



## TOWNSHIP OF NORTH HURON

## REPORT

Item No.

**REPORT TO:** Reeve Vincent and Members of Council  
**PREPARED BY:** Sean McGhee, Director of Public Works  
**DATE:** 17/09/2018  
**SUBJECT:** Cemetery Software Procurement  
**ATTACHMENTS:**

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### **RECOMMENDATION:**

**THAT** the Council of the Township of North Huron hereby receive the report of the Director of Public Works, dated September 17<sup>th</sup>, 2018 regarding the procurement of Cemetery Management Software for information;

**AND FURTHER THAT** Council approves the purchase of the Stone Orchard Software Management package by Apteian with a purchase and implementation price of \$37,300.<sup>00</sup> plus applicable taxes;

**AND FURTHER THAT** staff be authorized to contract the services of a data entry person to complete the population of data into the Cemetery Database with an upset value not to exceed \$11,250.<sup>00</sup>;

### **EXECUTIVE SUMMARY**

The North Huron Cemeteries operate utilizing a record system consisting of card stock records, log books, and binders containing data. The mapping system is hand drawn and in poor condition.

In order to protect and preserve the records for the cemeteries, including data surrounding the deceased as well as interment rights holder certificates and financial information, Council approved the purchase of cemetery software as part of the 2018 budget process.

A Request for Proposals was released on July 25<sup>th</sup>, 2018 requesting detailed proposals for the provision of this service. Sealed submissions were to be received at the Township Office no later than August 13<sup>th</sup>, 2018. As part of their submission, each proponent was to outline the software system being proposed, speak to the history of the firm, describe the technical support system in place and identify pricing for the purchase, data input, and license fees for their proposed product.

The submissions were reviewed by an evaluation committee consisting of Barb Black, Mackenzie Nesbitt, Kevin Dunn, and Sean McGhee. Each proposal was evaluated based on the following criteria:

Intuitive Nature of Interface
Experience and History of Firm with similar contracts
Price
Technical Support System
Annual Licensing Fees
Implementation Plan and Timeline

Two firms submitted proposals for review with somewhat different approaches to the provision of the service. Evaluation of the two firms was as follows:

**Momentum Cemetery Management Systems by Cloverpoint Plus Systems Ltd.**

This firm offered a Cloud Based solution which was contrary to the instructions found in the RFP. Although the firm is building a strong client base in some areas of the country, it is a newer firm that started in the mapping and GIS sector. The firm was able to commit to complying with the required start and integration dates. Conversion of data was an area of concern. Total pricing for the service included a fixed fee of \$60,000.<sup>00</sup> for software plus annual license fees of \$6,000.<sup>00</sup>, site training at \$4,000.<sup>00</sup>, and an implementation fee starting at \$40,000.<sup>00</sup>. Total cost for this solution starts at \$110,000.<sup>00</sup>.

**Stone Orchard Software Management System by Aptean**

This proposal provides a network-based solution that was compliant with the requirements of the RFP. The software is used extensively in the region by a number of neighbouring cemeteries and is expected to be compatible with some software already in use by the Township. This firm was also able to commit to commissioning within the requested timeline although like the other firm, expressed concern surrounding the collection and input of data. Total pricing included the fixed fee of \$31,700.<sup>00</sup> plus annual fees of \$5,600.<sup>00</sup> and an implementation cost of \$66,979.<sup>20</sup>. Total cost for the Stone Orchard solution is \$104,279.<sup>20</sup> as presented.

Price notwithstanding, both submissions were evaluated, with Stone Orchard being recognized unanimously by the evaluation committee as the highest ranked submission.

As this software solution is utilized in neighbouring communities within Huron County, it is highly likely that peer assistance is available in addition to traditional tech support.

**DISCUSSION**

The digital conversion and input of the data proved to be problematic for both firms and resulted in price submissions that far exceeded the budgeted amount. The high price associated with the data component prompted investigation of alternative options for implementation of the software by staff.

It was noted that there is an accurate online database for both Wingham and Blyth which contains the names and burial coordinates of the deceased in both cemeteries. It was determined through discussion with Aptean, that the data from the on-line database was compatible and could be uploaded. This reduces the manual data handling to data checking and entry of interment rights holder information which can be completed through the use of a local data entry clerk.

It is expected that if the purchase and contract data management are approved, the software can be fully integrated and operational by Spring of 2019.

**FINANCIAL IMPACT**

There was a total of \$50,091.<sup>00</sup> included in the 2018 Capital budget for the purchase and integration of the software. The proposal presented by Aptean is priced at \$37,957.<sup>00</sup> including applicable taxes. This leaves a total of \$12,134.<sup>00</sup> which can be applied to the input and verification of data.

### **FUTURE CONSIDERATIONS**

Aptean charges an annual fee of \$5,600.<sup>00</sup> for the Stone Orchard Software.

### **RELATIONSHIP TO STRATEGIC PLAN**

This project relates to **Goal No. 4** of the Strategic Plan in that the administration is fiscally responsible and strives for operational excellence,



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Sean McGhee, Director of Public Works



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Dwayne Evans, CAO