

AGREEMENT FOR SERVICES #521-S1710
AMENDMENT II

This Amendment II to that Agreement for Services #521-S1710, made and entered into by and between the County of El Dorado, a political subdivision of the State of California (hereinafter referred to as "County") and Capitol Tech Solutions, a California Corporation, duly qualified to conduct business in the State of California, whose principal place of business is 2831 G Street, Suite 110, Sacramento, CA 95816, and whose Agent for Service of Process is Adam C. Brown, 11140 Fair Oaks Blvd, Ste. 100, Fair Oaks, CA 95628; (hereinafter referred to as "Contractor");

RECITALS

WHEREAS, Contractor has been engaged by County to develop a software scope of work for the Victim Witness application, in accordance with Agreement for Services #521-S1710, dated May 15, 2017, and Amendment I, dated July 25, 2017; incorporated herein and made by reference a part hereof; and

WHEREAS, the parties hereto have mutually agreed to add Key Deliverable 13 - Quality control, Modifications and User Feedback to Section 11. Key Deliverables, Milestones and Estimated Schedule of Revised Exhibit "B," marked "Statement of Work," which is incorporated into the Scope of Services of said Agreement for the Victim Witness application, hereby amending **ARTICLE I - Scope of Services**;

WHEREAS, the parties hereto have mutually agreed to increase the not to exceed amount of said Agreement by \$4,000 for a new not to exceed amount of \$72,000, hereby amending **ARTICLE III - Compensation for Services**; and

WHEREAS, the parties hereto have mutually agreed to add **ARTICLE XXXI - Confidentiality of Data**.

NOW THEREFORE, the parties do hereby agree that Agreement for Services #521-S1710 shall be amended a second time as follows:

ARTICLE I

Scope of Services: Contractor agrees to furnish the personnel and equipment necessary to provide services as outlined in Exhibit "A" attached hereto and incorporated herein by reference.

Contractor agrees to furnish the personnel and equipment necessary to provide software development services for the Victim Witness application to modernize the application for staff and improve business processes. Services shall include, but not be limited to, those described in

Revised Exhibit "B," marked "Statement of Work," incorporated herein and made by reference a part hereof.

ARTICLE III

Compensation for Services: For services provided herein, including any deliverables that may be identified herein, County agrees to pay Contractor upon the satisfactory completion and County's acceptance of work, monthly in arrears and within forty-five (45) days following the County's receipt and approval of itemized invoice(s) identifying services rendered.

For the purposes of this Agreement, the billing rate shall be \$4,000 for the development of a software scope of work for the Victim Witness application.

For services initiated on or after July 18, 2017, the billing rate shall be \$100 per hour to provide software development services for the Victim Witness application. Payment shall be made after completion of each Key Deliverable in accordance with Revised Exhibit "B."

Total amount of this Agreement shall not exceed \$72,000, inclusive of all expenses.

Itemized invoices shall follow the format specified by County and shall reference this Agreement number on their faces and on any enclosures or backup documentation. Copies of documentation attached to invoices shall reflect Contractor's charges for the specific services billed on those invoices. Invoices shall be mailed to County at the following address:

County of El Dorado
District Attorney
515 Main Street
Placerville, CA 95667

or to such other location as County directs.

In the event that Contractor fails to deliver the documents or other deliverables required by the individual Work Orders issued pursuant to this Agreement, County at its sole option may delay the monthly payment for the period of time of the delay, cease all payments until such time as the deliverables are received, or proceed as set forth herein below in Article XI, Default, Termination, and Cancellation.

ARTICLE XXXI

Confidentiality of Data: All data and information relative to the County operations, which is designated confidential by the County and made available to the Consultant in order to carry out this Agreement shall be protected by the Consultant from unauthorized use and disclosure.

Permission, granted by the County, to disclose information on one occasion or at public hearing held by the County relating to the Agreement shall not authorize the Consultant to further disclose such information or disseminate the same on any other occasions.

The Consultant shall not comment publicly to the press or any media regarding this Agreement or the County's actions on the same, except to the County's staff, Consultant's own personnel

involved in the performance of this Agreement, at public hearings or in response to questions from the Board of Supervisors.

The Consultant shall not issue any news release or public relations item of any nature whatsoever regarding services performed or to be performed under this Agreement without prior review of the contents thereof by the County and receipt of the County's written permission.

Except as herein amended, all other parts and sections of that Agreement #521-S1710 shall remain unchanged and in full force and effect.

Requesting Department Head/Contract Administrator Concurrence:

By: _____

Vern Pierson
District Attorney
District Attorney's Office

Dated: _____

IN WITNESS WHEREOF, the parties hereto have executed this second Amendment to that Agreement for Services #521-S1710 on the dates indicated below.

