



**Purchasing Contract
CITY OF AUSTIN
RECOMMENDATION FOR COUNCIL ACTION**

AGENDA ITEM NO.: 34
AGENDA DATE: Thu 12/02/2004
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SUBJECT: Authorize negotiation and execution of a contract with PORTER LEE CORPORATION, Schaumburg IL, for the purchase of a forensic laboratory information management system for the Austin Police Department in an amount not to exceed \$298,878, with four 12-month extension options for maintenance in an amount not to exceed \$22,800 per extension option, for a total contract amount not to exceed \$390,078.

AMOUNT & SOURCE OF FUNDING: Funding in the amount of \$298,878 is available in the Fiscal Year 2004-2005 Approved Operating Budget, Special Revenue Fund of the Austin Police Department. Funding in the amount of \$121,000 will be provided through grant funding from the U.S. Department of Justice, National Institute of Justice, Fiscal Year 2004 DNA Capacity Enhancement program. An additional \$177,878 is included Asset Forfeiture Funds.

FISCAL NOTE: There is no unanticipated fiscal impact. A fiscal note is not required.

REQUESTING	Purchasing	DIRECTOR'S
DEPARTMENT:	for Police; Financial and Administrative Services - Communications and Technology Management;	AUTHORIZATION: Vickie Schubert

FOR MORE INFORMATION CONTACT: Vic Chanmugam, Specialist Senior Buyer/974-2030

PRIOR COUNCIL ACTION: N/A

BOARD AND COMMISSION ACTION: N/A

PURCHASING: Best proposal of four proposals received.

MBE / WBE: This contract will be awarded in compliance with Chapter 2-9 of the City Code (Minority-owned and Woman-owned Business Enterprise Procurement Program). No subcontracting opportunities were identified; therefore no goals were established for this solicitation.

This contract is for the purchase of a laboratory information management system (LIMS), including software, implementation services and training for the Forensic Sciences Division of the Austin Police Department (APD).

The Forensic Sciences Division is required by State law to achieve accreditation for its forensic laboratories by the American Society of Crime Laboratory Directors Laboratory Accreditation Board (ASCLAD/LAB). The ASCLAD/LAB's guidelines include implementation of a computerized system to ensure that all administrative and technical reviews are adequately completed and documented, and that quality assurance activities are performed satisfactorily. This purchase will allow APD to meet the accreditation requirement and make its processes more efficient and effective.

The use of electronic worksheets in a LIMS software program and the related electronic workflow



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methodology will speed up the approval process; provide efficiencies for proper archiving of documents; and limit incorrect data by eliminating duplicate data entry. The system will provide multiple levels of security for access and backup/recovery of data. In addition, the LIMS can produce ad hoc management reports. The LIMS will also generate, store, reproduce and display laboratory reports for court purposes. It will record and track chain of custody on items of evidence and reduce time spent by laboratory staff on clerical functions and thereby increase time spent on analysis supporting APD investigative units and the prosecutors' offices.

The Laboratory Information Management System will support the following APD strategic initiatives:

- Structure approach to laboratory reporting and data management
- Structure approach to laboratory results approval process and workflow processes
- Increase operational efficiency
- Increase internal and external customer satisfaction
- Automate the monitoring and reporting of key indicators such DNA, Chemical Lab, and Ballistics testing.

There will be an associated cost of \$57,000 for hardware, including a server, desktop computers and signature pads, which will be purchased through another city contract. (See related item # 7138)

A Request for Proposal was issued on February 23, 2004. The evaluation panel consisted of personnel from the following Departments: Austin Police and CTM.

MBE/WBE solicited: 0/0

MBE/WBE proposed: 0/0

PRICE ANALYSIS

- a. Adequate competition
- b. Three hundred and thirty one notices were sent including 33 MBEs and 11 WBEs. Ten solicitations were issued. Four proposals were received.

APPROVAL JUSTIFICATION

- a. Best Proposal.
- b. The Forensic Sciences Division of APD concurs with the recommended award.
- c. Advertised in the Austin American Statesmen on 2/23/04 and 3/1/04 and Internet.