

## **Amendment to Blanket Contract 47024953 with ePlanSoft for Plan Review and Markup Tool for Toronto Building**

**Date:** October 9, 2025

**To:** General Government Committee

**From:** Chief Technology Officer and Chief Procurement Officer

**Wards:** All

### **SUMMARY**

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The purpose of this report is to request authority to amend competitively-procured Blanket Contract 47024953 with ePlanSoft, a US-based supplier, for e-PlanREVIEW, a tool used to review and mark up building plan drawings, in the amount of \$652,875 net of all applicable taxes and charges. Piggybacking on this contract will urgently expand the use for Toronto Building to support delivery of housing City-wide. This contract was originally awarded under a 2023 competitive negotiated Request for Proposal (nRFP) (Doc3220681346) for Concept 2 Keys, City Manager's Office, now managed by the Development Review Division.

As part of the building permit review process, Toronto Building currently uses Electronic Markup Management Application (EMMA), a proprietary customized tool which has been in use since it was first implemented in November 2012. Granicus, the provider, has retired both the EMMA tool and support and maintenance.

This approach mitigates potential security risks associated with using a discontinued application and ensures uninterrupted operations for Toronto Building with software that is actively supported and currently in use by the City.

To ensure business continuity for Toronto Building and the building permit review process, the City recommends transitioning to an established platform proven effective to meet the City's needs to review and mark-up building plan drawings for the Development Review Division. Toronto Building has assessed this tool and confirmed that it meets current and planned operational requirements.

### **RECOMMENDATIONS**

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The Chief Technology Officer and Chief Procurement Officer recommend that:

1. General Government Committee, in accordance with Section 71-11.1.C of the City of Toronto Municipal Code Chapter 71 (Financial Control By-Law), grant authority to the Chief Technology Officer, to amend Blanket Contract 47024953 with ePlanSoft by increasing the contract value by \$652,875.00 net of all applicable charges and taxes (\$664,366.00 net of Harmonized Sales Tax Recoveries), revising the current Blanket Contract Value from \$2,532,550.00 to \$3,185,425.00 (\$2,577,122.00 to \$3,241,488.00 net of Harmonized Sales Tax Recoveries).

## FINANCIAL IMPACT

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The total value of the requested amendment to Blanket Contract Number 47024953 is \$652,875.00 net of all taxes and charges (\$664,366.00 net of Harmonized Sales Tax recoveries). This will increase the contract value from \$2,532,550.00 net of all taxes and charges (\$2,577,122.00 net of Harmonized Sales Tax recoveries), to \$3,185,425.00 net of all taxes and charges (\$3,241,488.00 net of Harmonized Sales Tax recoveries).

**Funding is in the 2025 Capital Budget for Technology Services as well as the 2025 Operating Budget for Toronto Building. Additional funding will be included in the 2026 and 2027 Operating Budget submissions for Toronto Building. Additional funding details follow in Table 1.**

Table 1 – Financial Impact Summary of Recommended Contract Amendment (Net of HST Recoveries)

Division	Year	Cost Centre	Licences (Cost Element 3420)	Professional Services (Cost Element 4038)	Total in CAD
Technology Services Division	2025	CIT045-49	-	\$152,640.00	<b>\$152,640.00</b>
Toronto Building	2025	BL0009	\$56,858.00	-	<b>\$56,858.00</b>
	2026	BL0009	\$227,434.00	-	<b>\$227,434.00</b>
	2027	BL0009	\$227,434.00	-	<b>\$227,434.00</b>
<b>Total Net of Harmonized Sales Tax Recoveries (rounded to the nearest dollar)</b>			<b>\$511,726.00</b>	<b>\$152,640.00</b>	<b>\$664,366.00</b>

The Chief Financial Officer and Treasurer has reviewed this report and agrees with information included in the Financial Impact section.

## DECISION HISTORY

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In February 2023, the Bid Award Panel granted authority to the Chief Purchasing Officer to award Ariba Document Number 3220681346 to ePlanSoft for the Development Review File Circulation Tool.

<https://secure.toronto.ca/council/agenda-item.do?item=2023.BA12.1>

## COMMENTS

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As part of the building permit review process, Toronto Building has been utilizing a proprietary tool known as the Electronic Markup Management Application (EMMA). This tool was specifically customized to meet the City's needs for reviewing and marking up building plan drawings and has been in use for 12 years. However, the provider, Granicus, has recently retired both the EMMA tool and its comprehensive maintenance support, creating a need for a new solution.

After conducting a third-party market scan, the City is recommending transitioning to an established platform already proven effective for the Development Review Division. Toronto Building has confirmed that this tool meets current and planned operational requirements to maintain the existing plan review and markup process with no impact to the public.

This contract was originally awarded in 2023 through a competitive Negotiated Request for Proposal (nRFP) process under Doc3220681346 for Concept 2 Keys, City Manager's Office, which is now managed by the Development Review Division. The contract contains an optional extension until January 31, 2028. Closer to the expiry of the contract, City staff will reassess the procurement strategy against the City's broader modernization objectives and evolving needs of divisions utilizing the contract.

As a result of this amendment, the threshold of \$500,000 for purchase order amendments, net of Harmonized Sales Tax allowed under staff authority per the Toronto Municipal Code, Chapter 71-Financial Control, Section 71-11A will be exceeded. Development Review will be required to seek General Government Committee approval for any additional user licences or enhancement requests over the lifetime of the contract.

Development Review understands the requirement to report to Committee and supports the amendment as it will negate the cost and time implications for TSD and Toronto Building associated with initiating a new competitive procurement process.

## CONTACT

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## **SIGNATURE**

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Chief Technology Officer

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