REQUEST FOR BID <u>No. 201407-273</u>

TANEY COUNTY MISSOURI
Purchasing Department
132 David Street / P. O. Box 1630
Forsyth, Missouri 65653

Attn: **Ron Erickson, Director of Purchasing**
Phone: 417-546-7281 / FAX: 417-546-3931
rone@co.taney.mo.us

Commodity Title: **PUBLIC SAFETY SOFTWARE**
PLEASE MARK YOUR ENVELOPE "SEALED BID #201407-273"
RETURN ONE (1) ORIGINAL AS WELL AS A DIGITAL CD COPY, _OR_
THREE (3) HARD COPIES. *(Failure to submit copies, as indicated here MAY result in being declared "Non-Responsive" disqualifying your entire Bid Response.)*

Bid Submission

Location / Mail Address: Taney County Purchasing Department (Second Floor)
132 David St. / P. O. Box 1630
Forsyth, MO 65653

Bid Opening

Location / Address: Taney County Commission Hearing Room (Old Courthouse)
132 David Street
Forsyth, MO 65653

Bid Schedule / Deadlines:

July 23, 2014 – August 25, 2014	Bid Release Date / Advertising Period.
August 18, 2014 at 2:00 PM.	Deadline for Submitting Questions.
August 25, 2014 at 2:00 P.M.	**Closing Date / Time.**
August 26, 2014 at 10:30 A.M.	**Opening Date / Time.**
August 26 – 28, 2014	Approximate Review Period.

The undersigned certifies that they have the authority to bind this company in an agreement to supply the commodity or service in accordance with all terms, conditions, and pricing specified herein or to offer a "No Bid." Please type or print the information below. Bidder is REQUIRED to complete, sign and return this form with their submittal of Bid as well as all pages initialed. *An authorized signature and email address is **mandatory**, lack thereof will result in a determination of "Non-Responsive".

Company Name _____

Authorized Person (Print) _____

Address _____

*Signature _____

City/County/State/Zip _____

Title _____

Telephone # _____ Fax # _____

Date _____ Tax ID # _____

*E-mail _____

Entity Type (Corporation, LLC, Sole Proprietor, Partnership) _____

Bidder's Initials: _____

Welcome… Thank you for taking the time to review / participate in the following project and Thank You for your interest in Taney County Missouri.

- *There are several steps, requirements and legalities which must be followed when engaging in an effort to respond to any certain Bid.*
- *Here I hope to assist any/all participants in making sure everyone has a fair and pleasant experience regarding this Bid.*
- *Please keep in mind that it is entirely possible that despite our best efforts information as detailed within this Bid may NOT include everything for every possible situation. Please contact me if you experience this.*
- *Historically 90% of the questions we receive are already answered within the full Bid Package.*
- *PLEASE READ all of the information CLOSELY and if you have a question review the information again as it is most likely you will find the answer.*
- *We ask, or rather require, that any/all questions be emailed rather than calling.*
- *All emails received WILL be answered as indicated within the written guidelines for written questions. (P.6)*
- *For areas, questions, and requirements that do not always apply - "N/A" may be an option. (P.7 - Item 4.2)*
- *Do not get "Side Tracked" by "Boiler-Plate" wording as it is impossible to "Tailor-Make" every single Bid Package 100% of the time to be a perfect fit. The mere word "Bid" suggests "an express effort to win". Be creative, offer options, and GOOD LUCK…!*

Sincerely,

RON ERICKSON
Director of Purchasing
Taney County Missouri

Bidder's Initials: _____

1. <u>BIDDING PROCESS INFORMATION</u>

The Purchasing Department is responsible for the Bid opening at the time and place noted in the request. If a Vendor is interested in a copy of the Bid tabulation they must include a direct email address, not website, in order to receive results. Obviously sealed Bids cannot be emailed so they must either be delivered by hand, courier, or USPS. (Please note USPS concerns on page #4, item #2.3)

A formal invitation for Bid is utilized when the total purchase exceeds $4,500. The County also uses this method when the life of a term and supply contract is valued more than $4,500. The Bid Package will contain well-defined standard technical specifications for the nature of the service or product requested. A formal closing date and time is specified. The Bidder must comply with this requirement in order to be considered for award. All Formal Invitations for Bid are handled by the Taney County Purchasing Department. Technical specifications are the responsibility of the specific requesting department.

- Bid Response Tips:

1.1 Read ALL Bid documents immediately upon receipt. Note any special dates or requirements.

1.2 Contact the Taney County Purchasing Department with any questions relating to the Bid prior to the Bid opening. (See P.6, Item 3.1)

1.3 Use ink to fill in all blanks. (If I can't read your handwriting your Bid **<u>will</u>** be rejected.)

1.4 <u>COPIES ARE REQUIRED</u>, mark copies vs. original. *(Failure to submit copies, as requested on page #1, MAY result in being declared "Non-Responsive" disqualifying your entire Bid Response.)*

1.5 Turn your Bid in as soon as possible. The deadline dates and times are strictly adhered to. The County cannot accept any late Bids.

1.6 **No fax or electronic transmitted Bids will be accepted.**

1.7 In the event of only one response the County may reject the Bid and re-let it or consider other options which provide the best solutions for the county. Always acting in the best interest of Taney County.

1.8 Attend pre-Bid conferences, if any. (Most are Mandatory.)

1.9 Pay close attention to the terms *must, shall, should* or *may.* **READ EVERYTHING.**

1.10 Include an updated **W-9** form completed with your company information and signature.

1.11 Include, if applicable, current **prevailing wage** considerations with your Bid.

1.12 Remember to sign the Bid sheet as this is mandatory.

Bidder's Initials: _____

2. <u>INSTRUCTIONS AND GENERAL CONDITIONS:</u>

2.1 **Delivery of**: Sealed Bids, subject to Instructions and General Conditions and any special conditions set forth herein, will be received at the Taney County Purchasing Office until the Bid closing date and time indicated herein for furnishing the County with goods, and or, services as detailed in the following.

