

Report to / Rapport au:

**OTTAWA POLICE SERVICES BOARD
LA COMMISSION DE SERVICES POLICIERS D'OTTAWA**

23 April 2018 / 23 avril 2018

Submitted by / Soumis par:

Chief of Police, Ottawa Police Service / Chef de police, Service de police d'Ottawa

Contact Person / Personne ressource:

**Daniel Steeves, CIO, Business Information Solutions / Dirigeant principal de
l'information, Solutions informatiques d'entreprise
*SteevesD@ottawapolice.ca***

SUBJECT: RENEWAL OF ADOBE ENTERPRISE TERM LICENSE AGREEMENT

**OBJET: RENOUELEMENT DU CONTRAT DE LICENCE D'UNE DURÉE
LIMITÉE ADOBE ENTREPRISE**

REPORT RECOMMENDATIONS

That the Ottawa Police Services Board approve the renewal of an Adobe Enterprise Term License Agreement through Softchoice LP for a three year term from February 13, 2018 to February 12, 2021 at an approximate annual cost of \$75,785.19, excluding taxes.

RECOMMANDATIONS DU RAPPORT

Que la Commission de services policiers d'Ottawa approuve le renouvellement d'un contrat de licence d'une durée limitée Adobe Entreprise par le biais de Softchoice LP pour une période de trois ans - du 13 février 2018 au 12 février 2021 - pour un coût annuel approximatif de 75 785,19 \$, taxes non comprises.

BACKGROUND

The Ottawa Police Service (OPS) Records Management System (RMS) is the system in which the official file related to a police occurrence is created, managed and stored. The file is called a "General Occurrence (G.O.)" and it is a record within the end-to-end electronic RMS system. RMS is configured to allow users to attach to the G.O. other documents that are relevant to the file. OPS has standardized on the use of Adobe

Acrobat Pro DC (Document Cloud) to perform this attachment function. Other software created errors regarding e-disclosure and storage when tested.

The majority of OPS employees use Adobe each day to attach documents to a G.O.. Specialty sections within the OPS use a combination of other Adobe products, such as the Creative Cloud suite used by the Forensic Imaging Unit, to perform their work.

The OPS has an Enterprise Term License Agreement (ETLA) that expired in February 2018 for its Adobe products. This report outlines the recommended proposal for entering into a new three year ETLA for the Adobe products it uses.

DISCUSSION

The OPS has standardized on Adobe for its PDF and imaging software. The OPS currently has approximately 1100 Acrobat Pro installations and intends to increase this count by 500 to approximately 1600 installations over the next three years. Accordingly, staff are recommending an ETLA to secure unit pricing for the next three years.

Key Benefits:

- Cost effective and efficient acquisition, deployment and management of Adobe software
- Predictable budgeting for three years
- Full range of Adobe applications available for OPS users, as needed
- Latest versions and updates of Adobe software.
- Enterprise level support, 24x7, 365 days a year.

FINANCIAL IMPLICATIONS

The cost of the three year ETLA is \$227,355.57, or \$75,785.19 per year, excluding taxes. This amount is approximately \$14,000 per year higher than the previous agreement, reflecting the expanded number of licenses and cost increases.

The 2018 operating budget for BIS Infrastructure Support (Cost Center 124211) provides the funding needed to cover this expenditure. There is a currently a provision of \$62,000 available for this expense, under Software Maintenance (Cost Element 502445). The remainder will be funded by re-allocating provisions within that cost element.

CONCLUSION

The Ottawa Police Service will benefit both financially and administratively by continuing to use an Enterprise Term License Agreement to obtain Adobe enterprise products.