

**REPORT TO COUNCIL FOR INFORMATION - CONTRACT INCREASE**

<b>Project Award</b>	Reporting back to Council on the Delegated Authority to award the contract increase to Workday Limited in the amount of \$312,461 (exclusive of HST) for the implementation of Phase 2 of the Human Resource Information System.
<b>Purpose of Report</b>	As per Section 4.2.1 of the Purchasing By-law, a report to Council for information is required when the delegated authority provided in that section is utilized.
<b>Background information</b>	<p>Established through CORS-001-21 and subsequently awarded via competitive process through CORS-029-21, the Town successfully implemented Workday as its Human Resource Information System (HRIS). A master subscription agreement (MSA) was established in 2021 with Workday Limited along with a professional services agreement (PSA) that detailed the specific software modules that were included within Phase 1 of the Town's HRIS initiative. Phase 1 of this initiative launched internally in December 2022 and included the following modules identified as immediately required for ongoing Town operations and/or necessary for efficient Phase 1 product configuration:</p> <ul style="list-style-type: none"> <li>• Employee Records</li> <li>• Time and Attendance</li> <li>• Leave Management</li> <li>• Organization and position management</li> <li>• Payroll administration</li> <li>• Benefits management</li> <li>• Onboarding and offboarding</li> </ul> <p>It was determined that certain other modules were best suited for a future implementation phase in order to achieve the original project timelines.</p> <p>Following the successful launch of Workday Phase 1, a Statement of Work (SOW) for Phase 2 has been prepared along with proposed costing, which will result in the following three new modules being implemented:</p> <ul style="list-style-type: none"> <li>• Scheduling</li> <li>• Advanced Compensation</li> <li>• Recruitment</li> </ul> <p>The above modules were identified for Phase 2 based on priority of needs including the fact that the Town's current recruitment software (RecruitRight, by GHD Digital) is considered end of life (EOL) and will no longer be supported/available as of December 8, 2023. The Town's HRIS project team worked through the SOW and pricing in detail to confirm the proposal.</p> <p>Phase 1 of the project was awarded through CORS-029-21 in the amount of \$1,375,590 (exclusive of HST), following a competitive</p>

**Schedule J**

	<p>Request for Proposal No. 21-504. It was recommended that an increase to the contract in the amount of \$312,461 (exclusive of HST) be made to proceed with Phase 2.</p> <p>Timely execution of the Phase 2 SOW was required to achieve project timelines. Furthermore, to take advantage of a monetary incentive presented by the vendor, the Town was required to finalize and sign the updated SOW by July 28 2023. As a result, staff are using section 4.2.1 of the Purchasing By-law No. 061-2018 to proceed with the contract increase during the summer period.</p> <p>A capital budget (project C24012523) was approved through the 2023 budget process for the implementation of the subsequent HRIS phases, and the available funding accommodated the contract increase required for Phase 2.</p> <p>The annual operating subscription costs for Workday were outlined in staff report CORS-029-21. No further operating impacts will result from the implementation of these additional Phase 2 modules.</p> <p><b>Staff processed PDA-067-23 utilizing Section 4.2.1 of the Purchasing By-law to award the contract increase. This allowed for timely continuation of the project and favourable costing for the second phase.</b></p>
--	--

<b>Financial Planning Section: Budget Impact</b> (Note 1)	
---	--

<b>Account Number(s)</b>	C24012523-A0260-7290
<b>Account Description</b>	Human Resource Information System
<b>Project Total Budget</b>	\$1,604,159
<b>Contract Budget</b>	\$514,000
<b>Actual</b> (Net of HST Rebate)	\$317,960
<b>Variance</b> (Note 2)	\$190,040 (F)
<b>Funding Source</b>	Project Variance Account

Note 1: Financial impact includes any non-refundable portion of HST

Note 2: The favourable variance was retained in the project pending completion of the Phase 2 initiative in order to accommodate any scope or resourcing changes that could impact overall project timelines or deliverables.