

CITY OF SANTA ROSA
CITY COUNCIL

TO: MAYOR AND CITY COUNCIL
FROM: NEIL BREGMAN, EMERGENCY PREPAREDNESS
COORDINATOR, SANTA ROSA FIRE DEPARTMENT
BRANDALYN TRAMEL, PURCHASING AGENT, FINANCE
DEPARTMENT

SUBJECT: APPROVAL OF PROFESSIONAL SERVICES AGREEMENT WITH
BUFFALO COMPUTER GRAPHICS, INC.

AGENDA ACTION: RESOLUTION

RECOMMENDATION

It is recommended by the Fire and Finance Departments that the Council, by resolution, approve the Professional Services Agreement with Buffalo Computer Graphics, Inc., of Blasdell, New York, for web-based emergency incident management software and maintenance, in an amount not to exceed \$169,796.72.

EXECUTIVE SUMMARY

City of Santa Rosa is interested in obtaining a Vendor to provide a web based, commercial off-the-shelf emergency incident management technology for the management of information and documents related to incidents, exercises, and preplanned events.

BACKGROUND

The City of Santa recently went through the first emergent event with the Tubbs Fire in October 2017. As a result, a critical need has been determined for an emergency management software system which provides the ability for the City to communicate, coordinate situational awareness, and task and resource management via the emergency operations center.

The software system must be generally available for sale and be actively supported by the Vendor. Ideally, the proposed solution will:

- Be a turnkey emergency management software solution,
- Allow for the efficient and effective integration to other technology solutions.

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- Support multiple access levels with configurable role-based security mechanisms.
- Provide configurable staff notification options.
- Enable full customization to support existing workflows.
- Provide ability to share, request and submit information between stakeholders – Incident management software must provide the option to track multiple incidents simultaneously.
- Provide the ability to display summary information visually across the system.
- Enable task management and assignment, Include mapping capability.

PRIOR CITY COUNCIL REVIEW

NOT APPLICABLE

ANALYSIS

On April 25, 2018, Request for Proposals (RFP) 18-38, solicited by the City of Santa Rosa for web- based emergency incident management software to include licenses, installation, training and ongoing maintenance, was opened. Five proposals were received, all offers were considered responsive to the solicitation and are listed below:

Bidder	Location
*Buffalo Computer Graphics, Inc.	Blasdell, NY
Intermedix, Inc.	Augusta, GA
Alert Technologies, Inc.	Pleasanton, CA
Priority 5, Inc.	Needham, MA
Migration Technologies, Inc	Camarillo, CA

*Successful bidder; others in no apparent order.

A four-member evaluation panel from the City’s Fire, Police and Information Technology Divisions carefully evaluated and scored the five proposals based on the selection criteria specified in the RFP, which was as follows:

- Overall responsiveness and compliance to the RFP requirements- “Proposals must be neat, complete, and fully address technical, cost, seller qualification, reference, and evaluation concerns.”
- Willingness to accept the City’s standard agreement and insurance requirements “as is”.
- Understanding and capability of implementing services as described in Scope of Services.

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- Recent experience in conducting similar scope, complexity, and magnitude for other public agencies
- Equipment performance, product reliability, and history
- Price
- References

After review of proposals and conducting reference checks on all vendors, the evaluation panel identified the top proposal. This firm was invited to give a presentation and demonstration where the vendor had the opportunity to address questions and demonstrate in a live environment how their proposed technology and services would meet the emergency response requirements of the City. A representative from the County of Sonoma Procurement Team attended this demonstration. This top scoring vendor was then selected to move forward with a best and final offer and for contract negotiations.

Other counties, cities, schools, special districts, public agencies and nonprofit agencies {IRS code section 501(c)(3)} within the County of Sonoma, or within the state of California, may be interested in services procured through this solicitation. The Vendor has indicated pricing offered in this Agreement may be extended to other public agencies and private nonprofits. It is understood that public entities, special districts and nonprofit entities shall make purchases in their own name, make direct payment, and be liable directly to the successful Vendors(s). The City of Santa Rosa is not an agent, partner or representative of these agencies and is not obligated or liable for any action or debts that may arise out of such independently negotiated procurements.

The contract will be for one (1) five-year period, with one (1) five-year renewal option, for a total ten-year contract.

FISCAL IMPACT

Funds for the first year of this Agreement are included in the 2018/19 Fiscal Year (FY) budget. Subsequent years will be included as a normal operating expense when presented to the City Council, however additional funding will need to be provided to the Fire budget in subsequent years to cover the annual costs.

ENVIRONMENTAL IMPACT

This action is exempt from the California Environmental Quality Act (CEQA) because it is not a project which has a potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment, pursuant to CEQA Guideline section 15378.

BOARD/COMMISSION/COMMITTEE REVIEW AND RECOMMENDATIONS

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NOT APPLICABLE

NOTIFICATION

NOT APPLICABLE

ATTACHMENTS

- Resolution/Professional Services Agreement with Buffalo Computer Graphics, Inc.

CONTACT

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