REQUEST FOR PROPOSALS
FOR A
COMPUTER-AIDED DISPATCH
AND
RECORDS MANAGEMENT SYSTEM
Administered by the
Umatilla Morrow Radio and Data District
Pendleton, Oregon

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1. INTRODUCTION

Purpose and Objectives

The Umatilla Morrow Radio and Data District desires to acquire a Microsoft Windows™ based public safety software system for the purpose of replacing current computer aided dispatch (CAD), mobile, and records management systems. Key to this procurement is obtaining one fully integrated system from a single vendor.

1.1 Background

1) Umatilla County and all Law Enforcement agencies within the county serve a population of about 70,070.
Morrow County and Law Enforcement agencies serve a population of about 11,300.

2) PSAP personnel (call takers/dispatchers), Records, Jail Correction Officers, Jail Reception, Law Enforcement Administration, Patrol Officers, Civil Process.

3) Records Management system that is easy to use, provides notification regarding report process, fully integrated between all modules. Easy to use NIBRS reporting to State of Oregon.

4) Multi-agency computer system involving 3 PSAPs and 11 Law Enforcement Agencies, therefore making connectivity and data a vital element of this computer system.

1.2 RFP Process

The Umatilla Morrow Radio and Data District will conduct the selection and the contract award process in the following manner:

1) This document will be distributed to all entities who request it.

2) Proposers will prepare responses to the RFP. Proposers may submit questions about the RFP to the contact person listed below.

3) The proposals will be received and evaluated as described in this RFP. If deemed necessary, the District will ask one or more selected proposers questions about their proposals, either in writing or by oral presentation. Demonstrations of the system at Umatilla Morrow Radio and Data District location may be requested.

4) A selected proposer will be chosen for contract negotiations.

1.3   Schedule of Events

The following is the schedule of events listed in the order of occurrence, showing the major milestones from issuance of the RFP to the contract award:

Milestone Event	Date
1. RFP Issuance	03-15-13
2. Questions about RFP Due	03-22-13
3. Proposal Due Date	04-12-13
4. Proposal Evaluation Complete	04-26-13
5. Contract Signed (tentative)	05-08-13
6. Implementation Completed	01-01-14

1.4   Contact

The Umatilla Morrow Radio and Data District has designated Shawn Halsey to be the district contact person for questions related to this procurement. Mr. HALSEY may be contacted at :

> 4700 NW Pioneer Place
> Pendleton, OR, 97801
> 541- 966-3774
> Shawn.Halsey@umrdd.org

No other persons with the district are to be contacted. Doing so may disqualify the vendor from further participation in the process.

No oral interpretations shall be made to any proposer as to the meaning of any of the proposal documents. Every request for an interpretation shall be made in writing. Any and all such interpretations and addenda will be sent to all prospective proposers. Failure of any proposer to receive any such addendum or interpretation shall not relieve such proposer from any obligation under its proposal as submitted. All addenda so issued shall become a part of this request for proposal document.

1.5   Proposal Submittal Instructions

Proposer is to submit 5 copies of its proposal on or before 1:00 p.m. on April 12, 2013 to:

> Shawn Halsey
> 4700 NW Pioneer Place
> Pendleton Or, 97801

It will be the sole responsibility of the proposers to have their proposals delivered to Mr. Halsey before the closing hour and date. Late proposals will not be considered and will

be returned unopened to the sender.   Proposals will be publicly opened at 1:00 p.m. April 12, 2013.

All proposals must be valid for a period of 120 days after opening. Proposals must address all RFP requirements. This RFP is for a complete turnkey system including software, installation, training, plus software maintenance, support and updates for the first year. Partial or incomplete proposals may be rejected. Computer equipment required for the system is to be specified in detail by the proposer but will be procured as needed directly by the District outside of this RFP process.

1.6   Nondiscrimination

The successful proposer agrees that in performing the work called for by this proposal and in securing and supplying materials, proposer will not discriminate against any person on the basis of race, color, religion, creed, political ideas, sex, age, marital status, physical or mental handicap, national origin, or ancestry unless the reasonable demands of employment are such that they cannot be met by a person with a particular physical or mental handicap.

1.7   Protests

Any protests under this request for proposals shall follow the protest procedures set forth in OAR Division 137-47.

1.8   Oregon Public Contracts

All contracts with the District are governed by Oregon public contract and purchasing law as specified in Oregon Revised Statutes Chapter 279B for Related Services.

2. TERMS AND CONDITIONS

2.1   Proposal Format

It is the intent of the District to solicit proposals that are complete yet concise, descriptive yet brief. To enable the evaluation committee to fairly evaluate each proposal, proposers shall utilize the following proposal format:

> 1.0   Introduction
> The proposer shall provide a brief background of the company, its approach to installation of systems of this kind, company references, and identify any unique or distinctive features of its system that the proposer wishes to be given particular attention by the evaluation committee.

> 2.0   Response to Terms and Conditions
> The proposer shall indicate its agreement to the specified terms and conditions.

3.0   System Description
The proposer shall include the completed software specification forms provided in Section 3 of this RFP. Additional information or clarification of responses to the specifications shall be included in this section as notes. See Section 3 of this RFP for instructions on completing the forms.

4.0   Hardware Requirements
The proposer shall include the completed hardware specifications forms provided in Section 4 of this RFP. Additionally, an itemized list and description of the computer hardware required, especially all proprietary hardware, shall be included in this section.

5.0   Installation, Conversion and Training Plan
The proposer shall present a schedule for the installation of the system and conversation of existing data. The schedule duration shall not exceed the time necessary to have the system fully functioning on January 1, 2014. See RFP Section 5.

6.0   Support Services
The proposer shall describe the support services available to the District after system installation and identify those included as part of the proposal.

7.0   Price Proposal
The proposer shall utilize the form provided in the RFP for this purpose.

8.0   Exceptions List and Required Responses
The proposer shall provide a list of exceptions taken to the bid specifications, as well as detailed descriptions of the indicated requirements.

2.2   Evaluation Criteria

It is the intent of the District to acquire the best system available within its budgetary means. The District will accept the proposal which, in its estimation, will best serve the interests of the District and the users, and reserves the right to award a contract that shall be best for the public good. The District reserves the right to accept or reject any or all proposals received as the result of this RFP, to negotiate with all qualified sources, and/or cancel all or part of this RFP at any time. District may request re-proposals should it be deemed in its best interest to do so. Until such time as a contract is executed with the successful proposers, the District may cancel all or any part of this RFP. The District also reserves the right to waive any irregularities and technicalities.

Awarding of a proposal will be based upon a qualifications-based selection procedure. The following evaluation criteria will be used to evaluate proposals. The evaluation criteria listed are not necessarily listed in order of importance.

a. Qualifications
b. Adequacy and completeness of the proposal with regard to the information provided to address paragraph 2.1
c. System Suitability
d. Ability to work with and advise the users as a team to best represent the interests of the citizens of Morrow and Umatilla County and to obtain quality services and products at a reasonable price
e. Availability to meet timeline.
f. Price

2.2.1 Proposer Qualifications

The District will satisfy itself that potential contractors are reputable firms with a proven track record and a proven product. Proposers shall provide at least ten (10) references of installations of similar size and functionality to the system being bid. References shall include the contact name and phone number and a brief description of the system.

2.2.2 System Suitability

Proposer will be evaluated on the suitability of its systems with respect to the following factors:

1) Does the system meet all the functional needs of the Public Safety Agencies?
2) Does it provide a system that will be easy to use?
3) Does it provide a system that will be easy to learn?
4) Is the specified computer hardware suitable and sufficient? Will it be expandable in the future? Will it be maintainable? Is the platform already familiar to County's IT personnel? Does it support other programs that the agencies may wish to run on it? Does it fit in with the agencies long term computer technology plans?
(5) Does it provide a system that provides connectivity to the Public Safety Sites within Umatilla and Morrow Counties who desire to be users of the computer system?

2.2.3 Price

Price evaluation will be based upon proposer's base price as given in the price schedule outlined in section 7 plus the criteria described below.

Proposers are encouraged to offer system options that they believe will enhance the usability of the system for the Morrow and Umatilla Counties Public Safety Agencies.

These options are to be described and priced separately. The District reserves the right to consider or ignore these options in evaluating the overall fitness of a proposal.

The price will be specifically evaluated on the following points:

- What is the initial cost of the system?
- What, if any, additional computer equipment will the District have to buy?
- What is the annual cost for support, maintenance, and updates?
- What is the vendor's commitment to support pricing after the first year?
- Are all updates to the software included in the support program or will some be at additional cost?
- Is the software sold as a site license or will the District have to buy additional user licenses every time a user or user workstation is added to the system?
- Will any additional training of County's IT personnel be required?
- What is the expected cost of agency and County IT resources required for ongoing support of the system?
- What will be the internal cost of ongoing training of new personnel?
- What is the vendor's reputation among its customer base with respect to long term costs?

