

Schedule 'A'

Work Description

To assist LAO with an internal review of our HR business strategy, as it pertains to our future HRMS requirements and audit requirements. The main goal of this engagement to complete a series of interviews and perform HRMS product research, finalized by a report for LAO to include in their HR system strategic directions including the development of a business case.

Key deliverables of this engagement are:

1. HRMS/Payroll system Business Requirements document
2. Strategic objectives documentation including challenge areas, implications of staying with the current vendor, along with benefits of considering other HRMS packages such as PeopleSoft or Ceridian, both in-house, 3rd party hosted solutions, and audit requirements around the Vista to Ceridian interface.
3. Business Case including cost/benefit analysis.

* Project Plan:

Task Name	Duration	Start Date	Finish Date
Legal Aid Ontario HRMS Review	27.5 days	13-Nov-08	12-Feb-09
Define / Review Project Scope	0.5 day	13-Nov-08	13-Nov-08
Define HRMS Requirements	10 days	13-Nov-08	5-Dec-08
<i>Collect & Document Requirements</i>	10 days	13-Nov-08	5-Dec-08
Recruitment	0.5 day	13-Nov-08	13-Nov-08
HR Administration	0.5 day	14-Nov-08	14-Nov-08
Benefits Administration	0.5 day	14-Nov-08	14-Nov-08
Time & Attendance	0.5 day	20-Nov-08	20-Nov-08
Leave Management	0.5 day	20-Nov-08	20-Nov-08
Grievance Management	0.5 day	21-Nov-08	21-Nov-08
Health & Safety	0.5 day	21-Nov-08	21-Nov-08
Performance Management	0.5 day	27-Nov-08	27-Nov-08
Talent Management	0.5 day	27-Nov-08	27-Nov-08
Succession Planning	0.5 day	28-Nov-08	28-Nov-08

Employee Self Service	0.5 day	28-Nov-08	28-Nov-08
Manager Self Service	0.5 day	1-Dec-08	1-Dec-08
Payroll	2 days	1-Dec-08	3-Dec-08
Remittances	0.5 day	3-Dec-08	3-Dec-08
Reporting	1 day	4-Dec-08	4-Dec-08
Interfaces including the audit requirements around Vista to Ceridian Insync interface	1 day	5-Dec-08	5-Dec-08
Identify Strategic Objectives & Challenges	2.5 days	5-Dec-08	12-Dec-08
Analyze Requirements	0.5 day	5-Dec-08	5-Dec-08
Document Strategic Objectives	1 day	11-Dec-08	11-Dec-08
Document Challenges / Opportunities	1 day	12-Dec-08	12-Dec-08
Develop HRMS Alternatives	4 days	18-Dec-08	9-Jan-09
Develop Criteria for Vendor Analysis	0.5 day	18-Dec-08	18-Dec-08
Develop Vendor Short List	0.5 day	18-Dec-08	18-Dec-08
HRMS Vendor Analysis	3 days	19-Dec-08	9-Jan-09
Develop Business Case	9 days	15-Jan-09	12-Feb-09
Cost / Benefit Analysis	4 days	15-Jan-09	23-Jan-09
Prepare Business Case	5 days	29-Jan-09	12-Feb-09
Present Business Case	0.5 day	13-Feb-09	13-Feb-09

* Dates may be subject to changed based on availability of LAO resources. LAO PM to coordinate LAO resources and ensure proper notice is provided to Consultant in case key resources are not available.

Engagement Consultant, Timing and Financials

- Consultant: Celina Clark
- Rate: \$95/hour
- Start Date: November 10, 2008
- Approx End Date: February 13, 2008
- Total Cost of Engagement not to exceed: \$17,955 with a contingency of \$2,327.50. *LAO must review and approve of additional costs.*
- Applicable sales taxes will be charged for all consulting services.
- LAO shall pay for Consulting Fees and Expenses that have first been pre-authorized are invoiced at cost; and are supported by documentation acceptable to LAO.
- Invoices shall be billed upon completion of services. All invoices which qualify for payment under this paragraph, will be paid within thirty (30) days of receipt of same
- Invoices will provide details of the work performed by hours.
- The total billable work as performed under this engagement by Celina Clark cannot exceed 30 days in total.

