



## **REQUEST FOR STATEMENTS OF QUALIFICATIONS (RFSQ) No. 25-046**

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**Date:** December 10, 2025

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**Project Title:** **ENTERPRISE RESOURCE PLANNING (ERP) AND HUMAN RESOURCES  
INFORMATION SYSTEM (HRIS) REPLACEMENT ADVISORY SERVICES**

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The Regional District of Nanaimo intends to select a qualified firm to assist in planning for the renewal of our existing financial systems and introduction of a human resources information system. The RDN is looking to establish an agreement with a consulting firm with strong experience in this space, particularly in the development of detailed business requirements and procurement planning, and reserve the right to negotiate the scope, duration, and terms of the contract based on project needs and mutual understanding.

### **1. Intent**

This Request for Statements of Qualifications (RFSQ) is issued to determine the most qualified and experienced service provider that can meet the Regional District of Nanaimo's requirements, expectations, and timeline.

The Regional District of Nanaimo (RDN) will review submissions received in response to this RFSQ and enter discussions with the top-ranked Respondent to negotiate the terms, scope, timeline, and cost based on the actual scope of work required (the Work). Should these negotiations fail to result in a contract for the Work, the Regional District of Nanaimo may then elect to negotiate with the next highest ranked service provider and so on until an agreement is reached or the process cancelled.

In any event, the Regional District of Nanaimo shall not be bound to enter a contract with any Respondent to this RFSQ and, at its sole discretion, may elect to collapse this process.

### **2. Background**

The RDN has a requirement to transform its financial and human resources processes to meet organizational expectations for effectiveness, transparency, accessibility and security, and the capabilities of existing systems (or lack thereof) present a significant barrier in achieving these goals. As a result, a corporate priority has been established to select and implement a modern, scalable ERP system which can support current and future needs.

The RDN is a Regional District serving residents in both incorporated municipalities and unincorporated electoral areas. The RDN currently provides 115 separately subscribed, budgeted, and expensed services to a matrix of these communities and in some cases discrete geographic areas within these areas.

A full list of subscribed services and the departments supporting effective service delivery are detailed on pages 7-10 the RDN's 2026-2030 Financial Plan, which is available on the RDN website at <https://rdn.bc.ca/financial-reports>.

The RDN is currently supported by the following Financial Information System (FIS) and Human Resources Information System (HRIS) which are identified as candidates for replacement as part of this initiative.

- CentralSquare HRIS MyWay;
- CentralSquare iCity and iCity Online; and
- PSD Citywide - Citywide Budgeting (formerly FMW) and Asset Accounting.

Functionality that are anticipated to be required by the RDN and supported by successor ERP platforms include the following. Validation and expansion of these requirements being a key consideration for the successful proponent:

- Chart of Accounts;
- General Ledger;
- Accounts Receivable (AR);
- Accounts Payable (AP);
- Organizational Structure Management;
- Workforce Planning;
- Cash Receipting;
- Bank Reconciliation;
- Funds Management;
- Multi-year Financial Planning and Analysis (FP&A);
- Operational Budget Management and Reporting;
- Procurement Authorizations / Purchase Orders;
- Time(sheet) Entry;
- Payroll;
- Benefits Management;
- Employee Records Management;
- Employee Self Service (Leave Requests and Approvals, Pay Advice, T4 Access...)
- Employee Onboarding and Offboarding;
- Applicant Tracking; and
- Learning Management.

The successor platform will also be required to integrate with the following (existing) systems:

- Microsoft Entra ID (Azure AD) – Authentication and Authorization;
- Utility Billing (Water, Sewer, and Waste Services, Commercial and Residential);
- ActiveNet (Recreation Programming) – GL Import;
- GeoWare (Solid Waste Billing) – GL Import;
- ScheduleForce (Transit Scheduling) – Time Import;
- FirePro 2 – Time Import;
- Municipal Software CityView – GL Import;
- BMO Spend Dynamics Purchasing Cards and Expense Submissions – GL Import
- BCAA Assessment and Property Owner Import;
- Export of Unpaid Utility A/R for collection by the BC Surveyor of Taxes

Of note, the RDN also maintains a second financial system environment to support the Nanaimo Regional Hospital District, which will also need to be migrated from iCity to a separated environment in the new system.

Finally, the RDN is committed to inclusivity, diversity, equity and accessibility, and requirements will need to be developed that reflect these goals. Examples of this may include features such as Web Content Accessibility Guidelines (WCAG) compliance for online resources, large type output support (reports, etc.), screen reader, Interactive Voice Response (IVR) for citizen interactions, support for indigenous language diacritics (e.g. end-to-end support for BC Sans Font), etc.

The RDN has limited internal resources available for direct assignment to this project, with two-three project management and technical resources from Information Services, and fractional resources from the Finance and HR business departments as required.

Proponents will be expected to show how they have successfully completed engagements of similar complexity, providing strong guidance and professional advice, and have taken ownership of project outcomes.

### **3. Contemplated Scope of Work and Timeline**

The selected firm will provide strategic requirements, procurement strategy, and Request for Proposal (RFP) development and evaluation advice to guide in the successful selection and implementation of a new ERP and HRIS system, which may be comprised of multiple integrated platforms.

We anticipate a timeline of 3-6 months for this advisory work, with award of the RFP completed by mid-2026, and implementation of existing business functionality complete by end of 2027, with subsequent phases of ERP enhancement to implement additional transformative changes.

Depending on qualifications and budget, additional phases beyond initial requirements definition and procurement planning where during the implementation phase the firm would take on an advisory role for the project owner, may be considered.

The successful proponent will be disqualified from competing on the platform or direct implementation services that fall under the RFP scope.

### **4. Statement of Qualifications and Evaluation**

Your submission should be no longer than ten (10) single sided pages in length (not including cover page, cover letter and appendices). Statements of Qualifications (the “SOQ”) will be evaluated by the Regional District of Nanaimo on a consensus basis and assigned one score from 0-100 based on our estimation of the firm’s overall ability to provide best outcomes and value to the RDN. Please include the following for evaluation:

- A cover letter signed by a principal of your company, confirming your understanding of the project requirements, and committing to your firm’s ability to complete the work in the time proposed.
- Information related to your firm’s company structure, organizational structure and capacity to undertake the required work.
- Information showing your depth of understanding of the RDN’s requirements, and particularly the complexities inherent in the BC Regional District context.

- Detailed and specific examples of past engagements on similar projects for Canadian governments - showing the extent of the firm's experience. Include the parameters of the work, process, the outcomes, and how the result aligned with the goals. All information must be verifiable, with provided references that may be contacted by a designate of the evaluation team.
- A statement of your firm's approach to advancing equity, diversity and sustainability in your corporate operations and service provisions, including any certifications in this regard.

The highest ranked proponent will also need to perform a successful presentation to the evaluation team, showcasing their engagement style and approach and led by the same resources proposed for the RDN project.

## **5. Submission Date and Time**

Statements of Qualifications should be received on or before 3:00:00 p.m. local time on the 22nd day of January 2026.

The RDN, at its sole discretion, reserves the right to accept late submissions.

## **6. Questions and Submissions**

Questions and submissions should be directed electronically to:

Jason Birch  
Chief Technology Officer  
Regional District of Nanaimo  
Email: [jbirch@rdn.bc.ca](mailto:jbirch@rdn.bc.ca)

**No questions will be responded to prior to January 7, 2026.**

## **7. Additional Information**

If the RDN determines that additional information is required, the RDN will post an Addendum on the RDN ([www.rdn.bc.ca/current-bid-opportunities](http://www.rdn.bc.ca/current-bid-opportunities)) and the new BC Bid ([www.bcbid.gov.bc.ca/](http://www.bcbid.gov.bc.ca/)) websites. It is the sole responsibility of interested vendors to check for additional information prior to submitting their response.