

3. HRIS PROGRAMMING CONTRACT

COMMITTEE RECOMMENDATION

**That Council approve the extension of contracts for Human Resources Information System (HRIS) programming services to DGS Information Consultants, Ottawa, and RHI Consulting, Ottawa, in the total amount of \$264,000.**

DOCUMENTATION:

1. Joint Finance Commissioner and A/Human Resources Commissioner's report dated 13 Nov 98 is immediately attached.
2. Extract of Draft Corporate Services and Economic Development Committee Minute, 01 Dec 98, immediately follows the report and includes a record of the vote.

Our File/N/Réf.           **28 98 0033**

DATE                       13 November 1998

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

FROM/EXP.               A/Human Resources Commissioner  
Finance Commissioner

SUBJECT/OBJET         **HRIS PROGRAMMING CONTRACT**

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### **DEPARTMENTAL RECOMMENDATION**

**That the Corporate Services and Economic Development Committee and Council approve the extension of contracts for Human Resources Information System (HRIS) programming services to DGS Information Consultants, Ottawa, and RHI Consulting, Ottawa, in the total amount of \$264,000.**

### **BACKGROUND**

The Human Resource Information System (HRIS) originally went into production in November 1996. Since the original production date, the HRIS application has supported core Human Resources and Payroll operations.

Recently, on Monday October 26<sup>th</sup>, 1998, the HRIS application was successfully upgraded from PeopleSoft version 5.12 to version 7.

### **DISCUSSION**

The HRIS 1999 workplan includes completing the Year 2000 compliance, assisting Regional Police Service with Time & Labour, co-ordinating interfaces with Genesis project and implementing new functionality including Training Administration, Grievance Tracking, Recruitment and Occupational Health & Safety.

Given the existing level of experience among staff and the anticipated workload in 1999, it is essential that RMOC have available experienced senior technical programming resources to assist with the completion of the projects in the workplan, 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 extend the contracts with **DGS Information Consultants and RHI Consulting** for the period from January 1, 1999 to June 30. 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

Both consultants from **DGS Information Consultants and RHI Consulting** played significant roles in the 1998 HRIS Workplan and recent HRIS version 7 Upgrade. Consultants from both firms support the HRIS team with technical skills and experience in Peoplesoft and have a good understanding and knowledge of the RMOC HRIS implementation.

Based on their experience, the Department recommends the contract extensions with **DGS Information Consultants and RHI Consulting**.

### PUBLIC CONSULTATION

Public consultation is not required.

### EXPENDITURE JUSTIFICATION

Without the consultant resources, the HRIS application updates and maintenance could be significantly delayed and have a serious impact on the departments and staff ability to deliver human resource and payroll services. In addition many of the activities identified in the 1999 workplan would be delayed.

FINANCIAL STATEMENT

	91-17955 \$	012-12182-2330 \$
Approved Funding to Date	930,000	361,000
Total Paid and Committed	<u>(421,333)</u>	<u>0</u>
Balance Available	508,667	361,000
THIS REQUEST	<u>(132,000)</u>	<u>(132,000)</u>
Balance Remaining	<u>376,667</u>	<u>229,000</u>

1. The funding for contract extension with **DGS Information Consultants** in the amount of \$132,000 was identified in the 1998 Capital Budget, HRIS Upgrade and Maintenance, 912-17955.
2. The funding for contract extension with **RHI Consulting** in the amount of \$132,000 was identified in the 1999 operating budget estimates for professional service 012-12182-2330.

*Original signed by  
J.C. LeBelle*

*Original signed by  
A.D. Boettger*

FINANCE DEPARTMENT COMMENT

Funds are available as indicated for the extension with DGS Information Consultants. Funds have been provided in the 1999 Draft Operating Estimates for the extension with RHI Consulting. Subject to Council approval.

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

Extract of Draft Minute  
Corporate Services and  
Economic Development Committee  
01 December 1998

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- Joint Finance Commissioner and A/Human Resources Commissioner's report  
dated 13 Nov 98

Councillor Hill inquired why this request could not come out of the Year 2000 budget. J. LeBelle, Finance Commissioner, explained that until the passing of Year 2000, there would continue to be a shortage of high level IT personnel available. The Commissioner stated the consultants were familiar with the software and Region's requirements, and it would be difficult to find the resources required to maintain the systems in the interim. Mr. LeBelle stated originally the account was separate from the Year 2000 account and it was best to remain that way.

Councillor Cantin referenced HRIS programming and inquired if the system would be used for succession planning and to identify candidates for acting or developmental assignments. T. Boettger, A/Human Resources Commissioner, explained the system, once fully functional, would support succession planning and help identify candidates with core skills, noting the selection process remained separate. Councillor Cantin referenced the concept of equivalencies to educational degrees. Mr. Boettger reported the concept of equivalencies as a Corporate policy would be formalized in 1999, noting equivalencies were already accepted in some areas.

**That the Corporate Services and Economic Development Committee and Council approve the extension of contracts for Human Resources Information System (HRIS) programming services to DGS Information Consultants, Ottawa, and RHI Consulting, Ottawa, in the total amount of \$264,000.**

CARRIED  
(B. Hill dissented)