A. Recommendations

THAT Council receive Staff Report FAF.19.194, entitled “Single Source Procurement for Electronic Timesheets”;

AND THAT Council approve the single source procurement of HRISmyWay an electronic timesheet system for workforce tracking that was created to integrate with our current payroll and financial software system.

B. Overview

This staff report recommends Council approve a single source purchase to implement an electronic timesheet solution for workforce tracking.

C. Background

On July 15, 2019 Council approved a budget of $80,000 to implement an electronic timesheet software system. Following this approval research ensued regarding the best options for electronic timesheets for the Town. Our current software provider for payroll and financial management has an electronic timesheet system called HRISmyWay. In reviewing multiple options, the e-timesheet add-on provided by Diamond proved the best option for the Town from a cost and integration perspective and for efficiency of project time for all stakeholders involved.

D. Analysis

From the Town’s Purchasing Policy, single source procurement is acceptable:

“Single sourcing will be permitted [when]... the compatibility of a purchase with existing equipment, product standards, facilities or service is a paramount consideration”

Diamond/Great Plains is our software solution for both payroll and our financial system. Diamond is a leading provider of local government solutions and has been focused solely on the

In order to implement the HRISmyWay electronic timesheet system the Town will require an update to our current Great Plains software. We currently operate Great Plains 2016. The IT department had planned on requesting an upgrade to Great Plains 2018 as part of the 2020 capital budget. With the implementation of the electronic timesheets this will need to be completed as part of the E-timesheet project. Whether or not the Town chooses to move forward with HRISmyWay the upgrade to Great Plains will still occur.

E. The Blue Mountains Strategic Plan

Goal #2: Engage Our Communities & Partners
Objective #2 Use Technology to Advance Engagement

Goal #4: Promote a Culture of Organizational & Operational Excellence
Objective #1 To Be an Employer of Choice
Objective #2 Improve Internal Communications Across our Organization
Objective #3 To Consistently Deliver Excellent Customer Service
Objective #4 To Be a Financially Responsible Organization
Objective #5 Constantly Identify Opportunities to Improve Efficiencies and Effectiveness

F. Environmental Impacts

Although the environmental impact will be minimal, there will be a reduction in our overall carbon footprint of the Town. Currently off-site supervisors and managers travel to town hall to deliver timesheets by-weekly. Implementing the electronic timesheet system will reduce the need for vehicles to be on the road travelling.

G. Financial Impact

Council previously approved $80,000 funded from the Efficiency Grant received from the provincial government for this project. The purchase of HRISmyWay is estimated at:

HRISmyWay: $3,330/ year

Implementation Services Cost: $8,600

Security Audit: $5,000

Software Upgrade to Great Plains 2018: $8,500

Total Estimated cost: $25,430

The initial $25,430 will be funded through the capital budget, starting in year two the $3330 per year will be funded from the IT Service Agreement operating budget.
H. In Consultation With

Ruth Prince, Director Finance and IT Services
Sam Dinsmore, Deputy Treasurer/Manager Budgets & Accounting
John Walsh IT Infrastructure and Security Coordinator
Shawn Everitt, Chief Administrative Officer

I. Public Engagement

The topic of this Staff Report has not been subject to a Public Meeting and/or a Public Information Centre as neither a Public Meeting nor a Public Information Centre are required. Comments regarding this report should be submitted to Jennifer Moreau, Director Human Resources, hr@thebluemountains.ca.

J. Attached

Not applicable.

Respectfully submitted,

______________________________
Jennifer Moreau
Director of Human Resources

For more information, please contact:
Jennifer Moreau
hr@thebluemountains.ca
519-599-3131 extension 244