MEMO TO: City Council

FROM: John Marchione, Mayor

DATE: February 4, 2014

SUBJECT: Authorize Approval of Consulting Services Agreement for Computer-

Aided Dispatch and Record Management System (CAD/RMS) Needs

Assessment

#### I. RECOMMENDED ACTION

Authorize the Mayor or his designee to enter into a contract with CDI-Infrastructure, LLC dba L.R. Kimball (L.R. Kimball) for \$58,938 to conduct a Computer-Aided Dispatch (CAD) and Records Management System (RMS) Needs Assessment. This topic was presented at the January 21, 2014, Public Safety Committee meeting.

### II. DEPARTMENT CONTACTS

Erik Scairpon, Police Commander

(425) 556-2611

### III. BACKGROUND

In 2013, the City formed a Project Team to investigate the feasibility of the Redmond Police Department providing dispatch services for the Redmond Fire Department. One of the components of this study was to determine whether the Police Department's existing CAD and RMS software would be capable of meeting all the needs of the Fire Department. The Project Team recommended to the Council that an outside consultant be enlisted to study the needs of police and fire, analyze the CAD and RMS software for deficiencies, and provide recommendations for modification or replacement. The City conducted a Request for Proposals (RFP) for consulting services and L.R. Kimball was selected based on a combination of responsiveness, qualifications, and price.

### IV. DESCRIPTION

The consultant will visit the City to conduct a series of interviews and workflow observations with police, fire, and information services staff. This information will be documented and analyzed to create a needs assessment detailing any deficiencies or improvements that could be made to the current technology. The information from this needs assessment will be presented by the contractor to stakeholders.

Additionally, the consultant will provide requirements documents that describe the specifications, requirements, and conditions for a CAD and RMS system suited to the

City's needs. These documents will be written to be incorporable into a CAD/RMS RFP should the City elect to undertake a procurement process for a replacement system at some point. The consultant will provide two requirements documents; one for a CAD/RMS system that meets the needs of a combined police and fire installation, and one for a CAD/RMS system for police only.

### V. FISCAL IMPACT

The price for the services described in the contract is \$58,938 including sales tax. Funds for this project will come from the Computer-Aided Dispatch (CAD) Replacement project in the Capital Improvement Program.

### VI. TIME CONSTRAINTS

The Project Team advised Council in July 2013 that a needs assessment would take place during the next twelve months. There are no other specific deadlines for this project; however, there are numerous outside circumstances that could have a bearing on CAD/RMS decisions going forward, and the City may benefit by having studied the relevant issues beforehand.

#### VII. ALTERNATIVES

- 1. Authorize the contract as proposed
- 2. Authorize the contract with modifications

Attachment A: Contract and Pricing Information

3. Do not authorize the contract.

### VIII. ATTACHMENTS

Ron Gibson, Chief of Police

Date

Approved for Council Agenda

John Marchione, Mayor

Date

# **Consulting Services Agreement**

## Non-Public Work

PROJECT TITLE & IDENTIFICATION NUMBER (if # is known)	WORK DESCRIPTION (reference & list all attached exhibits)
CAD/RMS Needs Assessment	Exhibit A = Scope of Work Exhibit B = Work Schedule Exhibit C = Payment Schedule
CONTRACTOR  CDI-Infrastructure, LLC dba L.R. Kimball	CITY PROJECT ADMINISTRATOR (Name, address, phone #) Dan Werr City of Redmond PSPDA P.O. Box 97010 Redmond, WA 98073-9710 425-556-2547 drwerr@redmond.gov
CONTRACTOR CONTACT (Name, address, phone #)  Deborah C. Irwin CDI-Infrastructure, LLC dba L.R. Kimball 615 West Highland Avenue Ebensburg, PA 15931 814-472-7700	BUDGET OR FUNDING SOURCE  CIP CAD Replacement
FEDERAL ID #	MAXIMUM AMOUNT PAYABLE, IF ANY
27-2620523	\$ 58,938.00
SUPPLIER/CONTRACTOR'S REDMOND BUSINESS LICENSE ID #	COMPLETION DATE
RED00056961	May 20, 2014
APPLICANT NAME	APPLICANT CONTACT (Name, address & phone #)

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THIS AGREEMENT is entered into on \_\_\_\_\_\_, 20\_ between the City of Redmond, Washington, hereinafter called "the CITY", and the above person, firm or organization, hereinafter called "the CONSULTANT".

WHEREAS, the CITY desires to accomplish the above-referenced project; and

WHEREAS, the CITY does not have sufficient staff or expertise to meet the required commitment and therefore deems it advisable and desirable to engage the assistance of a CONSULTANT to provide the necessary services for the project; and

WHEREAS, the CONSULTANT has represented to the CITY that the CONSULTANT is in compliance with the professional registration statutes of the State of Washington, if applicable, and has signified a willingness to furnish consulting services to the CITY, now, therefore,

IN CONSIDERATION OF the terms and conditions set forth below, or attached and incorporated and made a part hereof, the parties agree as follows:

- 1. Retention of Consultant Scope of Work. The CITY hereby retains the CONSULTANT to provide professional services as defined in this agreement and as necessary to accomplish the scope of work attached hereto as Exhibit A and incorporated herein by this reference as if set forth in full. The CONSULTANT shall furnish all services, labor and related equipment necessary to conduct and complete the work, except as specifically noted otherwise in this agreement.
- 2. <u>Completion of Work.</u> The CONSULTANT shall not begin any work under the terms of this agreement until authorized in writing by the CITY. The CONSULTANT shall complete all work required by this agreement according to the schedule attached as Exhibit B and incorporated herein by this reference as if set forth in full. A failure to complete the work according to the attached schedule, except where such failure is due to circumstances beyond the control of the CONSULTANT, shall be deemed a breach of this agreement. The established completion time shall not be extended because of any delays attributable to the CONSULTANT, but may be extended by the CITY, in the event of a delay attributable to the CITY, or because of unavoidable delays caused by circumstances beyond the control of the CONSULTANT. All such extensions shall be in writing and shall be executed by both parties.
- 3. <u>Payment.</u> The CONSULTANT shall be paid by the CITY for satisfactorily completed work and services satisfactorily rendered under this agreement as provided in Exhibit C, attached hereto and incorporated herein by this reference as if set forth in full. Such payment shall be full compensation for work performed or services rendered and for all labor, materials, supplies, equipment, and incidentals necessary to complete the work specified in the Scope of Work attached. The CONSULTANT shall be entitled to invoice

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the CITY no more frequently than once per month during the course of the completion of work and services by the CONSULTANT. Invoices shall detail the work performed or services rendered, the time involved (if compensation is based on an hourly rate) and the amount to be paid. The CITY shall pay all such invoices within 30 days of submittal, unless the CITY gives notice that the invoice is in dispute. In no event shall the total of all invoices paid exceed the maximum amount payable set forth above, if any, and the CONSULTANT agrees to perform all services contemplated by this agreement for no more than said maximum amount.

4. <u>Changes in Work.</u> The CONSULTANT shall make such changes and revisions in the complete work provided by this agreement as may be necessary to correct errors made by the CONSULTANT and appearing therein when required to do so by the CITY. The CONSULTANT shall make such corrective changes and revisions without additional compensation from the CITY. Should the CITY find it desirable for its own purposes to have previously satisfactorily completed work or parts thereof changed or revised, the CONSULTANT shall make such revisions as directed by the CITY. This work shall be considered as Extra Work and will be paid for as provided in Section 5.

### 5. Extra Work.

- A. The CITY may, at any time, by written order, make changes within the general scope of the agreement in the services to be performed. If any such change causes an increase or decrease in the estimated cost of, or the time required for, performance of any part of the work or services under this agreement, whether or not changed by the order, or otherwise affects any other terms or conditions of the agreement, the CITY shall make an equitable adjustment in the (1) maximum amount payable; (2) delivery or completion schedule or both; and (3) other affected terms, and shall modify the agreement accordingly.
- B. The CONSULTANT must submit any "proposal for adjustment" under this clause within 30 days from the date of receipt of the written order to make changes. However, if the CITY decides that the facts justify it, the CITY may receive and act upon a proposal submitted before final payment of the agreement.
- C. Failure to agree to any adjustment shall be a dispute under the Disputes clause of this agreement, as provided in Section 13. Notwithstanding any such dispute, the CONSULTANT shall proceed with the agreement as changed.
- D. Notwithstanding any other provision in this section, the maximum amount payable for this agreement shall not be increased or considered to be increased except by specific written amendment of this agreement.