2.3   System Installation

The successful proposer will be solely responsible for complete and timely installation of CAD and Records software. The District will be responsible for procuring and installing all required computer equipment and related network infrastructure. The proposer shall describe in the proposal any special electrical and environmental requirements of required equipment.

2.4   Payment Terms

Payment to the vendor will be made as progress payments at the conclusion of the following milestones:

1)	Contract Signing	20% of contract value
2)	System Installation Completed	20% of contract value
3)	Training Completed	50% of contract value
4)	System Accepted	10% of contract value

3. SYSTEM REQUIREMENTS

This section delineates in detail the specific functions required of the system requested. It does not describe how a proposed system is to implement these functions as each proposer's system will be unique in that respect.

Proposers shall also list all exceptions to the functions specified in this section. Failure to do so may be cause for disqualification or the District may direct the proposer, if selected, to implement the missing features at no cost to the District.

Place the appropriate reference letter in the RESPONSE column of the table.

I - Included. Requirement is met by vendor's base product

M - Modification required. Base product has this feature or function, but some modification will be required to meet the specific requirement. Explain any modifications required in Section 8 of your proposal and note the reference number in the Reference column in the table. Cost, if any, must be itemized in the Pricing Section.

C - Custom enhancement. The vendor's base product does not contain this function or feature but it will be added to meet the requirement. Cost, if any, must be itemized in the Pricing Section.

N - Not provided nor proposed.

Use the Reference column to reference any other comments or explanations for requirements that merit them. The comments and explanations should be included in Chapter 8 Exceptions List.

3.1   General System Requirements

REQUIREMENT	RESPONSE	REFERENCE
The system proposed is Microsoft Windows™ based.		
The system runs on a Windows 2003 Server/XP Professional or later platform.		
CAD and Records Management are one integrated system, not two systems interfaced to each other.		
All proposed application software is from one vendor. Separately identify the software of other vendors if present.		
3.1.1 User Features		
The system recognizes and provides for simultaneous handling of multiple transactions.		
The system utilizes function keys for frequently used CAD transactions, e.g., incident initiation.		
The system automatically check reference data files during data processing.		
The system utilizes well organized, easy to read screen formats.		

On line help is available via keystroke or menu item.		
The system automatically validates entered data with automatic presentation of valid values when an invalid value is entered.		
3.1.2 Commands, Menus, Function Keys, and the Mouse		
The system utilizes four (4) methods of initiating actions: command entry, menu selection, function key, and mouse selection to accommodate user preferences.		
The command entries consist of a command identifier and data parameters in conjunction with a function key (if necessary).		
Command entries are available for all commonly used dispatch functions where the number of data items to be entered makes this method of entry desirable (as opposed to displaying and filling in a form).		
Menu selections extend to one or more sub-menus, where appropriate.		
Menu selection is available for all functions that are performed by occasional, casual users of the system.		
Function keys are used to implement commonly used dispatch functions.		
Function keys are used for single key retrieval of blank incident forms.		
Most functions can be initiated using the mouse.		
Keyboard commands are available to duplicate mouse functions for CAD.		
3.1.3 Multiple Screen Functionality		
The system supports execution and maintenance of simultaneous events.		
Multiple simultaneously open application windows are supported. For example, a user can have incident, person, and vehicle records all displayed simultaneously.		
3.1.4 Security Considerations		
All system users are required to sign onto the system before being given access to any system function.		
The sign on form includes fields for user ID and password.		
The password is not displayed when entered.		
After the password is verified, the system automatically attaches the user to a security group that determines what system functions he or she may		

REQUIREMENT	RESPONSE	REFERENCE
access.		
Security granularity extends to individual control of access to view, modify, add and delete functions for each application screen.		
The passwords and security group assignments are changeable by authorized personnel only at the highest security level.		
The security groups are configurable.		
The System Manager is able to create and modify security groups, defining system access down to the function level.		
3.1.5 Single Point Data Entry		
Data entered into the system either directly or indirectly is propagated to all relevant databases.		
Data entered into the system either directly or indirectly is available to all relevant system functions.		
Once entered, there is no requirement for re-entry of data to satisfy the needs of a different sub-system.		
All modules of the system are completely integrated.		
3.1.6 Call Taker/Dispatcher Functionality		
The system supports a call taker taking the call, filling in the incident form, and routing the call to the appropriate dispatcher.		
The system shall route the incident to the appropriate dispatch position(fire or police).		
The dispatcher receives an audible or visual indication that a new incident has arrived for dispatch.		
The system shall be flexible enough to allow any position to be used for any system function, dispatching, call taking, records.		
Changing a workstation's functions shall not require reconfiguration of the system.		

3.2 CAD **System Functions**

Key to the computer-aided dispatch portion of the system is incident handling. Since this a particularly critical function, it is important that its implementation be as complete and easy to use as possible.

REQUIREMENT	RESPONSE	REFERENCE
3.2.1 Incident Entry		

Two incident formats shall be provided for the entry of incident information, one for calls for service from the public, and the other suitable for officer initiated activity.		
The call for service screen shall allow entry of the following information:		
Incident location with apartment number/suite number and Agency		
Incident type		
Response priority, Response Agency		
Caller name, address, telephone number		
Incident details		
Vehicle information		
The incident location and District information shall be validated against a geographical database immediately after entry.		
The incident type shall be validated when entered.		
Validation shall take one second or less.		
The response priority shall be a function of the incident type but enterable by the call taker as well.		
The incident details shall allow at least 150 characters of text to be entered at one time.		
Vehicle information shall be recorded as data items, not just text.		
The officer form shall be designed to facilitate entry of traffic stops.		
The officer form shall allow the easy entry of unit, location, and vehicle license information.		
The officer form shall support other officer initiated incidents and shall not be limited to traffic stops.		
Upon entry of a vehicle license plate, the CAD system shall immediately search its database and retrieve make, model, year, and color information directly into the form.		
Upon entry of a vehicle license plate, the CAD system shall immediately display a history of recent contacts with the vehicle.		
Upon entry of a vehicle license plate, the CAD system shall look up the person associated with the vehicle and display pertinent information about the person including but not limited to recent contact history, officer safety notations, and arrest, warrants, and		

suspect information.		
After initial entry of information, the system shall verify the incident location against a geographical database (geofile) and provide response recommendations using ESNs.		
The geographical database shall be capable of verifying locations entered as street addresses, street names, hundred blocks, place names, and intersections without relying on exact matching of entered location.		
Partial street place names and soundex-type matching shall be supported.		
Multiple matches of the entered location shall result in a matches list from which the user can select the correct location.		
The geofile shall return the nearest cross street and the standard spelling of the location to facilitate historical retrieval.		
The system shall automatically search its database for previous incident history and shall retrieve and display summaries of the five most recent incidents at the location.		
The system shall automatically search its databases for reporting party information and shall retrieve and display summaries of the five most recent contacts with the reporting party.		
The system shall automatically search its databases for premise information unique to the location and shall, when available, display a button or icon the user can select to display the information. This record may contain hazardous material information, fire fighting information, the names of emergency contacts (for businesses) or special handling information for residents who may be handicapped or elderly.		
The system shall search its databases for vehicle history and shall retrieve and display (for traffic stops) summaries of the most recent five contacts with a vehicle whenever one is entered as part of an incident.		
The system shall automatically search its databases for street information and shall retrieve any available information about the street location from the geographical databases.		
The most important available information shall be automatically displayed for dispatchers with indicators to alert the dispatcher to the availability of other pieces of information.		

The dispatcher shall be able to display the retrieved information via a short key sequence, a function key, or mouse.		
The system shall interface with an E9-1-1 controller to automatically receive caller location and telephone number information when an E9-1-1 call is received.		
Receipt of the E9-1-1 information shall cause the CAD system to automatically present the information in an incident entry form at the answering call taker position.		
The system shall automatically check for and display a list of previous incidents at the E9-1-1 supplied location.		
E9-1-1 Phase II caller location is supported with the caller's location or probability circle automatically drawn on the CAD map for the call taker.		
When the user commits the transaction, the system shall assign a system generated incident number to the incident and record the date, time and dispatcher handling the call.		
3.2.2 Incident Handling		
The dispatcher shall be able to update the existing incident information once the incident has been created.		
The dispatcher shall be able to add an unlimited number of additional comments once the incident has been created.		
Each additional comment added to an incident record shall be time and date stamped.		
The dispatcher shall be able to assign an unlimited number of additional units to an incident.		
The dispatcher shall be able to record all status changes from assigned units once the incident has been created.		
The dispatcher shall be able to clear units and close the incident once the incident has been created.		
The incident history shall always be shown as part of the incident detail display.		
The incident display must include all times for the incident: call received, entered, dispatched, en route, on scene, closed.		
The incident display must include all times for each unit assigned to the incident: dispatched, en route, on scene, clear, dispatched-to-on scene, on scene-to-clear, dispatched-to-clear.		

Multiple incidents can be simultaneously displayed and updated.		
There must be a way to enter and schedule incidents to appear at a later date and time, either once or periodically. Such incidents should automatically appear in the incident queue at the specified time. It should also be possible to pre-assign a specific unit to the incident when it is scheduled.		
3.2.3 Unit Recommendation and Dispatch		
The system shall be able to recommend units to respond to both police, fire and EMS incidents.		
Response algorithms shall be based on incident location, incident type, and unit availability.		
For police responses, the recommendation shall show the beat unit, if available or an unavailable unit from an adjoining beat if the beat unit is not available.		
For fire responses, the recommended units shall be based on a fire "run card" for the location as well as the type of the incident.		
The dispatcher shall be able to accept the recommended dispatch with a single key or edit the recommendation as needed.		
For officer initiated incidents, the unit will be the unit calling; the unit will be entered on the initial incident form and dispatch shall be automatic.		
3.2.4 Unit Handling Functions		
The system must have the "Free a Unit" command to return a unit to a clear status but not close the incident the unit has been assigned to.		
The system must have the command "Reassign a Unit" to reassign a unit from one incident to another, returning the first incident to a pending status rather than closing it if there are no other units assigned to the first incident.		
The system must have the command "Exchange Units" to dispatch a unit to an incident while simultaneously clearing a unit it is replacing.		
The system shall have an easily entered "pursuit mode" to facilitate entry of continuous narration of vehicle and foot pursuits. In pursuit mode, each time the dispatcher presses ENTER the current entry shall be recorded with a time stamp and a new entry line presented.		
The system shall maintain a CAD incident log and		

supervisor log.		
The log shall be easily viewed and browsed.		
The dispatcher must be able to hold one or more pending incidents for a particular unit with an indication in the incident status display.		
3.2.5 Rotation Towing		
The system shall be capable of recommending a vehicle tow company upon request.		
The tow company recommended shall be the next company on a rotating list for a particular area of response.		
The frequency of rotation shall be configurable, i.e., each call, daily, weekly, etc.		
The selected tow company shall be recorded in the incident record.		

3.3   Police **Records Management Functions**

REQUIREMENT	RESPONSE	REFERENCE
3.3.1 Master Name File		
The Master Name file maintains the database of persons encountered by the agency.		
Master Name information is entered as part of other data entry, i.e., incident, officer reports, citations, but can also be entered directly into the database.		
The system matches new information to the Master Name file with existing persons in the database when appropriate.		
The Master Name file has two parts for each person: personal information (name, address, height, weight, etc.) and the history of contacts with the person.		
When a Master Name record is displayed, both parts of the record are displayed.		
The personal information may be a subset of the total if all the information can not be accommodated on the screen, but the rest shall be retrievable via a single key stroke or mouse click.		
The history display shall always initially display the most recent encounters with the person.		
The Master Name function shall include the ability to page through the Master Name file.		

The Master Name function shall include the ability to page through the Master Name history for a given person.		
The Master Name function shall include the ability to add, update, or delete a Master Name record.		
The Master Name function shall include the ability to add, update, or delete a history entry.		
The Master Name function shall include the ability to print a Master Name record.		
The process used to look up a person in the Master Name file must be flexible enough to aid in locating the person when only a partial name or misspelled name is available.		
The logic of the Master Name look-up shall include: searching on the name as entered		
Matching on any aliases used by the person		
Searching on the last name only		
Searching for sound-alikes of the entered name.		
When multiple matches are found the user shall be given the opportunity to page back and forth through the list of matching names, looking at individual records as desired.		
3.3.2 Officer Reports		
The system shall support direct entry of officer reports from information collected in the field by officers.		
The system shall maintain a reports log.		
The reports log shall be easily viewed and browsed.		
The reports log shall contain the officer report number, date, offense, officer, and status, at a minimum.		
A command shall be provided to permit easy generation of an officer report number.		
Pertinent incident information shall be automatically transferred to the officer report record from a CAD incident record when it is created.		
Officer reports shall include a cover sheet - who, what, where, when and Agency.		
Officer reports shall contain information about an unlimited number of persons involved - personal information, connection to incident, and information specific to their connection (for victims, suspects, etc.)		
Information from officer reports shall be automatically propagated to the Master Name file.		

The officer reports shall contain vehicles involved information. Detailed vehicle information shall be recorded.		
The officer reports shall contain method of entry and other specific information required for the UCR/NIBRS reports.		
The officer reports shall contain narrative and unlimited subsequent supplements.		
Integral spell checking for narratives and supplements shall be provided.		
The system shall allow the user to "cut and paste" text from a word processing program to a narrative/supplement.		
The officer reports shall contain officer/reviewer signoff and report routing.		
The report screen shall include the ability to add an unlimited number of photos and other images to the report.		
The report screen shall include access to a log of all state queries associated with the report		
It shall be possible to associate an unlimited number of other files with the report (pdf, spreadsheets, etc.)		
A notes section (besides that associated with the case investigation) shall be included		
Explicit tracking of assaults on officers must be included for each case.		
An approval log must be available to list all reports not yet approved by a supervisor.		
A method must be provided for supervisors to approve cases that includes electronic routing of reports from supervisor to officer and back, from supervisor to records, from records to officer and back.		
The approval process must allow supervisors and records clerks to attach lists of problems with reports to the report for the officer to correct.		
The officer must be able to individually check off problems as corrected and the supervisor must be able to individually check off corrected items as verified.		
Once approved, a case must be "locked," i.e., not subject to change (except for supplementary narratives) except by personnel with sufficient security level.		
3.3.3 Case Investigation Management		

The system shall provide a case investigation log by detective, officer, or all cases under investigation with features similar to the officer log report.		
The system shall provide a case investigation status detail display.		
The system shall provide appropriate status and progress reports.		
Information kept for each case in the investigation file shall include detective, date assigned, follow up date, victims, suspects, investigation, court dispositions and date closed.		

3.3.4 Citations

The system shall provide means to track traffic and parking citations and associate persons and vehicles with them.		
An on screen citation log must be available that shows all recent citations with an option to just show those for a particular officer.		

3.3.5 Vehicles

The system shall maintain a database of vehicles.		
The vehicles database shall be built by entries generated by incidents, officer reports, and citations.		
Vehicle lookup shall be possible by entering either a vehicle license plate or a vehicle make and model.		
The system must allow perusal and selection from a list of matches.		
A vehicle display shall include information about the vehicle (make, model, color, etc.) plus a history of encounters with the vehicle.		
The most recent history entries must be displayed.		
Vehicle functions shall include updating and deleting vehicle information.		
Vehicle functions shall include adding and deleting history entries.		

3.3.6 Property

The system shall include a property subsystem that will enable the department to keep track of all property associated with cases and incidents.		
The property subsystem shall enable the department to keep track of property that is in its property room.		

The system shall include a property log that shall record each property transaction , including property checked in and out of the property room.		
The system shall allow the user to access property records via a serial number, brand, model, or item name (i.e., VCR, radio, etc.).		
Multiple matches of property shall generate a selection list.		
The property system shall include the capabilities to add, delete, and modify property.		
The property system shall allow the user to page through the property records.		

3.3.7 Vehicle Maintenance

The system shall provide a vehicle maintenance subsystem to assist in tracking the maintenance and other history of the vehicle fleet.		
The vehicle maintenance subsystem shall keep track of "service due" dates.		
The vehicle maintenance subsystem shall keep track of vehicle physical status.		
When recorded during the "officer on duty" sequence, an officer identification and vehicle mileage entry shall be made in the vehicle history.		

3.3.8 Field Interviews

The system shall include the facility to enter field contact information into the database as a "Field Interview" with the person information automatically recorded in the Master Name file.		

