

# KART Digital, Inc.®

## Property Room Information Management System (PRIMS) Worksheet-Questionnaire

### 1. BASIC CLIENT INFORMATION

Client	_____	Primary Contact	_____
Address	_____	Title	_____ Phone
Address	_____	E-mail Address	_____
City	_____	Secondary Contact	_____
State/Zip	_____	Title	_____ Phone
Fax	_____	E-mail Address	_____

### 2. CLIENT PROFILE (Background Information Section)

Law enforcement agency Type \_\_\_\_\_ # of Employees in P&E Room \_\_\_\_\_ # of Law enforcement officers \_\_\_\_\_

Population of area served \_\_\_\_\_ Size of area served \_\_\_\_\_ *Sq. miles* # Full service stations/locations \_\_\_\_\_

# of P&E items received per month \_\_\_\_\_ # of P&E Items in custody \_\_\_\_\_ Other: \_\_\_\_\_

**Description of P&E Room Operations:** One or more paragraphs for each of the topics that briefly describes the client's business. Include information relevant to current P&E Room operations and costs.

Staff

Processes and Procedures

## Systems

**Improvement Opportunities:** Identify what the client can or needs to do to improve its P&E Room operations. Use bullet items or short sentences that will follow this sentence in the proposal,

*"The [Client Name] has several opportunities to improve the operations of its Property and Evidence Room:"*

Some examples include:

- *Use digital imaging technologies to improve operations and controls and mitigate liability.*
- *Use digital imaging technologies to create a near paper-less P&E Room environment.*
- *Reduce the P&E Room's operating costs by replacing a mainframe-based system with more cost-effective technologies.*

**Needs** Identify the client's immediate or short-term needs for improving the P&E Room Operations. Use bullet items or short sentences that will follow these sentences in the proposal.

*"KART Digital identified the following immediate needs during our analysis of [Client Name]'s Property and Evidence Room:"*

Some examples of short-term or immediate needs include:

- *Have the ability to create a picture of a P&E Room item to record its condition when received.*
- *Use barcodes to enhance inventory and control processes.*
- *Use digital signature pads to help create a near paperless "Chain-of-Custody" records.*
- *Expand the availability, frequency, and information provided on standard operational and management reports.*

**Objectives** Identify the client's long-term objectives for improving the P&E Room Operations. Use bullet items or short sentences that will follow these sentences in the proposal.

*"During the analysis, KART Digital also identified the following long-term objectives for [Client Name]'s Property and Evidence Room:"*

Some examples of long-term objectives include

- *Expand the category and descriptive information available on a P&E Room item to improve investigative and reporting capabilities.*
- *Obtain ad hoc reporting capabilities to improve management and investigative functions.*
- *For investigative purposes, provide [Client Name] and other law enforcement agency officers with remote, browser-based query and image viewing capabilities.*


### 3. PROPOSED PRIMS (Proposed Solution — PRIMS Section)

**Software and Hardware Pricing** Define and price the proposed PRIMS installation.

Item	Brand/Manufacturer/Configuration	Qty	Price	Total
PRIMS Software License	KART Digital (____ PRIMS workstations)	1		
Server Software	Microsoft SQL Server	1		
Software Total				
Server/Computer		1		
Workstation				
Digital Scanner				
Signature Pad				
Barcode Scanner				
Barcode Printer				
Digital Camera				
Printer				
Portable Data Terminal				
Tape Backup System				
Uninterrupted Power Supply				
Network Hub				
Network Cable				
Hardware Total				
Shipping & Handling				
PRIMS Total				

**Implementation** Estimate implementation expenses and fees.

Travel-related expenses of KART staff to implement PRIMS: \$ \_\_\_\_\_

Fees for a third-party to install the PRIMS network and other equipment: \$ \_\_\_\_\_

Other \_\_\_\_\_: \$ \_\_\_\_\_

Total \$ \_\_\_\_\_

#### 4. COST-BENEFIT ANALYSIS

**Current Budget** What is the annual P&E Room budget for this client? \_\_\_\_\_. Can the client reduce or eliminate any costs or expenses by implementing PRIMS? \_\_\_ Yes \_\_\_ No. If yes, explain below and define how much.

#### 5. IMPLEMENTATION (PRIMS Implementation Section)

**Implementation Team** Identify the client's and KART's members for the implementation team. Note the estimated work effort by phase and make any changes if needed.

Team Position	Responsibilities	Estimated Worker Days by Phase						
		1	2	3	4	5	6	7
Client								
Project Coordinator, _____	<ul style="list-style-type: none"><li>Primary contact for KART</li><li>Coordinate CPD implementation resources</li></ul>							
Computer Systems Liaison, _____	<ul style="list-style-type: none"><li>Provide CPD systems expertise</li></ul>							
User Representative – Supervisory, _____	<ul style="list-style-type: none"><li>Define custom system requirements</li><li>Acceptance Testing</li></ul>							
User Representative – Clerical, _____	<ul style="list-style-type: none"><li>Define custom system requirements</li><li>Acceptance Testing</li></ul>							
	<ul style="list-style-type: none"><li></li><li></li></ul>							
KART Digital								
Project/Account Manager, _____	<ul style="list-style-type: none"><li>Primary contact for CPD</li><li>Implementation project management</li></ul>							
Director, Systems Implementation, _____	<ul style="list-style-type: none"><li>Implement system configuration requirements</li><li>Software installation and testing</li></ul>							
Director, Engineering, _____	<ul style="list-style-type: none"><li>Hardware and network equipment acquisition</li><li>Hardware/network installation and maintenance</li></ul>							
Training Coordinator, _____	<ul style="list-style-type: none"><li>Acceptance Test training</li><li>CPD staff training</li></ul>							

**Implementation Schedule** A PRIMS implementation can last up to twelve weeks. Check with the Systems Department to get estimated dates for this prospective client and proposal.

Estimated start date: \_\_\_\_\_ Estimated completion date \_\_\_\_\_

## 6. CLIENT REFERENCES (KART Digital Profile Section: References Subsection)

Identify three (3) current KART Digital clients who have agreed to be references. Make sure that these client contacts are aware that they might be contacted.

Current KART Digital Client		Organization and Mailing Address	
Contact		Company	
Title		Address	
Phone		City, State Zip	
Contact		Company	
Title		Address	
Phone		City, State Zip	
Contact		Company	
Title		Address	
Phone		City, State Zip	

## 7. CLIENT'S SELECTION CRITERIA

Rank each of the Client's criteria for selecting PRIMS and KART Digital and define their logic for the relative importance of each. Use a scale of 1 to 5; 1 is least important and 5 is most important.

Selection Criteria	Rank	Client's Logic or Reasoning
Other law enforcement agencies of similar size / volume / demographics		
KART Digital's Reputation (image and performance)		
Client references		
Price		
Customer Service / Call Center Support		
Chain of Custody controls		
Use of digital cameras		
Bar coding		
Use of digital signature pads		
Standard and ad hoc reporting		
Integrated digital technologies		
Opportunity for near paper-less P&E Room operations		

## 8. WHY KART DIGITAL? (KART Digital Profile Section: Why KART Digital? Subsection)

Define and describe the three most important reasons why the client should acquire PRIMS and do business with KART Digital by linking their *selection criteria* with PRIMS and KART Digital

- *PRIMS and one or more of its features and resulting benefits, and/or*
- *KART's implementation practices—the phased management approach and team that ensures quality and on-time implementation, and/or*
- *KART's reputation for having dedicated staff, innovative systems, customer service, etc.*

Client's Key Selection Criteria	PRIMS benefit or KART Digital implementation approach/reputation that meets this selection criteria	Why would the client pick PRIMS / KART because of this benefit or KART's implementation approach/reputation?