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Scott County

May 17, 2022

To: Mahesh Sharma, County Administrator

From: Matt Hirst, Information Technology Director

Subject: Professional Services for the Selection of Evidence Management Software and Storage
            For the Attorney's Office

Scott County Information Technology is working with the Attorney's Office to review and modernize evidence management applications, storage, and processes in the Office.

To that end, Scott County Information Technology has requested and received a proposal for Professional Services to assist in the development of requirements and selection of a Software as a Service (SaaS) solution to support the Attorney's Office.

The proposal from BerryDunn is comprised of four components:
1) Project planning and updates. ($4,500)
2) Requirements development and market research. ($18,000)
3) Vendor identification.
    a) Without RFP. (Optional - $11,500)
    b) With RFP. (Optional - $25,000)

BerryDunn was originally selected through an RFP as an IT professional services consultant to assist the department with a technology assessment in 2010. The company has subsequently assisted the County with the selection of Enterprise Resource Planning (ERP Financials) and Enterprise Content Management (ECM Document Imaging) software/technology solutions.

It is recommended that the Board authorize the IT Director to sign a service agreement with BerryDunn in an amount not to exceed $47,500. Monies are available in the IT Department budget to pay for this service.

Encl(s): 1

Cc: Mike Walton

Evidence Management System Replacement Project

Scott County, Iowa

BerryDunn
2211 Congress Street
Portland, ME 04102-1955
207.541.2200

Doug Rowe, Principal
drowe@berrydunn.com

Jake Spaulding, Project Manager
jspaulding@berrydunn.com

Letter of Engagement
Submitted May 6, 2022

berrydunn.com

May 6, 2022

Scott County IT Department
Attn: Stephanie Macuga, Senior Programmer/Analyst; Matt Hirst, IT Director
400 West 4th Street
Davenport, IA 52801

Sent via email to: Stephanie.Macuga@scottcountyiowa.gov; Matt.Hirst@scottcountyiowa.gov

Dear Stephanie and Matt:

Thank you for the opportunity to re-submit this letter of engagement to assist Scott County (the County) in researching and preparing for an Evidence Management System procurement. This is an updated letter from that which we submitted to the County on April 18, 2022, the purpose of which is to highlight our key attributes, introduce our team members, describe our project approach, and expand upon the originally proposed scope of work.

As you are aware, BerryDunn is a nationally recognized independent management and IT consulting firm focused on inspiring organizations to transform and innovate. Founded in 1974, we are a stable and well-established firm that has preserved our core values and reputation for excellence throughout our longstanding history. We have enjoyed growing our business through working with similar municipalities in the State of Iowa and throughout the Midwest region, and look forward to an opportunity to work with the County.

As principal of our Justice and Public Safety Practice, I am legally authorized to bind, negotiate, make presentations on behalf of, and commit our firm and our resources. If you have any questions regarding our letter, please consider me your primary point of contact and feel free to contact me directly. Thank you for your time and consideration.

Sincerely,

[signature]

Doug Rowe, PMP®, ITIL(F) | Principal
Local Government Practice Group
t/f: 207-541-2330 | **e:** drowe@berrydunn.com

1. Firm Overview

BerryDunn is an independent management and consulting firm with a Consulting Services Team dedicated to serving state, local, and quasi-governmental agencies. As a Limited Liability Company with 58 principals and 29 owners, we have experienced sustained growth throughout our 48-year history by providing consistent, high-quality services. With over 740 staff members (including more than 250 in our Consulting Services Group), we have a long and successful history of working with state and local agencies across the country in support of operational, business process, and technology initiatives.

Services Offered

BerryDunn provides a full range of professional services, including technology and management consulting; tax, audit, and accounting; and security and assurance. Below, we provide a list of the professional services we provide to our clients. Our firm's culture is centered on our deep understanding of our clients' commitment to serving the public. As such, we proudly tailor each of our projects to recognize the work our clients do every day. **We care about what we do, and we care about the people impacted by our work.**

› Business Process Reviews and Redesign	› Organizational Change Management
› Cost of Service and Fee Studies	› Organizational and Staffing Analyses
› Enterprise and Departmental Strategic Planning	› Performance Analyses
› Facilitation	› Police Department Operational and Management Studies
› IT Assessments	› Software Implementation Project Management and Oversight
› Technology Strategic Planning	
› Leadership and Organization Development	› **Software Planning and Procurement**
	› Strategic Planning

Dedication to Local Government

The County will benefit from BerryDunn's wide experience with government operations, staffing needs, and the business processes required to provide necessary services to internal divisions and the constituents you serve. We have gained this understanding through our work with **more than 350 state, local, and quasi-governmental clients** across the country, as well as through our team members' prior work in various roles across state and local government.

