

RFP NO: 2010-049-00-00CGV

BUYER II: Gricelda (Cris) Villarreal

Tel. No: (956) 318-2626

REQUEST FOR PROPOSALS

Hidalgo County HIDTA Task Force
Edinburg, Texas

“TURN-KEY PURCHASE OF A NEW RECORDS MANAGEMENT SOFTWARE”

March 00, 2010

Contact Person:

Martha L. Salazar, CPPB, Purchasing Agent
Hidalgo County Purchasing Department
Administration Building
Physical Address: 2802 S. Business Hwy. 281
Mailing/US Postal Address: 2812 S. Business Hwy. 281
Edinburg, Texas 78539

(956) 318-2626

Form HCPD-04

LEGAL NOTICE

RFP NO: 2010-049-00-00CGV

1. Sealed proposals will be received for **“Hidalgo County HIDTA Task Force – Turn-key Purchase of A New Records Management Software”**, in accordance with the requirements attached hereto as Exhibit "A." Proposals should address all requirements set forth. Proposers may suggest substitutions of features which they feel would be in the best interest of Hidalgo County ("County"). Strong rationale must be presented for any deviation from the requirements. Hidalgo County reserves the right to reject the deviation and its effect on the overall proposal.
2. One (1) original and seven (7) copies of all RFPs are required, with the vendor's name and address clearly typed/printed on upper left hand corner and the proper notation clearly typed/printed on the lower left hand corner of the envelope and/or package, **RFP NO: 2010-049-00-00CGV-Hidalgo County HIDTA Task Force – Turn-key Purchase of A New Records Management Software”** and in County's Purchasing Department, **physical address: 2802 S. Business Hwy. 281; mailing address: 2812 S. Hwy. Business 281, New Administration Building, Edinburg, Texas, on or before 9:30 a.m., Wednesday, March 00, 2010.**

NO FACSIMILES OR LATE ARRIVALS WILL BE ACCEPTED. ANY RFP RECEIVED AFTER THAT TIME WILL NOT BE OPENED AND WILL BE RETURNED. OVERNIGHT MAIL MUST ALSO BE PROPERLY LABELED ON THE OUTSIDE OF EXPRESS ENVELOPE OR PACKAGE WITH REFERENCE TO: RFP NO: 2010-049-00-00CGV-HIDALGO COUNTY HIDTA TASK FORCE-NEW RECORDS MANAGEMENT SOFTWARE”.

WRITTEN QUESTIONS WILL BE ACCEPTED WILL BE ACCEPTED via facsimile to (956) 292-7612 or via e-mail to: cris.villarreal@co.hidalgo.tx.us BY NO LATER THAN Wednesday, _____, 2010 at 5:00 p.m. Responses will be sent to all applicants by Friday, _____, 2010. **TELEPHONE INQUIRIES WILL NOT BE ACCEPTED.**

Hidalgo County reserves the right to refuse and reject any/all proposals and to waive any/all formalities or technicalities, or to accept the proposal considered the best and most advantageous to Hidalgo County.

3. Hidalgo County reserves the right to: **A.** separate and accept, or eliminate any item(s) listed under this proposal that it deems necessary to accommodate budgetary and/or operational requirements; **B.** right to reject any or all proposals submitted and further reserves the right to design the evaluation criteria to be used in selecting the lowest and best proposal for approval. Receipt of any proposal shall under no circumstances obligate County to accept the lowest dollar proposal and; **C.** award of this contract shall be made to the responsible offeror whose proposal is determined to be the best evaluated offer resulting from negotiation, taking into

consideration the relative importance of price and other evaluation factors as herein set forth.

4. Failure of the delivered item(s) to perform as specified or failure to meet the stated delivery schedule shall release Hidalgo County from all obligations to the contracting party with regard to the item(s) in question. In such event, County may elect to award the contract to the next-lowest responsible proposer, or to reject all proposals and re-advertise.
5. For work to be performed at a County owned or operated location, each proposer shall, in its sole discretion, visit the job site before preparing the proposal and thoroughly familiarize himself/herself with existing conditions. Proposer should take field dimensions and note all circumstances which affect the dollar amount of the proposal.
6. Descriptive specifications are referenced in this document to indicate the general kind and quality of equipment desired by Hidalgo County. Due to various styles and models of equipment, proposers are required to include illustrations, specifications, explanation of warranties, and service data with their proposal including catalogue numbers and any necessary references.
7. No proposal may be withdrawn within sixty (60) days from the scheduled time to open proposals.
8. Proposed prices are to remain firm for a minimum of ninety (90) days after priced proposal opening.
9. Any interpretations, amendments, corrections or changes to this proposal document must be in a written addendum and signed by the County Judge or his designee. Addenda will be mailed to all who are known to have received a copy of the Request for Proposals. Proposers shall acknowledge receipt of all addenda as a part of their proposal.
10. County reserves the right to accept or reject any or all proposals.
11. Costs are to be net F.O.B., County Prepaid.
12. County is exempt from Federal Excise Tax, State Tax and Local Tax. Do Not include tax in cost figure. If it is determined that tax was included in the cost figures it will not be included in the tabulation of any awards. Tax exemption certificates will be furnished upon request.
13. Funds for this procurement have been provided through the County budget for this fiscal year only. County, on an annual basis, has the right to reconsider a contract during the budget process for ensuing years if financial resources of County are

insufficient to meet the liabilities of said contract. The award of a proposal or contract hereunder will not be construed to create a debt of the County which is payable out of funds beyond the current fiscal year.

