COUNTY OF HUMBOLDT

For the meeting of: July 19, 2016

Date: July 7, 2016

To: Board of Supervisors

From: Michael T. Downey, Sheriff

Subject: Software License Agreement with Dynamic Imaging

RECOMMENDATION(S):

That the Board of Supervisors:

1. Approve Software License Agreement between Humboldt County and Dynamic Imaging; and

2. Authorize the Board of Supervisor's Chair to sign three (3) original copies of the Software License Agreement; and

3. Authorize Humboldt County Correctional Facility Captain Ed Wilkinson to sign and any additional amendments, modifications or extensions for the term of the Agreement.

SOURCE OF FUNDING:

Inmate Welfare Fund

Prepared by _Ed Wilkinson_ 0764 ET   CAO Approval _Elisha Hess_
Ed Wilkinson, Captain

REVIEW:
Auditor _____ County Counsel _NAD_   Human Resources _____   Other _____

TYPE OF ITEM:
___X___ Consent
_____ Departmental
_____ Public Hearing
_____ Other _____

PREVIOUS ACTION/REFERRAL:

Board Order No. _____

Meeting of: _____

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT
Upon motion of Supervisor _Fennell_
Seconded by Supervisor _Bass_

Ayes _Sundberg, Fennell, Lovelace, Bohn, Bass_
Nays
Abstain
Absent

and carried by those members present, the Board hereby approves the recommended action contained in this Board report.

Dated: _July 19, 2016_

By: _Kathy Hayes_
Kathy Hayes, Clerk of the Board

DISCUSSION:

On June 7, 2016, your Board approved an Amendment #1 to a 2010 Agreement with Inmate Telephone Inc., a subsidiary of Global Tel*Link Corporation (GTL), later assigned to DISI-ITI (hereafter Contractor). The Amendment is attached as Attachment 1.

The Amendment facilitated much-needed upgrades and improvements to the systems through Picturelink Imaging Software that provides booking (arrest) photos and property photos and integration with the Offender Management System (OMS). Upgrades completed now will allow for integration with the new Department of Justice system requirements coming in the near future.

The Amendment was approved by the Board and executed on June 7, 2016. However, Contractor has now presented the Sheriff's Office with a Software License Agreement that also needs to be approved by your Board and signed before the software upgrades and improvements can be implemented. The Software License Agreement is attached as Attachment 2.

FINANCIAL IMPACT:

There are no additional costs associated with the Software License Agreement.

OTHER AGENCY INVOLVEMENT:

None

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board may choose not to approve the Software License Agreement, however this is not recommended since upgrades to the PictureLink and Photo Imaging programs for transmission to the Department of Justice would not be completed, or would require additional funding sources.

ATTACHMENTS:

Attachment 1   Global Tel*Link Corporation Telephone Services Agreement Amendment #1
                   Exhibit A - Photo Imaging Upgrade Statement of Work January 22, 2016

Attachment 2   Software License Agreement with Dynamic Imaging

Attachment 1

Global Tel*Link Corporation Telephone Services Agreement
Amendment #1

AMENDMENT 1 TO THE
TELEPHONE SERVICES AGREEMENT

THIS AMENDMENT TO THE INMATE TELEPHONE SERVICES AGREEMENT ("Amendment") is entered into as of April 19, 2016 (the "Effective Date"), by and between DSI-ITI, Inc., a wholly owned subsidiary of Global Tel*Link Corporation, having its principal place of business at 12021 Sunset Hills Road, Suite 100, Reston, VA 20194 ("Contractor") and County of Humboldt, a political subdivision of the State of California (by and through the Humboldt County Sheriff's Office and the Humboldt County Probation Department) ("County").

WHEREAS, Contractor and County previously entered into that certain Telephone Services Agreement dated as of June 15, 2010 and assigned to DSI-ITI, Inc. on August 25, 2010 (the "Agreement") and the parties would like to amend the Agreement as provided for herein.

NOW, THEREFORE, in consideration of the mutual covenants, promises and representations set forth below, and for other good and valuable consideration the sufficiency of which is acknowledged by the parties, the parties hereby amend the Agreement as follows:

1. Contractor agrees to offer to County Dynamic Imaging PictureLink imaging software (1 user license for Imaging Capture and 1 user license for property capture) and hardware free of charge to the County for use pursuant to the Statement of Work created by Dynamic Imaging ("DI") for Humboldt County Sheriff's Department dated January 22, 2016, attached hereto as Exhibit A.

2. Contractor shall offer to County software updates and technical support for one (1) year beginning with Effective Date, free of charge to County.

3. Contractor shall pass through the warranty from DI, but shall have no additional warranty obligations.

4. County understands that any maintenance agreement that the County may enter into with DI and payment pursuant to any such agreement are the responsibility of the County and not Contractor.

5. In the event that County terminates Agreement with Contractor prior to December 31, 2018, County shall repay Contractor for the cost of the software and hardware as follows:

Termination	Amount Immediately Due
Prior to 12/31/16	$37,812
1/1/17-12/31/17	$25,208
1/1/18-12/31/18	$12,604

6. Except as set forth above, there is no other revision to the Agreement or the obligations of either party, and the Agreement remains in full force and effect.

