REPORT

To: Solid Waste Committee   Report Number: ENV-SWC-004

From: Paulo Eichelberger, G.M. of Environmental Services   Date: April 27, 2020

Subject: **Landfill-Transfer Station Software Update Purchase**

RECOMMENDATION #1:
That the Solid Waste Committee recommend that the Regional Board authorize purchase of the landfill-transfer station software upgrade, known as "Compuweigh Version 6.0," for $232,276 (excluding GST).

BACKGROUND/RATIONALE:
The Regional District solid waste sites utilize waste transaction software (Compuweigh Version 5.0) which tracks different incoming waste materials as well as financial transactions. As the current version of the software is beyond the end of its useful life and will no longer be supported in 2021, there will be an upgrade to Version 6.0 in 2020 to ensure training and transfer of information is complete by 2021, in order to ensure that the system stays supported.

The updated system will:
•   Ensure up-to-date security is maintained with our server.
•   Have net annual reduction in service costs of $7,700.
•   Reduce customer wait times due to user-friendly interface for the attendant.
•   Allow for increased efficiency in waste data transfer and tracking.

With the formal adoption of the Regional District budget for 2020, staff requested an updated price quote, which has since been received. The cost of the upgrade is $165,200 USD ($232,000 CAD as of April 27, 2020).

ALTERNATIVE OPTIONS:
1.   That the Solid Waste Committee provide further direction.

STRATEGIC PLAN RELEVANCE:
☒   Organizational Effectiveness

FINANCIAL CONSIDERATION(S):
The cost of this upgrade is accounted for in the 2020 Solid Waste Budget. Compuweigh Version 5.0 was originally purchased by the PRRD in 2010 for approximately $160,000 USD ($169,000 CAD) to address serious service issues with the waste tracking program of the day. While there are other software programs on the market, a significant number of regional districts have also switched to the Paradigm program due to similar service issues with other programs and increased costs. Procuring a

new system from the marketplace would have additional estimated "Total Costs of Change" over and above the cost of a new program, as listed below:

Tasks for On-Boarding New System (excl. Program Costs)	Estimated Costs of Change for Integration of New System
IT (280 hrs prep and debugging)	$82,320
Financial Integration (ensuring system meshes with Finance Software)	$15,000
MSP support/Training	$20,000
Server Costs	$2,500
Administration (Finance(3 month set-up - 1 dedicated FTE)) +SW staff	$22,562
Attendant training (1 month)	$16,800
TOTAL	$159,182

Onboarding a new system could cost an estimated $160,000 more than updating the existing software.

In line with the PRRD Procurement policy, the Regional District may direct award without a competitive process if product or services are available from only one supplier. The Compuweigh program fits this category and can only be provided by one software provider, Paradigm Software. Paradigm has thus provided a statutory declaration regarding this software (see attached).

COMMUNICATIONS CONSIDERATION(S):
None identified.

OTHER CONSIDERATION(S):
None identified.

Attachments:
1. Annual Support Services and License Sole Source Letter 2020.