



COUNTY OF SAN MATEO
Inter-Departmental Correspondence
Information Services



Date: June 19, 2015
Board Meeting Date: August 4, 2015
Special Notice / Hearing: None
Vote Required: Majority

To: Honorable Board of Supervisors

From: Jon Walton, CIO/Director, Information Services Department

Subject: Issuance of Purchase Orders to Infor (US), Inc.

RECOMMENDATION:

Resolution authorizing the County Purchasing Agent to issue purchase orders to Infor (US), Inc. to provide license support maintenance for the term of September 1, 2015, through August 31, 2018, with a total combined fiscal obligation between all purchase orders not to exceed \$370,000.

BACKGROUND:

Since April 2007, the County has been using Infor's Workbrain application as the primary Automated Time Keeping System for all County employees. It is the system of record for the hours worked by County employees and is the primary source of data used to process payroll by the Controller's Office on a bi-weekly basis. Ensuring the availability of Automated Time Keeping System requires County staff as well as support from Infor.

DISCUSSION:

Preventative and routine maintenance of the Automated Time Keeping System (ATKS) is required to ensure ATKS will be available for employees to enter their hours worked in their respective timesheets on a weekly basis to ensure it meets the strict deadlines of payroll processing. ATKS is a proprietary application and maintenance, such as software patches, are solely provided by the vendor. For these reasons, ISD is recommending that the Board waive the Request for Proposal process as Infor is the only vendor available to provide software support for ATKS.

County Counsel has reviewed and approved the resolution to form.

Approval of this resolution contributes to the 2025 Shared Vision of a Collaborative Community as it was recommended by the Countywide HR and Payroll Committees and will ensure vendor support the County's time keeping system.

PERFORMANCE MEASURE(S):

Measure	FY 2015-16 (Actual)	FY 2016-17 (Projected)
Percent of Information Technology Availability	99.9%	99.9%

FISCAL IMPACT:

The term of this purchase authorization is from September 1, 2015, through August 31, 2018, with a total combined fiscal obligation not to exceed \$370,000. Funds are included in the payroll common budget for the current fiscal year and will be included in future year's budget requests.