-- COUNTY OF EL DORADO --

By: _____ Dated: _____
Purchasing Agent
Chief Administrative Office
"County"

-- CONTRACTOR --

CAPITOL TECH SOLUTIONS
A CALIFORNIA CORPORATION

By: _____ Dated: _____
Robert M. Reed
Chief Executive Officer
"Contractor"

By: _____ Dated: _____
Corporate Secretary

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521-S1710, Amd II

El Dorado County District Attorney

STATEMENT OF WORK (SOW)

Victim Witness Module (VWM)

05 2017

Version 0.1

Document Overview

This Statement of work is for an updated Victim Witness Module (VWM) for the El Dorado County District Attorney's office. This application will replace the current outdated Victim Witness Module in Damion.

VWM Manager

Richard Pesce

richard.pesce@edcgov.us

1. VWM Scope of Work

2. Introduction

The El Dorado County District Attorney's Office (EDCDA) is upgrading their Victim Witness Module to streamline operations and provide for more flexibility for their internal staff. The primary goal of this application is to streamline operations which will result in improvements in efficiency and potential cost savings.

The new system will be built on the latest web based software development standards, meet industry performance standards, and provide state-of-the-art technology enhancements to improve user experience and minimize service disruption.

This Statement of Work (SOW) issued by EDCDA describes the goals expected to be achieved with regard to executing the transition of current Victim Witness Module to the new application.

3. Background

The El Dorado County Victim Witness Program has been a unit of the El Dorado County District Attorney's Office (EDCDA) since 1980 with a mission to provide advocacy and victim services to all crime victims. Throughout the program's history, the tracking of victim data, services, tracking, and reporting had been done manually and through the current system, Damion. In order to have a more integrated data collection, stat tracking and reporting system, and to meet the requirements of the Cal OES OVCMPPT reporting system, it is essential that these functions be captured and available in the current EDCDA system Gabriel. A comprehensive VWM within the Gabriel system will allow for more efficient and stable data and reduce the amount of data entry.

4. Current Environment

The existing system, Damion, is technologically outdated and needs to be redesigned with the EDCDA staff in mind. The system is not easy to navigate for all parties, and has many functions that are unnecessary that slow down the data entry process.

5. Objectives

The objective of this SOW is to acquire a new Victim Witness Module built for EDCDA's specific needs.

EDCDA has outlined objectives that the proposed VWM solution will achieve, including business, technical, security, migration, and integration objectives.

5.1. Business Objectives

EDCDA is seeking an integrated cloud-based system that improves business performance, increases employee productivity. Create and produce a performance measures report, a California state required report.

5.2. Technical Objectives

The VWM solution shall achieve the technical objectives to achieve a high degree of confidentiality, integrity, reliability and availability.

5.3. Security Objectives

The VWM solution shall be secure with proper encryption for sensitive data.

5.4. Migration Objectives

The VWM solution shall enable the EDCDA to conduct a seamless and expedited transition from the current Damion system to the web based system with minimal disruption to business operations while insuring data integrity.

5.5. Integration Objectives

The VWM solution shall provide necessary integration services to extend the VWM solution to related applications, including Damion and Gabriel.

6. Scope

The scope of this SOW is to identify the applicable features, data, and user functionality required to deliver the VWM to EDCDA, deployment model(s), and agency-specific needs in support of awarding a Task Order based on the requirements identified in the VWM BPA.

7. Specific Requirements

7.1. User Login

First thing users do is login to the application. This will be the open ID process from Gabriel. Users must login to Gabriel first, click a link to the VWM, and validation will occur. Initial users will need a temporary password to map to the user in Gabriel. Documentation will be provided to EDCDA to implement the OpenID SSO process.

7.2. Home Screen

The home screen will be the primary dashboard when a user logs into the system. It will have the following buttons

7.2.1. New Victim Case

- Take to another screen to add a new Case

7.2.2. Search For a Victim\witness\case

Must support wild cards support. Will have a field for search, and a dropdown down for field type. By default, search all.

- Search for the person or case
 - Last Name
 - First Name
 - Middle name
 - DOB
 - SSN
 - Case Number

Search results show:

- Name
- DOB
- Age
- DL No
- SSN
- CII
- Type
- Is Alias

If no results, check Damion to see if a person is in there. If not, ask if they want to add a person

7.2.3. Create a Case Button to go to a new page.

7.2.4. Top Menu

- Menu on the top

- Settings
 - Accessible by people that have permission.
- Reports

7.3. Person Profile Page (New Person)

Requirements: Need the ability to prevent certain users from viewing certain people. Need to state Denied Access.

