



**City of Lloydminster
Information Report (IR)**

**Subject Matter: Electronic Document and Records Management System
Consultant Procurement**

Department: Office of the City Clerk

Presented By: Marilyn Lavoie

GPC Meeting Date: February 13, 2023

Topic: To provide the Committee with information on recent Request for Proposals (RFP) for Electronic Document and Records Management System Consultant.

Background: The City of Lloydminster intends to partner with a consultant which will support the City's Electronic and Document Records Management System to enhance the City's use of SharePoint for document and records management.

Legislative Services issued an RFP on January 25, 2023, to secure an Electronic Document and Records Management System (EDRMS) Consultant. The RFP was posted on the City of Lloydminster Bids and Tenders webpage and is closing on February 15, 2023.

Upon closing, Administration will perform evaluations for accuracy, based on the criteria set out below:

Item	Evaluation Criteria	Weight
1	Corporate and Key Staff Experience and Expertise	25
2	Proposed Methodology, Implementation and Schedule	25
3	Long-term Viability and Vision of the Project	15
4	Financial Summary	35
	Total	100%

Objective: To provide the Committee with an update on the Electronic Document and Records Management System Consultant Request for Proposal.

Options:

1. That the Committee accept this report as information.
2. That the Committee request more information and that the item be brought forward to a future Regular Council meeting for decision.
3. That the Committee request more information and that the item be brought forward to a future Governance & Priorities Committee meeting.

Alignment with Strategic Plan: This item is in alignment with the following strategic area: Delivering Good Governance. Developing a proper document and records management system is important to the operations of the municipality.

Governance Implications: N/A



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Budget/Financial Implications: N/A

Environmental Implications: N/A

Report Approval Details

Document Title:	Electronic Document and Records Management Consultant Procurement.docx
Attachments:	
Final Approval Date:	Feb 6, 2023

This report and all of its attachments were approved and signed as outlined below:

Doug Rodwell

Dion Pollard