
MEMORANDUM

CSC-C-17-2023

Subject: Intent to Respond to City of Niagara Falls RFP for Enterprise Resource Planning Solution

Date: August 9, 2023

To: Corporate Services Committee

From: Erin Amirault, Associate Director, Finance Operations and Systems

The purpose of this memo is to inform Regional Council of staff's intent to respond to a request for proposal (RFP) issued by the City of Niagara Falls.

On August 2, 2023, the City of Niagara Falls published RFP1-2023 Part A and Part B to procure the acquisition and implementation of an enterprise resource planning (ERP) solution. The City of Port Colborne is a participating agency in the RFP.

The Niagara Region is currently in the implementation phase of a shared services project with the City of St. Catharines to bring the City onto the Region's instance of PeopleSoft Financials and to become their ERP support provider (estimated go live of March 2024). Ernst & Young LLP (EY) was the successful proponent for an RFP undertaken by the City for a system implementor. Region staff, St. Catharines, and EY began joint work on this project earlier this year. For more information, refer to Report [CSD 17-2022](#) Financial Enterprise Resource Planning System Shared Services Agreement (<https://pub-niagararegion.escribemeetings.com/filestream.ashx?DocumentId=26680>).

The Region is exploring partnering with EY to provide a joint response to the Niagara Falls RFP to provide a similar shared services arrangement. Staff believe such a bid will allow the City to achieve their goals of finding a strategic solution to replace their current system that adopts industry best practices, while achieving efficiency from similar work already completed on the St. Catharines project. As it will for St. Catharines, bringing Niagara Falls and Port Colborne into the Region's expanded ERP support model will allow them to receive the benefit of a large-scale ERP, as well as our years of experience supporting the system, without the same scale of initial expense outlay.

If the Region is successful in this bid, the Region would require additional permanent FTE similar to the St. Catharines agreement, to be funded through any new shared services agreement with Niagara Falls and Port Colborne. This is similar to the current St. Catharines model, where FTE were approved in the 2023 operating budget as fully funded by the City. Any financial efficiency gained by adding more local area municipalities into the support structure will also become a future benefit to St. Catharines.

This intent to provide an RFP response aligns with the Council Strategic Priority to identify partnerships and connections with local area municipalities.

Respectfully submitted and signed by

Erin Amirault, MBA
Associate Director, Finance Operations and Systems