

Township of Southgate
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Staff Report CL2021-039

Title of Report: CL2021-039-2022 Municipal Elections Voting Services
Contract Award Approval
Department: Clerks
Branch: Legislative and Council Services
Council Date: December 15, 2021

Recommendation:

Be it resolved that Council receive Staff Report CL2021-039 for information; and
That Council approve awarding the 2022 Municipal Elections Internet and Telephone Voting Services contract to ScytI Canada Inc.; and
That Council approves the Clerk accepting the proposal from ScytI Canada Inc. on behalf of the Township.

Background:

Staff released a Request for Proposals (RFP) document for the 2022 Municipal Elections Internet and Telephone Voting Services during the week of November 1, 2021. The RFP closed on November 30, 2021, at 2:00 PM.

Staff Comments:

Staff members including Treasurer William Gott, Customer Service & Support Holly Malynyk and Clerk Lindsey Green conducted the RFP closing electronically via GoToMeeting software shortly after the 2:00 PM submission deadline on November 30th. One submission was received from [ScytI Canada Inc.](#)

Staff then conducted a review of the submission from ScytI Canada Inc. and completed the first stage of the evaluation which consisted of a review of the proposal based on non-financial rated criteria and allocating points based on a five-point scale for each of the different criteria. The proposal from ScytI Canada Inc. scored 91% on this portion of the evaluation.

The second stage of the evaluation was pricing which consisted of a scoring of the submitted pricing of each qualified proposal. Each proposal would receive a percentage of the total possible points allocated to price by dividing the lowest proposal price by that specific Proponent's price. Staff did not complete the pricing review as only one RFP was submitted.

Scytl Canada Inc. is an Ontario based company who have worked with multiple municipalities in Ontario in both the 2014 and 2018 municipal elections and are a worldwide leader in secure online voting technology.

Staff had the opportunity to participate in a webinar with Scytl Canada Inc. earlier this year and are confident that they will meet the needs of the Township to provide functional, secure, and accessible voting services for the 2022 Municipal Election.

Financial Implications:

The price submitted by Scytl Canada Inc. was expressed as a cost per elector, which would include any by-elections between 2022 and 2026. The financial implications to the Township of Southgate Election reserve would be \$21,300.00 plus HST, based off 6000 electors as provided for in the RFP document.

Communications & Community Action Plan Impact:

This report has been written and presented to Council to communicate accurate information to the public.

Concluding Comments:

That Council receive Staff Report CL2021-039 for information and that Council approve awarding the 2022 Municipal Elections Internet and Telephone Voting Services contract to Scytl Canada Inc. and that Council approves the Clerk accepting the proposal from Scytl Canada Inc. on behalf of the Township.

Respectfully Submitted,

Dept. Head: *Original Signed By*
Lindsey Green, Clerk

CAO Approval: *Original Signed By*
Dave Milliner, CAO

Attachments: None