



**THIRD AMENDMENT TO AGREEMENT FOR PURCHASE
AND MAINTENANCE OF A PUBLIC SAFETY PLATFORM
BETWEEN THE CITY OF PEMBROKE PINES AND
FILEONQ, INC.**

THIS IS AN AGREEMENT ("Agreement"), dated this _____ day of _____, **2020, nunc pro tunc January 15, 2020**, by and between:

THE CITY OF PEMBROKE PINES, a municipal corporation organized and operating under the laws of the State of Florida, with an address of 601 City Center Way, Pembroke Pines, FL 33025, hereinafter referred to as "CITY",

and

FILEONQ, INC., a foreign for profit corporation as listed with the Delaware Division of Corporations, authorized to do business in the State of Florida, and with a business address of **832 Industry Dr., Tukwila, WA 98188-3410**, hereinafter referred to as "CONTRACTOR". "CITY" and "CONTRACTOR" may hereafter be collectively referred to as the "Parties".

WHEREAS, on January 10, 2018, the CITY and CONTRACTOR entered into the Original Agreement ("Original Agreement") for an initial one (1) year period commencing on January 15, 2018 and expiring on January 14, 2019; and,

WHEREAS, the Original Agreement authorized the renewal of the Agreement at the expiration of the initial term for three (3) additional one (1) year terms; and,

WHEREAS, on November 1, 2018, the Parties executed the First Amendment to the Original Agreement to add the Scrutinized Company provisions and renew the agreement for the first one (1) year term commencing on January 15, 2019 and expiring on January 14, 2020; and,

WHEREAS, on May 15, 2019, the Parties executed the Second Amendment to the Original Agreement, as amended, to include an additional scope of services for the Data Conversion and Import of Logistics Unit Records into OnQ Quarter Master and for the Data Conversion and Import of SmartCop Evidence Records into EvidenceOnQ; and,

WHEREAS, to date the Parties have been satisfied with the performance and execution of the Agreement, and desire to amend the Original Agreement, as amended, and renew the terms of their contractual relationship as set forth herein; and,

WHEREAS, the Parties desire to execute this Third Amendment for a second one (1) year renewal, as provided for by the Original Agreement, as amended, in accordance with the terms and conditions set forth herein; and,



WHEREAS, certain amounts have been pre-paid for the the FileOnQ subscription and FileOnQ has agreed to provide the EvidenceOnQ software support from 07/01/2020 to 07/31/2020 free of charge; and,

WHEREAS, the subscription periods for the FileOnQ subscriptions are as follows: the EvidenceOnQ software support is valid from 07/01/2019 to 06/30/2020; the Quartermaster FileOnQ software support is valid from 08/01/2019 to 07/31/2020; and, the DigitalOnQ software support is valid from 01/01/2020 to 12/31/2020. The Parties desire to amend the Original Agreement, as amended, to extend the subscription periods to have all three (3) service subscription end dates coincide with the CITY's fiscal year. Therefore, the subscription periods shall end on September 30th, 2021.

W I T N E S S E T H

NOW, THEREFORE, for and in consideration of the sum of the mutual covenants and other good and valuable consideration, the receipt of which are hereby acknowledged, the Parties hereto agree as set forth below:

SECTION 1. The recitations set forth in the above "WHEREAS" clauses are true and correct and incorporated herein by this reference.

SECTION 2. Article 4 of the Original Agreement, as amended, is hereby amended by the addition of Section 4.4 as set forth below:

4.4 All payments shall be governed by the Local Government Prompt Payment Act, as set forth in Part VII, Chapter 218, Florida Statutes.

SECTION 3. Article 7 of the Original Agreement, as amended, is hereby amended by the repealing of Section 7.6.4 and Section 7.6.5 as set forth below:

~~7.6.4 Professional Liability/Errors & Omissions Insurance, when applicable, with a limit of liability no less than \$1,000,000 per wrongful act. This coverage shall be maintained for a period of no less than two (2) years after final payment of the contract.~~

~~7.6.5 Sexual Abuse may not be excluded from any policy.~~

SECTION 4. The Original Agreement, as amended, is hereby extended and renewed to provide for the FileOnQ maintenance service at the monthly pricing and periods set forth below:

FileOnQ Services	Monthly Fee
EvidenceOnQ software support	\$1,070.83
Quartermaster software support	\$451.75
DigitalOnQ software support	\$548.33



Extension Period (pre-paid):	01/15/2020 – 06/30/2020	
	# Months	Total
EvidenceOnQ software support	5	Pre-paid
Quartermaster software support	5	Pre-paid
DigitalOnQ software support	5	Pre-paid

Extension Period (unpaid):	07/01/2020 – 09/30/2020	
	# Months	Total
EvidenceOnQ software support	2	\$2,141.66
Quartermaster software support	2	\$903.50
DigitalOnQ software support	0	\$0.00

Renewal Period:	10/01/2020 – 09/30/2021	
	# Months	Total
EvidenceOnQ software support	12	\$12,850.00
Quartermaster software support	12	\$5,421.00
DigitalOnQ software support	12	\$4,935.00

SECTION 5. In the event of any conflict or ambiguity by and between the terms of this Third Amendment, with the terms and provisions of the Second Amendment, the First Amendment, and the Original Agreement, the terms and provisions of this Third Amendment shall control to the extent of any such conflict or ambiguity.

SECTION 6. The Parties agree that in all other respects the Original Agreement, as amended, shall remain in full force and effect, except as specifically modified herein.

SECTION 7. Each exhibit referred to in the Original Agreement, except as repealed herein, forms an essential part of this Agreement. The exhibits, if not physically attached, should be treated as part of this Agreement and are incorporated herein by reference.

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HAS BEEN INTENTIONALLY LEFT BLANK**



IN WITNESS OF THE FOREGOING, the Parties have set their hands and seals the day and year first written above.

ATTEST:

CITY:

CITY OF PEMBROKE PINES

MARLENE D. GRAHAM,
CITY CLERK

BY: CHARLES F. DODGE
CITY MANAGER

APPROVED AS TO FORM

Print Name: _____
OFFICE OF THE CITY ATTORNEY

WITNESSES

Rebecca Harris
Print Name

CONTRACTOR:
FILEONQ, INC.

BY: _____

Print Name: _____

Title: _____

Print Name

STATE OF Washington
COUNTY OF King) ss:

BEFORE ME, an officer duly authorized by law to administer oaths and take acknowledgments, personally appeared Kim M webley as CEO of **FILEONQ, INC.**, an organization authorized to conduct business in the State of Florida, and acknowledged execution of the foregoing Agreement as the proper official of **FILEONQ, INC.**, for the use and purposes mentioned in it and affixed the official seal of the corporation, and that the instrument is the act and deed of that corporation.

IN WITNESS OF THE FOREGOING, I have set my hand and official seal at in the State and County aforesaid on this 7th day of Feb, 2020.



NOTARY PUBLIC

Karina Gomez
(Name of Notary Typed, Printed or Stamped)



**SECOND AMENDMENT FOR PURCHASE AND MAINTENANCE OF PUBLIC
SAFETY PLATFORM
BETWEEN THE CITY OF PEMBROKE PINES AND
FILEONQ, INC.**

THIS AGREEMENT, dated this 15 day of May 2019, by and between:

THE CITY OF PEMBROKE PINES, a municipal corporation organized and operating under the laws of the State of Florida, with an address of 601 City Center Way, Pembroke Pines, FL 33025, hereinafter referred to as "CITY",

and

FILEONQ, INC., a Company authorized to do business in the State of Florida, with a business address of **832 Industry Dr., Tukwila, WA 98188**, hereinafter referred to as "CONTRACTOR". "CITY" and "CONTRACTOR" may be collectively referred to as the "Parties".

WHEREAS, pursuant to **PD-NTSS-17-01**, on **January 10, 2018**, the CITY and CONTRACTOR entered into the Original Agreement for **Purchase and Maintenance** for an initial **one (1) year period**, which expired on **January 14, 2019**; and,

WHEREAS, the Original Agreement authorized the renewal of the Agreement with **three (3) additional one (1) year terms**; and,

WHEREAS, on **November 1, 2018**, the Parties executed the First Amendment to the Original Agreement which amended **Article 19 - Miscellaneous** to include the Scrutinized Company Statute and also renewed the term of the Original Agreement for one year effective **January 15, 2019** and terminating on **January 14, 2020**; and,

WHEREAS, the Parties also seek to amend the Original Agreement to include an additional scope of services for the **Data Conversion and Import of Logistics Unit Records into OnQ Quarter Master**; and,

WHEREAS, the Parties also seek to amend the Original Agreement to include an additional scope of services for the **Data Conversion and Import of SmartCop Evidence Records into Evidence OnQ**; and,

WHEREAS, to date the City has been satisfied with the CONTRACTOR's performance pursuant to the Agreement, and the Parties desire to amend the Original Agreement as more specifically set forth herein; and,



WITNESSETH

NOW, THEREFORE, for and in consideration of the sum of the mutual covenants and other good and valuable consideration, the receipt of which are hereby acknowledged, the parties hereto agree as follows:

SECTION 1. The recitations set forth in the above "WHEREAS" clauses are true and correct and incorporated herein by this reference.

SECTION 2. Article 2, entitled "Services and Responsibilities", is hereby amended by the addition of Section 2.8 and 2.9 as follows:

2.8 CONTRACTOR hereby agrees to perform the services for the **Data Conversion and Import of Logistics Unit Records into OnQ QuarterMaster**, as more particularly described in **Exhibit "A"** of this Second Amendment, attached hereto and by this reference made a part hereof.

2.9 CONTRACTOR hereby agrees to perform the services for the **Data Conversion and Import of SmartCOP Evidence Records into EvidenceOnQ**, as more particularly described in **Exhibit "B"** of this Second Amendment, attached hereto and by this reference made a part hereof.

SECTION 3. In the event of any conflict or ambiguity by and between the terms and provisions of this Second Amendment, the First Amendment, and the Original Agreement, as amended, the terms and provisions of this amendment shall control to the extent of any such conflict or ambiguity.

SECTION 4. The Parties agree that in all other respects the Original Agreement, as amended by the First Amendment, and this Second Amendment, shall remain in full force and effect, except as specifically modified herein.

SECTION 5. Each Exhibit referred to in the Original Agreement, as amended, except as repealed herein, forms an essential part of this Agreement. The exhibits, if not physically attached, should be treated as part of this Agreement and are incorporated herein by reference.

THE REMAINDER OF THIS PAGE

HAS BEEN INTENTIONALLY LEFT BLANK



IN WITNESS OF THE FOREGOING, the Parties have set their hands and seals the day and year first written above.

ATTEST:

CITY:

CITY OF PEMBROKE PINES

Marlene D. Graham
MARLENE D. GRAHAM,
CITY CLERK

BY: Charles F. Dodge
CHARLES F. DODGE
CITY MANAGER

APPROVED AS TO FORM

OFFICE OF THE CITY ATTORNEY

CONTRACTOR:

WITNESSES

FILEONQ, INC.

Print Name

BY:

Print Name:

Title:

Print Name

STATE OF

COUNTY OF

BEFORE ME, an officer duly authorized by law to administer oaths and take acknowledgments, personally appeared REBECCA L HARRIS as COO of **FILEONQ, INC.**, an organization authorized to conduct business in the State of Florida, and acknowledged execution of the foregoing Agreement as the proper official of **FILEONQ, INC.**, for the use and purposes mentioned in it and affixed the official seal of the corporation, and that the instrument is the act and deed of that corporation.

IN WITNESS OF THE FOREGOING, I have set my hand and official seal at in the State and County aforesaid on this 3rd day of April, 2019.



NOTARY PUBLIC

(Name of Notary Typed, Printed or Stamped)



FileOnQ Quotation

Pembroke Pines Police Department
9500 Pines Boulevard
Pembroke Pines FL 33024

March 19, 2019

Data Conversion and Import of Logistics Unit Records into OnQ QuarterMaster

FileOnQ proposes to successfully complete a one-time data conversion and import of Pembroke Pines Police Department's Logistics Unit legacy records from one database / data source into the FileOnQ QuarterMaster system. The scope of work includes field data type validation, duplicated record validation and data validation for approximately 1,200 legacy records.

TOTAL ONE-TIME REQUIREMENT.....\$2,500

No taxes included.

By: Bruce Adams /zaKi
FileOnQ Evidence Specialist
Office 800-603-6802 X131
Cell 303-335-6612
brucea@fileonq.com



FileOnQ Quotation

Pembroke Pines Police Department
9500 Pines Boulevard
Pembroke Pines FL 33024

March 19, 2019

Data Conversion and Import of SmartCOP Evidence Records into EvidenceOnQ

FileOnQ proposes to successfully complete a one-time data conversion and import of Pembroke Pines Police Department's legacy property-evidence records from its existing SmartCOP records management system into the EvidenceOnQ system. The scope of work includes field data type validation, duplicated record validation and data validation for approximately 150,000 SmartCop records.

TOTAL ONE-TIME REQUIREMENT.....\$10,000

No taxes included.

By: Bruce Adams */ZaKi*
FileOnQ Evidence Specialist
Office 800-603-6802 X131
Cell 303-335-6612
brucea@fileonq.com



City of Pembroke Pines, FL

601 City Center Way
Pembroke Pines, FL
33025
www.ppines.com

Agenda Request Form

Agenda Number: 9.

File ID: 19-0524

Type: Agreements/Contracts

Status: Passed

Version: 1

**Agenda
Section:**

In Control: City Commission

File Created: 05/02/2019

Short Title: FileOnQ 2nd Amendment

Final Action: 05/15/2019

Title: MOTION TO APPROVE THE SECOND AMENDMENT TO THE
AGREEMENT BETWEEN THE CITY OF PEMBROKE PINES AND
FILEONQ, INC IN THE AMOUNT OF \$12,500.00.

***Agenda Date:** 05/15/2019

Agenda Number: 9.

Internal Notes:

Attachments: 1. FileonQ 2nd Amendment, 2. QuarterMaster Quote (4.25.19), 3. EvidenceOnQ Quote (4.25.19)

1	City Commission	05/15/2019	approve	Pass
	Action Text: A motion was made to approve on the Consent Agenda			
	Aye: - 5	Mayor Ortis, Commissioner Castillo, Vice Mayor Schwartz, Commissioner Siple, and Commissioner Good Jr.		
	Nay: - 0			

SUMMARY EXPLANATION AND BACKGROUND:

1. On December 20, 2017, the City Commission approved to enter into an agreement with and purchase the FileOnQ Public Safety Platform as a sole source vendor.

2. The FileOnQ platform is comprised of:

1. EvidenceOnQ which is a property-evidence management software
2. DigitalOnQ which is a digital evidence management software
3. OnQ QuarterMaster which is a supply-equipment management software.

3. The first amendment to the FileOnQ Original Agreement was executed on November 1, 2018, which revised language to Article 19 - Miscellaneous and renewed the term of the Original Agreement for one year effective January 15, 2019 and terminating on January 14, 2020.

4. The Police Department would like to amend the FileOnQ Original Agreement a second time

to include the following additional scope of services:

1. A one-time data conversion and import of the Police Department's Logistics Unit legacy records from one database/data source into the OnQ QuarterMaster system, at a cost of \$2,500.00.
2. A one-time data conversion and import of the Police Department's property-evidence records from its existing SmartCop records management system into the EvidenceOnQ, at a cost of \$10,000.00.
5. Total cost for additional services: \$12,500.00; consisting of OnQ QuarterMaster (\$2,500.00) + EvidenceOnQ (\$10,000.00).

Item has been reviewed by the Commission Auditor and approved for the Agenda.

FINANCIAL IMPACT DETAIL:

- a) **Initial Cost:** \$12,500.00 total; additional services to be performed plus maintenance
- b) **Amount budgeted for this item in Account No:** Not budgeted
- c) **Source of funding for difference, if not fully budgeted:** Upon approval, a budget adjustment will be done to transfer \$12,500.00 from Account # 1-521-3001 - - 52652: Software < \$1,000.00 to Account # 1-521-3001- - 64051: Computer Programs.
- d) **5 year projection of the operational cost of the project** [(1) Enter Information or "Not Applicable"; If information is entered, then (2) Provide a detailed breakdown of revenues and expenditures as an exhibit in the agenda item.]

	Year 1	Year 2	Year 3	Year 4	Year 5
Revenues	\$0	\$0	\$0	\$0	\$0
Expenditures		\$12,500.00	\$0	\$0	\$0
Net Cost		\$12,500.00	\$0	\$0	\$0

- e) **Detail of additional staff requirements:** Not applicable.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

6/5/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Arthur J. Gallagher Risk Management Services, Inc. P.O. Box 2925 Tacoma WA 98401-2925	CONTACT NAME: Tina Coburn		
	PHONE (A/C, No, Ext): 253-238-1134	FAX (A/C, No): 253-572-1430	
	E-MAIL ADDRESS: Tina_Coburn@ajg.com		
INSURED FileOnQ 832 Industry Drive Tukwila, WA 98188	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A: Travelers Casualty Insurance Co of America		19046
	INSURER B: Travelers Indemnity Company		25658
	INSURER C:		
	INSURER D:		
	INSURER E:		
INSURER F:			

COVERAGES**CERTIFICATE NUMBER:** 1436833613**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y	Y	6801H879127	6/1/2018	6/1/2019	EACH OCCURRENCE	\$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 300,000
							MED EXP (Any one person)	\$ 5,000
							PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 2,000,000
							PRODUCTS - COMP/OP AGG	\$ 2,000,000
								\$
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			6801H879127	6/1/2018	6/1/2019	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 5,000			CUP1H879164	6/1/2018	6/1/2019	EACH OCCURRENCE	\$ 2,000,000
							AGGREGATE	\$ 2,000,000
								\$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below Y/N <input type="checkbox"/> N/A			6801H879127	6/1/2018	6/1/2019	PER STATUTE <input checked="" type="checkbox"/> OTH-ER	WA Stop Gap
							E.L. EACH ACCIDENT	\$ 1,000,000
							E.L. DISEASE - EA EMPLOYEE	\$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	\$ 1,000,000
A	Property Section Data Processing			6801H879127	6/1/2018	6/1/2019	Contents Ded \$500 Electronic Data	617,417 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

City of Pembroke Pines is included as Additional Insured on General Liability policy per written contract. Coverage shall be primary and non-contributory. Waiver of subrogation shall apply per written contract.

CERTIFICATE HOLDER**CANCELLATION**

City of Pembroke Pines 601 City Center Way Pembroke Pines FL 33025	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE

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**FIRST AMENDMENT TO PURCHASE AND MAINTENANCE OF PUBLIC SAFETY
PLATFORM BETWEEN THE CITY OF PEMBROKE PINES AND
FILEONQ, INC.**

THIS AGREEMENT, dated this 1 day of November 2018, by and between:

THE CITY OF PEMBROKE PINES, a municipal corporation organized and operating under the laws of the State of Florida, with an address of 601 City Center Way, Pembroke Pines, FL 33025, hereinafter referred to as "CITY",

and

FILEONQ, INC., a Company authorized to do business in the State of Florida, with a business address of **832 Industry Drive, Seattle, WA 98188**, hereinafter referred to as "CONTRACTOR". "CITY" and "CONTRACTOR" may be collectively referred to as the "PARTIES".

WHEREAS, pursuant to **PD-NTSS-17-01**, on **January 10, 2018**, the CITY and CONTRACTOR entered into the Original Agreement for **Purchase and Maintenance of Public Safety Platform** for an initial **one (1) year period**, which expires on **January 14, 2019**; and,

WHEREAS, the Original Agreement authorized the renewal of the Agreement for **three (3) additional one (1) year terms**; and,

WHEREAS, to date the Parties have been satisfied with the performance and execution of the Agreement, and desire to renew the terms of their contractual relationship as set forth herein; and,

WHEREAS, the Parties specifically seek to execute the **first one (1) year renewal** option and amend the Agreement in accordance with the terms and conditions set forth herein; and,

WHEREAS, the Parties also desire to amend Article 19 – Miscellaneous of the Original Agreement to include the Scrutinized Company Statute.

W I T N E S S E T H

NOW, THEREFORE, for and in consideration of the sum of the mutual covenants and other good and valuable consideration, the receipt of which are hereby acknowledged, the parties hereto agree as follows:

SECTION 1. The recitations set forth in the above "WHEREAS" clauses are true and correct and incorporated herein by this reference.

SECTION 2. The Original Agreement is hereby renewed for the first one (1) year renewal period commencing on **January 15, 2019** and terminating on **January 14, 2020**.



SECTION 3. The Parties hereby agree that Article 19 – Miscellaneous is hereby amended to include the following:

19.18 Scrutinized Companies. In accordance with Florida Statute 287.135, as amended, a company is ineligible to, and may not, bid on, submit a proposal for, or enter into or renew a contract with any agency or local governmental entity for goods or services if:

- a. Any amount of, at the time bidding on, submitting a proposal for, or entering into or renewing such contract, the company is on the Scrutinized Companies that Boycott Israel List, created pursuant to s. 215.4725 or is engaged in a boycott of Israel; or
- b. One million dollars or more if, at the time of bidding on, submitting a proposal for, or entering into or renewing such contract, the company:
 1. Is on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, created pursuant to s. 215.473; or
 2. Is engaged in business operations in Syria.

By submitting a bid, proposal or response, Horizon, its principals or owners, certify that they are not listed on the Scrutinized Companies that Boycott Israel List, Scrutinized Companies with Activities in Sudan List, Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or is engaged in business operations with Syria.

SECTION 4. In the event of any conflict or ambiguity by and between the terms and provisions of this First Amendment, and the Original Agreement, the terms and provisions of this amendment shall control to the extent of any such conflict or ambiguity.

SECTION 5. The Parties agree that in all other respects the Original Agreement, as amended by this First Amendment, shall remain in full force and effect, except as specifically modified herein.

SECTION 6. Each Exhibit referred to in the Original Agreement, except as repealed herein, forms an essential part of this Agreement. The exhibits, if not physically attached, should be treated as part of this Agreement and are incorporated herein by reference.

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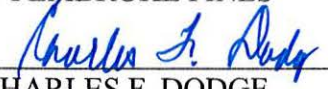
IN WITNESS OF THE FOREGOING, the Parties have set their hands and seals the day and year first written above.

ATTEST:


MARLENE D. GRAHAM, 11/1/18
CITY CLERK

CITY:

CITY OF PEMBROKE PINES


BY: 
CHARLES F. DODGE
CITY MANAGER

APPROVED AS TO FORM



OFFICE OF THE CITY ATTORNEY

CONTRACTOR:

WITNESSES


STEVE MENQUAD
Print Name

FILEONQ, INC.

BY: 
Print Name: Kim Webley
Title: CEO

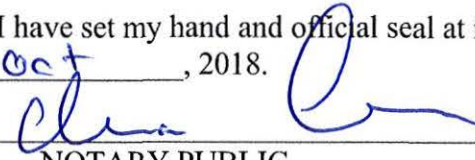
Print Name

STATE OF Washington)
) ss:
COUNTY OF King)

BEFORE ME, an officer duly authorized by law to administer oaths and take acknowledgments, personally appeared Kim Webley as CEO of **FILEONQ, INC.**, an organization authorized to conduct business in the State of Florida, and acknowledged execution of the foregoing Agreement as the proper official of **FILEONQ, INC.**, for the use and purposes mentioned in it and affixed the official seal of the corporation, and that the instrument is the act and deed of that corporation.

IN WITNESS OF THE FOREGOING, I have set my hand and official seal at in the State and County aforesaid on this 1st day of Oct, 2018.




NOTARY PUBLIC
KARINA GOMEZ
(Name of Notary Typed, Printed or Stamped)



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

6/5/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Arthur J. Gallagher Risk Management Services, Inc. P.O. Box 2925 Tacoma WA 98401-2925	CONTACT NAME: Tina Coburn		
	PHONE (A/C, No, Ext): 253-238-1134	FAX (A/C, No): 253-572-1430	
	E-MAIL ADDRESS: Tina_Coburn@ajg.com		
INSURED FileOnQ 832 Industry Drive Tukwila, WA 98188	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A: Travelers Casualty Insurance Co of America		19046
	INSURER B: Travelers Indemnity Company		25658
	INSURER C:		
	INSURER D:		
	INSURER E:		
	INSURER F:		

COVERAGES**CERTIFICATE NUMBER:** 1436833613**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y	Y	6801H879127	6/1/2018	6/1/2019	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			6801H879127	6/1/2018	6/1/2019	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 5,000			CUP1H879164	6/1/2018	6/1/2019	EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ 2,000,000 \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y / N <input type="checkbox"/>	N / A	6801H879127	6/1/2018	6/1/2019	<input type="checkbox"/> PER STATUTE <input checked="" type="checkbox"/> OTH-ER WA Stop Gap E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	Property Section Data Processing			6801H879127	6/1/2018	6/1/2019	Contents Ded \$500 Electronic Data 617,417 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

City of Pembroke Pines is included as Additional Insured on General Liability policy per written contract. Coverage shall be primary and non-contributory. Waiver of subrogation shall apply per written contract.

CERTIFICATE HOLDER**CANCELLATION**

City of Pembroke Pines
601 City Center Way
Pembroke Pines FL 33025

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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**FIRST AMENDMENT TO PURCHASE AND MAINTENANCE OF PUBLIC SAFETY
PLATFORM BETWEEN THE CITY OF PEMBROKE PINES AND
FILEONQ, INC.**

THIS AGREEMENT, dated this 1 day of November 2018, by and between:

THE CITY OF PEMBROKE PINES, a municipal corporation organized and operating under the laws of the State of Florida, with an address of 601 City Center Way, Pembroke Pines, FL 33025, hereinafter referred to as "CITY",

and

FILEONQ, INC., a Company authorized to do business in the State of Florida, with a business address of **832 Industry Drive, Seattle, WA 98188**, hereinafter referred to as "CONTRACTOR". "CITY" and "CONTRACTOR" may be collectively referred to as the "PARTIES".

WHEREAS, pursuant to **PD-NTSS-17-01**, on **January 10, 2018**, the CITY and CONTRACTOR entered into the Original Agreement for **Purchase and Maintenance of Public Safety Platform** for an initial **one (1) year period**, which expires on **January 14, 2019**; and,

WHEREAS, the Original Agreement authorized the renewal of the Agreement for **three (3) additional one (1) year terms**; and,

WHEREAS, to date the Parties have been satisfied with the performance and execution of the Agreement, and desire to renew the terms of their contractual relationship as set forth herein; and,

WHEREAS, the Parties specifically seek to execute the **first one (1) year renewal** option and amend the Agreement in accordance with the terms and conditions set forth herein; and,

WHEREAS, the Parties also desire to amend Article 19 – Miscellaneous of the Original Agreement to include the Scrutinized Company Statute.

W I T N E S S E T H

NOW, THEREFORE, for and in consideration of the sum of the mutual covenants and other good and valuable consideration, the receipt of which are hereby acknowledged, the parties hereto agree as follows:

SECTION 1. The recitations set forth in the above "WHEREAS" clauses are true and correct and incorporated herein by this reference.

SECTION 2. The Original Agreement is hereby renewed for the first one (1) year renewal period commencing on **January 15, 2019** and terminating on **January 14, 2020**.



SECTION 3. The Parties hereby agree that Article 19 – Miscellaneous is hereby amended to include the following:

19.18 Scrutinized Companies. In accordance with Florida Statute 287.135, as amended, a company is ineligible to, and may not, bid on, submit a proposal for, or enter into or renew a contract with any agency or local governmental entity for goods or services if:

- a. Any amount of, at the time bidding on, submitting a proposal for, or entering into or renewing such contract, the company is on the Scrutinized Companies that Boycott Israel List, created pursuant to s. 215.4725 or is engaged in a boycott of Israel; or
- b. One million dollars or more if, at the time of bidding on, submitting a proposal for, or entering into or renewing such contract, the company:
 1. Is on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, created pursuant to s. 215.473; or
 2. Is engaged in business operations in Syria.

By submitting a bid, proposal or response, Horizon, its principals or owners, certify that they are not listed on the Scrutinized Companies that Boycott Israel List, Scrutinized Companies with Activities in Sudan List, Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or is engaged in business operations with Syria.

SECTION 4. In the event of any conflict or ambiguity by and between the terms and provisions of this First Amendment, and the Original Agreement, the terms and provisions of this amendment shall control to the extent of any such conflict or ambiguity.

SECTION 5. The Parties agree that in all other respects the Original Agreement, as amended by this First Amendment, shall remain in full force and effect, except as specifically modified herein.

SECTION 6. Each Exhibit referred to in the Original Agreement, except as repealed herein, forms an essential part of this Agreement. The exhibits, if not physically attached, should be treated as part of this Agreement and are incorporated herein by reference.

**THE REMAINDER OF THIS PAGE
HAS BEEN INTENTIONALLY LEFT BLANK**



IN WITNESS OF THE FOREGOING, the Parties have set their hands and seals the day and year first written above.

ATTEST:


MARLENE D. GRAHAM, 11/1/18
CITY CLERK

CITY:

CITY OF PEMBROKE PINES


BY: 
CHARLES F. DODGE
CITY MANAGER

APPROVED AS TO FORM



OFFICE OF THE CITY ATTORNEY

CONTRACTOR:

WITNESSES


STEVE MENQUAD
Print Name

FILEONQ, INC.

BY: 
Print Name: Kim Webley
Title: CEO

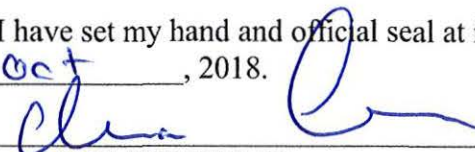
Print Name

STATE OF Washington)
) ss:
COUNTY OF King)

BEFORE ME, an officer duly authorized by law to administer oaths and take acknowledgments, personally appeared Kim Webley as CEO of **FILEONQ, INC.**, an organization authorized to conduct business in the State of Florida, and acknowledged execution of the foregoing Agreement as the proper official of **FILEONQ, INC.**, for the use and purposes mentioned in it and affixed the official seal of the corporation, and that the instrument is the act and deed of that corporation.

IN WITNESS OF THE FOREGOING, I have set my hand and official seal at in the State and County aforesaid on this 1st day of Oct, 2018.




NOTARY PUBLIC
KARINA GOMEZ
(Name of Notary Typed, Printed or Stamped)



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

6/5/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Arthur J. Gallagher Risk Management Services, Inc. P.O. Box 2925 Tacoma WA 98401-2925	CONTACT NAME: Tina Coburn		
	PHONE (A/C, No, Ext): 253-238-1134	FAX (A/C, No): 253-572-1430	
	E-MAIL ADDRESS: Tina_Coburn@ajg.com		
INSURED FileOnQ 832 Industry Drive Tukwila, WA 98188	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A: Travelers Casualty Insurance Co of America		19046
	INSURER B: Travelers Indemnity Company		25658
	INSURER C:		
	INSURER D:		
	INSURER E:		
	INSURER F:		

COVERAGES**CERTIFICATE NUMBER:** 1436833613**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
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A	Property Section Data Processing			6801H879127	6/1/2018	6/1/2019	Contents Ded \$500 Electronic Data 617,417 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

City of Pembroke Pines is included as Additional Insured on General Liability policy per written contract. Coverage shall be primary and non-contributory. Waiver of subrogation shall apply per written contract.

CERTIFICATE HOLDER**CANCELLATION**

City of Pembroke Pines
601 City Center Way
Pembroke Pines FL 33025

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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**AGREEMENT FOR PURCHASE AND MAINTENANCE OF PUBLIC SAFETY
PLATFORM**

THIS IS AN AGREEMENT, dated the 28th day of January, 2018 by and between:

THE CITY OF PEMBROKE PINES, a municipal corporation of the State of Florida with a business address of **601 City Center Way, Pembroke Pines, Florida 33025** (hereinafter referred to as the "CITY")

and

FILEONQ, INC., a Company, authorized to do business in the State of Florida, with a business address of **832 Industry Drive, Seattle, WA 98188** (hereinafter referred to as the "CONTRACTOR"). CITY and CONTRACTOR may hereinafter be referred to collectively as the "Parties."

WITNESSETH:

In consideration of the mutual terms and conditions, promises, covenants and payments hereinafter set forth, CITY and CONTRACTOR agree as follows:

ARTICLE 1
PREAMBLE

In order to establish the background, context and form of reference for this Agreement, and to generally express the objectives and intentions of the respective parties herein, the following statements, representations, and explanations shall be accepted as predicates for the undertakings and commitments included within the provisions which follow, and may be relied upon by the parties as essential elements of the mutual considerations upon which this Agreement is based.

WHEREAS, on **August 24, 2017**, the CITY advertised a "Notice of Intent to Award a Sole Source" PD-NTSS-17-01 entitled FileOnQ Software Products which set forth the CITY'S desire to hire a firm to provide Annual Maintenance and Support to Public Safety Platform.

WHEREAS, on **September 5, 2017**, the Notice of Intent to Award a Sole Source was opened at the offices of the City Clerk and **no responses were received**.

WHEREAS, pursuant to Section 35.18(C)(3) of the City's Procurement Code: City Standard, single and sole source commodities or services are exempt from the Competitive Bidding Process.

