



Office of the City Manager

CONSENT CALENDAR
June 13, 2023

To: Honorable Mayor and Members of the City Council
From: Dee Williams-Ridley, City Manager
Submitted by: Jennifer Louis, Chief of Police
Subject: Contract No. 32100065 Amendment: BMI Imaging Systems, Incorporated for Data Conversion Services for the Berkeley Police Department

RECOMMENDATION

Adopt a Resolution authorizing the City Manager to amend contract No. 32100065 and any necessary amendments with BMI Imaging Systems, Incorporated for continuing data conversion services and necessary hosting services for the Berkeley Police Department (BPD), increasing the amount by \$60,000 for a total contract not to exceed \$260,000 and extending the term to six years through August 31, 2026.

FISCAL IMPACTS OF RECOMMENDATION

The Berkeley Police Department is requesting authority to extend the contract and increase the contract amount to \$260,000. This amendment will allow BPD to continue to store and host the data in an approved California Justice Information System compliant data warehouse. Funds for this contract in FY 2023 will be allocated in State Proposition 172 Special Fund Budget Code: 126-71-702-805-0000-000-421-612990.

CURRENT SITUATION AND ITS EFFECTS

On May 12, 2020, the City Council adopted Resolution No. 69,391-N.S. authorizing the City Manager to execute a contract with BMI Imaging Systems, Incorporated to provide data conversion services and necessary hosting services for the Berkeley Police Department. BPD is required to maintain police records consistent with the laws of federal, state and local governments.

The Berkeley Police Department has completed the conversion of all of the records (more than 1,300 rolls of microfilm along with other database systems). However, more records were located and needed to be converted. The additional \$60,000 funding is to support the annual hosting services. BMI's hosting service is necessary for BPD to access the data warehouse where BPD's police data is stored, and is one of the industry-standard security measures that prevent unauthorized third-party access to confidential police data.

BACKGROUND

The BPD utilized various data storage methods over the past 100 years which included microfilm, microfiche, and databases which were considered the best storage sources available at the time they were implemented. As technology improved, it was cost prohibitive to convert these data sources and conversion results were less successful based on the lack of conversion technologies. Over the past several years, advancements in technology have made the conversion of these older storage datasets more feasible but extremely costly. Optical Character Recognition (OCR) technologies have improved the quality of the data conversion results and several companies had the ability to successfully complete this project.

The BPD requested quotes for the data conversion from several vendors but found the most cost-effective solution was through BMI, Imaging Systems Incorporated. BMI, Imaging Systems Incorporated was awarded a competitive contract in 2015 through the Superior Court of California, County of Merced. The terms of this agreement allow other agencies to utilize the contract which is called "piggybacking." The BPD exercised the "piggybacking" provisions to secure the contract with BMI, Imaging Systems Incorporated which also resulted in a significant cost-savings based on the other vendors cost estimates.

This contract addresses two Strategic Plan Goals: 1) Be a customer-focused organization that provides excellent, timely, easily-accessible service and information to the community. 2) Provide an efficient and financially-healthy city government.

ENVIRONMENTAL SUSTAINABILITY AND CLIMATE IMPACTS

The electronic system has resulted in staffing efficiencies in the search and production of public records/documents requests. This could result in reduced customer trips to the BPD Public Safety Building.

RATIONALE FOR RECOMMENDATION

The BPD is required to maintain official police records for various crimes and to support entries into various public safety databases. In order to comply with these mandates, the BPD not only needs to have these records converted, but also to continue the hosting services to allow access for decades to come. The most effective and efficient method is to store the data in a secure format which will be accessible and at a CJIS compliant data warehouse off site with redundant capacity. This vendor has in place industry-standard security measures to prevent unauthorized third-party access to confidential police data. The contract with BMI, Imaging Systems Incorporated will be a cost-effective solution which will provide a reliable method to access these data files routinely.

ALTERNATIVE ACTIONS CONSIDERED

The viable option is to continue the hosting service with BMI, because it has CJIS-compliant security measures, converted the data, and provides the most cost-effective solution.

CONTACT PERSON

Jennifer Louis, Chief of Police, Police, 510-981-5900

Attachments:

1: Resolution

RESOLUTION NO. ##,###-N.S.

CONTRACT: BMI IMAGING SYSTEMS, INCORPORATED FOR DATA CONVERSION SERVICES FOR THE BERKELEY POLICE DEPARTMENT

WHEREAS, the Berkeley Police Department is required to maintain police records consistent with the laws of federal, state and local governments; and

WHEREAS, the Berkeley Police Department has had several legacy systems for records storage over the past 100 years and these records are required to be maintained; and

WHEREAS, the Berkeley Police Department legacy systems are unstable and require frequent repair which results in service delays to people and organizations requesting and/or requiring the records; and

WHEREAS, the Berkeley Police Department is able to “piggyback” on the Superior Court of California, County of Merced contract with BMI Imaging Systems Incorporated for data conversion services and associated hosting services in an approved California Justice Information System compliant data warehouse with industry-standard security measures to prevent unauthorized third-party access to confidential police data; and

WHEREAS, funds for the additional \$60,000 will be provided from the State Proposition 172 Special Fund Budget Code:126-71-702-805-0000-000-421-612990.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that the City Manager is hereby authorized to execute an amendment, and any follow up amendments to contract No. 32100065 with BMI Imaging Systems, Incorporated, increasing the amount not-to-exceed \$260,000 for BPD data hosting services through August 31, 2026.