
Trapeze OPS Payroll Module Configurations – Award of Contract

Recommendation

That the Standing Policy Committee on Transportation recommend to City Council:

1. That the City enter into an agreement with Trapeze Software ULC for the installation of required configurations to the Trapeze OPS Payroll Module for a total cost of \$94,184 (including applicable taxes); and
2. That Purchasing Services issue the appropriate purchase order.

Topic and Purpose

This report is to obtain City Council approval to enter into a contract with Trapeze Software ULC (Trapeze) to install required configurations to the Trapeze OPS Payroll Module to upgrade Saskatoon Transit's current payroll software.

Report Highlights

1. The payroll software module, developed by Trapeze, is being enhanced to provide better support to Saskatoon Transit staff.
2. Trapeze holds the proprietary rights to this software.
3. It is recommended that the Administration enter into an agreement with Trapeze for installation of the required configurations.

Strategic Goal

The report supports the long-term strategy of leveraging technology and emerging trends to reach our goals, serve citizens and connect meaningfully with our stakeholders under the Strategic Goal of Continuous Improvement.

Background

Saskatoon Transit currently employs Trapeze to deliver a suite of fully integrated products to deliver scheduling, run cutting, bidding, dispatch, payroll and Intelligent Transportation System. The existing payroll software functionality requires new configurations to accommodate changes to payroll structure resulting from Collective Bargaining Agreement amendments, refined payroll processes and payroll generation revisions.

Report

Saskatoon Transit requires new configurations to the existing payroll module to ensure timely and accurate payroll generation for export to the existing corporate payroll system. More specifically, the software portion of this package will be modified to fall in line with particularities found in current CBAs and business practices within the City of Saskatoon and Saskatoon Transit. Trapeze holds the proprietary rights to this entire

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suite of software products, including the payroll module, and as such is the only vendor able to provide the required configurations to this module.

Policy Implications

Awarding a contract to Trapeze is consistent with Section 4.3(a) of Policy C02-030 – Purchase of Goods, Services and Work as the software currently installed for Saskatoon Transit is covered under the vendor’s proprietary rights.

Financial Implications

Funds for this purchase are available in Capital Project #2589 - TR-Technology Plan.

The net cost to the City will be as follows:

Trapeze Software ULC	\$84,850
PST (6%)	5,091
GST (5%)	<u>4,243</u>
Total Cost	\$94,184
GST Rebate	<u>(4,243)</u>
Total Net Cost to the City	<u>\$89,941</u>

Other Considerations/Implications

There are no options, public and/or stakeholder involvement, communication, environmental, privacy, or CPTED implications or considerations.

Due Date for Follow-up and/or Project Completion

OPS Payroll module configurations are expected to be completed by October 2018.

Public Notice

Public notice pursuant to Section 3 of Policy No. C01-021, Public Notice Policy, is not required.

Report Approval

Written by: Harold Matthies, Transit Technology Coordinator
Reviewed by: James McDonald, Director of Saskatoon Transit
Approved by: Angela Gardiner, Acting General Manager, Transportation & Utilities Department

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