

State of California
C O U N T Y O F N E V A D A

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October 14, 2015

Honorable Board of Supervisors
Eric Rood Administration Center
950 Maidu Ave.
Nevada City, CA 95959

DATE OF MEETING: October 27, 2015

SUBJECT: Resolution approving and authorizing execution of the *IntelliTime* Time and Attendance software system agreement and amending the FY 2015-16 Auditor-Controller budget

RECOMMENDATION: Approve the attached resolution

FUNDING: A release of \$178,184 from the Information Systems Infrastructure assignment of the General Fund will be used to purchase and implement the software solution. This expenditure and on-going costs will be allocated as allowed through the County's Cost Plan (A87) process.

BACKGROUND: In September 2014, the Board approved the upgrade of the SunGard Financial system which included the existing timekeeping module - ETS. During the review of the upgraded ETS software features, it was determined that the baseline software does not include the necessary elements of an electronic timekeeping system to meet the multitude of grant programs, department tracking and reporting requirements. After a thorough discussion with SunGard programmers and the County's desire not to pursue expensive customization of the software for this purpose, the search for an "off the shelf" solution was determined to be best approach. With the approval of the County's Information Systems Steering Board (ISSB), a Request for Proposal (RFP) was issued for a new time-tracking system. Six proposals were received and reviewed by a cross-department panel from which the field was narrowed to two vendors. After careful review of the proposals and viewing of demos of the two software solutions, the *IntelliTime* Time and Attendance software was selected. The *IntelliTime* software does have robust time tracking capabilities, advanced reporting, and will integrate with the SunGard Financial System. In addition to the baseline software, an integrated staff scheduling module has been included in the purchase to provide the 24/7 operating departments with an enhanced tool for managing the necessary coverage, various assignments that shift scheduling requires. While all County employees will use the baseline software, the integrated scheduling software will be used primarily by the Sheriff's Patrol and Correctional operations as well as Probations' Juvenile Hall facility.

The proposed contract provides for licensing and installation of the *IntelliTime* Time and Attendance system with the Dynamic Staffing - Shift Scheduling module, training and project management. The ISSB has recommended the funding for this necessary project to be from the Information Systems Infrastructure Assignment of the General Fund. The proposed budget amendment has been included in this request

Respectfully submitted,



Marcia L. Salter
Auditor-Controller



Stephen T. Monaghan
Chief Information Officer