

#598

REQUEST FOR DISTRICT ATTORNEY LEGAL SERVICES

THIS FORM IS TO BE USED TO REQUEST ADVICE AND/OR REPRESENTATION FOR THE COUNTY OF OKLAHOMA, COUNTY OFFICIALS AND EMPLOYEES FROM THE DISTRICT ATTORNEY AS REQUIRED BY SECITONS 215.4, 215.5, 215.25 AND 215.26 OF TITLE 19 OF THE OKLAHOMA STATUTES. IF ADVICE IS SOUGHT, THE REQUEST MUST BE SIGNED BY AN ELECTED COUNTY OFFICER. THIS FORM MUST BE FILLED OUT AND SUBMITTED TO THE CIVIL DIVISION OF THE OKLAHOMA COUNTY DISTRICT ATTORNEY'S OFFICE IN A TIMELY MANNER. ALL REQUESTS FOR ADVICE WILL BE RESPONDED TO IN WRITING. IF THE REQUEST IS FOR LEGAL REPRESENTATION UNDER 19 O.S. SECTION 215.25, THE REQUEST MUST BE SUBMITTED IN WRITING EARLY ENOUGH TO PERMIT THE DISTRICT ATTORNEY'S OFFICE ADEQUATE TIME TO COMPLETE A THOROUGH "GOOD FAITH AND COURSE OF EMPLOYMENT" INVESTIGATION AS CONTEMPLATED BY 19 O.S. SECTION 215.26.

DATE OF REQUEST: 08/25/2022

COUNTY DEPARTMENT MAKING REQUEST: Sheriff's Office

STATE, WITH SPECIFICITY, WHAT THE REQUEST IS AND WHY THE ASSISTANCE OF THE DISTRICT ATTORNEY'S OFFICE IS NEEDED: Review of a Enhancement/Project Scope Statement with regards to a project approved by the Oklahoma District Attorneys Council after approval of the Bureau of Justice Statics, Office of Justice Programs and United States Department of Justice to improve Oklahoma County Sheriff's Office criminal history files by linking files stored in SDEFrame with the master person record in online Records Management System. Funding for this project will come from the District Attorneys Council National Criminal History Improvement grant 19P007 from the Records Management Project previously approved by the Oklahoma County Board of County Commissioners.

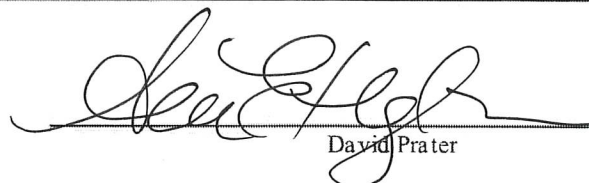
ATTACH ADDITIONAL DOCUMENTS AS APPROPRIATE.



COUNTY OFFICER

DATE RECEIVED BY DISTRICT ATTORNEY:

REPLY BY DISTRICT ATTORNEY: Approved for legality based on limited information provided.



David Prater

RECEIVED  
AUG 29 2022  
CIVIL DIVISION  
DISTRICT ATTORNEY

# Caliber

PUBLIC SAFETY

Protecting Tomorrow-Today.™

## Online RMS

Enhancement/Project Scope Statement

OSCO Image Data Link

July 28, 2022

## ENHANCEMENT/PROJECT SCOPE STATEMENT

Project Name: OSCO Image Data Link  
 Quote #: Q-03320  
 Prepared by: Todd Thompson  
 Date: 7/29/2022

### Version History (Insert rows, as needed.)

Version	Date (MM/DD/YYYY)	Comments
1.0	7/29/2022	Initial Scope Statement Document

### Enhancement/Project Description

#### Project Scope Statement

**Background:** Since 2006, the Oklahoma County Sheriff's Office (OCSO) has been creating and storing Tiff files in a custom application running on the Oklahoma network. The TIFF files correspond to person records stored within the Caliber Online RMS. OCSO has requested an enhancement to Online RMS and professional services to include capability that allows one or more TIFF files stored locally within the OCSO network to be linked to a master person record in Online RMS. The OCSO local attachments server is estimated to have 23 million files (20 TB) of data. The files relate to approximately 1.2 million person records.

**Workflow (list Deliverables):** This project will involve the creation and deployment of a web service application for use within the OCSO network. The web service application will broker Online RMS application requests to view an externally stored TIFF file, retrieve the file from the OCSO local attachment storage server, and deliver the file to the user within the Online RMS application.

New image and attachment files added to the Online RMS application will be saved in the Online RMS datacenter, rather than on the OCSO local attachment storage server.

### Enhancement/Project Description

The Online RMS Master Person attachments grid will include a link to the locally stored attachment files. These legacy TIFF files will not have thumbnail views within Online RMS.

