

REQUEST FOR LEGISLATIVE ACTION

Version 6/10/19

Completed by County Counselor's Office:

Res/Ord No.: 20514

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>Authorizing a Twenty-Four Month Term and Supply Contract, with Two Twelve Month Options to Extend, for the furnishing of HR/Payroll System Services for use by the Information Technology Department and the component of an HR/ACA Reporting Service for use by the Human Resources Department to Paycor, Inc. of Cincinnati, Ohio as a Sole Source.</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 style="text-align: right;">\$</td> </tr> <tr> <td>Amount previously authorized this fiscal year:</td> <td></td> </tr> <tr> <td>Total amount authorized after this legislative action:</td> <td style="text-align: right;">\$</td> </tr> <tr> <td>Amount budgeted for this item * (including transfers):</td> <td style="text-align: right;">\$</td> </tr> <tr> <td>Source of funding (name of fund) and account code number:</td> <td style="text-align: right;">\$</td> </tr> </table>	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 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:	\$										
<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: \$146,499.00</p>											
<p>Prior Year Budget (if applicable): Prior Year Actual Amount Spent (if applicable):</p>											
<p>PRIOR LEGISLATION</p>	<p>Prior ordinances and (date): 4229, 8/23/2010 Prior resolutions and (date): 18948, 10/5/2015</p>										
<p>CONTACT INFORMATION</p>	<p>RLA drafted by (name, title, & phone): Katelyn Edgar, Buyer, 816-881-3292</p>										
<p>REQUEST SUMMARY</p>	<p>Information Technology Department purchased the HR/Payroll System from Paycor in 2010 via Request for Proposal No. 21-10 and Ordinance No. 4229. The HR/Payroll System services the County and the 16th Judicial Courts and requires that these services continue. Paycor Systems has been in place since 2010 and would be considered the sole source to continue these services. 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>Additionally, the Human Resources Department would like to implement the ACA component added to the Paycor contract. If HR has the ACA reporting component, Paycor would be able to complete the 1094 & 1095 forms quickly and efficiently saving valuable manpower in the HR Department.</p> <p>Pursuant to Section 1030.1 of the Jackson County Code, the Director of Finance and Purchasing recommends the award of a Twelve Month Term and Supply Contract, with Two Twelve Months Options to Extend for the furnishing HR/Payroll Services for the Information Technology Department to Paycor of Cincinnati, Ohio as a Sole Source.</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>										


ATTACHMENTS	Memorandum from Bob Crutsinger, Director of Finance and Purchasing.		
REVIEW	Department Director: bcrutsinger@jacksongov.org <small>Digitally signed by bcrutsinger@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: <i>Al Ray M. Schultz</i>	Date: <i>9-30-2020</i>	
	County Counselor's Office: <i>Bryan Carney</i>	Date: <i>10/18/20</i>	



(816) 881-3128

DEPARTMENT OF FINANCE AND PURCHASING

Jackson County Courthouse
415 East 12th Street, Room 105
Kansas City, Missouri 64108
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