



## The Corporation of the District of Saanich

### **Notice of Intent to Direct Award**

#### **Overview:**

Notice is hereby given by The Corporation of the District of Saanich (the "District") of its intent to engage RIMtech Consulting for the provision of EDRMS Readiness Assessment consulting services as follows:

Supplier Name	Description of Purchase	Value of Award
RIMtech Consulting (Bruce Miller)	Conduct EDRMS Readiness Assessment	The estimated value of the engagement for the initial phase is \$20,000. Future additional work may exceed \$75,000 in total.

The objective of this project is to conduct a needs/readiness assessment and prepare a project plan for the preparation and implementation of an EDRMS system, including identification of the required budget and operational resources. Additional services may emanate from this project.

The decision to engage directly RIMtech Consulting was made for the following reasons:

- Recognized subject-matter expert who is an authority and influencer in electronic records management system.
- Unique skills set with extensive consulting experience in the electronic recordkeeping field.
- Currently involved in similar projects locally which will benefit the District project.

#### **Contact:**

The Notice of Intent to Direct Award is posted at BC Bid at [www.bcbid.ca](http://www.bcbid.ca). If clarification is required or there are any issues with this Notice of Intent, fax questions or concerns to the Manager of Purchasing Services at 250-475-5460 or electronically to [purchase@saanich.ca](mailto:purchase@saanich.ca) no later than **3:00 p.m. Pacific Time on July 30, 2021**. Telephone queries and voice mail messages regarding questions will not be accepted and will not receive a response. Please indicate in the subject of your email: Notice of Intent Question Submission – EDRMS Readiness Assessment.