



City of Saint Paul

City Hall and Court
House
15 West Kellogg
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Signature Copy

Resolution: RES 11-607

File Number: RES 11-607

Authorizing the Police Department to enter into a Joint Powers Agreement amendment (city contract #02-15974-I) with the State of Minnesota, Commissioner of Public Safety, Bureau of Criminal Apprehension (MN BCA), Minnesota Justice Information Services (State).

Authorizing the Police Department to enter into the attached Joint Powers Agreement amendment (city contract #02-15974-I) with the State of Minnesota, Commissioner of Public Safety, Bureau of Criminal Apprehension (MN BCA), Minnesota Justice Information Services (State) for additional time to create an Adaptor using the Record Management System (RMS) that will meet the MN BCA specifications to establish Bi-directional Communications between the government unit and the MN BCA systems.

At a meeting of the City Council on 4/6/2011, this Resolution was Adopted.

Yea: 7 Councilmember Bostrom, Councilmember Carter III, Councilmember Harris, Councilmember Helgen, City Council President Lantry, Councilmember Thune, and Councilmember Stark

Nay: 0

Vote Attested by
Council Secretary

Trudy Moloney

Date

Approved by the Mayor

Chris Coleman

Date

AMENDMENT NO. 1 TO DPS CONTRACT NO. B48638

Contract Start Date:	<u>October 1, 2010</u>	Total Contract Amount:	<u>\$71,000.00</u>
Original Contract Expiration Date:	<u>June 30, 2011</u>	Original Contract:	<u>\$71,000.00</u>
Current Contract Expiration Date:	<u>June 30, 2011</u>	Previous Amendment(s) Total:	<u>\$0.00</u>
Requested Contract Expiration Date:	<u>October 31, 2011</u>	This Amendment:	<u>\$0.00</u>

This agreement is between the State of Minnesota, acting through its Commissioner of Public Safety, Bureau of Criminal Apprehension, Minnesota Justice Information Services ("State") and the City of St. Paul, St. Paul Police Department ("Governmental Unit"), collectively, (the "Parties").

Recitals

1. The State is in need of the Governmental Unit to work with the Government Unit's Record Management System (RMS) vendor or in-house staff to create an adaptor that will meet the Minnesota (MN) Bureau of Criminal Apprehension (BCA) specifications to establish bidirectional communication between the Governmental Unit and the MN BCA systems of; Comprehensive Incident-Based Reporting Service (CIBRS) and Name Event Index Service (NEIS).
2. Due to the time delay in the start of the contract due to agency approvals and the signature process, the contract is being amended to extend the expiration date to provide more time to ensure the bidirectional communication is working properly.
3. The State and the Governmental Unit are willing to amend the Original Contract as stated below.

Contract Amendment

In this Amendment deleted contract terms are struck out and added contract terms are underlined.

REVISION 1. Clause 1 "Term of Agreement"

- 1.2 **Expiration date:** ~~June 30, 2010~~ October 31, 2011, or until all obligations have been satisfactorily fulfilled, whichever occurs first.

REVISION 2. Clause 2 "Agreement between the Parties" paragraph 2.1 is amended as follows:

- 2.1 For this project, as specified above, the Governmental Unit will work their RMS vendor or internal staff to:
 - A. Develop by ~~February 1, 2011~~ June 1, 2011 an adapter to MN BCA specifications to facilitate bidirectional communication between the Governmental Unit's RMS utilized at the following agencies:
 - St Paul Police Department(initial agency)
 - White Bear Lake Police Department
 - Moundsview Police Department
 - New Brighton Police Department
 - Maplewood Police Department
 - North St Paul Police Department
 - Roseville Police Department

Adapter development will be considered complete when:

- 1) The vendor/partner provides the BCA with a sample XML instance generated by the adapter that passes XML validation against the then current MCJE release.
- 2) Notifies the BCA that the adapter is ready for testing, and requests access to the BCA Test Enterprise Service Bus (ESB) environment
- 3) Successfully completes all paperwork and tasks required to connect to the BCA Test ESB from either the development site or the preliminary Government Unit's installation site

