



Staff Report

Report To: Dan Best, Chief Administrative Officer
From: **Rebekah Msuya-Collison, Director of Legislative Services**
Date: January 17 2022
Report: CL#02-2022
Subject: RFP Results - Records Information Management System (RIM)

Recommendations:

That South Huron Council receives the report from R. Msuya-Collison, Director of Legislative Services regarding the RFP Results - Records Information Management System (RIM); and

That South Huron Council accepts the proposal of Ricoh Canada Inc. in the amount of \$39,919 to evaluate and report on the municipality's records management program.

Purpose:

Approval

Background and Analysis:

On November 3, 2021, Request for Proposal (RFP) 006-2021 was issued for the Provision of Professional Services to evaluate and report on the municipality's records management program to modernize the management of municipal records for the Municipality of South Huron. The engagement would result in a report by the independent third-party reviewer that provides specific and actionable recommendations for cost savings and improved efficiencies.

The closing date of the RFP was Wednesday December 1, 2021. At closing a total of three submissions were received. This request was a two envelope process, with the technical submission in a separate envelope from the budget/fee structure for the cost of services.

Proposals were received from Ricoh Canada Inc., Records + Information Management Services Inc., Gravity Union Solutions Limited. Those present for the opening of the submissions included; Manager of Communications & Strategic Initiatives, Financial Services Officer and the Mayor.

The proposals were reviewed by Director of Legislative Services, Manager of Communications & Strategic Initiatives, Deputy Clerk and Strategic Initiatives Officer. The results of the proposal review are outlined below.

Proponent	Profile 25%	Experience 15%	Methodology 30%	Advisory 10%	Cost 20%	Total	Rank
Ricoh Canada Inc.	23.67	14	28.66	8.67	17.67	92.67	1
Records + Information Management Services Inc.	22	13.67	25	7	18.67	86.34	2
Gravity Union Solutions Limited	20.67	10.67	19.33	9	16	75.67	3

Operational Considerations:

There are no current operational considerations as a result of this report.

Financial Impact:

A total of \$40,500 has been approved by the Ministry of Municipal Affairs and Housing under the second intake of the Municipal Modernization Program. The proposal submitted by Ricoh Canada Inc. falls within the allocated budget parameters. The project completion is scheduled for August 30, 2022.

Legal Impact:

There are no legal implications as a result of this report.

Staffing Impact:

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

Policies/Legislation:

Municipal Freedom of Information and Protection of Privacy Act
Records Retention By-Law

Consultation:

S. Currie, Manager of Communications and Strategic Initiatives
D. Best, Chief Administrative Officer

Related Documents:

Respectfully submitted,

Rebekah Msuya-Collison, Director of Legislative Services

Report Approval Details

Document Title:	CL02-2022 - RFP RIM Project.docx
Attachments:	
Final Approval Date:	Jan 13, 2022

This report and all of its attachments were approved and signed as outlined below:

Sandy Becker - Jan 10, 2022 - 3:02 PM

Dan Best - Jan 13, 2022 - 2:52 PM