2.2 **Copies:** For the convenience of all a digital – CD copy may be submitted in lieu of three additional hard copies – with the original, as indicated on page #1. If sending all hard copies please mark each to differentiate between the original and the three copies. (Copies are required – NOT optional.)

2.3 **Closing**: Sealed Bids must be delivered before "Closing Date / Time" as listed on page one, to the Taney County Purchasing Department as listed on page one. Bidders should take into account all possible risks of their Bid not arriving in time when electing to mail in Bids too close to the above closing date. Often the Post Office leaves a "pick up slip" in our PO Box which may / may not allow us time to retrieve said item. It is the Bidders responsibility, not the county, nor the Post Office, to ensure their Bids are **delivered** in time to the Purchasing Department. (Extra steps may be needed if your Bid response package is a large box.)

2.4 **Late Packages:** The County will not accept any Bids received after the listed closing date/time and will consider such late Bids as **NON-RESPONSIVE**. They will be returned un-opened.

2.5 **Opening:** Bids will be opened publicly at "Opening Date / Time", as listed on page one, and read aloud. All Bid responses will be considered public information as soon as they are opened and become a part of public record to be released to any person or firm who formally requests it.

2.6 **Award.** Recommendation for award will be made formally to the Taney County Commission at a later date after a full and complete review process – often within a few days of the Bid opening. Updates may be sent via email should the award process become delayed for any reason. (10 days or more.)

2.7 **Withdrawals:** Bids may be withdrawn on written request from the Bidder at the address shown in this RFB prior to the time of acceptance of the Bid.

2.8 **Sealed & Marked:** Bids **must** be submitted in a single sealed envelope identified with the Bid number and dates of closing & opening. List the Bid number on the outside of the box or envelope and note "Response to Request for Bid enclosed". Also include a return name & address. **<u>No fax or electronic transmitted Bids will be accepted.</u>** (NOTE: Please *make sure* your package indicates "BID", with the BID NUMBER - on the final outside surface of your package.)

Bidder's Initials: _____

2.9 **No Bid:** If you do not want to submit a Bid, please return the *No Bid Response Form* at the bottom of the last page of this package, and note your reason(s).

2.10 **Bidder Expenses:** This County is not responsible for any expenses which Bidders may incur in estimating, inspecting, nor preparing and submitting Bids called for in this Request for Bid.

2.11 **Presentations:** The County reserves the right to conduct personal interviews or require presentations of any or all proposers prior to selection. The County will not be liable for any costs incurred by the Bidder in connection with such interviews or presentations (i.e. travel accommodations, etc.)

2.12 **Bid Term:** All Bids submitted shall be binding, and remain firm for ninety (90) calendar days following the opening. Pricing / Costs submitted within this response **MUST BE HONORED** within that set timeframe. Bidders should NOT respond unless certain on this point.

2.13 **Bid Rejection:** The Taney County Commission reserves the right to reject any or all Bids, when such rejection is in the best interest of the County.

2.14 **Multiple Awards:** Bids may be awarded to one company or multiple companies; when such award is deemed in the best interest of the County.

2.15 **Payment Terms:** County standard payment terms are Net 30 after receipt of invoice. There are NO EXCEPTIONS to this system. Once products, or services, are received and accepted Taney County will process payment in full. Requests for credit applications are not necessary and will – in most cases – not be processed. Requests for deposits are not necessary and will not be accepted.

2.16 **Effective:** This agreement shall take effect upon the approval by the Taney County Commission.

2.17 **Alterations:** Any alterations, changes, lining out, or margin notes to any of these instructions will result in being determined as non-responsive to this Bid and thus be disqualified.

2.18 **Direct Email Address:** Vendors MUST supply this in order to receive award results. (Not simply a website.) We do not use USPS for results notification *only* email. Final results will be emailed to all responding Vendors using the email address provided within their Bid response on page one. Results will also be posted on our website at: www.taneycounty.org. **Please do not call for results**.

Bidder's Initials: _____

3. GUIDELINES FOR WRITTEN QUESTIONS, ANSWERS (ADDENDA), ETC

3.1 All questions shall be submitted in writing, prior to the Bid **opening** and no later than **2:00 P.M. Monday August 18, 2014.** All questions <u>must be emailed</u> to; **Ron Erickson, Director of Purchasing**. (rone@co.taney.mo.us) as well as the department point of contact for this Bid listed on page 8, item 5.3. Department points of contact are responsible for answering technical questions. Questions on the Bid process belong to Purchasing, thus ALL questions are handled in a joint, or combined effort.

3.2 All questions will be answered in writing via email to all parties who had previously been part of the original DBI (Direct Bid Invitation email.), or had made email contact during the open Bid questioning timeframe. Deadline for issuing addenda (responses to questions) is: **Tuesday August 19, 2014** thus allowing Bidders to have a full week to make any necessary adjustments to their response. Addenda will also be posted on the Taney County Web site at: www.taneycounty.org by this deadline.

3.3 Once at our website click on:_____. Any/all addenda will be attached at the end of the posted Bid. An indication, in red, will alert visitors as to the presence of any addenda.

3.4 In the event that it becomes necessary to revise any part of this RFB, written addenda will be issued. Any addendum to this RFB is valid only if in writing and issued by the Taney County Purchasing Department.

3.5 **Timeline**: The County anticipates a contract award following the evaluation of all Bid responses within **15 days from the RFB opening date and completion.** These dates are provided for informational purposes and may change as requirements dictate.

