



BOARD OF SUPERVISORS  
AGENDA LETTER

Agenda Number:

Clerk of the Board of Supervisors  
105 E. Anapamu Street, Suite 407  
Santa Barbara, CA 93101  
(805) 568-2240

**Department Name:** Sheriff  
**Department No.:** 032  
**For Agenda Of:** 09/01/2020  
**Placement:** Administrative  
**Estimated Time:**  
**Continued Item:** No  
**If Yes, date from:**  
**Vote Required:** 4/5

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**TO:** Board of Supervisors  
**FROM:** Sheriff's Office Sheriff Bill Brown  
Contact Info: Susan Campbell x 14702  
**SUBJECT: Request for Waiver of Competition in Purchase of the Sheriff's Report Management System (RMS)**

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**County Counsel Concurrence**

As to form: Yes

Other Concurrence: Risk Management

As to form: Yes

**Auditor-Controller Concurrence**

As to form: Yes

Other Concurrence: Purchasing

As to form: Yes

**Recommended Actions:** That the Board of Supervisors:

- a) Authorize the Purchasing Agent to procure an upgrade to the Sheriff's Office Records Management System (RMS) from the current vendor, CentralSquare Technologies LLC, as a sole source procurement without being required to conduct a formal bid process;
- b) Approve and authorize the Sheriff to execute an agreement with CentralSquare Technologies (not a local vendor) for the upgrade of the Sheriff's Office current Records Management System (RMS). The cost of upgrading software, installation and training is not to exceed \$680,000;
- c) Approve and authorize the Sheriff to execute a Support Software Agreement with CentralSquare Technologies at the time of implementation (Go-Live) of the upgraded Sheriff's Records Management System;
- d) Approve Budget Journal Entry #0006870 to release \$680,000 of Asset Forfeiture Funds for FY2020-2021; and
- e) Determine that the above actions are government fiscal activities or funding mechanisms which do not involve any commitment to any specific project which may result in a potentially significant impact on the environment, and are therefore not a project under the California Environmental Quality Act (CEQA) pursuant to section 15378(b)(4) of the CEQA guidelines.

**Summary Text:** Pursuant to County Code Section 2-39, we are requesting the Board of Supervisors waive the requirement for a competitive bid of the purchase of a new RMS system. The Sheriff's Office is aware of no other manufacturer who produces a product that would interface with our current Computer Aided Dispatch (CAD) system, or produce the crime statistics required by the Department of Justice as of January 1, 2021. Additionally, because we are an existing Central Square customer, we are being allowed to upgrade to their current RMS product at a greatly reduced cost, as compared with the cost of purchasing a new RMS system and converting/translating our existing RMS data into the new RMS system.

The Sheriff's Office currently utilizes a Tiburon RMS (version 7.5.2) that was installed in 2007. This version is no longer supported. Under the CentralSquare umbrella since 2018, Tiburon has continued developing their RMS up to and including their current version 20.1. An upgrade to this level of performance is required to meet the new Federal crime reporting standards set forth by the Department of Justice, Bureau of Criminal Statistics. The new reporting system, NIBRS, and its California counterpart, CIBRS is a dramatic change from our current system of reporting crime statistics. Federal mandates require all agencies to report via NIBRS by January 1, 2021. Our current RMS is not compatible with the new reporting standard.

This request allows the Sheriff's Office to address redundancies within our current system. The new version of RMS will have an enhanced level of data exchange with the (CAD) system from the same vendor, which is currently in use at the Sheriff's Office. The shared data will eliminate double entry of reports, minimizing potential errors, thus allowing for more accurate data collection. With both the CAD and RMS being current Tiburon products, eliminating redundancy between the two systems will translate into a reduction of the manpower hours required for processing reports and other Records Bureau tasks.

**Background:** Most Law Enforcement Records Management Systems have a five-year life cycle. Our current version of RMS has been in place for 13 years, and has successfully outlived its life cycle. Mandates by the State of California in electronic reporting to the Department of Justice, Bureau of Criminal Statistics occur in 2021. The current version cannot comply with this mandate. By upgrading to our existing RMS vendor's current product, we are able to significantly minimize costs associated with updating our RMS to current standards.

**Performance Measure:**

**Contract Renewals and Performance Outcomes:**

**Fiscal and Facilities Impacts:**

Budgeted: Yes

**Fiscal Analysis:**

<b><u>Current FY Cost:</u></b>	<b><u>Annualized On-going Cost:</u></b>	<b><u>Total One-Time Project Cost</u></b>
\$ 680,000.00	\$ 103,109.00	\$ 680,000.00
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Narrative: The Sheriff’s Office will be using Asset Forfeiture funds to acquire the RMS upgrade. The Support Software Agreement as an annual budgeted item will keep the RMS up to date. Through the authorization to the Sheriff, the department will not need to return to the Board to amend the existing contract on an annual basis.

**Key Contract Risks:**

CentralSquare Technologies, LLC is a privately held company based in Lake Mary, Florida. When our current RMS, Tiburon merged with four other public safety software companies, they formed CentralSquare, LLC. Throughout several buyouts, we have been using their products and services since 1988. CentralSquare markets a records management system that has been purchased by several California counties. It appears that CentralSquare is a viable organization with a product that works in the public safety environment.

**Special Instructions:**

Clerk of the Board: Please return two (2) copies of the executed document plus the minute order of the action to the Sheriff’s Department, attention: Susan Campbell, Records Manager, and one (1) copy to the Purchasing Agent.

**Attachments:**

- A. Contract between the County of Santa Barbara and CentralSquare Technologies, LLC, including the System Purchase Agreement and the Statement of Work.
- B. BJE 0006870

**Authored by:**

Susan Campbell, Sheriff’s Records Manager

**cc:**