



Legislation Text

File #: 19-1320, **Version:** 1

STRATEGIC PRIORITY: Government Performance and Financial Management
AGENDA DATE: September 25, 2019
COUNCIL DISTRICT(S): All
DEPARTMENT: Office of Procurement Services
EXECUTIVE: Elizabeth Reich

SUBJECT

Authorize a two-year cooperative purchasing agreement, with a one-year renewal option, for software, maintenance, and support for an automated shift management and scheduling software for public safety employees for the Department of Communication and Information Services with immixTechnology, Inc. through the Department of Information Resources cooperative agreement - Not to exceed \$998,952.65 - Financing: General Fund

BACKGROUND

This cooperative purchasing agreement will provide software, maintenance, and support for an automated shift management and scheduling software for public safety departments.

This software, Telestaff, is uniquely designed for automated scheduling of public safety employees, including managing 24-hour shifts. Telestaff will allocate overtime and create schedules based on demand and employee availability.

The City's current home-grown Internal Document System (IDS) and Internal Workforce Management (IWM) systems were built on legacy platforms decades ago; and as such, are not compatible with Workday, the City's new human capital management system. Additionally, IDS and IWM require manual data entry and report generation. Telestaff will bring those functionalities into a unified and cohesive platform that will integrate seamlessly with the planned Workday activation next spring. Telestaff will go live 90 days after Workday, Phase 1, goes live.

Telestaff is a web-based software with the following additional features (not a comprehensive list):

- Allows public safety departments to configure rules specific to department policies and creates schedules that align with employee qualifications, certifications, availability, work and time-off preferences; the system will also match the department's anticipated service demand (employees needed per shift) while adhering to City rules, policies, and applicable laws
- Allows departments to configure and apply rules to non-duty shifts (including, for example,

when businesses and neighborhood groups seek to pay for uniformed officers' security services)

- Provides automatic notifications to officers by phone, text, email, and inter/intranet when jobs are available, including when job availability occurs due to officers taking emergency leave, vacation, etc. for rapid scheduling; the system captures these documented activities for auditing purposes
- Improves flexibility by providing access to reports and time approvals from smart devices

On November 10, 2015, the City Council authorized a living wage policy that requires contractors to pay their employees a "living wage" rate as established annually by the Massachusetts Institute of Technology Living Wage Calculator for Dallas County by Resolution No. 15-2141. The current calculated living wage during the solicitation process of this contract is \$11.15; the selected vendor meets this requirement.

PRIOR ACTION/REVIEW (COUNCIL, BOARDS, COMMISSIONS)

This item has no prior action.

FISCAL INFORMATION

General Fund - \$998,952.65

Fund	FY 2018-19
General Fund	\$998,952.65
Total	\$998,952.65

M/WBE INFORMATION

In accordance with the City's Business Inclusion and Development Plan adopted on October 22, 2008, by Resolution No. 08-2826, as amended, the M/WBE participation on this contract is as follows:

Contract Amount	Category	M/WBE Goal	M/WBE %	M/WBE \$
\$998,952.65	CO-OP	N/A	N/A	N/A

• The Business Inclusion and Development Plan does not apply to Cooperative Purchasing Agreements (CO-OPs).

PROCUREMENT INFORMATION

Method of Evaluation for Award Type:

Cooperative Purchasing Agreement	<ul style="list-style-type: none">• Cooperative purchasing agreements enable the City to associate with State agencies, other local governments, or local cooperative organizations comprised of other state and local governments, to leverage market buying power and enable the City to purchase goods or services at lower prices• The cooperative purchasing agreement is an alternative method of meeting the requirements for competitive bidding or competitive sealed proposals, not an exception from that requirement
----------------------------------	---

OWNER

immixTechnology, Inc.

David Stewart, President

Greg Tarpinian, Vice President