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4) Demonstrate connectivity between the adapter and the BCA Test ESB

In the Governmental Unit's contract with their RMS vendor, the Governmental Unit will stipulate that the RMS vendor may not charge any other agency, who is a current user of the Governmental Unit's systems at the time of this agreement for development costs covered under this agreement if the agency adds these paid for features to their system. However, the Governmental Unit's RMS vendor may charge the implementation cost to that agency at the time the agency adds the additional features as stated in this agreement.

B. Test and certify initial agency by ~~March 1, 2011~~ June 30, 2011 the adapter according to the CIBRS testing protocol and schedule, as specified by the MN BCA. (See Section 2.3 of this agreement for additional information).

Certification of Government Unit's adapter will be considered complete when:

- 1) The adapter has been approved for migration to the BCA Test ALSB
- 2) Successfully completes all paperwork and tasks required to connect to the BCA Test ESB from the Government Unit's site
- 3) The adapter developer has demonstrated connectivity to the BCA Test ESB from the preliminary Government Unit's installation site
- 4) The justice partner is able to submit NEIS messages to the BCA Test environment, initiated by the end users of the application that uses the adapter, for 5 consecutive days without communications or business rule errors. At the discretion of the BCA, errors caused by human data entry or infrastructure issues can be discounted.
- 5) The content of the submitted messages recorded in the CIBRS application has been validated by the Government Unit staff.

C. Test and certify remaining agencies to the CIBRS testing protocol by ~~May 1, 2011~~ September 1, 2011

D. Implement and support the adapter in CIBRS production mode in the initial agency by ~~March 31, 2011~~ July 29, 2011 specified above as directed by the MN BCA. (See Section 2.3 of this agreement for additional information).

Certification of Government Unit's ability to initiate CIBRS messages will be considered complete when:

- 1) Successfully completes all paperwork and tasks required to connect to the BCA Production ESB for each Government Unit RMS installation
- 2) The adapter developer has demonstrated connectivity to the BCA Production ESB from each of the Government Unit's RMS installations
- 3) Each Government Unit is able to submit CIBRS messages to the BCA production environment, initiated by staff of the Government Unit, for 5 consecutive days without communications or business rule errors. At the discretion of the BCA, errors caused by human data entry or infrastructure issues can be discounted.
- 4) The content of the submitted messages recorded in the target application (CIBRS) has been validated by each Government Unit staff

E. Implement and support the adapter in CIBRS production mode in the remaining agencies by ~~June 1, 2011~~ September 30, 2011 specified above as directed by the MN BCA. (See Section 2.3 of this agreement for additional information)

F. Test and certify by ~~March 1, 2011~~ June 30, 2011 the adapter according to the NEIS pilot testing protocol and schedule as specified by the MN BCA. (See Section 2.3 of this agreement for additional information). Certification of Government Unit's adapter will be considered complete

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when:

- 1) The adapter has been approved for migration to the BCA Test ALSB
- 2) Successfully completes all paperwork and tasks required to connect to the BCA Test ESB from the Government Unit's site
- 3) The adapter developer has demonstrated connectivity to the BCA Test ESB from the preliminary Government Unit's installation site
- 4) The justice partner is able to submit NEIS messages to the BCA Test environment, initiated by the end users of the application that uses the adapter, for 5 consecutive days without communications or business rule errors. At the discretion of the BCA, errors caused by human data entry or infrastructure issues can be discounted.
- 5) The content of the submitted messages recorded in the target application (NEIS) has been validated by the Government Unit staff.

G. Test and certify remaining agencies to the NEIS testing protocol by ~~May 1, 2011~~
September 1, 2011

H. Implement and support the adapter in NEIS production mode in the agency by ~~March 31, 2011~~
July 29, 2011 specified above as directed by the MN BCA. (See Section 2.3 of this agreement for additional information).

