

CITY OF OAKLAND

AGENDA REPORT

FILED
OFFICE OF THE CITY CLERK
OAKLAND

2003 DEC 30 PH 2:29

To: Office of the City Manager
Attn: Deborah Edgerly
From: Police Department
Date: January 13, 2004

Re: A report and proposed resolution authorizing a Professional Services Agreement with Forensic Technologies, Incorporated in the amount of two hundred eighty-two thousand two hundred and three dollars (\$282,203) for installation of a Laboratory Information Management System (LIMS) for the Forensic Science Laboratory of the Oakland Police Department

SUMMARY

The Police Department's Criminalistics Laboratory applied for and was awarded a grant in an amount not to exceed \$1,000,000 from the Governor's Office of Criminal Justice Planning (OCJP), for a Local Forensics Laboratory Improvement Program. Resolution No. 76978 C.M.S., dated February 26, 2002, authorized the City Manager to accept and appropriate said grant.

The plan to improve laboratory services and facilities includes the purchase and installation of a Laboratory Information Management System (LIMS). Staff recommends that Forensic Technologies, Inc. (FTI) be engaged to provide a turnkey forensic LIMS using their B.A.R.D. product. FTI will also provide technical support for the system once installed. *The proposed contract term is January 1, 2004 through March 1, 2005.* The contract price includes a one-year service/maintenance contract.

FISCAL IMPACT

In February 2002, the Governor's Office of Criminal Justice Planning awarded the Police Department one-time grant funds for the improvement of laboratory services. Funds are allocated in the State of California Grant Fund 2999; Org.: 102610; Project Account: G212110. A total of \$290,669 has been budgeted for LIMS.

Use of Funds	Budget Codes	Amount
Hardware and Software (Taxable)	2999 / 102610 / 54919 / G212110	\$158,936
Installation, Training, Technical Support (Non-Taxable)	2999 / 102610 / 54919 / G212110	\$110,155
Sales Tax (\$158,936 x 8.25%)	2999 / 102610 / 54919 / G212110	\$13,112
Subtotal		\$282,203
Contract Assessment Fee (\$282,203 x 3%)	2999 / 102610 / 56918 / G212110	\$8,466
Total		\$290,669

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BACKGROUND

In December 1998, the Bureau of State Audits presented their assessment of California's 19 local forensic laboratories in a report entitled "*Forensic Laboratories: Many Face Challenges Beyond Accreditation to Assure the Highest Quality Services.*" The State Auditor found that many laboratories, including Oakland's, did not have a laboratory information management system. In his report, the Auditor strongly urged for the installation of such systems to modernize record-keeping, case and evidence tracking, and a myriad of other administrative and technical functions. The Auditor wrote:

"Our consultants believe that all laboratories will benefit from an integrated management information system that bar codes evidence, logs cases, tracks evidence and test results, manages case data such as time from receipt to completion, cross-references customer data, and enables automated or manual reporting. The purchase of a management information system is a significant initial cost, but in the long run, freeing valuable staff time from manually recording data will increase efficiency by providing management with the data necessary to monitor operations and ensure full utilization of staff and equipment." (Page 28)

"To increase staff efficiencies and allow for more effective management of laboratory operations, the laboratory should develop and implement management information systems appropriate for their size." (Page 32).

The laboratory currently manages all of the data-keeping aspects previously described by means of various index card file systems and other hand prepared means. Two rudimentary and limited database systems track receipt of drug evidence and latent print evidence. The State Auditor's findings spurred the Governor to provide the funding that the Police Department's Criminalistics Division received from the Office of Criminal Justice Planning.

The Police Department's Criminalistics Laboratory is accredited by the American Society of Crime Laboratory Directors' Laboratory Accreditation Board (ASCLD/LAB). This body strongly recommends the use of LIMS for managing laboratory functions, a fact acknowledged by the State Auditor in his report.

KEY ISSUES AND IMPACTS

The Forensic Science Laboratory (Criminalistics Division) is responsible for the scientific analysis of physical evidence of crimes occurring in the City of Oakland. The laboratory employs one manager, one clerical staffperson, and nineteen technical staffpersons. Technical staff engages in a wide variety of casework, including drug analysis, crime scene investigation firearms analysis, latent print development and comparison, and forensic biology (DNA) analysis. The laboratory receives and processes thousands of requests for service annually. Documentation associated with casework is detailed and voluminous. Case records are prepared by standard word processing techniques or are handwritten. Case reports are word processed by technical staff.

