

# Oakland County Department of Information Technology Project Scope and Approach

**Project Name: Live Scan Palm Unit Replacement**

**Project ID: D47431PU**

<b>Leadership Group: CLEMIS</b>			
<b>Department: Information Technology</b>		<b>Division: CLEMIS</b>	
<b>Project Sponsor: B. Daddow</b>	<b>Date Requested: 2/14/2007</b>	<b>PM Customer No. 431</b>	
<b>Request Type: XX</b>	<i>New Development</i>	<i>Enhancement</i>	<i>Customer Support</i>
<i>Planned System Maintenance or Upgrade</i>			
<b>IT Team Name: CLEMIS</b>		<b>IT Team No: 4</b>	
<b>Project Manager/Leader: Lt Kim G. Rossman</b>			
<b>Account Number:</b> 63597 63500	<b>Account Description:</b> 2006 Federal Appropriation and CLEMIS funding	<b>Customer Name:</b>	CLEMIS
<b>Grant Funded? Yes XX No</b>	<b>Mandate? Yes No XX</b>		
<b>&amp; CLEMIS Funded</b>	<b>Mandate Source: Michigan State Police</b>		

## Project Goal

To purchase and install forty two Live Scan fingerprint & palm capture units so that high quality images and data can be collected by March, 2008.

## Business Objective

Electronic submission of arrest data and fingerprint images is highly recommended by the Michigan State Police. The devices currently in use by select member CLEMIS agencies are currently more than ten years old. The manufacturer of these Live Scans has notified CLEMIS Administration that these models are at end of life and that replacement parts are no longer available.

It is the objective of this project to:

- Replace the forty-two current, obsolete devices with new devices capable of capturing fingerprint and palm print images at a higher image resolution. This will significantly increase the likelihood of an association being made on known subject fingerprints.
- Implement up-to-date Live Scan application software that conforms to current CLEMIS and Michigan State Police data standards to help reduce the chance of record failure and redundant data entry.
- Ensure that the interfaces from the Live Scan to the PictureLink imaging system, the County CAPFIS and the State Police NATMS (Networked AFIS Transaction Management System) are compatible with current standards and functioning properly. Standardization will reduce the likelihood of duplicate data entry, record

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rejection at the County and State level as well as to help decrease the time it takes the officer to fingerprint and process an arrestee.

- Provide each agency with personnel training on the new Live Scan palm capture units to improve the quality of the fingerprints and data captured by officers at the time of arrest.

**Major Deliverables**

Based upon a previously issued RFP to replace the forty-two Live Scan palm scan units, a contract will be developed with the successful vendor. This contract will include the following items.

- A Statement of Work which will serve to define the specific aspects of the project that will be delivered by the vendor.
- Terms and conditions of the contract which identify the vendor responsibilities relative to the software, hardware, subcontractors and working conditions.
- Requirements to develop agency level and system administrator level training and documentation.
- A Payment and Deliverables schedule which will serve to define the items to be delivered by the vendor along with a payment schedule based upon the completion of key milestones relative to this project.
- Requirements to develop an Acceptance Test document to ensure that hardware and software components delivered by the vendor meet the terms and conditions of the contract.
- A maintenance agreement to ensure ongoing support for the Live Scan palm capture units after the warranty period has expired.

Working with the successful vendor we will ensure that the software complies with CLEMIS and MSP data entry standards.

Acceptance Testing will be performed to ensure that interfaces to external systems are functioning properly.

Simultaneous to the Live Scan palm unit installation, agency personnel will be trained in the proper method to capture the finger and palm impressions along with the new method of entering suspect data when required.

**Approach**

- Develop the contract with the successful Live Scan vendor.
- Work with the Live Scan vendor to ensure the software meets both CLEMIS and MSP standards.
- The Live Scan vendor will be responsible for installation of the replacement devices and user training.

