



Legislation Text

File #: 22-0183, Version: 1

TO: Mayor Richard C. Irvin

FROM: Christopher Minick, Chief Financial Officer
Commander Steve Stemmet, Support Services
Mike Pegues, Chief Information Officer

DATE: 3/2/2022

SUBJECT:

A Resolution authorizing the Director of Purchasing to purchase a 3-year subscription for a combined Scheduling, Time and Attendance solution from Ultimate Kronos Group (UKG), Weston, FL and Vector Solutions, Tampa, FL, with 2 additional option years for a total award of \$1,092,230.12 with a 10% contingency.

PURPOSE:

The City seeks to greatly improve the Scheduling, Time and Attendance processes in place throughout the City through automation and integration. The current manual processes differ by department and involve duplicate entry that raises the risk of errors and decreases staff efficiency.

BACKGROUND:

Except for the Aurora Police Department (APD), timesheets are collected manually by department representatives and manually entered into the Naviline payroll system for processing. The APD solution, while imported directly from the existing electronic system into payroll, no longer meets the scheduling needs of the Department.

DISCUSSION:

The City engaged Marketplace.city to find a Scheduling, Time and Attendance solution for employees citywide to replace the manual process and integrate with the existing payroll system - Naviline. The core aspect of the system is a low friction solution to track, manage, control and report on employee time.

Marketplace Process Summary

- Created Market Landscape with 40+ companies
- Based on the market landscape and City Stakeholder review, publicly posted and distributed the Opportunity and Scope Document for vendors to complete in order to be included in the reporting and selection process
- 14 companies responded by 5/13 Deadline
- Hosted Vendor Meetings with 5 companies
- City staff conducted deep-dive demos with final 3 companies
- City staff finalized Final Proposal Request
- Final Proposal sent to UKG & VCS on 9/29, due by 10/14

- City staff Reviewed Vendor Final Response Analysis
- City staff conducted guided demonstrations for scoring final vendors
- Stakeholders provided scoring summary at end of guided demonstration process

UKG was selected as the winner for APD and city staff, with the exception of the two groups listed below.

Aurora Fire Department (AFD)

- As part of the Records Management System selection process, AFD was shown the Scheduling solution offered by their preferred training module solution: Vector Solutions
- Given the preference for UKG by stakeholders of this Time & Attendance project, and the potential efficiencies of one city-wide solution, AFD wanted to determine if the UKG solution would meet Departmental needs.
- After a guided demo on Feb. 2, 2022, it was determined that UKG will not meet the scheduling needs of AFD.
- Therefore, AFD selected Vector Solutions for their departmental scheduling, time and attendance solution.

Public Works

- The division heads for Public Works met with UKG for a guided demo and were pleased with the Time and Attendance portion of the UKG solution but would like a full pilot before committing to the Scheduling portion of the UKG solution. This pilot will be conducted prior to Public Works going live on the Time and Attendance portion of the UKG solution.

Fees outlined in the contracts for UKG and Vector Solutions subscriptions are derived on a per employee, per month basis. If Departments choose not to use a module, the fees owed by the City would be reduced by the corresponding monthly fees for that module.

Local Vendor Preference does not apply to this process.

IMPACT STATEMENT:

Without a fully-automated Scheduling, Time and Attendance solution in place city-wide, the current manual process will be in place for most departments, resulting in decreased efficiencies and increased risk of entry errors.

A Decision Package was approved for 2022 for \$287,700 for the implementation of a new Time and Attendance solution.

Funds are available in the 2022 City Budget in Account number 101-1280-419.38-11.

RECOMMENDATIONS:

That the proposed resolution be adopted.

cc: Infrastructure & Technology Committee



CITY OF AURORA, ILLINOIS

RESOLUTION NO. _____
DATE OF PASSAGE _____

A Resolution authorizing the Director of Purchasing to purchase a 3-year subscription for a combined Scheduling, Time and Attendance solution from Ultimate Kronos Group (UKG), Weston, FL and Vector Solutions, Tampa, FL, with 2 additional option years for a total award of \$1,092,230.12 with a 10% contingency.

WHEREAS, the City of Aurora has a population of more than 25,000 persons and is, therefore, a home rule unit under subsection (a) of Section 6 of Article VII of the Illinois Constitution of 1970; and

WHEREAS, subject to said Section, a home rule unit may exercise any power and perform any function pertaining to its government and affairs for the protection of the public health, safety, morals, and welfare; and

WHEREAS, a new fully-electronic time and attendance solution is desired city-wide; and

WHEREAS, increased efficiency and accuracy in the timekeeping and payroll functions are desired; and

WHEREAS, a Decision Package was approved in 2022 for a time and attendance solution; and

WHEREAS, an RFQ/RFP process was followed using Marketplace.city; and

WHEREAS, sufficient funds are available in the City's 2022 budget in account number 101-1280-419.38-11;)

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Aurora, Illinois, as follows: the Director of Purchasing is hereby authorized to purchase a 3-year subscription for a combined Scheduling, Time and Attendance solution from Ultimate Kronos Group (UKG), Weston, FL and Vector Solutions, Tampa, FL, with 2 additional option years for a total award of \$1,092,230.12 with a 10% contingency.