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OFFICE OF THE CITY CLERK  
OAKLAND

# CITY OF OAKLAND

## AGENDA REPORT

2011 APR 14 11:00 AM  
To: Office of the City Administrator  
Attn: P. Lamont Eweil, Interim City Administrator  
From: Police Department  
Date: April 26, 2011

**Re: A Report And Proposed Resolution Authorizing The City Administrator Or His Designee, On Behalf Of The City Of Oakland To 1) Waive The Competitive Request for Proposals (RFP) Process, And 2) Enter Into A Professional Services Agreement with Mr. Bruce Fukayama For The Period Of May 1, 2011 Through September 30, 2012 With Two One-Year Options to Extend, In An Amount Not To Exceed Thirty-Two Thousand, One Hundred Ninety-One Dollars (\$32,191) For Technical Assistance to The Oakland Police Department's Criminalistics Division With The Implementation Of A Laboratory Information Management System (LIMS)**

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### SUMMARY

Staff has prepared a report and proposed resolution authorizing the City Administrator to, 1) enter into a professional services agreement with Mr. Bruce Fukayama for the period of May 1, 2011 through September 30, 2012, with two one-year options to extend, in an amount not to exceed \$32,191 for technical assistance to the Oakland Police Department's Criminalistics Division with the implementation of a Laboratory Information Management System (LIMS) and 2) waive the competitive Request for Proposals (RFP) Process.

### FISCAL IMPACT

Approval of this resolution will allow the Department to enter into a professional services agreement with Mr. Fukayama for the purpose of assisting the Criminalistics Division with the implementation of a LIMS for the period of May 1, 2011 through September 30, 2012, with two one-year options to extend.

City Council Resolution No. 82291 C.M.S., dated September 22, 2009 authorized the acceptance of grant funds from the U.S. Department of Justice, National Institute of Justice for implementation of the FY 2009 forensic casework DNA backlog grant program (grant award number 2009-DN-BX-K112, Project G391910) in the Police Department. Specifically outlined in that proposal is the use of \$32,191 for the services of a LIMS Contractor. The DNA Technical Leader of the Criminalistics Division is manager of this project.

Item: \_\_\_\_\_  
Public Safety Comte.  
April 26, 2011

## KEY ISSUES AND IMPACTS

### *Waiver of RFP Process*

Due to the small and specialized technical field of forensic science, it has proven to be difficult to find available consultants with the necessary knowledge to assist the Division in its forensic analysis and related activities. By virtue of this small community, staff researched potential candidates and identified Mr. Fukayama as the most qualified vendor (in the area) within the forensic science field who qualifies as a LIMS consultant for this program. Mr. Fukayama formerly served as the Quality Control Manager for the Contra Costa County Forensic Services Division and has a breadth of experience that covers drug analysis, crime scene analysis, firearms analysis, latent print, and biological evidence analysis.

The Division is currently accredited by the American Society of Crime Laboratory Directors Laboratory Accreditation Board (ASCLD-LAB), which is an independent organization that inspects laboratories to ensure that their work complies with a defined set of standards reflecting best practice in management and operations. ASCLD-LAB accreditation now requires forensic science laboratories to adhere to standards developed by the International Organization for Standardization and the International Electrotechnical Commission (ISO/IEC or ISO). The Crime Laboratory will be required to meet ASCLD-LAB / ISO-17025 standards at its next assessment scheduled for 2013; Mr. Fukayama is fully versed with the ISO accreditation process and his involvement as a LIMS consultant will ensure the Department's Laboratory Information Management System (and its supporting documentation) comply with these accreditation standards.

In addition, Mr. Fukayama has the critical experience in successfully having implemented a successful LIMS for the Contra Costa County Forensic Services Division Crime Laboratory, which included conducting an RFP process for the system, evaluating the information, and selecting the most qualified provider for forensic science laboratory.

The successful implementation of a LIMS program (as well as overall ability to meet the 2009 DNA Backlog Grant's deliverables) hinges upon hiring a LIMS consultant who is knowledgeable in forensic science, LIMS operations, and applicable accreditation standards. Mr. Fukayama's experience across a wide array of forensic science disciplines, his familiarity and experience with ASCLD-LAB / ISO accreditation, and his previous successful implementation of a LIMS make him an ideal and uniquely qualified vendor to serve as the Division's LIMS consultant.

## BACKGROUND

Current methodology in modern crime laboratories dictates the use of a laboratory information management system (LIMS). A LIMS is a database used to electronically store forensic laboratory data, which provides a forensic laboratory with a centralized electronic depository of

Item: \_\_\_\_\_  
Public Safety Comte.  
April 26, 2011

information used by the forensic laboratory during most of its operations. LIMS are commonly used in a variety of forensic laboratory processes, including logging laboratory requests, general record keeping, providing note taking abilities, allowing the laboratory to track its quality assurance procedures, and providing report generation. LIMS have become essential to the successful operation of most forensic laboratories, yet to date the Division does not have a commercial LIMS in place.

