



REPORT FOR ACTION

Amendment to Purchase Order Number 6044628 with DataFix, Division of Comprint Systems Incorporated, for a Voters' List Management Solution for the 2022 Election

Date: January 10, 2022
To: Executive Committee
From: City Clerk and Chief Procurement Officer
Wards: All

SUMMARY

The City Clerk has continually worked to improve the municipal election experience by providing reliable digital services that assist City staff in effectively administering the election while also simplifying election participation for voters and candidates. To reach this objective, the City Clerk uses the DataFix platform, an externally hosted solution that provides both public facing web applications and internal back-end election administration components to conduct municipal elections in the City.

The purpose of this report is to seek authority to amend Purchase Order Number 6044628 issued to DataFix, Division of Comprint Systems Incorporated by \$563,035, net of all applicable taxes and charges (\$572,944, net of Harmonized Sales Tax (HST) recoveries), revising the current purchase order value from \$2,036,200, net of all applicable taxes and charges (\$2,072,037, net of HST recoveries) to \$2,599,235, net of all taxes and applicable charges (\$2,644,981, net of HST recoveries), and to extend the purchase order validity date to June 1, 2023.

City Council approval is required in accordance with Municipal Code Chapter 195, Purchasing, where the current request exceeds the Chief Procurement Officer's authority of the cumulative five year commitment limit for each vendor under Article 7, Section 195-7.3(D) of the Purchasing By-law and exceeds the threshold of \$500,000 net of Harmonized Sales Tax allowed under staff authority as per the Toronto Municipal Code, Chapter 71, Financial Control, Section 71-11.1(C).

RECOMMENDATIONS

The City Clerk and the Chief Procurement Officer recommend that:

1. City Council authorize the City Clerk to amend Purchase Order Number 6044628 with DataFix, Division of Comprint Systems Incorporated, and increase the value of the contract by \$563,035, net of all taxes and applicable charges (\$572,944, net of HST recoveries), increasing the total contract value from \$2,036,200, net of all applicable taxes and charges (\$2,072,037, net of HST recoveries) to \$2,599,235, net of all taxes and applicable charges (\$2,644,981, net of HST recoveries), and to extend the validity date until June 1, 2023, under the same pricing, terms and conditions of the existing agreement and in a form satisfactory to the City Solicitor.

FINANCIAL IMPACT

The total requested contract amendment increase from the original authorized amount is \$563,035, net of all applicable taxes and charges (\$572,944, net of HST recoveries), and funding is included in the City Clerk's Office 2022 Staff Recommended Operating Budget, as noted in Table 1.

Table 1: Contract Amendment Increase for DataFix (net of HST recoveries)

Item	WBS#	2022	Total
Computer Software and Support Services	GV0017	\$572,944	\$572,944
		Total	\$572,944

The Chief Financial Officer and Treasurer has reviewed this report and agrees with the financial implications as identified in the Financial Impact section.

DECISION HISTORY

The Bid Committee, and its meeting on October 26, 2016, granted the authority to award a contract for RFP Number 3402-16-3059 to DataFix, Division of Comprint Systems Incorporated, for a Voters' List Management Solution for Election Services. As a result, Purchase Order Number 6044628 was issued.

<http://app.toronto.ca/tmmis/viewAgendaItemHistory.do?item=2016.BD107.1>

City Council, and its meeting on October 1, 2021, adopted the staff report to amend Municipal Code Chapter 53, Elections to authorize a mail-in voting program for the City's municipal and school board elections and by-elections.

<http://app.toronto.ca/tmmis/viewAgendaItemHistory.do?item=2021.EX26.1>

COMMENTS

The Use of Technology in Toronto Elections

The City Clerk has continually worked to improve the municipal election experience by providing reliable digital services that assist City staff in effectively administering the election while also making election participation simpler for voters.

Toronto elections are administered through an integrated technology program that involves 14 inter-dependent information applications that support secure, accurate and efficient service delivery for the public, voters, candidates and third party advertisers. The Toronto Election Technology Program includes technology infrastructure, platforms, portals, databases and applications to automate administrative processes, store data, and transmit information for functions including: election employment, voting technologies, voters' list data and updates, subdivision mapping and election results.

Acquisition of a Voter's List Management Solution

In 2016, the City invited interested proponents with expert knowledge and experience in managing, administering and processing elector and voting subdivision data to provide an externally hosted commercial off-the-shelf solution that was secure, with high-availability, scalable and flexible, requiring limited new development, and integrating with the Toronto Election Technology Program applications.

Request for Proposal No. 3402-16-3059 was issued in July 2016, and in January 2017, a five-year agreement was executed with DataFix under Purchase Order Number 6044628 to support the City Clerk in delivering various externally hosted subscription services: Voters' List Management (VLMS), Voting Place Management (VPMS), Election Day Management (EDMS) and MyVote public web application.

The initial solution components were launched in June 2018 to support the 2018 election, enabling the City Clerk to manage the voters' list, voting place contracts, Advance Vote and Election Day issues, as well as provide a voter-centric information portal called "MyVote" where voters were provided information on the election, voting places and candidates, all based on their inputted address.

In addition, when a January 2021 by-election to fill the vacancy for Councillor in Ward 22 Scarborough-Agincourt coincided with the second wave of the COVID-19 pandemic, the City Clerk introduced a mail-in voting program to ensure that voters felt safe and secure when casting their ballot. The DataFix solution offered an integrated mail-in voting module that the City Clerk was able to leverage in order to implement this new voting method and ensure its successful operation.

Extension of Services through the 2022 Election

With the next municipal general election taking place in October 2022, the City Clerk seeks authority to extend the existing five year agreement with Datafix by one year to June 1, 2023 so that the DataFix solution can continue to be used to support the 2022 election. City Council, at its meeting on October 1, 2021, authorized the use of mail-in voting for the City's subsequent municipal and school board elections, and so the DataFix solution will also be used to implement mail-in voting at a City-wide level.

Amending the contract in order to extend services for the 2022 election will support the City Clerk's objectives of ensuring fair and transparent service delivery to voters. The DataFix platform is a key enabler for meeting the City Clerk's service vision of creating an effective end-to-end online experience for the public during municipal elections.

Both the Office of the Chief Information Security Officer and Technology Services have reviewed this report and will continue to be tasked with ensuring that the 2022 election is conducted in a secure, protected and fair manner. In addition, a number of security assessments have already been completed on the DataFix platform in advance of the 2022 election.

The Fair Wage Office has reported that DataFix has indicated that they have reviewed and understand the Fair Wage Policy and Labour Trades requirements and have agreed to comply fully.

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SIGNATURE

John D. Elvidge
City Clerk

Sandra Lisi, Director Purchasing Client Services PMMD on behalf of:
Michael Pacholok, Chief Procurement Officer