



CLYDEBANK HOUSING ASSOCIATION LIMITED

TO: Management Committee (29th June 2021)

DATE: 25.06.21

FROM: Data Protection and Compliance Officer

SUBJECT: Kelio Time System - Procurement of Time and Attendance Software and Hardware

Executive Summary

The main purpose of this report is to advise the Management Committee of a recent procurement exercise for the possible for the possible purchasing of a Time and Attendance System (Software and Hardware) to be utilised by staff at Clydebank Housing Association, Caretaking staff at the Multi-Storey Flats, and Centre 81.

The key recommendations in the report are as follows –



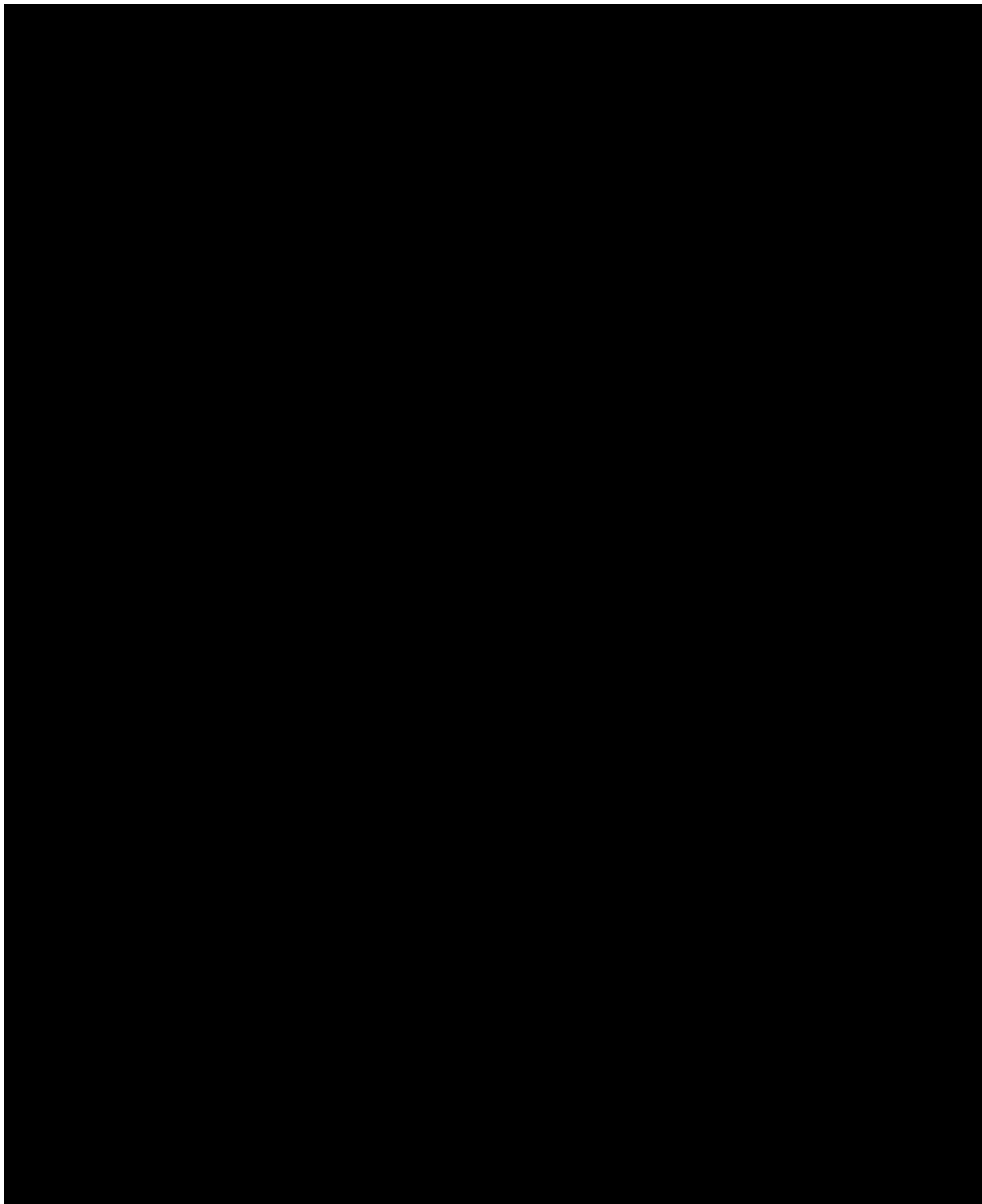
1. Provide Committee with details relating to the possible procurement of the Time and Attendance System.
2. Committee to approve the recommendation to award the contract to supply and install a Time and Attendance system to the contractor Auto Time Systems.

Financial Implications	Utilising our £███K ICT Improvement Budget costs are within budget with a total outgoing capital cost of █████, excluding VAT.
Risk Considerations	Impact on key housing services staff due to unreasonable amount of administration time spent on current system.
Legal Implications	The contract awarded will include a one-off cost of █████ (excluding VAT) and an ongoing annual support and maintenance cost of █████
Health & Safety	None
Equalities Assessment	None

Key Issues to Consider

- Auto Time Systems will carry out the Installation and Support of the Time and Attendance System.
- The Data Protection & Compliance Officer to create and deliver a project plan to setup the system and train staff.

Please see appendix 1 for the Time and Attendance Software & Hardware Pricing Breakdown.



5.0 Recommendation

- 5.1 Committee are asked to note the specialist nature of this product for procurement purposes and to approve the award of the ICT support contract to Auto Time Systems.

Appendix 1



Time and Attendance Software & Hardware Pricing Breakdown

Software		
1	Kelio Professional (50 Employee Capacity) V4	
1	Kelio Self Service ERM Module (50 Employee Capacity) V4	
1	Kelio Mobile & Virtual Clocking In (50 Employee Capacity)	
1	Kelio Homeworker	
1	Kelio Virtual Attendance Board	
1	Kelio Network User (1 Concurrent Users)	
1	Group Results Module (10 Groups)	
	Total Software Cost	
Hardware		
3	Proximity Time & Attendance Terminals (To be located at Clydebank HA Offices, Radnor Park Caretakers Office, Centre81)	
2	Installations	
	Total Hardware Cost	
Services		
1	Kelio Administrator Training Session	
1	Kelio Self Service & Home Worker Setup & Training Session	
	Total Services Cost	
Support		
1	12 Months System Support	
	Total Support Cost	
Additional		
4	Pack of 10 Bodet Proximity Fobs	
	Total Additional Cost	
	Grand Total	