3.6 **Sunshine Laws**: Due to applicable sunshine laws and regulations concerning public documents, all Bid responses will be considered public information as soon as they are opened and become a part of public record releasable to any person or firm that requests it. Requests for copies, of Bid responses, must be made through the Taney County Clerk's Office (417-546-7202) requiring a Public Service Request Form (PSR). By law charges for time spent as well as a cost per page apply. Payment for copying fees is required prior to the making of copies. (*Section* 610.026, RSMo.)

Bidder's Initials: _____

4. BASIC REQUIREMENTS / FACTORS:

4.1 **Award of Contract:** The County reserves the right to award to more than one (1) supplier. Multiple awards may be made on the basis of a primary, secondary, and tertiary supplier. The primary supplier shall furnish the County's requirements until such time as the County determines that it is in the best interest of the County to seek performance from the secondary supplier, then tertiary supplier. The County's decision will be based upon the ability of the primary source to supply acceptable goods or services within the County's time requirements. The County's decision to utilize the secondary and tertiary sources shall be final and conclusive. In addition, the resulting contract from this RFB will be considered "Non-Exclusive". The County reserves the right to obtain service from other suppliers.

4.2 **Response Content**: In order to enable direct comparison of competing Responses, Bidders must submit Responses in strict conformity to the requirements stated herein. Failure to adhere to all requirements may result in Bidder's Response being disqualified as non-responsive. All Responses must be submitted using the forms provided herein. Every question must be answered and if not applicable, the section must contain "N/A."

4.3 **Advice of Award**: The County's Bids, Bid Tabulations, and Bid Awards may be viewed on our web page at www.taneycounty.org. View information under *Purchasing.*

4.4 **Response Clarification**: The County reserves the right to request additional written or oral information from Bidders in order to obtain clarification of their Responses.

4.5 **Rejection or Correction of Responses**: The County reserves the right to reject any or all Responses. Minor irregularities or informalities in any Response which are immaterial or inconsequential in nature, neither affected by law nor at substantial variance with Bid conditions, may be waived at our discretion whenever it is determined to be in the County's best interest.

4.6 **Evaluation Process**: The County's sole purpose in the evaluation process is to determine from among the Responses received which one is best suited to meet the County's needs at the lowest possible cost. Any final analysis does not imply that one Bidder is superior to another, but simply that in our judgment the Contractor selected appears to offer the best overall solution for our current and anticipated needs at the lowest possible cost.

4.7 **Acceptability**: The County reserves the sole right to determine whether goods and/or services offered are acceptable for County use.

Bidder's Initials: _____

5. <u>SCOPE OF SERVICES:</u>

    5.1   The Taney County Purchasing Department is seeking sealed Bids for Hosted software and related services in accordance with the requirements and provisions of this Request for Bid - for the Taney County Sheriff's Department - at the **Best** / **Lowest** price – per the specifications below.

    5.2   The selected Vendor must agree to furnish software and/or services pursuant to all requirements and specifications contained in this document, upon either the receipt of an authorized purchase order from the Taney County Sheriff's Department or when a contract is countersigned by the same as a binding contract.

    5.3   Please contact the following <u>"Department Point of Contact"</u> for questions concerning actual required specifications, or any other technical questions:

    Sheriff Jimmie Russell at 417-546-7250, or one of his designees.

6. <u>SPECIFICATIONS SUMMARY:</u> A fully integrated, single source, hosted public safety software solution in a multi-department implementation to include:

    6.1   Computer Aided Dispatch (CAD)
    6.2   Records Management (RMS)
    6.3   Jail Management (JMS)
    6.4   Mobile
    6.5   Mapping for Dispatch and Mobile/Workstations
    6.6   Interfaces to NCIC/MULES, E-911, Livescan Fingerprint and Automated Vehicle Location (AVL)
    6.7   Civil Process
    6.8   Firearm Permits
    6.9   Missouri STARS Accident Report

7. <u>GENERAL SOFTWARE SPECIFICATIONS REQUIREMENT DESCRIPTION TABLE:</u> For each item listed within the following table enter the appropriate letter as follows:

C = Comply with specification
N= Do not comply with specification
E= Exception taken to specification (For each exception taken a full explanation should be provided.)

ITEM #	REQUIREMENT DESCRIPTION	C	N	E
7.0	**General Software Specifications**			
7.1	Vendor shall have been in business at least fifteen consecutive years (If not, state how many)			
7.2	Software must operate in a Hosted (cloud) environment.			
7.3	Vendor must have Hosted Software installed in at least 100 sites. (If not, state how many.)			
7.4	Vendor must back up agency's data daily and store it in a secured off-site location.			
7.5	Software must run on Microsoft SQL Server 2008, 2008 R2 or 2012.			
7.6	All required Microsoft SQL Client Access Licenses must be provided and kept current by the vendor.			
7.7	The software must be highly configurable.			
7.8	The software must be user friendly.			

