

**TO:** MAYOR & COUNCILLORS  
**FROM:** DEPUTY GENERAL MANAGER FINANCE  
**RESPONSIBLE DEPARTMENT(S):** INFORMATION TECHNOLOGY  
**SUBJECT:** **CR - PMWEB SOFTWARE ANNUAL SUPPORT AND MAINTENANCE**  
**PURPOSE:** To obtain Council approval for a Contract Renewal (CR) for PMWeb Software Annual Support and Maintenance

## RECOMMENDATION

**THAT** a one-year contract renewal to Project Execution Group Inc. for an estimated total cost of \$86,520 including taxes, as outlined in this report titled “CR - PMWEB Software Annual Support and Maintenance” dated May 27, 2025 be approved; and

**THAT** final payment will be based on the actual quantity of goods and services delivered and unit prices as submitted.

## 1.0 POLICY SECTION

The City's Change Order Policy requires Council's approval for change orders, which individually or when accumulated with prior change orders, increases the total value of the contract by \$500,000.

## 2.0 SUMMARY

This recommendation is to approve a contract renewal in the amount of \$86,520 including tax. Further details are outlined in Attachment 1.

| Breakdown of Cost                                   | Dates                                   | Reason   | Estimated Amount including tax |
|---|---|--|--------------------------------|
| Accumulated Subtotal                                | April 2016 to June 2025<br>(110 months) | Original Contract Award, Increase and Renewals | 962,057                        |
| Current Contract Renewal Request                    | July 2025 to June 2026<br>(12 months)   | 9 <sup>th</sup> renewal option                 | 86,520                         |
| <b>TOTAL ESTIMATED CONTRACT VALUE INCLUDING TAX</b> |   |  | <b>1,048,577</b>               |

Since the award of this contract, there have been eight contract renewals. The contract renewals # 1 and 2 were for additional implementation and integration services. The contract renewals #3 through #8 were for the annual support and maintenance for the PMWeb. A Notice of Intent was posted publicly for the yearly renewals with no objections. Contract renewals are done on a yearly basis for the following reasons:

- a) Flexibility: Annual renewals allow us to adapt to changing needs and technology updates.
- b) Cost Control: We can manage costs better and avoid long-term financial risks.
- c) Risk Management: It reduces risks associated with long-term contracts and allows adjustments based on performance.
- d) Vendor Accountability: We can continuously monitor PMWeb's performance and ensure high service standards.
- e) Efficiency: Ensures continuity in project management

### **3.0 BACKGROUND**

Following a Request for Proposal, on April 28, 2016, the City awarded a contract to Project Execution Group Inc. in the amount of \$376,441 including GST and PST in the amount of \$40,333. The contract was for the period from April 28, 2016 to June 30, 2017 with options to renew for additional one-year terms.

The scope of this contract is for the supply, install, implementation and support of the automated Construction Project Management System ("CPMS"). PMWeb is an all-encompassing project management solution specifically designed for construction and related projects. It covers the entire project lifecycle, from planning and design to procurement, construction, and operations. It offers a unified platform for managing all project stages, centralizing project data, streamlining workflows, and enhancing decision-making. This ensures that city projects stay on time and within budget. PMWeb has over 100 users across various city departments, it is predominantly used in Lands & Facilities and Engineering, its customizable features ensure it meets the city's specific needs. Project Execution Group Inc is the sole PM Web approved Canadian reseller.

### **4.0 GENERAL INFORMATION**

The total estimated contract value is \$1,048,577 including GST and PST in the amount of \$112,348.

Staff anticipate this will be the final contract renewal with the intent to go back to market in 2026.

Review by City staff indicates that the vendor has the capability to successfully complete the work required under this contract.

## **5.0 COMMUNICATION AND COMMUNITY ENGAGEMENT**

Request for Proposal (RFP) 155-08/15 Construction Project Management System (Attachment 1) was publicly advertised. Upon closing, the City received a total of four submissions.

## **6.0 FINANCIAL CONSIDERATIONS**

Funding for this contract is included in the 2025 – 2029 Financial Plan under the Information Technology operating budget.

Respectfully submitted,

Ratan Grewal, Deputy General Manager Finance

## **ATTACHMENTS**

Attachment 1 – Contract History

## **REPORT CONTRIBUTORS**

This report was prepared by Dorothy Scoten, Senior Manager Corporate Applications, Carlos Dermith, IT Senior Project Manager, Frank Wang, Senior Buyer, Procurement Services and reviewed by Robyn Tegart, Senior Manager, Procurement Services – Operations.