REPORT TO THE
CITY COUNCIL
City of Salinas, California

DATE: June 28, 2016

FROM: Kelly McMillan, Police Chief

BY: Tracy Molfino, Project Manager

SUBJECT: **CONTRACT FOR A NEW POLICE RECORDS MANAGEMENT SYSTEM
              AND PURCHASE OF RELATED HARDWARE AND SERVICES**

RECOMMENDATION:

It is recommended that the City Council adopt a resolution approving the City Manager to sign the attached system purchase agreement with TriTech Software Systems, a California Corporation, for the purchase of a police records management system for the Salinas Police Department. It is also recommended that Council additionally authorize the City's Information Technology and Police Departments to purchase the necessary peripheral hardware, equipment, software, and third party services needed to meet the functional requirements for the records management system.

DISCUSSION:

The current police records management system is over 30 years old and outdated. The system was developed by the City, is self-maintained, not user friendly for the department users, built on a data base platform that is no longer supported or taught in the industry, and does not have the capabilities of a modern system that could be leveraged to achieve significant efficiencies and effectiveness, including crime analysis. The current system maintains all name, location, crime files, case and investigative management, field interviews, traffic accident reports, traffic citations, and other critically important data related to police investigations. Additionally, there are other databases not connected to the records management system, such as property and evidence, mug shots, and document retention that further reduce workflow efficiency and effectiveness. Current workflow business processes are largely paper based forms with manual and physical routing of forms for approval and processing. These slow and cumbersome workflow processes, along with the continued staffing vacancies, has created a system that is neither efficient or effective. SPD has a need and desire to change that.

A functional requirements assessment was conducted to evaluate the current and future needs of the police department for a modern and integrated police records management system. The functional requirements assessment was the basis for a Request for Proposals (RFP) that was issued by the City on August 20, 2015.

The RFP deadline was October 9, 2015 and the City received six responses. They were from Diversified Computer Systems, Intergraph, New World Systems, Optimum Technology, Spillman, and TriTech.

With the assistance of DeltaWRX, a public safety technology consulting firm hired by SPD to assist in this process, it was narrowed down to two finalists.

The two finalists each presented proof-of-capabilities demonstrations to the RMS evaluation and selection team as well as other subject matter experts within the police department. Reference checks were conducted of each finalist by members of the evaluations team. Evaluation team members travelled to both company's offices and conducted interviews of the developers and executives.

The RMS evaluation team considered all of the input and after considerable due diligence, a unanimous decision was made to select TriTech as the vendor to enter into contract negotiations with. Several key factors that helped determine that TriTech's system was the best choice for SPD including their software capabilities, future growth, pathway to meet our future needs, system integration, and cost.

During April, May and June 2016, contract negotiations took place between TriTech and core City staff from SPD, DeltaWRX, City Legal and City I.T. Several changes, reductions and additions were negotiated in order to insure that the system would meet our functional requirements to the fullest extent possible and that the pricing reflected the appropriate software and services.

The current timeline for the implementation of this RMS system includes a project kickoff in July 2016, hardware installation and functionality demonstrations through December 2016, staff training from March through May 2017 with the system going online in August 2107 and final system acceptance 60 days later.

The key components include police report management; person, crime, property, and vehicle management; gang and registrant management; crime analysis and reporting; as well as field reporting and public access for submitting police reports and crime trend for neighborhoods. Additionally, this integrated records management system will provide all police department users access to data that was not previously available in one solution. That availability is linked to a system wide crime analysis capability. Such integration will lead to increased efficiencies, time savings, work flow improvements from the line level, through each work group, to police executive management and the public.

The Information Systems department has been involved in this process from the beginning. Staff has worked with TriTech to develop a list of server/storage and support hardware and software needed in order to make this RMS functional. A competitive bid process was employed for selection of TriTech. Additional required hardware, software, interfaces, and services beyond what is included in the system purchase agreement with TriTech will be acquired by the City through governmental cooperative purchase agreements and other appropriate cost saving means. (Cooperative purchases are exempt from local preference per SCC 12-28.070 and from the competitive bid process per SCC 12-27). The server/storage hardware and related software is estimated to be $202,000 through governmental cooperative purchase agreements with CDW-G and KIS Virtualization Services. Additionally, there will be peripheral hardware such as mobile equipment, bar code scanners, printers, and other devices that will be needed in order to meet the functional requirements of a new records management system and will need to be purchased by the Police and Information Systems Department as identified. There

may also be third party services (ie, vender agreements and fees) that may be required (once identified) in order to meet the functional requirements for the records management systems.

