

THE CORPORATION OF THE CITY OF SARNIA
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CORPORATE SERVICES DIVISION

OPEN SESSION REPORT

TO: Mayor and Members of Council

FROM: David Logan, General Manager of Corporate Services

DATE: April 19, 2021

SUBJECT: NRFP 20-123 Human Resources Information System (HRIS) and Payroll Solution

Recommendation:

It is recommended:

1. That Sarnia City Council accept the proposal submitted by ADP Canada Co. in the amount of \$196,992.99 including non-rebateable HST, for supply of a comprehensive HRIS and payroll solution and implementation year 1; and
2. That Sarnia City Council authorize the Mayor and Clerk to sign the necessary agreements.

Background:

The City teams utilize multiple software solutions and excel worksheets to complete the data processing and manage the needs for the organization with regards to human resources, payroll and training management.

The lack of a complete end-to-end solution results in data entry into multiple systems reducing the overall efficiency of staff time to complete all aspects of the human resources and payroll process.

Based on feedback from the proponents through presentations, the implementation of an end-to-end solution would result in a 35% reduction in data entry time which will permit staff time to be better utilized to support City operations.

This implementation will reduce the need or eliminate current software and the associated fees, while improving overall efficiency and effectiveness of the entire end-to-end process including:

- InfoHR
- Moodle
- iCity (payroll module)

Comments:

NRFP 20-123 Human Resources Information System (HRIS) and Payroll Solution

Closing on November 10, 2020, the submissions were received electronically and processed by the Purchasing team and associated department representatives.

The notice of bid was provided to proponents through the bidding site with 25 proponents registering for the bid, and 9 providing submissions.

The final evaluations have been completed by the evaluation team and the financial portion calculated as per RFP requirements as follows:

Proponent	Technical Score	Financial Score	Sub Total
ADP Canada Co.	562	200	762
Ceridian HCM Inc.	594	136	730
HRPLink Inc.	461		
Nortek Solutions Inc.	419		
TELUS Sourcing Solutions Inc.	537	134	671
Ultimate Software	497		
Unit4	525	112.85	638
Vigilant Consulting Services Inc.	503	113.86	617
Workday Canada	543	53.86	597

To be considered for the Financial Stage a score of 500 was required.

The financial costs include the project costs and incorporate the implementations costs and ongoing costs over the first five years from all proponents.

The top three Proponents were moved to the presentation stage.

Proponent	Sub Total	Presentation Score	Final Score
ADP Canada Co.	762	88	850
Ceridian HCM Inc.	730	75	805
TELUS Sourcing Solutions Inc.	671	82	753

Moving forward with an end-to-end solution will allow staff time to be better utilized on achieving business goals and provide enhancements on current practices for skill and training management to be expanded and streamlined.

The solution from ADP includes opportunities for redeveloped learning modules to support training and develop of staff based on an annualized cost for courses selected. This can be expected to be an additional \$20,000 per year subject to the courses selected to support learning management.

To support the implementation of this project additional services will be required to provide a successful implementation for this project. Additional services can be expected to cost \$75,000, which would be required with any implementation selected.

Consultation:

The following individuals and groups were consulted in the development of this project:

- City Treasurer
- Disability Management Specialist
- Human Resources Business Partner
- Information Technology Manager
- Director of Financial Services – Sarnia Police Service
- Payroll Supervisor
- Learning and Organizational Development Coordinator
- Purchasing and Risk Manager

Financial Implications:

The total cost of the selected vendor is \$291,992.99 including non-rebateable HST including the implementation costs of \$95,000, which will be funded from the capital funding for the implementation and annual operating budget for licensing costs.

Annual licensing fees are based on the actual experienced payroll quantities and will fluctuate throughout the year as part-time and students enter and exit the City team. Annual licenses based on the quantities established for the RFP would be \$154,981.98 as part of the operating budget.

Learning management course selection would be funded annually from the operating budget to support corporate training directives.

Estimated Cost year 1 and Implementation	Actual Cost 1st year and Implementation
\$450,000	\$291,992.99

Reviewed by:

David Logan
General Manager of Corporate
Services

Approved by:

Chris Carter
Chief Administrative Officer

This report was prepared by Shawn Unsworth, Purchasing Manager and reviewed by Holly Reynolds, Accounting and Budgeting Manager/City Treasurer.

Attachment(s): none