



# Lake County Illinois

## Legislation Details (With Text)

<b>File #:</b>	18-0278	<b>Version:</b>	3	<b>Name:</b>	HR Payroll Services
<b>Type:</b>	resolution	<b>Status:</b>	Passed		
<b>File created:</b>	2/27/2018	<b>In control:</b>	Financial & Administrative Committee		
<b>On agenda:</b>		<b>Final action:</b>	3/13/2018		
<b>Title:</b>	Resolution authorizing a contract with Ultimate Software, Weston, Florida, (Ultimate Software) for Payroll and Human Resources Information System (HRIS) services for Lake County (County) in the estimated amount of \$418,150, an owner-controlled contingency in the amount of \$40,000 and an emergency appropriation of \$458,150.				
<b>Sponsors:</b>					
<b>Indexes:</b>					
<b>Code sections:</b>					
<b>Attachments:</b>	1. 17195 Award Recommendation, 2. 17195 scoring matrix executive team				

Date	Ver.	Action By	Action	Result
3/13/2018	3	Lake County Board	adopted	Pass
3/7/2018	3	Financial & Administrative Committee	recommended for adoption to the consent agenda	Pass

Resolution authorizing a contract with Ultimate Software, Weston, Florida, (Ultimate Software) for Payroll and Human Resources Information System (HRIS) services for Lake County (County) in the estimated amount of \$418,150, an owner-controlled contingency in the amount of \$40,000 and an emergency appropriation of \$458,150.

- An operational assessment of the Human Resource Department completed by Matrix Consulting in 2017 identified the need for a payroll and HRIS to reduce risk, minimize costs, and improve service delivery for the County.
- A Request for Proposal (RFP), extended to 39 vendors, resulted in seven sealed proposals. Five firms were selected for a demonstration and interview with an interdepartmental review team. Three firms were identified as finalists by an interdepartmental executive team. Based on the criteria set forth in the RFP, the executive team selected Ultimate Software as the most favorable proposal for the County.
- The initial implementation of the system will include modules for HR/Payroll, Time and Attendance and Talent Acquisition. Other services include leasing and configuration of timeclocks and printing of checks and W-2 forms.
- Implementation costs are in an amount not to exceed \$418,150, with future Software as a Service (SaaS) cost for the following five years post the go-live date in the estimated amount of \$386,724.
- The contract also secures a negotiated cost for the potential future implementation of three additional modules of Talent Management, Learning Management and Compensation in the amount of \$60,750 that would increase the annual SaaS cost by \$163,620. Any future phase implementing these modules would return for County Board funding and approval.
- An additional \$40,000 of funding, recommended for an owner-controlled contingency, combined with an implementation cost of \$418,150, results in an emergency appropriation request in the amount of \$458,150 from Fund 510 for this contract.
- The implement of the HRIS project will be managed in conjunction with an effort to standardize county-wide project management for large and complex projects. This effort, modeled on project management best practices, includes a clearly identified project governance structure; defined project timelines,

milestones, communication plan and escalation path; contract management and reporting requirements.

## **RESOLUTION**

**WHEREAS**, in accordance with Section 5-102 of the Lake County Purchasing Ordinance, proposals were called for by publication for Payroll Services for Lake County; and

**WHEREAS**, subsequent to said publication, requests for proposals were extended to 39 vendors; and

**WHEREAS**, sealed proposals were received from seven vendors and opened in the County Building, Waukegan, Illinois, on October 12, 2017 at 2:00 p.m.; and

**WHEREAS**, an evaluation committee made up representatives from the Human Resources Department, Finance & Administrative Services Department, Department of Transportation, Sheriff's office, Health Department, Information Technology, County Administrator's office, Circuit Court and the States Attorney's Office held interviews with the top five firms and selected three firms as finalists; and

**WHEREAS**, based on the criteria set forth in the Request for Proposal, Ultimate Software, Weston, Florida, was selected as the most favorable proposal for Lake County.

**NOW, THEREFORE, BE IT RESOLVED**, by this County Board of Lake County, Illinois, that that the Purchasing Agent is authorized to enter into a contract with Ultimate Software, Weston, Florida, for Payroll and HRIS Services for Lake County. Implementation costs are an amount not to exceed \$418,150, with future Software as a Service (SaaS) cost for the following five years post Go Live in the estimated amount of \$386,724, and an owner-controlled contingency of \$40,000 and charged to 510-1430010-71150.

**NOW, THEREFORE, BE IT FURTHER RESOLVED**, that an emergency appropriation of \$458,150 is approved out of account 510-1430010-71150 to enter into the contract.

**DATED** at Waukegan, Illinois, March 13, 2018.