 the Town’s Senior Management Team has worked collectively with the Website Committee (comprised of Town Staff) to determine next steps for the implementation of a new website for the Town. The recommendation to consider a negotiated procurement with the current website supplier was identified by the Website Committee as well the Town’s Information Technology (IT) Staff.

## D. Analysis

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Under Section 13 of Town's Purchasing Policy (POL.COR.07.05 ), negotiation can be used to purchase goods, services and construction when meeting certain criteria established under the Policy.

The recommendation to consider negotiation for the website redevelopment project is based on the circumstances outlined in the Single Sourcing Section as permitted under the Negotiations Section of the Purchasing Policy:

*Single Sourcing is a method of procurement whereby there is more than one vendor able to supply and a purchase order is issued or contract awarded without a competitive bidding process. Single Sourcing will be permitted if one or more of the following circumstances apply:*

- *The compatibility of a purchase with existing equipment, product standards, facilities or service is a paramount consideration*
- *There is an absence of competition for technical reasons and the Goods and/or Services can only be supplied by a particular Supplier*

The rationale used to achieve the required circumstances for single sourcing is based on the recommendation to utilize the Town's current website provider to complete the website redevelopment project.

Staff suggest that, due to the strong working relationship Staff currently have with Running Tide, the need to hire a contract Project Manager would no longer be warranted. Town Staff could easily coordinate with Running Tide Staff to complete the website redevelopment in a timely manner.

Additionally, Staff have identified a critical window of opportunity to have a new website "go live" with full functionality after testing and security audits have been completed. The "go live" switch over from the old website to the new website would take place in the second quarter of 2018, immediately after the completion of the 2018 budget process. This schedule would permit adequate time to ensure the new website is fully operational well in advance of the 2018 municipal election and well before the 2019 budget process. The ability to negotiate with the Town's current website provider would give Staff the ability to move more quickly towards having a new website in place and the implementation process would not interfere with the 2018 Budget process or the 2018 Municipal Election.

The recommendation to negotiate is strongly supported by Staff's confidence that Running Tide is capable of meeting the required functionality and service support required to complete the website redevelopment.

Staff is basing this reports' recommendation on having the benefit of significant consultation within our Website Committee, Financial and IT Services and Senior Management Team. The

ability to move forward with the current website provider within the approved budget and having a new functional website in 2018 supports the recommendation.

## **E. The Blue Mountains Strategic Plan**

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Goal #2: Engage Our Communities & Partners

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

Goal #5: Ensure Our Infrastructure is Sustainable

## **F. Environmental Impacts**

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None

## **G. Financial Impact**

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The ability to negotiate with the Town's current website provider on the specific functionality and design will ensure the project moves forward within the confines of the approved budget.

## **H. In consultation with**

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Cathy Bailey, Manager of IT Services

Serena Wilgress, Manager of Purchasing and Risk Management

Elizabeth Cornish, Communications and Economic Development Coordinator

Senior Management Team

## **I. Attached**

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None

Respectfully submitted,

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Shawn Everitt  
Director of Community Services

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