

**CITY OF RIALTO  
SOLE SOURCE VENDOR REQUEST**

**VENDOR:** Collective Data

**ADDRESS:** 460 12<sup>th</sup> Ave Cedar Rapids, IA 52401, 1-800-750-7638.

**REQUISITION NUMBER:** \_\_\_\_\_

Check reasons for sole source request:

1.   X   *Proprietary:* The item is held under exclusive title, trademark or copyright by a private person or company; or a proprietary distributorship.
- Standardization:* The City requires the item(s) to standardize parts, design quality, etc. (explain in more detail below).
- X   *Sole Source:* No other items are known to exist which perform the same function.

2. Describe the product/service: Law Enforcement inventory and Asset Management software system. Product distinctly created and targeted toward managing the extensive unique inventory used by Law Enforcement Officers in the performance of their duties. Facilitates tracking and management of both "permanent" issue (items provided for the duration of an Officer's career) and "on the fly" temporary issue of often extremely high dollar value and/or extremely dangerous items (weapons, ammunition, radios, cameras, web gear, laptops, and all subcomponents). The feature list of the product is huge. See the attachments for additional necessary Law Enforcement related features.

3. Describe how the product or service is unique and one of a kind: Collective Quartermaster was built at a police system from the ground up. Other inventory management software does not meet Law Enforcement needs as it was never built with Law Enforcement operations in mind. We currently use manpower intensive Excel or similar spreadsheets, any of which can and do develop errors over time, and equipment gets lost/misplaced. With millions of dollars worth of police equipment in use at Rialto PD, we need the only software package we know of in existence which distinctly targets and meets Law Enforcement operational needs. See the attached vendor confirmation of their belief that they are the only such software in existence.

4. Is the product or service available from other sources?   No  

5. Can your requirements be modified so that competitive products or services may be used?   No   Please explain: We currently have nothing comprehensive to meet our needs. We spend, and have spent, countless hours attempting to track thousands upon thousands of pieces of equipment using manual methods and have not succeeded. We need to bring our tracking and management capabilities in line with the explosive growth of issued and managed equipment provided to Officers and used for Law Enforcement over the last 20 years. In the IT realm of Law Enforcement alone, we have added thousands of pieces of equipment



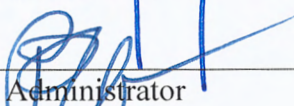
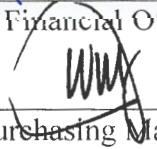
Last Updated: 10/12/2006

(depending on how deeply you count serial numbers) which simply did not exist 20 years ago.

6. Submit a detailed memo explaining the steps taken to determine this is a sole source vendor and justify the need. See the attachments and the Staff Report.

Signature: Mobley Blair Date: 4/26/18

**Approvals:**

 Department Head	 Chief Financial Officer
 City Administrator	 Purchasing Manager



**COLLECTIVE DATA**

**460 12<sup>th</sup> Ave Cedar Rapids, IA 52401 Phone: 1-800-750-7638 [www.collectivedata.com](http://www.collectivedata.com)**

To Whom it May Concern,

Collective Data Inc is the sole provider of CollectiveQuartermaster software. No other entities currently have rights to distribute, sell, or profit from CollectiveQuartermaster in any way.

To our knowledge, there is no other Law Enforcement Inventory and Asset Management application with the combination of Bids, Ordering, Inventory Assignment, Returns, an Officer Request Portal, Training Course Tracking and dashboards all in one application and database. The technology also supports e-signatures, is completely web based and responsive for any mobile device, and allows users to tailor imports, reports, and security levels in infinite ways inside of the application.

Any further questions can be sent to the contact below.

Jon Sullivan  
Client Solutions Engineer  
Collective Data  
1-800-750-7638  
[jsullivan@collectivedata.com](mailto:jsullivan@collectivedata.com)



## ***collectiveQuartermaster®* Software Feature List**

### **Technology Framework**

**Secure, web-based technology for easy deployment**

**On-Premise or Hosted deployment options** (Fees apply for external hosting services)

**100% Configurable screens and reports allow configurations to be built around your specific workflows or processes**

**Mobile-responsive design** (Works on any desktop, laptop, tablet, or smart phone with a browser, no need to install additional apps)

**Basic User Security Settings**

**Limited Multiple Database Separation**

**Infinite Security Configurations** (Limit access to specific records, only certain fields, tabs, views, and reports based on any record criteria per login)

**Active Directory Integration Available** (Manages user logins, validation, and keeps employee contact info up to date)

**Integrated barcode system** (Scan barcodes, print barcodes using existing scanner and printer hardware)

**3rd-party application integrations available** (Accounting, Fleet, etc.)

**Ability to filter records by any field(s)**

**Ability to Filter by any field related to a record** (i.e. Filter assignments based on items signed out in a certain date range)

**Mass entry/update tool similar to Excel for all records**

**Configurable shortcuts, favorite reports, and recent reports based on user preference**

**Audit log** (All data changes including edits and deletions tracked by user with date and time stamps)

**Unlimited "Quick Submit" users for submitting uniform or supply requests and performing inspections** (Does not consume a software license and enables department-wide participation for getting critical data)

### **Reporting**

## **Standard operational reports**

**Ad Hoc Reporting** (Any user with permissions can create simple, custom reports on-the-fly with our easy-to-use ad hoc creator tool with drag-and-drop column arrangement)

**Report Editor** (Design more advanced custom reports or alter existing reports using proprietary reporting engine)

## **Extensive report filtering and grouping options**

**Graphing options** (Pie, bar, and line charts)

**Save favorite reports as shortcuts**

**View recently run reports for quick access**

**Print, export, and email reports**

**Split and email reports to each department, location, employee or other breakdown showing only their relevant information with the click of a button**

**Dashboard View**

**Budget and Planning Reports based off of historical transactions**

**Mission Control Center tracks items needing reorder, new officer requests, approvals and more with easy routing and completion to gain productivity.**

## **Asset/Inventory Tracking**

**Ability to re-label fields to match your internal language**

**Multiple ID fields available on an asset**

**Unlimited ID fields including auto-incrementing ID's available**

**Flexible Inventory Templates hide/show appropriate fields per asset type**

**Select different warehouses for the same item, view inventory as whole or separately**

**Track expendables/consumables in mass quantities without setting up multiple records**

**Batches or buckets of consumables can be priced differently or expire separately**

**Report on history of checkouts by individual item**



Track minimum inventory level for reordering

Track Max Stock, Qty on Order, Inventory Value on inventory screen

Auto email alerts to reorder items

View recent issuances for by item without running a report

Simple asset lifecycle and depreciation information for larger assets

Ability to perform inspections and repairs on larger assets and track costs, vendors, and more

## Employee Information

Ability to re-label fields to match your internal language

Track and group by Rank, Badge No, Shift, Service Years, Division, Section or Squad assignment

Manage Employee Sizes, Service Stripes, Ribbons, etc.

Track Employee License, Certification, and Qualification Due Dates and reminders

Automatic email to employee and/or supervisors when scheduled items due

Restrict Issuance of items without proper updated certifications

Training Class tracking for employees, integrates with employee due certifications. Quickly sign in or out of a class such as CPR re-certification.

Weapons Qualification dates and scores for multiple weapons

Employee Shift Tracking

Track multiple specialty units for each employee for reporting, issuance, and more (Such as K9, SWAT, etc.)

## Department Hierarchy / Organizational Structure

Track Divisions, Sections, Squads, and other hierarchy levels independently from Employees (Can also be used to dynamically set up security roles without editing each user account)

Breakdown reports by Division, then Section, then Squad and total by each or independently

Set up budgets per hierarchy level or GL code

View reports by division, section, squad or other breakdowns

## Item Check-Out/Check-Ins

**Inventory Adjustments, Transfers and Reconciliation**

**Quick Sign Out / Sign Ins**

**Officer Request portal, allows officers to request items from the field (Unlimited user licensing on this view)**

**Email Alert to admin or supervisor when officer requests item**

**Dashboard shows officer requests for quick transformation into issue or order**

**Officers can sign for checkouts with E-Signature on signature pad or mobile device**

**Employee prox card compatible**

**Loan Agreement or Issue Summary report can be emailed from issuance**

**Ability to set up kits or standard issue templates**

**Ability to set up generic kits and select exact item at issuance**

**Manual Email Alerts for Past Due Items**

**Automated Email Alerts for Past Due and Expired Items**

**"Switch Assignment" Feature easily facilitates returning old and issuing new items to employees based on new roles**

**Track Items as part of a Grant or Fund**

## **Vendor and Order Management**

**Set up multiple vendors per item**

**Track Grant/Fund Orders**

**Ability to create Vendor List**

**Keep track of vendor pricing, primary vendor, and auto create orders by vendor for needed items**

**PO or Requisition Form can be tailored to match existing internal forms, but printed with needed items to order from system**

**Vendor pricing history maintained for comparison or historical reporting**

**Ability to Auto-Generate PO's based off of low stock quantities**

**Vendor Bidding View with auto email of requested items to vendors (Can be used for larger bids, or small price gathering from vendors)**

**GL Code References in order to ease accounting integrations**

Track small requisitions, tailor or sizing requests sent to vendor, turn into PO

Track warranties on items ordered