

34258
ADOPTED – BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT NO. 508
JUNE 3, 2021

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
DISTRICT WIDE

THE CHANCELLOR RECOMMENDS:

that the Board of Trustees authorizes the Chair, upon final approval of the General Counsel as to the legal form of such agreements, to execute an agreement with WorkForce Software (“Workforce”) to maintain services and hardware for the District wide electronic time and labor management system solution for the period from July 1, 2021 through June 30, 2023 at a total cost not to exceed \$435,000.

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

USER: District Wide Employees

TERM:

The term of the agreement shall begin on July 1, 2021 and will continue through June 30, 2023 with two (2) options to renew for one-year each.

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. And maintain records for inactive employees for internal and external auditors.
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 compliance with federal/state & bargaining units regulations while also allowing for cost savings from the timely detection and resolution of timekeeping errors. System also allows for the elimination of unnecessary and manual steps in the various administrative functions associated with CCC's biweekly timekeeping and payroll preparation.

VENDOR SELECTION CRITERIA:

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 Procurement Services has reviewed the proposed agreement and recommends a waiver of the Board Approved Participation Plan due to the nature of the service ("software for electronic time and labor management system").

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: \$435,000

Charge to: Office of Information Technology

Source of Funds: Education Fund

FY22: 530000-00003-0023006-80000

**Respectfully Submitted,
Juan Salgado
Chancellor**

June 3, 2021 – Office of Human Resources and Staff Development