



## Staff Report

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**Report To:** South Huron Council  
**From:** **Dan Best, Chief Administrative Officer/Deputy Clerk**  
**Date:** February 20 2018  
**Report:** CAO 18.03  
**Subject:** Website RFP Results

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### **Recommendations:**

**That** the report of Daniel Best, Chief Administrative Officer dated February 20<sup>th</sup>, 2018 regarding the website Request for Proposal (RFP) results be received; and

**That** Council authorize the award of RFP-001-2018 to eSolutions Group in the amount of \$29,325 plus HST to re-develop the South Huron Website

### **Purpose:**

Approval

### **Background and Analysis:**

On January 11, 2018 RFP-001-2018 was issued to seek out the provision of services to re-develop the South Huron website. The closing date for the RFP was January 31, 2018 @1:00 pm.

The opening was attended by the Manager of Financial Services/Treasurer, Chief Administrative Officer. Councillor Deluca opened the bids. In addition it should be noted that a *double envelope bid process* was adopted.

For reference, the double envelope system separates the technical proposal (based on and intended to meet the statement of work) from the financing or cost proposal in the form of two separate and sealed envelopes.

During the evaluation, all of the technical proposal submissions are opened and evaluated first, followed by the financial proposal submissions. The objective of this process is to ensure a fair evaluation of the proposal. The technical proposal would be evaluated purely on its technical merits and its ability to meet the requirements set forth in the without being unduly skewed by the financial proposal.

A total of ten (10) bids were received and two (2) were disqualified as they were received after the deadline. An additional bidder attempted to submit via email but that bid was disqualified as it did not meet the submission criteria. The bids were evaluated based on the following framework on February 5, 2018:

- Demonstrated performance of the firm for contracts of this size and nature for municipalities of similar size including but not limited to Firm Profile, References
- Relevant experience and qualifications of key personnel identified to perform the work including but not limited to Audit Team Information, Project Experience.
- Approach and methodology to meet the Municipality's requirements as outlined in Appendix A – Required Document
- Cost

The ranking of the submissions based on the criteria was as follows:

Proponent	Firm Profile 10%	Relevant Experience 10%	Approach Methodology 50%	Technical Rank	Cost 30%	Rank 100%
eSolutions	1	1	1	1	4	<b>1</b>
Sandbox	3	3	2	2	8	<b>2</b>
Mad Hatter	2	2	3	3	6	<b>3</b>
Similam	4	4	4	4	5	<b>4</b>
Bibliomondo	5	5	5	5	3	<b>5</b>
tbk Creative	6	6	6	6	7	<b>6</b>
Red Chair	7	7	7	7	2	<b>7</b>
Tech Catalyst	8	8	8	8	1	<b>8</b>

Based on the numerical rankings above, eSolution Group is the preferred proponent for RFP-001-2018.

**Operational Considerations:**

None

**South Huron's Strategic Plan:**

- ✓ Administrative Efficiency and Fiscal Responsibility
- ✓ Increased Communications and Municipal Leadership
- ✓ Transparent, Accountable, and Collaborative Governance
- ✓ Dedicated Economic Development Effort

**Financial Impact:**

A total of \$40,000 was allocated for this project and was included in the 2018 budget.

**Legal Impact:**

There are no legal implications as a result of the actions outlined in this report.

**Staffing Impact:**

Staffing implications as a result of the actions outlined in this report are not quantifiable at this time. The impact will be linked to the coordination of information and data to be updated and incorporated into the website

**Policies/Legislation:**

Procurement By-law 33-2017

**Consultation:**

Sandy Becker Financial Services Manager/Treasurer

**Related Documents:**

None

Respectfully submitted,

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**Dan Best, Chief Administrative Officer/Deputy Clerk**