In the event of any inconsistencies between the terms and conditions contained in the Agreement and the terms and conditions contained in this Amendment, the terms and conditions contained of this Amendment will control.
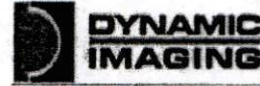
1

AGREED TO:

COUNTY OF HUMBOLDT

By: _（signature）_
Name: Mark Lovelace
Title: Chair Board of Supervisors
Date: 6/7/16

DSI-ITI, INC.

By: _（signature）_
Name: Jeffrey B. Haidinger
Title: President & COO
Date: 5/9/16

Statement of Work

DYNAMIC IMAGING

January 22, 2016

Prepared for:

Humboldt County Sheriff's Office
826 Fourth Street
Eureka, CA 95501
Attn: Ed Wilkinson
Phone: (707) 441-5103
Email: EWilkinson@co.humboldt.ca.us

Introduction:

The intention of this document is to describe the work that is to be performed by Dynamic Imaging Systems, Inc. (DISI) for the delivery, configuration, integration, and installation of the Booking and Property Capture Stations, Conversion and OMS Interfaces for Humboldt County Sheriff's Office.

Appendices:

Appendix (A): Deliverables

Appendix (B): Server and PC Requirements

Appendix (C): DataLink Booking (Arrest) Host

Appendix (D): Host Interface (GTL - Offender Management System)

Appendix (E): Image & Data Conversion

Appendix (F): Custom PictureLink Forms

Appendix (G): Property Capture Interface (GTL - Offender Management System)

Deliverables Overview:

- Delivery of the digital camera hardware components required to support the PictureLink Image Capture workstation.

- Delivery of the camera hardware components required to support the Property Capture workstation.

- Deliver (1) PictureLink Digital Capture license.

- Deliver (1) PictureLink Property Capture license.

- Deliver PictureLink Application Server Software.

- Deliver PictureLink Desktop Administrative Single User Concurrent License.

- Deliver PictureLink Web Edition (2) User Concurrent license.

- To provide, install, and configure the Administrative and DataLink databases to support the PictureLink application.

- Provide custom DataLink screen and database for the PictureLink Solution as defined in Appendix (C).

- Installation and configuration of the PictureLink Application Server components on a

customer provided server.

- Conversion services for the existing mugshot images and data for enrollment in the PictureLink application as defined in Appendix (E).

- Installation and configuration of the PictureLink Image capture components on (1) customer provided PC to be utilized as the PictureLink Image Capture workstation.

- Installation and configuration of the PictureLink Image capture components on (1) customer provided PC to be utilized as the PictureLink Property Capture workstation.

- Installation, configuration, and verification services for an interface from PictureLink to the Humboldt County Sheriff's Office GTL Offender Management System (OMSe) as defined in Appendix (D).

- To provide custom PictureLink forms for use within the PictureLink Solution as defined in Appendix (F).

- Installation and configuration of the PictureLink Web Edition Server components on a customer provided application server.

- Installation, configuration, and verification services for a Property Image interface from PictureLink to the Humboldt County Sheriff's Office GTL Offender Management System (OMSe) as defined in Appendix (G).

- Installation and configuration of (1) PictureLink Administrative workstation and Administrative license on (1) agency designated PC.

- Provide (2) days of On-Site installation and training services.

Assumptions & Responsibilities:

1. Humboldt County Sheriff's Office is responsible for identifying, providing and configuring a networked Windows server to function as the Application Server for the Dynamic Imaging Solution. See PC and Server Requirements Appendix.

2. Humboldt County Sheriff's Office is responsible for identifying, providing and configuring a networked Windows server to function as the database server for the Dynamic Imaging solution.

3. Humboldt County Sheriff's Office is responsible for providing all general networking, electrical, telephone, and other logistical services as required.

4. Humboldt County Sheriff's Office is responsible for providing high-speed remote connectivity (i.e. VPN with Remote Desktop or Team Viewer) to Dynamic Imaging System technicians for the purpose of remote implementation and on-going support.

5. Humboldt County Sheriff's Office is responsible for ensuring that server-to-server communications are free of firewall restrictions, otherwise Humboldt County Sheriff's Office must accept responsibility to make configuration changes to firewalls as necessary to support the Dynamic Imaging Systems server-side solution. Client-to-Server communications will occur over http or https communications on a port designated by Humboldt County Sheriff's Office.

6. Humboldt County Sheriff's Office is responsible for providing all Dynamic Imaging Systems technician's with local administrator access Windows accounts to all of the servers and workstations necessary to implement and support the Dynamic Imaging solution.

7. Humboldt County Sheriff's Office is responsible for providing a file share for the storage

and retrieval of images. A dedicated service account with a non-expiring password is required to ensure that the application server can authenticate with the file share. Humboldt County Sheriff's Office is also responsible for performing routine backups of images. Any additional work that is required due to improper backup procedures will result in additional project costs. See Server and PC Requirements Appendix.

8. Humboldt County Sheriff's Office is responsible for performing routine backups of all application server data including IIS configurations and databases. Dynamic Imaging Systems will provide consultation during administrator training relating to the location and type of data required for backup. Dynamic Imaging Systems is not responsible for lost data. Any additional work that is required due to improper backup procedures will result in additional project costs.

9. Humboldt County Sheriff's Office is responsible for the physical installation and attachment of all mounting devices to existing structures to support the PictureLink Image capture station prior to Dynamic Imaging Systems technicians coming on site. Dynamic Imaging Systems will provide recommendations and training procedures to Humboldt County Sheriff's Office to assist with the installation, configuration and placement of mounting devices (cameras, camera mounts, and strobe lights) at each capture site.

