

# Technology Request Submission Form FY2018

## Request Identification

<b>Status (to be set by TPET):</b>	<b>Submitted</b>	
Department Name	Fire Department	<b>Project ID#</b> Dept Priority SLC or CCL
Division	Fire Administration	
Contact Name	Fire Chief Johnson	
Contact Phone	704-336-8974	
Request Title	Future Modeling Services	
Associated Program (if request is part of a larger program)	Planning and Strategy	
Are you seeking funding?	No	
Has this request been submitted previously? If so, what was the title and what year?	No	

	FY19 Funded	FY20 Proposed	FY21 Proposed	Annual Ongoing
<b>Funding Source(s)</b>				
<u>Identified Funding Source(s)</u>				
General Fund: <u>GL Fund String</u>	\$ 125,000	\$ 41,000	\$ 41,000	\$ 41,000
Enterprise Fund	\$ -	\$ -	\$ -	\$ -
Grant	\$ -	\$ -	\$ -	\$ -
Capital Investment Fund	\$ -	\$ -	\$ -	\$ -
Other (Please Specify)	\$ -	\$ -	\$ -	\$ -
<u>Requested TPET Funding</u>				
TPET	\$ -	\$ -	\$ -	\$ -
<b>Total Funding (calculated from above)</b>	<b>\$ 125,000</b>	<b>\$ 41,000</b>	<b>\$ 41,000</b>	<b>\$ 41,000</b>

<b>Cost Detail</b>				
<u>Requested Cost Detail</u>				
Hardware	\$ -	\$ -	\$ -	\$ -
Software	\$ 84,000	\$ -	\$ -	\$ -
Connectivity Costs (wired & wireless)	\$ -	\$ -	\$ -	\$ -
Hosting Services (Ongoing/Annual Fees)	\$ -	\$ -	\$ -	\$ -
Contractual Labor(Professional Services)	\$ -	\$ -	\$ -	\$ -
Data Conversion Services	\$ -	\$ -	\$ -	\$ -
Training (Internal & External)	\$ -	\$ -	\$ -	\$ -
Travel Cost	\$ -	\$ -	\$ -	\$ -
Personnel (cost of fully loaded FTE's)	\$ -	\$ -	\$ -	\$ -
Other (specify below)	\$ -	\$ -	\$ -	\$ -
Maintenance and Operating Support	\$ 41,000	\$ 41,000	\$ 41,000	\$ 41,000
Is there a Agreement/Contract with Vendor?				
# of years of ongoing maintenance agreed upon?				
Escalation % or amount per year?				
<b>Total Cost (calculated from above)</b>	<b>\$ 125,000</b>	<b>\$ 41,000</b>	<b>\$ 41,000</b>	<b>\$ 41,000</b>
(Total Funding & Total Cost should reconcile)				
Total Cost of Human Capital (estimate)	\$ -	\$ -	\$ -	\$ -

## I&T Resourcing Need - Rough Order of Magnitude (ROM)

What approximate level of resourcing will be needed from I&T Service Areas?	Applications, Database	Servers, Storage	Radio, Network, Telephony	Client, Desktop	Security	PM
	None	Small (Internet Explorer upgrade)	Medium (Success Factors Upgrade)	Large (PeopleSoft)	Huge (Munis)	Huge (Munis)

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## FY2018

### Request Description

#### WHAT - Briefly describe the request

Levrum will provide CFD with a combination of Levrum's Code3 Strategist Software and custom technical consulting services. CFD will be able to perform effective long-term planning for resource deployment, taking into consideration planned urban growth, observed trends in workload and related factors such as increased traffic impedance. Resource deployment, in this context, includes primarily station location, apparatus and staff deployment. CFD, through their software, will have the ability to predict incident workloads for a 5-10 year timespan and evaluate alternate deployment strategies against these future conditions. In addition, CFD staff will have, albeit temporarily, the tools to interpret historical incident and response data quickly and effectively, and communicate information visually to stakeholders.

#### WHY - Business needs/reasons for the request

This services contract is to provide strategic direction for the CFD in terms of workloads for a 5-10 year timespan and evaluate alternate deployment strategies against these future conditions.

#### HOW - Briefly describe the process and/or technology, if known

Proprietary software.

#### WHEN - Timeframe for the request implementation (expected start date, go-live date, and key milestones)

This project should be done within six months of approval.