3.3.9 Other Records Management Files

Proposed software includes databases for the following:		
Sex Offenders		
Narcotics Offenders		
Known Offenders		
Arsonists		
Parolees		
Probationers		
Gangs		
Civil		

Subpoenas for agency personnel		
Subpoenas for citizens		
Protection Orders		
BOLO		
Missing Persons		
Document Release Log		
Stolen Vehicle Log		
Arrest Log		
Accident Log		
Warrants		
Search Warrants		
Pawn		

3.4　Other Required Functions

REQUIREMENT	RESPONSE	REFERENCE
3.4.1 Instant Access to Detail Records		
The system shall support display of detail records (related to the current display). For example, when a master name record is displayed, the person's history will include references to incidents, officer reports, FIs, citations, etc. The user shall be able to quickly and easily (mouse selection preferred) display the detail record for any of these associated records without leaving the current display.		
The display of the detail records shall be shown as an overlay to the current display.		
No updating of the information in the overlay shall be permitted.		
Items on the overlay shall also be available for display in a subsequent overlay.		
3.4.2 Electronic Mail		
The proposer shall provide an electronic mail system		
The electronic mail system shall include the following features: on-line terminal message transmission		
On screen message composition with word processing capabilities		

Unlimited message lengths		
Ability to print messages		
Ability to reply to messages with a button or similar		
Ability to edit/add notes to received messages and forward them		
Ability to direct mail to persons or terminals.		
Multiple destinations/Send to all		
Automatic advising of mail in your "mailbox" when signing on		
Automatic real-time notification when messages received.		
Ability to save or delete received messages.		
Support for message attachments		
Command line or forms message entry		
The electronic mail system must be an integral part of the CAD and records system rather than being a separate software package.		
3.4.3 Ready Reference		
The ready reference file shall provide an electronic means to store various pieces of reference information, including telephone lists, training bulletins, house watch list, and department procedures and directives.		
The ready reference file shall provide an easy means to enter, organize, and retrieve this reference information.		
Retrieval of ready reference information shall be allowed from a ready reference index display or directly via a brief identifier associated with each entry.		
Entries in the ready reference file shall consist of text information.		
There shall be no limit on the length of each entry.		
3.4.4 Search Capabilities		
The system shall provide database search capabilities that will allow the user to freely specify search criteria and search any database in the system.		
A list of matching entries shall be created that shall be able to be reviewed on screen or printed.		
The search capability shall not rely on any knowledge of databases or database structures. Describe how this is accomplished in Section 8 of your proposal.		

3.4.5 Database Maintenance Functions		
A means shall be provided to update, add to, and otherwise maintain most system databases, even those that are not maintained in the normal course of everyday operation of the system.		
3.4.6 Help Screens		
On line help shall be available to aid the user in the operation of the system.		
Displaying a help screen should only require pressing a dedicated help function key or by some equally short, direct method.		
The help system shall conform to all Windows standards for on line help documents.		
3.4.7 Reports		
The system shall provide the following reports: UCR		
Single Incident Report		
Shift Bulletin		
24 Hour Incident Summary		
Incident Summary by arbitrary date period		
Incident Summaries by time of day and day of week by department		
Incident Response Times by time of day and day of week and Incident Priority		
Officer Activity Reports		
Monthly Patrol Statistics		
Unverified Locations		
Crime Summary by Offense		
Accident Reports		
Case Investigation Summary		
Case Investigation Activity by Officer		
Officer Log		
False Alarms		
Citations by Violation		
Vehicle Log by Officer		
Vehicle Usage Log		

REQUIREMENT		
Vehicle Mileage Summary		
Communications Center Call Handling Times		
Reports must be viewable on screen before they are printed.		
3.4.8 System Configuration		
The supplied system shall be customizable, without additional programming, as much as possible to the method of operation of the District. Examples of things that shall be customizable are unit status codes and incident dispositions, but should include all data items where the user picks from a list of acceptable values.		
Such customization shall be accomplished without reprogramming. Describe to what extent and how this is accomplished with the proposed system in Section 8 of your proposal.		

3.5   Mobile Computer Software

REQUIREMENT	RESPONSE	REFERENCE
Secure digital communications between vehicles and between vehicle and dispatcher for message exchange.		
Communications must meet applicable state data encryption requirements.		
Consideration for support of touch screen computers, i.e. oversized buttons for frequently used transactions		
Automatic transmission of relevant incident information to a unit when it is dispatched.		
Access to state and national vehicle and person information databases.		
One-button digital unit status reporting.		
Officer field access to CAD and records information including: Incident information		
Current active incident summary		
Current unit status summary		
Obtaining officer report numbers		
Officer report log review		
Local vehicle information		
Local person information		
Incident history of local addresses		

Mug shots		
Field entry of officer reports with immediate transmission of the reports back to the central computer.		
Filed report information shall be immediately available to all system users.		

3.6 Mapping

REQUIREMENT	RESPONSE	REFERENCE
Map system is compatible with ESRI ArcView map data		
Provides a separate, sizable window for map display		
Map is completely integrated into CAD		
Map is also integrated into records management		
The map automatically locates and zooms a call for service on the map when the location is verified		
E911 calls are immediately located without dispatcher interaction		
E911 Phase II calls from cell phones automatically zoom to the location on the map or draw a probability circle on the map depending upon the information available		
The map can be configured to show various layers depending upon the zoom level		
Layers can be manually activated at any zoom level		
The map displays the locations of active incidents		
The map displays the locations of all signed on units equipped with GPS		
A general purpose pin mapping facility is included to quickly create pin maps from the results of data searches of CAD incidents and the officer reports databases		
A map of sex offender addresses can be generated		
Map activity with respect to AVL is recorded and can be played back (pursuit replays)		
Maps can be printed.		
Mapping is available on mobile computers		

3.7   State/NCIC Interface

REQUIREMENT	RESPONSE	REFERENCE
Must provide a link to the state for state/NCIC queries		
Supports menu based entry of common queries from all authorized users		
Allows command line entry of person and vehicle queries		
From the person display allows running that person with a dedicated button.		
From the vehicle display allows running that vehicle with a dedicated button.		
The person display includes quick access to a log of all the times the person has been run.		
The vehicle display includes quick access to a log of all the times the vehicle has been run.		
A state queries log is available that list state queries.		
A separate log of all criminal history queries is available that meets all state requirements.		
Responses to queries must be displayed automatically if the user is not otherwise occupied.		
When multiple response messages are received the dispatcher must be able to easily page through them.		
The incident history that is part of the display of an individual incident must include all the queries that have been run for that incident and the requesting officer.		
The dispatcher must be able to display the response to a displayed query by a direct method such as double clicking.		
Responses can be printed.		
The printout includes the text of the associated query and the ID of the unit that ran it.		

3.8   Bar Coding

REQUIREMENT	RESPONSE	REFERENCE
Bar Coding software must be completely integrated into the records management system. If proprietary bar coding equipment is required, then include its price on the pricing page.		
Uses a wireless terminal with wand		

REQUIREMENT	RESPONSE	REFERENCE
Allows assigning property to property room "bins" with the wand with the assignment automatically transmitted and entered into the property database		
Supports checking property in and out		
Supports creating a list of common reasons for checking out property that can be entered from the bar coding terminal		
Prints bar code labels singly or in bulk for a case		
Supports printing on commonly available labels		
Can print blank labels (with respect to property description)		
Allows inventory reconciliation		

3.9   Paging

REQUIREMENT	RESPONSE	REFERENCE
Automatic paging based on incident type is supported for Fire and EMS.		
Manual paging is supported.		
Individuals can be paged.		
Groups can be defined and paged as a group.		
Automatic pages include incident information already entered by the call taker		
The software includes all screens necessary to maintain paging information for users, groups, and to define paging required for particular types of incidents.		

3.10 Jail Management System

REQUIREMENT	RESPONSE	REFERENCE
Adult Correctional Facility		
Vendor has a complete Correctional Management System.		
If No to the above question, provide a list of CMS systems your product has previously built interfaces to. Include version numbers where available. Include site references.		

