



Killeen Police Department
3304 Community Blvd
Killeen
Texas
76542

Attn: Willie Resto

June 6, 2025

Draft Proposal for FileOneQ Data Migration

Dear Willie,

This letter outlines a proposal from BlueSkies Associates (hereafter referred to as BSA) to assist you with your project to implement the Niche Records Management System within the 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 a FileOnQ Property & Evidence system to the Niche Records Management System (NicheRMS), which is hosted on a Microsoft SQL platform. Therefore, Killeen PD wishes to migrate the majority of its historic FileOnQ data to the new NicheRMS environment.

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 FileOnQ 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 User Acceptance Testing (UAT) phase of the data migration 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 'go live'.

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

- BSA will work with Killeen PD and City of Killeen staff to finalise the data (both entities and volumes) that needs to be migrated from the FileOnQ to the NicheRMS database.
 - BSA will work with Killeen PD and City of Killeen staff to agree the data mapping, rules for linking entities and validation rules which will be used to migrate data from FileOnQ to the NicheRMS database.
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- BSA will undertake the migration of data from the FileOnQ system to the NicheRMS, based on the agreed mapping and validation rules.
- 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 carry out a number of "Dry Runs" for the final migration of FileOnQ data to the 'live' NicheRMS database, once the converted data is approved by the City of Killeen's project team.
- BSA will remotely support Killeen PD and City of Killeen staff as they conduct the Dry Runs to refine and validate the FileOnQ to NicheRMS 'Go Live' plan.
- BSA will also remotely support Killeen PD and City of Killeen staff for the FileOnQ to NicheRMS data migration Go Live.

There is approximately 15 years of data to be migrated from FileOnQ to the NicheRMS, with the data having the following key attributes:

- the inventory table has 332,747 records;
- there are approximately 1513 property locations;
- there are no attachments; and
- there are no previous data migrations into the FileOnQ database and 0 evidence items have been imported into FileOnQ from WebRMS.

3. Key project deliverables

The key deliverables from the project will be:

- An agreed list of data entities that needs to be migrated from FileOnQ to the NicheRMS database.
- Agreed data mapping and validation rules which will be used to migrate data from FileOnQ to the NicheRMS database.
- A NicheRMS database populated with data migrated from the FileOnQ 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** on the assumption that this work will be in conjunction with the current legacy WebRMS data migration. This fee has been maintained at the originally proposed value, in our letter of 5th June 2024, as a goodwill gesture supporting our ongoing commitment to the Centurion consortium and the City of Killeen. This fee excludes out-of-pocket expenses and any applicable taxes, both of which will be re-charged at cost. Any out-of-pocket expenses will be agreed in writing with you before they are incurred. The above fee proposal is valid for 60 days from the date of this letter.

We propose the following payment schedule for the project:

- 10% of our fee to be paid upon agreement of the detailed project plan and successful set up of the development environment;
- 20% of our fee to be paid upon agreement of data mapping and 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.

Timescales for the project will be dependent on the plan agreed for the WebRMS data migration project. However, as outlined above, we have assumed that this work will be in conjunction with the current WebRMS data migration.

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 above 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 including the provision of subsequent Niche builds may impact project timescales and fees.
- As the majority of our work will be performed remotely, City of Killeen staff will provide BSA staff with controlled access to relevant systems prior to the commencement of the project.
- We propose to make extensive use of Microsoft Teams voice and video calls and assume Killeen PD and City of Killeen staff will have ready access to Teams.
- BSA will have timely access to Killeen's Niche Project Manager and development team, when required.
- City of Killeen and Killeen PD will provide timely access to key individuals, data (both Anonymised and Production) and relevant business and IT documentation.
- City of Killeen and 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.

- City of Killeen and Killeen PD staff 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 Blue Skies 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