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Office of the City Manager

To: Honorable Mayor and Members of the City Council

From: Dee Williams-Ridley, City Manager

Submitted by: David Sprague, Interim Fire Chief, Fire Department

Subject: Contract: Station Automation Inc., DBA PSTrax for Real-time, Paperless Check-off and Asset Management Software

RECOMMENDATION
Adopt a Resolution authorizing the City Manager to enter into a contract with Station Automation Inc., DBA PSTrax for real-time, paperless check-off and asset management software, for a total amount not to exceed $125,000.

FISCAL IMPACTS OF RECOMMENDATION
The term of this contract is from December 1, 2022 through November 30, 2027 in an amount not to exceed $125,000. There is a one-time implementation fee of $15,900 and an annual subscription of $15,900, which is also applied in year one. Funding is budgeted in 778-72-742-835-0000-000-422-613130 (Measure Q).

CURRENT SITUATION AND ITS EFFECTS
Over the past 12 months the Fire Department (Department) evaluated software solutions to replace multiple paper record keeping processes that are decades old and inefficient. After trials of different solutions, PSTrax is the only software provider that has demonstrated the ability to fully replace required OSHA Self-Contained Breathing Apparatus (SCBA) tracking forms, National Fire Protection Association (NFPA) and OSHA personal protective equipment (PPE) inspection forms and inventory, daily vehicle inspections/checklists, and has a comprehensive fixed and consumable supply inventory module.

The City Manager approved a Waiver of Competitive Solicitation based on the specialized nature of this software solution. The Waiver was prepared and submitted by the Department. PSTrax is cloud-based software used to create streamlined processes for repetitive daily operations, specifically designed for Fire Departments.

BACKGROUND

For years the Department has used a combination of paper forms, email and RedAlert Record Management System (RMS) software for various inspections, asset management, and inventory management. These programs are antiquated, inefficient

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and do not meet Department business and operational needs. PSTrax is cloud-based and will have the capability of being accessible from department-issued tablets, handheld electronic telecommunications devices, and on fire station desktop computers.

ENVIRONMENTAL SUSTAINABILITY AND CLIMATE IMPACTS

This contract does not create environmental sustainability or climate change impacts.

RATIONALE FOR RECOMMENDATION
The Department is updating extremely antiquated and disconnected processes that are critical to daily operations. PSTrax will digitize and centralize records, allow for easier quality control, and increase the efficiency and transparency of these records within the Department.

ALTERNATIVE ACTIONS CONSIDERED

Maintain the current disconnected and inefficient systems.

CONTACT PERSON
David Sprague, Interim Fire Chief, Fire Department, (510) 981-3473

Attachments:
1: Resolution

Contract: Station Automation Inc., DBA PSTrax for Real-time, Paperless
Check-off and Asset Management Software

RESOLUTION NO. ##,###-N.S.

CONTRACT: STATION AUTOMATION INC., DBA PSTRAX FOR REAL-TIME,
PAPERLESS CHECK-OFF AND ASSET MANAGEMENT SOFTWARE

WHEREAS, for years the Department has used a combination of paper forms, email and RedAlert Record Management System (RMS) software for various inspections, asset management, and inventory management and

WHEREAS, these programs are antiquated, inefficient and do not meet Department business and operational needs, and

WHEREAS, PSTrax is cloud-based and will have the capability of being accessible from department-issued tablets, handheld electronic telecommunications devices, and on fire station desktop computers, and

WHEREAS, over the past 12 months the Fire Department (Department) evaluated software solutions to replace multiple paper record keeping processes that are decades old and inefficient. After trials of different solutions, PSTrax is the only software provider that has demonstrated the ability to fully replace required OSHA Self-Contained Breathing Apparatus (SCBA) tracking forms, NFPA and OSHA personal protective equipment (PPE) inspection forms and inventory, daily vehicle inspections/checklists, and has a comprehensive fixed and consumable supply inventory module.

WHEREAS, the City Manager approved a Waiver of Competitive Solicitation based on the very specialized nature of this software solution. PSTrax is a cloud-based software to create streamlined processes for repetitive daily operations, specifically designed for Fire Departments.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that the City Manager is authorized to execute a contract and any amendments with Station Automation Inc., DBA PSTrax for real-time, paperless check-off and asset management software. The term of this contract is from December 1, 2022 through November 30, 2027 in an amount not to exceed $125,000. Funding is budgeted in 778-72-742-835-0000-000-422-613130 (Measure Q).