

**FAIRFIELD TOWNSHIP
RESOLUTION NO. 23-74**

**RESOLUTION APPROVING PURCHASE OF SUNDANCE RECORDS MANAGEMENT
SYSTEM FOR THE POLICE DEPARTMENT IN THE AMOUNT OF \$29,348.00 FOR THE
FIRST YEAR AND \$16,860.00 ANNUALLY.**

WHEREAS: A need has been determined for an enhanced records management system; and

WHEREAS: The total first year cost is \$29,348.00, with an annual cost of \$16,860.00;

NOW, THEREFORE, BE IT RESOLVED, by the Trustees of Fairfield Township, Butler County, Ohio, as follows:

SECTION 1: The Board of Trustees hereby approves the purchase of Sundance Records Management for the Police Department in the total amount of \$29,348.00 for the first year and \$16,860.00 annual cost, to be paid out of Fund 2081, from Sundance Systems, Inc., as set forth on the attached Exhibit A.

SECTION 2: The Board hereby dispenses with the requirement that this resolution be read on two separate days, pursuant to RC 504.10, and authorizes the adoption of this resolution upon its first reading.

SECTION 3 This resolution is the subject of the general authority granted to the Board of Trustees through the Ohio Revised Code and not the specific authority granted to the Board of Trustees through the status as a Limited Home Rule Township.

SECTION 4: That it is hereby found and determined that all formal actions of this Board concerning and relating to the passage of this Resolution were taken in meetings open to the public, in compliance with all legal requirements including §121.22 of the Ohio Revised Code.

SECTION 5: This resolution shall take effect at the earliest period allowed by law.

Adopted: May 9, 2023

Board of Trustees

Michael Berding: _____

Shannon Hartkemeyer: _____

Joe McAbee: _____

Vote of Trustees

yes

yes

yes

AUTHENTICATION

This is to certify that this is a resolution which was duly passed and filed with the Fairfield Township Fiscal Officer this 9th day of May, 2023.

ATTEST:

Shelly Schultz

Shelly Schultz, Fairfield Township Fiscal Officer

APPROVED AS TO FORM:

Lawrence E. Barbieri

Lawrence E. Barbieri, Assistant Township Law Director



Quotation

Valid Till: Jun 30, 2023
Quote Number : 20230427a
Modified Time: Apr 27, 2023 02:53 PM

Sundance Systems, Inc.
8001 Sweet Valley Rd. Suite 5
Valley View, OH 44125
Phone: (216) 328-8551 Fax:

Quotation Description:

Hosted MDT and RMS - Fairfield Twp PD

Quotation For:

Doug Lanier
Fairfield Twp PD
6485 Vonnies Vale Ct.
Fairfield Township, Ohio 45011

Payment Terms:

Need down 1/4 down payment this year:

1st Payment: \$7,337.00
2nd Payment: \$7,337.00
3rd Payment: \$7,337.00
4th Payment: \$7,337.00

Normal payment amount moving forward. Yearly: \$16,860.00

Product Name	Description	Qty	List Price	Total
Hosted MDT License (\$45 x 12Mths)	<p>Base Functionality Included with the Mobile System</p> <p>Receive NG911 calls and emergency dispatch information from CAD.</p> <p>Modules:</p> <ul style="list-style-type: none">- ALL modules in the RMS, are included in the mobile!- Call Screen (for silent dispatch)- Call Status Window- Call History- Chat Window- E-Citation built in- Google Mapping (we are a Google partner)- Integrated Map- LEADS/BMV Integration- LEADS search window- Master Name Index- Master Vehicle Index- Message Switch (Open Fox)- Mileage log- Unit Status Window- Unit Routing using Google Maps if AVL purchased- Scan driver's license- Self-Init Screen <p>General/Shared Functionality:</p> <ul style="list-style-type: none">- Search in State, BMV, Data Sharing, CCH or local databases- Searches: Name, Plate, SSN, OLN, Address, Physical, VIN, Article, CCH, BMV and Adhoc State queries- Brings back BMV Photos- LEADS Admin C.O.P and BOLO messages can be sent automatically to mobiles.- Works with card swipe devices to take data directly off of driver's license- Search results are integrated on one screen for easy viewing- Integrates with in-house warnings, special attentions, call history and in-house warrants- Integrates with CAD system for silent dispatch and self-initiated calls- Chat system, with alerts and chat broadcast- Dynamic call log entries can be sent to mobiles automatically.- History screen shows history of searches since user was	17	\$ 540.00	\$ 9,180.00

