The Corporation of the TOWN OF MILTON

Report to: Mayor G.A. Krantz & Members of Council
From: Linda Leeds, Director, Corporate Services and Treasurer
        Troy McHarg, Town Clerk
Date: May 27, 2013
Report No. CORS-039-13
Subject: Proposal Award – Voting Tabulators and Internet Voting

RECOMMENDATION: THAT the proposal for Voting Tabulators and Internet Voting be awarded to Elections Systems and Software in the total amount of $111,715 (exclusive of taxes);

AND THAT the Manager, Purchasing and Risk Services be authorized to execute the contract and the Mayor and the Town Clerk be authorized to sign any and all required paperwork;

AND THAT Capital Job C10010513 be closed and the funding transferred to the capital works reserve;

AND FURTHER THAT the Town Clerk be authorized to present the necessary by-laws to Council for approval.

EXECUTIVE SUMMARY

This report is being submitted to award the proposal for Voting Tabulators and Internet Voting for the 2014 election.

REPORT

Background
Through staff report ES-019-12, in May 2012 Council directed the Town Clerk to proceed with requests for proposals from vendors for internet and optical scan voting for the 2014 election.

Discussion
The Request for Proposal (RFP) was issued on February 11, 2013 by the Town of Oakville on behalf of The Town of Milton and Town of Oakville. Five (5) RFP’s were picked up and two (2) submissions were received back and publically acknowledged on February 15, 2013.
Proposals were received from the following proponents:

Elections Systems and Software (ES&S)
Dominion Voting Systems Corporation

There was a 2 phase evaluation process. The proposals were evaluated according to the following criteria in Phase 1:

- Response to General Requirements: 30 points
- Response to Equipment/System Evaluation: 30 points
- Relevant Experience: 20 points
- Cost: 20 points

Both suppliers were short-listed and received further evaluation in Phase 2, which included an on-site demonstration and a testing period. The proposals were evaluated according to the following criteria in Phase 2:

- Functionality: 40 points
- Ease of Use, User Friendliness: 30 points
- Operational Performance and Accuracy: 30 points

It is recommended that ES&S be awarded this proposal as the highest scoring proponent.

**Option**

Council does have the option of awarding the contract without internet voting in order to reduce costs.

The total anticipated incremental 2014 operating budget required to deliver internet voting is estimated as follows:

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Internet voting supplier (per RFP)</td>
<td>$49,490</td>
</tr>
<tr>
<td>Additional marketing/postage</td>
<td>$32,429</td>
</tr>
<tr>
<td>Third-party security audit</td>
<td>$24,568</td>
</tr>
<tr>
<td>SUBTOTAL</td>
<td>$106,487</td>
</tr>
<tr>
<td>Non recoverable HST</td>
<td>$1,874</td>
</tr>
<tr>
<td>TOTAL</td>
<td>$108,361</td>
</tr>
</tbody>
</table>

Should Council wish to remove internet voting from the contract award and the 2014 election, a member may move the following amendment:

THAT the motion be amended by eliminating the words “and internet voting” and changing the figure “$111,715” to “$62,225” in the first paragraph.

**Relationship to the Strategic Plan**

A responsible, cost effective and accountable local government.
Financial Impact

Staff had budgeted to purchase these machines through the 2013 capital budget but as outlined in staff report ES-019-12, staff will be leasing instead of purchasing the election equipment in an effort to:

- Shift the cost of maintenance, storage, and depreciation back to the vendor,
- Avoid a significant capital outlay,
- Allow the Town to take advantage of advances in technology and equipment refinements which tend to be highly responsive to the market need,
- To take advantage of new accessibility features for the tabulators, and
- Allow the Town to secure the most cost effective and innovative voting methods for each election.

As a result, staff recommend that capital job C10010513 for the purchase of the equipment be closed and funds returned to the Capital Works Reserve. The cost of the lease for the vote tabulators and internet voting, $113,682, will be included in the 2014 election budget along with the estimated incremental costs associated with internet voting for additional marketing/postage and third-party security audit, $58,000, as noted in the previous section.

Council has the option to remove internet voting from the contract in an effort to reduce costs for the 2014 Election. Should Council decide to remove the internet voting option, the cost for the vote tabulators, $63,320, will be included in the 2014 election budget.

Note: All figures in the financial impact section are inclusive of the non-refundable HST.

Respectfully submitted,

Linda Leeds, C.G.A.                  Troy McHarg
Director, Corporate Services and Treasurer  Town Clerk

LL/TM:lm/mw

If you have any questions on the content of this report: Leslie Williamson, 905-878-7252 ext 2138 and for the Financial Impact, Melanie Wallhouse ext 2216.

Attachments:  none

CAO Approval: __________________________