



## **City of Rossland Information Technology Services Review**

### **Request for Proposals**

**Closing date and time:  
Tuesday, April 5, 2016  
4:00 p.m. PDT**

**Location of proposal closing:  
City of Rossland  
1899 Columbia Avenue  
Rossland, BC V0G 1Y0**

**Contact:  
Lynne Burch, Consulting Chief Administrative Officer  
(250) 362-7396  
[cao@rossland.ca](mailto:cao@rossland.ca)**

**City of Rossland**  
**Information Technology Services Review**  
**Request for Proposals**

**A. INTRODUCTION**

The City of Rossland is requesting proposals for a report on the review of the City's Information Technology Systems.

**B. BACKGROUND**

The City of Rossland is looking for a report that will identify gaps in the Information Technology Systems currently used by the City of Rossland. The report should review the current systems and recommend upgrades, technological changes or improvements to the current systems, keeping in mind the local government services that the City of Rossland provides to the taxpayers of Rossland.

**C. GENERAL SCOPE OF WORK**

The successful proponent will provide the following services and information:

- An analysis of the City of Rossland 's current IT practices, systems and methodologies, comparing and contrasting them to industry and local government best practices;
- Interview and consult with stakeholders, including staff members and elected officials, as to their perceptions and experiences related to the existing IT systems here in the City of Rossland;
- Provide recommendations as to implementing an effective and efficient Information Technology System.

**D. PROPONENT EXPERTISE**

The successful consultant shall have expertise and experience in undertaking a review of this nature and submit evidence of same.

**E. PERSONNEL**

The proposal must specify who would do the actual work, the estimated hours involved, charge-out rates, and qualifications of this individual, including a summary of their experience with related work.

## **F. SUBMISSION REQUIREMENTS**

The following items must be included in the proposal submission and will be used as the basis for evaluation of the successful proposal:

- Experience with related work.
- Methodology – a work plan in providing the report as identified in the General Scope of Work section.
- The total cost to provide the report including all taxes and disbursements. All costs shall be clearly identified.
- A project timeline which clearly indicates major milestones and completions dates.
- References from clients where similar services have been provided.

## **G. EVALUATION CRITERIA**

The following evaluation criteria will be used in the selection process:

- Proposed methodology;
- Experience and qualifications of those involved;
- Proposed timeline;
- Fees and disbursements; and
- Reference checks.

## H. GENERAL INSTRUCTIONS, TERMS AND CONDITIONS

1. All proposals must be received by the City of Rossland no later than 4:00 p.m. PDT on Tuesday, April 5, 2016. Proposals are to be submitted via electronic means only at [cao@rossland.ca](mailto:cao@rossland.ca).  
  
Proponents will be responsible for ensuring that submissions are received by the established deadline.
2. The City of Rossland reserves the right to accept or reject any or all proposals, negotiate with the parties it deems appropriate and to accept the proposal that it deems most advantageous.
3. The City of Rossland will not be responsible for the costs of preparing proposals.
4. The successful proponent will be authorized to proceed only upon approval from the City of Rossland.
5. The City of Rossland has established a budget in the amount of \$15,000 for this project to cover all fees, charges, expenses and taxes.

### **Inquiries**

Inquiries during the proposal period should be directed to:

Lynne Burch, Consulting Chief Administrative  
Officer (250) 362-7396  
[cao@rossland.ca](mailto:cao@rossland.ca)