If No to the above question and a response to a specific CMS function has been provided within the below requirements, provide a reference to that response by listing the Section number, Photo Imaging.		
CORRECTIONAL MANAGEMENT SYSTEM GENERAL REQUIREMENTS		
Major Functions and Features		
Information entered into CMS shall be validated on entry, and identified errors shall be resolved before additional information can be entered. The system edits necessary to perform this validation shall be controlled by a combination of user-defined and user-maintained parameters. A list of possible values for each field of entry will be provided to the operator by pressing the appropriate key sequence. These values will be user-maintained		
CMS shall accept and correctly process hyphenated names in any name component, first, middle, and/or last		
CMS shall use Soundex coding in name searches to minimize the impact names with similar and variant spellings and of misspelled names (either on entry or in requesting a name search)		
CMS shall allow for interruptions in data entry to accommodate other necessary tasks (i.e., a user may interrupt entering suspect data in order to conduct an inquiry)		
The user shall be able to perform searches using a variety of different criteria including but not limited to:		
1. Inmate Information (Name)		
2. Booking Number		
Alert messages (such as computer-generated notifications and operator-error messages) shall be accompanied by suitable attention-getting audible signals		
Sizing Information		
Current facility population capacity is_____ beds. The system shall be able to handle the rated capacity.		
Data Entry		
Share data amongst all points of entry within CMS (For example, once booking information has been entered on an inmate, it is available to all other CMS functions: classification, housing, transportation, food		

services, commissary, and medic services)		
DETENTION PROCESSING AND ACCOUNTING		
General Functions and Features		
The system shall control the presentation of data collection screens and/or menus, and the collection of information. In normal cases, information entry should occur in a predetermined sequence.		
1. If a user attempts to input information out of sequence, or the information entered is inconsistent with requirements for information entry, the entry shall be rejected, and an error message shall indicate the reason for the rejection, and the minimum requirements that must be met for the entry to be accepted		
2. The user shall be able to return to a screen already processed to add optional information, or to modify information previously entered		
3. CMS shall not allow the modification of previously stored information that creates inconsistent conditions		
4. CMS shall allow a user to cancel an action at any time prior to his or her completion of that action		
5. Upon determining that the user has canceled an action, CMS shall restore any interim information entries the user has made to their status prior to the initiation of the action		
6. CMS shall allow the user the ability to access any screen with the minimal use of sub-menuing		
7. CMS shall display an inmate's current account balance on the general information screen for each inmate		
8. A display shall indicate the current status of a booking, and shall permit the user to determine what has to be done to complete that booking		
Information Entry		
The information typically entered into CMS on a booking is listed below. The information shall be obtained from the Master Name Index, but remain editable so it can be updated with the current booking information. The first thing that shall be assigned to the booking is a **booking number** such as: 0500002364		
1. Name (Last, First, Middle, Suffix)		
2. AKAs (no limit)		
3. Permanent Address		
4. Telephone number		

5. Date of Birth (multiple)		
6. Place of Birth (City, State, Country)		
7. Foreign National (preferably with a Yes or No check box)		
8. Social Security Number		
9. Sex		
10. Race		
11. Hair Color		
12. Eye Color		
13. Height (Feet and Inches)		
14. Weight (Pounds)		
15. Scars, Marks, Tattoos: Common SMT (or SMTs) and location (or locations) selected from user-maintained lists; unusual SMT (or SMTs) described in a free-form text field		
16. Ability to distinguish newly added SMT's so they can be photographed		
17. Date and Time of Arrest		
18. Arresting Agency		
19. Arrest Location		
20. Arrest Charge(s)		
21. Arresting Officer's Name		
22. Transporting Officer's Name		
23. Driver's License Number		
24. Vehicle License Plate and State		
25. Vehicle Disposition		
26. Special Identifiers (i.e., Drug registrant, Sex registrant, Arson registrant)		
27. DNA Collection		
28. Gang Affiliation		
29. Moniker		
30. Agency Case Number		
31. Arresting agencies same as number		
32. Date and Time Booked		
33. Booking Officer's ID		
34. Arrest Bail (Automatically calculated from user-definable table)		
35. Property Description (Cash and Non-Cash), with the ability, once finished, to produce four copies including an updated account balance		
36. Emergency Contact Information		

(a) Name		
(b) Relationship		
(c) Address		
(d) Telephone Number		
37. Employer and Occupation		
38. FBI Number (multiple)		
39. Department of Corrections Number		
40. Alien Registration Number (if known)		
41. Warrant arrest information		
42. Local (Bench & Arrest) or Foreign warrant		
(a) Field to identify County of foreign warrants		
43. Warrant number		
44. Remanded booking/Commitment Court-Ordered Booking		
45. Court case number		
46. Victim Contact Information		
(a) Name		
(b) Relationship		
(c) Address		
(d) Telephone Number		
CMS shall provide a field for a "Detainer Hold" that shall allow for a hold to be placed on an inmate for a variety of reason and shall include the following fields:		
1. Warrant #		
2. Charge		
3. Date issued		
4. Issuing agency		
5. Judge and Court		
6. Bail amount		
7. Date received		
8. Released by		
9. Reason released		
10. Comments (free form text field)		
Bail Calculation		

CMS shall compute bail based on a stored list of charges and associated bail amounts. Charges and associated bail amounts shall be user-maintained values. CMS shall place no limit on the number of charges and bail amounts it can store. CMS shall also prompt the user for data that cannot be determined from charge codes, but on which the bail depends (for those charge codes for which this information is required). Since some charges do not have a known bail (e.g., warrants), and not all charges will be in the system, CMS shall accept the manual computation and entry of bail.		
CMS shall display identifying information about an inmate, and the amount of bail required for his or her release from custody. This display shall include each charge and/or warrant that comprises the total amount of bail. CMS shall accept a bail transaction at the time of booking, or at any time while an inmate is in custody, but has not been convicted		
The following is typical of the information that CMS shall require to process bail:		
1. Name of person or bonding company posting the bail		
2. Amount of bail posted (partial or complete)		
3. Charge or charges against which the amount of bail is to be applied		
4. Assigned future court date		
Input of Preliminary Medical and Special Handling Information		
The proposed solution will enable collection of intake medical information, including the information shown on the following form:		
The proposed solution conforms with HIPPA regulations regarding security and privacy of medical data collection		
The user shall be able to enter medical information regarding persons being booked. The preliminary medical information that shall typically be collected is:		
1. Serious illness within past 24 hours		
2. Seen by doctor in emergency room within past 24 hours		
3. Refused medical treatment in past 24 hours		
4. Seeing a doctor for medical or psychiatric reasons (with comments field if answered yes)		

5. Taking any medication (with comments field if answered yes)		
6. Checklist of symptoms for TB: Coughing up blood, night sweats, unexpected weight loss, and fatigue		
7. Diabetes		
8. Seizures		
9. High Blood Pressure		
10. Psychiatric Problems		
11. Tuberculosis		
12. Hepatitis		
13. Heart Disease		
14. Venereal Disease		
15. AIDS		
16. Asthma		
17. Emphysema		
18. Cancer		
19. Drug/Alcohol use that may cause withdrawals (with comments field if answered yes)		
20. Thoughts of suicide (Now or ever)		
21. Allergies to food or medication		
22. Special diet prescribed by a doctor		
23. Pregnant, had abortion or delivered a baby within last 6 months		
24. Using birth control		
25. Has the inmate given birth with the last year.		
Observations shall typically include:		
1. Visible signs of trauma, wounds, illness, tremors and/or sweating		
2. Does inmate appear to be under the influence of drugs or alcohol		
3. Are there visible signs of jaundice, needle marks, lice, crabs or staph infection		
4. Does behavior suggest danger to self or others		
5. Level of orientation(I.e. alert, confused, oriented to time, place, person)		
6. Does inmate appear to have any developmental disabilities like: hearing, sight, mental retardation, cerebral palsy, epilepsy, autism or physical disability.		
If CMS contains medical history based on a prior record (or records), the system shall carry forward the		

answers from the previous booking.		
The system shall provide an alert when inmates that should be separated will be assigned to the same activities and programs (e.g., will be transported on the same bus)		
CMS shall accept miscellaneous comments unrelated to specific bookings in a "Jail Log", entered as free-form text. Comments shall be displayed in the order in which they are entered; and each comment shall include the user id of its author and the system generated date and time of entry. The system will allow multiple users to be entering comments at the same time.		
CMS shall allow an agency to configure their own questionnaire tables.		
Processing of Inmate Cash		
CMS shall establish a cash account for every inmate booked into the system, even if the inmate has no cash to deposit in it		
On completion of the processing of inmate cash, CMS shall incorporate amount into the physical property receipt for printing.		
Each addition to, deduction from, or adjustment to an inmate's cash account, the cash drawer or a facility cash account shall be listed sequentially with the following information:		
1. Time and date of the transaction		
2. The Dept. ID of the employee making the transaction		
3. The reason for the transaction		
4. Free form text (for any comments with regards to a transaction)		
CMS shall allow users to correct inmate cash transactions based upon security authorization		
CMS shall provide for the ability of users to reverse, void or correct cash transactions with supervisor approval, while still maintaining an audit trail		
CMS shall generate automated shift balance reports		
CMS shall allow for negative cash balances in inmate cash accounts		
CMS should have the ability to input adjustments to inmate accounts including errors/mistakes, money back (if any)		