Figure 1 illustrates the overall organization of BerryDunn's Local Government Practice Group. We provide unparalleled expertise and unique insights across these practices, supporting our clients in solving some of their biggest challenges and addressing opportunities to improve and plan.

Figure 1: LGPG Specialization

BerryDunn's Justice and Public Safety Practice

The service requested by the County is a core function of BerryDunn's Justice and Public Safety Practice. This Practice focuses exclusively on helping justice and public safety clients advance their most critical public safety initiatives, which looks like improving business processes, streamlining operations, and modernizing the technological systems that keep communities safe.

Our experience extends across the full justice spectrum, from initial justice involvement to adjudication and management of offenders, as illustrated in Figure 2. We've worked with corrections departments, district attorneys, police and fire departments, judiciaries, probation departments, and sheriffs' offices, among others. As such, our team understands the interconnectedness between various public safety entities and the professional stakeholders they serve, and the importance of building and maintaining these relationships in furtherance of the overall public safety mission.

Figure 2: Justice and Public Safety Breadth and Depth of Experience

Truly Independent Advisory Services

BerryDunn is not affiliated with any specific vendor, allowing us to provide truly independent advisory services to our clients. In that respect, we recognize the importance of networking and continuous market research to help ensure that we are apprised of industry best practices, emerging trends, and updates in the software vendor community.

2. Project Team

BerryDunn has carefully selected our proposed project team members from our Justice and Public Safety Practice to support the services requested by the County. Our experience working with government agencies has repeatedly proven that a team approach provides our clients maximum value by offering the deep experience and expertise of senior leaders, the specialized skills and knowledge of subject matter experts, and the technical and administrative skills of supporting staff—all in a cost-conscious manner. This approach enables us to provide exceptional service and the highest quality deliverables, leverage experience and lessons learned from similar projects in other states, and offer the right resources for each task. In Table 1, we identify our project team's responsibilities and reporting structure. On the following pages, we provide brief resumes for each team member to illustrate our qualifications and relevant experience.

Table 1: Project Team Member's Roles, Responsibilities, and Reporting Relationships

Team Member	Role	Responsibilities
Doug Rowe	Project Principal	› Has overall responsibility for maintaining BerryDunn's agreement with the County › Provides oversight and approval of all project deliverables to ensure we meet the County's needs and BerryDunn's quality standards › Oversees project activities and contributes best practice and industry knowledge as needed › Provides subject matter domain expertise in the area of evidence management systems
Jacob Spaulding	Project Manager	› Leads project activities with the County and its stakeholders › Develops and finalizes project deliverables › Serves as the primary point of contact for the County › Provides subject matter domain expertise in the area of prosecution systems › Reports to directly to the County, as well as to Project Principal Doug Rowe
Alec Leddy	Business Analyst and Subject Matter Expert	› Leverages similar project experience with the Vermont Judiciary › Supports project activities and deliverable development › Co-facilitates fact-finding meetings with County staff and project stakeholders › Reports to Project Principal Doug Rowe and supports Project Manager Jacob Spaulding
Ryan Doil	Procurement Lead	› Oversees the RFP development process with the County › Provide perspective on procurement processes and compliance best practices › Assist in contract negotiations

Doug Rowe, ITIL, PMP®

Principal

Doug is a principal in BerryDunn's Government Consulting Group with over 40 years of IT industry experience and 20 years of working with justice and public safety agencies. Doug's experience includes executive IT leadership, project management, enterprise system deployment, quality assurance, and strategic technology services. He has presented at the national and regional level, sharing his knowledge of technology and training to support justice and public safety efforts.

