



COUNTY OF SAN MATEO
Inter-Departmental Correspondence
District Attorney



Date: October 15, 2015
Board Meeting Date: November 17, 2015
Special Notice / Hearing: None
Vote Required: Majority

To: Honorable Board of Supervisors
From: Stephen M. Wagstaffe, District Attorney
Subject: Agreement with Sun Ridge Systems, Inc.

RECOMMENDATION:

Adopt a resolution waiving the Request for Proposals (RFP) Process and authorizing the District Attorney to execute an agreement with Sun Ridge Systems, Inc. for the purchase, installation, training and support for the Record Information Management System (RIMS) software for the term of November 17, 2015 through November 16, 2016, in an amount not to exceed \$105,454.

BACKGROUND:

All local law enforcement agencies within the county use RIMS with the exception of the inspectors within the District Attorney's Office. The inspectors currently employ a manual and time consuming process by tracking records using Microsoft Office suites. If the inspectors are able to use a data management system such as RIMS, this would allow them to more efficiently conduct their investigatory activities.

DISCUSSION:

RIMS offers an effective way to organize, track and access the vast amount of information that flows through law enforcement agencies on a daily basis. Sun Ridge Systems has a product history of over 30 years and has garnered widespread customer satisfaction. The company has more than 120 agencies in California, at least four times as many as any other vendor. Sun Ridge Systems will provide software, installation, data conversion, training, upgrades, and the first year of software support. Once installed, the District Attorney's Office will be able to share information with all local law enforcement agencies. As important, the District Attorney's Office will be able to collaborate and see all other contacts, reports and other content from every other local law enforcement agency in San Mateo County. In addition to a standardized and organized report writing system, RIMS would also allow the District Attorney's Office to more efficiently track evidence and property, as well as training received by our inspectors. Implementation of the system will be determined once the contract has been

fully executed. With the opportunity to streamline data management and communication between the District Attorney's Office and all other local law enforcement agencies, it is being requested that the RFP process be waived and the District Attorney's Office be authorized to enter into a contract with Sun Ridge Systems, Inc.

The resolution contains the County's standard provisions allowing amendment of the County's fiscal obligations by a maximum of \$25,000 (in aggregate).

County Counsel has reviewed and approved the resolution as to form.

Approval of the resolution and agreement contributes to the Shared Vision 2025 outcome of a Healthy Community by providing inspectors with the tools to aid in the prosecution of criminals.

FISCAL IMPACT:

The term of the agreement is November 17, 2015 through November 16, 2016. Additional software support shall be renewed at a later date. The funds for the first two years have been included in the FY 2015-17 Adopted Budget. The entire amount of the agreement is net county cost.