DUNWOODY POLICE DEPARTMENT
REQUEST FOR PROPOSAL
09-287

POLICE RECORDS MANAGEMENT SYSTEM

City of Dunwoody General Government Purchasing
400 Northridge Road Suite 1250
Dunwoody, Georgia 30350

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Section I

RULES OF PARTICIPATION

City of Dunwoody Police Department

A. Introduction:

The Dunwoody Police Department will begin day to day coverage of the 13-square miles of the city at midnight on April 1, 2009. Initial; staffing consists of 40 sworn officers, including administration, investigative and uniformed personnel.

The Dunwoody Police Department is inviting your company to provide information on services and qualifications for the implementation of a comprehensive and fully integrated Police Records Management System (RMS).   These services include, but are not limited to: project management, system design, hardware specifications, software customization, system integration, system maintenance, testing, implementation and training.

This request for proposals initiates a comprehensive records solution for the Dunwoody Police Department. This project includes modules essential to the day-to-day management of law and order and support operations. In the interest of continuity and compatibility, the City reserves the right to contract with the successful bidder, or other qualified firms, for implementation of future phases.

B. Anticipated Schedule

RFP available for distribution:	5:00 PM EST, March 16, 2009
Pre-proposal meeting (Mandatory)	1:00 PM EST, March 27, 2009
Deadline for receipt of proposals:	2:00 PM EST, April 3, 2009
Evaluation/Selection process :	First two weeks of April, 2009
Oral presentations/ product :	Week of April 09, 2009
Final Evaluation	Week of April 10, 2009
Projected award date:	April 20, 2009

C. Proposal Submittals

One original document (hard copy) and three CD's (a total of four) of the complete proposal must be received by 2:00 p.m. local time April 3, 2009 at which time all proposals (contractor's name) will be publicly announced. An electronic copy of the submittal list can be emailed.

The original and all copies must be submitted in a sealed envelope or container stating on the outside the firm's name, address, telephone number, RFP title, number and due date and delivered to:

City of Dunwoody
ATTN: Purchasing Division
400 Northridge Road Suite 1250
Dunwoody, Georgia 30350

Hand-carried and express mail proposals may be delivered to the above address ONLY between the hours of 8:00 a.m. and 2:00 p.m., local time, Monday through Friday, excluding holidays observed by the City.

Firms are responsible for informing any commercial delivery service, if used, of all delivery requirements and for ensuring that the required address information appears on the outer wrapper or envelope used by such service. Any proposal received after 2:00 p.m. (EST), April 3, 2009 will not be considered and will be returned unopened.

The Proposal must be signed by an officer of the company who is legally authorized to enter into a contractual relationship in the name of the firm, and firm(s) must affix their company's corporate seal to both Proposals. In the absence of a corporate seal, a Notary Public must notarize the Proposals.

The submittal of a proposal by a firm will be considered by the City as constituting an offer by the firm to perform the required services at the stated fees.

D. Communication with City Representatives

All communications regarding this Request for Proposal (RFP) from vendors and other sources MUST be directed as follows:

<div align="center">

Tyra Little, Purchasing Manager
400 Northridge Road Suite 1250
Dunwoody, GA 30350
tyra.little@dunwoodyga.gov

</div>

Requests for information by firm(s) regarding the meaning or interpretation of terms or requirements in this RFP must be requested of the contact person listed above, in writing, as is further described below.

Firms are advised that from the date of release of this RFP until award of the contract, NO contact with City personnel or City officials is permitted, except as authorized by the contact person listed above. Any such unauthorized contact will result in the disqualification of the firm's submittal.

E. Additional Information/Addenda

Requests for additional information or clarifications must be made in writing, as described above, no later than March 25, 2009. The request must contain the firm's name, address, phone number, and facsimile number. All questions must be submitted by email to the contact person listed in Section D. All questions will be answered in the Pre-Proposal Conference. After the Pre-proposal Conference no questions will be allowed.

The City will issue responses to inquiries and any other corrections or amendments it deems necessary in written addenda prior on or before March 27, 2009.   Firms should not rely on any representations, statements or explanations other than those made in this RFP or in any addendum to this RFP. Where there appears to be a conflict between the RFP and any addenda issued, the last addendum issued will prevail.

It is the firm's responsibility to be sure all addenda were received. The firm should verify with the designated contact persons prior to submitting a proposal that all addenda have been received. Firms are required to acknowledge the number of addenda received as part of their proposals.

Vendors shall quote a complete, entire system that is functional and usable by the City and addresses the needs expressed within this RFP without the requirement for change orders. Any items that the vendor's product cannot or will not be able to address for the price quoted must be clearly noted within the RFP response. The City does not intend to allow any change orders, which will increase the cost as quoted by the vendor and will expect that the vendor include any and all components in the price quoted so as to implement a complete and functional project.

F. Late Proposal/Modification

Proposals and/or modifications received after the Proposal due date and time are late and will not be considered.

G. Postponement/Cancellation/Waiver of Irregularity

The City may, at its sole and absolute discretion, reject any and all, or parts of any and all, proposals; re-advertise this RFP; postpone or cancel, at any time, this RFP process; or waive any irregularities in this RFP or in the proposals received as a result of this RFP.

H. Costs Incurred by Firms

All expenses involved with the preparation and submission of proposals to the City, or any work performed in connection therewith shall be borne by the firm(s). No payment will be made for any responses received, or for any other effort required of or made by the firm(s) prior to commencement of work as defined by a contract approved by the City Council.

I. Oral Presentation/Product Demonstration

The City may require firms to give oral presentations in support of their proposals or to exhibit or otherwise demonstrate the information contained therein.

J. Exceptions to RFP

Firms may take exceptions to any of the terms of this RFP unless the RFP specifically states where exceptions may not be taken. Should a firm take exception where none is permitted; the proposal will be rejected as non-responsive. All exceptions taken must be specific, and the Firm must indicate clearly what alternative is being offered to allow the City a meaningful opportunity to evaluate and rank proposals.

Where exceptions are permitted, the City shall determine the acceptability of the proposed exceptions and the proposals will be evaluated based on the proposals as submitted. The City, after completing evaluations, may accept or reject the exceptions. Where exceptions are rejected, the City may request that the Firm furnish the services or goods described herein, or negotiate an acceptable alternative.

K. Proprietary Information

Responses to this Request for Proposals upon receipt by the City become public records subject to the provisions of Georgia Public Records Law. If you believe that any portion or all of your response is confidential and/or proprietary, you should clearly assert such exemption and the specific legal authority of the asserted exemption. All material that qualifies for exemption must be submitted in a separate envelope, clearly identified as "TRADE SECRETS EXCEPTION," with your firm's name and the proposal number marked on the outside.

Please be aware that any person may challenge the designation of an item as a trade secret by you in court. By your designation of material in your proposal as a "trade secret" you agree to hold harmless the City for any award to a plaintiff for damages, costs or attorneys' fees and for costs and attorneys' fees incurred by the City by reason of any legal action challenging your claim.

L. Qualification of Firms

As a part of the Proposal evaluation process, City may conduct a background investigation of firm, including a record check by the Dunwoody Police Department. Firm's submission of a Proposal constitutes acknowledgment of the process and consent to such investigation.

No proposal shall be accepted from, nor will any contract be awarded to, any firm who is in arrears to City upon any debt, fee, tax or contract, or who is a defaulter, as surety or otherwise, upon any obligation to City, or who is otherwise determined to be irresponsible or unreliable by City.

If the firm is determined to be irresponsible or unreliable, City will notify the firm of its finding, including evidence used, and allow the firm an informal hearing and the opportunity to come into compliance within three business days of notification.

M. Negotiations

The City may award a contract on the basis of initial offers received, without discussions. Therefore, each initial offer should contain the firm's best terms from a cost or price and technical standpoint.

The City reserves the right to enter into contract negotiations with the selected firm. If the City and the selected firm cannot negotiate a successful contract, the City may terminate said negotiations and begin negotiations with the next highest scoring firm. This process will continue until a contract has been executed, all firms have been rejected, or the City suspends the RFP process. No firm shall have any rights against the City arising from such negotiations.

