

A G E N D A



Recommendation for Council Action (Purchasing)

Austin City Council		Item ID:	74072	Agenda Number	33.
Meeting Date:		September 28, 2017			
Department:		Purchasing			
Subject					
Authorize negotiation and execution of a contract through the State of Texas Department of Information Resources cooperative purchasing program with Neos Consulting Group LLC (WBE), to provide software and implementation services for a time and attendance, labor scheduling and leave management solution, for an initial term of three years with one two-year extension option, for a total contract amount not to exceed \$8,598,885.					
Amount and Source of Funding					
Funding in the amount of \$975,000 is available in the Fiscal Year 2016-2017 Operating Budget of various City departments. Funding in the amount of \$460,000 is available in the Fiscal Year 2016-2017 Capital Budget of various City departments. Funding for the remaining initial contract amount and extension option is contingent upon available funding in future budgets.					
Fiscal Note					
A fiscal note is not required.					
Purchasing Language:	Multiple vendors within this cooperative purchasing program were reviewed for these services. The Purchasing Office has determined this contractor best meets the needs of the departments to provide the services required at the best value for the City.				
Prior Council Action:					
For More Information:	Inquiries should be directed to the City Manager’s Agenda Office, at 512-974-2991 or AgendaOffice@ austintexas.gov or to the buyer, Jane Neal at 512-974-3398 Jane.Neal@ austintexas.gov				
Boards and Commission Action:	August 14, 2017 - Recommended by the Electric Utility Commission on a 7-0 vote, with Commissioner Wray off the dais, Commissioners Stout and Zell absent and one vacancy.				
Related Items:					
MBE / WBE:	This procurement was reviewed for subcontracting opportunities in accordance with City Code Chapter 2-9C Minority Owned and Women Owned Business Enterprise Procurement Program. For the services required for this procurement, there were no subcontracting opportunities; therefore, no subcontracting goals were established.				

Additional Backup Information

The contract will provide professional services to implement a “Software as a Service” (SaaS)-based time and attendance, labor scheduling, and leave management solution for a prototype group of certain City department staff. The contract will extend electronic time-keeping citywide in future years, and replace reliance on paper time-keeping system.

Currently, City employees must submit a paper timesheet each pay period. The work hours for 15,000 employees are manually entered into the Banner payroll system by a group of over 300 time keepers. The City currently uses the Banner system to support employee payroll and provide limited features of human resources functionality. The current labor scheduling and time-keeping solutions lack integration and therefore require heavy reliance on paper documentation, Excel spreadsheets, Access databases, and manual processes to track and/or share information. Some City departments utilize stand-alone time entry spreadsheets that do not integrate with Banner. Other departments utilize out of date techniques to schedule shifts. Finally, there is no one consistent way to capture when employees are at work. The proposed solution also has time entry options that include entry from multiple sources – time clocks, web access entry, and mobile devices. Labor scheduling capabilities at Public Safety departments will be greatly enhanced with the implementation of this solution. Leave management will become an automated process, with leave requests and tracking managed electronically. In addition, enhanced leave reporting will improve accountability for City staff. Because the solution has been implemented in 1,800 cities and counties, the company anticipates and provides a solution that addresses the complications particular to governments (labor rules, complicated labor cost tracking, collective bargaining).

This contract will provide enterprise electronic time-keeping, labor scheduling, and leave management capabilities for City employees. The City currently maintains its personnel information in the Banner payroll system. The Banner payroll system is not a candidate for replacement at this time, and will continue to remain as the system of record for payroll information, and other subsets of data, as appropriate. The initial phase of this project is limited to the implementation of a time and attendance, labor scheduling, and leave management solution. This initiative falls in line with supporting the SMART Cities, sustainability, and Government that Works initiatives.

After an initial prototype implementation in select departments, the City intends to expand electronic timesheets citywide and implement additional, human resource functionality over time to address the current lack of other Human Capital Management System functionality, like core human resources management and talent management. The following departments will be participating in the prototype implementation phase: Austin Energy, Austin Fire Department, Austin Resource Recovery, Communications and Technology Management, Controller’s Office, Emergency Medical Services, and Human Resources.

This is a new contract that has proven integration with Banner and will add enhanced functionality to the existing Banner payroll system.

The State of Texas Department of Information Resources cooperative establishes competitively bid contracts that can be utilized by the State and other government agencies through a cooperative agreement. Cooperative agreements save taxpayer dollars by leveraging the State’s volume-buying power to drive down costs on hundreds of contracts through a streamlined cooperative purchasing program.

A delay or failure to approve this contract will result in the City continuing to use a great deal of resources in supporting an all paper time-keeping system, and lead to continued departmental inefficiency in managing workload.

Neos Consulting Group LLC

	Contract Term	Contract Amount	Contract Amendment	Revised Amount
Initial Term	3	\$ 6,019,605	n/a	n/a
Extension Option 1	2	\$ 2,579,280	n/a	n/a
TOTAL	5	\$ 8,598,885	\$ -	\$ -