Product Name	Description	Qty	List Price	Total
	logged on - Mapping interface - Broadcast alerts can be sent out when agency defined keywords are triggered in State searches - Allows for unlimited plates names to be entered into the dispatch screen - Units can timestamp themselves - Call disposition can be entered directly from car			
Hosted RMS - NO STATE QUERY (\$30 x 12Mnth)	Hosted RMS comes with E-Storage and Stat Reports Base Functionality Included with RMS System Modules: - Accident – OH1 (Uploads to the state) - Arrest/Booking - Business file - Case Management - Citations with E-Tickets - Civil Processing - Contacts/Rolodex - Criminal abatement tracking - Employee File - Employee Training File - Employee Qualifications - Employee Evaluations - Evidence/Property Room Management - Estorage (Document Management System) - FIR (Field Interviews) - Fixed Assets (Vehicle Maintenance) - House Check - Incident Reports - Jail Management - Jail Cell Maintenance - Jail Commissary - Jail Phone Log - Jail Meal Log - Jail Medical Log - Jail Visitor Log - K9 Module - Master Name Index - Master Vehicle Index - Master Search (People, Vehicles and Property) - Minor Misdemeanor Tickets - Offence Codes (ORC pre-loaded) - Paging/Text interface - Parking Citations with warning and late letters etc. - Report administration and workflow - Residence File - Receipt log - Statistical reports - Tow File - Warnings - Warrants General/Shared Functionality: - Each module integrates with the master name index - Each module integrates with the master vehicle index - Each module integrates with the master searches - Security is completely configurable by user and group - LEADS integration (with mobile) - System comes pre-loaded with ORC codes - Every RMS module can be ran remotely in an MDT. - E-Storage integrates with each module - Spell check works in each module - Each module export to PDF and Excel Integration Included: - Court Interface (OHSP compliant) - LEADS/NCIC - Matrix Prosecutor Interface - OIBRS/NIBRS - OLLEISN/OHLEG - Sundance Data Sharing System - Traffic Accident Upload - Traffic Citations Upload Electronic Document Storage - Sundance Document Management System - Handles any type of digital information	18	\$ 360.00	\$ 6,480.00

Product Name	Description	Qty	List Price	Total
	<ul style="list-style-type: none"> - Connects and integrates with all Sundance modules. <p>Statistical Reports Include</p> <ul style="list-style-type: none"> - Over 200 reports and graphs included with module - Shift reports – Detailed call information with dispatch times and descriptions - Alarm Drops – Alarms received, broken down by location - Call Activity – Calls by date and time - Call Activity – Number of calls handled, broken down by hour and day - Calls by Address - Calls Received – Calls received in CAD, broken down by call type - Call Received by Dispatcher – Breakdown of number of calls by dispatcher - Calls Received by How Received – Number of calls received, broken down by how received - Officer Activity reports 			
CAD Bridge - Hosted (\$100 x 12Mnths)	The Sundance CAD Bridge will auto-populate data from a third party CAD system. The bridge will accept Events (location/type/report numbers), Persons, Vehicles and Units Times.	1	\$ 1,200.00	\$ 1,200.00
Third Party Costs	<p>** Customer has Easy Street Draw Licenses</p> <p>Easy Street Draw</p> <p>Can be purchased directly from Trancite at \$219 a license. http://www.trancite.com/v2/pages/easystreet-draw/landing-page.html</p>	2	\$ 0.00	\$ 438.00
Evidence Bar Coding Setup (Software Interface Only)	Hardware Setup Barcode Training	1	\$ 2,000.00	\$ 2,000.00
Data Conversion Hourly Rate	Convert Incident Reports, Evidence, and MNI from Swift RMS	40	\$ 95.00	\$ 3,800.00
Hosted LES Setup \$250 Per Device (One Time Fee)	<p>Project Management & Installation</p> <ul style="list-style-type: none"> - Assigned Project Manager - Setup SQL Server - Setup IIS Server - Load default configuration options - Work with customer to test and setup installed system - Work with LEADS staff to setup connection <p>Training Includes:</p> <ul style="list-style-type: none"> - Agency tailored instruction & class structure - Online documentation - Online training videos 	25	\$ 250.00	\$ 6,250.00
Sub Total				\$ 29,348.00
Discount				\$ 0.00
Tax				\$ 0.00
Adjustment				\$ 0.00
Grand Total				\$ 29,348.00

