



**The Corporation of the City of Cornwall**  
**Regular Meeting of Council**  
**Report**

Department: Financial Services  
Division: Purchasing  
Report Number: 2021-92-Financial Services  
Prepared By: Nicole Robertson, Supervisor, Purchasing  
Meeting Date: October 25, 2021  
Subject: RFP Terms of Reference for 21-P09 New Transit Fare System

**Purpose**

Pursuant to Council Report 2019-207 Financial Services, the purpose of this report is to provide Council with the Terms of Reference of a Request for Proposal (RFP) prior to the issuance of an RFP document where the following criteria is met:

1. The contract is estimated at \$150,000.01 or more; and/or
2. A change in level of services is being considered.

**Recommendation**

That Council receive Report 2021-92 Financial Services.

**Strategic Priority Implications**

This report addresses Council's accountability and transparency to the ratepayers of the City of Cornwall.

## **Background / Discussion**

### *Project Overview*

RFP 21-P09 invites Proposals from qualified suppliers of a fare collection solution that will satisfy the requirements set forth in this RFP. The successful proponent will furnish necessary hardware and software and perform all installations, testing, training, repairs, technical support, and other services necessary for the timely and satisfactory completion of the implementation of the Fare Collection System. While continuing to accept the current forms of payment, the Fare Collection System will accept other commonly used payment media including debit, traditional credit cards and mobile devices. The system should include features designed to support a safer onboard environment during the outbreak of communicable disease. Example of such features include contactless fare processing.

### *Background*

Cornwall Transit operates 25 buses which provided over 850,000 rides in 2019. Ridership includes high percentage of membership-based programs which are managed as groups e.g.: (Seniors, Adults, Students). The current fareboxes were installed in 2020 and fare payments options at the moment includes cash and bar-coded paper transfers

The objective of this RFP is to acquire a supplier of a fare collection solution that will satisfy the requirements set forth in this RFP. The successful Proponent will furnish necessary hardware and software and perform all installations, testing, training, repairs, technical support, and other services necessary for the timely and satisfactory completion of the implementation of the Fare Collection System. While continuing to accept the current forms of payment, the Fare Collection System will accept other commonly used payment media including debit, traditional credit cards and mobile devices. The system should include features designed to support a safer onboard environment during the outbreak of communicable disease. Example of such features include contactless fare processing.

The approximate timetable for the RFP is as follows

Item	Date
Issue of RFP	October 27, 2021
Deadline for Questions	November 9, 2021
Deadline for Submission	November 23, 2021
Interview and Demonstration	week of December 13, 2021
Award of RFP	January 10, 2022
Project Commencement	January 17, 2022
Project Completion	January, 2023

Appendix A – Terms of Reference for 21-P09 is attached to this report.

Document Title:	RFP Terms of Reference for 21-P09 New Transit Fare System - 2021-92-Financial Services.docx
Attachments:	- Terms of Reference 21-P09 Transit New Fare System.pdf
Final Approval Date:	Oct 21, 2021

This report and all of its attachments were approved and signed as outlined below:

**Bill de Wit - Oct 21, 2021 - 1:19 PM**

**Tracey Bailey - Oct 21, 2021 - 1:24 PM**

**Maureen Adams - Oct 21, 2021 - 1:59 PM**