

THE REGIONAL MUNICIPALITY OF YORK

**REPORT NO. 5
OF THE REGIONAL
COMMISSIONER OF FINANCE**

**For Consideration by
The Council of The Regional Municipality of York
on November 22, 2001**

1**IMPLEMENTATION AND TESTING OF THE INFORMATION TECHNOLOGY
SERVICES DISASTER RECOVERY PLAN****1. RECOMMENDATIONS**

It is recommended that:

1. Staff prepare a revised Request for Proposal for the implementation and testing of the Information Technology Services Disaster Recovery Plan in accordance with the Terms of Reference set out in Attachment 1 to this report.

2. PURPOSE

At its meeting of November 15, 2001, the Finance and Administration Committee received a report of the Commissioner of Finance recommending that the terms of Purchasing By-law #A-0276-2000-041 be waived in order to enter into an agreement for the Information Technology Services Disaster Recovery Plan (ITS DRP). Staff were directed to report back to Council on this matter.

3. BACKGROUND

The respondents to the original Request for Proposal (RFP) for the ITS DRP either did not meet the requirements of the RFP, or, exceeded the budget amount available for completion of the project

4. ANALYSIS AND OPTIONS

Regional staff set out 3 possible options for alternatives to the responses received. The November 15th report proposed that the Region enter into an agreement with a contractor and hire 2 contract staff for the period of time necessary to complete the project. Finance and Administration Committee directed staff to report back with an alternate option.

Staff have reviewed the original RFP and further refined the specific requirements for the completion of this contract as set out in Attachment 1. These terms will be incorporated in a new RFP to be issued.

While this process will delay the completion of the project to fourth quarter 2002, it will allow staff to closely manage the project without jeopardizing ongoing IT projects for Regional departments.

5. FINANCIAL IMPLICATIONS

The 2001 Business Plan and Budget included an amount of \$230,000 for this project. Responses to the initial RFP ranged from \$80,000 to \$614,000, and did not meet the intent of the RFP. The new RFP will more clearly define the scope of the project.

6. LOCAL MUNICIPAL IMPACT

Local municipalities may wish to adopt the methodology for the implementation of the ITS DRP which will be the deliverable from this RFP.

7. CONCLUSION

It is necessary to implement and test a Regional IT Disaster Recovery Plan. This report recommends that a second RFP be prepared which will identify the specific requirements and scope for this project.

(A copy of the attachments referred to in the foregoing is included with this report and is also on file in the Office of the Regional Clerk.)

Respectfully submitted,

**November 21, 2001
Newmarket, Ontario**

**Sandra Cartwright
Commissioner of Finance**

(Report No. 5 of the Commissioner of Finance was adopted, without amendment, by Regional Council at its meeting on November 22, 2001.)