Bidder's Initials: _____

ITEM #	REQUIREMENT DESCRIPTION	C	N	E
7.9	The agency's System Administrator shall be able to organize users into specific groups and set different access permissions for each group.			
7.10	The system logon shall include a unique operator user name and password combination, which will allow the user to access the system to their assigned security level. The system must also offer an affordable Missouri CJIS approved Advanced Authentication solution as an option.			
7.11	Must have the ability for the System Administrators to change field labels and field lookup controls.			
7.12	Software telephone technical support must be available 24 hours a day, 7 days per week, and 365 days per year.			
7.13	Software must provide a menu-based query report writer to create custom reports from data throughout all modules desired.			
7.14	All data fields used within the query report writer must be identified in "English language" form and not in database field name form.			
7.15	The ability to save recurring queries must be included.			
7.16	All custom reports must be able to be exported to HTML, spreadsheet, PDF and vendor's mapping application (where location based).			
7.17	Must include a Master Names database and allow for the ability to merge names and occurrences together.			
7.18	Must include a Master Image database that allows for the easy retrieval of images that were scanned or imported from a file or directly from a digital camera.			
7.19	Master Image database must allow for images to be searched by specific identifiers (height, weight, hair color, eye color, facial hair etc…, where entered)			
7.20	Must provide unsolicited statistical data on the Desktop screen through a selectable list of Snapshots.			
7.21	Provides for entry & retrieval of Contacts / Business Directory			
7.22	Provides for entry & retrieval of Warrants			
7.23	**Computer Aided Dispatch Software**	**C**	**N**	**E**
7.24	Call input screen shall contain at a minimum:			
7.25	Date / Time call received			
7.26	User ID of the dispatcher making each entry.			
7.27	Event location, building, apartment #, suite #, name of business, and city.			
7.28	Telephone number of caller and location of caller if different than incident location.			
7.29	Event Category and Subcategory			
7.30	Priority of call			
7.31	Person's name, address, home telephone number, DOB, race, sex, SSN and OLN.			
7.32	Vehicle License Number, State, Expiration Year, Type, VIN, Make, Model and Color			
7.33	Ability to recommend dispatcher procedures from the CAD screen.			
7.34	Must maintain an audit trail of user activity.			
7.35	Users must be able to enter commands via command line, configurable function keys or configurable shortcut button.			
7.36	Must alert users to possible warrant match and provide one click access to view possible warrant match data.			
7.37	System must include an easy-to-use report writer for obtaining call for service information.			
7.38	If the unit status is changed during the event, the system will automatically document the record with the date, time, and user ID.			
7.39	Shall include the capability to notify the dispatcher via audible and visual alerts of overdue status, alarms, pending calls, or new calls.			

Bidder's Initials: _____

ITEM #	REQUIREMENT DESCRIPTION	C	N	E
7.40	If Response Templates are configured, dispatchers must be able to easily substitute another available unit for the CAD recommended unit.			
7.41	Must allow for color coding of unit status			
7.42	Must support Agency configured unit statuses.			
7.43	Must have the ability to recommend tow companies on a rotation basis.			
7.44	Must be easily configurable from the CAD screen without disruption of activity or need to restart/reboot the system.			
7.45	The dispatcher must have the ability to easily log officers on or off duty and to assign them to units.			
7.46	The dispatcher must have the ability to obtain employee information from the CAD software (DSN, Name, Address, Phone Numbers, Pager Numbers, Department employed by, Division and Rank).			
7.47	Must provide a 'Progressive Search' list of possible street name matches as each successive letter is typed.			
7.48	Street Intersection (streets can be entered in any order)			
7.49	If configured, system must automatically determine the sector and jurisdiction based on a verified location.			
7.50	Must have the ability to enter multiple vehicles and persons associated to the call for service.			
7.51	Administrators must have the option to add user defined fields and/or reconfigure the CAD screen layout.			
7.52	Command line must offer the ability to turn on or off auto complete for commands, suggestion list based command entry and the ability to filter suggestion list values. Must also have the ability to turn on or off error messages for inaccurate command entry, display of suggested commands and clearing of erroneous data.			
7.53	Through configuration, CAD must have the ability to store and display specific location information, at a minimum: fire hydrants, latitude and longitude, intersecting streets, low and high cross streets, map coordinates, cell tower, common place name, building name, street alias, landing zone.			
7.54	Must have the ability to interact with any open incident from the command line without having to change the current screen view.			
7.55	Must have the ability to change the unit's status via the command line without removing them from their current duty status.			
7.56	The agency must have the ability to search the CAD software by address, person, or vehicle, from the command line or CAD search screen.			
7.57	Must offer the ability to customize printable report layouts and query any field configured in the CAD software.			
7.58	Must have the ability to email a customizable report to each agency on incident send or close and be based on the category of call.			
7.59	Must be able to operate over low bandwidth (3G minimum) cellular connection in the event that the agency's internet is not available.			
7.60	Must have the ability to interface with NCIC and associate responses to the event as well as send NCIC responses to the mobile unit assigned to call.			
7.61	Must have E 911 interface that will automatically create a new event including the caller name, phone number and location, if available.			
7.62	Must have the ability to display on multiple monitors utilizing configurable workstation profiles to allow different data to be displayed at the administrator's discretion.			
7.63	If a business location is the event location, the user must have the ability to display configured Haz Mat information associated to the business and provide one click access to the details of the material.			
7.64	If a business address is the event location, the user must have the ability to display configured fire preplans associated to the business record with one click of the mouse.			

Bidder's Initials: _____

ITEM #	REQUIREMENT DESCRIPTION	C	N	E
7.65	CAD must have the ability to connect to other agency's mobile software to send real time event information as long as the agency uses the same vendor as the dispatching agency.			
7.66	CAD must offer the ability to configure Alerts based on persons, addresses and vehicle information. Alerts can be perpetual or based on preset time frames configured by the agency. Alerts will automatically display on the CAD screen when any one of the criteria is entered into the event. The Alert must be able to be pasted into the event notes with one click of the mouse.			
7.67	The user should be able to operate in landscape or portrait mode based on agency configuration.			
7.68	CAD must offer the ability to configure a shortcut button bar based on specific command procedures determined by the agency. This allows the dispatcher to click the command button with the mouse to perform the predetermined command.			
7.69	The agency must have the ability to create custom response templates based on category of call, Emergency Service Zone and apparatus types.			
7.70	**Records Management**	C	N	E
7.71	Provides for entry & retrieval of Offense/Incident and Arrest Reports that must include the following:			
7.72	Multiple victims, witnesses, suspects, arrested subjects, reporting party, missing persons, other persons and officers.			
7.73	Officer's narrative			
7.74	Press report			
7.75	List of officers name and DSN including role types involved in the incident			
7.76	Vehicle information			
7.77	Images/photos/scanned documents			
7.78	Property			
7.79	Arrest Reports			
7.80	Missing Person Reports			
7.81	Reports involving Juveniles			
7.82	Supplemental Reports			
7.83	Case Notes			
7.84	Case Status			
7.85	Condensed report			
7.86	Provides an easy-to-use Records search capability to see all entries by name, location, vehicle, property item and incident.			
7.87	Must contain a photo management module that provides for entry & retrieval of mug shots, crime scene photos and digital images.			
7.88	The software must have photo search capability based upon partial or full physical description.			
7.89	Must be able to create, print and digitally store a photo lineup and wanted posters from the master image file.			
7.90	Must contain a searchable master name list that allows for person data to be imported into a report with a mouse click.			
7.91	Must have a complete property/evidence management system that tracks property and evidence from seizure through final disposition.			
7.92	Evidence module must display and track the chain of custody for all evidence.			
7.93	The evidence must produce bar code labels for property and evidence tracking with optional supported label printer.			
7.94	Must offer at least three levels of supervisory approval.			
7.95	Provides for entry & retrieval of Field Interview Reports including pedigree for persons, full vehicle information and location of contact.			
7.96	Provides for entry & retrieval of Officer Daily Activity Reports including fields that allow for the tracking of agency defined data.			

