



Office of the City Manager

CONSENT CALENDAR
May 12, 2020

To: Honorable Mayor and Members of the City Council
 From: Dee Williams-Ridley, City Manager
 Submitted by: Andrew Greenwood, Chief of Police
 Subject: Contract: BMI Imaging Systems, Incorporated for Data Conversion Services for the Berkeley Police Department

RECOMMENDATION

Adopt a Resolution authorizing the City Manager to execute a contract and any necessary amendments with BMI Imaging Systems, Incorporated to provide data conversion services and necessary hosting services for the Berkeley Police Department (BPD) for a term of five years, for a total contract not to exceed \$200,000.

FISCAL IMPACTS OF RECOMMENDATION

This contract will initially cost approximately \$150,000 for the initial data conversion and approximately \$10,000 per year to store and host the data in an approved California Justice Information System compliant data warehouse. Funds for this contract in FY 2020 will be allocated in State Proposition 172 Special Fund Budget Code: 126-71-702-805-0000-000-421-612990.

CURRENT SITUATION AND ITS EFFECTS

The BPD records archive has over 1,300 rolls of microfilm along with other database systems including Tiburon and HTE CRIMES. The current legacy system is antiquated and no longer supported by the original vendor. The server goes down several times per month which halts processing of background checks and records requests impacting both the public and the police department. The City of Berkeley Information Technology staff have cautioned that replacement parts are extremely scarce and difficult to source. If the existing server has a catastrophic failure, not only will it impact BPD mandated records retrieval, it would be very costly to recover any possible remaining data. This is a critical juncture and failure to convert the data now would most certainly result in the loss of archived police reports and police records data over the past five decades.

BACKGROUND

The BPD utilized various data storage methods over the past 100 years which included microfilm, microfiche, and databases which were considered the best storage sources available at the time they were implemented. As technology improved, it was cost prohibitive to convert these data sources and conversion results were less successful

based on the lack of conversion technologies. Over the past several years, advancements in technology have made the conversion of these older storage datasets more feasible but extremely costly. Optical Character Recognition (OCR) technologies have improved the quality of the data conversion results and several companies have the ability to successfully complete this project.

The BPD requested quotes for the data conversion from several vendors but found the most cost-effective solution was through BMI, Imaging Systems Incorporated. BMI, Imaging Systems Incorporated was awarded a competitive contract in 2015 through the Superior Court of California, County of Merced. The terms of this agreement allows other agencies to utilize the contract which is called “piggybacking.” The BPD would exercise the “piggybacking” provisions to secure the contract with BMI, Imaging Systems Incorporated which will also result in a significant cost-savings based on the other vendors cost estimates.

This contract addresses two Strategic Plan Goals: 1) Be a customer-focused organization that provides excellent, timely, easily-accessible service and information to the community. 2) Provide an efficient and financially-healthy city government.

ENVIRONMENTAL SUSTAINABILITY

The electronic system should result in staffing efficiencies to search and produce the records/documents requested which may result in reduced customer trips to the BPD Public Safety Building.

RATIONALE FOR RECOMMENDATION

The BPD is required to maintain official police records for various crimes and to support entries into various public safety databases. In order to comply with these mandates, the BPD needs to have these records converted to allow access for decades to come. The most effective and efficient method is to store the data in a secure format which will be accessible and at a CJIS compliant data warehouse off site with redundant capacity. This vendor has in place industry-standard security measures to prevent unauthorized third-party access to confidential police data. The contract with BMI, Imaging Systems Incorporated will be a cost effective solution which will provide a reliable method to access these data files routinely.

ALTERNATIVE ACTIONS CONSIDERED

The only viable option is to convert the data for future use. The alternative of taking no action would be a disservice to the citizens of Berkeley and to the values of the BPD.

CONTACT PERSON

Andrew Greenwood, Chief of Police, Police, 510-981-5900

Attachments:

1: Resolution

RESOLUTION NO. ##,###-N.S.

CONTRACT: BMI IMAGING SYSTEMS, INCORPORATED FOR DATA CONVERSION
SERVICES FOR THE BERKELEY POLICE DEPARTMENT

WHEREAS, the Berkeley Police Department is required to maintain police records consistent with the laws of federal, state and local governments; and

WHEREAS, the Berkeley Police Department has had several legacy systems for records storage over the past 100 years and these records are required to be maintained; and

WHEREAS, the Berkeley Police Department legacy systems are unstable and require frequent repair which results in service delays to people and organizations requesting and/or requiring the records; and

WHEREAS, the Berkeley Police Department is able to “piggyback” on the Superior Court of California, County of Merced contract with BMI Imaging Systems Incorporated for data conversion services and associated hosting services in an approved California Justice Information System compliant data warehouse with industry-standard security measures to prevent unauthorized third-party access to confidential police data; and

WHEREAS, funds for the \$200,000 contract will be provided from the State Proposition 172 Special Fund Budget Code: 126-71-702-805-0000-000-421-612990.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that the City Manager is hereby authorized to execute a contract, and any amendments with BMI Imaging Systems, Incorporated for a total contract amount not-to-exceed \$200,000 for BPD data conversion and hosting services through June 30, 2025.