14. Upon award and prior to execution of a contract, Sole Proprietorships are required to submit a copy of their social security card to the Hidalgo County Auditor's Office in order to establish an account with the County. All awarded vendors must submit a completed W-9 and a copy of their Federal ID Number Certificate.

15. DELIVERY INSTRUCTIONS: (If applicable)

- . No deliveries accepted after 3:00 P.M., Monday-Friday.
- . At least seventy two (72) hours prior notice of delivery must be given to Martha L. Salazar, CPPB, Purchasing Agent before delivery will be accepted.
- . If you need additional information call the office listed below:

Hidalgo County Purchasing Department
Martha L. Salazar, CPPB, Purchasing Agent
(956) 318-2626

16. BILLING AND PAYMENT INSTRUCTIONS:

- . Invoices must include:
 - a) Name and address of successful proposer
 - b) Name and address of receiving department or official
 - c) Purchase Order Number (if any)
 - d) Notation – **“Hidalgo County HIDTA Task Force – Turn-key Purchase of a New Records Management Software”**
 - e) Descriptive information as to the items or services delivered, including product code, item number, quantity, etc.
- . Discount payments will be considered when offered.
- . Contact person for Billing and Payment questions:

**Hidalgo County Auditor's Office
Ray Eufrazio, County Auditor
2802 S. Business Hwy. 281
Edinburg, TX 78539
956-318-2511**

17. Schedule of Events

Projected Proposal Opening, 9:30 A.M., March 00, 2010
Project/Anticipated Award Date: _____, 2010
Commence Work or Deliver Products _____, 2010

18. Bid or Performance Bond and **Debarment Certification**; Payment Under Contract:

~~If the contract proposed is for the construction of public works or is for a contract for goods and services exceeding \$100,000, all bidders shall furnish a good and sufficient bid bond in the amount of five percent of the total contract price. A bid bond must be executed with a surety company authorized to do business in Texas.~~

All participants are required to furnish a certification or acknowledgment stating that the contractor or vendor is free from suspension or debarment pursuant to federal regulation 45CFR76.

- ~~. Together with the signing of a contract or issuance of a purchase order following the acceptance of a proposal, and prior to commencement of the actual work, the proposer shall furnish a performance bond to the County for the full amount of the contract, if that contract exceeds \$50,000.~~
- ~~. If the contract is for \$50,000 or less, no money will be paid to the contractor until completion and acceptance of the work or the fulfillment of the purchase obligation to the County, and, if applicable, the receipt by County of satisfactory evidence that all subcontractors and material men have been paid.~~
- ~~. If a contract is for the construction, alteration or repair of public buildings or public works, the contractor shall provide a payment bond for a contract in excess of Twenty Five Thousand Dollars (\$25,000.00), as required by Tex. Govt. Code Ch. 2253.~~
- ~~. For requirements contracts, bond requirements are determined by applying the proposed unit price to the estimated quantities included in the specifications.~~

19. Ethical Standards:

- . It shall be a breach of ethics to offer, give or agree to give any elected official, department head or employee, or former elected official, department head or employee, of the County, or for any elected official, department head or employee or former elected official, department head or employee of the County, to solicit, demand, accept or agree to accept from another person, entity or organization, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparation or any part of a program requirement or purchase request, influencing the content of any

specification or procurement standard, rendering of advice, investigation, auditing, or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy, or other particular matter pertaining to any program requirement or a contract or subcontract, or to any solicitation or proposal therefor pending before any department or agency of the County.

- . It shall be a breach of ethics for any payment, gratuity or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor for any contract for the County, or any person associated therewith, as an inducement for the award of a subcontract or order.
- . No public official shall have an interest in a contract awarded hereunder except in accordance with Tex. Loc. Govt. Code Chapter 171.

20. **Disclosure of Conflict of Interest:**

- . Effective January 1, 2006, Chapter 176 of the Texas Local Government Code requires that any vendor, person, consultant or contractor considering doing business with Hidalgo County ("the County") to disclose in the Conflict of Interest Questionnaire (the "CIQ") attached as Exhibit D, the vendor, person consultant or contractor's affiliation or business relationship that might cause a conflict of interest with the County. By law, the CIQ must be filed with the Hidalgo County Clerk's Office no later than the seventh business day after the date the person becomes aware of facts that require that statement to be filed. The disclosure requirement applies to a person or business who contract or seeks to contract with Hidalgo County for the sale or purchase of property, goods or service. Any purchase order or contract resulting from this process shall be considered null and void if the successful Proposer fails to comply with Texas Local Government Code Chapter 176. Vendors, consultants, contractors and others who desire to conduct business with Hidalgo County are encouraged to refer to Texas Local Government Code Chapter 176 for the details of this law. An offense under Texas Local Government Code Chapter 176 is a Class C Misdemeanor.

