

Purchase Request #4
Regular Board Meeting September 24, 2019
Consideration of Approval to Renew Contract
For Timekeeping System and Services

ADMINISTRATION RECOMMENDATION/REPORT

The District President recommends the Board of Trustees approve the renewal of the contract for timekeeping system equipment, licensing, support and services from Time Clock Plus by Data Management, Inc. 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. Reference number (REF) 3489 was issued to track the volume of spend for timekeeping 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.

Time Clock Plus by Data Management, Inc. 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 timekeeping 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 Technical Center and the Wylie campus, 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 which is budgeted in the Financial Services' FY 20 operating budget. FY 19 annual spend was \$45,081.

The term of contract will be twelve (12) months beginning September 1, 2019 through August 31, 2020.

RESOURCE PERSONNEL

Steve Bassett

Chief Financial Officer

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