

June 16, 2020

**R-9**

HONORABLE MAYOR AND CITY COUNCIL  
City of Long Beach  
California

**RECOMMENDATION:**

Adopt Specifications No. RFP PD19-065 and award a contract to CentralSquare Technologies, LLC, formerly TriTech Software Systems, of Lake Mary, FL, to provide, implement, and maintain a Police Records Management Software (RMS) system and requisite hardware, software and licensing, in the amount of \$1,794,702, with a 15 percent contingency in the amount of \$269,205, and ongoing annual maintenance and licensing, in the amount of \$388,784, for a period of one year, for a total contract amount not to exceed \$2,452,691 for year one, with the option to renew for four additional one-year periods, with annual maintenance and licensing increases of 5 percent, at the discretion of the City Manager; authorize the City Manager, or designee, to execute all documents necessary to enter into the contract, including any necessary amendments; and,

Increase appropriations in the General Services Fund Group in the Technology and Innovation Department (TI) by \$100,000, for as-needed professional services to install and configure the hardware and software necessary to integrate the RMS platform with the City's technical environment, offset by charges to the General Fund Group in the Police Department from funds budgeted for the RMS project. (Citywide)

**DISCUSSION**

City Council approval is requested to enter into a contract with CentralSquare Technologies, LLC, formerly TriTech Software Systems (CentralSquare) for the provision, implementation and maintenance of a public safety software system to provide a records management solution for the Long Beach Police Department (LBPD) and requisite hardware, software and licensing required for the new RMS environment.

LBPD's RMS provides the ability to capture and store police operational records data for immediate access, reporting, and sharing within the department and to other law enforcement partners. LBPD last procured a RMS system in 2012. Since that time, the Department of Justice (DOJ) has issued revised crime reporting standards, commonly referred to as the National Incident-Based Reporting System. These new national standards require law enforcement agencies to report data based on the number of each single crime occurrence. LBPD's current RMS system is not structured to meet the new DOJ standards and an upgrade to the RMS system is required to comply with these federal mandates. LBPD is scheduled to comply with these new reporting requirements by January 1, 2021.

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In addition, the selected technology enables new capabilities including data analytics, trend analysis, and streamlined review workflows. LBPd anticipates that the investment in new RMS technology will streamline the flow and management of department records and provide greater insight into City crime trends. The selected software system is compatible with the City's computer-aided dispatch system and will integrate with other applications and systems in use by the City today.

The cost breakdown of the RMS project and first year annual maintenance costs are included in the table below. The purchasing authority for as-needed professional services by TI in the amount of \$100,000 was presented to the City Council on June 9, 2020.

Item	Description	Cost
CentralSquare Technologies RMS Software and Implementation	RMS software licenses and implementation services. One-time project initiation costs include hardware, software, licensing, installation, data migration, and integration with a predefined set of applications.	\$1,794,702
As-Needed Professional Services by TI	Onboard temporary technical assistance to install technology upgrades in support of the RMS platform, and oversee successful implementation within the City's technical environment.	\$100,000
RMS Contract Contingency	One-time implementation contingency.	\$269,205
RMS Annual Maintenance	Year one total annual maintenance amount. (increases by five percent annually)	\$388,784
<b>Grand Total:</b>		<b>\$2,552,691</b>

The Request for Proposals (RFP) was advertised in the Long Beach Press-Telegram on January 16, 2019, and 3,004 potential proposers specializing in police records technology were notified of the RFP opportunity. Of those proposers, 63 downloaded the RFP via the City's electronic bid system. The RFP document was made available by the Purchasing Division, located on the sixth floor of City Hall, and on the Division's website at [www.longbeach.gov/purchasing](http://www.longbeach.gov/purchasing). An RFP announcement was also included in the Purchasing Division's weekly update of Open Bid Opportunities, which is sent to 29 local, minority-owned, and women-owned business groups. Five proposals were received on March 12, 2019. Of those five proposers, one was a Minority-owned Business Enterprise (MBE), and none were Women-owned Business Enterprises (WBEs), certified Small Business Enterprises (SBEs), or Long Beach businesses (Local).

The selection committee determined that CentralSquare Technologies, LLC, formerly TriTech Software Systems, of Lake Mary, FL (not a MBE, WBE, SBE, or Local), was the most qualified firm to provide the services. The selection committee, comprised of representatives from the Police Department and Technology and Innovation Department, made the determination based on CentralSquare's demonstrated competence, experience in performance of comparable engagements, expertise, availability of key personnel, financial stability, conformance with the terms of the RFP, and reasonableness of cost.

### **Local Business Outreach**

In an effort to align with the City's outreach goals, Long Beach businesses are encouraged to submit proposals for City contracts. The Purchasing Division also assists businesses with registering on the PlanetBids database to download RFP specifications. Through outreach, 32 Long Beach vendors were notified to submit proposals, of which 3 downloaded and none submitted a proposal. The Purchasing Division is committed to continuing to perform outreach to local vendors to expand the proposer pool.

This matter was reviewed by Deputy City Attorney Sarah Green, Deputy Finance Director Sandy Tsang-Palmer, and Budget Management Officer Rhutu Amin Gharib on June 1, 2020.

### **TIMING CONSIDERATIONS**

City Council action to adopt Specifications No. RFP PD19-065 and award a contract concurrently is requested on June 16, 2020, to ensure the contract is in place expeditiously.

### **FISCAL IMPACT**

The total year one costs for the RMS project totals \$2,552,691, which consists of the one-time hardware, software, and implementation costs of \$1,794,702, the associated 15 percent contingency amount of \$269,205, annual maintenance costs of \$388,784, and as-needed professional services of \$100,000. The RMS project is funded with one-time appropriation of \$2,000,000 in the General Fund Group in the Police Department, which was re-appropriated in FY 20 by the City Council on March 17, 2020, and by a DOJ National Incident Based Reporting grant of \$500,000 appropriated in the General Grants Fund Group in the Police Department. The remaining \$52,691 will be absorbed in the General Fund Group in the Police Department. An additional appropriation of \$100,000 is requested in the General Services Fund Group in the Technology and Innovation Department for as-needed technical assistance and system installation and configuration, to be offset by charges to the Police Department from the RMS project funding sources.

An appropriation increase of \$284,401 in the General Services Fund Group in the Technology and Innovation Department will be requested as part of the FY 21 budget development process for the incremental increase in RMS annual maintenance costs. Subsequent appropriations to cover the 5 percent annual increase in maintenance and licensing fees will be requested as part of future annual budget processes. This cost is recovered from the Police Department via the annual TI Memorandum of Understanding (MOU). The total annual maintenance cost of

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\$388,784 will be funded by RMS project funds in year one, less an offset of \$104,383 for the expense already budgeted in the General Services Fund Group in TI for ongoing licensing and maintenance of the LBPD's current RMS system.

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,



ROBERT G. LUNA  
CHIEF OF POLICE



LEA D. ERIKSEN  
DIRECTOR OF TECHNOLOGY AND INNOVATION

APPROVED:



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THOMAS B. MODICA  
CITY MANAGER