- Work Week and Expenses
 - Standard Work Day: work day of 7 hours, Celina to be on site 2 days per week
 - No overtime will be worked unless approved by LAO in advance.
 - Approved overtime will be billed at the normal hourly rate.

- Facilities
 - LAO will provide work areas for Celina Clark as required.
 - The primary work location for this engagement will be LAO offices in Toronto, Ontario.
 - Celina Clark will provide a laptop computer for use for any LAO project related work. This computer will not be attached to the LAO network.
 - Celina Clark and our staff take no responsibility and assume no liability for any unintentional virus infections or damage to your network, storage, or computing facilities that may be traced back to the computers used by our staff.

ON BEHALF OF Legal Aid Ontario ✓

By: _____ Authorized Signature or Initials _____

Printed Name: Karl Martineau

Title: Application and Development Manager

Date: 11-13-2007 _____

Nov 13/08

Celina Clark:

By: _____ Authorized Signature or Initials _____

Printed Name: CELINA CLARK _____

Title: CONSULTANT _____

Date: Nov 14, 2008

Schedule 'B'

BILLING INFORMATION REQUIRED

Every invoice shall contain detailed billing information and must include the following:

- Customer & Project Name
- Consultant Name & Signature
- Billing Period
- Date & Hours Billed
- Detail task description of the work performed per billing day
- Cost per hour
- Total cost
- GST

ON BEHALF OF Legal Aid Ontario,

By:

Authorized Signature or Initials

Printed Name: Karl Martineau

Title: Application Development Manager

Date: Nov 5, 2008

Celina Clark:

By:

Authorized Signature or Initials

Printed Name CELINA CLARK

Title: CONSULTANT

Date: Nov 18, 2008

Fiscal Yr	Accting Period	Jrnl Date	AP Voucher		Invoice #	Vendor ID	Vendor Name	Account	Departm ent	Project	Product	Monetary	Journal Line Description	Fund
			Number or GL Journal ID	Amount										
2008	9	2008-12-3	00119678	LSO-001	0000005153	McRae-Hamilton-C	65400	831400				3,262.06	Expense Distribution	831400
2008	10	2009-01-3	00121637	LAO-002	0000005153	McRae-Hamilton-C	65400	831400				4,479.25	Expense Distribution	831400
2008	12	2009-03-2	00125600	LAO-004	0000005153	McRae-Hamilton-C	65400	831400				2,823.87	Expense Distribution	831400
2008	12	2009-03-2	00125359	CONSULTING SEF	0000005153	McRae-Hamilton-C	65400	831400				5,453.00	Expense Distribution	831400
												16,018.18		

~~Dec 30, 2008~~
~~Feb 2, 2009~~
~~Mar 23, 2009~~
~~Mar 23, 2009~~

McRae-Hamilton-Clark

2059 Quail Valley Drive
Burlington, Ontario
L7M 2T3

November 30, 2008

Legal Aid Ontario
40 Dundas Street West, Suite 200
Toronto, Ontario
M5G 2H1

Received
DEC 16 2008
K.A. Stewart Dept.

Invoice # LAO-001

For consulting services of Celina Clark at Legal Aid Ontario, for the period starting November 14 and ending November 28, 2008.

Regular Hours	33.5
Hourly Rate	\$95.00
Amount	\$3182.50
GST (5%)	\$ 159.13
Total Invoice Amount	\$3341.63

PAID
DEC 30 2008

GST# 89560 4551 RT0001

Celina Clark
Bus: (905) 335-2491
Cell: (289)242-2013

65400-836400

1	6	5	4	0	0	-	8	3	6	4	0	0
2												
3												

Authorized Signature or Initials

119678

40 Dundas Street West, Suite 200, Toronto ON M5G 2H1
40, rue Dundas Ouest, bureau 200, Toronto ON M5G 2H1

Toll free / Sans frais :

Phone / Téléphone :

Fax / Télécopieur :

Email / Courriel :

www.legalaid.on.ca

MEMORANDUM / NOTE

TO / DEST. : Michelle Séguin
FROM / EXP. : Dorthy Czerczak
COPIED : Leslie Howard, Claire Rothery, Karl Martineau, Chris Bennett, Colin Boal, Hugh Hasan, Vincent Correia
DATE : October 30, 2008
SUBJECT / OBJET : HRMS/Payroll Business Strategy Review Engagement

BACKGROUND

The existing HR system Vista version "2.4.0," does not provide functionality as required by HR. This includes features such as Employee Self Service, Position Control, Integration with Finance GL, etc. The HR department does not have the ability to rollout and support HR processes independently and or with minimal involvement by IT. In addition, an independent audit has concluded several issues around the existing Vista to Ceridian interface.

APPROVAL REQUESTED

Approval is requested to engage an external consultant to assist with an internal review of the HR business strategy as it pertains to the future of the HRMS/Payroll system requirements including the integration point with the Payroll system. The key requirements for the engagement include review of the existing HRMS/Payroll operations; initial set of HRMS strategic objectives mapped out to specific system functions; analysis of implications of staying with the current vendor, along with the benefits on considering other HRMS packages such as PeopleSoft.

Costs

- Consulting Rate: \$95 per hour
- Estimated time of engagement:
 - Start Date: Nov 13, 2008
 - End Date: Feb 13, 2009
- Total Estimated Costs: \$17,955.00 with a contingency of \$2,327.50.

NEXT STEPS

Based on the time frames, the project manager is requesting the approval of the funds to engage the HRMS consultant. Once approval has been secured the project manager will confirm the engagement start/end date based on both the availability of core LAO staff and the consultant.

December 31, 2008

Legal Aid Ontario
40 Dundas Street West, Suite 200
Toronto, Ontario
M5G 2H1

Invoice # LAO-002

For consulting services of Celina Clark at Legal Aid Ontario, for the period starting December 1 and ending December 31, 2008.

Regular Hours	46.0
Hourly Rate	\$95.00
Amount	\$4370.00
GST (5%)	\$ 218.5
Total Invoice Amount	\$4588.50

65400-831400

Authorized Signature or Initials

Jan 21, 2008

GST# 89560 4551 RT0001

Celina Clark
Bus: (905) 335-2491
Cell: (289)242-2013

DEC - 2 2008

121637

McRae-Hamilton-Clark

Celina Clark

(289) 242-2013

07/12/2008

Project Tasks	Monday	Tuesday	Wednesday	Thursday	Friday	Task Total
	01/12/2008	02/12/2008	03/12/2008	04/12/2008	05/12/2008	
Audit Requirements Meeting	1.0					1.00
IT Infrastructure & Requirements Meeting	1.0					1.00
Health & Safety Requirements Meeting	0.5					0.50
Payroll Requirements Meeting				3.00	1.50	4.50
Time & Attendance Requirements Meeting					1.00	1.00
Document Requirements from meetings	2.0			2.50	4.00	8.50
Vendor solution review	2.5			1.00		3.50
Meeting prep	1.0			0.50	0.50	1.00
				Total		21.00

Vendor	Invoice #	Description	Qty	Unit Price	Ext Price	S&H	Pre-Tax	GST (5%)	PST	Total
McRae-Hamilton-Clark	LAO-001	Nov 14-28, 2008	33.50	\$ 95.00	\$ 3,182.50			\$ 159.13		\$ 3,341.63
McRae-Hamilton-Clark	LAO-001	Dec 1-31,2008	46	\$ 95.00	\$ 4,370.00			\$ 218.50		\$ 4,588.50
Total Spend to Date			79.50		\$7,552.50			\$377.63		\$7,930.13

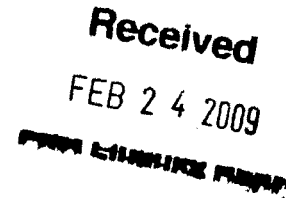
McRae-Hamilton-Clark

2059 Quail Valley Drive
Burlington, Ontario
L7M 2T3

125359

January 30, 2009

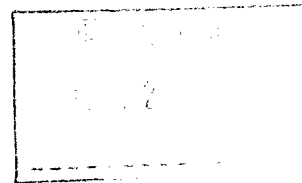
Legal Aid Ontario
40 Dundas Street West, Suite 200
Toronto, Ontario
M5G 2H1



Invoice # LAO-003

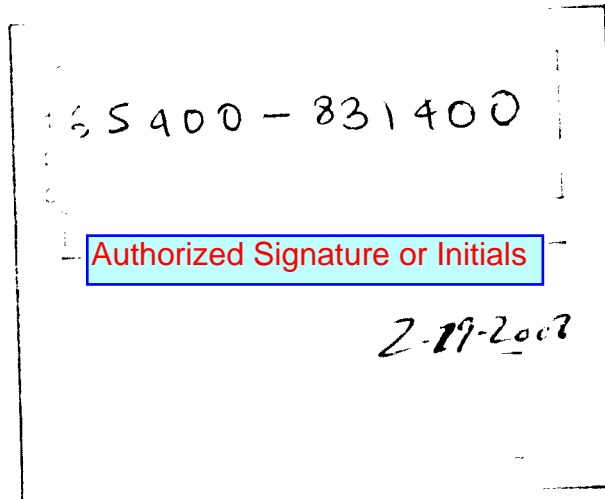
For consulting services of Celina Clark at Legal Aid Ontario, for the period starting January 5 and ending January 30, 2009.

Regular Hours	56.0
Hourly Rate	\$95.00
Amount	\$5,320.00
GST (5%)	\$ 266.00
Total Invoice Amount	\$5,586.00



GST# 89560 4551 RT0001

Celina Clark
Bus: (905) 335-2491
Cell: (289)242-2013



McRae-Hamilton-Clark

Celina Clark

(289) 242-2013

25/01/2009

Celina Clark

Project Tasks	Monday 19/01/2009	Tuesday 20/01/2009	Wednesday 21/01/2009	Thursday 22/01/2009	Friday 23/01/2009	Total
Contact Vendors	1.00				0.50	1.50
Meeting with Ceridian	3.00					3.00
Review Spectrum estimate	1.00				1.50	2.50
Prepare Business Case	2.00					2.00
Discuss Requirements with Lawson					1.00	1.00
Collect information on Peoplesoft HCM					4.00	4.00
Total						14.00



McRae-Hamilton-Clark

Celina Clark

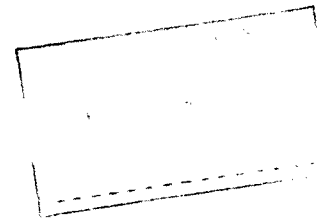
(289) 242-2013

01/02/2009

Celina Clark

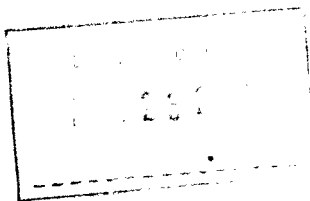
Project Tasks	Monday 24/01/2009	Tuesday 27/01/2009	Wednesday 28/01/2009	Thursday 29/01/2009	Friday 30/01/2009	Total
Business Case	6.00				5.50	11.50
Meeting with HRWARE				1.00		1.00
Meeting with Ultimate					1.00	1.00
Meeting with Infor					0.50	0.50

Total 14.00





LEGAL AID ONTARIO / AIDE JURIDIQUE ONTARIO
 Atrium on Bay,
 40 Dundas Street West, Suite 200 / 40, rue Dundas Ouest, bureau 200
 Toronto ON M5G 2H1

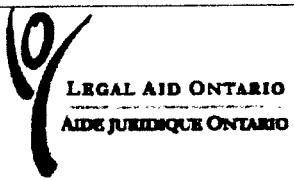
Invoice Number N° de la facture	Invoice Date Date de la facture	Paid Amount Montant versé
CONSULTING	Jan/30/2009	5,586.00
LAO-004	Feb/27/2009	2,892.75



Cheque Number / N° de chèque	Date	Total Paid Amount / Montant total versé
0000074692	Mar/23/2009	8,478.75

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BANK OF MONTREAL
 First Canadian Place
 Toronto, ON M5X 1A3



Cheque Number /
 Numéro du chèque **0000074692**
 03 - 23 - 2009
 MM - DD - YYYY

Pay/ Payez *****EIGHT THOUSAND FOUR HUNDRED SEVENTY-EIGHT DOLLARS AND SEVENTY-FIVE CENT(S)

\$8,478.75**

To the order of /
 À l'ordre de **MCRAE-HAMILTON-CLARK**
 2059 Quail Valley Drive
 Burlington, ON L7M 2T3

If amount is over \$100,000
 then one original initial or
 signature must be present.

Authorized Signature - Signature autorisée

⑈0000746928⑈

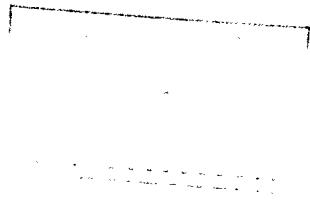
February 27, 2009

Legal Aid Ontario
40 Dundas Street West, Suite 200
Toronto, Ontario
M5G 2H1

Invoice # LAO-004

For consulting services of Celina Clark at Legal Aid Ontario, for the period starting February 2 and ending February 27, 2009.

Regular Hours	29.0
Hourly Rate	\$95.00
Amount	\$2,755.00
GST (5%)	\$ 137.75
Total Invoice Amount	\$2,892.75



GST# 89560 4551 RT0001

Celina Clark
Bus: (905) 335-2491
Cell: (289)242-2013

65400 - 831400

Authorized Signature or Initials

3-4-2009

- FINAL INVOICE

12560

McRae-Hamilton-Clark

Ceina Clark

(289) 242-2013

01/03/2009

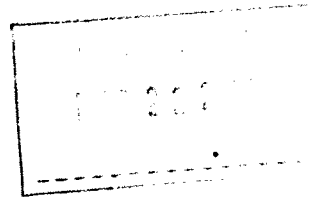
Ceina Clark

Project Tasks	Monday	Tuesday	Wednesday	Thursday	Friday	Total
	23/02/2009	24/02/2009	25/02/2009	26/02/2009	27/02/2009	
Present Business Case	1.00					1.00


Total 1.00

LEGAL AID ONTARIO / AIDE JURIDIQUE ONTARIO
 Atrium on Bay,
 40 Dundas Street West, Suite 200 / 40, rue Dundas Ouest, bureau 200
 Toronto ON M5G 2H1

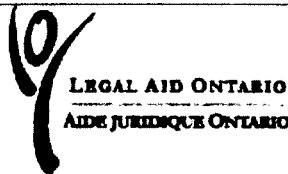
Invoice Number N° de la facture	Invoice Date Date de la facture	Paid Amount Montant versé
CONSULTING	Jan/30/2009	5,586.00
LAO-004	Feb/27/2009	2,892.75



Cheque Number / N° de chèque	Date	Total Paid Amount / Montant total versé
0000074692	Mar/23/2009	8,478.75

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 Toronto, ON M5X 1A3



Cheque Number /
 Numéro du chèque **0000074692**
 03 - 23 - 2009
 MM - DD - YYYY



Pay/
 Payez *****EIGHT THOUSAND FOUR HUNDRED SEVENTY-EIGHT DOLLARS AND
 SEVENTY-FIVE CENT(S)

\$8,478.75**

To the order of
 À l'ordre de **MCRAE-HAMILTON-CLARK**
 2059 Quail Valley Drive
 Burlington, ON L7M 2T3

If amount is over \$100,000
 then one original initial or
 signature must be present.

Authorized Signature - Signature autorisée

⑈0000746928⑈