The laboratory is also the official Departmental custodian of two types of evidence: suspected drug evidence and latent print evidence. The laboratory receives evidence in over 5,700 drug cases and latent print cards in over 1,300 offenses annually. Drug and latent print evidence is maintained until the case is finally adjudicated. Laboratory personnel are responsible for the storage, preservation, chain of custody, and destruction of this evidence. At any given time, the laboratory houses evidence in more than 20,000 cases. With the exception of two antiquated and limited databases used to log drug and latent print evidence, all work associated with the custodial management and tracking of evidence items is performed manually.

Statistical reports of laboratory caseloads and throughput are also kept manually. The lack of a LIMS system makes case tracking difficult and cumbersome. Further, it prevents the capture and analysis of data that could be used to assess and improve productivity.

The Police Department proposed to modernize its processes by installing a fully integrated LIMS, which will provide the following capabilities:

- an electronic means of tracking case requests across functional areas of the laboratory
- a secure electronic means for tracking chain of custody of evidence, using barcodes and individual identification (e.g. digital fingerprint database, PIN, and/or barcodes)
- full audit tracking to capture changes to the database(s)
- integrated case management capability, including statistical reports
- tracking of time allocation across various functional areas

- an interface with the laboratory's electronic testing instruments, for seamless integration of data into case records and reports
- computerized preparation of reports in all functional areas
- electronic access to case status and final reports by Police Department investigators and the Office of the District Attorney of Alameda County
- tracking of personnel training and proficiency testing records
- control of Division inventories for equipment, reagents, reference collections, and supplies
- elimination of redundant data entry steps by acquiring case identification data that exists in the Department's Records Management System.

SOLE SOURCE JUSTIFICATION

Forensic Technologies, Inc. (FTI) is well equipped to serve as the primary contractor for the purpose of the LIMS installation.

Sole authority to access Federal databases: Among several other requirements, there exists the need to interface the LIMS with a federally managed firearms evidence database called NIBIN. The Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF) is custodian of the NIBIN database. FTI is the only company authorized by ATF to access NIBIN in this way. No other LIMS vendor is similarly authorized.

Expertise: FTI has the required expertise to meet the Department's needs. They are part of Walsh Industries, a major international technology company headquartered in Montreal, Quebec, Canada, with offices in the U.S. and other countries. They have a proven track record regarding their ability to develop successful technology to meet the needs of the law enforcement and criminal justice communities and their products represent state-of-the-art technology.

Their LIMS product, known as B.A.R.D. (Beyond a Reasonable Doubt) was designed specifically for forensic science laboratories by individuals familiar with the operation of such laboratories. B.A.R.D. has been installed successfully in forensic laboratories across the U.S., including:

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- Marion County Crime Laboratory (Indiana)
- Henderson City Police Department – Crime Laboratory (Nevada)
- New York City Police Department – Crime Laboratory – Controlled Substance Division (New York)
- Vermont State Crime Laboratory (Vermont)
- Mesa Police Department Crime Laboratory (Arizona)

Turnkey System: FTI will provide a turnkey system, including all software, hardware and state-of-the-art peripherals aimed at increasing the level of security of our system; ensuring that hardware components of the system will be properly configured and compatible with the software components.

Continuity of Service: As a very large, diversified company, FTI can be expected to provide continuity of service throughout the lifetime of the LIMS. They have maintained a sustained presence in the forensics community.

For the unique reasons stated above, we do not expect issuance of an RFP to result in any other viable vendor.

SUSTAINABLE OPPORTUNITIES

Economic

There are no direct economic opportunities associated with this report. However, the system is expected to increase the efficiency of various aspects of laboratory operations.

Environmental

The system is expected to reduce reliance on hardcopy paper documents by utilizing electronic databases.

Social Equity

There are no social equity opportunities associated with the design phase of the Criminalistics Laboratory.

DISABILITY AND SENIOR CITIZEN ACCESS

There are no disability or senior citizen access issues associated with this report.

RECOMMENDATION

Staff recommends that the City Council approve the resolution authorizing a Professional Services Agreement in the amount of \$282,203 with Forensic Technologies, Inc. (FTI) for the installation of a Laboratory Information Management System (LIMS) for the forensic science laboratory of the Oakland Police Department.

