

Internal M/WBE Waiver Request Form

Date: 10/31/24 Department: Information Technology

Contact Name Ja'Tia Thompson Phone Number 336-373-2129

Contract Name and Number (if applicable): Infor - 2022-5140-0-PROF (PO 620872)

A waiver of the M/WBE participation requirement may be requested by the **Originating Department** at least 5 business days **prior** to advertisement or solicitation. In detail below, please explain your reason for requesting a waiver (attach RFP & supporting documentation as necessary). *As the requester, your signature is required at the bottom of this page.*
Final approval of the request will be made by the City Manager's Office.

We are requesting a waiver from MWBE participation requirements to modify our existing Infor software contract to include the implementation of the Workforce Management (WFM) module. This waiver is essential to allow the City to leverage our current Infor software, as Infor's WFM module is proprietary and integrates seamlessly with our existing systems. Since we already own the Infor platform, implementing the WFM module allows us to consolidate time and attendance tracking into a single platform without the needed complexity and cost of integrating with various third-party solutions. Engaging a new vendor would require extensive custom development to align with our current system, driving up costs and risking potential delays. This approach will deliver three primary benefits:

Enhanced Operational Efficiency: Consolidating workforce management functions into Infor will streamline processes and eliminate the need for separate systems to handle time and attendance. Integrating all workforce-related data within one platform will drive efficiencies in data management, reporting, and system maintenance.

Cost Savings: Transitioning from multiple systems (Kronos for general workforce and Telestaff for Public Safety) to a single platform will reduce licensing and support costs, contributing to long-term financial savings for the organization.

Unified Public Safety Integration: Currently, Public Safety employees use Telestaff for time and attendance tracking. This change order provides an opportunity to bring Public Safety personnel into the Infor system alongside general employees, promoting a consistent approach to workforce management across all departments.

The proposed change is expected to optimize our workforce management processes and yield long-term cost benefits. By unifying time and attendance tracking within the Infor platform, we will reduce redundancy, simplify administration, and foster greater alignment across all employee groups. Funds for this waiver request are included in the existing project budget and shall not exceed the allocated amount; \$1,003,400 total for 5 years. (178,000 - year 1; \$188,680 - year 2; \$200,000 - year 3; \$212,000 - year 4; \$224,720 - year 5). Infor (US), LLC was awarded a renewed contract for \$9,779,532.13 through July 31, 2029. The addition of the WFM application will increase the contract value to \$10,782,932.13

Note: *As the requester, your signature is required in order to process this request.*

Ja'Tia Thompson

Digitally signed by Ja'Tia Thompson
Date: 2024.10.31 11:16:04 -04'00'



Required Requester's Signature

This section is for M/WBE Office use only

Contact Name:

Phone Number:

The M/WBE Office supports the waiver request. Please submit any comments below.

1. The extraordinary and necessary requirements of the contract render application of the Program Elements infeasible or impractical. Please explain in detail. (Attach supporting documentation as necessary)

2. The nature of the goods or services being procured are excluded from the scope of this Program Plan.

Please check one of the exclusions below: (Attach supporting documentation as necessary)

- Contracts that are subject to the U.S. Department of Transportation Disadvantaged Business Enterprise Program;
- Sole Source: the required supplies or services are available from one responsible source
- Contracts for electricity or water and sewage services from a municipal utility district or governmental agency;
- Emergency contracts for goods or supplies;
- Contracts for the City's lease or purchase of real property where City is lessee or purchaser; and

3. Sufficient qualified M/WBEs providing the goods or services required by the contract are unavailable in the Relevant Market area of the project despite every reasonable attempt to locate them. Please explain in detail the reason for the request: (Attach RFP & supporting documentation as necessary)

The M/WBE Office does not support the waiver request. Please explain in detail the reason for not supporting the request: (Attach supporting documentation as necessary)


REQUIRED MWBE Signature

This section is for CMO OFFICE USE ONLY

Name:


REQUIRED CMO Office Signature

The CMO Office approves the waiver request

The CMO Office does not approve the waiver request.

Date: