

REQUEST FOR LEGISLATIVE ACTION

Completed by County Counselor's Office:
 Res/Ord No.: 18948
 Sponsor(s): Scott Burnett
 Date: October 5, 2015

SUBJECT	<p>Action Requested <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Ordinance</p> <p>Project/Title: <u>Authorizing a Twelve Month Term and Supply Contract, with Four Twelve Month Options to Extend, for the furnishing of HR/Payroll System Services for use by the Information Technology Department to Paycor, Inc. of Cincinnati, Ohio as a Sole Source.</u></p>											
BUDGET INFORMATION <i>To be completed By Requesting Department and Finance</i>	<table border="1" data-bbox="324 541 1494 703"> <tr> <td>Amount authorized by this legislation this fiscal year:</td> <td></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></td> </tr> <tr> <td>Amount budgeted for this item * (including transfers):</td> <td></td> </tr> <tr> <td>Source of funding (name of fund) and account code number:</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: Estimated Use: \$128,000.00</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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PRIOR LEGISLATION	Prior ordinances and (date): 4229, August 23, 2010 Prior resolutions and (date):											
CONTACT INFORMATION	RLA drafted by (name, title, & phone): Barbara Casamento, Purchasing Supervisor, 881-3253											
REQUEST SUMMARY	<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.</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 Four Twelve Month Options to Extend for the furnishing HR/Payroll Services for the Information Technology Department to Paycor of Cincinnati, Ohio as a Sole Source.</p>											
CLEARANCE	<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	Sole Source Memorandum from Scott Jacoby, Acting Information Technology Director and a Quote from Paycor.											
REVIEW	<table border="1" data-bbox="305 1686 1550 1934"> <tr> <td>Department Director:</td> <td>Date:</td> </tr> <tr> <td>Finance (Budget Approval): <i>If applicable</i></td> <td>Date: 9/30/2015</td> </tr> <tr> <td>Division Manager:</td> <td>Date: 10/1/15</td> </tr> <tr> <td>County Counselor's Office:</td> <td>Date:</td> </tr> </table>		Department Director:	Date:	Finance (Budget Approval): <i>If applicable</i>	Date: 9/30/2015	Division Manager:	Date: 10/1/15	County Counselor's Office:	Date:		
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County Counselor's Office:	Date:											

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.



Res. 18959

**Department of
INFORMATION TECHNOLOGY**

Jackson County, Missouri – 415 E. 12th Street, Room G-8, Kansas City, MO 64106
816-881-3151-Phone **816-881-3949-Fax**

MEMORANDUM

TO: BARBARA CASAMENTO, PURCHASING SUPERVISOR

FROM: SCOTT JACOBY, IT & GIS ACTING DIRECTOR

DATE: OCTOBER 1, 2015

SUBJECT: SOLE-SOURCE FOR PAYCOR SOFTWARE MAINTENANCE

JACKSON COUNTY USES PAYCOR SOFTWARE FROM PAYCOR OF CINCINNATI, OHIO FOR PAYROLL AND HUMAN RESOURCES. THE SOFTWARE IS PROPRIETARY AND CAN ONLY BE MAINTAINED BY PAYCOR. WE ARE GOING TO CONTINUE USING PAYCOR AS A PROVIDER AND FOR MAINTENANCE OF THE SOFTWARE.

PAYCOR
4811 MONTGOMERY ROAD
CINCINNATI, OHIO 45212

MICHELLE ZION
1.800.381.0053
913.908.7060