



## Recommendation for Action

**File #: 23-2451, Agenda Item #: 21.**

**8/31/2023**

### **Posting Language**

Authorize negotiation and execution of a contract for UKG Digital Timekeeping Software which is utilized for time and attendance, labor scheduling, leave management, and related services with immixTechnology, Inc., for up to five years for a total contract amount not to exceed \$11,000,000.

[Note: This procurement was reviewed for subcontracting opportunities in accordance with City Code Chapter 2-9C (Minority Owned and Women Owned Business Enterprise Procurement Program). For the services required for this procurement, there were no subcontracting opportunities; therefore, no subcontracting goals were established].

### **Lead Department**

Financial Services Department.

### **Client Department(s)**

Financial Services Department.

### **Fiscal Note**

Funding in the amount of \$1,795,000 is available in the Fiscal Year 2022-2023 Operating Budget of the Financial Services Department. Funding for the remaining contract term is contingent upon available funding in future budgets.

### **Purchasing Language:**

Multiple contractors within this cooperative purchasing program were reviewed for these services. The Financial Services Department has determined this contractor best meets the needs of the Financial Services Department to provide the services required for the City.

### **For More Information:**

Direct questions regarding this Recommendation for Council Action to the Financial Services Department - Central Procurement at: [FSDCentralProcurementRCAs@austintexas.gov](mailto:FSDCentralProcurementRCAs@austintexas.gov) or 512-974-2500.

### **Additional Backup Information:**

The contract will provide software licenses and timeclock leases allowing continued utilization of the electronic time and attendance, labor scheduling, and leave management solution for the City. This contract will continue the extension of electronic timekeeping citywide in future years, which replaces reliance on the paper timekeeping approach. The solution allows for time entry options that include entry from multiple sources such as timeclocks, web access, and mobile devices.

The State of Texas Department of Information Resources and General Services Administration are cooperative purchasing associations recognized under Texas procurement statutes. Cooperative associations, themselves or using a lead government, competitively solicit and award contracts that are eligible for use by other qualified state and local governments. Due to their substantial volumes, larger than any one government

---

could achieve independently, cooperative contracts routinely include superior terms, conditions, and pricing. Use of cooperative contracts also results in lower administrative costs and time savings.

**Contract Detail:**

<b><u>Contract Term</u></b>	<b><u>Length of Term</u></b>	<b><u>Contract Authorization</u></b>
Initial Term	2 yrs.	\$ 3,810,543
Optional Extension 1	1 yr.	\$ 2,195,223
Optional Extension 2	1 yr.	\$ 2,394,531
Optional Extension 3	1 yr.	\$ 2,599,703
<b>TOTAL</b>	<b>5 yrs.</b>	<b>\$11,000,000</b>

**Note:** Contract Authorization amounts are based on the City's estimated annual usage.