
TO: Regional District of Nanaimo Board **MEETING:** November 12, 2019
FROM: Gary Jurasek
 Manager of Information Services **FILE:** 1220-20-MOSV
SUBJECT: Mobile Wireless Services RFP - Approval

RECOMMENDATION

That the Regional District of Nanaimo Board approve TELUS as the primary service provider for the supply of cellular service plans, mobile phones, and related hardware for a three-year term with an option to renew for two additional years.

SUMMARY

A Request for Proposals (RFP) was conducted and TELUS scored the highest among the three proposals for the supply and delivery of Mobile Wireless Services.

BACKGROUND

Pursuant to the *Regional District of Nanaimo Delegation of Authority Bylaw No. 1661* and the *Authorization to Purchase and Pay Accounts Policy No. A2.9*, procurement contracts which exceed a value of \$150,000 (exclusive of taxes) require the approval of the Board of Directors.

The Regional District of Nanaimo (RDN) is dependent on mobile communications to conduct business and carry out the obligations of the Board. Mobile phones and devices are replacing wired or traditional devices. They offer increased flexibility and functionality. The dependency on mobile communications is growing, and the RDN must embrace the technologies to enable an agile work force. The service plans, features, and costs are complex and diverse.

Three responses to the RFP were received and evaluated. Rogers, Bell and Telus submitted proposals. An evaluation team reviewed the submissions and ranked the applicants based on their offered solution. Based on their evaluation, the Telus offering was selected as best offer for the RDN.

The new contract proposed by Telus offers better pricing along with improvements in the service plans, data rates and device subsidies.

Each submission was evaluated based on the following criteria:

TECHNICAL 55%

- Plan Features, Administration, Hardware, Form of Agreement
- Experience, Reputation and Resources
- Value Added Attributes

FINANCIAL 45%

- Price
- Transition Plan / Operational Continuity/Conversion Cost

ALTERNATIVES

1. That the Regional District of Nanaimo Board approve TELUS as the primary service provider for the supply of cellular service plans, mobile phones, and related hardware for a three-year term with an option for two additional years.
2. That the Regional District of Nanaimo Board declines to authorize staff to award the RFQ for supply and delivery of cellular service plans, mobile phones and related hardware and directs staff to report back to the Regional District of Nanaimo Board with options for an alternative course of action.

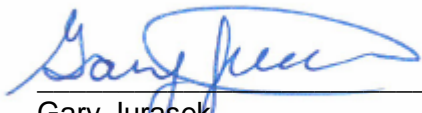
FINANCIAL IMPLICATIONS

Even with the needed increase in data capacity, the overall monthly bill is estimated to remain constant or decrease slightly based on historical data usage and device purchases.

The projected expenditure on this contract is \$81,600 per year, based on estimated use. This cost is included in the 2019-2023 five-year financial plan.

STRATEGIC PLAN IMPLICATIONS

This report supports the Board 2019-2022 Strategic Plan Values of Fiscal Responsibility, Collaboration and Relationships and Good Governance by ensuring that a publicly transparent, efficient, cost effective method is used for the procurement of cellular service plans, mobile phones and related hardware.



Gary Jurasek
gjurasek@rdn.bc.ca
November 12, 2019

Reviewed by:

- K. Felker, Purchasing Manager
- J. Bradburne, Director of Finance
- D. Wells, General Manager, Corporate Services
- P. Carlyle, Chief Administrative Officer