



# City of Rialto

## Legislation Text

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**File #:** 18-420, **Version:** 1

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For City Council Meeting [June 12, 2018]

TO: Honorable Mayor and City Council

APPROVAL: Robb R. Steel, Interim City Administrator

FROM: Mark P. Kling, Interim Chief of Police

Request City Council to Approve the Purchase of CollectiveQuartermaster Data Software and Equipment from Collective Data, Inc. in the Amount of \$30,146.25.

### **BACKGROUND:**

The Rialto Police Department manages thousands of pieces of property requiring tracking for accountability and maintenance. The Department does not have unified automation for management functions of equipment accountability. The Police Department uses paper documents or spreadsheets, which may or may not account for every piece of equipment.

### **ANALYSIS/DISCUSSION - EQUIPMENT MANAGEMENT:**

The Rialto Police Department utilizes a variety of costly and sensitive equipment throughout many units and bureaus including but not limited to:

- Logistics for maintaining radios, cellular phones, personal officer equipment, vehicles, office supplies, and various subcomponents.
- IT for maintaining desktops, laptops, routers, switches, servers, printers, software, peripherals, and a variety of related accessories.
- Personnel & Training/Range Master for weapons, ammunition, ballistic equipment, training equipment.

Currently, every aspect of managing this equipment is done via non-synchronized paper, Office documents, PDF documents, Excel Spreadsheets (or similar), scattered across multiple storage repositories and offices.

Considerable equipment is issued to individual officers and is expected to be returned, usually years in the future. Because of our current non-uniform/non-automated method of recording, it is extremely likely that the police department will not recover all the equipment assigned, as we will not have usable proof of issue.

Some equipment items are issued on an "as needed" basis (e.g. riot gear, tactical weaponry), and we have no quick method to either issue or retrieve the equipment after the need has passed. We spend numerous person-hours manually hunting for items because there is no uniform way to check out and check in issued equipment. This becomes especially problematic as many equipment items are purchased on grants; thus, the items are subject to audit. The department does not have a

uniform database to track locations of all items on grants, and as with temporarily issued equipment, resulting in many man-hours locating the grant purchased items.

Beyond tracking issued items, we have no automation to monitor reorder points of consumables, or to adequately report/analyze consumable usage over time. Even with spreadsheets, the estimates of usage are done manually, both for reports to senior management and for annual budget estimates.

#### **ANALYSIS/DISCUSSION - TRAINING MANAGEMENT:**

The Personnel & Training Unit is responsible for tracking scores of officer certifications as mandated by POST, local/state/federal law, and local policy. The Rialto Police Department's existing software suite is not user friendly, and has been found to be inadequate to meet the department's needs.

CollectiveQuartermaster by Collective Data, Inc. is a well known, decades tested software suite designed specifically for law enforcement. The software covers all the department's needs, and handles a wide range of asset management functions.

The vendor will provide their primary suite, configuration, Active Directory integration and two days of onsite training for the cost listed in Collective Data's scope of work, Attachment A. A 25% recurring software support fee will need to be budgeted for in future years, and facilitates a full software upgrade every 3 years.

Collective Data, Inc. is the sole provider of CollectiveQuartermaster software. No other entities currently have the rights to distribute, sell, or profit from CollectiveQuartermaster. This software is unique because it targets and meets law enforcement's operational needs. Collective Data has been approved through the City of Rialto's Purchasing Department as a sole source provider of CollectiveQuartermaster software.

#### **ENVIRONMENTAL IMPACT:**

The proposed action does not meet the definition of a project as defined by Section 15378 California Environmental Quality Act (CEQA). A "Project" means the whole of an action, which has a potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment, and excludes the following:

1. Continuing administrative or maintenance activities, such as purchases for supplies, personnel -related actions, general policy and procedure making.
2. Organizational or administrative activities of governments that will not result in direct or indirect physical changes in the environment.

#### **GENERAL PLAN CONSISTENCY:**

The City of Rialto has outlined key goals and objects relating to public safety. The purchase of this technology is consistent with meeting these objectives.

**Goal 3-6: Require that all developed areas within Rialto are adequately served with essential public services and infrastructure.**

**Policy 3-6.3: Require an increasing level of public safety infrastructure and service capability**

**ted to population increase and increasing service demand.**

**LEGAL REVIEW:**

The City Attorney has reviewed and approved the staff report.

**FINANCIAL IMPACT:**

Operating Budget Impact

Funding is budgeted and available in Field Services Contract Services Account No. 010-500-6281-2011 in the amount of \$21,146.25 and \$9,000 in FY15-16 COPS Grant Services and Supplies Account No. 214-500-6907-2021 for the total purchase amount of \$30,146.25 for CollectiveQuartermaster software and equipment.

Per Rialto Municipal Code Section: 2.48.145 a vendor disclosure form is attached.

Capital Improvement Budget Impact

No impact to the City's Capital Improvement Budget.

Licensing

A business license is not needed from this vendor because the purchase of software and equipment will be performed outside the City of Rialto.

**RECOMMENDATION:**

Staff recommends that the City Council approve the purchase of CollectiveQuartermaster software and equipment from Collective Data, Inc. in the amount of \$30,146.25.