



TO: Chair and Members of the Board of Health

FROM: Christopher Mackie, Medical Officer of Health / CEO

DATE: 2018 December 12

ENTERPRISE RESOURCE PLANNING – HUMAN CAPITAL MANAGEMENT CONTRACT AWARD

Recommendation

It is recommended that the Board of Health:

- 1. Receive Report No. 073-18 re: “Enterprise Resource Planning – Human Capital Management Contract Award” for information; and*
- 2. Recommend the award of contract to Ceridian HCM Inc.*

Key Points

- A competitive bid was issued for procurement of a Human Capital Management system
- At the time of RFP closure on October 26, four bids had been received
- Preliminary budgets and funding for this system were approved by the Board of Health on November 15
- The highest-scoring proposal was provided by Ceridian
- The RFP value for both implementation and license costs over five years is approximately \$893,523.

Enterprise Resource Planning– Finance Upgrades – Background

The Middlesex-London Health Unit issued a request for proposal (RFP) on October 12 for a comprehensive Human Capital Management (HCM) system, which would include outsourcing managed payroll services. This RFP closed on October 26. Initial cost estimates for this proposal were approximately \$175,000 annually for license- and outsourcing-related costs, and up to \$90,000 for one-time implementation fees. The total value of the five-year contract was estimated at \$965,000. These costs will be funded through offsetting reductions in payroll administration salaries and efficiencies gained by consolidating various stand-alone software programs and their related consulting/support budgets.

RFP Results

At the time of RFP closure, four bids had been received. Bids were solicited directly from key players in the industry, as well as via other e-procurement solutions. These bids were assessed by an evaluation committee of eight team members using the criteria identified in [Appendix A](#). Staff met on November 21 to review the evaluation results, and recommended Ceridian as the preferred solution, since it had scored the highest and met the budgetary costing requirements. The implementation and license costs over five years represent an expenditure of \$893,523, which is \$71,477 less than the anticipated budget.

The scope of services includes the following modules:

1. Performance Management
2. Document Management
3. Recruiting
4. Dashboards
5. Compensation Management
6. Education Package
7. Core
8. Payroll
9. Managed Payroll
10. Benefits
11. Managed Benefits
12. Time and Attendance
13. Learning

Ceridian is a global HCM technology company serving over twenty-five million users in more than fifty countries since 1932. They are a leader in the Human Resource Information Systems industry and have extensive experience solving organizations' business challenges, helping them save time and money while increasing employee engagement and productivity. Some references include Deafblind Ontario Services, the Municipality of Middlesex Centre, and the Keuhne + Nagel Group.

Next Steps

The Board of Health approved contracting of payroll services and implementation of a comprehensive HCM system at its November 15 meeting. The purchase of this system is to be self-funded through payroll efficiencies and the software budget.

A recommendation from the Board of Health is sought in order to proceed with the award of contract for implementing an HCM system to Ceridian HCM Inc.

This report was prepared by the Healthy Organization Division.



Christopher Mackie, MD, MHSc, CCFP, FRCPC
Medical Officer of Health / CEO