Please submit complete CIQ forms to the Hidalgo County Clerk's Office located at 100 No. Closner, Edinburg, Texas 78539-Hidalgo County Courthouse
COMPLETION AND SUBMISSION OF FORM CIQ IS THE SOLE RESPONSIBILITY OF THE PROSPECTIVE PROPOSER.

21. If, during the life of any contract or proposal awarded, the successful proposer's net prices generally available to other customers for items awarded herein are reduced below the contracted price, it is understood and agreed that the benefits of such reduction shall be extended to County.

22. Proposals, and all goods and services provided thereunder, shall comply with all federal, state and local laws concerning this type(s) of goods and/or services.
23. Minimum Standards For Responsible Prospective Proposers: A prospective proposer must affirmatively demonstrate proposer's responsibility. A prospective proposer, by submitting a proposal, represents to County that it meets the following requirements:
 - . Possess or is able to obtain adequate financial resources as required to perform under the proposal;
 - . Be able to comply with the required or proposed delivery schedule;
 - . Have a satisfactory record of performance;
 - . Have a satisfactory record of integrity and ethics;
 - . Be otherwise qualified and eligible to receive an award.
24. Successful proposer will pay or cause to be paid, without cost or expenses to County, all FICA, FUTA/SUTA and Federal Income Withholding Taxes of all employees, and all wages and and benefits as required by Federal or State law. Successful proposers' officers, agents and/or employees will not be entitled to any benefits of an employee or elected official of County, including, but not limited to, benefits associated with County's civil service system.
25. Any contract award to a successful proposer will be in effect until (a) the contract expires, (b) delivery and acceptance of products, and/or performance of services ordered, or (c) terminated by County with thirty (30) day's written notice prior to cancellation.
26. County reserves the right to enforce performance of any contract awarded hereunder in any manner prescribed by law or deemed to be in the best interest of the County in the event of breach or default by successful proposer; County reserves the right to terminate any contract immediately in the event a successful proposer fails to:
 - A. Meet schedules;
 - B. Pay any required fees or taxes; or
 - C. Otherwise perform in accordance with the requirements.
27. Successful proposer shall defend, indemnify and save harmless County and all its elected officials, officers, agents and employees from all suits, actions, or other claims of any character, name and description brought for or on account of any injuries or damages received or sustained by any person, persons, or property on

account of any negligent act or fault of the successful proposer, or of any agent, employee, subcontractor or supplier in the execution of, or performance under, any contract which may result from proposal award. Successful proposer indemnifies and will indemnify and save harmless County from liability, claim or demand on their part, agents, servants, customers, and/or employees whether such liability, claim or demand arise from event or casualty happening or within the occupied premises themselves or happening upon or in any of the halls, elevators, entrances, stairways or approaches of or to the facilities within which the occupied premises are located. Successful proposer shall pay any judgment with costs which may be obtained against County growing out of such injury or damages, and shall, upon request, provide a defense to County by counsel reasonably acceptable to County. Successful proposer's indemnity hereunder shall include, but is not limited to, claims relating to patent, copyright or trademark infringement, and the like, arising out of the goods or services provided by successful proposer.

28. Successful proposer shall warrant that all items/services shall conform with the specifications and/or all warranties provided under the Uniform Commercial Code and be free from all defects in material, workmanship and the like. Items supplied under a contract pursuant to this Request for Proposals shall be subject to County's approval. Items found to be defective or not meeting specifications shall be replaced by successful proposer within two business days at no expense to County. Items not picked up within one (1) week after notification shall be deemed a donation to County and may be used or disposed of at County's discretion and without waiver of any other rights of County as to the item's nonconformity.
29. This document and any disputes arising hereunder shall be governed and construed according to the laws of the State of Texas, and will be performable exclusively in Hidalgo County, Texas.
30. The successful proposer shall not assign, sell, transfer or convey its rights under any awarded contract, in whole or in part, without the prior written consent of County.
31. Proposers shall provide with the proposal response, a list of at least three (3) references where like services have been supplied by their firm. Include the name of the business or government, address, telephone number and name of representative or contact person.
32. Proposers must provide **all** documentation requested with this Proposal in their response. Failure to provide this information may result in rejection of the proposal as non conforming.

REQUEST FOR PROPOSAL
“HIDALGO COUNTY HIDTA TASK FORCE –
TURN-KEY PURCHASE OF A NEW
RECORDS MANAGEMENT SOFTWARE”
RFP NO: 2010-049-00-00CGV

To: Martha L. Salazar, CPPB, Purchasing Agent
Hidalgo County Purchasing Department
Physical Address: 2802 S. Business Hwy. 281
Mailing/US Postal Address: 2812 S. Business Hwy. 281
Edinburg, Texas 78539

In accordance with the Requirements, and subject to all laws and regulations of the United States and state and local laws, the undersigned proposer proposes and commits to furnish all labor, equipment, material, software and services as set forth in the documents hereinbefore mentioned. The undersigned proposer further agrees, upon acceptance of its proposal, to execute a contract and/or Purchase Order issued by Hidalgo County for performing and completing the work described in the Requirements within the time stated and for the prices proposed in the documents attached hereto and made a part hereof.

