

31870

DATE: January 22, 2013

TO: Board of Acquisition and Contract

FROM: John B. McCaffrey, Chief Information Officer, Department of Information Technology  
Sherlita Amler, M.D., Commissioner, Department of Health

RE: AUTHORIZATION TO ENTER INTO AN AGREEMENT (IT-1302) WITH KRONOS INCORPORATED FOR A TIME AND ATTENDANCE MANAGEMENT SYSTEM UTILIZED BY THE DEPARTMENT OF HEALTH FOR A TERM COMMENCING FEBRUARY 14, 2013 AND TERMINATING ONE YEAR AFTER RECEIPT OF HARDWARE FOR A TOTAL NOT TO EXCEED AMOUNT OF \$82,048

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BACKGROUND:

- A time and attendance management system for the Department of Health ("Health Department") is a solution to an initiative to more effectively and efficiently track employee scheduling and attendance at all Health Department locations, including work done in the field. Currently time and attendance is tracked manually using paper timesheets and payroll reports are produced based on these timesheets. Administrators and supervisors in each of the Health Department locations are responsible for the arduous process of checking and rechecking work schedules, overtime, leave taken, sick time, etc., all without automation and technical support other than Excel spreadsheets. These processes are time consuming and prone to human error.
- A time and attendance management system will provide the following benefits to Health Department:
  1. Reduce payroll errors and reduce time spent on creating payroll reports by directly linking individual hours worked with current payroll system.
  2. Improve employee accountability by the use of biometric timeclocks, which will more accurately track the time when employees punch in and out.
  3. Improve resource management through the use of integrated scheduling functions which will apply standard rules to flag potential over scheduling or under scheduling of staff.
- For these reasons, we now come before your Honorable Board requesting approval to enter into Agreement IT-1302 with Kronos Incorporated ("Kronos") pursuant to the terms of New York State Office of General Services ("NYS OGS") Contract Number PT62619. Under the terms of the agreement requested in the attached resolution, Kronos will provide software licenses, time clocks with integrated prox card readers, and implementation services that include project management, software development, software installation training, hardware installation training, user training, and testing.
- The term of the agreement (the "Agreement") will commence February 14, 2013 and terminate one year after receipt of hardware and will be for an amount not-to-exceed \$82,048 pursuant to an approved budget and payable monthly as services are provided, subject to County appropriations.

- The public purpose of the requested time and attendance management system for the Health Department is to improve the efficiency and accuracy of attendance reporting, thereby reducing the time spent by Health Department staff on these functions, so they can focus on their core purpose.
- The goals and objectives for the system requested in the proposed contract with Kronos are to implement an automated staff time and attendance record keeping for the Health Department. The new time and attendance management system is in the best interest of the County because it demonstrates the County's commitment to fiscal responsibility by saving time and money, as well as minimizing human error resulting from the inefficiency of the current manual system. Progress toward these goals and objective will be tracked and monitored by the Health Department's management staff, in conjunction with DoIT, and payments will be made only upon completion of specific milestones.

**ACTION REQUESTED:**

- Authorization to enter into an agreement (IT-1302) with Kronos Incorporated, having a place of business located at 297 Billerica Road, Chelmsford, Massachusetts 01824, for a time and attendance management system utilized by the Department of Health, for a term commencing February 14, 2013 and terminating one year after receipt of hardware, for a total not to exceed amount of \$82,048, payable pursuant to an approved schedule as services are required in accordance with New York State Office of General Services Contract Number PT62619, subject to county appropriations.

Accordingly, the attached resolution is submitted for your consideration.

APPROVED BOARD OF ACQUISITION CONTRACT 10/24/2013 - JOMARY VERA (PHOTO BETA)

## RESOLUTION

UPON A COMMUNICATION FROM THE, CHIEF INFORMATION OFFICER, DEPARTMENT OF INFORMATION TECHNOLOGY AND THE COMMISSIONER, DEPARTMENT OF HEALTH, BE IT HEREBY

RESOLVED: that the County of Westchester is hereby authorized to enter into an agreement (IT-1302) with Kronos Incorporated, having a place of business located at 297 Billerica Road, Chelmsford, Massachusetts 01824, for a time and attendance management system utilized by the Department of Health, for a term commencing February 14, 2013 and terminating one year after receipt of hardware, for a total not to exceed contract amount of \$82,048, payable pursuant to an approved schedule as services are provided as required in accordance with New York State Office of General Services Contract Number PT62619; and be it further

RESOLVED, this Agreement is subject to County appropriations; and be it further

RESOLVED, this Agreement is also subject to further financial analysis of the impact of any New York State Budget (the "State Budget") proposed and adopted during the term of this Agreement. The County shall retain the right, upon the occurrence of any release by the Governor of a proposed State Budget and/or the adoption of a State Budget or any amendments thereto, and for a reasonable period of time after such release(s) or adoption(s), to conduct an analysis of the impacts of any such State Budget on County finances. After such analysis, the county shall retain the right to either terminate this Agreement or to renegotiate the amounts and rates approved herein. If the County subsequently offers to pay a reduced amount to the Contractor, then the Contractor shall have the right to terminate this Agreement upon reasonable prior written notice; and be it further

RESOLVED, that the County Executive or his duly authorized designee is hereby authorized to execute and deliver any and all documents and to take all action necessary and appropriate to effectuate the purposes hereof.

## RESOLUTION

Account to be Charged/Credited:

Year	Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub-Object	Trust Account	Dollars
2013	263	27	550M	2400	T-550	\$33,802
2013	263	27	550M	4380	T-550	\$48,246

Budget Funding Year(s): 2012-2013

Start Date: February 14, 2013

End Date: One year after  
hardware receipt

Funding Source

Tax Dollars: \_\_\_\_\_

State Aid \_\_\_\_\_

**\$82,048**

Federal Aid (pass thru \$82,048) \_\_\_\_\_

(must match resolution)

Other: \_\_\_\_\_

APPROVED BOARD OF COMPETITION & CONTRACT - 02/28/2013 - JOMARY VIEIRA, SECRETARY