

Memorandum



CITY OF DALLAS

DATE September 9, 2024

Honorable Members of the Public Safety Committee
TO Cara Mendelsohn (Chair), Kathy Stewart (Vice Chair), Tennell Atkins, Jesse Moreno
Gay Donnell Willis

SUBJECT **September 11, 2024, City Council Agenda Item #24-2422 Service Contract for a Property Room Evidence Management System for the Police Department**

The following agenda item is scheduled to go before Council on September 11, 2024.

AGENDA ITEM #24-2422

Authorize a five-year service contract, with two one-year renewal options, for a property room evidence management system for the Police Department - Omnigo Software LLC, most advantageous proposer of seven - Not to exceed \$772,481.21 - Financing: General Fund (\$472,481.21) and Coronavirus State and Local Fiscal Recovery Fund (\$300,000.00) (subject to annual appropriations)

BACKGROUND

This action does not encumber funds; the purpose of a service contract is to establish firm pricing for services, for a specific term, which are ordered on an as needed basis.

This service contract will provide for a property room evidence management system for the Dallas Police Department (DPD). The vendor-hosted platform will be utilized to track the receipt, storage, transfer, and disposal of property and evidence retained by department personnel. The system offers timesaving enhancements over the current process such as the ability to send approval requests for property disposals automatically and customized user experiences tailored to specific of job responsibilities. This contract also includes required hardware such as wired and wireless barcode scanners, barcode label printers, and electronic signature pads. This hardware streamlines the processing and inventorying of evidence entering and leaving the property room.

The Property Unit takes in approximately 100,000 items each year and has a disposal rate of 101 percent annually. Various types of property and evidence are processed by the Property Unit such as general property, firearms, drugs, and currency. The Property Unit operates out of a building located at 1725 Baylor Street for most of the property stored but also uses some space at the DPD Auto Pound for larger items. These two locations combined account for an estimated 100,000 square feet of storage and evidence processing space.

A five-member committee from the following departments reviewed and evaluated the qualifications:

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- Fire-Rescue Department (1)
- Police Department (2)
- Water Utilities Department (1)
- Office of Procurement Services (1)*

*The Office of Procurement Services evaluated cost and local preference, if applicable.

The committee selected the successful respondents on the basis of demonstrated competence and qualifications under the following criteria:

- Functional capabilities 30 points
- Cost 30 points
- Technical capabilities 25 points
- Experience and expertise 10 points
- Local Preference 5 points

As part of the solicitation process and in an effort to increase competition, the Office of Procurement Services used its procurement system to send out email notifications to vendors registered under relevant commodity codes. To further increase competition, the Office of Procurement Services uses historical solicitation information, the Internet, and vendor contact information obtained from user departments to contact additional vendors.

On November 10, 2015, the City Council authorized a living wage policy that requires contractors to pay their employees a “living wage” rate as established annually by the Massachusetts Institute of Technology Living Wage Calculator for Dallas County by Resolution No. 15-2141. The calculated living wage during the solicitation process of this contract is \$18.24; the selected vendor meets this requirement.

Should you have any questions or concerns please contact me at (214) 670-5299.

Service First, Now!



Dominique Artis
Chief of Public Safety (I)

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c: Kimberly Bizer Tolbert, City Manager (I)
Tammy Palomino, City Attorney
Mark Swann, City Auditor
Biliera Johnson, City Secretary
Preston Robinson, Administrative Judge
Dev Rastogi, Assistant City Manager
M. Elizabeth (Liz) Cedillo-Pereira, Assistant City Manager

Alina Ciocan, Assistant City Manager
Donzell Gipson, Assistant City Manager (I)
Robin Bentley, Assistant City Manager (I)
Jack Ireland, Chief Financial Officer
Elizabeth Saab, Chief of Strategy, Engagement, and Alignment (I)
Directors and Assistant Directors