MEMORANDUM
SHERIFF'S OFFICE
ADMINISTRATIVE SERVICES
County of Placer

TO: Honorable Board of Supervisors
FROM: Devon Bell, Sheriff-Coroner-Marshal
DATE: March 21, 2017
SUBJECT: Tribridge Offender360 Jail Management System Change Orders

ACTION REQUESTED
Approve multiple change orders to a Contract with Tribridge Holdings, LLC of Tampa, Fl., to amend the original Statement of Work in the combined amount of $126,750 for a revised total contract amount of $1,865,734, and authorize the Purchasing Manager to sign all required documents.

BACKGROUND
On May 17, 2016, your Board approved a contract with Tribridge Holdings, LLC of Tampa, Fl., in the amount of $1,691,404 for a new Jail Management System, Tribridge Offender360. The project is currently on schedule to meet the go-live target of late July, 2017. Throughout the implementation of the Tribridge Offender360 system, enhancements and adjustments within the new system were identified and require amendments to the original Statement of Work via change orders.

Multiple change orders have been processed that outlined adjustments to the systems' "document packaging" and "search sorting and ranking" functionalities as well as change orders that effectively reduced the project scope; the net change order value of $47,580 was below the $50,000 threshold requiring Board approval, therefore, the Purchasing Manager executed these change orders.

The Sheriff's Office is seeking your Board's approval for additional change orders; the total of these change orders is $126,750. Currently, the Tribridge Offender360 system contract includes the creation of ten reports. The first change order requiring your Board's approval, in the amount of $58,110, enhances the system by creating an additional thirteen reports that will be used in the pre-booking, booking and release processes. These reports will increase the efficiencies and capitalize on the information entered into the system to meet state and local reporting requirements. The next change order, in the amount of $68,640, effectuates a system enhancement which allows a "bulk inmate scheduling" feature to increase efficiency for jail staff when scheduling inmates' time. Without this feature, the Tribridge Offender360 system only allows scheduling inmates for work release or to attend programs on an individual basis.

With your Board's approval, these change orders will increase the contract with Tribridge Holdings, LLC by $126,750. When combined with the change orders previously executed by the Purchasing Manager, the new contract amount will be $1,865,734. Funding for these contract increases is included in the previously estimated contingency fund identified at the outset of the project.

FISCAL IMPACT
Funding is available within the Sheriff's Office FY 2016-17 Final Budget. There is no impact to the County General Fund.

ATTACHMENTS
Tribridge Change Order 03
Tribridge Change Order 08
This Change Order constitutes an addendum and/or amendment to Statement of Work dated 5/24/16. The purpose of this Change Order is to provide services not outlined in the original agreement. All terms and conditions for this Change Order remain the same as those outlined in the original Agreement and applicable contracts. The services provided under this Change Order will be performed on a time and material basis. The basic principles and legal terms agreed to in our original Master Services Agreement continue to govern this effort.

<table>
<thead>
<tr>
<th>TASK ID</th>
<th>DESCRIPTION OF WORK TO BE PERFORMED</th>
<th>ESTIMATED HOURS</th>
<th>RATE</th>
<th>ESTIMATED TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Design</td>
<td>Review and finalize design with Placer County Sheriff. Incorporate final design in PACS Design Documentation for Review and Acceptance</td>
<td>54</td>
<td>$195</td>
<td>$10,530</td>
</tr>
<tr>
<td>Build</td>
<td>Build SSRS reports or ISV Word based Templates. Perform applicable updates/modifications as a result of testing</td>
<td>158</td>
<td>$195</td>
<td>$30,810</td>
</tr>
<tr>
<td>Test/Rework</td>
<td>Unit test in the development environment. Support system user testing for Placer County Sheriff. Support UAT testing as part of overall PACS solution</td>
<td>46</td>
<td>$195</td>
<td>$8,970</td>
</tr>
<tr>
<td>Deploy</td>
<td>Deploy to test and final solution to production with PACS solution as part of the project deliverables</td>
<td>12</td>
<td>$195</td>
<td>$2,340</td>
</tr>
<tr>
<td>Project Management</td>
<td>Guidance and support of the design, build, test, deploy, cycle</td>
<td>28</td>
<td>$195</td>
<td>$5,460</td>
</tr>
</tbody>
</table>

**ESTIMATED TOTAL:** 298 $195 $58,110

**Assumptions:**

- The above hours are an estimate of hours and Customer will be billed for actual hours incurred to complete the above tasks.
- If the hours consumed are less than the estimated hours Customer will only be billed for hours consumed.
- The services to be performed will be based on requirements gathered as detailed in Appendix A during budgetary estimate and validated during the design process.
- As a result of design if applicable, final solution may utilize a combination of Independent Software Vendor(ISV) generated reports using Word based templates or custom SSRS reports.
- This change order includes services only and does not include purchase or licensing fees for an ISV.
- The hours estimated are a not to exceed total and any additional hours must be approved through separate change order.
I agree to the changes to Statement of Work described above under the terms agreed to and listed on this Change Order. Work will be scheduled after the change order is signed by the Customer.

Agreed to by:

<table>
<thead>
<tr>
<th>Customer Signature</th>
<th>Tribridge Holdings, LLC Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>Printed Name</td>
<td>Printed Name</td>
</tr>
<tr>
<td>Date</td>
<td>Date</td>
</tr>
</tbody>
</table>

THANK YOU FOR YOUR BUSINESS!
Appendix A

There is a Placer County request to create 13 reports using SSRS or through use of Independent Software Vendor Word template by main functional areas of Pre-Booking, Booking, and Release and include grouped or sub-reports to render all current documents required by functional area.