N. Appeals

Participants in this RFP solicitation may protest RFP specifications or award in accordance with the City of Dunwoody Purchasing Manual.

O. Rules, Regulations, Licensing Requirements

The firm shall comply with all laws, ordinances and regulations applicable to the services contemplated herein, including those applicable to conflict of interest and collusion. Firms are presumed to be familiar with all Federal, State and local laws, ordinances, codes and regulations that may in any way affect the services offered.

P. Review of Proposals

Each proposal will be reviewed to determine if the proposal is responsive to the submission requirements outlined in the RFP. A responsive proposal is one which follows the requirements of the RFP, includes all required documentation, is submitted in the format outlined in the RFP, is of timely submission, and has the appropriate signatures as required on each document. Failure to comply with these requirements may deem your proposal non-responsive.

The contractor(s) will be selected from the qualified vendors submitting responses to Request for Proposals. The selection process will be as follows:

An evaluation committee consisting of staff will review the written proposals. The evaluation process provides a structured means for consideration of all proposals. The following factors will be used in the evaluation of each vendor's proposal:

All proposals received will be reviewed by the Purchasing Manager to ensure that all administrative requirements of the RFP package have been met by the offerors. Each proposal will be reviewed to ensure that the offeror submitted a separately packaged cost proposal and technical proposal, that only technical information is included in the technical proposal and only cost information is included in the cost proposal, and that all documents requiring a signature have been signed. Failure to meet these requirements may be cause for rejection of a proposal. All technical proposals that meet the administrative requirements will then be turned over to the technical evaluation team members for further evaluation.

1. Responsiveness of the proposal in clearly stating an understanding of the work to be performed, including making all required statements and affirmations. The following elements will be considered:
   - Appropriateness and adequacy of proposed procedures.
   - Necessity of procedures
   - Reasonableness of time estimates
   - Appropriateness of assigned staff levels
   - Timeliness of projected completions
2. Technical experience of staff and overall team
3. Qualifications of staff and overall team, including recent pertinent continuing education
4. Size and structure of firm/joint venture/etc.
5. Prior experience with the firm with emphasis on report and work paper quality and track record of meeting agreed upon delivery dates.

Responsiveness of Proposal	20%
Technical Experience	30%
Qualifications	20%
Size of Firm	10%
Prior Experience	20%

Scoring components relative to cost will be evaluated only after technical scoring is complete, and only for those firms deemed likely to be selected, based on technical scores. Information relative to cost proposals should be submitted in a separate, sealed envelope, and clearly marked with the firm name and the phrase "COST PROPOSAL."

Section II

SCOPE OF SERVICES

City of Dunwoody Police Department

A. Existing Conditions

The Dunwoody Police Department has no tracking software in place for case reports, field investigations, evidence tracking, crime analysis raw data, and management reporting, and has no capability for mobile computer dispatching or field reporting.

The City of Dunwoody operates a Microsoft Windows 2008 server environment in a Cisco based network. Officers are equipped with, or have access to, desktop and laptop personal computers that function on Microsoft Windows XP (Service Pack 3) operating systems, and are equipped with recent editions of Microsoft Office 2007. Mobile Data computer will use Wireless LAN cards for remote connectivity.

B. Local Functionality

The Dunwoody Police Department has expressed an interest in purchasing a records management software package for the networked laptop and desktop office environment computers, mobile laptops and wireless functionality that provides basic reporting features including, but not limited to Georgia Incident Reporting, Georgia Domestic Violence Reporting, Georgia Accident Reporting, Georgia Private Property Accident Reporting, Supplemental Reporting, Evidence and Property Tracking, Bar-coding,GCIC/NCIC Interfacing software and electronic citations.

Advanced features should include but are not limited to AVL, Case Management, ComStat, Crime Analysis, Fleet Maintenance, Internal Affairs, Master Name, Master Vehicle, Pawn Shop, Racial Profiling, Use of Force Reporting and Vehicle Pursuit tracking software.

