



CITY OF HAMILTON
CORPORATE SERVICES DEPARTMENT
Information Technology Division

TO:	Chair and Members Audit, Finance and Administration Committee
COMMITTEE DATE:	March 25, 2021
SUBJECT/REPORT NO:	Corporate Technology and Software Standardization Committee (FSC21021) (City Wide)
WARD(S) AFFECTED:	City Wide
PREPARED BY:	Fred Snelling (905) 546-2424 Ext. 6059
SUBMITTED BY:	Maria McChesney Director, Information Technology Corporate Services Department
SIGNATURE:	

RECOMMENDATION(S)

- (a) That Council approve the creation of a Corporate Technology and Software Standardization Committee (CTSSC) with the authority to establish technology and software standards City wide, similar to the Standards and Approved Products Committee from procurement By-law Number 20-205, Policy 14, Section 4.14, Item 2;
- (b) That this Committee report back to Council once a year with an update to the list of corporate technology and software standards along with the rationale for any standards established during the previous year.

EXECUTIVE SUMMARY

The Information Technology (IT) Division of the Corporate Services Department is responsible for setting corporate standards for technology and software to ensure that the City has a computing infrastructure that provides consistent, secure and reliable services to City staff and the public which are efficiently and effectively supported.

**SUBJECT: Corporate Technology and Software Standardization Committee
(FSC21021) (City Wide) – Page 2 of 5**

Through various reports to Council, the standards outlined in Appendix “B” of Report FCS21021 have already been approved by Council. In order to establish each of the standards included in Appendix “B” of Report FCS21021, a separate report has been presented to Council. Report FCS21021 is recommending the creation of a committee which will be delegated the authority to review technology and establish standards throughout the year, with a report being presented to Council annually.

The Procurement By-law acknowledges the Standards and Approved Products Committee for the establishment of Corporate Standards in Procurement By-law 20-205, Policy 14, Section 4.14, Item 2. This Committee has been established for standards within the Public Works Division and also Planning and Economic Development. The Corporate Technology and Software Standards Committee (CTSSC) would simply be a similar committee dealing strictly with Information Technology hardware and software. The committee would consist of senior management from the Information Technology Division along with the Supervisor of Information Technology’s Contract Administration section. The Manager of Procurement, as well as, a manager from Finance will be invited to all CTSSC meetings as an advisor to the committee.

The creation of the CTSSC would have no impact on single source procurements. All technology hardware and software would be procured as prescribed in the Procurement By-law. The creation of the CTSSC would reduce the number of Policy 11 single source requests, reduce the number of contracts reviewed and prepared by Legal Services and address the requirement of the IT Strategic Plan to reuse technology whenever possible.

As required by Procurement By-law Policy 14, Section 4.14, the Corporate Technology and Software Standards Committee shall be responsible to prepare an annual information report to Council outlining the rationale for any Standardization of Goods added to the City’s Approved Products’ Listing. This annual report would also highlight any items that have been removed from the Standards List.

Alternatives for Consideration – Not Applicable

FINANCIAL – STAFFING – LEGAL IMPLICATIONS

Financial: Creating standards for software and hardware reduces the total cost of technology across the corporation. It will also reduce training costs for technology solutions.

Staffing: Creating standards for software and hardware will reduce the amount of time spent by staff creating, evaluating and awarding technology RFP’s.

**SUBJECT: Corporate Technology and Software Standardization Committee
(FSC21021) (City Wide) – Page 3 of 5**

Legal: Creating standards for software and hardware will reduce the number of contracts being prepared and reviewed by the Legal Services and Risk Management Division.

HISTORICAL BACKGROUND

The Information Technology (IT) Division of the Corporate Services Department is responsible for setting corporate standards for technology and software to ensure that the City has a computing infrastructure that provides consistent, secure and reliable services to City staff and the public which are efficiently and effectively supported.

Through Reports FCS10025, FCS14037 and FCS17030, Council has approved the standards outlined in Appendix “B” of Report FC21021. Items previously approved by Council, as standards which are no longer necessary, have been removed from Appendix “B” to Report FCS21021. It is proposed that all standards listed in Appendix “B” are still relevant and should remain as Corporate Standards.

The existing Procurement By-law allows for a Standards and Approved Products Committee for the establishment of Corporate Standards. The formation of the Corporate Technology and Software Standards Committee (CTSSC) would be an extension of this concept, allowing for the creation of a committee dealing solely with Information Technology hardware and software. A similar committee to CTSSC exists for the standardization of items specific to Public Works.

Similar to the existing approved Standards and Approved Products Committee, the CTSSC would comply with Procurement By-law Policy 14, Section 4.14. The Terms of Reference for the CTSSC is attached to Report FCS21021 as Appendix “A”. The CTSSC would be comprised of senior IT management along with the Supervisor of IT Contract Administration and Vendor Relations. The Manager of Procurement and a Manager from Finance will be invited to participate in all CTSSC meetings as an advisor to the committee.

The creation of the CTSSC would require that all technology software and hardware purchase requests be reviewed and approved by Information Technology before being processed by Procurement. This will ensure software that is currently meeting a similar need within the organization is not duplicated by engaging a second vendor.

An example of what happens without a standard being established is the recent request to Council to consolidate 11 Asset Management solutions into a single solution for Public Works. Establishment of a standard up front would minimize the number of software vendors engaged to provide a solution with similar functionality.

POLICY IMPLICATIONS AND LEGISLATED REQUIREMENTS

Procurement By-law Policy 14, Section 4.14

RELEVANT CONSULTATION

Report FCS21021 has been reviewed by the Legal Services and Risk Management Division and Procurement Section of the Financial Services and Taxation Division

ANALYSIS AND RATIONALE FOR RECOMMENDATION(S)

Benefits of the CTSSC establishing technology standards include:

- Reduce the number of contracts being administered for technology hardware and software
- Reduce the number of RFP's, RFT's and RFQ's processed for technology hardware and software
- The creation of the CTSSC would reduce the number of Policy 11 single source requests, reduce the number of contracts reviewed and prepared by Legal Services and address the requirement of the IT Strategic Plan to reuse technology whenever possible
- Reduce the involvement of Legal Services and Risk Management Division for the review and creation of contracts
- Increase savings due to volume pricing
- Adherence to the IT Strategy to rationalize and minimize the number of applications within the City
- Reduce training costs
- Reduce support costs

ALTERNATIVES FOR CONSIDERATION

Not Applicable

ALIGNMENT TO THE 2016 – 2025 STRATEGIC PLAN

Built Environment and Infrastructure

Hamilton is supported by state-of-the-art infrastructure, transportation options, buildings and public spaces that create a dynamic City.

Our People and Performance

Hamiltonians have a high level of trust and confidence in their City government.

APPENDICES AND SCHEDULES ATTACHED

Appendix “A” to Report FCS21021 – Terms of Reference for the Corporate Technology and Software Standards Committee

Appendix “B” to Report FCS21021 – Previously Approved Technology Hardware and Software Standards

FS/dt