

33186

ADOPTED – BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT NO. 508
APRIL 6, 2017

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. (“WORKFORCE”)
(AMENDMENT TO BOARD REPORT #32589 ADOPTED ON MARCH 5, 2015)
OFFICE OF HUMAN RESOURCES AND STAFF DEVELOPMENT
(CONTRACT EXTENSION)
DISTRICT WIDE

THE CHANCELLOR RECOMMENDS:

that the Board of Trustees authorizes the extension of the existing electronic time and attendance agreement with WorkForce Software (“WorkForce”) for the amended period from July 1, 2017 through June 30, 2019, with a one year renewal extension to maintain services and hardware for District-wide electronic time and labor management system solution at a total cost not to exceed \$340,000.

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

USER: District Wide

ORIGINAL TERM:

The original term of this agreement began on February 12, 2012 and ended on April 1, 2015.

RENEWAL TERM:

The term of the renewal agreement began on April 1, 2015 and will continue through June 30, 2017.

EXTENSION TERM:

The term of the renewal agreement will commence on July 1, 2017 and will continue through June 30, 2019.

SCOPE OF SERVICES:

WorkForce will continue to provide software license support maintenance services to the District to continue to achieve compliance with federal and state legislature. WorkForce will continue to provide as follows:

1. WorkForce Software (CCCWorks) – used to capture time and attendance information, process, calculate paid time for about 3000 full-time and part-time employees.
2. Data Collection Terminals – support and repair/replace all clock terminals at CCC.
3. Reporting & Analytics - Provide data to support decision-making, strategic workforce, planning and trend identification and provide robust reporting capability on employee time, leave and scheduling data.
4. Training – Provide training on system maintenance and set-up tables.

5. Application Support – Provide general system support for any issue encountered with routine system maintenance, upgrades/fixes and issue resolution.

BENEFIT TO CITY COLLEGES OF CHICAGO:

This solution will satisfy CCC's obligation to comply with WorkForce's license policies and business practices, and authorize CCC to continue its utilization of CCCWorks application. Also allows CCC to continue cost savings 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.

VENDOR SELECTION CRITERIA:

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 preproposal 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) Quest; 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
6. MBE/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 recommended Workforce as the selected vendor.

In addition, these services qualify as professional services under State law since they require a high degree of professional skill and are therefore exempt from the rules requiring the selection of a vendor pursuant to a competitive process.

MBE/WBE COMPLIANCE:

The Office of Contract Compliance has reviewed the above amendment request and has determined the vendor is compliance with the Board Approved Participation Plan:

<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	93	Direct	CMSDC
Ideal Solutions 1111 West 22nd 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 2, Section 2.7.4(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.

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 2, Section 2.7.4(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:

Total: \$340,000

Charge to: Office of Human Resources and Staff Development & Office of Information Technology

Source of Funds: Education Fund

FY18: 530000-00003-0025009-80000
540000-00003-0025009-80000
530000-00003-0023006-80000
540000-00003-0023006-80000

Respectfully submitted,

**Cheryl L. Hyman
Chancellor**

April 9, 2017 – Office of Human Resources and Staff Development