



0261

County of Santa Cruz

Sheriff-Coroner

701 Ocean Street, Room 340, Santa Cruz, CA 95060
(831) 454-2985 FAX: (831) 454-2353

Mark Tracy
Sheriff-Coroner

July 2, 2002

Agenda: August 6, 2002

Board of Supervisors
County of Santa Cruz
701 Ocean Street, Room 500
Santa Cruz, California 95060

RE: CONTRACT WITH WILLIAM DOOLITTLE AND ASSOCIATES,
INCORPORATED, TO PROVIDE ASSISTANCE WITH AN
ASSESSMENT AND RECOMMENDATIONS FOR A COUNTYWIDE
AUTOMATED FINGERPRINT IDENTIFICATION SYSTEM (AFIS)

Dear Members of the Board:

As your Board is aware, the Remote Access Network (RAN) Committee is a State-authorized advisory committee, responsible for making recommendations regarding the acquisition of automated fingerprint identification equipment utilizing funds collected by the State Department of Motor Vehicles (DMV). The DMV collects \$1 from each vehicle registration fee and forwards these funds to the County's Automated Fingerprint identification Trust Fund. This letter is to provide background information and request approval to enter into an agreement with William Doolittle and Associates, Incorporated, to provide assistance with an assessment and recommendations for a Countywide Automated Fingerprint Identification System (AFIS).

In **1999**, the RAN Committee completed a needs assessment that defined a five-year plan to expand the utilization of Automated Fingerprint Identification System (AFIS) capability within Santa Cruz County. The plan recommended Live Scan capability at the Main Jail, Sheriffs Work Release, Probation/Juvenile Hall, University of California at Santa Cruz, the Watsonville Police Department, County Office of Education, Cabrillo College and the County Government Center.

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The plan further recommended local fingerprint database capability to expedite agency identification responsibilities. Currently, the Sheriff's Office has approximately 210,000 fingerprint cards that require scanning and conversion into electronic formats.

In reviewing their five-year plan, the RAN Committee recently identified the need to update the previous assessment to verify agency requirements, determine the appropriate system architecture for the local capture and storage of fingerprint and identification information, and to refresh budgetary estimates and implementation timelines. As a result on April 25, 2002, the RAN Committee approved a recommendation to have the Sheriffs Office enter into an independent contractor agreement with a technical consultant to conduct a comprehensive evaluation and technical recommendation for a countywide electronic fingerprint database, for law enforcement use in Santa Cruz County, using RAN Trust Funds.

After evaluating options the Sheriffs Office, in concurrence with the RAN Committee, is recommending that the County enter into a contract with William Doolittle and Associates, Incorporated, to provide the professional services needed to assist with an assessment and recommendations for a Countywide Automated Fingerprint Identification System (AFIS) in the not-to-exceed amount of \$17,500. William Doolittle brings over twenty years of experience in state and local government consulting and operations. His areas of expertise include strategic technology planning, defining functional requirements and technical specifications, performing selection studies for hardware and software, vendor services, contract negotiations and implementing information systems. Mr. Doolittle has extensive experience with public safety applications and is currently under contract with the County to provide professional assistance with the implementation of the replacement Countywide CLETS message switch. His familiarity and expertise with the County's existing information systems and experience in assisting other clients with similar efforts, justifies the request to have William Doolittle and Associates retained as a sole source provider.

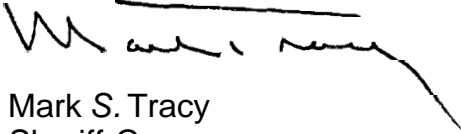
It is therefore recommended that your Board:

- 1) Approve contract with William Doolittle and Associates, Incorporated, to provide professional services to assist with an assessment and recommendations for a Countywide Automated Fingerprint, Identification System (AFIS) in the not-to-exceed amount of \$17,500 and authorize the Sheriff-Coroner to sign the contract on behalf of the County; and

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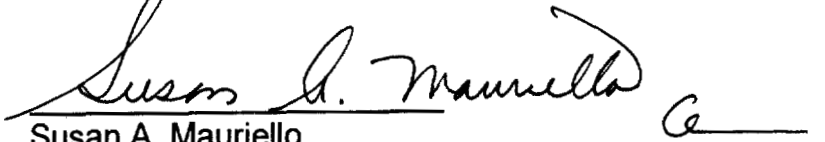
- 2) Adopt resolution accepting and appropriating unanticipated revenue from the Automated Fingerprint Identification (RAN) Trust Fund in the amount of \$17,500.

Sincerely,



Mark S. Tracy
Sheriff-Coroner

RECOMMENDED:



Susan A. Mauriello
County Administrative Officer

cc: Auditor
Sheriffs Office - Attn: Susan

INDEPENDENT CONTRACTOR AGREEMENT

0264

THIS CONTRACT is entered into this 15th day of July, 2002, by and between the COUNTY OF SANTA CRUZ, hereinafter called COUNTY, and WILLIAM L. DOOLITTLE AND ASSOCIATES, INC. hereinafter called CONTRACTOR. The parties agree as follows:

1. **DUTIES:** CONTRACTOR agrees to exercise special skill to accomplish the following result: Reference attachment A
2. **COMPENSATION:** In consideration for CONTRACTOR accomplishing said results, COUNTY agrees to pay CONTRACTOR as follows:
 - A. \$150.00 per hour including travel time with a not to exceed \$15,000.
 - B. Reimbursement for all out-of-pocket costs such as but, not limited to meals, milage, airfare and accommodations in Santa Cruz County. These costs will be reimbursed at the County of Santa Cruz per diem and milage rates with a not to exceed \$2,500.
3. **TERM:** The term of this contract shall be through June 30, 2003.
4. **EARLY TERMINATION:** Either party hereto may terminate this contract at any time giving 30 days written notice to the other party.
5. **INDEMNIFICATION FOR DAMAGES, TAXES AND CONTRIBUTIONS.**

CONTRACTOR shall exonerate, indemnify, defend, and hold harmless COUNTY (which for the purpose of paragraphs 5 and 6 shall include, without limitation, its officers, agents, employees and volunteers) from and against:

 - A. Any and all claims, demands, losses, damages, defense costs, or liability of any kind or nature which COUNTY may sustain or incur or which may be imposed upon it for injury to or death of persons, or damage to property as a result of, arising out of, or in any manner connected with the CONTRACTOR'S performance under the terms of this Agreement, excepting any liability arising out of the sole negligence of the COUNTY. Such indemnification includes any damage to the person(s), or property(ies) of CONTRACTOR and third persons.
 - B. Any and all Federal, State and Local taxes, charges, fees, or contributions required to be paid with respect to CONTRACTOR and CONTRACTOR'S officers, employees and agents engaged in the performance of this Agreement (including, without limitation, unemployment insurance, social security and payroll tax withholding).
6. **INSURANCE:** CONTRACTOR, at its sole cost and expense, for the full term of this Agreement (and any extensions thereof) , shall obtain and maintain at minimum compliance with all of the following insurance coverage(s) and requirements. Such insurance coverage shall be primary coverage as respects COUNTY and any insurance of self-insurance maintained by COUNTY shall be excess of CONTRACTOR'S insurance coverage and shall not contribute to it.

If CONTRACTOR utilizes one or more subcontractors in the performance of this Agreement, CONTRACTOR shall obtain and maintain Independent Contractor's Insurance as to each subcontractor or otherwise provide evidence of insurance coverage for each subcontractor equivalent to that required to that required of CONTRACTOR in this Agreement, unless CONTRACTOR and COUNTY both initial here _____/_____.

A. Types of Insurance and Minimum Limits

(1) Worker's Compensation in the minimum statutory required coverage amounts. This insurance coverage shall not be required if the CONTRACTOR has no employees and certifies to this fact by initialing here SPED.

(2) Automobile Liability Insurance for each of CONTRACTOR'S vehicles used in the performance of this Agreement, including owned, non-owned (e.g. owned by CONTRACTOR'S employees), leased or hired vehicles, in the minimum amount of \$500,000 combined single limit per occurrence for bodily injury and property damage. This insurance coverage shall not be required if vehicle use by CONTRACTOR is not a material part of performance of this Agreement and CONTRACTOR and COUNTY both certify to this fact by initialing here MLB/_____.

(3) Comprehensive of Commercial General Liability Insurance coverage in the minimum amount of \$1,000,000 combined single limit, including coverage for: (a) bodily injury, (b) personal injury, (c) broad form property damage, (d) contractual liability, and (e) cross-liability.

(4) Professional Liability Insurance in the minimum amount of \$1,000,000 combined single limit. This insurance coverage shall not be required if both the CONTRACTOR AND COUNTY acknowledge to this fact by initialing here MLB/_____.

B. Other Insurance Provisions.

(1) If any insurance coverage required in the Agreement is provided on a "Claims Made" rather than "Occurrence" form, CONTRACTOR agrees to maintain the required coverage for a period of three (3) years after the expiration of this Agreement (hereinafter "post agreement coverage") and any extensions thereof. CONTRACTOR may maintain the required post agreement coverage by renewal or purchase of prior acts or tail coverage. This provision is contingent upon post agreement coverage being both available and reasonably affordable in relation to the coverage provided during the term of this Agreement. For purposes of interpreting this requirement, a cost not exceeding 100% of the last annual policy premium during the term of this Agreement in order to purchase prior acts or tail coverage for post agreement coverage shall be deemed to be reasonable.

(2) All required Automobile and Comprehensive or Commercial General Liability insurance shall be endorsed to contain the following clause:

“The County of Santa Cruz, its officials, employees, agents and volunteers are added as an additional insured as respects the operations and activities of, or on behalf of, the named insured performed under Agreement with the County of Santa Cruz.”