To begin to remedy this disparity, the Division is currently upgrading its laboratory procedures with an *in-house* developed database. The process began in 2008 with the implementation of a Microsoft Access database designed to replace paper based record keeping procedures. Prior to the upgrade, requests for laboratory examinations were tracked through a card catalog, similar to those in use in libraries. To determine if a request had been received by the Division, staff would manually search for a card (filed by record number or last name,) note the record number, and manually look for the paper record. If a card was misplaced or not yet filed in the catalog, staff sometimes had difficulty tracking requests, which led to reductions in laboratory efficiency.

Units within the Criminalistics Division (crime scene analysis, drug analysis, firearms, forensic biology, and latent print analysis) had maintained databases of requests for each separate unit, but no centralized database was in place. The upgrade involved combining these separate unit databases into one centralized Division wide database that transcribed card catalog information to a single Division wide Microsoft Access database. Originally intended to replace the card catalog, the database has expanded to electronically facilitate record keeping, quality assurance and quality control procedures, note taking and report generation.

Upgrading these processes has increased the Division's productivity and work output, however implementing a commercial LIMS will provide more powerful functionality, serve the Division's long term needs and require less staff time to maintain. A commercial LIMS will provide the Division with the full power of a commercial software company (LIMS Provider) to develop and install an industry level LIMS capable of growing with the needs of the Division.

Due to the complicated negotiation, planning, and implementation process of securing a commercial LIMS, a qualified consultant is needed as a liaison between the Division and a commercial LIMS provider.

## PROGRAM DESCRIPTION

The Department's FY 2009 DNA Backlog grant program strategy involves the use of an outside individual to assist the laboratory staff in the selection, design and implementation of a Laboratory Information Management System. The LIMS Contractor will provide the following services:

- o Assist the Laboratory Director in the preparation of the LIMS proposal documents and contract negotiations.

Item: \_\_\_\_\_  
Public Safety Comte.  
April 26, 2011

- o Develop a Request For Proposal (RFP) to gather information about potential LIMS providers.
- o Evaluate and aid the Division in choosing an appropriate LIMS provider.
- o Under the direction of the Laboratory Director, act as a liaison between the LIMS provider and the Laboratory staff.
- o Evaluate the laboratory's electronic devices and associated software in preparation for integration with the LIMS.
- o Evaluate the laboratory's procedures in the five service areas (biology, firearms, latent prints, drug analysis, and crime scenes) for incorporation into LIMS.
- o Evaluate the laboratory's administrative procedures for incorporation into LIMS.
- o Conduct beta testing (with the support of the laboratory staff) during the development of the LIMS.
- o Submit bi-annual narrative reports to the Department in relationship to the proposed scope of services.
- o Host periodic informational meetings with the laboratory staff concerning the status of the LIMS.
- o Assist in the implementation of the final LIMS installation.
- o Be available for consultation during the 90 day post installation trial period or until September 30, 2012, whichever comes first.

## SUSTAINABLE OPPORTUNITIES

*Economic:* Implementation of the Laboratory Information Management System within the Criminalistics Division will enhance the Department's ability to investigate, capture, and prosecute criminals in a timelier manner, thereby increasing public safety and making the City more appealing to prospective business owners, customers, and residents to shop and do business.

*Environmental:* There are no environmental opportunities identified in this report.

*Social Equity:* Implementation of the LIMS system within the Criminalistics Division will make the Department will enhance the Department's ability to investigate, capture, and prosecute criminals in a timelier manner, thereby increasing public safety.

### Disability and Senior Access

There are no ADA or senior citizen access issues identified in this report.

## RECOMMENDATION / RATIONALE

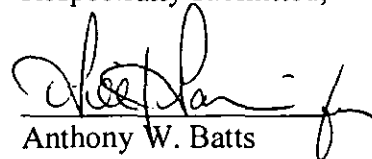
The Oakland Police Department recommends authorization for the City Administrator to enter into a professional services agreement in an amount not to exceed \$32,191 with Mr. Bruce Fukayama for assisting the Department's Criminalistics Division with the implementation of a Laboratory Information Management System.

Item: \_\_\_\_\_  
Public Safety Comte.  
April 26, 2011

**ACTION REQUESTED OF THE COUNCIL**

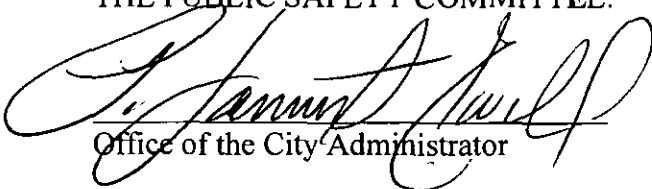
Staff requests that the City Council grant authorization to the City Administrator or his designee, on behalf of the City of Oakland to 1) enter into a professional services agreement with Mr. Bruce Fukayama for the period of May 1, 2011 through September 30, 2012, with two one-year options to extend, in an amount not to exceed \$32,191 for technical assistance to the Oakland Police Department's Criminalistics Division with the implementation of a Laboratory Information Management System (LIMS) and 2) waive the competitive Request for Proposals (RFP) Process.

