



Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street
Chicago, IL 60611

Legislation Text

File #: 18-0733, **Version:** 1

TRANSMITTAL LETTER FOR BOARD MEETING OF AUGUST 2, 2018

COMMITTEE ON PROCUREMENT

Mr. John P. Murray, Acting Executive Director

Issue purchase order and enter into an agreement with WorkForce Software, LLC to provide software hosting and hardware maintenance for the WorkForce EmpCenter Time Management System, in an amount not to exceed \$247,185.00, Accounts 101-27000-612810 and 612820, Requisition 1497743

Dear Sir:

Authorization is requested to issue a purchase order and enter into an agreement with WorkForce Software LLC, to provide software hosting and hardware maintenance for the WorkForce EmpCenter Time Management System for a three-year period. This purchase order will expire on December 23, 2021.

On May 2, 2013, the Board authorized issuing a purchase order and entering into an agreement for Contract 12-RFP-04, Human Resources Information System Including Payroll and Time Management, for Solution 1, Time and Attendance, with WorkForce Software, LLC for a three-year period.

The WorkForce EmpCenter suite is a web-based solution that is currently being used to electronically capture time and labor data using biometric terminals, webclocks and mobile functionality and automates District pay rules. The solution also provides for labor scheduling, completely automates absence management including Family and Medical Leave Act (FMLA) and Military Leave, and utilizes business intelligence for analytics and reporting.

WorkForce Software, LLC, the sole service provider of the WorkForce EmpCenter Time Management System has submitted prices for the services required. Inasmuch as WorkForce Software, LLC is the only source of supply for the services required, nothing would be gained by advertising for bids (Section 11.4 of the Purchasing Act).

WorkForce Software, LLC is registered and in good standing with the State of Illinois.

The Multi-Project Labor Agreement (MPLA) is not applicable because the classification of work does not fall within the provisions of the MPLA.

In view of the foregoing it is recommended that the Director of Procurement and Materials Management be authorized to issue a purchase order and enter into an agreement with WorkForce Software, LLC, in an amount not to exceed \$247,185.00.

Funds for the 2018 expenditure in the amount of \$82,395.00 are available in Accounts 101-27000-612810 and 612820. The estimated expenditure for 2019 is \$82,395.00, and 2020 is \$82,395.00. Funds for the 2019 and 2020 expenditures are contingent on the Board of Commissioners' approval of the District's budget for those years.

Requested, John Sudduth, Director of Information Technology, JS:SK:BVS;bvs

Recommended, Darlene A. LoCascio, Director of Procurement and Materials Management

Respectfully Submitted, Barbara J. McGowan, Chairman Committee on Procurement

Disposition of this agenda item will be documented in the official Regular Board Meeting Minutes of the Board of Commissioners for August 2, 2018