



**City of Kingston  
Report to Council  
Report Number 18-385**

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**To:** Mayor and Members of Council  
**From:** Jim Keech, President and CEO, Utilities Kingston  
**Resource Staff:** Mark Campbell, Director, Engineering  
**Date of Meeting:** November 20, 2018  
**Subject:** Agreement for Cartegraph OMS Subscription Renewal

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**Executive Summary:**

The purpose of this report is to seek Council approval to renew the City's existing Cartegraph OMS Subscription with Applied Geologics Inc. for an additional three year term.

The City's Engineering Department has used Cartegraph software as a technology solution to support ongoing Asset Management related activity for approximately twenty years. The core Cartegraph OMS software with the additional asset prioritization and budgeting module (Scenario Builder) will provide, in part, the ability for the department to fulfill requirements under Ontario Regulation 588/17, Asset Management Planning for Municipal Infrastructure. Applied Geologics is the only organization that provides software maintenance and support services for Cartegraph OMS and its related modules in Canada.

In accordance with By-law 2000-134, "A By-Law to Establish Purchasing Policies and Procedures", Council approval is required, as staff recommends entering into a single source contract that exceeds \$50,000.

**Recommendation:**

**That** Council approve the Agreement for Cartegraph OMS Subscription Renewal including the additional Scenario Builder module, pursuant to Purchasing By-Law 2000-134, with Applied Geologics Inc., the sole Canadian vendor of Cartegraph software, for three years covering 2019-2021; and

**That** Council authorize the Mayor and City Clerk to execute the Agreement for Cartegraph OMS Subscription Renewal including the additional Scenario Builder module in a form satisfactory to the Director of Legal Services; and

**That** Council delegate authority to the Director, Engineering to renew the Agreement for Cartegraph OMS Subscription with Applied Geologics Inc., for future periods subject to the renewal agreement being reviewed by and in a form satisfactory to the Director of Legal Services.

**Authorizing Signatures:**

ORIGINAL SIGNED BY PRESIDENT & CEO, UTILITIES KINGSTON

**Jim Keech, President & CEO,  
Utilities Kingston**

ORIGINAL SIGNED BY CHIEF ADMINISTRATIVE OFFICER

**Gerard Hunt, Chief Administrative Officer**

**Consultation with the following Members of the Corporate Management Team:**

Lanie Hurdle, Commissioner, Community Services	Not required
Desirée Kennedy, Chief Financial Officer & City Treasurer	√
Denis Leger, Commissioner, Corporate & Emergency Services	Not required

## **Options/Discussion:**

In January 2015, Council approved the Cartegraph Unlimited Licence Agreement (ULA) with Applied Geographics Inc. authorizing the Mayor and Clerk to execute the ULA for the maintenance and support for Cartegraph OMS software over a four year term. Applied Geographics Inc. is the exclusive Canadian distributor of Cartegraph.

The department utilizes Cartegraph OMS software to manage its right-of-way asset inventory. It has been integrated with the City's enterprise Geographic Information System (GIS) providing a core data management platform. Information regarding the majority of the City's right of way assets (including roads, bridges, storm system, traffic signs, active transportation infrastructure etc.) is managed in Cartegraph and internal staff has significant training on both systems. The information held in Cartegraph OMS is essential for creating the multi-year infrastructure program and tracking projects. Integration with the Geographic Information System provides a means of mapping and analyzing the information, and distributing Engineering information to other City departments and, in some cases, the public.

As a result, Cartegraph OMS continues to be the preferred compatible solution to ensure interchangeability with the existing services we use within the City. Any effort to transition systems would have a major impact on cost, training and service disruption to the City.

In January 2018, Ontario Regulation 588/17, Asset Management Planning for Municipal Infrastructure came into force. The regulation states that municipalities must create Asset Management Plans taking into account asset condition, risk assessment, asset performance, life cycle costing and financial forecasting among other requirements. The department plans to use Cartegraph as a key support system to assist with efforts to comply with the regulation. In addition, the department plans to add the Scenario Builder module to the existing suite of Cartegraph products. Scenario Builder allows assets to be prioritized for renewal or replacement according to both condition and risk parameters. It also allows for budgets to be created based on actual asset performance, a key requirement of Regulation 588/17.

The existing ULA with Applied Geographics Inc. expires in December 2018. Cartegraph has changed their licencing model. Subscriptions and pricing are now done for a period of three years. The new Agreement for Cartegraph OMS Subscription will start January 2019 and cover the 2019 to 2021 period. The total price of the subscription is \$386,757 in US funds (exclusive of taxes). The subscription is subject to currency exchange at the prevailing rate at the time of invoicing. The purchasing by-law 2000-134(Clause 4.5 ii) requires that Council authorize the renewal because the procurement will be a single source purchase above \$50,000.

## **Existing Policy/By-Law:**

By-Law 2000-134, "A By-Law to Establish Purchasing Policies and Procedures".

## **Notice Provisions:**

Not applicable

**Accessibility Considerations:**

Not applicable

**Financial Considerations:**

There are sufficient funds allocated in the capital budget for the three year agreement.

**Contacts:**

Mark Campbell, Director, Engineering, 613-546-4291 extension 3139

John Piraino, Asset Management Coordinator, 613-546-4291 extension 3168

**Other City of Kingston Staff Consulted:**

Alan McLeod, Senior Legal Counsel & Deputy City Solicitor, Legal Services

Ahmed Zayan, Manager, Purchasing, Financial Services

**Exhibits Attached:**

Not applicable