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ADOPTED – BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT NO. 508
DECEMBER 12, 2013

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

ELECTRONIC TIME AND LABOR MANAGEMENT SYSTEM
WORKFORCE SOFTWARE, INC.
(AMENDMENT TO BOARD REPORT 31287 ADOPTED ON JANUARY 12, 2012)
OFFICE OF HUMAN RESOURCES AND STAFF DEVELOPMENT
DISTRICT WIDE

THE CHANCELLOR RECOMMENDS:

that the Board of Trustees authorizes the Chair to execute an amendment to the existing agreement with Workforce Software (“Workforce”) for an additional \$360,000 for the District-Wide time and labor management system to cover additional time collection devices, additional professional and technical services, and system modifications to support the three-year life of the contract.

VENDOR: Workforce Software, Inc. (“Workforce”)
38705 Seven Mile Road, Suite 300
Livonia, Michigan 48152

USER: District-Wide

TERM:

The term of this agreement began on March 30, 2012 and will end on February 13, 2015.

SCOPE OF SERVICES:

Workforce will provide the following services:

1. 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 preparations by integrating data, while automating manual calculations as well as many decisions and approval processes;
2. A flexible and expandable turnkey time and labor management system that integrates with City Colleges of Chicago’s (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 entry and labor –intensive processes, by integrating data, while automating manual calculations and numerous decision and approval processes.

VENDOR SELECTION CRITERIA:**(awaiting justification and documentation that supports the additional fund request)**

Pursuant to Board Report 31287 adopted January 12, 2012, the Board approved an agreement with Workforce Software, Inc. to implement a comprehensive District-Wide electronic time and labor management system solution for City Colleges of Chicago. The Request for Proposal (RFP) #DT1106 Electronic Time & Labor Management System 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 Software were selected for 2 rounds of oral presentations.

The submitted proposals were reviewed, evaluated and ranked by an evaluation committee which included representatives from the Office of Human Resources and the Office of Information Technology. The evaluation committee individually scored each proposal and recommended acceptance of the proposal from Workforce Software, Inc. based upon the following criteria:

1. Experience in the installation, support and maintenance of automatic Time and Attendance Systems for higher education organizations.
2. Favorable recommendations from referenced clients where similar services are being or have been performed.
3. Overall quality and completeness of response.
4. 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.
5. 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 amendment request and has determined that Workforce Software is in compliance with the Board Approved Participation based upon its reporting of its utilization of the following firms:

<u>Vendor</u>	<u>MBE or WBE</u>	<u>%</u>	<u>Participation</u>	<u>Certifying Agency</u>
Workforce Software 38705 Seven Mile Road Livonia, Michigan 48152	MBE (Prime)	93	Direct	CMSDC
Ideal Solutions 1111 West 22 nd Street Oakbrook, Illinois 60523	WBE	7	Direct	WBDC

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 Bylaws.

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.

Contingent Liability – Pursuant to Section 7-14 of the Illinois Public Community College Act, all agreements authorized herein shall contain a clause that any expenditure beyond the current fiscal year is subject to appropriation in the subsequent fiscal year.

FINANCIAL:

FY14-FY15: \$360,000

Charge to: Office of Human Resource and Staff Development

Source of Funds: Capital Fund

FY14: 530000-92015-0023006-80000

Respectfully submitted,

Cheryl L. Hyman
Chancellor

December 12, 2013 - Office of Human Resources and Staff Development – District Office