

Purchase Request # 1
Regular Board Meeting June 26, 2018
Consideration of Approval of Expenditure
For Time Keeping System and Services

ADMINISTRATION RECOMMENDATION/REPORT

The District President recommends the Board of Trustees approve the expenditure of funds for timekeeping system equipment, licensing, support and services from Data Management, Inc. /Time Clock Plus for the District.

BACKGROUND

Time Clock Plus is the District's electronic timekeeping system that is used for the tracking of employees' attendance and leave requests. The District has used the Time Clock Plus timekeeping system since 2012, and until now the annual spend has remained under the threshold requiring Board approval. Reference number (REF) 3489 was issued to track the volume of spend for time keeping system and services. Tracking of spend volume is accomplished through the Purchasing Department's eProcurement system. The system is set to automatically notify the contract owner when 85% of the approved expenditure is reached, which triggers the contract owner to analyze current and future spend.

Data Management, Inc. /Time Clock Plus has a contract through the National Cooperative Purchasing Alliance (NCPA) cooperative purchasing program to provide integrated cloud payroll, human resource, time & labor management, and employee scheduling technology solutions and service support, contract #11-27, and is in compliance with the competitive procurement requirements set forth in Section 44.031 of the Texas Education Code, as permitted through Section 791.011 of the Texas Government Code.

IMPACT OF THIS ACTION

The electronic time keeping system eliminates the need for paper timesheets and leave forms, providing a fully automated, streamlined process. This system allows employees to view accrual balances, requested leave times and hours worked in one application. These funds will be used to purchase new timeclocks for the Public Safety Training Center, replace and upgrade older timeclocks, software licensing, support and maintenance of the system.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

This purchasing request is for spend authorization for \$65,000.00 which is budgeted in the Financial Services' FY18 operating budget and subsequent year's budget subject to Board approval for the products and services described and in accordance with Board Policy CF (Local) and Texas Education Code Section 44.031.

The term of contract will be fifteen (15) months beginning May 1, 2018 through August 31, 2019.

RESOURCE PERSONNEL

Ken Lynn

Chief Financial Officer

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