



DODGE COUNTY CORPORATION COUNSEL

Purchasing Division

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REQUEST FOR INFORMATION

Law Enforcement Scheduling Software

Dodge County Sheriff's Office

RFI Information

The Dodge County Sheriff Office is interested in obtaining information concerning software that can be used for the purpose of scheduling employees for on-duty and off-duty assignments. All information is welcome including specific information concerning:

- Annual shift bidding for sworn and non-sworn staff
- Scheduling various employees' work schedules and assignments
- Bidding vacations and scheduling training
- Off-duty bidding and scheduling off-duty jobs
- System dashboard and reporting capabilities
- Smartphone application accessibility
- UKG Pro & Payroll Data Integration
- Benefit Data Integration
- Workback rules
- Weighted Average Overtime in conjunction with 171-rule & 28-workday-rule
- Paid from Schedule – No time punch system
- Support and warranty information

Dodge County Background Information

Dodge County currently utilizes the UKG (Ultimate Kronos Group) scheduling platform as part of the Dodge County Human Resources Information System (HRIS). The sheriff's office is looking at the feasibility of a 3rd party solution to provide a user-friendly scheduling software which integrates seamlessly with the current HRIS system that the county has in place without major disruption of the operations of the information technology department or the finance (payroll) department.

Dodge County Sheriff's Office Background Information

The Dodge County Sheriff's Office has a total of 70.5 sworn officers and 116.7 non-sworn employees. The Dodge County Sheriff's Office operates out of two buildings located at 124 West St, Juneau, WI and 216 Center St, Juneau, WI. In addition to traditional law enforcement services offered by a full-service agency, the Dodge County Sheriff's Office also has several specialized teams all who currently use a variety of systems or methods for scheduling employees. Our workgroups include the following:

- Patrol
 - Patrol Zones
 - K9 Teams
 - Civil Process
 - Recreation Patrol
 - Community Service Officers
 - Contract Services with Municipalities
- Investigations
 - Criminal Investigation Staff
 - Background Investigations Staff
 - Drug Investigations Staff
- Communications
- Jail
 - Corrections Staff
 - Programs Staff
 - Transport Staff
- Administrative Support Staff
- Administration
- Court Security

In addition, the sheriff's office has a need to track banks of time off which include 2 different types of time off systems for different types of employees. One system includes Vacation, Holiday and Sick time accruals while the other system is a Paid Time Off (PTO) system. Both systems have the potential for comp time accruals. Additionally, we have 8-hour and 12-hour schedules with varying scheduling patterns depending on the division or work group.

Submittal Information

Responses to this RFI shall be submitted to the Dodge County Purchasing Agent in writing. Responses must be received by January 31, 2025. Send one hard copy and one electronic version. All information should be sent to **Dodge County Purchasing Agent, Trista Steinbach, 127 E Oak St., Juneau, WI 53039.**

Documents shall be identified with the vendor's name and contact information, and the RFI Name. Information submitted shall provide a clear understanding of the products and services that the vendor offers. Proprietary information that is submitted must be marked as such at the time of submission.

Vendors are encouraged to send any type of information that will describe their products and services. This includes screen shots, graphics, reports, white papers, presentations, technical requirements, and multi-media.

Vendors should be prepared to provide extensive product demonstrations and be able to answer questions subsequent to the demonstration.

The purpose of this RFI is only to obtain information and will not lead to a contractual relationship or purchase of products. The submission of a response to this RFI will not preclude a vendor from responding to any future RFP.

Disclaimer

This RFI does not, under any circumstances, obligate the County to incur the vendor's cost in the preparation of a response, nor does it obligate the County to pursue any contractual relationship with any vendor that responds to this RFI. There are no promises, terms, conditions, or obligations other than those contained herein. This RFI does not require any action or response from the County, administratively or legally, after the due date stated in this RFI. The County reserves the right to request any additional information from any submitting vendor.