

COLLEGE STATION I.S.D.  
1812 WELSH, COLLEGE STATION, TX. 77840  
(979) 764-5408 \* FAX (979) 694-5636

**PURCHASING OFFICE**

**INTER-DEPARTMENTAL MEMO**

TO: Glynn Walker  
DATE: October 15, 2015  
SUBJECT: New Time Clocks and Software

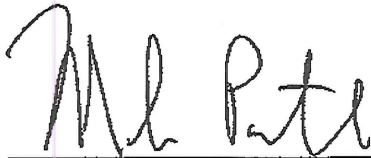
In March 2015, Kronos, the current time keeping software and hardware vendor for the district, conducted an Operational Consulting Engagement with key CSISD end users. Some of the findings and recommendations were to upgrade the software since CSISD was several versions behind, and the current version is no longer being supported. It was also recommended that smart view clocks were needed to enable employees to perform transfers, request timecard adjustments at the clock, approve their timecards daily, look up leave balances, request leave, and view notices from supervisors.

Teacher Retirement System of Texas (TRS) will incorporate new accounting software in 2016 that will require all school districts to report hours worked per report month per hourly employee. By doing this, TRS can verify mandatory participation in the TRS pension plan so that they will be compliant with GASB 67 *Financial Reporting for Pension Plans*. CSISD needs to enact changes now to be ready for the revised monthly TRS reporting requirements. CSISD must remain compliant with the Fair Labor Standards Act requirements of overtime pay and track hours for the new Affordable Care Act year end reporting.


SunGard, the district's accounting software provider, recommends TimeClock Plus or Kronos as the preferred solutions provider for time and attendance solutions. TimeClock Plus was invited to give a presentation and answer questions from staff in attendance from Facilities, Child Nutrition, Transportation, Business Services, Human Resources, Technology, Community Ed. and AMCHS. After comparing the two systems, the group came away with an interest to move to the TimeClock Plus time clock system.

The attached quote was requested from TimeClock Plus, an approved vendor on The Purchasing Cooperative Network (TCPN), which CSISD is a member of. All items included in this contract have been competitively bid and awarded by the Cooperative's Board of Trustees based on state statutes. The price of the clocks from TimeClock Plus is comparable with our current vendor, but the software is less and there will be no charge for future upgrades. Customer service was a major consideration in the evaluation of vendors.

It is the recommendation of Mark Pantel, Director of Purchasing, and Debra Parks, Director of Business Services, that new time clocks and software be purchased from TimeClock Plus for a total of \$106,295.74 per TCPN Contract # R123456. General funds can be used for this purchase and can be reimbursed in January 2016 if the 2015 Bond Package is approved by the voters in November.



Mark Pantel, Director of Purchasing



Debra Parks, Director of Business Services

TimeClock Plus<sup>®</sup>  
 by Data Management, Inc.  
 1 Time Clock Drive, San Angelo, TX 76904  
 325 223-9500 800 749-8463  
 sales@timeclockplus.com

Quote	Customer	Quote Date
371357	63083	10/09/2015

CUSTOMER
College Station ISD Debra Parks (979) 764-5409 1812 Welsh Ave College Station, TX 77840-4800

Rep	Entry	Method of Shipment	Method of Payment
RLINDSEY	BLACK	UPS Ground	Purchase Order Net30

Stock No.	Ordered	Description	Unit Cost	Total
Additional Employee Licensing (\$15,000.00)				
27-145	750	v7 Professional Employee Licenses	35.00	26,250.00
		└ Public Sector/Educational Organization Discount	(15.00)	(11,250.00)
TouchScreen POE Bar Code Reader with Offline Mode (\$80,244.00)				
244-107	36	RDT Touch 400 Bar Code	2,149.00	77,364.00
		└ Public Sector/Educational Organization Discount	(200.00)	(7,200.00)
201-20	36	Power over Ethernet Module 802.3af	320.00	11,520.00
		└ Public Sector/Educational Organization Discount	(40.00)	(1,440.00)
Annual Support Contract (\$10,838.70)				
99-208	1	Systems Support Contract Product Addition	21,099.75	21,099.75
		└ Exec. Sales Mgr. Authorized Discount	(10,261.05)	(10,261.05)
Valid for 37 days. Expires 11/15/2015.				



Product Total: 136,233.75  
 Discount: (30,151.05)  
 Subtotal: 106,082.70  
 S & H: 213.04  
 Total: 106,295.74