

THE BOARD OF SUPERVISORS OF THE COUNTY OF STANISLAUS  
ACTION AGENDA SUMMARY

DEPT: District Attorney *BA*

BOARD AGENDA # \*B-1

Urgent  Routine

AGENDA DATE October 2, 2012

CEO Concurs with Recommendation YES  NO   
(Information Attached)

4/5 Vote Required YES  NO

SUBJECT:

Approval to Purchase Information Technology Infrastructure Hardware from CDW Government LLC; and  
Approval to use Public Facilities Fees of \$100,000 as Partial Funding for the Project

STAFF RECOMMENDATIONS:

1. Approve the purchase of Information Technology (IT) Infrastructure Hardware consisting of servers and digital storage from CDW Government LLC (CDW-G).
2. Approve the use of Public Facilities Fees (PFF) in the amount \$100,000 for partial funding of the Information Technology (IT) Infrastructure project.
3. Direct the Auditor Controller to make the necessary budget adjustments per the financial transaction sheet.

FISCAL IMPACT:

The total project cost for the IT Infrastructure project is estimated to be \$117,137. On July 19, 2012 the PFF Committee approved the use of up to \$100,000 of PFF funds (Criminal Justice Fund 2403) to purchase and install critical Information Technology infrastructure for the District Attorney's Office. As of August 31, 2012 the Criminal Justice Fund (2403) had a balance of \$273,255. The balance of \$17,137, which is the difference of the approved PFF funds, will be funded from the District Attorney's existing Fiscal Year 2012-2013 information technology budget in the department's general fund.

BOARD ACTION AS FOLLOWS:

No. 2012-504

On motion of Supervisor De Martini, Seconded by Supervisor Monteith

and approved by the following vote,

Ayes: Supervisors: Chiesa, Withrow, Monteith, De Martini and Chairman O'Brien

Noes: Supervisors: None

Excused or Absent: Supervisors: None

Abstaining: Supervisor: None

1) X Approved as recommended

2) \_\_\_\_\_ Denied

3) \_\_\_\_\_ Approved as amended

4) \_\_\_\_\_ Other:

MOTION:

*Christine Ferraro*

ATTEST: CHRISTINE FERRARO TALLMAN, Clerk

File No. M-64-I-18

## **DISCUSSION:**

The Stanislaus County District Attorney's (DA) office has been experiencing tremendous increases in the data contained in criminal files being sent to the DA's office for prosecution. In addition, the DA's office has embarked on a business plan to eliminate paper files by file scanning or Electronic Data Management (EDM). The existing Information Technology (IT) infrastructure is not capable of processing and storing the volume of data contemporary law enforcement agencies generate during their investigations, nor is the storage large enough to handle the ever increasing volume of scanned files.

The DA's office IT infrastructure is built around production servers which are from six to ten years old and have very limited data storage capability. The plan has been to enhance the DA's office servers as funding became available. However, in light of the serious economic downturn, the department has put off the upgrade and expansion of the system for the past several years.

In 2011, the General Services Agency (GSA) proposed an innovative approach to minimize the burden of large amounts of physical archived DA's files by developing an Electronic Data Management (EDM) solution. Due to the success of this project, it has become abundantly clear to the DA's office IT personnel that the upgrade and expansion of the system can no longer be delayed. Based on the fraction of files already scanned, it is anticipated that over two terabytes of data storage will be needed in the next fiscal year to house existing files. Going forward, data storage must accommodate an annual growth rate of 300 gigabytes to keep up with incoming case files.

While the number of case files flowing to the DA's office from local law enforcement has not increased over the past years, the size of digital data in the files has continued to increase dramatically. These increases in data are attributed to technological advances in criminal investigations utilized by local law enforcement. Today the storage of photographs, video files, audio files, and cell phone data in criminal cases is commonplace. If this trend continues, and it is fully expected to, the DA's office will not be able to process, store and utilize the data sent to our office for criminal prosecutions. Accepting, processing and utilizing all investigative data from law enforcement is a legal mandate. The department cannot turn this type of evidence away simply because the department lacks the capability of processing and storing data.

As previously mentioned, the total number of criminal case files received annually by the DA's office has remained just over 19,000 per year. However, back in 2003, the PFF base year, the files were received in hard copies and stored in that fashion. Only select digital data, such as audio and video evidence, from the case files were entered into the DA's office digital database. The data storage capacity needed in 2003 for the storage of digital data was approximately 55 gigabytes. Over the past 10 years data storage needs in criminal case files has increased greatly as a result of emerging technology and contemporary law enforcement business practices. Crime scene photographs, audio files, video and now the EDM scanning of archived cases, have resulted in the need for approximately 2,139 gigabytes for the DA's file storage.

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This represents a 3,889% increase in the storage space needed for electronic files since 2003. In an effort to maximize efficiency and take advantage of the most current technology, replacement of aging and outdated IT equipment is essential.

The plan for the DA's office IT infrastructure is to purchase a system which utilizes server virtualization technology and large capacity Storage Area Network (SAN) data storage. This plan will not only provide robust servers and expandable data storage to handle the large volume of data processing, it will also insure on-site and off-site redundancy in the event of a server failure or catastrophe impacting the main server room. To accomplish this plan the first step was to develop a budget and seek funding from the Public Facilities Fees Committee.

On July 19, 2012, staff from the District Attorney's office presented their request to the Public Facilities Fees Committee along with extensive research into the growth of data contained in criminal prosecution files. Following the discussion, the Public Facilities Fees Committee approved the use of Criminal Justice funds. Upon approval of the funding, a comprehensive list of hardware was developed for the DA's office new IT infrastructure. General Services Agency (GSA) Purchasing was consulted and a Bid was completed.

GSA posted Bid #12-51-CB for HP Equipment on September 7, 2012. The Bid was sent to 175 vendors, and 36 of them downloaded the Bid. The Bid closed on September 20, 2012. GSA received 5 responding Bids, one of which was rejected as incomplete. The responsive Bidders were:

- Adtech \$134,502
- Entisys Solutions \$120,648
- OM Office \$117,771
- CDW-Government LLC \$117,137

As shown above, CDW-Government LLC (CDW-G) was selected as they were the lowest most responsive bidder. On September 21, 2012, GSA issued a Notice of Intent to Award to CDW-G and Notices of Non-Award to the other 4 Bidders. No letters of protest were received during the five-day protest period of the Bid process.

**POLICY ISSUES:**

Approval of this agenda item supports the Board of Supervisors' priority of a Safe Community by providing a solid reliable Informational Technology infrastructure for the DA's Office that will support the vigorous prosecution of criminal defendants, removing them from our neighborhoods while seeking justice for crime victims and their families.

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**STAFFING IMPACT:**

Current IT staffing will remain the same. Installation of the equipment will be done by CDW-G and DA's office IT staff will be trained in the maintenance of the new system.

**CONTACT PERSON:**

Carol Shipley, Assistant District Attorney 525-5558  
Eric Mccloughlin, IT Manager 567-4746

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Balance Type  
Data Access Set

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County of Stanislaus

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Explanation: Establish appropriations and revenue for PFF funding.

Requesting Department	GEO <i>T. Chumley</i>	Data Entry	Auditor's Office Only
Lori Denego	Supervisor's Approval <i>9/27/12</i>	Keyed by	Prepared By <i>John Denego</i>
Prepared by 9/26/2012	Date	Date	Approved By <i>9-26-12</i>
Date	Date	Date	Date