

Memorandum

To: City Council
From: David J. Deutsch, City Manager
Date: November 9, 2010
Subject: Police Information Technology Consultation R-72-10

Technology is an important tool in any police department and the use and management of this technology can be a determining factor in the Department's success or failure. One of the shortcomings that we have identified is a lack of a clear and defining Strategic Plan for the Police Department's IT. The Department has moved forward with many technology driven initiatives and force multipliers but has not had the ability to look at them from a larger and connective viewpoint. In order to address this issue, staff recommends that an outside consultant examine both our current operations and future growth potential so that a balanced and effective IT Strategic Plan can be formulated and followed. This consultation will allow the Department to continue its growth while managing the technology in an efficient, secure and fiscally responsible manner. The construction and move to the new City Hall provides an ideal opportunity to implement any recommended adjustments to our current configuration without effecting current day to day operations.

As required by Section 61 of the City Charter, a Notice of Intent to Negotiate was placed in the October 7, 2010 edition of the *Bowie Blade-News*. The Public Technology Institute was the only company to respond.

We are recommending the services of the Public Technology Institute, a nonprofit organization based in Washington, D.C. PTI is a recognized leader in the field and has a proven track record in this area of expertise. PTI would supply the following services and deliverables:

- Conduct a customized assessment of the IT strategic needs of the Bowie Police Department operations and provide general recommendations to improve efficiency, resource management, and staffing design. This will include:

- 1) Review the capacity to determine future technology needs and associated costs.
 - 2) Review and analyze internal information flow, operational policies, and standards for Bowie Police Department.
 - 3) Review and analyze staffing, workflow, and workload.
 - 4) Review and analyze project management and reporting options.
 - 5) Review and analyze areas of possible duplication and inefficiencies.
 - 6) Review of common protocols, practices, priorities, and methods.
 - 7) Review of common training practices and evaluation procedures.
 - 8) Conduct an analysis and recommend, to the City, avenues for improved system efficiencies and staffing designs, and increased resource management.
- Direct Deliverables include:
 - 1) Provide the City with recommendations and delivery model options.
 - 2) Provide executive level briefing on findings of SWOT Team.
 - 3) Provide written Final Report including Findings and Recommendations.
 - Timetable
 - 1) Work shall begin within 15 days after the signing of an Agreement.
 - 2) The Final Report shall be delivered within three weeks after the first site visit.

Recommendation

Approval of Resolution R-72-10 is recommended. The \$15,000 cost will be charged to the Professional Services line item in the Nondepartmental account.

DJD/JN

Attachment

RESOLUTION

OF THE COUNCIL OF THE CITY OF BOWIE, MARYLAND
AWARDING A CONTRACT FOR INFORMATION TECHNOLOGY CONSULTATION
SERVICES

WHEREAS, the City has a police department that utilizes various forms of technology for communication, information sharing, and law enforcement purposes; and

WHEREAS, staff recognizes the need for an overarching Strategic Plan for the current and future implementation and management of such technologies and systems; and

WHEREAS, the Council has determined that it is in the City's best interests to retain an Information Technology Consultant to assist in the development of a Strategic Plan for the Police Department's Information Technology; and

WHEREAS, per the requirement of Section 61 of the City Charter, an Intent to Negotiate Notice was placed in the October 7, 2010 edition of the Bowie Blade; and

WHEREAS, one proposal was received expressing interest in this contract; and

WHEREAS, staff reviewed the proposal and determined the respondent was qualified to provide said services.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Bowie, Maryland, that a contract for Information Technology Consultation Services be awarded to Public Technology Institute for \$15,000.

INTRODUCED AND PASSED by the Council of the City of Bowie, Maryland at a Regular Meeting on November 15, 2010.

G. Frederick Robinson
Mayor

Attest:

Pamela A. Fleming
City Clerk