During this process of establishing a vender for the RMS, the Collaborative Reform Initiative assessment completed by the Institute for Intergovernmental Research was released. It provided several recommendations that directly relate to the need for a new state of the art integrated records management system for the Police Department. The functional requirements developed by the Police Department and the subsequent negotiated agreement with TriTech speak to those recommendations. Specifically, the new records management system will address the following recommendations:

- Updating the staffing model using contemporary data sources, including calls for service, crime reports. (Recommendation 45.1) (Through integrated crime analysis capabilities)
- The SPD should hire at least one experienced full-time crime analyst (Supporting the crime analyst through access to data) (Recommendation 47.1) (Providing accurate data sets and systems to analyze said data by the crime analyst and others)
- The SPD should ensure that it is maximizing its use of available (data) resources (Recommendation 47.2) (Integrated local, state and national databases with Salinas data for use throughout the organization for strategic and tactical purposes.)
- The chief of police and his executive staff should conduct regular accountability meetings. (Recommendation 48) (Through the use of dashboards and customizable reporting and analysis)
- Detectives should have case support and crime analysis support that provide basic link analysis, case deconfliction, and temporal analysis. (Recommendation 53.2) (Through case management, automatic report generation notifications, link analysis, and integrated databases.)
- The SPD should create and establish an accountability process to systematically track and save all training lesson plans and track individuals' attendance (Recommendation 55.1) (Through database storage and reporting within the TriTech system for training tracking.)

ISSUE:

Shall the City Council adopt a resolution approving the City Manager to sign the attached system purchase agreement with TriTech Software Systems, a California Corporation, with such changes and omissions and change orders as may be approved by the City Manager and City Attorney, for the purchase of a police records management system for the Salinas Police Department as well as additionally authorize the City's Information Technology and Police Departments to purchase the necessary peripheral hardware, equipment, software, and third party services needed to meet the functional requirements for the records management system.

FISCAL IMPACT:

The funding for this project is contained within the FY 15-16, 16-17, and 17-18 Capital Improvement Project (9214).   The total project cost and proposed budget is $2,257,703 as follows:

Project Cost Item	Amount	Description
TriTech Contract	$ 1,340,597	Software, Implementation, Training, and Data Conversion - One-Time costs
Pre Acceptance Subscriptions	$ 76,408	
Project Management	$ 138,320	Previously approved Council Action
Equipment/Software	$ 242,007	Servers, Peripheral devices, Mobile Access Devices
3rd Party Interfaces	$ 236,223	
Contingencies	$.......224,148	Approx. 10% of Project Total
	$ 2,257,703	

CITY COUNCIL GOALS:

The agreement and purchase will accomplish the Council Goal of Effective Sustainable Government by optimizing the use of technology to increase efficiency, effectiveness and service to the community.

TIME CONSIDERATIONS:

In order to maintain the current timeline for this project, it is essential that this agreement is authorized now. Any delays in the agreement will only delay the entire project timeline, which includes the coordination of training the entire department.

ALTERNATIVES/IMPLICATIONS:

1. The City Council may authorize the City Manager to sign this agreement for purchase of a records system and the SPD will begin to utilize technology to improve on efficiencies, effectiveness and services to the community.
2. Council may not authorize the City Manager to sign this agreement for purchase of a records management system from TriTech and SPD will continue to utilize the outdated system that is currently in use and will not be able to improve on the efficiencies, effectiveness and service to the community that only technology can provide.
3. Council may provide staff further direction.

CONCLUSION:

The City is operating with an outdated police records management system and is not capitalizing and leveraging state of the art technology that will be provided with this vender to provide highly responsive, outstanding, and innovative police services.

Back Up Pages:
Resolution
Agreement with TriTech