

MEMORANDUM



To: Chair and Members, Kingston Police Services Board
From: A. McNeely, Chief of Police
Date: 2020-11-16
Re: RFP 20-01, Communications Consoles

The subject RFP was recently processed as detailed below with respect to the cost of providing five replacement consoles in the Communications Centre. Pursuant to section 3.4.8(d) of the Kingston Police Services Board Policy Manual, all offers to procure of a value of over \$50,000 for articles that were included and approved in budget estimates shall be by way of tenders, expressions of interest, or requests for proposals and may be approved by the Chief of Police or Deputy Chief, with such approvals reported to the Board.

Pursuant to the Board's policy, the Board is to approve the acceptance of any submission that did not achieve the highest scoring based on evaluation criteria. In the subject RFP process, the selected proponent achieved the highest scoring for the set evaluation criteria. This report is therefore being submitted for the Board's information.

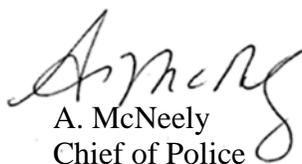
Specific funding for the services related to implementing this project was approved in the 2019 and 2020 capital budgets. The current consoles are in need of replacement due to wear and tear, and the impending transition to NG9-1-1 will require the placement of additional and heavier equipment on the consoles. The current consoles will neither accommodate nor support this additional equipment in a safe manner.

The RFP closed on September 24, 2020, with the time since then used to carefully evaluate the responses. The RFP submissions were scored based on the following scale as set out in the RFP: pricing and related costs (45%); vendor experience and qualifications, quality of proposal (40%); company profile, resources, and experience (12%); and Integrated Accessibility Standards, Regulation 191/11 under the *Accessibility for Ontarians with Disabilities Act* (3%).

The evaluation process resulted in Evans Consoles Corporation achieving the highest score with the middle price. Although not the lowest price, other factors such as the company's size, structure, and experience resulted in it achieving the highest score. The three submissions resulted in the following scoring.

Company	Grading	Cost (+ tax)
Bramic Creative Business Products	77	\$111,681
Evans Consoles Corporation	94	\$127,860
Sustema	78	\$128,694

To expedite the project, it is requested that the Board delegate signing authority for any resulting contractual documents to the Chief of Police and Deputy Chief after review and approval by City of Kingston Legal Services.


A. McNeely
Chief of Police