Personnel

TUESDAY, OCTOBER 1, 2024

INDEX OF RESOLUTIONS:		
COMMITTEE	**RESOLUTION**	**TITLE**
Per/B/R	**G/15**	**RESOLUTION AUTHORIZING THE PURCHASE OF KRONOS ADVANCED SCHEDULING SOFTWARE AND DATABASE MERGER - BUREAU OF HUMAN RESOURCES** **Motion Made By:** **Seconded By:** **In Favor:** **Opposed:** **Notes:**

RENSSELAER COUNTY LEGISLATURE

Introduced by Legislator(s) Wysocki, Patire, Zalewski

Sent To: Personnel **Committee** **Date** October 8, 2024

Resolution No. G/15

RESOLUTION AUTHORIZING THE PURCHASE OF KRONOS ADVANCED SCHEDULING SOFTWARE AND DATABASE MERGER - BUREAU OF HUMAN RESOURCES

WHEREAS, This Resolution is filed with the Rensselaer County Legislature by the Rensselaer County Executive; and

WHEREAS, The Bureau of Human Resources is requesting to utilize MM Hayes to perform professional services on County Kronos Timekeeping Servers; and

WHEREAS, The County currently manages separate Kronos servers for Van Rensselaer Manor (VRM) and another for the rest of the County Departments; and

WHEREAS, This project will merge both databases, clean up duplicate processes, and improve overall functionality; and

WHEREAS, Restoring functionality to the Advanced Scheduling software currently in place for VRM will require additional cleanup and training; and

WHEREAS, Utilizing this preexisting Van Rensselaer Manor advanced scheduling software licenses, the Bureau of Human Resources is requesting to add on enough licenses for the Public Safety Department to also benefit from the advanced scheduling software benefits; and

WHEREAS, These additional licenses, training, and merger will greatly improve the functionality of Kronos across the entire County workforce; and

WHEREAS, This purchase is being made in accordance with the policies and procedures set forth in the Rensselaer County Purchasing Guidelines; and

WHEREAS, The name and address of the vendor, the source of funding for this purchase, and the total amount to be expended for this purchase, which shall not exceed budgeted appropriations are as follows:

LEGISLATIVE FISCAL IMPACT STATEMENT

Type of Legislation: Local Law:_____ G Resolution: X P Resolution:_____

Title of Legislation: RESOLUTION AUTHORIZING KRONOS ADVANCED SCHEDULING SOFTWARE AND DATABASE MERGER - BUREAU OF HUMAN RESOURCES

Requested by: Human Resources

Sponsor(s):_____

FISCAL IMPACT

1) Projected cost of proposed legislation, if any: $79,560 current year
   % increases ongoing expenses per year

2) Method of financing – note all that apply (federal funding, state funding, bonding, tax levy, etc.): Software Fund 1431.04510

   a) For federal funding: amount $_____ and length of time federal funding is available_____. Is it available for ongoing expenses? Yes_____ or No _____

   b) For state funding: amount $_____ and length of time state funding is available_____. Is it available for ongoing expenses? Yes_____ or No _____

   c) If bonded, state amount of total indebtedness this legislation will create and projected interest cost over the course of borrowing:
   Principal $_____
   Total projected interest costs $_____

   d) Tax levy impact for current year $79,560 and ongoing $_____

   e) Other (please explain): Increase to retiree health insurance line

3) Is this expense or program mandated? Yes_____ No _____

4) Length of expense or project (one time only, ongoing, etc.):_____

5) Justification for the appropriation/expenditure requested. Include any revenue this will produce or any expense that will be avoided:
   The county currently has 2 separate Kronos Databases. 1 for VRM and 1 for the rest of the county. This project will use funds to merge those 2 databases, clean up duplicate pay codes, clean up and improve existing process, and more. This project will also bring the advanced scheduling software back online for VRM, bring the 911 center online to use the same software, and training involved for everyone impacted.

