



"...meeting community needs...enhancing quality of life."

POLICE DEPARTMENT

222 South Walnut Street • Appleton, WI 54911-5899
(920) 832-5500 • Fax (920) 832-5553
<http://www.appleton.org/police>

TO: Alderperson Croatt – Chairperson Safety & Licensing Committee

FROM: Chief Polly Olson

DATE: July 10th, 2024

RE: Sole Source Memo for TimeClock Plus, LLC Contract – Action Item

The Police Department is requesting approval of a five-year contract with TimeClock Plus, LLC, (TCP) which is the Aladtec Scheduling Program currently used by the Appleton Police Department.

In 2016, the Department began using the Aladtec Scheduling Software as it provided a streamline process for managing schedules and was accessible online by all staff. In October 2021, TCP acquired Aladtec Scheduling Software and continues to service our account. With increasing annual rates at 10% we began to research other options for scheduling software.

In the research process, our Scheduling Team explored other software to determine: 1) if there was a similar product at a reduced cost, 2) if there were other scheduling features that we should consider, and 3) if other police agencies were using the software. Our research included meeting with other agencies to view their scheduling software, meeting virtually with vendors, and reviewing products on our own. Unfortunately, there is an "Hourly Editor" feature in Aladtec that has not been replicated by other software products. The feature provides flexibility and ease of use when changing, adding, and deleting schedules and is used daily by staff.

In 2024, TCP offered a five-year contract (2025-2029) at a reduced annual increase of 4%, 3%, 2%, 2%, 1% respectively. With TCP contract proposal we will be guaranteed no price changes for five years. We are asking the Safety & Licensing Committee to approve this five-year contract as a sole source provider.