



REPORT

To: Chair and Directors

Report Number: ADM-BRD-495

From: Joanne Caldecott, Deputy Corporate Officer

Date: April 18, 2024

Subject: eScribe Subscription Agreement Renewal (2025 – 2027)

RECOMMENDATION: [Corporate Weighted]

That the Regional Board approve a three year (2025-2027) Subscription Agreement with eScribe, for agenda management services, at a maximum total cost of \$44,000 (excluding taxes) starting July 1, 2024; further, that the Chair and Chief Administrative Officer be authorized to sign the Agreement on behalf of the Peace River Regional District.

BACKGROUND/RATIONALE:

The first eScribe Agreement with the Peace River Regional District (PRRD) commenced in July 2018. As per the PRRD’s Purchasing Policy, the original contract (2018-2021) was awarded by staff at the conclusion of a competitive bidding process for a three year term at a cost of approximately \$13,000 per year.

Under the Term of the original Agreement, the Agreement automatically renewed for an additional term unless notice of cancellation was given 60 days prior to the expiry of the term. Staff renewed the agreement for an additional three year term (2022-2024) at a cost of \$43,444.84 (excluding taxes).

As the current Agreement expires on June 30, 2024, staff recommend that the Regional Board approve a contract renewal with Escribe for a further 3-year term (2025-2027). Escribe has become a valuable agenda management solution for the Regional District and Administration staff are committed to continue improving the value received from the solution. Given the significant resources invested into implementation of the system and training to ensure its effective use, Administration recommends that the eScribe agenda management solution contract be renewed.

As per the purchasing policy, direct award of enterprise applications (such as financial or agenda management software) are permitted, and absent a competitive bidding process, are approved by the Board regardless of the dollar value.

In [February 2021](#) the Regional Board amended the [Procurement Policy](#) to allow sole sourcing of Enterprise Applications as per the following excerpts from the policy:

“3. Definitions:

“Enterprise Application – an application or software used to conduct day-to-day operations of the organization, including but not limited to agenda management software, financial management software, emergency management software, and landfill operating software.”

“10. Approval Thresholds

- 10.2 Where funding is allocated within an approved budget, the delegate responsible for the award of a non-competitive bid process (direct award) shall be:
- a) \$0 - \$5,000 – Manager or designate.
 - b) \$5,000 - \$25,000 - Department Head or designate.
 - c) \$25,000+ - Board of Directors.”

“11. Competitive Bidding Process

- c. Direct Award:
- i. A Direct Award process is one where a contract is awarded without using a competitive process. It shall be employed when in compliance with the Canada Free Trade Agreement (CFTA) and the New West Partnership Trade Agreement (NWPTA).
 - ii. A Direct Award may be applied to all PRRD Enterprise Applications.
 - iii. Some of the items that are authorized for direct award under the trade agreements include emergencies, ‘one-of-a-kind-goods or services available from only one supplier; as defined in the Canada Free Trade Agreement, and services provided by lawyers or notaries”

ALTERNATIVE OPTIONS:

1. That the Regional Board provide further direction.

STRATEGIC PLAN RELEVANCE:

- Not Applicable to Strategic Plan

FINANCIAL CONSIDERATION(S):

Funding for the eScribe agenda management solution was included in the 2024-2027 Financial Plan Bylaw in Function 100 - Administration.

COMMUNICATIONS CONSIDERATION(S):

The vendor will be notified of the outcome.

OTHER CONSIDERATION(S):

None at this time.