Scope of Work Components for JUSTIS RoadMap – DRAFT (1/21/18)

The City/County of San Francisco invested in systems and staff to support the data sharing and reporting needs of eight agencies managing information related to the public safety system. The governance council and software systems are referred to as JUSTIS (Justice Tracking Information System). With approximately 15 years of effort to build integrated information systems and data sharing, it is now time to review progress and design the next phase of development and implementation.

Therefore, the goals for this consulting assignment are to:

1. <u>Review and assessment of the JUSTIS framework</u> including organization, governance, strategy, infrastructure environment and current project priorities. The result of this review shall be a current state analysis and a JUSTIS team consensus of the current business drivers, strategic priorities, and expected/needed outcomes.

    Because the JUSTIS system has been in operation for over 10 years, the assessment will evaluate the effectiveness of the data management such as:
    a. The databases and data stores
    b. The tools used for data query, analysis and reporting
    c. The ability to move and transfer data
    d. The data quality and ability to be shared easily
    e. The data integrations between business systems and the JUSTIS Hub
    f. Guiding principles and degree of completion for planned data sharing
    g. The data sharing system architecture and obstacles such as data transformation
    h. Ability of justice departments to accomplish their reporting and analytical analysis

2. <u>Conduct strategic planning and prepare an alternatives assessment</u> that will achieve the JUSTIS priorities within a reasonable investment framework. This planning will be based on the discovery outcomes and JUSTIS team priorities. The planning should be presented in the following framework:
    a. Project Governance (priorities, change control and authority)
    b. Data Governance (needs, gaps, and authority including assessment of security and DR)
    c. Program Governance (operations, management and decision-making)

3. <u>Create a JUSTIS 5-year Roadmap</u> that defines in detail the next steps in building, managing, operating and maintaining an integrated JUSTIS system. The RoadMap will document the options as well as a recommended design, construction path, cost and schedule for a centralized data repository that will allow the analysis and reporting capacity for the partner agencies. The Roadmap will also include recommendations on staffing, infrastructure, project priorities, governance (data and project), change control and any systems/database redesign. This work will be done in coordination with the departments whose involvement is required and critical to the implementation of the RoadMap.

    The JUSTIS RoadMap is the detailed plan for phasing and accomplishing successful next steps and should include: 12-13 initiatives, mini charters for technical or operational improvements, estimates on cost for the work, and duration based on assumed resources.

<u>Additional Requirements:</u>

1. The consulting assignment will include in person, on site interviews with each of the justice agencies and include management and technical staff.
2. Current data sharing and project documentation will be provided in advance.
3. Monthly progress reports will be provided to the Executive Sponsor (Deputy City Administrator)
4. At the conclusion of each work element, a formal presentation will be given that summarizes the findings and recommendations
5. Proposals should include an estimated schedule for work elements 1-3, as well as a cost.