10. All network connectivity and security access must be operational prior to any scheduled on-site (or remote) installation by the DISI technician(s). This includes any networking, firewall, routers, Windows Domain, or other security access configurations. Furthermore, DISI assumes that network connectivity uses standard LAN 10/100/1000 bandwidth and Microsoft TCP/IP network protocols.

11. OMS system software configurations need to be provided to support the demographic data and image import interface prior to the installation by the Dynamic Imaging Systems' technician, including all of the required views for both the data and image interface.

12. The Host Interface booking queue between PictureLink and OMS is a one way interface. Updating, modifying or deleting data or images from OMS after the data export has occurred, will not update records in the PictureLink Solution. The records in the PictureLink Solution will only reflect data that was available at the time of the export from OMS.

13. Humboldt County Sheriff's Office personnel are responsible for selecting the correct booking from the Host Interface "Booking Queue" application. If the booking number already exists in the PictureLink Solution, the existing record will be re-opened and allow officers to capture a new set of photos or append to the existing set. Any new data entered in the OMS since the original import will not be updated in the PictureLink Solution.

14. The Host Interface booking queue data interface requires network connectivity to the OMS database view. If the data interface is unable to access the OMS database view due to OMS maintenance or downtime, data will not be imported to the PictureLink Solution.

15. Humboldt County Sheriff's Office personnel are responsible for properly classifying photos according to the following specifications: Front, Side, Tattoo. If a photo is improperly classified or not classified, it will not be transferred to the OMS.

16. The Host Interface Image Transfer Plugin requires network connectivity to the OMS imaging interface table. If the interface is unable to access the OMS imaging interface table due to OMS maintenance or downtime, the interface will not function properly.

17. Humboldt County Sheriff's Office is responsible for providing Dynamic Imaging Systems access to the existing OMS system for the purpose of data and image conversion. This

includes but is not limited to user names and passwords for related databases and administrative tools.

18. Humboldt County Sheriff's Office is responsible for designating a PC(s) for the installation of the PictureLink Administrative software. The PC(s) must meet the minimum system requirements and be accessible from the PictureLink Application server. See PC and Server Requirements Appendix.

19. Humboldt County Sheriff's Office is responsible for the physical installation of backdrops and setup kits at each PictureLink Image Capture location. Dynamic Imaging Systems will provide recommendations and training procedures to Humboldt County Sheriff's Office to assist with the installation and placement of backdrops and setup kits at each capture location.

20. Humboldt County Sheriff's Office is responsible for providing (2) two PC's to be utilized as the PictureLink Image Capture workstations. The PC's must meet the minimum system requirements and be accessible from the PictureLink Application server. See PC and Server Requirements Appendix.

Contract Deliverables:

Dynamic Imaging Systems, Inc (DISI) has determined the following software and professional services are required in order to fulfill this Booking and Property Capture Stations, Conversion and OMS Interfaces order for Humboldt County Sheriff's Office.

It is important to note that the items listed below may be partially or completely performed at DISI headquarters. A DISI technician(s) will perform the final installation, configuration, verification, and training services on-site at the time of installation.

Under the terms of this contract DISI will provide the following Deliverables:

1. **Delivery of the digital camera hardware components required to support the PictureLink Image Capture workstation.**

   ### A. Description

   To provide the following hardware components to support the PictureLink Image Capture workstation:
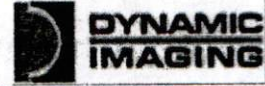
   Components include:
   - (1) Digital Camera with lens, AC adapter, high speed memory card and USB cable
   - (1) Digital Lighting Kit
   - (1) Digital Mount Kit
   - (1) Pan & Tilt Model 340 with 20' Cable (Used for Scars, Marks and Tattoos)
   - (1) PictureLink Setup Kit
   - (1) Uniform Background

   ### B. Completion Criteria

   This task is considered complete when the hardware components listed to support the PictureLink Image Capture workstation have been delivered to Humboldt County Sheriff's Office.

Statement of Work

DYNAMIC IMAGING

2. **Delivery of the camera hardware components required to support the Property Capture workstation.**

   A. Description

   To provide the following hardware components to support the PictureLink Property Capture workstation:

   Components include:
   - (1) Digital Camera with lens, AC adapter, high speed memory card and USB cable
   - (1) Digital Mount Kit

   B. Completion Criteria

   This task is considered complete when the hardware components listed to support the Property Capture workstations have been delivered to Humboldt County Sheriff's Office.

3. **Deliver (1) PictureLink Digital Capture license**

   A. Description

   Deliver the PictureLink Digital Capture license necessary to perform image capture.

   B. Completion Criteria

   This task is considered complete when the PictureLink Digital Capture license is delivered to Humboldt County Sheriff's Office.

4. **Deliver (1) PictureLink Property Capture license.**

   A. Description

   Deliver the PictureLink Property Capture license necessary to perform Property image capture.

   B. Completion Criteria

   This task is considered complete when the PictureLink Property Capture license is delivered to Humboldt County Sheriff's Office.

5. **Deliver PictureLink Application Server Software.**

   A. Description

   Deliver PictureLink Application Server Software that is necessary to support the PictureLink application.

   B. Completion Criteria

   This task is considered complete when PictureLink Application Server Software has been delivered to Humboldt County Sheriff's Office.

