

May 10, 2016

To: Members,  
Finance and Administration Committee

Re: Business Transformation Program – Planning, Budget & Analysis Implementation Project

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RECOMMENDATION

1. That City Council authorize the Chief Financial Officer to award and enter into a contract with the highest ranked proponent from the Request For Proposal (RFP) process for professional and consulting services to support the configuration and implementation of financial planning and budgeting system enhancements.
2. That the City Clerk be authorized to execute the contracts after review and approval from the City Solicitor.
3. That this report be forwarded to the May 30, 2016 meeting of City Council for approval.

CONCLUSION

This report sets out the Administration's procurement plan to obtain professional consulting services to support and deliver the implementation of an integrated financial planning and budgeting system (PBA) including the transition from the City's current system. City Council approval is required under *The Regina Administration Bylaw No. 2003-69* as the fees for the consulting engagement are expected to exceed \$500,000.

BACKGROUND

The Planning, Budget & Analysis Implementation project ("PBA project") addresses a number of long-standing and disruptive challenges associated with current tools and work processes for financial management and reporting. The current system requires extensive manual effort and does not support meaningful forecasting and variance reporting, long range financial planning, scenario analysis, multi-year budgets or performance measurement. These are increasingly important for the corporation's long-term sustainability and for reporting to stakeholders. The legacy system has delivered good value over its life span, but the business has evolved beyond its functionality.

Council has previously received reports about this ongoing project. It is part of a larger initiative designed to ensure the corporation is maximizing the use of technology wherever possible to improve service and manage increasing demand levels that make traditional, manual processes impractical to sustain. Council approved the project's multi-year capital budget in both the 2015 and 2016 annual budgets.

The implementation of a new system to support planning, budgeting and analysis will create the opportunity to reduce inefficiencies in the current process and enhance our ability to provide timely and accurate financial and non-financial performance information such as business plans, quarterly reports, and municipal benchmarking data. It will facilitate the routine use of long range financial planning and scenario modeling tools that will increase the assurance the financial implications of Council's decisions, now and in the future, are well understood. The system will enable customer service improvements that, for example, reduce processing times and support more self-serve, online delivery channels.

## DISCUSSION

Specifically, the Planning Budget & Analysis project is intended to deliver:

- Opportunities for the corporation to embrace more efficient and effective financial processes, reporting and management tools.
- The capacity for the organization to define and more easily disclose the cost and performance of municipal services to stakeholders.
- A budget process that is supported by a system which provides decision makers with current, relevant and easy access to data.
- Foundational components for extracting financial data and presenting it alongside non-financial data for reporting and analysis.
- Support for increasing corporate financial acumen with better tools.

In preparation for a new financial planning, budgeting and reporting platform, staff completed an analysis to identify the needed financial systems and timelines associated with putting them into operation. This work assessed the technology fit with our current systems as well as the resources required to sustain them once they are designed, tested and put into operation.

The City's business and functional requirements were confirmed as a part of this work and will be included in the RFP document. The proposals will be evaluated on criteria such as technical expertise, industry experience, personnel availability, general understanding of the scope of work and cost.

## RECOMMENDATION IMPLICATIONS

### Financial Implications

Funding for the consulting services was approved in the 2015 capital budget. Although there are sufficient funds in the budget for this work, *The Regina Administration Bylaw No. 2003-69* requires Council approval to award the work when its value exceeds \$500,000. While the results of the RFP process will identify the precise cost, staff anticipate it will exceed \$500,000 and, therefore, seek the delegated authority to make an award following an evaluation of all proposals in accordance with the corporation's purchasing policies.

### Environmental Implications

None with respect to this report.

Policy and/or Strategic Implications

The Planning Budget & Analysis project contributes to *Design Regina: The Official Community Plan* by providing tools to enable the priority of Achieve Long Term Financial Viability.

Other Implications

None with respect to this report.

Accessibility Implications

None with respect to this report.

COMMUNICATIONS

None with respect to this report.

DELEGATED AUTHORITY

The recommendations contained in this report require City Council approval.

Respectfully submitted,



June Schultz, Director of Finance  
Corporate Services

Respectfully submitted,



Ed Archer, CFO  
Corporate Services

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