CMS should allow for the release of property (with appropriate receipts)		
Setting Court Appearances		
CMS shall determine, from a user-maintained list, the specific court that has jurisdiction over an inmate's case		
Preparing Booking Sheets and Identification Badges		
When the booking process has been completed, and a booking number has been assigned, CMS shall prepare a booking sheet for the inmate.		
Booking sheets should capture the following elements:		
1. Defendant Name		
2. Photo of Inmate		
3. Sex		
4. Race		
5. Age		
6. Height		
7. Weight		
8. Hair Color		
9. Eye Color		
10. Address		
11. Birthdate		
12. Social Security Number		
13. Employer		
14. FBI Number		
15. SID Number		
16. Driver's License Number		
17. System Assigned Photo ID Number		
18. Alerts Field (A.K.A, Detainer, Hazards..etc.)		
19. Aliases		
20. Booking Number (correctional facility control number)		
21. Date of Booking		
22. Officer Booking (ID/Name)		
23. Case Number		
24. Arresting Agency		
25. Date of Arrest		
26. Location		
27. Comments Field (text)		
28. Charge Code and Description, including:		

(a) Counts		
(b) Level		
(c) Warrant Information		
(d) Bail Amount		
(e) Total Bail Amount		
SWAP Release Inmates		
CMS will treat the booking of a SWAP inmate in an identical manner to that of a booking for a standard, continuous incarceration, except that the booking employee shall be able to:		
1. Indicate to CMS that the sentence is to be served on a discontinuous basis by selecting SWAP status on the appropriate booking screen		
2. Designate the periods of time and the location which the sentence will be served by selecting them from a calendar like display		
CMS shall allow a booking employee to enter a transfer of housing location to "SWAP" and retain an inmate's booking record in inactive status, pending the next period of incarceration (When the defendant returns to serve a subsequent period of incarceration, CMS shall allow a booking employee to retrieve and activate the defendant's booking record, indicating a transfer from the defendant's residence to a suitable housing location in the detention facility)		
CMS can generate a list of SWAP commits		
Disposition Information		
CMS shall indicate on the master name index that the person is in incarcerated and the flag is removed when the person is released.		
If the inmate is sentenced to serve time in local custody, then CMS shall have the ability to calculate the release date, considering credit for time served, "good time" and "work time" credits and debits, percentage reductions and any other sentence modifications allowed by law, any court or other lawful process.		
CMS shall have the ability to credit additional time as defined by court or special programs credits, with additional ability to view these credits after release from custody.		
Processing Inmate Releases		
CMS shall release inmates for any of the following reasons:		

Time limit without arraignment has been exceeded an inmate has been detained for the maximum allowable period of time without having been arraigned. An alert will be generated based off of user defined criteria when the arraignment time period has been exceeded		
Court authorized (the standard type of release)		
Transferred custody of an inmate has been transferred to another agency or person (I.e Released on Program (ROP), Released to Mental Health (RMH), Transferred on Courtesy Hold (TCH))		
Escape		
Released/transferred to SWAP		
Death		
Remanded to prison an inmate has been convicted, and is transferred to state or federal prison, or a state mental facility		
At the time of an inmate's release, CMS shall display for the releasing officer performing the release the inmate's classification code and any special handling-alerts applicable to him or her (i.e., domestic violence notifications)		
CMS shall balance and close the inmate's cash account, and return any cash and property before he or she is released		
Prior to release, CMS shall conduct the following processes:		
1. Victim Notifications have been performed.		
2. All Charges have a disposition.		
3. Balance has been set to zero, unless the agency chooses to allow a negative balance.		
Daily Booking Logs		
CMS shall prepare a daily booking log, which shall list all inmates booked during the preceding 24-hour period. The daily booking log shall typically contain the following information on each inmate:		
1. Name last, first, middle, suffix		
2. Booking Number (correctional facility control number)		
3. Booking date		
4. Arresting/booking agency		
5. Date of birth		
6. Sex		
7. Race		

8. Charge(s)		
9. Custody Status (In custody or Not in custody)		
10. Warrant Number (if any)		
11. Type of Warrant (local, other)		
12. Account Maintenance		
CMS should have the ability to place holds on inmate's account transactions		
For previously released inmates that are re-booked with a new Booking number, the system should be able to track any remaining moneys or negative balances associated with the previous Booking number of this inmate		
CMS shall generate the following reports on a routine, user definable basis:		
1. Detention cash summary		
2. General Ledger Activity report		
IDENTIFICATION REQUIREMENTS		
Major Functions and Features		
Utilizing the Live-Scan device, a fingerprint technician shall be capable of downloading identification information on any subject match to CMS. The system should capture and populate the Live-Scan fields with the following information:		
1. Name - last, first, middle, suffix		
2. AKAs		
3. Sex		
4. Race		
5. Height		
6. Weight		
7. Hair color		
8. Eye color		
9. Date of birth		
10. Place of birth		
11. Social Security number		
12. Booking date		
13. Charge (or charges)		
14. Arresting agencies ORI code		
15. FBI Number		
16. Master Name Index number (MNI) CMS will rely upon Master Name Index (MNI) files for initial identification match criteria		

MNI match criteria shall result in possible matches being presented in summary form to the user, with the most probable matches presented first, and other possible matches presented in descending order of probability		
Local matches will automatically and non-destructively update inmate data		
If a search identifies a prior detention history, CMS shall display the following information:		
1. Master Name Index number (MNI)		
2. Medical history - if specific user-defined medical conditions appear in the prior history		
3. Hazards/Alerts- for the most recent prior detention		
For each remote (external) database (i.e., NCIC) to be checked for wants and warrants, CMS shall generate a query in the format required by the database being checked, and shall route it to the target database. The response from the database shall be accepted in the format provided by the database, and converted to the format used by CMS		
CMS shall include additional information about holds that may be placed on the inmate		
If a person being booked refuses to identify himself or herself, or an identity cannot be determined, the CMS shall accept "REFUSED (M)," "REFUSED (F)," "UNKNOWN (M)," or "UNKNOWN (F)" in the name field. "(M)" and "(F)" shall indicate the sex of the unidentified inmate. This entry shall cause CMS to generate a refused or unknown name with the next sequential number (e.g., REFUSED (M)-106)		
Photo Imaging		
CMS has photo imaging capabilities built directly into it.		
CMS shall store at least three color images for each arrestee per booking, each with a description attached for the last three year period		
CMS shall automatically associate all images with a specified inmate's file, and store the date and time at which it was recorded with the image		
Users shall be able to retrieve and/or print any mug shots associated with a present or past inmate's record (or with any other person whose photograph is in the system for identification purposes)		

CMS shall also provide the user with the capability to generate a photo-lineup of up to six mug shots with the following capabilities:		
1. Ability to prepare montage images of subjects with similar physical characteristics		
2. Ability to utilize images from local database files		
3. Ability to prepare montage in less than 2 seconds		
4, Random placement of images in photo line-up.		
CMS shall store color images of scars, marks, and tattoos for each arrestee for a period of three years		
CMS shall automatically associate all images of an inmate's scars, marks, and tattoos with his or her file, and store the date and time at which the images were recorded		
Images captured within CMS shall be readily retrieved by the Law Enforcement Records module for purposes of allowing non-correctional officers to utilize the images to assist in solving crimes.		
Images may be imported readily from sources other than the dedicated cameras, allowing for field booking and mugshot with a digital camera.		
Previously existing image databases can be converted into the CMS using a conversion process.		
CLASSIFICATION REQUIREMENTS		
Major Functions and Features		
To support classification of inmates, CMS shall make available the inmate's local criminal history record		
CMS shall support classification interviews by displaying interview questions along with potential responses (where they can be determined) and text-entry fields for narrative information (to supplement predetermined answers, or for questions with open-ended answers). The system should allow for the following information entry:		
1. Classifications questions are customizable within the software without vendor involvement		
2. Current charge (or charges) for assault felony (or felonies), including attempts code section selected from a user-maintained list		
3. Convictions for prior assault felonies code section (or sections)		
4. Current charge (or charges) for sex offense (or offenses), including attempts code section selected		

from a user- maintained list		
5. Convictions for prior sex offenses code section (or sections) selected from a user-maintained list		
6. Escapes from medium- and maximum-security facilities, including attempts facility (or facilities), date (or dates)		
7. Institutional behavior problems type (or types) selected from a user-maintained list, detention facility, date (or dates) or, for numerous problems, number of episodes and range of dates		
8. Felony convictions, including those for nonviolent crimes		
9. Sentencing status all cases resolved, additional cases pending		
10. Most recent incarceration, location, and release date		
11. Previous state or federal prison commitments and time spans		
12. Current probation status type, probation officer's name		
13. Parole status parole office, parole officer's name		
14. Gang affiliation name of gang, street/prison, membership status (active, associate, former), length of time in the gang, gang moniker		
15. Enemies name (or names) of known enemies in custody, current housing location of enemies		
16. Status as informant, witness, or recipient of protective custody reason, location, agency, agency contact, confirmed/unconfirmed		
17. Sexual preferences homosexual, bisexual, incompatible with general detention facility population		
18. Other special housing requirements youthful appearing, has been assaulted, elderly, etc….		
19. Current medical problems cardiac, respiratory, other; if under treatment, physician, physician's telephone number (with area code)		
20. Currently taking medication type (or types), required while in detention, inmate supplied		
21. Psychiatric/emotional problems type; if under treatment, therapist/ counselor, therapist/ counselor's telephone number (with area code)		