Proposer acknowledges receipt of all of the pages of the documents referenced in the Request for Proposal Checklist presented in connection with this procurement. Proposer understands that Hidalgo County reserves the right to reject any or all proposals and further reserves the right to design the evaluation criteria to be used in selecting the lowest and best proposal.

Proposer agrees that this proposal shall be good and may not be withdrawn for a period of ninety (90) calendar days after the scheduled closing time for receiving proposals, as contained in the Requirements.

Respectfully submitted,

Proposer: _____

Address: _____

By: _____

Printed Name: _____

EXHIBIT A

REQUIREMENTS/SCOPE OF SERVICES

HIDALGO COUNTY
HIDTA TASK FORCE

REQUEST FOR PROPOSAL

**“PURCHASE OF A NEW
RECORDS MANAGEMENT SYSTEM”**

RFP NO: 2010-049-00-00-CGV

**HIDALGO COUNTY HIDTA TASK FORCE
REQUEST FOR PROPOSAL
“PURCHASE OF A NEW RECORDS MANAGEMENT SOFTWARE”
RFP NO: 2010-049-00-00-CGV**

OVERVIEW:

The County of Hidalgo is seeking sealed proposals from qualified vendors to furnish all items essential for a **“TURN-KEY PURCHASE OF A NEW RECORDS MANAGEMENT SOFTWARE”** for the HIDTA Task Force. The Hidalgo County Purchasing Department will receive sealed envelopes containing proposals for the provision of **“TURN-KEY PURCHASE OF A NEW RECORDS MANAGEMENT SOFTWARE”** as specified herein. Sealed proposals will be accepted until **9:30 A.M., Wednesday, _____ 2010. ANY RFP RECEIVED AFTER THAT DATE AND TIME WILL NOT BE ACCEPTED AND WILL BE RETURNED UNOPENED.**

Deliver Submittal to:
RFP Number: 2010-049-00-00CGV

<p style="text-align: center;"><u>US Postal Mail Address:</u></p> <p>Martha L. Salazar, CPPB, Purchasing Agent Hidalgo County Purchasing Department Administration Building 2812 S. Business Hwy 281 Edinburg, Texas 78539</p>	<p style="text-align: center;"><u>Physical Address:</u></p> <p>Martha L. Salazar, CPPB, Purchasing Agent Hidalgo County Purchasing Department Administration Building 2802 S. Business Hwy. 281 Edinburg, Texas 78539</p>
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The Submittal Envelope Must Show The RFP Number, Name And Opening Date.

The following outlines the Request For Proposals:

SECTION I -GENERAL TERMS AND CONDITIONS

ADDITIONAL INFORMATION: Hidalgo County is requesting that request for proposals be routed to Martha L. Salazar, CPPB, Purchasing Agent, at:

<p style="text-align: center;"><u>US Postal Mail Address:</u></p> <p>Martha L. Salazar, CPPB, Purchasing Agent Hidalgo County Purchasing Department Administration Building 2812 S. Business Hwy 281 Edinburg, Texas 78539</p>	<p style="text-align: center;"><u>Physical Address:</u></p> <p>Martha L. Salazar, CPPB, Purchasing Agent Hidalgo County Purchasing Department Administration Building 2802 S. Business Hwy. 281 Edinburg, Texas 78539</p>
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WRITTEN QUESTIONS WILL BE ACCEPTED VIA FACSIMILE NO LATER THAN Wednesday, _____ 2010, at 5:00 P.M. at (956) 318-2629. Responses will be sent to all applicants via facsimile by Friday, _____ 2010. TELEPHONE INQUIRIES WILL NOT BE ACCEPTED.

REQUIREMENT FOR DISCLOSURE OF CONFLICT OF INTEREST:

A person, vendor, consultant or contractor required to file a conflict of interest must file an updated questionnaire each year that a contractual relationship or negotiation is pending with the County.

DISCLOSURE OF CONFLICT OF INTEREST:

Effective January 1, 2006, Chapter 176 of the Texas Local Government Code requires that any vendor, person, consultant or contractor considering doing business with Hidalgo County (“the County”) to disclose in the Conflict of Interest Questionnaire (the “CIQ”) attached as **Exhibit D**, the vendor, person consultant or contractor’s affiliation or business relationship that might cause a conflict of interest with the County. By law, the CIQ must be filed with the Hidalgo County Clerk’s Office no later than the seventh business day after the date the person becomes aware of facts that require that statement to be filed. The disclosure requirement applies to a person or business who contract or seeks to contract with Hidalgo County for the sale or purchase of property, goods or service. Any purchase order or contract resulting from this process shall be considered null and void if the successful participant fails to comply with Texas Local Government Code Chapter 176. Vendors, consultants, contractors and others who desire to conduct business with Hidalgo County are encouraged to refer to Texas Local Government Code Chapter 176 for the details of this law. An offense under Texas Local Government Code Chapter 176 is a Class C Misdemeanor.

Please submit complete CIQ forms to the Hidalgo County Clerk’s Office locate at 100 No. Clossner, Edinburg, Texas 78539-Hidalgo County Courthouse **COMPLETION AND SUBMISSION OF FORM CIQ IS THE SOLE RESPONSIBILITY OF THE PROSPECTIVE BIDDER.**

PROPOSER’S AFFIDAVIT:

Prior Contract award, respondents to this RFP must submit a signed Proposer’s Affidavit (attached herein in **Exhibit E**) certifying that the submission is (1) not the result of Collusion as described in the Proposer’s Affidavit or that the Respondent has not and will not attempt to lobby directly or indirectly as described in the Proposer’s Affidavit.

