



IT/GIS DEPARTMENT

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TO: Monsherry Terrell, Purchasing Administrator
 FROM: Michael Erickson, Director of IT/GIS
 DATE: June 3, 2026
 RE: Sole Source Justification - Accu-Time Systems

PURPOSE

This memorandum provides justification for the sole source renewal and maintenance of the existing contract with Accu-Time Systems for the Accutime timeclock hardware, software, and support services currently integrated with the County's Workday Enterprise Resource Management (ERP) system. This document is submitted in accordance with Jackson County Code §1030.1— / Competitive Bidding Not Required, Sole Source.

BACKGROUND

The County procured and deployed Accutime timeclock units as part of its enterprise-wide implementation of Workday. The Accutime system serves as the County's primary time and attendance data collection infrastructure, capturing employee clock-in/-out data that feeds directly into Workday Payroll and Workforce Management modules.

Key deployment facts:

- Thirty-three Accutime timeclock units deployed across 28 county facilities for the following departments: Assessment, Corrections, Parks + Rec, Medical Examiner, Public Works, Facilities and the MO 16th Judicial Circuit Court
- System has been in production since December 2023, serving approximately **1,044** employees
- Accutime clocks are configured and certified for native Workday integration via the Workday-certified Accutime connector
- Current support and maintenance agreement expires July 30, 2026.

SOLE SOURCE JUSTIFICATION

The IT/GIS Department recommends that a sole-source procurement is necessary and appropriate for the following reasons:

A. Proprietary Workday Integration

The Accutime timeclock system is specifically engineered and certified for integration with Workday. The proprietary firmware, API connector, and data transfer protocols are developed and maintained exclusively by Accutime Group, Inc. Substituting an alternate timeclock vendor would require complete replacement of all deployed hardware units, redevelopment of Workday



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integration configurations, and significant parallel-testing to ensure payroll data integrity — all at substantial cost and operational risk to the County.

B. Existing Installed Infrastructure

The County has 33 Accutime units installed and operational. These devices utilize proprietary mounting hardware, network configurations, and biometric/RFID readers specific to the Accutime platform. Transitioning to an alternative vendor would necessitate complete hardware replacement, facility modifications, and re-enrollment of all 1,044 employee biometric or badge credentials.

C. Useful Life of Hardware

The Accutime clock hardware was originally deployed in December 2023 and remains within its expected useful life. Battery-operated quartz clock hardware of this type is generally expected to provide approximately five to seven years of service under normal operating conditions, with a five-year useful life being a reasonable planning assumption for replacement and lifecycle purposes. Based on the December 2023 deployment date, the existing clocks have been in service for approximately two and one-half years and have not yet reached the end of their anticipated useful life. Replacement with materially different hardware at this stage would likely result in premature retirement of functioning equipment, unnecessary additional cost, and avoidable disruption to the County's existing standardized clock deployment.

D. Data Continuity and Payroll Integrity

Time and attendance data collected through the Accutime system is the authoritative source of record for County payroll processing in Workday. Any disruption, gap in service, or incompatibility introduced by an alternate vendor could result in payroll errors, labor law compliance risk, and potential liability for the County. Maintaining continuity of service with the current vendor eliminates these risks.

RECOMMENDATION

Based on the foregoing justification, the IT/GIS Department recommends approval of a sole source contract renewal with Accu-Time Systems for the continued maintenance, support, and licensing of the Accutime timeclock system integrated with the County's Workday platform.