County of Los Angeles
Sheriff's Department Headquarters
4700 Ramona Boulevard
Monterey Park, California 91754-2169

LEROY D. BACA, SHERIFF

May 6, 2008

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
Los Angeles, California 90012

Dear Supervisors:

APPROVAL OF AMENDMENT NUMBER 3 TO AGREEMENT NUMBER 71696 WITH APPRISS INCORPORATED FOR VICTIM INFORMATION NOTIFICATION EVERYDAY SERVICES (ALL DISTRICTS) (3 VOTES)

CIO RECOMMENDATION: APPROVE (X) APPROVED WITH MODIFICATION ( ) DISAPPROVE ( )

SUBJECT

The Victim Information Notification Everyday (VINE) services provided to the Los Angeles County Sheriff's Department (Department) is an automated early warning system that notifies victims and concerned citizens of the release, escape, or transfer of their perpetrators within Los Angeles County jail facilities.

IT IS RECOMMENDED THAT YOUR BOARD:

1. Approve and instruct the Chair of the Board to sign the attached Amendment Number 3 to Agreement Number 71696 with Appriss Incorporated (Apriss), for a term of five (5) years, and an annual cost not to exceed $298,113. The maximum sum shall not exceed $1,490,565 for the term of the Agreement.

2. Authorize the Sheriff, or his designee, to execute applicable documents when the original contracting entity has merged, been purchased, or otherwise changed; and to modify the Agreement within the conditions specified in the Agreement, with prior approval of County Counsel.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The purpose of the recommended actions is to extend Agreement Number 71696, to allow for the continued automated VINE services provided to the Department. The VINE service is an early warning system that notifies victims of the release, escape, or transfer of their perpetrators within Los Angeles County Jail facilities. Victims of crime can call a toll-free number, (877) 846-3452, access www.vinelink.com, or speak to a VINE Service Representative (VSR), 24 hours a day, 365 days a year, to inquire about the current status of an offender and/or to register for notification in the event of the offender's release, escape, or transfer. Upon registration, a Personal Identification Number (PIN) is issued. Normal notification calls, (released from custody, escape, or transferred to unsupervised custody) are made every 30 minutes for 48 hours or until the correct PIN is entered to confirm and stop the notification calls. If calls are answered but unconfirmed, calls will be made every two (2) hours for 24 hours.

Implementation of Strategic Plan Goals

The services provided under this Agreement support the County's Strategic Goal 1, Service Excellence, by providing the public with access to vital crime safety information.

Funding for VINE Services has been added to the Department's Fiscal Year 2008-09 Business Automation Plan and is included in the Department's Fiscal Year 2008-09 Information Technology Budget.

FISCAL IMPACT/FINANCING

The Department has identified funding in the amount of $298,113 in Fiscal Year 2008-09 operating budget. The Department will continue to allocate funds required to continue these services for the term of the Agreement. The total amount paid under this Agreement will not exceed $1,490,565.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The VINE service provides incoming and outgoing calls to crime victims and other concerned citizens within a specific state, county or city. Appriss provides this service for Los Angeles County by linking the Department's Automated Justice Information System (AJIS) into the automated Appriss Communication Center in Louisville, Kentucky. All information provided through this service is public information.

The Department is mandated by the California Penal Code Section 646.92, to provide notice to crime victims throughout Los Angeles County, particularly victims of domestic violence, stalking, and rape, of the release, escape, or transfer of their perpetrators.

As of November 2007, there were 31,333 active registrations on Los Angeles County offenders. There were more than 91,500 internet searches, 24,500 telephone searches, 2,860 new registrations, and 3,400 notifications to registered victims in Los Angeles County.

The Contractor has complied with all Board, Chief Executive Office, and County Counsel requirements.

The Amendment has been approved as to form by County Counsel.

