



# City Council Report

**Date:** November 15, 2021  
**To:** City Council  
**Through:** Michael Kennington, Deputy City Manager/Chief Financial Officer  
**From:** Edward Quedens, Business Services Director  
Kristy Garcia, Procurement Administrator  
**Subject:** Three-Year Term Contract with One-Year Renewal Options for Kronos Case Management and File Management Solution for Leave Administration for the Office of ERP Management (Competition Not Practical or Advantageous) (Citywide)

## Recommendation

Council is requested to approve the award as recommended.

The Office of ERP Management and Purchasing recommend awarding the contract to UKG (Kronos) Year 1 at \$90,000 and Years 2 and 3 at \$73,000 annually, based on estimated usage.

## Background / Discussion

This software solution is intended to support the creation, management and tracking of leave cases (i.e. FMLA, Military) and needs to integrate with the City's existing Kronos timekeeping solution to properly track leave time. This is a Kronos product and has interfaces to integrate with our existing Kronos products and will leverage current file integration between Advantage HRM and Kronos to provide employee data.

The initial purchase will include a Services fee at \$17,000 (one-time), and an annual Subscription fee at \$72,518, for the first-year total amount of \$89,518. Ongoing subscription costs will be \$72,518 annually for Years 2 and 3.

## Purchase Information

Action: Award

Procurement Type: Competition Exemption

Contract Number: 2022046

Local Consideration: Policy did not apply to this procurement method

Protests Received: None

Initial Contract Term: Three Years

Possible Renewals: Ongoing one-year renewals subject to vendor renewing the contract and Administrative review and approval

Funding Source: Department of Innovation and Technology budget