



P.O. Box 1749
Halifax, Nova Scotia
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Information Item No. 2

**Audit & Finance Standing Committee
June 18, 2025**

TO: Chair and Members of Audit & Finance Standing Committee

FROM: Cathie O'Toole, Chief Administrative Officer

DATE: May 30, 2025

SUBJECT: CAO Contract Amendment Reporting

INFORMATION REPORT

ORIGIN

This report originates from the ratification of a new Procurement policy 2022-012-ADM in November 2022. The Policy states the CAO may approve and sign contract amendments that exceed the thresholds detailed below, provided that the CAO must submit a report including the details of such contract amendments at the next scheduled meeting of the Audit & Finance Standing Committee.

EXECUTIVE SUMMARY

As required by the Section 37(2) Procurement Policy 2022-012-ADM the CAO is to inform Audit & Finance of any approved contract amendments that exceed a 20% increase to the originally approved contract amount or \$20,000, whichever is greater.

- This is for information only and no action is required
- There is no risk involved as the award report(s) referenced have already been completed

BACKGROUND

The purpose of this report is to provide a listing of all CAO approved contract amendment reports.

2022-012-ADM allows for the CAO to approve and sign amendments that exceed the threshold of a 20% increase to the originally approved contract amount or \$20,000, whichever is greater, provided that the CAO must submit a report including the details of such contract amendments at the next scheduled meeting of the Audit & Finance Standing Committee.

DISCUSSION

All CAO contract amendment reports recorded in Attachment 1 are available for viewing from the Procurement Department. This excludes reports that are marked Private & Confidential.

FINANCIAL IMPLICATIONS

The financial implications, including budget details and account details are outlined in the Financial Implications section of the individual reports as outlined in Attachment 1, and on file in the Procurement Department.

COMMUNITY ENGAGEMENT

No community engagement was required.

LEGISLATIVE AUTHORITY

Administrative Order Number 2022-012-ADM, the Procurement Policy

32(7) The approval and signing authority limits for cumulative contract amendments are as follows:

Position	Approval Authority
CAO	(a) \$20,000 or (b) a 20% increase to the originally approved contract amount, whichever is greater.
CAO (with reporting to Audit & Finance)	The CAO may approve and sign contract amendments that exceed the thresholds above, provided that the CAO must submit a report including the details of such contract amendments at the next scheduled meeting of the Audit & Finance Standing Committee.

ATTACHMENTS

Attachment 1 – List of approved CAO Contract Amendments.

Name	Original PO Awarded Amount	Value of Amendment	Updated Value of PO	% of Increase	Reason for Increase
CAO Award – RFP 23-169 Scotiabank Centre - HVAC & Refrigeration Upgrades	\$8,699,700	\$1,860,653	\$10,560,353	21%	The existing ice plant and air conditioning system at the Scotiabank Centre are both at or near the end of life. HRM and Armco reached an agreement in September of 2020 to proceed with the installation of independent air conditioning systems. The increased cost above the original estimate is anticipated to be the result of general market wide cost escalations for labour and material. There are limited mechanical contractors in the market capable of completing a large scale and schedule driven project of this nature.
CAO Contract Amendment – Increase to PO 2070937341 – Scotiabank Centre Heat Pump Supply and Installation	\$57,796	\$22,125	\$79,921	38%	MasterTech was awarded PO 2070937341 for \$57,796 HST fully reimbursable in February 2025. The original scope of work included the supply and installation of three (3) ductless mini-split heat pumps to provide cooling in new data rooms in relation to the ongoing A/V upgrades underway at Scotiabank Centre. MasterTech were selected from HRM's standing offer list of HVAC vendors to complete this work. Due to unknown existing site conditions two (2) of the ductless mini-split heat pumps cannot be installed due to spacing limitations in the facility and maximum allowable distance between the interior head and the exterior condenser. These two locations require an alternate technology (variable refrigerant flow) that can accommodate the longer distances.
Contract Amendment to PO#2070927668, RFP# 2024-0269 Corporate Scheduling Project – Instructional Designer	\$131,025	\$139,500	270,525	106%	In December 2022, the Corporate Scheduling and Time Reporting Project was launched to plan, design, build and implement a suite of business tools using UKG's Telestaff and WFMPPro applications. The implementation of these business tools is a complex undertaking for the municipality; one that will introduce changes in business processes, practices, and the adoption of new digital technologies. The project has recently completed an initial solution configuration process and is now planning to advance with user testing, training and business readiness activities to support the adoption of the solution corporately. To advance this work, the municipality requires knowledgeable and experienced resources to support the current Corporate Scheduling and Time reporting project team to develop and deliver key business readiness, testing and training deliverables.
Contract Amendment to PO#2070925358, RFP# 2024-0269 Corporate Scheduling Project – Test Lead	\$167,440	\$132,110	\$299,550	79%	In December 2022, the Corporate Scheduling and Time Reporting Project was launched to plan, design, build and implement a suite of business tools using UKG's Telestaff and WFMPPro applications. The project is focused on implementing these applications as an integrated "Software as a Service" (SaaS) solution. The Test Lead responsibilities include supporting the development and management of all project test deliverables and processes. The Test Lead manages the development of test plans, test scenarios, test cases and test data sets and supports project team members and business stakeholders throughout all testing activities.

Name	Original PO Awarded Amount	Value of Amendment	Updated Value of PO	% of Increase	Reason for Increase
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P.O. Box 1749
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CAO Award Report

APPROVED BY: Original Signed

Dave Reage, Acting Chief Administrative Officer

APPROVAL DATE: October 6, 2023

SUBJECT: **CAO Award – RFP 23-169 Scotiabank Centre - HVAC & Refrigeration Upgrades**

ORIGIN

The approved 2021/22 Capital Budget, Supplemental Report Page B21 (Energy Efficiency Initiatives – CB190008). This project account includes energy efficiency improvements to the Scotiabank Centre.

LEGISLATIVE AUTHORITY

Halifax Regional Municipality Charter, S.N.S. 2008, c. 39 as amended

79A (1) Subject to subsections (2) to (4), the Municipality may only spend money for municipal purposes if

- (a) the expenditure is included in the Municipality's operating budget or capital budget or is otherwise authorized by the Municipality;
- (b) the expenditure is in respect of an emergency under the Emergency Management Act; or
- (c) the expenditure is legally required to be paid.

...

Administrative Order 2022-012-ADM, The Procurement Policy

Section 28(1) of the Procurement Policy provides that the Chief Administrative Officer may approve contract awards of any amount. The recommended contract award does not fall under any of the exceptions listed in section 28(2) that would require Regional Council approval.

RECOMMENDATION

It is recommended that the Chief Administrative Officer award RFP 23-169, Scotiabank Centre - HVAC and Refrigeration Upgrades to the lowest bidder meeting specification, Atlantica Mechanical Contractors Incorporated for a total price of \$8,699,700 (HST fully reimbursable) with funding from CB190008 - Energy Efficiency Initiatives; CB200008 – Scotiabank Centre; CB200005 - Roof Recapitalization; and CZ230100 - HalifACT - Municipal Building Retrofits, as outlined in the Financial Implications section of this report.

BACKGROUND

The existing ice plant and air conditioning system at the Scotiabank Centre are both at or near the end of life. The existing air conditioning system is a shared system with the former World Trade and Convention Centre, now owned by Armco Capital Inc. (Armco) and is at the end of life. HRM and Armco reached an agreement in September of 2020 to proceed with the installation of independent air conditioning systems.

In 2021, HRM received federal approval through the Investing in Canada Infrastructure Program (ICIP) to fund a number of energy efficiency projects including the replacement of the existing ice plant, air conditioning system, and heat recovery at the Scotiabank Centre. The total ICIP funding approved for this work is \$2,330,000 including design services, supply of new equipment, and installation.

In 2022, RFP 22-160 – Critical Equipment Supply and Storage for Scotiabank Centre was awarded for the supply of major equipment associated with the central plant replacement. The awarded value of RFQ 22-160 was \$2,265,817 (HST Fully Reimbursable). RFQ 22-160 was issued independently of this RFP to address supply chain issues by mitigating the risk of a piece of critical equipment not arriving at the required time for installation.

This RFP includes the detailed design and installation of a new ice plant, air conditioning system, and heat recovery. The completion of this work will result in increased reliability of both systems; a reduction of energy consumption and greenhouse gas emissions; and the separation of the existing shared air conditioning system.

The timing of this work has been planned to minimize the disruption to the typical facility operation. The ice plant is scheduled to be replaced between April and September 2024 to align with the schedule of the Halifax Mooseheads. The existing air condition system will remain in operation during the installation of the new system which will allow the facility to host non-ice related events during the 2024 cooling season.

DISCUSSION

Tenders were called on May 26, 2023, with a closing on July 14, 2023. Only one bid was received:

Name of Company	Bid Price (net HST included)
*Atlantica Mechanical Contractors Incorporated	\$8,699,700

***Recommended Bidder**

Scope and Schedule:

The scope of this tender includes the following work:

- Design services; Architectural and Engineering (Mechanical, Electrical, and Structural).
- Installation of a new ice plant including a new waste heat recovery system
- Installation of new air conditioning system
- Replacement of roofing system where the existing ice plant is located

Work is planned to commence two weeks following award and shall be completed within 250 working days.

FINANCIAL IMPLICATIONS

Based on the lowest tendered price of \$8,699,700 HST fully reimbursable, funding is available in the Approved 2021/22 Capital Budget from the following Project Accounts: CB190008 - Energy Efficiency Initiatives; CB200008 – Scotiabank Centre; CB200005 - Roof Recapitalization; and CZ230100 - HalifACT - Municipal Building Retrofits. The budget availability has been confirmed by Finance.

Budget Summary:	<u>Project Account No. CB190008 – Energy Efficiency</u>	
	Cumulative Uncommitted Budget	\$9,677,197
	Less: Tender No. 23-169	<u>\$6,619,000*</u>
	Balance	\$3,058,197

	<u>Project Account No. CB200008 – Scotiabank Centre</u>	
	Cumulative Uncommitted Budget	\$977,241
	Less: Tender No. 23-169	<u>\$590,000*</u>
	Balance	\$387,241

	<u>Project Account No. CB200005 - Roof Recapitalization</u>	
	Cumulative Uncommitted Budget	\$1,547,079
	Less: Tender No. 23-169	<u>\$428,890*</u>
	Balance	\$1,118,189

	<u>Project Account No. CZ230100 - HalifACT - Municipal Building Retrofits</u>	
	Cumulative Uncommitted Budget	\$9,087,320
	Less: Tender No. 23-169	<u>\$1,061,809*</u>
	Balance	\$8,025,511

* This project was estimated in the Approved 2021/2022 Project Budget at \$2,000,000.

This project is supported with ICIP funding equal to \$2,330,000, a portion of these funds are allocated to the previously awarded RFQ 22-160.

The increased cost above the original estimate is anticipated to be the result of general market wide cost escalations for labour and material. There are limited mechanical contractors in the market capable of completing a large scale and schedule driven project of this nature.

RISK CONSIDERATION

The current ice plant, air conditioning system, and associated chilled water storage tanks are nearing or beyond their expected end of useful life. There is a risk that delaying the project could negatively impact events.

ENVIRONMENTAL IMPLICATIONS

The overall project at Scotiabank Centre, which includes heat recovery, controls and the proposed new R513a ice plant is expected to save 14,000 tons of CO₂ equivalent over the lifetime of the project. The emissions impact of energy usage far exceeds the impact of a potential refrigerant leak. In a worst-case scenario, where 100% of the refrigerant leaked out of the proposed R513a system as a result of a rare catastrophe the project would still achieve over 98% of expected emissions reductions. The proposed R513a plant is a packaged system that is built off-site by the manufacturer with less likelihood of leakage than the current system. The project is in line with the goals of HalifACT.

SOCIAL VALUE

Social value for this RFP was evaluated based on the proponent's track record and commitment to supporting the social, environmental, and economic well-being of Nova Scotia and the world.

ALTERNATIVES

The CAO could choose not to approve the recommendation in this report.

ATTACHMENTS

There are no attachments.

A copy of this report and information on its status can be obtained by contacting the Procurement Office at 902.490.4170, or Fax 902.490.6425.