Department Head

Erik Rabe

Turner, Jennifer

From: Mariano, Christine
Sent: Wednesday, September 11, 2024 3:40 PM
To: Rabe, Erik
Cc: Ryan, Joseph
Subject: RE: Sole Source Letter - MM Hayes Advanced Scheduler & Migration.pdf

Good afternoon Erik,

It looks like everything is in order. The only thing that we would need to process the purchase would be the signed Resolution or a copy of an existing Resolution if there is one already in place. Thank you.

Christine

Christine M. Mariano, Deputy Director
Rensselaer County Bureau of Central Services - Purchasing Division
99 Troy Road, 4th Floor, Suite 403
East Greenbush, New York 12061
Main Phone: (518) 270-2641
Fax: (518) 270-2615

From: Rabe, Erik <ERabe@rensco.com>
Sent: Wednesday, September 11, 2024 3:32 PM
To: Mariano, Christine <CMariano@rensco.com>
Cc: Ryan, Joseph <JRyan@rensco.com>
Subject: Sole Source Letter - MM Hayes Advanced Scheduler & Migration.pdf

Good Afternoon Chris,

I am submitting a sole source letter request for a Kronos project I received funds for. Attached is the quote for both parts of the projects and my sole source letter request.

Please let me know if there is more I can provide to continue this request towards resolution.

Respectfully,

Erik Rabe
Director, Rensselaer County Bureau of Human Resources
Phone: (518)270-2944
Email: ERabe@rensco.com

"Surround yourself with the best people you can find, delegate authority, and don't interfere as long as the policy you've decided upon is being carried out." – Ronald Reagan

Quote #:	9/4/2024	Order Type:	Standard US
Expires:	3-Nov-2024	Date:	4-Sep-2024
Prepared By:	John C. Hayes	Page:	1

Bill To:	Rensselaer County Bureau of Central Services 1600 Seventh Avenue Troy, New York 12180	Ship To:	Rensselaer County Bureau of Central Services 1600 Seventh Avenue Troy, New York 12180
		Contact:	Erik Rabe
Attention:		Phone:	518-270-2944
		Email:	erabe@rensco.com

Payment Terms:	Software - Net 30 Days Professional Services - Billed monthly as delivered - Net 30 Days

Rensselaer County Jail/Sheriff Scheduler

SOFTWARE - ONE TIME FEE

Item	License/Qty	Unit Price	Total Price
UKG Workforce Advanced Scheduler	300	65.00	19,500.00
Less Discount Per John Hayes			(4,875.00)
	Total Price		**$14,625.00**

SOFTWARE - ANNUAL FEE

Item	Qty	Unit Price	Total Price
Quick Fill Text Messaging Module up to 250 Employees			11,250.00
Less Discount Per John Hayes			(4,125.00)
	Total Price		**$7,125.00**

HARDWARE

Item	Qty	Unit Price	Total Price
			0.00
	Total Price		**$0.00**

PROFESSIONAL SERVICES - ONE TIME FEE

Item	Hours	Price/Hr	Total Price
Discovery, Consulting Services, Software Configuration, Testing and Training - **Estimate Only**	80	180.00	14,400.00
	Total Price		**$14,400.00**

SUPPORT SERVICES - ANNUAL FEE

Item	Duration		Total Price
Annual maintenance for Advance Scheduler			3,510.00
	Total Price		**$3,510.00**

QUOTE SUMMARY

Item		Total Price
Software - One Time Fee	Subtotal	14,625.00
Software - Annual Fee	Subtotal	7,125.00
Hardware	Subtotal	0.00
Professional Services - One Time Fee	Subtotal	14,400.00
Support Services - Annual Fee	Subtotal	3,510.00
Grand Total		**$39,660.00**

M.M. HAYES CO., INC.:

BY:

NAME: John C. Hayes

TITLE: Vice President

DATE: September 4, 2024

RENSSELAER COUNTY:

BY:

NAME: Erik F. Rabe, Jr.

