

**Date:** 2022-06-20

**Subject:** **Request to Begin Procurement – Data Governance Technology Solution for a Five (5) Year Period**

**Contact:** Paul Morrison, Interim Chief Information Officer, Digital Innovation & Information Technology, Corporate Support Services

**Report Number:** Corporate Support Services-2022-709

**Recommendations:**

1. THAT the report titled: Request to Begin Procurement – Data Governance Technology Solution for a Five (5) Year Period, to the ***Council meeting, July 6, 2022*** be received; and
2. That the Purchasing Agent be authorized to commence the procurement for a Data Governance Technology Solution for a Five (5) Year Period.

**Overview:**

- This report seeks Council approval to commence procurement of a Data Governance Technology Solution for a five (5) year period with the option to renew the contract for five (5) additional one (1) year periods.
- The City has a requirement to procure and implement a Data Governance Technology Solution as part of Digital Innovation & Information Technology (DI&IT) Data and Analytics Strategy
- This is a net new solution to the City that will enable the City to better manage, understand and govern its data and information.

**Background:**

The City has a large volume of data assets that are key to decision making and driving forward on the City's priorities. An IT Risk Assessment identified the implementation of a data governance framework as critical to the organization. As part of the Management Action Plan to address these past audit findings, the creation of a data governance

framework and the implementation of a solution was identified. In 2019, DI&IT engaged an external consultant to develop a strategy to manage and extract value from Data & Analytics across the City of Brampton in response to the audit findings.

A foundational piece to this strategy is the development of a Data Governance framework – it is imperative to have tools that manage and govern the City's data in order to rollout the framework.

### **Current Situation:**

The City has an enormous amount of data that can be leveraged for such things as performance measures, KPIs, metrics, OpenData to engage the public at large and using data to make informed decisions. To realize that value, the data must be properly and appropriately managed so that the right people are using the right data at the right time. As the City moves forward with leveraging data, a data governance solution that will provide a centralized and standardized data catalog and metadata will be a requirement to adequately and efficiently govern corporate data.

Currently Data Governance activities, where they are happening, are being done in an informal way and information about data is being tracked in Excel and SharePoint lists. This creates disparate, non-standardized and non-centralized information that is cumbersome to manage effectively. The implementation of a technology solution that incorporates best practices for Data Governance will enhance City staff's ability to make informed decisions about strategic and operational initiatives. Acquiring and making a long-term investment into a solution will ensure that there are clearly defined data owners, consistent and common understanding of the data, adherence to the records retention by-laws and many other benefits that will enhance confidence and trust in the City's data.

### **Scope of the Project:**

The project will involve the acquisition of a corporate Data Governance Technology solution, including services for implementation, support and maintenance and the provision of training.

### **Corporate Implications:**

#### Financial Implications:

Sufficient capital funding for this initiative is available in Project #221480-100. This initiative will require ongoing operating costs of approximately \$350,000 for software application and maintenance, which will be included in the 2024 operating budget submission, subject to Council approval.

#### Purchasing Implications:

A public Procurement Process will be conducted, and the Bid submissions shall be evaluated in accordance with the published evaluation process within the Bid Document.

Purchase approval shall be obtained in accordance with the Purchasing By-law.

All communication with Bidders involved in the procurement must occur formally, through the contact person identified in the Bid Document.

**Term of Council Priorities:**

This report achieves the Strategic Plan of Brampton is a Well Run City as demonstrated through supporting:

- a) The Data and Analytics Strategy and the implementation of Data Governance to better enable data informed and data driven decision making; and
- b) Stewardship of Assets and Services ensuring proactive, effective management of municipal data assets.

**Conclusion:**

This report recommends that the Purchasing Agent be authorized to commence the procurement as described in this report.

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