



	REPORT No.: 2020-53
MEETING DATE: NOVEMBER 18, 2020	DATE PREPARED: OCTOBER 23, 2020
SUBJECT: CONTRACT AWARD: ELECTRONIC DOCUMENT MANAGEMENT PROJECT	

RECOMMENDATION

THAT with respect to Report No. 2020-53 (Corporate Services Division), we, The District of Thunder Bay Social Services Administration Board, approve the 3-year contract for digitizing Ontario Works Records, totaling \$461,000 (taxes excluded), be awarded to Nimble Information Strategies, Inc.;

AND THAT the Chief Administrative Officer and Director, Corporate Services Division be authorized to complete any administrative requirements for the award of this contract, as required.

REPORT SUMMARY

To award a contract for the provision of services related to the digitization of Ontario Works (OW) Client records and information for the OW Electronic Document Management Project.

BACKGROUND

In 2016, the Province initiated a project to digitize Ontario Disability Support Program (ODSP) client records as well as OW records.

During the planning stages, the Ministry of Children, Community, and Social Services (MCCSS) completed its procurement process and awarded the digitization project to Nimble Information Strategies, Inc. The vendor has digitized ODSP and OW client records for several offices over the last 3 years.

In August 2020, MCCSS advised that up to \$275,000 time-limited funding was available towards the conversion of current active OW client files to digital format, cost-shared \$137,500 provincial, \$137,500 municipal. The municipal share will be covered within the 2020 approved levy. The funding must be fully spent by December 31, 2020.

COMMENTS

Considering MCCSS undertook its own procurement process and selected Nimble Information Strategies Inc., and considering this vendor has demonstrated the ability to successfully implement other digitization programs in accordance with the provincially prescribed manner, in accordance with the Procurement of Goods, Services and Construction Policy, the TBDSSAB Chief Administrative Officer approved a Single Source procurement process.

Administration provided the TBDSSAB project specifications to Nimble Information Strategies Inc. and received a budgetary quotation for the initial digitization work, and ongoing services, based on estimated volumes of required digitization. The contract covers the period November 11, 2020 to November 10, 2023 and includes the initial cost to digitize all active OW client files (approximately 3,000) plus three years of ongoing digitization services.

FINANCIAL IMPLICATIONS

This contract award totals \$285,410 (taxes extra) to digitize all active OW client files, plus \$58,530 (taxes extra) per year for ongoing digitization services, for a total contract price of \$461,000 (taxes extra) for the 3 year period November 11, 2020 to November 10, 2023. This cost is based on estimated volumes provided for the original file digitization and ongoing annual estimated volumes of documents requiring digitization.

In accordance with the Procurement of Goods, Services and Construction Policy and the Approval and Signing Authority Policy, a report must be provided to the Board for approval if the value of the contract award exceeds \$350,000.



MCCSS will provide \$137,500 towards the initial cost to digitize active files with the remainder to be funded by the municipal levy through in-year operating surplus. The ongoing annual cost will be included in operating budgets, beginning with the 2021 budget.

CONCLUSION

It is concluded that Nimble Information Strategies Inc., having been awarded the MCCSS digitization contract, and having demonstrated experience with digitizing both ODSP and OW client records, should be awarded this contract in accordance with the budgetary quotation provided.

REFERENCE MATERIALS ATTACHED

None.

PREPARED BY:	Steven Melnichuk, Manager, Information Services Jennifer Libe, Manager, Social Assistance Programs The District of Thunder Bay Social Services Administration Board
APPROVED / SIGNATURE:	 Georgina Daniels, FCPA, FCA, Director-Corporate Services Division The District of Thunder Bay Social Services Administration Board
SUBMITTED / SIGNATURE:	 William (Bill) Bradica, Chief Administrative Officer The District of Thunder Bay Social Services Administration Board