

35234
ADOPTED-BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT NO. 508
OCTOBER 3, 2024

BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 508
COUNTY OF COOK AND STATE OF ILLINOIS

RESOLUTION
ELECTRONIC TIME AND LABOR MANAGEMENT SYSTEM WORKFORCE SOFTWARE, LLC
THE OFFICE OF HUMAN RESOURCES AND STAFF DEVELOPMENT
DISTRICT WIDE
(AMEND BOARD REPORT 35146 ADOPTED JUNE 6, 2024)

WHEREAS, Board Report 35146, attached as Attachment 1 hereto, approved an agreement for services, software and equipment related to time keeping for District employees;

WHEREAS, Board Report 35146 contained an error in which it erroneously referenced Workforce Software, Inc. as the vendor instead of Workforce Software, LLC.

WHEREAS, the District desires to correct such error.

NOW, THEREFORE BE IT RESOLVED, that Board of Trustees hereby revises Board Report 35146 to change all vendor references from "Workforce Software, Inc." to "Workforce Software, LLC".

October 3, 2024 - The Office of Human Resources and Staff Development

Attachment 1
Board Report

35146
ADOPTED – BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT NO. 508
JUNE 6, 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

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, 2024 through June 30, 2027, to maintain software services and hardware support for District-wide electronic time and labor management system solution at a total cost not to exceed \$950,000.00.

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

USER: District Wide

TERM:

The term of the agreement shall begin no sooner than July 1, 2024 through June 30, 2027 with two (2) options to renew for one (1) 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 full-time and part-time employees using this system.
2. Data Collection Terminals – support and replace 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. Software enhancements to transition new groups into the system, new module configuration, security changes, union contract updates, federal/state legislature updates.
6. SaaS Service - host, manage and support cloud-based software to make the application available to end users over the internet.

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 will also allow 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. The solution will allow CCC to comply with federal, state and local ordinances.

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

FY25 – FY27 Total: \$950,000.00

Total: \$500,000.00

Charge to: Office of Human Resources and Staff Development

Source of Funds: Education Fund

FY24: 530000-00003-0025009-80000

Total: \$450,000.00

Charge to: The Office of Technology

Source of Funds: Education/Capital

FY24: 53/540000-00003-0023006-80000

53/540000-92015-0023006-80000

**Respectfully submitted,
Juan Salgado
Chancellor**

June 6, 2024 – The Office of Human Resources and Staff Development