

December 13, 2022

C-21

HONORABLE MAYOR AND CITY COUNCIL
City of Long Beach
California

RECOMMENDATION:

Adopt a Resolution authorizing the City Manager, or designee, to execute a contract, and any necessary documents including any subsequent amendments, with Qualtrax, Inc., of Blacksburg, VA, for quality management software, in a total annual amount not to exceed \$13,418, for a period of one year, with the option to renew for four additional one-year periods, at the discretion of the City Manager. (Citywide)

DISCUSSION

City Council approval is requested to enter into a contract with Qualtrax, Inc., for the purchase of twenty-five (25) user licenses to a hosted database for quality management software (QMS). Implementing QMS is a critical step in modernizing the Long Beach Police Department (LBPD) Crime Lab. It will be used to control and manage all documents including manuals, procedures, and test methods. The QMS will track all forensic training activities and record all crime lab operations, i.e., error identification, improvement activities, personnel authorizations, technical performance reviews, requests for changes in the laboratory, equipment maintenance records, and purchasing pre-approvals.

Qualtrax is the most widely used system in the forensic field in the United States for QMS. It is the only software solution designed specifically for forensic work and needs. Most forensic agencies have implemented the software including the following California agencies: Department of Justice, Los Angeles Police Department, Los Angeles and San Diego County Sheriff's Departments, Sacramento County District Attorney's Office, Ventura Police Department, etc. The QMS will integrate with LBPD's current Laboratory Information Management System (LIMS).

City Charter Section 1801 requires that contracts for City purchases be awarded to the lowest responsible bidder after a competitive bid process but allows for awards without a competitive bid process when authorized by a Resolution adopted by the City Council.

This matter was reviewed by Deputy City Attorney Arturo D. Sanchez on November 22, 2022, Purchasing Agent Michelle Wilson on November 17, 2022, and by Budget Management Officer Nader Kaamouh on November 21, 2022.

TIMING CONSIDERATIONS

City Council action to adopt a Resolution and award a contract concurrently is requested on December 13, 2022, to ensure the contract is in place expeditiously.

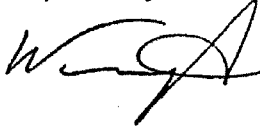
FISCAL IMPACT

The total annual amount of the contract will not exceed \$13,418, for a period of one year, with the option to renew for four additional one-year periods. This amount is currently budgeted in the General Grants Fund Group in the Police Department. This recommendation has no staffing impact beyond the normal budgeted scope of duties and is consistent with existing City Council priorities. There is no local job impact associated with this recommendation.

SUGGESTED ACTION:

Approve recommendation.


Respectfully submitted,



WALLY HEBEISH
CHIEF OF POLICE

Attachment: Resolution

APPROVED:



THOMAS B. MODICA
CITY MANAGER

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RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LONG BEACH AUTHORIZING THE CITY MANAGER TO EXECUTE A CONTRACT AND ANY SUBSEQUENT AMENDMENTS WITH QUALTRAX, INC., OF BLACKSBURG, VIRGINIA WITHOUT ADVERTISING FOR BIDS FOR THE PURCHASE OF QUALITY MANAGEMENT SOFTWARE, IN AN AMOUNT NOT TO EXCEED \$13,418

WHEREAS, City Council approval is requested to enter into a contract with Qualtrax, Inc. for the purchase of 25 user licenses to a hosted database for quality management software (QMS); and

WHEREAS, it will be used to control and manage all documents including manuals, procedures, and test methods; and

WHEREAS, the QMS will track all forensic training activities and record all crime lab operations, i.e., error identification, improvement activities, personnel authorizations, technical performance reviews, requests for changes in the laboratory, equipment maintenance records, and purchasing pre-approvals; and

WHEREAS, Qualtrax, Inc. is the most widely used system in the forensic field in the United States for QMS and the only software solution designed specifically for forensic work and needs; and

WHEREAS, most forensic agencies have implemented the software including the following California agencies: Department of Justice, Los Angeles Police Department, Los Angeles and San Diego County Sheriff's Departments, Sacramento County District Attorney's Office, Ventura Police Department, etc.; and

WHEREAS, as a result, no useful purpose would be served by advertising for bids and to do so would constitute an idle and useless act and an unnecessary

1 expenditure of public funds;

2 NOW, THEREFORE, the City Council of the City of Long Beach resolves as
3 follows:

4 Section 1. The above recitals are true and correct and are incorporated
5 herein.

6 Section 2. The City Manager is hereby authorized to enter a contract and
7 any subsequent amendments with Qualtrax, Inc., for quality management software in an
8 amount not to exceed Thirteen Thousand Four Hundred Eighteen Dollars (\$13,418), for a
9 period of one year with the option to renew for four (4) additional one-year periods, at the
10 discretion of the City Manager.

11 Section 3. This resolution shall take effect immediately upon its adoption
12 by the City Council, and the City Clerk shall certify the vote adopting this resolution.

13 I hereby certify that the foregoing resolution was adopted by the City
14 Council of the City of Long Beach at its meeting of _____, 2022 by the
15 following vote:

16
17 Ayes: Councilmembers: _____
18 _____
19 _____
20 _____

21 Noes: Councilmembers: _____
22 _____

23 Absent: Councilmembers: _____
24 _____

25 Recusal(s): Councilmembers: _____
26 _____

27
28 _____
City Clerk