(3) All required insurance policies shall be endorsed to contain the following clause:

This insurance shall not be canceled until after thirty (30) days prior written notice has been given to:

County of Santa Cruz, Detention Bureau
Attn: Departmental Administrative Analyst
259 Water Street
Santa Cruz, CA 95060

(4) CONTRACTOR agrees to provide its insurance broker(s) with a full copy of these insurance provisions and provide *COUNTY* on or before the effective date of this Agreement with Certificates of Insurance for all required coverages. All Certificates of Insurance shall be delivered or sent to :

County of Santa Cruz, Detention Bureau
Attn: Departmental Administrative Analyst
259 Water Street
Santa Cruz, CA 95060

7. EQUAL EMPLOYMENT OPPORTUNITY: During and in relation to the performance of this Agreement, CONTRACTOR agrees as follows:

A. The CONTRACTOR shall not discriminate against any employee or applicant for employment because of race, color, creed, religion, national origin, ancestry, disability, medical condition (cancer related and genetic characteristics), marital status, sex, sexual orientation, age (over 18), veteran status, gender, pregnancy, or any other non-merit factor unrelated to job duties. Such action shall include, but not be limited to, the following: recruitment; advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training (including apprenticeship), employment, upgrading, demotion, or transfer. The CONTRACTOR agrees to post in conspicuous places, available to employees and applicants for employment, notice setting forth the provisions of this non-discrimination clause.

B. If this Agreement provides compensation in excess of \$50,000 to CONTRACTOR and if CONTRACTOR employs fifteen (15) or more employees, the following requirements shall apply:

(1) The CONTRACTOR shall, in all solicitations or advertisements for employees placed by or on behalf of the CONTRACTOR, state that all qualified applicants will

receive consideration for employment without regard to race, color, creed, religion, national origin, ancestry, disability, medical condition (cancer related and genetic characteristics), marital status, sex, sexual orientation, age (over 18), veteran status, gender, pregnancy or any other non-merit factor unrelated to job duties. In addition, the CONTRACTOR shall make a good faith effort to consider Minority / Women / Disabled Owned Business Enterprises in CONTRACTOR'S solicitation of goods and services. Definitions for Minority / Women / Disabled Business Enterprises are available from the COUNTY General Services Purchasing Division.

(2) The CONTRACTOR shall furnish COUNTY Equal Employment Opportunity Office information and reports in the prescribed reporting format. (PER 4012) identifying the sex, race, physical or mental disability, and job classification of its employees and the names, dates and methods of advertisement and direct solicitation efforts made to subcontract with Minority-Women / Disabled Business Enterprises.

(3) In the event of the CONTRACTOR'S non-compliance with the non-discrimination clauses of this Agreement or with any of the said rules, regulations, or orders said CONTRACTOR may be declared ineligible for further agreements with the COUNTY.

(4) The CONTRACTOR shall cause the foregoing provisions of this subparagraph 7B. to be inserted in all subcontracts for any work covered under this Agreement by a subcontractor compensated more than \$50,000 and employing more than fifteen (15) employees, provided that the foregoing provisions shall not apply to contracts or subcontracts for standard commercial supplies or raw materials.

8. INDEPENDENT CONTRACTORS STATUS: CONTRACTOR and COUNTY have reviewed and considered the principal test and secondary factors below and agree that CONTRACTOR is an independent contractor and not an employee of COUNTY. CONTRACTOR is responsible for all insurance (workers compensation, unemployment, etc.) and all payroll related taxes. CONTRACTOR is not entitled to any employee benefits. COUNTY agrees that CONTRACTOR shall have the right to control the manner and means of accomplishing the result contracted for herein.

PRINCIPAL TEST: The CONTRACTOR, rather than COUNTY has the right to control the manner and means of accomplishing the result contracted for.

SECONDARY FACTORS: (a) The extent of control which, by agreement, COUNTY may exercise over the details of the work is slight rather than substantial; (b) CONTRACTOR is engaged in a district occupation or business; (c) In the locality, the work to be done by CONTRACTOR is usually done by a specialist without supervision, rather than under the direction of an employer; (d) the skill required in the particular occupation is substantial rather than slight; (e) the CONTRACTOR rather than the COUNTY supplies the instrumentalities, tools and work place; (f) The length of time for which CONTRACTOR is engaged is of limited duration rather than indefinite; (g) The method of payment of CONTRACTOR is by the job rather than by the time; (h) The work is part of a special or permissive activity, program, or

project, rather than part of the regular business of COUNTY; (i) CONTRACTOR and **COUNTY** believe they are creating an independent contractor relationship rather than an employer-employee relationship; and (j) The COUNTY conducts public business.

It is recognized that it is not necessary that all secondary factors support creation of **an** independent contractor relationship, but rather that overall there are significant secondary factors which indicate that CONTRACTOR is an independent contractor.

By their signatures to this Agreement, each of the undersigned certifies that it is his or her considered judgment that the CONTRACTOR engaged under this Agreement is in fact an independent contractor.

9. NON-ASSIGNMENT: CONTRACTOR shall not assign this Agreement without the prior written consent of the COUNTY.

10. RETENTION AND AUDIT OF RECORDS: CONTRACTOR shall retain records pertinent to this Agreement for a period **of** not less than five (5) years after final payment under this Agreement or until a final audit report is accepted by COUNTY, whichever occurs first. CONTRACTOR hereby agrees to be subject to the examination and audit by the Santa Cruz County Auditor-Controller, the Auditor General of the State of California, or the designee of either for a period of five **(5)** years after final payment under this Agreement.