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- 6. Ownership of Work Product. Any and all documents, drawings, reports, and other work product produced by the CONSULTANT under this agreement shall become the property of the CITY upon payment of the CONSULT ANT'S fees and charges therefore. The CITY shall have the complete right to use and re-use such work product in any manner deemed appropriate by the CITY, provided, that use on any project other than that for which the work product is prepared shall be at the CITY'S risk unless such use is agreed to by the CONSULTANT.
- 7. <u>Independent Contractor.</u> The CONSULTANT is an independent contractor for the performance of services under this agreement. The CITY shall not be liable for, nor obligated to pay to the CONSULTANT, or any employee of the CONSULTANT, sick leave, vacation pay, overtime or any other benefit applicable to employees of the CITY, nor to pay or deduct any social security, income tax, or other tax from the payments made to the CONSULTANT which may arise as an incident of the CONSULTANT performing services for the CITY. The CITY shall not be obligated to pay industrial insurance for the services rendered by the CONSULTANT.
- 8. <u>Indemnity.</u> The CONSULTANT agrees to hold harmless and indemnify and defend the CITY, its officers and employees, from and against any and all claims, losses, or liability, for injuries, sickness or death of persons, including employees of the CONSULTANT, or damage to property, caused by any negligent act, error, or omission of the CONSULTANT, its officers, agents, subconsultants or employees, or willful misconduct of the CONSULTANT in connection with the services required by this agreement, provided, however, that:
- A. The CONSULTANT's obligations to indemnify and hold harmless shall not extend to injuries, sickness, death or damage caused by or resulting from the negligence of the CITY, its officers, agents or employees or the willful misconduct of the City; and
- B. The CONSULTANT's obligations to indemnify and hold harmless for injuries, sickness, death or damage caused by or resulting from the concurrent negligence or willful misconduct of the CONSULTANT and the CITY, or of the CONSULTANT and a third party other than an officer, agent, subconsultant or employee of the CONSULTANT, shall apply only to the extent of the negligence or willful misconduct of the CONSULTANT.
- 9. <u>Insurance.</u> The CONSULTANT shall provide the following minimum insurance coverages:
- A. Worker's compensation and employer's liability insurance as required by the State of Washington or the state in which its employees are hired;

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- B. General liability insurance in an amount not less than a combined single limit of two million dollars (\$2,000,000) for bodily injury, including death, and property damage per occurrence.
- C. Professional liability insurance, if commercially available in CONSULTANT's field of expertise, in the amount of one million dollars (\$1,000,000) against claims arising out of work provided for in this agreement.

The amounts listed above are the minimum deemed necessary by the CITY to protect the CITY'S interests in this matter. The CITY has made no recommendation to the CONSULTANT as to the insurance necessary to protect the CONSULTANT'S interests and any decision by the CONSULTANT to carry or not carry insurance amounts in excess of the above is solely that of the CONSULTANT.

All insurance shall be obtained from an insurance company authorized to do business in the State of Washington. Excepting the professional liability and workers compensation and employers liability insurance, the CITY will be named on all required insurance as an additional insured. The CONSULTANT shall submit a certificate or memorandum of insurance to the CITY evidencing the coverages specified above, together with an additional insured endorsement naming the CITY, within fifteen (15) days of the execution of this agreement. The additional insured endorsement shall provide that to the extent of the CONSULTANT's negligence, the CONSULTANT's insurance shall be primary and non-contributing as to the City, and any other insurance maintained by the CITY shall be excess and not contributing insurance with respect to the CONSULTANT's insurance. The certificates of insurance shall cover the work specified in or performed under this agreement. No cancellation, reduction or modification of the foregoing policies shall be effective without thirty (30) days prior written notice.

- 10. Records. The CONSUL TANT shall keep all records related to this agreement for a period of three years following completion of the work for which the CONSULTANT is retained. The CONSULTANT shall permit any authorized representative of the CITY, and any person authorized by the CITY for audit purposes, to inspect such records at all reasonable times during regular business hours of the CONSULTANT. Upon request, the CONSULTANT will provide the CITY with reproducible copies of any such records. The copies will be provided without cost if required to substantiate any billing of the CONSULTANT, but the CONSULTANT may charge the CITY for copies requested for any other purpose.
- 11. <u>Notices.</u> All notices required to be given by either party to the other under this Agreement shall be in writing and shall be given in person or by mail to the addresses set forth in the box for the same appearing at the outset of this Agreement. Notice by mail shall be deemed given as of the date the same is deposited in the United States mail, postage prepaid, addressed as provided in this paragraph.

