

**DRAFT**

**RESOLUTION 20xx-xxx**

**RESOLUTION SELECTING AND AUTHORIZING AN AGREEMENT WITH DATA TICKET, INC. FOR PARKING CITATION VIOLATION SERVICES AND EQUIPMENT FOR A FIVE (5) YEAR PERIOD FROM OCTOBER 13, 2017 THROUGH OCTOBER 12, 2022, FOR AN AMOUNT NOT TO EXCEED \$500,000**

**WHEREAS**, the San Diego Unified Port District (District) is a public corporation created by the Legislature in 1962 pursuant to Harbors and Navigation Code Appendix I; and

**WHEREAS**, the Board of Port Commissioners (BPC) adopted BPC Policy No. 110 to establish a policy governing the processing and administration of public projects, consulting and service agreements, the purchasing of supplies, materials and equipment, and grants; and

**WHEREAS**, the District has had an agreement with the City of San Diego (City) since 1982 for the processing of all parking citations issued by the District; and

**WHEREAS**, the City along with their provider, Duncan Solutions, Inc., undertakes the processing and customer service related to all parking citations processed for the District; and

**WHEREAS**, the City charges the District a processing flat rate fee of \$5.66 per standard citation and additional fees are charged for non-standard citations; and

**WHEREAS**, the District's Harbor Police's Community Service Officers and sworn Officers issue approximately 30,000 citations a year, and the District spends approximately \$170,000 yearly to process these citations through the City; and

**WHEREAS**, District staff proposed a new streamlined parking citation process and issued a Request for Proposals (RFP) to select and enter into an agreement with a new service provider for parking citation processing, management system and equipment leasing for the following reasons:

- Improved customer experience by elimination of current process through the City and provide an in-house parking citation process using the District's own service provider;
- Reduced overall processing expenses with an annual savings of approximately \$111,000 a year;
- Upgraded citation equipment and software to replace the outdated equipment currently in use by Harbor Police; and

20xx-xxx

**WHEREAS**, pursuant to BPC Policy 110, Section II. D, District staff issued RFP No. 17-21SN on April 19, 2017, to provide parking citation processing, a management system and equipment leasing; and

**WHEREAS**, the District notified a total of 675 firms of the bid opportunity and 37 of them downloaded the RFP from PlanetBids; and

**WHEREAS**, the bid opportunity closed on May 17, 2017 and the District received seven (7) proposals all of which were deemed responsive; and

**WHEREAS**, a District staff panel consisting of Parking @ The Port, Harbor Police and Information Technology reviewed all responsive proposals and selected the two (2) firms to interview who had the most comprehensive proposals; and

**WHEREAS**, District staff conducted interviews of the top two (2) firms and conducted a formal decision analysis and District staff recommends BPC approval of an agreement with Data Ticket, Inc. as they offer the best overall value to the District including citation equipment, software and customer service for the public; and

**WHEREAS**, Data Ticket, Inc. also has experience with data conversion from existing plans to Data Ticket, Inc. as they have successfully converted twelve (12) customers from Duncan Solutions, Inc. to Data Ticket, Inc.'s plan; and

**WHEREAS**, District staff recommends the BPC select and authorize to enter into an agreement with the recommended service provider, Data Ticket, Inc., for parking citation violation services and equipment for a five (5) year period from October 13, 2017, through October 12, 2022, for an amount not to exceed \$500,000.

**NOW THEREFORE, BE IT RESOLVED** by the Board of Port Commissioners (BPC) of the San Diego Unified Port District, as follows:

That the Executive Director or her designated representative is hereby authorized on behalf of the San Diego Unified Port District to select and enter into a five (5) year agreement with Data Ticket, Inc., for parking citation violation services and equipment from October 13, 2017 through October 12, 2022, for an amount not to exceed \$500,000.

APPROVED AS TO FORM AND LEGALITY:  
GENERAL COUNSEL

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By: Assistant/Deputy

PASSED AND ADOPTED by the Board of Port Commissioners of the San Diego Unified Port District, this 10<sup>th</sup> day of October 2017, by the following vote: