



Staff Report

Report Title: Corporate Digital Modernization Review

Prepared By: Jodi MacArthur, Treasurer

Department: Treasury

Date: Sep. 20, 2021

Report Number: TR-2021-09-65

File Number:

F11 MOD21

Attachments:

Recommendation:

That Township of Huron-Kinloss Council hereby approves Report Number TR-2021-09-65 prepared by Jodi MacArthur, Treasurer and authorizes the proposal review committee to select and award a proposal for the Corporate Digital Modernization Review.

Background:

The Township was successful in receiving funding through the Municipal Modernization Program – Intake 2 to conduct a third party corporate digital modernization review. The review will provide an overall framework for the Township to enhance service delivery and improve efficiency through a review of existing digital platforms, evaluation of existing processes and recommendations to transform manual processes to digital, where possible. The review will provide recommendations to assist the Township in decision making and prioritizing investment to increase efficiency and effectiveness of municipal programs and provide cost savings over the longer term.

Discussion:

In order to complete this review, a request for proposals (RFP) was issued and eight comprehensive proposals were received. A proposal review committee of the Chief Administrative Officer, Community Development Officer and Treasurer have been reviewing the proposals. All the proposals are of high quality and before selecting the preferred proposal, the committee would like to verify some details on the short listed proposals, such as references. Therefore, we are requesting that the proposal review committee be authorized to complete the review of the RFPs and, once the final determination is made, award the contract within the project budget. We will

report back on the successful proponent, but this will allow the project to start in order to meet the required timelines of the Municipal Modernization Program.

Financial Impacts:

The budget for the project is \$55,000.00, which is entirely funded through the Municipal Modernization Program.

Strategic Alignment / Link:

The information provided in the report is consistent with and in keeping with the municipality's Vision & Mission.

We are a prosperous community that continues to grow in a sustainable manner by investing in infrastructure; and

We are an accessible community that offers opportunities for everyone by having amenities and services nearby and being open and transparent.

Respectfully Submitted By:

Jodi MacArthur, Treasurer

Approved By:

Mary Rose Walden, Chief Administrative Officer