NON-DISCRIMINATION:

Submitters, during the performance of this contract, will not discriminate against any employee or applicant for employment because of race, religion, sex, national origin or disability except where religion, sex, national origin or disability is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor.

PROCESSING TIME FOR PAYMENT:

Submitters are advised that a minimum of thirty (30) days is required to process invoices for payment.

ELECTRONIC TRANSMISSION OF PROPOSALS:

Hidalgo County’s Purchasing Department will not accept telegraphic or electronically transmitted submissions.

PROOF OF FINANCIAL AND BUSINESS CAPABILITY:

Submitters must, upon request, furnish satisfactory evidence of their ability to furnish products or services in accordance with the terms and conditions of these requirements. Hidalgo County will make the final determination as to the submitter's ability.

SUBMITTER DEFAULT:

Hidalgo County reserves the right, in case of submitter default, to procure the articles or services from other sources and hold the defaulting submitter responsible for any excess costs occasioned thereby.

RESTRICTIVE OR AMBIGUOUS REQUIREMENTS:

It is the responsibility of the submitter to review the Request for Proposal (RFP) packet and to notify the Purchasing Department if the requirements are formulated in a manner that would unnecessarily restrict competition. Any such protest or question regarding the requirements or proposers procedures must be received in the Purchasing Department not less than seventy-two hours prior to the time set for the opening. These criteria also apply to requirements that are ambiguous.

HAND DELIVERED PROPOSALS:

Hidalgo County requires submitters, when hand delivering proposals, to make sure that it is stamped with date and time by the County Purchasing Staff.

SIGNING OF PROPOSALS:

In order to be considered all submittals **must** be signed. **Please sign the original in blue ink.**

WAIVING OF INFORMALITIES:

Hidalgo County reserves the right to waive minor informalities or technicalities when it is in the best interest of Hidalgo County.

SUBCONTRACTING:

The successful submitter **may not** subcontract the award without the written consent of the Commissioners' Court of Hidalgo County.

DURATION OF CONTRACT: The contract shall be for the period of five (5) years. Hidalgo County reserves the right to continue this proposal for an additional sixty days (60) "grace period" at the end of the contract term for unforeseen delay of award for the next term and contingent upon cost remaining unchanged. Additional requirements to be included in the contract, stated under **SPECIFICATIONS/SCOPE OF SERVICES** (Warranty, Maintenance and Service) in **Exhibit "A"**.

DAVIS BACON ACT:

All selected and awarded firms are required to include the Davis-Bacon Act when advertising and developing specifications. **(if applicable).**

MARKET VOLATILITY AND UNIT PRICE ADJUSTMENTS:

Hidalgo County recognizes that during periods of national crisis and unstable economic conditions, unforeseen price increases might affect costs for goods and services contracted on an annual basis. The following procedure may be employed to mediate price volatility:

- a. **Requesting Price Adjustment:** Upon written request of the Vendor to the County Purchasing Agent, the County may review evidence of prevailing industry-wide market conditions that warrant an adjustment in bid prices contained in the contract.
 - i. A Vendor must tie any price change clause to an industry-wide or otherwise nationally recognized index, or some other form of verifiable document. Such written request must be accompanied by a certified copy of the supplier's advisory or notification to the vendor of the price changes.
 - ii. The Vendor must put the Purchasing Agent on the mailing lists for such publications so that the Purchasing Agent can monitor said changes. Such membership shall be at no cost to the County.
 - iii. The County Purchasing Agent retains the right to determine whether or not such proposed price changes are in the best interest of the County.
 - iv. No price escalation will be authorized in excess of the amount of the increase referred to in the supplier's notice.
 - v. The County may only grant a price increase if the evidence presented is deemed reliable. Should the County allow a price increase, the approved price change shall be honored for all orders received by the vendor or contractor after the effective date of such price change. Approved price changes are not applicable to orders already issued and in process at time of price change.
- b. **Price Reduction:** Vendor shall notify the County at the time when the Vendor's costs for items and/or supplies reduce due to stabilization in the market at which time prices for items on this contract shall be reduced accordingly. Failure by the Vendor to notify the County of a decrease in costs for items and/or supplies for which the Vendor was granted a price adjustment, may result in immediate termination of this contract and the County shall not be obligated to pay the Vendor the difference between the contract price and the price adjustment.
- c. **Time frame for Adjusted Price Increases:** Price increases are only valid for the quarter in which they are requested and approved. Prices shall return to the original contract price at the beginning of the following quarter unless a Vendor notifies the County in writing within ten (10) days of expiration of the quarter in which the price increase is in effect, that it desires to have

the price increase continue or that the Vendor is requesting a different price increase for the following quarter. Such request must be supplemented with sufficient justification to demonstrate that the price increase remains necessary. The County Purchasing Department shall have sole discretion whether to grant the price increase extension. The County too, shall have discretion to unilaterally reduce, eliminate or extend a price adjustment to the Vendor at any time upon written notice from the County to the Vendor demonstrating justification for such reduction, elimination or extension of the price adjustment.

