

**Department of Administration
Purchasing Division**

**Finance & Personnel Committee Approval Required
For Single Source Contract
Contract #E16545**

Background:

User Department:	Fire and Police Commission (FPC)
Purchasing Agent:	Marina Litvinets
Contract Description:	Vendor Service Contract for Computer Aided Dispatch (CAD) Consulting Services
Vendor Name and Location:	Winbourne Consulting, LLC (Arlington, VA)
Contract Term:	02/01/2019-01/31/2020 with two (2) options to extend for one (1) year
Requisition # and Date Received:	16880, 06/27/2019
Original Contract Amount:	\$47,500.00
Expenditures to Date:	\$19,250.00
Current Contract Amount:	\$47,500.00

History of Contract Amendments:

Date	Item	Term	Cost
01/24/2019	Original Contract - Vendor Service Contract for Computer Aided Dispatch (CAD) Consulting Services F&P Committee Approval was not required	02/01/2019 through 01/31/2020	\$47,500.00
Pending	Amendment #1 – Increase the estimated contract total by \$75,090.00 from \$47,500.00 to \$122,590.00	02/01/2019 through 01/31/2020	\$75,090.00
Total (including the pending amendment)			\$122,590.00

Purpose of Amendment:

The purpose of this amendment is to allow the Fire and Police Commission to expand scope of consultant services from Winbourne Consulting, LLC and increase the estimated contract total by \$75,090.00 from \$47,500.00 to \$122,590.00.

Background:

The FPC wishes to expand the scope of services received from Winbourne Consulting, LLC to assist with the option of evaluating proposals, developing a Scope of Work for the new joint Fire and Police Computer Aided Dispatch (CAD) system, and assisting with contract negotiations. In addition, this contract amendment includes the option for the consultant to provide strategic planning direction and needed expertise regarding the potential for the following:

CAD/Mobile/RMS Strategic Plan and Options

1. Strategic goals and objectives for a CAD/Mobile/RMS system
2. Facilitate meetings and workshops regarding CAD/Mobile/RMS system topics
3. Business case analysis regarding CAD/Mobile/RMS system options
4. Provide City, MPD and MFD leadership subject matter expertise regarding the CAD/Mobile/RMS system

This joint CAD endeavor is the first step in consolidating the Fire and Police 911 call centers, and requires expert knowledge that is not available from current City employees. The success of this project is vital to MPD's ability to dispatch calls for service, as their current CAD system is fourteen (14) years old and unstable.

Winbourne Consulting, LLC helped craft an RFI and conducted demonstrations from the top four (4) vendors. They are currently working with MPD and MFD to determine technical and operational requirements. This step in the RFP process has been nearly completed. Extending this contract with Winbourne Consulting, LLC will allow the Fire and Police Commission to expand scope of consultant services.

Due to the high importance of the joint CAD system and its time sensitivity, it is recommended that a Single-Source Vendor Service Contract for CAD Consulting Services with Winbourne Consulting, LLC be amended with an estimated increase of the contract total by \$75,090.00.

City Purchasing Director

Date