

# THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

## STAFF REPORT

**DATE:** December 7, 2021

**TO:** Committee of the Whole

**FROM:** Ken T. Kelly, Chief Administrative Officer

**SUBJECT: Award contract to Develop Digital Master Plan**

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### **RECOMMENDATION:**

**THAT**, Committee of the Whole recommend to Council to award the contract to develop a Digital Master Plan for the Municipality of Mississippi Mills to Blackline Consulting for the sum of \$61,811 plus HST and authorize the Chief Administrative Officer to negotiate and execute a contract with the vendor.

### **BACKGROUND:**

The Strategic Plan adopted by Council includes the development of a Digital Master Plan for the Municipality. The 2021 budget included an allocation of a portion of the Provincial Municipal Modernization Funds to engage a consulting firm to develop the Digital Master Plan. An RFP was issued in September to seek proposals from professional service firms to complete the engagement. The RFP closed on October 14, 2021 and Blackline Consulting of Toronto was the preferred bidder for a fixed price cost of \$61,811 plus HST.

This project is considered a foundational project that will be used to enable improvements in service delivery. Several improvements were recommended in the Service Delivery Review completed in 2020. This project will ensure that we have the infrastructure and the appropriate IT resource delivery model in place to implement these projects and maintain the IT systems. In addition, several municipal governments and other local service delivery providers have been the victims of ransomware attacks in the past few years. Reviewing our IT infrastructure, software and IT providers will help the municipality remain current with technology and processes to reduce our vulnerabilities to these types of attacks.

### **FINANCIAL IMPLICATIONS:**

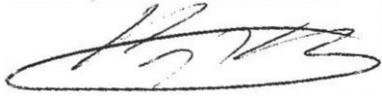
The projected cost of the project was \$45,000 in professional fees when the project charter for the Digital Master Plan was presented to Council. There are sufficient funds remaining in the Municipal Modernization Funds to pay for this project at the proposed cost of \$61,811.

**SUMMARY:**

Council should allocate \$61,811 of the Municipal Modernization Funding to fund this contract to develop a Digital Master Plan.

Respectfully submitted by,

Reviewed by:

A handwritten signature in black ink, appearing to read 'Ken T. Kelly', is written over a light gray rectangular background.

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Ken T. Kelly,  
Chief Administrative Officer