

## CITY OF VANCOUVER



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### ADMINISTRATIVE REPORT

Report Date: March 17, 2008  
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Meeting Date: April 1, 2008

TO: Vancouver City Council

FROM: Mike Zora, General Manager, Human Resource Services

SUBJECT: Award of Contract for RFP #PS07128, Professional Services for the Implementation of the SAP E-Recruitment modules - Version 6.0 ERP

#### RECOMMENDATION

- A. THAT, subject to the conditions set out in Recommendations B, C and D, the General Manager of Human Resource Services, in concurrence with the General Manager of Corporate Services and the Director of Legal Services, be authorized to negotiate a contract with HCM Solutions Inc. for professional services up to a maximum contract value of \$249,900 plus applicable taxes; source of funds to be the approved capital budget for the implementation of E-Recruitment.
- B. THAT the Director of Legal Services be authorized to execute and deliver on behalf of the City all legal documents required to implement the Recommendations.
- C. THAT all such legal documents be on terms and conditions satisfactory to the General Manager of Human Resource Services, the General Manager of Corporate Services and the Director of Legal Services.
- D. THAT no legal rights or obligations will be created or arise by Council's adoption of Recommendations A, B, and C until such legal documents are executed and delivered by the Director of Legal Services.

#### GENERAL MANAGER'S COMMENTS

The General Manager, Human Resource Services, recommends approval of the recommendations A through D above.

## **CITY MANAGER'S COMMENTS**

The City Manager agrees with the recommendations of the General Manager, Human Resource Services.

## **COUNCIL POLICY**

Consulting contracts over \$30,000 require approval by City Council.

## **PURPOSE**

The purpose of this report is to seek Council approval to award the contract for professional services to support the implementation of the SAP E-Recruitment module to HCM Solutions Inc.

## **BACKGROUND**

Implementation of the SAP E-Recruitment module will provide the business tools necessary to support the City's recruitment objectives in response to projected increases in staff retirements and the anticipated skill shortages amongst the general population.

On April 19, 2007, Council approved funding for the SAP E-Recruitment project from the Information Technology Long Term Financing Plan (to be repaid from the 2008 Capital Budget for SAP Enhancement).

A Request for Proposals ("RFP") for professional services to provide implementation support was issued and the purpose of this report is to provide the results of the RFP, along with staff recommendations, back to City Council for contract approval.

## **DISCUSSION**

### Scope of Work

Under the overall direction of the City, the scope of these professional services will include:

- All professional services necessary to assist in the design and implementation of the SAP E-Recruitment module
- Providing leadership and technical guidance to the implementation team
- Validating key project deliverables
- Preparing required project status reports
- Facilitating design sessions / workshops
- Coaching / assisting City staff with the design, configuration, testing and rollout of the E-Recruitment system

### Process

An RFP for professional services for implementation of the SAP E-Recruitment modules was prepared by Human Resource Services and SAP Business Support in consultation with Materials Management and Legal Services. The RFP was issued on October 18, 2007 and was advertised on the City's Materials Management website and the BC Bid website.

The RFP closed on January 15, 2008. Submissions were received from the following three firms (for time and material professional services up to a maximum upper limit price including fees and disbursements as follows):

- HCM Solutions Inc.                 \$249, 900
- Tescra                                 \$760, 830 (\$405,600 offsite option)
- Arinso                                 \$215,600

#### Evaluation

An evaluation committee (the "Committee") was established to review the proposals and decide on a proponent to be recommended to the E-Recruitment Project Sponsors, the General Manager of Human Resource Services and the General Manager of Corporate Services. The evaluation process included; reviewing the proposals, individual assessment, meeting to discuss the proposals, phone clarification with the proponents and final reference checking.

Proposals were evaluated by the Committee using an evaluation matrix that measured the qualifications and experience of the proponents including the proponents' proposed consultants, project methodology, proposed work plans and costs.

Based on the assessment of the proposals, subsequent interviews and reference checks, the Committee unanimously concluded that HCM Solutions Inc ("HCM") provided the best value to the City. HCM demonstrated a superior level of knowledge and experience in the implementation of the SAP E-Recruitment solution. In particular, HCM has worked on and led numerous successful E-Recruitment implementations for a variety of organizations. HCM is best qualified to provide the City with the E-Recruitment implementation leadership that is required for this project. Staff therefore recommend that HCM be awarded this contract for professional services at an estimated \$249,900 plus applicable taxes.

#### **FINANCIAL IMPLICATIONS**

The maximum value of the contract with HCM for the professional services to support the implementation of SAP E-Recruitment module is \$249,900 plus applicable taxes. The source of funds will be the Information Technology Long Term Financing Plan (with this funding to be repaid from the 2008 Capital Budget for SAP Enhancement).

#### **IMPLEMENTATION PLAN**

Preparation for implementation is currently underway. Formal system design will begin in July 2008. The project is scheduled to complete in Q1 2009. Several City positions, previously approved by Council for the purposes of this project, have been working towards completing the pre-work necessary before HCM starts in July 2008. Hardware, software and software licenses are also already in place to support the implementation of E-Recruitment as a business tool.

#### **CONCLUSION**

It is recommended that the contract for professional services related to the implementation of the SAP E-Recruitment module be awarded to HCM Solutions Inc.

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