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Addendum 1
File # 19-04AA
Duluth Police Department Organizational Assessment

This addendum serves to notify all bidders of the following changes to the solicitation documents:

1. What are the desired start and dates?
Ideally, the City would like to have a contract executed and the project started by April 1, 2019, and completed by July 31, 2019.
2. What type of CAD (computer-aided dispatch) and RMS (record management system) does DPD use?
CAD is provided through the county and TriTech CAD is the vendor. Currently we utilize Shield RMS built by Equivant software. We will be moving to Tyler Technologies (formerly New World) new Enterprise product in the first quarter 2020 to include Tyler field based reporting.
3. Does the Department have a written Mission Statement and a written Strategic Plan that could be shared before the proposal is submitted?
The Mission Statement and Strategic Plan document for the DPD can be found on the City website at <http://duluthmn.gov/media/542337/strategic-plan-outline-for-website.pdf>
4. Will the assessment and evaluation of the dispatch services, including staffing, protocols and practices be part of the overall requested assessment?
Only to the extent of how dispatch protocols affect the organization. The DPD is looking for more of a policy review.
5. Will review of other ancillary or support services within the City be part of the assessment?
Yes, but only as it relates to DPD operations.
6. Is the DPD's civilian staff covered by unions? If yes, how many unions cover the workforce under the scope of this RFP?
Yes, the civilian staff are covered by AFSCME. There are 4 unions in the

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police department: CDSA (covers chief and deputy chiefs) LELS (covers Lieutenants) Police Local 807 (covers sworn) AFSCME (covers civilian)

7. When was the last Computer-Aided Dispatch (CAD) system update for the City? Is data easily accessible?

In January 2018 CAD was updated to TRITECH Cad. Yes, data is easily accessible.

8. Are civilian, Community Service Officer (CSO) and Ranger activities captured by CAD or other electronic means that can produce data for analysis?

Yes. CSO and Ranger activities in CAD and RMS. Civilians RMS

9. What Records Management System (RMS) does the DPD use? If the RMS is digital, when was it last updated?

The DPD utilizes Shield which was built by Equivant and implemented in 2004. We are currently in the process of updating to Tyler Enterprise RMS (formerly New World). That implementation should be completed by April 2020.

10. Does the Department have an automated report writing system in which patrol officer's reports are completed in the field via computers? Are detectives filing reports digitally as well?

We currently do not have Field based reporting. Some reports are digital through fillable PDFs; the majority are dictated. Field based reporting is part of the Tyler upgrade.

11. Is there an anticipated maximum award amount attached to the RFP?

No. Costs are a factor in the award decision, with the lowest cost proposal awarded the maximum total of 20 points.

12. The RFP states that the Proposal Cover Sheet is attached as Appendix B. However, the RFP only contains an Appendix A. Is Appendix A the correct form to meet the signature requirement?

Yes – Appendix A is the Proposal Cover Sheet.

Please acknowledge receipt of Addenda by including a copy of each with your proposal.

Posted: January 18, 2019