WHEREAS, on **December 20, 2017**, the CITY awarded the Sole Source Contract to



CONTRACTOR and authorized the proper City officials to enter into this Agreement with **CONTRACTOR** to provide the **Delivery and Maintenance of Public Safety Platform** incorporated herein as Exhibit "A".

ARTICLE 2

SERVICES AND RESPONSIBILITIES

2.1 **CONTRACTOR** hereby agrees to perform the services for the **Purchase and Maintenance of Public Safety Platform**, as more particularly described in **Exhibit "A"** attached hereto and by this reference made a part hereof, ("Property") in accordance with the Scope of Services outlined in the specifications, "**PD-NTSS-17-01**", attached hereto and made a part hereof as **Exhibit "A"** and **CONTRACTOR's** response thereto, attached hereto and made a part hereof as **Composite Exhibit "A"**. **CONTRACTOR** agrees to do everything required by this Agreement, the Sealed Proposal, Addenda to this Agreement, and Commission award complete with proposal form.

2.2 **CONTRACTOR** shall furnish all services, labor, equipment, and materials necessary and as may be required in the performance of this Agreement, except as otherwise specifically provided for herein, and all work performed under this Agreement shall be done in a professional manner.

2.3 **CONTRACTOR** shall supervise the work force to ensure that all workers conduct themselves and perform their work in a safe and professional manner. **CONTRACTOR** shall comply with all OSHA safety rules and regulations in the operation of equipment and in the performance of the work. **CONTRACTOR** shall at all times have a competent field supervisor on the job site to enforce these policies and procedures at the **CONTRACTOR'S** expense.

2.4 **CONTRACTOR** shall schedule regular meetings with the **CITY** representatives at least once a month to discuss the progress of the work and maintenance of the **Purchase and Maintenance of Public Safety Platform** as more specifically described in **Exhibit A**.

2.5 **CONTRACTOR** hereby represents to **CITY**, with full knowledge that **CITY** is relying upon these representations when entering into this Agreement with **CONTRACTOR**, that **CONTRACTOR** has the professional expertise, experience and manpower to perform the services to be provided by **CONTRACTOR** pursuant to the terms of this Agreement.

2.6 **CONTRACTOR** hereby represents to **CITY** that **CONTRACTOR** is properly licensed by the applicable federal, state, and local agencies to provide the services under this Agreement. Furthermore, **CONTRACTOR** agrees to maintain such licenses during the term of this Agreement. If **CONTRACTOR's** license is revoked, suspended, or terminated for any reason by any governmental agency, **CONTRACTOR** shall notify the **CITY** immediately.

2.7 **CONTRACTOR** shall comply with any and all Federal, State, and local laws and regulations now in effect, or hereinafter enacted during the term of this Agreement, which are applicable to **CONTRACTOR**, its employees, agents or subcontractors, if any, with respect to the



work and services described herein. A violation of any federal, state, or local law or regulation may be cause for breach, allowing the CITY to terminate this Agreement.

ARTICLE 3 TERM AND TERMINATION

3.1 CONTRACTOR shall perform the maintenance services associated with the Property as identified in **Exhibit "A"** attached hereto and made part hereof, for an initial **one (1) year** period commencing on **January 15, 2018** and ending on **January 14, 2019**.

3.3 CONTRACTOR shall perform the installation services associated with the Property as identified in **Exhibit "A"** attached hereto and made part hereof, for an initial **six (6) month** period commencing on **January 15, 2018** and completing **June 15, 2018**.

3.4 This Agreement may be renewed for **three (3) additional one (1) year terms** upon mutual consent, evidenced by a written Amendment to this Agreement extending the term thereof.

3.5 *Post Contractual Obligations:* In the event that the term of this agreement expires, the CONTRACTOR agrees to continue providing services, at the current rates, on a month to month basis until the CITY establishes a new contract for services.

3.6 *Termination for Convenience:* This Agreement may be terminated by CITY for convenience, upon **thirty (30) business days** of written notice by the terminating party to the other party for such termination in which event CONTRACTOR shall be paid its compensation for services performed to termination date, including services reasonably related to termination. In the event that CONTRACTOR abandons this Agreement or causes it to be terminated, CONTRACTOR shall indemnify CITY against loss pertaining to this termination.

3.7 *Default by CONTRACTOR:* In addition to all other remedies available to CITY, this Agreement shall be subject to cancellation by CITY for cause, should CONTRACTOR neglect or fail to perform or observe any of the terms, provisions, conditions, or requirements herein contained, if such neglect or failure shall continue for a period of thirty (30) days after receipt by CONTRACTOR of written notice of such neglect or failure.

ARTICLE 4 COMPENSATION AND METHOD OF PAYMENT

4.1 Unless stated otherwise on attached **Exhibit "A"**, CITY's sole compensation to CONTRACTOR for the provision of Commodities hereunder shall be:

			Current FY	Year 2	Year 3	Year 4	Year 5
Purchase Cost/Installation/Training			\$146,219	\$0	\$0	\$0	\$0



Maintenance Renewal Fee/Training	\$0	\$24,851	\$24,851	\$24,851	\$24,851

Upon delivery, the CITY shall make final inspection of the Commodities. If this inspection shows that the Commodities have been delivered in a satisfactory manner and in accordance with the specifications of this Agreement or purchase order submitted by the CITY, the CITY shall receive the same. Final payment due the CONTRACTOR shall be withheld until inspection is made by the CITY and merits of performance evaluated. This total acceptance will be done in a reasonable and timely manner. Upon acceptance, CONTRACTOR shall submit to CITY an invoice for the Commodities provided and CITY, upon approval of the invoice, shall pay the same within **thirty (30) days**.

4.2 Should the Parties renew the term of this Agreement pursuant to Section 3.2 herein, in the event that CONTRACTOR shall provide adequate evidence to CITY to substantiate a price increase, the purchase amount contained in Section 4.2 above may be adjusted no more than on an amount equal to the increase in the "Consumer Price Index" or "CPI" for the current year as of two (2) months prior to the beginning of any renewal term of this Agreement. However, in no event shall the increase be greater than **three percent (3%)** for each year subsequent for each year of any renewal term. The purchase amount shall be subject to an annual CPI increase for each year of any renewal term. The purchase amount due from the CITY shall never decrease.

The term "Consumer Price Index" is defined as the Consumer Price Index for all Urban Consumers, U.S. City Average (1982-84=100) All Items, published by the United States Department of Labor, Bureau of Labor Statistics. The increase in the CPI shall be computed by subtracting the CPI used to calculate the purchase price for the current year from the CPI reported on the U.S. Department of Labor, Bureau of Statistic's website available at <http://data.bls.gov/cgi-bin/surveymost?cu> for the month that is one hundred twenty (120) days prior to the first day of the upcoming year.

4.3 If any of the Commodities has to be rejected for any reason, the CONTRACTOR shall be required to repair or replace the Commodities to the satisfaction of the CITY. Warranty repairs may be accomplished on CITY property if space is available, at the discretion of the CITY. Title to or risk loss or damage to all Commodities shall be the responsibility of the CONTRACTOR until acceptance of the Commodities by the CITY, unless such loss or damages have been proven to be the result of negligence by the CITY.

ARTICLE 5

CHANGES IN SCOPE OF WORK

5.1 CITY or CONTRACTOR may request changes that would increase, decrease, or otherwise modify the Scope of Services, as described in **Exhibit "A,"** to be provided under this Agreement as described in Article 2 of this Agreement. These changes will affect the monthly compensation accordingly. Such changes or additional services must be in accordance with the provisions of the



Code of Ordinances of the CITY, and must be contained in a written amendment, executed by the parties hereto, with the same formality, equality and dignity herewith prior to any deviation from the terms of this Agreement, including the initiation of any additional or extra work.

5.2 In no event will the CONTRACTOR be compensated for any work which has not been described in a separate written agreement executed by the parties hereto.

ARTICLE 6

INDEMNIFICATION

6.1 The CONTRACTOR shall indemnify and hold harmless the CITY, its trustees, elected and appointed officers, agents, servants, assigns and employees, from and against any and all claims, demands, or causes of action whatsoever, and the resulting losses, costs, expenses, reasonable attorneys' fees, including paralegal expenses, liabilities, damages, orders, judgments, or decrees, sustained by the CITY or any third party arising out of, by reason of, or resulting from the CONTRACTOR's acts, errors, or omissions or the failure of the CONTRACTOR to take out and maintain insurance as required under this Agreement.

6.2 Upon completion of all Services, obligations and duties provided for in this Agreement, or in the event of termination of this Agreement for any reason, the terms and conditions of this Article shall survive indefinitely.

6.3 CITY reserves the right to select its own legal counsel to conduct any defense in any such proceeding and all costs and fees associated therewith shall be the responsibility of CONTRACTOR.

6.4 Nothing contained herein is intended nor shall be construed to waive City's rights and immunities under the common law or §768.28, Florida Statutes, as may be amended from time to time.

ARTICLE 7

INSURANCE

7.1 The CONTRACTOR shall indemnify and hold harmless the CITY and its officers, employees, agents and instrumentalities from any and all liability, losses or damages, including attorneys' fees and costs of defense, which the CITY or its officers, employees, agents or instrumentalities may incur as a result of claims, demands, suits, causes of actions or proceedings of any kind or nature arising out of, relating to or resulting from the performance of this Agreement by the CONTRACTOR or its employees, agents, servants, partners principals or subcontractors. The CONTRACTOR shall pay all claims and losses in connection therewith and shall investigate and defend all claims, suits or actions of any kind or nature in the name of the CITY, where applicable, including appellate proceedings, and shall pay all costs, judgments, and attorney's fees which may issue thereon. The CONTRACTOR expressly understands and agrees that any insurance protection required by this Agreement or otherwise provided by the CONTRACTOR



shall in no way limit the responsibility to indemnify, keep and save harmless and defend the CITY or its officers, employees, agents and instrumentalities as herein provided.

7.2 CONTRACTOR shall not commence work under this Agreement until it has obtained all insurance required under this paragraph and such insurance has been approved by the Risk Manager of the CITY nor shall the CONTRACTOR allow any subcontractor to commence work on his subcontract until all similar such insurance required of the subcontractor has been obtained and similarly approved.

7.3 Certificates of Insurance, reflecting evidence of the required insurance, shall be filed with the City's Risk Manager prior to the commencement of this Agreement. Policies shall be issued by companies authorized to do business under the laws of the State of Florida. The insurance company shall be rated no less than "A" as to management, and no less than "Class VI" as to financial strength according to the latest edition of Best's Insurance Guide published by A.M. Best Company.

7.4 Policies shall be endorsed to provide the CITY thirty (30) days notice of cancellation or the CONTRACTOR shall obtain written agreement from its Agent to provide the CITY thirty (30) days notice of cancellation.

7.5 Insurance shall be in force until all obligations required to be fulfilled under the terms of the Agreement are satisfactorily completed as evidenced by the formal acceptance by the CITY. In the event the insurance certificate provided indicates that the insurance shall terminate and lapse during the period of this Agreement, then in that event, the CONTRACTOR shall furnish, at least forty-five (45) days prior to the expiration of the date of such insurance, a renewed certificate of insurance as proof that equal and like coverage for the balance of the period of the Agreement and extension thereunder is in effect. The CONTRACTOR shall not commence nor continue to provide any services pursuant to this Agreement unless all required insurance remains in full force and effect. CONTRACTOR shall be liable to CITY for any lapses in service resulting from a gap in insurance coverage.

7.6 REQUIRED INSURANCE

7.6.1 Comprehensive General Liability Insurance written on an occurrence basis including, but not limited to: coverage for bodily injury and property damage, personal & advertising injury, products & completed operations, and contractual liability. Coverage must be written on an occurrence basis, with limits of liability no less than:

1. Each Occurrence Limit - \$1,000,000
2. Fire Damage Limit (Damage to rented premises) - \$100,000
3. Personal & Advertising Injury Limit - \$1,000,000
4. General Aggregate Limit - \$2,000,000
5. Products & Completed Operations Aggregate Limit - \$2,000,000



Products & Completed Operations Coverage shall be maintained for two (2) years after the final payment under this contract.

The City of Pembroke Pines must be shown as an additional insured with respect to this coverage.

7.6.2 Worker's Compensation and Employers Liability Insurance covering all employees, and/or volunteers of the CONTRACTOR engaged in the performance of the scope of work associated with this Agreement. In the case any work is sublet, the CONTRACTOR shall require the subcontractors similarly to provide Workers Compensation Insurance for all the latter's employees unless such employees are covered by the protection afforded by the CONTRACTOR. Coverage for the CONTRACTOR and his subcontractors shall be in accordance with applicable state and/or federal laws that may apply to Workers' Compensation Insurance with limits of liability no less than:

1. Workers' Compensation: Coverage A – Statutory
2. Employers Liability: Coverage B \$500,000 Each Accident
\$500,000 Disease – Policy Limit
\$500,000 Disease – Each Employee

If CONTRACTOR claims to be exempt from this requirement, CONTRACTOR shall provide CITY proof of such exemption along with a written request for CITY to exempt CONTRACTOR, written on CONTRACTOR letterhead.

7.6.3 Comprehensive Auto Liability Insurance covering all owned, non-owned and hired vehicles used in connection with the performance of work under this Agreement, with a combined single limit of liability for bodily injury and property damage no less than:

1. Any Auto (Symbol 1)
Combined Single Limit (Each Accident) - \$1,000,000
2. Hired Autos (Symbol 8)
Combined Single Limit (Each Accident) - \$1,000,000
3. Non-Owned Autos (Symbol 9)
Combined Single Limit (Each Accident) - \$1,000,000

7.6.4 Professional Liability/Errors & Omissions Insurance, when applicable, with a limit of liability no less than \$1,000,000 per wrongful act. This coverage shall be maintained for a period of no less than two (2) years after final payment of the contract.

7.6.5 Sexual Abuse may not be excluded from any policy.

7.7 REQUIRED ENDORSEMENTS

7.7.1 The City of Pembroke Pines shall be named as an Additional Insured on each of the General Liability policies required herein



- 7.7.2 Waiver of all Rights of Subrogation against the CITY
- 7.7.3 30 Day Notice of Cancellation or Non-Renewal to the CITY
- 7.7.4 CONTRACTORS' policies shall be Primary & Non-Contributory
- 7.7.5 All policies shall contain a "severability of interest" or "cross liability" liability clause without obligation for premium payment of the CITY
- 7.7.6 The City of Pembroke Pines shall be named as a Loss Payee on all Property and/or Inland Marine Policies as their interest may appear.

7.8 CONTRACTOR shall name the CITY, as an additional insured on each of the General Liability policies required herein and shall hold the CITY, its agents, officers and employees harmless on account of claims for damages to persons, property or premises arising out of the services provided hereunder.

7.9 Any insurance required of the CONTRACTOR pursuant to this Agreement must also be required by any subcontractor in the same limits and with all requirements as provided herein, including naming the CITY as an additional insured, in any work that is subcontracted unless such subcontractor is covered by the protection afforded by the CONTRACTOR and provided proof of such coverage is provided to CITY. The CONTRACTOR and any subcontractors shall maintain such policies during the term of this Agreement.

7.10 The City reserves the right to require any other additional types of insurance coverage and/or higher limits of liability it deems necessary based on the nature of work being performed under this Contract.

ARTICLE 8

NON-DISCRIMINATION & EQUAL OPPORTUNITY EMPLOYMENT

8.1 During the performance of the Agreement, neither CONTRACTOR nor its subcontractors shall discriminate against any employee or applicant for employment because of race, religion, color, gender, national origin, sex, age, marital status, political affiliation, familial status, sexual orientation, or disability if qualified. CONTRACTOR will take affirmative action to ensure that employees are treated during employment, without regard to their race, religion, color, gender, national origin, sex, age, marital status, political affiliation, familial status, sexual orientation, or disability if qualified. Such actions must include, but not be limited to, the following: employment, promotion; demotion or transfer; recruitment or recruitment advertising, layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. CONTRACTOR shall agree to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this nondiscrimination clause. CONTRACTOR further agrees that he/she/it will ensure that subcontractors, if any, will be made aware of and will comply with this nondiscrimination clause.

ARTICLE 9

INDEPENDENT CONTRACTOR



9.1 This Agreement does not create an employee/employer relationship between the parties. It is the intent of the parties that the CONTRACTOR is an independent contractor under this Agreement and not the CITY's employee for all purposes, including but not limited to, the application of the Fair Labor Standards Act minimum wage and overtime payments, Federal Insurance Contribution Act, the Social Security Act, the Federal Unemployment Tax Act, the provisions of the Internal Revenue Code, the State Workers' Compensation Act, and the State unemployment insurance law. The CONTRACTOR shall retain sole and absolute discretion in the judgment of the manner and means of carrying out CONTRACTOR's activities and responsibilities hereunder provided, further that administrative procedures applicable to services rendered under this Agreement shall be those of CONTRACTOR, which policies of CONTRACTOR shall not conflict with CITY, State, H.U.D., or United States policies, rules or regulations relating to the use of CONTRACTOR's Funds provided for herein. The CONTRACTOR agrees that it is a separate and independent enterprise from the CITY, that it has full opportunity to find other business, that it has made its own investment in its business, and that it will utilize a high level of skill necessary to perform the work. This Agreement shall not be construed as creating any joint employment relationship between the CONTRACTOR and the CITY and the CITY will not be liable for any obligation incurred by CONTRACTOR, including but not limited to unpaid minimum wages and/or overtime premiums.

ARTICLE 10

UNCONTROLLABLE FORCES

10.1 Neither CITY nor CONTRACTOR shall be considered to be in default of this Agreement if delays in or failure of performance shall be due to Uncontrollable Forces, the effect of which, by the exercise of reasonable diligence, the non-performing party could not avoid. The term "Uncontrollable Forces" shall mean any event which results in the prevention or delay of performance by a party of its obligations under this Agreement and which is beyond the reasonable control of the nonperforming party. It includes, but is not limited to fire, flood, earthquakes, storms, lightning, epidemic, war, riot, civil disturbance, sabotage, and governmental actions.

10.2 Neither party shall, however, be excused from performance if nonperformance is due to forces, which are preventable, removable, or remediable, and which the nonperforming party could have, with the exercise of reasonable diligence, prevented, removed, or remedied with reasonable dispatch. The nonperforming party shall, within a reasonable time of being prevented or delayed from performance by an uncontrollable force, give written notice to the other party describing the circumstances and uncontrollable forces preventing continued performance of the obligations of this Agreement.

ARTICLE 11

AGREEMENT SUBJECT TO FUNDING

11.1 This agreement shall remain in full force and effect only as long as the expenditures provided for in the Agreement have been appropriated by the City Commission of the City of Pembroke Pines in the annual budget for each fiscal year of this Agreement, and is subject to termination based on lack of funding.

ARTICLE 12



VENUE

12.1 This Agreement shall be governed by the laws of the State of Florida as now and hereafter in force. The venue for actions arising out of this agreement shall be in Broward County, Florida.

ARTICLE 13 **SIGNATORY AUTHORITY**

13.1 CONTRACTOR shall provide CITY with copies of requisite documentation evidencing that the signator for CONTRACTOR has the authority to enter into this Agreement.

ARTICLE 14 **MERGER; AMENDMENT**

14.1 This Agreement constitutes the entire Agreement between CONTRACTOR and CITY, and negotiations and oral understandings between the parties are merged herein. This Agreement can be supplemented or amended only by a written document executed by both CONTRACTOR and CITY with the same formality and equal dignity herewith.

ARTICLE 15 **DEFAULT OF CONTRACT & REMEDIES**

15.1.1 **Damages.** CITY reserves the right to recover any ascertainable actual damages incurred as a result of the failure of CONTRACTOR to perform in accordance with the requirements of this Agreement, or for losses sustained by CITY resultant from CONTRACTOR's failure to perform in accordance with the requirements of this Agreement.

15.1.2 **Liquidated Damages.** As a breach of the service provided by this Agreement would cause serious and substantial damage to CITY Property, and the nature of this Agreement would render it impracticable or extremely difficult to fix the actual damage sustained by CITY by such breach, it is agreed that, in case of breach of service wherein CONTRACTOR fails to maintain the Property, leaving the said property in disrepair, CITY may elect to collect liquidated damages for each such breach, and CONTRACTOR will pay CITY as liquidated damages, and not as penalty, FIVE HUNDRED DOLLARS (\$500.00) for every day of such malfunction. This sum is the agreed upon amount by which CITY will be damaged by the breach of such service. An election to seek such remedies shall not be construed as a waiver of any legal remedies CITY may have as to any subsequent breach of service under this Agreement.

15.1.3 **Correction of Work.** If, in the judgment of CITY, work provided by CONTRACTOR does not conform to the requirements of this Agreement, or if the work exhibits poor workmanship, CITY reserves the right to require that CONTRACTOR correct all deficiencies in the work to bring the work into conformance without additional cost to CITY, and / or replace any personnel who fail to perform in accordance with the requirements of this Agreement. CITY shall be the sole judge of non-conformance and the quality of workmanship.



15.2 **Default of Contract.** The occurrence of any one or more of the following events shall constitute a default and breach of this Agreement by CONTRACTOR:

15.2.1. The abandonment of the Property by CONTRACTOR for a period of more than seven (7) business days.

15.2.2 The abandonment, unnecessary delay, refusal of, or failure to comply with any of the terms of this Agreement or neglect, or refusal to comply with the instructions of the Public Services Director relative thereto.

15.2.3. The failure by CONTRACTOR to observe or perform any of the terms, covenants, or conditions of this Agreement to be observed or performed by CONTRACTOR, where such failure shall continue for a period of seven (7) days after written notice thereof by CITY to CONTRACTOR; provided, however, that if the nature of CONTRACTOR's default is such that more than seven (7) days are reasonably required for its cure, then CONTRACTOR shall not be deemed to be in default if CONTRACTOR commences such cure within said seven (7) day period and thereafter diligently prosecutes such cure to completion.

15.2.4. The assignment and/or transfer of this Agreement or execution or attachment thereon by CONTRACTOR or any other party in a manner not expressly permitted hereunder.

15.2.5. The making by CONTRACTOR of any general assignment or general arrangement for the benefit of creditors, or the filing by or against CONTRACTOR of a petition to have CONTRACTOR adjudged a bankruptcy, or a petition for reorganization or arrangement under any law relating to bankruptcy (unless, in the case of a petition filed against CONTRACTOR, the same is dismissed within sixty (60) days); or the appointment of a trustee or a receiver to take possession of substantially all of CONTRACTOR's assets, or for CONTRACTOR's interest in this Agreement, where possession is not restored to CONTRACTOR within thirty (30) days; for attachment, execution or other judicial seizure of substantially all of CONTRACTOR's assets, or for CONTRACTOR's interest in this Agreement, where such seizure is not discharged within thirty (30) days.

15.3 **Remedies in Default.** In case of default by CONTRACTOR, CITY shall notify CONTRACTOR, in writing, of such abandonment, delay, refusal, failure, neglect, or default and direct him to comply with all provisions of the Agreement. A copy of such written notice shall be mailed to the Surety on the Performance Bond. If the abandonment, delay, refusal, failure, neglect or default is not cured within seven (7) days of when notice was sent by CITY, CITY may declare a default of the Agreement and notify CONTRACTOR of such declaration of default and terminate the Agreement. The Surety on the Performance Bond shall within ten (10) days of such declaration of default, rectify or cause to be rectified any mismanagement or breach of service in the Agreement and assume the work of CONTRACTOR and proceed to perform services under the Agreement, at its own cost and expense.

15.3.1. Upon such declaration of default, all payments remaining due CONTRACTOR at the time of default, less all sums due CITY for damages suffered, or expenses incurred by reason of



default, shall be due and payable to Surety. Thereafter the Surety shall receive monthly payments equal to those that would have been paid by the CONTRACTOR had the CONTRACTOR continued to perform the services under the Agreement.

15.3.2. If such Surety fails to perform, the CITY may complete the Agreement, or any part thereof, either by day labor or re-letting a contract for the same, and procure the equipment and the facilities necessary for the completion of the Agreement, and charge the cost of same to CONTRACTOR and/or the Surety together with the costs incident thereto to such default.

15.3.3. In the event CITY completes the Agreement at a lesser cost than would have been payable to CONTRACTOR under this Agreement, if the same had been fulfilled by CONTRACTOR, CITY shall retain such differences. Should such cost to CITY be greater, CONTRACTOR shall pay the amount of such excess to the CITY.

ARTICLE 16

BANKRUPTCY

16.1 It is agreed that if CONTRACTOR is adjudged bankrupt, either voluntarily or involuntarily, then this Agreement shall terminate effective on the date and at the time the bankruptcy petition is filed.

ARTICLE 17

DISPUTE RESOLUTION

17.1 **Arbitration.** In addition to any other remedy provided hereunder, CITY, at its option, may use arbitration to resolve any controversy or claim arising out of or relating to this Agreement if arbitration is elected by CITY. Any controversy or claim arising out of or relating to this Agreement, or breach thereof, may be settled by arbitration in accordance with the rules of the American Arbitration Association and judgment upon the award rendered by the arbitrators may be entered into by any court having jurisdiction thereof. In the event arbitration is elected by CITY, such controversy or claim shall be submitted to one arbitrator selected from the National Panel of The American Arbitration Association.

17.2 Operations During Dispute.

17.2.1 In the event that a dispute, if any, arises between CITY and CONTRACTOR relating to this Agreement, performance or compensation hereunder, CONTRACTOR shall continue to render service in full compliance with all terms and conditions of this Agreement as interpreted by CITY regardless of such dispute.

17.2.2 CONTRACTOR expressly recognizes the paramount right and duty of CITY to provide adequate maintenance of CITY's Property, and further agrees, in consideration for the execution of this Agreement, that in the event of such a dispute, if any, it will not seek injunctive relief in any court, but will negotiate with CITY for an adjustment on the matter or matters in dispute and,



upon failure of said negotiations to resolve the dispute, may present the matter to a court of competent jurisdiction in an appropriate suit therefore instituted by it or by CITY.

17.2.3 Notwithstanding the other provisions in this Section, CITY reserves the right to terminate the Agreement at any time, whenever the service provided by CONTRACTOR fails to meet reasonable standards of the trade after CITY gives written notice to the CONTRACTOR of the deficiencies as set forth in the written notice within fourteen calendar (14) days of the receipt by CONTRACTOR of such notice from CITY.

ARTICLE 18

PUBLIC RECORDS

18.1 The City of Pembroke Pines is public agency subject to Chapter 119, Florida Statutes. The Contractor shall comply with Florida's Public Records Law. Specifically, the Contractor shall:

18.1.1 Keep and maintain public records required by the CITY to perform the service;

18.1.2 Upon request from the CITY's custodian of public records, provide the CITY with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in chapter 119, Fla. Stat., or as otherwise provided by law;

18.1.3 Ensure that public records that are exempt or that are confidential and exempt from public record disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and, following completion of the contract, CONTRACTOR shall destroy all copies of such confidential and exempt records remaining in its possession after the CONTRACTOR transfers the records in its possession to the CITY; and

18.1.4 Upon completion of the contract, CONTRACTOR shall transfer to the CITY, at no cost to the CITY, all public records in CONTRACTOR's possession. All records stored electronically by the CONTRACTOR must be provided to the CITY, upon request from the CITY's custodian of public records, in a format that is compatible with the information technology systems of the CITY.

18.2 The failure of Contractor to comply with the provisions set forth in this Article shall constitute a Default and Breach of this Agreement and the CITY shall enforce the Default in accordance with the provisions set forth in **Article 15**.

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT



CITY CLERK
601 CITY CENTER WAY, 4th FLOOR
PEMBROKE PINES, FL 33026
(954) 450-1050
mgraham@ppines.com

ARTICLE 19
MISCELLANEOUS

19.1 **Ownership of Documents.** Reports, surveys, studies, and other data provided in connection with this Agreement are and shall remain the property of CITY, whether or not the project for which they are made is completed.

19.2 **Legal Representation.** It is acknowledged that each party to this agreement had the opportunity to be represented by counsel in the preparation of this Agreement, and accordingly, the rule that a contract shall be interpreted strictly against the party preparing same shall not apply herein due to the joint contributions of both parties.

19.3 **Records.** CONTRACTOR shall keep such records and accounts and require any and all subcontractors to keep records and accounts as may be necessary in order to record complete and correct entries as to personnel hours charged to this engagement, and any expenses for which CONTRACTOR expects to be reimbursed. Such books and records will be available at all reasonable times for examination and audit by CITY and shall be kept for a period of ten (10) years after the completion of all work to be performed pursuant to this Agreement. Incomplete or incorrect entries in such books and records will be grounds for disallowance by CITY of any fees or expenses based upon such entries.

19.4 **Assignments; Amendments.** This Agreement, and any interests herein, shall not be assigned, transferred or otherwise encumbered, under any circumstances, by CONTRACTOR without the prior written consent of CITY. For purposes of this Agreement, any change of ownership of CONTRACTOR shall constitute an assignment which requires CITY approval. However, this Agreement shall run to the benefit of CITY and its successors and assigns.

It is further agreed that no modification, amendment, or alteration in the terms or conditions contained herein shall be effective unless contained in a written document executed with the same formality and of equal dignity herewith.

19.5 **No Contingent Fees.** CONTRACTOR warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for CONTRACTOR to solicit or secure this Agreement, and that it has not paid or agreed to pay any person, company, corporation, individual or firm, other than a bona fide employee working solely for CONTRACTOR any fee, commission, percentage, gift, or other consideration contingent upon or resulting from the award or making of this Agreement. For the breach or violation of this provision, CITY shall have the right to



terminate the Agreement without liability at its discretion, to deduct from the contract price, or otherwise recover the full amount of such fee, commission, percentage, gift or consideration.

19.6 **Notice.** Whenever any party desires to give notice unto any other party, it must be given by written notice, sent by certified United States mail, with return receipt requested, addressed to the party for whom it is intended and the remaining party, at the places last specified, and the places for giving of notice shall remain such until they shall have been changed by written notice in compliance with the provisions of this section. For the present, CONTRACTOR and CITY designate the following as the respective places for giving of notice:

CITY	Charles F. Dodge, City Manager City of Pembroke Pines 601 City Center Way Pembroke Pines, Florida 33025 Telephone No. (954) 450-1040
Copy To:	Samuel S. Goren, City Attorney Goren, Cherof, Doody & Ezrol, P.A. 3099 East Commercial Boulevard, Suite 200 Fort Lauderdale, Florida 33308 Telephone No. (954) 771-4500 Facsimile No. (954) 771-4923
Contractor	Bruce Adams, Evidence Specialist FileOnQ, Inc. 832 Industry Drive Seattle, WA 98188 E-mail: brucea@fileonq.com Telephone No: (800) 603-6802 Ext. 131

19.7 **Binding Authority.** Each person signing this Agreement on behalf of either party individually warrants that he or she has full legal power to execute this Agreement on behalf of the party for whom he or she is signing, and to bind and obligate such party with respect to all provisions contained in this Agreement.

19.8 **Headings.** Headings herein are for the convenience of reference only and shall not be considered in any interpretation of this Agreement.

19.9 **Exhibits.** Each Exhibit referred to in this Agreement forms an essential part of this Agreement. The exhibits if not physically attached should be treated as part of this Agreement and are incorporated herein by reference.

19.10 **Severability.** If any provision of this Agreement or application thereof to any person or situation shall to any extent, be held invalid or unenforceable, the remainder of this Agreement, and



the application of such provisions to persons or situations other than those as to which it shall have been held invalid or unenforceable, shall not be affected thereby, and shall continue in full force and effect, and be enforced to the fullest extent permitted by law.

19.11 **Entire Agreement and Conflicts:** This Agreement is intended by the parties hereto to be final expression of this Agreement, and it constitutes the full and entire understanding between the parties with respect to the subject hereof, notwithstanding any representations, statements, or agreements to the contrary heretofore made. In the event of a conflict between this Agreement, the RFP and the CONTRACTOR's bid proposal, this Agreement shall govern, then the RFP, and then the bid proposal.

19.12 **Waiver.** Failure of CITY to insist upon strict performance of any provision or condition of this Agreement, or to execute any right therein contained, shall not be constructed as a waiver or relinquishment for the future of any such provision, condition, or right, but the same shall remain in full force and effect.

19.13 **Disputes.** Any claim, objection, or dispute arising out of the terms of this Agreement shall be litigated in the Seventeenth Judicial Circuit Court in and for Broward County.

19.14 **Attorney's Fees.** In the event that either party brings suit for enforcement of this Agreement, each party shall bear its own attorney's fees and court costs, except as otherwise provided under the indemnification provisions set forth herein above.

19.15 **Protection of City Property.** At all times during the performance of this Agreement, CONTRACTOR shall protect CITY's property from all damage whatsoever on account of the work being carried on under this Agreement.

19.16 **Counterparts and Execution.** This Agreement may be executed in multiple originals or counterparts, each of which shall be deemed to be an original and together shall constitute one and the same agreement. Execution and delivery of this Agreement by the Parties shall be legally binding, valid and effective upon delivery of the executed documents to the other party through facsimile transmission, email, or other electronic delivery.

19.17 **Compliance with Statutes.** It shall be the Contractor's responsibility to be aware of and comply with all statutes, ordinances, rules, orders, regulations and requirements of all local, City, state, and federal agencies as applicable.

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HAS BEEN INTENTIONALLY LEFT BLANK



IN WITNESS OF THE FOREGOING, the parties have set their hands and seals the day and year first written above.

CITY:

CITY OF PEMBROKE PINES, FLORIDA

ATTEST:

[Signature] 1/10/18
MARLENE D. GRAHAM, CITY CLERK

By: Charles F. Dodge
CHARLES F. DODGE, CITY MANAGER

APPROVED AS TO FORM:

[Signature]
OFFICE OF THE CITY ATTORNEY



CONTRACTOR:

FILEONQ, INC.

By: [Signature]
Name: Rebecca Harris
Title: COO/Assty.

STATE OF Washington
COUNTY OF King

BEFORE ME, an officer duly authorized by law to administer oaths and take acknowledgments, personally appeared Rebecca Harris as COO/Assty. of **FILEONQ, INC.**, a company authorized to conduct business in the State of Florida, and acknowledged execution of the foregoing Agreement as the proper official of **FILEONQ, INC.** for the use and purposes mentioned in it and affixed the official seal of the corporation, and that the instrument is the act and deed of that corporation.

IN WITNESS OF THE FOREGOING, I have set my hand and official seal at in the State and County aforesaid on this 20th day of December, 2017.

[Signature]
NOTARY PUBLIC

Zhitaya Garreh
(Name of Notary Typed, Printed or Stamped)



PROPOSAL 3

PEMBROKE PINES POLICE DEPARTMENT
9500 Pines Boulevard
Pembroke Pines FL 33024-6258



EvidenceOnQ

Property-Evidence Management Software

DigitalOnQ

Digital Evidence Management Software

QuarterMaster

Supply-Equipment Management Software

Bruce Adams
FileOnQ Evidence Specialist
800/603-6802 X131
brucea@fileonq.com

Zaki Horany
FileOnQ Law Enforcement Consultant / Engineer
800/603-6802 X133
zakh@fileonq.com

October 20, 2017

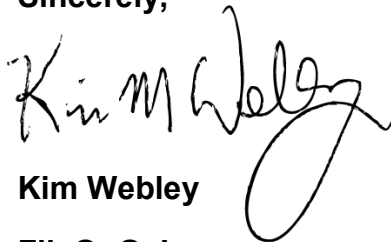
Pricing Valid Through JUNE 30, 2018

Our Commitment:

FileOnQ submits the following proposal for FileOnQ evidence management, quartermaster management and digital evidence management systems. Our first priority is to provide solutions that effectively meet the unique needs of our customers today, while providing them with flexibility and growth to meet their changing needs in the future. Another priority of equal importance is to provide these solutions with the greatest possible economy.

Please read and consider our proposal, bringing to our attention any way we can more adequately satisfy your needs. Finally, when you are prepared to allow us to implement the solutions proposed, we are committed to do everything necessary to ensure your complete satisfaction now and long into the future. Thank you!

Sincerely,



Kim Webley

FileOnQ, Inc.

Business Development

Features & Functionality:

Technology:

EvidenceOnQ is built on the Microsoft Operating System platform, utilizing proven methods and technologies. The multi-tier nature allows for single server implementations in smaller environments, reducing cost and administrative effort. It also provides the ability to be distributed onto several servers that share the load to improve performance in larger environments. This architecture provides a solution that can scale to different environments. EvidenceOnQ SQL Server 2000, 2005, 2008 and 2008-R2 as well as the corresponding SQL Server Express or MSDE versions. All of the data stored within the EvidenceOnQ application can be backed-up, restored, or extracted using standard SQL tools and routines. This ensures that your data can be backed up for disaster recovery or archival purposes.

EvidenceOnQ Application Software License: OVER 1,000,000 RECORDS DATA BASE INCLUDED

The EvidenceOnQ 7.0 application software license includes a single database application. EvidenceOnQ runs on Microsoft SQL Server provided by the customer. FileOnQ can provide SQL Server Express for smaller databases for up to 3 concurrent users. License upgrades for increased records/items may be purchased at any time the need arises.

Desktop Client: 10 CONCURRENT DATA CONNECTION (CLIENT SEAT) LICENSES INCLUDED

The desktop client is a full-featured Windows application that allows users to access the FileOnQ system from the server. Client seats are sold on a concurrent user basis. FileOnQ will install the desktop client on as many PCs as you have concurrent client seats. You may install the desktop client on as many computers as desired after initial installation with no additional charge per computer/desktop. This allows you to have access to the system throughout your entire organization.

The desktop client is designed to allow users access to the system based on specific security and permissions as determined and set up by the internal administrator. Most agencies establish groups of users. For example, the rights for sworn personnel might be limited to just entering new items, viewing items and requesting items, while property room personnel might be given additional authority to create reports and queries, transfer items, edit data, etc. You have complete control over who has access to the EvidenceOnQ system, and what permissions they have. These permissions can be assigned individually or by group.

Customized Profile: INCLUDED

EvidenceOnQ provides complete flexibility by allowing you to dictate the design of the data entry screen, known as the profile. Fields can be added, deleted, or modified to fit the specific type of data that an agency wishes to capture. The profile is designed so that data entry is as simple as possible by following your existing workflow and by using your own terminology and codes. This customizable profile feature is one of the most appealing attributes of the EvidenceOnQ system. The profile is designed by each agency to meet their own individual needs and to comply with their specific policies and procedures. Not only is it flexible when it is designed, but the profile screen is flexible to change as your needs change. You can make changes to the profile at any time without permission from FileOnQ and without incurring additional cost.

All searches and data entry are performed from just one screen, eliminating the need to work through multiple levels of screens. Searches can be made from any field or combination of fields, combining known information with partial information. For example, you could search for all Ruger handguns recovered by a specific officer in the year 2006 where a juvenile was involved. Or you could search for all recovered electronic items that have 355 somewhere in the serial number. There is virtually no limit to the combination of searches that can be performed. Law enforcement administrators find this feature extremely beneficial when gathering statistics, performing crime analysis, and preparing reports.

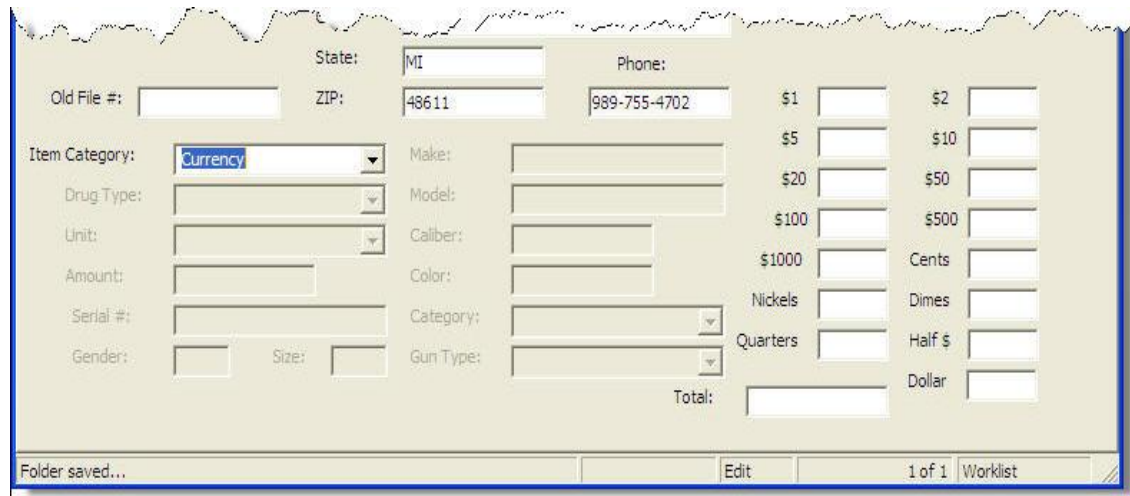


The screen examples below show some of the common data fields you may choose to include on your profile. To make data entry even smoother, EvidenceOnQ includes a *control field* that turns on or turns off other *dependent fields* that may be associated with an item's description. For example, selecting **Narcotics** in the control field activates only drug related dependent fields such as **Drug Type**, **Measurement** and **Quantity**. Conversely, a selection of **Firearm** in the control field will activate only gun related dependent fields such as **Brand**, **Model**, **Caliber**, and **Serial Number**. Because you design your screen, descriptions of items can be as broad or as detailed as you like.

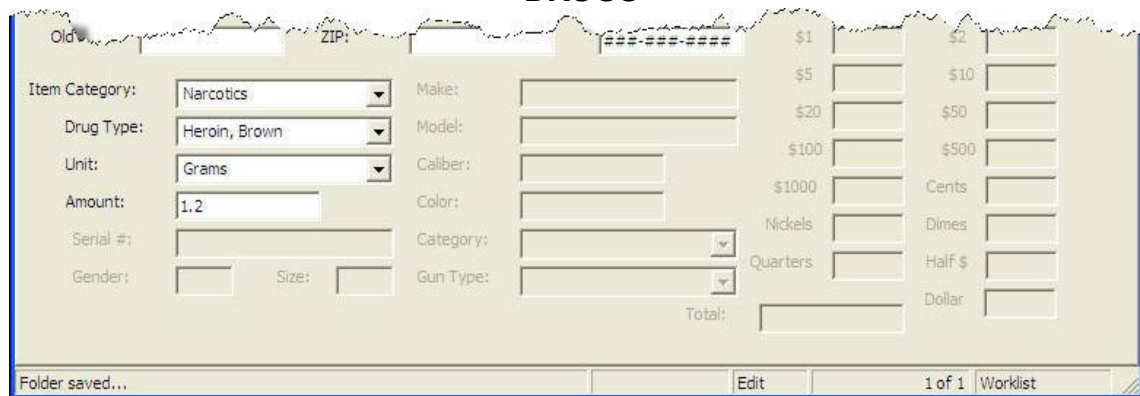
Your Profile will we be tailored to your specifications

The partial screenshots below show the control field selections that enable – or disable – the related dependent fields. The examples illustrate selections for currency, narcotics, and guns. The applicable fields are enabled. Fields that do not apply to the selected description are disabled, making entry easier, quicker and more accurate. You designate your profile control field and decide which dependent fields are available or unavailable based upon the control field entry.

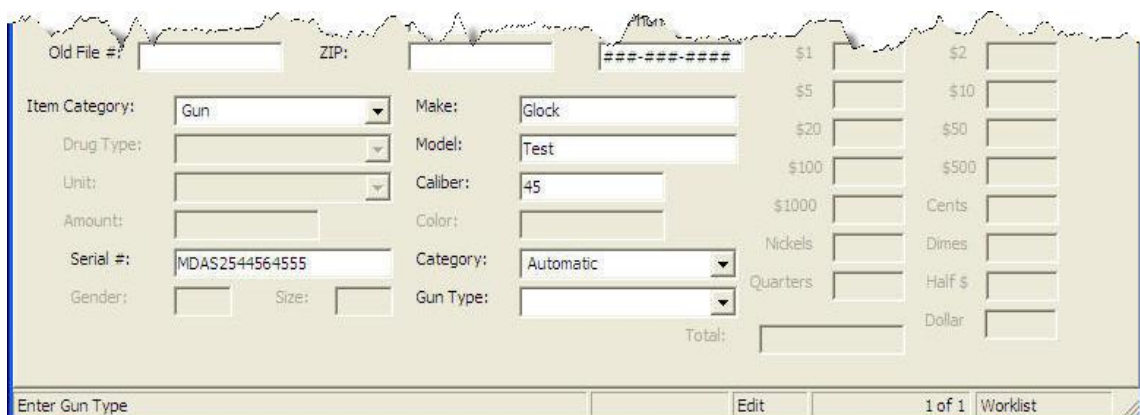
CURRENCY



DRUGS



GUNS

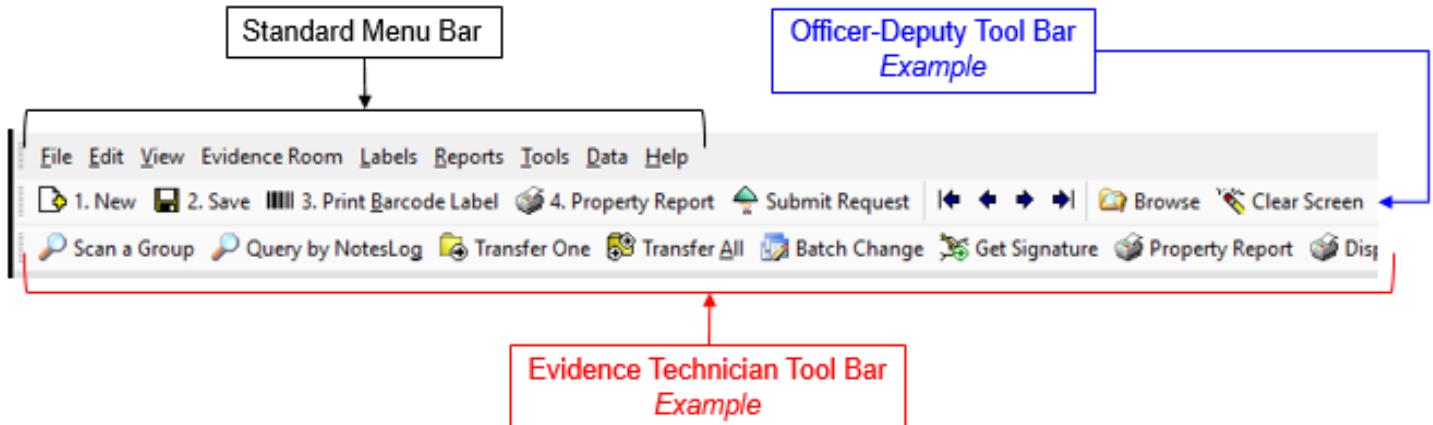


Carry Forward: INCLUDED

EvidenceOnQ's fully customized screen includes a feature called 'carry forward.' It functions when users add new records to an existing case number. The feature lets the system automatically fill designated fields on the screen with data brought forward from a previous record on the same case. Carry forward reduces repetitive work effort and data entry time when multiple records on a case share the same information such as the incident number, incident date, offense, case officer, owner's name, suspect names, etc. If the carried-forward data is incorrect for a given record, the user can simply type-over the pre-filled data to enter the correct information. EvidenceOnQ allows the agency to designate which of its various data fields will automatically carry forward when adding the next new record to a case. Carry forward settings can be changed easily, if the agency's data entry screen or field preferences change. Carry forward works any time a new item is added to a case, be it during the entry of initial items, or when additional items are submitted at any future time.

Customized Toolbar: INCLUDED

Users can customize the standard toolbar by adding or removing icons. They can also create additional "personal" toolbars containing shortcuts for functions they perform on a regular basis. These toolbars themselves can be "dragged and dropped" anywhere on the EvidenceOnQ profile. A standardized "global" toolbar can be configured and pushed-out to users. Many agencies create a very simple toolbar for rank and file users so that evidence entry is very straightforward and standardized.



Barcode Tracking: INCLUDED

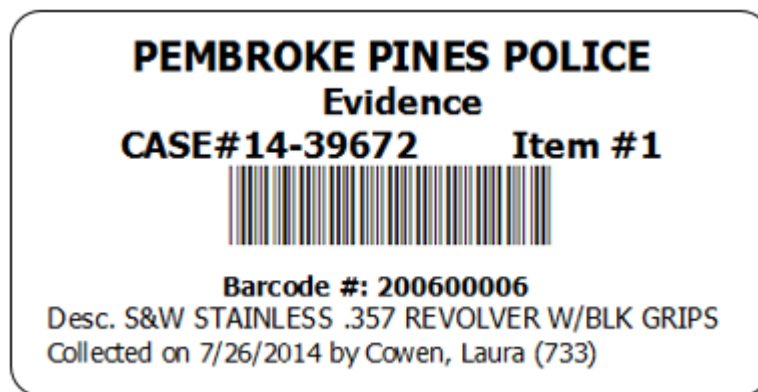
Barcodes provide quick, keyless, and error-free data retrieval and transfer of property. EvidenceOnQ uses barcodes to manage items, boxes and locations. When the optional eDocs module is enabled, barcodes also allow EvidenceOnQ to automatically index and store scanned documents, digital images and electronic files.

There is no need to go into a special screen or mode to scan barcodes. When an item barcode is scanned, the EvidenceOnQ system recognizes it as an item and automatically responds by immediately retrieving and displaying the record for that item. The same is true if a box barcode, document barcode, or location barcode is scanned. The EvidenceOnQ system will automatically know the type of barcode scanned and take the appropriate action.

Barcode, Label Design and Print: INCLUDED

Barcode technology is one of the distinctive features of EvidenceOnQ. It provides very fast and highly accurate tracking. Using a barcode will dramatically decrease the time it takes to retrieve a record from the database and to record the transfer of that item to another location or status. EvidenceOnQ takes the technology farther by assigning barcodes to individual locations, to personnel, and even to item status actions. With this feature, transactions can be performed without having to enter any hand-typed data from your keyboard. This allows the user to scan an item and then scan the location where it is to be transferred. It gives you fast, accurate and completely keyless transactions.

EvidenceOnQ provides the user with full flexibility to design and print customized barcode labels that are generated from within the system. Any field or combination of fields from the homescreen profile can be printed on the label, eliminating the need for officers to hand-write information on evidence bags. The user is also able to easily create, name and save labels having different formats for specific purposes such as labels for found property, general evidence, drugs, guns, or large-font box labels. Custom location labels and location control sheets can also be designed and printed easily.

**Searching & Queries: INCLUDED**

EvidenceOnQ allows you to search for items by several different querying methods.

Query-by-Example: Allows users to search directly from the profile screen. Any field or combination of fields can be searched using full information or partial information and wildcard methods such as begins with, ends with, or contains.

Query-by-Current Location: Allows users to perform searches by locations or boxes. For example, you may want to search for all items currently at the crime lab, all evidence checked out to court, or all items in the safe.

Query-by-Home Location: Allows users to list all items assigned to a given Home Location. A home location may be assigned to evidence if your practice is to replace checked-out items in their original storage location upon their return from check-out.

Query-by-Scan: Allows users to create a list of items by scanning the barcodes on each of those items. This allows the user to take any number of items that have nothing in common and put them into a group. The user can then choose any number of actions for that group, such as transferring them all to another location like DESTROYED or AUCTIONED, creating letters to the owners, generating a list for a court order, printing a report, etc.

Query-by-Date: Allows users to search for evidence records using only associated date criteria including the following: any date field on the homescreen, creation date, last edit date, and last transfer date. Date searches can be run by using an exact date, or by date range.

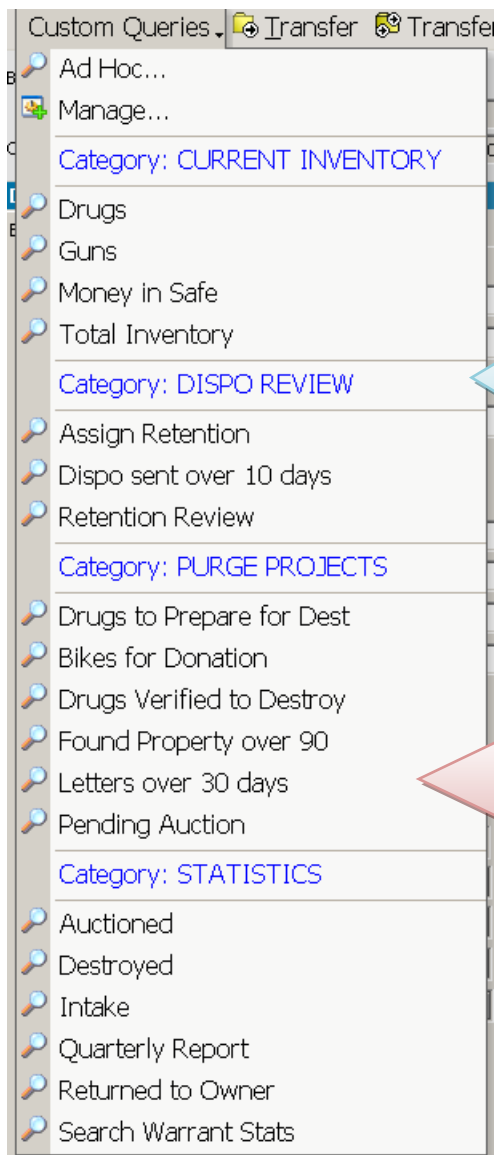


Query-by-Text: Allows users to search for evidence records that contain specific words or text. Queries can be run with full or partial text information and wildcard searches using begins with, ends with, or contains. Queries simultaneously look for specified text in all fields of the homescreen, in the Comments and Notes Log sections, and in the Keywords field of the eDocs module.

Query Notes Log: Allows users to search the note logs of all evidence records for a specific note, or for specific information within a note. Queries can be run using any combination of the following search criteria: Notes Log subject category, note author, note text (full or partial), and note entry date by exact match, or by date range.

Custom Queries: EvidenceOnQ provides a simple way to organize and manage queries. Queries can be used and reused by everyone, or just by the author of the query. Only accounts with the appropriate security permissions can create, update, or delete queries. **CUSTOM QUERIES** are virtually unlimited using numerous criteria. For example, queries can be set up for routine statistics such as the number of items destroyed, returned to owner, or auctioned during a specific period of time. Queries can be developed with very specific criteria, such as how many 9mm guns were submitted by a specific officer, during an exact time period, in a particular zone, where a juvenile was involved.

Custom Queries Examples

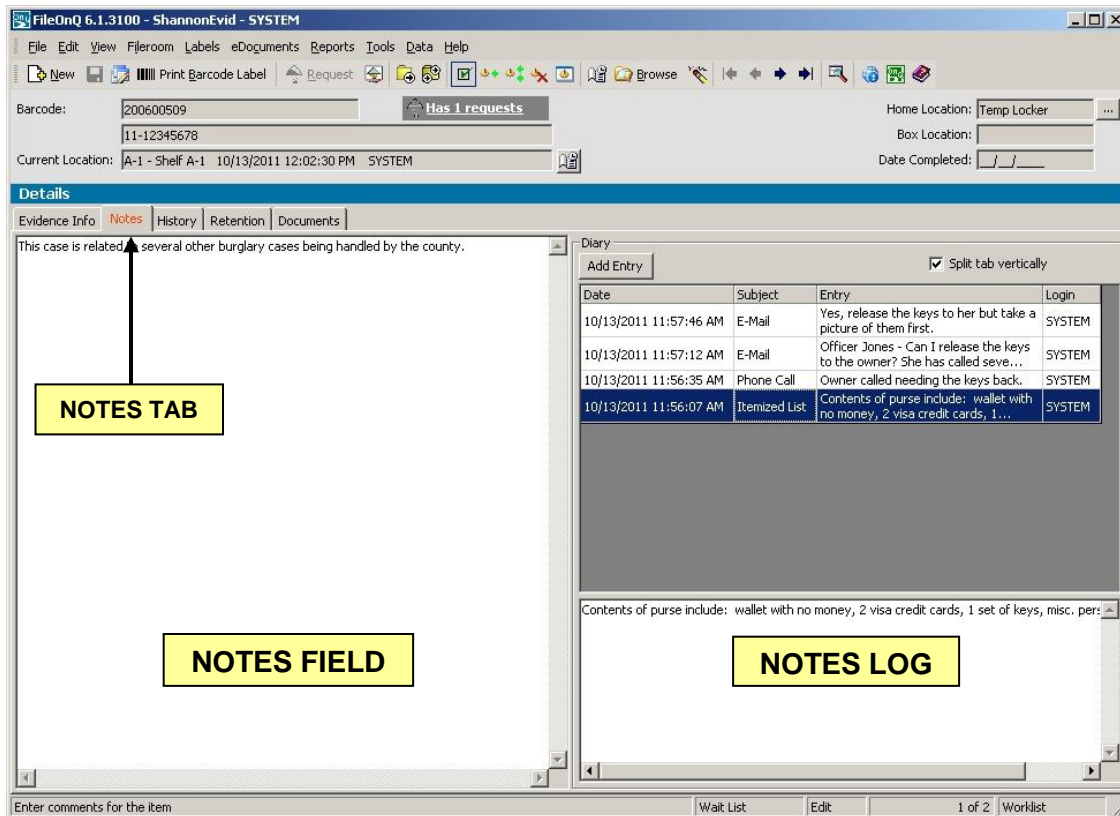


Create customized categories to keep your queries organized.

Custom queries eliminate hand-written logs, manually produced lists, and tickler files.

Notes Log and Diary Entries: INCLUDED

The Notes Field and Notes Log allow users to document additional noteworthy information about an item such as special instructions or cautions, more descriptive details, added persons and contact information, etc. Note entries can be added at any time, so the feature can serve as a diary to journal relevant information throughout the life of the record. Emails and text files can be copied and pasted as entries. All notes are displayed under the “Notes” tab on the profile screen. The **Notes Field** is an unlimited, free form text page. **Notes Log** entries can be categorized by user-defined subjects. Log entries are automatically date-time stamped, the log-in user who entered the note is documented, and the log notes cannot be edited or deleted by anyone. The same Notes Log entry can be added to one or more records simultaneously. When any notes have been added to a record, the word “Notes” appears in red on the profile screen tab. The contents of all notes are fully searchable by exact information or partial information.

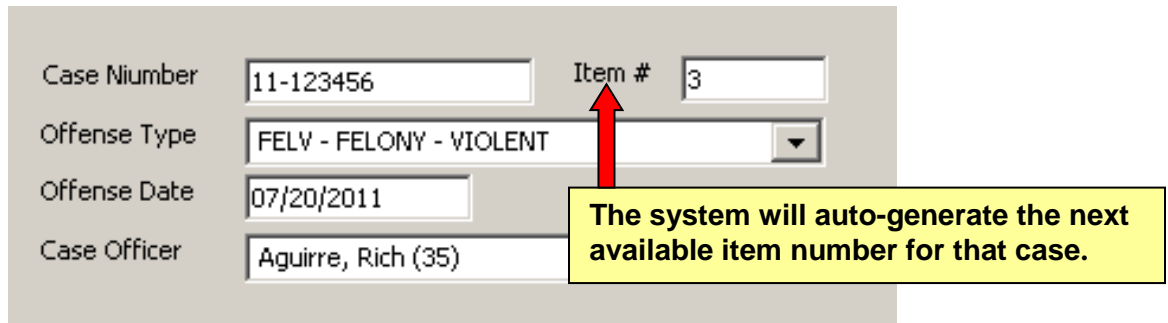


The screenshot shows the FileOnQ 6.1.3100 - ShannonEvid - SYSTEM interface. The main window displays the 'Details' tab with a 'Notes' sub-tab selected. The 'Notes Field' is a large text area on the left containing the text: 'This case is related to several other burglary cases being handled by the county.' A yellow box labeled 'NOTES TAB' points to the 'Notes' sub-tab. The 'Notes Log' is a table on the right showing a list of entries with columns for Date, Subject, Entry, and Login. A yellow box labeled 'NOTES LOG' points to this table. The 'Notes Field' is labeled with a yellow box 'NOTES FIELD'.

Date	Subject	Entry	Login
10/13/2011 11:57:46 AM	E-Mail	Yes, release the keys to her but take a picture of them first.	SYSTEM
10/13/2011 11:57:12 AM	E-Mail	Officer Jones - Can I release the keys to the owner? She has called seve...	SYSTEM
10/13/2011 11:56:35 AM	Phone Call	Owner called needing the keys back.	SYSTEM
10/13/2011 11:56:07 AM	Itemized List	Contents of purse include: wallet with no money, 2 visa credit cards, 1...	SYSTEM

Auto-Assigned Item Number Calculation: INCLUDED

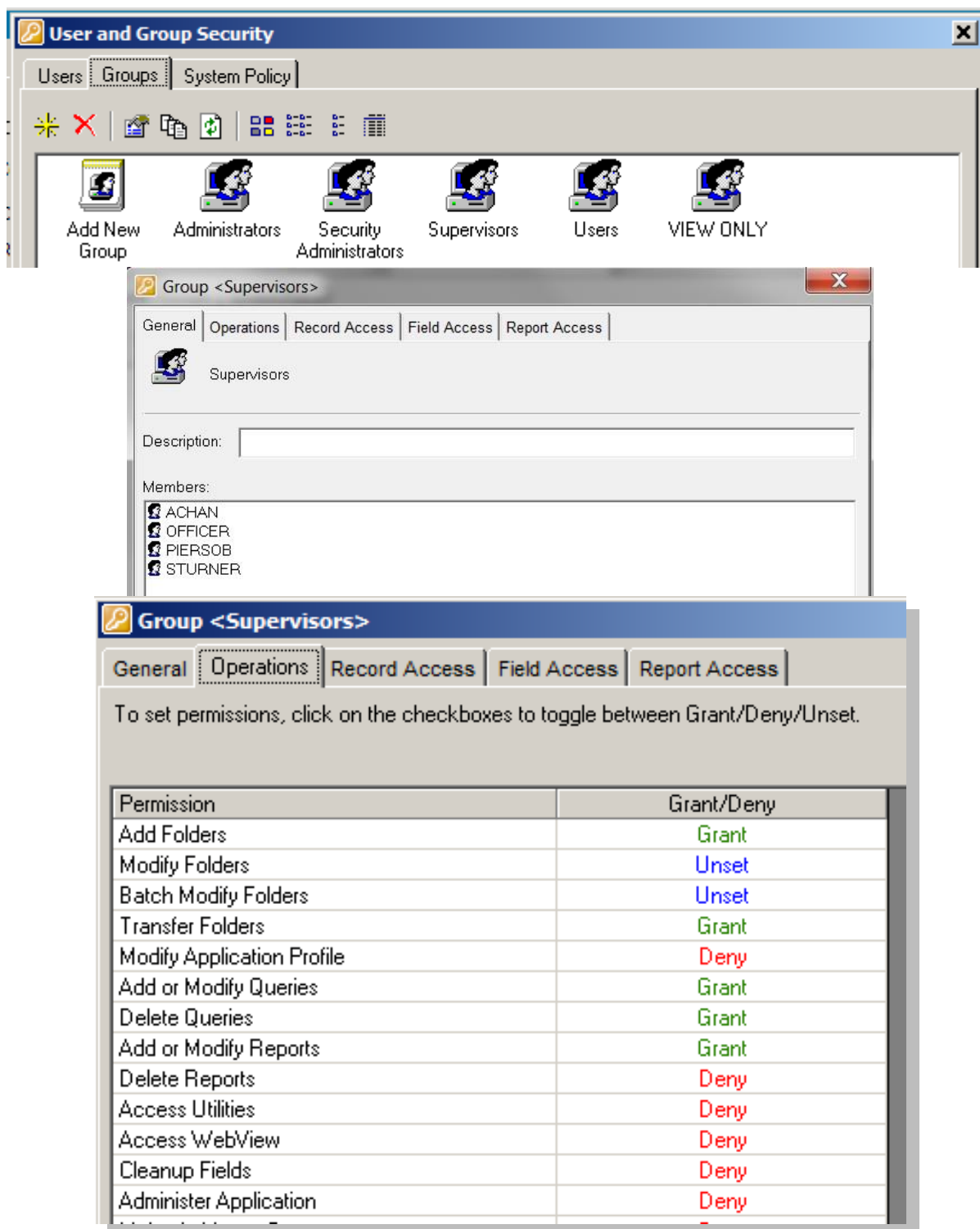
EvidenceOnQ offers the ability to have item numbers within a case automatically assigned, eliminating duplicated item numbers within the same case. For many law enforcement agencies, this is a continuous challenge when assigning item numbers. Agencies can choose whether or not to utilize this feature.



The screenshot shows the 'Auto-Assigned Item Number Calculation' interface. It includes fields for Case Number (11-123456), Offense Type (FELV - FELONY - VIOLENT), Offense Date (07/20/2011), and Case Officer (Aguirre, Rich (35)). The 'Item #' field is set to 3. A red arrow points to the 'Item #' field, and a yellow box contains the text: 'The system will auto-generate the next available item number for that case.'

Security and Policy Management: INCLUDED

The EvidenceOnQ system requires a user ID and password to log in. A system administrator is able to create users and user groups, and to grant or deny permission to certain functionality within the system to the members of a given group. System policies can also be set for password expiration, minimum password length, failed log-in attempts allowed, and strong passwords. Record-level security can be established to control viewing of certain records and/or the transfer of certain records.



Audit Trail Reporting: INCLUDED

EvidenceOnQ automatically date-time stamps all transactions and stores them in an unalterable audit trail. The transaction logs can be viewed in three ways: the **Transfer Audit Trail**, which lists just the *location history* for an item; the **History Tab**, which lists all *data changes* (edits) to a record; and the **Show Audit** view, which displays the *full transaction history* of a record combining its location history and edit history. Audit trail records show the user log-in and name attributed to transfers and edits, the date and time of transactions, original data and any replacement data, and the IP address of the computer device used for making the change. All history information is view-only and non-editable. This feature makes it impossible for anyone to make a change in the system without it being documented. Many agencies have had their evidence compromised due to inefficient systems that do not track changes made to the data.

The **Transfer Audit Trail** maintains a complete record of the *movement* for each item in the system. It automatically keeps track of the current location of an item, as well as every location where the item has resided since it was created.

Transfer Audit Trail							
Transaction Time	System Time	User Login	User Name	Location Code	Location Name	Box Location Code	Method
10/12/2011 09:03:50	10/12/2011 09:04:56	STURNER	SHANNON TURNER	TSCANLAN	TIM SCANLAN		S
10/12/2011 09:00:31	10/12/2011 09:00:32	STURNER	SHANNON TURNER	HANDGUNS	HANDGUNS		Manua
10/12/2011 09:00:30	10/12/2011 09:00:30	STURNER	SHANNON TURNER	B-1	Shelf B-1		Manua
10/12/2011 09:00:28	10/12/2011 09:00:28	STURNER	SHANNON TURNER	BIN 12	BIN 12		Manua
10/12/2011 09:00:26	10/12/2011 09:00:26	STURNER	SHANNON TURNER	HANDGUNS	HANDGUNS		Manua
10/12/2011 08:52:54	10/12/2011 08:52:59	STURNER	SHANNON TURNER	JPSO Temp	Received JPSO Temp Lockers		Enhanc

The **History Tab** displays a list of all the **changes** that have been made to any record stored in the EvidenceOnQ database. They show record edits that affect any of the data fields on the profile screen, any entries in the notes field, and any data in the retention module. For example, any and all changes to the recorded weight of a narcotics item would be permanently and unalterably logged by the system, as would any changes to the recorded cash total for currency, or the description or quantity of jewelry items.

Details

Evidence Info
Notes
History
Retention
Documents

HISTORY TAB

Record Created

On: 07/01/2003

By: SYSTEM

Last Edited

On: 10/13/2011

By: STURNER

Last Transferred

On: 09/21/2007

By: SYSTEM

To: Destroyed

Initial Box

On: _/_/_

By:

To:

Double-click a EDIT history record to view details of the modifications

Computer Time	System Time	UserLogin	UserName	Method	Host Name	Host IP	Windows User
10/13/2011 10:03:16	10/13/2011 10:03:16	STURNER	SHANNON TURNER	Manual	SHANNON-W7	192.168.0.192	Shannon
10/13/2011 10:01:54	10/13/2011 10:01:54	SYSTEM	SYSTEM	Manual	SHANNON-W7	192.168.0.192	Shannon
06/20/2005 09:47:05	06/20/2005 09:47:05	SYS					
12/23/2003 10:36:57	12/23/2003 10:36:57	SYS					
09/08/2003 16:30:16	09/08/2003 16:30:16	SYS					

Folder History Details

Barcode: 9843347-A

Casnumber 11-123456

Modified Field	Old Value	New Value
Casnumber	6456456	11-123456
Caliber	.357 Magnum	.44
DefendantLast	JACOBSON	JEFFERSON
DefendantFirstName	JESSIE	JAMES

OLD DATA

NEW DATA



The **Show Audit** record history provides a chronological log of ALL transactions associated with a given property-evidence item. The record history shows all transfers, digital signatures, in-system requests, and any changes made to the data on the profile screen, in the notes tab, or in the retention module. The Show Audit Record History can be printed into a report.

Record History

Print Report...

Barcode:200600538

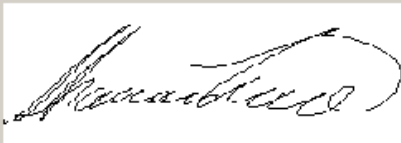
Case Number09-123432

Action Type	ActionTimestamp	SysTimestamp	User Login	User Name	Location Code	Location Name
Transfer	10/12/2011 9:03:50 AM	10/12/2011 9:04:56 AM	STURNER	SHANNON TURNER	TSCANLAN	TIM SCANLAN
Transfer	10/12/2011 9:00:31 AM	10/12/2011 9:00:32 AM	STURNER	SHANNON TURNER	HANDGUNS	HANDGUNS
Transfer	10/12/2011 9:00:30 AM	10/12/2011 9:00:30 AM	STURNER	SHANNON TURNER	B-1	Shelf B-1
Transfer	10/12/2011 9:00:28 AM	10/12/2011 9:00:28 AM	STURNER	SHANNON TURNER	BIN 12	BIN 12
Transfer	10/12/2011 9:00:26 AM	10/12/2011 9:00:26 AM	STURNER	SHANNON TURNER	HANDGUNS	HANDGUNS
Edit	10/12/2011 8:57:02 AM	10/12/2011 8:57:02 AM	STURNER	SHANNON TURNER		
Edit	10/12/2011 8:55:39 AM	10/12/2011 8:55:39 AM	STURNER	SHANNON TURNER		
Transfer	10/12/2011 8:52:54 AM	10/12/2011 8:52:59 AM	STURNER	SHANNON TURNER	JPSO Temp	Received JPS
Create	10/12/2011 8:44:52 AM	10/12/2011 8:47:08 AM	STURNER	SHANNON TURNER	JP EVIDE INT	Jefferson Par

Reason : Latent Analysis

Comment : COMMENTS ABOUT THE CASE OR

Name :



Hide Details >>

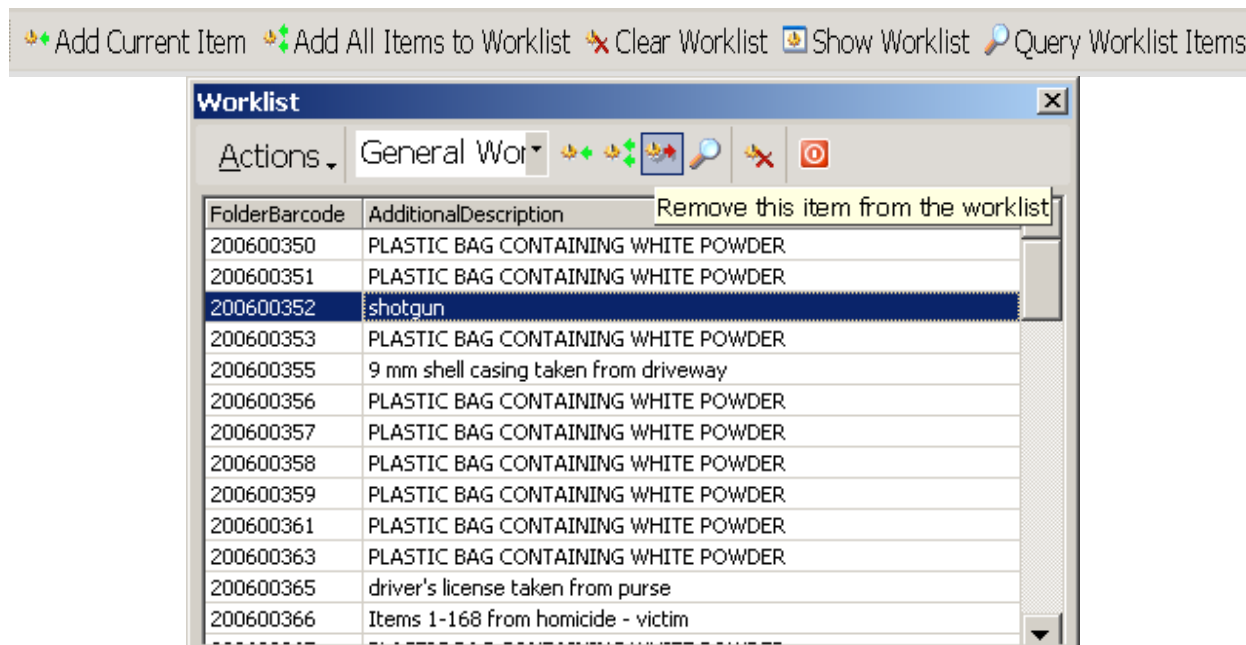
Close

Unalterable Chain of Custody: INCLUDED

Maintaining a solid chain of custody is one of the most important requirements in evidence management. Traditional evidence management consists of maintaining the chain of custody on paper, then compiling it from numerous resources when needed for court. This is a burdensome, time consuming, often inaccurate process, which can be vulnerable to manipulation. EvidenceOnQ makes chain of custody an automatic and simple process. The system uses audit trail records to generate a customized chain of custody report that includes all the pertinent information necessary to establish an unalterable chain of custody. This makes trial preparation automated, accurate, easy and efficient. An example of a chain of custody report is shown in the Custom Reports section of this proposal.

Work List Management: INCLUDED

The Work List feature allows users to create and save a group of related, or unrelated items that have a common task such as a group of evidence pending destruction, property to be pulled for charity donation, evidence waiting for lab submission, or guns needing disposition review. This feature allows a user to work on a large project periodically as time permits, and to add or remove items from the list as work progresses. The Work List is affiliated with a user's login and is saved when the user logs off. The Work List window floats on top of the EvidenceOnQ application or may be minimized when working with other functions of the system.



Request Module: INCLUDED

The Request Module gives officers the ability to submit an in-system request to their evidence staff for a variety of reasons. For example, a request may be submitted to pick up evidence for court, to check-out evidence for viewing, or to request that evidence be photographed or submitted to the lab. Many agencies use this feature for their officers to authorize the disposition of evidence, thus eliminating the need to manage, file and maintain paper authorizations. The requests are permanently documented in the audit trail for each item. Submitted requests are immediately displayed in a 'Request Monitor' pop-up window, which is viewable to property room personnel and provides them the ability to read and sort the requests, and to compile and print "pick lists" if needed to pull evidence from storage, or to accomplish the requested actions. The Request Monitor can be configured to automatically refresh at set intervals and to filter requests by certain criteria. The monitor can be left running in a separate window while working in EvidenceOnQ or in other applications.

Request Monitor								
<input type="checkbox"/> Select All <input type="button" value="Select"/> <input type="button" value="Deselect"/>								
Select	Requestor Code	Requestor	User Name	Item Barcode	Current Location	Reason	Case Niumber	Item #
<input type="checkbox"/>	01	OKAY TO DESTROY	SHANNON TURNER	200600478	Shelf B-1	CASE OVER - TIME SERVED - NO CODEFENDANTS	11-1234567	5
<input type="checkbox"/>	01	OKAY TO DESTROY	SHANNON TURNER	200600480	SHELF 4	CASE OVER - TIME SERVED - NO CODEFENDANTS	11-1234567	7
<input type="checkbox"/>	01	OKAY TO DESTROY	SHANNON TURNER	200600493	SHELF 4	CASE OVER - TIME SERVED - NO CODEFENDANTS	11-1234567	11
<input type="checkbox"/>	01	OKAY TO DESTROY	SHANNON TURNER	200600506	Temporary Lockers	CASE OVER - TIME SERVED - NO CODEFENDANTS	11-1234567	16
<input type="checkbox"/>	01	OKAY TO DESTROY	SHANNON TURNER	200600508	Temporary Lockers	CASE OVER - TIME SERVED - NO CODEFENDANTS	11-1234567	17
<input type="checkbox"/>	01	OKAY TO DESTROY	SHANNON TURNER	200600522	TWIN FALLS PD EVID LOCKERS	CASE OVER - TIME SERVED - NO CODEFENDANTS	11-1234567	24
<input type="checkbox"/>	01	OKAY TO DESTROY	SHANNON TURNER	200600524	TWIN FALLS PD EVID LOCKERS	CASE OVER - TIME SERVED - NO CODEFENDANTS	11-1234567	26
<input type="checkbox"/>	02	OKAY TO RELEASE	SHANNON TURNER	200600009	Shelf B-1	Release to owner Turner only	09-7654321	4
<input type="checkbox"/>	02	OKAY TO RELEASE	SHANNON TURNER	200600028	Outside Bicycle Storage	Release to owner Turner only	09-7654321	B
<input type="checkbox"/>	02	OKAY TO RELEASE	SHANNON TURNER	200600029	TIM SCANLAN	Release to owner Turner only	09-7654321	C
<input type="checkbox"/>	02	OKAY TO RELEASE	SHANNON TURNER	200600038	Shelf B-1	Release to owner Turner only	09-7654321	
<input type="checkbox"/>	01	OKAY TO DESTROY	SHANNON TURNER	200600009	Shelf B-1		09-7654321	4



Quick Export: **INCLUDED**

The **Quick Export** feature allows a copy of specified evidence data to be quickly and easily exported from EvidenceOnQ into the Microsoft Excel spreadsheet program, where the data can be reorganized, sorted and filtered, calculated mathematically, and graphed or charted. A query is run in EvidenceOnQ to gather the relevant evidence records. Using the Quick Export feature, the user then picks the specific data fields to be copied and exported from the records. Available data includes system-fields such as barcode number, created date and current location; and custom-fields such as case number, item type, serial number, make, model, etc. Clicking the EXPORT button then sends a copy of the data from the selected fields directly to the Excel program, which immediately opens a new spreadsheet document containing the EvidenceOnQ data. Quick Export options allow for saving the export profile and the exported copy-data.

Standard Reports: **INCLUDED**

The **QUERY REPORT** produces a printed report as a result of any *query*. The report is a standard format including columns of data. The content is variable, depending on what the user needs. For example, if the query was for guns, the user may choose to include make, model, caliber, serial number and case number in the report. If the query was for narcotics, the user can choose drug type, weight, case number, officer, and suspect. The Query report is especially helpful when combined with **custom queries** that have been built and saved. With the unlimited search capabilities of custom queries, combined with the variable data on the query report, the EvidenceOnQ system can produce any information the user needs.

The **INVENTORY REPORT** provides the user with a list of what is currently assigned to a specific location, or multiple locations. The report contains the specific information requested by the individual running the report. For example, the user may only want the case number, the item number, and the description of the item to be displayed on the report.

The **AUDIT REPORT** provides a list of all items in a current location or combination of locations, and includes the audit trail (the creation, edits, requests, and transfers of the item) for each item in that location. The audit trail can be requested for a specific period of time; for example, in the last week, or the last year.

The **ITEMS OUT REPORT** provides a report on items that are checked out of their assigned home location. For example, if an item's assigned home location is Bin-17, but its current location is "OUT TO COURT," this item would appear on the Items Out Report

The **REQUEST LIST REPORT** shows the items with pending in-system requests and the required action associated with each request. For example, an officer may request 12 items for court next week. These items would appear on the Request List Report showing the specific request, the requestor, the date and time needed, the reason, and the current location of the item(s). The Request List Report can be sorted based on any number of criteria desired.

The **USER REPORT** shows a list of all authorized users in EvidenceOnQ and their associated permissions.

The **RETENTION CODE REPORT** lists all of the classification codes and corresponding retention requirements that have been entered into the EvidenceOnQ system.

The **RETENTION REVIEW REPORT** lists all the items that have a retention code assigned to them. The user selects a specific date range when running the report, requesting all items that are eligible for review and possible disposition.

Custom Reports:








EvidenceOnQ can generate customized forms, referred to as Custom Reports. FileOnQ Professional Services can replicate or match virtually any paper form or report that an agency uses for evidence management. This could include a lab submission form, search warrant return sheet, firearm trace form, field-release receipt, etc. Alternatively, agencies can build their own custom reports using Crystal Reports™ report-creation software and the documents can be integrated into their EvidenceOnQ system. In addition, customers can purchase any of several EvidenceOnQ standard template reports that will be custom tailored to fit the agency's exact specifications and requirements. Modifications to standard custom reports can include verbiage changes, the adding of agency logos and header information, layout orientation (portrait or landscape), data sorting order, etc. All custom reports are generated after performing any type of EvidenceOnQ query, which retrieves the specific evidence data needed to fill the report. With the unlimited field and data selection options available with EvidenceOnQ, there is virtually no limitation to the reports that can be run. All custom reports can be printed, saved as a PDF, or created in a Word document.

(6) STANDARD TEMPLATED CUSTOM-TAILORED REPORTS INCLUDED:

- | | | |
|----------------------------|-------------------------------------|-------------------------------------|
| 1. Property Report | 3. Owner Notification Letter | 5. Signature Capture Receipt |
| 2. Chain of Custody | 4. Disposition Notification | 6. Named List Report |


1. PROPERTY REPORT INCLUDED

The Property Report lists the evidence-property associated with a given case, the corresponding unique barcode number and pertinent information for each item. This report is often attached to the associated case report.

PROPERTY REPORT		Pembroke Pines Police Department	
Case Number: 97-1			
Submitting Officer: Woerpel, Dennis (250)			
BarCode	Item #	Item Type	Description
 200600021	1	PURSE/WALLET/ BACKPACK	BROWN LEATHER WALLET AND CONTENTS
 200600022	2	CLOTHING	1-BROWN/YELLOW PLAID SHIRT
 200600023	3	CLOTHING	1-PR BLUE JEANS
 200600024	4	CLOTHING	1-PR NIKE TENNIS SHOES
 200600025	5	CLOTHING	1-PR BLUE THONG UNDERWEAR
 200600026	6	SEXUAL ASSAULT KIT	SA KIT FROM SUSPECT


2. CHAIN OF CUSTODY REPORT INCLUDED

A chain of Chain of Custody Report can be produced for one or multiple items in a case. Each item is listed separately with a complete, unalterable history of every location for that item. Included in the chain of custody are all dates, times, users, and any associated signatures for each transaction.




Police Department Pembroke Pines

CHAIN OF CUSTODY



CASE #: 97-1
CASE TYPE: SEXUAL ASSAULT
CASE OFFICER: Woerpel, Dennis (250)

EVENT DATE/TIME: 12/20/2006 0314
EVENT ADDRESS: 4876 N 42ND ST




ITEM #: 5 **CLOTHING**

200600025

RECOVERY LOCATION:
RECOVERED BY: Woerpel, Dennis (250)

Date/Time	Logged in User	Item moved to this Location
12/29/2006 10:40:42AM	Dennis Woerpel	Intake
1/2/2007 9:22:43AM	Dennis Woerpel	Temp Locker 01
1/2/2007 9:27:47AM	Dennis Woerpel	SHELF 1
1/12/2007 2:57:30PM	Dennis Woerpel	CRIME LAB
1/15/2007 8:43:22AM	Dennis Woerpel	Intake
1/18/2007 10:32:33AM	Dennis Woerpel	RECEIVING LOCKER 1
1/30/2007 9:49:51AM	Dennis Woerpel	Destroyed

Case Closed - PER INV. OFFICER


 DENNIS WOERPEL

End Chain of Custody for Item #: 5









related to Case # 97-1

Printed from EvidenceOnQ 04/03/2007

Page 2 of 3

3. OWNER NOTIFICATION LETTER INCLUDED

The Notification Letter is generated to the property owner and lists the items available for release. The text of this letter is supplied by the agency. When the owner brings the letter to claim the property, scanning the barcode printed in the letter ensures the correct item will be returned. The system automatically dates the release to the owner.

	Pembroke Pines Police Department 9500 Pines Boulevard Pembroke Pines FL 33024-6258 954/431-2200											
February 04, 2016 Case # 15-1234												
EDDIE ROGERS 2700 CHASE CT PEMBROKE PINES, FL 33082												
The property listed below is now available for release:												
<table border="0" style="width: 100%;"> <tr> <td style="width: 60%;">Item Description</td> <td style="width: 40%;"></td> </tr> <tr> <td colspan="2" style="border-top: 1px solid black; padding-top: 5px;"> SPORTS EQUIPMENT NORTH FACE COMMUTER BLACK NORTH FACE BACKPACK WITH CONTENTS </td> </tr> <tr> <td></td> <td style="text-align: center;">  200600007 </td> </tr> <tr> <td colspan="2" style="border-top: 1px solid black; padding-top: 5px;"> AUDIO/VIDEO MEDIA BOX OF DVD MOVIES </td> </tr> <tr> <td></td> <td style="text-align: center;">  200600008 </td> </tr> </table>			Item Description		SPORTS EQUIPMENT NORTH FACE COMMUTER BLACK NORTH FACE BACKPACK WITH CONTENTS			 200600007	AUDIO/VIDEO MEDIA BOX OF DVD MOVIES			 200600008
Item Description												
SPORTS EQUIPMENT NORTH FACE COMMUTER BLACK NORTH FACE BACKPACK WITH CONTENTS												
	 200600007											
AUDIO/VIDEO MEDIA BOX OF DVD MOVIES												
	 200600008											
If you wish to claim this property, please refer to the above case number and make an appointment with the Property Room by calling (819) 531-2846. Property will not be released without an appointment. You must have this letter and valid identification with you when you arrive to claim your property.												
If the property listed is a firearm and you have a criminal record, you may not be eligible to possess a firearm. If you have a criminal record, call first so that this issue can be addressed before you come to pick up your property.												
Sincerely,												
Property Technician												

4. DISPOSITION NOTIFICATION REPORT INCLUDED

The Disposition Notification report itemizes property that has come up for review or destruction by case number and case officer. This can be e-mailed to the officer or printed and distributed. The officer can complete the form by hand and return it to the property unit, or can use the Request Module to authorize a disposition for the property.

Pembroke Pines Police Department

Retention Status Request For Dispo

Print Date: Thursday, February 4, 2016

Page 1 of 1

Case Officer: Woltering, Scott (2610)

Case number: 14-0907

The following items, related to Case Number 14-0907 are currently being held in the Evidence Room. Please review the items and indicate the proper disposition of each one.


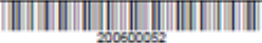
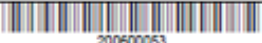
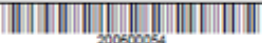
	Item Description	
 200600052	Evidence LADIES YELLOW TANK-TOP SHIRT WITH APPARENT BLOODSTAINS	<input type="checkbox"/> Dispose <input type="checkbox"/> Hold Until ____/____/____
 200600053	Evidence LADIES BLUE JEAN PANTS WITH APPARENT BLOODSTAINS	<input type="checkbox"/> Dispose <input type="checkbox"/> Hold Until ____/____/____
 200600054	Evidence LADIES WHITE SANDALS WITH APPARENT BLOODSTAINS	<input type="checkbox"/> Dispose <input type="checkbox"/> Hold Until ____/____/____

Reviewed and Approved by

Date

5. SIGNATURE CAPTURE RECEIPT **INCLUDED**

The Checkout Receipt can be generated by the system when evidence is released or transferred with a signature. The receipt is an option at the time of the signature transaction. Regardless of whether the receipt is printed or not, the signature is made a part of the permanent, unalterable chain of custody and can be printed out at any time in the future if the need arises.

Item Count	Item Barcode	Item Description	Case #
1	 200600050	Evidence BLACK COLT WOODSMAN 22-CAL AUTO-PISTOL WITH MAGAZINE	14-000402
2	 200600052	Evidence LADIES YELLOW TANK-TOP SHIRT WITH APPARENT BLOODSTAINS	14-000402
3	 200600053	Evidence LADIES BLUE JEAN PANTS WITH APPARENT BLOODSTAINS	14-000402
4	 200600054	Evidence LADIES WHITE SANDALS WITH APPARENT BLOODSTAINS	14-000402

Reason: For Court
 Comment: Released to Detective Shelley Bales for District Court trial.

Shelley Bales
 Signed by: Shelley Bales

6/10/14 1:23 pm

For Court Use

The above items, initialed by a court official, were admitted to court on _____
 Date

 Court Representative

 Printed Name




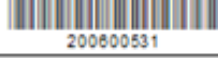
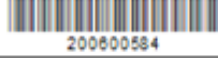

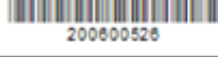
(SIGNATURE CAPTURE DESCRIBED ON PAGE 23)

6. NAMED LIST REPORT INCLUDED

The Named List Report provides the user with a free text naming field that appears at the top of the report. It itemizes any queried group of property items, sorts them numerically by case number and item number, and then lists them by current location. The report includes a verification line for itemized check-off, initials, etc., and a barcode for scanning transactions.

Pembroke Pines Police Department

NAMED LIST - SAMPLE REPORT ← FREE TEXT NAME

Case #	Item #	Additional Description	Barcode	Verified
The following items are currently in this Location:			BIN 12	
12-001234	25	ALTOIDS TIN CONTAINING GREEN LEAFY SUBSTANCE	 200600523	_____
12-001234	26	Really cool evidence	 200600524	_____
The following items are currently in this Location:			Destroyed	
12-001234	90		 200600530	_____
12-001234	91		 200600531	_____
The following items are currently in this Location:			Freezer	
12-001234	2	LDSJFLSKD	 200600584	_____
The following items are currently in this Location:			HANDGUN VAULT	
12-001234	3		 200600585	_____
12-001234	88	GUN WITH BROKEN GRIP AND TOOL MARKS ON THE BARREL	 200600526	_____

Fully Customized Reports: (2) NON-TEMPLATE FULLY CUSTOMIZED REPORTS INCLUDED

FileOnQ can also generate customized forms, referred to as Custom Reports. FileOnQ Professional Services can replicate or match virtually any agency-unique paper form or report that an agency uses for evidence management. Alternatively, agencies can build their own custom reports using the Crystal Reports software application – version XI (11.0) or newer – and the custom forms can be integrated into their FileOnQ system.

Batch Update: INCLUDED

EvidenceOnQ 7.0 allows for data to be changed or updated in a group. For example, if evidence is logged under the wrong case number, the items can be queried into a group and the case number can easily be changed on every record all at once. Any field or combination of fields on the profile screen can be changed simultaneously using Batch Update. Additionally, the retention code, review date, or retention comments can also be changed using this feature. For agencies using the Home Location feature, the location can be assigned to multiple items using the Batch Update function.

Inventory Feature: INCLUDED

The task of physically checking all property and evidence at a particular location against their documented locations in the system can be a long process and a drain on resources. With the EvidenceOnQ Inventory module, you can perform inventories and audits quickly and easily. Using a portable or attached scanner, or a MobileOnQ device, you simply scan the barcodes of property and evidence items in their storage location. The Inventory module then automatically flags any discrepancies between the items you scanned and their assigned current locations in the database. This allows you to quickly find and correct any problems. The inventory results immediately show the scanned items that were properly stored in their assigned location, items that were not scanned and are missing from the assigned location, and items that were scanned in the location but belong elsewhere. You can generate inventory reports on demand to provide documentation of current and past inventories in compliance with audit and accreditation procedures. An unalterable inventory history is preserved in a separate log from the chain of custody, ensuring compliance with both legal and organizational requirements

The inventory feature will allow inventory projects to be started, paused, and started again, leaving the project open until you have time to finish it. You can also inventory multiple locations in one project. It also enables any number of separate inventory projects to be open and conducted at the same time. The system provides the ability to print reports showing matches and exceptions after you have closed the project. An inventory history will be maintained for each item that will document how many times it was inventoried and the status of the item at the time of the inventory.

EvidenceOnQ will maintain a complete history of how many inventories were completed, when they were completed, and the disposition of each item in each inventory. Notes and comments may be added to the inventory, allowing users to document any corrections or clarifications needed. All comments are date and time stamped to preserve the integrity of the inventory and the comments themselves. Comments may also be added in batch to items within an inventory. One entry will update each record based on your desired record set.

Box/Container Tracking Module: INCLUDED

This feature of EvidenceOnQ utilizes barcodes to track the movement of items stored in a box or container. The system will track items as they are taken in and out of containers. It will also track the containers themselves as they move back and forth between locations. When a container is transferred, all items in that container are automatically recorded as transferred with the container. This feature is especially helpful to agencies moving their property unit into a new facility.

Active Directory Portal: INCLUDED

FileOnQ Active Directory Portal allows end-users to sign-in to EvidenceOnQ with their existing Active Directory (AD) passwords which they use every day to login to Windows. Each EvidenceOnQ application can specify whether the user can simply sign-in by launching the desktop application (single sign-on) or whether they need to re-enter their AD credentials for additional security. Security and permissions for functionality are configured using AD groups in the FileOnQ Portal Administrator tool. The key benefits of AD integration include lower end user frustration with passwords, fewer password reset requests and centralized management of EvidenceOnQ privileges which makes it easy to handle new employees or officers who leave the department.

Retention & Classification Module: INCLUDED

One of the biggest challenges in evidence management is to establish when an item is available for destruction, return to owner, auction, etc. Purging items from the evidence room is a lengthy, laborious process. In most cases, evidence is held much longer than required because there is no system in place for routinely reviewing and purging evidence. Setting a review or disposal date on each piece of evidence allows you to run regular reports which identify items that no longer need to be retained. Retention codes can be configured for different lengths of time. When you select the appropriate retention type, EvidenceOnQ will automatically calculate the correct review date, whether it is 3 months or 10 years. The review date can be modified throughout the process if certain cases are delayed in court or are pending appeal.

Retention Code Maintenance

Select a retention code and set its properties in the detail section:

Code	Date	Category	Years	Months	Days	Description
Felony	Creation	Evidence	1	8	0	Felony crimes
Found	Creation	Non-Evidence	0	0	90	Found Property
Misdemeanor	Creation	Evidence	1	0	0	Misdemeanor
Safekeeping	Creation	Non-Evidence	0	0	60	Property for Safekeeping
Sex Offense	Creation	Evidence	3	0	0	Approval by supervisor only
Homicide	Creation	Evidence	10	0	0	Approval by supervisor and D

Retention details

Code: Category:

Description:

Period

Years:

Months:

Days:

Calculation Date

☒ Creation Date
 ☐ Cycle Date

Sync items

New Update Delete

OK Cancel

Evidence Info Notes History Retention Documents

Retention Code: Category:

Period:

Years:

Months:

Days:

Description:

Approval by supervisor only

Critical Dates:

Calculation:

Review:

Destruction:

☒ Hold

Hold Comment:

HOLD all evidence UTF
Per Deputy DA Michael Cochran
Conviction under appeal
09/12/09 DBA

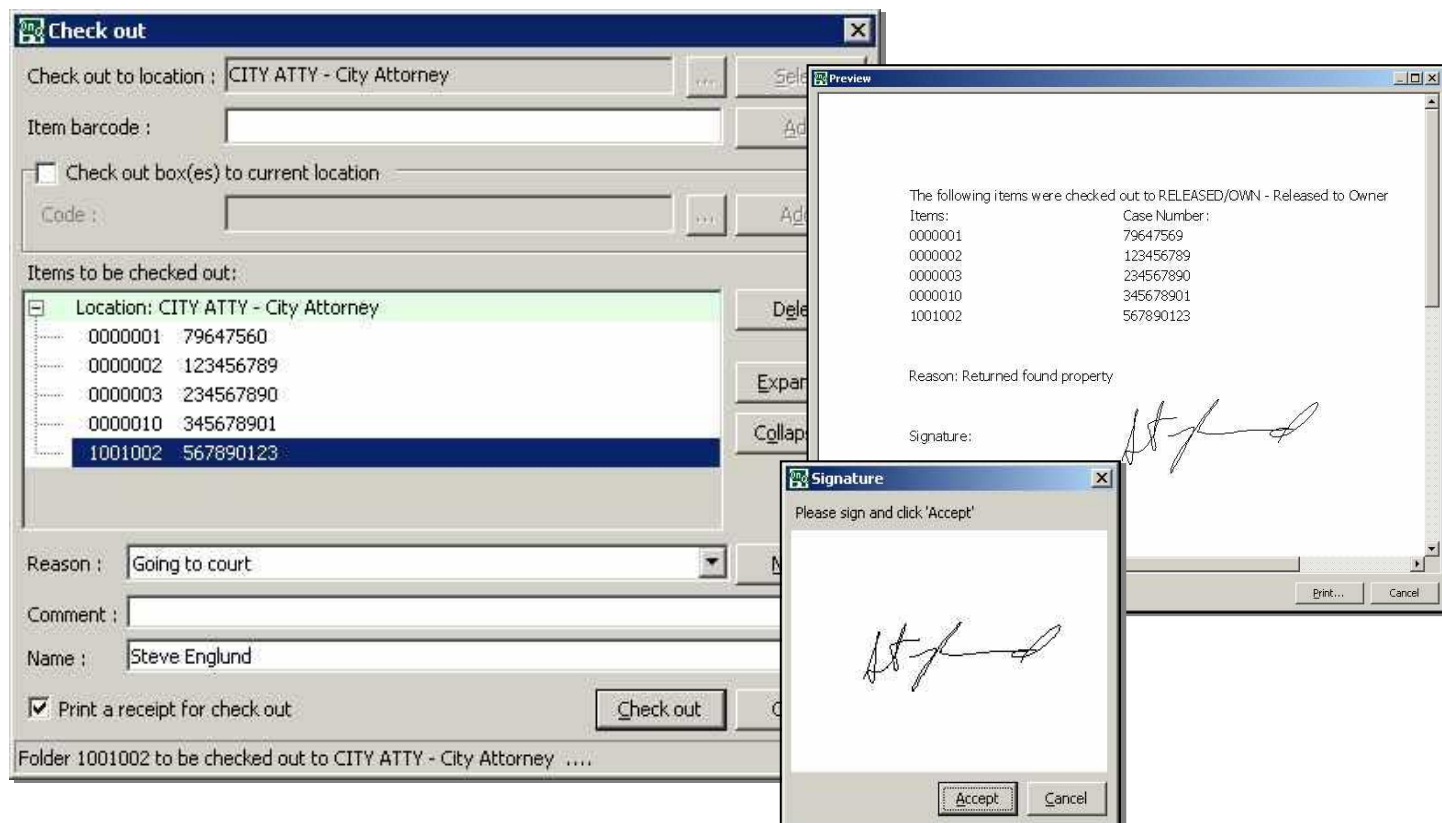
Current record retention information

FileOnQ, Inc. - Corporate Offices: 832 Industry Drive Seattle, WA 98188 – Phone 800-603-6802

Page 22 of 66

Signature Capture Module: INCLUDED

The EvidenceOnQ Signature Capture Module provides the ability to obtain digital signatures when transferring evidence. This allows a department to eliminate hand written receipts or to maintain signatures on paper for chain of custody. When using the signature capture module, only one signature is required regardless of how many items are being released or how many different cases are involved. The system captures the digital signature and stores it as part of the unalterable chain of custody. A customized checkout receipt can be printed at the end of each transaction. A Topaz Signature Gem LCD 4x3 signature pad is used with EvidenceOnQ Signature Capture.



Data Import & Export, Mapping & Validation: INCLUDED

EvidenceOnQ comes standard with a fully configurable import utility that allows records to be imported into the OnQ database from one or more different outside sources. The utility uses a simple drag and drop interface that greatly reduces the amount of manual entry required to accomplish data import. The utility can match field for field from any ASCII delimited data file, which is then imported into the EvidenceOnQ system. This can be done as an unattended, automated, scheduled import, or as an import on demand. Any data can also be exported from the EvidenceOnQ database using a like utility that allows users to create, save, and run any number of export routines.

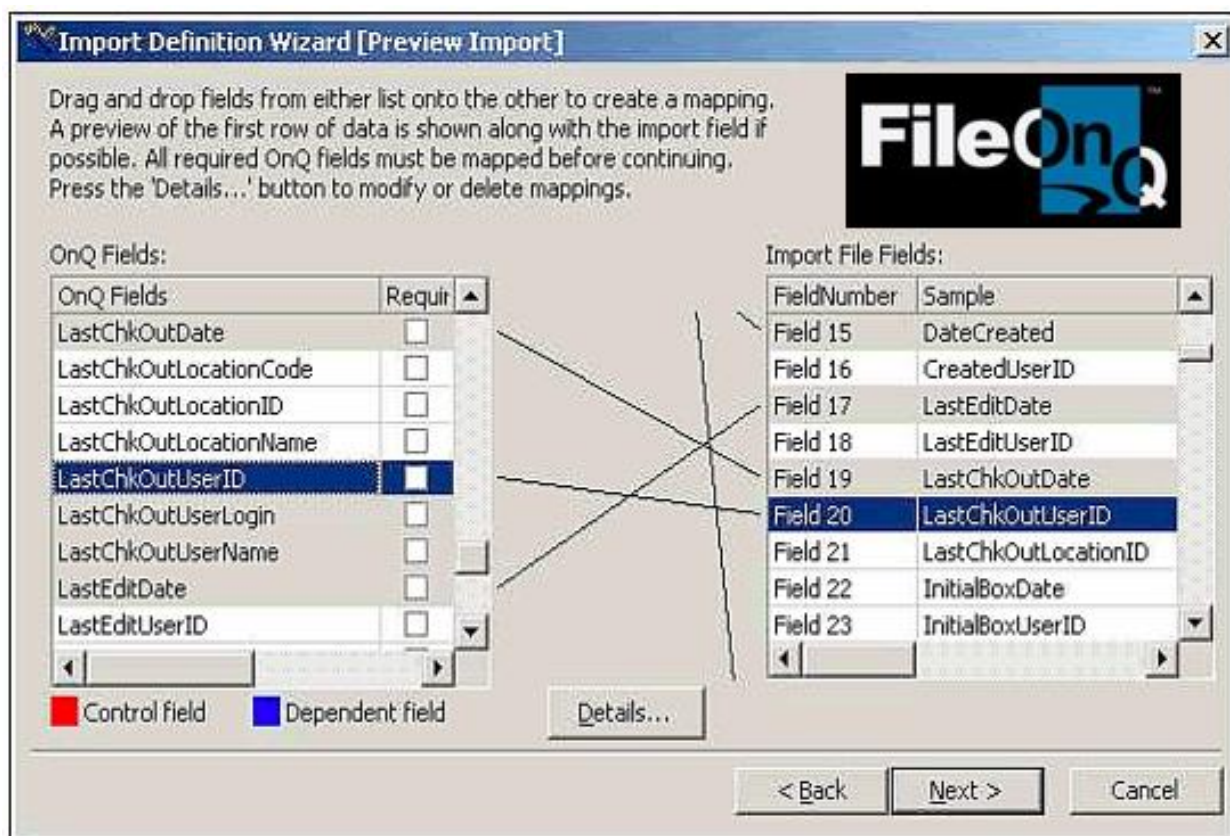
Imports can be for the purpose of a one-time conversion, such as transferring the data from an existing database or spreadsheet, or they can be an on-going daily process for adding new records or updating existing records within EvidenceOnQ from another third-party application. The import utility also provides field data type validation, duplicated record validation, and data validation.

If a customer chooses to establish an importing process between FileOnQ and another third-party application, they would be responsible for providing an ASCII delimited file(s) containing the fields they wish to import into EvidenceOnQ. FileOnQ staff will then set up mapping to EvidenceOnQ files using the built-in 'Import Definitions Wizard.'



All imports that are run – whether manual or unattended – produce a log file. Any records that fail the import validation process (criteria set up for clean data) will be listed in the log. All import logs are stored with a date and time stamp and can be checked through the Import Log View.

FileOnQ will assist your agency in setting up the import of your old data. Your IT staff will be responsible for performing the actual import and for records clean up. FileOnQ can perform this task if the agency does not have sufficient IT support or resources. An estimate for this data import work can be provided and incorporated into your proposal.



eDocs & Imaging Module: AVAILABLE FOR ADDED OR FUTURE PURCHASE (P33)

With the eDocs and Imaging Module, any electronic file or document that is associated with the evidence can be attached and viewed within the EvidenceOnQ system. This includes scanned images, digital pictures, Word documents, PDF files... virtually any electronic file can be stored, viewed, and organized. eDocs provides the ability to:

- Link and view audio and/or video files
- Attach crime scene photos
- Scan crime lab reports
- Scan a driver's license or ID card prior to releasing property
- Attach court orders
- Scan existing chain of custody paper documentation
- Attach witness/victim/suspect interviews

eDocs utilizes a designated, shared folder or SQL database on the user's network to store these electronic documents. The user can view the documents by either double-clicking a document icon or the View button. The eDocs system communicates with the Windows OS telling it which application to open in order to view that document, such as Word, Adobe, Media Player, etc. Any type of document can be opened if the user has the proper application and permission.

Investigators can utilize eDocs to organize and manage the evidence and associated documentation in their cases. For example, they can attach pertinent crime scene photos, 911 recordings or witness interviews, crime lab reports, and associated officer reports. They can also scan investigative documentation such as checks, credit cards, or paperwork collected in cases. Having all this information at their fingertips saves time and also eliminates the need to check-out evidence for follow-up, which results in a tighter chain of custody when time for trial.

Agencies find the eDocs module a helpful tool for the District Attorney's office. With appropriate permission settings, it enables them to review the pertinent evidence needed for trial. They can also submit specific action requests regarding evidence. The eDocs module reduces phone calls from the DA with questions and requests for evidence. It eliminates the need to make copies of photos, videos, and discovery information and also reduces the number of times an evidence bag must be opened to view evidence, which provides a tighter chain of custody to present at trial.

FileOnQ 7.0.3119 - Evidence Demo - SYSTEM

File Edit View Fileroom Labels eDocuments Reports Tools Data Help

1. NEW ITEM Save Print Label Property Report Request Location Check Scan a Group Search Notes Signature

Barcode No: 200600006 Home Location: 381

Current Location: 1A6 - SHELF 1A6 1/20/2016 16:10:46 SYSTEM Location Category: IN Box Location: Date Completed: / /

Details

Evidence Info Notes History Retention Documents

Document Barcode	Document Type	Date Received	eDoc Linked	DocType	Paper	Location	Transfer Date	Status	Status Date	Next Action	eDoc Name
000000000000035	Photograph	03/03/2010	03/15/2010	JPEG Image	<input checked="" type="checkbox"/>						Drug Paraphernalia 4.jpg
000000000000036	Receipt	02/25/2014	02/25/2014	JPEG Image	<input checked="" type="checkbox"/>						Cartridge Casing 1.jpg
000000000000152	Receipt	02/25/2014	02/25/2014	JPEG Image	<input checked="" type="checkbox"/>						Handgun 7.jpg
000000000000153	Purchase Order	03/15/2010	03/15/2010	JPEG Image	<input checked="" type="checkbox"/>						columbia gorge
000000000000037	Uniform Chit	10/23/2014	10/23/2014	Adobe Acrobat Document	<input checked="" type="checkbox"/>						eOnQ_Inc._59
000000000000156	Repair Document	11/15/2013	11/15/2013	JPEG Image	<input checked="" type="checkbox"/>						4.jpg

Document Details eDocs Document Tracking

Document Type: Receipt

Document Barcode: 000000000000152

Date Received: 02/25/2014 < Today eDoc Link Date: 02/25/2014

Note:

Document Keywords:

Drop Files Here

Documents associated with the

KATHRYN LOFTEN SLATTERY
DEPUTY DISTRICT ATTORNEY
TARA K. BATES, Of Counsel
VICTIM WITNESS ADVOCATES:
PAMELA A. ROBERTS, Director
DORRIS STAPLES
MICHELE TUNNEY
JUDITH LEWIS

MARK W. LAWRENCE
DISTRICT ATTORNEY
VIOB CR 575 CORRIDOR
P.O. BOX 290, 61 KENNESAW ROAD
ALPHRED, MAINE 04849
TEL: (207) 254-8889
FAX: (207) 254-8879

ASSISTANT DISTRICT ATTORNEYS
JEREMY D. HODKOWITZ
ELTON P. SMITH, III
SANTA PETERSON-ARNEY
BRIAN N. ROBERTS
JENNIFER A. MCCLEGGAN
JOHN W. CONNELLEY
LINDA E. BEE, EMERITUS MONYAN
PATRICK K. GORDON
BRANDEN W. JACOB WEST
JOHN N. PLETTO

January 25, 2007

Ms. Linda C. Descoates
P.O. Box 103
Saco, ME 04072

RE: State of Maine vs. PETER PAUL GATTUSO
CR-05-242

Dear Ms. Descoates:

This letter is to inform you that on January 23, 2007, Mr. Gattuso was ordered to serve five months in jail. After his release from substance abuse treatment program, and he is prohibited from being in contact with the victim. Mr. Gattuso will continue on probation for three months. If he fails to comply with the conditions of his probation, he will still be required to pay restitution.

Please feel free to contact Pamela A. Roberts, Victim Witness Director, if you have any questions.

Sincerely,
Brian N. Roberts
Brian N. Roberts
Assistant District Attorney

03-17-96
00:47:45

822-0800

MADE IN AUSTRIA
GLOCK WEAPONS, INC.

Start Time: 00:00:00 End Time: 00:00:30

Sound fade In: 1s Sound fade Out: 1s

Start Transfer to iPhone



WebView Module: INCLUDED

WebView provides the ability to access the EvidenceOnQ application from a browser based intranet. It allows departments to deploy the system to numerous users quickly and cost effectively. WebView enables evidence to be entered into the system and print barcode labels and reports. Users may also search, view and submit requests for property and evidence items. WebView also works in conjunction with the eDocs modules to allow users to upload and view electronic documents. This feature is especially useful at crime scenes, search warrants, or from the officers' vehicles. Each user can choose individual settings such as day view, night view, or information to display in the browse feature.

WebView is a powerful tool for a Prosecuting Attorney's Office as well. It allows them to search the system for evidence involved in a specific trial, view the crime scene photos or listen to the 911 recordings, and submit requests to your evidence personnel for items that should be submitted for lab analysis or are needed for trial. The WebView feature helps eliminate the calls and visits to your evidence room to view evidence. It also reduces the number of times an evidence bag must be opened to view evidence, which provides a tighter chain of custody when time for trial.

Day View

Night View

MobileOnQ™ Portable Solution: **AVAILABLE FOR ADDED OR FUTURE PURCHASE** (P33)

The MobileOnQ portable solution allows agencies to easily transfer and release property, capture signatures, and perform audits and inventories in remote locations using a Motorola™ MC67 PDA device. The handheld device can be used at outlying locations such as a crime lab, impound lot, off-site storage facility, or any place that a PC, signature pad, or typical barcode scanner may not be available. The device can transmit live to your OnQ database via your wireless network, or over a 3G network with web services enabled on your server. If a network is not available, the device can simply be docked in the charging cradle and the stored transfers, releases and electronic signatures can be updated into the EvidenceOnQ system.



Notification and Workflow Module: **AVAILABLE FOR ADDED OR FUTURE PURCHASE** (P34)

Platform Notification provides the capability to set automated triggers and routines within the EvidenceOnQ application to have the system automatically take a specific action, restrict a certain action, or send a notification. To determine exactly how Platform Notification will be applied at an agency, a thorough evaluation of their evidence control policies and procedures needs to be done. The following examples demonstrate the concept of Platform Notification and underscore the tremendous benefit it can provide to an agency:

1. An agency has a policy that specific people must be notified when certain information is changed in an evidence record. The triggered action may include any number of methods such as sending an email, printing a new property report, making a phone call, etc. Platform Notification would automate this process. For example, any time a serial number field or case number field in EvidenceOnQ is modified, the system will automatically send an email notification of the changes to the records manager and the investigating officer.



2. An agency has a policy that money marked for seizure cannot be released without a court order. The current procedure requires that an evidence employee verify the court order before releasing the money. The employee may need to search a file or database, or make a phone call to validate the order. The agency depends heavily on the employee to follow the procedure for legal compliance; however, the risk of human error and resulting liability are ever-present. Platform Notification with in-system triggers would reinforce the process to ensure that the policy is followed. For example, if money is marked for seizure, the system would prevent it from being transferred to an external location unless there is a document attached to the record called "Money Release". If there is no such document, an error would tell the user that the money cannot be transferred.

3. When evidence is submitted by an officer and a discrepancy exists, such as an item being improperly packaged, the procedure is to notify the officer to come to the property unit and correct the problem. The notification process may include generating a paper memo, or sending an email to the officer. It may also require a printed copy to put in a tickler file for follow-up. Platform Notification would streamline the process. For example, when an evidence employee makes a Notes Log entry to an evidence record(s) using the subject category of 'Correction Notice,' the system generates an email to the submitting officer – and a copy to their supervisor if required – explaining the discrepancy and the steps needed to correct it. The Platform Notification process can even be taken one step further. Rather than having to manually monitor the response of the officer, EvidenceOnQ can be set to send a second notice to the officer if the correction has not been made within a specified time period.

These are just a few examples of how Platform Notification can help an agency. It essentially takes the agency's evidence policies and processes and sets automated triggers to accomplish tasks that are currently being done manually. It also implements safeguards to deny certain actions based on policy, and reduces the potential for human error or manipulation.

After an agency's initial purchase of Platform Notification, FileOnQ staff will communicate with the agency to determine what specific procedures would benefit through the use of this function. The investment per notification task is \$1,560, to configure the desired workflow triggers and actions. Agencies can have numerous tasks managed through Platform Notification.

Automated Disposition Module: INCLUDED

The Automated Disposition Module works in conjunction with the Retention Classification module (P22). When configured appropriately, the system can automatically assign retention-review classifications to incoming property-evidence records. The Disposition module then automatically runs queries to find items that are eligible for retention checking based upon their review date as auto-calculated by the Retention Module. The module then generates notification emails to the responsible officers using the agency's email system. The body of the email includes all the pertinent information about the items in question. The officers can click on a link to the case, or to a specific item. The link takes them into the EvidenceOnQ system, so they can dispo-out those items using the built-in Request Module (P13). The respective disposition authorizations are permanently documented in the history log for each of the items. The authorizations automatically come to the evidence staff via the Request Monitor (P13), at which time the designated actions can be taken.

The Automated Disposition Module takes all the manual steps out of bringing items up for review and creating disposition reports to send to officers. The only time that effort is required by evidence personnel is when an action message is received through the Request Monitor authorizing items to be released, destroyed, retained, etc. Automated Disposition is extremely convenient, especially for large agencies. For smaller agencies, the decision to purchase the module is a matter of initial cost investment versus time investment for the manual work to run disposition queries, to produce disposition reports, and to distribute the reports.







Audit Compliance Report: AVAILABLE FOR ADDED OR FUTURE PURCHASE (P34)



Best practices for evidence management include documented and periodic inspections and audits of the property-evidence inventory. The "Audit Compliance Report" takes a random, percentage based sample of evidence records from specified storage locations (e.g. Drug Room, Cash Vault, Handgun Shelf, etc.), or from ALL locations, and creates a report from which the auditor can check the named locations to confirm that the questioned items are present in their assigned locations. The report form has a place for the auditor to initial that each item was found at its correct location, and a place for annotations about the items.

Running the Audit Compliance Report is done from the EvidenceOnQ application. The user will specify which storage location, or group of locations are to be audited, and what percentage of the eligible records should be in the report. For example, if you have 800 guns in your gun locations and you ask for a 5% sample of them, you will get a printed list of 40 randomly selected guns. This report must be printed-out to serve as the worksheet and final documentation that the items were checked and reconciled. Running the report again will give a different list of 40 items, so auditing quarterly, for example, will tend to let you sample and verify different items in every audit.

The Audit Compliance Report is a great investment for CALEA accredited and state accredited agencies that follow prescribed evidence audit requirements with percentage based random sampling of specified evidence categories.

Pembroke Pines Police Department
Audit Compliance Report

BarCode	Case #	Date Collected	Item Type and Description	Verified
Location Code: A-1				
	123-999 Collected By: Chan, Arnie (290)	05/15/2008	CAMERA/RELATED EQUIPMENT Make: Nikon Model: R2500 Serial: DGAD3A333ASDF Description: Digital camera with case	<input type="checkbox"/>
	343324 Collected By: Clark, Kent (266)	06/19/2008	BICYCLE/TRICYCLE Make: sdfsdfs Model: tsfdfs Serial: 3432423 Description: sdfsdfsdfsdfs	<input type="checkbox"/>
	45-34354 Collected By: Chan, Arnie (290)	10/26/2009	BICYCLE/TRICYCLE Qty: 1 Make: ftd Model: sdfsdf Description: sdfsdf	<input type="checkbox"/>
	123087 Collected By: Gray, Karen (321)	02/25/2010	COMPUTER Qty: 1 Make: Compaq Model: DT23VR Serial: DGAD432SDGDA12 Description: Computer with Monitor, keyboard, and mouse	<input type="checkbox"/>
Location Code: INTAKE				
	5454353 Collected By:		PHOTOS - CRIME SCENE	<input type="checkbox"/>
Location Code: TFAGAN				
	34-423423 Collected By: Clark, Kent (266)	11/18/2008	CAMERA/RELATED EQUIPMENT Qty: 1 Make: gtydf Model: tsfdfs Serial: gdygd Description: sdfsdfs	<input type="checkbox"/>

The items listed above are a 3 % random sample of all items of the specified Item Type sorted by current location. The list excludes items in the EvidenceOnQ database which have been released or destroyed.

Printed: Wednesday, August 29, 2012 from EvidenceOnQ®

Page 1 of 1



AUCTION MANIFEST CUSTOM REPORT: FOR ADDED OR FUTURE PURCHASE (P34)

The PropertyRoom.com Manifest is available for agencies using Property Room.com for their auctions. The system automatically generates the required manifest form, eliminating the need to handwrite all of the items and their descriptions.

Property Auction Manifest					
Name or Department		San Diego Police Department		11/05/2013	
Pickup Address		1401 Broadway San Diego, CA 92101-5729		Page 1 of 1	
Line #	Qty.	Description	Serial #	Reference Number	PR Barcode (SKU)
1		BICYCLE RALLYE PREMIER LADIES BLUE RALLYE 'PREMIER' 12-SPEED ROAD BIKE	3037941551	200600057	
2		BICYCLE SCHWINN ESQUIRE MENS GREEN SCHWINN 'ESQUIRE' 18-SPD MOUNTAIN BIKE	459000XL356	200600058	
3	1	BICYCLE SPECIALIZED STUMP JUMPER MENS WHITE SPECIALIZED 'STUMP JUMPER' 21-SPEED MOUNTAIN BIKE	644524155940	200600042	
4		COMPUTER DELL QUANTUM MILLENNIUM GRAY DELL TOWER COMPUTER FROM MASTER BEDROOM DESK	3034423614	200600378	
5		JEWELRY LADIES WHITE METAL BRACELET WITH NUMEROUS BLUE STONES		200600054	
6		JEWELRY SMALL BAG CONTAINING ASST FASHION JEWELRY (SEE NOTES)		200600468	
7		MUSICAL INSTRUMENT FENDER STRATOCASTER BLUE FENDER 'STRATOCASTER' ELECTRIC GUITAR #123920	123920	200600442	
8	1	PURSE/WALLET Coach LADIES RED COACH PURSE WITH SALES TAG		200600459	
9	1	PURSE/WALLET GUCCI LADIES BLACK GUCCI HANDBAG WITH SILVER METAL TRIM		200600119	

Manifest Detail Verified

☐ At Pickup
☐ At Processing Center (PR Count Anal)
discrepancies will be reported promptly

Received From: _____
Driver Acceptance: _____
ID Check Required ☐ ID Checked ☐

Printed from EvidenceOnQ®

EvidenceOnQ / CTS Data Sharing (Integration): INCLUDED

FileOnQ has successfully interfaced with several CAD/RMS systems. We have a team focused on data integration with other vendors and we can use a variety of methods to interface with any third party software as long as the vendor and client are willing to cooperate in the data sharing process. We welcome the establishment of an integration partnership with CTS America to provide a seamless data sharing experience between EvidenceOnQ and CTS RMS, thereby enhancing Pembroke Pines PD's evidence management and reporting capabilities. Through this interface, evidence information could be entered into EvidenceOnQ and uploaded to the CTS system. EvidenceOnQ would be the system of record for evidence information. CTS would be the system of record for all other PPPD reporting domains. Designated fields in EvidenceOnQ will be monitored by the CTS system for any changes and updates. Designated field updates made in EvidenceOnQ will automatically update the respective fields in CTS. FileOnQ will help the agency create field mappings between their FileOnQ profile and their CTS modules. An annual maintenance and support fee will be added to the current annual renewal from FileOnQ, to provide support and future compatibility of versioning between CTS and EvidenceOnQ. FileOnQ's integration solution provides agencies with added flexibility and power to meet their data management needs, while significantly increasing the value of their software investment and their overall satisfaction.

Training: (3) DAYS ON-SITE TRAINING INCLUDED

Upon completion of your EvidenceOnQ system installation, our customer support team will conduct the training for your evidence personnel and OnQ system administrators. Training can be provided on-site at your agency when travel and per diem costs have been included. Alternatively, training can be conducted free of charge via personalized live Web sessions. We will also provide free ongoing refresher training via web conferences as needed through your annual maintenance and support contract. If you require additional on-site training, we will do so at a reasonable fee. This ensures you are getting the highest value from your EvidenceOnQ system and trouble free operation of the system both now, and long into the future.

(UNLIMITED TRAINING VIA WEB-CONFERENCE)

Maintenance and Support: INCLUDED

At FileOnQ we are committed to do everything necessary to ensure you are completely satisfied with our product and support. The first 12 months unlimited maintenance, support, and training is provided with the purchase of your EvidenceOnQ System. This includes:

- ✓ **Free in-version upgrades**
- ✓ **Unlimited telephone and online support**
- ✓ **Unlimited training via telephone and web-conference**
- ✓ **Bug fixes or new-build patches**
- ✓ **Loaner hardware if needed**
- ✓ **Assistance with developing new evidence policies and procedures**
- ✓ **Access to the EvidenceOnQ website with training videos and user tools**

When a support need arises, you will appreciate our direct line via our 800 number as well as our live On-Line Web Support Meeting Center.

Email: Support@fileonq.com

Phone: 1-800-603-6802 , option-4

Agencies that maintain annual maintenance and support contracts are routinely provided with deep discounts for new products being introduced.

EvidenceOnQ customers overwhelmingly agree that the ongoing maintenance, support, and training improve their system use and departmental productivity to the extent that the investment pays for itself several times over.



PEMBROKE PINES POLICE POLICE DEPARTMENT

October 20, 2017

EvidenceOnQ Proposal 3

SOFTWARE LICENSES AND SEATS

- 1 EvidenceOnQ 7.1 application software license – single database/application for over 1-million records/items – utilizing SQL server database provided by PPPD. (P3)
- 10 Concurrent-User Seat Licenses. (P3)
- 1 Container-Box Tracking software module. (P21)
- 1 Active Directory portal. (P21)
- 1 Retention-Classification software module. (P22)
- 1 Signature Capture software module. (P23)
- 1 WebView software module. (P26)
- 1 Automated Disposition software module. (P28)

PROFESSIONAL SERVICES

- 1 EvidenceOnQ fully tailored profile (homescreen) application configuration, population of user groups and permissions, locations, and lookup values in drop-down menus. (P3-5)
 - 6 Standard custom-tailored reports/forms: Property Report, Chain of Custody Report, Owner Notification Letter, Disposition Notification Report, Signature Capture Checkout Receipt, Named List Report. (P15-20)
 - 2 Fully-Customized (Non-Standard Template) PPPD Evidence Management Reports/Forms. (P31)
 - 1 Mapping assistance and set-up for import of PPPD evidence data – if desired – from CTS America and VisionAIR systems into EvidenceOnQ. To facilitate the import, PPPD's records must first be exported to a tab delimited text file, or an Excel file. FileOnQ personnel will help map the data to EvidenceOnQ fields. Actual import is done by PPPD. (P23-24)
 - 1 Remote installation.
 - 1 EvidenceOnQ / CTS America data-sharing integration. (P31)
 - 3 Days on-site training. Unlimited training via web-conferences. (P31)
 - 1 12 months FileOnQ Annual Maintenance and Support Contract. (P31)
- Approximate full cost for maintenance and support **renewal** after first 12 months: \$12,850*

HARDWARE

- 1 Topaz TLBK755SE attached signature capture pads with 4x3 LCD

All indications are that PPPD's existing Motorola/Symbol LI4278 wireless Bluetooth barcode scanners and Zebra GK420T label printers can be used with EvidenceOnQ.

EvidenceOnQ System Purchase Investment.....\$ 109,270 *List Amount*
FileOnQ special discount to meet budget.....\$ -30,527

EvidenceOnQ System Purchase Investment	\$ 78,743
---	------------------

50% down payment required at time of purchase, 50% balance due after installation.

NO TAXES INCLUDED

PRICING VALID THROUGH JUNE 30, 2018

PEMBROKE PINES POLICE DEPARTMENT

October 20, 2017

EvidenceOnQ Optional Considerations / Proposal 3

- 1 **eDocs software module.** (Pages 24-25)
Includes SQL connect and Document Collection module.
Includes 12 months FileOnQ maintenance and support.

ADDED INVESTMENT \$23,974

Add to maintenance and support RENEWAL fee after first 12 months: \$3,419

- 1 **MobileOnQ software module and (1) Motorola MC67 handheld computer with cable kit, docking station, and loaded software.** (Page 27)
Includes 12 months FileOnQ maintenance and support.

ADDED INVESTMENT \$ 7,109

Add to maintenance and support RENEWAL fee after first 12 months: \$539

- 1 **Notification and Workflow software module.** (Pages 27-28)
Includes configuration and training for the first trigger.
Includes 12 months FileOnQ maintenance and support.

ADDED INVESTMENT \$16,894

Add to maintenance and support RENEWAL fee after first 12 months: \$2,339

- 1 **Audit Compliance Custom-Tailored Report/Form.** (Pages 29)
Includes 12 months FileOnQ maintenance and support.

ADDED INVESTMENT \$2,450

Add to maintenance and support RENEWAL fee after first 12 months: \$50

- 1 **Auction Manifest Custom-Tailored Report/Form.** (Page 30)
Includes 12 months FileOnQ maintenance and support.

ADDED INVESTMENT \$850

Add to maintenance and support RENEWAL fee after first 12 months: \$50

50% down payment required at time of purchase, 50% balance due after installation.

NO TAXES INCLUDED

PRICING VALID THROUGH JUNE 30, 2018



PEMBROKE PINES POLICE DEPARTMENT

October 20, 2017

EvidenceOnQ Optional Considerations / Proposal 3

EA	Motorola/Symbol LS2208 attached barcode scanner.....	ADD \$425
EA	Motorola/Symbol LI4278 wireless Bluetooth barcode scanner.....	ADD \$880
EA	Zebra GX430T TT network barcode label printer.....	ADD \$895
EA	Topaz T-LBK755 SE attached signature capture pad.....	ADD \$595

50% down payment required at time of purchase, 50% balance due after installation.

NO TAXES INCLUDED

PRICING VALID THROUGH JUNE 30, 2018

DigitalOnQ Proposal for

Pembroke Pines Police Department



Prepared by **Zaki E. Horany**
Law Enforcement Consultant Engineer
800-603-6802 x133
ZakiH@fileonq.com
www.evidenceonq.com

October 20, 2017



October 20, 2017

Captain Chris Stasio
Pembroke Pines Police Department

Dear Chris,

Thank you for the opportunity to submit this proposal for DigitalOnQ a Digital Media Management solution for the Pembroke Pines Police Department. The investment requirement for DigitalOnQ-- including software, configuration, installation and training – per your specifications – is **\$35,062.00**.

Our first priority is to provide solutions that effectively meet the unique needs of our customers today, while providing them with a strategy and a path to meet their changing needs of tomorrow. Another priority of equal importance is to provide these solutions with the greatest possible economy. ***We will do all we can to make sure that price is not the reason someone would choose not to buy DigitalOnQ.***

Please read and consider our proposal and bring to our attention any ways in which you feel we can more adequately satisfy your needs. Finally, when you are prepared to allow us to implement the solutions proposed, we are committed to do everything necessary to ensure your complete satisfaction both now and long into the future.

Thank you again for your further consideration of FileOnQ and the Digital evidence management solutions we represent. We look forward to and seek the opportunity of serving the Pembroke Pines Police Department.

Sincerely,

Zaki Elias Horany
Law Enforcement Consultant Engineer

DigitalOnQ Features

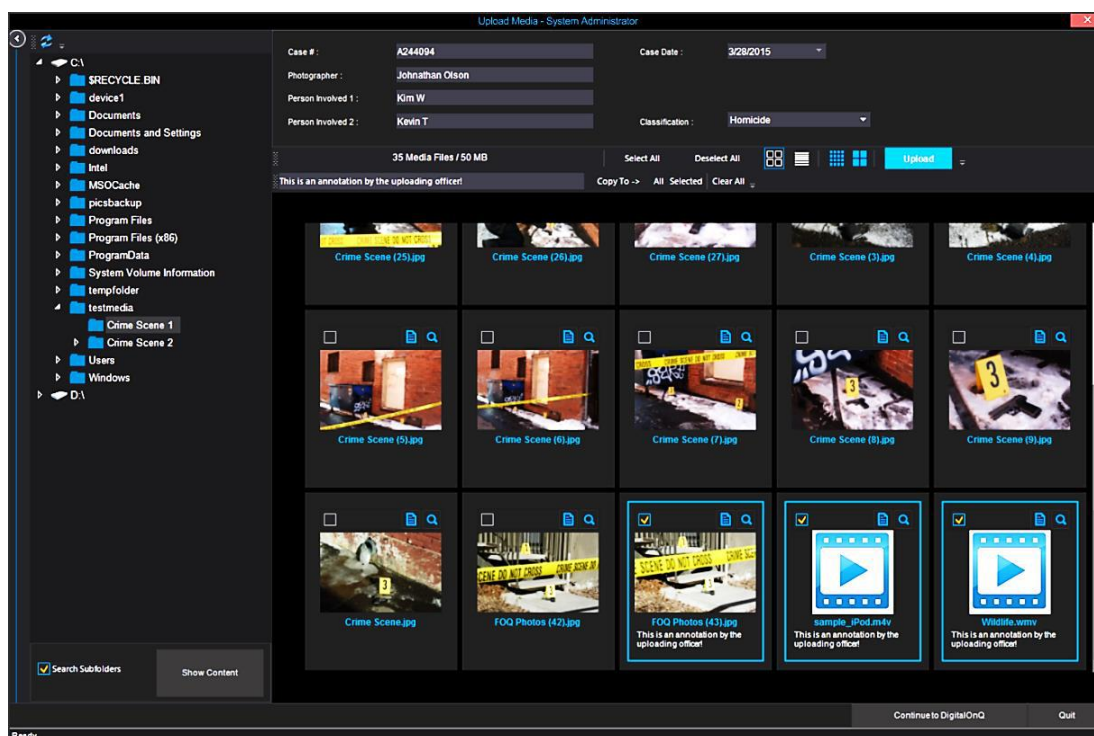
Overview - DigitalOnQ is a fully dedicated and secure image and video management solution for agencies that have a need to manage large quantities of photos or video. DigitalOnQ is the perfect solution to replace managing and storing images on CDs or DVDs and will eliminate the risk, liability and time associated with storing files on physical disks.