11. PRESENTATION OF CLAIMS: Presentation and processing of any or all claims arising out of or related to this Agreement shall be made in accordance with the provisions contained in Chapter 1.05 of the Santa Cruz County Code, which by this reference is incorporated herein.

12. ATTACHMENTS: This Agreement includes the following attachments (identify by name or write "NONE") Attachment A.

IN WITNESS WHEREOF, the parties hereto have set their hands the day and year first above written.

COUNTY OF SANTA CRUZ

CONTRACTOR

Mark S. Tracy, Sheriff-Coroner

WILLIAM L. DOOLITTLE AND ASSOC.
223 Wilshire Blvd, Suite 400
Santa Monica, CA 90401

APPROVED AS TO FORM:

APPROVED AS TO INSURANCE:

18 Harry A. Oshibayman II
County Counsel 7/17/02

Patricia A. Cant 7/17/02
Risk Management

**County of Santa Cruz
Remote Access Network Committee**

**Countywide AFIS Assessment
Proposal for Professional Assistance**

July 15, 2002

Submitted By:

**William L. Doolittle & Associates, Inc.
233 Wilshire Boulevard, Suite 400
Santa Monica, California 90401**



0270

William L. Doolittle & Associates, Inc.
233 Wilshire Boulevard Suite 400, Santa Monica, CA 90401

July 15, 2002

Sheriff Mark Tracy, Chair
Santa Cruz County Remote Access Network Committee
701 Ocean Street, Room 340
Santa Cruz, CA 95060

Dear Sheriff Tracy:

We are pleased to submit our Proposal for Professional Services to assist you with an assessment and recommendations for countywide fingerprint identification capabilities, including Automated Fingerprint Identification System (AFIS). This proposal is based on our recent discussions, preliminary interviews with Sheriff's subject matter experts, our familiarity with the County's existing information system initiatives, and our experience in assisting other clients with similar efforts.

The enclosed proposal provides additional information on our approach, schedule and professional fees, and identifies specific deliverables in support of these planning activities. We are prepared to immediately initiate our assistance to the Santa Cruz County Remote Access Network Committee.

We believe that we are the best-qualified firm to assist in this important assignment, and stand committed to you and its successful completion. We would welcome the opportunity to meet with you to answer any questions and to resolve any issues with respect to this proposal or the scope of work contained within it.

Very truly yours,

WILLIAM L. DOOLITTLE & ASSOCIATES, INC.

William L. Doolittle, President

SANTA CRUZ COUNTY REMOTE ACCESS NETWORK COMMITTEE PROPOSAL FOR PROFESSIONAL ASSISTANCE

UNDERSTANDING OF THE ASSIGNMENT

The Santa Cruz County Remote Access Network (**RAN**) Committee represents the local agency, countywide participation in the remote access to the California Identification System (Cal-ID) fingerprint system. RAN is currently funded through a \$1 vehicle registration fee enabled by Senate Bill 720. **RAN** funding enables local agencies to purchase equipment that is compatible with Cal-ID and FBI standards for submission and verification of automated fingerprint information.

Santa Cruz County's RAN Committee completed a Needs Assessment in February 1999 that defined a five-year plan to expand the utilization of Automated Fingerprint Identification System (AFIS) capability within the County. The Needs Assessment anticipates Live **Scan** capability at the Main Jail, Sheriff's Work Release, Probation/Juvenile Hall, University of California Santa **Cruz**, the Watsonville Police Department, County Office of Education, Cabrillo College and the County Government Center.

Several challenges currently exist in the implementation of state and local fingerprint repositories and fingerprint identification capabilities. Only recently has a consolidated repository of statewide fingerprints been initiated. Locally maintained, countywide fingerprint databases (within Santa Cruz County and at other jurisdictions) 'may serve to improve this situation, further supporting local agency identification responsibilities. Booking requirements within the County include the identification and capture of information for juvenile as well as adult detainees, with policies and procedures unique to each jurisdiction for the use of fingerprint identification data. Field identification of suspects, using mobile fingerprint scanning devices integrated with fingerprint and photo identification repositories, has the potential to improve operational capabilities and service to the public.

Evolving technical capabilities, such as the ability to capture improved imaging detail and additional images (such as palm prints) present new initiatives that must be considered over the operational life of these imaging systems. In addition to fingerprint images, photographic imaging enables identification comparison by operational personnel, and is a routine procedure that frequently accompanies the capture of fingerprint identification information. Statewide

initiatives supporting photographic imaging (i.e., access to Department of Motor Vehicle license images for CalPhoto), and the designation of a countywide contact for coordination of CalPhoto access necessitate the simultaneous evaluation of this additional identification system. Integration and synchronization of demographic information (such as State Identification Numbers) for arrestees is also required for local agency booking and records management systems. Further impacting the County's identification environment are approximately 206,000 fingerprint cards within the Sheriff's Office that are candidates for scanning and conversion into electronic formats.

The RAN Committee has identified a need to update the previous needs assessment to verify agency requirements, determine the appropriate system architecture for the local capture and storage of fingerprint and identification information, and to refresh budgetary estimates and implementation timelines. The Santa Cruz County RAN Committee has requested William L. Doolittle & Associates, Inc. to provide a description of the professional services that it could furnish in providing this update to the current five-year AFIS strategy.

PROPOSED APPROACH

In order to meet your objectives, we have developed a task-oriented work plan to support the assessment and planning of fingerprint and identification needs within Santa **Cruz** County. This section identifies the key activities that we anticipate would occur and the deliverables associated with those tasks.

1. ***Initiute Interviews and Fact-Finding*** – In **this** task, we would complete interviews with members of the RAN Committee to obtain initial executive direction on the project. During these interviews, we would identify agency priorities for the continued implementation **of** fingerprinting and identification services within Santa **Cruz** County. We would also meet with key local agency staff directly involved with identification and fingerprinting tasks, such as custody and booking, investigations, forensics, and applicant processing. We would also review any related documentation such as internal agency reports, planning materials, adopted technical standards, and existing policies and procedures.

Deliverables: Interviewee and Contact List.

2. ***Update Needs Assessment*** – For Task **2**, we would document our findings as to the current needs and requirements for automated fingerprint and identification systems in

Santa Cruz County. We would consider the relationship between photographic imaging (Mug Shots), fingerprint and palm imaging capture (Live Scan) processes. To support these findings, we would provide a narrative and diagrammatic presentation of the ‘work flows’ associated with law enforcement and criminal justice identity processing. We would also provide a Conceptual Design of a countywide AFIS and identification network meeting the defined agency needs.

Deliverables: AFIS Needs & Requirements; Identification Work Flows; AFIS Network Conceptual Design.

3. ***Provide Analysis and Conclusions*** – In Task 3, we would provide our feedback as to the priority and sequence of enhancements to the County’s AFIS architecture. We would also provide a discussion of the current vendor environment and the availability of the various approaches to providing regional AFIS capability. We would provide a review of the current standards for the capture and transmission of electronic identification information. We would further present a preliminary cost analysis based on our conclusions for review and discussion, in addition to a projected implementation schedule. These preliminary materials are intended to solicit comment and feedback from the RAN Committee and the participating agencies, as appropriate.

Deliverables: Countywide Implementation Priorities; Vendor and System Profiles; AFIS Standards Overview; Preliminary Conclusions; Cost Analysis; Implementation Schedule.

4. ***Document Final Report*** – In this task, we would participate in meetings with the RAN Committee to review our findings and conclusions, and to respond to questions, either as a work session or as a formal presentation. At the conclusion of this task, we would provide a written narrative report that would incorporate final versions of the deliverables previously provided, as well as background sections on the scope of the assessment and the methodologies utilized. This report would also contain an Executive Summary, written in plain language, describing the overall scope of the AFIS initiatives and RAN Committee’s recommendations,

Deliverables: Meeting Agenda and Presentation Materials; Draft and Final Report.

We anticipate that participating agency staff and executives would be involved with each of the tasks outlined above. As necessary, we would communicate directly with agency and vendor technical staff for the existing AFIS and imaging systems to resolve certain technical questions and clarify other issues.

QUALIFICATIONS

William L. Doolittle & Associates, Inc. was formed to provide state and local government agencies with expert assistance in information systems and telecommunications planning and implementation. Located in Santa Monica, California, we are able to efficiently and cost-effectively provide services to any location in North America.

William L. Doolittle, founder and President of the **firm**, brings over twenty years of experience in state and local government consulting and operations. His areas of expertise include: strategic technology planning; defining functional system requirements and technical specifications; performing selection studies for hardware, software, and vendor services; contract negotiations; and implementing information systems, radio, and telecommunications capabilities. He was previously affiliated for over twelve years with The Warner Group (a Gartner Group company) in both the Information Technology and Communications practice areas.

Mr. Doolittle has extensive experience with public safety applications, including law enforcement and criminal justice records management, mobile data computing, CLETS/NLETS message switching, automatic vehicle location, geographic information systems, local and wide area networks, trunked and conventional radio communications and paging, computer system interfaces, information security, disaster recovery planning, and the design and installation of low voltage facility systems, including security, audio/visual, CCTV and voice and data telecommunications.

Mr. Doolittle is a graduate of the University of Alaska, Fairbanks with a Bachelor of Business Administration in Management. During this time, he worked for the University's Department of Safety and Security as a Fire Fighter, EMT-II and Dispatcher. He also holds a Master's degree in Finance from The Claremont Graduate University. Mr. Doolittle is a Certified Professional in several disciplines: PMI Certified Project Management Professional (PMP), ICCP Certified Computing Professional (CCP), EDPA Certified Information Systems Auditor (CISA), and NENA Certified Emergency Number Professional (ENP). He has also earned certificates in Disaster Recovery Planning, Computer and Network Security, and holds FCC Commercial and Amateur Radio Operator licenses. He is a frequent presenter at national conferences on the topics of technology, project management, strategic planning, contract negotiations and agency consolidation. He has been published in *Communications Magazine*, 9-

1-1 Magazine, and the *APCO Bulletin*, submitting articles on mobile data and integration issues, communications center consoles, ergonomics, and CAD system interfaces.