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- 12 <u>Project Administrator.</u> The Project Administrator shall be responsible for coordinating the work of the CONSULTANT, for providing any necessary information for and direction of the CONSULTANT's work in order to ensure that it meets the requirements of this Agreement, and for reviewing, monitoring and approving the quality and quantity of such work. The CONSULTANT shall report to and take any necessary direction from the Project Administrator.
- 13. <u>Disputes.</u> Any dispute concerning questions of fact in connection with the work not disposed of by agreement between the CONSULTANT and the CITY shall be referred for resolution to a mutually acceptable mediator. The parties shall each be responsible for one-half of the mediator's fees and costs.
- 14. Termination. The CITY reserves the right to terminate this agreement at any time upon ten (10) days written notice to the CONSULTANT, during which period the CONSULTANT has the opportunity to cure the noticed breach. Any such notice shall be given to the address specified above. In the event that this agreement is terminated by the City other than for fault on the part of the CONSULTANT, a final payment shall be made to the CONSULTANT for all services performed. No payment shall be made for any work completed after ten (10) days following receipt by the CONSULTANT of the notice to terminate. In the event that services of the CONSULTANT are terminated by the CITY for fault on part of the CONSULTANT, the amount to be paid shall be determined by the CITY with consideration given to the actual cost incurred by the CONSULTANT in performing the work to the date of termination, the amount of work originally required which would satisfactorily complete it to date of termination, whether that work is in a form or type which is usable to the CITY at the time of termination, the cost of the CITY of employing another firm to complete the work required, and the time which may be required to do so.
- 15. Non-Discrimination. The CONSULTANT agrees not to discriminate against any customer, employee or applicant for employment, subcontractor, supplier or materialman, because of race, color, creed, religion, national origin, marital status, sex, age or handicap, except for a bona fide occupational qualification. The CONSULTANT understands that if it violates this provision, this agreement may be terminated by the CITY and that the CONSULTANT may be barred from performing any services for the CITY now or in the future.
- 16 <u>Compliance and Governing Law.</u> The CONSULTANT shall at all times comply with all applicable federal, state, arid local laws, rules, ordinances, and regulations. This Agreement shall be governed by and construed in accordance with the laws of the State of Washington.
- 17. <u>Subcontracting or Assignment.</u> The CONSULTANT may not assign or subcontract any portion of the services to be provided under this agreement without the express written consent of the CITY. Any sub-consultants approved by the CITY at the

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outset of this agreement are named on Exhibit D attached hereto and incorporated herein by this reference as if set forth in full.

- 18 <u>Non-Waiver</u>. Payment for any part of the work or services by the CITY shall not constitute a waiver by the CITY of any remedies of any type it may have against the CONSULTANT for any breach of the agreement by the CONSULTANT, or for failure of the CONSULTANT to perform work required of it under the agreement by the CITY. Waiver of any right or entitlement under this agreement by the CITY shall not constitute waiver of any other right or entitlement.
- 19. <u>Litigation.</u> In the event that either party deems it necessary to institute legal action or proceedings to enforce any right or obligation under this agreement, the parties agree that such actions shall be initiated in the Superior Court of the State of Washington, in and for King County. The parties agree that all questions shall be resolved by application of Washington law and that parties to such actions shall have the right of appeal from such decisions of the Superior Court in accordance with the law of the State of Washington. The CONSULTANT hereby consents to the personal jurisdiction of the Superior Court of the State of Washington, in and for King County. The prevailing party in any such litigation shall be entitled to recover its costs, including reasonable attorney's fees, in addition to any other award.
- 20. <u>Taxes.</u> The CONSULTANT will be solely responsible for the payment of any and all applicable taxes related to the services provided under this agreement and if such taxes are required to be passed through to the CITY by law, the same shall be duly itemized on any billings submitted to the CITY by the CONSULTANT.
- 21. <u>City Business License.</u> The CONSULTANT has obtained, or agrees to obtain, a business license from the CITY prior to commencing to perform any services under this agreement. The CONSULTANT will maintain the business license in good standing throughout the term of this Agreement.
- 22. <u>Entire Agreement.</u> This agreement represents the entire integrated agreement between the CITY and the CONSULTANT, superseding all prior negotiations, representations or agreements, written or oral. This agreement may be modified, amended, or added to, only by written instrument properly signed by both parties hereto. These standard terms and conditions set forth above supersede any conflicting terms and conditions on any attached and incorporate exhibit. Where conflicting language exists, the CITY'S terms and conditions shall govern.