- d. **Allowable Review Periods:** Price adjustment reviews may only be requested by the Vendor on a quarterly basis. However, the County may at its own discretion, conduct temporary price adjustment reviews at any time. The County Purchasing Agent and/or the County Auditor reserve the right to audit and/or examine any pertinent books, documents, papers, records or invoices relating directly to the contract transaction in question after reasonable notice and during normal business hours.
- e. **Dollar Limit to Price Changes:** The total increase in contract price shall not exceed twenty-five percent (25%) of the original contract price during the contract term.

SECTION II - RFP REQUIREMENTS

REQUEST FOR PROPOSALS:

The required contents and limitations for the preparation of the RFP are described in this section. Failure to provide the requested information or adhere to any County limitations will result in disqualification of the submitted RFP. A total of **one (1) original and seven (7) copies** of the RFP shall be submitted to the address on the cover letter.

UNDERSTANDING OF THE PROJECT:

This section should demonstrate the proposers understanding of the project needs, the services required, and any local issues or concerns. Briefly explain how long you have been organized and your business objectives. Explain how long you have been in business. This description should be concise, candid, and limited to 3 pages in length.

PROPOSER'S QUALIFICATIONS:

Hidalgo County is soliciting to contract with a qualified vendor with proven software experience with "Turn-key Purchase of a New Records Management Software for large counties. The proposer who will directly perform the services is required to have any and all applicable licenses, permits and certifications to perform necessary services and must with RFP. Photostat copies are acceptable

PERSONNEL AND STAFFING:

The proposers should provide an organizational chart for the project and a summary paragraph of the project work to be performed by each proposed staff member designated Biographic summaries that highlight the experience relevant to the specific project responsibilities should be provided for all proposed personnel. There is a one (1) page limitation for each biographic summary provided. Information regarding the proposer’s credentials, education and experience with other entities is required and will be scored accordingly during the evaluation process.

REQUIRED CERTIFICATES AND SUBMITTAL:

This section will contain ***any/all*** licenses, registrations, permits, and certifications as required by the STATE OF TEXAS and HIDALGO COUNTY that you possess that deem you as qualified.

If proposer/vendor cannot meet any of the following services/responsibilities, such exceptions must be noted on the company’s cover letter.

PROPOSERS ARE TO PROVIDE A FEE SCHEDULE WITH THIS SUBMITTAL:

Proposer(s) is to provide a proposed fee on a proposal page based on the scope of services/work requested.

RFPs must be submitted by **no later than 9:30 a.m. on Wednesday, _____, 2010.**

SCOPE OF SERVICES/REQUIREMENTS

GENERAL INFORMATION:

Hidalgo County HIDTA TASK FORCE (hereafter called County) intents to contract with the most qualified providers (hereafter called “vendor”) to provide all items essential for the purchase a **TURN-KEY PURCHASE OF A NEW RECORDS MANAGEMENT SOFTWARE”** to include all labor and materials required. The System should be available for installation upon award of the contract and/or purchase order.

STATEMENT OF WORK

RFP SUBMITTED TO: An original and seven (7) copies of RFPs should be submitted to:

US Postal Mail Address:
Martha L. Salazar, CPPB, Purchasing Agent
Hidalgo County Purchasing Department
Administration Building
2812 S. Business Hwy 281
Edinburg, Texas 78539

Physical Address:
Martha L. Salazar, CPPB, Purchasing Agent
Hidalgo County Purchasing Department
Administration Building
2802 S. Business Hwy. 281
Edinburg, Texas 78539

ADDITIONAL INFORMATION:

- All/Any costs and expenses associated with the preparation and submission of (bids, proposals and/or quotes) shall be the responsibility of the proposer and not reimbursements for such charges or expenses shall be passed onto Hidalgo County.
- Hidalgo County has the authority to utilize State Contracts from its membership with their existing or new cooperatives whenever it is in the County's best interest to do so.

SECTION III – SELECTION/EVALUATION/RANKING

EVALUATION COMMITTEE:

The County's evaluation committee will consist of the Elections Office Staff and member(s) of the Purchasing Department.

A. SELECTION/EVALUATION/RANKING PROCESS:

The RFP shall be submitted according to the schedule below. The County of Hidalgo is not required to select the proposal with the lowest fees, but shall take into consideration other factors, including past experience, evidence of good organization background, references, ability to provide requested services, and any other factors found necessary for quality services. Hidalgo County HIDTA Task Force will evaluate the proposals utilizing the evaluation criteria outlined in Exhibit "B" attached herein. Thereafter, Hidalgo County Commissioners' Court will rank and/or award this proposal.

Proposals will be graded on a 100-point system with emphasis on ability to service Hidalgo County HIDTA Task Force, including but not be limited to, the items listed below:

- | | | |
|----|--|------------------|
| 1. | Capability and Performance | 25 points |
| 2. | Ability to provide all services requested | 30 points |
| 3. | Experience with Elections Systems | 20 points |
| 4. | Cost and Warranty/Maintenance Service | 25 points |

Total 100 Points

B. RANKING OF PROPOSALS:

Hidalgo County HIDTA TASK FORCE will evaluate and score the RFP responses. After the RFPs have been evaluated and scored, Hidalgo County HIDTA Task Force will make a recommendation to Hidalgo County Commissioners' Court for approval of rank and/or award of proposal before proceeding with negotiation process.

