



## Order Form

### Organizational Information

Organization:	The City of Reedley / Reedley Peace Building Initiative
Address:	1010 G Street
City, State Zip	Reedley, CA 93654
Executive Contact:	Jake Harder
Departments/Programs licensed to use Outcome Tracker:	Restorative Justice Program

### Comments

Professional Services are provided on an hourly basis upon request.

### Data conversion comments

Spreadsheet import utility allows name, contact, demographic, and activity enrollment data to be imported. Customer is responsible to migrate data into a comma separated file format prior to upload. Professional service hours can be used to help in the design, creation and testing of spreadsheet import templates.

Prices valid through: 12/31/2018

## Order Form

### Products & Services Ordered

Initial subscription term 12 months

Subscription payment method Monthly: electronic funds transfer  
x Annually: prepay via check

Date to begin service/subscription: 7/1/2018

### Outcome Tracker

#### Setup includes:

Computer-based tutorials plus documentation  
Fifteen (15) hours remote training/consulting/configuration  
Support via help desk portal, forum, and on-line help

#### Monthly subscription includes:

Product enhancements  
Database hosting, security and technical support  
Support via help desk portal, forum, and on-line help

Total number of users licensed	15
Monthly subscription per additional user up to 20	\$10
Monthly subscription for users 21 and above	\$7

### Modules

#### Quantity

Outcome Tracker Network - limited sites	0
DownHome Loan Manager Interface	0
Individual Development Accounts	0
Children's Savings Accounts	0
Children's Savings Accounts (529)	0
SBA EDMIS Interface	0
HUD Housing Counseling	0
MicroTracker & EntrepreneurTracker	0
Outcomes Star	0
Invoices	0
Text messages (5,000/month)	1
Document Storage (80GB)	1
Spreadsheet Import Utility	1

### Professional Services

On-site consulting days (min. 2.5 days)	0.0 days
Remote consulting/training hours	0.0 hours
Custom report writing assistance	0.0 hours
Data conversion services	0.0 hours

\* Professional services must be used within 12 months of the date this signed order form is received by VistaShare.

## Order Form

### Payment Details

#### I. Investment summary

	Total Setup	Total Monthly*
Total Software	\$5,500	\$370
Total Professional Services	\$0	
<b>Total:</b>	<b>\$5,500</b>	<b>\$370</b>

#### II. Payments

	Amount Due
Setup fee(s) + Professional Services	\$5,500

Subscription prepayment amount:\*

Prepay subscription?

Yes

# of months to prepay

24

\$8,880

\* Additional subscription charges may apply based on number of clients or users.

**Order Form Total:**

**\$14,380**

**Total payment due with order:**

**\$14,380**

#### III. Monthly subscription

You have chosen to prepay your monthly subscription by check.

**Monthly subscription amount:**

**\$370**

*All currency amounts in this order form are in US dollars*

## Order Form

### Items not included in purchase price

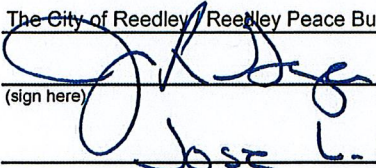
- \* Expenses for on-site work by VistaShare employees. Customer is responsible for travel (including change fees on non-refundable airline tickets), meals & lodging expenses.
- \* Conference call expenses.
- \* Data conversion services (unless specified as part of professional services).
- \* VistaShare does not perform data entry as part of the installation, conversion, or training.
- \* Modification to VistaShare standard products.
- \* Additional training services or other professional services not specified. Additional services may be purchased at published prices.
- \* Hardware, software, or internet connection services from customer's location.
- \* Training/support for third party products, such as Microsoft Word, Excel, and Outlook.

### Terms of Service

VistaShare provides its service to you subject to the Terms of Service posted at [www.VistaShare.com](http://www.VistaShare.com). When using specific VistaShare products, you and VistaShare will be subject to any guidelines or rules applicable to these Services, which VistaShare may communicate to you or post at [www.VistaShare.com](http://www.VistaShare.com) from time to time.

### Signature

Organization: The City of Reedley / Reedley Peace Building Initiative

Authorized by:   
(sign here)

Print Name: Jose L. Garza

Title: Chief of Police

Date: 7/9/18

Announcements: ☒ VistaShare may announce our purchase (e.g., via web site or newsletter)  
(check one) ☐ Please do not announce this purchase

1. Fax the signed order form (4 pages) to:  
Or, scan the order form and e-mail it to:

540-433-1909  
[info@vistashare.com](mailto:info@vistashare.com)

2. Mail the order form & payment (see pg. 3) to:

VistaShare  
1400 Technology Drive  
Harrisonburg, VA 22802



## ***REEDLEY CITY COUNCIL***

- ☒ **Consent**
- ☐ **Regular Item**
- ☐ **Workshop**
- ☐ **Closed Session**
- ☐ **Public Hearing**

**ITEM NO:** \_\_\_\_\_

**DATE:** June 12, 2018

**TITLE:** APPROVE AND AUTHORIZE THE CITY MANAGER TO EXECUTE AN AGREEMENT ON BEHALF OF THE CITY OF REEDLEY TO PURCHASE A RESTORATIVE JUSTICE DATABASE FOR CASE MANAGEMENT WITHIN THE REEDLEY PEACEBUILDING INITIATIVE (RPBI).

**PREPARED BY:** Marc A. Ediger, Police Lieutenant

**SUBMITTED:** Jose L. Garza, Chief of Police

**APPROVED:** Nicole R. Zieba, City Manager

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### **RECOMMENDATION**

That the City Council approve and authorize the City Manager to execute a purchase agreement for a Restorative Justice Database titled "Outcome Tracker", through the vendor Vista Share L.L.C.

### **EXECUTIVE SUMMARY**

The Reedley Police Department, in partnership with Kings Canyon Unified School District (KCUSD), Mennonite Central Committee (MCC) and Community Youth Ministries (CYM) has been accepting and mediating criminal cases through the Reedley Peace Building Initiative (RPBI) since its inception in 2011. Over the course of seven years, RPBI has mediated in excess of 360 cases with over 400 offenders. The current method of collecting and tracking case information is an ongoing spreadsheet that contains all applicable data.

The current spreadsheet method of record keeping and case tracking has become cumbersome and it does not allow for any comprehensive statistics to be produced, without a great deal of time and calculation. A robust database system would provide an opportunity for satisfaction surveys, long term follow-up, and mediator interaction with specific individuals and cases through a web based platform.

## **BACKGROUND**

The Reedley Peace Building Initiative partners have seen a need for a more comprehensive and secure platform for case management and follow-up tracking. The volume of criminal RPBI mediation data that is currently being kept through spreadsheets has continued to increase to an unmanageable size. Although the Reedley Police Department is legally responsible for housing and maintaining all criminal case data, Jake Harder (MCC), the RPBI Director and Jennifer Jantzen (CYM), the RPBI Case Manager handle a majority of the data input, case notes and contract completion information. Lieutenant Marc Ediger has primarily been responsible over the past 5-7 years for combining some of the data to produce statistics for outside agency presentations and to accompany grant applications aimed at Restorative Justice.

RPBI Director Jake Harder has consulted with multiple companies who provide platform databases and hosted cloud storage that would also adequately support a Restorative Justice caseload. As a result of the consults, two products were presented to the RPBI partners for evaluation. "Outcome Tracker" through Vista Share LLC and "My RJ" through Ivstitia Limited were evaluated based on cost, customization, data capabilities and cloud security.

After evaluation, the RPBI partner group agreed "Outcome Tracker" was the more robust database system that would currently meet the needs of the RPBI caseload and provide expansion for future cases, mediator interaction, a wide variety of data collection categories, participant feedback, text messaging notification and long term follow-up options. Multiple user licenses will allow for six (6) RPBI administrative staff to have full access and also include nine (9) licenses for trained mediators to have direct access to case narratives, notes, contract agreements and future follow-up needs.

## **FISCAL IMPACT**

"Outcome Tracker" licensing cost (one time): \$5,500

- Includes consulting / configuration / 15 hrs. remote training
- 5,000 text messages monthly / 80 GB document storage

Monthly subscription: \$370 (15 user licenses)

- Includes support / updates / online forum / chat help

2018-2020 Costs: \$9,940 – Licensing & Subscriptions  
\$4,440 – 2<sup>nd</sup> Year- Maintenance & Subscriptions

Currently the RPBI partners have agreed to set aside \$13,600 from the General Fund RPBI account for the current fiscal year 2017-2018. This surplus amount will fully fund the 2018-2019 and 2019-2020 fiscal year system and maintenance costs without any additional 2018-2020 funds being expended.

## **ATTACHMENTS**

1. Outcome Tracker pricing summary