



## STAFF REPORT ACTION REQUIRED

### Ceridian Dayforce – Increase to Contract

**Date:** October 28, 2024  
**To:** Toronto Public Library Board  
**From:** City Librarian

#### SUMMARY

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The purpose of this report is to seek Toronto Public Library Board approval for an increase to the total value of the contract with Ceridian Canada Services Ltd. for the supply of the Human Capital Management (HCM) system.

The increase in the value of the HCM contract with Ceridian Canada Services Ltd. is \$0.531 million, excluding Harmonized Sales Tax (HST), for the period 2024-2028, is required for activation of additional modules for Benefits Administration and Document Management. This will increase the total five-year commitment from \$1.810 million to \$2.341 million.

# RECOMMENDATIONS

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**The City Librarian recommends that the Toronto Public Library Board:**

1. approves an increase to the commitment with Ceridian Canada Services Ltd. for the supply of the Human Capital Management (HCM) system and additional modules, including Benefits Administration and Document Management, for an amount of \$0.531 million, excluding Harmonized Sales Tax (HST), which increases the total value of the contract from \$1.810 million to \$2.341 million with annual estimated spending as follows:
  - a. 2024 cost of \$0.350 million increases by \$0.112 million, for a revised amount of \$0.462 million;
  - b. 2025 cost of \$0.359 million increases by \$0.105 million, for a revised amount of \$0.464 million;
  - c. 2026 cost of \$0.361 million increases by \$0.105 million, for a revised amount of \$0.466 million;
  - d. 2027 cost of \$0.368 million increases by \$0.105 million, for a revised amount of \$0.473 million; and
  - e. 2028 cost of \$0.371 million increases by \$0.105 million, for a revised amount of \$0.476 million.

# FINANCIAL IMPACT

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This value of the five-year commitment with Ceridian will increase by \$0.531 million which increases the total commitment value from \$1.810 million to \$2.341 million, with annual cash flows shown below.

**HCM contract with Ceridian**

<u>Year</u>	<u>Current Contract</u>	<u>Increase</u>	<u>Revised Contract</u>
2024	349,974	112,514	462,488
2025	358,767	104,700	463,467
2026	361,686	104,700	466,386
2027	368,262	104,700	472,962
2028	371,194	104,700	475,894
<b>Total</b>	<b>\$ 1,809,883</b>	<b>\$ 531,314</b>	<b>\$ 2,341,197</b>

The \$462,488 cost for 2024 is included in the approved operating budget and the annual inflationary increases will be included in future budgets.

The Director, Finance & Treasurer has reviewed this financial impact statement and agrees with it.

## **ALIGNMENT WITH STRATEGIC PLAN**

TPL's Strategic Plan (2020-2024): *Vital to Toronto* includes five priorities. The agreement with Ceridian Canada Services Ltd. supports the strategic plan's fifth priority by *Investing in staff and an innovative service culture*. Provision of the Human Capital Management (HCM) system continues to deliver modernization and automation of Human Resource services. Adopting the Benefits Administration and Document Management modules will further advance the HCM enterprise system.

## **DECISION HISTORY**

At its meeting on January 30, 2017, the Library Board considered [Human Capital Management \(HCM\) System – Award of Contract](#) and awarded the contract to Ceridian Canada Services Ltd. for the supply of a HCM for up to five years, which included implementation and subsequent ongoing software support and license fees. Implementation of the HCM system was subsequently initiated around the end of 2017.

At its meeting on February 26, 2024, the Library Board considered [Ceridian Dayforce – Renewal of Services](#) and approved a renewal for supply of a HCM system to Ceridian Canada Services Ltd. for a further five years with a total commitment value of \$1.809 million and annual spending as follows:

2024	349,974
2025	358,767
2026	361,686
2027	368,262
2028	371,194
<b>Total</b>	<b>\$1,809,883</b>

## COMMENTS

The HCM implemented in collaboration with Ceridian Canada Services Ltd. includes the option of purchasing additional HCM modules at a reduced cost. Extending capabilities of the HCM with the activation of the Benefits Administration and Document Management modules activates new services on an existing platform familiar to TPL staff. These modules will lead to improved operational efficiencies while ensuring necessary privacy and security requirements are sustained.

Because this is an increase to a contract which was extended by the Board at its meeting on February 26, 2024 for a five-year period, 2024 to 2028, the proposed contract increase of \$510,000 exceeds the City Librarian's authority of \$500,000, and therefore requires Board approval.

## CONTACT

Steve Till-Rogers, Director, Digital Strategy & CIO, Tel: 416-395-5577;  
Email: [stillrogers@tpl.ca](mailto:stillrogers@tpl.ca)

Larry Hughsam, Director, Finance and Treasurer; Tel: 416-397-5946;  
Email: [lhughsam@tpl.ca](mailto:lhughsam@tpl.ca)

## SIGNATURE

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Vickery Bowles  
City Librarian