

Clause 17 in Report No. 9 of Committee of the Whole was adopted, without amendment, by the Council of The Regional Municipality of York at its meeting held on May 17, 2018.

17

Direct Purchase Award for an Electronic Timekeeping Solution

Committee of the Whole recommends adoption of the following recommendations contained in the report dated April 30, 2018 from the Commissioner of Finance:

1. Council approve the award of a contract for a staff electronic timekeeping solution to the vendor listed in Private Attachment 1, pursuant to the direct purchase provisions of the Purchasing Bylaw, for a term ending on September 12, 2021 and a total cost not to exceed \$1,250,000, excluding applicable taxes.
2. Council authorize the Commissioner of Finance to execute the agreement on behalf of the Region.

Report dated April 30, 2018 from the Commissioner of Finance now follows:

1. Recommendations

It is recommended that:

1. Council approve the award of a contract for a staff electronic timekeeping solution to the vendor listed in Private Attachment 1, pursuant to the direct purchase provisions of the Purchasing Bylaw, for a term ending on September 12, 2021 and a total cost not to exceed \$1,250,000, excluding applicable taxes.
2. Council authorize the Commissioner of Finance to execute the agreement on behalf of the Region.

2. Purpose

This report seeks authority for the Region to enter into an agreement with the vendor listed in Private Attachment 1 for an electronic timekeeping (time and attendance tracking and recording) system for use by Regional staff under the direct purchase provisions of the Purchasing Bylaw. The rationale for this direct

purchase is that the compatibility of the new software with the Region's existing system is the paramount consideration. Council approval is required because the contract price exceeds \$150,000.

The attachment to this report is private pursuant to Section 239(2)(a) of the Municipal Act, 2001, as the subject matter involves security of the property of the Region.

3. Background

The product and services of the vendor listed in Private Attachment 1 are currently being used on a limited basis to support staff timekeeping and scheduling

In 2016, through a competitive Request for Proposals process, the Chief Administrative Officer approved the award of a contract to the vendor listed in Private Attachment 1 for an electronic timekeeping and scheduling solution for Paramedics and Seniors Services (Long-Term Care) staff. The contract was for a term of five years, ending on September 12, 2021. The solution procured was to replace technology that had reached end-of-life. The solution was configured and implemented in 2017, with continued rollout to Paramedics and Seniors Services employees in 2018.

The solution offered by the vendor listed in Private Attachment 1 has been identified as a tool that can be used by the rest of Regional employees

The Finance Department, which oversees payroll operations at the Region, initiated a project to identify an electronic timekeeping solution (time and attendance tracking and recording) that can be used consistently across all business areas within the organization. The solution is intended to address paper-based practices still prevalent in many parts of the Region, reducing or eliminating the administrative time and resources required to manually process timesheets. The solution currently being used in Paramedics and Seniors Services (which includes automated workflow and mobile capability) was identified as the preferred corporate solution.

4. Analysis and Implications

The solution offered by the vendor listed in Private Attachment 1 provides several advantages, including consistency of tools and

practices across the Region and leveraging configurations that have already been developed

Given its implementation in Paramedics and Seniors Services, rolling out the same solution to the rest of the Region provides compatibility and consistency of timekeeping tools and practices used across the organization. This also enables the project team to leverage already-built configurations, including approved and tested integration points with the Region's Enterprise Resource Planning (ERP) system. From a solution development perspective, this will help reduce implementation time and required resources. A uniform system will also help ensure compliance with timekeeping and pay rules, as well as reduce the administrative burden and mitigate possible errors associated with transferring and translating data between different tools.

The proposed electronic timekeeping solution is planned to be rolled out to the rest of the organization in a phased approach

This project will involve the configuration and roll-out of the proposed timekeeping tool to over 4,000 full-time, part-time and casual employees. To support successful implementation, a phased approach will be undertaken. The initial phases will target areas with employees who are primarily office-based with regular hours. The solution will then be configured and adapted for use by employees with more complex needs, including, for example, the ability to attribute hours worked against capital projects.

5. Financial Considerations

The cost to support solution development and ongoing use is currently estimated at approximately \$1.25 million (excluding taxes) over four years. This includes funding to configure the solution to meet specific business needs, staff training, licenses for staff and managers, and support and maintenance. Actual cost may vary depending on various factors, including actual staff growth and the complexity of required solution configuration.

The required funding is included in the Finance Department's approved 2018 budget and will be included in the department's 2019-2022 budget.

6. Local Municipal Impact

There are no direct local municipal impacts as a result of this report.

7. Conclusion

Staff is seeking Council approval to award a contract to the vendor listed in Private Attachment 1 for an electronic timekeeping solution for use by Regional staff. This direct purchase will ensure compatibility and consistency of timekeeping tools and practices, leverage system configurations and integrations that have already been developed, and reduce the administrative challenges associated with manual, paper-based practices.

For more information on this report, please contact Joseph Silva, Director, Strategy and Transformation, at 1-877-464-9675 ext. 77201.

The Senior Management Group has reviewed this report.

April 30, 2018

Private Attachment (1)

8419571

Accessible formats or communication supports are available upon request