



## Legislation Text

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**File #:** 17-1701, **Version:** 1

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**ITEM: AUTHORIZATION TO CONTINUE UTILIZING AN EXISTING AGREEMENT FOR SUPPORT, MAINTENANCE, LICENSES AND RENTAL OF THE VILLAGE'S TIMEKEEPING AND PERFORMANCE REVIEW SYSTEM**

**REQUEST:** Authorization to continue utilizing an agreement for support, maintenance, licenses and rental of the Village's timekeeping and performance review system with Kronos, Inc., at a cost of approximately \$35,500.00 for fiscal year 2018.

**EXPLANATION:** The Village of Wellington utilizes Kronos, Inc., for timekeeping and performance reviews. In 2015, the Village entered into an agreement with Kronos for payroll timekeeping, and subsequently, in 2016, added an employee performance review module that efficiently allows employee performance reviews to be conducted electronically. The agreement renews automatically on a month-to-month basis until terminated by either party (30 day written notice from the Village or 90 day written notice from Kronos).

The total cost for the support, maintenance, license and rental of the Kronos system, for both timekeeping and electronic employee performance evaluations, is approximately \$35,500.00 for fiscal year 2018.

Pursuant to Chapter 3 of the Village's Purchasing Manual, maintenance of equipment is exempt from competition when services are provided by the equipment manufacturer or manufacturer's service representative; however, since expenditures exceed \$25,000, Council approval is required.

Staff recommends continuing utilizing an existing agreement for support, maintenance, licenses, and rental of the Village's timekeeping and performance review system, with Kronos Inc., at a cost of approximately \$35,500.00 annually.

**BUDGET AMENDMENT REQUIRED:** NO

**PUBLIC HEARING:** NO

**QUASI-JUDICIAL:**

**FIRST READING:**

**SECOND READING:**

**LEGAL SUFFICIENCY:** YES

**FISCAL IMPACT:** Funds are budgeted in Information Technologies 2018 operating budget.

**WELLINGTON FUNDAMENTAL:** Responsive Government

**RECOMMENDATION:** Authorization to continue utilizing an agreement for support, maintenance, licenses and rental of the Village's timekeeping and performance review system with Kronos, Inc., at a cost of approximately \$35,500.00 for fiscal year 2018.