The following is a description of the activities included in this project:

**Populated File Storage Metadata** – This activity is loading of the filename, file location, and linking the file to the appropriate master person record within Online RMS.

**Defined File Location/Name** – Enhancement to the web service application to support receiving the location on the local storage as well as the file name.

**Errors and Exception Handling** – Enhancement to handle exceptions when a request fails to get a file from the OSCO local attachment storage server due to connectivity or other reasons.

**Report Image Retrieval** – An enhancement to Online RMS canned reports to support retrieval of images and attachments from the OSCO local attachment storage server.

**HTTPS/SSL Communication** – This activity involves deploying an SSL certificate and configuring the application to require a secure connection for requesting and receiving a file from the OSCO local attachment storage server.

**Webservice Deployment Package** – This activity involves packaging and documenting the required steps to for OSCO to install and maintain the web service application.

### External Dependencies:

- OSCO is responsible for providing access to and deploying the Caliber RMS webservice to the OSCO network.
- OSCO is responsible for maintaining the local attachment storage server and ensuring uptime and connectivity 24 hours a day, seven days a week.
- OSCO is responsible for ensuring the integrity of the local attachment server data and validating the mapping of the TIFF image files to Online RMS master person records.

### Assumptions:

- There will be no thumbnail images for legacy TIFF files in Online RMS.
- Following the initial conversion effort, no new attachments requiring linkage to Online RMS person records will be added to the local attachment storage server.
- The TIFF files are labeled with an ID that corresponds to a master person index ID recorded in the Online RMS. Caliber will use this ID to link the TIFF files to RMS master person records. Caliber is not responsible for the accuracy of the person ID information in the OSCO local attachment storage server.
- OSCO communicated that there are no descriptions for the TIFF files. To identify the person attachment links that connect to the locally stored attachment files, Online RMS will load a generic description, such as "OSCO Image Link".
- Access to the OSCO locally saved attachments is not subject to any security limitations. Users who can access master person records in Online RMS can request and view the related person's locally stored attachment files.

### Constraints:

- The scope of this project is limited as described in this Project Scope Statement and quote. Any additional features, functionality, or services not provided for in this Project Scope Statement will require a Change Order that may impact the cost and schedule of the delivery.

### Provisions:

- Caliber retains ownership and title to all intellectual property rights in all tools, software, methodology, techniques, and practices developed.

### Scope Statement Approval/Signature

Print name of authorizing person:		
Print title of authorizing person:		
Signature of authorizing person:		Date:



## Quotation/Order Form

Quote For:  
Oklahoma County SO, OK  
David Baisden  
2101 Northeast 36th Street  
Oklahoma City, OK 73111

Quote #: Q-03320 - 1  
Create Date: 8/4/2022 12:38 AM  
Expires On: 11/3/2022  
Payment Terms: Net 30

Customer Success Manager: Pam Kaufman  
Phone: (336) 397-5300 x264336  
Email: pkaufman@caliberpublicsafety.com  
Orders Fax: (866) 368-8602

Product Code	Product Description	Location	Qty	Price Each	Extended
Online RMS					
CI-DEV-RMS	RMS Development Services	Remote	225.00	\$210.00	\$47,250.00
Online RMS TOTAL:					\$47,250.00

Annual Maint & Support: \$2,835.00

Order Total: \$50,085.00

Year 2 Total Annual Maint, Support & Subscription: \$2,835.00

### Additional Note(s):

See Scope Statement

### Acceptance:

Colossus, Incorporated

Oklahoma County SO, OK

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Name (Print): \_\_\_\_\_

Name (Print): Tommie Johnson III

Title: \_\_\_\_\_

Title: Sheriff

Date: \_\_\_\_\_

Date: 08/29/2022

Please sign and email to Pam Kaufman at pkaufman@caliberpublicsafety.com or fax to (866) 368-8602.

### Terms & Conditions

- 1) This Quotation incorporates by reference the following signed document(s) between COLOSSUS, INCORPORATED (herein referred to as "Caliber Public Safety") and Customer: i) Master Purchase License & Services Agreement; ii) RMS Software as a Service Agreement; iii) End User License Agreement; iv) Software Maintenance terms; and/or v) Statement of Work, as applicable.
- 2) Upon signing of this Quotation or Caliber's receipt of Customer's purchase order, Customer shall be invoiced 100% for all products and services set forth on this Quotation, which invoice shall be payable net-30 days from the date of invoice.
- 3) Applicable taxes, shipping and handling are not included unless specifically stated and will be added to the invoice at the time of issuance.
- 4) Any purchase order provided by Customer is valid only for purposes of identifying the "bill to" and "ship to" addresses. No additional terms contained within the purchase order shall be binding on Caliber Public Safety.
- 5) The parties agree that should there be a conflict between the terms of this Quotation and the terms of one or more of the Agreements set forth in Section 1 herein, the terms of this Quotation shall govern.
- 6) Each party executing this Quotation acknowledges and warrants that [he/she] is duly authorized by Caliber Public Safety and/or the Customer to execute this Quotation on Caliber Public Safety's and/or the Customer's behalf.
- 7) Transmission of images of signed Quotation by facsimile, e-mail or other electronic means shall have the same effect as the delivery in person of manually signed documents.
- 8) Estimated Travel Expenses are included up to \$0.00. Anything above this amount will be handled via change order.





