New Mexico Department of PUBLIC SAFETY

RECORDS MANAGEMENT SYSTEM (RMS) PROJECT
Records Management System (RMS) Project Initiation

EXECUTIVE STAKEHOLDERS

• Executive Sponsor - Secretary Gregory J. Fouratt

• Business Owners
  • Pete N Kassetas, Chief DPS
  • Adrian M Armijo, Deputy Chief DPS
  • Ron Burton, CIO DPS
Records Management System (RMS) Project Initiation

• The purpose of this request is to begin the Initiation and Planning phase for DPS RMS project.
• DPS is requesting $250,000 of allocated funds to begin the project.
One of the primary missions of DPS is to support LEAs throughout the State of New Mexico with their mission in protecting citizens. DPS fulfills this through a variety of means, including access to federal and state criminal justice data and systems, direct technical support.
RMS

Business Process Analysis

The DPS has a legacy, paper-based Records Management System. To understand and prepare for the dramatic organizational changes an Electronic RMS will bring to the agency and to ensure the new system complies with all relevant national standards and industry best practices, the DPS will begin this project with a comprehensive business process analysis (BPA). This BPA will drive the development of an RFP to ensure the system meets the agencies needs and moves Law Enforcement Records Management for the State of New Mexico to a modern and efficient process.
The DPS plans to hire a consultant with experience in Law Enforcement Information Technology to help the Department create a Request for Proposal for the new RMS based on the results of the Business Process analysis.
Governance Model

The DPS plans to allow other law enforcement agencies in the State to participate in the Records Management System. Shared systems allow for the sharing of data, standardization of business processes and cost savings for all participants. To facilitate this the DPS plans to retain the services of a specialist to assist the Department with creating a Governance Model for the system.
### Major Project Deliverable

<table>
<thead>
<tr>
<th>Major Project Deliverable</th>
<th>Budget</th>
<th>Due Date</th>
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<tbody>
<tr>
<td>Professional services RMS Business Process Analysis</td>
<td>$50,000</td>
<td>6/16</td>
</tr>
<tr>
<td>Develop RMS RFP</td>
<td>$50,000</td>
<td>8/16</td>
</tr>
<tr>
<td>Governance Model</td>
<td>$50,000</td>
<td>6/16</td>
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<tr>
<td>RFP Release</td>
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<td>9/16</td>
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<tr>
<td>RFP Evaluation</td>
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<td>12/16</td>
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<tr>
<td>IV&amp;V &amp; Other</td>
<td>$50,000</td>
<td>7/16</td>
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<td><strong>Total</strong></td>
<td>$250,000</td>
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CAD/RMS

• Project Timeline

RMS Timeline

- Feb 2016: Initiation/Planning Certification
- Sep 2016: RMS RFP Released
- Dec 2016: RMS Vendor Selected
- Apr 2017: Implementation Certification

2/1/2016

Feb 2016 - Apr 2017
Initiation/Planning Phase

Apr 2017 - Dec 2018
Implementation Phase

1/1/2017

1/1/2018

12/31/2018
Finish

February 3, 2016
Effect on DoIT Infrastructure

THANK YOU FOR YOUR CONSIDERATION OF THIS RMS REQUEST

Questions?