Respectfully submitted,



Anthony W. Batts  
Chief of Police

APPROVED AND FORWARDED TO  
THE PUBLIC SAFETY COMMITTEE:



Office of the City Administrator

Prepared by:  
Jennifer Mihalovich  
Criminalistics Division  
Oakland Police Department

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OFFICE OF THE CITY CLERK  
OAKLAND

# OAKLAND CITY COUNCIL

*A. MacFarlane*  
City Attorney

RESOLUTION No. \_\_\_\_\_ C.M.S.

2011 APR 14 PM 1:08

**RESOLUTION AUTHORIZING THE CITY ADMINISTRATOR OR HIS DESIGNEE, ON BEHALF OF THE CITY OF OAKLAND TO 1) WAIVE THE COMPETITIVE REQUEST FOR PROPOSALS (RFP) PROCESS, AND 2) ENTER INTO A PROFESSIONAL SERVICES AGREEMENT WITH MR. BRUCE FUKAYAMA FOR THE PERIOD OF MAY 1, 2011 THROUGH SEPTEMBER 30, 2012 WITH TWO ONE-YEAR OPTIONS TO EXTEND, IN AN AMOUNT NOT TO EXCEED THIRTY-TWO THOUSAND, ONE HUNDRED NINETY-ONE DOLLARS (\$32,191) FOR TECHNICAL ASSISTANCE TO THE OAKLAND POLICE DEPARTMENT'S CRIMINALISTICS DIVISION WITH THE IMPLEMENTATION OF A LABORATORY INFORMATION MANAGEMENT SYSTEM (LIMS)**

**WHEREAS**, the Police Department's Criminalistics Division desires to consult with an individual to provide services as a LIMS consultant; and

**WHEREAS**, due to the small and specialized technical field of forensic science it has proven to be difficult to find available consultants with the necessary knowledge to assist the Criminalistics Division in its forensic analysis and related activities; and

**WHEREAS**, Mr. Fukayama formerly served as the Quality Control Manager for the Contra Costa County Forensic Services Division and has a breadth of experience that covers drug analysis, crime scene analysis, firearms analysis, latent print, and biological evidence analysis; and

**WHEREAS**, Mr. Fukayama has the critical experience of having already implemented a Laboratory Information Management System (LIMS) for another agency; and

**WHEREAS**, this experience includes preparing a Request for Proposal for gathering information about potential LIMS providers and choosing the most qualified candidate; and

**WHEREAS**, entering into a professional services agreement with Mr. Bruce Fukayama is the most efficient and effective method of the Police Department to evaluate and implement a LIMS; and

**WHEREAS**, the Police Department has funding in the amount of \$32,191 available from the National Institute of Justice, FY 2009 DNA Backlog grant program; grant award number 2009-DN-BX-K112, Project (G391910); now, therefore be it

**RESOLVED:** That pursuant to Oakland Municipal Code 2.04.051.B and information set forth in the agenda report accompanying this hem, the City Council finds and determines that it is in the City's best interests to dispense the competitive request for proposal/qualifications process for LIMS consulting services; and be it

**FURTHER RESOLVED:** That the City Council hereby authorizes the City Administrator, or his designee, to enter into a Professional Services Agreement with Mr. Bruce Fukayama for the period of May 1, 2011 Through September 30, 2012, plus two one-year options to extend, in an amount not to exceed \$32,191 for LIMS consulting services; and be it

**FURTHER RESOLVED:** That funding in the amount of \$32,191 for said services is available in the Department’s FY 2009 DNA Backlog Grant Program grant award number 2009-DN-BX-K112, Project (G391910); and be it

**FURTHER RESOLVED:** That should funding for Mr. Bruce Fukayama be unavailable in the DNA Backlog Grant Program, the Department is authorized to use an alternate funding source, reduce service level to the amount of funding available or cease using the service; and be it

**FURTHER RESOLVED:** That the City Attorney shall review and approve said Professional Services Agreement with Mr. Bruce Fukayama, as to form and legality and a copy of the fully executed agreement shall be placed on file with the Office of the City Clerk.

IN COUNCIL, OAKLAND, CALIFORNIA, \_\_\_\_\_, 20\_\_\_\_\_

PASSED BY THE FOLLOWING VOTE:

AYES- BROOKS, BRUNNER, DE LA FUENTE KAPLAN, KERNIGHAN, NADEL, SCHAAF, and PRESIDENT REID

NOES-

ABSENT-

ABSTENTION-

ATTEST: \_\_\_\_\_  
LaTonda Simmons  
City Clerk and Clerk of the  
Council of the City of Oakland, California