



# AGENDA REPORT

Police Department

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| <b>DATE:</b>                    | May 7, 2024  |
| <b>TO:</b>                      | Mayor Martinez and Members of the City Council   |
| <b>FROM:</b>                    | Bisa French, Chief of Police   |
| <b>Subject:</b>                 | Time and Attendance Services for Richmond Police Department provided by InTime Services Inc.   |
| <b>FINANCIAL IMPACT:</b>        | The proposed first year expenditure amount of \$30,150 is included in the proposed Police Department Fiscal Year 2024-2025 budget, the remaining years will be budgeted for accordingly – account string 01191021-400209.  |
| <b>PREVIOUS COUNCIL ACTION:</b> | n/a  |
| <b>STATEMENT OF THE ISSUE:</b>  | Richmond Police Department (RPD) seeks approval of a contract with InTime Services Inc. to provide time and attendance tracking, asset tracking, and training document management for RPD personnel.   |
| <b>RECOMMENDED ACTION:</b>      | APPROVE a five-year contract with InTime Services Inc. for time and attendance tracking, asset tracking, and training document management, in a total amount not to exceed \$165,000, which includes a \$1,700 contingency, for the contract term starting July 1, 2024, through June 30, 2029 – Police Department (Chief Bisa French 510-621-1802). |

## **DISCUSSION:**

The Police Department has been utilizing InTime Services Inc. for time and attendance tracking, asset tracking, and training document management. The current contract with InTime Services Inc. is set to expire on June 30, 2024. To ensure that we are employing the most efficient and effective solution for our department's needs, an Request For Proposals (RFP) was issued January 10, 2024, to evaluate our options. The department received a total of nine responses to the RFP that closed February 2, 2024.

### **Evaluation and Recommendation:**

After thorough evaluation and consideration, the evaluation committee has determined that InTime Services Inc. remains the best software for our department. InTime Services Inc. received the highest score of 285 out of a possible 300 points.

Several factors contributed to the committee's decision to recommend the continuation of InTime Services Inc., including:

*Reliability:* InTime Services Inc. has consistently provided reliable services, ensuring accurate tracking of time and attendance, asset management, and training document management. This reliability is crucial for the smooth operation of the department.

*User-Friendly Interface:* InTime Services Inc. offers an intuitive and user-friendly interface, making it easy for our staff to navigate and utilize the platform effectively. This reduces the need for extensive training and minimizes the risk of errors in data entry.

*Customization Options:* InTime Services Inc. allows for customization to suit the department's specific needs and requirements. This flexibility ensures that staff can tailor the system to align with staff workflows and processes seamlessly.

*Customer Support:* InTime Services Inc. has demonstrated exceptional customer support, promptly addressing any concerns or issues that arise. Their responsive support team ensures that any challenges are resolved in a timely manner, minimizing disruptions to our operations.

### **Financial Implications:**

The financial implications of renewing the contract with InTime Services Inc. remain consistent with the current budget allocation for this service. The annual expenses will be as follows:

Year 1: \$30,150  
Year 2: \$31,356  
Year 3: \$32,610  
Year 4: \$33,914  
Year 5: \$35,270

**Recommendation:**

Based on the evaluation committee's findings and considering the factors outlined above, it is recommended that the City Council approve a new contract with InTime Services Inc. for the contract term July 1, 2024 through June 30, 2029.

**DOCUMENTS ATTACHED:**

- Attachment 1 – Standard Contract
- Attachment 2 – Request for Proposals (RFP)
- Attachment 3 – RFP InTime Bid Response