22. Suicide attempts when, method, current suicidal feelings		
23. Allergic to bee stings mild reaction, life-threatening reaction (Add hazard flag for consideration to worker status)		
24. Physical handicaps type, restricted access, medication required, subject to victimization		
25. Drug/alcohol abuse type (or types) selected from user-maintained list, injected, length of use, most recent use		
26. Comments any additional information entered as free-form text		
Based on the information input by the classification interviewer, CMS shall use an algorithm to generate a recommended classification code		
The system shall set special handling alerts (allow for additional, user defined, alerts)		
Housing Assignment		
CMS shall identify unoccupied housing locations which have been pre-designated to be acceptable for the particular inmate's classification code and display a list of available beds		
Before accepting a housing location, CMS shall check inmate records for the housing location against the inmate(s) to be housed for any restrictions for "keep separate", co-defendant(s), gang restrictions, etc. and display an alert message indicating the restriction reason		
If the <u>classification officer</u> chooses to place an inmate in a location deemed unsuitable by CMS, the system must allow for an explanation for over-ride field (free form text narrative).		
CMS shall accept an unlimited number of inmate reclassifications		
CMS shall also accept an unlimited number of actions to rehouse inmates as required by reclassifications		
CMS shall maintain a housing history on each inmate and shall update CMS MNI with associate information based upon proximate inmate population		
CMS shall maintain an audit trail of all classification and reclassification actions		
The system should have the ability to track all inmate movement (virtually every movement of a prisoner, regardless of how slight) and allow for historical retrieval (even after discharge).		

Interfaces		
CMS shall provide full LEDS integration accessible from any appropriate RMS/CMS workstation		
CMS shall be interfaced with a fingerprint system		
CMS shall be interfaced with VINES (Victim Information and Notification Everyday).		
HOUSING REQUIREMENTS		
Major Functions and Features		
CMS shall provide the capability to record information on all special situations involving any inmate in a user defined format (I.e. a behavior log). Typical information to be collected shall include:		
1. Inmate (or inmates) involved name and Identification number (If several inmates are involved, the incident will be recorded in all their booking/behavior records.)		
2. Incident type selected from user-maintained list (medical, psychiatric, violent behavior, criminal act, other disciplinary matter, refusal to accept a meal, refusal to accept medicine, telephone call, other)		
3. Date and time of onset		
4. Date and time of completion		
5. If a medical or psychiatric situation treatment, person providing treatment, detention facility or hospital transferred to, ambulance company making the transfer		
6. If behavior problem nature of problem (violent behavior against property, another inmate or inmates, staff; criminal act defined by code section or sections; or other disciplinary problem defined in free-form narrative text), names and Identification numbers of other inmates participating, names of other inmates and Identification numbers or of staff who were victims, summary of injuries and/or fatalities (if any), summary of property loss (if any)		
7. If a telephone call telephone number (with area code), name of person called (last, first, middle, suffix), relationship of person called (personal, professional)		
8. Comments about the incident free-form text entry		
9. Date and time of entry supplied by the system		
Ability to record cell count data at a user defined interval, no less than four times per hour		
Daily Worksheets		

The system shall determine which inmates are scheduled for court appearances; medical, dental, and psychiatric appointments; work furlough; and work release programs each day, and shall prepare lists, which are organized by unit (or house) and/or cell or bed assignment. The list for each unit, module and/or cell or bed assignment shall show:		
1. Inmate's name		
2. Identification number		
3. Destination (court, clinic, work furlough location, work release crew)		
4. Start time of inmate's activity appearance, appointment, departure (date, time)		
5. End time of inmate's activity returns of work furlough participant only (date, time)		
6. Holds and charges court appearances only		
7. Document number (or numbers) court appearances only		
CMS shall prepare lists of all inmates scheduled for court appearances, organized by court and showing the following:		
1. Inmate's name last, first, middle, suffix		
2. Sex		
3. Identification number		
4. Booking date		
5. Arresting agency		
6. Bail amount		
7. Housing location		
8. Time of inmate's appearance		
9. Charges		
10. Holds		
11. Document number (or numbers)		
Management of Visitors		
CMS shall be capable of displaying various entry fields based upon the type of visitor (e.g., attorney vs. spouse)		
CMS shall have the capability to manage both personal and professional (e.g., attorney) visits. Management shall include:		
1. Maintaining lists of visitors authorized to see (or prohibited from seeing) each inmate		
2. Running want and warrant checks on visitors		

CMS shall accept entry of the names of and identifying information for persons authorized to visit each inmate		
Identifying information for each visitor and each inmate he or she will visit shall typically include:		
1. Name last, first, middle, suffix		
2. Name of firm (professional visits only)		
(a) Bar Card Number (professional visits only)		
3. Address street number, direction, street name, street type, apartment number, city, state, zip code		
4. Telephone number (with area code)		
5. Name of inmate to be visited last, first, middle, suffix		
6. Identification number		
7. Housing location of inmate		
8. Relationship personal: specific relationship, professional (selected from a user-maintained list)		
9. Date of birth		
10. Social Security number		
11. Passport or VISA		
12. Driver's license number and state		
13. Date authorized		
14. Dept. ID of the person authorizing visits		
Standard Housing Reports		
Report summary for single or group of inmates		
CMS shall have the capability to determine and accumulate the cost associated with housing and/or controlling inmates who are incarcerated for agencies other than the Umatilla County Sheriff's Office and its' contract entities.		
The system shall determine which inmates are being housed on a reimbursable basis and will store the rate per day for each inmate for each external agency		
CMS shall generate a monthly report identifying for each external agency:		
1. Names of inmates housed and/or controlled during reporting period		
2. Identification numbers		
3. Start and end dates of each inmate's incarceration and/or control period		
4. Daily charge for housing and/or controlling each inmate		

5. Special charges, if any, itemized by date and type for each inmate (for example, transportation charges)		
6. Total charges and offsets for housing and/or controlling each inmate during the reporting period		
7. Total charges and offsets for housing and/or controlling all inmates during the reporting period		
CMS shall print the following reports:		
1. Recap of correctional facility statistics		
2. Unit list name sequence		
3. Unit list name within cell sequence		
4. Unit list identification number sequence		
5. Inmate housing location, by hour		
6. Inmate master list		
COMMISSARY REQUIREMENTS		
Major Functions and Features		
CMS shall receive an inmate's Commissary order, and, shall reject the order if any of the following conditions apply		
1. Either the name and/or identification number used to place the order is invalid, or the name and Identification number do not cross-reference to each other		
2. The inmate's commissary privileges have been suspended		
3. The inmate's account balance is less than a user-defined limit (e.g., $2.00)		
4. The inmate is no longer housed in one of the Department's detention facilities, or has been relocated to a different detention facility of the Department since submitting the order		
CMS will determine the cost of the order and the availability of inmate funds		
Any relevant discounts will be applied identified and factored into the transaction		
Sales tax (if applicable) will be added		
If the inmate's cash account has a large enough balance to cover the cost of the order, CMS shall deduct the cost of the order from the cash account balance, and credit the amount of the order to the appropriate Commissary account		

