



**MEMO TO:** Members of the City Council

**FROM:** Mayor Angela Birney

**DATE:** March 27, 2020

**SUBJECT: Approval of the Purchase of a Records Management Solution Implementation with ILINX Content Store, in the Amount of 61,581.00, and On-Going Subscription Costs in the Amount of 105,000 per year, for the Police Department**

**I. RECOMMENDED ACTION**

Approve the purchase of a records management solution (ILINX Content Store) and integrated document capture solution (ILINX Capture) as a replacement for the Police Department's legacy solution which is no longer fully supported.

**II. DEPARTMENT CONTACTS**

Jonny Chambers, TIS Director	425-556-2160
Dan Werr, Senior Systems Analyst	425-556-2547

**III. DESCRIPTION/BACKGROUND**

The Police Department is currently running a very dated solution for records management and document capture; this solution is key to Police operations. Police depend on this system for prosecution of cases, retention and disclosure of public records, and maintaining compliance with training and certification requirements. Additionally, it is vital for confirming protection orders, which must be done in a timely manner for officers in the field to act on them.

The City has an existing relationship with the preferred vendor, and this contract would be for professional services to assist with system setup and data migration, plus ongoing costs for licenses, hosting and maintenance services.

The solution will allow the Police Department to:

- Support requirements of Police around long-term document storage
- Integrate with the Spillman dispatch system
- Provide document level security and the ability to restrict user access
- Provide both a Production and non-Production environment for testing prior to moving to Production

- Provide CJIS compliance

#### IV. PREVIOUS DISCUSSIONS HELD

<b>Date</b>	<b>Action / Committee Presentation</b>
February 25, 2020	Finance, Administration, and Communications Committee of the Whole
May 28, 2019	Clerk's Report - City Council Administrative Projects and Update on the Records Management Program ECM
April 23, 2019	Clerk's Report - City Council Administrative LEAN Projects and Update on the Records Management Program ECM Project
February 26, 2019	TIS Strategic Plan
January 22, 2019	Enterprise Content Management (ECM) Program Project

#### V. IMPACT

##### A. **Service/Delivery:**

The approval of the contract will support modernization of the existing solution and complying with Criminal Justice Information Services (CJIS) standards relating to the age and supportability of the underlying technology. The vendor offers on-premises and Software as a Service alternatives, and the city prefers the latter since the costs will cover upgrades of the solution and underlying server components as well as business continuity support. Providing these services in-house would be cost and time prohibitive.

##### B. **Fiscal Note:**

###### **One-time Costs:**

Professional Services	\$ 61,581.00
Credit for costs paid for consulting engagement	\$ (20,000.00)
Remaining ProSAM balance	\$ (14,885.54)
<b>Net one-time cost</b>	<b>\$ 26,695.46</b>

###### **Recurring Costs:**

<b>Annual cost for SaaS</b>	<b>\$ 105,000.00</b>
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This represents a savings over what the city has historically paid; \$120,000 per annum for the existing solution.

The subscription will be paid for from TIS operational funds that were previously approved by Council.

**VI. ALTERNATIVES TO STAFF RECOMMENDATION**

Council could choose not to approve this contract. This would eliminate the opportunity to remain compliant with Criminal Justice Information Services (CJIS) standards, which would put at risk access to FBI online resources.

**VII. TIME CONSTRAINTS**

The Police Department is currently undergoing the triennial Criminal Justice Information Services (CJIS) Technical Audit conducted by the Washington State Patrol. The successful closing of this audit with no findings will depend on the City acting to replace this infrastructure as it is no longer supported. The State will expect to see that remediating action is underway to avoid a finding.

**VIII. LIST OF ATTACHMENTS**

Attachment A: Image Source Contract Packet



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**Jonny Chambers, Technology and Information Services Director**



Approved for Agenda \_\_\_\_\_  
**Angela Birney, Mayor**