

Killeen Police Department  
3304 Community Blvd,  
Killeen,  
TX 76542

Attn: City of Killeen

August 30<sup>th</sup>, 2023

## **Proposal for WebRMS Data Migration**

To whom it may concern,

This letter outlines a proposal from Blue Skies Associates (hereafter referred to as BSA) to assist you with your project to implement the Niche Records Management System within the City of Killeen Police Department (hereafter referred to as Killeen PD). The proposal is based on the information available to us at this point in time and we are happy to refine the proposal as a result of further discussions with you, should this be required.

### **1. Scope of services required**

Based on our recent discussions, we understand that Killeen PD is preparing to migrate data from an in-house, on-premise WebRMS Records Management System (WebRMS) to a regional, shared Niche Records Management System (NicheRMS), which is hosted on a Microsoft SQL platform by the Centurion Consortium. Therefore, Killeen PD wishes to migrate the majority of its current WebRMS data and functionality to the new NicheRMS.

### **2. Services to be delivered**

BSA staff will work closely with Killeen PD and City of Killeen staff to design an agreed approach to mapping and validating the migration of WebRMS data to the NicheRMS. BSA staff will then perform the actual data migration work, based on the agreed mapping and validation rules.

BSA staff will also support Killeen PD and City of Killeen staff during the Unit Testing and User Acceptance Testing (UAT) phases of the Niche RMS implementation project. BSA will work with Killeen PD and City of Killeen staff to perform all final acceptance testing, with all final acceptance of all work to occur prior to the 'Go-Live Date'.

They key tasks to be undertaken by BSA during the migration are:

- BSA will work with Killeen PD and City of Killeen staff to finalize the data (both entities and volumes) that needs to be migrated from the WebRMS to the NicheRMS database.

- BSA will work with Killeen PD and City of Killeen staff to agree on the data mapping, rules for linking entities and validation rules which will be used to migrate data from WebRMS to the NicheRMS. It is our expectation that we will be able to use the data mapping and validation rules produced for the City of Temple Police Department and, therefore, there will be minimal changes to the data mapping and validation rules.
- BSA will undertake the migration of data from the Web RMS to NicheRMS, based on the agreed mapping and validation rules.
- BSA will work with Killeen PD staff through our 'live match' process to reduce the number of duplicate Person records within your legacy data and also against the overall dataset for the Centurion Consortium.
- BSA will work with Killeen PD and City of Killeen staff to build a UAT test plan and BSA will assist in the execution of this UAT test plan.
- BSA will work with Killeen PD and City of Killeen staff to conduct "dry run" data testing until final validated converted data is approved by Killeen PD's project team prior to the Go-Live Date.
- BSA will remotely support Killeen PD and City of Killeen staff as it conducts dry run data testing to validate the WebRMS to NicheRMS data migration.
- BSA will remotely support Killeen PD and City of Killeen staff for the WebRMS to NicheRMS data migration Go Live.

The data to be migrated to the NicheRMS will comprise the following data entities:

- a) Names (including Employees<sup>1</sup> and Known Offenders)
- b) Locations
- c) Property (including Firearms)
- d) Vehicles
- e) Arrests
- f) Citations
- g) Incidents (including Dissemination & Supplements)
- h) Accidents
- i) Warrants
- j) Case Management
- k) Calls for Service
- l) Field Interviews
- m) Line ups (subject to clarification from Niche)
- n) Impound/Tow
- o) Attachments

All the WebRMS tables used in these modules will be considered as part of the data migration process and, where possible, data will be transferred to the NicheRMS.

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<sup>1</sup> Employee details (both current and former employee and officer details) are loaded to the NicheRMS database via the 'loader spreadsheets' that Niche provide and we then link to these pre-created entities during the migration rather than "migrating" them.

### 3. Key project deliverables

The key deliverables from the project will be:

- A high level project plan detailing the key milestones for the data migration project.
- An agreed list of data entities that needs to be migrated from the WebRMS to the NicheRMS.
- Agreed data mapping and validation rules which will be used to migrate data from WebRMS to the NicheRMS database (the data mapping and validation rules being based on that produced for the City of Temple Police Department, with minimal changes).
- A NicheRMS database populated with data migrated from the WebRMS according to the agreed mapping and validation rules.
- BSA support during UAT and Go-Live.

### 4. Project fees & timescales

Our discounted fee for the project will be **\$75,000**, excluding out-of-pocket expenses<sup>2</sup> and taxes (if applicable) which will be re-charged at cost. We propose the following payment schedule for the project:

- 10% of our fee to be paid upon agreement of the high level project plan and the successful set up of the NicheRMS development environment for the data migration;
- 20% of our fee to be paid upon the completion of data mapping & validation rules;
- 20% of our fee to be paid upon the commencement of Unit Testing;
- 30% of our fee to be paid upon the commencement of UAT; and
- 20% of our fee to be paid when the system goes live.

Discussions with the Centurion Consortium will be required before we can develop a detailed plan for the proposed data migration project. However, we currently anticipate that the project can be completed within an elapsed period of 4 to 6 months, with a detailed project plan to be developed and agreed by the end of the first month of the project.

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<sup>2</sup> At present, we do not anticipate any out-of-pocket expenses being required to deliver the project. Should this change, out-of-pocket expenses will be identified and agreed with you prior to them being incurred.

## 5. Key assumptions & dependencies

There are a number of key assumptions and dependencies associated with the successful completion of the proposed project, specifically:

- Any proposed changes to the number of data sets and key dates outlined in the detailed project plan will have an impact on project fees and timescales and, as such, will be subject to formal change procedures.
- Once data mapping, rules for linking entities and validation rules are agreed, any subsequent changes will be subject to formal change procedures, as such changes may impact project timescales and fees.
- The data mapping and validation rules will be based on those agreed for the City of Temple Police Department, with minimal changes.
- As the majority of our work will be performed remotely, Killeen PD will provide BSA staff with controlled access to relevant systems prior to the commencement of the project.
- BSA staff will have access the Centurion IT infrastructure and Killeen PD IT staff will be responsible for transferring copies of their legacy WebRMS data to the Centurion IT infrastructure.
- The technical staff responsible for managing the Centurion IT infrastructure will be readily available to work with BSA staff to manage the IT environments during development, UAT, Dry Runs and project 'go live'.
- We propose to make extensive use of Microsoft Teams voice and video calls and assume Killeen PD staff will have ready access to Teams.
- CJIS security registration, testing and fingerprints from the Lakewood RMSC in Colorado will be transferable to Killeen PD. In addition, copies of staff's UK Vetting accreditations will be provided.
- BSA will have timely access to Killeen's Niche Project Manager and development team, when required.
- Killeen PD will provide timely access to key individuals, data and relevant business and IT documentation.
- Killeen PD senior management and IT technical staff will make time available to participate in key project meetings. Such meetings and events will be pre-planned, whenever possible, with appropriate notice provided to participants.
- Killeen PD will provide input into key activities as follows:
  - data gathering, workshops and interviews;
  - insight into current services, performance, statistics and data;
  - challenge sessions, decision making and sign off; and
  - administrative support for scheduling meetings and collating resources.

## **6. Confirmation of agreement**

Please confirm your acceptance of the agreement by signing the enclosed copy and returning it to us.

Yours faithfully,

*David P Downey*

**David P Downey**  
**For and on behalf of BlueSkies Associates**

### **Copy letter to be returned to Blue Skies Associates**

I accept the terms of the agreement for and on behalf of Killeen Police Department.

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Signed

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Position

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Date