

Donald J. Lee, Jr.

Chief of Police



Key West

POLICE DEPARTMENT

TO: Mr. Jim Scholl, City Manager
FROM: Donald J. Lee, Jr., Chief of Police
DATE: July 1, 2011
RE: Executive Summary-Electronic Document Scanning Management System

Action Statement:

Purchase and execute an agreement for an Electronic Document Scanning Management System with **ADVANCED PROCESSING & IMAGING (API)**, Inc. pursuant to the Code of City Ordinance 2-797(3).

Background:

In an effort to increase productivity and efficiently, reduce duplications, and to make information more accessible in shorter periods of time to our law enforcement partner, the media, and the citizens of Key West, the Key West Police Department has been researching ways to replace time consuming, cumbersome, and expensive paper processes with streamlined and efficient electronic document management.

After researching and viewing electronic document scanning management systems the Key West Police Department identified it would need to find a system that would meet the following requirements:

- A software system capable of scanning all types of paper documents. The system should have the capability to integrate with our current Records Management, Sungard HTE/AS400 software but have the ability to integrate with other common case management system for future use.
- Software system should have various search capabilities, both dependant upon, and independent from our current AS400. The system should be able to manage, store, secure, and retrieve a variety of data files, including but not limited to audio, image, document, and video files. The system should be able to reproduce those documents, allowing for redacting and emailing directly from the system.
- The system should be able to integrate with a variety of existing servers and network based storage solutions. The system should also have the ability of off site backup and storage.
- The system needed to come with the necessary software licensing, installation, and training for IT staff and administrative staff, as well as other end users.

Staff met with several possible vendors and was provided demonstrations of their products. Advanced Processing and Imaging, Inc. offered the most integration and met all of our requirements. In addition



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the Monroe County State Attorney's Office has purchased an electronic document scanning system from API and we would be able to integrate our documents with the State's which will reduce staff time and reduce duplication of work outcome for both agencies.

On April 5, 2011 the Monroe County State Attorney's Office in Monroe County, Florida, after an extensive competitive process selected ADVANCED PROCESSING & IMAGING, INC. (API) as their vendor for an electronic document scanning management system. The Request for Proposal (RFP) process employed by the Monroe County State Attorney's Office the resulted in 4 firms responding (abstract of proposals attached) with ADVANCED IMAGING & PROCESSING, INC. offering the best cost savings when comparing the total initial deployment cost (hardware, software, and training) with annual recurring software and licensing support.

The Monroe County State Attorney's Office of Monroe County, Florida has extended the authority to use their solicitation process and resulting Agreement/Contract as the basis for entering into the Agreement/Contract presented herewith to the City Commission for approval.

Staff has verified that all requirements of the Code of City Ordinances Section 2-797(3) have been met. The City of Key West has the authority to use their solicitation process and resulting Agreement/Contract as the basis for entering into the Agreement/Contract presented herewith to the City Commission for approval.

Financial Impact:

All of the funding for the initial electronic document scanning management system will come from a Department of Justice (DOJ) Technology Grant based on a budget modification approved by the DOJ. There will be an annual re-occurring support and maintenance fee of \$3,500 after the first year.

Recommendation:

Authorize the expenditure of \$31,320.00 and the execution of a contract between API and the City of Key West for the electronic document scanning system.



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