CONTRACTING PROCESS

In 1998, the Department released a Request for Proposal (RFP) for automated Victim Notification Services. Interactive Services, LLC, which was later renamed Appriss Incorporated, was the only firm to respond. Appriss developed a custom interface with the Department's Automated Justice Information System (AJIS) software to provide the VINE services. Since 1998, Appriss has provided victim notification services to the citizens of Los Angeles County. Prior to the 2003 extension Amendment, the Department contacted several law enforcement agencies throughout California and it was determined that Appriss continued to be the sole provider of the VINE services. In fact, the VINE service now serves communities in 43 states and 17 counties in California. The California Sheriff's Association has contracted with Appriss to begin the development of a statewide VINE system, where Appriss will provide service to the remaining 41 counties in California. Until the statewide system is in place, it is necessary for Los Angeles County to continue to provide the VINE service.

On March 5, 2008, your Board was notified of the Department's intent to enter into Sole Source negotiations with Appriss to extend the current Agreement. The Sole Source Checklist (Attachment I) has been approved by the Deputy Chief Executive Officer.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

The approval of this action will allow the Department to continue to provide uninterrupted Automated Victim Notification Services, as mandated by California Penal Code Section 646.92.

CONCLUSION

Upon approval and execution of the Amendment by your Board, please return two (2) adopted copies of this action to the Department's Contracts Unit for further processing.

Sincerely,

LEROY D. BACA
SHERIFF

Reviewed by:

RICHARD SANCHEZ
ACTING CHIEF INFORMATION OFFICER

COUNTY OF LOS ANGELES SHERIFF'S DEPARTMENT

AMENDMENT NO. 3 TO AGREEMENT NO. 71696
FOR VICTIM INFORMATION NOTIFICATION EVERYDAY (VINE) SERVICES
WITH APPRISS INCORPORATED

This Amendment Number 3 ("Amendment") is entered into by and between the County of Los Angeles (hereinafter "COUNTY") and Appriss Incorporated, (hereinafter "CONTRACTOR"), effective as of July 1, 2008, based on the following recitals:

A. WHEREAS, on August 4, 1998, the COUNTY and CONTRACTOR entered into COUNTY Agreement Number 71696 (hereinafter "AGREEMENT") to provide victim notification services for Los Angeles County; and

B. WHEREAS, on July 1, 2003, the AGREEMENT was extended for an additional three (3) years with two (2) one-year options; and

C. WHEREAS, this AGREEMENT currently expires on June 30, 2008; and

D. WHEREAS, the COUNTY and the CONTRACTOR desire to extend the term of this AGREEMENT; and

NOW THEREFORE, in consideration of the foregoing recitals, all of which are incorporated as part of this AGREEMENT, COUNTY and CONTRACTOR hereby further agree to amend this AGREEMENT as follows:

1. The Agreement is extended for a period of five (5) years, effective as of July 1, 2008.

2. Section 7.0, Contract Sum is amended as follows: The maximum amount payable for the services provided through this Amendment shall not exceed $298,113 annually. The maximum contract sum shall not exceed $1,490,565. In the event that services are transitioned to a statewide system, the Agreement will terminate upon such transition, and the County shall pay its pro-rated monthly amount due.

3. Section 2.0, Administration of Agreement – County, and elsewhere throughout the Agreement, all references to County Project Director are replaced with Administrative Project Director or designee.

   The Administrative Project Director is:

   Lieutenant Richard Daniels
   Field Operations Support Services
   4700 Ramona Boulevard
   Monterey Park, California 91754

71696 Supplement No. 2

Telephone: (323) 526-5761
Email: RRDaniel@lasd.org

4. Section 2.2 and elsewhere throughout the Agreement, all references to County Project Manager are replaced with Administrative County Project Manager or designee. The Administrative Project Manager is:

   Deputy Suzzana Ferrell
   Field Operations Support Services
   4700 Ramona Boulevard
   Monterey Park, California 91754
   Telephone: (323) 526-5763
   Email: SPFerrel@lasd.org

5. Section 2.2 is amended to include Technical County Project Manager or designee. The Technical County Project Manager is:

   Lieutenant Richard Myers
   Data Systems Bureau
   12440 East Imperial Highway, 4 East
   Norwalk, California 90650
   Telephone (562) 345-4188
   Email: rcmyers@lasd.org

6. Section 2.4 Approval of Invoices is deleted in its entirety and restated as follows:

   All invoices submitted by Contractor for payment must have the written approval of the County's Technical Project Manager or designee prior to any payment thereof. In no event shall the County be liable or responsible for any payment prior to such written approval.