There will be a onetime upload of the person data from Damion at launch. After launch, we will have a button that will look for new people that have been added to Damion, and import them in. Access to the backend of Damion is required.

On the Person profile page, the top will have buttons for Enter new, or Search. Once a person's details are pulled up, it will have the following:

- Show personal details we have. This will be linked to from the search.
- Photo
- VW Case History
 - Case #
 - Advocate
 - Crime Type
 - ~if (DA Number/Docket Number)
 - Grant
 - Suspects/Defendants
 - Suspect comes from Gabriel Can be multiple.

8. VW Case Page

8.1. Data Entry based on fields (Listed Below)

Need the ability to prevent certain users from viewing certain cases. The top of the page will have the data entry fields displayed.

8.2. Functions

8.2.1. Create Documents (Documents to be Provided)

- **Victim Compensation**

This is a word document template. It will populate the details based on the person information.
- **Restitution**

This is a word document template. It will populate the details based on the person information.

- **Memo**

This is a word document template. It will populate the details based on the person information.

8.2.2. View Archive _ Link to Gabriel

8.2.3 Enter “Pink Details”

See “Pink form”

- Data entered into Gabriel Database

8.2.3. Edit VW Details

8.2.4. Find another case details

8.3. Case Details – Can only have 1

Clicking on the case will open it up in Gabriel.

- DA Log No
- Advocate
- Advocate Name

8.4. VW Case Services

Create a tab for the Services that have been provided to the Victim or Witness. The page will have the items listed below.

- VW Case #,
- VW Name
- Enter New Service
 - Date
 - Contact Type
 - Advocate
 - Grant
 - Contact Type
 - Service Type
 - Ability to select multiple services types.
 - Need to track number of minutes.

9. Settings

9.1. Manage Drop Downs

9.1.1. Each Dropdown needs a section to manage the contents of the dropdown.

The dropdown will contain a value and a key. The key is a 3 character code.

9.2. Manage User Permission

Require the ability to lock someone out of a victim case. By default, all users can see all cases, but there are times when locking a user out is a requirement.

10. Reports

10.1. Primary State Report – Performance Measures Report

This report fulfills the requirements that must be provided by the state. The HTML file is attached. Entry options: Need Dates as options. Option for data broken down by location, age range, new vs continuing vs all.

All cases by Advocate, with Victims Name

Four additional (to-be-defined) reports will be created by Week 14.

11. Key Deliverables, Milestones and Estimated Schedule

Key Deliverables are provided at the rate of \$100 per hour.

1. Database structure Development – Week 1 - 20 hours
2. Wireframes provided for UI Design – Week 1 - 20 hours
3. User Integration with Gabriel – Week 2 – 40 hours
4. Data Migration of People – Week 3 – 38 hours
5. Final UI Screen Layouts Approved - Week 3 – 2 hours
6. Initial application setup, settings to add and manage users – Week 4 – 40 hours
7. Implement UI – Week 5 – 40 hours
8. Search for Victim – Week 6-7 – 60 hours
9. Ability to Add A New Person – Week 7-9 – 80 hours
10. Ability to Add A New Case – Week 9-12 – 120 hours
11. Ability to add a new case service - Week 12-13 – 60 hours
12. Reports – Week 14 – 120 hours
13. Quality control, Modifications and User Feedback – Week 15 – 40 hours

11.1. Government Furnished Equipment/Information (GFE/GFI)

- The contractor shall be furnished current task pertinent information, and other documentation or materials as required for conducting the tasks described hereunder. Access to the data in Gabriel and Damion is required, along with VPN access during the development process.

11.2. Other Pertinent Information/Special Considerations

12. Constraints

Contract Type

EDCDA has received approval from the California Governor's Office of Emergency Services to use Victim/Witness Assistance Program Subaward VW16350090 grant funding for the software development and determined that these services shall be performed in accordance with Section 3710 of the 2017 Subrecipient Handbook (Exhibit "B" attached hereto and incorporated herein).

