

Date: 2021-10-01

Subject: **Repurposing of Old Computers – CW053-2021**

Secondary Title: Staff Report – Repurposing of Old Computers – CW053-21

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Report Number: Corporate Support Services-2021-1081

Recommendations:

1. That the report titled: Repurposing of Old City Computers – CW053-21, to the Committee of Council Meeting on October 13, 2021, be received;
2. That the City’s current contract for disposal services for used information technology and electronic equipment remain in effect until the end of the current contract term (August 24, 2023); and
3. That upon expiration of the City’s current contract, establish a new contract through a competitive public process that will align with DI&IT policy and the City’s asset disposal procedure that will consider proposals for the disposal of the City’s used information technology and electronic equipment from all interested parties, including Non-Profit organizations.

Overview:

- **At the Committee of Council meeting on February 3, 2021, Council requested that staff report back with an update to the proposal by Renewed Computer Technology (RCT), as outlined in their delegation, to**

donate outdated City computer technology to RCT for their repair, renewal and repurposing for other community uses.

- **The staff report addresses the following considerations:**
 - **Renewed Computer Technology (RCT) secure and certify that all hard drives will be wiped and data destruction practices are followed to ensure City and Corporate data is not at risk;**
 - **The City of Brampton's Digital Innovation and IT services will not provide post-donation support;**
 - **RCT to provide tax receipts to the City of Brampton for computer donations and support the circular economy, where computers and supportive equipment will be refurbished and reused, and not go to waste or in a landfill. Appendix A (Council Resolution CW053-2021)**

Background:

In April of 2020, the City conducted a competitive public procurement for Disposal Services for Used Information Technology and Electronic Equipment for a three (3) year period in accordance with the City's Purchasing By-law and Asset Disposal Procedure. As a result of this procurement process, the City awarded a contract based on the evaluation criteria set out in the procurement document. The contract expires August 24, 2023.

Digital Innovation & IT (DI&IT) defines surplus goods as electronic equipment and components that have reached end of usable life and are classified as "e-waste". The current production lifecycle of computing and electronics devices range from 4 to 7 years depending on the technology and usage. Technology that has been categorized as reaching end of useful life follows a strict standard operating procedure (SOP) for the safe Secure Data Destruction which may include sanitization of hard drives and/or destruction of any device which may be classified with sensitive data (Appendix B – Digital Innovation and IT SOP).

One exception does exist within the SOP: Laptops at the end of their normal corporate daily usage that has a set lifecycle of four (4) years are assigned to the election team. The election team will utilize the laptops for an additional two (2) four (4) year terms (total of 8 years). The devices are securely stored and maintained for use by the municipal election team, devices are dedicated for usage during advance voting and on Election Day. More than eight hundred (800+) devices are required for the election process. Laptops are disposed of at the end of the 12th year as per the Standard Operating Procedure.

In response to the motion and other Council inquiries related to repurposing of old City computers, staff conducted a review of the available options as per the request from Renewed Computer Technology (RCT) that was presented to Council on February 3rd, 2021. It has been concluded that the City's Purchasing By-law and Asset Disposal Procedure were followed to execute a contract for disposal of old City computers. The contract requires secure disposal of electronic assets with certificate of destruction, at the highest monetary return to the City.

Current Situation:

The City is currently under contract for Disposal Services for Used Information Technology and Electronic Equipment that expires on August 24, 2023.

The current vendor meets all contract requirements including proof of destruction certification NAID AAA (Appendix C).

The internal DI&IT disposal process outlined in the SOP does not provide post disposal support to our current vendor. All equipment and components are "as is" state. All hard drives are sanitized in accordance with National Institute of Standards and Technology (NIST).

Corporate Implications:

The City's Asset Disposal procedure is currently being updated and will consider the donation of City assets and participation of non-profit organizations through fair and transparent processes. This will support Council's request to consider RCT's proposal and address future similar requests from other non-profit organizations.

Purchasing Comments:

A public procurement process was conducted in April 2020 for the disposal of used information technology and electronic equipment in accordance with the Purchasing By-law and existing Asset Disposal Procedure. A contract was awarded based on the evaluation criteria and process set out in the procurement document.

At the expiration of the current contract, a new public procurement will be conducted that will consider proposals for the disposal of the City's used information technology and electronic equipment from all interested parties, including Non-Profit organizations.

Financial Implications:

There are no financial implications from the recommendation of this report.

Term of Council Priorities:

This report achieves the Priority of a Well-Run City, by providing a cost effective disposal services technology and electronics.

Conclusion:

It is recommended that the City maintain its current contract until expiration and work towards a new procurement activity that adheres to the City’s Purchasing By-law and considers the alignment of a revised Asset Disposal Procedure that may be inclusive of consideration non-profit organization participation.

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Attachments:

- Appendix A – Council Resolution CW053-2021
- Appendix B – Digital Innovation and IT SOP
- Appendix C – Certification NAID AAA