



Legislation Details (With Text)

**File #:** 23-0774      **Version:** 1  
**Type:** Change Order & Work Order      **Status:** Agenda Ready  
**File created:** 6/23/2023      **In control:** City Council  
**On agenda:** 7/18/2023      **Final action:**  
**Title:** Approve the award of Change Order #4 to Contract 16-083, Advanced Scheduling/Timekeeping Software and Implementation Services, to NOVAtime Technology, Inc. for an amount not to exceed \$10,600 and a total award of \$855,835

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:**

Date	Ver.	Action By	Action	Result
7/18/2023	1	City Council	approved	Pass

**CITY COUNCIL AGENDA ITEM**

**ACTION REQUESTED:**

Approve the award of Change Order #4 to Contract 16-083, Advanced Scheduling/Timekeeping Software and Implementation Services, to NOVAtime Technology, Inc. for an amount not to exceed \$10,600 and a total award of \$855,835

**DEPARTMENT:** Finance Department

**SUBMITTED BY:** Raymond Munch, Deputy Finance Director

**BOARD/COMMISSION REVIEW:**

N/A

**BACKGROUND:**

In April 2016, City Council awarded Contract 18-083 to NOVAtime Technology, Inc. to implement and host a new advanced scheduling and timekeeping software. The City is currently in the final year of the seven-year term.

In September 2018, the City Manager approved Change Order #1 for \$6,250 to allow NOVAtime to host a test environment while the City implemented the HR/Payroll modules in the Tyler Munis ERP for a January 1, 2019 go-live date.

Staff determined that the HR/Payroll modules would not go live until July 2019 and, in May 2019, received City Council approval for Change Order #2 in the amount of \$15,000 to extend the use of the test environment through the end of 2019.

Change Order #3 was approved by the City Council in March 2020 for \$40,000 to extend the use of

the test environment an additional year and to obtain additional support for payroll staff through 2020 to continue making the necessary modifications to the payroll system.

Change Order #4 is requested to add \$10,600 to Contract 16-083 to complete the contract for year six.

**DISCUSSION:**

In August 2022, staff was notified by NOVAtime that the company was acquired by Ultimate Kronos Group (UKG) and the NOVAtime product would not be maintained beyond the next 18 months. Once discontinued, NOVAtime customers would be moved to the UKG Dimensions platform.

In April 2023, the City Council approved an agreement with UKG for the implementation of next-generation timekeeping and scheduling software. Staff is currently waiting for UKG to begin the implementation of the new software.

To ensure that the City is not paying for two separate timekeeping systems concurrently, UKG agreed to prorate the current NOVAtime invoice that is due for the final year of the existing contract. NOVAtime billing will end as UKG billing begins. A final Change Order is necessary as costs to maintain a separate test environment were greater than anticipated over the life of the contract. The test environment remained a necessity as the payroll staff frequently tests new processes when changes are made to collective bargaining agreements or other payroll policies.

**FISCAL IMPACT:**

CIP#: N/A

Expenses related to NOVAtime are expensed to the below Software and Hardware Maintenance account. In 2023, \$93,000 was budgeted in this account for NOVAtime, and an additional \$36,000 was budgeted in this account for the NOVAtime test environment. The change order to add \$10,600 can be accommodated within the 2023 budget.

<b>Account Number</b>	<b>Fund Description</b>	<b>Total Budget Amount</b>
15101100-531312	General Fund	\$181,850