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- Information Technology will provide vendor oversight/management for the installation and training activities.
- Work with third party vendors to interface the new Live Scans to the existing CLEMIS and State systems.
- Work with Information Technology staff to ensure that network communication issues are addressed.
- Work with local agency administrators to coordinate personnel training on the new equipment.

**Benefits**

This project is fully funded an ROI is not required.

**Impact**

<b>Number of Users</b>	2,000
<b>Divisions</b>	CLEMIS and Sheriff's Office
<b>Leadership Groups</b>	CLEMIS

**Risk**

<b>Business Environment</b>	Medium
<b>Technical Environment</b>	Medium

**Assumptions**

**Staffing** IT Staffing: resources will be available for the hours indicated per the attached project plan.  
Other Staffing: additional staffing will be available as follows:

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<u>Role:</u>	<u>Name</u>	<u>Hours per Day</u>
Project Sponsor:	Robert Daddow	As Needed
Project Manager	Lt. Kim Rossman	4 hrs day
IT Network Administration	Sharon Gerweck	1 hr per day
CLEMIS Field Support	Tim McRae	1 hrs per day

**Facilities**

- The Vendor will have access to the I.T. computer room for record testing.
- The vendor will have access to the local law enforcement agencies booking rooms.

**Technical**

- The vendor is able to develop a desktop model unit which meets the needs of CLEMIS and the local law enforcement agencies.
- The vendor is able to develop the Live Scan software to meet both CLEMIS and MSP standards.

**Funding**

- 2006 Federal Appropriations (Fund 27337, BOC Resolution Number 2006-06180)
- Existing CLEMIS funding (CLEMIS Fund 53500-1080305-116150)
- CLEMIS funding is used solely for the purpose of supporting Professional Services.

**Other**

- That the vendor is able to deliver and install the forty-two devices as scheduled in the project plan.
- That the vendor is able to train local agency staff in the proper use of the Live Scan palm capture unit
- That the local agency site is prepared to receive the Live Scan palm unit
- That local agency personnel are available to receive the Live Scan palm unit training.

**Priority**      Not prioritized at this time

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**Constraints**

- None at this time

**Exclusions**

- The project will not fund any remote site modifications in order to accommodate the new equipment.
- The project will not pay for the removal of the existing Live Scan equipment.

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**PROJECT PHASE AUTHORIZATION**

<b>Phase(s):</b> ALL	
<b>Total Estimated Application Services</b>	<b>Hours:</b> <b>Cost:</b>
<b>Total Estimated Technical Systems</b>	<b>Hours:</b> 115 <b>Cost:</b> 0
<b>Total Estimated eGovernment Services</b>	<b>Hours:</b> <b>Cost:</b>
<b>Total Estimated CLEMIS</b>	<b>Hours:</b> 1951 <b>Cost:</b> \$7,700
<b>Total Estimated Internal Services</b>	<b>Hours:</b> <b>Cost:</b>
<b>IT Application Services Division Manager Approval:</b>	<b>Date:</b>
<b>IT Technical Systems Division Manager Approval:</b>	<b>Date:</b>
<b>IT eGovernment Services Division Manager Approval:</b>	<b>Date:</b>
<b>IT CLEMIS Division Manager Approval:</b>	<b>Date:</b>
<b>IT Internal Services Division Manager Approval:</b>	<b>Date:</b>
<b>IT Management Approval:</b>	
Approved: Yes No	<b>Date:</b>
Reason:	
<b>Project Sponsor Approval:</b>	
Title:	<b>Date:</b>

**PROJECT SUMMARY**

<b>Authorized Development (see above)</b>	<b>Hours:</b> 2,066	<b>Cost:</b> \$7,700
<b>Preliminary Estimated Development for Future Phases</b>	<b>Hours:</b>	<b>Cost:</b>
<b>Grand Total Estimated Development</b>	<b>Hours:</b> 2,066	<b>Cost:</b> \$7,700

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**PROJECT COMPLETION AUTHORIZATION**

<b>Customer Acceptance of Product:</b>	
Title:	Date:
<b>Project Office Review:</b>	Date: