

## COUNCIL AUTHORITY FOR CONTRACT AWARDS RENEWAL

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| <b>Project Award</b>                                      | Contract Renewal - Council Meeting Management Software System  |
| <b>Recommendation</b>                                     | <b>Staff are recommending the contract renewal to eScribe Software Ltd. for the Council Meeting Management Software System in the total amount of \$166,175 (exclusive of HST).</b>  |
| <b>Purpose of Report</b>                                  | As per Section 10.1 of Purchasing By-law No. 061-2018, Council approval is required.   |
| <b>Background information</b>                             | <p>Through CORS-021-21, Council approved the award of a Council Meeting Management Software System to eScribe Software Ltd. The contract was awarded for a three year term, with the option to renew the contract for an additional term. Staff are now exercising the renewal option.</p> <p>Through CORS-060-23, Council approved \$27,100 under the Limited Tendering awards for 2024. This amount represents the contract value for the term May 1, 2024 to December 21, 2024.</p> <p>In an effort to improve efficiency with invoice reconciliation and budget processes, the contract term is now being aligned to the calendar year. Additional years are also being included in order to ensure continuity of service and secure pricing. The renewal term will be effective from May 1, 2024 to December 31, 2024 and from there forward will be from January 1 to December 31, for a period of three years, concluding December 31, 2027. The fees are due annually and will increase from the previous year's fees by six percent, which is consistent with similar increases experienced within the sector for this service.</p> |
| <b>Financial Planning Section: Budget Impact</b> (Note 1) |  |
| <b>Account Number(s)</b>                                  | 2216-3445  |
| <b>Account Description</b>                                | Software Annual Maintenance  |
| <b>Project Total Budget</b>                               | N/A  |
| <b>Contract Budget</b>                                    | \$ 27,100  |
| <b>Actual</b> (Net of HST Rebate)                         | \$ 27,939  |
| <b>Variance</b> (Note 2)                                  | \$ 839 (U)   |
| <b>Funding Source</b>                                     | Operating Budget   |

Note 1: Financial impact includes any non-refundable portion of HST.

Note 2: The unfavourable variance will be managed within the overall IT Software Annual Maintenance budget and will be monitored through the operating variance process in 2024.