Comments or Special Instructions:

Quote does not include any cabling or infrastructure work. Does not include any third party hardware or licenses except as specified as a line item on quote. Workstations and MDTs must be Windows 10 and above. Prices quoted are for the first year.

Signature:

Date:

PO#:

May 3, 2023

TO: Robert Chabali
Chief of Police

FROM: Doug Lanier
Captain

SUBJECT: Sundance Systems, Inc – Records Management System

Chief Chabali,

This special report will review our current Records Management System (“RMS”) with vendor *ID Networks* (“IDN”) and the need to switch to a new vendor, specifically, *Sundance Systems, Inc.* (“Sundance”). As you are aware, police reporting and data is very complex, and each incident is a living document that usually requires future management and uses versus just being filed away. Police reports contain a lot of information that is used for and by many stakeholders (e.g., local/state/federal, public record requests, active work product by investigators, victims, witnesses, courts, attorneys, academia researchers, evidence and property tracking, records retention, redactions, and expungements).

In 2007, the police department went with IDN as the RMS vendor due to the township growth and the increase in calls for service both in volume and complexity. The switch to IDN was necessary as we were using paper forms and had previously tried a couple of cheap RMS options, yet we got what we paid for. At the time, IDN was an RMS provider for several agencies in Ohio, although most were up north. However, over those 15 years, they also grew as a company and took on a lot of new agencies and other states. Ultimately, the support slipped over time, we were not receiving updates, nor do I think they are remaining competitive in comparison to other modern RMS vendors. While the list of deficiencies is long (as are the complexities of an RMS), the following are some basic points to consider.

- Mobile Data Terminals (MDT) – despite the many attempts over the years to get the RMS up and running in the cruisers, it still does not work, and the officers must find time to come back to the police department and complete reports between calls. It is not typical for an agency to not be able to complete reporting in the field nowadays. Having our officers on the road and getting their work completed as efficiently as possible is of the utmost importance.
- Program Crashes – the program tends to crash at random times causing officers to have to start over after spending any given amount of time on a report. While any technical software or hardware is subject to glitches at times, this is more common than it should be and troubleshooting a fix has fallen short.

- Report Approval/Submission Process – the report approval process within the system is not adequate. We still print paper reports and put them in a bin for approval; corrections and submissions go back and forth on paper and are updated on the computer only to be printed again to follow the same cycle. There is a sincere need to have a contemporary process and communication amongst everyone involved who depends on reports (officers, supervisors, detectives, records section). Too many times the clerks or supervisors must call an officer at home to determine the location and status of paperwork. Sundance, in the simplest terms, provides a good system and process for reviewing, making supervisor notes, correcting, approving, submitting, and tracking all reports. All personnel can view the status of any given report compared to a report that may be floating around in an unknown status.
- In-Car Printers/ID Scanners – we have not been successful with utilizing the in-car ID scanner and citation printer. Officers continue to handwrite citations and forward carbon copy duplicates to records, who in turn must cause for the document to be transported to the appropriate court. Sundance allows for better productivity in that it is integrated with the CAD and auto populates violator information into the form fields and electronically sends the citation to the court.
- RMS Updates – the system has not received much needed general updates, and the vendor does not push out updates when new laws come out. I have taken it upon myself to get into the system (an area where a software engineer or IT build person should only be) and try to enter some basics so we can complete reports. If a person commits an offense and that charge is not in the system, we cannot complete the report, associate it with a defendant who was charged, send it to court, export the data to the state/federal for statistics, etc. Sundance provides frequent updates to their software and pushes out Ohio Revised Code/law changes.
- CAD Integration for Officers – being that we are dispatched by the sheriff's office, initial calls for service are sent to the officer in the car via county's CAD system. This will not change; however, it is a separate software system and is not compatible with our current RMS (on top of not having in-car reporting with our current RMS). The officer uses the in-car CAD information at the time but after the call is done, they type everything in our RMS at the station. However, Sundance will integrate the CAD information into Sundance's RMS, reducing the redundancy of typing the same information and increasing the accuracy of information. Whether a dispatcher or an officer enters a person or vehicle information, it will transfer automatically into Sundance and auto populate in the report fields. Much of the report is already completed by capturing the information already provided. This is just a small sample of the capabilities.
- CAD/FTPD-Related Information Accessible to Management/Records Section – currently, administration, detectives, records section personnel, and anyone else are not able to review FTPD activity as it relates to the officers and the county's dispatch CAD system. With

