

35023
ADOPTED-BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT NO. 508
FEBRUARY 1, 2024

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 SOFTWARE, INC. ("WORKFORCE")
THE OFFICE OF HUMAN RESOURCES AND STAFF DEVELOPMENT
DISTRICT WIDE
(RENEWAL OPTION)
(AMENDMENT TO BOARD REPORT #34790 ADOPTED ON MAY 4, 2023)

THE CHANCELLOR RECOMMENDS:

that the Board of Trustees authorizes the Chair, upon final approval of the General Counsel of the legal form of such agreements, to execute a renewal agreement with WorkForce Software ("WorkForce") to maintain services and hardware for District-wide electronic time and labor management system solution for the period from July 1, 2023 through June 30, 2024. An amendment to the total cost not to exceed \$474,600.00.

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

USER: District Wide

TERM:

The original term of this agreement began on July 01, 2021 and will continue through June 30, 2023, with two (2) options to renew for one (1) year each.

FIRST RENEWAL TERM:

The first term of the renewal agreement shall commence on July 1, 2023 and end on June 30, 2024, with (1) option remaining to renew for one year.

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.

In addition, WorkForce will be making widespread plan changes to incorporate new leave policies in accordance with the City of Chicago ordinance. They will also implement a new module for easier and more accurate leave tracking for all employees which encompasses bringing more users into the system for leave tracking only. They are also making various coding changes to be in compliance with new CBA rules. These projects are all time sensitive and require extensive hours.

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 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

FY24 Total: \$474,600.00

Total: \$274,600.00

Charge to: The Office of Human Resources and Staff Development

Source of Funds: Education Fund

FY24: 530000-00003-0025009-80000

Total: \$200,000

Charge to: Office of Technology

Source of Funds: Education/Capital

FY24: 53/540000-00003-0023006-80000

53/540000-92015-0023006-80000

**Respectfully submitted,
Juan Salgado**

Chancellor

February 1, 2024 – The Office of Human Resources and Staff Development