

RESOLUTION NO. 2023-18

AUTHORIZING CONTRACT NO. 2022-088 WITH UKG, INC. TO PROVIDE AN APPLICANT TRACKING SYSTEM FOR A THREE-YEAR PERIOD IN A TOTAL CONTRACT AMOUNT NOT TO EXCEED \$347,000.00 (GENERAL FUND, MANAGEMENT INFORMATION SERVICES DEPARTMENT BUDGET)

WHEREAS, the Greater Cleveland Regional Transit Authority ("Authority") is seeking to utilize an applicant tracking system which is a software as a service-based solution that will standardize and automate recruitment, hiring, and onboarding processes; and

WHEREAS, UKG, Inc., headquartered in Weston, Florida, submitted a proposal to provide the application tracking system for a three-year period in a total contract amount not to exceed \$347,000.00; and

WHEREAS, the General Manager, Chief Executive Officer deems the offer of UKG, Inc., as negotiated, to be in the best interest of the Authority and recommends acceptance thereof by the Board of Trustees.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Greater Cleveland Regional Transit Authority, Cuyahoga County, Ohio:

Section 1. That the offer of UKG, Inc., to provide an applicant tracking system, be and the same is hereby accepted.

Section 2. That the General Manager, Chief Executive Officer of the Authority be and she is hereby authorized to enter into a contract with UKG, Inc. to provide an applicant tracking system for a three-year period.

Section 3. That said contract will be funded through the General Fund, Management Information Services Department Budget, in a total negotiated contract amount not to exceed \$347,000.00 for a three-year period.

Section 4. That said contract shall be binding upon and an obligation of the Authority contingent upon future funding, compliance by the contractor to the Specifications and Addenda, if any, the Affirmative Action Plan adopted by the Board of Trustees, bonding and insurance requirements and all applicable laws relating to contractual obligations of the Authority.

Section 5. That the Greater Cleveland Regional Transit Authority's Board of Trustees expects that UKG, Inc. will attempt to exceed the 0% DBE goal assigned to this procurement.

Section 6. That this resolution shall become effective immediately upon its adoption.

Adopted: March 21, 2023



President

Attest: 

Secretary-Treasurer



TITLE/DESCRIPTION: CONTRACT: APPLICANT TRACKING SYSTEM VENDOR: UKG, INC. AMOUNT: NTE \$347,000.00 FOR A THREE-YEAR PERIOD	Resolution No.: 2023-18
	Date: March 16, 2023
	Initiator: Management Information Services
ACTION REQUEST: <input checked="" type="checkbox"/> Approval <input type="checkbox"/> Review/Comment <input type="checkbox"/> Information Only <input type="checkbox"/> Other _____	

- 1.0 **PURPOSE/SCOPE:** This action will allow the Greater Cleveland Regional Transit Authority (“Authority”) to enter into a contract for an applicant tracking system.

- 2.0 **DESCRIPTION/JUSTIFICATION:** The Authority has an immediate need to attract, identify, and hire qualified employees. In support of this effort, the Authority is seeking an applicant tracking system, which is a software as a service-based solution that will standardize and automate recruitment, hiring, and onboarding processes. The current processes exist in several different disjointed and manual systems. The applicant tracking system will maximize productivity by automating administrative tasks, streamlining the recruitment cycle, reducing time-to-hire and cost-to-hire, and offering a better applicant experience.

- 3.0 **PROCUREMENT BACKGROUND:** The Request for Proposals (“RFP”) was posted on the Authority’s Procurement website and advertised in local newspapers. Twenty-two (22) interested parties downloaded the solicitation, and four (4) responsive proposals were received on October 5, 2022. After evaluation by a panel of Authority employees in accordance with established Procurement Department policies and procedures, the proposal from UKG, Inc., to provide an applicant tracking system, was determined to be the most advantageous to the Authority, price and all other factors considered. After negotiations, a contract amount not to exceed \$347,000.00 for a three-year period was agreed upon. The total amount includes a \$32,000.00 one-time fixed-fee for implementation and training. In addition, an annual fee of \$105,000.00 was negotiated for each year of the three-year term. This amount is approximately 24% below the estimate for this project.

 A cost analysis has been performed, and the Procurement Department has determined the price to be fair and reasonable to the Authority.

- 4.0 **AFFIRMATIVE ACTION/ DBE BACKGROUND:** All Affirmative Action requirements have been met. A 0% DBE goal was established for this procurement due to the lack of certified DBE firms.


- 5.0 **POLICY IMPACT:** Does not apply.

- 6.0 **ECONOMIC IMPACT:** This procurement shall be payable through the General Fund, Management Information Services Department Budget, for a total contract amount not to exceed \$347,000.00 for a three-year period.

- 7.0 **ALTERNATIVES:** Reject this offer. Rejection of this offer would delay the Authority’s ability to attract, identify, and hire qualified employees.

- 8.0 RECOMMENDATION: This procurement was discussed by the Board of Trustees at the March 7, 2023 Organizational, Services and Performance Monitoring Committee meeting. It is recommended that the offer of UKG, Inc. be accepted and the resolution passed authorizing the General Manager, Chief Executive Officer to enter into a contract.
- 9.0 ATTACHMENTS: None.

Recommended and certified as appropriate to the availability of funds, legal form and conformance with the Procurement requirements.

A handwritten signature in blue ink that reads "J. Cooper, Ph.D., Acting". The signature is written in a cursive style and is positioned above a horizontal line.

General Manager, Chief Executive Officer