



# County of San Mateo

## Inter-Departmental Correspondence

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**Department:** CONTROLLER

**File #:** 19-855

Board Meeting Date: 9/17/2019

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**Special Notice / Hearing:** None  
**Vote Required:** Majority

**To:** Honorable Board of Supervisors  
**From:** Juan Raigoza, Controller  
**Subject:** Agreement with Axsium Group Ltd.

**RECOMMENDATION:**

Adopt a resolution authorizing an agreement with Axsium Group Ltd. for the purpose of providing timekeeping application support services for the term of October 1, 2019 through September 30, 2021, with an option to extend for an additional one-year term through September 30, 2022, for a total amount not to exceed \$198,500.55.

**BACKGROUND:**

Automated Timekeeping System (ATKS) is the County of San Mateo's (County) official system of record for County employees' timesheet data. Employees fill out their timesheets on a weekly basis and the Controller's Office exports this data on a bi-weekly basis to process payroll in the HR/Payroll processing system, Workday. ATKS is considered a mission-critical system as it needs to be up and running and updated with latest system logic that complies with various collective bargaining agreements to ensure that the over 6,500 County employees are accurately paid bi-weekly on a consistent, timely manner.

**DISCUSSION:**

In July 2019, a Request for Proposal was issued to procure a combination of technical support and system enhancement services to the County's timekeeping system application. The County received one proposal from Axsium Group Ltd. (Axsium) to perform such services for the Workforce Management by Infor version 6.2.1.12.

Axsium is a third-party vendor that specializes in implementing and supporting Infor's Workforce Management suite. The County has previously partnered with Axsium on several projects including the initial implementation of ATKS in 2008, implementing daily timesheet functionality for San Mateo Medical Center in 2013 and significant integration modifications due to the Workday implementation in 2015. While the County has resources in both the Controller's Office and ISD to support ATKS, these teams' support is primarily focused on end-user issues alongside data and integration support.

These roles contrast with the capabilities provided by Axsium, which primarily focuses on updating and/or re-programming very complex pay calculation rules to ensure timesheet rules reflect the terms contained in the County's collective bargaining agreements. In addition, should the ATKS support team discover bugs with the system or need to implement a change to the system that requires custom coding, Axsium is relied upon to assist in programming and coding those changes.

The initial two-year term of the contract is from October 1, 2019 through September 30, 2021. The County will have an option exercisable at the County's sole discretion to extend for an additional one-year term for a total amount not to exceed \$198,500.55.

The Controller's Office also requests the authority to execute any and all amendments, notices, options, and other documents associated with the agreement including specifically the extension or termination of the agreement under the terms set forth therein, so long as such do not increase the total amount of the contract by more than \$25,000.

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

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

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:**

<b>Measure</b>	<b>FY 2017-18 Estimate</b>	<b>FY 2018-19 Projected</b>
Percent of Payroll Payment Issued Correctly	99%	99%

**FISCAL IMPACT:**

The cost of this agreement was included in the Controller's Office FY 2019-21 Recommended Budget. There is no additional Net County Cost associated with this resolution.