Key Focus Areas

Systems Modernization: Doug has decades of experience leading projects focused on planning, requirements development, procurement, and implementation of system modernizations. He has provided engagement and project management support for computer-aided dispatch, records management system, and jail management system implementations, as well as projects related to ERP systems; case management systems; offender management systems, and other justice and public safety systems. Prior to joining BerryDunn, he led a $10 million enterprise-level case management software development project for a state department of corrections, which resulted in a successful implementation.

Business Process Improvement: Doug has extensive experience working with justice and public safety agencies to review existing processes, identify inefficient activities, and recommend process changes to improve output metrics. He has overseen comprehensive police department assessments; assessed business and technical requirements for state agencies; led statewide public safety risk assessments; and facilitated strategic planning efforts to guide resource allocation. His recommendations are rooted in decades of consulting and industry best practices.

Recommendations Development: Doug's focus is to recommend actionable improvements for his clients. He has an in-depth understanding of the justice and public safety operating environment and leverages this knowledge to develop recommendations that align with operational goals and objectives. This experience includes work with courts, prosecutors, sheriff's offices, departments of corrections, and police and fire departments, among others.

Special Qualifications

20 years of working with justice and public safety agencies; 40 years of IT experience

Specialized expertise in the courts domain

Education and Certifications

BS, Math and Computer Science, University of New Hampshire

Project Management Professional® (PMP®), Project Management Institute®

Information Technology Infrastructure Library (ITIL) Foundation Certification

Select Clients

Maine Judicial Branch

Massachusetts District Attorney Association

New Mexico Corrections Dept.

Saginaw County, MI

Vermont Dept. of Corrections

Vermont Dept. of Public Safety

Vermont Judiciary

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Jacob Spaulding, Prosci® CCP

Consultant

Jacob is a consultant in BerryDunn's Justice and Public Safety Practice. He holds a certification in Organizational Change Management from the Prosci® Learning Center and brings experience with project management and strategy development, justice and public safety market analysis, risk and issue mitigation, and organizational leadership. He provides business analysis, research, requirements definition, fact-finding, procurement support, and project coordination for state and local agency projects to promote project success.

Relevant Experience

- › Case Management System Implementation
  Vermont Judiciary; *Specifically leading the effort to acquire an evidence management system*
- › Legacy Core Systems Replacement Project Independent Review
  Vermont Agency of Digital Services / Agency of Transportation
- › Justice and Public Safety Systems Needs Assessment
  Ellis County, TX
- › County Clerk System Implementation Project Management
  Saginaw County, MI
- › District Attorney Case Management System Procurement
  Massachusetts District Attorney Association
- › Court Revenue Collections Assessment
  Maryland Judiciary

Key Focus Areas

System Selection and Implementation: Jacob supports project management for justice and public safety system selection/implementation projects, including development of project work plans, schedules, and deliverables, while adhering to budgetary and timeline restrictions.

Meeting Facilitation: Jacob facilitates fact-finding, risk identification, and joint requirements planning meetings for justice and public safety projects, coordinating meetings between clients, technology vendors, and BerryDunn team members.

Market Research, Needs Assessment, and Recommendations: Jacob conducts market research, analysis, requirements definition, RFP development, and procurement assistance in justice and public safety projects. This process often results in identification of business process inefficiencies of clients and drafting recommendations to resolve inefficiencies.

Special Qualifications

Provided key support in 15 system selection and implementation projects

Works exclusively with justice and public safety organizations across the industry

Education and Certifications

BS, Economics, University of Maine

Prosci® Certified Change Practitioner

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Key Qualifications

20+ years of experience in the courts domain

Direct experience assisting clients implement case management systems

Currently working with the Vermont Judiciary

Education

JD, University of Maine School of Law

BA, University of Southern Maine

Alec Leddy, JD
Senior Consultant

Alec joins BerryDunn as a senior consultant after spending the majority of his career as the Clerk of Court for the U.S. Bankruptcy Court, District of Maine. In this role, he participated in policy, leadership, and management initiatives at the local and national level and ran a government entity with a multimillion-dollar budget. Alec has also litigated in state and federal court, counseled clients, and taught classes about debt, credit, and budgeting to high school and college students. He excels at finding creative paths forward and digging into details to find solutions that have escaped attention. He specializes in process improvement, strategic thinking, and systems integration.

