



**THE CITY OF WINNIPEG**

# **REQUEST FOR PROPOSAL**

**RFP NO. 156**

**PROVISION OF UPGRADE SERVICES FOR ORACLE'S PEOPLESFT PLANNING  
AND BUDGETING COMPONENT, ENTERPRISE PERFORMANCE MANAGEMENT  
(EPM) VERSION 8.9**

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## **PART B- BIDDING PROCEDURES**

### **B1. PROJECT TITLE**

- B1.1 PROVISION OF UPGRADE SERVICES FOR ORACLE'S PEOPLESFT PLANNING AND BUDGETING COMPONENT, ENTERPRISE PERFORMANCE MANAGEMENT (EPM) VERSION 8.9

### **B2. SUBMISSION DEADLINE**

- B2.1 The Submission Deadline is 4:00 p.m. Winnipeg time, September 23, 2005.
- B2.2 Proposal Submissions determined by the Manager of Materials to have been received later than the Submission Deadline will not be accepted and will be returned upon request.
- B2.3 The Contract Administrator or the Manager of Materials may extend the Submission Deadline by issuing an addendum at any time prior to the time and date specified in B2.1.

### **B3. ENQUIRIES**

- B3.1 All enquiries shall be directed to the Contract Administrator identified in D2.2.
- B3.2 If the Bidder finds errors, discrepancies or omissions in the Request for Proposal, or is unsure of the meaning or intent of any provision therein, the Bidder shall notify the Contract Administrator of the error, discrepancy or omission, or request a clarification as to the meaning or intent of the provision at least five (5) Business Days prior to the Submission Deadline.
- B3.3 Responses to enquiries which, in the sole judgment of the Contract Administrator, require a correction to or a clarification of the Request for Proposal will be provided by the Contract Administrator to all Bidders by issuing an addendum.
- B3.4 Responses to enquiries which, in the sole judgment of the Contract Administrator, do not require a correction to or a clarification of the Request for Proposal will be provided by the Contract Administrator only to the Bidder who made the enquiry.
- B3.5 The Bidder shall not be entitled to rely on any response or interpretation received pursuant to B3 unless that response or interpretation is provided by the Contract Administrator in writing.

### **B4. CONFIDENTIALITY**

- B4.1 Information provided to a Bidder by the City or acquired by a Bidder by way of further enquiries or through investigation is confidential. Such information shall not be used or disclosed in any way without the prior written authorization of the Contract Administrator.
- B4.2 The Bidder shall not make any statement of fact or opinion regarding any aspect of the Request for Proposals to the media or any member of the public without the prior written authorization of the Contract Administrator.

### **B5. ADDENDA**

- B5.1 The Contract Administrator may, at any time prior to the Submission deadline, issue addenda correcting errors, discrepancies or omissions in the Request for Proposal, or clarifying the meaning or intent of any provision therein.

- B5.2 The Contract Administrator will issue each addendum at least two (2) Business Days prior to the Submission Deadline, or provide at least two (2) Business Days by extending the Submission Deadline.
- B5.2.1 Addenda will be available on the Bid Opportunities page at The City of Winnipeg, Corporate Finance, Materials Management Branch internet site at <http://www.winnipeg.ca/matmgt>.
- B5.2.2 The Bidder is responsible for ensuring that he has received all addenda and is advised to check the Materials Management Branch internet site for addenda shortly before submitting his Proposal.
- B5.3 The Bidder shall acknowledge receipt of each addendum in Paragraph 9 of Form A: Proposal. Failure to acknowledge receipt of an addendum may render a Proposal non-responsive.

## **B6. SUBSTITUTES**

- B6.1 The Work is based on the materials, equipment, methods and products specified in the Request for Proposal.
- B6.2 Substitutions shall not be allowed unless application has been made to and prior approval has been granted by the Contract Administrator in writing.
- B6.3 Requests for approval of a substitute will not be considered unless received in writing by the Contract Administrator at least seven (7) Business Days prior to the Submission Deadline.
- B6.4 The Bidder shall ensure that any and all requests for approval of a substitute:
- (a) provide sufficient information and details to enable the Contract Administrator to determine the acceptability of the material, equipment, method or product as either an approved equal or alternative;
  - (b) identify any and all changes required in the applicable Work, and all changes to any other Work, which would become necessary to accommodate the substitute;
  - (c) identify any anticipated cost or time savings that may be associated with the substitute;
  - (d) certify that, in the case of a request for approval as an approved equal, the substitute will fully perform the functions called for by the general design, be of equal or superior substance to that specified, is suited to the same use and capable of performing the same function as that specified and can be incorporated into the Work, strictly in accordance with the Contract;
  - (e) certify that, in the case of a request for approval as an approved alternative, the substitute will adequately perform the functions called for by the general design, be similar in substance to that specified, is suited to the same use and capable of performing the same function as that specified and can be incorporated into the Work, strictly in accordance with the Contract.
- B6.5 The Contract Administrator, after assessing the request for approval of a substitute, may in his sole discretion grant approval for the use of a substitute as an "approved equal" or as an "approved alternative", or may refuse to grant approval of the substitute.
- B6.6 The Contract Administrator will provide a response in writing, at least two (2) Business Days prior to the Submission Deadline, only to the Bidder who requested approval of the substitute.
- B6.6.1 The Bidder requesting and obtaining the approval of a substitute shall be entirely responsible for disseminating information regarding the approval to any person or persons he wishes to inform.

- B6.7 If the Contract Administrator approves a substitute as an “approved equal”, any Bidder may use the approved equal in place of the specified item.
- B6.8 If the Contract Administrator approves a substitute as an “approved alternative”, any Bidder bidding that approved alternative shall base his Total Bid Price upon the specified item but may also indicate an alternative price based upon the approved alternative. Such alternatives will be evaluated in accordance with B16.
- B6.9 No later claim by the Contractor for an addition to the price(s) because of any other changes in the Work necessitated by the use of an approved equal or an approved alternative will be considered.

## **B7. PROPOSAL SUBMISSION**

- B7.1 The Proposal Submission consists of the following components:
- (a) Form A: Proposal;
  - (b) Form B: Prices;
  - (c) Information demonstrating experience as required in B11;
  - (d) Information required to be submitted in Specifications E1 through E11.
- B7.2 All components of the Proposal Submission shall be fully completed or provided, and submitted by the Bidder no later than the Submission Deadline, with all required entries made clearly and completely in ink, to constitute a responsive Proposal.
- B7.3 The Proposal Submission shall be submitted enclosed and sealed in an envelope clearly marked with the RFP number and the Bidder's name and address.
- B7.3.1 Samples or other components of the Proposal Submission which cannot reasonably be enclosed in the envelope may be packaged separately, but shall be clearly marked with the RFP number, the Bidder's name and address, and an indication that the contents are part of the Bidder's Proposal Submission.
- B7.4 Proposal Submissions submitted by facsimile transmission (fax) or internet electronic mail (e-mail) will not be accepted.
- B7.5 Proposal Submissions shall be submitted to:
- The City of Winnipeg  
Corporate Finance Department  
Materials Management Branch  
185 King Street, Main Floor  
Winnipeg MB R3B 1J1

## **B8. PROPOSAL**

- B8.1 The Bidder shall complete Form A: Proposal, making all required entries.
- B8.2 Paragraph 2 of Form A: Proposal shall be completed in accordance with the following requirements:
- (a) if the Bidder is a sole proprietor carrying on business in his own name, his name shall be inserted;
  - (b) if the Bidder is a partnership, the full name of the partnership shall be inserted;
  - (c) if the Bidder is a corporation, the full name of the corporation shall be inserted;

- (d) if the Bidder is carrying on business under a name other than his own, the business name and the name of every partner or corporation who is the owner of such business name shall be inserted.

B8.2.1 If a Proposal is submitted jointly by two or more persons, each and all such persons shall identify themselves in accordance with B8.2.

B8.3 In Paragraph 3 of Form A: Proposal, the Bidder shall identify a contact person who is authorized to represent the Bidder for purposes of the Proposal.

B8.4 Paragraph 11 of Form A: Proposal shall be signed in accordance with the following requirements:

- (a) if the Bidder is a sole proprietor carrying on business in his own name, it shall be signed by the Bidder;
- (b) if the Bidder is a partnership, it shall be signed by the partner or partners who have authority to sign for the partnership;
- (c) if the Bidder is a corporation, it shall be signed by its duly authorized officer or officers and the corporate seal, if the corporation has one, should be affixed;
- (d) if the Bidder is carrying on business under a name other than his own, it shall be signed by the registered owner of the business name, or by the registered owner's authorized officials if the owner is a partnership or a corporation.

B8.4.1 The name and official capacity of all individuals signing Form A: Proposal shall be printed below such signatures.

B8.4.2 All signatures shall be original and shall be witnessed except where a corporate seal has been affixed.

B8.5 If a Proposal is submitted jointly by two or more persons, the word "Bidder" shall mean each and all such persons, and the undertakings, covenants and obligations of such joint Bidders in the Proposal Submission and the Contract, when awarded, shall be both joint and several.

## **B9. PRICES**

B9.1 The Bidder shall state a price in Canadian funds for each item of the Work identified on Form B: Prices.

B9.1.1 Prices on Form B: Prices shall include:

- (a) duty;
- (b) freight and cartage;
- (c) Provincial and Federal taxes [except the Goods and Services Tax (GST) and Manitoba Retail Sales Tax (MRST, also known as PST), which shall be extra where applicable] and all charges governmental or otherwise paid;
- (d) profit and all compensation which shall be due to the Contractor for the Work and all risks and contingencies connected therewith.

B9.1.2 Payment

- (a) The City will retain 10% of fees due as a holdback. The holdback, which will accumulate to 10% of the grand total of fees due, will be paid only on the completion of all deliverables to the satisfaction of the Contract Administrator.

## **B10. QUALIFICATION**

B10.1 The Bidder shall:

- (a) undertake to be in good standing under The Corporations Act (Manitoba), or properly registered under The Business Names Registration Act (Manitoba), or otherwise properly registered, licensed or permitted by law to carry on business in Manitoba, or if the Bidder does not carry on business in Manitoba, in the jurisdiction where the Bidder does carry on business;
- (b) be responsible and not be suspended, debarred or in default of any obligation to the City;
- (c) be financially capable of carrying out the terms of the Contract;
- (d) have all the necessary experience, capital, organization, and equipment to perform the Work in strict accordance with the terms and provisions of the Contract;
- (e) have successfully carried out work, similar in nature, scope and value to the Work;
- (f) employ only Subcontractors who:
  - (i) are responsible and not suspended, debarred or in default of any obligation to the City (a list of suspended or debarred individuals and companies is available on the Information Connection page at The City of Winnipeg, Corporate Finance, Materials Management Branch internet site at <http://www.winnipeg.ca/matmgt>); and
  - (ii) have successfully carried out work similar in nature, scope and value to the portion of the Work proposed to be subcontracted to them, and are fully capable of performing the Work required to be done in accordance with the terms of the Contract;
- (g) have a written workplace safety and health program in accordance with The Workplace Safety and Health Act (Manitoba);

B10.2 The Bidder shall be prepared to submit, within three (3) Business Days of a request by the Contract Administrator, proof satisfactory to the Contract Administrator of the qualifications of the Bidder and of any proposed Subcontractor.

B10.3 The Bidder shall provide, on the request of the Contract Administrator, full access to any of the Bidder's equipment and facilities to confirm, to the Contract Administrator's satisfaction, that the Bidder's equipment and facilities are adequate to perform the Work.

## **B11. EXPERIENCE**

B11.1 The Bidder should:

- (a) have successfully carried out work, similar in nature, scope and value to the Work;
  - (i) should include at least three (3) references, preferably from the public sector, where the proposed resources have participated in recent and/or current projects of similar scope and magnitude. Each reference will include:
    - (i) Name and size of project;
    - (ii) Name of client organization, contact name, address, telephone numbers;
    - (iii) Duration of project;
    - (iv) Approximate total cost; and
    - (v) A brief description of the project including whether or not the project was completed within/under/over budget and within the time limit assigned.
  - (ii) The City reserves the right to contact references without prior notification to the Bidder
- (b) Have the following skill sets for providing Implementation assistance:
  - (i) Oracle's PeopleSoft Planning and Budgeting Component, EPM 8.9 Consultant Certification
  - (ii) PeopleSoft Technical Consultant Certification



- (iii) PeopleSoft Security
  - (iv) Experience with, or certification in PeopleSoft HCM 8.3 SP1 or higher including a sound understanding of the integration points the City has between our HCM 8.3 SP1 environment and Oracle's PeopleSoft Planning and Budgeting Component, EPM 8.9 MP1.
  - (v) Experience with, or certification in PeopleSoft FMS 8.4 SP2 or higher including a sound understanding of the integration points the City currently has between FMS 8.4 SP2 and Oracle's PeopleSoft Planning and Budgeting Component, EPM 8.9 MP1 and any integration points that could exist with the City's future plans to add the Asset Management and Accounts Receivable/Billing modules.
- (c) For each personnel assigned to the project the Bidder shall provide;
- (i) A brief resume identifying their qualifications, experience, number of years with the Bidder's company and specific roles played on reference projects;
  - (ii) Confirmation of availability during the required timeframe
- (d) employ only Subcontractors who:
- (i) are responsible and not suspended, debarred or in default of any obligation to the City (a list of suspended or debarred individuals and companies is available on the Information Connection page at The City of Winnipeg, Corporate Finance, Materials Management Branch internet site at <http://www.winnipeg.ca/matmgt>); and
  - (ii) have successfully carried out work similar in nature, scope and value to the portion of the Work proposed to be subcontracted to them, and are fully capable of performing the Work required to be done in accordance with the terms of the Contract;

## **B12. RESPONSE FORMAT TO SPECIFICATIONS**

- B12.1 Further to B7.1(d), the Bidder should respond to all clauses in the Specifications, in the order listed, indicating compliance or non-compliance, or providing an explanation where requested.
- B12.2 Bidders are requested not to reiterate the clause in their Bid Submission.
- B12.3 Failure to respond to any clause will be interpreted as a "do not comply" answer.

## **B13. OPENING OF PROPOSALS AND RELEASE OF INFORMATION**

- B13.1 Proposal Submissions will not be opened publicly.
- B13.2 After award of Contract, the name(s) of the successful Bidder(s) and the Contract Amount(s) will be available on the Closed Bid Opportunities (or Public/Posted Opening & Award Results) page at The City of Winnipeg, Corporate Finance, Materials Management Branch internet site at <http://www.winnipeg.ca/matmgt>.
- B13.3 To the extent permitted, the City shall treat all Proposal Submissions as confidential, however the Bidder is advised that any information contained in any Proposal Submission may be released if required by City policy or procedures, by The Freedom of Information and Protection of Privacy Act (Manitoba), by other authorities having jurisdiction, or by law.

## **B14. IRREVOCABLE OFFER**

- B14.1 The Proposal(s) submitted by the Bidder shall be irrevocable for the time period specified in Paragraph 10 of Form A: Proposal.

B14.2 The acceptance by the City of any Proposal shall not release the Proposals of the other responsive Bidders and these Bidders shall be bound by their offers on such Work for the time period specified in Paragraph 10 of Form A: Proposal.

#### **B15. WITHDRAWAL OF OFFERS**

B15.1 A Bidder may withdraw his Proposal without penalty by giving written notice to the Manager of Materials at any time prior to the Submission Deadline.

B15.1.1 Notwithstanding GC.7.05(2), the time and date of receipt of any notice withdrawing a Proposal shall be the time and date of receipt as determined by the Manager of Materials.

B15.1.2 The City will assume that any one of the contact persons named in Paragraph 3 of Form A: Proposal or the Bidder's authorized representatives named in Paragraph 11 of Form A: Proposal, and only such person, has authority to give notice of withdrawal.

B15.1.3 If a Bidder gives notice of withdrawal prior to the Submission Deadline, the Manager of Materials shall:

- (a) retain the Proposal Submission until after the Submission Deadline has elapsed;
- (b) open the Proposal Submission to identify the contact person named in Paragraph 3 of Form A: Proposal and the Bidder's authorized representatives named in Paragraph 11 of Form A: Proposal; and
- (c) if the notice has been given by any one of the persons specified in B15.1.3(b), declare the Proposal withdrawn.

B15.2 A Bidder who withdraws his Proposal after the Submission Deadline but before his offer has been released or has lapsed as provided for in B14.2 shall be liable for such damages as are imposed upon the Bidder by law and subject to such sanctions as the Chief Administrative Officer considers appropriate in the circumstances. The City, in such event, shall be entitled to all rights and remedies available to it at law, including the right to retain the Bidder's bid security.

#### **B16. INTERVIEWS**

B16.1 The Contract Administrator may, in his sole discretion, interview Bidders during the evaluation process.

#### **B17. NEGOTIATIONS**

B17.1 The City reserves the right to negotiate details of the Contract with Bidders.

B17.2 Negotiations, if any, are intended to address administrative and technical details of the Contract. The Bidder is advised to present his best offer, not a starting position for negotiations, in his Proposal Submission; the City will not necessarily pursue negotiations with any Bidder.

B17.3 If, in the course of negotiations pursuant to B17.2 or otherwise, the Bidder amends or modifies a Proposal after the Submission Deadline, the City may consider any amended Proposal as an alternative to the Proposal as originally submitted without releasing the Bidder from the Proposal as originally submitted.

#### **B18. EVALUATION OF PROPOSALS**

B18.1 Award of the Contract shall be based on the following evaluation criteria:

- (a) Compliance by the Bidder with the requirements of the Request for Proposal **pass/fail**;
- (b) Qualifications of the Bidder and the Subcontractors,

- (i) Direct company and principal staff experience with PeopleSoft implementation and upgrade projects **15%**
  - (c) Experience of the project team members assigned to the project **20%**
    - (i) Reference information gathered from customers **10%**
  - (d) Bid Price
    - (i) Bid Price shall be evaluated as to the method and basis of compensation including a breakdown of overall cost including all fees and other charges **20%**
  - (e) Project methodology, project schedule and work plan
    - (i) Quality of overall approach, work methodology and identification of project constraints **20%**
    - (ii) Work plan and schedule **15%**
  - (f) Economic analysis of any approved alternative pursuant to B8.
- B18.2 Further to B18.1(a), the Award Authority may reject a Proposal as being non-responsive if the Proposal Submission is incomplete, obscure or conditional, or contains additions, deletions, alterations or other irregularities. The Award Authority may reject all or any part of any Proposal, or waive technical requirements if the interests of the City so require.
- B18.3 Further to B18.1(b), the Award Authority shall reject any Proposal submitted by a Bidder who does not demonstrate, in his Proposal Submission, in other information required to be submitted, during interviews or in the course of reference checks, that he is responsible and qualified.
- B18.4 Further to B18.1(c), experience of the project team members assigned to the project shall be evaluated based on experience in public sector projects of similar size and scope including the operation of finance and human resource business processes relevant to the budgeting process;
  - (a) Completeness of Proposal;
  - (b) Ability to meet timelines;
  - (c) Satisfactory references.
- B18.5 Further to B18.1(d), the Evaluated Bid Price shall be the sum of the quantities for each item shown on Form B: Prices.
  - (a) If there is any discrepancy between the Evaluated Bid Price written in figures, the Evaluated Bid Price written in words and the sum of the quantities, the sum of the quantities for each item shall take precedence.
- B18.6 Further to B18.1(e), methodology, project schedule and work plan offered will be evaluated based on the information submitted as required in E1 through E11 the following criteria:
  - (a) Experience with Oracle's PeopleSoft Planning and Budgeting Component, EPM 8.9 functionality and technology;
- B18.7 This Contract will be awarded as a whole.
- B19. AWARD OF CONTRACT**
- B19.1 The City will give notice of the award of the Contract or will give notice that no award will be made.
- B19.2 The City will have no obligation to award a Contract to a Bidder, even though one or all of the Bidders are determined to be responsible and qualified, and the Proposals are determined to be responsive.

- B19.2.1 Without limiting the generality of B19.2, the City will have no obligation to award a Contract where:
- (a) the prices exceed the available City funds for the Work;
  - (b) the prices are materially in excess of the prices received for similar work in the past;
  - (c) the prices are materially in excess of the City's cost to perform the Work, or a significant portion thereof, with its own forces;
  - (d) only one Proposal is received; or
  - (e) in the judgment of the Award Authority, the interests of the City would best be served by not awarding a Contract.

- B19.3 Where an award of Contract is made by the City, the award shall be made to the responsible and qualified Bidder submitting the most advantageous offer.

## **B20. FACTS AND ASSUMPTIONS**

- B20.1 For each specification response required in E1 through E11 indicate all facts and assumptions made to build the Proposal and identify the relevance these facts and assumptions have had on the development of the Proposal. It is crucial that this information be provided to ensure that all facts and assumptions are known during evaluation.

## **PART C - GENERAL CONDITIONS**

### **C1. GENERAL CONDITIONS**

C1.1 The *General Conditions for the Supply and Delivery of Goods* (Form 21: 88 03) are applicable to the Work of the Contract.

C1.1.1 The *General Conditions for the Supply and Delivery of Goods* are available on the Information Connection page at The City of Winnipeg, Corporate Finance, Materials Management Branch internet site at <http://www.winnipeg.ca/matmgt>.

## PART D - SUPPLEMENTAL CONDITIONS

### GENERAL

#### D1. GENERAL CONDITIONS

- D1.1 In addition to the *General Conditions for the Supply and Delivery of Goods*, these Supplemental Conditions are applicable to the Work of the Contract.
- D1.2 The General Conditions are amended by striking out "The City of Winnipeg Act" wherever it appears in the General Conditions and substituting "The City of Winnipeg Charter".
- D1.3 The General Conditions are amended by striking out "Board of Commissioners" or "Commissioner" wherever it appears in the General Conditions and substituting the "Chief Administrative Officer".
- D1.4 The General Conditions are amended by striking out "Tender Package" wherever it appears in the General Conditions and substituting "Request for Proposal".
- D1.5 The General Conditions are amended by striking out "Tender Submission" wherever it appears in the General Conditions and substituting "Proposal Submission".
- D1.6 The General Conditions are amended by striking out "Bidding Instructions" wherever it appears in the General Conditions and substituting "Bidding Procedures".

#### D2. DEFINITIONS

- D2.1 When used in this Request for Proposal:
- (a) "**Business Day**" means any Calendar Day, other than a Saturday, Sunday, or a Statutory or Civic Holiday;
  - (b) "**may**" indicates an allowable action or feature which will not be evaluated;
  - (c) "**must**" or "**shall**" indicates a mandatory requirement which will be evaluated on a pass/fail basis;
  - (d) "**should**" indicates a desirable action or feature which will be evaluated on a relative scale;
  - (e) "**Submission Deadline**" and "**Time and Date Set for the Final Receipt of Bids**" mean the time and date set out in the Bidding Procedures for final receipt of Proposals;
  - (f) "**Documentation**" means the recording of project activities in either text, flowchart or combined form to accurately record the work performed;
  - (g) "**Budget Centre**" means the accumulation of DEPTIDS that are submitted by a department for review.
- D2.2 The Contract Administrator is:
- Stewart Bidinosti  
Manager, PeopleSoft Support Services  
Corporate Information Technology  
Administration Building, 5<sup>th</sup> Floor  
510 Main Street  
Winnipeg MB R3B1B9
- Telephone No. (204) 986-4214
- Facsimile No. (204) 986-5966

### **D3. BACKGROUND**

- D3.1 The City of Winnipeg's PeopleSoft sustainment effort currently utilizes PeopleSoft Budgeting Component, EPM version 8.8 SP2 to conduct all matters pertaining to budget preparation. The current version was implemented in May, 2004 and integrates with the City's PeopleSoft FMS version 8.4 SP2 and HCM version 8.3 SP1 to provide both operational and salary related budget information. The City does not use PeopleSoft Budgeting Component 8.8 SP2 for Capital Budgeting at this time.
- D3.2 The City utilizes PeopleSoft EPM version 8.8 SP2 solely for the Budgeting Component and will be retaining that focus for the upgrade to version 8.9 MP1. An expansion into other functionalities offered by EPM is not in scope at this time.
- D3.3 The City is currently running EPM 8.8 SP2 and FMS 8.4 SP2 on PeopleTools 8.45 and HCM 8.3 SP1 on PeopleTools 8.21. A major PeopleTools upgrade, moving to these versions took place in April, 2005. Within the EPM environment there are 25 City custom processes. Please refer to the following Appendices for more information
- (a) Appendix 1 for a complete listing of Budgeting processes.
  - (b) Appendix 2 for a complete listing of Budgeting reports
  - (c) Appendix 3 for a flowchart depicting the Budgeting process and integration points with FMS 8.4 SP2 and HCM 8.3 SP1.
- D3.4 The City's FMS 8.4 SP2 deployment includes General Ledger, Accounts Payable, Inventory, Purchasing and Project Costing while the current HCM 8.3 SP1 deployment includes Base HR, Benefits, Attendance Management, Time and Labour, Payroll, Recruitment, Health and Safety, Training and the self serve functionality of eRecruit and eDevelopment.
- D3.5 At present the City is investigating future deployment of two additional FMS modules namely Accounts Receivable/Billing and Asset Management. The versions of these planned modules have not been established at this time.
- D3.6 There are currently 172 PeopleSoft Budgeting Component, EPM 8.8 SP2 users at the City. The application is used in a decentralized fashion with 162 preparers and reviewers distributed across 15 City departments with a number of preparers, ranging up to 10 in each department and several reviewers per department. Report preparation and approvals for changes to the production instance is done centrally in the Corporate Finance Department by 2 coordinators and 8 Analyst roles exist in the Financial Planning and Review division of the Corporate Finance Department.
- D3.7 Changes to security profiles are made centrally in the Corporate Information Technology Department. Individual departments determine their Budgeting preparation and review structure as well as their Budget Centre size(s) based on their size and divisions.

### **D4. TECHNICAL INFRASTRUCTURE ENVIRONMENT**

- D4.1 The Peoplesoft production and development environments are fully deployed to support our Financial (General Ledger, Accounts Payable, Purchasing, Inventory and Project Costing), Human Resources (Base HR, Benefits, Attendance Management, Time and Labour, Payroll, Recruitment, Health and Safety, Training) and Enterprise Performance Management (Budgeting) applications. Environment considerations typically include the client, server and network. Server issues focus on hardware and operating systems compatibility, plus the database management system. Network requirements focus on compatibility with particular emphasis on network protocols and bandwidth requirements for local and remote users. Client requirements focus on desktop hardware, operating systems and graphical environments.
- (a) Servers (Production, Test, Development, Others)

- (i) The City prefers HP/Intel Windows 2003 Server platforms based on existing staff skill sets.
- (ii) The City uses the following BMC Patrol systems management products to monitor and manage the server environment:
- (iii) Patrol for Oracle
- (iv) Patrol for Microsoft Windows Servers

A diagram representing the City's current server infrastructure is shown at the end of this section.

(b) Storage

- (i) The City has installed an HP StorageWorks Enterprise Virtual Array (SAN) to support data storage requirements for the production and development database tiers. A significant amount of local disk storage is also installed on all servers to meet processing requirements.
- (ii) The City uses IBM's TSM Backup/Archive product for backup and recovery services.

(c) Database

- (i) The City prefers Oracle 9i Standard Edition based on existing staff skill sets.
- (ii) The City has implemented a functional Oracle 9i system that fulfills all application system functional requirements, provides full online back-up, recovery and reorganization facilities including database transaction logging and up-to-the-minute forward recovery, plus timely automated reporting of actual or potential errors or problems.
- (iii) The City conducts database performance measurement and tuning as necessary.

(d) Network

- (i) The City deploys TCP/IP as a communication protocol and Ethernet for LAN connectivity to support server to client (and server to server) communications. High speed fibre connections are in place to provide the necessary network bandwidth and latency requirements to meet our transaction workload plus any normal system management functions.

(e) Client Platform

- (i) The City has in excess of 5000 Personal Computer client workstations deployed throughout its entire organization. The vast majority of our PC's use current versions of Microsoft XP or Windows 2000 as their operating system and have sufficient processing power and memory to access PeopleSoft applications utilizing Internet Explorer 6.X and 5.X via the 4-tier PeopleSoft Internet Architecture (PIA). Over 1000 clients have access to our production PeopleSoft applications, with up to 200 concurrent users signed on across all applications during peak periods. The Budgeting system has in excess of a hundred users, with a few dozen concurrent users during peak periods. Clients also use Microsoft Office 2000 and 2003 to access Excel spreadsheets and Word documents generated from our PeopleSoft applications.

(f) PeopleSoft Instances

- (i) The City's most recent PeopleSoft Instance Layout is attached at the end of this section for reference purposes. In addition to the standard SYS and DEMO instances generated at installation time, we plan to provide at least four pre-production instances for use during the development and testing of the new EPM/Budgeting release, as follows:

EP89T1            Development    Technical Upgrade Instance



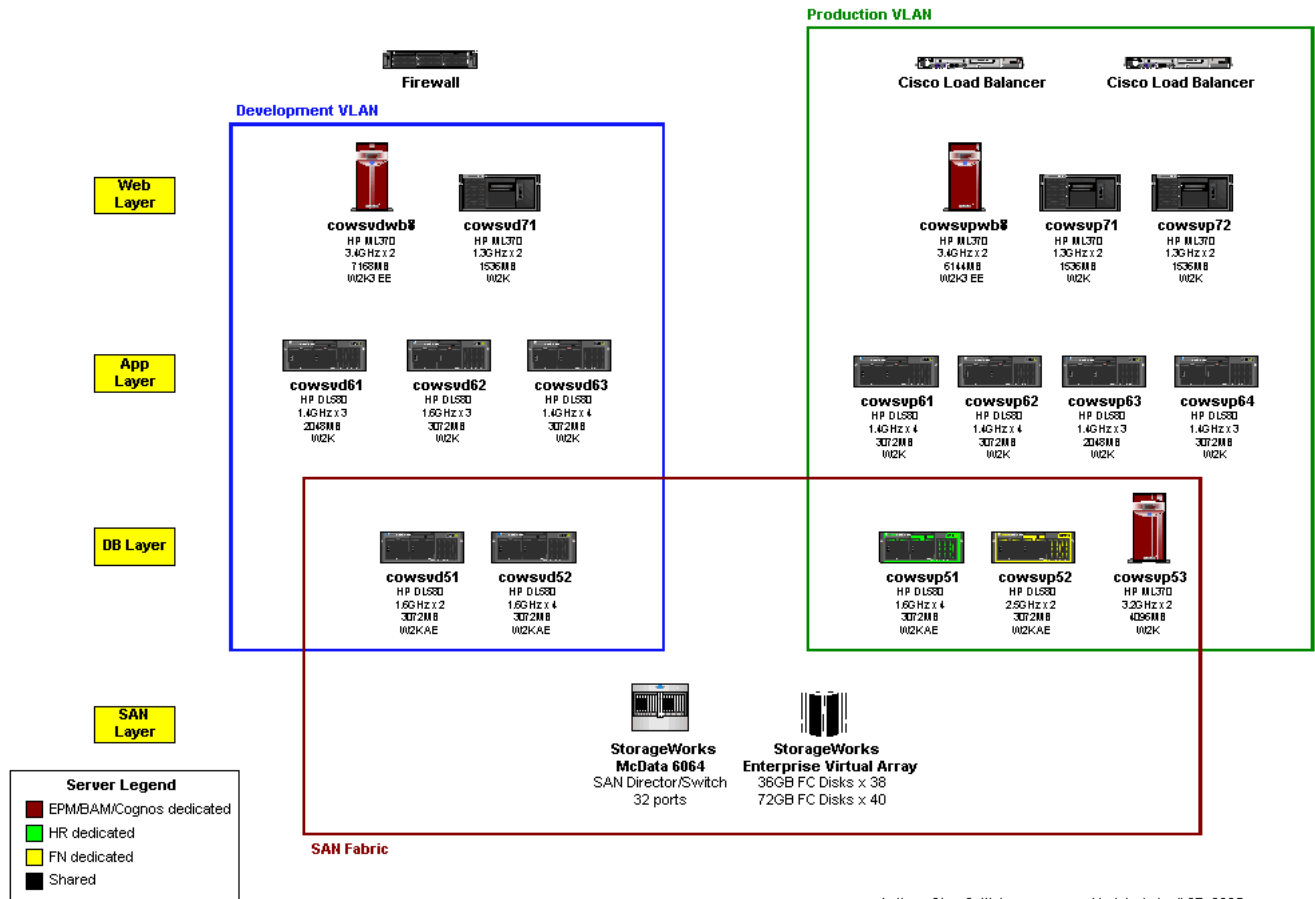
(destination for first pass, source for test move to production)

EP89SBX      Sandbox      Functional Coordinator Configuration and Test Instance  
(created from EP89T1)

EP89DEV      Development      Technical Upgrade Instance  
(target for second pass, source for move to production)

EP89TRN      Training      User Training Instance

### City of Winnipeg PeopleSoft Environment



### City Of Winnipeg Instance Layout

Database Server	Instance	Application Server	Process Scheduler	Purpose
COWSVD51	BM881BSE			Production Support Instance - Used by Functional Coordinators to enable issue analysis/resolution on a instance that is regularly refreshed from production.
	BM881DEV			Application Development & Programming Instance - Used by PSS Team to develop and test programs.
	BM881DMO			PeopleSoft Demonstration Instance
	BM881T1			Developer's Upgrade Instance - Zero to three operational at any point in time depending on Maintenance Pack/Patch & Fix activity.
	BM881TRN			Training region - Zero to three operational at any point in time depending on training requirements.
	EP881BSE	D63	D63	Production Support Instance - Used by Functional Coordinators to enable issue analysis/resolution on a instance that is regularly refreshed from production.
	EP881DEV	D63	D63	Application Development & Programming Instance - Used by PSS Team to develop and test programs.
	EP881DMO	D64	D64	PeopleSoft Demonstration Instance
	EP881SYS	D63-	D63-	Vanilla Reference
	EP881T1	D63	D63	Developer's Upgrade Instance - Zero to three operational at any point in time depending on Maintenance Pack/Patch & Fix activity.
	EP881TRN	D63	D63	Training region - Zero to three operational at any point in time depending on training requirements.
	HR831DMO	D62	D62	PeopleSoft Demonstration Instance
	HR831SBX	D61	D61	Functional Coordinator Test Instance - Used by Functional Coordinators to test new configurations and functions
	HR831SYS	D61-	D61-	Vanilla Reference
HR831TRN	D62	D62	Training region - Zero to three operational at any point in time depending on training requirements.	
	HR831CFG	D61-	D61-	
COWSVD52	FN841BSE	D61	D61	Production Support Instance - Used by Functional Coordinators to enable issue analysis/resolution on a instance that is regularly refreshed from production.
	FN841DEV	D63	D63	Application Development & Programming Instance - Used by PSS Team to develop and test programs.
	FN841DMO	D64	D64	PeopleSoft Demonstration Instance
	FN841SBX	D61-	D61-	Functional Coordinator Test Instance - Used by Functional Coordinators to test new configurations and functions
	FN841SYS	D63-	D63-	Vanilla Reference
	FN841T1	D64	D64	Developer's Upgrade Instance - Zero to three operational at any point in time depending on Maintenance Pack/Patch & Fix activity.
	FN841TRN	D63	D63	Training region - Zero to three operational at any point in time depending on training requirements.
	HR831DEV	D62	D62	Application Development & Programming Instance - Used by PSS Team to develop and test programs.
	HR831BSE	D62	D62	Production Support Instance - Used by Functional Coordinators to enable issue analysis/resolution on an instance that is regularly refreshed from production.
	HR831T1	D62	D62	Developer's Upgrade Instance - Zero to three operational at any point in time depending on Maintenance Pack/Patch & Fix activity.

COWSVD61	COWSVD62	COWSVD63	COWSVD64	
2	5	6	3	<b>Application Server Count - Development (Active)</b>
2	5	6	3	<b>Process Scheduler Count - Development (Active)</b>
3	0	2	0	<b>Application Server Count - Development (Inactive)</b>
3	0	2	0	<b>Process Scheduler Count - Development (Inactive)</b>
COWSVP51	<b>HRPRD</b> <b>HR831T2</b>	<b>P61/P62</b> <b>P61</b>	<b>P64</b> <b>P64</b>	Production Instance Final Pre-Production Test and Stress Test Instance - Resides on Production server environment.
COWSVP52	<b>FNPRD</b> <b>FN841T2</b>	<b>P61/P62</b> <b>P62</b>	<b>P63</b> <b>P63</b>	Production Instance Final Pre-Production Test and Stress Test Instance - Resides on Production server environment.
COWSVP53	<b>BMPRD</b> <b>BM881T2</b> <b>EP881T2</b> <b>EPPRD</b>	<b>P62</b> <b>P63</b>	<b>P63</b> <b>P63</b>	Production Instance Final Pre-Production Test and Stress Test Instance - Resides on Production server environment. Final Pre-Production Test and Stress Test Instance - Resides on Production server environment. Production Instance
Do Not Exist	<b>EP881SBX</b> <b>EP881DV2</b> <b>BM881SBX</b> <b>BM881SYS</b> <b>BM881DV2</b> <b>FN841DV2</b> <b>HR831DV2</b>			Functional Coordinator Test Instance - Used by Functional Coordinators to test new configurations and functions. Major Problem/Function Development/Test Instance - Zero to three operational at any point in time depending on major issues. e.g. Year end processing. Functional Coordinator Test Instance - Used by Functional Coordinators to test new configurations and functions. Vanilla Reference Major Problem/Function Development/Test Instance - Zero to three operational at any point in time depending on major issues. e.g. Year end processing. Major Problem/Function Development/Test Instance - Zero to three operational at any point in time depending on major issues. e.g. Year end processing. Major Problem/Function Development/Test Instance - Zero to three operational at any point in time depending on major issues. e.g. Year end processing.

Colour  
Legend:

	Indicates instance that do not currently exist, but are part of the sustainment model
	Indicates database resides in a location inconsistent with its tier status (e.g. a dev on prod)
	Databases that exist but are NOT part of the sustainment model

For general information about the City of Winnipeg, its Organizational Structure and descriptions of the City's Departments please refer to the City of Winnipeg Internet Home page at: <http://www.winnipeg.ca> Select "Your Government"

**D4.2 Project Governance**

- (a) The Project Team, through the Project Manager, reports to the Project Sponsors, which have been identified as the Managers of the following Business Units: Financial Planning and Review, Finance, Human Resources. A Steering Committee made up of various Business Owners will also provide functional and technical guidance to the Project Team.

**D4.3 Summary of changes we wish to implement.**

- (a) The Scope of this project is to upgrade from PeopleSoft Budgeting Component, EPM version 8.8 SP2 to Oracle's PeopleSoft Planning and Budgeting Component, version 8.9 in a manner that retains the existing core processes that have been implemented in version 8.8 and takes advantage of enhanced functionality offered in version 8.9.

**D5. NOTICES**

D5.1 GC.7.05 is hereby amended to delete reference to "registered mail" and to replace same with "ordinary mail".

D5.2 GC.7.05 is further amended hereby to include delivery by facsimile transmission (fax) as an acceptable means of delivering notices, consents, approvals, statements, authorizations, documents or other communications required or permitted to be given under this Contract. Deliveries by fax will be deemed to have been received on the day of delivery, if a business day, or if not a business day, on the business day next following the day of delivery.

D5.3 Further to GC.7.05, all notices, consents, approvals, statements, authorizations, documents or other communications to the City, except as expressly otherwise required in D5.4, D5.5 or elsewhere in the Contract, shall be sent to the attention of the Contract Administrator at the address or facsimile number identified in D2.2.

D5.4 All notices of appeal to the Chief Administrative Officer shall be sent to the attention of the Chief Financial Officer at the following address or facsimile number:

The City of Winnipeg  
Chief Administrative Officer Secretariat  
Administration Building, 3rd Floor  
510 Main Street  
Winnipeg MB R3B 1B9  
Facsimile No.: (204) 949-1174

D5.5 All notices, requests, nominations, proposals, consents, approvals, statements, authorizations, documents or other communications required to be submitted or returned to the City Solicitor shall be sent to the following address or facsimile number:

The City of Winnipeg  
Corporate Services Department  
Legal Services Division  
185 King Street, 3rd Floor  
Winnipeg MB R3B 1J1  
Facsimile No.: (204) 947-9155

## **D6. CONFIDENTIALITY AND OWNERSHIP OF INFORMATION**

- D6.1 Information provided to the Contractor by the City or acquired by the Contractor during the course of the Work is confidential. Such information shall not be used or disclosed in any way without the prior written authorization of the Contract Administrator.
- D6.2 The Contract, all deliverables produced or developed, and information provided to or acquired by the Contractor are the property of the City. The Contractor shall not disclose or appropriate to its own use, or to the use of any third party, all or any part thereof without the prior written consent of the Contract Administrator.
- D6.3 The Contractor shall not make any statement of fact or opinion regarding any aspect of the Contract to the media or any member of the public without the prior written authorization of the Contract Administrator.

## **SUBMISSIONS**

### **D7. AUTHORITY TO CARRY ON BUSINESS**

- D7.1 The Contractor shall be in good standing under The Corporations Act (Manitoba), or properly registered under The Business Names Registration Act (Manitoba), or otherwise properly registered, licensed or permitted by law to carry on business in Manitoba, or if the Contractor does not carry on business in Manitoba, in the jurisdiction where the Contractor does carry on business, throughout the term of the Contract, and shall provide the Contract Administrator with evidence thereof upon request.

### **D8. INSURANCE**

- D8.1 The Contractor shall provide and maintain commercial general liability insurance, in the amount of at least two million dollars (\$2,000,000.00) all inclusive, with The City of Winnipeg being added as an additional insured, with a cross-liability clause, to remain in place at all times during the performance of the Work.
- D8.2 Deductibles shall be borne by the Contractor.
- D8.3 The Contractor shall provide the Contract Administrator with a certificate of insurance of the policy at least two (2) Business Days prior to the commencement of any Work on the Site but in no event later than the date specified in GC.3.01 for the return of the executed Contract.
- D8.4 The Contractor shall not cancel, materially alter, or cause the policy to lapse without providing at least fifteen (15) Calendar Days prior written notice to the Contract Administrator.
- D8.5 Deductibles shall be borne by the Contractor.
- D8.6 The Contractor shall provide the Contract Administrator with a certificate of insurance of each policy at least two (2) Business Days prior to the commencement of any Work on the Site but in no event later than the date specified in GC.3.01 for the return of the executed Contract.
- D8.7 The Contractor shall not cancel, materially alter, or cause each policy to lapse without providing at least fifteen (15) Calendar Days prior written notice to the Contract Administrator.

## SCHEDULE OF WORK

### D9. COMMENCEMENT

- D9.1 The Contractor shall not commence any Work until he is in receipt of a letter of intent from the Award Authority authorizing the commencement of the Work.
- D9.2 The Contractor shall not commence any Work on the Site until:
- (a) the Contract Administrator has confirmed receipt and approval of:
    - (i) evidence that the Contractor is in good standing under The Corporations Act (Manitoba), or properly registered under The Business Names Registration Act (Manitoba), or otherwise properly registered, licensed or permitted by law to carry on business in Manitoba;
    - (ii) evidence of the workers compensation coverage specified in **Error! Reference source not found.**;
    - (iii) evidence of the insurance specified in D8;
  - (b) the Contractor has attended a meeting with the Contract Administrator, or the Contract Administrator has waived the requirement for a meeting.

### D10. CRITICAL STAGES

- D10.1 The Request for Proposal process will be governed by the following schedule. Although every attempt will be made to meet all dates, the City reserves the right to modify any or all dates at its sole discretion.
- (a) Release of Proposal Sept. 9th, 2005
  - (b) Submission date Sept. 23rd, 2005
  - (c) Selection Sept. 30th, 2005
- D10.2 The project will be delivered according to the following schedule.
- (a) Project commences early October, 2005
  - (b) Planning, Configuration October thru December, 2005
  - (c) Winter break shutdown December 26 – January 6, 2006
  - (d) Configuration, Testing, Training January thru March, 2006
  - (e) Project complete March 31, 2006
  - (f) Post Go Live Support for a two week period beginning in mid to late April, 2006 depending on the City's adoption of the 2006 budget

### D11. WARRANTY

- D11.1 Further to GC.10.01, if a defect or deficiency prevents the full and normal use or operation of the Work or any portion thereof, for purposes of calculating the warranty period, time shall be deemed to cease to elapse for the defective or deficient portion, and for any portion of the Work whose use or operation is prevented by such defect or deficiency, as of the date on which the defect or deficiency is observed or the use or operation is prevented and shall begin to run again when the defect or deficiency has been corrected or the Work may be used or operated to the satisfaction of the Contract Administrator.
- D11.2 Notwithstanding GC.10.01, GC.10.02 and 2.1, if any law of Manitoba or of the jurisdiction in which the Work was manufactured requires, or if the manufacturer provides, a longer warranty

period or a warranty which is more extensive in its nature, then the provisions of such law or manufacturer's warranty shall apply.

**D12. CONSULTING RESOURCES**

D12.1 Further to B11 and E2, the Bidder should present how the proposed resources will interact with the proposed City roles and staffing complement over the proposed timeframe of the project.

## PART E - SPECIFICATIONS

### GENERAL

#### E1. OBJECTIVES

- E1.1 To take advantage of version 8.9 added functionality and reduce operating complexity currently being experienced with version 8.8 SP2.
- E1.2 To reduce customizations where possible.
- E1.3 To increase the City's return on investment with the application.
- E1.4 To increase the City's internal staff knowledge through effective knowledge transfer from consulting assistance.

#### E2. PROJECT ROLES

- E2.1 The following City resources and roles have been, or will be, assigned to the EPM 8.9 upgrade project as follows:

Area	Role	Resourcing (FTE) for duration of the Project
Project Governance	Project Sponsors	N/A
	Steering Committee Members	N/A
Functional Team	Project Manager	.5
	EPM Functional Lead	1.0
	Finance Lead	.25
	HR/Payroll Lead	.25
	Communication/End User Training Lead	.50
Technical Team	Technical Team Lead	1.0
	DBA/Primary Technical Upgrader	1.0
	Secondary Technical Upgrader	.5
	Developer	.75
	Middleware Lead	.50
	Network/Security Administrator	.20



- E2.2 With reference to D5.1, the City requests that the Bidder confirm whether the City's proposed roles and quantity of time allotted for each aligns with their plans.
- E2.3 The following briefly defines the roles and responsibilities of the City's above noted resources:
- E2.4 Project Sponsors and Steering Committee
- (a) The Project Sponsors and Steering Committee provide strategic direction for the project and champion its implementation.
- E2.5 Project Manager
- (a) The Project Manager is responsible for the day-to-day management and direction for the entire upgrade. Key duties will include project status updates and issue escalation to the Project Sponsors and Steering Committee, successful delivery of the project plans, direction and guidance.
- E2.6 EPM Functional Lead
- (a) The Functional Lead will report directly to the Project Manager and will be responsible for the day-to-day management of all work and resources that fall under their assigned work area in accordance with the project plan. In addition to playing the lead role in the EPM functionality upgrade, this individual will guide and manage the work done by the Finance and HR/Payroll Leads. This position will lead the testing and end user training effort for the City.
- E2.7 Finance, HR/Payroll Leads
- (a) The Finance, HR/Payroll Leads will be available to, and directed by, the EPM Functional Lead on an as required basis to provide specialized functional knowledge regarding functionality integration tasks between EPM 8.9 MP1 and both FMS 8.4 SP2 and HCM 8.3 SP1.
- E2.8 Communication/End User Training Lead
- (a) The Communication/End User Training Lead will work with the EPM Functional Lead, Technical Team Lead and Project Manager to lead and coordinate all communication and end user training curriculum design and delivery.
- E2.9 Technical Team Lead
- (a) The Technical Team Lead will report directly to the Project Manager, work on a peer to peer basis with the EPM Functional Lead and will be responsible for the day-to-day management of all work and resources that fall under their assigned work area in accordance with the project plan.
- E2.10 DBA/Primary Technical Upgrader
- (a) This role will be staffed by two persons, one with significant functional/technical knowledge of EPM and the other with significant experience in applying PeopleSoft Service Pack and Maintenance changes. They will work under the direction of the Technical Team Lead.
- E2.11 Secondary Technical Upgrader
- (a) The Secondary Technical Upgrader will assist the Primary Technical Upgrader with upgrade related tasks.
- E2.12 Developer
- (a) This role, reporting to the Technical Team Lead, will assist with providing support for resolving any issues encountered during functional testing, the cutover process to

production with the new version and the re-development of any reports, interfaces and customizations.

**E2.13 Middleware Lead**

- (a) Reporting to the Technical Team Lead, the Middleware Lead will be responsible for providing server configuration, instance setup and any required maintenance operations for the hardware and software infrastructure during the project.

**E2.14 Network/Security Administrator**

- (a) This role will be staffed by two persons, one with significant network knowledge and the other with significant experience in application security design and maintenance. They will work under the direction of the Technical Team Lead.

**E3. FIT/GAP ANALYSIS**

- E3.1** The Functional Fit/Gap Analysis should cover any delta changes noted in PeopleSoft Release notes, changes to the look and feel of the application and any changes that may not have been included in the Release notes.

**E4. QUALITY ASSURANCE PROCESS**

- E4.1** The City expects that Bidders will provide a Quality Assurance process to review all deliverables produced and work performed by the Bidder's resources assigned to the project. The Bidder is requested to include within their proposal, the approach to be used for the Quality Assurance process. It is expected that the Bidder will apply this process to ensure quality and consistency, and to reduce potential risk to the successful completion of the project.

**E5. KNOWLEDGE TRANSFER**

- E5.1** The City expects that Bidders will employ a knowledge transfer program that will provide the means to allow City staff to achieve maximum understanding of Oracle's PeopleSoft Planning and Budgeting Component, EPM 8.9 application and how it is configured for the City. The City expects that Bidders will provide a process to ensure complete understanding with periodic reviews provided throughout the duration of the project. The knowledge transfer program proposed should complement the City team's formal training.

**E6. CHANGE CONTROL PROCESS**

- E6.1** The City expects that Bidders will be prepared to follow the City's Change Control Process in the event departures from planned scope, duration and responsibility for work are encountered. The Change Control Process will document the reason for the change, description, type of change, estimates of time and cost to complete and note the responsible person(s) to complete the work.

**E7. COMPONENT ONE**

- (a) Provision of technical application upgrade assistance from the EPM/Budgeting 8.8 SP2 base product to the upgraded version 8.9 MP1 product, including but not limited to any major issues with regards to:
  - (i) The use of Change Assistant
  - (ii) Data conversion
  - (iii) Removal of the Business Analysis Modeller (BAM) hardware and software components
  - (iv) Implementation of the Analytical Calculation Engine (ACE)

- (v) Bidders should describe in detail the differences and issues associated, if any, between the upgrade process for EPM/Budgeting 8.9 MP1 and the past upgrade process for FMS 8.4 SP1 and HCM 8.3 SP1. The City has experience in conducting the SP1 upgrade process for FMS and HCM.
- (b) Provision of guidance and/or assistance to achieve a PeopleSoft EPM environment that is certified (if deemed necessary) for use during Component Two of the project.
- (c) Review the City's plans for Oracle's PeopleSoft Planning and Budgeting 8.9 MP1 instance requirements for development, testing and configuration as described in D4.1(f)(i).
- (d) Advising on hardware sizing requirements for production and test instances to ensure the minimization of any major infrastructure or processing issues that could be introduced by the upgrade.

## **E8. COMPONENT TWO**

### **E8.1 Configuration assistance - converting from version 8.8 to 8.9 functionality including:**

- (a) Assisting City of Winnipeg staff with analyzing the City's existing use of EPM version 8.8 SP2 and related HCM version 8.3 SP1 and FMS version 8.4 SP2 customizations to determine changes necessary for operation in the planned use of Oracle's PeopleSoft Planning and Budgeting Component, EPM version 8.9. Where analysis determines that changes are necessary, assistance with completion and documentation of those changes will be required.
- (b) Assisting City of Winnipeg staff with analyzing the City's existing interfaces between EPM version 8.8 SP2 and the following:
  - (i) Ascential (current version 7.1r1)
  - (ii) PatternStream version 2.1
  - (iii) Cognos Planning Analyst version 7.3
  - (iv) and assisting with configuration and documenting activities that will be required to remain operational with Oracle's PeopleSoft Planning and Budgeting Component, EPM version 8.9 MP1.
- (c) Assisting City of Winnipeg staff with analyzing, completing and documentation of functional configuration activities associated with upgrading from the City's existing use of EPM version 8.8 SP2 to the planned use of Oracle's Planning and Budgeting Component, EPM version 8.9 MP1. Configuration tasks would consider the following:
  - (i) Existing core processing – details in Appendices 1 and 3
  - (ii) Existing reporting – details in Appendix 2
  - (iii) Existing security requirements
  - (iv) Determining instance requirements for configuration and related development and testing activities
  - (v) With reference to the scope of configuration activities noted in E8.1(c)(i) through E8.1(c)(iv) the specific work to be completed will include:
  - (vi) Fit/Gap analysis of the differences (changes, additions, deletions) between version 8.8 SP2 and version 8.9
  - (vii) Documentation of the Fit/Gap analysis findings
  - (viii) Analysis and documentation of any required changes to Functional Security configuration
  - (ix) Configuration roadmap for functionality that is in scope based on the Fit/Gap process
  - (x) Conversion of existing BAM models to the new environment and retaining the ability to access previous models built with 8.8 SP2.

- (xi) Development of a detailed timeline to be used by the Project Team for both Components One and Two
  - (d) Troubleshooting assistance for any functional issues encountered with the initial testing phase of the upgrade
  - (e) Providing on site post Go Live support to the City for a two week period
  - (f) Identification of key technical and business issues and assisting City staff with developing mitigation strategies
  - (g) Provision of an effective knowledge transfer program to ensure that all joint consultant, City of Winnipeg staff activities and resulting knowledge transfer are maximized and able to be measured
  - (h) Provision of a Quality Assurance process to review all deliverables produced and work performed by the Bidder's resources assigned to the project
- E8.2 With reference to E8.1(c)(xi) it is expected that the bidder will include a detailed timeline illustrating what activities and which consulting assistance will be assigned during the implementation time frame noted in D10.2.

## **E9. THE CITY'S COMPONENT ONE**

- E9.1 City staff will complete the following:
- (a) Providing the appropriately installed prerequisite PeopleTools release, 8.46.06 or higher.
  - (b) Providing the appropriately installed hardware/software(s)
  - (c) Providing the appropriately installed Oracle's PeopleSoft EPM version 8.9 which will include:
    - (i) Enterprise Performance Management 8.9 Maintenance Pack 1
    - (ii) Planning and Budgeting - BG 8.9 Bundle 3
    - (iii) Enterprise Warehouse - EW 8.9 Common ETL Maps Bundle 3
    - (iv) Performance Management Warehouse – EW 8.9 Foundation Bundle 3
  - (d) Providing the appropriately installed prerequisite Ascential release, 7.5 or higher.
  - (e) Make available for viewing and possible copying all appropriate information and documentation relevant to the project.

## **E10. THE CITY'S COMPONENT TWO**

- E10.1 City staff will complete the following:
- (a) Providing test scripts and personnel for configuration testing
  - (b) Providing project management knowledge and personnel for the Work
  - (c) Providing problem and issue management resolution processes/systems for the duration of the project
  - (d) Develop and conduct appropriate end user training including preparation of all materials, creation and maintenance of supplemental intranet web site information and any other activities deemed necessary
  - (e) Develop and distribute appropriate end user and management communication throughout the duration of the Work
  - (f) Make available within reasonable time frames and with reasonable notice, staff required for interviews to collect information

- (g) Arrange meetings to undertake necessary consultations including booking facilities and participants, and providing necessary materials in support of such consultations

**E11. PROJECT TIME FRAME**

- E11.1 The City has initiated their Component One activities and expects to have SYS and DEMO instances available by October 7<sup>th</sup>, 2005. At November 7<sup>th</sup>, 2005 it is expected that configuration activities can begin in the EP89T1 and EP89SBX instances of the Oracle's PeopleSoft EPM 8.9 MP1 environment, containing converted City data from version 8.8 SP1.
- E11.2 Component Two activities assigned to City staff have been initiated as of August, 2005. Items E10.1(a), E10.1(b) and E10.1(c) are expected to be complete prior to the end of October.
- E11.3 The remaining Component Two items for City staff and Component Two items for the Bidder will be started in November, 2005 and be completed no later than end of March, 2006.

**E12. APPENDICES**

## **Appendix 1**

## CURRENT BUDGET SYSTEM PROCESSES

	PROCESSES	Comments	Run By	INPUTS	OUTPUTS	Time Actual (minutes)	Notes
HR 1	<b>Confirm Employee job data is accurate in HR</b>	<b>Depts ensure accuracy of HR data using Queries</b>					
	Manual Process	Depts are informed and educated as to how to correct HR employee data by using custom queries. They are given a deadline as to when the changes must be made to be included in the HR download to the Budget.	Queries are run by individual HR reps from each dept and the Budget Coordinator to confirm.	HR/Budgeting 1/2 day End User training Email to depts confirming deadline	Custom HR Budget public queries Email to depts.		Depts can control which employees they do not want downloaded to the Budget by using the Regular/Temp field on the Job Information page. Depts should be checking for missing or wrong: Step entry dates, Sal plan data, Step date earlier than the Grade, Job code on the JED page not matching the job code on the Job data page, non salary account, mismatch in HR account codes.
HR 2	<b>Run process to reset Manual flag (Flag_use.tl_distribution)</b>	<b>Process Script to reset manual flag</b>				1	
	City Custom Process	Certain tasks performed in HRMS will cause a <b>manual flag to be set</b> . If this flag is set the delivered step increase program will not create step increases for these employees. This script resets the flag.	IT Technical Support (Jess) runs in HR instance via Toad, SQL Plus or Data Mover(An ARS was created requesting that this job be added to the Administer Budget process list so that the Budget Coordinator could run this job as required.	Compensation table Flag_use.tl_distribution	Updated Compensation table Run query to verify		If the bi_weekly rates are entered manually rather than clicking on the "Default Pay Components" on the compensation page it will cause the manual flag to be switched on. Query Compensation table - All Manual flag set to "N"
HR 3	<b>Run process to insert new effective dated rows</b>	<b>Insert effective dated rows to change chartfields</b>				5	
	City Custom Process	This process creates and enters new effective dated rows into the ACCT_CD table in HR to change one or more of the chartfields associated with that HR ACCOUNT CODE.	IT Technical Support runs in HR	PS_ACCT_CD_TBL	Updated PS_ACCT_CD_TBL		This process was created to change the class for all fire employees to 999 but can be used for changes in any chartfield. This process was designed to eliminate the need to manually change the HR acct code for each employee record for a change in a chartfield.

**CURRENT BUDGET SYSTEM PROCESSES**

	PROCESSES	Comments	Run By	INPUTS	OUTPUTS	Time Actual (minutes)	Notes
HR 4	Run process to copy HR actual job data to HR budget tables (BPJBCOPY)	Copy HR tables to BP tables				5	
	PS DELIVERED PROCESS	This process <b><i>copies existing data in JOB, COMPENSATION, and JOB_EARNS_DIST</i></b> tables to PS_BP_JOB, BP_COMPENSATION, and BP_JOB_ERN_DIST tables. PeopleSoft Budgeting uses copies of these tables instead of HRMS tables to ensure that any changes to the data occurs in the Budgeting tables and does not impact any current HRMS job data.	Budget Coordinator <b><u>runs</u></b> in HR Instance	HR Actual Job Data	HR Budget tables Query BP tables to verify		PS_BP_JOB, BP_COMPENSATION, and BP_JOB_ERN_DIST tables will be transferred over to EPM once all of the HR process are complete.



## CURRENT BUDGET SYSTEM PROCESSES

	PROCESSES	Comments	Run By	INPUTS	OUTPUTS	Time Actual (minutes)	Notes
HR 5	Run process to load 3 years of single step increments (BPCMP107)	Step increase program				200	
	PS Delivered Process	This process generates any <b>future-dated</b> job data (Step Increases) to the BP_JOB and BP_JOB_ERN_DIST tables. Run for every Salary Admin Plan (~30 plans) est 5 min/each. <b>However if this job fails, must restart process at BPJBCOPY.</b> This process can create as many future dated rows as required. At present 3 years are created to meet the COW requirements of a 3 year budget.	Budget Coordinator <b>runs in HR</b> Instance. This process inserts an increment for each of the years between the start date and end date entered. The increments are based on the job code. The wage rates are pulled based on as of date.	HR Budget Tables	Updated HR Budget tables. BPCMP107 PS delivered report		Year cannot be zero or job will fail. A query was created to identify these records prior to running the job. Query should be run prior to this job to report to depts and have them clean up data.
HR 6	Run process that loads multi step increments for WAPSO Sal plans (CNX_BPCMP107)	Update WAPSO Steps					
	City Custom Process	This a custom process that updates the WAPSO step increases generated by the delivered process (BPCMP107) to reflect the <b>Multi Step increases in the WAPSO</b> Agreement. Deals with results from the BPJBCOPY table. Run <u>only</u> once. <b>However if this job fails, must restart process at BPJBCOPY.</b>	Budget Coordinator <b>runs in HR</b> Instance	HR Budget Tables	Updated HR Budget table Run Query BP_JOB to verify results		2006 Problem - The process refreshed the step correctly but it did not refresh the biweekly rate. The rate reflected the original step before we ran this process to skip steps. This was a problem in development and it was corrected. The process we ran may not have been the most up to date process because it did not contain the fix for the biweekly rate. Test and talk to Dave Sharman or Gord Fleury.
HR 7	Run process to Update job codes (BP Update)	Change Job Codes				15	

## CURRENT BUDGET SYSTEM PROCESSES

	PROCESSES	Comments	Run By	INPUTS	OUTPUTS	Time Actual (minutes)	Notes
	City Custom Process	Custom process created to change the job codes from a prior job code value based on years in a salary grade based on the grade entry date in the BP_JOB table.	Budget Coordinator <b>runs in HR</b> Instance	BP_JOB_ERN_DIST	Updated BP_JOB_ERN_DIST Query table to verify		This job was created for Fire because they have job codes that change automatically but the process is generic and could be used for any job code.
HR 8	<b>Future Date BP Job Data (CNX_EFFDT_LN)</b>	<b>Insert January 1st rows.</b>				15	
	City Custom Process	This is a custom process designed to <b>insert any missing January 1<sup>st</sup> rows</b> into BP_JOB. This facilitates new defaults e.g, PWA for <b>each budget year</b> . (normally 3 years)	Budget Coordinator <b>runs in HR</b> Instance	HR Budget Tables	Updated HR Budget tables Query BP_JOB_ERN_DIST to verify		This process was created to allow for new earnings, benefit and tax defaults at the beginning of each of the budget years.
HR 9	<b>Verify HR Data</b>	<b>Queries to verify HR data in Budget tables is correct</b>					
	City Custom Process	Run various queries to verify HR data in HR Budget tables	Budget Coordinator <b>runs in HR</b> Instance	HR Budget Tables	Query results		
HR 10	<b>Run HR ETL to extract HR budget table data into EPM tables. (CNX_HR_83_88_BATCH01)</b>	<b>ETL Loads into EW ODS from HRMS</b>				60	
	City Custom Process	This is an ETL process that <b>loads data</b> into the PeopleSoft Enterprise Warehouse ODS staging area from <b>HRMS</b> .	IT Technical Support <b>DBA - Don Schau</b>	HR Budget Tables	EPM ODS tables		The required ETLs have been batched together to eliminate have to run them individually.

**CURRENT BUDGET SYSTEM PROCESSES**

	PROCESSES	Comments	Run By	INPUTS	OUTPUTS	Time Actual (minutes)	Notes
HR 11	HR Data Loaders	Load from EW ODS to EPM				60	
	PS Delivered Process	<p>These processes move data from the ODS staging area to the Enterprise Warehouse Data Warehouse table. Run the following data loaders:</p> <p>SAL_PLAN_R00            SAL_GRADE_D00            SAL_STEP_D00            JOBCODE_D00            LOCATION_D00            JOB_F00            PERSONAL_D00</p>	IT Technical Support <b>DBA - Don Schau</b>	EPM ODS tables	Data Warehouse		

## CURRENT BUDGET SYSTEM PROCESSES

	PROCESSES	Comments	Run By	INPUTS	OUTPUTS	Time Actual (minutes)	Notes
GL 1	Ensure all Budget Centres, Dept ids and Security are complete						
	Manual Process	<b>TREES:</b> BG_ACCOUNT BG_DEPTID BUDGET_CENTRE BG_CF_COR (reporting tree for corporate accounts) COMBO_BDCTR (combo edit tree for BDCTR_F_DP combo rules) <b>COMBO EDIT RULES:</b> BDCTR_F_DP	Budget Coordinator sends email to Depts.	Communicate with attachments to all Depts	Receive from Depts all required changes.		Communicate with Depts existing Budget Centre, dept id ranges and security and advise that any changes or additions to their Budget Centres, Dept id ranges and role security must be forwarded to the Budget Coordinator by a predetermined deadline.
GL 2	Update Trees and Combo Edit rules in GL						
	PS Delivered Process	<b>TREES:</b> BG_ACCOUNT BG_DEPTID BUDGET_CENTRE BG_CF_COR (reporting tree for corporate accounts) COMBO_BDCTR (combo edit tree for BDCTR_F_DP combo rules) <b>COMBO EDIT RULES:</b> BDCTR_F_DP	Budget Coordinator makes changes in GL based on Dept feedback from GL 1. Once all changes are made confirm with GL Coordinator that all of the necessary combo edit groups are hanging on the BUDAPP ledger.	Feedback from Depts Trees and Combo edit rules	Updated trees and combo edit rules.		Ensure that any changes made to the BUDGET_CENTRE tree are also made in the COMBO_BDCTR tree and the BDCTR_F_DP combo rules. BDCTR_F_DP was created specifically for the Budget process. Budget also uses the following groups created for actuals: ACCT_CLASS, FUND_AC_DP and FUND_DP_B. These rules are hung off of the BUDAPP ledger.
GL 3	Run Process to export trees from GL						

## CURRENT BUDGET SYSTEM PROCESSES

	PROCESSES	Comments	Run By	INPUTS	OUTPUTS	Time Actual (minutes)	Notes
	PS Delivered Process	<b>TREES:</b> BG_ACCOUNT BG_DEPTID BUDGET_CENTRE BG_CF_COR (reporting tree for corporate accounts) COMBO_BDCTR (combo edit tree for BDCTR_F_DP combo rules) <b>COMBO EDIT RULES:</b> BDCTR_F_DP	Budget Coordinator runs process		Flat .txt file on the specified server		Run the export process in tree manager to export the trees to the specified server. Note: COMBO_BDCTR is not exported as it is only used in the GL as a source for the Combo Edit rules.
<b>GL 4</b>	<b>Update Budget Centre Mapping</b>						
	City Custom Process	This is an excel based mapping table accessed in the GL that associates each Budget Centre with a range of dept ids and a Fund.	Budget Coordinator makes changes in GL base on Dept feedback from GL 1	"Update Budget Centre Mapping" in GL	Updated "Update Budget Centre Mapping" in GL		Verify that the budget centres correspond with the BUDGET_CENTRE tree, COMBO_BDCTR tree and the BDCTR_F_DP combo rules Note: The dept id ranges must not overlap even though the fund may be different. This is because the same map is used to assign BC to the HR data based on the HR DEPT ID only not the fund.

## CURRENT BUDGET SYSTEM PROCESSES

	PROCESSES	Comments	Run By	INPUTS	OUTPUTS	Time Actual (minutes)	Notes
<b>GL 5</b>	<b>Load Budget Centre Mapping</b>						
	City Custom Process	This process populates the Budget Centre field in the BUDAPP and BUDACT ledgers in the Ledger_Budg table based on the dept id and fund in the mapping table.		Updated "Update Budget Centre Mapping" in GL	LEDGER_BUDG table		An App Engine was created to map budget centres to deptids. Due to the number of deptids involved, the manual mapping was too labour intensive, so a batch process was developed.
<b>GL 6</b>	<b>Run process to extract data from GL into EPM tables (cnx_fdm84_88_batch01)</b>	<b>ETL Loads into EW ODS from GL</b>					
	City Custom Process	ETL batch includes all of the necessary ETL'S required to move data from the GL to EPM	IT Technical Support <b>DBA - Don Schau</b>	GL Budget Tables	EPM ODS tables		The required ETLs have been batched together to eliminate have to run them individually.
<b>GL 7</b>	<b>Financial Data Loaders</b>						
	PS Delivered Process	These processes move data from the ODS staging area to the Enterprise Warehouse Data Warehouse table. Run the following data loaders:  DEPARTMENT_TBL PF_SCENARIO_DFN PF_LED_DEFN PF_LED_GRP PF_LED_GRP_LED BP_LED_BUDG_FOO	IT Technical Support <b>DBA - Don Schau</b>	EPM ODS tables	Data Warehouse		

## CURRENT BUDGET SYSTEM PROCESSES

	PROCESSES	Comments	Run By	INPUTS	OUTPUTS	Time Actual (minutes)	Notes
<b>EPM 1</b>	<b>Run process to Summarize Actuals</b>						
	City Custom Process	This is a custom process that summarizes actuals in the BP_LED_BUDG_FOO table. If all of the chartfields are the same except for the class AND one of the classes is 999 it combines the records and uses class 999	Budget Coordinator <u>runs in BUDGET</u>	BP_LED_BUDG_FOO	Updated BP_LED_BUDG_FOO		This process was created because of the new rule in the GL where depts have to enter the actual class in certain circumstances even though they use 999.
<b>EPM 2</b>	<b>Run Process to change class and then Summarize Actuals</b>						
	City Custom Process	This is a custom process that changes the class on a specified dept id range and then combines records if: 1. all of the chartfields are the same and 2. if all of the chartfields are the same except for the class AND one of the classes is 999. It combines the records and uses class 999.	Budget Coordinator <u>runs in BUDGET</u>	BP_LED_BUDG_FOO	Updated BP_LED_BUDG_FOO		This process was created to change the class for FIRE to 999. This process can be used for any ledger in the BP_LED_BUDG_FOO table. The process is generic and can be used for any range of dept ids and any class.
<b>EPM 3</b>	<b>Run process to summarize job codes</b>						
	City Custom Process	This is a custom process that rolls up job records in the BP_JOB and the BP_JOB_EARNS DIST tables by job code, step and anniversary date.	Budget Coordinator <u>runs in BUDGET</u>	BP_JOB and BP_JOB_ERN_DIST	Updated BP_JOB and BP_JOB_ERN_DIST		This process was created for Transit to roll up approx 900 records for bus drivers to approx 65 records. The emplids for each roll up are replaced with an incremental Rxxnnnn. XX being the current budget year and nnnn being an incremental number.
<b>EPM 4</b>	<b>Run process to import trees.</b>	<b>Imports exported trees from the GL</b>				<b>120</b>	<b>120</b>
	PS Delivered Process		Budget Coordinator <u>runs in BUDGET</u>	Flat .txt file on specified server	Updated trees		

## CURRENT BUDGET SYSTEM PROCESSES

	PROCESSES	Comments	Run By	INPUTS	OUTPUTS	Time Actual (minutes)	Notes
EPM 5	Define Budget Parameters	Imports exported trees from the GL				120	120
	Manual Process	Configure as per Section 7 Budgeting Home Configuration Roadmap.	Budget Coordinator configures the parameters in the budget in preparation of staging a new model.				
EPM 6	Position Budgeting Configuration	Configuration				60	60
	Manual Process	Configure as per Section 8 Budgeting Home Configuration Roadmap.	Budget Coordinator configures the parameters in the budget in preparation of staging a new model.				
EPM 7	Run process to load Job Code defaults (CNX_JC_DEF)	Load Job code Defaults				20	20
	City Custom Process	This is a custom process to load the Job Code Defaults (Benefit earning and tax groups for each job code). The procedure is in the file: Load JobCode Default Document by rmau.doc	Budget Coordinator <u>runs in BUDGET</u>	Flat.csv file located in: \\cowsvp62\PSIntfcs\EPT1\LOAD_JOBCODE_DEFAULT	Updated BP_JOB_DEFAULT table.		Note: Confirm CAD in BP_JOB_DEFAULT A custom script was written to set the currency code to CAD due to a PS bug. This was not required for 2006.



## CURRENT BUDGET SYSTEM PROCESSES

	PROCESSES	Comments	Run By	INPUTS	OUTPUTS	Time Actual (minutes)	Notes
EPM 8	Add Special Employee ID's						
	City Custom Process	The City is using 3 special employee ids for newly added positions: EMPLOYEE ID 000001 - UNNAMED EMPLOYEE ID 000009 - BUDGET REDUCTION EMPLOYEE ID DEFAULT - UNFILLED POSITION					This is not a process. The running of the Data Loaders will eliminate the three Special ID's set up – two Unnamed and one Budget Reduction and must be added each time the data loaders are run.
EPM 9	Extract HR Process	Extracts of HR Budget Data				60	60
	PS Delivered Processes -BPL015 -BPL016 -BPL017	There are three processes to run consecutively. The BP-Extract Deduction and Salary (BPL015), BP-Extract Earnings (BPL016), and BP-Extract Position Data (BPL017) SQR processes to extract human resources budget data.	Budget Coordinator <u>runs</u> in EPM Instance	ODS TABLES	BP_INTRFC TABLES		BPL015 is populating the Interface table with the default account code. Don Schau copied the BP_JOB_ERN_DIST to JOB_EARNS_DIST. OK NOW
EPM 10	Update INTRFC_POS table with CAD	Extracts of HR Budget Data				1	60
	City Custom Process	This is a custom process that was created to set the Currency Code field with CAD	IT Technical Support - DBA	BP_INTRFC_POS	Updated PS_INTRFC_POS		Query BP_INTRFC_POS to determine if this script is required.
EPM 11	Delete the Vacant Positions from BP_INTRFC_POS						
	City Custom Process	The vacant Position Management Positions are missing distributions and need to be deleted.	IT Technical Support - DBA	BP_INTRFC_POS	Updated PS_INTRFC_POS		This process is required because of Position Management in HR

## CURRENT BUDGET SYSTEM PROCESSES

PROCESSES	Comments	Run By	INPUTS	OUTPUTS	Time Actual (minutes)	Notes
EPM 12	<b>Format HR Data</b>	<b>Populate PS Budgeting Tables</b>			15	15
	PS Delivered Process	<p>The Format HRMS Data process (BP_FORMAT_HR) populates the following staging tables in PeopleSoft Budgeting:</p> <p>BP_BNFT_DIS_STG BP_EARN_DIS_STG BP_JOB_STG BP_POSITION_STG BP_TAX_DIS_STG BP_SAL_DIS_STG</p> <p>If the distributions associated with a position are blank, the system populates the distributions using the default distributions according to the hierarchy of available data that you set up for position budgeting.</p> <p>When you run the process to format and load position transaction data into PeopleSoft Budgeting staging tables located in the PeopleSoft EPM database, the system validates the ChartField distributions imported from PeopleSoft HRMS to ensure that the ChartFields associated with each position exist within PeopleSoft Budgeting. Correct these ChartField errors before publishing the data to the budgeting model. It also populates the Earnings, Benefits and Tax tables based on the Job Code Defaults.</p> <p>Note. The Format HR Position Data (BP_FORMAT_HR) process will automatically create and assign a position number to an employee when the existing human resources data does not have a position number. System generated and existing position numbers are used in position budgeting and can co-exist within the PeopleSoft Budgeting application. For positions or job sharing to be supported, use a position number, such as the position feature in the PeopleSoft Human Resources application. Otherwise, when the format process generates the position number, a single employee ID that has multiple effective dated rows will be grouped into a single position number.</p>	Budget Coordinator <u>runs in EPM</u> Instance	BP_INTRFC TABLES	BP_STG TABLES	Format populates chartfield distributions based on the default HR account codes.
EPM 13	<b>Correct Chartfield Errors</b>	<b>Correct Chartfields</b>			30	30
	PS Delivered Process	This delivered process allows for the correction of invalid Chartfields.	Budget Coordinator <u>runs in BUDGET</u>			In our experience we have never had to correct any chartfield errors so far.

**CURRENT BUDGET SYSTEM PROCESSES**

	PROCESSES	Comments	Run By	INPUTS	OUTPUTS	Time Actual (minutes)	Notes
EPM 14	Run the process to populate the chartfield distributions (cnx_hr83_88_batch02)	Populate Chartfield Distributions				10	1
	City Custom Process	This is a custom process to populate the chartfield distributions for Earnings, Benefits, Taxes and the Salary and Position Master Records in the staging tables based on the default account code.	IT Technical Support DBA - Don Schau	BP_STG tables ACCT_CD	Updated BP_STG tables		Error message: Update Earn% disabled ARS 017379

## CURRENT BUDGET SYSTEM PROCESSES

	PROCESSES	Comments	Run By	INPUTS	OUTPUTS	Time Actual (minutes)	Notes
EPM 15	<b>EDIT EMPLOYEE PAGE</b>	<b>Update earnings</b>				60	30
	City Custom Process	Update earnings for each salary plan. This page is now functional and replaces a custom script we used for 2005 CNX_HR_83_88_BATCH_03 Modified P/S delivered process to add date ranges to allow for mass changes	Budget Coordinator fills in the data manually	PWA Assumptions from FPR	Updated Edit Employee page		PWA Assumptions are received from FPR. The rates are compounded and prorated for each of the 3 budget years. Run query to verify BPQ_EDIT_EMPLOYEE_PAGE
EPM 16	<b>Run the process to populate the HR table (CNX_HR_BC)</b>	<b>Populate HR Security Table</b>				30	30
	City Custom Process	This is a custom process to populate the HR Security Table with the Budget Centre Mapping.	Budget Coordinator <u>runs in BUDGET</u>	CNX_BDCTR_DEPT table	Updated BP_HR_SECURITY		
EPM 17	<b>Update Security Administration</b>					30	30
	PS Delivered Process		Budget Coordinator updates manually based on Dept feedback	Feedback from depts in excel format	BP_SECURITY_NAME S_ROLES		
EPM 18	<b>BP_STAGE</b>	<b>Stage Model</b>				180	180
	PS Delivered Process		Budget Coordinator <u>runs in BUDGET</u>	BP_STG tables BP_POSITION_STG	BP_CCY tables BP_POSITION_STG		
EPM 19	<b>BP_BUILD MODEL</b>	<b>Publish Model</b>				180	180
	PS Delivered Process		Budget Coordinator <u>runs in BUDGET</u>				
EPM 20	<b>UPDATE SECURITY</b>	<b>Refresh Model Security</b>					
	PS Delivered Process		Budget Coordinator <u>runs in BUDGET</u>				
EPM 21	<b>RECALCULATION</b>	<b>Model Recalculation</b>					

**CURRENT BUDGET SYSTEM PROCESSES**

	PROCESSES	Comments	Run By	INPUTS	OUTPUTS	Time Actual (minutes)	Notes
	PS Delivered Process	This process (BPLINEUP) generates and distributes new chartfield combination rows into the line budget from the position budget by budget centre throughout the model.	Budget Coordinator <u>runs in BUDGET</u>				The Recalc process will add blank lines to the line budget if the chartfield distributions are blank in the position budget. These positions must be updated with chartfields before the recalc is run. The blank lines in the line budget will fail the combo edit rules.
EPM 22	<b>Budget Users develop the final draft, preliminary or adopted budget for submission to the Total City</b>					30	30
	PS Delivered Process	Budget Users check out line and position budgets and add, edit or delete budget entries to develop their budget to meet their required targets.	Budget users work <u>in the BUDGET MODEL</u>				Departments submit their budgets up to the Analyst level for the Total City (TTL_CTY_RV) for review by the analysts in FPR.

## CURRENT BUDGET SYSTEM PROCESSES

PROCESSES	Comments	Run By	INPUTS	OUTPUTS	Time Actual (minutes)	Notes	
EPM 23	Run the process to extract the line and position budget data from the budget model to the various extract tables. (BPDATAEXT)				30	30	
	PS Delivered Process		Budget users <u>run in BUDGET</u>	BUDGET MODEL		<b>LINE EXTRACT TABLES:</b> BP_LINE_ITEMS_EXT BP_LINE_PRD_EXT <b>POSITION EXTRACT TABLES:</b> BP_POSILTION.EXT BP_JOB_EXT BP_SAL_DIS_EXT BP_EARN_DIS_EXT BP_BNFT_DIS_EXT BP_TAX_DIS_EXT	
EPM 24	Custom SQR line reports				30	30	
	City Custom Process	CNXLBASC CNX_535 CNX_537 CNX_537S	CNXLRESC CNX_536 CNX_538	Budget users <u>run in BUDGET</u>	BP_LINE_ITEMS_EXT BP_LINE_PRD_EXT GL_ACCOUNT_TBL	PDF files	The City created several custom reports to enhance the reporting capabilities for users. All reports are based on SQR scripts that source the data from the extract tables.
EPM 25	Custom SQR position reports				30	30	
	City Custom Process	CNXPOSN CNXFTE2	CNXFTE	Budget users <u>run in BUDGET</u>	BP_POSILTION.EXT BP_JOB_EXT BP_SAL_DIS_EXT BP_EARN_DIS_EXT BP_BNFT_DIS_EXT BP_TAX_DIS_EXT PERSONAL_DOO	PDF files file CSV	The City created several custom reports to enhance the reporting capabilities for users. All reports are based on SQR scripts that source the data from the extract tables.