7. Exhibit B, Statement of Work is deleted in its entirety and replaced with the attached Exhibit B, Statement of Work.

Except as expressly provided in this Amendment Number 3, all other provisions and conditions of the AGREEMENT shall remain the same and in full force and effect.

Contractor and the person executing this Amendment on behalf of Contractor hereby represent and warrant that the person executing the Amendment for Contractor is an authorized agent who has actual authority to bind Contractor to each and every term, condition, and obligation of the Agreement and that all requirements of Contractor have been fulfilled to provide such actual authority.

LOS ANGELES COUNTY SHERIFF'S DEPARTMENT

AMENDMENT NO. 3 TO AGREEMENT NO. 71696

IN WITNESS WHEREOF, the COUNTY and CONTRACTOR have caused this Amendment No. 3 to the Agreement to be executed on its behalf by its duly authorized officers, effective as of July 1, 2008.

I hereby certify that pursuant to Section 25103 of the Government Code, delivery of this document has been made.

SACHI A. HAMAI
Executive Officer
Clerk of the Board of Supervisors

By _____ Deputy

ATTEST:

SACHI A. HAMAI
Executive Officer
Board of Supervisors

By: _____ Deputy

THE COUNTY OF LOS ANGELES

By: _____
Chair, Board of Supervisors

APPRISS INCORPORATED

By: _____

PRINT NAME: Thomas R. Seigle

TITLE: Vice President - Government Sales

APPROVED AS TO FORM:

RAYMOND G. FORTNER, JR.
COUNTY COUNSEL

By: _____
Gary Gross
Principal Deputy County Counsel

ADOPTED
BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

81 MAY 06 2008

SACHI A. HAMAI
EXECUTIVE OFFICER

71696 Supplement No. 2

EXHIBIT B

STATEMENT OF WORK

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EXHIBIT B

STATEMENT OF WORK

1.0 INTRODUCTION

This Statement of Work (SOW) identifies the tasks for Amendment No. 3 of the Victim Information and Notification Everyday (VINE) Board Agreement No. 71696. This SOW replaces and supersedes the SOW in the original Agreement reflecting the fact that VINE has been and continues to be in full production mode. The scope of all tasks is identified in this Exhibit.

2.0 SCOPE OF WORK

VINE has established an automated victim notification and information service for Los Angeles County. All information provided through this service is public information currently provided by the Los Angeles County Sheriff's Department (Department).

The VINE system is integrated into the computer systems of the Department in order to acquire inmate data for notification purposes. The VINE system allows crime victims and other concerned citizens in Los Angeles County (County) access to timely and reliable information about the custody status of inmates. It also allows a user to register to be notified immediately in the event of an inmate's release, escape, or transfer. Confirmation of notification is recorded and available for review by the Department.

VINE provides both incoming and outgoing call services for crime victims within the County. Victims of crime can call a toll-free number, (877) 846-3452, access www.vinelink.com, or speak to a VINE Service Representative to receive basic information regarding an inmate held in custody. If a victim registers, VINE monitors the inmate's custody status and automatically begins making notification attempts to the victim when the inmate is released from custody. The notification can be made via e-mail, phone, and/or letter. Notification letters shall be the responsibility of the Department's Inmate Reception Center (IRC) staff.

The Department and other local Los Angeles County agencies are provided access to the VINEWATCH internet site (www.vinewatch.com) that allows them to register certain victims for notification. This site also provides audit reports on all notification calls that the system processes.

Every contact to a victim is logged to provide assurance of the system's performance.

The Contractor provides these services by linking the Department's computer system into the Contractor's automated Communications Center. In addition to providing the automated services and support, Contractor prepares and assists the Department with training and public awareness materials to ensure that the program effectively reaches crime victims within the community.