Report Prepared by: Ted Pecarski, Manager Facility Renewals, Facility Design & Construction, Property, Fleet & Environment 902.717.7816



P.O. Box 1749
Halifax, Nova Scotia
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CAO Contract Amendment Report

APPROVED BY: Original Signed

Cathie O'Toole, Chief Administrative Officer

APPROVAL DATE: May 29, 2025

SUBJECT: **CAO Contract Amendment – Increase to PO 2070937341 – Scotiabank
Centre Heat Pump Supply and Installation**

ORIGIN

This report originates from a need to increase contract PO 2070937341.

RECOMMENDATION

It is recommended that the Chief Administrative Officer approves an increase of \$22,125 HST fully reimbursable to PO 2070937341 with MasterTech HVAC and Plumbing (MasterTech) with funding from CB200008 – PR – Scotiabank Centre, as outlined in the Financial Implications section of this report.

BACKGROUND

MasterTech was awarded PO 2070937341 for \$57,796 HST fully reimbursable in February 2025. The original scope of work included the supply and installation of three (3) ductless mini-split heat pumps to provide cooling in new data rooms in relation to the ongoing A/V upgrades underway at Scotiabank Centre. MasterTech were selected from HRM's standing offer list of HVAC vendors to complete this work.

Due to unknown existing site conditions two (2) of the ductless mini-split heat pumps cannot be installed due to spacing limitations in the facility and maximum allowable distance between the interior head and the exterior condenser. These two locations require an alternate technology (variable refrigerant flow) that can accommodate the longer distances.

In accordance with section 32(7) of the Procurement Policy, notice of this contract amendment will be reported to the next scheduled meeting of the Audit & Finance Standing Committee.

DISCUSSION

Staff has recommended an increase to PO 2070937341 for changes in the contracted scope of work in the amount of \$22,125 HST fully reimbursable.

A summary of the changes is as follows:

Initial PO Award (net HST included)	\$57,796
PO increase to date (net HST included)	\$ 0
Request for Increase (net HST included)	<u>\$22,125</u>
New Contract Value (net HST included)	\$79,921

The total amount of changes (approved and pending) is \$22,125 HST fully reimbursable, which represents a cumulative increase of 38% of the original contract value of \$57,796 HST fully reimbursable.

FINANCIAL IMPLICATIONS

Funding for the \$22,125 increase to PO 2070937341 is available from Capital Account No. CB200008 – PR - Scotiabank Centre

Budget Summary:	Project Account No. CB200008 – PR - Scotiabank Centre	
	Cumulative Uncommitted Budget	\$2,053,364
	Less: Contract Amendment #01	\$ 22,125
	Balance	\$2,031,239

The balance of funds will be used for the supply and installation of the new audio system, new LED advertising displays, new performance stage and other state of good repair work at Scotiabank Centre.

RISK CONSIDERATION

There are no significant risks associated with the recommendation in this report.

ENVIRONMENTAL IMPLICATIONS

No environmental implications were identified.

SOCIAL VALUE

Consideration was given to Social Value during the creation of the standing offer agreement list for HVAC services.

ALTERNATIVES

The CAO may choose not to approve the current contract amendment.

LEGISLATIVE AUTHORITY

Halifax Regional Municipality Charter, S.N.S 2008, c.39:

Section 79A (1) Subject to subsections (2) to (4), the Municipality may only spend money for municipal purposes if:

- (a) the expenditure is included in the Municipality's operating budget or capital budget or is otherwise authorized by the Municipality;
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Administrative Order Number 2022-012-ADM, the Procurement Policy

32(7) The approval and signing authority limits for cumulative contract amendments are as follows:

Position	Approval Authority
DCAO or Executive Director (or their delegate)	(a) \$15,000; or (b) a 15% increase to the originally approved contract amount, whichever is greater.
CAO	(a) \$20,000 or (b) a 20% increase to the originally approved contract amount, whichever is greater.
CAO (with reporting to Audit & Finance)	The CAO may approve and sign contract amendments that exceed the thresholds above, provided that the CAO must submit a report including the details of such contract amendments at the next scheduled meeting of the Audit & Finance Standing Committee.
Council	Any amount

ATTACHMENTS

None

Report Prepared by: Ted Pecarski, Manager, Facility Renewals, Facility Design & Construction, Property, Fleet and Environment 902.717.7816



P.O. Box 1749
Halifax, Nova Scotia
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CAO Contract Amendment Report

APPROVED BY: Original Signed

Cathie O'Toole, Chief Administrative Officer

APPROVAL DATE: June 4, 2025

SUBJECT: Contract Amendment to PO#2070927668, RFP# 2024-0269 Corporate
Scheduling Project – Instructional Designer

ORIGIN

This report originates from a need to increase Purchase Order #2070927668.

RECOMMENDATION

It is recommended that the Chief Administrative Officer approves an increase of **\$144,880.52** including Net HST to PO#2070927668 / RFP# 2024-0269 to Altis Human Resource Inc. with funding from CI210019 – Corporate Scheduling Project, as outlined in the Financial Implications section of this report.

BACKGROUND

The Corporate Scheduling and Time Reporting Project was established to implement an enterprise-wide scheduling and time reporting solution to enhance and streamline staff scheduling and time reporting processes. This new suite of business tools are key enablers necessary to realize the organization's need to provide consistent, timely, efficient, and reliable time reporting and scheduling services to staff.

In December 2022, the Corporate Scheduling and Time Reporting Project was launched to plan, design, build and implement a suite of business tools using UKG's Telestaff and WFMPPro applications. The project is focused on implementing these applications as an integrated "Software as a Service" (SaaS) solution. The Telestaff and WFMPPro applications will be hosted by UKG and will be interfaced to several municipal applications including, but not limited to SAP ECC Payroll and SuccessFactors. The new suite of business tools will also enable staff to securely access applications remotely.

The implementation of these business tools is a complex undertaking for the municipality; one that will introduce changes in business processes, practices, and the adoption of new digital technologies. The project has recently completed an initial solution configuration process and is now planning to advance with user testing, training and business readiness activities to support the adoption of the solution corporately. To advance this work, the municipality requires knowledgeable and experienced resources to support the current Corporate Scheduling and Time reporting project team to develop and deliver key business readiness, testing and training deliverables. The team will work hand in hand with business stakeholders and project team members to ensure the successful implementation of the solution across the organization while at the same time helping to mitigate service interruptions to business operations.

Altis Technology was hired as part of the Corporate Scheduling Projects to provide an instructional designer through a competitive process, RFP# 2024-0269. The instructional designer supports the development, delivery and management of the training, providing input on curriculum design and development, developing requirements for training environments, users, and data, reviewing business process design deliverables to align with training requirements, maintain instructional integrity of training documentation through adherence to educational standards.

The total change order cumulative increase including the current request is **106%**. In accordance with section 32(7) of the Procurement Policy, notice of this contract amendment will be reported to the next scheduled meeting of the Audit & Finance Standing Committee.

DISCUSSION

Given the complexity of the organizational change and the extensive training needs associated with the Corporate Scheduling project, the need for a second instructional designer has been identified as a requirement for ensuring successful implementation and optimal learning outcomes. A second instructional designer will improve the effectiveness, efficiency, and adaptability of the training plan. It will strengthen the HRM's ability to successfully navigate change while supporting a more engaged workforce.

1. **Increased Workload & Complexity:** This Corporate Scheduling project involves complex organizational changes that require a comprehensive training approach with significant learning demands around content development, stakeholder engagement, and continuous improvement.
2. **Diverse Expertise & Specialization:** A second instructional designer will complement existing training expertise, providing specialization in curriculum design, e-learning development, and change management training. This ensures higher-quality learning curriculum tailored to HRM's diverse learner needs.
3. **Efficiency & Timeliness:** Instructional design and development and training efforts require timely execution to minimize further delays and disruptions to the Corporate Scheduling project. A second instructional designer will reduce bottlenecks, accelerating development and deployment while maintaining curriculum development integrity.
4. **Risk Mitigation:** Large-scale training initiatives require prompt changes based on feedback and unforeseen challenges. Having a second instructional designer increases agility, allowing the team to respond effectively.

FINANCIAL IMPLICATIONS

Corporate Scheduling CI210019

Budget Summary:	<u>Project Account No. CI210019</u>	
	Cumulative Uncommitted Budget	\$2,362,460
	Less: Contract Amendment #01	<u>\$ 144,880</u>
	Balance	\$2,217,580

The balance of funds will be used for continued implementation deliverables.