CMS shall check all Commissary orders for restrictions on an inmate's purchases, and provide appropriate alert messages on the applicable orders when restrictions are recognized		
When the order has been processed, and applicable account balances have been adjusted, and when specifically requested to do so, CMS shall prepare and print an order ticket document, which shall be used to both assemble, package, and ship an inmate's Commissary purchases, and for the inmate to subsequently sign to thereby acknowledge acceptance of the items received		
CMS shall maintain a perpetual warehouse inventory, determined by the automatic adjustment of inventory balances as a result of sales order processing, merchandise returns, and receipt processing		
CMS will have the capacity to handle the inventory and cash ramifications of returns		
Standard Inventory Reports		
CMS will prepare the following standard inventory reports:		
1. Commissary Inventory Shortage Report		
2. Inventory Markdown Report		
3. Commissary Inventory Report		
Pricing		
CMS shall have the capability to automatically determine the Commissary selling price for each item from the purchase order for the item, by adding an individually assigned Commissary-specified mark-up percentage to each item		
Over the Counter Medications		
CMS shall keep records of all purchases of OTC medications by inmates. An inmate's purchases of OTC medications shall be recorded in his or her medical record. It shall also be incorporated in a report of all purchases of OTC medications by inmates and medical services. The report shall be organized by detention facility and alphabetically by inmate. The report shall be printed on a user-defined cycle and at user-defined times		
Standard Commissary Reports		
CMS will prepare the following standard commissary reports:		
1. Commissary items at or below required inventory		

balance levels		
2. Commissary Inventory Shortage Report		
3. Inventory Markdown Report		
4. Commissary Inventory Report		
5. Money Adjustment Report		
6. Commissary Item Pricing Report		
7. Over-the-counter medications sales/medical visits		
8. Accounting reports		
MEDICAL SERVICES AND PHARMACY REQUIREMENTS		
Major Functions and Features		
CMS shall enable the creation of a medical record for all established inmates (regardless of whether there are any identifiable medical problems)		
CMS will provide a data file for reporting inmate information to the Social Security Administraton		
CMS shall provide for the scheduling, rescheduling, and cancellation of appointments with both staff and outside practitioners. Scheduling requests shall typically contain the following information to the extent applicable:		
1. Name		
2. Identification number		
3. Housing location unit (or house) and cell		
4. Special handling indicators escape risk, combative, suicide risk, other high profile, major medical problem (or problems)		
5. Requests for sick call appointments and medical services		
6. Requested by (inmate; medical provider, identification of requesting provider)		
7. Reported symptoms or condition (request by medical provider)		
8. Co-payment (if any)		
9. Medical and dental sick call and other appointment (or appointments)		
10. Requested, pending, canceled by inmate, canceled by detention facility medical staff, canceled by other detention facility personnel		
11. Date, time		
12. Practitioner to be seen, including:		
(a) Medical Doctor		

(b) Mid levels		
(c) Registered Nurse		
(d) Psychiatrist		
(e) Dentist		
(f) OB/Gynecologist		
(g) Nursing Treatments (labs, others)		
(h) Health Appraisals		
(i) Name of physician, dentist, nurse, or other practitioner to be seen, if known		
13. Location if outside the detention facility, street number, direction, street name, street type, suite number, city, zip code		
14. Telephone number (with area code) if outside the detention facility		
After an inmate has been seen by a practitioner, CMS shall create and maintain a chart as part of the inmate's medical record. For the initial and each subsequent visit, the inmate's chart contains the following types of information:		
1. Name		
2. Identification number		
3. Housing location unit (or house) and cell		
4. Practitioner seen name of physician, dentist, nurse seen		
5. Location, if outside the detention facility street number, direction, street name, street type, suite number, city, zip code		
6. Telephone number (with area code), if outside the detention facility		
7. Inmate's complaint (or complaints)		
8. Vital signs and other physical examination findings		
9. Diagnosis		
(a) Treatment plan		
(b) Medication (or medications)		
(d) Special diet type, start date, stop date		
10. Laboratory tests and X-rays		
11. Follow-up chart review		
12. Hospitalization, if required		
13. Institution to which inmate is to be transferred, method of transportation (ambulance company, other)		

14. Follow-up appointment (or appointments) for each: date; practitioner, if known; location		
15. Billing costs for internal expenses		
16. Other information, as appropriate		
MISCELLANEOUS		
Ability to print housing card, movement ID, and wristband all with bar-coding		
The ability to create incident reports with vital information on a variety of situations I.e. Informational, Injury, Rule violation, Reclassification etc….		
The ability to track and record the behavior of inmates in a log with the capabilities of recording positive and negative behavior; with an unlimited amount of entries		
Ability for user to create reports easily from any stored information within CMS		

4.   COMPUTER HARDWARE

It is the intent of the District to upgrade its current computer system and network as necessary to support the chosen software. The expected cost of any such upgrades, additions, or replacement desire will be weighed in the evaluation of the proposals.

The proposer shall specify hardware and system software required to support the proposed system. It is the District's intent to procure all computer equipment directly, not through the vendor. The proposer's price shall therefore **not** include the cost of the hardware, although if the proposer's system requires any proprietary hardware the District may later request pricing.

The hardware specification shall list required or proposed equipment without make or model numbers unless equipment proprietary to a particular manufacturer is proposed. Communications hardware elements (for example, network components) shall be excluded from the materials list.

The proposed system is to be configured for 243 users 12 dispatcher/call taker positions plus 12 records positions. 12 dispatch positions shall be equipped with separate status screens. 75 vehicles will require mobile computer software. The proposer shall also describe the expansion capabilities of the proposed system.

The proposer shall propose sufficient disc capacity to support storage of 10 years of data.

The proposer is responsible for proposing and pricing any database software required to support running the proposer's CAD and records application software.

5. **INSTALLATION, CONVERSION AND TRAINING**

The proposer shall name in the proposal a project manager with resume, to be assigned as a single point of contact to the District, to coordinate and to direct the vendor's activities and communications between the District and the vendor.

The project shall begin immediately upon contract signing. The proposer shall include a preliminary project schedule with this proposal. After contract signing, the successful vendor shall confer with the District's representative and submit a final project schedule within seven days.

Conversion of the existing data is considered key to launching the new system. The vendor shall begin preparation of the conversion programs or scripts as soon as the District provides a sample of the data to be converted. The District shall be provided with converted data for testing as soon as possible so that verification of the converted data can begin. Steps regarding data conversion shall be included in the project schedule.

The Vendor shall install all software and test it to assure proper running order. The Vendor shall then conduct training sessions to familiarize all department personnel in operation of the system. The proposer shall describe the training program proposed, the number of days of training included, and the number of training days proposed for each class of user: dispatchers, records personnel, officers, administrators, system support personnel.

At the conclusion of system installation and training, the vendor shall demonstrate to the District's and Public Safety Agencies satisfaction that the system's proposed functions are operational. The system will then be accepted under the conditions to be enumerated in the contract.

The District accepts all responsibility for initial data entry beyond inclusion of the converted data. The proposer's system shall provide all functions and screen formats necessary to perform data entry and the successful vendor will be responsible for guiding the District through this process.

6.   SUPPORT SERVICES

The proposed system shall include first year support, maintenance, and updates of the software, to begin upon system acceptance. This cost is separately delineated on the pricing sheet.

The proposer shall describe in detail in the proposal (or include a sample support contract) the software support to be provided. This shall include how software problems will be resolved and terms of the warranty. Support shall be available seven days per week, 24 hours per day. The vendor shall provide an 800 number for support.

As part of software support, the proposer's support personnel shall have the capability to connect to the proposed system to investigate problems. If special software or hardware is required on the CAD/RMS system to support this capability it shall be included in the system price as a separate line item.

The proposer shall describe its software update or upgrade policy. Specifically:

- How frequently and under what circumstances is updated software provided.
- How will the District be notified of available updates?
- What is involved in implementing an update?
- Will the District incur any costs to the vendor to implement updates?
- Does the vendor ever charge for updates or new versions of products licensed to the District? If so, under what circumstances?
- How frequently does the vendor release new, enhanced versions of the software? About how many enhancements would be expected with these new versions?
- With new versions, what is the vendor's approach to migration from earlier versions?

7. PRICING FORMS

7.1 Base System

The proposer shall use the following chart to present their pricing proposal:

ITEM	PRICE
Computer-Aided Dispatch Software	
Records Management Software	
Mobile Computer Software	
E911 Link Software	
Digital Imaging Software	
State Interface Software	
CAD and Records Mapping Software	
Mobile Mapping Software	
Property Bar Coding Software	
Paging Software	
Bar Coding Equipment	
Data Conversion	
Vendor Specific Equipment (if any)	
Software Customization (from table below)	
Database Software	
Additional Items or Costs Required by Proposer's Solution (if any, describe below this chart)	
System Installation	
Training	
Project Management	
First Year Software Maintenance, Support, and Updates	
TOTAL	

Sales tax is not to be included in the pricing.

7.2   Customization and Modification Costs

Detail all costs associated with software customizations and modifications required to meet the system requirements.

ITEM	Price

7.3   Additional Proposal Items

The following form shall be used to price additional optional items requested by the District as well as additional items the proposer may care to propose:

ITEM	PRICE

Also state any additional support cost that will be incurred with these items.

7.4   Additional Costs

Will the vendor commit to keeping the annual support cost the same for the first five years (the year quoted above plus four more)? If not, what price guarantee is the vendor willing to offer for the cost of future support years?

If the vendor's software is sold per user or position what will be the additional cost for adding future users and/or positions to the system? What is the procedure for doing so? What price guarantee is the vendor willing to offer for the cost of future years?