



## Legislation Details (With Text)

**File #:** O-372-22      **Version:** 1      **Name:**  
**Type:** Ordinance      **Status:** Approved  
**File created:** 7/6/2022      **In control:** Information & Technology Department  
**On agenda:** 7/19/2022      **Final action:** 7/19/2022  
**Title:** Authorizing the expenditure of \$160,000 from the Information Technology Fund for the provision of a HRIS (Human Resource Information System)/HCM (Human Capital Management) consultant; authorizing the Mayor to enter in to a contract for consulting; and declaring an emergency.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:**

Date	Ver.	Action By	Action	Result
7/19/2022	1	City Council		
7/19/2022	1	City Council		
7/19/2022	1	City Council		

HRIS/HCM Consultant  
Information Technology Department  
Anne Bennett

**Authorizing the expenditure of \$160,000 from the Information Technology Fund for the provision of a HRIS (Human Resource Information System)/HCM (Human Capital Management) consultant; authorizing the Mayor to enter in to a contract for consulting; and declaring an emergency.**

**SUMMARY & BACKGROUND:**

This ordinance authorizes the Mayor to enter into an agreement for HRIS/HCM consulting. The consultants will evaluate the City's existing organizational and operational practices related to HR and payroll; recommend best practices moving forward; develop an RFP in conjunction with the City; review RFP responses; coordinate demo's; consult in final software selection; and assist in contract negotiations as needed. This ordinance also allows for the engagement of infrastructure or other related resources as needed to assess hosting options and other infrastructure related needs.

A request for proposals was issued and BerryDunn was selected out of eight responders. BerryDunn was one of the lowest cost offerings and provides the required expertise. BerryDunn, will provide the following scope of services:

- Phase 1 (Current and Future State Assessment):
  - o Project work plan and schedule
  - o Weekly project status updates
  - o Needs assessment report
  - o Current state business process diagrams

- Future state business process diagrams
- Recommendations report
- Preliminary functional and technical requirements
- Final functional and technical requirements
- Stakeholder readiness memo
- Phase 2 (RFP):
  - RFP package
  - Proposal executive summary memo and short-list identification
  - Demonstration facilitation and preferred vendor identification
  - Contract negotiations assistance
  - Stakeholder readiness memo
- Additional consulting findings related to HRIS/HCM

NOW, THEREFORE, Be it ordained by the Council of the City of Toledo:

SECTION 1. That an expenditure in the amount of \$160,000 is authorized from Account Code 7084-17500-1144004ICTADM for the provision of an HRIS/HCM consultants.

SECTION 2. That the Mayor is authorized to enter into a contract for the purpose authorized in Section 1, upon terms and conditions acceptable to the Director of Law.

SECTION 3. That the Finance Director is authorized to draw warrant or warrants against the above-mentioned Account Code in an amount not to exceed \$160,000 in payment of the above authorized obligations upon the proper voucher or vouchers.

SECTION 4. That this Ordinance is declared to be an emergency measure and shall take effect and be in force from and after its passage. The reason for the emergency lies in the fact that this ordinance is necessary for the immediate preservation of the public peace, health, safety and property, and for the further reason that this ordinance must be immediately effective in order to timely engage an HRIS consultant to begin analyzing the existing organizational practices and developing a roadmap for the City's strategy moving forward.

Vote on emergency clause: yeas \_\_\_\_\_, nays \_\_\_\_\_.

Passed: \_\_\_\_\_, as an emergency measure: yeas \_\_\_\_\_, nays \_\_\_\_\_.

Attest: \_\_\_\_\_  
Clerk of Council

\_\_\_\_\_  
President of Council

Approved: \_\_\_\_\_

\_\_\_\_\_  
Mayor

I hereby certify that the above is a true and correct copy of an Ordinance passed by Council  
\_\_\_\_\_.

Attest: \_\_\_\_\_  
Clerk of Council