Project Experience

› Case Management System Implementation
Vermont Judiciary

› Case Management System Selection
Massachusetts District Attorneys Association

› Court Revenue Collections Assessment
Maryland Judiciary

› Prosecution System Replacement Project
Minnehaha County, SD

› County Clerk System Implementation Project Management
Saginaw County, MI

Relevant Experience

System Selection and Implementation: Since joining BerryDunn, Alec has specialized in providing system selection and implementation advisory services to clients within the courts domain. He has worked with prosecutors, judges, clerks, IT directors, and CIOs to assess, advise, and help implement prosecution and court case management systems.

Court Management: As Clerk of Court, Alec managed an annual $1.5 million budget and all operational, technological, and administrative functions across two court locations. He led and supervised a staff of 14-22, served as CEO to the judges' board of directors, developed and implemented the first performance management program for the court, and rewrote the Internal Controls Manual. Additionally, he designed and oversaw public outreach programs for a variety of audiences, and led strategic and long-range planning for leadership and staff.

BerryDunn
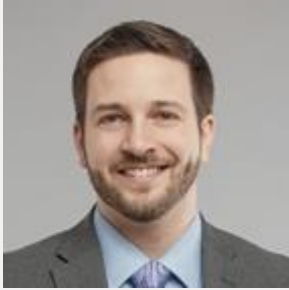
Ryan Doil, CPPB, MBA, Prosci® CCP
Senior Manager

Ryan brings five years of experience working in the public sector in facilities and procurement. Through this work, Ryan offers a valuable perspective on the effective oversight of complex, multi-organizational government information systems management, procurement processes and compliance, and organizational change.

Key Focus Areas

RFP Development and System Selection: Leveraging his public-sector procurement experience, as well as his knowledge of project and software systems, Ryan is uniquely situated to facilitate the development and issuance of effective and thorough RFPs. Working jointly with client staff, he has helped to develop and issue more than 65 RFPs. He also has extensive experience leading organizations through justice and public safety system selection projects, working with stakeholder groups to confirm current environment challenges and business drivers, document future system requirements, and lead a collaborative and structured system evaluation process.

Contract Negotiations: Ryan has been involved in more than 60 public sector contract negotiation processes involving large, and complex, software and implementation services scope. Leveraging his public sector background, best practices learned as a Certified Professional Public Buyer (CPPB), as well as experience in managing software implementations, Ryan is uniquely situated to draw on this knowledge and experience to assist clients.

Public-Sector Procurement: During his time with the United States District Court of Maine, Ryan served as its facilities and procurement specialist, providing him with an in-depth understanding of procurement rules, regulations, and operations. He also has a unique understanding of procurement roles nationwide as he has served as a procurement lead and/or subject matter expert on dozens of systems consulting projects for comparable clients.

Select Clients:

Albemarle County, VA
City of Alexandria, VA
City of Boca Raton, FL
City of Broken Arrow, OK
City of Cedar Falls, IA
City of Coral Springs, FL
City of DeSoto, TX
City of Fort Collins, CO
City of Irving, TX
City of Manassas, VA
City of McKinney, TX
City of Mesquite, TX
City of Midland, TX
City of Weatherford, TX
City of Wilmington, NC
Gallatin County, MT
Goochland County, VA
Lake County, IL
Minnehaha County, SD
Monroe County, FL
Outagamie County, WI
Peoria County, IL
Saginaw County, MI
Village of Oak Park, IL
Washtenaw County, MI
Waste Commission of Scott County, IA

Education and Certifications:

MBA, University of Southern Maine

BA, Political Science and History, University of Vermont

Prosci® Certified Change Practitioner

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3. Project Approach

Project Overview

As with many jurisdictions across the U.S., the County is faced with the need to receive, store, and retrieve a significant amount of data in the form of audio and video files. Historic means of storing and retrieving these types of files is not sustainable primarily due to the size and complexity of these files. The County is faced with an immediate need to receive, store, and retrieve these file types, and is cognizant of an emerging and future need to manage these files through metadata and case management capabilities. The project, as defined in this letter, is intended to focus on the former while being aware of the future requirements. The sense of urgency to acquire and implement an evidence management system for audio and video files (initially) is high—BerryDunn's approach described below intentionally expedites the process without cutting corners.

Project Management

To help ensure that project objectives are met, and initiation and completion of project work are conducted in a timely manner, each BerryDunn project is led by an experienced project manager who understands and utilizes project management best practices. Our Consulting Services team employs project management best practices from *A Guide to the Project Management Body of Knowledge* (*PMBOK® Guide*), Version 7, from the Project Management Institute® (PMI®).

Work Plan Overview

BerryDunn strives to be flexible when it comes to development and execution of an effective work plan. We understand that no two projects are exactly alike, and believe that one of the primary reasons we have been successful with similar projects is our willingness to be flexible in adapting to our clients' unique needs. The overarching benefits the County can expect of our approach include:

› A methodology based on our extensive experience conducting similar projects for local and county governments across the country

› Quality assurance processes that incorporate the County's review and approval of all deliverables and key milestones

› Built-in project management and change management best practices—focused on keeping the project on time, on budget, and progressing at a healthy pace

Please note that we have proposed two distinct options for selection of an evidence management system; Phases 3a and 3b. Phase 3a involves a series of demonstrations followed immediately by system selection; Phase 3b involves a more formal competitive procurement process to select a preferred system. The pricing table in Section 4 reflects both options for the County's consideration.

Our assumption is that the County will engage BerryDunn for Phases 1 and 2 initially and then decide whether or not to engage BerryDunn for either Phase 3a or Phase 3b.

> **Phase 1**
> Project Planning

Task 1.1: Conduct initial project planning. BerryDunn will conduct an initial project planning session with the County's project team to introduce key team members, clarify goals and objectives, identify known project constraints, and refine dates and/or tasks, as appropriate. We will discuss our approach for managing communications between BerryDunn and the County, and our approach to the scope, risks, and resource management. We will also request names and contact information for the appropriate staff members who will be involved in the project. These discussions will inform the development of the draft Project Work Plan and Schedule.

Task 1.2: Develop draft Project Work Plan and Schedule. Based on the information gathered from our project planning teleconference, BerryDunn will develop the Project Work Plan and Schedule, which will address our approach for communications, scope, risks, and resource management. The Project Work Plan and Schedule will also address BerryDunn's approach to providing the exact services requested by the County and the agreed-upon time frame for each task. In addition, the Project Work Plan will incorporate agreed-upon procedures between BerryDunn and the project team related to project control, including quality management and deliverable submission/acceptance management.

After providing draft versions of these materials in advance, BerryDunn will facilitate a teleconference to review the drafts and solicit feedback from the project team. This feedback will be incorporated into the document, which will then be distributed to the project team in final form.

> » *Deliverable 1 – Project Work Plan and Schedule*

Task 1.3: Develop Biweekly Project Status Updates. Throughout the project, the BerryDunn project manager will provide Biweekly Project Status Updates that describe the activities and accomplishments for the reporting period, upcoming activities, risks or issues encountered during the reporting period, and anticipated problems that might impact any project deliverable. If desired, we will meet with the County's project manager to review the status updates.

> » *Deliverable 2 – Biweekly Project Status Updates*

> **Phase 2**
> Requirements Development and Market Research

Task 2.1: Develop Functional and Technical Requirements. BerryDunn has developed a list of technical and functional requirements for evidence management systems based on our similar project experience, as well as our knowledge of functionality and best practices. Evidence management systems are typically provided as software as a service (SaaS) solutions, and as such the need for a high volume of detailed requirements is not typically necessary. Instead BerryDunn will bring a few dozen of the most salient high level evidence management system requirements to the County for their review and adjustment prior to determining a selection approach. BerryDunn will distribute these requirements to key stakeholders prior to our meetings to review them.

Task 2.2: Facilitate a project kickoff meeting. This meeting will serve as an opportunity to introduce project team members, discuss the County's goals for this project, present our project

approach and methodology, review the schedule of key project dates, and answer questions.

Task 2.3: Facilitate a requirements review work session to advance them to their final form.
BerryDunn will facilitate a work session with County stakeholders to review the preliminary
requirements. After these have been reviewed, we will update the list to final. We anticipate this work
session taking place in a day or so immediately following the onsite kickoff meeting.

