TORONTO PUBLIC LIBRARY

To: Toronto Public Library Board – November 19, 2001

From: City Librarian

Subject: **Technical Environment Review – Report of Meeting**

Purpose:

To report on the deliberations and recommendations of a meeting to review the request for proposal with respect to the scope and procurement process.

Funding Implications and Impact Statement:

None.

Recommendations:

It is recommended that the Toronto Public Library Board receive the *Technical Environment Review – Report of Meeting* for information.

Background:

At the October 29, 2001 meeting of the Toronto Public Library Board, the Board deferred approval of the *Award of Request for Proposal – Technical Environment Review* until the Board Chair and Vice-Chair, Mark Nightingale, Library and City staff could meet to review the request for proposal with respect to the scope and procurement process, and to report to the Board at the November Board meeting.

The group met on November 7, 2001 and reviewed options for changes in the scope of the RFP and a review of the procurement process for this RFP.

The review of the procurement process identified the firms that had received copies of the RFP document and the reasons for not responding to the RFP.

The review of the options for change in scope included a discussion about the risks and impact of changing the scope. The group concluded that there was an opportunity to reduce the scope of the RFP by eliminating from the review, requirements for functionality that would be further in the future (i.e. functionality not required for web-services proposed in 2002). As well, it was proposed that the phases of the review be restructured, so that the consultants consider City standards for web services and report back to Library staff, before exploring other options. In those areas where City standards for web services meet the Library's requirements then there

would not be a need to explore other options. This phased approach may provide the opportunity for reduced expenditures, dependent on the findings in the earlier phases.

Library staff were requested to convey these changes in scope to the recommended proponent, DMR, and request that they respond with changes in costs due to the change in scope.

Comments:

DMR, in its response to the Library, indicated that it is unable at this time to assess what impact, if any, the adoption of the City of Toronto standards would have on the overall number of days allotted to the development of alternative Library solutions. DMR, will commit to an in-project scope review if it is determined that the City of Toronto's environment will satisfy the needs of the Library.

Contact:

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City Librarian

List of Attachments:

Not applicable.