



# City of San Antonio

## Agenda Memorandum

### File Number:

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**Agenda Item Number:** 24

**Agenda Date:** November 7, 2024

**In Control:** City Council A Session

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**DEPARTMENT:** Police Department

**DEPARTMENT HEAD:** William McManus, Chief of Police

**COUNCIL DISTRICTS IMPACTED:** Citywide

**SUBJECT:**

Amendment No. 3 for Records Management System for San Antonio Police Department

**SUMMARY:**

This Amendment No. 3 to the Mark43, Inc., contract for the delivery of a Records Management System (RMS) for San Antonio Police Department (SAPD) is to extend the contract term, beginning on November 14, 2024, and ending November 13, 2025, for an estimated cost of \$975,983 for the first-year of the amendment and an estimated total cost of \$5,393,000 inclusive of the remaining years of the amendment. Funding for this contract is available from the General Fund FY 2025 Adopted Budget. Funding for subsequent years is contingent upon City Council approval of the annual budget.

**BACKGROUND INFORMATION:**

On November 14, 2019, SAPD entered into an agreement with Mark43, Inc. for a Records Management System in the amount of \$4,958,180. This contract resulted from a Request for Proposal released on March 15, 2019, to select a vendor that has a proven record of successfully delivering a highly configurable turnkey Records Management System (RMS), Field Based Reporting System (FBR) and Case Management System (CMS). Eight firms submitted responses and seven firms were deemed responsive which were each evaluated independently. The

evaluation committee recommended Mark43, Inc. for a period of three (3) years with the option to renew for two (2) additional, one (1) year periods. SAPD is now seeking a one-year extension through November 13, 2025, with the option to renew for four additional, one-year periods through November 13, 2029.

This purchase was made utilizing a public health or safety exemption to allow SAPD to extend the current contract. The RMS is a department wide system that integrates with the City's Public Safety Computer Aided Dispatch (CAD) system. The RMS allows for report creation, storage, retrieval, retention, editing, archiving and viewing of law enforcement activities. This web-based system has helped to reduce administrative time by more than 50 percent, increased officer patrol time, reduced downtime during systems upgrades and enhanced operations such as focus on officer need in the field rather than resources to support technology.

This contract amendment will provide for the continuity of service of the current Records Management System for SAPD, to include support and maintenance. Since its deployment, SAPD has maintained State and Federal crime statistic reporting requirements against the National Incident Based Reporting System (NIBRS) standard.

#### **ISSUE:**

This Amendment No. 3 will extend the term of the existing agreement for one additional year, with the option to renew for four additional, one-year periods, with Mark43, Inc. for the delivery of a Records Management System (RMS) for SAPD.

This Amendment is an exception to the SBEDA and Local Preference Programs.

The Veteran-Owned Business Program does not apply to this Amendment, so no preference was applied to this contract.

#### **ALTERNATIVES:**

Should this contract not be approved, the SAPD would not access to a web-based Records Based Management (RMS). Also, SAPD would be out of compliance with FBI mandated NIBRS crime statistics reporting.

#### **FISCAL IMPACT:**

This Ordinance will approve a contract with Mark43, Inc. to provide the SAPD with Records Management System for an estimated first-year cost of \$975,983 and an estimated total cost of \$5,393,000 inclusive of remaining years of the amendment. Funding for this contract is available from the General Fund FY 2025 Adopted Budget. Funding for subsequent years is contingent upon City Council approval of the annual budget.

Funds are not encumbered by this ordinance. All expenditures will be in accordance with the department's adopted budget approved by City Council. Purchases made by the departments are as needed and dependent on available funds within their adopted budget.

**RECOMMENDATION:**

Staff recommends approval of Amendment No. 3 to extend the term of the existing agreement for one additional year, with the option to renew for four additional, one-year periods, with Mark43, Inc.