C. County/State/Federal Systems

The Police department relies upon a number of County, State and Federal systems for information support. The following describes the major systems:

> ➢ NLETS/GCIC/NCIC and related Federal/State systems – National Law Enforcement Telecommunications System (NLETS) and Georgia Criminal Information Center (GCIC) network supports electronic message exchange with jurisdictions throughout the United States and the state of Georgia. It also provides access to the Federal Bureau of Investigation's National Criminal Information Center (NCIC). Some department members connect to NLETS and NCIC/GCIC through designated terminals. Through GCIC, users may access the Georgia State Department of Drivers License and Vehicle Registration information. Users access these databases on any GPD terminal through Cyberlynxx. Cyberlynxx is a browser based GCIC/NCIC interface that was created by Datamaxx under contract by the Georgia Department of Law Enforcement (GDLE). Cyberlynxx is available on all GPD computers connected to our intranet.

> ➢ AFIS – Automated Fingerprint Identification System (AFIS) is a database of fingerprints of arrested persons, persons applying for gun permits, and latent prints from crime scenes.

D. System Requirements

This section identifies all mandatory requirements which must be present in the Proposal before further consideration will be given. Firm must prepare a Guide to mandatory requirements which references the pages of the Technical Response where satisfaction of the Mandatory Requirements is substantiated.

> ➢ Firm's Records Management Software currently being utilized by other Georgia Law Enforcement Agencies;

> ➢ Georgia Law Enforcement Agencies currently using the Firm's records management software electronically to send monthly reports to GCIC and DPS;

> ➢ Firm's Records Management Software should be Microsoft Windows based.

> ➢ Object Oriented 4GL Programming Language: The proposed Application software must be written using an industry standard object Oriented programming language such as Visual FoxPro, Visual Basic, and/or C++. The vendor must specify their programming language.

> ➢ ODBC-Compliant Solution: The proposed application software must be ODBC-compliant allowing the agency to access the data using third party ODBC compliant products such as report writers.

> ➢ Report Generation: The proposed application software must provide standard reports, an ad hoc internal report writer, and the ability to interface with a third party report writer.

> ➢ GA State Requirements: The proposed application software must provide the following Georgia-specific functionality: GCIC queries, GA UCR generation, GA Incident reporting, GA Arrest reporting, GA Citation reporting, and GA Accident reporting.

> ➢ Vendor must specify agencies within the State of Georgia where these applications are installed and operational.

> ➢ Graphical Interface: All proposed software must provide a true Graphical User Interface. Character based systems running in Windows or DOS based systems will not be considered.

> ➢ Relational Database Management System required.

> ➢ Integrated with Microsoft* Office Products: Data must easily be integrated to Microsoft's Office Products, and be compatible with Microsoft's XP operating system. Firm must address how software will remain compatible with future Microsoft Office and Operating System versions.

E. Business Requirements

➢ Financial Stability: Vendor must provide proof of financial stability in the form of audited financial reports for 2006 and 2007.

➢ Standard Product: The proposed software must be quoted and be supported as a standard product from the Vendor not as Custom Programming.

➢ References: All Vendors must provide at least 5 client references with installed software. Please provide the Jurisdiction Name, contact person's name, their position, telephone number, and address.

➢ Single Source: The Vendor should provide all the application software proposed and provide support to all of the software delivered.

F. Functionality

System must address the following functionality via modules that include:

Georgia Incident Reporting/	Georgia Domestic Violence Reporting/
Supplemental Reporting	Supplemental Reporting
Georgia Accident Reporting	Georgia Private Property Accident Report
Georgia Accident Diagramming	and Supplemental
Evidence/Property Tracking	Barcoding and Handheld Barcoding
GCIC/NCIC Queries	Arrest, Case Management
Crime Analysis	GCIC/NCIC Software-Interface
Internal Affairs Prof Standard	Juvenile
Master Name	Master Vehicle
Personnel Management	Quartermaster
Supervisory Review/Approval	Use of Force
Vehicle Impound	Vehicle Pursuit Tracking
Warrant	Online citizen reporting of incidents
Police Interagency data sharing tool	Field Interview

Mobile Solutions will include:

Mobile Incident Reporting	Mobile Supplemental Reporting
Mobile Accident Reporting/Diagram	Electronic Citation
Mobile Field Interview	

This system should be expandable to include:

Alpha-Numeric Paging	AVL Display
Bike	Computer Aided Dispatch
K-9 Module	Multi Jurisdictional CAD
Notification	Phase 2-Compliant Mapping
Training	

Cost proposals should only include information related to the mandatory operational modules listed above, the mobile solutions, and should exclude cost information for expandable system functions.

G. Proposal Requirements

This section identifies the information which must be submitted as part of the Proposal. Firm must demonstrate their ability to satisfy all Qualification and Technical Requirements as well as detail their plan to perform the required services. The Technical Proposal must be structured in the following order and labeled with the corresponding titles stated below using the same outline numbers.

Company Background and Experience

Firm will describe their background, relevant experience and qualifications, including, but not limited to the following:

Company Structure

The Firm will include in the proposal the legal form of their business organization, the City in which incorporated (if a corporation), the types of business ventures in which the organization is involved, the office location that will be the point of contact during the term of any resulting contract, and a chart of the organization structure, including the reporting relationships, as they relate to this RFP.

Experience

The Firm must provide the number of years experience as a Records Management Software provider for Public Safety Agencies.

The Firm will provide a list of all clients for whom similar services, as detailed in this RFP, have been provided during the past three years. The list must include:

> ➢ Dates of service
> ➢ Name of contact person
> ➢ Title of contact person
> ➢ Phone number of contact person

The Firm will also disclose any services terminated by the client(s) and the reason(s) for termination.

Business Litigation

The Firm will disclose any involvement by the organization or any officer or principal in any material business litigation within the last five (5) years. The disclosure will include an explanation as well as the current status and or disposition.

Approach

The firm should provide a detailed summation of its approach to addressing the entirety of this project, from specification development through implementation and support.

System Requirements

Firm shall address its compliance with all system requirements listed above, and provide sufficient detail as is necessary for the City to determine the firm's ability to satisfy these requirements.

Functionality

Firm shall provide all information necessary to demonstrate functionality of all modules listed above. If a firm is unable to demonstrate an existing situation in which any of the above modules are not in use in a law enforcement agency in the State of Georgia, the proposal must state the following relative to that module: "NO EXISTING CUSTOMERS FOR THIS MODULE."

Cost Proposal

The cost proposal should be comprehensive and include all requirements outlined in this RFP. It should be submitted in a separate, sealed envelope, and marked as instructed above.

Forms

The proposal shall include complete and accurate copies of all attached forms.

Exceptions

The proposal shall include a detailed list of any exceptions to the sample contract.

Section III

SYSTEM SPECIFICS

City of Dunwoody Police Department

A. RMS Vision

The City's vision for a RMS is summarized in the following text and revolves around functionality to the patrol officers, detectives, crime analysts, property and evidence personnel and record's data entry personnel.

The use of mobile technology while in a vehicle or a personal computer while in the station, department members can perform a single query about an individual to find out if there is any RMS record of them (including booking photo), a drivers license query, and any wants or warrants. Apart from slower response speed, the same RMS capabilities are available from a MDC as from a desktop computer.

Information entered into RMS will update the system on a real-time basis. Department members will have available all forms and reports in their mobile units and have the ability to transmit those forms/reports electronically. Department personnel will be able to view and update their calendar and send and receive Emails to the other department members and citizens using the their current Exchange Server (Outlook) accounts.

Field units submit their reports and attachments electronically to supervisors for approval. Regardless of their approval status, patrol reports are available on-line to other personnel. Charging documents will be capable of being filled out electronically and filed/distributed with the electronic reports. Data fields and the original report can be populated automatically from RMS/Jail existing records.

Reports, upon approval, are sent to the Records Division. Records personnel complete any additional UCR information and approve or reject the original report. Rejected reports are sent back to the original report-taker with information regarding the rejection. Agency-selected reports are forwarded automatically to other areas of the Department and to designated outside agencies (example: a central point in the Criminal Investigation Bureau/Forensic Crime Lab [CIB/Detectives]).

A supervisory report management function for CIB allows the assignment of these cases from within CIB to the respective detectives/forensic examiners. This system also allows all personnel to easily find the detective/forensic examiner assigned to the respective case.

When a detective is searching RMS for information, a single inquiry yields results that contain all RMS records including associated electronic files (e.g., scanned images and documents). The results of one search can be saved and used as the basis for subsequent searches. Information in RMS can be exported in industry standard file formats and shared with neighboring law enforcement agencies.

Data from this system can be easily pushed to other records management systems within the City and affiliate agencies via the Microsoft SQL capabilities. This includes, but is not limited to the jail, court system, other public safety agencies, revenue departments, etc.

B. System Characteristics

> ➢ The City anticipates the new RMS/MDC systems will utilize the latest technology, establish a solid foundation for future systems, and provide rapid handling/searching of records. The City intends to implement a system that is characterized as follows:

> ➢ Provides seamless integration of functionality between police, mobile and field applications (at full implementation)

> ➢ Enables data entry as close to the point of origin as possible (e.g., incident reports entered by Patrol officers)

> ➢ Streamlines the reporting process by maximizing the utility of reporting forms and reducing the number of forms currently in use

> ➢ Eliminates duplicate information entry by electronically sharing police and jail record information (e.g., incident reports and arrest reports). With the capability to expand this sharing with other agencies

> ➢ Provides a single search point for information retrieval for police records

> ➢ The ability to search the JANUS system via the CJNet

> ➢ Offers strong query, data extraction, and reporting features

> ➢ Conforms to the City's operating system and database standards

The City intends to select a vendor that can supply and deploy such a system, and is also committed to sustaining reliable operation of a new system.

In preparing support strategies and costs, vendors should assume 24-hour per day, seven days per week operation of all proposed systems, with at least a 98% or greater high-availability system. Performance of critical applications should not be impacted by lower priority system use. The proposed RMS systems will be expected to meet specific performance, loading, switchover, and reliability criteria prior to final acceptance.
The City requires that all the modules identified in this RFP be tightly integrated. All modules should run on the same platforms, share the same graphical user interface with a consistent look and feel, and share a common database such that each data element need only be entered once.

Although a turnkey system is the optimal solution, it is understood that a certain amount of customization may be required to obtain the functionality requested in this RFP.

Vendors are expected to provide ready 24 hour a day, 7 days a week phone support as well as product updates and fixes.

Vendors that provide software support and maintain the system in a fully operational status will be evaluated more favorably that those that require significant support by City staff.

The City is willing to entertain innovative proposals; however, there is no interest in being a beta site for any products. The City aims to procure a turnkey system that meets 85% to 90% of the requirements stated within this RFP and requires less than 10% to 15% customization.

C. Specific RMS Priorities

The Dunwoody Police Department will consider the following priorities when evaluating the system (in addition to specific requirements outlined previously):

<u>Records</u>

- ➤ Ability to enter information automatically using the most current incident-based reporting information based on state regulations

- ➤ Ability to track all information about a case, the person(s) involved, aliases, associates, and property linked with that case

- ➤ Provide a separate juvenile and adult database or clearly designate juvenile information with unmistakable 'flags"

- ➤ Create a media report, which contains brief information to release to media.

- ➤ Ability to create investigative and administrative analysis reports

- ➤ The ability to determine how tables and codes are set up and how data entry screens are tailored to the needs of the agency

- ➤ Ability to review what an employee has entered onto any record

- ➤ Provide an adequate (Name) soundex system to alleviate duplicate entries

- ➤ Ability to merge duplicate records and the ability to split records that were previously improperly merged (or entered into incorrect file)

- ➤ Unrestricted comment field available in the master name file

- ➤ Ability to search for data by any field (e.g., name, phone number, ssn, address, employee ID, date, code, serial number, etc)

- ➤ Error listing based on UCR coding which also generates an error listing based on an employee's ID

- ➢ Mandatory data entry fields. These fields must be able to be assigned or altered as needed by Department personnel with Administrative rights

- ➢ Quick link options

- ➢ Ability to organize workflow screens customized by each person assigned data entry tasks in Records

- ➢ Ability to merge records or files manually and for the system to automatically suggest the merging of duplicate or similar files

- ➢ System must generate UCR reports that are ready to be sent electronically to the State of Georgia and be able to print them locally

Patrol

- ➢ User-friendly screens and intuitive screen search/data flow

- ➢ Ability to retrieve/search for all information about a case, the person(s) involved, aliases, associates, and property linked with that case

- ➢ Ability to search for data by any field (e.g., name, phone number, ssn, address, employee ID, date, code, serial number, etc)

- ➢ Ability to retrieve image data such as mug shots or crime scene images

- ➢ Ability to retrieve specific data related to geographic areas, dates, or types of calls for service and to generate reports/map based on that data

- ➢ Ability to track and create reports by district, zone, areas designated by drawing an area on-the-fly, specially designated areas (grant area) or by employee activity for user defined periods of time

- ➢ Ability to automatically populate report fields from data resident in RMS database

- ➢ Ability to place 'flags' on data and be notified if those are accessed or in contact by another employee

- ➢ Ability to customize department report forms and to modify those forms in the future

- ➢ Ability to generate a daily case report summary for each day, shift, or geographic area

Criminal Investigations Bureau

- ➢ User-friendly screens and intuitive screen search/data flow

- ➢ Ability to retrieve/search for all information about a case, the person(s) involved, aliases, associates, and property linked with that case

- ➢ Ability to search for data by any field (e.g., name, phone number, ssn, address, employee ID, date, code, serial number, etc)

- ➢ Ability to retrieve image data such as mug shots or crime scene images

- ➢ Ability to retrieve specific data related to geographic areas, dates, or types of calls for service and to generate reports/map based on that data

- ➢ Ability to track and create reports for district, zone or employee activity for user defined periods of time

- ➢ Ability to create a case summary of active and completed reports assigned to the detectives per squad each month

- ➢ Ability to search and create photo lineups within specific user defined parameters

- ➢ Provide a case management system allowing the assignment of cases and dates due/over due status

- ➢ Ability to access all reports whether in approved or pending approval status

- ➢ Ability to store and attach crime scene photos from digital mediums

- ➢ Ability to automatically populate report fields from data resident in RMS/Jail database

- ➢ Ability to place 'flags' on data and be notified if those are accessed or in contact by another employee

Property and Evidence Unit

- ➢ User-friendly screens and intuitive screen search/data flow

- ➢ Ability to retrieve/search for all information about a case, the person(s) involved, aliases, associates, and property linked with that case

- ➢ Ability to search for data by any field (e.g., name, phone number, ssn, address, employee ID/name, date, code, serial number, bar code, item description, brand, etc)

- Ability to run audits/inventory on property and evidence and to create a report of that audit/inventory

- Ability to generate a monetary report and a running total of monies entered or disposed

- Ability for the automatic generation of owner notification letters, letters/email requesting release of evidence to State Attorney's and officer/investigators

- Ability to populate fields on property cards from RMS/Jail data

- Ability to organize workflow screens customized by each individual user

- Ability to use a bar-code system for inventory tracking and control

- When entering an item on the report, the system will automatically check to see if the item, has been recovered, was reported stolen, or had been previously been entered into the RMS

- The system will include a complete quartermaster program that will allow the department to track Department property that has unique identifying numbers and items which do not have identifying numbers. The system will allow Property and Evidence personnel to easily add to the list of items to be issued

C. System Security

The following priorities relative to system security will be considered:

- The system restricts access to transactions user ID

- The system restricts access to specific records based on security levels. The system has the ability to track user access to add/modify/delete/display records, recording access type, date, time, used ID, and terminal

- The audit facility allows for on-line retrieval of user activity by a start date/time and end date/time, terminal ID or Operator ID. The information in an audit log should be able to be extracted to a file

- Allows the users to change passwords at pre-defined time intervals

- Maintain on-line user information to include name, operator ID, two phone numbers, pager number and e-mail address for viewing by authorized users

- Provide the ability for authorized users to disable a log-on, set log-off timers, view the number of failed log-on, and view the last date/time an operator signed-on

➢ The system provides inquiry and update capability into a database for all employees dependent upon profile and password security

➢ Provide the ability to create and maintain user group security profiles

➢ Retains security violations on record (history files/logs), making them available for reports

➢ The system creates a complete back-up of the data on a daily basis

➢ The system is capable of switching over to a redundant server, if the primary server fails

D. Training and Orientation

The selected vendor(s) must provide training in all phases of the system operation or equipment supplied. This must be provided in the following areas:

➢ System Operation – Application operating and control procedures. Real time training on the equipment and training in the use of utility programs to enable the generation of user reports and searches of databases.

➢ End Users – Training sessions to include detailed instruction of the user applications, operational and security procedures, along with an implementation plan and schedule. Training shall include hands-on use of terminals and software application programs. The main training should focus on the Records Division, Crime Analysis, and Criminal Investigations Bureau for RMS and Patrol Division for Mobile Data Computing. The vendor(s) shall supply a quick reference user's manual. Training will also be provided for the Department's Personnel Unit regarding the personnel management system.

➢ Training the Trainers – The vendor(s) shall supply training to users so that they may further train other users. Complete manuals will be supplied for this purpose.

COST PROPOSAL

(This can be unique to your requirement. A simple Cost Proposal example is offered below.)

Total Contract Value for ALL Requirements including G & A*
$_____**

*G & A = **all** General and Administrative Costs, Profits, Travel, per diem, and **ALL** costs associated with this contract.

**This is the figure that will be used in the evaluation.

Where there is a reference in the RFP to deliverables, submission requirements or other response and contract performance discussions, said discussion may not be all inclusive of all requirements in the RFP. It is incumbent upon the contractor to read this entire RFP carefully and respond to, and price, **all requirements** and ensure "**Total Contract Value for ALL Requirements"** above includes **all requirements.**

Contractor's Compliance with Requirements of
O.C.G.A. 13-10-91 and Rule 300-10-1-.02

Compliance with the requirements of O.C.G.A. 13-10-91 and Rule 300-10-1-.02 are conditions of this Contract. Contractor has the number of statutory employees checked below:

___ 500 or more employees
___ 100 or more employees
___ Fewer than 100 employees

Contractor's compliance with O.C.G.A. 13-10-91 and Rule 300-10-1-.02 shall be attested by the execution of the affidavit below, which is hereby incorporated as part of the Contract. In the event the contractor employs or contracts with any subcontractor in connection with this Contract, the contractor will secure from the subcontractor such subcontractor's indication of the employee-number category applicable to the subcontractor and will secure from such subcontractor(s) attestation of the subcontractor's compliance with O.C.G.A. 13-10-91 and Rule 300-10-1-.02 by the subcontractor's execution of the subcontractor affidavit shown in Rule 300-10-1-.08 or a substantially similar subcontractor affidavit, and maintain records of such attestation for inspection by the public employer at any time. Such subcontractor affidavit shall become a part of the contractor/subcontractor agreement.

<u>CONTRACTOR'S AFFIDAVIT AND AGREEMENT</u>

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. 13-10-91, stating affirmatively that the individual, firm, or corporation which is contracting with (name of public employer) has registered with and is participating in a federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603, in accordance with the applicability provisions and deadlines established in O.C.G.A. 13- 10-91.

The undersigned further agrees that, should it employ or contract with any subcontractor in connection with the physical performance of services pursuant to this contract, contractor will secure from such subcontractor similar verification of compliance with O.C.G.A. 13-10-91 on the Subcontractor Affidavit provided in Rule 300-10- 01-.08 or a substantially similar form. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to the (name of the public employer) at the time the subcontractor is retained to perform such service.

Contractor's EEV/Basic Program User Identification Number _____

_____   _____
BY: Date

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE ___ DAY OF _____,
2009.

_____
Notary Public

My Commission Expires: _____