3.0 TASKS

TASK 3.1 Provide Victim Support Services on a 7/24 Basis

Contractor shall provide victim notification services to crime victims and other concerned citizens of Los Angeles County via the VINE service. These services shall be available on a continuous basis 7 days per week, 24 hours per day. Services shall be provided over the telephone, through the internet, and by e-mail. Services to be provided by Contractor consist of both registration services and notification services.

Subtask 3.1.1 Provide Registration Services

Contractor shall provide victims and other concerned citizens with 7/24 web access to review an inmate's custody status and register for telephone and/or e-mail notification. The capability to register multiple phone numbers and e-mail addresses shall be available to the individual registering for these services.

Contractor shall also provide registration capability via a toll-free VINE 800 number for a victim to be notified of a change in custody status. The 800 number must support both English and Spanish. The caller will have the option to receive assistance from an operator. This option allows the operator to give out information and register victims for notification.

Victims and other members of the public that are registering with VINE for notification must identify the inmate, provide either a telephone or digital pager number, and provide a 4-digit PIN number. There is no limit to the number of registrants that the Contractor is obligated to maintain for Los Angeles County.

Subtask 3.1.2 Provide Notification Services

Contractor must provide notification services to all registered victims and members of the public on a 7/24 basis. These services

shall be provided immediately upon receipt of a trigger event related to an inmate's custody status. Custody status change events that will result in notification to registered persons consist of the following:

- Released from custody
- Escape
- Transferred to unsupervised custody
- Transferred to another jurisdiction outside of Los Angeles County
- 15 day advanced release notice on sentenced inmates.

For the first three types of custody status change events identified above, calls will be made every 30 minutes for 48 hours or until the correct PIN number is entered to confirm and stop the notification calls. If a call is answered but unconfirmed, calls will be made every 2 hours for 48 hours. For the other types of custody status changes, calls will be made every 30 minutes during the hours of 7am and 9pm for 48 hours or until the correct PIN number is entered.

If an e-mail address was provided by the registrant, Contractor shall send notification to the designated e-mail address. Notification via e-mail will not be confirmed, however, since a PIN number cannot be entered by the registrant.

TASK 3.2 Provide the County with Training and Training Materials

Contractor shall provide County with onsite and web-based training. The training will include topics related to victim registration, notification, disseminating information to the public, managing the VINE program, overriding information in the VINE database, and other related topics as agreed upon by the County and Contractor. Training materials will be prepared and available to onsite trainees.

Subtask 3.2.1 Provide Onsite Training

Contractor shall provide up to 2 days of onsite training sessions twice a year as requested by the County Administrative Project Manager. The training curriculum shall be agreed upon between County and Contractor. Contractor shall provide training materials.

Subtask 3.2.2 Provide Web-based Training

Contractor shall provide web-based training in the use of the VINE system. Interactive web training shall be available to County online at

anytime. Contractor shall provide County with instructions on how to access the web-based training.

TASK 3.3 Support County's VINE Public Awareness Program

Contractor shall support the County's initiatives to increase the awareness and use of the VINE program by victims. Various means of promoting the VINE program will be supported by the Contractor including brochures, posters, and web homepage customizations.

Subtask 3.3.1 Provide Public Awareness Materials and Services

Contractor shall provide County a minimum of 75,000 brochures and 1,000 posters on an annual basis, as requested by the County Administrative Project Manager. Additionally, Contractor and County Administrative Project Manager shall review and edit the brochures and Posters annually prior to reprinting. Contractor shall also assist County in customization of the County's VINELink homepage providing victim resource information specific to Los Angeles County.

TASK 3.4 Maintain the VINE System

Contractor shall maintain the County's VINE system on a 7/24 basis including hardware, software, and network components directly related to the interface and the application software. This task includes all the activities associated with maintenance and continuity of operations including application problem resolution, monitoring of the interface, daily backups, and failover capabilities.

Subtask 3.4.1 Maintain VINE Interface and Application Software

Contractor shall maintain the VINE interface to County on a 7/24 basis. Likewise, Contractor shall maintain the application software including all scripts customized for County's use of VINE. Maintenance shall include any required modifications or updates to enhance these scripts. Problem reporting shall be on a 7/24 basis with Contractor response time to a problem reported occurring within 2 hours of the reporting of a problem. Contractor shall dispatch technicians to County to resolve any local data connectivity issues. Additionally, to avoid disruptions to service, Contractor shall maintain a standby interface server at County's Data Center.

