



REPORT N° CLERK2019-07

Date	01/04/2019
Submitted by	Monique Ouellet, Clerk
Subject	SharePoint Project Change
File N°	A10-SPRMS

1) **NATURE/GOAL :**

To bring forward an proposed amendment to the SharePoint Document and Records Management Intranet project in order to move from installing SharePoint On-Premise to SharePoint Online, for Council's consideration.

2) **DIRECTIVE/PREVIOUS POLICY :**

SharePoint Document and Records Management Intranet Project was awarded to StoneShare Inc as per the specifications outlined in RFP. No. F18-ADM-2018-27.

3) **DEPARTMENT'S RECOMMENDATION :**

BE IT RESOLVED THAT By-law No. 2019-35, being a by-law to authorize the Mayor and the Clerk to sign a change request in relations to the SharePoint Document and Records Management Intranet Project awarded to StoneShare Inc. further to RFP no. F18-ADM-2018-27, on October 10, 2018, be adopted.

QU'IL SOIT RÉSOLU QUE le Règlement no. 2019-35, visant à autoriser le maire et la greffière à signer une demande changement relativement au projet de gestion de documents et d'intranet SharePoint octroyé à StoneShare Inc. suite à l'appel d'offre no. F18-ADM-2018-27 le 10 octobre, 2019, soit adopté.

4) **BACKGROUND :**

n/a

5) **DISCUSSION :**

The City of Clarence-Rockland (the City) engaged StoneShare to develop and implement a "centralized" Electronic Document and Records Management Solution (EDRMS) using on-premise Record Centers in SharePoint 2013.

Upon further consideration, the City now wishes to implement a more modern EDRMS design where documents and records will be managed in-place using SharePoint Online. This requested change is in line with recognized best practices for Records Management supported by organizations like AIIM, ARMA, Gartner and Forrester.

6) **CONSULTATION:**

Mr. Michel Cousineau, IT/IM Director
StoneShare Inc.

7) **RECOMMENDATIONS OR COMMENTS FROM COMMITTEE/ OTHER DEPARTMENTS :**

n/a

8) **FINANCIAL IMPACT (expenses/material/etc.):**

The recommended change order has no financial impact on the contract awarded to StoneShare Inc. for the implementation of the project.

However, it has been estimated that by moving to SharePoint Online instead of SharePoint On-Premise, the City would reduce its initial investment in the infrastructure by \$101,000 but increase the annual software cost by \$11,400 per year. Overall SharePoint only will save the City \$44,000 over the next 5 years.

9) **LEGAL IMPLICATIONS :**

n/a

10) **RISK MANAGEMENT :**

n/a

11) **STRATEGIC IMPLICATIONS :**

SharePoint Online offloads the responsibility for installation, operations, maintenance and cyber security to Microsoft for SharePoint, thus having a lesser burden on staff.

12) **SUPPORTING DOCUMENTS:**

- By-law No. 2019-35
- Change Request Agreement