DigitalOnQ will prevent and track photo tampering and editing and allow you to quickly see all metadata, all while being fully integrated with EvidenceOnQ. The user can quickly view hundreds or even thousands of media files and easily select the ones needed for review, sharing or distribution.

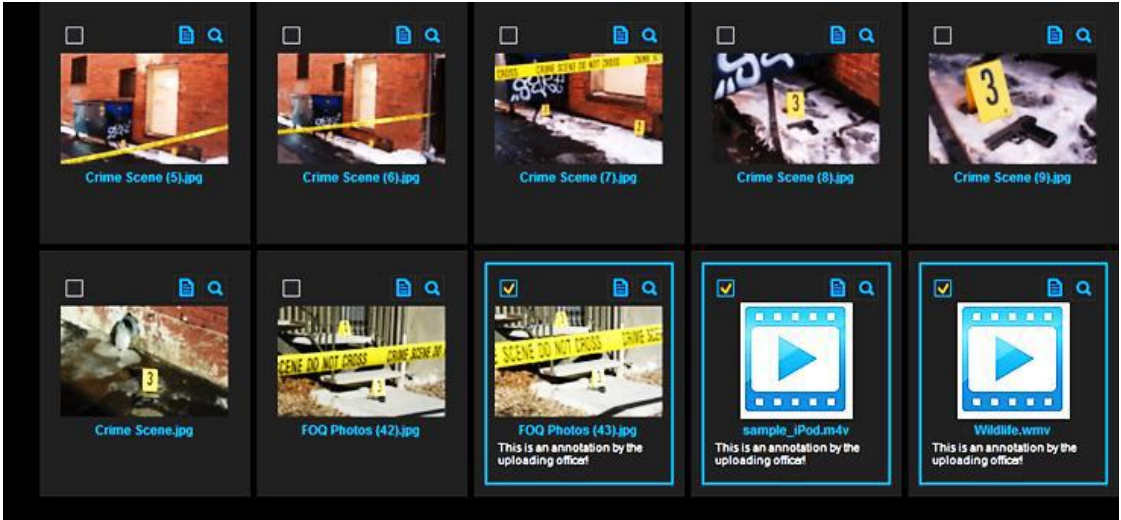
Time Savings: DigitalOnQ will significantly reduce the labor and material costs associated with outdated methods of managing your digital evidence such as downloading from memory cards, burning to expensive and trouble-prone CDs and DVDs, packaging, booking and storing discs as physical evidence. Property room personnel often spend a generous portion of their work day making copies of discs just to permit viewing. DigitalOnQ eliminates this requirement, which will provide the department with significant savings in staff-hours.

Security and Compliance: DigitalOnQ provides a 100% SWGIT compliant and secure repository for all images, video, audio and other forms of digital evidence. Image authentication processes are built-in, making original images preserved and tamper-proof. Alteration tracking shows any edits, processing modifications, movements and viewings made to any media type.

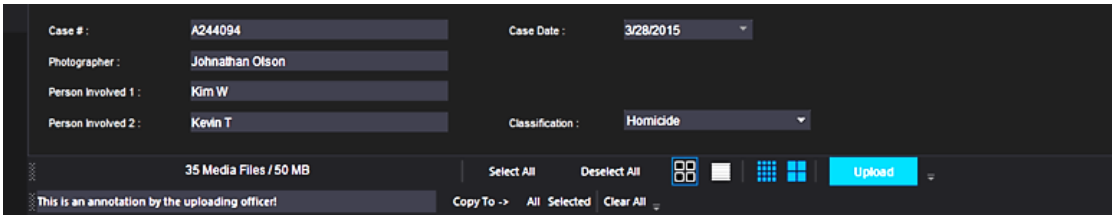
Centrally Located: Store all your evidence in one place and let investigators, prosecutors, and other personnel view both physical evidence records and digital media evidence from one platform. There's no need to utilize two systems or request CDs or DVDs to review videos or images related to a case. One-click access to the DigitalOnQ repository provides a complete evidence solution.



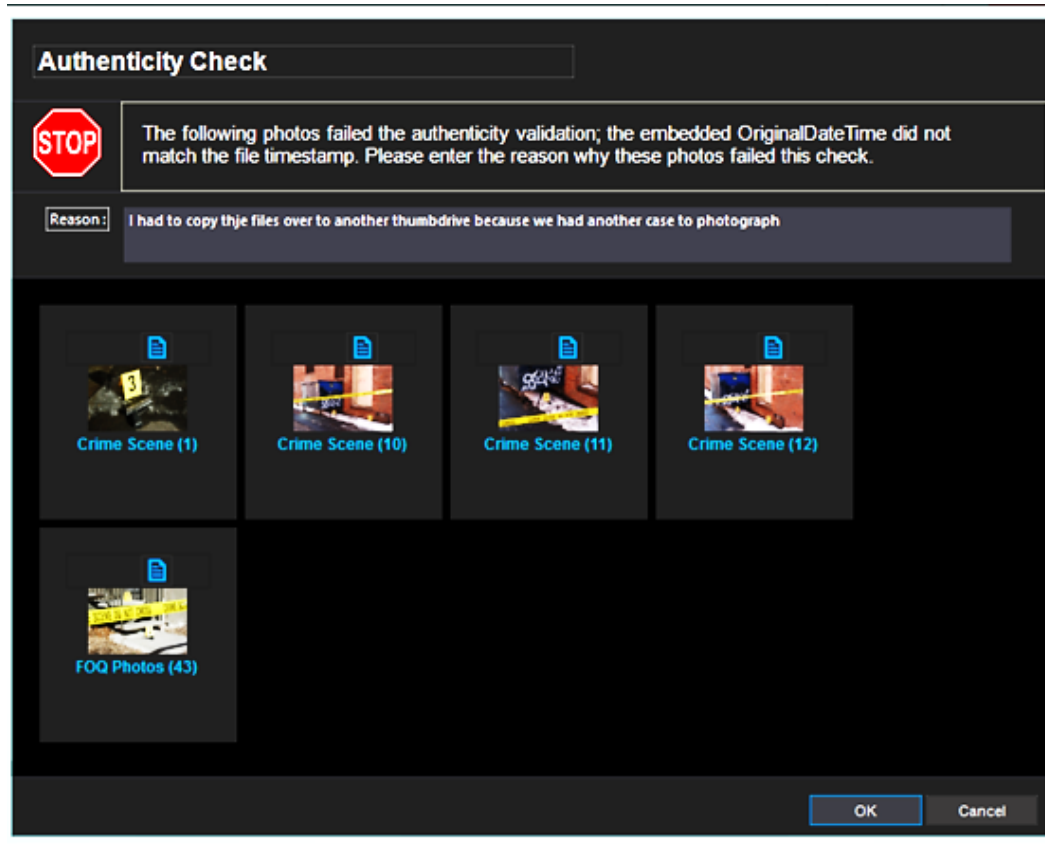
Securely and Dynamically Search and View Video and Images: Easy to use search tools allow you to query digital evidence by name, case number, type, date, photographer, and any metadata field. Agencies will no longer have to spend hours searching through CDs and DVDs. All images and videos related to a case can be dynamically viewed in a detailed thumbnail view with simple one-click preview access.



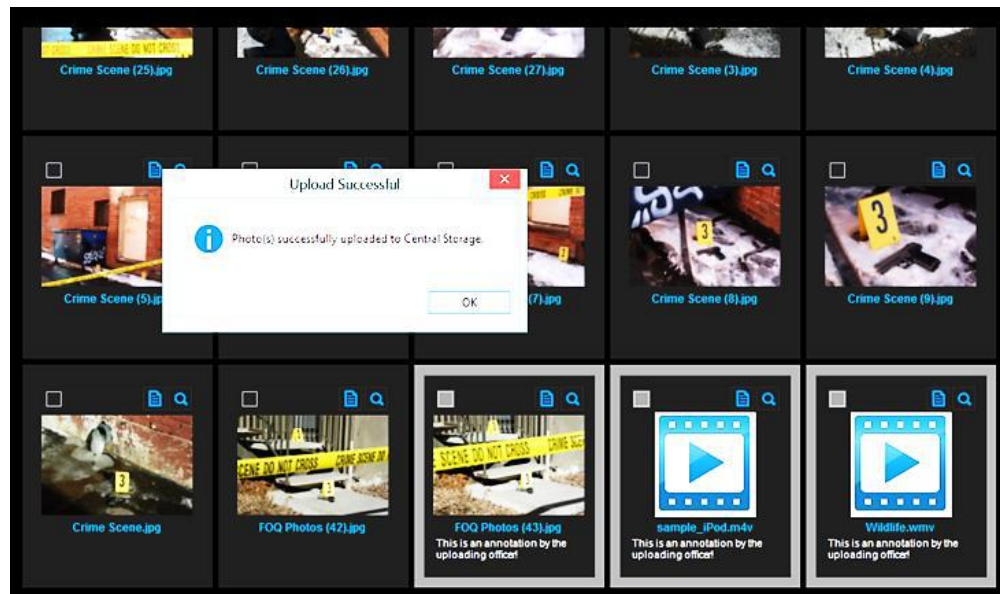
Import Images from Cameras with Original Metadata: DigitalOnQ verifies that imported images came from their original source and discovers duplicate files that may already be in the system. All images are imported with their original Metadata created at the moment the image was captured, such as camera make/model, date/time taken, camera settings, image size, GPS location, and the system maintains full image integrity throughout their entire evidence lifespan.

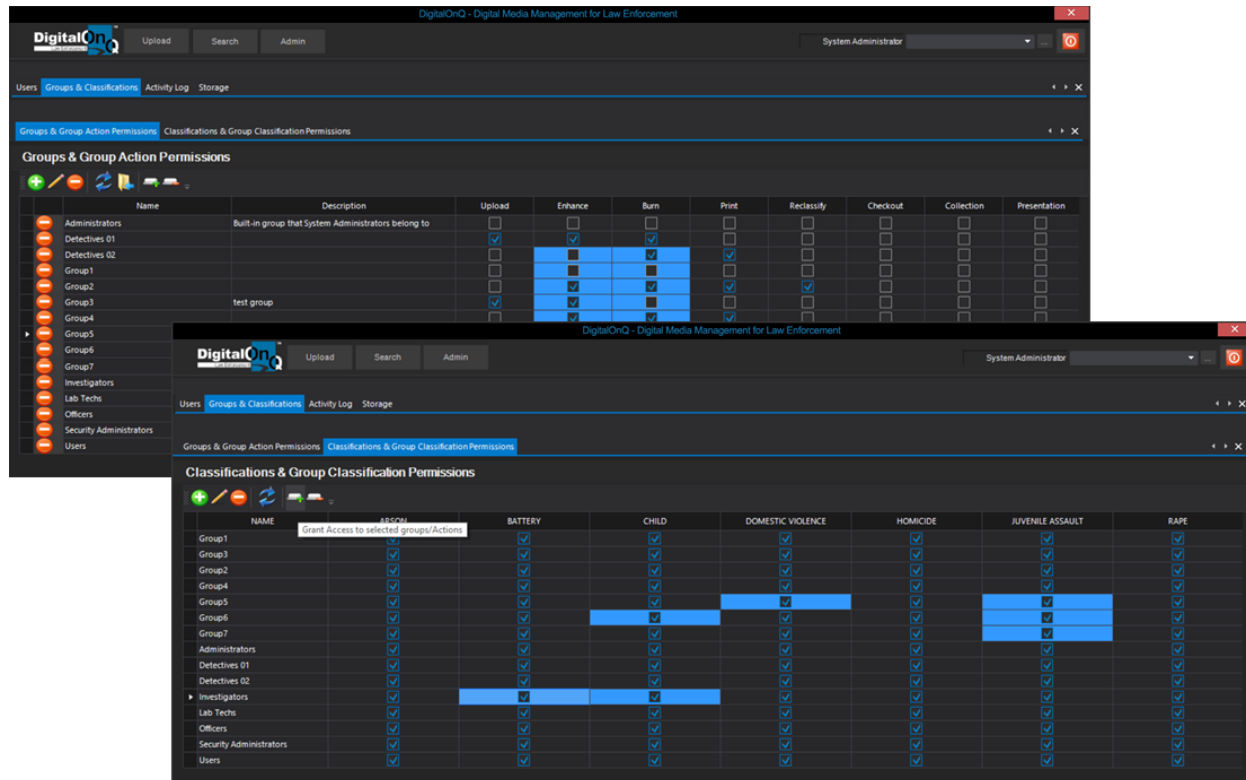


Import Media Directly From Storage Sources: No matter how or where the digital media resides – CDs, flash drives, external hard drives, servers, or others sources – DigitalOnQ provides the flexibility to easily import large volumes of archival, current, and future media data into the system and allows agencies to group or associate evidence into categories that meet their individual processes.



Easily Burn & Archive Video/Images to CD/DVD: Quickly and easily select images or videos to be burned to CD/DVD with a few clicks. DigitalOnQ makes sure no image copies are left on the local hard drive and verifies that the burned media is a guaranteed working copy.





Administrative Functions

- Define storage library
- Import users from EvidenceOnQ
- Set group restrictions
- Create case classifications

COST CONSIDERATIONS

The following pricing is for a DigitalOnQ solution designed to meet the unique needs of the Pembroke Pines Police Department:

DigitalOnQ

- 1 DigitalOnQ Server Licenses and Modules Includes:
 - DigitalOnQ version 1.5 Server Database for up to 250,000 annual uploads
 - Upload and Authenticate Media
 - Burn to CD/DVD
 - Annotate Media
 - Classify Media
 - 1 day Remote Software & Hardware Installation
 - 1 day On-site Training
 - 1 day Travel and per Diem
 - 5 DigitalOnQ Concurrent Client Seat Licenses

Free DigitalOnQ upgrade to version 2.0 when it becomes available.

Total DigitalOnQ List Cost..... \$54,340.00
Special (Additional Application) Discount..... -\$19,278.00

Total Cost Consideration..... \$35,062.00
--

Estimated approximate maintenance and support after the first year \$6,580

*Note: This quote does not include sales tax and is valid until June 30, 2018. A 50% down payment is required at the time of order. **The remaining 50% is due upon completion of the software installation. Training is provided with your Annual Maintenance and Support Agreement and can be scheduled after installation at any time during the first year.** First year maintenance and support included with the system; the second year maintenance and support can be renewed at an estimated price of \$6,580.*



PROPOSAL 2

**PEMBROKE PINES POLICE DEPARTMENT
9500 Pines Boulevard
Pembroke Pines FL 33024-6258**

**Chris Stasio, Captain
Support/Community Services Division
954-436-3200
cstasio@ppines.com**

QuarterMaster

Multipurpose Management and Tracking

Issued Equipment | Uniforms | Supplies | Firearms | Fleet

Bruce Adams
FileOnQ Evidence Specialist
800/603-6802 X131
brucea@fileonq.com

Zaki Horany
FileOnQ
Law Enforcement Consultant / Engineer
800/603-6802 X133
zakih@fileonq.com

**QuarterMaster Proposal 3
October 20, 2017**

Pricing Valid Through JUNE 30, 2018

Features and Functionality

FileOnQ Application Software License: (1) 100,000 RECORD DATABASE LICENSE INCLUDED

The FileOnQ application software license includes single database/application for databases. FileOnQ runs on Microsoft SQL Server provided by the customer. License upgrades for increased records/items may be purchased at any time the need arises

Desktop Client: (4) CONCURRENT USER SEAT / DATA CONNECTION LICENSES INCLUDED

The desktop client is a full-featured Windows application that allows users to access the FileOnQ system from the server. Client seats (data connections) are sold on a concurrent user basis. FileOnQ will install the desktop client on as many PCs as you have concurrent client seats/data connections. You may install the desktop client on as many computers as desired after installation with no additional charge per computer/desktop. However, you may not have more desktops logged on at the same time than the number of concurrent licenses you have purchased. This allows you to have access to the system throughout your entire organization.

The desktop client is designed to allow users access to the system based on specific security and permissions determined and set up by the internal administrator. Most agencies establish groups of users. You have complete control over who has access to the system and what permissions they have. These permissions can be assigned individually or by group.

Customized Profile Screen: INCLUDED

FileOnQ provides complete flexibility by allowing the agency to dictate the design of the data entry screen (profile). This makes data entry as simple as possible by following your existing workflow, using your own terminology, and providing fields that are unique to your department's equipment and asset management needs. This feature is usually the primary reason agencies choose FileOnQ. Not only is it flexible when it is designed, but the screen is flexible to change as your needs change. You may modify the profile at any time without FileOnQ permission or additional cost. The screen example on the next page shows some of the common data fields you may choose to include on your profile screen.

To make data entry even smoother, FileOnQ provides a control field that will enable or disable other fields that are dependent upon that category. For example, if the system is used for multiple uses such as officer equipment, vehicles, personnel, etc. the fields would be enabled for the category that is being tracked. Because each agency designs their own profile screen, detailed or general descriptions of the items can be included.

All searches and data entry are performed from just one screen, eliminating the need to work through multiple levels of screens to search or enter data. Searches can be made from any field or combination of fields, combining known information with partial information. For example, you can search for all portable radios of a specific model. Searches can also be performed for equipment currently issued to each officer, a specific vehicle, or fixed assets assigned to a location. Detailed searches can also be performed, such as all personal weapons that were used for qualification last year, all personnel that attended a specific course, or all officers who speak Spanish. There is virtually no limit to the combination of searches that can be performed.

(profile screen example on next page)



Customized Profile Screen Example:

Each agency determines the design of the profile screen to meet their needs. Every field is user defined, making it 100% configurable. It is also flexible to change as your needs change. FileOnQ allows agencies to modify their profile at any time; fields can be added, deleted, modified, or relocated. This can be done by the agency themselves and does not require permission from FileOnQ and does not incur any cost.

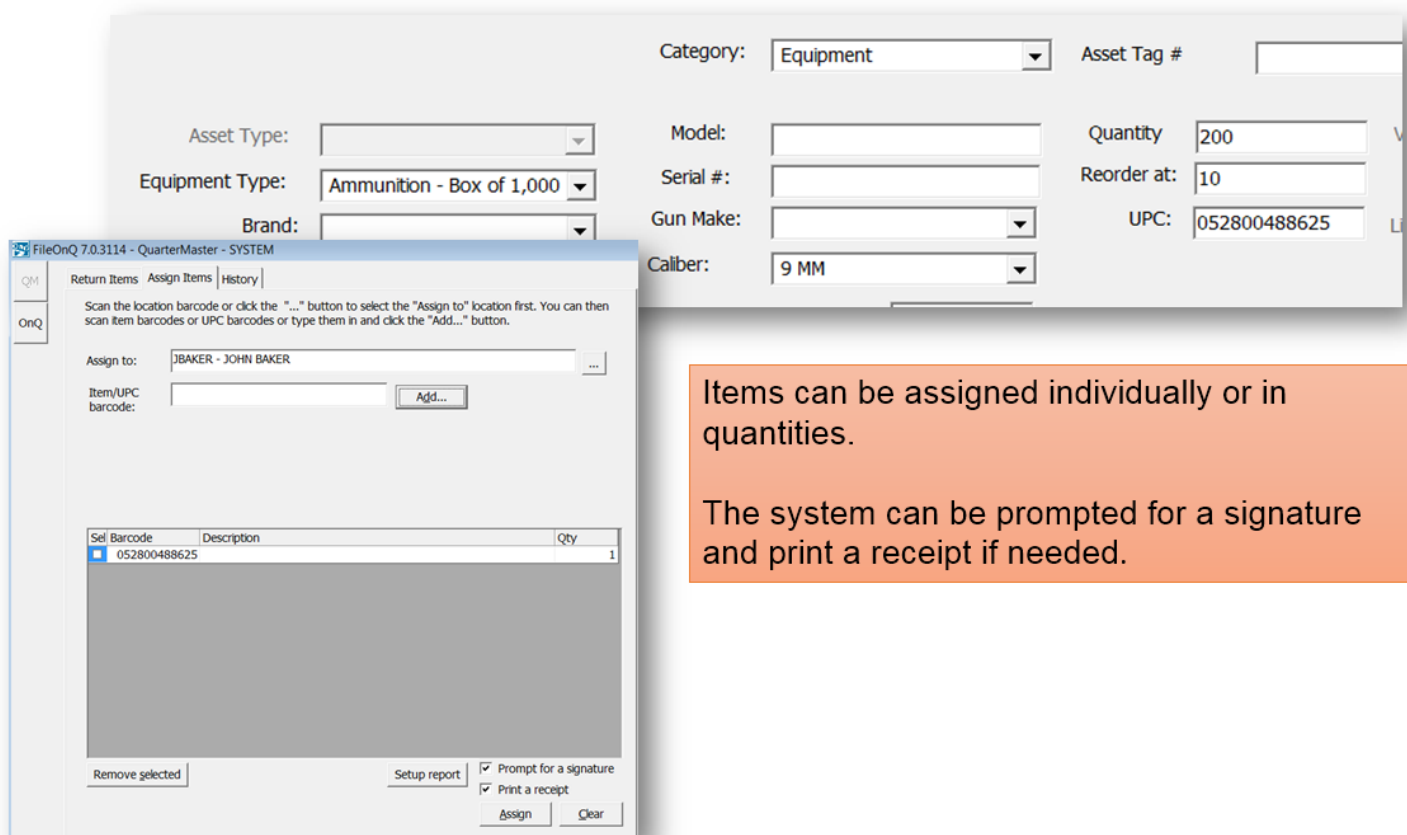
Category	<input type="text"/>	Quantity On Hand	<input type="text"/>	Reorder Point	<input type="text"/>	Division	<input type="text"/>
Quantity	<input type="text"/>	Vehicle Type	<input type="text"/>	<input type="checkbox"/>	Highway Safety		
Item Type	<input type="text"/>	Vehicle Color	<input type="text"/>	<input type="checkbox"/>	Special Enforcement		
Brand / Make	<input type="text"/>	Vehicle Year	<input type="text"/>	<input type="checkbox"/>	Investigations		
Model	<input type="text"/>	Vehicle Make	<input type="text"/>	Gun Type	<input type="text"/>		
Serial No	<input type="text"/>	Vehicle Model	<input type="text"/>	Gun Finish	<input type="text"/>		
Other No	<input type="text"/>	Vehicle Style	<input type="text"/>	Gun Make	<input type="text"/>		
LPD ID No	<input type="text"/>	License Plate	<input type="text"/>	Caliber	<input type="text"/>		
Apparel Type	<input type="text"/>	VIN	<input type="text"/>	Gun Serial No	<input type="text"/>		
Color	<input type="text"/>	Fuel Type	<input type="text"/>	<input type="checkbox"/>	Personally Owned		
Size	<input type="text"/>	Mileage	<input type="text"/> on <input type="text"/>				
Description	<input type="text"/>			UPC	<input type="text"/>		
Purchase Date	<input type="text"/>	Vendor	<input type="text"/>	Issued By	<input type="text"/>		
Price	<input type="text"/>	Contact Name	<input type="text"/>	In-Service Date	<input type="text"/>		
P O Number	<input type="text"/>	Vendor Phone	<input type="text"/>	Last Service Date	<input type="text"/>		
Funding Source	<input type="text"/>			Expiration Date	<input type="text"/>		
<input type="checkbox"/>	Grant Funded			Retired Date	<input type="text"/>		

Because the profile is completely designed per your specifications, it will include all necessary information for your department to track **virtually anything**. If your department chooses to make certain categories confidential such as personnel information, those records can be made secure and accessed only by those authorized to view them.

Quartermaster Management: INCLUDED

The FileOnQ Quartermaster module provides specific tools to easily manage equipment and supply. It makes checking items in and out fast and easy. These tools enable assets, uniforms and supplies to be issued out and assigned by scanning the barcode of the designated person or location, scanning the barcode on the item, indicating the quantity, and obtaining an electronic signature if desired. The same process applies when items are returned for check-in. The quantity on-hand field is automatically decreased or increased respectively. These functions are accomplished using one intelligent screen that automatically detects the category of item scanned and processes it accordingly.

Assign Items...



The screenshot displays the FileOnQ 7.0.3114 - Quartermaster - SYSTEM interface. The main form includes fields for Category (Equipment), Asset Tag #, Asset Type, Equipment Type (Ammunition - Box of 1,000), Brand, Model, Serial #, Gun Make, Caliber (9 MM), Quantity (200), Reorder at (10), and UPC (052800488625). An overlay window titled 'FileOnQ 7.0.3114 - Quartermaster - SYSTEM' is open, showing the 'Assign Items' tab. This window contains a text field for 'Assign to:' (JBAKER - JOHN BAKER), an 'Add...' button, and a table with columns 'Sel Barcode', 'Description', and 'Qty'. The table shows one entry with 'Sel Barcode' 052800488625 and 'Qty' 1. At the bottom of the overlay window, there are checkboxes for 'Prompt for a signature' and 'Print a receipt', both of which are checked, and buttons for 'Assign' and 'Clear'.

Items can be assigned individually or in quantities.

The system can be prompted for a signature and print a receipt if needed.

Return Items...

Items returned to stock will replenish the quantity on hand. The current location of the item is changed from the officer to “in stock”.

FileOnQ 7.0.3114 - QuarterMaster - SYSTEM

Return Items | Assign Items | History

Scan the location barcode or click the "..." button to select the locations first. You can then scan item barcodes or UPC barcodes or type them in and click the "Add..." button.

Receive from: ...

Receive at: ...

Item/UPC barcode: Add...

Sel	Barcode	Description	Qty

Remove selected

Setup report ☒ Prompt for a signature ☒ Print a receipt

Receive Clear

The system tracks the current location as well as all previous locations as shown in the included history report below:

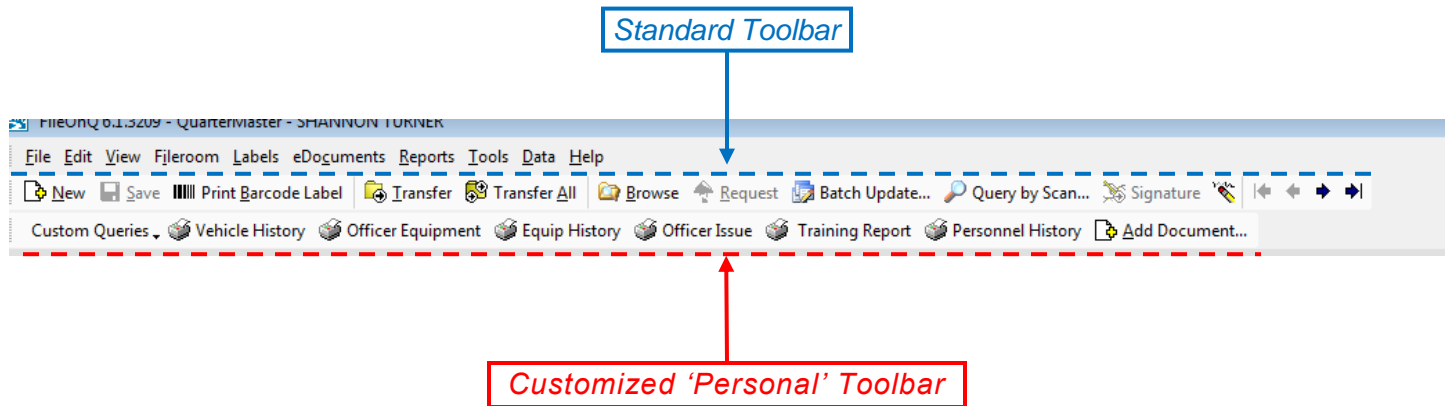
FileOnQ 7.0.3114 - QuarterMaster - SYSTEM

Return Items | Assign Items | History

Date	Assigned To	Received From	Login	Name
10/01/2015 01:24:53 PM	RMITCHELL - Ron Mitchell		SYSTEM	SYSTEM
10/01/2015 12:58:41 PM	RMITCHELL - Ron Mitchell		SYSTEM	SYSTEM
10/01/2015 12:58:04 PM	RTRUJILLO - ROMAN TRUJILLO		SYSTEM	SYSTEM
10/01/2015 12:55:40 PM	RMITCHELL - Ron Mitchell		SYSTEM	SYSTEM
10/01/2015 12:52:40 PM	RMITCHELL - Ron Mitchell		SYSTEM	SYSTEM
10/01/2015 12:51:04 PM	RTRUJILLO - ROMAN TRUJILLO		SYSTEM	SYSTEM
10/01/2015 11:01:14 AM	KJENKINS - JENKINS, KEN		SYSTEM	SYSTEM
10/01/2015 10:49:32 AM	JBAKER - JOHN BAKER		SYSTEM	SYSTEM

Customizable Toolbars: INCLUDED

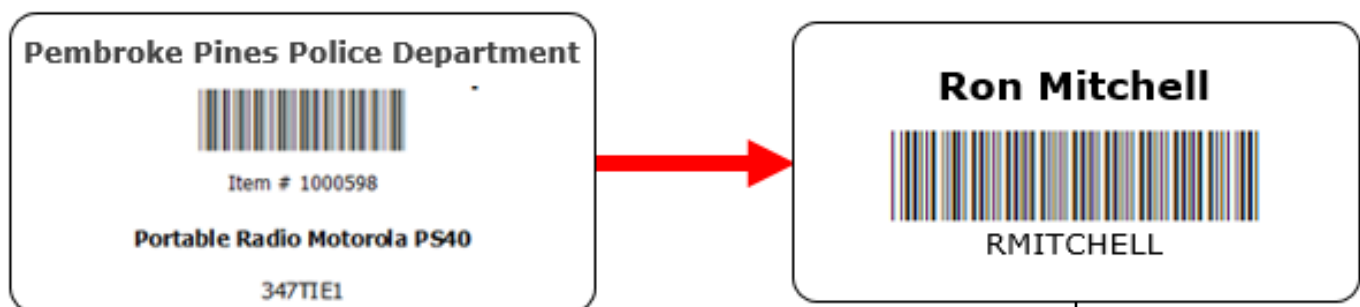
Users can customize the standard toolbar by adding or removing icons in a “drag and drop” method. Users can also create additional “personal” toolbars containing shortcuts to functions that they perform on a regular basis. These toolbars themselves can be “dragged and dropped” anywhere on the QuarterMaster homescreen.



Barcode Tracking: INCLUDED

Barcode technology is one of the distinctive features of FileOnQ. It is faster and more accurate than any other form of tracking. Using a barcode will dramatically decrease the time it takes to retrieve a record from the database and to record the transfer of that item to a location or status. FileOnQ takes barcode technology to another level where other systems do not by assigning a barcode to each location, person, or status. Individual locations and officers have their own barcode. A barcode is also assigned to a status such as returned to vendor, in stock, retired, or out for repair. Having a barcode represent a location allows the user to scan an item, and then scan the location where it is to be transferred. **This allows for completely keyless transactions.**

Because of the intelligence built into FileOnQ barcode tracking, there is no need to open a special screen or mode to scan barcodes. When you scan an item barcode, the FileOnQ system recognizes it as an item and automatically responds by retrieving that record from the database. The same is true if you scan a manufacturer's serial number barcode, a FileOnQ generated barcode, a UPC barcode, or a location barcode. The FileOnQ system will automatically determine the type of barcode scanned and take the appropriate action. The example below shows a barcode that represents a portable radio. After scanning the barcode of the radio, the user then scans the barcode of the location to where it is going. The system automatically assigns it to that location.



(see related screen shot on next page)

FileOnQ 6.1.3209 - QuarterMaster - SHANNON TURNER

File Edit View Fileroom Labels eDocuments Reports Tools Data Help

New Save Print Barcode Label Transfer Transfer All Browse Request

Custom Queries Vehicle History Officer Equipment Equip History Officer Issue Trail

Item #: 1000598

Current Location: RMITCHELL - Ron Mitchell 6/10/2014 12:00:26 PM STURNER

Location Category

Details

Equipment Info Notes History Retention Documents

Category: Equipment

Asset Type: Model: PS40

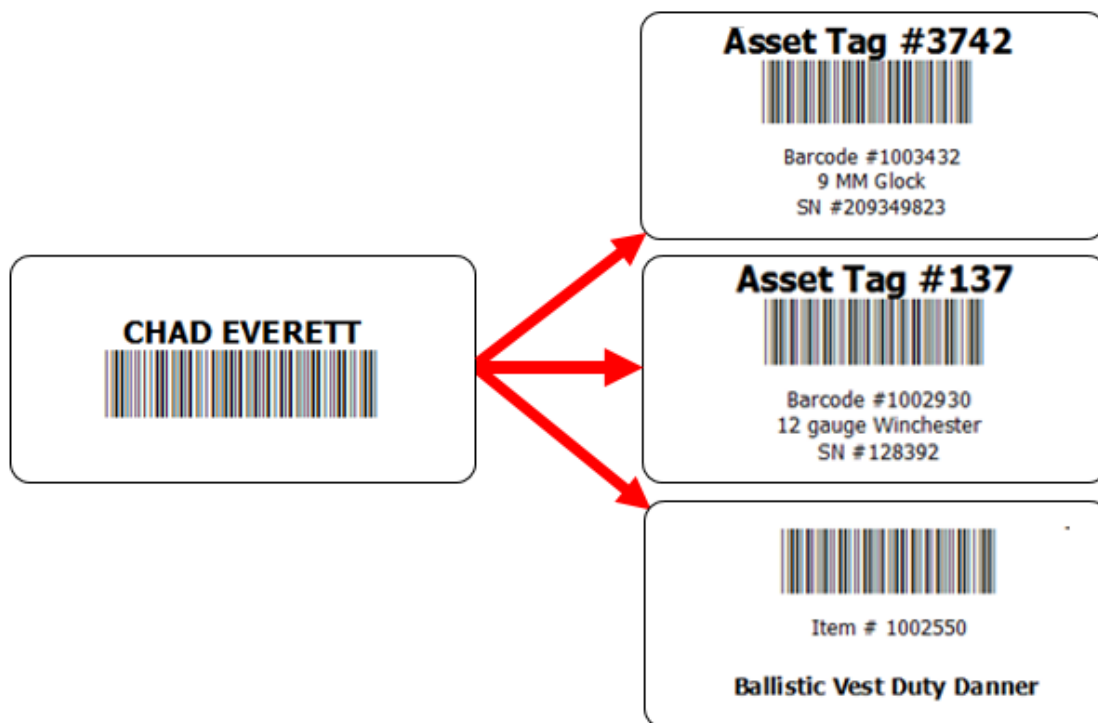
Equipment Type: Portable Radio Serial #: 347TIE1

Brand: Motorola Gun Make:

Size: Caliber:

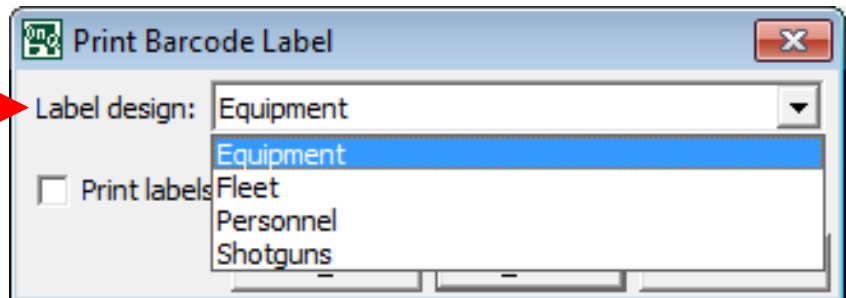
Color: Black Last Qualified on Weapon:

When several items need to be assigned to the same location, the user scans the location barcode first, then all the items that will be assigned to that location.



FileOnQ provides the user complete flexibility to design and auto-print barcode labels with text. Any field or combination of fields from the system can be auto-applied to the label for identification as shown in the screenshots provided. Labels can be easily designed and formatted within the software application. The user is also able to easily design and save multiple barcode designs. Custom labels and control sheets or 'speed sheets' can also be produced easily from within the software application.

Each agency dictates the design of the barcode label and can create as many different formats as necessary.



The system tracks the current location as well as all previous locations as shown in the history report below:

Transfer Audit Trail								
System Time	User Login	User Name	Location Code	Location Name	Box Location Code	Method	Host Name	Host IP
06/10/2014 12:56:47	STURNER	SHANNON TURNER	MIN ACC	MINOR ACCIDENT		Manual	SHANNON-THINK	192.168.1.
06/10/2014 12:56:39	STURNER	SHANNON TURNER	IS	In Service		Manual	SHANNON-THINK	192.168.1.
06/10/2014 12:56:26	STURNER	SHANNON TURNER	OFS	Out for Service		Manual	SHANNON-THINK	192.168.1.
04/25/2012 09:33:29	STURNER	SHANNON TURNER	BADAMS	BRUCE ADAMS		Manual	SHANNON-THINK	127.0.0.1
03/26/2012 19:44:51	SYSTEM	SYSTEM	IS	In Service		Manual	SHANNON-THINK	192.168.0.

When creating locations for equipment and assets, it can include any location where an item could be, such as people, places, vehicles, in stock, destroyed, etc.

Chief's Office



Destroyed



IN STOCK



Interview Room 2



JOHN BAKER



Surplused



Training Room



Vehicle 521





Searches and Queries: INCLUDED

FileOnQ provides users with the ability to search for items utilizing a number of different querying methods.

Query-by-Example: The customized profile is used for most searches using a specified value or values. This method tells the system to search for all records that match your example. You can provide an example – including wildcards (begins with, ends with, contains) for a single field or for multiple fields and across multiple tabs.

Query-by-Date: Allows users to perform searches by associated date criteria including any date field on the homescreen, creation date, edit date, transfer date and check-out date. Searches can be run by using an exact date, or a date range.

Query-by-Current Location: Allows users to perform searches by locations or boxes to determine the contents of the box or location. For example, you may want to search for all items assigned to Officer Jones, all equipment in unit # 529, or all .45 caliber ammunition in stock.

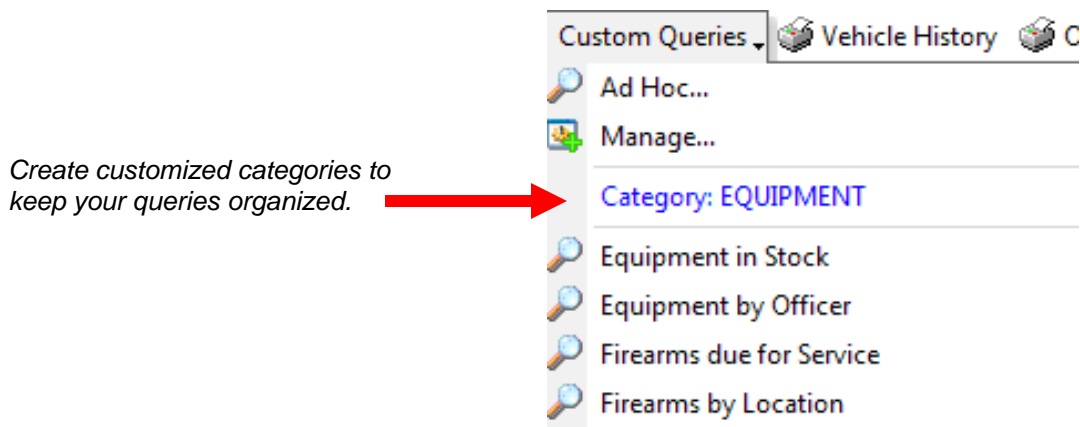
Query-by-Home Location: Allows users to list all items assigned to a given Home Location (where an item is to be returned when it is not checked-out). A Home Location can be a box or defined as a place such as a specific room, shelf, cabinet, or drawer. Individuals can also be defined as Home Locations.

Query-by-Text: Allows users to search for records that contain specific words or text. Queries can be run with full or partial text information and wildcard searches using begins with, ends with, or contains. Queries simultaneously look for specified text in all fields of the homescreen, in the Comments and Notes Log sections, and in the Keywords field of the eDocs module.

Query Notes Log: Allows users to search the note logs of all quartermaster records for a specific note, or for specific information within a note. Queries can be run using any combination of the following search criteria: Notes Log subject category, note author, note text (full or partial), and note entry date by exact match, or by date range.

Query-by-Scan: Allows users to create a list of items by scanning the barcodes on each of those items. Once those items are put into a list, the user can choose any number of actions, such as transferring them all to another location, printing a report, or adding them to a work list.

Custom Query Manager: FileOnQ provides a simple way for you to organize and manage queries. Queries can be used and reused by everyone or just by the author of the query. Only accounts with the appropriate security permissions can create, update, or delete queries. Users can create complex, multi-field searches that utilizes AND, OR and NOT logic. Searches can be categorized and saved. Searches can contain date ranges, free form text, and pick lists. Values can be pre-saved or can be prompted at run-time. The list below shows just a few examples of customized queries an agency might create:



The History Tab also displays the changes (edits) made to any of the data fields on the main tab, notes tab, or retention tab for a given item. For example, if a user changed the serial number of a weapon, it would show the person who made the changes, the date and time of the changes, and the old and new data. It would also indicate the computer used, the IP address, and the windows user login. This feature adds security in your equipment management because it's impossible for anyone to make a change in the system without it being documented.

Security and Policy Management: INCLUDED

The FileOnQ system requires a User ID and password to log in. A system administrator is able to create groups and to grant or deny permission to certain functionality within the system to members of that group. A system administrator is able to create users and to grant or deny permission to certain functionality within the system. System policies can also be set for Password Expiration, Minimum Password Length, Failed Log-in Attempts Allowed, and Strong Passwords. With record-level security, permissions can limit the transfer and/or view of certain records. Restrictions and permissions can also be made for viewing reports, specific fields, and Notes Log by topic.





Audit Trail Reporting: INCLUDED

FileOnQ automatically creates, stores, and updates a number of complete and unalterable audit trails for any activity logged by the system. There are three main audit querying, viewing, and reporting functions within FileOnQ:

1. Transfer Audit Trail: The FileOnQ Audit Trail is an unalterable record of the history of each item. It records when an item was checked in and tracks each and every edit and transfer, including when it is transferred, and to whom, or where. The User Login and User Name of the person who transferred the item are also recorded by the system. The Host Name, Host IP, and the Windows User Login are recorded for each transfer transaction. A built-in report is included with the information seen below, or a custom report can be developed in any format to include any combination of data from the home screen.

2. Record History: The Record History provides a view of all actions taken regarding an item. This view shows all transfers, including any associated digital signatures, and any changes (edits) made to any of the data in fields on the main tab, notes tab, or retention tab for a given item.

3. Audit View: With the Audit View a user can query the system to find information about any activities that are audited within the system. Operations such as create, edit, transfer, and purge can be shown for items such as folders, locations, boxes, and lookups. Providing parameters, such as, date range, barcode, user login, or keyword, can filter this audit information further.

Comments Field and Notes Log Entries: INCLUDED

The Comments field is an unlimited, free form text field used for notes or additional information about the record being viewed. The contents of this field are searchable via Query by Example or when included in a query written by the Custom Query Manager. The Notes Log allows users to add automatically time stamped diary entries to an item. These entries can be categorized by subject and are displayed in a grid on the comments/notes tab. Notes Log entries cannot be edited or deleted by anyone. Access to add or view comments and notes can be controlled by user group permission settings.

Worklist Management: INCLUDED

The Worklist feature allows users to create a collection of records they wish to group together to perform a task. New, cloned, and queried records can be automatically or manually added to the Worklist. The individual user may use Worklist to save an ongoing list of records that need varying types of work/attention. Examples of work lists include equipment to be pulled for issuing to new hires, vests that need to be replaced for officers, items that need to be retired, or equipment to send back to the manufacturer.

The Worklist is associated with a user's login and is preserved even if the user logs off. The Worklist window floats on top of the FileOnQ application, or may be minimized when working with other functions of the system.

Standard & Custom Reports: **INCLUDED**

FileOnQ provides virtually limitless searching and reporting capabilities. Information needed for routine equipment accountability, monthly or annual statistics, special circumstances, and inventories are retrieved with a simple click of the mouse.

- FileOnQ comes with several **standard reports** that allow users to create an **almost unlimited number of variations**. These are designed for day-to-day reporting and management.
- FileOnQ also provides the customer the ability to name, save and run virtually any custom report or form from within FileOnQ. **The customer can build unique automated reports and forms** using their own Crystal Reports application, or can hire FileOnQ Professional Services to develop fully customized reports for them.

Standard Reports (Forms) Include:

Query Report - The query report is the ability to produce a printed report as a result of running any query or search. The query report is a standard spreadsheet format with rows and columns of data. After the results of a query are displayed, the user can choose to print a query report. The information printed on this report is variable, depending on what the user needs. For example, if the query was for guns, the user may choose make, model, caliber, and serial number on the printed report. The Query Report is especially helpful when combined with **custom queries** that have been built and saved. With the unlimited search capabilities of custom queries, combined with the variable data on the Query Report, the FileOnQ system can quickly and easily produce any information the user needs.

Inventory Report - The Inventory Report provides the user a list of what is currently assigned to a specific location. The report contains the specific information requested by the individual running the report. For example, after searching for all equipment currently assigned to Deputy Romero, the query report may include the description, make, model, size, and serial number of the issued items.

Audit Report - The audit report provides a list of all items in a current location or combination of locations, and includes the audit trail (the creation, edit or transfer of the item) for each item in that location. The audit trail can be requested for a specific period of time, for example in the last week, or the last year.

Request List Report - The Request List Report works in conjunction with the FileOnQ built-in request system. The report lists the items with pending requests and the required action associated with each request. For example, an officer may request two new pairs of class B pants and new Taser holster. These items would appear on the Request Report showing the specific request, the requestor, the reason, and the date and time needed. The Request List Report can be sorted based on any number of criteria desired.

Standard Template Custom-Tailored Reports: **(3) CUSTOM REPORTS INCLUDED**

Customers can purchase any of several FileOnQ standard template reports that will be custom tailored to fit the agency's exact specifications and requirements. Modifications to standard custom reports can include verbiage changes, the adding of agency logos and header information, layout orientation (portrait or landscape), data sorting order, etc. All custom reports are generated after performing any type of FileOnQ query, which retrieves the specific asset data needed to fill the report. With the unlimited field and data selection options available with FileOnQ, there is virtually no limitation to the reports that can be run. All custom reports can be printed, saved as a PDF, or created in a Word document.



#1 – QUARTERMASTER REPORT INCLUDED

The Quartermaster Report lists the assets associated with a given query, the corresponding unique barcode number and pertinent information for each asset:

Pembroke Pines Police Department

Item Type	Description	Serial #	Barcode	Verified
The following items are assigned to this Location: JWREN				
Ballistic Vests	Xtreme IIIA XTREME IIIA BALLISTIC VEST NO: II2556721A	II2556721A	100147	
Radio	MOTOROLA XT55000 BLACK MOTOROLA XT55000 PORTABLE RADIO W/MIC	AG11900054570LC	100148	
Baton Ring	SAFARILAND BN523 BLACK NYLON SAFARILAND BATON RING		100149	
Handout Case	SAFARILAND HC5552 BLACK NYLON SAFARILAND DOUBLE HANDCUFF CASE		100150	
Handcuffs	PEERLESS 590K21 BLACK PEERLESS HANDCUFFS NO: 3332987411	3332987411	100151	
OC Spray Pouch	SAFARILAND BN972-1 BLACK NYLON SAFARILAND OC SPRAY POUCH		100152	
Radio Carrier	SAFARILAND BN3321-MOTOROLA BLACK NYLON SAFARILAND PORTABLE RADIO CARRIER		100153	
Taser	TASER X26 YELLOW X26 TASER NO: X26-399011125	X26-399011125	100154	

#2 – ITEM HISTORY REPORT INCLUDED

An Item History Report can be produced for one or multiple assets. Each item is listed separately with a complete, unalterable history of every location for that item. Included in the chain of custody are all dates, times, users, and any associated electronic signatures for each transaction. *(Electronic signatures require use of the FileOnQ Signature Capture software module and a signature capture hardware device.)*

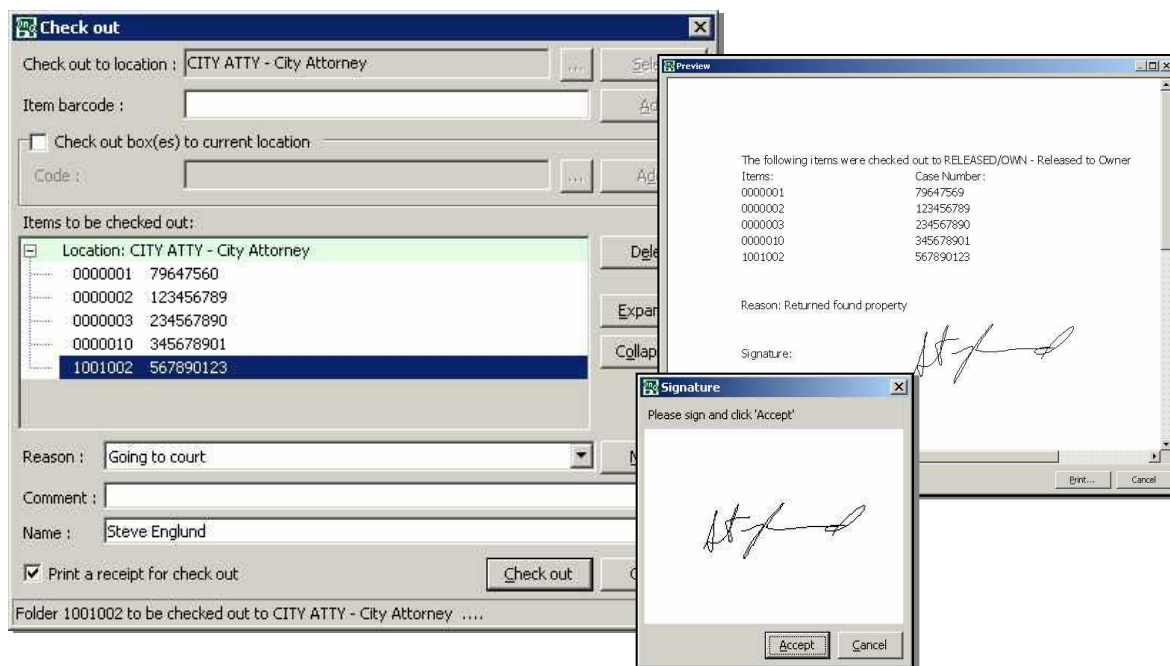
Pembroke Pines Police Department
ITEM HISTORY

CASE #:	EVENT DATE/TIME: 12/20/2006 1900
CASE TYPE:	EVENT ADDRESS:
CASE OFFICER: Baez, Carlos (9153)	

10/5/2009 12:06:38	SYSTEM	Pending Auction
10/5/2009 12:26:22	SHANNON TURNER	Removed from Temp 1
10/5/2009 12:26:33	SHANNON TURNER	Temp Locker 03
10/6/2009 9:31:40	SHANNON TURNER	Removed from Temp Lockers
10/6/2009 9:31:41	SHANNON TURNER	Removed from Temp Lockers
10/6/2009 9:34:12	SHANNON TURNER	Rifle Rack
10/6/2009 9:37:01	SHANNON TURNER	SHELF 3
10/6/2009 9:37:10	SHANNON TURNER	Outside Bicycle Storage
10/6/2009 9:39:47	SHANNON TURNER	Gray, Karen (321)
For Court - ASLDKJFLASDJF		
SOLDLDJLSD		
10/6/2009 10:03:37	SHANNON TURNER	Pending Auction
10/6/2009 10:05:18	SHANNON TURNER	Auctioned
10/6/2009 10:57:24	SHANNON TURNER	Pending Auction
10/6/2009 11:23:17	SHANNON TURNER	Removed from Temp 1
10/6/2009 11:24:49	SHANNON TURNER	SHELF 5
10/6/2009 11:24:56	SHANNON TURNER	Rifle Rack
10/6/2009 11:25:22	SHANNON TURNER	SHELF 3
10/6/2009 11:34:15	SHANNON TURNER	KIRK NEWMAN
For Court - superior court suppression hearing		

#3 – CHECKOUT RECEIPT REPORT (See *Signature Capture* – Page 55)

INCLUDED



Fully Customized Reports: **AVAILABLE FOR ADDED OR FUTURE PURCHASE**

FileOnQ can also generate customized forms, referred to as Custom Reports. FileOnQ Professional Services can replicate or match virtually any agency-unique paper form or report that an agency uses for asset management. Alternatively, agencies can build their own custom reports using the Crystal Reports software application – version XI (11.0) or newer – and the custom forms can be integrated into their FileOnQ system.

Quick Export: **INCLUDED**

The **Quick Export** feature allows a copy of specified asset data to be quickly and easily exported from FileOnQ into the Microsoft Excel spreadsheet program, where the data can be reorganized, sorted and filtered, calculated mathematically, and graphed or charted. A query is run in FileOnQ to gather the relevant asset records. Using the Quick Export feature, the user then picks the specific data fields to be copied and exported from the records. Available data includes system-fields such as barcode number, created date and current location; and custom-fields such as asset type, serial number, make, model, etc. Clicking the EXPORT button then sends a copy of the data from the selected fields directly to the Excel program, which immediately opens a new spreadsheet document containing the FileOnQ data. Quick Export options allow for saving the export profile and the exported copy-data.

Batch Update: **INCLUDED**

FileOnQ allows for data to be changed or updated in a group. Any field or combination of fields on the profile screen can be changed using the Batch Update feature. Additionally, the retention code, review date, or retention comments can also be changed using this feature. For agencies using the Home Location feature, the location can be assigned using the Batch Update function.



Inventory: INCLUDED

The inventory feature will allow inventory projects to be started, paused, and started again, leaving the project open until you have time to finish it. You can also inventory multiple locations in one project. It also enables any number of separate inventory projects to be open and conducted at the same time. The system provides the ability to print reports showing matches and exceptions after you have closed the project. An inventory history will be maintained for each item that will document how many times it was inventoried and the status of the item at the time of the inventory.

FileOnQ will maintain a complete history of how many inventories were completed, when they were completed, and the disposition of each item in each inventory. Notes and comments may be added to the inventory, allowing users to document any corrections or clarifications needed. All comments are date and time stamped to preserve the integrity of the inventory and the comments themselves. Comments may also be added in batch to items within an inventory. One entry will update each record based on your desired record set.

The module provides the ability to run and print a discrepancy list, providing items that were not located in a specific location, or items that were placed there in error. Users are able to provide documentation of current and past inventories, providing the appropriate documentation of adhering to accreditation requirements or procedures compliance.

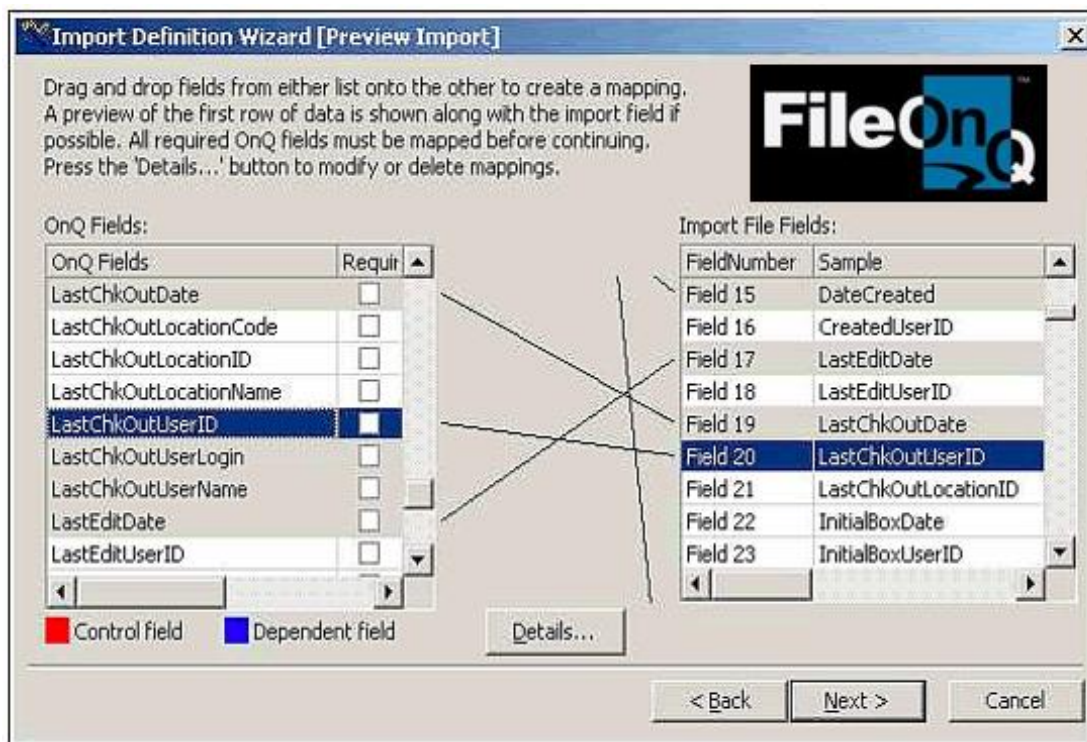
Signature Capture Module: INCLUDED

The FileOnQ Signature Capture Module provides the ability to obtain digital signatures when transferring assets. This feature allows a department to eliminate hand written receipts, equipment logbooks and index card files. When using the signature capture module, only one signature is required regardless of how many items are being transferred. The system captures the digital signature and stores it as part of the unalterable audit trail. A customized checkout receipt can be printed or saved as a PDF at the end of each transaction. A Topaz Signature Gem LCD 4x3 signature pad is used with FileOnQ Signature Capture.

Active Directory Portal: AVAILABLE FOR ADDED OR FUTURE PURCHASE

FileOnQ Active Directory Portal allows end-users to sign-in to the Quartermaster system with their existing Active Directory (AD) passwords which they use every day to login to Windows. Each FileOnQ application can specify whether the user can simply sign-in by launching the desktop application (single sign-on) or whether they need to re-enter their AD credentials for additional security. Security and permissions for functionality are configured using AD groups in the FileOnQ Portal Administrator tool. The key benefits of AD integration include lower end user frustration with passwords, fewer password reset requests, and centralized management of Quartermaster privileges which makes it easy to handle new employees or deputies who leave the department.

Data Import & Export, Mapping & Validation: INCLUDED



The FileOnQ import utility allows records to be imported from one or more different outside data sources. This greatly reduces the amount of manual entry required. FileOnQ comes standard with a fully configurable import utility that can match field for field from any ASCII delimited data file, which is then imported into the FileOnQ system. This can be done as an unattended, automated, scheduled import, or an import on demand. The export utility allows users to create, save, and run any number of export routines. Any data can be exported from the FileOnQ database.

Imports can be for the purpose of a one-time conversion, such as converting the data from an existing database or spreadsheet. Imports can also be for an on-going daily process for adding new or updating existing records within FileOnQ from another third-party application. The import utility also provides field data type validation, duplicated record validation, and data validation.

If a customer chooses to setup an importing process between FileOnQ and another third-party application, they would be responsible for providing an ASCII delimited file(s) containing the fields they wish to import into FileOnQ. FileOnQ, Inc. will then set up a mapping between FileOnQ file(s) utilizing the Import Definitions Wizard.

All imports that are run, whether manual or unattended, produce a log file. Any records that fail the import validation process (criteria set up for clean data) will be listed in the log. All import logs are stored with a date and time stamp and can be viewed through the Import Log View.

FileOnQ will assist your agency in setting up the import of your old data. It is the responsibility of the agency's IT staff to perform the actual import and to clean up the records. FileOnQ can perform this task if the agency does not have sufficient IT support or resources. An estimate for this data import can be provided and incorporated into your proposal.



WebView Module: INCLUDED

WebView provides the ability to access the QuarterMaster application from a browser based intranet. It allows departments to deploy the system to numerous users quickly and cost effectively. WebView enables assets to be entered into the system and print barcode labels and reports. Users may also search, view and submit requests for quartermaster controlled items. WebView also works in conjunction with the eDocs modules to allow users to upload and view electronic documents. Each user can choose individual settings such as day view, night view, or information to display in the browse feature.

Day View

Night View

MobileOnQ: AVAILABLE FOR ADDED OR FUTURE PURCHASE

The MobileOnQ portable solution allows agencies to easily transfer and release equipment and supplies, capture signatures, and perform audits and inventories in remote locations using a Motorola™ MC67 PDA device. The handheld device can be used at outlying locations such as a warehouse, substation, special unit office, or any place that a PC, signature pad, or typical barcode scanner may not be available. The device can transmit live to your OnQ database via your wireless network, or over a 3G network with web services enabled on your server. If a network is not available, the device can simply be docked in the charging cradle and the stored transfers, releases and electronic signatures can be updated into the Quartermaster system.





eDocs & Imaging Module: AVAILABLE FOR ADDED OR FUTURE PURCHASE

With the eDocs and Imaging Module, any electronic document that is associated with an equipment or personal issue item can be attached and viewed from within the system. This may include scanned images, digital photographs, Word documents, and PDF files – virtually any electronic document can be stored and viewed from within the eDocs module. Even digital audio or video clips can be managed within the module. Many agencies purchase the eDocs module with their quartermaster system to attach documents such as:

- Maintenance receipts and work orders
- Photos of damaged or defective equipment, clothing, and supplies
- Purchase orders, receipts and warranty information
- Shipping and receiving documents
- Procurement documents, vouchers, chits

eDocs utilizes a designated, shared folder or SQL database on the user's network to store these electronic files. The user can view the documents by either double-clicking a document icon or the View button. The eDocs system communicates with the Windows operating system telling it which application to open in order to view that document, such as Word, Adobe, Media Player, etc. Any type of document can be opened if the user has the proper application and permission to open it.

The screenshot displays the FileOnQ eDocs & Imaging Module interface. At the top, there are tabs for Evidence Info, Notes, History, Retention, and Documents. Below these is a table listing documents with columns for Document Barcode, Document Type, Date Received, eDoc Linked, DocType, Paper, Location, and Transfer. The table contains several entries, including Repair Documents, Receipts, Photographs, Purchase Orders, and Uniform Chits.

Overlaid on the interface are several document thumbnails:

- A photograph of a handgun with a yellow 'x26' label.
- A receipt from 'SPRINT' dated 11/15/2013.
- A purchase order from 'TOWN OF LEBANON' dated 03/15/2010.
- A photograph of a blood-stained white shirt with a 'LIVE VICTORY' badge.

At the bottom left, there is a red circular button labeled 'Drop Files Here'. To its right, the 'Document Details' section shows fields for Document Type (Repair Document), Document Barcode (000000000000151), Date Received (11/15/2013), and eDoc Link Date (11/15/2013).

Training: (2) DAYS ON-SITE TRAINING INCLUDED

Upon completion of your FileOnQ system installation, our customer support team will conduct the training for your quartermaster personnel and OnQ system administrators. Training can be provided on-site at your agency when travel and per diem costs have been included. Alternatively, training can be conducted free of charge via personalized live Web sessions. We will also provide free ongoing refresher training via web conferences as needed through your annual maintenance and support contract. If you require additional on-site training, we will do so at a reasonable fee. This ensures you are getting the highest value from your FileOnQ system and trouble free operation of the system both now, and long into the future.

(Unlimited training via live web-conferences)

Maintenance and Support: INCLUDED

FileOnQ is committed to do everything necessary to ensure you are completely satisfied with our product and support. The first 12 months unlimited maintenance, support, and training is provided with the purchase of your FileOnQ System. This includes:

- ✓ **Free in-version upgrades**
- ✓ **Unlimited telephone and online support**
- ✓ **Unlimited training via telephone and web-conference**
- ✓ **Bug fixes or new build patches**
- ✓ **Loaner hardware if needed**
- ✓ **Assistance with developing new policies and procedures**
- ✓ **Access to the FileOnQ website with training videos and tools**

[With annual maintenance and support our customers receive in-version improvements and enhancements totally free of charge.](#)

When a support need arises, you will appreciate our direct line via our 800 number as well as our live On-Line Web Support Meeting Center.

Email: Support@fileonq.com

Phone: 1-800-603-6802 select 4 from the menu

Agencies that maintain annual maintenance and support contracts are routinely provided with deep discounts for new products being introduced.

FileOnQ customers overwhelmingly agree that the ongoing maintenance, support, and training improve their system use and departmental productivity to the extent that the investment pays for itself several times over.



PEMBROKE PINES POLICE DEPARTMENT

October 20, 2017

FileOnQ QuarterMaster System – Proposal 3

SOFTWARE LICENSES AND SEATS

- 1 FileOnQ 7.1 application software license – single database/application for up to 100,000 records/items – utilizing SQL server database provided by PPPD. (Page 43)
- 4 Concurrent Data Connections / User Seat Licenses. (Page 43)
- 1 Quartermaster management software module for checking items in, out, and calculating quantity on hand for reorder threshold. (Pages 45-46)
- 1 Electronic signature capture software module. (Page 56)
- 1 WebView software module. Requires Microsoft IIS. (Page 58)

PROFESSIONAL SERVICES

- 1 FileOnQ fully tailored profile (homescreen) application configuration, population of user groups and permissions, locations, and lookup values for drop-down menus. (Page 44)
 - 3 Standard custom-tailored reports/forms: Quartermaster Report, Item History Report, Signature Capture Check-Out Receipt. (Pages 53-55)
 - 1 Mapping assistance and set-up for import of existing PPPD quartermaster data – if desired – from existing tracking-management system(s) into FileOnQ QuarterMaster. To facilitate the import, PPPD's records must first be exported to a tab delimited text file, Microsoft Excel file, or Microsoft Access file. FileOnQ personnel will help map the data to QuarterMaster fields. Actual import is done by PPPD. (Page 57)
 - 1 Remote installation.
 - 2 Days On-Site Training. Unlimited training via web-conferences. (P16)
 - 1 12 months FileOnQ Annual Maintenance and Support Contract. (P16)
- Approximate full cost for maintenance and support renewal after first 12 months: \$5,421*

HARDWARE

- 3 Motorola/Symbol LI4278 wireless Bluetooth barcode scanners.
- 1 Zebra GX430T TT network barcode label printer.
- 1 Topaz T-LBK755 SE attached signature capture pad.
- 4 Rolls of 4x2-inch thermal transfer labels for barcode printer (1,100 labels per roll).
- 4 Thermal transfer ribbons for barcode printer.