> » *Deliverable 3 – Final Functional and Technical Requirements*

Task 2.4: Conduct market research. Using the final functional and technical requirements list, our
team will research the solutions available in the Evidence Management System marketplace and
develop a Market Research memo summarizing our findings. This will help the County make
informed decisions regarding the viability of a future procurement.

> » *Deliverable 4 – Market Research Memo*

Phase 3a (Optional)
Demonstration Preparation and Facilitation

Task 3a.1: Assist with planning for demonstrations and writing demonstration scripts. Using
the information gathered from the Market Research Memo, we will meet with the County's project
team to discuss which vendors to invite for demonstrations as well as the format of vendor
demonstration scripts. We will develop a draft demonstration script template and provide it to the
County's project team for review. After finalizing an approved version, we will provide the appropriate
scripts to each vendor in advance of demonstrations.

Task 3a.2: Facilitate on-site vendor demonstrations. One of our project team members will
attend demonstrations and assist the County's project team with facilitation for a period of
approximately 4 hours per vendor. Our project team's extensive background in the demonstration
process will provide the County's project team with a unique perspective on how to score, prepare,
evaluate, and participate in vendor demonstrations.

> » *Deliverable 5a – Demonstration Scripts and Facilitation*

Task 3a.3: Facilitate a vendor evaluation meeting. Following demonstrations, we will participate
in an evaluation and scoring meeting to identify the primary vendor and a second-choice vendor
should contract negotiations with the first be unsuccessful. Our team will help ensure the County
selects a solution that will meet their short term needs (audio/video file storage only) as well as long
term needs (case management of evidence files).

> » *Deliverable 6a – Preferred Vendor Identification*

Phase 3b (Optional)
Formal Competitive Procurement Services

Task 3b.1: Facilitate an RFP planning meeting. Should the County decide to conduct a
competitive procurement for the selection of an evidence management system, we will facilitate an
RFP planning meeting with the County's procurement team. We will review and discuss the County's
existing RFP process, development of the evidence management system RFP, the associated
addenda, and any required forms for submission.

Task 3b.2 Develop an RFP Package. We will develop an RFP Package using a proven format that incorporates information pertaining to the history of the project, a high-level description of the County's current environment, desired approach to implementing a new evidence management solution, Final Functional and Technical Requirements, and a structured list of points for vendors to address in their responses. Our project team will also work with the County to develop objective evaluation criteria to include in the RFP. We will then prepare a scoring matrix to track significant strengths and limitations of each proposal reviewed.

Upon completion, we will coordinate a work session with the County's project team to review the draft RFP Package and collect any feedback or additional terms for inclusion before updating to final. We will provide the final RFP to the County's project team for distribution through standard channels.

> » *Deliverable 5b – RFP Package*

Task 3b.3: Assist with facilitating a vendor pre-proposal conference. Our project team will coordinate, plan, and lead a pre-proposal teleconference for interested vendors, facilitating the question-and-answer portion of the meeting. We will compile a list of questions raised and prepare suggested responses. These will be provided in a format that the County's project team can review, revise, and publish as an addendum to the RFP, as determined by procurement staff.

Task 3b.4: Perform an initial completion review of vendor proposals received, identify items for clarification, and develop a Proposal Executive Summary Memo. We will facilitate the proposal review process to identify issues, risks, exceptions, omissions, and objections, compiling them into a single Proposal Executive Summary Memo. The memo will identify key areas for consideration by the County's evaluation team related to each vendor's ability to meet minimum requirements, and their alignment with the evaluation criteria within the RFP. This memo will also include a comparison of vendor responses to the Final Functional and Technical Requirements.

Task 3b.5: Facilitate a Round 1 scoring meeting. We will meet with the evaluation team to review the proposal summaries, discuss each proposal received, assist in the scoring process, and collect scores to identify the top two preferred vendors to invite for demonstrations. We will clarify any open items with these short-list vendors before issuing invitations for demonstrations.

> » *Deliverable 6b – Proposal Summary Memo and Vendor Short List*

Task 3b.6: Assist with planning for demonstrations and writing demonstration scripts. Using the information gathered from the Market Research Memo, we will meet with the County's project team to discuss which vendors to invite for demonstrations as well as the format of vendor demonstration scripts. We will develop a draft demonstration script template and provide it to the County's project team for review. After finalizing an approved version, we will provide the appropriate scripts to each vendor in advance of demonstrations.

Task 3b.7: Facilitate vendor demonstrations. One of our project team members will facilitate demonstrations and assist the County's project team with facilitation for a period of approximately 4 hours per vendor. Our project team's extensive background in the demonstration process will provide the County's project team with a unique perspective on how to score, prepare, evaluate, and participate in vendor demonstrations.

> » *Deliverable 7b – Demonstration Scripts and Facilitation*

Task 3b.8: Facilitate a Round 2 scoring meeting. We will participate in the second round of vendor scoring following the final demonstration to identify the vendor or vendors that the County's project team should perform its reference checks on.

Task 3b.9: Assist with planning for reference checks and site visits. We will assist the County's project team with identifying tasks that should be accomplished prior to meeting at each site visit. We will also coordinate with the County's project team to discuss the suggested approach for the reference checks.

Task 3b.10: Facilitate a Final Scoring meeting. We will participate in the Final Scoring meeting following the completion of reference checks and site visits. The objective will be to identify a preferred vendor and a second-choice vendor should contract negotiations with the first be unsuccessful. Our team will help ensure the County selects a solution that will meet their short term needs (audio/video file storage only) as well as long term needs (case management of evidence files).

> » *Deliverable 8b – Preferred Vendor Identification*

4. Cost

In Table 2, BerryDunn presents our costs per deliverable. We have developed our costs based on the following factors:

› Our detailed work plan narrative presented in this proposal

› Our staffing plan and resource allocation, which provides the County with the appropriate number of resources and a level of expertise

› Our experience conducting projects of similar scope and size

Table 2: Cost per Deliverable

No.	Deliverable	Cost
Phase 1 - Project Planning		
1	Project Work Plan and Schedule	$4,500
2	Biweekly Status Updates	*Included*
Phase 2 - Requirements Development and Market Research		
3	Final Functional and Technical Requirements	$10,000
4	Market Research Memo	$8,000
	Subtotal – Phases 1 and 2	**$22,500**
(Optional) Phase 3a - Demonstration Preparation and Facilitation		
5a	Demonstration Scripts and Facilitation	$8,000
6a	Preferred Vendor Identification	$3,500
	Subtotal – Phase 3a	**$11,500**
(Optional) Phase 3b - Formal Competitive Procurement Services		
5b	RFP Package	$5,000
6b	Proposal Summary Memo and Vendor Short List	$5,000
7b	Demonstration Scripts and Facilitation	$10,000
8b	Preferred Vendor Identification	$5,000
	Subtotal – Phase 3b	**$25,000**

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Assumptions

We have developed our work plan and costs with the following assumptions:

› Costs do not include travel expenses

› The County and BerryDunn will determine onsite requirements for the BerryDunn team as needed.

Travel costs, if incurred, are additional. Table 3 depicts estimated per-trip travel expenses, which will be invoiced monthly as incurred. We follow all GSA travel cost guidelines and are happy to utilize the County's contracted rates for local lodging.

Table 3: Travel Expense Estimates

Expense Category	Price	Units	Total
Airfare	$600	1 ticket	$600
Hotel (federal GSA rate)	$93 / night	3 nights	$279
Rental Car	$75 / day	4 days	$300
Per Diem (federal GSA rate)	$51 / day	4 days	$204
Estimated cost per person, per on-site trip*			**$1,383**

*Assumes an average of three days on-site

R E S O L U T I O N

SCOTT COUNTY BOARD OF SUPERVISORS

May 26, 2022

APPROVING PROFESSIONAL SERVICES FOR EVIDENCE MANAGEMENT SOFTWARE SERVICES SELECTION

BE IT RESOLVED BY the Scott County Board of Supervisors as follows:

Section 1.   The authority of the IT Director to sign a professional services

agreement with BerryDunn in an amount not to exceed $47,500 is

hereby approved.

Section 2.   This resolution shall take effect immediately.