

**33799**

**ADOPTED – BOARD OF TRUSTEES  
COMMUNITY COLLEGE DISTRICT NO. 508  
JULY 11, 2019**

**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”)  
OFFICE OF HUMAN RESOURCES AND STAFF DEVELOPMENT  
(AMENDMENT TO BOARD REPORT #33774, ADOPTED ON JUNE 6, 2019)  
DISTRICT WIDE**

**THE CHANCELLOR RECOMMENDS:**

that the Board of Trustees authorizes the Chair, upon final approval of the General Counsel to the legal form of such agreements, to execute an agreement with WorkForce Software (“WorkForce”) for the period from July 1, 2019 through June 30, 2021, to maintain services and hardware for District wide electronic time and labor management system solution for an amount not to exceed \$425,000.

**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 July 1, 2019 and will continue through June 30, 2021.

**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 3100 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. The solution 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 SELCTION 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.

As we review our technological needs to support the time and attendance efforts District wide, we request continued utilization of services with Workforce Software, Inc. Pursuant to State Law, all contracts for the purchase and delivery of data processing equipment, software and services are exempt from the District’s competitive bidding requirements.

**MBE/WBE COMPLIANCE:**

Procurement Services has reviewed the above agreement and has determined the Vendor is in compliance with the Board Approved Participation Plan:

<u>Vendor</u>	<u>MBE or WBE</u>	<u>%</u>	<u>Participation</u>	<u>Certifying Agency</u>
Next Generation, Inc. 155 North Wacker Suite 4250 Chicago, IL 60606	MBE	25	Indirect	CMS
Amerigo, LLC 13304 Skyline Drive Plainfield, IL 60585	WBE	7	Indirect	Cook County

**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:** \$425,000

**Charge to:** Office of Information Technology

**Source of Funds:** Education Fund

**FY20:** 530000-00003-0023006-80000

**Respectfully submitted,**

**Juan Salgado  
Chancellor**

**July 11, 2019 - Office of Human Resources and Staff Development**