

RESOLUTION NO. 2013-119

AUTHORIZING AN INCREASE TO CONTRACT NO. 2013-208 WITH KRONOS, INC. FOR ADDITIONAL TIME AND ATTENDANCE SOFTWARE, HARDWARE AND TRAINING SERVICES IN AN AMOUNT NOT TO EXCEED \$16,000.00 FOR A TOTAL CONTRACT AMOUNT NOT TO EXCEED \$115,940.00 (RTA DEVELOPMENT FUND, LABOR AND EMPLOYEE RELATIONS DEPARTMENT BUDGET)

WHEREAS, the Authority currently utilizes Kronos Time and Attendance System licensed products in its human resources management applications; and

WHEREAS, the Authority last updated this software in 2009 and required an upgrade to the system in order to continue receiving support from Kronos, Inc., the original installer of the software; and

WHEREAS, after negotiations, a small purchase contract was entered into with Kronos, Inc. with an office located at 6000 Lombardo Center, Seven Hills, Ohio 44131 to provide hardware and software upgrades and training to its proprietary software program, in an amount not to exceed \$99,940.00; and

WHEREAS, due to the recent vacancy of the HRIS Manager and the continued need for specialized equipment and training to support this upgrade, additional software, hardware and training services are required; and

WHEREAS, after negotiations, Kronos, Inc. has offered to provide the additional time and attendance software, hardware and training services in an amount not to exceed \$16,000.00 resulting in a new contract amount not to exceed \$115,940.00; and

WHEREAS, the General Manager/Secretary-Treasurer deems is in the best interest of the Authority to obtain these additional services from Kronos, Inc.; and

WHEREAS, said increase will exceed the General Manager/Secretary-Treasurer's small purchase authority.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Greater Cleveland Regional Transit Authority, Cuyahoga County, Ohio:

Section 1. That the offer of Kronos, Inc. to provide additional time and attendance software, hardware and training services, as negotiated, be and the same is hereby accepted.

Section 2. That the General Manager/Secretary-Treasurer of the Authority be and he is hereby authorized to amend Contract No. 2013-208 with Kronos, Inc. to provide these additional services.

Section 3. That said increase shall be payable from the RTA Development Fund, Labor and Relations Department budget, including but not limited to Capital Grant OH-90-X739, in an amount not to exceed \$16,000.00 resulting in a total contract amount not to exceed \$115,940.00.

Section 4. That all other terms and conditions of said contract shall remain unchanged.

Section 5. That this resolution shall become effective immediately upon its adoption.

Adopted: December 17, 2013



President

Attest:



CEO, General Manager/Secretary-Treasurer



Greater Cleveland Regional Transit Authority
STAFF SUMMARY AND COMMENTS

TITLE/DESCRIPTION: CONTRACT: INCREASE FOR ADDITIONAL TIME AND ATTENDANCE SOFTWARE, HARDWARE AND TRAINING SERVICES VENDOR: KRONOS, INC. AMOUNT: NOT TO EXCEED \$16,000.00	Resolution No.: 2013-119
	Date: December 12, 2013
	Initiator: Labor and Employee Relations
ACTION REQUEST: <input checked="" type="checkbox"/> Approval <input type="checkbox"/> Review/Comment <input type="checkbox"/> Information Only <input type="checkbox"/> Other _____	

- 1.0 **PURPOSE/SCOPE:** This action will allow the Authority to enter into a change order with Kronos, Inc. to provide additional software upgrades, hardware and training services.

- 2.0 **DESCRIPTION/JUSTIFICATION:** This Authority purchased the Kronos Time and Attendance software program in 2001 through a competitive solicitation process. It uses Kronos for software support and maintenance services on its proprietary system and was last upgraded in 2009. This software is part of the Human Resource Management System, used to record employee time, attendance and related compensation matters. This information is required in order to process payrolls and is critical to the day to day operation of the Authority. The HRIS Manager was assigned as the project lead and received training from Kronos, Inc. to facilitate the smooth implementation. With the recent vacancy of this manager, the need for additional software upgrade training is required. In addition, the Authority would like to add an additional module and time clocks to better support this upgrade.

- 3.0 **PROCUREMENT BACKGROUND:** In July, 2013, the Authority entered into a small purchase, sole source contract with Kronos, Inc. to provide time and attendance software and hardware upgrades and training services in a negotiated amount not to exceed \$99,940.00. Due to the complexity of the upgrade and the recent HRIS vacancy, additional instructor lead training for both configuration and new design implementation is required in a negotiated amount not to exceed \$6,000.00. The purchase of the Knowledge Pass module, in a negotiated amount not to exceed \$5,000.00, will provide supervisors with a tool they can use to better manage their employees' schedules. The Authority also requires the purchase of two back-up time clocks in an amount of \$5,000.00 which can also be used for testing. Since this increase totals \$16,000.00, it exceeds the small purchase limit, requiring board authorization.

 A price analysis was performed and the Procurement Department has determined that the offer from Kronos, Inc. to provide these additional services, as negotiated, is fair and reasonable to the Authority.

- 4.0 **AFFIRMATIVE ACTION/DBE REQUIREMENTS:** All Affirmative Action requirements have been met. A 0% DBE goal was established for this procurement due to the lack of subcontracting opportunities.

- 5.0 **POLICY IMPACT:** Does not apply.

- 6.0 ECONOMIC IMPACT: This change order will be payable through the RTA Development Fund, Labor and Employee Relations Department budget, including but not limited to Capital Grant OH-90-X739, in an amount not to exceed \$16,000.00 for a total contract amount not to exceed \$115,940.00.
- 7.0 ALTERNATIVES: Reject all bids. Rejection of this change order will delay the implementation of the Kronos software and hardware upgrades.
- 8.0 RECOMMENDATION: It is recommended that this change order be accepted and the resolution passed authorizing the General Manager/Secretary-Treasurer to modify the contract.
- 9.0 ATTACHMENTS: None

Recommended and certified as appropriate to the availability of funds, legal form and conformance with the Procurement requirements.



CEO, General Manager/Secretary-Treasurer