



Legislation Text

File #: 22-0680, Version: 1

MOTION TO APPROVE THE AGREEMENT BETWEEN FILEONQ, INC. AND THE PEMBROKE PINES POLICE DEPARTMENT, IN THE AMOUNT NOT TO EXCEED \$62,590.32 FOR A TWO-YEAR PERIOD, PURSUANT TO SECTION 35.18(C)(7)(I) OF THE CITY'S CODE OF ORDINANCES.

PROCUREMENT PROCESS TAKEN:

- *Chapter 35 of the City's Code of Ordinance is titled "PROCUREMENT PROCEDURES, PUBLIC FUNDS."*
- *Section 35.18 of the City's Code of Ordinances is titled "COMPETITIVE BIDDING OR COMPETITIVE PROPOSALS REQUIRED; EXCEPTIONS."*
- *Section 35.18(C) states that "Only the following situations are exempt from the competitive bid and competitive proposal requirements of this section:"*
- *Section 35.18(C)(7)(i) states, "Software licensing and maintenance with the company from which the software was purchased, or its authorized representative;"*
- *Section 35.21 of the City's Code of Ordinances is titled "AWARD OF CONTRACT."*
- *Section 35.21(A) of the City's Code of Ordinances is titled "City Commission approval."*
- *Section 35.21(A)(1) states, "An initial purchase of, or contract for, commodities or services, in excess of \$25,000, shall require the approval of the City Commission, regardless of whether the competitive bidding or competitive proposal procedures were followed."*

SUMMARY EXPLANATION AND BACKGROUND:

1. On December 20, 2017, the City Commission approved to enter into an agreement with FileOnQ.
2. The FileOnQ platform is comprised of:

EvidenceOnQ

- Reduce officers' time booking evidence, increasing their availability to take calls
- Monitor the lifecycle of evidence by automating the disposition review process, reducing your property and evidence inventory and returning property back to the legal owner.
- Provide a tailored, real-time dashboard view of important property and evidence management information, activities, and statistics.

- Eliminate paper documentation and duplicate, repetitive work.

DigitalOnQ

- Eliminate booking CDs, DVDs, thumb-drives, and memory cards into evidence.
- Share digital evidence with prosecutors using a secure invitation.
- Eliminate burning DVDs and copying flash drives for discovery.
- Store all digital evidence in one secure location regardless of the media type.
- Reduce risk of incomplete discovery because of files stored in different applications.

QuartermasterOnQ

- Track a wide range of inventory items such as clothing (e.g. uniform shirts), equipment (e.g. flashlights)
- Track the status of inventory items (e.g. issued, in-stock, out of stock, returned, etc.)
- Track details of the inventory items (e.g. cost, purchase date, size, vendor, color, etc.)
- Categorize and sub-categorize inventory items (e.g. Shirt/Mens/Used/Size/etc.)
- Keep an accurate number count of inventory stock items (i.e. if you have an inventory of 30 shirts and you issues 5 shirts out, the inventory stock is automatically updated to 25 shirts.)
- Track serial numbers, model numbers, part numbers, storage location, etc.

FoundropOnQ (New with this subscription)

- Improve community goodwill by providing a platform to report, search, and identify their lost or stolen property.
- Be compliant with legal requirement to notify the public of found property recovered by your department automatically via your own branded public web portal
- Reduce your inventory by increasing the ability to return stolen and found items to their legal owners
- Proactively assist investigators to connect property that will help solve cases
- Provide a tool for victims to complete detailed stolen property forms

3. FileOnQ's multiple management systems simplifies 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.
4. The monthly subscription cost for the software and services outlined are in effect for 24 months. Thereafter, the monthly fee will increase no more than 5% yearly or 10% over any 3-year period.
5. Request Commission to approve the agreement between FileOnQ, Inc. and the Pembroke Pines Police Department, in the amount not to exceed \$62,575.20 for a two-year period, pursuant to Section 35.18(C)(7)(i) of the City's Code of Ordinances.

Reviewed by Commission Auditor.

FINANCIAL IMPACT DETAIL:

a) Initial Cost: \$62,590.32

b) Amount budgeted for this item in Account No:001-521-3001-534995-0000-000-0000-: Other Svc - IT

c) Source of funding for difference, if not fully budgeted: Not Applicable

d) 5 year projection of the operational cost of the project:

	Current FY	Year 2	Year 3	Year 4	Year 5
Revenues	\$0	\$0	\$0	\$0	\$0
Expenditures	\$31,295	\$31,295	\$0	\$0	\$0
Net Cost	\$31,295	\$31,295	\$0	\$0	\$0

e) Detail of additional staff requirements: Not Applicable.

FEASIBILITY REVIEW:

A feasibility review is required for the award, renewal and/or expiration of all function sourcing contracts. This analysis is to determine the financial effectiveness of function sourcing services.

a) Was a Feasibility Review/Cost Analysis of Out-Sourcing vs. In-House Labor Conducted for this service? Not Applicable.

b) If Yes, what is the total cost or total savings of utilizing Out-Sourcing vs. In-House Labor for this service? Not Applicable.