TOWN OF FAIRFAX
STAFF REPORT
November 5, 2014

TO: Mayor and Town Council

FROM: Christopher Morin, Chief of Police

SUBJECT: Authorize Purchase of Police Dispatch Center phone and radio recorder in the amount of $16,435

RECOMMENDATION
Authorize the Town Manager to execute a purchase agreement with Voice Print International for the purchase of a new Logging Recorder (Police radio traffic and 911 telephone calls) for the Police Department in the amount of $16,435.

DISCUSSION
The police department is required to record all police radio traffic and 911 telephone calls into the dispatch center. The current "Logging Recorder" (computer server and software) has reached the end of its life cycle and will no longer be serviceable by the vendor in mid 2015. The purchase of a new system has been negotiated in the amount of $16,435.

The Police budget already has $4000 budgeted for a maintenance agreement on the current system that can be applied toward the cost of the new system if the purchase is made prior to December 2014. The total unbudgeted cost for this system will be $12,435. Due to salary savings from employee turnover in the Police Department, the cost of this new system can be accomplished from existing funds in the police budget.

FISCAL IMPACT
None

ATTACHMENT
Purchase agreement from Voice Print International

PURCHASE AGREEMENT

PA#: 100714-C16598-2
Customer: Fairfax Police Department
Date: October 7, 2014

SOFTWARE:

QTY	PART NUMBER	DESCRIPTION	UNIT LIST	EXT. LIST	UNIT NET	EXT. NET
1	VPI-VersionUpgrade	Upgrade current version of owned VPI licenses (call recording) to latest version. Upgrade is for 16 channels that are currently under Gold software support & maintenance. Current version and platform are approximately 5 years old. 70% DISCOUNT applied to this item.	$8,200	$8,200	$2,375	$2,375
1	VP-VPS-100	V-Portal sytem activation (CPU) license. Sized to support systems up to 100 seats or recording channels.	$1,800	$1,800	$1,710	$1,710
		VPI Software SUBTOTAL:		$10,000	$5,915	$4,085
		Software Credits:		5.0%	$5,915	
		EFFECTIVE TOTAL DISCOUNT RATE ON LIST SOFTWARE:		62.0%		

1ST YEAR SUPPORT & MAINTENANCE:

QTY	PART NUMBER	DESCRIPTION			UNIT NET	EXT. NET
1	VP-MTC	1st Year Support & Maintenance: STANDARD Level 24 x 7 (ALL TIERS):			$1,500	$1,500
		1st Year Support & Maintenance SUBTOTAL:				$1,500

HARDWARE & 3rd PARTY SOFTWARE:

QTY	PART NUMBER	DESCRIPTION	UNIT LIST	EXT. LIST	UNIT NET	EXT. NET
1	VP-2U-PS	Dell R520 - 2U Chassis - Win2008 Server (Raid 1: Dual 1TB Drives). External DVD archiving drive. Dual Power Supplies. 3 voiceboard slots available.	$4,100	$4,100	$4,100	$4,100
1	VP-SSU	V-Portal version 5.x single server upgrade. Adds a 2nd RAID 1 configuration (500 GB Drives) to base server. 1 for OS and apps; 1 for DB and V-Portal.	$600	$600	$600	$600
1	VP-Analog-24S	24 Port Analog Interface Card.	$860	$860	$860	$860
		Hardware (includes 12 months of Priority Replacement warranty) SUBTOTAL:				$5,560
		Upgrade 1st year hardware warranty to include Next Business Day On-Site support:				$222
		Hardware with extended warranty SUBTOTAL:				$5,782

IMPLEMENTATION & PROFESSIONAL SERVICES:

QTY	PART NUMBER	DESCRIPTION	DAILY RATE (LIST)	EXTENDED (LIST)	DAILY RATE (NET)	EXTENDED (NET)
1.5	VP-OSI	Installation Daily Rate: (Business Hours) includes migration of old data and calls	$1,840	$2,760	$1,840	$2,484
1	VP-RT	Remote Training Daily Rate: (Business Hours)	$1,760	$1,760	$1,760	$1,584
		Professional Services SUBTOTAL:				$4,068

FIXED BID EXPENSES:

Fixed Bid T&E based on esitmate of 1 trip(s); for a total of 1 people days on site including shipping ground:			$1,000
Fixed Bid SUBTOTAL:			$1,000

TOTAL PROPOSAL:	$22,135	($5,700)	$16,435

Summary of Solution

Overview:

VPI is pleased to provide Fairfax Police Department this proposal to deliver software and services for VPI's call recording solution. This document serves as a recap outlining your key business objectives as well as a summary of the services VPI has quoted and integrations within your technical environment.

Contact Information:

| VPI	End User
Jeff Visger jvisger@vpi-corp.com 805-389-5200 ext. 5217	Mr. Taylor 394@srpd.org 415-485-3088
Address:	**Address:**
160 Camino Ruiz Camarillo, CA 93012	144 Bolinas Rd Fairfax, CA 94930

Services:

VPI's services include installation and training of VPI's call recording software modules. The implementation of your VPI solution will be managed by a dedicated VPI project manager, who will be assigned upon execution of this order. The project manager's role is to coordinate all aspects of deployment and remain your single point of contact throughout the process to ensure continuity and success for the project.

Installation typically takes place between 4 – 6 weeks from date of execution. This can be impacted in either direction based upon your readiness and unique install requirements. Actual installation and configuration of the software included in this proposal is scoped for 12 hours of services, to include build, install, configuration and UAT. For your environment this requires one server, a V-portal All-In-One which includes application, database, analog recording Training includes 8 hours, to occur remotely for period of one day. Your training curriculum summary is:

☐ Interaction Fundamentals

☑ User Admin training

Environment:

Below is a diagram of your technical environment and VPI's integration to that environment.
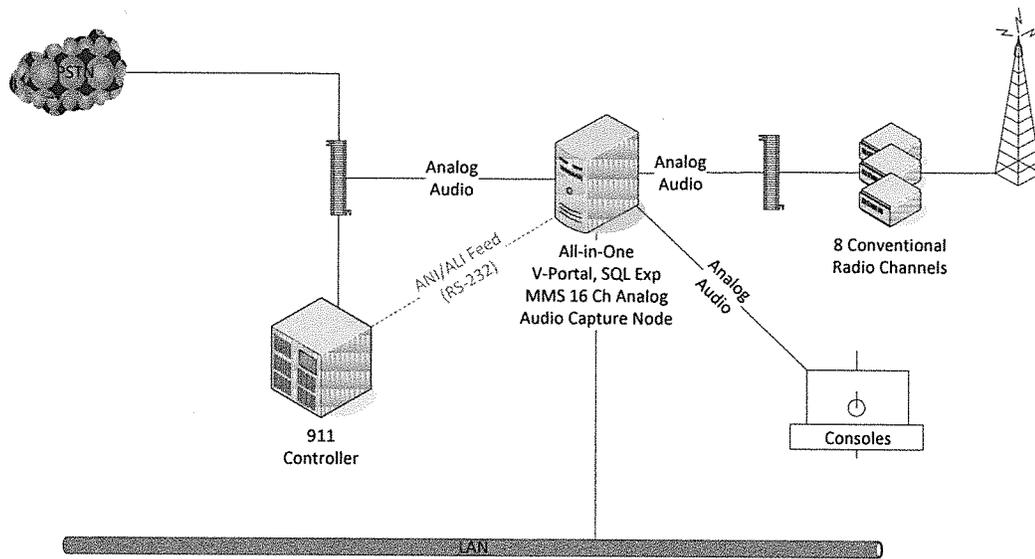
Payment Terms:

$16,435 due net 30 days upon completion of Installation

NOTES:

Delivery is defined when customer takes possession of VPI software and hardware (if applicable) from VPI

UAT (User Acceptance Testing) document will be completed by a VPI installation technician and reviewed and delivered to the customer. Customer can request to be included in completion of the UAT process.

Once the UAT has been complete, the client's hardware and software installation moves into support mode. Other outstanding services, including training, professional services, optimizing use of software, etc... may continue post installation and related services will be invoiced and due as provided.

TERMS RELATING TO PROFESSIONAL SERVICES

1. CUSTOMER OBLIGATIONS.

(a) General. With respect to any services that are provided by or on behalf of VPI, performance is dependent upon CUSTOMER fulfilling certain obligations, including the following general obligations and any specific obligations stated in this document or as CUSTOMER is informed by VPI.

(b) Obligations.

(1) CUSTOMER is solely responsible for all data. VPI, its employees and contractors assume no responsibility or liability for any data loss whatsoever.

(2) CUSTOMER is responsible for providing access to key personnel as necessary.

(3) CUSTOMER is to provide adequate workspace for VPI to perform necessary on-site work (as applicable).

(4) CUSTOMER is to provide all passwords as necessary.

(5) CUSTOMER is to provide any network documentation relevant to project

(6) CUSTOMER is to provide free access to all related documentation.

(7) CUSTOMER maintains responsibility at all times for all hardware and software not provided by VPI.

(8) CUSTOMER is responsible, and will be billed for, delays are incurred that result from events out of VPI's control.

(9) CUSTOMER will assign a point of contact to play an active part in system planning, progress meetings, and any other decisions that require input. The point of contact will have the authority to make system planning decisions and, unless VPI is informed in writing to the contrary, the point of contact will also have the authority to authorize system related expenditures.

(10) CUSTOMER environmental issues outside the scope of VPI's services that may prolong deploying system in full production do not constitute reason for non-payment of software licenses.

2. ASSUMPTIONS.

(a) General. Services and time estimates based on the key assumptions below, and any that arise during the development phase or in the event of a change order request or the provision of updated information by CUSTOMER. Material changes to these assumptions may require adjustments to time estimates, deliverables, tasks, and/or pricing. Adjustments will be managed through the change process detailed in the Change Management section below.

(b) Key Assumptions.

(1) System access will be provided to VPI resources to perform defined tasks.

(2) CUSTOMER resources will be made available throughout the particular engagement. The resources made available should be subject matter experts on the particular area of business to which the task relates.

(3) CUSTOMER is fully responsible licensing third party software components.

(4) CUSTOMER is to provide VPI with system accounts to perform testing and discovery as related to the work outlined in this document. Systems needed and access levels are to be defined.

(5) All work estimates provided in this document are independent of travel and expenses.

3. CHANGE ORDER PROCESS.

In the event that either Party seeks to change the scope of project, the Party will notify the other Party in writing. Upon agreement to make changes, the Parties will execute a written "Change Order" detailing the impact to deliverables, cost, and schedule. CUSTOMER shall not be obligated to pay for any modification to the terms of project and VPI shall not be obligated to perform any modification to the terms of project in the absence of a mutually executed Change Order.

CUSTOMER: Fairfax Police Department

Signed by:_____

Name:_____

Title:_____

Date:_____

Voice Print International, Inc.:

Signed by:_____

Name:_____

Title:_____

Date:_____

VOICE PRINT INTERNATIONAL, INC. CONFIDENTIAL & PROPRIETARY INFORMATION

VPI version October 11, 2012