

Agenda Item Summary

To: Policy Board

From: Kim Bona, Program Manager

CC: Matthew Hart, Executive Director

Meeting Date: December 21, 2022

Subject: Resolution to Approve Contract Execution Between CRCOG and EPR Systems for Fire/EMS Records Management Software (RMS)

Background: Per the request of CRCOG and CRPC member towns, CRCOG performed a competitive request for proposals for RMS after the need for this was expressed following the acquisition of the current RMS vendor, Fire House Software.

A panel composed of CRCOG staff, Fire Chiefs, and IT Specialists from surrounding municipalities interviewed three RMS consultants as part of the selection process. Based on the firm's reasonable fee schedule, impressive demonstration, and various module offerings, as well as extensive public sector experience, the panel unanimously recommends EPR Systems as the preferred vendor.

Benefit to Member Towns/CRCOG: EPR Systems shall provide cloud-based medical and fire software reporting system for the purpose of collecting and reporting data related to diverse emergency services organizations that meets federal and industry standard reporting requirements and the ability to identify flaws for system improvements.

Financial/Operational Impact: Pricing is based on emergency call volume. EPR Systems offers a pricing model that allows municipalities to budget for a singular number annually which will cover all services needed and will not incur additional costs throughout the year. Please see attached fee proposal for specifics.

Project Schedule: If approved, EPR Systems will be available for towns to utilize after contract execution in October. Towns will participate via a side letter, allowing them to piggyback on CRCOG's master contract.

Recommendation: In order to allow our members to benefit from this solicitation, staff recommends that the Board move to Approve the Resolution Authorizing Contract Execution Between CRCOG and EPR Systems for RMS.

Attachments:

- Resolution

- EPR Systems Proposal and Fee Schedule

**RESOLUTION AUTHORIZING EXECUTION OF CONTRACT BETWEEN THE CAPITOL
REGION COUNCIL OF GOVERNMENTS (CRCOG) AND EPR SYSTEMS FOR FIRE/EMS
RECORDS MANAGEMENT SOFTWARE (RMS)**

WHEREAS, CRCOG and Capitol Region Purchasing Council (CRPC) member towns who are in need of Fire/EMS Records Management Software (RMS) and

WHEREAS, CRCOG conducted a competitive Request for Proposals for Fire/EMS Records Management Software; and

WHEREAS, an evaluation committee unanimously selected EPR Systems as a firm with excellent Fire/EMS Records Management Software modules and reasonable pricing; and

NOW THEREFORE BE IT RESOLVED, that CRCOG's Executive Director, or the individual authorized to act in that capacity, is authorized to act on behalf of the Capitol Region Council of Governments in negotiating, executing, and amending all appropriate and necessary contractual instruments with EPR Systems for the purposes of providing Fire/EMS Records Management Software.

CERTIFICATE

The undersigned duly qualified CRCOG Board Member certifies that the foregoing is a true and correct copy of a resolution adopted by the voting members of the CRCOG Policy Board on December 21, 2022.

BY: _____

DATE: _____

Jason Bowsza, Secretary