



City of Elliot Lake – Request for Proposals

Information Technology Strategic Plan

RFP IT01

March 31, 2009



Request For Proposals

Information Technology Strategic Plan

TABLE OF CONTENTS

1.0	CONTEXT & BACKGROUND	3
2.0	PROJECT OBJECTIVES	3
3.0	PROJECT SCOPE	3
4.0	PROJECT RESOURCES	4
5.0	DELIVERABLES	4
6.0	SCHEDULE, BUDGET AND OTHER REQUIREMENTS	4
7.0	INFORMATION AVAILABLE TO CONSULTANT	4
8.0	PROPOSAL EVALUATION	4
9.0	PROPOSAL CONTENT	5
10.0	PROPOSAL SUBMISSION	5

Request For Proposal

Information Technology Strategic Plan

1.0 Context & Background

The City of Elliot Lake has previously commissioned two Information Technology needs assessments, one completed in 2008 and an earlier report in 2007, both of which identified the need for a formal Information Technology strategic plan. The reports identify our current software/hardware and identified projects.

The City of Elliot Lake is a municipality of approximately 12,000 people and has recently completed a Community/City Strategic Plan. The IT department consists of 2 individuals who are responsible for all aspect of the Information Technology needs for the entire organization of 135 employees and 100 technology users. We have a main office which has treasury, buildings, human resources, economic development, engineering, clerks and IT departments along with committee and council chambers. There are 6+ other sites to be included in this report, the public works department, Parks and Recreation with several facilities (Pool, Arena and Civic Centre and Collins Hall community centre), Water and Waste water treatment plants, Animal Control, Library and Airport.

2.0 Project Objectives

The purpose of this Request for Proposal (RFP) is to invite prospective contractors to submit a proposal to prepare an Information Technology strategic plan going forward that will ensure we have appropriate applications to meet our needs as a municipality and having appropriate architecture to deliver and maintain those programs. We request summaries of best practices and Cobit standards implemented by other municipalities and architecture geared to forward thinking municipalities for comparison to what we have, then determine any gaps starting with the optimum resources which leads to what we need, how do we get there and how do we maintain it?

The ideal contractor(s) will have experience in information technology strategic planning, application services/software and information technology architecture. They will have excellent communications skills and have demonstrated experience in the municipal government sector and have worked with municipalities that are both larger and smaller than the City of Elliot Lake.

3.0 Project Scope

We are looking for a consultant to develop a Strategic Plan to create a more detailed IT infrastructure plan and design. We hope to involve all of the primary internal stakeholders in both and analysis of the current program, in idea generation for the future, and in prioritization of projects. The strategic plan should identify the ideal situation, what we have where are the gaps, what is reasonable for a municipality of our size and how we are going to get there along with how we will maintain and allow the infrastructure to remain current.

4.0 Project Resources

The consultant will be responsible for supplying all relevant material and carrying out all necessary work. The City will provide relevant documents at their own expense but such documents and materials must be listed in the proposal for cost consideration. City staff will provide these documents to the consultant in a timely manner following the award of the contract. In order to reduce discovery time, the 2007 and 2008 reports will be provided to the awarded vendor.

5.0 Deliverables

The following deliverables are to be provided by the vendor. Additional deliverables may be indentified during the initial meetings between vendor and the City.

- A strategic plan addressing the 2 previous IT reports and the City's overall strategic plan as well as any others identified in the process of stakeholder discussions. This plan should be designed to succeed within our anticipated available budget.
- An infrastructure design which takes into account the required infrastructure and potential migration plan.

6.0 Schedule, Budget and Other Requirements

All final documents are required no later than May 21st, 2009 so that tendering can commence. Last day for questions will be May 13th, 2009.

