



## Cover Memorandum/Staff Report

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**File #:** 22-1110

**Agenda Date:** 9/19/2022

**Item #:** 6.U.1.

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**TO:** Mayor and Commissioners  
**FROM:** L. Keith Tomey III, Fire Chief  
**THROUGH:** Terrence R. Moore, ICMA-CM  
**DATE:** September 19, 2022

APPROVAL OF RESOLUTION NO. 110-22 TO AWARD AN AGREEMENT TO IMAGETREND, INC FOR ELECTRONIC PATIENT CARE REPORTING AND FIRE INCIDENT REPORTING SOFTWARE, MAINTENANCE, AND SUPPORT SERVICES FOR THE FIRE DEPARTMENT - IN THE AMOUNT OF \$116,542 FOR A THREE-YEAR PERIOD.

**Recommended Action:**

Motion to approve Resolution No. 110-22 to award an Agreement to ImageTrend, Inc. for electronic patient care reporting (ePCR) and fire incident reporting (NIFRS) software in the amount of \$116,542 for a three year period (Avg. \$35,699 a year) and authorize the City Manager to approve renewal options, in the amounts below, contingent on appropriations of funds.

ImageTrend, Inc. provides electronic patient care and fire incident reporting software systems and related professional services to municipalities, like the City, that provide emergency medical services and associated ambulance transportation. ImageTrend is also the incident reporting software used to capture all emergency response data, (fire and EMS) that is then transferred to the state and federal government reporting agencies. In providing EMS services, the City creates and manages electronic patient care reports (ePCRs) using ImageTrend, Inc.'s software system. The ImageTrend software system also integrates critical information across systems for authorized collaborators in the City's EMS community, such as Delray Beach area hospitals and the City's EMS billing Services Provider. ImageTrend, Inc's software systems allows for migration of both EMS and fire incident reporting in the same software. Currently, the fire department utilizes two separate software systems which are incompatible with each other. With ImageTrend firefighters will utilize one software system to write either EMS or fire incident reports. Both reports are kept in the same software system which allows for a more efficient and cost-effective way of collecting and corroborating data.

The scope of work requires the contractor to provide all labor, material, and supervision to the City along with the related software license, mobile interface, and services to support the City of Delray Beach Fire Department's electronic patient care reporting system.

Through market research it was determined that this software is in the best interest of the city because of the limited number of companies that can provide both EMS and fire incident reporting from one software that integrates both reports. Per the City's Purchasing Policies and Procedure Manual, a Bid Waiver has been approved for this purchase. The term of the Agreement will be for a three-year (3) period. Should the City exercise the renewal options provided in the Agreement, the cumulative Agreement value is provided below.



Estimated Contract Value		
One Time Fee	N/A	\$ 9,445
Initial Term - Year 1	September 6, 2022 - September 5, 2023	\$ 33,972
Initial Term - Year 2	September 6, 2023 - September 5, 2024	\$ 35,671
Initial Term - Year 3	September 6, 2023 - September 5, 2025	\$ 37,454
Renewal Year 1	September 6, 2023 - September 5, 2026	\$ 39,327
Renewal Year 2	September 6, 2023 - September 5, 2027	\$ 41,293
Renewal Year 3	September 6, 2023 - September 5, 2028	\$ 43,358
	Total:	\$ 240,520

This motion is in accordance with the Code of Ordinances Chapter 36, Commission Approval Required.

**City Attorney Review:**

Approved as to form and legal sufficiency.

**Funding Source/Financial Impact:**

Funding is available from Account No. 001-22-000-522.54-11.