Bidder's Initials: _____

ITEM #	REQUIREMENT DESCRIPTION	C	N	E
7.97	Provides for entry & retrieval of Probation and Parole Contacts.			
7.98	Provides for entry & retrieval of Sexual Offenders including full pedigree information, conviction and victim information. This should also include registration date and offender contact information.			
7.99	Via configuration option, must have the ability to view print history of printed reports.			
7.100	Via configuration option, must have the ability to view audit of changes to an incident report.			
7.101	Must have the ability to set access restrictions on a report based on several different criteria such as Sealed, Internal Affairs investigation, Narcotics investigation, Background investigation and Homeland Security.			
7.102	Users must be able to import master name information into any area of the software that has person information.			
7.103	Must have the ability to allow on screen viewing, by a supervisor/commander, those reports that have been approved or have not been approved at each level of approval.			
7.104	Must produce Uniform Crime Reports.			
7.105	Must have a Case Management module including solvability scoring.			
7.106	From within Case Management, must be able to assign cases using internal electronic mail.			
7.107	Each case must be able to be rescored based on updated information.			
7.108	The Offense/Incident/Arrest report must be able to be opened from within the Case Management module.			
7.109	The Investigating Supervisor must be able to assign a priority to each case within the Case Management module.			
7.110	Must have the ability to print an Arrest, Field Interview, Juvenile Detained, Missing Persons, O/I Case Notes, Offender Registration, Offense Incident, Officer Daily Activity Individual, Other Persons, Probation/Parole, Property, Summons, Supplemental Narrative, Suspect, Vehicle Report, Victim (Entity or Person) and Witness reports as blank forms from within the software			
7.111	An electronic digital signature must be created for all images that are stored in the software and checked automatically when images are accessed within the software.			
7.112	Must have the ability to share RMS and JMS data with other agencies using the same vendor software through configurable electronic sharing agreements that can vary from agency to agency.			
7.113	Must have the ability to copy and paste agency specific forms into predefined areas of RMS.			
7.114	Must provide the Missouri STARS Accident Report for data entry and printing.			
7.115	Must provide the Missouri Alcohol Influence Report and the ability to import person data from the Incident/Arrest report to minimize data entry.			
7.116	**Jail Management Software**	**C**	**N**	**E**
7.117	Must provide for capture of Inmate Management information, to include the following: Name, Inmate Number, Cell Block, Cell Number, Social Security Number, DOB, , Agency held for, Facility held at, Booking photo/s, physical description, Medication.			
7.118	Must provide for capture of the following Booking information: Booking Date, Booking Time, Booking Officer, Reference Number, Arrest Number, Complaint Number, NCIC SMT Code, State ID Number, OCN/FP Search, Arresting Agency ORI Number, FBI Number, CRT Wanted, Hold Orders, Caution, Local ID Number, Fingerprint Classification, Arrest Classification, Religion, Next of Kin, Emergency Notification, can inmate read and/or write and last grade of education completed.			

Bidder's Initials: _____

ITEM #	REQUIREMENT DESCRIPTION	C	N	E
7.119	Must provide for the capture of the following Arrest Information: Date, Time, Location, Arresting Officer, Department, Muni and Geo Codes, Agency Held For, Facility Held at, Number of Days Sentenced, Public Defender/Attorney's Name, Address, Telephone Number, Date, Time and Officer Mirandizing Inmate.			
7.120	Must provide for the capture of the following Release Information: How Released, By Whom, Date, Time, To Whom Released, Scheduled Release Date and Time and time served.			
7.121	Must be able to Print a Booking Sheet directly from the software.			
7.122	Must maintain an Activity Record that captures the following information: Inmate, Cell Block, Cell number, Date, Time, Officer, Location of Activity, Type of Activity, and Notes.			
7.123	Must maintain a record of all expenses incurred by an inmate, to include: Date, Time, Officer, Cost and Category.			
7.124	Must maintain a Contact Record that captures the following information: Inmate, Contact Type, Date, Beginning and Ending Time, Total Contact Time, Contact's Name, Relationship to Inmate, Social Security Number, Date of Birth, Race, Telephone Number, Address and notes.			
7.125	Must be able to print a Visitor ID.			
7.126	Must maintain a Bank Record that captures the following information: Inmate, Date, Time, Officer, Amount Received or Withdrawn, Type, Whom Received From, Description and notes.			
7.127	Must maintain a list of all inmate property in a Property Record that captures the following information: Make, Model, Serial Number, Quantity, Value, Color, Size, Description, Category, Class, Location and notes. Must be able to print out a property report for single transactions or for all property held or released. Must record from whom the property was received, the date received, the date released, the ID of the Officer releasing the property and the disposition of property.			
7.128	Must have a full photo management system contained within the software that captures digital, scanned or imported images.			
7.129	Must have a Charge/Bond Information section for detailed tracking of all bonds, charges and court information by inmate.			
7.130	Must have a section to enter inmate watches with agency configured color codes as well as watch notes. The inmate watch is required to have a start and end date or be perpetual.			
7.131	Must have the ability to create agency defined inmate restrictions and add restriction notes in free form.			
7.132	The software will provide a medical questionnaire.			
7.133	Must have the ability to classify and reclassify inmates using the National Institute of Corrections model through the Inmate Assessment form.			
7.134	Must display an easy to view list of all inmates currently held or inmates released. This list should be searchable by the following criterion: Name, Inmate Number, Social Security Number, Date Arrested, Cell Block/Cell Number, Release Date and Agency Held For. By pointing and clicking a mouse on the inmate list, the software will open that inmate's file.			
7.135	Facility based inmate reporting must include: Current and previous inmates and their status, Arrest Summary Report by Arresting Officer, Inmate Bank by Current inmates, by Agency, by balance, Inmate Mail in/out list, location tracking of Inmate Property, Medication Dispensing Report.			
7.136	Facility based activity reporting must include: All Activity and Activity by Inmate, Activity type, Location, Cell/Cell Block and Agency Held For.			
7.137	Facility based expense reporting must include: All Expenses, Expenses by Inmate, Category, Description, Officer, Inmate and Agency.			
7.138	Facility based reporting must include: All Assignments by Inmate, by Assignment and Date, by Agency Held For, by Facility Held at and by Inmate.			

Bidder's Initials: _____

ITEM #	REQUIREMENT DESCRIPTION	C	N	E
7.139	Cell Assignment Reporting must include: Cell Assignment by Assignment/Inmate, Assignment/Date, Cell #/Cell Block, Inmate and Facility Held At.			
7.140	The software must be able to track inmates held at other locations.			
7.141	The software must offer the ability to track inmate billing by agency held for and provide a means to invoice the agency based on configurable daily charges.			
7.142	Must offer a Livescan fingerprint interface to transfer inmate name, address, date of birth, charge/s, arrest date and time and location of the arrest.			
7.143	Must offer a Commissary section that will track products and pricing for distribution to inmates wishing to purchase.			
7.144	Must offer an interface to Missouri VINE system.			
7.145	**Web Access Software**			
7.146	Must include browser-based application to view RMS Incident Reports.			
7.147	Must include browser-based application to view inmate data including images.			
7.148	Must include browser-based application that offers the ability to create agency defined activities for one or multiple inmates including the dispensing of medication. The activities will be stored in the database under each inmate's activity record including the date, time and user that created the activity.			
7.149	Must include a complete search function for persons, vehicles, property and text. Results of the search will be displayed in a grid format for easy viewing. Individual results can be printed to the screen in a PDF format.			
7.150	If configured, all viewed RMS reports and inmate data can be audited by the agency.			
7.151	Access to Query Report Writer must be included and allow the ability to run saved user queries from any browser based device with an active internet connection. Query results are displayed in a PDF format.			
7.152	Access to internal email system must be included. This allows for the creation of new emails as well as the ability to respond to existing emails.			
7.153	Access to optional Dispatch Monitor must be included.			
7.154	Web Access security rights must be set by the System Administrator. Access to Dispatch Monitor must have a separate set of security rights.			
7.155	Agency must be able to provide access to Web Access to users outside of the agency. For example, fire departments, EMS and other users at the agency's discretion.			
7.156	**Mobile Computing Software**	**C**	**N**	**E**
7.157	Mobile software must not require a separate message switch application to connect the Hosted software to in-vehicle computers.			
7.158	The software must allow for calls to be dispatched electronically from CAD without voice communication (silent dispatch) to the in-vehicle computer using a configurable command.			
7.159	Messages received silently from a silent dispatch must be displayed in a standard display window and include: Event location, category of call, dispatcher notes and address history.			
7.160	Officers must be able to acknowledge a silent dispatch with a single keystroke on their mobile computer.			
7.161	Via configuration option, the system must provide visual and audible alerts to advise an officer of each new silent dispatch.			
7.162	Status code changes received via mobile software must be displayed on the CAD screen, time stamped and archived for easy recall.			
7.163	All unit status colors in mobile software must automatically match those in CAD.			
7.164	The mobile software must also allow for the viewing and retrieval of the current status and location of all other active units.			
7.165	The mobile software must offer an optional NCIC/MULES interface.			

Bidder's Initials: _____

ITEM #	REQUIREMENT DESCRIPTION	C	N	E
7.166	Mobile software must have the ability to produce electronic tickets and warnings with a vendor supported ticket printer.			
7.167	The software must offer the ability to scan driver's licenses or ID's using optical character recognition or 2D barcodes to populate information into the electronic ticket with a vendor approved scanner. If a ticket or warning is printed, the image of the scanned ID must be saved with the ticket data in RMS for easy retrieval.			
7.168	Users must be able to send and receive chat and electronic mail messages using built in chat and email function.			
7.169	Mobile must include the ability to provide for downloading and uploading of digital images.			
7.170	Mobile must allow for access of reports from the Hosted database to the in-vehicle application electronically.			
7.171	Must have a configurable emergency button for the officer to touch or click on to notify dispatch they are in need of aid.			
7.172	If configured, officers must have the ability to change their status code from the mobile computer and have it reflect in CAD.			
7.173	If configured, officers must have the ability to generate their own complaint numbers for their offense incident reports.			
7.174	If configured, officers must have the ability to edit or add notes to a call from the mobile computer.			
7.175	Officers must have the ability to view their own events as well as all incidents from CAD with the click of a button on the mobile computer.			
7.176	Officers must be provided with an unsolicited address history for the event location.			
7.177	**Personnel Management Software**	**C**	**N**	**E**
7.178	Must be able to maintain records of employees' contact information, including address, phone numbers, emergency contact, employment history and medical information.			
7.179	Must be able to store and display a photograph of the employee.			
7.180	Must be able to store information about employee's work record, such as dates of employment, promotions, transfers, awards, disciplinary actions, etc.			
7.181	**Training Records Software**	**C**	**N**	**E**
7.182	Must have the ability to track and print reports of an officer's training record, to include: course attended, date, location, description, instructor, certificates and POST Continuing Education Units earned.			
7.183	Must be able to track and print reports of current certifications and upcoming re-certification information.			
7.184	Must be able to assign multiple personnel to a training class with single entry of class information.			
7.185	**Dispatch Map**	**C**	**N**	**E**
7.186	Map must be fully integrated into the software platform and not operate as a separate stand-alone system.			
7.187	The map data must be that of the agency and use ESRI shape files or Geo database.			
7.188	Map must plot calls from CAD to matching addresses on the map with the type of call, address of call and officer(s) assigned.			
7.189	Map must have the ability to plot addresses and coordinates			
7.190	Map must allow a radius to be drawn around a specific point and show distance from point.			
7.191	Map must open within the vendors software and allow for custom queries to plot data on the map for analysis			
7.192	Map must allow for any number of layers to be shown or removed.			
7.193	Map must allow for bookmarks (favorites) to be saved and easily accessed for display			
7.194	Map must have ability to show the entire map on the screen			

Bidder's Initials: _____

ITEM #	REQUIREMENT DESCRIPTION	C	N	E
7.195	Map must be capable of showing AVL if agency decides to add that feature at a later date along with the ability to show AVL playback for all vehicles at a given date and time range or individually selected vehicles.			
7.196	Map must have the ability to show or remove individual CAD events through user interaction.			
7.197	Map must have the ability to zoom in or out on a user selected area of the map.			
7.198	Map will display AVL unit's color as the same status code color shown in CAD.			
7.199	**Mobile/Workstation Map**	*C*	*N*	*E*
7.200	Map must have the ability to operate in a mobile environment as well as on any licensed LAN workstation.			
7.201	Map must offer the ability to view AVL data if optional AVL interface and vendor approved GPS device is licensed.			
7.202	Map must offer the ability to show all calls for service entered into CAD.			
7.203	Map must have the ability to enter specific locations by address or latitude and longitude.			
7.204	Map must have the ability to zoom in or out as well as pan the screen.			
7.205	Map must open in the vendor's software and not a third party application.			
7.206	Based on security right, map must offer the ability to playback a units location based on user defined dates and time if optional AVL interface is licensed.			
7.207	Map must allow custom queries to plot results of user defined data.			
7.208	Map must allow for any number of layers to be shown or removed.			
7.209	**Civil Process**	*C*	*N*	*E*
7.210	Civil Process must provide the ability to create civil process papers based on agency defined role types (defendant, plaintiff, garnishment etc…)			
7.211	**Must track civil service by producing reports of the following:**			
	Account Balances			
	Receipts			
	Charges			
	Disbursements			
	All Activity			
	Served or Not Served			
	Expired			
	Next Attempt			
	Activity Totals by User ID			
	Case Report			

Bidder's Initials: _____

ITEM #	REQUIREMENT DESCRIPTION	C	N	E
7.212	**Must allow for searches of the software by the following fields:**			
	Date			
	Agency			
	Name			
	Case Number			
	Court			
	Service Type			
	Case Name			
	Description			
	Served			
	Social Security Number			
	Expiration Date			
	Service Record Number			
	Charged			
7.213	Must allow for entry of vehicle information.			
7.214	Must allow for printing and screen viewing of receipts and case reports.			
7.215	Must print a return form.			
7.216	Must print a statement by agency.			
7.217	Must track payments & disbursements based on individual cases & accounts.			
7.218	Must provide the ability to track multiple civil papers under one case.			
7.219	Must allow for the creation of unlimited number of accounts.			
7.220	**Firearm Permits**	**C**	**N**	**E**
7.221	Must produce the Missouri Concealed Carry License in the dimension and design set by the Missouri Department of Public Safety.			
7.222	Must produce the following reports:			
7.223	Application			
7.224	Applications by name/address			
7.225	Applications by status			
7.226	Expired Certificates			
7.227	Fees collected/paid			
7.228	Firearm Permits – Expired Permits			
7.229	MO – Blank application form			
7.230	MO – Blank instructor form			
7.231	MO – Permit			
7.232	MO – Permit (provisional)			
7.233	Permit application			
7.234	Must produce agency configurable sequential permit numbers.			
7.235	Must function with optional (vendor approved) driver's license scanner to import person data into the application form.			
7.236	Must track all Missouri applicable dates for local checks, state checks and federal checks based on Missouri's concealed carry law.			
7.237	Must also track the disbursement of fees collected for the Sheriff's office and fingerprinting as well as disbursements to the state of Missouri.			
7.238	Must track the certificate for suspension, revocation, violation history.			
7.239	Must track whether applicant moved from another jurisdiction with a valid certificate and if they moved to another jurisdiction.			
7.240	**MISC.**	**C**	**N**	**E**
7.241	Must have software installed and operational, and Sheriff' Personnel trained within 60 days from the bid award date.			
7.242	Master names file must be converted from current software into new software.			

Bidder's Initials: _____

8. <u>BID PAGE:</u>

Pricing, or costs, MUST be entered as a GRAND TOTAL on the line provided below. As a reminder Taney County is TAX EXEMPT. Bidder must complete the following sections in its entirety, specific to those areas **as they apply** directly to the products or services being asked for within this RFB.

