

Agenda Report

May 16, 2022

TO: Honorable Mayor and City Council

FROM: Fire Department

SUBJECT: AUTHORIZE A CONTRACT WITH LOCALITY MEDIA, INC. DBA FIRST DUE TO FURNISH AND DELIVER A CLOUD/INTERNET-BASED RECORDS MANAGEMENT SOFTWARE (RMS) FOR AN AMOUNT NOT TO EXCEED \$285,697

RECOMMENDATION:

It is recommended that the City Council:

1. Find that this action is exempt under the California Environmental Quality Act (CEQA) in accordance with Section 15061 (b)(3), the General Rule that CEQA only applies to projects that may have an effect on the environment; and
2. Authorize the City Manager to enter into a contract as a result of a competitive selection process, as specified by Section 4.08.047 of the Pasadena Municipal Code (P.M.C), with Locality Media, Inc. DBA: First Due to provide software, licenses, and implementation and support services for a replacement RMS for an amount not to exceed \$285,697 which includes the base contract amount of \$154,999 for a three-year term, a \$25,000 contingency for any additional services, and two optional one-year terms for \$52,068 and \$53,630 respectively subject to approval by the City Manager.

BACKGROUND:

For close to 20 years, the Pasadena Fire Department (PFD) has used FIREHOUSE software as its primary Records Management System (RMS) for many of its activities including managing, tracking, and updating of emergency response incident records, fire personnel records, fire prevention activity, public education activity, training, and certifications. This RMS also directly connects to the Verdugo Fire Communications Center's (VFCC) computer-aided dispatch (CAD) system to receive direct dispatched incident information. FIREHOUSE allows for standardized reporting to be submitted to National Fire Incident Reporting System (NFIRS), a system used by the US Department of Homeland Security to track national incident records. In 2020, the PFD received

official notification that the FIREHOUSE software would be discontinued near the end of 2022, prompting the need to replace and find a new RMS software.

On February 28, 2022, the City issued a Request for Proposals (RFP) to obtain a cloud/internet-based RMS application with functionality and modules that could manage and track incidents with NFIRS reporting capability, fire investigations, occupancy and inspection records, fire hydrant maintenance, a daily journal feature, and pre-fire planning features. The RFP was advertised for two weeks on Planet Bids. Notification was sent to 76 vendors, with 74 vendors downloading the RFP, four of which were local vendors. On March 14, 2022, four submissions were received, one of which was later withdrawn by the applicant. An evaluation panel was assembled consisting of five evaluators from both the Fire Department and the Department of Information Technology. The proposals were evaluated based on the criteria outlined in the RFP. The results are shown in Attachment 1.

Locality Media Inc, DBA First Due scored the highest points based on their proposal submission, experience, and background with RMS services. First Due has met all indicated requirements per the RFP posting, and their current and future functionality features meet PFD's RMS needs. First Due has not done business with the city previously. There were no companies from Pasadena that responded to the RFP. The local companies were contacted and they mentioned the needs were highly specialized and did not match their capabilities or interests. First Due will be responsible for the software implementation, configuration, data migration, and staff training that will guide Pasadena through a successful implementation. If this contract is not approved the PFD would not have a supported RMS system as the current system will be discontinued at the end of 2022.

COUNCIL POLICY CONSIDERATION:

The proposed contract furthers the City Council's strategic planning goal to ensure public safety.

ENVIRONMENTAL ANALYSIS:

The proposed contract has no environmental impact; it is exempt from CEQA review pursuant to State CEQA Guidelines and Section 15061 (b) (3), the general rule that CEQA only applies to projects that may have an effect on the environment.

FISCAL IMPACT:


The total cost of this action is \$285,697 if the two additional one-year terms are exercised. Funding for this action will be addressed by the utilization of existing budgeted appropriations in the FY 2022 Fire Department General Fund operations budget account for Administration (10131000-811400). Funding for future years will be addressed by the annual budget process. There are no anticipated impacts to other operational programs or capital projects as a result of this action.

Respectfully submitted,



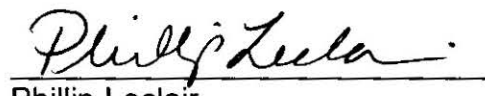
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Attachment 1: Evaluation Summary
Attachment 2: TPA