

June 1, 2016

28(1)

Dear 28(1) :

Re: Access to Information Request #2016-021 – Emp Center

This is to acknowledge receipt of your \$158.00 processing fee deposit received by the City on May 17, 2016 for your request quoted as follows:

“Please provide the total cost, to date, of the EMP Center Software Program, including cost of training, implementation & cost of purchase that has been incurred by the City of Regina.”

We have processed your access request. The processing fee is less than the estimate; therefore, a reimbursement cheque in the amount of \$30.50 will be mailed within the next few weeks. A breakdown of the final processing fees are indicated below:

Fee Type	# of Staff	Fee Calculations		Fees
Paper records - Time required to search	2	4.25	hr(s) \$30 /hr	\$127.50
Electronic records - Time to search for and review search results			hr(s) \$30 /hr	\$0.00
Paper and Electronic records - Time to locate relevant info		0	hr(s) \$30 /hr	\$0.00
Create query/report and verify data	2	0.75	hr(s) \$40 /hr	\$30.00
Time required to prepare records for disclosure		0	hr(s) \$30 /hr	\$0.00

USB Drive	0	USB	\$14 /ea	\$0.00
Subtotal:				\$157.50
LESS: 1st Hour Free	1	hour	-\$30	-\$30.00
Total Actual Fees:				\$127.50
Less Deposit:				\$158.00
Final Amount				-\$30.50
Owing/Reimbursed				

The response to your request for total costs to date of the EmpCenter program is as follows:

Implementation: \$618,705.29
 Training: \$17,578.53
 Set Up Fee: \$9,900
 Annual Licensing: \$118,800
 Time Clocks: \$101,814.39
 Pre-Purchase hours for future configuration support: \$38,500

Amounts include GST & PST

If you wish to exercise your right to request a review of this decision, you may do so by completing a Request for Review form and forwarding it to the Saskatchewan Information and Privacy Commissioner within one year of this notice. A copy of this form can be found at <http://www.qp.gov.sk.ca/documents/Forms/L27-1R1-B.pdf> or you may contact the Office of the Information and Privacy Commissioner at (306) 787-8350.

If you have any questions or require additional information you can reach Darlene Loucks at 306-777-7070, or by email at lafoipp@regina.ca

Yours truly,



Jim Nicol
 Chief Legislative Officer & City Clerk

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