Specific system support services include the following:

- Ongoing service operation 7 days per week 24 hours per day
- Complete support of interface hardware and software

- Monitoring of all system hardware and software every 15 minutes
- Ongoing support of application scripts and other application software
- All incoming and outgoing telephone calls Communication method for transferring all system transactions every 15 minutes.

Subtask 3.4.2 Ensure VINE System High Availability and Reliability

Contractor shall provide daily backups, maintain redundant hardware for system failover, and provide access to a remote hosting site if the main facility becomes inoperable. Specific services to be provided to ensure VINE continuous operation are as follows:

- Backup services that provide daily backup of all County data
- Fault tolerant architecture with redundant hardware on all servers, routers, and other network and interface components including a standby interface server at County facility
- Access to a remote warm site that can take over VINE services for the County within 24 hours if the primary hosting facility is disabled.

TASK 3.5 Provide VINE Management Reports and Monitoring Tools

Contractor shall make available various online audit reports, such as system usage reports, to enable County to manage the VINE program. Contractor shall also provide monitoring tools and system management tools that provide the capability to access and override, based upon limited and secure access, data in the VINE application.

Subtask 3.5.1 Provide Management Reports

Contractor shall provide County with online usage reports and other statistical data, on an as-required basis, to manage the program. Examples of this include call tracing reports and victim reports that identify all the telephone numbers registered against an inmate. Additionally, the capability for County to download and print notification letters shall be supported by Contractor.

Subtask 3.5.2 Provide VINE System Monitoring Tools

Contractor shall provide County with web browser access to VINE over the internet including an unlimited number of user's IDs and passwords. Access shall be secured with allowing an agency to only access information associated with their agency. Contractor shall also provide an 800 number providing an emergency override if a service problem exists with the online system. Authorized users shall, among other functions, be able to block/unblock inmate information, issue an escape or recapture notice, and cancel notification calls to a specific phone number.

TASK 3.6 Maintain Data Quality

Contractor shall support the County in the completion of a one-time data reconciliation and data cleaning effort as well as an ongoing process to ensure data integrity by conducting periodic health checks of the VINE database.

Subtask 3.6.1 Perform a One-Time Data Reconciliation

Contractor shall conduct a one-time data reconciliation in conjunction with County to eliminate inmate records that should not be in the VINE database. In particular, "ghost" records (i.e., inmates no longer in custody but still in the VINE database) will be targeted for purging as well as other erroneous inmate data. Purging rules for this one-time data reconciliation effort will be defined by County.

Subtask 3.6.2 Perform Ongoing VINE Health Checks

Contractor shall conduct, on a quarterly basis, a data analysis and records health checks to ensure that the VINE database maintains its integrity. Purging rules for the quarterly health checks will be defined by County.

4.0 QUALITY CONTROL

The Contractor shall establish and utilize a comprehensive Quality Control Plan to assure the County a consistently high level of service throughout the term of the Contract. The Plan shall be submitted to the County Contract Project Monitor for review within 30 days after the Amendment is signed.

The plan shall include, but may not be limited to the following:

- Method of monitoring to ensure that Contract requirements are being met;

- A record of all inspections conducted by the Contractor, any corrective action taken, the time a problem was first identified, a clear description of the problem, and the time elapsed between identification and completed corrective action, shall be provided to the County Technical or Administrative Project Manager upon request.

5.0 COUNTY ADMINISTRATIVE PROJECT MANAGER'S RESPONSIBILITIES

In addition to the responsibilities listed in Section 2.2, of the Agreement, the County Administrative Project Manager or designee shall:

- Distribute, update and approve promotional materials, i.e., posters, brochures
- Schedule training for Department members, other law enforcement agencies and if requested the general public.
- Shall be the liaison and coordinate the day to day activities of the VINE program with all County agencies.

