

United Townships of Head, Clara & Maria Council

Request for Decision

Type of Decision									
Meeting Date	Thursday, May 21, 2020				Report Date	Wednesday, May 14, 2020			
Decision Required	X	Yes		No	Priority	X	High		Low
Direction	X	Information Only			Type of Meeting	X	Open		Closed
Report #20/05/21/1001 – HCM Service Delivery Review/Modernization Grant									

Subject: HCM Service Delivery Review/Modernization Grant

Recommendation:

That Council review HCM Service Delivery Review tender submissions and provide feedback, recommendations and/or direction to the Clerk-Treasurer.

Background/Executive Summary:

The HCM Service Delivery Review Tender (RfT 2020-04) was sent out on April 21st, 2020 and closed on May 15th, 2020.

Although the HCM Procurement By-Law 2012-17 states:

22.3. The Clerk and Treasurer, may award contracts emanating from a Request for Tender or Request for Quotation provided that:

- i. the estimated total acquisition cost of the goods, service or construction does not exceed \$100,000;

given the nature and importance of this HCM Service Delivery Review, the Clerk-Treasurer is requesting Council’s review of tender submission and recommendation for awarding the tender.

At the time of Council package preparation, the tender had not yet closed. All tender submissions will be scanned and sent to council members by Tuesday, May 19th, 2020, with a scoring document to be used to evaluate tender submissions.

Financial Considerations/Budget Impact:

Approval for up to \$40,000 through the Municipal Modernization Funding.

Approved and Recommended by the Clerk

Charlotte Toope,
Clerk/Treasurer