Pre-booking (4 Reports)

1. Detention Certificate (849B)
2. Warrantless Arrest Form
3. Arrest Form
4. Property (Currently on the Jail Intake Form)

Booking (7 Reports*)

1. 821/822 Form
2. *Consulate Statement - Foreign Nationals (i.e. Mandatory Notification to Countries-- 22 languages)
3. Vehicle Release Authorization Form
4. DNA Collection
5. Inmate Property Release Form ("3rd Party Property release form")

*Estimate assumes 3 languages for Consulate Statement

Release (2 Reports + 4 Static PDF*)

1. PTA
2. Release Receipt
   1. Property Release
      2. Crimestoppers ("coupon" – no PACS data)
3. Affordable Care Act Information ("coupon" – no PACS data)
5. PREA/Stand Up Placer Half Sheet Release ("coupon" – no PACS data)

*Estimate assumes documents with no PACS data can be used in current state and format and inserted into document “package”
This Change Order constitutes an addendum and/or amendment to Statement of Work dated 5/24/16. The purpose of this Change Order is to provide Services not outlined in the original agreement. All terms and conditions for this Change Order remain the same as those outlined in the original Agreement and applicable contracts. The Services provided under this Change Order will be performed on a time and material basis. The basic principles and legal terms agreed to in our original Master Services Agreement continue to govern this effort.

### Task ID | Description of Work to be Performed | Estimated Hours | Rate | Estimated Total
---|---|---|---|---
Design | Review and finalize design with Placer County Sheriff. Incorporate final design in PACS Design Documentation for Review and Acceptance | 56 | $195 | $10,920
Build | Build Program Schedule UI Components Build Program Schedule Plugins Build Inmate Work Schedule UI Components Build Inmate Work Schedule Plugins | 184 | $195 | $35,880
Test/Rework | Unit and System test in the development environment Support user testing for Placer County Sheriff Support UAT testing as part of overall PACS solution | 40 | $195 | $7,800
Deploy | Deploy to test and final solution to production with PACS solution as part of the project deliverables | 12 | $195 | $2,340
Project Management | Guidance and support of the design, build, test, deploy, cycle | 60 | $195 | $11,700

#### Estimated Total:

- 352
- $195
- $68,640

### Assumptions:

- The above hours are an estimate of hours and Customer will be billed for actual hours incurred to complete the above tasks.
- If the hours consumed are less than the estimated hours Customer will only be billed for hours consumed.
- The services to be performed will be based on requirements gathered as detailed in Appendix A during budgetary estimate and validated during the design process.
- The hours estimated are a not to exceed total and any additional hours must be approved through separate change order.
I agree to the changes to Statement of Work described above under the terms agreed to and listed on this Change Order. Work will be scheduled after the change order is signed by the Customer.

Agreed to by:

Customer Signature

Tribridge Holdings, LLC Signature

Printed Name

Printed Name

Date

Date

THANK YOU FOR YOUR BUSINESS!
Appendix A

There is a Placer County requirement to incorporate custom code to support bulk scheduling for Programs and Work Crews in PACS

Customer Requirement Description

- There is a Placer County requirement to incorporate custom code to support bulk scheduling for Programs and Work Crews in PACS
- Customer Requirement Description
- The current workflow is pretty time intensive, where users have to enter a lot of information with a lot of steps.
- Use custom code to make the process easier, where users could set up a class, enroll inmates, then set the class dates on one screen and have the system automatically create appointments for each inmate for each day.
- This would allow the program manager to create the appointments on one screen easily, and would allow tracking of each inmate refusal to attend because each appointment is a separate record

Design Considerations

(Program scheduling is described here, Work Crew scheduling is similar)

- Inmates can enroll in Programs that take place at scheduled date/times up to several weeks (e.g., every Tuesday & Thursday from 1pm - 2pm for 6 weeks).
- Each Program session could have multiple inmates enrolled.
- The user needs to be able to click a button on the Program session & set up a recurring schedule for the classes.
- The appointments should be created instantly for each inmate and it needs to be actual OOB CRM appointments so that the user will be able to see when the Inmate will be occupied with a program activity.
- If the user needs to update the recurring schedule, they would update it once at the Program session level and it should filter down to the inmates.
- The user will be able enroll the inmate after creating the original recurring schedule and the system will create the future appointments for the inmate at that time.

Technical Approach

- Add UI “Recurrence” links/buttons to Program Schedules, Inmate Program Enrollments, and Work Schedules.
- Utilize CRM Plugins to create or update Appointment records for all affected inmates on the following events:
  - Creation of a Recurring Program Schedule (Creates a Recurring Appointment for each inmate enrolled in the program).
  - Update of a Recurring Program Schedule (Updates the inmate level Recurring Appointments).
  - Creation of a Recurring Inmate Program Schedule (Links the new Recurring Appointment to the parent Recurring Appointment at the Program Schedule level, so when updates occur at the parent level they can be filtered down to the child level).
  - Additionally, same plugin logic will be applied to Inmate Work Schedules.
Design Assumptions

- Inmate's schedule is only available via review of Appointment records
- Appointment record creation and updates will happen via an \textit{asynchronous} process—it may take some delay to process all appointment records, but other PACS users will not experience delays.