RELEVANT EXPERIENCE

Our project background includes the full life cycle of technology projects, from initial planning through vendor selection, contract negotiations, implementation project management, and post-implementation reviews. We have been responsible **for** supporting the accomplishment of numerous public safety technology projects across the United States. A sample of our relevant project experience includes:

| <i>Agency</i> | <i>Scope & Project</i> |
|--|---|
| Santa Cruz County Sheriffs Office, California | Assisting with contract negotiations and project management for replacement of countywide CLETS message switch supporting multiple mobile data systems, computer aided dispatch and local agency workstation access requirements. |
| Municipality of Anchorage, Alaska | Development of comprehensive 9-1-1 system strategy for the upgrade of E9-1-1 systems and the implementation of wireless 9-1-1 Phase I and Phase II capabilities. Providing project management for vendor selection and implementation program, including support for regional 9-1-1 Board. |
| City of San Diego, California | Developed transition strategy and risk analysis of proposed frequency swap to mitigate interference from commercial 800 MHz systems. Also provided cost estimates, impact analysis and contingency strategies for transition program. |
| San Diego County Sheriff, California | Implementation assistance for Computer Aided Dispatch, Mobile Data/AVL and Enhanced 9-1-1 for a new, 60-position Sheriff's Communications Center. System included application interfaces to Sheriff's existing wide area network and internet browser-enabled access to CAD applications. |
| Regional Communications System (San Diego County Public Safety Agencies) | Implementation Assistance and Project Management of Regional 800 MHz voice and data radio systems supporting over 170 agencies and 14,000 radios. Activities included financial reporting and business feasibility for new participating agencies. Also provided additional assistance with the analysis of a transition strategy for frequency swap to mitigate interference from commercial 800 MHz radio systems. |
| San Diego County, California | Development of a comprehensive Telecommunications Strategic Plan that included the assessment of all voice and data services for the County (over 10,000 employees). Plan included assessment of existing infrastructure, County-owned facilities, and telecommunications contract services. |

| <i>Agency</i> | <i>Scope of Project</i> |
|--|---|
| Santa Cruz County Consolidated Communications Center, California | Development of RFP, vendor selection and contract negotiations for multi-agency computer aided dispatch applications. The Center supports numerous cities and county agencies, including fire, law enforcement, and emergency medical dispatch operations. |
| Oregon State Police Emergency Management Division | Evaluation of Oregon's statewide E9-1-1 Program, including assessment of the State-level program office, technical implementation programs and systems, evaluation of local-level 9-1-1 systems, comparison of Oregon's program to similar programs in other States, and evaluation of locally prepared reports justifying multiple public safety answering points. |
| City of El Segundo, California | Development of requirements and specifications for vendor selection and implementation of a new multi-agency, police and fire dispatch center for the City. Project included development of requirements for CAD applications, consoles and radio system upgrades. |
| State of California | Development of Statewide Radio Communications Strategic Plan for the State's public safety departments, including the Highway Patrol, Forestry, Emergency Services, Corrections, Transportation, and Fish & Game (representing over 40,000 users of radio communications). |

REFERENCES

The following individuals may be contacted for information regarding our capabilities and client satisfaction with previous engagements. Each of these individuals is capable of speaking to our qualifications, and has comprehensive knowledge of their respective projects.

Commander Alan Truitt
San Diego County Sheriff
9621 Ridgehaven Court
P.O. Box 429000
San Diego, CA 92142-9000
(858) 974-2097

Deputy Chief Mark Mew
Anchorage Police Department
4501 South Bragaw Street
Anchorage, AK 99507-1599
(907) 786-8552

Ms. Susan Levine, Deputy Director
Communications Division
City of San Diego
1220 Caminito Centro, MS 23
San Diego, CA 92102-1801
(619) 525-8651

Mr. Michael McDougall, Manager
Santa Cruz Consolidated Emergency
Communications Center
495 Upper Park Road
Santa Cruz, CA 95065
(831) 471-1001

PROJECT SCHEDULE

We are ready to immediately initiate work on these proposed tasks, and would agree to a firm schedule for deliverables once approval for this proposal is received. Based on the tasks described in this proposal, we estimate that these activities could be concluded within four to eight weeks. We anticipate that we would be involved on a weekly basis with the RAN Committee's Project Manager, and would participate in RAN Committee meetings as requested to present project status or to discuss our findings and conclusions.

PROFESSIONAL FEES

Our professional fees are based on the amount of time spent on the tasks and activities outlined in this proposal. For this assignment, we are proposing a fixed-fee engagement utilizing our preferred rate of \$150 per hour. We are also reimbursed for our out-of-pocket and direct costs related to this assignment, such as travel, meals and accommodations while on-site.

