

# Memorandum



CITY OF DALLAS

DATE December 9, 2022

TO Honorable Members of the Public Safety Committee  
Adam McGough (Chair), Cara Mendelsohn (Vice Chair), Tennell Atkins, Jesse Moreno,  
Jaime Resendez, Casey Thomas, Gay Donnell Willis

SUBJECT **December 14, 2022, City Council Agenda Item 41; 22-2245 Electronic Document Management for Police Department**

The following agenda item is scheduled to go before City Council on December 14, 2022.

## **Agenda Item 41; 22-2245**

Authorize a five-year cooperative purchasing agreement for the acquisition and service maintenance and support of an electronic document management system for the Police Department managed by the Department of Information and Technology Services with RICOH U.S.A, Inc. through the Texas Department of Information Resources cooperative agreement - Not to exceed \$217,632.50 - Financing: Data Services Fund (subject to annual appropriations)

## **BACKGROUND**

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

This cooperative purchasing agreement will provide for the acquisition and service maintenance and support of an electronic document management system for the Police Department. This electronic document system allows the Police Department to electronically capture, store, and organize images, and documents.

This in-house imaging allows for access to information from offense and arrest records not captured in the enterprise records management system.

## **Key Benefits**

- This electronic document system is criminal justice information services compliant
- Offers added digital security tools that will enable end users to keep sensitive data safe
- This electronic document system offers workflow automation

The Texas Department of Information Resources cooperative agreement is authorized by Chapter 791 of the Texas Government Code and Subchapter F, Chapter 271, Texas Local Government Code. Section 271.102 of the Texas Local Government Code which authorizes a local government to participate in a Cooperative Purchasing Program with another local government or a local cooperative organization.

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**PRIOR ACTION/REVIEW (COUNCIL, BOARDS, COMMISSIONS)**

This item has no prior action.

**FISCAL INFORMATION FISCAL INFORMATION**

Fund	FY 2023	FY 2024	Future Years
Data Services Fund	\$100,014.86	\$29,404.41	\$88,213.23

**M/WBE INFORMATION**

In accordance with the City’s Business Inclusion and Development Policy adopted on September 23, 2020, by Resolution No. 20-1430, as amended, the M/WBE participation on this contract is as follows:

Contract Amount	Procurement Category	M/WBE Goal
\$217,632.50	Other Services	N/A
M/WBE Subcontracting %	M/WBE Overall %	M/WBE Overall Participation \$
N/A	N/A	N/A
<ul style="list-style-type: none"><li>• The Business Inclusion and Development Policy does not apply to Cooperative Purchasing Agreements.</li><li>• Ricoh USA, Inc. -Non-local; Workforce - 0.00% Local</li></ul>		

**PROCUREMENT INFORMATION**

Method of Evaluation for Award Type:

Cooperative Purchasing Agreement	<ul style="list-style-type: none"><li>• Cooperative purchasing agreements enable the City to associate with State agencies, other local governments, or local cooperative organizations comprised of other state and local governments, to leverage market buying power and enable the City to purchase goods or services at lower prices</li><li>• The cooperative purchasing agreement is an alternative method of meeting the requirements for competitive bidding or competitive sealed proposals, not an exception from that requirement</li></ul>
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Should you have any questions or concerns please contact me at (214) 670 5299.

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**Jon Fortune**  
**Deputy City Manager**

c: T.C. Broadnax, City Manager  
Chris Caso, City Attorney  
Mark Swann, City Auditor  
Biliera Johnson, City Secretary  
Preston Robinson, Administrative Judge  
Kimberly Bizzor Tolbert, Deputy City Manager

Majed A. Al-Ghafry, Assistant City Manager  
M. Elizabeth (Liz) Cedillo-Pereira, Assistant City Manager  
Robert Perez, Interim Assistant City Manager  
Carl Simpson, Interim Assistant City Manager  
M. Elizabeth Reich, Chief Financial Officer  
Genesis D. Gavino, Chief of Staff to the City Manager  
Directors and Assistant Directors