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IN WITNESS WHEREOF, the parties hereto have executed this agreement as of the day and year first above written.

CONSULTANT:	CITY OF REDMOND:
By:Title:	John Marchione, Mayor DATED:
	ATTEST/AUTHENTICATED:
	City Clerk, City of Redmond
	APPROVED AS TO FORM:

### EXHIBIT A SCOPE OF WORK

### Task 1—Project Initialization and Interviews

Kimball schedules a project kick-off meeting with designated representatives within ten days of receiving an executed contract. The specific date for the meeting will be determined by the City stakeholder's availability. Experience has taught us that this first meeting is crucial to a successful project outcome, as it promotes project communications as an essential element. The kick-off meeting is essential and is used to outline the project, establish lines of communications, discuss an organized work plan, and clearly define project participant responsibilities. Participation in the project kick-off meeting allows background data related to the project to be identified, collected and/or confirmed, helps to solidify goals and objectives, clarifies and defines project scope, methodology and schedule. This meeting clearly sets project expectations, introduces participants to each other, sets the framework for ongoing work efforts and provides everyone with an anticipated project schedule.

During project kick-off and the project planning and management activities associated with this task, we acquire a high-level strategic understanding of the long-term goals and objectives of the City in terms of the requirements of any potential new system. This is an important first step in the project indoctrinates. This step provides the requirements and expectations that guide our pursuit of information during the needs assessment task activities with the identified stakeholders and the conduct of our effort for all remaining proposed tasks.

The on-site meetings includes structured interviews with the stakeholders as relevant to the definition of functional, technical, support and user requirements for CAD and RMS related technologies. To best identify the City requirements, the assessment begins by meeting with stakeholders as a group to review the current functionality of CAD and RMS for jurisdictions similar to the City in terms of functionality, operations, interfaces and integration with other systems and support. At these meetings and interviews Kimball will provide feedback to City staff regarding future implications and trends with these technologies to assist in the definition of City expectations for their systems into the future.

Kimball anticipates a full three days on-site with the City's stakeholders and Kimball staff to conduct the kick-off meeting and interviews. Based on these meetings, we will develop the master project plan for the project to guide all activities and tasks throughout the project.

### **Deliverables:**

- . Final scope of work (SOW)
- . Master project plan with milestones, schedule, responsibilities, task contingencies
- . Weekly project status reports
- . On-site analysis and stakeholder meetings

### Task 2—Existing Systems/Processes Needs Assessment and Analysis

Kimball's typical project methodology for this task element will be to identify and document the functional/operational requirements and expectations of the users so all capabilities can be identified.

This task is comprised of conducting a needs assessment to document the existing systems and processes. This task is an essential requirement to the development of a potential request for proposal (RFP) that clearly identifies the City agencies' requirements and technical specifications for procuring a new system.

Based on the process and consulting support identified above, and upon analysis, review and verification of all the information described above, Kimball will provide the City a draft needs assessment report that will address all the items described above in addition to the following:

- . Provide relevant information gathered during interviews, meetings, on-site observation and discussions with stakeholders
- . Analyze the current systems with a description of deficiencies, unmet requirements and other relevant information explaining the need and overall requirements for replacement. Detail operational, technical, functional and interface requirements for CAD/RMS systems and related subsystems
- . Provide assessment; identify requirements and recommendations for disaster recovery, back-up and business continuity relating to the CAD/RMS systems.

In concert with the City, Kimball will present reviews and modify the draft needs assessment report to assure it meets City requirements and represents a consensus for finalization and approval.

Kimball anticipates the lead consultant one full day on-site to present and review the draft needs assessment report with the City and stakeholders. Typically, fourteen calendar days is allowed for stakeholder review and comments with a subsequent period of five calendar days to make all requested revisions prior to delivery of a final needs assessment document.

Deliverable: Draft and final needs assessment document

### Task 3—Develop Comprehensive Requirements Document

This task constitutes the effort to develop detailed specifications, and associated requirements and conditions in a format for inclusion in RFP procurement documents of CAD, RMS, Mobile Data systems and related subsystems/interfaces for a combined Police/Fire/EMS Dispatch Center and the related agencies. The content reflects the requirements and other conditions identified in the needs assessment report. Typically, we work with our clients to prepare a specification document (SOW) that is complete and ready for inclusion in an RFP by the City procurement authority.