Sundance, all CAD data relating to FTPD activity would be integrated over to the township's RMS and will be accessible by all police personnel on all computers.

- Calls for Service Statistics – I currently obtain calls for service numbers via a separate laptop that provides a chart; however, it is static information and cannot be exported as a document. The procedure is quite lengthy to get the information from that laptop to another computer where it is workable for our needs. With Sundance, not only would FTPD dispatch data and calls for service be available, but all information that the officers put into the program would be accessible.
- Case Management – any case management options IDN may offer does now allow employees to track and communicate with each other, as needed, or easily reference cases requiring follow-up and progress. This includes supplemental reporting separate from the initial police report and how it ties in with public record requests. Sundance provides a case management component within the RMS that is useful for all sections of the police department.
- Data Uploads – all applicable crime statistics are submitted to the Ohio Incident Based Reporting System (“OIBRS”) which in turn goes to the federal level version called the National Incident Based Reporting System (“NIBRS”). Ultimately this process is where local, state, and federal entities receive statistics and data. I manually go through a process to extract a file to get the information to the state. The current process is extracting the data from RMS and saving it as a unique file, uploading it to a website for an error report, receiving an email to login and view the report, making changes, and then extracting again to submit to a second website. Quite the process whereas *Sundance* automatically uploads all data when the report is approved at the time the officer completed the report.
- Vehicle Impound Form – we currently handwrite impound forms on a professionally printed triple carbon-copy. Handwriting these forms in the field presents some challenges which includes officers focusing on the form instead of situational awareness, inclement weather, and the ink not transferring through all copies which later causes issues in Records. Sundance offers the impound form in the reporting software and the information officers already received via the CAD or input in RMS would automatically import into the fields and they can print and provide to the tow company on the scene.
- Other Modules – the list is long with the additional benefits for individual users, regardless of their role. Information from the in-car computer can import into the booking program in the temporary holding facility, integrated map, LEADS/BMV integration, criminal history checks (CCH), provides BMV photos on the in-car computer, crash reporting, employee files, house checks, and many other tasks we currently do on paper or is not efficient.

This is not a jab at IDN, it is just a fact that they seemed to have moved on to another market or sought business beyond Ohio and we are struggling with a product that is causing more problems than doing what it should be doing. Even if they were to provide some sort of update, the product

is not capable of doing or providing what we need as an agency (e.g., integrated with CAD, workflow, design).

A report management system is the foundation of a police department's work and the majority of what we do connects to the RMS. Also, gone are the days of paying for a product per user. Nowadays most software is tied to the number of devices it is used on. The following are the associated costs for the first year and annual costs thereafter. The first-year cost is more because they must implement it for our department, complete training, integrate our old data over so we are not working from multiple systems, etc.

See the attached quote for additional details and information.

First year: \$31,448

Annual: \$18,960



Doug Lanier
Captain/Asst. Chief of Police

Update: Dennis with Sundance Systems, Inc. since provided me with an updated quote for a lower cost. I attached the quote and am providing the changes in cost below for reference.

First year: \$29,348

Annual: \$16,860