



Office of the City Manager

CONSENT CALENDAR  
March 14, 2023

To: Honorable Mayor and Members of the City Council  
 From: Dee Williams-Ridley, City Manager  
 Submitted by: Aram Kouyoumdjian, Director of Human Resources  
 Subject: Contract No. 32100046 Amendment: HR Acuity, LLC for Case Management and Employee Relations Software

RECOMMENDATION

Adopt a Resolution authorizing the City Manager to execute an amendment to Contract No. 32100046 with HR Acuity, LLC for case management and employee relations software, increasing the amount by \$139,000 for a total amount not to exceed \$189,000, and extending the contract term to June 30, 2025.

HR Acuity, LLC is a comprehensive HR case management and employee relations software which is utilized by the Human Resources Department, the City Attorney's Office, and the Library to properly track, manage, and maintain records regarding leaves, discipline, grievances, equal employment opportunity (EEO) complaints, and ADA accommodation matters for consistency in case management and compliance with laws/regulations.

FISCAL IMPACTS OF RECOMMENDATION

The contract amendment with HR Acuity, LLC will add \$139,000 to the original contract through the end of Fiscal Year 2025.

Funding for the amendment and additional years will be included in the General Fund budget code 011-34-343-000-0000-000-412-612990.

Original Contract Amount (FY 2020-2021)	\$50,000
<b>FY 2021–2022</b>	\$28,500
<b>FY 2022–2023</b>	\$28,500
<b>FY 2023–2024</b>	\$41,000
<b>FY 2024–2025</b>	\$41,000
<b>Total New Contract Amount</b>	<b>\$189,000</b>

The increase in FY2023-2024 and 2024-2025 is to account for 15 users rather than 10 users in prior years.

### CURRENT SITUATION AND ITS EFFECTS

The City of Berkeley is a full-service city and is responsible for properly recording and maintaining case management records pertaining to employee leaves, ADA accommodations, disciplinary actions, and union grievances to ensure consistent application and compliance with applicable laws, regulations, and collective bargaining agreements.

On October 1, 2020, the City entered into Contract No. 32100046 with HR Acuity, LLC to procure its Human Resources (HR) case management software to centralize and better manage its case records. The original contract was not to exceed \$50,000. Since the inception of the HR Acuity software, the HR Department has realized the benefits of the system, and its use has been extended to the City Attorney's Office, as well as the Library.

The original funds in the contract with HR Acuity have been exhausted, and license fees are owing for last fiscal year and the current fiscal year. Moreover, the HR Department would like to continue the use of the HR Acuity software; therefore, a contract amendment is necessary to continue this contract through FY2024-2025 with additional funding.

### BACKGROUND

HR Acuity's software as a service (SaaS) technology with built-in templates and reporting mechanism allows employers to conduct fair investigations according to best practices, as well as uncover trends and patterns through forward-looking data and analytics. HR Acuity helps document, track, and manage requests for leaves and accommodations, employee performance and behavioral issues, and investigations into higher risk issues, such as harassment and discrimination.

### ENVIRONMENTAL SUSTAINABILITY AND CLIMATE IMPACTS

There are no identifiable environmental sustainability and climate effects or opportunities associated with the subject of this report.

### RATIONALE FOR RECOMMENDATION

HR Acuity, LLC has provided a robust platform through which various units within the HR Department can document, track, and manage employee relations (e.g., discipline matters), labor relations (e.g., grievances), EEO investigations, and leave requests. The software is utilized by users outside the HR Department as well, including the City Attorney's Office and the Library.

### ALTERNATIVE ACTIONS CONSIDERED

None.

### CONTACT PERSON

Aram Kouyoumdjian, Director of Human Resources, 510-981-6807

Contract No. 32100046 Amendment: HR Acuity, LLC

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Attachment:  
1: Resolution

RESOLUTION NO. ##,###-N.S.

CONTRACT NO. 32100046 AMENDMENT: HR ACUITY, LLC FOR CASE  
MANAGEMENT AND EMPLOYEE RELATIONS SOFTWARE

WHEREAS, the HR Acuity case management software allows staff the use of modernized and evolving technology to document employee performance and behavioral issues, and conduct investigations into higher-risk issues, such as harassment and discrimination, and maintain proper records of leaves and accommodations;

WHEREAS, on October 1, 2020, the City entered into Contract No. 32100046 with HR Acuity, LLC to procure its HR case management software to centralize and better manage its case records;

WHEREAS, amending the existing contract with HR Acuity, LLC to continue the use of its HR case management software is essential for the Human Resources Department;

WHEREAS, an additional \$139,000 is needed to continue the use HR Acuity, LLC until the end of Fiscal Year 2025; and

WHEREAS, funds are available and will be budgeted in future fiscal years in an amount not to exceed \$189,000 through June 30, 2025 in budget code 011-34-343-000-0000-000-412-613130.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that the City Manager is authorized to amend Contract No. 32100046 with HR Acuity, LLC for use of their HR case management software, increasing the amount by \$139,000 for a total amount not to exceed \$189,000, and extending the contract term through June 30, 2025. A record signature copy of said contract and any amendments are to be on file in the Office of the City Clerk.