



Agenda Item No. (6)

To: Finance-Auditing Committee/Committee of the Whole  
Meeting of May 20, 2021

From: Cody Smith, Director of Accounting  
Kellee J. Hopper, Deputy General Manager, Administration and Development  
Joseph M. Wire, Auditor-Controller  
Denis J. Mulligan, General Manager

Subject: **AUTHORIZE EXECUTION OF THE FOURTH AMENDMENT TO CONTRACT NO. 2019-D-067, INTERIM TEMPORARY STAFFING SERVICES, WITH TECHIE BRAINS, INC. AND RELATED CAPITAL BUDGET INCREASE**

### **Recommendation**

The Finance-Auditing Committee recommends that the Board of Directors take the following actions relative to the Kronos Timekeeping Project:

1. Authorize execution of the Fourth Amendment to Contract *No. 2019-D-067 – Interim Temporary Staffing Services*, with Techie Brains, Inc., (Techie Brains) of Normal, IL to provide professional services in support of the Kronos Timekeeping System project. The proposed amendment would increase the not-to-exceed contract amount by \$100,000 in order to preserve the District’s ability to benefit from Techie Brains’ services at a critical juncture in the Kronos project, and,
2. Authorize a budget increase in the FY 20/21 District Division Capital Budget in the amount of \$100,000, relative to Capital Project No. 2013, *Electronic Timekeeping System Upgrade*, for a total project cost of \$255,000.

This matter will be presented to the Board of Directors at its May 21, 2021, meeting for appropriate action.

### **Summary**

The Kronos Timekeeping System provides a state-of-the-art time and attendance scheduling and leave management system that eliminates the archaic method of paper timekeeping, scheduling and leave management. The District has transitioned a significant portion of its workforce to the Kronos Timekeeping System. This has greatly improved accuracy, reporting, recordkeeping and timeliness.

Techie Brains currently provides specialized professional services for the Kronos Electronic Timekeeping System. Services include troubleshooting, support and maintenance and additional testing of the existing modules. Techie Brains is also charged with producing documentation and training to a District employee who will eventually be the long term support for the Kronos system.

Techie Brains provides services subject to a not-to-exceed contract cap. That cap now needs to be increased in order to keep Techie Brains on the project. Techie Brains has been instrumental to the success of the Kronos project; retaining its skills, experience and knowledge at this critical stage of the transition is important to the overall success of the District’s project.

Techie Brains continued services are vital since there is not a full-time technical resource amongst the Payroll and IS Departments fully versed in supporting Kronos. Continuation of Techie Brains contracted services eliminates overtime being incurred by both departments.

The District’s Disadvantaged Business Enterprise (DBE) Program Administrator has determined Techie Brains is not a DBE or small business firm.

**Contract History**

<b>CONTRACT INITIAL AWARD AND AMENDMENTS TO-DATE</b>			
<b>Type</b>	<b>Date Approved</b>	<b>Description</b>	<b>Amount</b>
Contract Award	October 2019	Initial Award	\$86,400
First Amendment	May 2020	Continue Professional Services	86,400
Second Amendment	December 2020	Continue Professional Services	50,000
Third Amendment	March 2021	Continue Professional Services	27,200
Fourth Amendment	Pending	Continue Professional Services	<u>100,000</u>
<b>Total</b>			<b>\$350,000</b>

**Fiscal Impact**

Project #2013, Electronic Timekeeping System Upgrade, was approved in the FY 20/21 capital budget for \$155,000. The proposed budget amendment would result in a \$100,000 increase to the total project budget. The revised total project budget of \$255,000 will be 100% District funded.

If the Board approves the proposed budget increase, then there will be sufficient funds in the project budget to support the proposed Fourth Amendment to Contract No. 2019-D-067. Staff proposes that the Finance Committee recommend Board authorization for the amendment of Contract No. 2019-D-067 with Techie Brains, Inc. to provide continued professional services in support of the Kronos Timekeeping System project in the amount of \$100,000.

**TABLE 1: CAPITAL PROJECT BUDGET - 2013, ELECTRONIC TIMEKEEPING SYSTEM UPGRADE**

<b>DESCRIPTION</b>	<b>TOTAL PROJECT BUDGET</b>	<b>PROPOSED ADJUSTMENT</b>	<b>TOTAL PROJECT BUDGET</b>
District Staff Labor	50,000		50,000
Non Rep Staff Fringe	30,000		30,000
Prime Contract	70,000	100,000	170,000
Prime Contract Contingency	5,000		5,000
<b>Grand Total</b>	<b>\$ 155,000</b>	<b>\$ 100,000</b>	<b>\$ 255,000</b>