



Request for City Council Committee Action from the Department of BIS

Date: October 3, 2011

To: The Honorable Betsy Hodges, Chair, Ways and Means Committee

Subject: Execute Contract with STARLIMS Corporation to Implement a Laboratory Information Management System for the Police Department's Crime Lab.

Recommendation: Authorize proper City officials to a) execute a 3 year contract not to exceed \$231,899 with STARLIMS Corporation to provide a laboratory information management system; and b) to include two options for one-year extensions.

Prepared by: Elise Ebhardt, BIS Interagency Coordinator, 673-2026

Submitted by: Otto Doll _____, 673-3190
Chief Information Officer

Approved by: Steven Bosacker _____
City Coordinator

Presenter in Committee: Otto Doll

Policy Review Group: Not Applicable

Permanent Review Committee (PRC): Approved March 31, 2011

Prior Related Directives: None

Financial Impact: None. No additional appropriate required.

<p>Financial Impact (Check those that apply)</p> <p><input checked="" type="checkbox"/> No financial impact (If checked, go directly to Background/Supporting Information)</p> <p><input type="checkbox"/> Action requires an appropriation increase to the Capital Budget</p> <p><input type="checkbox"/> Action requires an appropriation increase to the Operating Budget</p> <p><input type="checkbox"/> Action provides increased revenue for appropriation increase</p> <p><input type="checkbox"/> Action requires use of contingency or reserves</p> <p><input type="checkbox"/> Other financial impact (Explain):</p> <p><input checked="" type="checkbox"/> Request provided to department's finance contact prior to the Committee Coordinator</p>
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Background/Supporting Information

The Minneapolis Police Department (MPD) is working with Business Information Services (BIS) to implement a Laboratory Information Management System (LIMS).

The MPD Crime Lab creates paper case files, which need to be maintained for a minimum of 10 years up to indefinitely. File space is limited and international accreditation standards are rigorous. Report information and chain of custody signatures are currently pulled and tracked manually making the process inefficient and time consuming.

The City is seeking a Laboratory Information Management System that would implement a paperless system for managing case files, and improve efficiency and cost effectiveness of managing laboratory processes and procedures.

Key requirements of the LIMS system include the ability to manage:

- Multi-level user security needs
- Physical storage and inventory
- Chain of Custody movement and state changes of evidence including bar code capture and paperless tracking
- Department work and performance as part of certification and audit management
- Department equipment maintenance
- Integration with other critical criminal justice systems, including notifications and reporting. The system needs to have the potential to work with existing City systems such as:
 - *Practice Manager* - a case management tool currently used by the Minneapolis City Attorney's Office to manage case progress, disposition, and artifacts
 - *ECMS - the City's Enterprise Content Management System*
 - *CAD (Computer Aided Dispatch)*
 - *CAPRS (Computer Aided Police Reporting System)*
 - *DIMS (Digital Information Management System)* - an existing repository in the Crime Lab for still photos and other digital images.

The City completed the Request for Proposals process in May 2011 and received four respondents. The project team made up of representatives from MPD and BIS determined that STARLIMS was the best solution for the City. If approved, STARLIMS will provide software and services to implement and support the system.

Request for Approval

BIS is requesting authorization for the proper City officials to:

- a) execute a 3 year contract (2011 – 2014) not to exceed \$231,899 with STARLIMS to provide a laboratory information management system;
- b) include two options for one-year extensions within the contract.

Funding for the contract expenses are covered by Minneapolis Police Department operational and grant funds. Ongoing costs will be covered by MPD operating funds. No additional appropriation is required.