C. NEGOTIATION PROCESS:

Compliance with all requirements, the most cost productive, efficient and effective plan will be considered. Emphasis will be placed on capability to perform within the program as well as meeting the needs of Hidalgo County. Accuracy and completeness are essential. If negotiations proved unsuccessful, the next highest ranked proposer will be contacted. Hidalgo County reserves the right to reject any and all RFPs.

DRAFT

Badge Se Records Management Software

Badge SE Records Management Software Requirements				Specifications Met		Exception	Will Modify	
Specification Description:				Yes	No	Detail	Yes	No
1	BADGE SE Records Management Software							
	a. General Vendor Information							
	1		The vendor must provide a Company Profile with the number of years in business.					
	2		The vendor must provide documented evidence of their experience in developing and supporting Law Enforcement Record Management Software.					
	3		The vendor must provide a listing of all Optional Modules and Related Software Products that are available and are 100% integrated with Records Management Software being proposed.					
	4		The vendor must supply a list of customers, contacts, phone number of customers using the Records Management Software and Related Software Product in Texas.					
2	Server and Workstation Hardware and Software Requirements.							
	a. Server Hardware Requirements:							
	1		Recommended Processor - 3 GHz Pentium Processor					
	2		Recommended Memory - 4GB+ of RAM					
	3		Recommended Hard Drive - 80 GB					
	4		Recommended Available Hard Drive Space - 20 GB					
	b. Server Software Requirements:							
	1		Recommended Operating System Microsoft Windows Server 2003					
	2		Minimum DBMS Microsoft MSDE (Concurrent Users)					
	3		Recommended MS SQL Server 2000 / 2005 (6 or more Concurrent Users)					
	4		Recommended Internal or External Tape Back up Drive					
	5		Recommended Internal or External Tape Back up Soft.					
	6		Recommended Microsoft Windows networking using either Domain or Workgroup security model					
	7		Recommended Network Cabling - Category 5 Ethernet cabling					
	8		Recommended CD-ROM Drive					
	9		Recommended 15 inch Monitor					
	10		Recommended Uninterruptible Power Supply					
	c. Network Requirements:							
	1		Recommended Network Interface Card 10/100 Ethernet, 100/1000 Ethernet Recommended					
	2		Recommended Mouse and Windows Compatible Keyboard					
	3		Recommended Internet Explorer 7.0 or higher					

Badge Se Records Management Software

Badge SE Records Management Software Requirements			Specifications Met		Exception	Will Modify	
Specification Description:			Yes	No	Detail	Yes	No
	4	Recommended Dedicated high speed internet connection (Cable, DSL, T1, ISDN)					
d. Workstation Hardware Requirements:							
	1	Recommended Processor - 3 GHz Pentium 4 or better					
	2	Recommended Memory - 1GB+ of RAM					
	3	Recommended Hard Drive - 20 GB					
	4	Recommended Available Hard Drive Space - 5GB					
e. Workstation Software Requirements:							
	1	Recommended Windows 2000 Service Pack 4 or XP Professional Serve Pack 2 or MS Vista					
	2	Recommended 19" Color Monitor					
	3	Recommended Windows Compliant Mouse & Keyboard					
	4	Recommended Internet Explorer 7.0 or higher					
	5	Recommended High Speed Internet Access on all W					
3	Software General Information						
	a. General System Setup Information						
	1	Enter Agency Name.					
	2	Enter Address 1					
	3	Enter Address 2					
	4	Enter City					
	5	Enter State					
	6	Enter Zip					
	7	Enter NCID/ORI/FID number					
	8	Enter Agency Phone number					
	9	Enter Agency Fax number					
	10	Select Check Box to allow users do not Agency					
	11	Select Check Box to allow user to append an approved Incident to a case					
	12	Indicate number of Login Attempts allowed by user					
	13	Enable 4 digit Offense Codes					
	14	Select Check Box to hide inactive employees in Personnel					
	15	Select Check Box if using CAD Software					
	16	Select Check Box if RMS Software is going to be used in a Municipality or County.					
	17	Setup Mandatory Fields in RMS Software					
	18	Allow selection of back color for Mandatory Fields					
	19	Have selection to Save, Cancel or Close the General Screen					
	b. RMS System Setup and Default Information						
	1	System setup of RMS program files and location.					
	2	System setup of RMS database files and location..					
	3	Setup of Auto Generating Numbers with Input of starting #:					
	a.	For Arrests with entry of starting number					
	b.	For Citations with entry of starting number					

