



Report of the General Manager and Chief Financial Officer

Property Management System Contract Renewal

Recommendations

1. The Board authorize Housing York Inc. to renew the agreement between Housing York Inc. and the vendor listed in Private Attachment 1 for an additional term of up to five years.
2. The President be authorized to renew and execute the agreement annually with the vendor as set out in Private Attachment 1, provided that the vendor has performed the services to the satisfaction of the President and the renewal amount is within the approved annual budget.

Summary

This report seeks Housing York Inc. (HYI) Board approval to renew the agreement with the current provider of property management system licenses, maintenance and support services listed in Private Attachment 1.

Background

Housing York Inc.'s Purchasing Bylaw requires Board approval of any direct purchase exceeding \$100,000

HYI's [Purchasing Bylaw 1-18](#) provides under Section 10.1 (a) for direct purchases, where the compatibility of the purchase with existing equipment, facilities or service is the paramount consideration. The award of any contract under Section 10.1 (a) where the total cost of any deliverable exceeds \$100,000 is subject to Board approval. Under Section 18.1 of the Board's Purchasing Bylaw, Board approval is also required for any award where the renewal or extension of a contract would result in an aggregate term of greater than five years.

Analysis

HYI uses software directly purchased from the vendor listed in Private Attachment 1 to assist with fulfilling its mandate to deliver the Region's social housing programs. Maintenance and support services are provided by the vendor on an ongoing basis, while the technology application is evaluated annually to ensure it continues to meet the business needs. A renewal to the existing agreement on an annual basis for up to five years is required to support continued service delivery.

Financial Considerations

Annual costs for licensing, maintenance and support services have been included in Housing York Inc.'s multi-year budget

The annual cost of licensing, maintenance and support services is set out in Private Attachment 1 and may vary depending on the number of users, service use, Consumer Price Index, further upgrades or enhancements required to meet changing business needs.

The costs for all licensing, maintenance and support services will be managed within the approved HYI annual operating budget.

Local Impact

There are no direct municipal impacts as a result of this report.

Conclusion

Management is seeking Board authorization to renew the property management system contract annually for up to five years. The technology continues to meet HYI's business needs, and is a key element in fulfilling HYI's mandate to provide efficient and effective social housing.

For more information on this report, please contact Michelle Willson, Chief Financial Officer, HYI at 1-877-464-9675 ext. 76064. Accessible formats or communication supports are available upon request.

Recommended by: Michelle Willson
Chief Financial Officer, Housing York Inc.

Kathy Milsom
General Manager, Housing York Inc.

Approved for Submission: Katherine Chislett
President, Housing York Inc.

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Private Attachment (1)
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