

REGIONAL MUNICIPALITY OF OTTAWA-CARLETON  
MUNICIPALITÉ RÉGIONALE D'OTTAWA-CARLETON

REPORT  
RAPPORT

Our File/N/Réf.           22 21-96-0027

DATE                       26 June 1998

TO/DEST.                 Co-ordinator  
Corporate Services and Economic Development Committee

FROM/EXP.               Human Resources Commissioner

SUBJECT/OBJET         **HRIS PROGRAMMING CONTRACT**

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### **DEPARTMENTAL RECOMMENDATION**

**That the Corporate Services and Economic Development Committee approve the following:**

- 1. The award of contract for Human Resources Information System (HRIS) programming services to DGS Information Consultants, Ottawa, in the amount of \$97,691;**
- 2. The extension of contract for Human Resource Information System (HRIS) programming service with RHI Consulting, Ottawa, (Reference C19810) in the amount of \$86,510.**

### **BACKGROUND**

Since the HRIS application went into production in November 1996 the HRIS Project Team has lost most of the original project staff. Due to the complexity of the Region's HRIS payroll environment, it may take an experienced programmer new to the Region time to become fully proficient with the system. External consultants are required to provide interim support to the application.

### **DISCUSSION**

At this time, RMOC is beginning an essential upgrade to our current release of PeopleSoft HRIS. Given the existing level of experience among staff and the anticipated workload in 1998, it is essential that RMOC have available experienced senior technical programming resources to assist with the upgrade, maintenance, new requests, and to support the other staff still in training.

Presently there is significant competition in the external workplace for IT resources. It is expected that this trend will continue over the next two years as organizations look to package solution providers and consultants to implement Year 2000 solutions. In order to ensure that RMOC has available senior technical resources, it is recommended that the Region contract with **DGS Information Consultants** for the period from August 1, 1998 to December 31, 1998 and extend the current contract with **RHI Consulting** to December 31, 1998. This will provide the much needed stability and support for the application, departmental users, and IT staff connected to the project. Should circumstances change, the contract could be cancelled with 30 days written notice to the vendor.

#### EVALUATION

Five local consulting firms were requested to submit any potential candidates that they had with PeopleSoft upgrade experience who would be available to provide RMOC assistance at this time. Of the five firms only **DGS Information Consultants** and ITNet Consultants Inc. submitted candidates. Candidates from both firms were interviewed by a panel of RMOC Managers to evaluate the candidates' experience relative to RMOC requirements. On this basis, it is recommended that RMOC award the contract to **DGS Information Consultants**.

In addition, the Department recommends the contract extension with **RHI Consulting** based on the consultants experience and knowledge of the RMOC HRIS implementation and the consultant evaluation described above.

#### PUBLIC CONSULTATION

Public consultation is not required.

#### EXPENDITURE JUSTIFICATION

Without this resource maintenance items could be significantly delayed and have a serious impact on departments and staff. Furthermore, it is essential that RMOC upgrade its application at this time to maintain a version of the application which is supported by the vendor. Failing to stay current with application releases would also present RMOC with an inevitable Y2K problem with its HRIS/Payroll application.

FINANCIAL STATEMENT

Funds have been provided in the 1998 Capital Budget as follows:

	\$
Approved Funding to Date	923,000
Total Paid and Committed	<u>(600)</u>
Balance Available	922,400
THIS REQUEST	<u>(184,201)</u>
Balance Remaining	<u>738,199</u>

The funding for consulting support services to the HRIS application are available in Account Number 912-17955, HRIS Upgrade and Maintenance.

*Approved by  
J. M. Potter*

JMP/bm

FINANCIAL SERVICES COMMENT

Funds are available as indicated.

*Approved by T. Fedec  
on behalf of the Finance Commissioner*