13. Data Structure

Users: Username, temp pass, first name, last name, email, type, code

People

- ID
- Last Name
- First Name
- Middle Name
- Suffix
- Gender
 - M
 - F
 - Other
- Race
 - Drop Down
- DOB
- SSN
- DL #
- DL State
 - Dropdown
- FBI Number
- CII No
- CDC
- Country of Citizenship
 - USA
- Height
- Weight
- Eye Color

- Drop Down
- Hair Color
 - Drop Down
- Complexion
- Damion ID
- Deceased – Date
- Person Type
 - Law Enforcement
 - Person
- Disability
 - Drop Down
- External ID
- Comment
- Log – Who entered,
- Date Updated
- Date Added

Address

- Address ID
- Primary
- Type
 - Mail
 - Home
 - Work
- Address
- Address 2
- City
- State
- Zip
- Effective Date
- End Date
- Confidential
- Comment
- ExternalID

Contact Table

- ContactID
- Type
 - Home
 - Cell
 - Work
- Phone

- Ext
- Date Started
- Date Ended
- Comment

Alias

- Last Name
- First Name
- Middle Name
- Suffix
- DOB
- DL State
- DL Number
- SSN

Photo

- Photo ID
- PersonID
- Date Uploaded
- Date Taken

VW Case

- VWCaseID
- Case Number
- Date Entered
- Date Opened
- PersonID
 - Dropdown of name suggestions
- Office
 - Dropdown
- Relationship
 - Dropdown
- Crime Date
- Special Need
 - Drowdown – Multiple – Need Relationship Table
- Crime Type
 - Dropdown – Multiple – Need Relationship Table
- Type
 - Victim
 - Witness
- Grant
 - Dropdown

- Advocate
 - Dropdown
- Team Name
- Victim Restituion Letter Sent
- Victim Restitution Letter Date
- Phone Follow Up #2
- Phone Follow Up #2 Date
- Exclude for reporting
 - Only Admins can do this
- Comments

VW Case Contacts

- CaseContactID
- VWCaseID
- Date
- Contact Type
 - Drop down
- Advocate
 - Drop Down
- Grant
 - Drop Down
- Comment – Needs to be a large field

Service Contacts

- CaseContactID
- ServiceContactID
- Service Type
 - Code
 - Category
 - Description
- Service Type Contact
- Time Spent

Defendant's Last Name

defendant

**Defendant's First Name**

joe

Advocate

Advocate

Damion Number

16-09-004553

Victim Last Name

jones

Victim First Name

victor

Restitution Letter Was Sent NO on: Follow up #2 by phone NO on: Follow up #3 by phone NO on: Restitution NO Amount: \$ Additional restitution TBD: NOMarsy's Law letter sent NO on: Victim wants to be at sentencing YESVictim wants to be notified of status of case NOVictim has been advised of offer made NO on: Victim wants to read impact statement YES

test123

**Office for Victims of Crime
Victim Assistance Grant Program
Performance Measures Report
October 01, 2015 - December 31, 2015**

ORGANIZATION INFORMATION

ORGANIZATION NAME: VW15 El Dorado County
 POC NAME: Christy Lillie
 POC EMAIL: christy.lillie@edcgov.us
 POC PHONE: 5306216487

POPULATION DEMOGRAPHICS

Question	Response
POPULATION DEMOGRAPHICS	
1 TOTAL number of individuals who received services during the reporting period.	208
	The total number includes individuals who may have been counted more than once during the reporting period.
2 Is your agency able to track individuals throughout the Federal fiscal year?	√
	Yes (proceed to Question #4)
	No
	Please provide an explanation to help us understand your current tracking methods.
3 Is your agency able to identify "new" individuals who did not receive services from your agency during the previous reporting period ?	√
	Yes
	No, Not Tracked (proceed to Question #6)
	No, Other Reason (provide explanation, then proceed to Question #6)
	Please provide an explanation to help us understand your current tracking methods.
4 Number of NEW individuals who received services from your agency for the first time during the reporting period.	208
5 Demographics (for NEW individuals identified in Question 4)	
A. RACE/ETHNICITY (self-reported)	
	0
American Indian or Alaska Native	0
Asian	1
Black or African American	10
Hispanic or Latino	0
Native Hawaiian or Other Pacific Islander	126
White Non-Latino or Caucasian	27
Some Other Race	0
Multiple Races	0

Not Reported	44
Not Tracked	0
Race/Ethnicity Total	208

B. GENDER IDENTITY (self-reported)

Male	61
Female	129
Other	
Other Explanation	
Not Reported	18
Not Tracked	0
Gender Total	208

C. AGE (self-reported)

Age 0- 12	31
Age 13- 17	8
Age 18- 24	23
Age 25- 59	114
Age 60 and Older	32
Not Reported	0
Not Tracked	0
Age Total	208

6 TYPES OF VICTIMIZATIONS (for ALL individuals identified in Question 1)

A. Number of individuals who received services based on a presenting victimization during the reporting period.

Adult Physical Assault (Includes Aggravated and Simple Assault)	22
Adult Sexual Assault	4
Adults Sexually Abused/Assaulted as Children	3
Arson	0
Bullying (Verbal, Cyber or Physical)	0
Burglary	0
Child Physical Abuse or Neglect	0
Child Pornography	0
Child Sexual Abuse/Assault	23
Domestic and/or Family Violence	66
DUI/DWI Incidents	14
Elder Abuse or Neglect	7
Hate Crime: Racial/Religious/Gender/ Sexual Orientation/Other (Explanation Required)	0
Hate Crime: Racial/Religious/Gender/ Sexual Orientation/Other (Explanation Required) Explanation	
Human Trafficking: Labor	0
Human Trafficking: Sex	0
Identity Theft/Fraud/Financial Crime	0
Kidnapping (non-custodial)	1

Kidnapping (custodial)	0
Mass Violence (Domestic/International)	0
Other Vehicular Victimization (e.g., Hit and Run)	1
Robbery	1
Stalking/Harassment	1
Survivors of Homicide Victims	19
Teen Dating Victimization	0
Terrorism (Domestic/International)	0
Other	46
If other, please explain:	Other (Includes Property Crimes, Attempted Murder, DUI Property, Threats, Vehicular Manslaughter). These numbers reflect the number of new victims serviced.

B. Of the individuals who received services, how many presented with more than one type of victimization during the reporting period? 198

C. Special classification of individuals (Self-reported)

Deaf/Hard of Hearing	1
Homeless	0
Immigrants/Refugees/Asylum Seekers	0
LGBTQ	0
Veterans	0
Victims with Disabilities: Cognitive/Physical /Mental	0
Victims with Limited English Proficiency	2
Other	
If other, please explain:	

DIRECT SERVICES

7 Number of individuals assisted with a victim compensation application during the reporting period. 142

8 Select the types of services provided by your organization during the reporting period:

A. Information & Referral	√
B. Personal Advocacy/ Accompaniment	√
C. Emotional Support or Safety Services	√
D. Shelter/ Housing Services	
E. Criminal/ Civil Justice System Assistance	√

9 Total number of individuals who received services by service type AND number of times each service was provided during the reporting period

A. Information & Referral	Enter the number of individuals who received services in this category	580
	A1. Information about the criminal justice process	471
	A2. Information about victim rights, how to obtain notifications, etc.	962
	A3. Referral to other victim service programs	66

	A4. Referral to other services, supports, and resources (includes legal, medical, faith-based organizations, address confidentiality programs, etc.)	2
B. Personal Advocacy/ Accompaniment	Enter the number of individuals who received services in this category	143
	B1. Victim advocacy/accompaniment to emergency medical care	0
	B2. Victim advocacy/accompaniment to medical forensic exam	0
	B3. Law enforcement interview advocacy/accompaniment	100
	B4. Individual advocacy (e.g., assistance in applying for public benefits, return of personal property or effects)	22
	B5. Performance of medical or nonmedical forensic exam or interview or medical evidence collection	0
	B6. Immigration assistance (e.g., special visas, continued presence application, and other immigration relief)	0
	B7. Intervention with employer, creditor, landlord, or academic institution	0
	B8. Child or dependent care assistance (includes coordination of services)	0
	B9. Transportation assistance (includes coordination of services)	17
	B10. Interpreter services	4
C. Emotional Support or Safety Services	Enter the number of individuals who received services in this category	348
	C1. Crisis intervention (in-person, includes safety planning, etc.)	216
	C2. Hotline/crisis line counseling	0
	C3. On-scene crisis response (e.g., community crisis response)	0
	C4. Individual counseling	0
	C5. Support groups (facilitated or peer)	0
	C6. Other Therapy (traditional, cultural, or alternative healing; art, writing, or play therapy, etc.)	0
	C7. Emergency financial assistance	4
D. Shelter/ Housing Services	Enter the number of individuals who received services in this category	
	D1. Emergency shelter or safe house	
	D2. Transitional housing	
	D3. Relocation assistance (includes assistance with obtaining housing)	
E. Criminal/ Civil Justice System Assistance	Enter the number of individuals who received services in this category	580
	E1. Notification of criminal justice events	818
	E2. Victim impact statement assistance	169
	E3. Assistance with restitution	49
	E4. Civil legal assistance in obtaining protection or restraining order	0

E5. Civil legal assistance with family law issues	0
E6. Other emergency justice-related assistance	0
E7. Immigration assistance	0
E8. Prosecution interview advocacy/accompaniment	100
E9. Law enforcement interview advocacy/accompaniment	0
E10. Criminal advocacy/accompaniment	80
E11. Other legal advice and/or counsel	0

Additional Comments: