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Memorandum Date: October 4, 2006
Order Date: October 4, 2006

TO: Board of County Commissioners

DEPARTMENT: Lane County Information Services, AIRS Division

PRESENTED BY: Tony Black, Chief Information Officer
Dara Boush, AIRS Manager

AGENDA ITEM TITLE: IN THE MATTER OF AWARD OF CONTRACT FOR RFPS NO. IS2006-5-01 FOR AREA INFORMATION RECORDS SYSTEM (AIRS) CONSULTING SERVICES, AUTHORIZE COUNTY ADMINISTRATOR TO EXECUTE CONTRACT DOCUMENTS WITH WINTELLECT, L.L.C IN THE AMOUNT NOT TO EXCEED \$100,000 INCLUDING CONSULTING FEES AND ALL EXPENSES.

I. MOTION

IN THE MATTER OF AWARD OF CONTRACT FOR RFPS NO. IS2006-5-01 FOR AREA INFORMATION RECORDS SYSTEM (AIRS) CONSULTING SERVICES, AUTHORIZE COUNTY ADMINISTRATOR TO EXECUTE CONTRACT DOCUMENTS WITH WINTELLECT, L.L.C IN THE AMOUNT NOT TO EXCEED \$100,000 INCLUDING CONSULTING FEES AND ALL EXPENSES.

II. AGENDA ITEM SUMMARY

The Board is being asked to approve a contract with Wintellect, L.L.C. for the first of two contracts for AIRS Consulting services. This first contract will be for Wintellect to work with the AIRS Consortium to successfully scope, plan and estimate the time and costs associated with development of the remaining applications on the mainframe that are part of the AIRS Conversion project.

If an agreeable statement of work and high-level plan for the remaining work envisioned in the RFPS for AIRS Consulting Services can be agreed upon, a second, larger contract will be negotiated. Additional contracts will be brought before the Board of Lane County Commissioners for further action.

III. BACKGROUND/IMPLICATIONS OF ACTION

A. Board Action and Other History

The following is a brief history of the AIRS Conversion project:

- 2000 – Lane County entered into an intergovernmental agreement with the Cities of Eugene and Springfield to convert the shared AIRS applications off of the mainframe primarily through acquiring replacement vendor applications.
- 2003 – Lane County and the AIRS Consortium contracted with Motorola to provide a suite of products which included: Computer-Aided Dispatch, Mobile computing, Law Enforcement (police) records, Local Courts case management, and integration within these applications with the previously purchased Jail records system.
- 2004 – Computer-Aided Dispatch and Mobile computing were successfully installed.
- 2005 – Through amendment to the suite contract the Law Enforcement, Local Courts and integration pieces were removed from the scope of the contract.
- 2005 – The AIRS Consortium studied whether to try to procure the remaining applications from a vendor, or vendors, or to develop the applications in-house. A short consulting study was done by MTG Consulting to review the project for issues.
- 2006 – The AIRS Consortium, as follow-on to the MTG Consulting recommendations, decided that it would be best to ensure that we employ state of the art development practices that we work more closely with a contractor throughout the development project.
- 2006 – AIRS issued a Request for Professional Consulting (RFPS) and chose Wintellect, L.L.C. to provide the requested services.

B. Policy Issues

There are no outstanding policy issues.

C. Board Goals

The AIRS enterprise of applications generally, and the Law Enforcement (police) records application specifically, support the Lane County Sheriff's Office and the County's strategic goal B3.a.1:

The County's highest funding priority will be those services that are effective in addressing the immediate and critical life and health safety needs of our citizens.

The AIRS Consortium partners, the cities of Eugene and Springfield, and Lane County, have determined that the Law Enforcement (police) records, Local Courts case management and application integration is best developed using AIRS resources.

D. Financial and/or Resource Considerations

The projected cost of this contract, \$100,000 which includes consulting fees and all expenses, is paid for by the three AIRS Consortium partners. The Lane County share of this partnership is 36.8%, or \$36,800. This amount has been appropriated in the FY07 AIRS budget.

E. Analysis

The AIRS Development project is final piece of the AIRS Conversion. The conversion project's main goals are to upgrade the AIRS Enterprise through replacement of some of its applications with one that is built on today's scalable, sustainable, state-of-the-art technology.

The RFPs for AIRS Consulting Services describes the requested services from a contracting firm that can:

...provide consulting services to the AIRS Consortium so that the AIRS staff can successfully architect, design and build the remaining pieces of the AIRS Conversion project as well as lay a foundation for future development and growth. It is important that the new enterprise components can be scalable commensurate with changes in laws, business practices, technology and a changing user base.

As recommended by MTG Consulting and to best ensure that state of the art practices would be employed, the AIRS Consortium elected to seek a contractor to assist AIRS staff in the development of the remaining pieces of the AIRS Conversion. This direction was approved by the Executive Steering Committee in March 2006.

Wintellect, L.L.C. was the consulting firm chosen by the competitive process because their staff can provide the services we are looking for and allow the AIRS Consortium to leverage their business knowledge and needs with a firm that has helped organizations successfully implement complex applications.

The deliverables of this first contract are:

- Project Objectives and Scope
- Risk Assessment
- Project Team Breakdown
- AIRS Training Plan
- High-Level Project Plan

The high-level project plan will give us the detailed project schedule for the initial part of the project, a high-level project and tentative staffing plan for later parts of the project and a rough order of magnitude for the cost and time frame for the entire development effort.

