

**31287**

**ADOPTED – BOARD OF TRUSTEES COMMUNITY  
COLLEGE DISTRICT NO. 508  
JANUARY, 12, 2012**

**BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 508  
COUNTY OF COOK AND STATE ILLINOIS**

**ELECTRONIC TIME AND LABOR MANAGEMENT SYSTEM  
WORKFORCE SOFTWARE, INC.  
OFFICE OF HUMAN RESOURCES AND STAFF DEVELOPMENT  
DISTRICT-WIDE**

**THE CHANCELLOR RECOMMENDS:**

that the Board of Trustees authorizes the Chairman to execute an agreement with WorkForce Software (“WorkForce”) to implement a comprehensive District-wide electronic time and labor management system solution for the period from February 13, 2012 through February 13, 2015 at a total cost not to exceed \$1,500,000.

**VENDOR:** WorkForce Software, Inc. (“WorkForce”)  
38705 Seven Mile Road, Suite 300  
Livonia, MI 48152

**USER:** District-wide

**TERM:**

The term of the agreement will commence on or around February 13, 2012 and end on February 13, 2015.

**SCOPE OF SERVICES:**

WorkForce will provide the following:

1. Implement a comprehensive, integrated, browser-based District-wide time and labor management system that will eliminate the unnecessary and manual steps in the various administrative functions associated with timekeeping and payroll preparation by integrating data, while automating manual calculations and many decision and approval processes;
2. Implement a flexible and expandable turnkey time and labor management system that integrates with CCC’s PeopleSoft Human Resources Management System module, and will satisfy CCC’s various functional and technical requirements;
3. Collaborate with CCC staff to develop a comprehensive, phased rollout implementation plan including, but not limited to technical implementation, development and execution of training, management of cultural change, and development and administration of “benchmark assessments” in order to assess levels of success in the time and labor management system solution adoption.

**BENEFIT TO CITY COLLEGES OF CHICAGO:**

Cost savings will result from the timely detection and resolution of timekeeping errors and elimination of unnecessary and manual steps in the various administrative functions associated with City Colleges of Chicago timekeeping and payroll preparation. Implementation of the turnkey system will eliminate redundant time and attendance data entry and labor-intensive processes, by integrating data, while automating manual calculations and numerous decision and approval processes.

**VENDOR SELECTION CRITERIA:**

The Request for Proposal (RFP) #DT1106 Electronic Time & Labor Management System Solution was publicly advertised. Vendors responded, a pre-proposal conference was held, after which the following responsive and responsible submittals were received from nine (9) vendors: 1) ADP; 2) Information Controls; 3) Kronos; 4) Oracle; 5) Qquest; 6) SDI; 7) Sofbang; 8) Time Link; and 9) WorkForce. The four (4) vendors with the highest ranking – Kronos, SDI, Timelink and WorkForce – were selected for 2 rounds of oral presentations.

The vendors were evaluated according to the following criteria:

- i. Experience in the installation, support and maintenance of automatic Time and Attendance Systems for higher education organizations.
- ii. Favorable recommendations from referenced clients where similar services are being or have been performed.
- iii. Overall quality and completeness of response.
- iv. The costs associated with the installation, support and maintenance for installing devices, programs or software, servers, training, support and maintenance of the system and any related additional expenses that may be incurred.
- v. The Respondent’s ability and intent to participate in and meet or exceed the District’s M/WBE Plan.

In accordance with the Request for Proposal process and combining all evaluation scores, WorkForce ranked the highest and the Office of Human Resources and the Office of Information Technology recommend Workforce as the selected vendor.

**MBE/WBE COMPLIANCE:**

The Office of M/WBE Contract Compliance has reviewed the above request and Workforce Software is in compliance with the Board Approved Participation Plan.

**MBE Vendor:**

Workforce Software  
38705 Seven Mile Road  
Livonia, Michigan 48152

Direct Participation

CMSDC Certification

**WBE Vendor:**

Ideal Solutions  
1111 West 22<sup>nd</sup> Street  
Oakbrook, Illinois 60523

Direct Participation  
Project Implementation

WBDC Certification

**GENERAL CONDITIONS:**

Inspector General – It shall be the duty of each party to the agreement to cooperate with the Inspector General for City Colleges of Chicago in any investigation conducted pursuant to the Inspector General’s authority under Article II, Section 2.6.4(b) of the Board Rules for Management and Government.

Ethics – It shall be the duty of each party to the agreement to comply with the applicable provisions of the Board’s Ethics Policy adopted January 7, 1993, and as amended by the Board.

**FINANCIAL:**

**Total:** \$1,500,000

**Charge to:** Human Resources

**Sources of Funds:** Capital Fund

Restricted Fund

**FY12:** 92015-0023006-80000-53038-000000000-530000: \$570,270

**FY13:** 92015-0023006-80000-53038-000000000-530000: \$779,730

**FY14:** 92015-0023006-80000-53038-000000000-530000: \$100,000

**FY15:** 92015-0023006-80000-53038-000000000-530000: \$50,000

**Respectfully submitted,**

**Cheryl L. Hyman  
Chancellor**

**January 12, 2012- Office of Human Resources and Staff Development – District Office**