

TO: City Council
FROM: Jon Weiks, Chief of Police
DATE: January 21, 2025
SUBJECT: Software License and Service Agreement with 365Labs on behalf of the Thurston County Law Enforcement Records Management System Consortium (“LERMS”)

1) Recommended Action:

Authorize the Mayor to sign the Software License and Service Agreement with 365Labs on behalf of the Thurston County Law Enforcement Records Management System Consortium (“LERMS”). This agreement was recommended for approval on the Council consent agenda by the Public Health & Safety Committee on January 14, 2025.

2) Background:

The LERMS Consortium includes the police departments of Lacey, Olympia, Tenino, Tumwater, and Yelm and the Thurston County Sheriff’s Department. It was formed more than 20 years ago, through an intergovernmental agreement (IGA), to share the costs and maintenance of a law enforcement records management system (RMS). In 2009, LERMS invested in its current RMS and expanded the scope of the regional partnership to include data sharing between the agencies.

LERMS was formed with an IGA that was last enacted in 2009 and amended in 2022 to include the Thurston County Sheriff’s Office. The IGA sets forth the model of governance and the operating principles for the consortium. It also describes the positions needed to administer LERMS and the funding mechanism. One agency is chosen every three years to be the “Lead Agency”. The Lead Agency acts as the business agent for the consortium and is responsible for managing the finances, contracts, records, and legal needs of LERMS. Tumwater is currently the LERMS Lead Agency. In this role, Tumwater is the contracting agency for the consortium.

The systems used by the consortium are no longer supported and are significantly out of date. In September 2022, LERMS started the procurement process for a new RMS/JMS. We received three bids, from CentralSquare, EIS, and 365Labs. After reviewing the proposals, attending demonstrations of the three products, and speaking with other users of the systems, it was determined that the 365Labs product has the best design and functionality. Employees from all six jurisdictions visited the 365Labs headquarters where they were able to learn about the company and its products. They were also able to meet with three current user agencies, from a small agency to a very large consortium. LERMS is confident that the 365Labs product will not only meet the consortium’s current needs but continue to be a valuable tool moving into the future.

In 2023, LERMS contracted with National Public Safety Group (NPSG) to provide project management to implement 365Labs, including contract negotiation and development. NPSG specializes in procuring software for law enforcement and has experience negotiating and working with most RMS/JMS vendors in the US, including 365Labs. Following contract signature for the 365Labs software, NPSG will manage the RMS/JMS implementation to ensure it is effective and efficient. LERMS and 365Labs anticipate kicking off the project in late February 2025 with an 18-month implementation phase.

3) Policy Support:

2020 Strategic Priority: *“Provide and Sustain Quality Public Safety Services”*

4) Alternatives:

- Reject the agreement with 365Labs and begin the procurement process again.
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5) Fiscal Notes:

The total cost of the contract for the first year is \$1,450,196.65, which includes the implementation charges as well as the first year of use of the software. The contract has a five-year life, with the software license and service costs for years 2-5 increasing by 5% per year. The total cost of the five-year contract is \$5,635,937.65. Consortium costs are split between the six jurisdictions according to percentage of population. For fiscal year 2025, the percentages are:

Jurisdiction	% of Population
Lacey	19.59%
Olympia	18.75%
Tenino	0.67%
Thurston County	48.50%
Tumwater	8.93%
Yelm	<u>3.55%</u>
<i>TOTAL</i>	<i>100.00%</i>

6) Attachments:

- A. City of Tumwater-365Labs Software License and Service Agreement.