Certification of Government Unit's ability to initiate CIBRS messages will be considered complete when:

- 1) Successfully completes all paperwork and tasks required to connect to the BCA Production ESB for each Government Unit RMS installation
- 2) The adapter developer has demonstrated connectivity to the BCA Production ESB from each of the Government Unit's RMS installations
- 3) Each Government Unit is able to submit CIBRS messages to the BCA production environment, initiated by staff of the Government Unit, for 5 consecutive days without communications or business rule errors. At the discretion of the BCA, errors caused by human data entry or infrastructure issues can be discounted.
- 4) The content of the submitted messages recorded in the target application (CIBRS) has been validated by each Government Unit staff

I. Implement and support the adapter in NEIS production mode in the remaining agencies by ~~June 1, 2011~~
September 30, 2011 specified above as directed by the MN BCA. (See Section 2.3 of this agreement for additional information).

J. The Government Unit that will perform a bulk load of CIBRS and NEIS data by ~~June 30, 2011~~
October 31, 2011 and will be considered complete when:

- 1) Successfully completes all paperwork and tasks required to initiate a bulk load from the Government Unit
- 2) Successfully submits historical CIBRS and NEIS data in the form of MCJE instances to the BCA for bulk load processing
- 3) In cooperation with the Government Unit, reviews bulk load results in the form of BCA ESB Response Messages and determines that a) there were no errors that can be corrected through modifications to the adapter(s) or b) that modifications to the adapter(s) is required and the bulk load must be partially or completely redone; if b), repeat step #2
- 4) The Government Unit confirms that bulk loaded data is complete and accurate when compared to the source RMS data; confirmation will be accomplished using random sampling of bulk loaded data and comparing the bulk loaded data to the originating application data.

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REVISION 3. Clause 3, "Payment & Consideration" paragraph 3.3 is amended as follows:

3.3 The Governmental Unit will submit itemized invoices in arrears to the State's Authorized Representative of this agreement not more often than monthly and within 30 days of the period covered by the invoice for work satisfactorily performed and completed on this project. Final invoice pertaining to the first state fiscal year of this contract, which ends June 30, 2011, must be received by the State no later than July 30, 2011. The final invoice for the second state fiscal year of this contract, which begins July 1, 2011 and runs through the end of this contract, must be received by the State no later than November 30, 2011. The State agrees to reimburse the Government Unit in accordance with the project and payment schedule, in accordance with the Approved Project Budget stated above.

Except as amended herein, the terms and conditions of the Original Contract remain in full force and effect.

1. STATE ENCUMBRANCE VERIFICATION

Individual certifies that funds have been encumbered as Minn. Stat. required by Minn. Stat. §§16A.15 and 16C.05.

Signed: [Signature]

Date: 2/24/11

CFMS Contract No. B48638, Written Amendment #1

3. STATE AGENCY

Individual certifies the applicable provisions of §16C.08, subdivisions 2 and 3 are reaffirmed.

By: [Signature]

(with delegated authority)

Title: Acting Executive Director

Date: 5-5-2011

2. GOVERNMENTAL AGENCY

The Contractor certifies that the appropriate person(s) have executed the contract on behalf of the Contractor as required by applicable articles, bylaws, resolutions, or ordinances.

By: [Signature]

Title: CHIEF OF POLICE

Date: 4-14-11

By: [Signature]

Title: CITY ATTORNEY

Date: 4-14-11

By: [Signature]

Title: DIRECTOR, FSO

Date: _____

By: [Signature]

Title: MAYOR

Date: 4/20/11

By: [Signature]

Title: DIRECTOR, FIREO

Date: 4/21/11

4. COMMISSIONER OF ADMINISTRATION

As delegated to Materials Management Division

By: [Signature]

Date: 5/19/11

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Contractor
State's Authorized Representative - Photo Copy