Respectfully submitted,

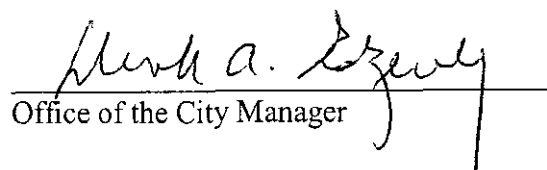


Richard L. Word
Chief of Police

Prepared by: Mary M. Gibbons, Manager
Criminalistics Division
Bureau of Investigations

Prepared by: Candice Jessie
Administrative and Technical Services Division
Bureau of Services

APPROVED AND FORWARDED TO THE
PUBLIC SAFETY COMMITTEE:

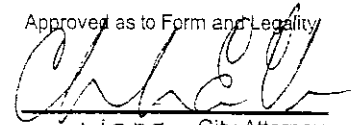


Office of the City Manager

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OAKLAND CITY COUNCIL

Approved as to Form and Legality



OFFICE OF THE CITY CLERK
CITY ATTORNEY

RESOLUTION No. _____ C.M.S.

2003 DEC 30 PM 2:31

RESOLUTION AUTHORIZING A PROFESSIONAL SERVICES AGREEMENT WITH FORENSIC TECHNOLOGIES, INCORPORATED IN THE AMOUNT OF TWO HUNDRED EIGHTY-TWO THOUSAND TWO HUNDRED AND THREE DOLLARS (\$282,203) FOR INSTALLATION OF A LABORATORY INFORMATION MANAGEMENT SYSTEM (LIMS) FOR THE FORENSIC SCIENCE LABORATORY OF THE OAKLAND POLICE DEPARTMENT

WHEREAS, the City Council finds that the services provided pursuant to the agreement authorized hereunder are of a professional, scientific or technical nature and are temporary in nature; and

WHEREAS, Forensic Technologies, Incorporated have the specialized expertise and experience required for the planning, design and installation of a Forensic Laboratory Information Management System (LIMS) for the Forensic Science Laboratory of the Oakland Police Department Criminalistics Division; and

WHEREAS, integration of the National Integrated Ballistics Identification Network (NIBIN) firearms database in the LIMS is one of the objectives of the design of the system for the Oakland Police Department; and

WHEREAS, Forensic Technologies, Incorporated is the only company authorized by the Bureau of Alcohol, Tobacco, Firearms and Explosives, custodians of the NIBIN database, to directly access NIBIN in the manner necessary for this integration; and

WHEREAS, funds for these services were awarded to the City of Oakland as part of the Governor's Office of Criminal Justice Planning grant, accepted by the City Council in Resolution No. 76978 C.M.S., dated February 26, 2002, and budgeted in the State of California Grant Fund: 2999; Org.: 102610, and Project Account G212110; now, therefore be it

RESOLVED: That the City Council hereby authorizes the City Manager or her designated representative to enter into a Professional Services Agreement with Forensic Technologies, Incorporated in the amount of two hundred eighty-two thousand two hundred and three dollars (\$282,203) for the period of January 1, 2004 to March 1, 2005, to plan, design, install, and successfully complete all contract related work associated with a new Laboratory Information Management System for the Forensic Science Laboratory of the Oakland Police Department; and be it

FURTHER RESOLVED: That the City Council hereby authorizes the City Manager to conduct all negotiations and execute all documents which may be necessary for the completion of the aforementioned agreement; and be it

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FURTHER RESOLVED: That the City Manager is authorized to modify, extend or amend said agreement provided that no additional funds will be allocated without prior City Council approval; and be it

FURTHER RESOLVED: That the agreement shall be approved as to form and legality by the Office of the City Attorney and a copy will be placed on file in the Office of the City Clerk.

IN COUNCIL, OAKLAND, CALIFORNIA, _____, 20_____

PASSED BY THE FOLLOWING VOTE:

AYES- BROOKS, BRUNNER, CHANG, NADEL, QUAN, REID, WAN and PRESIDENT DE LA FUENTE

NOES-

ABSENT-

ABSTENTION-

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ATTEST: _____ **JAN 27 2004**

CEDA FLOYD
City Clerk and Clerk of the Council
of the City of Oakland, California

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