8.1 ACCEPTANCE OF BID BY COUNTY: The County shall have a minimum of 90 calendar days from the date of the opening to accept bidder's offer.

8.2 County standard payment terms are Net 30 after receipt of invoice, no exceptions.

8.3 Response time/delivery: _____
(After receipt of order)

8.4 References and experience (If applicable.)

8.5 Key personnel (If applicable.)

8.6 Warranty (If applicable.)

8.7 Descriptive literature

8.8 Include an updated **W-9** form completed with your company information and signature.

8.9 Grand Total Price: $_____

9. <u>TOTAL PRICE INCLUSIONS, TAX EXEMPTION & DISCOUNT OPTION:</u>

The total amount we will apply on a Purchase Order *must include* the following items:
(If / As Applicable.)

9.1 Mileage.

9.2 Shipping.

9.3 Packing.

9.4 Handling.

9.5 Whatever other miscellaneous fees there may be.

9.6 **Do not include Federal Excise Tax or Sales and Use Taxes in Bid process, as law exempts the County from them.**

9.7 Optional: During the course of the contract year, the using department may need to order items not specifically listed within this RFB. State below, any discounts for such purposes, from your listed prices.

_____% Discount off list price

Bidder's Initials: _____

10. <u>STANDARD TERMS AND CONDITIONS</u>

10.1 Responses shall include all charges for packing, delivery, installation, etc., (unless otherwise specified) to the Taney County Department identified in this Request for Bid.

10.2 The Taney County Commission has the right to accept or reject any part or parts of all bids, to waive technicalities, and to accept the offer the County Commission considers the most advantageous to the County. Taney County reserves the right to award this bid on an item-by-item basis, or an "all or none" basis, whichever is in the best interest of the County.

10.3 Bidders must use the bid forms provided for the purpose of submitting bids, must return the bid and bid sheets comprised in this bid, give the unit price, extended totals, and **sign the bid**.

10.4 When products or materials of any particular producer or manufacturer are mentioned in our specifications, such products or materials are intended to be descriptive of type or quality and not restricted to those mentioned.

10.5 **Do not include Federal Excise Tax or Sales and Use Taxes in bid process, as law exempts the County from them.**

10.6 The delivery date shall be stated in definite terms, unless otherwise indicated, as it may be taken into consideration in awarding the bid.

10.7 The County Commission reserves the right to cancel all or any part of orders if delivery is not made or work is not started as guaranteed. In case of delay, the Contractor must notify the Purchasing Department.

10.8 In case of default by the Contractor, the County of Taney will procure the articles or services from other sources and hold the Bidder responsible for any excess cost occasioned thereby.

10.9 Failure to deliver as guaranteed may disqualify Bidder from **future** bidding.

10.10 Prices must be as stated in units of quantity specified, and must be firm.

10.11 No bid transmitted by fax machine or e-mail will be accepted.

10.12 The County of Taney, Missouri expressly denies responsibility for, or ownership of any item purchased until same is delivered to the County and is accepted by the County.

Bidder's Initials: _____

10.13 The County reserves the right to award to one or multiple respondents. The County also reserves the right to not award any item or group of items if the services can be obtained from a state or other governmental entities contract under more favorable terms. (Cooperative Purchase.)

10.14 The County, from time to time, uses federal grant funds for the procurement of goods and services. Accordingly, the provider of goods and/or services shall comply with federal laws, rules and regulations applicable to the funds used by the County for said procurement, and contract clauses required by the federal government in such circumstances are incorporated herein by reference. These clauses can generally be found in the Federal Transit Administration's Best Practices Procurement Manual – Appendix A. Any questions regarding the applicability of federal clauses to a particular bid should be directed to the Purchasing Department prior to bid opening.

10.15 In the event of a discrepancy between a unit price and an extended line item price, the unit price shall govern.

10.16 Should an audit of Contractors invoices – during the term of the Agreement, and any renewals thereof, indicate that Taney County has remitted payment on invoices that constitute an over-charging to the County above the pricing terms agreed to herein, the Contractor shall issue a refund check to the County for any over-charges within 30 days of being notified of the same.

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11. NO BID RESPONSE FORM

NOTE: Complete and return this section only if you do not want to submit a Bid. If you do not wish to respond to this RFB, please fill this form out and return it to the Purchasing Department by mail, email, or fax.

Thank you…

RFB# 201407-273 Public Safety Software

Business Name:	
Address:	
Telephone:	
Contact Person:	
Date:	
Reason(s) for not Bidding:	

Bidder's Initials: _____

This addendum is issued in accordance with Section #3, on page #6 – "Guidelines for Written Questions", indicated within the Request for Bid. The following information is hereby incorporated into and made a part of the RFB Documents. Bidders are reminded that receipt of this addendum **shall** be acknowledged by email *or* submitted with Bidder's *Response Page***.**

Specifications for the above noted RFB and the work covered thereby are herein modified as follows, and except as set forth herein, otherwise remain unchanged and in full force and effect:

This office has received the following question with answer provided by Sheriff Russell in red:

"How many active users for RMS/CAD/Jail/Civil for the hosted software for Taney County Sheriff's office?? Total # of users for all systems would be very helpful."

ANSWER: 90

This addendum may *also* be acknowledged via email. This will be the ONLY addendum for this RFB.

Thank you.

By,

Ron Erickson, Director of Purchasing
132 David Street / P.O. Box 1630 Forsyth, Mo. 65653
Phone: 417-546-7281 Fax: 417-546-3931
E-mail: rone@co.taney.mo.us

BIDDER has examined this Addendum #1 to **RFB# 201407-273,** receipt of which is hereby acknowledged:

Company Name: _____

Address: _____

                 _____

Phone Number: _____Fax Number: _____

E-mail address: _____

Authorized Representative Signature: _____Date: _____

Authorized Representative Printed Name: _____