The AIRS Consortium needs to work with Wintellect beginning as quickly as possible to ensure that we can meet our goals as well as end our reliance on our aging mainframe applications. This first contract for a high-level plan should be completed in early December, 2006. With the information provided in the deliverables of this contract we'll be able to adequately judge the amount of work and budget necessary for the rest of the project.

F. Alternatives/Options

1. Award this contract to Wintellect as having the highest ranking evaluation results from the request for professional services. This contract will provide us with tangible information so that we can, in a minimum amount of time, be able to fully scope and budget the remaining work on the AIRS development project.
2. Direct the AIRS Consortium to work with the other consulting firm which answered the RFPs. The issue with this firm was that they had good, but inferior, technical and training skills; more importantly they had a "canned" approach to creating public safety and justice systems which would have required additional resources to ensure would work in our integrated environment.
3. Direct the AIRS Consortium to negotiate one contract encompassing the full scope of work with Wintellect. The issue with this approach is that we cannot, with any confidence, negotiate the most appropriate services or costs with Wintellect. Using two contracts ensures that we understand what scope, responsibilities and costs are moving forward. If the AIRS Consortium is unhappy with the end products then a second contract will not be awarded.
4. Take no action at this time and the Board of County Commissioners can direct the AIRS Consortium to do additional studies on alternatives.

IV. TIMING/IMPLEMENTATION

It is imperative that this first contract be implemented and begun as quickly as is reasonable. The consulting firm and AIRS staff have a window in which the work necessary can be done with little inconvenience to existing schedules. This first contract, if executed the first week of October is expected to be completed before by the beginning of December.

Once the first contract is completed the AIRS Consortium will be reviewing the deliverables from this contract as well as evaluating the working experience before executing a second contract.

V. RECOMMENDATION

The Executive Steering Committee of the AIRS Consortium recommend Option 1 because it satisfies our needs and direction while providing us with adequate information to make an informed decision about how to best proceed with the AIRS development project.

Option 2, The RFPS Evaluation Committee found this proposal good, but inferior to the chosen winner. This option is not recommended.

Option 3, AIRS Staff was directed by Legal Council to ensure that we had a very good basis, specifically costs, on which to write a contract for the consulting services needed on the development project. One contract was seen as a problem since any consulting firm would have too many unknowns to make a reasonable estimate of the work and costs involved. This option is not recommended.

Option 4, The AIRS Consortium has studied alternatives such as buying vendor products and integrating them internally, building one application and buying one application, developing the applications with little outside expertise. Additional study would cause further delays. This option is not recommended.

VI. FOLLOW-UP

A full report of the deliverables and experience working with Wintellect will be delivered and fully reviewed by the AIRS Executive Steering Committee before additional action is requested of the Lane County Board of Commissioners.

VII. ATTACHMENTS

A. Board Order

IN THE BOARD OF COUNTY COMMISSIONERS OF LANE COUNTY, OREGON

ORDER NO. 06-10-4-___ **IN THE MATTER OF AWARD OF CONTRACT FOR RFPS NO. IS2006-5-01 FOR AREA INFORMATION RECORDS SYSTEM (AIRS) CONSULTING SERVICES, AUTHORIZE COUNTY ADMINISTRATOR TO EXECUTE CONTRACT DOCUMENTS WITH WINTELLECT, L.L.C IN THE AMOUNT NOT TO EXCEED \$100,000 INCLUDING CONSULTING FEES AND ALL EXPENSES.**

WHEREAS, Lane County has entered into an intergovernmental agreement with the cities of Eugene and Springfield for the purpose of replacing the mainframe justice and public safety systems with vendor supported software based on current technology; and

WHEREAS, the AIRS Consortium partners have determined that the Law Enforcement (police) records, Local Courts case management and application integration is best developed using AIRS resources; and

WHEREAS, the regional partners prepared and published a Request for Professional Services (RFPS) for the purpose of gaining consulting services to assist AIRS to architect, design, and build the remaining application components; and

WHEREAS, at the duly authorized time and place on July 17, 2006, Dara Boush, AIRS Manager, under authority of Lane Manual Chapter 21, opened proposals on the following:

RFPS NO. IS2006-5-01, PROPOSAL AND SPECIFICATIONS FOR AREA INFORMATION RECORDS SYSTEM (AIRS) CONSULTING SERVICES

WHEREAS, all proposals were evaluated by an RFPS evaluation committee comprised of representatives of the AIRS partner agencies for conformance to RFPS specifications; and

WHEREAS, the proposal submitted by Wintellect, L.L.C. was rated as the top proposal meeting the evaluation criteria; and

WHEREAS, the regional Executive Steering Committee has approved the budget, schedule and contract in concept for a high-level project plan before committing to a broader scope of work; it is hereby

ORDERED that a contract in substantial conformity with Attachment B be awarded to Wintellect, L.L.C. for consulting services for the following deliverables: Project Objectives and Scope, Risk Assessment, Project Team Breakdown, AIRS Training Plan, and High-Level Project Plan, not to exceed \$100,000; and it is further

ORDERED that the County Administrator be delegated the authority to sign and execute the contract documents.

DATED this _____ day of October, 2006

Bill Dwyer, Chair
Lane County Board of County Commissioners