

REQUEST FOR LEGISLATIVE ACTION

Version 6/10/19

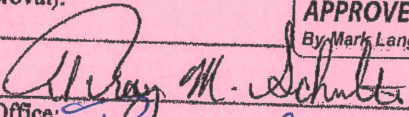
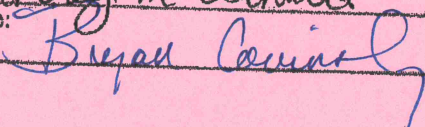
Completed by County Counselor's Office:

Res/Ord No.: 20513

Sponsor(s): Charlie Franklin

Date: October 12, 2020

<p>SUBJECT</p>	<p>Action Requested <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Ordinance</p> <p>Project/Title: <u>Requesting Authorization of a Twenty-Four Month Term and Supply Contract, with Two Twelve Month Options to Extend, for the furnishing of Timekeeping Components and Time Clocks for the existing HR/Payroll System from Paycor of Cincinnati, Ohio as a Sole Source Purchase.</u></p>															
<p>BUDGET INFORMATION <i>To be completed By Requesting Department and Finance</i></p>	<table border="1"> <tr> <td>Amount authorized by this legislation this fiscal year:</td> <td></td> <td>\$</td> </tr> <tr> <td>Amount previously authorized this fiscal year:</td> <td></td> <td></td> </tr> <tr> <td>Total amount authorized after this legislative action:</td> <td></td> <td>\$</td> </tr> <tr> <td>Amount budgeted for this item * (including transfers):</td> <td></td> <td>\$</td> </tr> <tr> <td>Source of funding (name of fund) and account code number:</td> <td></td> <td>\$</td> </tr> </table> <p>* If account includes additional funds for other expenses, total budgeted in the account is: \$</p> <p>OTHER FINANCIAL INFORMATION:</p> <p><input type="checkbox"/> No budget impact (no fiscal note required) <input checked="" type="checkbox"/> Term and Supply Contract (funds approved in the annual budget); estimated value and use of contract: Department: Various Departments Estimated Use: \$30,000.00</p> <p>Prior Year Budget (if applicable): Prior Year Actual Amount Spent (if applicable):</p>	Amount authorized by this legislation this fiscal year:		\$	Amount previously authorized this fiscal year:			Total amount authorized after this legislative action:		\$	Amount budgeted for this item * (including transfers):		\$	Source of funding (name of fund) and account code number:		\$
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Amount budgeted for this item * (including transfers):		\$														
Source of funding (name of fund) and account code number:		\$														
<p>PRIOR LEGISLATION</p>	<p>Prior ordinances and (date): Prior resolutions and (date): 19179, 6/6/2016</p>															
<p>CONTACT INFORMATION</p>	<p>RLA drafted by (name, title, & phone): Katelyn Edgar, Buyer, 816-881-3292</p>															
<p>REQUEST SUMMARY</p>	<p>Jackson County, Missouri has the HR/Payroll Services in place with Paycor of Cincinnati, Ohio and would like to implement the Timekeeping component of this system and purchase time clocks for that system; it will also provide for additional time clocks as needed. The purchase would be considered a Sole Source as the services and timeclocks can only be used with and purchased from Paycor, the developer of the software solution. The County is planning on replacing this system when funds become available; this Term and Supply Contract will ensure uninterrupted services until we are able to replace the system.</p> <p>This addition to the existing HR/Payroll Services will replace the Infinitime Systems which has become inadequate for County needs. The timekeeping component will benefit the County by reducing administrative costs currently required with processing payroll and will consolidate the payroll services into one system.</p> <p>Pursuant to Section 1030.1 of the Jackson County Code, the Director of Finance and Purchasing recommends the purchase of a Timekeeping Component and Time Clocks for the existing HR/Payroll System and the purchase of additional time clocks on an "as needed" basis from Paycor of Cincinnati, Ohio as a Sole Source purchase.</p>															
<p>CLEARANCE</p>	<p><input type="checkbox"/> Tax Clearance Completed (Purchasing & Department) N/A <input type="checkbox"/> Business License Verified (Purchasing & Department) N/A <input checked="" type="checkbox"/> Chapter 6 Compliance - Affirmative Action/Prevailing Wage (County Auditor's Office)</p>															
<p>COMPLIANCE</p>	<p><input type="checkbox"/> MBE Goals <input type="checkbox"/> WBE Goals <input type="checkbox"/> VBE Goals No Goals Assigned.</p>															

ATTACHMENTS	Memorandum from Bob Crutsinger, Director of Finance and Purchasing.	
REVIEW	Department Director: bcrutsinger@jacksongov.org	<small>Digitally signed by Bob Crutsinger @jacksongov.org DN: cn=bcrutsinger@jacksongov.org Reason: Approved Date: 2020.09.22 08:50:55 -0500</small> Date:
	Finance (Budget Approval): <i>If applicable</i>	APPROVED By Mark Lang at 1:19 pm, Sep 23, 2020 Date:
	Division Manager:	 Date:
	County Counselor's Office:	 Date:

9-30-2020
10/8/20

Fiscal Information (to be verified by Budget Office in Finance Department)

- This expenditure was included in the annual budget.
- Funds for this were encumbered from the _____ Fund in _____.
- There is a balance otherwise unencumbered to the credit of the appropriation to which the expenditure is chargeable and there is a cash balance otherwise unencumbered in the treasury to the credit of the fund from which payment is to be made each sufficient to provide for the obligation herein authorized.
- Funds sufficient for this expenditure will be/were appropriated by Ordinance # _____
- Funds sufficient for this appropriation are available from the source indicated below.

Account Number:	Account Title:	Amount Not to Exceed:

- This award is made on a need basis and does not obligate Jackson County to pay any specific amount. The availability of funds for specific purchases will, of necessity, be determined as each using agency places its order.
- This legislative action does not impact the County financially and does not require Finance/Budget approval.

R#20513



(816) 881-3126

DEPARTMENT OF FINANCE AND PURCHASING

Jackson County Courthouse
415 East 12th Street, Room 105
Kansas City, Missouri 64106
jacksongov.org

To: Barbara Casamento, Purchasing Administrator
From: Bob Crutsinger, Director of Finance and Purchasing 
Subject: Sole Source for Paycor, Inc. – Integrated HR/Payroll System
Date: September 15, 2020

In August 2010, Jackson County selected Paycor, Inc. of Cincinnati, Ohio to furnish an integrated system for HR/Payroll services (Ordinance 4229).

In October 2015, a twelve-month term and supply contract with four twelve-month options to extend for the furnishing of integrated HR/Payroll service was issued to Paycor, Inc, of Cincinnati, Ohio, as a sole-source purchase (Resolution 18948).

In June 2016, a contract was awarded for the furnishing of a timekeeping component and time clocks integrated with the county's existing payroll services for use countywide to Paycor, Inc, of Cincinnati, Ohio, as a sole source purchase (Resolution 19179)

Jackson County would like to continue utilizing the Paycor, Inc. integrated payroll/HR system and related peripheral equipment. Since the software is proprietary and can only be provided and maintained by Paycor, we are requesting that this be considered as a sole source purchase.

At a later point in time, Jackson County would like to reevaluate the financial, payroll, and human resource system needs and initiate an invitation for bids for a fully integrated system.

Frank White, Jr., County Executive