## CURRENT BUDGET SYSTEM PROCESSES

PROCESSES	Comments	Run By	INPUTS	OUTPUTS	Time Actual (minutes)	Notes
EPM 26	<b>Archive Line Budget to a History table (CNXARCLN)</b>				30	30
	City Custom Process	This is a custom process to archive the budget once it has been adopted and finalized into a permanent table. ARCHIVE LINE REPORT TABLE	Budget Coordinator <u>runs in BUDGET</u>	BP_LINE_ITEMS_EXT BP_LINE_PRD_EXT GL_ACCOUNT_TBL BP_LED_BUDG_FOO BP_ACCOUNT tree	CNX_BP_LINE_HST table	The archive process is run to archive the current budget once it has been adopted and finalized. The archive table includes the prior year actuals, prior year adopted budget, current adopted budget and projections 1 and 2.
EMP 27	<b>Archive Position Budget to a History table (CNXARCHV)</b>				30	30
	City Custom Process	This is a custom process to archive the budget once it has been adopted and finalized into a permanent table. ARCHIVE POSITION REPORT TABLE	Budget Coordinator <u>runs in BUDGET</u>	BP_POSILTION.EXT BP_JOB_EXT BP_SAL_DIS_EXT BP_EARN_DIS_EXT BP_BNFT_DIS_EXT BP_TAX_DIS_EXT PERSONAL_DOO	CNX_BOOKRPT_HST table.	The archive table was originally created to have a source table for patternstream to pull the FTE data. The table is now used as a source for the history data on the custom position reports as well. The archive process is run for the draft budget, preliminary budget and the final adopted budget.

## CURRENT BUDGET SYSTEM PROCESSES

	PROCESSES	Comments	Run By	INPUTS	OUTPUTS	Time Actual (minutes)	Notes
EMP 28	Remap the Budget Centres in the Archive line and position tables.					30	30
	City Custom Process	This is a custom process to remap the line and position data to the new budget centres based on dept id after it has been archived.	Budget Coordinator <u>runs in BUDGET</u>	CNX_BP_LINE_HST CNX_BP_LINE_HST CNX_BUDCTR_DEPT	Updated CNX_BP_LINE_HST CNX_BOOKRPT_HST		It became apparent that if depts changed, deleted, or added new budget centres that historical data could get "lost" when the depts reported by budget centre. The remapping of the data by dept id with the current budget centres allows the users to generate current reports and have the history line up with the current data by dept ids. This was one of the options that was thrown out to the depts and chosen as the preferred solution.
EPM 29	Run the process to export the line budget to the GL database	Extract data					
		This process is run in EPM and exports the budget data from a selected model to staging tables in the PS Financial Management database.	Budget Coordinator <u>runs in BUDGET</u>	Budget model	BP_LEDGER_BDEXP		The budget data can then be imported into the Ledger_Budg table in the GL



## Appendix 2 – Budgeting Reports

### Line Reports

1. Corporate Budget Account Summary
2. Corporate Budget Account Detail
3. Corporate Revenue & Expense Summary
4. Corporate Revenue & Expense Detail
5. Budget Account Summary
6. Department Summary
7. Revenue and Expense by Category
8. Revenue and Expense Summary
9. Detail Line

### Position Reports

1. Job Code Summary
2. Bargaining Summary
3. Detail Summary
4. FTE Summary
5. FTE Detail

The City of Winnipeg  
Corporate Budget Account Summary Report

1 of 12  
OHLBASS  
12:16:50 PM  
30-AUG-2005

Budgeting Model ID: BUDGET2006  
Version: Master  
Ledger Comparison: Proposed Budget 2006 and Actuals 2004  
Budget Centre: YTH\_CTY\_RV WF-Total City Budget Review

Corporate Debt and Finance

Chartfield	Description	2004 Actuals	2005 Adopted Budget	2006 Proposed	Variance	2007 Projection 1	2008 Projection 2
4XXXXX	REVENUES						
46XXXX	Interest and Debt Charges						
464010	Earnings on Sinking Fund	X	X	X	X	X	X
	Total Interest and Debt Charges	X	X	X	X	X	X
	TOTAL REVENUES						
5XXXXX	EXPENSES						
57XXXX	Debt and Finance Charges						
571010	Interest	X	X	X	X	X	X
571020	Principal	X	X	X	X	X	X
571030	Internal Financing-Interest	X	X	X	X	X	X
571040	Internal Financing-Principal	X	X	X	X	X	X
573020	Debenture Discounts	X	X	X	X	X	X
573040	Tax Discounts	X	X	X	X	X	X
573050	Bank Service Charges	X	X	X	X	X	X
573070	Debenture Issue Expense						
	Total Debt and Finance Charges	X	X	X	X	X	X
58XXXX	Grants, Transfers and Other						
587010	Payments to Other Authorities	X	X	X	X	X	X
	Total Grants, Transfers and Other	X	X	X	X	X	X
	TOTAL EXPENSES	X	X	X	X	X	X

Figure 1: Line Report 1 - Corporate Budget Account Summary

The City of Winnipeg  
Corporate Budget Account Summary Report

1 of 4  
CMLBAGD  
12:16:34 PM  
30-AUG-2005

Budgeting Model ID: BUDGET2006  
Version: Master  
Ledger Comparison: Proposed Budget 2006 and Actuals 2004  
Budget Centre: TTL\_CTY\_RV WF-Total City Budget Review

Chartfield	Description	2004 Actuals	2005 Adopted Budget	2006 Proposed	Variance	2007 Projection 1	2008 Projection 2
<b>4XXXXX REVENUES</b>							
46XXXX	Interest and Debt Charges						
464010	Earnings on Sinking Fund	X	X	X	X	X	X
	Total Interest and Debt Charges	X	X	X	X	X	X
47XXXX	Transfers						
471300	TransFrom-Commitment	X	X	X	X	X	X
	Total Transfers	X	X	X	X	X	X
<b>TOTAL REVENUES</b>							
<b>5XXXXX EXPENSES</b>							
51XXXX	Salaries and Benefits						
511010	Salaries-Permanent	X	X	X	X	X	X
511140	Ecopass	X	X	X	X	X	X
512010	Civic Pension	X	X	X	X	X	X
512011	Civic Pension Adjustment	X	X	X	X	X	X
512020	Canada Pension	X	X	X	X	X	X
512021	Canada Pension Adjustment	X	X	X	X	X	X
512040	Councillors' Pension	X	X	X	X	X	X
512050	Group Insurance	X	X	X	X	X	X
512051	Group Insurance Adjustment	X	X	X	X	X	X
512060	Benefit Dependent - Emp Killed	X	X	X	X	X	X
512070	Employment Insurance	X	X	X	X	X	X
512072	Employment Insurance Adjust	X	X	X	X	X	X
512100	Sick Leave Severance Pay	X	X	X	X	X	X
512110	Pre-Retirement Payroll	X	X	X	X	X	X

Figure 2: Line Report 2 - Corporate Budget Account Detail

The City of Winnipeg  
Corporate Revenue and Expense Summary Report

1 of 10  
CHLEBSS  
12:24:08 PM  
10-AUG-2005

Budgeting Model ID: BUDGET2006  
Version: Master  
Ledger Comparison: Proposed Budget 2006 and Actuals 2004  
Budget Centre: TEL\_CTY\_RV WF-Total City Budget Review

Corporate Debt and Finance

Chartfield	Description	2004 Actuals	2005 Adopted Budget	2006 Proposed	Variance	2007 Projection 1	2008 Projection 2
<b>4XXXX</b>	<b>REVENUES</b>						
120173	CF-SF Earnings Debt Amortization	X	X	X	X	X	X
<b>TOTAL REVENUES</b>		X	X	X	X	X	X
<b>5XXXX</b>	<b>EXPENSES</b>						
120003	CF-Corp Non Deb Funding GenR	X	X	X	X	X	X
120004	CF-Corp Capital Project Int	X	X	X	X	X	X
120005	CF-Corp Fin Exp sHterm Borrow	X	X	X	X	X	X
120006	CF-Corp Fin Exp Builders Lien	X	X	X	X	X	X
120122	CF-CorpDeb-General Government	X	X	X	X	X	X
120123	CF-Corp Building Liasion	X	X	X	X	X	X
120124	CF-CorpDeb-Convention Centre	X	X	X	X	X	X
120125	CF-CorpDeb-City Develop Agrmts	X	X	X	X	X	X
120126	CF-CorpDeb-Core Area Egn	X	X	X	X	X	X
120127	CF-CorpDeb-North Fortage	X	X	X	X	X	X
120128	CF-CorpDeb-N Ellice Neighborhd	X	X	X	X	X	X
120129	CF-Corp Wpg Develop Agrmts	X	X	X	X	X	X
120130	CF-CorpDeb-Current Years Acq	X	X	X	X	X	X
120131	CF-CorpNonDeb-GenResCityShr	X	X	X	X	X	X
120132	CF-CorpNonDeb-GenResPropOwnShr	X	X	X	X	X	X
120133	CF-CorpNonDeb-GenResNonLi-MFtg	X	X	X	X	X	X
120134	CF-CorpNonDeb-GenCoreArea	X	X	X	X	X	X
120136	CF-CorpNonDeb-GenCurYrsIssue	X	X	X	X	X	X
120137	CF-CorpNonDeb-GenLiPropownSh	X	X	X	X	X	X
120138	CF-CorpNonDeb-GrNonLiCorpWondp	X	X	X	X	X	X
120151	CF-DebtFin-Hydro Tax Supported	X	X	X	X	X	X

Figure 3: Line Report 3 - Corporate Revenue & Expense Summary

**The City of Winnipeg**  
Corporate Revenue and Expense Summary Report

1 of 1  
CHECKED  
12:23:52 PM  
10-AUG-2005

Budgeting Model ID: BUDGET2006  
Version: Master  
Ledger Comparison: Proposed Budget 2006 and Actuals 2004  
Budget Centre: TEL\_CTY\_RV WF-Total City Budget Review

Chartfield	Description	2004 Actuals	2005 Adopted Budget	2006 Proposed	Variance	2007 Projection 1	2008 Projection 2
4XXXX	REVENUES						
	Corporate Debt and Finance	X	X	X	X	X	X
	Other Corporate Costs	X	X	X	X	X	X
	<b>TOTAL REVENUES</b>	X	X	X	X	X	X
5XXXX	EXPENSES						
	Corporate Debt and Finance						
	Taxes	X	X	X	X	X	X
	Insurance and Claims	X	X	X	X	X	X
	Corporate Employee Benefits	X	X	X	X	X	X
	Contribution to Transit	X	X	X	X	X	X
	Corporate Grants	X	X	X	X	X	X
	Payments to Other Authorities	X	X	X	X	X	X
	Other Corporate Costs	X	X	X	X	X	X
	Corporate Departmental	X	X	X	X	X	X
	<b>TOTAL EXPENSES</b>	X	X	X	X	X	X
	Surplus/(Deficit)						
	WF-Total City Budget Review	X	X	X	X	X	X
	<b>VARIANCE PERCENT</b>	X	X	X	X	X	X

**Figure 4: Line Report 4 - Corporate Revenue & Expense Detail**

The City of Winnipeg  
Budget Account Summary Report

1 of 4  
CME LRAS  
03:28:32 PM  
25-AUG-2005

Budgeting Model ID: BUDGET2005  
Version: Master  
Ledger Comparison: Proposed Budget 2005 and Adopted Budget 2004  
Budget Centre: CF\_CORPO CF-Chief Finance Corporate

Chartfield	Description	2003 Actuals	2004 Adopted Budget	2005 Proposed	Variance	2006 Projection 1	2007 Projection 2
<b>4XXXXX REVENUES</b>							
46XXXX	Interest and Debt Charges						
464010	Earnings on Sinking Fund	X	X	X	X	X	X
	Total Interest and Debt Charges	X	X	X	X	X	X
<b>47XXXX Transfers</b>							
471300	TransFrom-Commitment	X	X	X	X	X	X
	Total Transfers	X	X	X	X	X	X
<b>TOTAL REVENUES</b>		X	X	X	X	X	X
<b>5XXXXX EXPENSES</b>							
<b>51XXXX Salaries and Benefits</b>							
511010	Salaries-Permanent	X	X	X	X	X	X
511070	Acting Pay	X	X	X	X	X	X
511140	Ecopass	X	X	X	X	X	X
512010	Civic Pension	X	X	X	X	X	X
512011	Civic Pension Adjustment	X	X	X	X	X	X
512020	Canada Pension	X	X	X	X	X	X
512021	Canada Pension Adjustment	X	X	X	X	X	X
512040	Councillors' Pension	X	X	X	X	X	X
512050	Group Insurance	X	X	X	X	X	X
512060	Benefit Dependent - Emp Filled	X	X	X	X	X	X
512070	Employment Insurance	X	X	X	X	X	X
512072	Employment Insurance Adjust	X	X	X	X	X	X
512100	Sick Leave Severance Pay	X	X	X	X	X	X
512110	Pre-Retirement Payroll	X	X	X	X	X	X

Figure 5: Line Report 5 - Budget Account Summary

The City of Winnipeg  
Department Summary Report

1 of 4  
CME LDRR  
03:21:23 PM  
25-AUG-2005

Budgeting Model ID: BUDGET2005  
Version: Master  
Ledger Comparison: Proposed Budget 2005 and Adopted Budget 2004  
Budget Centre: CF\_CORPO CF-Chief Finance Corporate

