



County of San Mateo

Inter-Departmental Correspondence

Department: CONTROLLER

File #: 16-372

Board Meeting Date: 7/11/2017

Special Notice / Hearing: None
Vote Required: Majority

To: Honorable Board of Supervisors

From: Juan Raigoza, Controller

Subject: Agreement with Axsium Group, Ltd. for Timekeeping Application Upgrade Services

RECOMMENDATION:

Adopt a resolution authorizing an agreement with Axsium Group Ltd. to provide timekeeping application upgrade services for the term of July 11, 2017 through February 28, 2018 in an amount not to exceed \$542,040.

BACKGROUND:

The County's Automated Timekeeping System (ATKS) is a mission critical system for the County to record time and attendance data, which is used for the bi-weekly payroll processing. In FY 2013-14, the County implemented daily timesheets for employees at the San Mateo Medical Center (SMMC) that required advanced scheduling and clocking in and out of work to record the attendance of their employees. During this implementation, significant customization was done to ATKS to ensure the primary functionality of the original timesheets still worked with the newly implemented timesheet for SMMC. This customization included complex pay calculation rules that would calculate the appropriate pay for an employee based on their schedule and the daily timesheets.

Since its implementation in April 2007, the ATKS application and technical infrastructure has not been upgraded. The application resides on the original hardware and software platforms (including physical servers, operating systems, and the backend Oracle database) that were installed 10 years ago.

DISCUSSION:

In April 2017, a Request for Proposal (RFP) was issued to procure application upgrade services for the County's timekeeping system. The County received one proposal from Axsium Group Ltd. to perform an application upgrade for ATKS from version 5.053 to 6.2 (or higher). ATKS has been utilized by the County for several years and it has been determined that the County would be best served by upgrading to the newer version of the application. The upgraded application will reside on new hardware infrastructure that will be provided and hosted by the County's Information Services department (ISD). This infrastructure will include all application servers, database servers, reporting servers, and job scheduling servers required to host the ATKS.

The Board is being asked to authorize the County Controller, or his designee, to execute subsequent amendments which do not exceed an aggregate of \$25,000.

County Counsel has reviewed and approved the resolution as to form.

Risk Management has reviewed and approved the Contractor's compliance with County insurance requirements.

ISD has reviewed and approved this agreement with respect to its compliance with established County IT standards.

Approval of this agreement contributes to the Shared Vision 2025 outcome of a Collaborative Community by providing timesheet services that benefit all County departments, Courts, and other agencies.

PERFORMANCE MEASURE:

| Measure | FY 2016-17 Estimate | FY 2017-18 Target |
|---|---------------------|-------------------|
| Percent of Payroll Payment Issued Correctly | 99% | 99% |

FISCAL IMPACT:

Appropriations for this contract will be funded by the unspent appropriations from the ATKS Advance Scheduling project, which is budgeted in the Information Services Department's FY 2017-18 Approved Recommended Budget.