Thus, our quotation of professional fees for this assignment is \$15,000. We estimate our expenses to range from \$2,000 to \$2,500 based on our estimate of hours and on-site activity. We would invoice the RAN Committee monthly as our work proceeds.

ACORD

CERTIFICATE OF LIABILITY INSURANCE

PRODUCER

Abacus Insurance Brokers, Inc.
12300 Wilshire Blvd, # 100
Los Angeles, CA 90025-1020
Phone: 310-207-5432 Fax: 310-207-8526

OP ID DM
DOOLI-2DATE (MM/DD/YY)
05/13/02

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURERS AFFORDING COVERAGE 0278

INSURER A: Hartford Insurance Company
INSURER B: Royal Surplus Lines Ins. Co.
INSURER C:
INSURER D:
INSURER E:

INSURED

William L. Doolittle & Assoc
233 Wilshire Blvd. # 400
Santa Monica CA 90401

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR | TYPE OF INSURANCE | POLICY NUMBER | POLICY EFFECTIVE DATE (MM/DD/YY) | POLICY EXPIRATION DATE (MM/DD/YY) | LIMITS |
|----------|--|---------------|----------------------------------|-----------------------------------|--|
| A | GENERAL LIABILITY | 72SBAKC0247 | 01/01/02 | 01/01/03 | EACH OCCURRENCE \$ 1000000 |
| | COMMERCIAL GENERAL LIABILITY | | | | FIRE DAMAGE (Any one fire) \$ 300000 |
| | CLAIMS MADE <input type="checkbox"/> OCCUR <input type="checkbox"/> | | | | MED EXP (Any one person) \$ 10000 |
| | <input checked="" type="checkbox"/> Business Owners | | | | PERSONAL & ADV INJURY \$ 1000000 |
| | GEN'L AGGREGATE LIMIT APPLIES PER: | | | | GENERAL AGGREGATE \$ 2000000 |
| | <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC | | | | PRODUCTS - COMPIOP AGG \$ 2000000 |
| | AUTOMOBILE LIABILITY | | | | COMBINED SINGLE LIMIT (Ea accident) \$ |
| | ANY AUTO | | | | BODILY INJURY (Per person) \$ |
| | ALL OWNED AUTOS | | | | BODILY INJURY (Per accident) \$ |
| | SCHEDULED AUTOS | | | | PROPERTY DAMAGE (Per accident) \$ |
| | HIRED AUTOS | | | | |
| | NON-OWNED AUTOS | | | | |
| | GARAGE LIABILITY | | | | |
| | ANY AUTO | | | | |
| | EXCESS LIABILITY | | | | |
| | <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE | | | | |
| | DEDUCTIBLE | | | | |
| | RETENTION \$ | | | | |
| | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY | | | | |
| | OTHER | | | | |
| B | Professional Liability | K2HR800091 | 04/27/02 | 04/27/03 | Limits 1,000,000 |

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS
Certificate holder is named as Additional Insured as respect to operations of the named insured. *10 days notice of cancellation for non-payment of premium.

CERTIFICATE HOLDER

Y

ADDITIONAL INSURED; INSURER LETTER:

COUNTY

County of Santa Cruz,
Detention Bureau
Attn: Department Admin. Analyst
259 Water Street
Santa Cruz CA 95060

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30* DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE

©ACORD CORPORATION 1988

TOTAL P.02

ACORD 25-S (7/97)

18

**BEFORE THE BOARD OF SUPERVISORS
OF THE COUNTY OF SANTA CRUZ, STATE OF CALIFORNIA**

0279

Resolution No. _____

On the motion of Supervisor _____

duly seconded by Supervisor _____

the following resolution is adopted:

RESOLUTION ACCEPTING UNANTICIPATED REVENUE

WHEREAS, the County of Santa Cruz is a recipient of funds from Automated Fingerprint Identification (RAN) Trust Fund for Operations Bureau-Messenger Switcher Prj. program; and

WHEREAS, the County is recipient of funds in the amount of \$17,500.00 which are either in excess of those anticipated or are not specifically set forth in the current fiscal year budget of the County; and

WHEREAS, pursuant to Government Code Section 29130 (c) / 29064 (b), such funds may be made available for specific appropriation by four-fifths vote of the Board of Supervisors;

NOW, THEREFORE, BE IT RESOLVED AND ORDERED that the Santa Cruz County Auditor-Controller accept funds in the amount of \$17,500.00 into

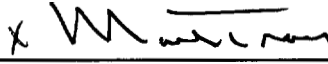
Department Sheriff-Coroner

| <u>TIC</u> | <u>Index Number</u> | <u>Revenue Subobject Number</u> | <u>Account Name</u> | <u>Amount</u> |
|------------|---------------------|-------------------------------------|---------------------------|--------------------|
| <u>1</u> | <u>661200</u> | <u>894</u> | <u>State Aide - Other</u> | <u>\$17,500.00</u> |
| <u> </u> | <u> </u> | <u> </u> | <u> </u> | <u> </u> |
| <u> </u> | <u> </u> | <u> </u> | <u> </u> | <u> </u> |

and that such funds be and are hereby appropriated as follows:

| <u>TIC</u> | <u>Index Number</u> | <u>Expenditure Subobject Number</u> | <u>Account Name</u> | <u>Amount</u> |
|------------|---------------------|---|------------------------------|--------------------|
| <u>21</u> | <u>661100</u> | <u>3665</u> | <u>Professional Services</u> | <u>\$17,500.00</u> |
| <u> </u> | <u> </u> | <u> </u> | <u> </u> | <u> </u> |
| <u> </u> | <u> </u> | <u> </u> | <u> </u> | <u> </u> |
| <u> </u> | <u> </u> | <u> </u> | <u> </u> | <u> </u> |

DEPARTMENT HEAD I hereby certify that the fiscal provisions have been researched and that the Revenue(s) (has been) (will be) received within the current fiscal year.

By X 
Department Head

Date July 2, 2002

COUNTY ADMINISTRATIVE OFFICER

/  / Recommended to Board

/ _____ / Not recommended to Board

PASSED AND ADOPTED by the Board of Supervisors of the County of Santa Cruz, State of
 California, this _____ day of _____, 20____ by the following
 vote (requires four-fifths vote for approval):

AYES: SUPERVISORS _____

VOES: SUPERVISORS _____

ABSENT: SUPERVISORS _____

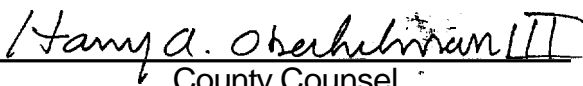
Chairperson of the Board

ATTEST:

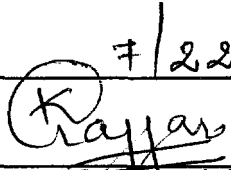
Clerk of the Board

APPROVED AS TO FORM:

Date _____


 County Counsel

APPROVED AS TO ACCOUNTING DETAIL:

Date 7/22/02

 Auditor-Controller

Distribution:

Auditor-Controller
 County Counsel
 County Administrative Officer
 Originating Department

COUNTY OF SANTA CRUZ
REQUEST FOR APPROVAL OF AGREEMENT

0281

TO: **Board of supervisors**
county Administrative Office
Auditor Controller

FROM: SHERIFF-CORONER (Department)

BY: [Signature] (Signature) 7-3-02 (Date)
Signature certifies that appropriations/revenues are available

AGREEMENT TYPE (Check One)

Expenditure Agreement ☐

Revenue Agreement ☐

The Board of Supervisors is hereby requested to approve the attached agreement and authorize the execution of same.

1. Said agreement is between the County of Santa Cruz Sheriff-Coroner (Department/Agency)

anti William T. Doolittle & Assoc. 233 Wilshire Blvd #400, Santa Monica, CA (Name/Address)

2. The agreement will provide Professional Assistance for the Countywide AFIS Assessment

3. Period of the agreement is from 8/1/02 to 6/30/03

4. Anticipated Cost is \$ \$17,500 ☐ Fixed ☐ Monthly Rate ☐ Annual Rate ☐ Not to Exceed

Remarks: _____

5. Detail: ☐ On Continuing Agreements List for FY _____, Page CC-_____, Contract No: _____ OR ☒ 1st Time Agreement

☐ Section II No Board letter required, will be listed under Item 8

☐ Section III Board letter required

☐ Section IV Revenue Agreement

6. Appropriations/Revenues are available and are budgeted in 661100 (Index) 3665 (Sub object)

NOTE: IF APPROPRIATIONS ARE INSUFFICIENT, ATTACHED COMPLETED AUD-74 OR AUD-60

Appropriations are available and will be encumbered.

Contract No: 22828

By: [Signature]
Auditor-Controller Deputy

Date: 7/22/02

AUD 60

Proposal and accounting detail reviewed and approved. It is recommended that the Board of Supervisors approve the agreement and authorize

Sheriff Coroner (Dept/Agency Head) to execute on behalf of the County (Department/Agency)

Date: _____

By: [Signature]
County Administrative Office

Distribution:

Board of Supervisors - White
Auditor Controller - Canary
Auditor-Controller - Pink
Department - Gold

State of California
County of Santa Cruz

I _____ ex-officio Clerk of the Board of Supervisors of the County of Santa Cruz, State of California, do hereby certify that the foregoing request for approval of agreement was approved by said Board of Supervisors as recommended by the County Administrative Office by an order duly entered in the minutes of said Board on _____ 20__

ADM - 29 (8/01)

Title Section 300 Proc Man

By: Deputy Clerk

AUCITOR-CONTROLLER USE ONLY

| | | | | | | |
|---------------------|-----------|-------|------------|-----------|------|-----------|
| CO _____ | 8 | | | | | |
| Document No. | JE Amount | Lines | H/TL | Keyed By | Date | 18 |
| TC110 _____ | 8 | | | | | |
| Auditor Description | Amount | Index | Sub object | User Code | | |