During the RFP specification development process, we will advise the City on the requirements and detailed specifications we believe are essential for systems procurement. We will advise the City on the consistency of the defined requirements with commonly recognized best practices from NFPA 1221, APCO, NENA and Law Enforcement Information Technology Standards Council (LEITSC); our knowledge of emerging trends, related Public Safety technologies and from our own experience defining requirements and specifications in other similar agency and jurisdictional environments. Our current functional specifications incorporate high level functionality based on current national standards. This functionality is of course added to or modified based on local needs identified during the assessment and development of system specifications. We will assist the decision makers for the City's CAD/RMS, Mobile Data system to assure incorporation of national information technology governance standards throughout the procurement of their new system outlined in the APCO IJIS Unified CAD Functional Requirements.

The final product from this process will be content for the RFP that clearly conveys the essential requirements, specifications and other defined conditions and one that can be issued by the City to solicit qualified responses from vendors of the CAD, RMS, Mobile Data systems and associated technologies. The documentation is presented to the City for a final review and approval.

**Deliverable**: Documented SOW identifying recommended functional, technical and business requirements for CAD, RMS, Mobile Data and related subsystems/interfaces to include a CAD-to-CAD interface.

### Task 4—Develop Police Only Requirements Document

This task constitutes the effort to develop detailed specifications and associated requirements and conditions in a format for inclusion in RFP procurement documents for CAD, RMS, Mobile Data systems and related subsystems/interfaces for the City's Police Department. The content reflects the requirements and other conditions identified in the needs assessment report.

Typically, we work with our clients to prepare a specification document (SOW) that is complete and ready for inclusion in an RFP by the City procurement authority.

During the RFP specification development process, we will advise the City on the requirements and detailed specifications we believe are essential for system procurement. We will advise the City on the consistency of the defined requirements with commonly recognized best practices from NFPA 1221, APCO, NENA and LEITSC; our knowledge of emerging trends, related Public Safety technologies and from our own experience defining requirements and specifications in other similar agency and jurisdictional environments. Our current functional specifications incorporate high level functionality based on current national standards. This functionality will be of course added to or modified based on local needs identified during the assessment and development of system specifications. We will assist the decision makers for the police CAD/RMS, Mobile Data system to assure incorporation of national information technology governance standards throughout the procurement of their new system outlined in the APCO IJIS Unified CAD Functional Requirements.

The final product from this process is content for the RFP that clearly conveys the essential requirements, specifications and other defined conditions and one that can be issued by the City to solicit qualified responses from vendors of the CAD, RMS, Mobile Data systems and associated technologies. The documentation will be presented to the City for a final review and approval.

**Deliverable**: Documented SOW identifying recommended functional, technical and business requirements for a police CAD/RMS/Mobile Data and related subsystems/interfaces.

### **EXHIBITS B & C**

### WORK & PAYMENT SCHEDULE

Work Schedule. The CONSULTANT/CONTRACTOR shall complete all project milestones as identified and scheduled below:

Milestone/Description of Task	<b>Scheduled Completion Date</b>
Project Plan	3/10/14
Deliver Draft Needs Assessment	3/31/14
Deliver Final Needs Assessment	4/24/14
Deliver Draft Comprehensive Requirements Document	5/20/14
Deliver Draft Police Requirements Document	5/27/14
Deliver Final Requirements Documents	6/18/14

Payment Schedule. For the goods/services identified in the Scope of Work, the City shall pay CONTRACTOR:

Milestone/Description of Task	Payment Amount
Project Plan	\$16,475.00
Deliver Final Needs Assessment	\$18,166.00
Deliver Final Comprehensive Requirements Document	\$17,246.00
Deliver Final Police Requirements Document	\$ 7,051.00

## **Statement of Supplier Selection Form**

1)	<b>Project</b>	Title/Description:
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**Tracking #: 2,937** 

CAD/RMS Needs Assessment

### 2.) Supplier/Contractor Selected:

CDI-Infrastructure, LLC dba L.R. Kimball Deborah C. Irwin 615 West Highland Avenue Ebensburg, PA 15931

### 3.) Action Taken (How & why you selected the above supplier?):

The City conducted a Request for Proposals (RFP) and received five responses. A selection committee evaluated the responses pursuant to the weighted criteria stipulated in the RFP. Based on these criteria, LR Kimball was selected.

**Project Administrator's Signature:** 

The W

Date: 1-27-14