



## Takoma Park City Council Meeting – July 27, 2022

### Agenda Item 8C

#### Voting Session (Consent Agenda)

Single Reading Ordinance Awarding a Contract for a Human Resources Information System

#### Recommended Council Action

Approve the ordinance.

#### Context with Key Issues

The City of Takoma Park has approximately 220 employees. The Human Resources Department completes full life-cycle services for all City employees, including: recruiting, onboarding, payroll, benefits administration, performance management oversight, budgeting, and more. Currently, HR utilizes three different systems (Kronos, Tyler, and SuccessFactors) in conjunction with manual processes to provide the services mentioned above.

The implementation of a complete Human Resources Information System is needed to improve the level of service provided by the HR department. It enhances the productivity of staff by eliminating errors and inefficiencies caused by manually duplicating tasks in different systems. Also, the Human Resources Information System will allow HR staff to dedicate more time to core functions such as employee relations and training because less time will be needed to focus on managing the day-to-day operational tasks.

On March 2, 2022 the City of Takoma Park issued a Request for Proposals (RFP) for contracting and implementation of a complete Human Resources Information System. The City received six responses as outlined below:

Company Name	Proposed Project Cost Breakdown	RFP Evaluation Group Score (out of 100 total points)
Brightpoint Infotech	<i>Implementation Costs:</i> \$148,511 <i>Recurring Costs:</i> Software License - \$268.80/user/month, Maintenance Support - \$15,000/year	55 points
Christlie G. Consulting LLC	<i>Implementation Costs:</i> \$116,972.60 <i>Recurring Costs:</i> Software \$107,160/year	65 points
Paycor	<i>Implementation Costs:</i> \$3,185 <i>Recurring Costs:</i> Software \$48,940/year	35 points
Paylocity	Unknown – company did not submit any pricing information.	34 points
Paycom	<i>Implementation Costs:</i> \$10,845 <i>Recurring Costs:</i> Software - \$101,166.60/year Biweekly Base Service Fee - \$264.15 Biweekly Paycheck Fee - \$16.01/per check Background Check & Physical/Drug Screening Fee - \$189.95/use/month	82 points
UKG	<i>Implementation Costs:</i> \$18,700 <i>Recurring Costs:</i> Software \$63,750/year	71 points

A workgroup with leaders from various departments reviewed and evaluated each response on the following criteria: experience and qualifications, responsiveness and understanding of the scope of services, prior experience working with local governments, and cost.

Paycom was selected as the recommended company for contracting and implementation of a complete Human Resources Information System by the staff workgroup. Paycom's high score reflects in part their high level of project related experience with various public sector clients including those located within the DC, Maryland, and Virginia regions.

### **Council Priority**

Engaged, Responsive & Service-oriented Government; A Livable Community for All

### **Environmental Considerations**

Implementation of a Human Resources Information System will reduce the amount of paper used by the City. HR documents would be digitally maintained after the transition to the new system.

### **Fiscal Considerations**

\$125K was allocated for this project in the FY22 budget. \$52K has been budgeted for FY23. If the funds from FY22 are approved to carryover into the FY23 budget, the total allocated in FY23 for implementation and annual costs is \$177K.

### **Racial Equity Considerations**

The mobile applications offered by Paycom's Human Resources Information System are intuitive and user-friendly for employees in the field who do not work with computers as part of their primary job functions.

### **Attachments and Links**

- Draft Ordinance

Introduced by:

First/Only Reading:

Effective Date:

**CITY OF TAKOMA PARK, MARYLAND**

**ORDINANCE 2022-**

**AUTHORIZING EXECUTION OF CONTRACT WITH PAYCOM FOR  
IMPLEMENTATION, ONGOING SUPPORT, AND MAINTENANCE OF  
A HUMAN RESOURCES INFORMATION SYSTEM**

WHEREAS, the City is seeking a qualified firm to implement and maintain a comprehensive Human Resources Information System to cover all key areas of full-cycle Human Resources services; and

WHEREAS, the Human Resources Department issued a Request for Proposals to solicit qualified firms for contracting and implementation of a complete Human Resources Information System; and

WHEREAS, the City staff review process selected the proposal by Paycom as the most qualified and experienced firm to provide the high quality of services needed to implement, support, and maintain the Human Resources Information System software; and

WHEREAS, the City has included funding for these services in the FY23 budget.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF TAKOMA PARK MARYLAND, THAT:

Section 1. The City Manager is authorized to enter into a contract for services with Paycom for the implementation, support, and maintenance of a Human Resources Information System in an amount not to exceed the total budgeted cost of \$177,000.

Section 2. This Ordinance shall become effective upon adoption.

THIS ORDINANCE IS ADOPTED BY THE COUNCIL OF THE CITY OF TAKOMA PARK, MARYLAND, THIS \_\_\_\_\_ DAY OF July, 2022, BY ROLL-CALL VOTE AS FOLLOWS:

AYE:

NAY:

ABSENT:

ABSTAIN: