



**City of Kingston
Report to Council
Report Number 15-029**

To:	Mayor and Members of Council
From:	Desiree Kennedy, CFO and City Treasurer
Resource Staff:	David Johnston, Chief Information Officer
Date of Meeting:	December 16, 2014
Subject:	Award of Contract – Cisco Network Equipment

Executive Summary:

The purpose of this report is to seek Council approval to award a contract to Bell Canada for the supply and implementation of Cisco Systems (Cisco) network equipment that will enhance network availability, reliability and capacity. This contract will establish Bell Canada as the City's vendor of record for the supply and implementation of Cisco network equipment for the next 2 years with options to renew for a third and fourth year.

The proposal from Bell Canada for the Cisco network equipment supply and services in response to Request For Proposal Number F31-CT-IS&T-2014-07 received the highest ranking and was selected as the preferred vendor for the implementation of the first phase of the City's multi-year network upgrade project. The proposal from Bell Canada provided the lowest total cost and offered the highest discount levels for future purchases, relative to the other qualified respondent.

In accordance with By-law 2000-134, A By-Law to Establish Purchasing Policies and Procedures, City Council approval is required to award a contract that will exceed \$50,000 and when less than three valid responses from vendors have been received.

Recommendation:

That the contract for "Cisco Network Equipment supply and services" be awarded to Bell Canada to supply and implement the first phase of the City's network upgrade project at a cost not to exceed \$121,656.61 excluding HST; and

That a Standing Purchase Order be established with Bell Canada for the purpose of acquiring additional Cisco network equipment and services for a period of 2 years with options to renew for a third and fourth year; and

That Council authorize the Mayor and Clerk to execute a contract, in a form satisfactory to the Director of Legal Services, with Bell Canada for the supply and service of Cisco network equipment.

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Authorizing Signatures:

ORIGINAL SIGNED BY DIRECTOR OF FINANCIAL SERVICES

**Desiree Kennedy, Chief Financial Officer and
City Treasurer**

ORIGINAL SIGNED BY CHIEF ADMINISTRATIVE OFFICER

Gerard Hunt, Chief Administrative Officer

Consultation with the following Members of the Corporate Management Team:

Cynthia Beach, Corporate & Strategic Initiatives	Not required
Lanie Hurdle, Community Services	Not required
Denis Leger, Transportation, Facilities & Emergency Services	Not required
Jim Keech, President and CEO, Utilities Kingston	Not required

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Options/Discussion:

The City of Kingston has over 65 locations that are connected primarily through the Utilities Kingston fibre optic community network. Each site has at least one network switch that performs network routing functionality to provide for the inter-connection of each site through a single “core” switch located at the primary data center. The City is planning to improve network redundancy through the introduction of multiple “core” switches, which will be located at separate facilities. The City is also planning to replace a number of its older network infrastructure components in order to enhance network availability, capacity and sustainability.

As the City of Kingston continues to enhance its utilization of information and communications technology to deliver its services, the reliance on the network infrastructure has increased. The loss of network connectivity and the resulting loss of access to information and communications would be extremely detrimental to City operations. By continuously improving and enhancing our network infrastructure, the potential risk from this type of service disruption can be minimized.

Cisco Network Equipment supply and services vendor selection

The City of Kingston has standardized on Cisco Systems (Cisco) network equipment for wide-area, local area and Wi-Fi network infrastructure equipment. On September 22nd 2014 the City issued Request for Proposal Number F31-CT-IS&T-2014-07 (RFP) to supply and implement a Cisco “dual core” network solution and replace a number of network switches with current model Cisco network switches. The RFP included requirements for hardware, software, implementation services, and pricing for ongoing maintenance and support of the Cisco network solution.

The RFP closed on October 8th, 2014 and two submissions were received from:

1. Bell Canada
2. Zycom Technology

An evaluation team comprised of representatives from Information Systems & Technology (IS&T) reviewed the proposals based on the requirements outlined in the RFP and the evaluation criteria.

The following table provides a breakdown of criteria and weight applied in the evaluation of proposals:

Criteria	Weight
Company Profile (corporate plus projects of similar scope, project team, technical knowledge, references)	10%
Pricing (stipulated bill of materials was provided)	40%
Financial (forward pricing discounts and service contracts)	7%
Experience and Qualifications	10%
Schedule and detailed Design and Methodology	20%
Specification compliance	10%
Accessibility for Ontarians with Disabilities Act Adherence, s.C.3	3%

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Analysis of the financial proposals submitted by each proponent included hardware, software, implementation services and defined equipment trade-in values resulting in the following projected costs that were used to evaluate/score the price component of the proposals.

Bell Canada	\$121,656.61 (55% discount off MSRP)
Zycom Technology	\$129,061.00 (50% discount off MSRP)

The evaluation team determined Bell Canada to be the top-ranked and lowest priced solution.

Existing Policy/By Law:

By-Law 2000-134, A By-Law to Establish Purchasing Policies and Procedures

Notice Provisions:

There are no notice provisions with this report.

Accessibility Considerations:

The proposed Cisco network solutions vendor will accommodate for persons with disabilities under applicable law for this specific project.

Financial Considerations:

Sufficient funds exist for these services in the Council-approved Information Systems & Technology department Capital and Operating budgets.

Contacts:

David Johnston, Chief Information Officer, Extension 1333

Bob Schaefer, Manager, Technology Infrastructure Services, Extension 1101

Other City of Kingston Staff Consulted:

Janis Morrison, Purchasing Coordinator, Financial Services

Exhibits Attached:

None