RISK CONSIDERATION

Should this additional resource not be approved, additional pressure will be put on the existing project resources and will lead to extended timelines to complete this work.

ENVIRONMENTAL IMPLICATIONS

No environmental implications were identified.

SOCIAL VALUE

Social Value was evaluated as part of the RFP Criteria. This included proponent's track record and commitment to supporting the social, environmental, and economic well-being of Nova Scotia and the world and identify, if any the social value that will be delivered through the Project.

This includes but is not limited to diversity of ownership, actions to protect the environment and climate, actions to support workforce and workforce development (i.e. Engineers in Training, Internships, providing seminars and training, supporting employees in career and personal development including but not limited to contributing to higher education costs), actions to encourage diverse economic development (subcontracting to diverse enterprises, female-owned, African Canadian owned, Indigenous-owned business, social enterprise, small local business) and corporate social responsibility (volunteering, supporting local charities, progressive employment practices such as enhanced health benefits, daycare, paid employee and family assistance programs, extended paid sick and maternity leave, non-legislated paid vacation, etc.).

ALTERNATIVES

The CAO could choose to not approve the recommendation.

LEGISLATIVE AUTHORITY

Halifax Regional Municipality Charter, S.N.S 2008, c.39:

Section 79A (1) Subject to subsections (2) to (4), the Municipality may only spend money for municipal purposes if:

- (a) the expenditure is included in the Municipality's operating budget or capital budget or is otherwise authorized by the Municipality;
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Council	Any amount

ATTACHMENTS

Report Prepared by: George Hayman, Manager ERP Delivery Management & Operations, Information Technology 902.223.0580



P.O. Box 1749
Halifax, Nova Scotia
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CAO Contract Amendment Report

APPROVED BY: Original Signed

Bill Moore, Acting Chief Administrative Officer

APPROVAL DATE: June 5, 2025

SUBJECT: Contract Amendment to PO#2070925358, RFP# 2024-0269 Corporate
Scheduling Project – Test Lead

ORIGIN

This report originates from a need to increase Purchase Order #2070925358.

RECOMMENDATION

It is recommended that the Chief Administrative Officer approves an increase of **\$137,205** including Net HST to PO#2070925358 / RFP# 2024-0269 to 2i Solutions Inc. with funding from CI210019 – Corporate Scheduling Project, as outlined in the Financial Implications section of this report.

BACKGROUND

The Corporate Scheduling and Time Reporting Project was established to implement an enterprise-wide scheduling and time reporting solution to enhance and streamline staff scheduling and time reporting processes. This new suite of business tools are key enablers necessary to realize the organization's need to provide consistent, timely, efficient, and reliable time reporting and scheduling services to staff.

In December 2022, the Corporate Scheduling and Time Reporting Project was launched to plan, design, build and implement a suite of business tools using UKG's Telestaff and WFMPPro applications. The project is focused on implementing these applications as an integrated "Software as a Service" (SaaS) solution. The Telestaff and WFMPPro applications will be hosted by UKG and will be interfaced to several municipal applications including, but not limited to SAP ECC Payroll and SuccessFactors. The new suite of business tools will also enable staff to securely access applications remotely.

The implementation of these business tools is a complex undertaking for the municipality; one that will introduce changes in business processes, practices, and the adoption of new digital technologies. The project has recently completed an initial solution configuration process and is now planning to advance with user testing, training and business readiness activities to support the adoption of the solution corporately. To advance this work, the municipality requires knowledgeable and experienced resources to support the current Corporate Scheduling and Time reporting project team to develop and deliver key business readiness, testing and training deliverables. The team will work hand in hand with business stakeholders and project team members to ensure the successful implementation of the solution across the organization while at the same time helping to mitigate service interruptions to business operations.

2i Solutions was hired as part of the Corporate Scheduling Projects to provide testing support services through a competitive process, RFP# 2024-0269. The Test Lead responsibilities include supporting the

development and management of all project test deliverables and processes. The Test Lead manages the development of test plans, test scenarios, test cases and test data sets and supports project team members and business stakeholders throughout all testing activities.

The total change order cumulative increase including the current request is **79%**. In accordance with section 32(7) of the Procurement Policy, notice of this contract amendment will be reported to the next scheduled meeting of the Audit & Finance Standing Committee.

DISCUSSION

The successful implementation of the corporate scheduling and time reporting solution requires rigorous testing to ensure it supports complex business requirements, including union collective agreement rules, seamless integration and accurate payroll processing. Given the project's complexity and the planned go-live date of March 2026, extending the Project Test Lead is essential based on the following factors:

Complex Testing Requirements

The project involves extensive functional, regression, and user acceptance testing across all HRM Business Units. Ensuring solution stability, compliance, and accuracy demands a strong testing regimen and coordination of test scenarios, execution, and defect resolution.

Robust Payroll Validation

Accurate payroll processing is critical to maintaining employee trust and operational continuity. The new system must undergo comprehensive payroll validation. A dedicated Test Lead will oversee payroll testing, ensuring that all scenarios—such as tax calculations, benefits deductions, and overtime processing are thoroughly validated.

Integration Testing Across Multiple Systems

The scheduling and time reporting system interacts with numerous existing enterprise applications including Payroll and SAP SuccessFactors, requiring seamless data exchange and workflow synchronization. Extending the Test Lead resource allows for robust integration testing, ensuring data integrity and compatibility across HR, finance, and operations systems.

Alignment with the March 2026 Go-Live Date

The project timeline necessitates efficient test execution without compromising quality. Extending the Test Lead resource will ensure timely defect identification, resolution, and overall test cycle optimization, supporting the project's schedule.

FINANCIAL IMPLICATIONS

Corporate Scheduling CI210019

Budget Summary:	<u>Project Account No. CI210019</u>	
	Cumulative Uncommitted Budget	\$2,499,666
	Less: Contract Amendment #01	<u>\$ 137,205</u>
	Balance	\$2,362,460

The balance of funds will be used for continued implementation deliverables.

RISK CONSIDERATION

Should the Test Lead resource extension not be approved, additional pressure will be put on the existing project resources and will lead to extended timelines and increased costs to complete this work.

ENVIRONMENTAL IMPLICATIONS

No environmental implications were identified.

SOCIAL VALUE

Social Value was evaluated as part of the RFP Criteria. This included proponent's track record and commitment to supporting the social, environmental, and economic well-being of Nova Scotia and the world and identify, if any the social value that will be delivered through the Project.

This includes but is not limited to diversity of ownership, actions to protect the environment and climate, actions to support workforce and workforce development (i.e. Engineers in Training, Internships, providing seminars and training, supporting employees in career and personal development including but not limited to contributing to higher education costs), actions to encourage diverse economic development (subcontracting to diverse enterprises, female-owned, African Canadian owned, Indigenous-owned business, social enterprise, small local business) and corporate social responsibility (volunteering, supporting local charities, progressive employment practices such as enhanced health benefits, daycare, paid employee and family assistance programs, extended paid sick and maternity leave, non-legislated paid vacation, etc.).

ALTERNATIVES

The CAO could choose to not approve the recommendation.

LEGISLATIVE AUTHORITY

Halifax Regional Municipality Charter, S.N.S 2008, c.39:

Section 79A (1) Subject to subsections (2) to (4), the Municipality may only spend money for municipal purposes if:

- (a) the expenditure is included in the Municipality's operating budget or capital budget or is otherwise authorized by the Municipality;
- (b) the expenditure is in respect of an emergency under the Emergency Management Act; or
- (c) the expenditure is legally required to be paid.

Administrative Order Number 2022-012-ADM, the Procurement Policy

32(7) The approval and signing authority limits for cumulative contract amendments are as follows:

Position	Approval Authority
DCAO or Executive Director (or their delegate)	(a) \$15,000; or (b) a 15% increase to the originally approved contract amount, whichever is greater.
CAO	(a) \$20,000 or (b) a 20% increase to the originally approved contract amount, whichever is greater.
CAO (with reporting to Audit & Finance)	The CAO may approve and sign contract amendments that exceed the thresholds above, provided that the CAO must submit a report including the details of such contract amendments at the next scheduled meeting of the Audit & Finance Standing Committee.
Council	Any amount

ATTACHMENTS

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