Chartfield	Description	2003 Actuals	2004 Adopted Budget	2005 Proposed	Variance	2006 Projection 1	2007 Projection 2
<b>4XXXX REVENUES</b>							
120173	CF-SF Earnings Debt Amortization	X	X	X	X	X	X
120197	CF-Trnsfr Commitment Reserve	X	X	X	X	X	X
<b>TOTAL REVENUES</b>		X	X	X	X	X	X
<b>5XXXX EXPENSES</b>							
120003	CF-Corp Non Deb Funding GenR	X	X	X	X	X	X
120004	CF-Corp Capital Project Int	X	X	X	X	X	X
120005	CF-Corp Fin Exp sKTerm Borrow	X	X	X	X	X	X
120006	CF-Corp Fin Exp Builders Lien	X	X	X	X	X	X
120007	CF-Corp Taxes-General	X	X	X	X	X	X
120008	CF-Claims/Insurance	X	X	X	X	X	X
120009	CF-Corp Ins/Claims-Lic Vehicle	X	X	X	X	X	X
120010	CF-Corp Ins/Claims-Ins City Fr	X	X	X	X	X	X
120012	CF-Corp Ins/Claims-General Li	X	X	X	X	X	X
120016	CF-Corp Employee Benefits	X	X	X	X	X	X
120017	CF-Retrmt Incent Fin VKIP-WAFSO	X	X	X	X	X	X
120101	CF-Corp Grants-Other One Time	X	X	X	X	X	X
120102	CF-Corp Grants-Min Municipl Ser	X	X	X	X	X	X
120103	CF-Wpg Enterprises Tax	X	X	X	X	X	X
120104	CF-True North Entertainment Tax	X	X	X	X	X	X
120105	CF-Wpg Goldeyes Taxes Rebated	X	X	X	X	X	X
120106	CF-Wpg Enterprises Amateur Use	X	X	X	X	X	X
120107	CF-Childrens Museum	X	X	X	X	X	X
120108	CF-Corp Actuarial Studies	X	X	X	X	X	X
120109	CF-Corp Utility Tax Collection	X	X	X	X	X	X
120110	CF-Corp Unforseen	X	X	X	X	X	X

Figure 6: Line Report 6 - Department Summary

The City of Winnipeg  
Revenue and Expense by Category Report

1 of 2  
CME LRES  
13:22:25 PM  
10-AUG-2005

Budgeting Model ID: BUDGET2006  
Version: Master  
Ledger Comparison: Proposed Budget 2006 and Actuals 2004  
Budget Centre: TOTAL\_CSD CS-Total Corporate Services

Chartfield	Description	2004 Actuals	2005 Adopted Budget	2006 Proposed	Variance	2007 Projection 1	2008 Projection 2
<b>4XXXXX REVENUES</b>							
44XXXX	Regulation Fees						
CSD	CS-Corporate Services Dept	X	X	X	X	X	X
	Total Regulation Fees	X	X	X	X	X	X
45XXXX	Sale of Goods and Services						
CSD	CS-Corporate Services Dept	X	X	X	X	X	X
	Total Sale of Goods and Services	X	X	X	X	X	X
48XXXX	Other Revenue						
CSD	CS-Corporate Services Dept	X	X	X	X	X	X
	Total Other Revenue	X	X	X	X	X	X
<b>TOTAL REVENUES</b>							
<b>5XXXXX EXPENSES</b>							
51XXXX	Salaries and Benefits						
CSD	CS-Corporate Services Dept	X	X	X	X	X	X
	Total Salaries and Benefits	X	X	X	X	X	X
52XXXX	Services						
CSD	CS-Corporate Services Dept	X	X	X	X	X	X
	Total Services	X	X	X	X	X	X
53XXXX	Materials, Parts and Supplies						
CSD	CS-Corporate Services Dept	X	X	X	X	X	X

Figure 7: Line Report 7 - Revenue and Expense by Category



The City of Winnipeg  
 Revenue and Expense Summary Report

1 of 1  
 CHELRES1  
 02:25:01 PM  
 25-AUG-2005

Budgeting Model ID: BUDGET2005  
 Version: Master  
 Ledger Comparison: Proposed Budget 2005 and Adopted Budget 2004  
 Budget Centre: CF\_CORPO CF-Chief Finance Corporate

Chartfield	Description	2003 Actuals	2004 Adopted Budget	2005 Proposed	Variance	2006 Projection 1	2007 Projection 2
4XXXXX	REVENUES						
CF_CORPO	CF-Chief Finance Corporate	X	X	X	X	X	X
	TOTAL REVENUES	X	X	X	X	X	X
5XXXXX	EXPENSES						
CF_CORPO	CF-Chief Finance Corporate	X	X	X	X	X	X
	TOTAL EXPENSES	X	X	X	X	X	X
	Surplus/(Deficit)	X	X	X	X	X	X
	VARIANCE PERCENT						

Figure 8: Line Report 8 - Revenue and Expense Summary

The City of Winnipeg  
Detail Line Report

1 of 49  
CME LIST  
03:52:41 PM  
30-APR-2005

Budgeting Model ID: BUDGET2006  
Version: Master  
Ledger Comparison: Proposed Budget 2006 and Actuals 2004  
Budget Centre: TOTAL\_CSD CS-Total Corporate Services

Chartfield	Description	2004 Actuals	2005 Adopted Budget	2006 Proposed	Variance	2007 Projection 1	2008 Projection 2
001	General Revenue Fund						
330101	CS-CUPE Education Fund						
5XXXXX	EXPENSES						
52XXXX	Services						
528080	Training, Workshops and Tuition	X	X	X	X	X	X
Total 52XXXX	Services	X	X	X	X	X	X
TOTAL EXPENSES	CS-CUPE Education Fund	X	X	X	X	X	X
Surplus/(Deficit)	CS-CUPE Education Fund	X	X	X	X	X	X
331101	CS-Admin						
5XXXXX	EXPENSES						
51XXXX	Salaries and Benefits						
511010	Salaries-Permanent	X	X	X	X	X	X
511020	Salaries-Temporary	X	X	X	X	X	X
511030	Overtime	X	X	X	X	X	X
511080	Long Service Pay	X	X	X	X	X	X
511900	Vacancy Management	X	X	X	X	X	X
512010	Civic Pension	X	X	X	X	X	X
512020	Canada Pension	X	X	X	X	X	X
512050	Group Insurance	X	X	X	X	X	X
512070	Employment Insurance	X	X	X	X	X	X
512080	Workers Compensation	X	X	X	X	X	X
512083	Medical Expenses	X	X	X	X	X	X
512085	Fatality Pension Premiums	X	X	X	X	X	X
512086	Interest and Administration	X	X	X	X	X	X

Figure 9: Line Report 9 - Detail Line

The City of Winnipeg  
Jobcode Summary Report

7 of 12  
CPL 8308  
11:29:52 AM  
30-AUG-2005

Budgeting Model Id: BUDGET2006  
Version: Master  
Ledger Name: Proposed Budget 2006  
Budget Centre: TOTAL\_CSD CS-Total Corporate Services

Job Code	Job Code Description	Step	FTE	2005 Adopted	FTE	2006	FTE	2007	FTE	2008
046221	Coord Occ Health		X	X	X	X	X	X	X	X
	Total 046221		X	X	X	X	X	X	X	X
047531	Worker Rehabilitative		X	X	X	X	X	X	X	X
	Total 047531		X	X	X	X	X	X	X	X
047681	Account Land		X	X	X	X	X	X	X	X
	Total 047681		X	X	X	X	X	X	X	X
048011	Coord Corp Safety & Occ Hygien		X	X	X	X	X	X	X	X
	Total 048011		X	X	X	X	X	X	X	X
048021	Officer Corporate Safety		X	X	X	X	X	X	X	X
	Total 048021		X	X	X	X	X	X	X	X
048541	Solicitor-Grade 4		X	X	X	X	X	X	X	X
			X	X	X	X	X	X	X	X

Figure 10: Position Report 1 - Job Code Summary

The City of Winnipeg  
Bargaining Summary Report

1 of 3  
CNS\_SB08  
11/29/06 AM  
10-AUG-2005

Budgeting Model Id: BUDGET2006  
Version: Master  
Ledger Name: Proposed Budget 2006  
Budget Centre: TOTAL\_CSD CS-Total Corporate Services

Bargaining Group	2006 Budget Year							
	FTE	Salary	PWA	Other Earnings	Total Salaries	Benefits	CPF/EI	Total Benefits
CUPE	X	X	X	X	X	X	X	X
CUPE Exempt	X	X	X	X	X	X	X	X
Senior Management	X	X	X	X	X	X	X	X
WAPSO	X	X	X	X	X	X	X	X
WAPSO Exempt	X	X	X	X	X	X	X	X
Total	X	X	X	X	X	X	X	X

Figure 11: Position Report 2 - Bargaining Summary

The City of Winnipeg  
Detail Salary Report

42 of 45  
CHK SECT  
11:29:05 AM  
10-AUG-2005

Budgeting Model Id: BUDGET2006  
Version: Master  
Ledger Name: Proposed Budget 2006  
Budget Centre: TOTAL\_CSD CS-Total Corporate Services

2005							2006						
Fund #	001	Dept ID	331701	CS-Compensation/Benefits			Program	Account 511010					
Emp #	101707	Last01710,First01710	Job Code	053351	Consultant HR-Comp &Class		10000313	Consultant HR-Comp &Class					
Grade Step	FTE	Salary	Earnings	Benefits	CPP/RT	Grade Step	FTE	Salary	Earnings	Benefits	CPP/RT		
2005 04 9	1.00	X	X	X	X	2006							
2006 04 11	X	X	X	X	X	2007							
2007 04 13	X	X	X	X	X	2008							
Emp #	107091	Last07092,First07092	Job Code	053351	Consultant HR-Comp &Class		10000314	Consultant HR-Comp &Class					
Grade Step	FTE	Salary	Earnings	Benefits	CPP/RT	Grade Step	FTE	Salary	Earnings	Benefits	CPP/RT		
2005 X4 10	1.00	X	X	X	X	2006 X4 12	1.00	X	X	X	X		
2006 X4 12	X	X	X	X	X	2007 X4 14	X	X	X	X	X		
2007 X4 14	X	X	X	X	X	2008 X4 15	X	X	X	X	X		
Emp #	110243	Last10244,First10244	Job Code	048421	Coora comp & Class System		10000309	Coora comp & Class system					
Grade Step	FTE	Salary	Earnings	Benefits	CPP/RT	Grade Step	FTE	Salary	Earnings	Benefits	CPP/RT		
2005 05 20	1.00	X	X	X	X	2006 05 21	1.00	X	X	X	X		
2006 05 21	X	X	X	X	X	2007 05 21	X	X	X	X	X		
2007 05 21	X	X	X	X	X	2008 05 21	X	X	X	X	X		
Emp #	110337	Last10338,First10338	Job Code	053351	Consultant HR-Comp &Class		10000315	Consultant HR-Comp &Class					
Grade Step	FTE	Salary	Earnings	Benefits	CPP/RT	Grade Step	FTE	Salary	Earnings	Benefits	CPP/RT		
2005 04 14	1.00	X	X	X	X	2006 04 15	1.00	X	X	X	X		
2006 04 15	X	X	X	X	X	2007 04 16	X	X	X	X	X		
2007 04 15	X	X	X	X	X	2008 04 17	X	X	X	X	X		
Emp #	114921	Last14915,First14915	Job Code	053351	Consultant HR-Comp &Class		10000313	Consultant HR-Comp &Class					
Grade Step	FTE	Salary	Earnings	Benefits	CPP/RT	Grade Step	FTE	Salary	Earnings	Benefits	CPP/RT		
2005						2006 X4 17	1.00	X	X	X	X		
2006						2007 X4 18	X	X	X	X	X		
2007						2008 X4 18	X	X	X	X	X		

Figure 12: Position Report 3 - Detail Summary

The City of Winnipeg  
FTE Summary Report

1 of 1  
CML SFTE  
11:23:55 AM  
30-APR-2005

Budgeting Model Id: BUDGET2006  
Version: Master  
Ledger Name: Proposed Budget 2006  
Budget Centre: TOTAL\_CSD CS-Total Corporate Services

Chartfield	Description	2005 Adopted	2006 Proposed	Variance Amount	2007 Projection 1	2008 Projection 2
CSD	CS-Corporate Services Dept	125.07	X	(5.42)	X	X
	Total	125.07	X	(5.42)	X	X

Figure 13: Position Report 4 - FTE Summary

The City of Winnipeg  
FTE Detail Report

1 of 1

CREATED  
11:43:06 AM  
10-APR-2005

Budgeting Model Id: BUDGET2006  
Version: Master  
Ledger Name: Proposed Budget 2006  
Budget Centre: TOTAL\_CSD CS-Total Corporate Services

Chartfield	Description	2005 Adopted	2006 Proposed	Variance Amount	2007 Projection 1	2008 Projection 2
CSD - CS-Corporate Services Dept						
331101	CS-Admin	5.00	X	(1.00)	X	X
331102	CS-Fin Services	8.00	X	0.00	X	X
331301	CS-RIS Admin Support	3.70	X	(0.70)	X	X
331302	CS-Print Shop-Internal	6.55	X	0.00	X	X
331303	CS-Print Shop-External	3.05	X	(1.00)	X	X
331304	CS-General Mail	3.40	X	0.00	X	X
331305	CS-Creative Services	1.00	X	0.00	X	X
331306	CS-Translation	4.50	X	0.00	X	X
331401	CS-Legal Services	28.60	X	(0.45)	X	X
331501	CS-Corp Ed-Mgmt/Admin Support	6.00	X	0.00	X	X
331502	CS-Corp Ed/Development	3.40	X	0.00	X	X
331504	CS-Health	6.60	X	(1.00)	X	X
331505	CS-safety	4.00	X	0.50	X	X
331506	CS-Hygiene	2.00	X	(0.50)	X	X
331507	CS-Employee Assistance	3.00	X	0.00	X	X
331601	CS-HRS Mgmt/Admin Support	8.72	X	(0.02)	X	X
331602	CS-Staffing	6.00	X	0.00	X	X
331603	CS-Rehabilitative Workplace	1.50	X	0.00	X	X
331604	CS-HR Mgmt Systems	7.80	X	(1.00)	X	X
331605	CS-Equity/Diversity	3.00	X	0.00	X	X
331701	CS-Compensation/Benefits	4.00	X	0.00	X	X
331702	CS-Labour Relations	5.25	X	(0.25)	X	X
Total CS-Corporate Services Dept		125.07	X	(5.42)	X	X
TOTAL		125.07	X	(5.42)	X	X

Figure 14: Position Report 5 - FTE Detail

## Appendix 3



# APPENDIX 3 – BUDGETING PROCESS

