



LAKE COUNTY FOREST PRESERVES
www.LCFPD.org

Preservation, Restoration, Education and Recreation

DATE: October 4, 2018

MEMO TO: S. Michael Rummel, Chair
Finance Committee

FROM: Mary E. Kann
Director of Administration

RECOMMENDATION: Recommend approval of a Resolution awarding a contract to Orasys, LLC, to transfer the District's Human Resources and Payroll data from the County's current Oracle system, to prepare for the District's Payroll system transfer to ADP.

STRATEGIC DIRECTION SUPPORTED: Organizational Sustainability

FINANCIAL DATA: The overall project is estimated to cost \$80,000.00. The District would split the cost with the County, requiring \$40,000.00 from District funds. There is \$16,000.00 available from the payroll project budget. The remaining \$24,000.00 is proposed to come from available consulting fee in the general district fund (11104000-701500). There is currently \$65,870.00 available in this account.

BACKGROUND: As approved last year, the District is separating its Human Resources and Payroll processes and data from the County. As part of this process, the District must extract data on current and former employees from the Oracle "Boss" system. Initially, the County told District staff that the County staff would be able to transfer/extract this information. Due to the complexities of the system and time constraints, the County is not able to extract the District data and has suggested the hiring of a consultant. The County has obtained a proposal from Orasys, LLC, Westborough, Massachusetts to perform these services at a cost of approximately \$80,000.00. The County and the District would split the cost of the consultant.

REVIEW BY OTHERS: Chief Operations Officer, Information Technology Officer, Director of Finance, Corporate Counsel.

**LAKE COUNTY FOREST PRESERVE DISTRICT
LAKE COUNTY, ILLINOIS**

**A RESOLUTION AWARDING A CONTRACT TO
ORASYS, LLC FOR THE TRANSFER OF DISTRICT HRIS DATA**

WHEREAS, the Lake County Forest Preserve District (the "District") desires to purchase services to transfer its Human Resources and Payroll data from the County of Lake's (the "County") current Oracle system, in preparation for the District's conversion of its payroll system to ADP (the "Services"); and

WHEREAS, the Director of Administration and the Executive Director have determined that the Services require personal confidence; and

WHEREAS, the County has solicited a proposal for the Services from Orasys, LLC, Westborough, Massachusetts pursuant to which Orasys, LLC would enter into a contract with the District and the County to provide the Services to the District; and

WHEREAS, the District's staff, the Purchasing Manager, the Director of Administration, and the Finance Committee have reviewed the proposal and recommend that the Board of Commissioners (i) find that the proposal submitted by Orasys, LLC be determined to be the proposal that is most advantageous to the District; and (ii) award a contract (with the County) for the Services to Orasys, LLC (the "Contract") in an amount not to exceed \$80,000 (the "Contract Price"); and

WHEREAS, the Board of Commissioners hereby finds that the proposal for the Services submitted by Orasys, LLC is the proposal that is most advantageous to the District;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Lake County Forest Preserve District, Lake County, Illinois **THAT**:

Section 1: Recitals. The recitals set forth above are incorporated as part of this Resolution by this reference.

Section 2: Negotiation of Contract. The Executive Director (or his designee) is hereby authorized and directed to negotiate the Contract in an amount not to exceed the Contract Price, provided that the Contract shall (i) provide that the District shall pay not more than half of the Contract Price and (ii) provide for the transfer of District data in a manner satisfactory to the District's Administration Department.

Section 3: Award of Contract. After completion of such negotiations, the Contract shall be awarded to Orasys, LLC, Westborough, Massachusetts. The Executive Director of the District is hereby authorized and directed to execute the Contract for the Services.

Section 4: Payments. The District Treasurer shall make payments under the Contract only pursuant to and in accordance with the Contract terms and in amounts not exceeding one half of the Contract Price.

Section 5: Effective Date. This Resolution shall be in full force and effect from and after its passage and approval in the manner provided by law.

PASSED this ____ day of _____, 2018.

AYES:

NAYS:

APPROVED this ____ day of _____, 2018.

Ann B. Maine, President
Lake County Forest Preserve District

ATTEST:

Julie Gragnani, Secretary
Lake County Forest Preserve District

Exhibit No. _____