

THE REGIONAL MUNICIPALITY OF YORK
POLICE SERVICES BOARD

REPORT OF THE CHIEF OF POLICE

23 APRIL 2008

**Sole Source Renewal of EJust Systems Inc.
Subscription and Support Contract**

RECOMMENDATIONS

1. That the Board authorize entering into a three year Subscription Maintenance and Support Contract with EJust Systems Inc. effective July 1, 2008, at a value not to exceed \$389,850 inclusive of GST and PST; and
2. That the Chief be authorized to execute the contract with EJust Systems Inc., subject to approval of the Region's Legal Services as to form and content.

SYNOPSIS

In 2005, York Regional Police acquired the inCharge Crown Folder Management System, designed by EJust Systems Inc. which included a three year maintenance agreement. The present maintenance agreement expires on June 30, 2008, and therefore requires renewal. It is recommended that we enter into a new Maintenance and Support Contract covering a three year period from July 1, 2008 until June 20, 2011.

FINANCIAL IMPLICATIONS

The cost of this support maintenance agreement with EJust Systems Inc. is \$129,950 per year, including applicable taxes. We have negotiated this contract to be payable quarterly. Sufficient funds have been included in the 2008 Operating Budget to cover the 2008 cost of this maintenance and support agreement.

The EJust System Inc. maintenance agreement indicates that there will be no increase in the annual fee prior to June 2011. Staff has negotiated with EJust Systems Inc. who had made an initial proposal of \$130 per officer.

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The fee charged per officer in 2005 was \$86.06 based on the authorized sworn strength of 1,162 officers. The proposed fee for 2008 is \$84.37 per officer based on the authorized sworn strength of 1,363 officers. This represents a decrease of 2.0 per cent based on the cost per officer. As the authorized sworn strength has increased by 17 per cent between 2005 and 2008, the fixed annual fee has therefore increased to \$115,000 per year plus taxes from the previous annual fee of \$100,000 per year.

BACKGROUND

In June 2005, York Regional Police acquired the inCharge Crown Folder Management System. This system creates the court charge documents to compile the Crown Folder from the incident data residing in the Versaterm Records Management System. The system is kept up to date by the vendor with all legislative and provincial charge wording changes.

Crown Folders are required for all criminal charges and some of the more serious *Provincial Offence Act* charges. In the past, it was necessary for officers to generate all of the information required for these documents by typing each of the component forms manually. This process use to result in the same information, which has already been entered in the Records Management System, being retyped many times.

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The primary purpose of the inCharge Crown Folder Management System is to eliminate duplicitous entry and thereby reduce the time that officers have to spend away from their patrol areas for the purpose of preparing Crown Folders. It works by directly extracting all of the information required for the production of Crown Folders from the Records Management System which it then compiles into the format required for court.

More than 250 Crown Folders are delivered to the courts every week by York Regional Police. This enables officers to return to their patrol duties earlier than would otherwise have been possible and represents a significant return on investment. The ability to generate electronic folders also positions York Regional Police to be able to eliminate paper submission of Crown Folders as soon as the Crown becomes able to receive them.

The vendor has continued to improve the product and in 2006, a major product enhancement allowed all officers to view their Crown Folders from any web-enabled computer. A product upgrade release in early 2007, piloted by York Regional Police, enhanced many of the report layouts and increased functionality.

EJust Systems Inc. designed the inCharge Crown Folder Management System, which is a complex application proprietary to EJust Systems Inc. and no other vendor of a similar product that integrated with the Versadex Records Management System exists. Included in the annual maintenance and support fees are newer versions of the application, updates to the provincial and criminal charge wordings, software patches and personnel usage support. This includes around-the-clock support, as well as regularly scheduled preventative maintenance of the system which is an essential component of ensuring optimum performance and availability.

It is recommended that the Board enter into a three year Subscription Maintenance contract with EJust Systems Inc. The total three year fixed cost of this support maintenance agreement with EJust Systems Inc. is \$389,850, inclusive of GST and PST payable quarterly. The funds for the initial year of this contract were included in the 2008 Operating Budget.

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Armand P. La Barge, O.O.M.
Chief of Police

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