



## Legislation Text

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**File #:** 2024-1690, **Version:** 1

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Presentation By: Kelly Vann

Department: Information Technology

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### **STAFF RECOMMENDATION (Motion Ready):**

Approve a one-year piggyback contract with UKG for the City's time management software, UKG Pro Workforce Management, with ongoing maintenance costs for an estimated expenditure amount of \$26,327

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### **OCALA'S RELEVANT STRATEGIC GOALS:**

Operational Excellence

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### **PROOF OF PUBLICATION:**

N/A

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### **BACKGROUND:**

UKG Workforce Central (Kronos) was implemented as the City of Ocala's workforce management and timekeeping system in 2014 and provides streamlined processes and electronic time clock accuracy. In April 2024, Council approved the implementation costs for the upgrade of the Kronos platform to the UKG Pro Workforce Management (Pro WFM) platform. The IT department is requesting approval for the new subscription costs to commence at the start of the project implementation. UKG is estimating a project kick-off in late June or early July 2024.

The new UKG Pro WFM system will be fully integrated to Ocala Police Department's Special Detail Software (PowerDetails) to capture and transmit detail time worked to the City's financial system for payroll processing.

UKG is retiring the Workforce Central platform on December 31, 2025, and migrating all customers to the UKG Pro WFM platform to deliver a more modern, innovative workforce management solution.

The benefits of the continued utilization of the UKG Pro WFM platform are:

- Maximized productivity through the automation of routine tasks such as time collection, timesheet approval and reporting, responding to time-off requests, and correcting exceptions.
- Kronos' Employee Self-Service feature empowers employees to manage their time and requests and provides access to schedules and time-off balances, thereby reducing administrative workload.

- Mobile accessibility for on-the-go management.
- Integration with the City's financial system, Munis.

### **FINDINGS AND CONCLUSIONS:**

UKG is retiring the Workforce Central platform on December 31, 2025, and migrating all customers to the UKG Pro WFM platform to deliver a more modern, innovative workforce management solution. It is common for software vendors to migrate to newer platforms periodically. After the project kick-off, it is expected to take 16-24 weeks for implementation and go-live. We have received excellent support services from this vendor.

As a political subdivision of the State of Florida, the City of Ocala qualifies as an eligible user of OMNIA Partners' cooperative purchasing agreement for Workforce Management Systems and Related Products, Services and Solutions with UKG Kronos Systems, LLC (f/k/a Kronos Incorporated), OMNIA Contract No. 18220, to procure these services. Contract No. 18220 was competitively solicited by Cobb County, Georgia, serving as the lead agency and was awarded for an initial term of three years with the option to renew for three one-year renewal periods.

Cooperative purchasing programs are comprised of member cities, counties, and other public agencies nationwide who aggregate their members' purchasing power to achieve greater volume discounts. The solicitation underlying OMNIA Partners Contract No. 18220 was evaluated and determined by the City's Procurement Department to be cost-effective and affords the City the best value.

The one-year subscription for UKG Pro WFM and additional 25 licenses is \$110,250. However, based on credits provided by UKG for service outages and prepaid subscription of current UKG services our costs will be reduced to \$26,327.17.

- February 8, 2022 - \$19,308.69
- September 26, 2023 - \$919.42
- April 24, 2024 - \$63,694.72

**Grand total credits:** \$83,922.83

### **FISCAL IMPACT:**

Funds for the annual costs of \$26,327.17 are budgeted and encumbered in the Fiscal Year 2023-24 account 001-035-530-516-51-52045 and will be paid under Munis Contract No. 240788.

### **PROCUREMENT REVIEW:**

These services were procured in compliance with the City's procurement policy.

### **LEGAL REVIEW:**

This Agreement will be reviewed and approved for form and legality by City Attorney, William E. Sexton.

### **ALTERNATIVE:**

- Approve with Changes
- Table
- Deny