TITLE: Human Resources Director

DATE: 09/05/2024

Quote #:	09.05.2024	Order Type:	Standard US
Expires:	4-Nov-2024	Date:	5-Sep-2024
Prepared By:	John C. Hayes	Page:	1

Bill To:	Rensselaer County Bureau of Central Services 1600 Seventh Avenue Troy, New York 12180	Ship To:	Rensselaer County Bureau of Central Services 1600 Seventh Avenue Troy, New York 12180
		Contact:	Erik Rabe
Attention:		Phone:	(518) 270-2944
		Email:	erabe@rensco.com

Payment Terms:	Software - Due Net 30 Days Professional Services - Billed monthly as delivered - Due Net 30 Days

SOFTWARE - ONE TIME FEE

Item			Total Price
UKG License Transfer fees to move VRM database onto County UKG database			7,500.00
	Total Price		**$7,500.00**

PROFESSIONAL SERVICES - ONE TIME FEE

Item	Hours	Price/Hr	Total Price
Migration of VRM to the County Server: - Estimate Only	180	180.00	32,400.00
• Employee Number Duplicates (Looks like they are unique, believe they feed from same New World system so there should be no conflicts)			Included
• Cleaning up and merging LL entries			Included
• Pay codes (merging, renaming)			Included
• Advanced Scheduler, SMS QF – moving to new system			Included
• Renaming of VRM configuration before migrating			Included
• Isolation of configuration for VRM (already in place for Hwy/Jail and County)			Included
• Migration of data to County server (Pay codes, comments, accruals, pay rule config, clocks and config, ESS requests, Scheduler setup)			Included
• Interfaces (Employee and Payroll) – merging and converting from Delphi			Included
	Total Price		**$32,400.00**

***NOTE: Historical data will not be moved over. The existing server will need to be kept for historical data.**

QUOTE SUMMARY

Item		Total Price
Software	Subtotal	7,500.00
Professional Services - One Time Fee	Subtotal	32,400.00
Grand Total		**$39,900.00**

M.M. HAYES CO., INC.:

BY:

NAME: John C. Hayes

TITLE: Vice President

DATE: September 5, 2024

RENSSELAER COUNTY:

BY:

NAME: Erik F. Rabe, Jr.

TITLE: Human Resources Director

DATE: 09/05/2024

Rensselaer County Bureau of Human Resources

99 Troy Road
East Greenbush, New York 12061
Phone: 518-270-2930
Fax: 518-270-2636

Steven F. McLaughlin
County Executive

Erik F. Rabe, Jr.
Director

Memorandum

TO: Central Services
FROM: Erik Rabe, HR Director
DATE: 11 September 2024
RE: Sole Source Letter for MM Hayes Advanced Scheduling Software and Database Migration

MM Hayes is the sole source for all Kronos and UKG software issues currently for Rensselaer County. Our contract allows for database management, technical support, and annual service to existing hardware. The county currently has 2 separate Kronos Databases; 1 for Van Rensselaer Manor and 1 for the rest of the county departments. This project will use funds to merge those 2 databases, clean up duplicate pay codes, improve existing processes, as well as any additional training required during testing phase. This project will also bring the Advanced Scheduling software back online for VRM, add scheduling software access to the Public Safety Communication Center, and training involved for everyone all employees in both departments.

Continuing to utilize MM Hayes for this advanced level project allows for seamless transition in addition to a knowledge base developed over the 5+ years already in place. MM Hayes is well equipped to ensure we are operating at maximum capacity and continuing this working and technological relationship going forward has very little downside in our current configuration.

Respectfully,

Erik Rabe
Director
Rensselaer County Bureau of Human Resources

DESCRIPTION	VENDOR	APPROPRIATION CODE	AMOUNT
Kronos Advanced Scheduling and Migration with annual maintenance	M.M. Hayes Co., Inc. The Sage Estate Albany, NY 12204	A.1431.04510	$79,560.00

; now, therefore be it

RESOLVED, That the Rensselaer County Executive, or the Director of the Bureau of Central Services, is authorized to sign a purchase order for the above described purchase.

Resolution ADOPTED by the following vote:
Ayes:
Nays:
Abstain:
October 8, 2024

Clerk of the Legislature

Sent to County Executive_____

Received from County Executive_____

_____
Clerk of the Legislature

Executive Action

Approved_____ **Date**_____

Disapproved_____
Veto Message Attached and Returned to Clerk

_____
County Executive