**TRC Meeting Agenda:**

Date: March 18, 2021  
Time: 10:00 AM  
Location: DTI GRAND CENTRAL, Room

<table>
<thead>
<tr>
<th>Member Role</th>
<th>Person Representing (print name)</th>
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<tbody>
<tr>
<td>DTI – Director</td>
<td>Brian Osterloh</td>
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<td>DTI- Deputy Director</td>
<td>Anthony Ballo</td>
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<td>DTI – Associate CIO Infrastructure &amp; Telecom)</td>
<td>Mark Leech</td>
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<td>DTI – Applications Manager</td>
<td>Del Ameko</td>
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<td>DTI – Communications Manager</td>
<td>Hipolito (Polo) Fierro</td>
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<td>DTI – Infrastructure and Operations Manager</td>
<td>Andre O’Brien</td>
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<td>DTI – ERP</td>
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<td>AFR</td>
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<td>APD</td>
<td>Allan Armenta</td>
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<td>Animal Welfare</td>
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<td>Aviation</td>
<td>Patrick Frias</td>
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<td>Cultural Services</td>
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<td>Cultural Services – Library</td>
<td>Oscar Montiel</td>
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<td>Environmental Health</td>
<td>Daniel Salazar</td>
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<td>Family and Community Services</td>
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<td>Municipal Development</td>
<td>Robert Nunez</td>
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<td>Parks and Recreation</td>
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<td>Planning</td>
<td>Darryn Phillips</td>
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<td>Senior Affairs</td>
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<td>Solid Waste Management</td>
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### What Agenda

**Housekeeping:**

- **Call to Order:** Brian Osterloh
- **Roll Call:** Arleen Parra

**Approve of the Agendum:**

- Motion to Approve: Del Ameko
  - Second: Oscar Montiel
  - Vote: Unanimous - Approved

**Review Minutes from Previous TRC Meeting:**

None available

**Review and Approval of Policies, Procedures & Standards:**

- [ITCommodityProcurementPolicy.docx](ITCommodityProcurementPolicy.docx)
  - Motion to Approve: Del Ameko
  - Second: Mark Leech
  - Vote: Unanimous - Approved by TRC
**Motion to Approve:** Mark Leech  
**Second:** Del Ameko

**Motion to Amend:** Mark Leech  
**Second to Amend:** Del Ameko

Amend: Add IPRA and FERPA under References  
Add change the title ‘References’ to “References (may be modified by TRC)”.

**Amendment vote:** Approved by TRC

**Motion to approve as amended**  
**Vote:** Unanimous - Approved by TRC

<table>
<thead>
<tr>
<th>Review TRC Request:</th>
<th>APD - Foray ADAMS Hosted SaaS for Digital Latent Case Management</th>
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<tbody>
<tr>
<td></td>
<td>1. Description</td>
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<td>Foray ADAMS Hosted SaaS (Per Year Subscription) for Digital Latent Case Management, which includes: • 42 Standard Users • 8 Total Advanced Users for Digital Evidence Processing • Processing Using 3rd Party Applications • Photoshop Integration • Image Calibration • White Balance Adjustment for RAW Images • Request Management - Automate Paper Forms and Internal Processes. • 6000 GB of Storage (10 GB Per User) • Standard Support (M-F, 7am-4pm PST) • Remote Configuration &amp; Implementation of SaaS (First Year Only) Open Market - Remote Training for up to 3 Attendees (First Year Only) Open Market - ADAMS Link - Connect ADAMS to your RMS, CAD, LIMS or other third-party system. Includes: • Verify case number and retrieve other data from a RMS or LIMS during acquisition. • Open ADAMS Web from within another system such as a RMS or LIMS and</td>
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take the user to a specific case and view. • Automatically log users in when connecting to ADAMS Web from another system. • View digital evidence from within a RMS or LIMS. • Start a new request from another system such as a LIMS. • Automate the transfer of digital evidence from a third party system to ADAMS. • Initiate requests in ADAMS from a LIMS • Publish requests status as they progress. • Integrate ADAMS Web with a Single Sign On (SSO) service.

2. Business Case / Justification
The Latent specific case management system provides latent documentation, a detailed chain of custody for the digital latent comparisons, case notes, and reports for our latent case files as well as ensuring compliance with our latent specific guidelines for the ACE-V process. This case management system will provide security and accountability by storing and effectively managing our latent images from the evidence processing phase through to the comparison phase of each case, thus streamlining and strengthening our entire workflow.

Foray (Latent/ACE-V) : • Retains photographs in the cloud format as a storage system (Technicians will no longer have to create a disc to store their original images which currently have to be tagged into evidence) • Allows for latents examiners to complete the examination, comparison, and validation processes within the system, to include providing side-by-side comparison capabilities • Fully integrated with Photoshop, allowing for enhancements and mark-ups. Will retain the audit trail for these processes. • Provides compliance with SWGFAST ACE-V guidelines • Is modeled specifically for latent examination workflow and annotations • Can be updated to include SOP changes without interrupting processes in place for other lab units • Provides widgets that can document anatomical source, orientation and presence of level 1, 2, and 3 detail as well as
substrate, development medium, preservation method and other factors such as matrix, deposition pressure, movement, etc. • Allows for evaluation within the system for conclusions on latent prints that are individualized, excluded, or if the decision in inconclusive • Will integrate above bullet points into custom reports for the ACE-V process, to include steps taken, comparison notes, and detail of conclusions which will streamline the tech/admin process • Communicates with LIMS to ensure that LIMS can stand as official chain of custody for the agency and that same request system will exist across all units, reducing duplicate work

3. Maintenance, Training and Other Associated Costs

Training and Interface (ADAMS Link) included in attached quote. The attached quote includes 3 years of ADAMS Link, but we are getting an updated quote for 5 years. The price of $101338.80 reflects what the price will be.

4. Impact to City / Dept Resources

Since it is a hosted solution, impact should be minimal.

Purchase Requisition Number

*Motion to Approve: Del Ameko*
*Second: Mark Leech*
*Vote: Unanimous – Approved by TRC*

### Sunport WorkDay

1. **Description**

   Workday is Financial Modeling software that will include 2 year cloud hosting.

2. **Business Case / Justification**

   Workday will be used for our Finance Division to perform Finance Modeling for the ABQ Sunports Operating and Capital Budgeting.

3. **Maintenance, Training and Other Associated Costs**

4. **Impact to City / Dept Resources**
<table>
<thead>
<tr>
<th>General Information:</th>
<th>All three purchases are intended to maximize the staff we have. Information provided for management of devices as employees return to work. Also, requesting IT Liaisons assistance with managing Zoom licenses.</th>
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<tbody>
<tr>
<td>Total Time:</td>
<td>50:11</td>
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