

Audit and Accountability Committee



Post Solicitation Briefing for Records Management System for SAPD

Date: October 15, 2019

Presented by: William McManus, Chief of Police, San Antonio Police Department
Craig Hopkins, Chief Information Officer, Director, Information Technology Services Department

Solicitation Overview



Project Overview

- Replacement of current records management system (RMS) with a web based system that is National Incident Based Reporting System (NIBRS) compliant by November 2020.
- The new web based RMS will expedite the creation and finalization of reports which would minimize officer time “in the office” and maximize officer time “in the field”. Currently, reports are estimated to take approximately thirty-eight (38) minutes to complete. A primary goal of this project is to reduce that time by fifty (50) percent.
- Replacement system will promote the internal and external sharing of information with other applications/ systems and agencies as required.



Solicitation Type

- RFP



Estimated Value

- \$4.96M



Proposed Term

- 3 years with 2, 1 year options

Recommended Award

Initial Matrix

RFP for Records Management System for SAPD 19-038 6100011125 Score Summary Initial Evaluation June 28, 2019	Maximum Points	Firm 1	Firm 2	Firm 3	Firm 4	Firm 5 Option A	Firm 5 Option B	Firm 6	Firm 7
A - Experience, Background, Qualifications	35	29.63	30.63	24.88	20.88	15.38	15.38	17.63	6.88
B - Proposed Plan	30	23.63	23.38	24.13	20.88	15.25	15.25	12.63	7.00
T - Technical	10	8.38	6.05	7.18	5.91	2.77	2.77	3.50	2.38
A + B + T SUB-TOTAL	75	61.63	60.05	56.18	47.66	33.40	33.40	33.75	16.25
C - Price Schedule	10	3.60	2.49	2.62	4.44	10.00	9.66	2.81	4.40
D - Local Preference Program	10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
E - VOSB Preference Program	5	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL SCORE	100	65.24	62.54	58.80	52.10	43.40	43.06	36.56	20.65
RANK BASED ON TOTAL SCORE		1.00	2.00	3.00	4.00	5.00	6.00	7.00	8.00

Final Matrix

RFP for Records Management System for SAPD 19-038 6100011125 Score Summary Final Evaluation September 20, 2019	Maximum Points	Firm 3	Firm 2	Firm 1	Firm 4
A - Experience, Background, Qualifications	35	28.75	28.75	21.50	16.88
B - Proposed Plan	30	28.50	21.00	15.25	13.00
T - Technical	10	8.45	6.36	5.09	3.76
A + B + T SUB-TOTAL	75	65.70	56.11	41.84	33.63
C - Price Schedule	10	4.76	4.10	4.72	10.00
D - Local Preference Program	10	0.00	0.00	0.00	0.00
E - VOSB Preference Program	5	0.00	0.00	0.00	0.00
TOTAL SCORE	100	70.46	60.21	46.56	43.63
RANK BASED ON TOTAL SCORE		1.00	2.00	3.00	4.00

SBEDA Program: Waiver Approved

Due Diligence

Finance and Audit Departments – Due Diligence Results

Number of vendors notified:	91
Number of vendors at pre-submittal conference:	7
Number of responses received:	8; One vendor submitted two options
Results of Minimum Requirements Review:	1 proposal was substantially incomplete and deemed non-responsive
Results of Due Diligence Review:	No findings