## Quotation/Order Form

**Quote For:**

Oklahoma County SO, OK  
David Baisden  
2101 Northeast 36th Street  
Oklahoma City, OK 73111

**Quote #:** Q-03320 - 1**Create Date:** 8/4/2022 12:38 AM**Expires On:** 11/3/2022**Payment Terms:** Net 30**Customer Success Manager:** Pam Kaufman**Phone:** (336) 397-5300 x264336**Email:** pkaufman@caliberpublicsafety.com**Orders Fax:** (866) 368-8602

Product Code	Product Description	Location	Qty	Price Each	Extended
Online RMS					
CI-DEV-RMS	RMS Development Services	Remote	225.00	\$210.00	\$47,250.00
Online RMS TOTAL:					\$47,250.00

**Annual Maint & Support:** \$2,835.00**Order Total:** \$50,085.00**Year 2 Total Annual Maint, Support & Subscription:** \$2,835.00**Additional Note(s):***See Scope Statement***Acceptance:****Colossus, Incorporated****Oklahoma County SO, OK****Signature:** \_\_\_\_\_**Signature:** \_\_\_\_\_**Name (Print):** \_\_\_\_\_**Name (Print):** Timothy Johnson III**Title:** \_\_\_\_\_**Title:** Sheriff**Date:** \_\_\_\_\_**Date:** 08/29/2022

Please sign and email to Pam Kaufman at pkaufman@caliberpublicsafety.com or fax to (866) 368-8602.

**Terms & Conditions**

- 1) This Quotation incorporates by reference the following signed document(s) between COLOSSUS, INCORPORATED (herein referred to as "Caliber Public Safety") and Customer: i) Master Purchase License & Services Agreement; ii) RMS Software as a Service Agreement; iii) End User License Agreement; iv) Software Maintenance terms; and/or v) Statement of Work, as applicable.
- 2) Upon signing of this Quotation or Caliber's receipt of Customer's purchase order, Customer shall be invoiced 100% for all products and services set forth on this Quotation, which invoice shall be payable net-30 days from the date of invoice.
- 3) Applicable taxes, shipping and handling are not included unless specifically stated and will be added to the invoice at the time of issuance.
- 4) Any purchase order provided by Customer is valid only for purposes of identifying the "bill to" and "ship to" addresses. No additional terms contained within the purchase order shall be binding on Caliber Public Safety.
- 5) The parties agree that should there be a conflict between the terms of this Quotation and the terms of one or more of the Agreements set forth in Section 1 herein, the terms of this Quotation shall govern.
- 6) Each party executing this Quotation acknowledge and warrant that [he]/[she] is duly authorized by Caliber Public Safety and/or the Customer to execute this Quotation on Caliber Public Safety's and/or the Customer's behalf.
- 7) Transmission of images of signed Quotation by facsimile, e-mail or other electronic means shall have the same effect as the delivery in person of manually signed documents.
- 8) Estimated Travel Expenses are included up to \$0.00. Anything above this amount will be handled via change order.

**Budget Revision and Grant Extension Request Form  
Form A-2**

<b>Subgrantee:</b> Oklahoma County	<b>Subgrant Number:</b> 19P007	<b>Date:</b> 8/24/2022
<b>Project Title:</b> Records Management System		
<b>Contact Person:</b> David Baisden		
<b>Phone:</b> 405-615-0242	<b>Fax:</b>	<b>City:</b> Oklahoma City
		<b>Zip:</b> 73102


Budget Category	Approved Budget		Requested Budget		Request for Budget Extension	
	Grant	Match	Grant	Match	Change In Grant Period	
Personnel					Current Project Period	
Personnel Benefits					Project Start Date	
Equipment	744845.00	82760.00	744845.00	82760.00	Project End Date	
Travel					New Grant Period	
Supplies and Operating Expenses					New Project End Date	
Facilities / Rental Expenses						
Contractor / Consultants						
Confidential Funds						
Other						
<b>TOTAL</b>	744845.00	82760.00	744845.00	82760.00		



Signature of Project Director

- A written explanation is required and must be attached to request a grant extension or budget revision.
- Explain the reason for the need of a grant extension or the requested budget changes and why money needs to be shifted (increased or decreased) among budget categories.
- The shifting of funds should not change the scope of the project.
- The subgrantee cannot act upon the request until it has been approved.
- Once approved, the subgrantee will receive a copy of the revision request.