### Request Benefits

Describe the tangible measurable benefits - the difference between the current and expected future state.

Long range plan.

Describe the intangible measurable benefits - the difference between the current and expected future state.

This should be valuable for budgetary purposes.

### Resources and Impacts

What existing systems were considered as an alternative to meet this need, and if rejected, why?

N/A

What existing systems will be replaced, if any?

N/A

Have you discussed this investment with Innovation & Technology? No

If yes, please identify the I&T Service Area Manager(s) this was discussed with:

If this investment includes payment processing, have you discussed it with the Finance eBusiness Team and Information Security group already? Yes/No

Have you checked to ensure that this investment will be ADA compliant? No

Define relationships & impacts to other groups (I&T, other Depts, etc.), including funding, users, and support.

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Our vendor will work with other City teams such as ODA on this project.

What is the business impact if this request is delayed? (Short term & Long Term)

Could this amount or a portion of this request be funded from your Dept's existing resources (Operating budget, PayGo, etc.)?  
If no, why?

Yes.

Return on Investment (ROI) Provide ROI calculation or statement to show how the investment will provide benefit and value.  
Include payback period, if known.

List links to any supporting documentation

If full funding isn't available, could you benefit from partial funding?    Yes / No    If yes, how?

# MEMO

**TO:** Kay Elmore, Chief Procurement Officer

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**CC:** Linda Lewis, Kevin Gordon, Reginald Johnson

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**FROM:** Reginald Johnson, Fire Chief (\_\_\_\_\_)

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**DATE:** August 1, 2018

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**RE:** Waiver of Procurement Process for Levrum Code 3

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**Policy** The Citywide Procurement Policy (MFS 24) provides the authority for Department Directors to waive and/or request waiver of the solicitation process requirement for services, under specific circumstances and subject to appropriate approvals based on the anticipated spend amount (See Section 1.7.2.). This memo and supporting documentation constitutes a Tier 2 procurement waiver as follows:

Tier 2: Procurements of Services greater than 50,000 and higher.

Department Directors may request a waiver of competitive solicitation process for procurements of services greater than \$50,000 and higher. Waivers in this threshold require completion of this waiver memo including all appropriate supporting documentation with submittal to and concurrence by the City's Chief Procurement Officer prior to review and final approval by the City Manager's Office. Concurrence and final approval in writing is required for this waiver to be effective. Waivers for expenditures totaling \$100,000 or more require Council approval.

## **Background**

The Charlotte Fire Department (CFD) needs to perform effective long term planning for resource deployment, taking into consideration planned urban growth, observed trends in workload and related factors such as increased traffic impedance. Resource deployment in this context includes primarily station location, apparatus and staff deployment. Accordingly, CFD needs the ability to predict incident workloads for a 5-10 year timespan and evaluate alternate deployment strategies against these considerations. In addition, CFD staff needs tools to interpret historical incident and response data quickly and effectively, and communicate information visually to stakeholders.

Levrum Inc. will provide a solution to address the needs described above by providing a combination of Levrum's Code3 strategist software and custom technical consulting services. CFD has tested the software on an interim basis and has found it

to be effective in evaluation of predicted response times, workloads, and other metrics.

Currently, Levrum Code 3 is the only vendor who provides this service to first responders; there is no current competition. In FY18, CFD spent \$50K with Levrum Code 3 to evaluate the service. Beginning in FY19-FYF23, we would like to continue our agreement. The anticipated expense for FY19 will be \$125K. The annual maintenance fees should not exceed \$41,000. The total estimated cost for a five year contract should not exceed \$290,000.

Once the Waiver of Procurement Process is signed, CFD will work with procurement and Levrum Code 3 to draft and finalize a contract; in late September, CFD intends to seek council approval for this contract through the Request for Council Action process.

### **Recommendation**

Section 1.7.2 of the Citywide Procurement Policy (MFS 24) allows a Department Director to waive the requirement to issue an RFP for a formal solicitation of services when it is in the City's best interest to do so. The reasons stated above establish that a waiver is appropriate with respect to the services described above. Accordingly, this memorandum indicates that the Charlotte Fire Department will forego a new formal solicitation requirement, and recommends a contract with Levrum Code 3.

\_\_\_\_\_  
Chief Procurement Officer or Designee Concurrence

\_\_\_\_\_  
Date

\_\_\_\_\_  
City Manager or Designee Approval

\_\_\_\_\_  
Date