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 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.

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:
The Office of MBE/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:

<table>
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<tr>
<th>Vendor</th>
<th>MBE or WBE</th>
<th>%</th>
<th>Participation</th>
<th>Certifying Agency</th>
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<tr>
<td>Workforce Software</td>
<td>MBE</td>
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<td>CMSDC</td>
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<td>Oakbrook, Illinois 60523</td>
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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

June 6, 2019 - Office of Human Resources and Staff Development