**IN ADDITION: OVERALL BUDGET SUMMARY AND ALL DETAILED BUDGET PAGES WITH NARRATIVE COMPLETED MUST BE ATTACHED.**

FOR DAC USE ONLY - SIGNATURE INDICATES APPROVAL	<input type="checkbox"/> Program Monitor <input type="checkbox"/> Budget Update <input type="checkbox"/> Financial Analyst
 Stephanie Lowery Federal Grants Division Director	8-24-2022 Date





2101 N.E. 36th Street  
Oklahoma City, OK 73111  
405-713-1000 : 405-713-1908 Fax  
[WWW.OKLAHOMACOUNTY.ORG/SHERIFF](http://WWW.OKLAHOMACOUNTY.ORG/SHERIFF)

**Date:** August 24, 2022  
**To:** Oklahoma District Attorneys Council  
**Attn:** Sinead Maguina  
**From:** Captain, David Baisden  
**Re:** NCHIP – Budget Revision and Extension Form A-2

---

Sinead

This project will automate the process and tie all the records together and will improve our criminal history files. This project will be in production, paid for well before the end of the grant period 12-31-2022.

The Oklahoma County Sheriff's Office was awarded \$744,845.00 for records management. Of those funds on December 31, 2022, we will have a remaining balance of \$142,384.44. We would like to make a formal request to \$50,085.00 of the remaining funds for project to map scanned images to our records management system enhancing our criminal history files.

**Project Scope:**

**Background:** Since 2006, the Oklahoma County Sheriff's Office (OCSO) has been creating and storing Tiff files in a custom application running on the Oklahoma network. The TIFF files correspond to person records stored within the Caliber Online RMS. OCSO has requested an enhancement to Online RMS and professional services to include capability that allows one or more TIFF files stored locally within the OCSO network to be linked to a master person record in Online RMS. The OCSO local attachments server is estimated to have 23 million files (20 TB) of data. The files relate to approximately 1.2-million-person records.

**Workflow (list Deliverables):** This project will involve the creation and deployment of a web service application for use within the OCSO network. The web service application will broker Online RMS application requests to view an externally stored TIFF file, retrieve the file from the OCSO local attachment storage server, and deliver the file to the user within the Online RMS application. New image and attachment files added to the Online RMS application will be saved in the Online RMS datacenter, rather than on the OCSO local attachment storage server. The Online RMS Master Person attachments grid will include a link to the locally stored attachment files. These legacy TIFF files will not have thumbnail views within Online RMS.

The following is a description of the activities included in this project:

**Populated File Storage Metadata** – This activity is loading of the filename, file location, and linking the file to the appropriate master person record within Online RMS.

**Defined File Location/Name** – Enhancement to the web service application to support receiving the location on the local storage as well as the file name.

**Errors and Exception Handling** – Enhancement to handle exceptions when a request fails to get a file from the OSCO local attachment storage server due to connectivity or other reasons.

**Report Image Retrieval** – An enhancement to Online RMS canned reports to support retrieval of images and attachments from the OSCO local attachment storage server.

**HTTPS/SSL Communication** – This activity involves deploying an SSL certificate and configuring the application to require a secure connection for requesting and receiving a file from the OSCO local attachment storage server.

**Webservice Deployment Package** – This activity involves packaging and documenting the required steps to for OSCO to install and maintain the web service application.

**Oklahoma County Sheriff's Office Responsibilities:**

- OSCO is responsible for providing access to and deploying the Caliber RMS webservice to the OSCO network.
- OSCO is responsible for maintaining the local attachment storage server and ensuring uptime and connectivity 24 hours a day, seven days a week.
- OSCO is responsible for ensuring the integrity of the local attachment server data and validating the mapping of the TIFF image files to Online RMS master person records.

Budget Revision is as follows:

	Federal Funds	Matching Funds
Grant Award Federal Funds-----	\$744,845.00	\$ 82,760.00
Records Management System-----	\$570,000.14	\$ 63,333.35
Livescans - Courthouse-----	\$ 17,433.00	\$ 1,937.00
Livescan – Sheriff's Office -----	\$ 17,433.00	\$ 1,937.00
iTouch interface with JailTracker jail management	\$ 7,011.00	\$ 779.00
Mapping of Scanned Files to RMS	\$ 45,076.50	\$ 5,008.50
Total remaining funds available -----	\$ 87,891.36	\$ 9,745.15

I am just seeking approval to move forward. We hope this is approved so it will enhance our criminal history files.

Thank you



Captain David Baisden  
Oklahoma County Sheriff's Office  
2101 NE 36th Street  
Oklahoma City, OK 73111  
405-713-2053 office  
405-615-0242 cell