Quartermaster System Purchase Investment: \$51,768 *List Amount*
FileOnQ additional application discount: - \$19,354

Total Quartermaster System Purchase investment	\$32,414
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50% down payment required at time of purchase, 50% balance due after installation.

NO TAXES INCLUDED

PRICING VALID THROUGH JUNE 30, 2018

PEMBROKE PINES POLICE DEPARTMENT

October 20, 2017

QuarterMaster Optional Considerations – Proposal 3

- 1 **Create and install unique custom-tailored PPPD quartermaster report.** (Page 55)
Includes 12 months FileOnQ maintenance and support.

List	\$1,550
Second Application Discount	<u>-\$ 388</u>
ADDED INVESTMENT	\$1,163

Add to maintenance and support RENEWAL fee after first 12 months: \$50

- 1 **MobileOnQ software module and (1) Motorola MC67 handheld computer with cable kit, docking station, and loaded software.** (Page 59)
Includes 12 months FileOnQ maintenance and support.

List	\$ 7,109
Second Application Discount	<u>\$ 2,177</u>
ADDED INVESTMENT	\$ 4,932

Add to maintenance and support RENEWAL fee after first 12 months: \$539

- 1 **eDocs software module.** (Page 60)
Includes 12 months FileOnQ maintenance and support.

List	\$23,974
Second Application Discount	<u>-\$10,742</u>
ADDED INVESTMENT	\$13,232

Add to maintenance and support RENEWAL fee after first 12 months: \$3,419

EA	Motorola/Symbol LS2208 attached barcode scanner.....	ADD	\$425
EA	Motorola/Symbol LI4278 wireless Bluetooth barcode scanner.....	ADD	\$880
EA	Zebra GX430T TT network barcode label printer.....	ADD	\$895
EA	Topaz T-LBK755 SE attached signature capture pad.....	ADD	\$595

50% down payment required at time of purchase, 50% balance due after installation.

NO TAXES INCLUDED

PRICING VALID THROUGH JUNE 30, 2018



Pembroke Pines Police

Quotation Summary – Proposal 3

October 20, 2017

Line Item	Qty	EvidenceOnQ <i>(Proposal Pages 1-34)</i>	Add-On Options	Proposal Page(s)
1.	1	EvidenceOnQ 7.1 application software license – single database/application for over 1,000,000 records		3
2.	10	Concurrent Data Connection (User-Seat) Licenses		3
3.	6	Standard custom-tailored reports/forms: Property Report, Chain of Custody Report, Owner Notification Letter, Disposition Notification Report, Signature Capture Checkout Receipt, Named List Report		15-20
4.	2	Build and install unique custom-tailored PPPD evidence management report/form		20
5.	1	EvidenceOnQ fully tailored profile (homescreen) application configuration, population of user groups and permissions, locations, and lookup values in drop-down menus		3-5
6.	1	Container-Box Tracking software module		21
7.	1	Active Directory Portal software module for EvidenceOnQ application		21
8.	1	Retention-Classification software module		22
9.	1	Signature Capture software module		23
10.	1	EvidenceOnQ / CTS data-sharing integration		31
11.	1	EvidenceOnQ fully tailored profile (homescreen) application configuration, population of user groups and permissions, locations, and lookup values in drop-down menus		3-5
12.	1	Mapping assistance and set-up for data import from CTS America RMS and VisionAIR systems		23-24
13.	1	WebView software module		26
14.	1	Automated Disposition software module		28
15.	1	Software and hardware installation via remote connection		-
16.	3	Days on-site training including travel and per diem ... unlimited training via web-conferences		31
17.	1	12 months FileOnQ Annual Maintenance and Support Contract ... <i>estimated approximate full cost for maintenance and support renewal for EvidenceOnQ system as proposed above after first 12 months: \$7,442</i>		31
18.	1	Topaz TLBK755SE attached signature capture pads with 4x3 LCD		23
19.	<i>All indications are that PPPD's existing Motorola/Symbol LI4278 wireless Bluetooth barcode scanners and Zebra GK420T label printers can be used with EvidenceOnQ – if hardware is needed, see lines 27-30 below</i>			
20.		EvidenceOnQ total discounted investment: \$78,743 (Page 32)		
Line Item	Qty	EvidenceOnQ <i>Optional Considerations</i> <i>* Additional maintenance and support renewal fees will apply. See pages 33-34</i>	Add-On Options	Proposal Page(s)
21.	1	eDocs software module*	+\$23,974	24-25
22.	1	MobileOnQ software module and (1) Motorola MC67 handheld computer with cable kit, docking station, and loaded software*	+\$7,109	27
23.	1	Notification and Workflow software module with one trigger*	+\$16,894	27-28
24.	EA	Additional triggers for Notification and Workflow module	+\$1,560	27-28
25.	1	Audit Compliance/Accreditation Custom-Tailored Report/Form*	+\$2,450	29
26.	1	Auction Manifest Custom-Tailored Report/Form*	+\$850	30
27.	EA	Motorola/Symbol LS2208 attached barcode scanner	+\$425	-
28.	EA	Motorola/Symbol LI4278 wireless Bluetooth barcode scanner	+\$880	-
29.	EA	Zebra GX430T TT network barcode label printer	+\$895	6
30.	EA	Topaz T-LBK755 SE attached signature capture pad	+\$595	23
31.	EA	Motorola MC67 handheld computer with cable kit, docking station and loaded MobileOnQ software	+\$2,795	27

Line Item	Qty	DigitalOnQ (Proposal Pages 35-41)	Add-On Options	Proposal Page(s)
32.	1	DigitalOnQ version 1.5 application software license – single database/application for up to 250,000 annual uploads		41
33.	5	Concurrent-upload seat licenses		41
34.	1	Upload and authenticate media feature		39
35.	1	Burn to CD/DVD feature		39
36.	1	Annotate media feature		
37.	1	Classify media feature		40
38.	1	Software and hardware installation via remote connection		41
39.	1	Day(s) on-site training including travel and per diem ... unlimited training via web-conferences		41
40.	1	12 months FileOnQ Annual Maintenance and Support Contract ... <i>estimated approximate full cost for maintenance and support renewal for DigitalOnQ system as proposed above, after first 12 months: \$6,580</i>		41
41.	1	Free DigitalOnQ upgrade to Version 2 when it becomes available		41
42.	DigitalOnQ total discounted investment: \$35,062 (Page 41)			

Line Item	Qty	QuarterMaster (Proposal Pages 42-63)	Add-On Options	Proposal Page(s)
43.	1	FileOnQ 7.1 application software license – single database/application for up to 100,000 records/items – utilizing SQL server database provided by PPPD		43
44.	4	Concurrent Data Connections / User Seat Licenses		43
45.	1	Quartermaster management software module for checking items in, out, and calculating quantity on-hand for re-order threshold		45-46
46.	1	Electronic signature capture software module		56
47.	1	WebView software module		58
48.	1	FileOnQ fully tailored profile (homescreen) application configuration, population of user groups and permissions, locations, and lookup values for drop-down menus.		44
49.	3	Standard custom-tailored reports/forms: Quartermaster Report, Item History Report, Signature Capture Check-Out Receipt		53-55
50.	1	Mapping assistance and set-up for data import from existing quartermaster tracking-management system(s) into FileOnQ QuarterMaster system		57
51.	1	Software and hardware installation via remote connection		-
52.	2	Day(s) On-Site Training including travel and per diem ... unlimited training via web-conferences		61
53.	1	12 months FileOnQ Annual Maintenance and Support Contract ... <i>estimated approximate full cost for maintenance and support renewal for QuarterMaster system as proposed above, after first 12 months: \$5,421</i>		61
54.	3	Motorola/Symbol LI4278 wireless Bluetooth barcode scanners		-
55.	1	Zebra GX430T TT network barcode label printer		-
56.	1	Topaz T-LBK755 SE attached signature capture pad		56
57.	4	Rolls of 4x2-inch thermal transfer labels for barcode printer (1,100 labels per roll)		-
58.	4	Thermal transfer ribbons for barcode printer		-
59.	QuarterMaster total discounted investment: \$32,414 (Page 62)			

QuarterMaster optional considerations on next page.



Line Item	Qty	QuarterMaster <i>Optional Considerations</i> <i>* Additional maintenance and support renewal fees will apply. See pages 33-34</i>	Add-On Options	Proposal Page(s)
60.	EA	Build and install unique custom-tailored PPPD quartermaster management report/form*	+\$1,163	55
61.	1	MobileOnQ software module and (1) Motorola MC67 handheld computer with cable kit, docking station, and loaded software*	+\$4,932	59
62.	1	eDocs software module*	+\$13,232	60
63.	EA	Motorola/Symbol LS2208 attached barcode scanner	+\$425	-
64.	EA	Motorola/Symbol LI4278 wireless Bluetooth barcode scanner	+\$880	-
65.	EA	Zebra GX430T TT network barcode label printer	+\$895	-
66.	EA	Topaz T-LBK755 SE attached signature capture pad	+\$595	-

Line Item	FileOnQ Application	Total Discounted Investments <i>Excluding Optional Considerations</i>	Estimated Maintenance-Support Initial Renewal Fee <i>After First 12 Months</i>
67.	EvidenceOnQ	\$ 78,743	\$ 12,850
68.	DigitalOnQ	\$ 35,062	\$ 6,580
69.	QuarterMaster	\$ 32,414	\$ 5,421
70.	Bundled Systems Total	\$ 146.219	\$ 24,851

Down payment of 50% is required at time of order, with 50% balance due after installation. When balance is received, training will be scheduled.

NO TAXES INCLUDED

PRICING VALID THROUGH JUNE 30, 2018

The Benefits of Annual Maintenance & Support



Our White Glove Customer Care...

FileOnQ™ provides long-term value with our annual maintenance and support services. We believe that protecting your investment is an important part of your business strategy.

When a support need arises, FileOnQ™ will provide the highest level of support possible. Our goal is to provide personal customer care along with the latest support technologies. This ensures that we provide our users with the lowest cost of ownership combined with the highest level of productivity.

Customer Value

Our customers find their annual maintenance and support provides value that far exceeds the annual renewal fee. They continually express appreciation and **praise** for the outstanding support that FileOnQ™ provides. We will support all your future needs with on-going training, technical support, and professional services. Our commitment is for our customers to enjoy long-term satisfaction and improved personal and organizational productivity.

Customer “Quotes”

"We are so impressed with the software, training and customer support that FileOnQ has given us... Totally awesome!"

**Evidence Tech, Lori Bristow -
Ontario PD, CA**

"The prompt responses to my many requests and inquiries proved very valuable in providing useful information that saved us time and effort of our handling of evidence to court."

**Support Service Manager, Tammy Bernardi -
Lakewood Police Department, CO**

"Once again I would like to thank the entire staff at FileOnQ for the three years of on the spot support and for making this enormous task to move possible."

**Evidence Supervisor, Darrell Allen -
San Antonio PD, TX**

What's Included...

- Free - In-version upgrades
- Free - Telephone & Email support
- Free - Hardware support and loaners
- Free - Scheduled training via webinar
- Free - Link to online support within the application
- Free - Personal refresher training via web conference
- Free - Access to our website with training tutorials
- Free - Online Customer Resource (Training videos, FAQs, documentation, ticketing, profile management and more.)

Our Commitment

At FileOnQ™ we are committed to our customers' **complete satisfaction** -- from the time the system is implemented to long into the future. We invest substantial time and money each year to enhance and improve our products and take into consideration the recommendations of our users when developing system enhancements. The staff at FileOnQ use their broad expertise to help you get the most out of your investment through ongoing training, software upgrades, and technical support.



Service Level Policy:

1. **Purpose:** This is a statement of policy for customers of FileOnQ. FileOnQ strives to provide prompt, quality service for our customers the first time, every time, in a manner that ensures the customer's success with their FileOnQ software product. The levels of service provided will be measured and monitored by the Director of Customer Services and Technical Support staff.
2. **Mission:** The mission of FileOnQ is to provide fast, friendly and professional service and to go beyond the minimum requirements to insure the customer's satisfaction and success with our products.
3. **Definitions:**
 - Help Desk: Customer's internal support resource who provides the first level of support for the software.
 - Customer Contact: Person designated as the primary contact for Support calls. Only authorized Customer Contacts will be allowed to contact FileOnQ Technical Support.
 - Technical Support: Staff and resources dedicated to level II support of all customer support issues.
 - Level III Support: Members of engineering assigned to resolve complex customer issues.
 - Customer: Users of FileOnQ software who have chosen a direct support relationship with FileOnQ, who have a valid maintenance contract, and are using a current version of the software.
 - Emergency Support: Issues at priority 0 or 1, as defined in section 3, requiring support outside of normal service hours. Telephone Support coverage is defined in section 11.
4. **Goals and Metrics:**
 - Response Time: The time between the Customer Contact notifying Technical Support of their need for support and the return call from Technical Support.
 - Escalation Time: The time between the start of troubleshooting by Technical Support and the escalation of the issue to Level III Support or Support Management.

Priority Level	Description	Response Time	Escalation Time
0	System down. Users unable to access or input records.	1 hour	1 hour
1	Significant problem. Multiple users are down or key function is unavailable.	1 hour	2 hours
2	Minor problem. Some records not available or a feature is not operating properly.	2 hours	1 day
3	Intermittent. Problem may slow down data input or retrieval, or a workaround is needed to use a feature.	2 hours	1 month
4	Cosmetic. Does not affect ability to efficiently enter and retrieve data or use all required features	4 hours	6 months

FileOnQ will measure response and escalation times monthly and will conduct regular customer satisfaction surveys



5. Services to be provided by FileOnQ Technical Support:

- Customer telephone support
- Customer e-mail support
- Use of GoToMeeting for troubleshooting assistance
- After hours emergency support
- On-site support available at an hourly rate plus travel expenses
- Limited emergency hardware loaners
- Escalation to level III support
- Escalations to 3rd party supplier
- Unresolved Calls reporting

6. **Service Levels:** For each of the services specified in section 4, a parameter or set of parameters, which give a measure of the quality of the service, is specified. The target values for these parameters represent the service level that FileOnQ strives to provide. The FileOnQ Director of Customer Services may modify these parameters as needed. Modifications to this agreement will not commence until the customer has been given 30 days notice. FileOnQ shall not be required to honor these commitments should the contract between FileOnQ and the customer be canceled.

- Customer telephone support: Telephone support is provided on a call back basis. Once a message is left, a support analyst will return the call within the response time specified in section 3. Problems are handled immediately and resolution is not to exceed the escalation time specified in section 4 before being escalated to level III support. Telephone support coverage is defined in section 11.
- Customer e-mail support: The response time for e-mail support is not to exceed 24 hours (excluding weekends and holidays), although it will typically be less than 4 hours. Problems are answered immediately when read, unless the problem requires escalation.
- Use of GoToAssist™ or GoToMeeting™ for troubleshooting assistance: FileOnQ Support Analysts may use our GoTo enabled website to access machines to assist in troubleshooting. GoToAssist will allow the Analyst to see what the customer is seeing and control the customer's PC. This is available only to customers who have Internet access available to their machines. FileOnQ cannot access any machine without the customer's permission.
- After-hours emergency support: FileOnQ offers emergency technical support during times not covered by normal support hours defined in section 11. This option is available to customers who choose to purchase our premier maintenance contract. The response time for emergency voice mail messages is not to exceed 2 hours. Problems are handled immediately; however, some company resources may not be available at the time of service, which may affect the overall resolution of the problem.
- On-site support available at an hourly rate plus travel expenses: FileOnQ provides on-site technical support for an hourly rate, plus travel expenses, should a problem be deemed unsolvable via the telephone or on-line web support. The Director of Customer Services will give authorization for on-site support.
- Limited Hardware Loaners: FileOnQ provides a limited inventory of hardware loaners (such as barcode scanners), for any equipment purchased from FileOnQ that fails and requires service from the manufacturer. These loaners can be shipped next day air upon FileOnQ's receipt of a valid PO for the value of the equipment to be shipped. PO's must be received by



2:30 PM Pacific Time to be shipped that day. Hardware not returned within 30 days of shipment will be invoiced for the full cost.

- Escalation to level III support: Problems that cannot be resolved within a reasonable time after the initial contact will be escalated to level III support based on the escalation schedule defined in section 3. FileOnQ will direct all resources necessary to bring the problem to resolution.
- Escalation to 3rd party vendor: In some instances, the customer may receive a higher level of service working directly with the vendor or manufacturer of one of the 3rd party products supplied by FileOnQ. Technical Support may direct the customer to those resources as needed.
- Unresolved Calls reporting: The FileOnQ Director of Customer Services will run an Unresolved Calls Report on a weekly basis in order to monitor quality. Results are reported to FileOnQ upper management and discussed with appropriate staff members.

7. Scope and Limitations:

- FileOnQ will provide support for software manufactured by FileOnQ. This includes:
 1. Installation and configuration support for the FileOnQ Server application
 2. Installation and configuration support for the FileOnQ Client application
 3. Hardware configurations
 4. Defect maintenance
 5. Database problems caused by a supported FileOnQ product.
- Support will be provided either by email or telephone and/or online web support.
- Support will only be provided to authorize Customer Contacts who are familiar with the FileOnQ products in use. The Customer Contact must also be familiar with the application being run.
- The following list details some of the issues that are not covered by a maintenance contract. This list should in no way be considered exhaustive.
 1. Database Management
 2. Maintenance or troubleshooting of the network
 - a. Connections
 - b. Operating system
 - c. Infrastructure
 3. Data or system security
 4. 3rd Party Software
 5. Maintenance of the Server
 - a. Operating System
 - b. Hardware



8. **Management Escalation Procedure:** All requests to escalate to management will be responded to by the Director of Customer Services within 2 hours. In the event the Director of Customer Services is unavailable, the backup team member will handle the problem and use all available resources to remedy the problem.
9. **Defect Prioritization:** Defects discovered by Technical Support on shipping versions of software will be reported to the Engineering team. These defects will be prioritized with other issues. Customer priorities will be based on the following criteria:
 - Number of customers potentially impacted by the defect
 - Severity of the defect to the operation of the customer
 - Impact to data integrity
10. **Defect Resolution:** Defect resolution may take any one of the following forms at the discretion of the Defect Resolution Team (executive staff from Customer Support, Development and Quality Assurance).
 - Work around
 1. Redesign of the customer's application
 2. A change in the database
 3. A change in the customer's operational procedures
 4. Other
 - Installation of a software patch
 - Upgrade to a newer release of the version
11. **Customer Responsibilities:** FileOnQ will support software that is provided to the customer by FileOnQ. FileOnQ cannot take responsibility for managing or maintaining a customer's network or database.
 - Customer must utilize their internal Help Desk for assistance before calling FileOnQ Technical Support.
 - Caller must be an authorized Customer contact, familiar with the client and server portions of the software.
 - Caller must be an authorized Customer contact, familiar with the application and their own data management.
 - IT resources may be required for some issues.
 - Customer must be using current versions of FileOnQ software.
12. **Operational Procedures:**
 - Contact information
 1. Email: Support@fileonq.com
 2. Emergency Phone Support: 1-800-603-6802 select extension 4 from the menu
 - Service Hours
 1. Monday through Friday 5:00 AM to 5:00 PM Pacific Standard Time excluding holidays.



2. After hours support covering evenings, weekends, and holidays after business hours is an option.
- Call Tracking
 1. Customer records will be maintained in a Customer Support Call Tracking system. All communications between the customer and Technical Support will be logged under the customer record to maintain a history of the customer's system and issues to allow for personalized service and support.
 2. FileOnQ will utilize this system to maintain control of all incoming and open issues with the customer to provide the highest level of service and follow-up.
 - Prioritization

Most calls will be handled on a first come first served basis; however, situations of a critical nature may be taken out of turn. Customers must communicate the level of criticality when contacting FileOnQ based on the chart in section 3.



Maintenance and Support:

Annual Maintenance and Support **provides free in-version upgrades, telephone and online support and training.** When a support need arises, whether just a matter of training or desire for deployment of additional functionality you will appreciate our direct line via our 800 number as well as our live On-Line Web Support Meeting Center. Whether your future needs are upgrades, maintenance, or online training, our on-going support is part of our team commitment to your satisfaction. Customers report receiving huge value and return on investment from FileOnQ maintenance and Support.

Support:

- Free Customer telephone support
- Free Customer e-mail support
- Free use of live on line meetings for troubleshooting and refresher training
- After hours emergency support
- On-site support available at a discounted hourly rate plus travel expenses
- Limited emergency hardware loaners

Product Maintenance:

With annual maintenance and support our customers receive in-version improvements and enhancements totally free of charge.

Customers, with annual maintenance and support contracts, are routinely provided with deep discounts for new products being introduced! Of course, customers must pay for new modules, additional seats and new product versions. However, customers report receiving huge value and return on investment from FileOnQ maintenance and Support.

Support Contact Information:

Email: Support@fileonq.com

Phone: 1-800-603-6802 **select 4** from the menu

At FileOnQ we are committed to do everything necessary to ensure you our customer is completely satisfied with our product and support.

EvidenceOnQ customers overwhelmingly agree that the ongoing maintenance, support and training, improves their system use and departmental productivity to the extent that the investment pays for itself several times over.

FileOnQ Online Community Resource

This online resource will **is included with your Annual Maintenance and Support Agreement**. This service is completely FREE for customers who maintain/renew their agreements and will provide powerful and useful tools to help improve your overall experience of being our valued customer.

The Benefits

SUPPORT & COMMUNITY SERVICES

- 1) **NEW! - Discussion Forum:** Share and discuss anything OnQ. Learn from your peers and share ideas of how you are using FileOnQ at your organization. This open forum is a great way for FileOnQ users to interact and learn from each other in one place.
- 2) **NEW! - Support Library:** Now you can access user guides, setup and use documents for Desktop, MobileOnQ, Webview and more in one place. Need to learn a new feature or you are stumped? Then this is a great place to go. View 6.1 our higher document via an online Wiki or download a PDF to your PC for 6.0 or older users.
- 3) **UPDATED - Simplified & Easy to Use Support Ticketing System:** FileOnQ users now have a more user friendly to send a ticket accessible our support team. Ultimately, giving users improved support request and management tools to get your questions answered quickly.
- 4) **UPDATED - Online Profile Management:** Now you can manage and control your contact information like phone numbers, emails, job titles, last names and more... By keeping your information current it helps us stay in touch better so we can provide you the very best support and customer service possible.
- 5) **NEW - Send & Receive Instant Messages:** We feel the value of you staying in touch with others is important and how you learn. We have given you the ability to do this in the discussion forum but beyond that, you can also send a private message to anyone. This may be to send a tip, ask a question of just say hello. Heck, you can even send a message to any of our staff here at FileOnQ as needed.

This messaging system will also be a way we send you important company information like new software announcements, upcoming training events and other important announcements.

TRAINING RESOURCES ... *to improve your job skills, productivity, work satisfaction and value to the organization.*

- 6) **IMPROVED Training Videos:** We have enhanced, streamlined and improved our powerful videos training section. This is one of the most widely used section of the customer portal. It contains a full listing of recorded Webinar training for you to watch and review at anytime... Additional training videos will continually be added so check back often.
- 7) **Events & Training Schedules:** Quickly access, view and register for all upcoming online training (Webinar's) and events.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
12/22/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Arthur J. Gallagher Risk Management Services, Inc. P.O. Box 2925 Tacoma WA 98401-2925		CONTACT NAME: Tina Coburn PHONE (A/C, No, Ext): 253-238-1134 E-MAIL: Tina_Coburn@ajg.com ADDRESS:		FAX (A/C, No): 253-572-1430
INSURED FileOnQ 832 Industry Drive Tukwila, WA 98188		INSURER(S) AFFORDING COVERAGE		NAIC #
		INSURER A: Travelers Casualty Insurance Co of America		19046
		INSURER B: Travelers Indemnity Company		25658
		INSURER C:		
		INSURER D:		
		INSURER E:		
		INSURER F:		

COVERAGES

CERTIFICATE NUMBER: 1530528895

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:	Y	Y	6801H8791271742	6/1/2017	6/1/2018	EACH OCCURRENCE	\$1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$300,000
							MED EXP (Any one person)	\$5,000
							PERSONAL & ADV INJURY	\$1,000,000
							GENERAL AGGREGATE	\$2,000,000
							PRODUCTS - COMP/OP AGG	\$2,000,000
								\$
A	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY			6801H8791271742	6/1/2017	6/1/2018	COMBINED SINGLE LIMIT (Ea accident)	\$1,000,000
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$5,000			CUP1H8791641742	6/1/2017	6/1/2018	EACH OCCURRENCE	\$1,000,000
							AGGREGATE	\$
								\$
A	<input type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	6801H8791271742	6/1/2017	6/1/2018	PER STATUTE <input checked="" type="checkbox"/> OTH-ER	WA Stop Gap
							E.L. EACH ACCIDENT	\$1,000,000
							E.L. DISEASE - EA EMPLOYEE	\$1,000,000
							E.L. DISEASE - POLICY LIMIT	\$1,000,000
A	<input type="checkbox"/> Property Section <input type="checkbox"/> Data Processing			6801H8791271742	6/1/2017	6/1/2018	Contents Ded \$500	613,998
							Electronic Data	500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

City of Pembroke Pines is included as Additional Insured on General Liability policy per written contract. Coverage shall be primary and non-contributory. Waiver of subrogation shall apply per written contract.

CERTIFICATE HOLDER

CANCELLATION

City of Pembroke Pines
601 City Center Way
Pembroke Pines FL 33025

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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July 13, 2017

Pembroke Pines Police Department
9500 Pines Boulevard
Pembroke Pines, Florida 33024

To Whom It May Concern:

RE: Sole Source Letter for FileOnQ Software Products

This letter is to verify that FileOnQ, Inc., is a Seattle, Washington based software company and is the sole developer and distributor of the EvidenceOnQ evidence management system, the DigitalOnQ digital evidence management system, and the FileOnQ QuarterMaster equipment-supply-asset management system. FileOnQ has exclusive ownership rights to these products, and due to intellectual property and source code protection rights, FileOnQ is the only authorized provider of the EvidenceOnQ, DigitalOnQ and QuarterMaster software systems and related maintenance, support, training, upgrades and integration for these products.

The FileOnQ application is a unique software solution, which is unlike any other system offered on the market today. The patent-protected software application is proprietary to FileOnQ. Foremost among its unique features is the ability for a customer-agency to quickly and easily customize and change any data fields on their FileOnQ application work screen using the patented FileOnQ 'Profiler' program. The ProFiler provides a very simple and straightforward means to add, delete, rename, modify and reposition fields to fit the specific type of data the agency wishes to capture. Using the ProFiler, the data work screen, or 'profile,' can be designed so that data entry is as simple as possible by following the agency's existing workflow in keeping with their specific policies and procedures. The profile is designed uniquely by each agency to meet its own individual needs and preferences, including their own terminology and codes. This ability to easily configure the FileOnQ application is accomplished without changing the underlying system code. Most other software products require custom code and many hours of professional services to achieve the same result as FileOnQ's patented approach, especially the capability to add fields to the user interface screen (UI). Not only is the profile screen flexible during the initial design and implementation phase, but using the ProFiler, it's also changeable as the agency's specific data requirements change. A customer can make modifications to their screen independently at any time without permission from FileOnQ, or FileOnQ is happy to make the changes for the agency without additional cost as part of the support contract. This unique feature allows the FileOnQ platform to be used at over 300 law enforcement agencies with their own distinct configurations to manage their processes and still receive the exact same version upgrades from FileOnQ. The lack of any custom code in the software installed at each agency also ensures that the customer will not be locked into a specific branch of code, nor will they be excluded from any future upgrades. The patents allow FileOnQ to focus on a stable core platform that is very robust, while adding new features at a steady pace, with easy to install global updates ensuring the lowest total cost of ownership for the agency. The ProFiler's unique and powerful capabilities are patent protected by U.S. patent numbers 7,599,942 B1 and 8,176,093 B2.

We look forward to serving the Pembroke Pines Police Department and to providing high value for the City's investment in FileOnQ software products and services. Thank you for your consideration.

A handwritten signature in black ink that reads "Bruce Adams". The signature is fluid and cursive, with the first name "Bruce" and last name "Adams" clearly distinguishable.

Bruce Adams
FileOnQ Evidence Specialist
Phone: 800.603.6802 Ext. 131
Email: brucea@fileonq.com



City of Pembroke Pines, FL

601 City Center Way
Pembroke Pines, FL
33025
www.ppines.com

Agenda Request Form

Agenda Number: 8.

File ID: 17-0681

Type: Purchase

Status: Passed

Version: 1

**Agenda
Section:**

In Control: City Commission

File Created: 10/03/2017

Short Title: Purchase Evidence ONQ Evidence Management
System

Final Action: 12/20/2017

Title: MOTION TO APPROVE THE PURCHASE OF THE FILEONQ PUBLIC
SAFETY PLATFORM FROM THE SOLE SOURCE VENDOR, FILEONQ,
INC., IN THE AMOUNT OF \$149,519.

***Agenda Date:** 12/20/2017

Agenda Number: 8.

Internal Notes:

Attachments: 1. FileOnQ Proposal, 2. Add-On Custom Reports Proposal PD Pembroke Pines FL 103117, 3. FileOnQ Sole Source Letter, 4. Purchase and Maintenance Draft Agreement, 5. NTSS PD-NTSS-17-01 FileOnQ Software Products

1 City Commission 12/20/2017 approve Pass
Action Text: A motion was made to approve on the Consent Agenda
Aye: - 5 Mayor Ortis, Vice Mayor Castillo, Commissioner Schwartz,
Commissioner Siple, and Commissioner Monroig
Nay: - 0

SUMMARY EXPLANATION AND BACKGROUND:

1. The Police Department is looking to purchase the FileOnQ Public Safety Platform. The platform is comprised of (3) software: EvidenceOnQ which is a property-evidence management software, DigitalOnQ which is a digital evidence management software, and QuarterMaster which is a supply-equipment management software.

2. FileOnQ's multiple management systems would bring together and simplify the processing, tracking and managing of physical and/or electronic items and documentation. This 100% user-customizable platform provides organizations the ability to manage and track: evidence, invoices, assets, documents, electronic media and more. The easy to use interface, unlimited reporting options, and automation features are guaranteed to enhance daily work processes, improve compliance, reduce risk, save time, and lower costs.

3. FileOnQ will eliminate the need for the multiple entry of information. The current legacy

systems being used by the Police Department are: the Investigations Division stores electronic media and photos on DVDs and various hardware; Logistics personnel manages equipment, assets, and the fleet on spreadsheets; and the Property and Evidence personnel store, track, and dispose of evidence through challenging processes. This new system will greatly improve the movement of property within the system as well as the ability to locate and audit property and evidence.

<u>FileOnQ Application Renewal Fee .</u>	<u>Total Discounted Investments</u>	<u>Maintenance</u> (after 12 Months)
EvidenceOnQ \$12,850	\$78,743	
DigitalOnQ \$6,580	\$35,062	
QuarterMaster \$5,421	\$32,414	
Add-On Custom Reports	\$3,300	
Bundled System Total	\$149,519	
\$24,851		

4. On August 24, 2017, the Procurement Division issued a "Notice of Intent to Award a Sole Source" through the BidSync website as PD-NTSS-17-01 "FileOnQ Software Products" in order to give vendors the opportunity to come forward if they did not agree that this proposed purchase is a sole source.

5. On September 5, 2017, PD-NTSS-17-01 "FileOnQ Software Products" was opened and no responses were received.

6. A sole-source letter has been provided by FileOnQ, Inc. as the sole creator and provider of the FileOnQ Public Safety Platform.

7. As per Section 38.18 (C)(3) of the City's Procurement Code: City standard, single-source and sole-source commodities or services are exempt from the Competitive Bidding process.

8. Request City Commission to approve the purchase of the FileOnQ Public Safety Platform from the sole source vendor, FileOnQ, Inc., in the amount of \$149,519.

FINANCIAL IMPACT DETAIL:

- a) **Initial Cost:** \$149,519
- b) **Amount budgeted for this item in Account No:** Funds are budgeted in account 1-521-3001-64051 (Computer Programs)
- c) **Source of funding for difference, if not fully budgeted:** Not Applicable
- d) **5 year projection of the operational cost of the project:** Not Applicable

	Current FY	Year 2	Year 3	Year 4	Year 5
Revenues	\$0	\$0	\$0	\$0	\$0
Expenditures	\$149,519	\$24,851	\$24,851	\$24,851	\$24,851
Net Cost	\$149,519	\$24,851	\$24,851	\$24,851	\$24,851

e) Detail of additional staff requirements: Not Applicable