7.0 Information Available to Consultant

For the purpose of answering this request for proposals, the following information will be provided by request:

- A copy of each of the previous studies.
- City Strategic Plan

8.0 Proposal Evaluation

Proposals will be evaluated based on:

i.	The consultant's understanding of the project and a minimum of three references	= 10
ii.	Evidence that the project team have the necessary qualifications to do the work and will actually be carrying out the majority of the work;	= 30
iii.	The appropriateness of the proposed work program to achieve the project's objectives and identifying best practices/cobit standards. Schedules and deadlines. Management and organizational of the project	= 35
iv.	Special features of the work program that show an innovative or imaginative approach to the project.	= 5
v.	Consulting fees (lowest bid in no way guarantees acceptance)	= <u>20</u>
		100 %

9.0 Proposal Content

All proposals must follow the format outlined below and all of the requested information must be received by **4 p.m. (EST) Thursday, May 21st, 2009**. Proposals arriving after the deadline will be automatically disqualified from consideration. Responses to this Request For Proposals must be concise, accurate and presented in a professional manner and contain the following sections:

- i. Cover Letter – Include the name, address, telephone number, email and signature of the person authorized to commit the agency to the terms specified in the proposal.
- ii. Summary of Qualifications – Provide a description of the agency's capabilities, number of years in business and a brief description of the staff's professional experience, along with an outline of responsibilities for this project. Proven experience dealing with communities with similarities to Elliot Lake or with projects that have significant relevance to this project are preferred. Demonstrate track record of delivering similar projects on schedule and within budget. All sub-contractors to this project must also be listed with detailed qualifications as required above.
- iii. Description of the Proposed Work plan – Provide clear description of approach and methods used to meet the deliverables in the Scope of Work, staff who will be involved and timelines for completion. Demonstrate that the agency understands and can respond effectively to the needs of the City of Elliot Lake as outlined in the RFP.
- iv. Description of Deliverables – Provide clear description and extent of deliverable components and format for such deliverables.
- v. Project requirements – List of required and preferred documents to be supplied by the City of Elliot Lake in carrying out the project.
- vi. References – Provide at least three client references (with current contact information) for which the agency has implemented similar conceptual design projects. Municipalities are preferred but other agencies and organizations will be accepted provided the projects undertaken are of a similar scale and scope to the work envisioned herein.
- vii. Fee Structure – Respondents will provide a fee schedule for the entirety of the work and/or for any contemplated phasing thereof. The fee structure must incorporate all project costs, including professional, travel, meeting and printing costs. The fee structure must be broken down into the cost of each of the 4 deliverables listed.

10.0 Proposal Submission

Proposals shall be submitted in writing to the attention of the IT Manager of the City of Elliot Lake.

Robyn Scott, IT Manager
City of Elliot Lake
45 Hillside Drive North
Elliot Lake, Ontario P5A 1X5

Ten (10) copies of all proposals shall be submitted via courier or regular mail to the undersigned and may be delivered up to one day after the RFP deadline of **4 p.m. (EST) Thursday, May 21st, 2009 providing an electronic copy of the Proposal has been received on or before the deadline.** Proposals arriving after the deadline will be automatically disqualified from consideration.

Questions or clarifications needed regarding this RFP can be submitted **in writing only via email** to Robyn Scott at rscott@city.elliottlake.on.ca by no later than **4:30 pm (EST) Wednesday, May 13th, 2009.** Any questions or request for information arriving after that time will not be answered. The City of Elliot Lake is not responsible for any lost emails or technical difficulties that may result in a question going unanswered. For that reason, it is highly recommended that questions or clarification requests be advanced as soon as possible.

Answers to all questions will be supplied to all respondents.

Please Note the Following:

Submission of a response to this Request for Proposal does not bind the City of Elliot Lake to engage the vendor to provide the requested service. The City of Elliot Lake reserves the right to reject any and all proposals, accept any proposal terms it deems to be in the best interest of the organization, waive any informalities in proposals submitted and waive any minor irregularities or discrepancies in proposal procedures.

The City of Elliot Lake reserves the right to retain a copy of all proposal material after selection has been made. The vendor is solely responsible for the costs it incurs in submitting a response to the Request for Proposal. Proposals received after the closing date will not be considered.

All firms are required to disclose to the City of Elliot Lake any potential Conflict of Interest, may it be pecuniary or otherwise. If a conflict of interest does exist with the potential successful proponent, the City may, its sole discretion, refrain from awarding the project to the proponent.

The proponent covenants that it presently has no interests and it shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of its service hereunder. The proponent further covenants that in the performance of this contract no person having such known interest shall be employed.