Statement of Work

6. **Deliver PictureLink Desktop Administrative Single User Concurrent License.**

   A. Description

   Deliver PictureLink Desktop Administrative Single User Concurrent License.

   B. Completion Criteria

   This task is considered complete when the PictureLink Desktop Administrative Single User Concurrent License has been delivered to Humboldt County Sheriff's Office.

7. **Deliver PictureLink Web Edition (2) User Concurrent license.**

   A. Description

   Deliver PictureLink Web Edition (2) User Concurrent license.

   B. Completion Criteria

   This task is considered complete when the PictureLink Web Edition (2) User Concurrent license is delivered to Humboldt County Sheriff's Office.

8. **To provide, install, and configure the Administrative and DataLink databases to support the PictureLink application.**

   A. Description

   Provide, install and configure the PictureLink Administrative and DataLink databases on a customer provided database server that are necessary to support the PictureLink application.

   Note: Humboldt County Sheriff's Office is responsible for performing backups of server configuration and databases. Any additional work that is required due to improper backup procedures will result in additional project costs.

   B. Completion Criteria

   This task is considered complete once Dynamic Imaging has provided, installed, and configured the PictureLink Administrative and DataLink databases to support the PictureLink application.

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9. **Provide custom DataLink screen and database for the PictureLink Solution as defined in Appendix (C).**

   A. Description

   To provide custom DataLink host screen and database for use with the PictureLink Image Capture and Investigative application. The screen is based on the applicable booking data available within the OMS and required form data elements as defined in Appendix (C).

   Databases:
   - Booking (Arrest)

   B. Completion Criteria

   This task is considered complete when the DataLink screen and database has been successfully created, delivered and verified by the Dynamic Imaging Systems technician.

10. **Installation and configuration of the PictureLink Application Server components on a customer provided server.**

    A. Description

    To install and configure the PictureLink application server components on a customer provided server.

    Note: See Server and PC Requirements Appendix (B).

    B. Completion Criteria

    This task is considered complete when the delivery, installation and configuration of the PictureLink application server components have been verified operational by the Dynamic Imaging Systems installation technician.

11. **Conversion services for the existing mugshot images and data for enrollment in the PictureLink application as defined in Appendix (E).**

    A. Description

    To provide conversion services of the existing mugshot images into the PictureLink application as defined in the Appendix (E).

    Note: Although Dynamic Imaging Systems will attempt to enroll all legacy images, there is no guarantee that every single image will successfully enroll into the PictureLink system. Photos will be linked using the <BookingNumber> as the cross reference that links the existing photos to the appropriate data records in OMS.

    B. Completion Criteria

    This task is considered complete, once the bulk conversion process has been executed and all images deemed acceptable for PictureLink enrollment have been enrolled. A conversion summary report will also be provided to Humboldt County Sheriff's Office.

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12. **Installation and configuration of the PictureLink Image capture components on (1) customer provided PC to be utilized as the PictureLink Image Capture workstation.**

A. Description

To install and configure (including licensing) the components necessary to perform image capture on (1) Dynamic Imaging provided PC to be utilized as the PictureLink Image Capture workstation.
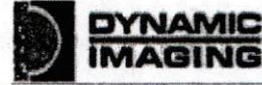
Components include:
- PictureLink Image Acquisition
- PictureLink Common Components
- Digital Capture License

B. Completion Criteria

This task is considered complete once the client side components have been installed, configured, and licensed on each PictureLink Image Capture workstation within the PictureLink Solution.

13. **Installation and configuration of the PictureLink Image capture components on (1) customer provided PC to be utilized as the PictureLink Property Capture workstation.**

A. Description

To install and configure (including licensing) the components necessary to perform image capture on (1) Dynamic Imaging provided PC to be utilized as the PictureLink Image Capture workstation.

Components include:
- PictureLink Image Acquisition
- PictureLink Common Components
- Property Capture License

B. Completion Criteria

This task is considered complete once the client side components have been installed, configured, and licensed on each PictureLink Property Capture workstation within the PictureLink Solution.

Statement of Work

14. **Installation, configuration, and verification services for an interface from PictureLink to the Humboldt County Sheriff's Office GTL Offender Management System (OMSe) as defined in Appendix (D).**

    A. Description

    To provide installation, configuration, and verification services for the proposed data/image interface with the GTL Offender Management System (OMSe) as defined in Appendix (D).

    B. Completion Criteria

    This task is considered complete when the data/image transmission interface to the GTL Offender Management System (OMS) is installed, configured, and deemed operational by both the Dynamic Imaging Systems, Inc. installation technician and the Humboldt County Sheriff's Office project contact. Verification will consist of a successful (error free) import of data from the OMS and a successful (error free) transfer of the PictureLink mugshot photo to the OMS.

15. **To provide custom PictureLink forms for use within the PictureLink Solution as defined in Appendix (F).**

    A. Description

    To provide custom PictureLink forms for use within the PictureLink Solution as defined in Appendix (F).

    B. Completion Criteria

    This task is considered complete when the custom PictureLink forms have been approved by a representative of Humboldt County Sheriff's Office and installed and verified operational by a Dynamic Imaging System technician.

16. **Installation and configuration of the PictureLink Web Edition Server components on a customer provided application server.**

    A. Description

    To install and configure (including licensing) the application server components for PictureLink Web Edition on a customer provided application server.

    Components Include:
    - PictureLink Web Edition
    - PictureLink Web Edition Lineup & Witness configuration files
    - PictureLink Common Components

    PictureLink Web Edition Specifications:
    - PictureLink Web Edition supports the following browsers: Chrome, Firefox 3.5+, Internet Explorer 9 or 10. If the agency is using Internet Explorer, Compatibility Mode must be turned off for intranet sites.

    B. Completion Criteria

    This task is considered complete when the application server components have been installed, configured, licensed and verified operational by the Dynamic Imaging Systems installation technician.

17. **Installation, configuration, and verification services for a Property Image Interface from PictureLink to the Humboldt County Sheriff's Office GTL Offender Management System (OMSe) as defined in Appendix (G).**

A. Description

To provide installation, configuration, and verification services for the proposed Property image interface with the GTL Offender Management System (OMSe) as defined in Appendix (G).

Note: Humboldt County Sheriff's Office is responsible for ensuring the installation of any GTL software/configurations are made to support the Property Image interface prior to the installation by the Dynamic Imaging Systems' technician.

B. Completion Criteria

This task is considered complete when the Property image transmission interface to the GTL Offender Management System is installed, configured and deemed operational by both the Dynamic Imaging Systems, Inc. installation technician and the Humboldt County Sheriff's Office project contact. Verification will consist of a successful (error free) capture of Property and transfer of the image to OMSe.

18. **Installation and configuration of (1) PictureLink Administrative workstation and Administrative license on (1) agency designated PC.**

A. Description

Installation and configuration of (1) PictureLink Administrative workstation with Administrative license to provide the agency the ability to perform the following functions: form design, expunge, seal. See Appendix (B), Administrative Workstation for PC requirements.

Components Include
- PictureLink
- PictureLink Common Components
- Single User Concurrent Display license

B. Completion Criteria

This task is considered complete when the installation and configuration of the PictureLink Administrative workstation and Administrative license have been verified operational by the Dynamic Imaging Systems installation technician.
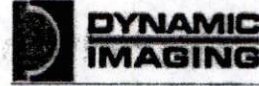
19. **Provide (2) days of On-Site installation and training services.**

A. Description

A Dynamic Imaging Systems technician(s) will provide (2) days of on-site services for the PictureLink applications for Humboldt County Sheriff's Office

Note: All connections to and from external systems (OMSe) should be functioning and operational prior to on-site services. All applications will be installed and verified while the Technician is on-site.

Statement of Work

Training to consist of:
- IT Administrative Training for managing, backing up, troubleshooting, and upgrading server components, workstation components, and server-to-server connectivity.
- Train the trainer based information to be used for installing, implementing, rolling out, and training end users on the application functionality, usage, and best practices.

Training sessions will address both end-user application functionality as well as system administration functionality. Humboldt County Sheriff's Office may choose to coordinate "group" training sessions at a single location. The Dynamic Imaging Systems, Inc. project manager (or technician) will work with Humboldt County Sheriff's Office to customize a training schedule and curriculum that meets their specific needs.

B. Completion Criteria

This task is considered complete when the Dynamic Imaging Systems technician(s) has provided (2) days of on-site services on the PictureLink system.

Statement of Work Reviewed by Customer:

_____   _____
Print Name   Date

_____
Title

Statement of Work Accepted by GTL:

_____   _____
Signature   Date

_____   _____
Print Name   Title

Statement of Work

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Appendix (A): Deliverables

Equipment:

(2) Canon Rebel T3i Digital Camera (includes lens, adapter, cable and high speed memory card)
(2) Digital Mount Kit
(1) Pan & Tilt Model 340 (includes 20' cable)
(1) Digital Lighting Components
(1) Backdrop
(1) PictureLink Setup Kit

DISI Software:

Selected Server Software
PictureLink Application Server
Booking (Arrest) Database
2-User Concurrent PictureLink Web Edition License

Selected Client Software
(1) Video Capture Machine License
(1) Property Capture Machine License
Single User Concurrent Administrative License

Third Party Software:

(1) Photo Plus

Services:

Workstation Configuration, Certification and Testing
Conversion Services
GTL Host Interface (Arrest)
GTL Host Interface (Property)
Project Management
On-Site Installation and Training (includes travel and expenses)

Statement of Work

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Appendix (B): Server and PC Requirements

Server Requirements:

Application Server Recommended Configuration (Virtual Servers Supported)
- Windows Server 2012 (2008-R2 minimum) 64 bit Edition
- Modern Intel/AMD Quad Core Processor
- 4GB – 8GB Ram
- 50GB – 100GB Free Disk Space
- 100mb Network Connection
- Server roles: Application Server & Web Server IIS 8 with Management Tools
- Server features: .NET Framework 3.5 installed
- .NET Framework 4.5

NOTE: Dynamic Imaging recommends that virtual application servers be configured with a minimum of two (2) virtual CPU's.

Minimum Database Server
- SQL 2008 R2
- Oracle 10g

Recommended Database Server Configuration
- SQL 2012
- Oracle 11g

NOTE: The PictureLink databases can be installed on an existing database server. A dedicated database server for the PictureLink application is not required.

File Server
- Approximately 20GB of disk space for existing images and 5 years of annualized average mugshot and fingerprint file growth. Please consult with Dynamic Imaging Systems for estimates on file storage requirements.

NOTE: A dedicated service account with a non-expiring password is required to ensure that the application server can authenticate with the file server.

NOTE: Dynamic Imaging Systems strongly recommends that the agency supplies access to an existing file server, with sufficient storage capacity available for the converted and ongoing mug shot images, which are stored as JPEGs. Should the agency desire to use the PictureLink application server for storage, Dynamic Imaging Systems will need to perform an analysis of existing mug shot images as well as estimates for calculated growth to determine the additional system capacity (RAM/Hard Drive) needed for the PictureLink solution. The added capacity will be in addition to the minimum system requirements specified for the PictureLink system

Statement of Work

DYNAMIC IMAGING

Workstation Requirements:

Dynamic Imaging Systems, Inc. recommends that the PictureLink Capture Station PC be an industry-standard, name-brand model (i.e. Dell, HP, Lenovo) and must support the following minimum specifications.

PictureLink Capture Workstation

Operating System & Software

- Windows 7 Professional SP 1 (32-bit or 64-bit)
- Microsoft.NET Framework 4.5 Full
- Adobe Reader

Desktop PC Hardware

- Intel Core i5 2.3GHz+ Processor (Quad Core, 6MB Cache)
- 4GB+ Memory
- Integrated Graphics VGA video supporting 1024 x 768 or greater
- 80GB+ hard drive (SATA 3.0 Gb/s+, 8MB Cache)
- Integrated 10/100/1000 Ethernet NIC
- At least two available USB 2.0 ports
- 19-inch LCD monitor at 1280x1024 or greater resolution

PictureLink Client Software

- 200MB of available disk space
- 512MB of available memory

PictureLink Administrator Workstation

Operating System & Software

- Windows 7 Professional SP 1 (32-bit only)
- Microsoft.NET Framework 4.5 Full
- Adobe Reader

Desktop PC Hardware

- *Same as PictureLink Capture Workstation

PictureLink Client Software

- *Same as PictureLink Capture Workstation

Statement of Work

Appendix (C): DataLink Booking Host Screen & Database

Overview
One (1) custom screen design layout and database will be created based on the available data from the OMSe system. The following database will be re-created in the PictureLink Solution: Adult Booking

Further DataLink host screens and database Clarification, Assumptions and Exceptions:
1. Humboldt County is responsible for providing the list of required data elements to Dynamic Imaging Systems for the purpose of designing and developing the custom screen design layout and database.

Booking Data Elements
Sample booking data elements to be customized based on available data from the OMSe database as well as forms requirements.

- SYSID
- Inmate Number
- Booking Number
- FBI ID
- SID
- Last Name
- First Name
- Middle Name
- Suffix
- Street
- Street 2
- City
- State
- Zip
- Sex
- Race
- Height
- Weight
- Eye Color
- Hair Color
- Complexion
- Build Glasses
- Facial Hair
- Age at Booking
- Date of Birth
- Place of Birth
- Arrest Date
- Arrest Agency
- Social Security Number
- Country of Citizenship
- Offense Code
- Offense Description
- Date of Offense
- Alias Last Name
- Alias First Name
- Alias Middle Name
- SMT Type
- SMT Descriptor
- Cell Phone
- Home Phone

Statement of Work

DYNAMIC IMAGING

Screenshot

Sample screenshot of PictureLink Booking screen:

Statement of Work

DYNAMIC IMAGING

Appendix (D): Host Interface (GTL Offender Management System Booking Queue)

The following is a description of the booking queue interface between PictureLink and the GTL Offender Management System (OMSe).

Booking Queue Overview:

The interface is initiated by logging into the PictureLink Web Edition application and clicking on the "Booking Queue" button. This will open a list of bookings from the OMS for the past 48 hours who have not had their photo taken yet. The officer is also able to enter a booking number manually to recall the record if it is not displayed in the list. After the end user selects a booking, the data for the selected record is imported from the OMS into the PictureLink Web Edition booking screen. If the officers are required to enter any additional fields for PictureLink purposes they may do so at this time, otherwise they can begin to take mugshot photos of the subject. After each photo is taken, officers will be required to classify photos as front, side, tattoo. When the booking is completed in the PictureLink system, mugshot photos are sent to the OMS for display within that application. See Image Transfer Plugin for more information on sending photos to OMS.

Assumptions & Responsibilities:

1. The booking queue interface between the PictureLink and GTL OMS is a one way interface. Updating, modifying or deleting data or images from the GTL OMS after the data export has occurred, will not update records in the PictureLink System. The PictureLink System records will only reflect data that was available at the time of the export from the GTL OMS.

2. The booking queue data interface requires network connectivity to the GTL OMS database view. If the data interface is unable to access the GTL OMS database view due to OMS maintenance or downtime, data will not be imported to the PictureLink System.

3. Agency personnel are responsible for selecting the correct booking from the "Booking Queue" application. If the booking number already exists in the PictureLink System, the existing record will be re-opened and allow officers to capture a new set of photos or append to the existing set. Any new data entered in the OMS since the original import will not be updated in PictureLink.

Booking Queue Fields:

The following is a list of the sample data fields to be transferred from the GTL OMS to the Dynamic Imaging PictureLink System when using the Booking Queue.

- Inmate Number (PIN)
- SYSID
- Booking Number
- Last Name
- First Name
- Middle Name
- Street
- Street 2
- City
- State
- Zip
- Date of Birth
- Sex
- Race
- Height
- Weight
- Eye Color
- Hair Color
- Glasses
- Facial Hair
- Complexion
- Build
- Home Phone
- Cell Phone
- Arrest Date
- Arrest Agency
- Social Security Number
- Offense Date
- Offense Code (Statute)
- Offense Description (Statute Literal)
- Alias Last Name
- Alias First Name
- Alias Middle Name
- FBI ID
- SID
- Commitment Date

Statement of Work

Screenshots

Booking Queue Menu Item

Booking Queue List Screen (Sample)

Image Interface Specifications:

The following is a description of the image interface between PictureLink and the GTL Offender Management System (OMSe).

Image Transfer Plugin Overview:

After photos have been captured in the PictureLink System, images are automatically transferred to the GTL OMS using the Image Transfer Plugin. The Image Transfer Plugin inserts photos and relevant classification data into an imaging interface table where appropriate services in the GTL OMS acquire the photos and make them available in their application. All Image Transfer transactions utilize the Work Action Process framework and can be monitored using the Deployment Manager administrative application (shown below).

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Assumptions & Responsibilities:

1. The Image Transfer Plugin requires network connectivity to the GTL OMS imaging interface table. If the interface is unable to access the GTL OMS imaging interface table due to GTL OMS maintenance or downtime, photos will not display in the GTL OMS. (Note: GTL OMS image import services are provided and installed by GTL).

2. Agency personnel are responsible for properly classifying photos according to the following specifications: Front, Side, Tattoo. If a photo is improperly classified or not classified, it will not be transferred to the GTL OMS.

3. GTL to provide OMS Booking Number to be used as the cross-reference fields that links images to the data records in OMS.

Screenshot

Statement of Work

Appendix (E): Image & Data Conversion

Overview

The image and data conversion effort encompasses the Booking database from the existing OMSe system. The conversion will export existing photos and associated booking data from the database into the PictureLink Solution.

Conversion Stages

1. Dynamic Imaging Systems will perform a pre-install conversion prior to on-site installation to allow the agency time to validate the converted data and images (referred to as First Cut).

2. During the final conversion, the remainder of the data and images up to the end of the existing system use will be converted into the PictureLink Solution. (referred to as Final Cut).

Further Image & Data Conversion Clarification, Assumptions, and Exceptions

1. Humboldt County is responsible for providing Dynamic Imaging Systems access to the existing OMSe system for the purpose of data and image conversion. This includes but is not limited to user names and passwords for related databases and administrative tools.

2. Humboldt County personnel are responsible for properly classifying photos according to the following specifications: Front, Side, Tattoo. If a photo is improperly classified or not classified, it will not be converted to the PictureLink Solution.

3. Photos will be linked to the booking number from the OMSe system as the cross reference that links the existing photos to the appropriate data records in GTL Offender Management System (OMSe). Converted image files will be available for display within the PictureLink Solution provided that the existing image contains a cross-reference (field) that "links" the images to the data record in the OMSe System.

Note: Images will be linked using the Booking Number as the cross reference that links the existing photos to the appropriate data records in the GTL Offender Management System (OMSe). Orphaned images without the appropriate cross reference link may not convert into the PictureLink Solution. Converted image files will be available for display within the PictureLink system provided that the existing image contains a cross-reference (field) that "links" the images to the data record in the GTL Offender Management System (OMSe).

Statement of Work

Appendix (F): Custom PictureLink Forms

The following is a description of the Custom PictureLink forms to be delivered in this project. Below is a list of Humboldt County existing forms that will be re-created in the PictureLink Solution. Humboldt County is responsible for providing screenshots of all applicable forms to Dynamic Imaging Systems.

Forms:
1. Wristband
2. TBD

Further Forms Clarification, Assumptions and Exceptions:
1. PictureLink Forms are generated in the .PDF file format and therefore require a PDF viewer application to be installed on the PC to view/open (e.g. Adobe Reader). Humboldt County is responsible for installation and configuration of PDF viewer applications on client machines utilizing PictureLink forms.

2. Humboldt County is responsible for providing samples of all applicable forms to Dynamic Imaging Systems.

Sample Forms

Sample forms were not available during the creation of this Statement of Work. Forms will be created using samples provided by the agency and duplicated to the closest possible match relating to text size, content, color, data values, and layout.

Statement of Work

DYNAMIC IMAGING

Appendix (G): Property Capture Interface (GTL – Offender Management System)

The following is a description of the Property Image capture interface between PictureLink and the GTL Offender Management System (OMSe).

Overview:

The interface is initiated from the Property screen within the GTL Offender Management System (OMSe) by clicking on a button to the launch the PictureLink Image Capture application. (Note: Capture button is provided and installed by GTL). This will open the PictureLink Imaging application and allow users to capture a photo of the Property. Users are able to "Crop" captured property photos by lassoing the area of interest with the mouse or by re-sizing the crop box. When the capture and cropping process is complete the user can select the "Accept Photo" button to save the image to the Offender Management System (OMSe).

Assumptions & Responsibilities:

1. The Property interface requires a valid PictureLink Property Capture license be installed on the workstation PC.

2. Humboldt County is responsible for ensuring the installation of any GTL software/configurations are made to support the Property Image interface prior to the on-site installation by the Dynamic Imaging Systems' technician.

3. The PictureLink Property Capture Interface will provide the following functionality for GTL to integrate into OMSe.

    a. The ability to capture one or more property photos using the provided capture hardware

    b. The ability to save captured images to OMSe

Note: GTL is responsible for providing a user interface (UI) method for launching the Property Capture application and storing the captured image within the OMSe application.

Attachment 2

Software License Agreement, Dynamic Imaging

DYNAMIC IMAGING

In consideration of the mutual obligations assumed under this Agreement, the County of Humboldt, a political subdivision of the State of California (by and through the Humboldt County Sheriff's Office and the Humboldt County Probation Department), ("End-User") located at 825 Fifth Street, Eureka, CA 95501, and Dynamic Imaging Systems, Inc., (DISI) a New Jersey corporation, having an office at Atrium 1, 1000 Atrium Way, Suite 203, Mt. Laurel, N.J. 08054, ("DISI") agree to the terms and conditions set forth below.

1. **License**

    In consideration of the license fee paid by End-User to the DISI Authorized Reseller for the software described in Schedule A (together with any updates provided to End-User hereunder, collectively, the "DISI Software") and related documentation ("DISI Documentation"), DISI hereby grants to End-User a personal, non-exclusive, non-sublicensable and non-transferable license to use an object code version of the proprietary and confidential DISI Software and DISI Documentation, solely for End-User's internal data processing requirement (the "License"). End-User shall not decompile, disassemble or otherwise reverse engineer any of the DISI Software or use any similar means to discover the source code or trade secrets contained therein. End-User shall not modify or create derivative works of the DISI Software. This Agreement does not transfer to End-User title to any intellectual property contained in any DISI Software or DISI Documentation

    Upon termination or cancellation of any License granted under this Agreement, End-User will destroy or return to DISI all copies of the DISI Software.

2. **Intellectual Property Indemnification**

    DISI, at its own expense, will defend and indemnify End-User against claims that the DISI Software or the DISI Documentation furnished under this Agreement infringes a United States trademark or a copyright protected under United States law, provided End-User (i) gives DISI prompt written notice of such claims, (ii) grants DISI the sole and exclusive authority to defend or settle the claims, and (iii) provides all reasonable assistance to DISI in defending or settling the claims. This Section 2 states the entire liability of DISI and End-User's sole and exclusive remedies for trademark, copyright and any other alleged or actual intellectual property infringement.

3. **Warranties**

    DISI warrants, for a period of one (1) year following delivery of the DISI Software to End-User ("Warranty Period"), that the DISI Software shall operate in material conformity with the functional specifications set forth in the DISI Documentation and Statement of Work (SOW). DISI will make reasonable efforts to correct any failures of the DISI Software to operate in material conformity with the functional specifications set forth in the DISI Documentation and SOW, provided End-User notifies DISI in writing of such failure(s) of the DISI Software within such Warranty Period.

    EXCEPT AS EXPRESSLY SET FORTH ABOVE, DISI DISCLAIMS ALL WARRANTIES, INCLUDING THE WARRANTIES OF MERCHANTABILITY, TITLE, FITNESS FOR A PARTICULAR PURPOSE AND NON-INFRINGEMENT.

4. **Limitation of Liability**

    In no event shall DISI or DISI's suppliers be liable to End-User or any third party for any direct, indirect, incidental, special, lost profits or consequential damages, and in no event shall DISI's or DISI's suppliers' liability, whether in contract or in tort or otherwise, exceed the amount of monies received by DISI from End-User in connection with this Agreement.

5. **Miscellaneous**

    End-User acknowledges that the DISI Software, together with all intellectual property rights embodied therein, is the sole and exclusive property of DISI and/or its suppliers and licensors. DISI and such parties shall retain all right and title, to the extent of their respective interests, to all propriety rights in the DISI Software and to any other intellectual property owned or otherwise provided by DISI. Any failure or delay by either party in exercising any right or remedy will not constitute a waiver. This Agreement shall be construed and enforced in accordance with the laws of the State of New Jersey, excluding its choice of law provisions. This Agreement constitutes the entire agreement between the parties with respect to its subject matter and may be modified only by a writing signed by the parties' authorized representative. End-User will not assign or transfer its rights or obligations under this Agreement without prior written consent of DISI. Any assignment or transfer prohibited by this provision will be null and void. Each paragraph and provision of this Agreement is severable, and if one or more paragraphs or provisions are declared invalid, the remaining provisions of this Agreement will remain in full force and effect.
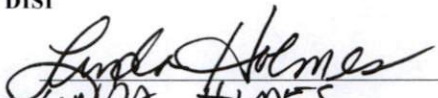
6. **Entire Agreement.**

    Each Party acknowledges that it has read this Agreement, understands it, and agrees to be bound by its terms and conditions. This Agreement (including referenced Schedules) is the entire Agreement between the Parties and supersedes all prior communications, oral or written, between the Parties with respect to the DISI Software licenses for the software described in Schedule A. Changes to this Agreement may only be made by mutual written agreement of the Parties. No terms contained in any invoice, Purchase Order or similar transactional document issued by either party shall be deemed to amend this Agreement.

    Signature Page Follows

1

AGREED TO:

For DISI

By: *Linda Holmes*

Name: LINDA HOLMES

Date: 7-7-16

For END USER:

By: *Mark Lovelace*

Name: Mark Lovelace, Chair, Board of Supervisors

Date: 7-19-2016

Schedule A

1. DISI Software

(1) PictureLink Application Server
(1) 2-User Concurrent PictureLink Web Edition License
(1) Video Capture Machine License
(1) Property Capture Machine License
(1) Single User Concurrent Administrative License