6.0 COUNTY TECHNICAL PROJECT MANAGER'S RESPONSIBILITIES

The Technical Project Manager or designee shall be responsible for the following:

- Monitoring all systems hardware and software
- Request service technician as needed
- Insure that all reported problems are corrected in a timely manner
- Assist the Administrative Project Manager as requested, in performing the services described in the Statement of Work.
- Approve invoices

7.0 CONTRACTOR PROJECT MANAGER'S RESPONSIBILITIES

In addition to the responsibilities listed in Section 3.0, of the Agreement, the Contractor Project Manager or designee shall:

- Act as the primary contact for all issues relating to the Agreement.
- Manage the development of promotional materials such as the VINE brochures and posters.
- Coordinate training programs
- Assist the County's Administrative Project Manager in performing the services described in the Statement of Work.
- Provide services as described in this Statement of Work.

SOLE SOURCE CHECKLIST

Check (✓)	JUSTIFICATION FOR SOLE SOURCE CONTRACTS *Identify applicable justification and provide documentation for each checked item.*
✓	➢ **Only one bona fide source for the service exists; performance and price competition are not available.**
	➢ **Quick action is required (emergency situation).**
	➢ **Proposals have been solicited but no satisfactory proposals were received.**
	➢ **Additional services are needed to complete an ongoing task and it would be prohibitively costly in time and money to seek a new service provider.**
	➢ **Maintenance service agreements exist on equipment which must be serviced by the authorized manufacturer's service representatives.**
	➢ **It is more cost-effective to obtain services by exercising an option under an existing contract.**
✓	➢ **It is in the best interest of the County, e.g., administrative cost savings, excessive learning curve for a new service provider, etc.**
	➢ **Other reason. Please explain:**

R. Doyle Campbell

Deputy Chief Executive Officer, CEO

04-24-08

Date

SOLE SOURCE CHECK LIST
JUSTIFICATION FOR SOLE SOURCE CONTRACT

SERVICE: VICTIM INFORMATION NOTIFICATION EVERYDAY (VINE)

- ONLY ONE BONA FIDE SOURCE FOR THE SERVICE EXISTS; AND
- IT IS IN THE BEST INTEREST OF THE COUNTY, e.g., ADMINISTRATIVE COST SAVINGS, EXCESSIVE LEARNING CURVE FOR A NEW SERVICE PROVIDER, etc.

In 1998 the Sheriff's Department (Department) released a Request for Proposal (RFP) for automated Victim Notification Services. Interactive Services, LLC, which was renamed Appriss Incorporated, was the only firm to respond. Appriss developed a custom interface with the Department's Automated Justice Information System (AJIS) software to provide the VINE services, which makes this service cost effective for Los Angeles County. Since August 1998, Appriss has provided victim notification services to the citizens of Los Angeles County. Prior to the 2003 Extension Amendment, the Department contacted several law enforcement agencies throughout California and it was determined that Appriss continues to be the sole provider of the VINE service. In fact, the VINE service now serves communities in 43 states, and 41 counties in California. The California Sheriff's association has contracted with Appriss to begin the development of a Statewide VINE system. Until the Statewide System is in place, it is necessary for the Department to continue this service, as mandated by California Penal Code Section 646.92.

CIO ANALYSIS

AMENDMENT NUMBER 3 TO AGREEMENT NUMBER 71696 WITH APPRISS INC. FOR VICTIM INFORMATION NOTIFICATION EVERYDAY (VINE) SERVICES

CIO RECOMMENDATION: ☒ **APPROVE** ☐ **APPROVE WITH MODIFICATION** ☐ **DISAPPROVE**

Contract Type:
☐ **New Contract** ☒ **Contract Amendment** ☐ **Contract Extension**
☐ **Sole Source Contract** ☐ **Hardware Acquisition** ☐ **Other**

New/Revised Contract Term: **Base Term:** 5 **Yrs** **# of Options** None

Contract Components:
☐ **Software** ☐ **Hardware** ☐ **Telecommunications**
☒ **Professional Services**

Project Executive Sponsor: Chief John Radeleff

Budget Information :

Y-T-D Contract Expenditures	$ 2,816,927
Requested Contract Amount	$ 1,490,565
Aggregate Contract Amount	$ 4,307,492

Project Background:

Yes	No	Question
☒	☐	Is this project legislatively mandated? Yes, California Pena Code Section 646.92 enacted in January 1995 mandates the Sheriff's Department to provide notice to crime victims in the event of the release, escape and/or transfer of perpetrators.
☐	☒	Is this project subvented? If yes, what percentage is offset?
☐	☒	Is this project/application applicable to (shared use or interfaced) other departments? If yes, name the other department(s) involved?

Strategic Alignment:

Yes	No	Question
☒	☐	Is this project in alignment with the County of Los Angeles Strategic Plan? This agreement provides victim notification service in support of the County's Strategic Goal 1 – Service Excellence.
☒	☐	Is this project consistent with the currently approved Department Business Automation Plan? This project was identified in the Sheriff's FY 2008-09 Business Automation Plan.
☒	☐	Does the project's technology solution comply with County of Los Angeles IT Directions Document? The VINE solution includes telephonic and online registration for notification services, as well as the delivery of such notifications.

Yes	No	Question
☒	☐	Does the project technology solution comply with preferred County of Los Angeles IT Standards? The VINE solution utilizes Microsoft and browser-based technologies.
☒	☐	This contract and/or project and its milestone deliverables must be entered into the Information Technology Tracking System (ITTS).

Project/Contract Description:

The Victim Information Notification Everyday (VINE) solution provides incoming and outgoing notification services for crime victims and other concerned citizens regarding the release, escape and/or transfer of perpetrators within Los Angeles County jail facilities. This Amendment will extend the term of the Agreement for five years to provide uninterrupted notification services and will increase the maximum contract sum by $1,490,565. In the future, the Sheriff represents that they plan migrate to a Statewide VINE System, which is being developed by the California Sheriff's Association and APPRISS Corporation.

Background:

California Penal Code Section 646.92 mandates the Sheriff's Department (LASD) to provide notice to crime victims in the event of the release, escape and/or transfer of the perpetrators. The original agreement to implement VINE at the County was awarded in 1998 as a result of a Request for Proposal (RFP) issued by LASD to meet the state mandate. The VINE solution utilizes LASD's inmate information from the Automated Jail Information System (AJIS) to provide timely and reliable information about the custody status of inmates. It allows a crime victim or concerned constituent to register to be notified immediately in the event of an inmate's release, escape, or transfer. VINE allows 24/7 registration for its notification services using a toll-free number or a web site. The registrant can also select to be notified by e-mail, phone and/or letter.

Project Justification/Benefits:

This Amendment will allow LASD to meet its mandate to provide the VINE notification services until the statewide system is in place. Additionally, the VINE notification services support the County's Strategic Plan Goal 1 – Service Excellence.

Project Metrics:

The Statement of Work for the Amendment clearly identifies the service levels, as well as contractor deliverables for the amended term of the Agreement.

Impact On Service Delivery Or Department Operations, If Proposal Is Not Approved:

This Amendment, if not approved, will cause LASD to be out of compliance with the California Penal Code 646.92 and will require LASD to issue another competitive solicitation for an automated victim notification service. As aforementioned, the California Sheriff's Association has engaged APPRISS for a statewide deployment of VINE and LASD will transition to the statewide deployment when it is in place.

Alternatives Considered:

No alternatives currently exist that would provide uninterrupted victim notification services.

Project Risks:

There is minimal project risk since LASD has been using VINE since 1998 and is satisfied with the level of service and quality of deliverables provided by the contractor.

Risk Mitigation Measures:

Adequate mitigation measures have been established in the Agreement and the Statement of Work.

Financial Analysis:

This Amendment increases the contract sum by $1,490,565 (annual amount of $298,113 per year for five years) to $4,307,492. LASD has budgeted $298,113 in its Fiscal Year 2008-09 operating budget and will secure funding for the remaining term of the Agreement.

CIO Concerns:

None.

CIO Recommendations:

My Office supports this action and recommends approval by the Board.

CIO APPROVAL

Date Received: 4/18/2008

Prepared by: [signature]

Date: 4/23/2008

Approved: [signature]

Date: 4/27/2008