



Procurement

Sole Source Request Form

Sole Source Bidsync # 060-C021730-MT-SS

SECTION II – DEPARTMENT INFORMATION (Complete in its entirety)

Department: Orange County Sheriff Department		Date: May 15, 2020	
Vendor Name: CentralSquare Technologies LLC (formerly Trittech Software Systems)		Sole Source BidSync Number: 060-C021730-MT-SS	
Is the above named vendor a retired employee of the County of Orange? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If "Yes", review and Approval is required from CEO Human Resource Services prior to contract execution.			
Contract Term (Dates): 6-23-2020 to 6-25-2022	Is Agreement Grant Funded? Funding Source <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Percent Funded:	Proprietary? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Contract Amount? \$645,893.76 for an initial term of two (2) years		Is this renewable? If yes, how many years? Yes, renewable for two (2) additional years, plus one (1) additional year.	
Type of Request: <input type="checkbox"/> New <input checked="" type="checkbox"/> Multi-Year <input type="checkbox"/> Renewal <input type="checkbox"/> Amendment <input type="checkbox"/> Increase			
Renewal Year: Renewable for two (2) additional years, plus one (1) additional year.		Did vendor provide a sole source affidavit? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, please attach	
Board Date: 6/23/20	ASR Number: 20-000039	If not scheduled to go to the Board explain why?	
Does Contract include Non-Standard Language? If yes, explain in detail. Pending Negotiation			
Was Contract Approved by Risk Mgmt.? Pending		Was Contract Approved by County Counsel? Pending	
Were any exceptions taken? If yes, explain in detail. TBD			
<input checked="" type="checkbox"/> DPA certifies that they have read and verified that the information is true and satisfies the sole source requirements listed in the County Contract Policy Manual.			
<input type="checkbox"/> Solicitation Exemption (For purchases with special circumstances, and/or when it is determined to be in the best interest of the County.)			



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SECTION III – SOLE SOURCE JUSTIFICATION

1. **Provide a description of the type of contract to be established.** *(For example: is the contract a commodity, service, human service, public works, or other – please explain.) Attach additional sheet if necessary.*

This is service contract for the extension of MA-060-15011970 with Tritech Software Systems, now CentralSquare Technologies LLC. The Sheriff-Coroner is requesting and additional 5 years (2 years, renewable for two (2) additional years, plus one (1) additional year) for FBR Software and Maintenance and Support, Milestone 4 and IQ, AARS, NIBRS and Coplogic integration modules.

2. **Provide a detailed description of services/commodities and how they will be used within the department. If this is an existing sole source, please provide some history of its origination, Board approvals, etc.** *(This information may be obtained from the scope of work prepared by the County and the vendor's proposal that provides a detailed description of the services/supplies.) Attach additional sheet if necessary.*

CentralSquare Technologies LLC provides licenses and implementation/integration services to customize and use the Field-Based Reporting (FBR) component of our existing Records Management System (RMS) including application modules, licenses, installation services, training and consultation. The Field-Based Reporting (FBR) component of the upgraded RMS is introducing a paperless environment and electronic workflow to department-wide reporting. Specifically CentralSquare will provide Commodities: 1) RMS/FBR licenses; and Services: 2) Configure all related servers 3) Continue to provide consultation efforts to configure the system to OCSO requirements 4) Provide defect resolution 5) Provide 24/7 maintenance and support for the first year 6) Implement interfaces between the RMS/FBR system and the existing OCSO Data Exchange Server for Arrest/Booking information; Imaging Server for final document retention and Property & Evidence System, all which will eliminate data entry redundancy and improve timeliness for report Accessibility, 7) Provide IQ, AARS, NIBRS and Coplogic Interface Integration and implementations that would allow us to be in compliance for our data sharing / transmitting to the FBI new system. By January 2021, the current Uniform Crime Reporting (UCR) Program will be completely replaced by the National Incident Based Reporting System (NIBRS). IQ, AARS, and Coplogic interface are need for the NIBRS to be integrated within our current FBR system.

3. **Explain why the recommended vendor is the only one capable of providing the required services and/or commodities.** **How did you determine this to be a sole source and what specific steps did you take? Please list all sources that have been contacted and explain in detail why they cannot fulfill the County's requirements. Include vendor affidavit and/or other documentation which supports your sole source.** *(Responses will include strong programmatic and technological information that supports the claim that there is only one vendor that can provide the services and/or commodities. Your response will include information pertaining to any research that was conducted to establish that the vendor is a sole source, include information pertaining to discussions with other potential suppliers and why they were no longer being considered by the County.) Attach additional sheet if necessary.*

The maintenance support for FBR software is only available from CentralSquare Technologies LLC because they developed and produced the Software, and are the only ones who provide maintenance. This is a renewal for the project to automate and integrate criminal and non-criminal reports. The process for documenting incidents begins when calls for service are entered into our current Tritech CAD system by dispatchers and deputies. About a quarter of these require further documentation. Currently, these incident reports are manually completed by deputies using Word templates and then re-typed into TriTech's Records Management System (RMS) by a centralized data entry

staff. The RMS was originally purchased and implemented in 2000 (with Board approval).

Question 3 continued

This FBR component of CentralSqaure, LLC suite of products bridges the gap between the CAD and RMS systems by allowing deputies to supplement data already entered in CAD which will then update RMS via FBR. With this software upgrade, the FBR module is incorporated into our RMS and we require licenses and services in order to customize and use it. No other vendor can provide an integrated field reporting solution to our existing suite of products. This proprietary software (modules, licenses and maintenance) is not sold through any other resellers or sources. This product is an enhancement of our existing RMS which allows us to realize a substantial cost savings and reduced implementation time. Expanding our suite of CentralSquare Technologies LLC products assures software and equipment compatibility, thereby reducing risk and increasing efficiency. We are about to begin implementation of this integrated process and if we are not able to renew this contract, we will be required to stop using the product and the project to automate the reporting process will stop. (See attached vendor affidavit)

4. How does recommended vendor's prices or fees compare to the general market?

Attach quotes for comparable services or supplies. (Attach additional sheet if necessary.)

Comparison pricing is difficult to ascertain as a solution from a different vendor would require the replacement of the existing CAD, RMS, and Mobile in order to have the same level of integration and function. At the start of the Field Based Reporting Project, other options were considered. All would have cost significantly more. In house development was considered but would have cost about the same and would have taken 4 or 5 more years to implement. Palanitir was considered at a cost of over one million dollars. The inform IQ product that provides this functionality was significantly less.

5. If the recommended vendor was not available, how would the County accomplish this particular task?

Attach additional sheet if necessary.

If this solution could not be provided by CentralSquare Technologies LLC, the project to implement FBR would stop and the department would have to start over. This would completely waste the progress we have made thus far on this project. We would be required to select another product and go through the implementation process which will significantly delay the project, require more effort to support and will not provide the integration required. Another vendor would have to build an interface to the existing Mobile, CAD and RMS systems and we would have to go through installation, configuration and testing with the new vendor that we have already done with CentralSquare Technologies LLC. This would considerably increase the cost, effort and time of the project.

6. Please provide vendor history – name change, litigation, judgments, aka, etc. for the last 7 years.

After searching on World Wide Web (www) via Google search of Trittech Software Systems and CentralSquare Technologies LLC for litigation, judgements, etc., I was not able to find any litigation incidents listed. After searching on World Wide Web (www) via Google search of Trittech Software Systems for litigation, judgements, etc., I was not able to find any litigation incidents listed. Duns and Bradstreet was also checked and no results for pending litigation was found.

7. If vendor is a retired, former employee, has the vendor previously been rehired as a contractor within the last three years? ☐ Yes ☒ No

If yes, provide explanation/support for hiring the retired, former employee as a vendor and provide contract dates, scope of work, and total amounts paid under each contract.


8. Explain (in detail) why a request for Solicitation Exemption is needed. . (Only applicable for Solicitation Exemption)



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SECTION IV – AUTHOR/REQUESTOR

Signature: 	Print Name: Dave Fontneau	Date: 5-19-2020
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SECTION V – CEO Human Resource Services APPROVAL (Review and approval is required when vendor is a Retired, Former Employee.)

Signature:	Print Name:	Date:
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SECTION VI – DEPUTY PURCHASING AGENT CONCURRENCE

Signature: 	Print Name: Lyle Rossow	Date: 5-19-2020
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SECTION VII – DEPARTMENT HEAD APPROVAL

Signature: 	Print Name: Robert Beaver	Date: 5/19/2020
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SECTION VIII – COUNTY PROCUREMENT OFFICE

Prior to execution of a contract, the County Procurement Officer or designee shall approve All Sole Source requests for Commodities that exceed \$250,000, Capitol Assets and services exceeding \$75,000, and All other Sole Source requests that require Board approval despite the amount. Approvals are obtained electronically through the County's online bidding system.

SOLICITATION EXEMPTION – CEO USE ONLY:

Board of Supervisor Notification Date:			
Comments:			
CPO: <input type="checkbox"/> Approved <input type="checkbox"/> Denied		CFO: <input type="checkbox"/> Approved <input type="checkbox"/> Denied	
CPO Authorized Signature:	Date:	CFO Authorized Signature:	Date:



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Release Bid Workflow

Name: Vichaka M Touch
Phone: 714-834-4364
Email: vtouch@ocsd.org
Status: Submitter May 19, 2020 3:24:29 PM PDT



Bid Information

Bid Number:
[060-C021730-MT-SS](#)
Bid Title:
Vision And Inform Field Based (FBR)

Status

Status:
Approved
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