Badge Se Records Management Software

Badge SE Records Management Software Requirements			Specifications Met		Exception	Will Modify	
Specification Description:			Yes	No	Detail	Yes	No
		c. For Dispatch with entry of starting number					
		d. For Warrants with entry of starting number					
		e. For Field Interview with entry of starting number					
		f. For Animal License with entry of starting number					
		g. For Weapon Permit with entry of starting number					
		h. For Civil Papers with entry of starting number					
		i. For Close Patrol with entry of starting number					
		j. For Accident with entry of starting number					
		k. For Vehicle Maintenance with entry of starting number					
		l. For Alarm with entry of starting number					
		m. For Traffic Stop with entry of starting number					
	4	Selection or Check Box if Software is to be used on a Laptop					
	5	Setup of Auto Generating Incident with input starting #					
		a. Selection of Auto Generate Incident Number with input of next starting Incident Number					
		b. Selection of using the Call For Service Number as Incident Number					
		c. Selection of Agency Call for Service Number as input of next starting Incident Number					
		d. Selection if Incident Number is User Defined					
	6	Have selection to Save, Cancel or Close the General Screen					
	c.	Master Name					
		New Image Directory					
	4	Share Images with Photo Backup Imaging System					
	5	Options for Name Alerts					
		a. Select Flash Caption					
		b. Select use of an Audible Alert					
		c. Select Location of Audible Alert					
		d. Select to browse for Location of Audible Alert					
		e. Select Play Wav					
	6	Have selection to Save, Cancel or Close the General Screen					
	d.	Incident Images					
	1	Selection of Assigned Images Directory					
	2	Search Images Directory with Browse feature					
	3	Selection of New Images Directory					
	4	Search New Images Directory with Browse Feature					
	5	Select or Check Box for Deleting Image from new Image					
	6	Directory after being Assigned.					
	7	Have selection to Save, Cancel or Close the General Screen					
	e.	NIBRS (National Incident Base Reporting System)					
	1	Multiple Agency Input Information					
		a. Inputting of NIBRS Agency Code					
		b. Inputting of NIBRS Agency Name					

Badge Se Records Management Software

Badge SE Records Management Software Requirements			Specifications Met		Exception	Will Modify	
Specification Description:			Yes	No	Detail	Yes	No
	c.	Inputing of NIBRS Agency ORI					
	d.	Inputing of NIBRS Agency City/County Code					
	e.	Inputing of NIBRS Agency Address 1					
	f.	Inputing of NIBRS Agency Address 2					
	g.	Inputing of NIBRS Agency Address 3					
	h.	Inputing of NIBRS Agency City					
	i.	Inputing of NIBRS Agency State					
	j.	Inputing of NIBRS Agency Zip Code					
	k.	Inputing of NIBRS Agency Phone Number					
	l.	Inputing of NIBRS Agency Fax Number					
	m.	Inputing of NIBRS Agency Code					
2	Optional for Agency						
	a.	Save Agency					
	b.	Clear Agency					
	c.	Delete Agency					
3	NIBRS Setup Information						
	a.	Base Date					
	b.	Delay Report Reporting by inputing Month					
	c.	Check Box for using State Specific Validation and Formatting					
	d.	Check Box for Ignoring Incidents with No Offense					
	e.	Check Box for Incidents with Multiple A/B Offenses					
4	Have selection to Save, Cancel or Close the General Screen						
5	Display of Agencies by						
	a.	Agency Code, Name, ORI, City/County, Address 1, Address 2, Address 3, State, Zip, Phone Number, Fax Number and Agency Code					
f.	RMS Customer/User Defined Fields Module						
1	Master Name Module -- 5 Customer/User Defined Fields						
	a.	First Field is Customer/User Field and is Indexed and Searchable					
	b.	Four Additional Customer/User Defined Fields					
2	Citation Module -- 5 Customer/User Defined Fields						
	a.	First Field is Customer/User Field and is Indexed and Searchable					
	b.	Four Additional Customer/User Defined Fields					
3	Master Vehicle Module -- 5 Customer/User Defined Fields						
	a.	First Field is Customer/User Field and is Indexed and Searchable					
	b.	Four Additional Customer/User Defined Fields					
4	Animal Module -- 5 Customer/User Defined Fields						
	a.	First Field is Customer/User Field and is Indexed and Searchable					
	b.	Four Additional Customer/User Defined Fields					
5	Arrest Module -- 5 Customer/User Defined Fields						
	a.	First Field is Customer/User Field and is Indexed and Searchable					
	b.	Four Additional Customer/User Defined Fields					

Badge Se Records Management Software

Badge SE Records Management Software Requirements		Specifications Met		Exception	Will Modify	
		Yes	No	Detail	Yes	No
Specification Description:						
6	Property Module -- 5 Customer/User Defined Fields					
	<ul style="list-style-type: none"> a. First Field is Customer/User Field and is Indexed and Searchable b. Four Additional Customer/User Defined Fields 					
7	Incident Module -- 5 Customer/User Defined Fields					
	<ul style="list-style-type: none"> a. First Field is Customer/User Field and is Indexed and Searchable b. Four Additional Customer/User Defined Fields 					
8	Location Module -- 5 Customer/User Defined Fields					
	<ul style="list-style-type: none"> a. First Field is Customer/User Field and is Indexed and Searchable b. Four Additional Customer/User Defined Fields 					
9	Profiling Module -- 5 Customer/User Defined Fields					
	<ul style="list-style-type: none"> a. First Field is Customer/User Field and is Indexed and Searchable b. Four Additional Customer/User Defined Fields 					
10	Dispatch Log Module -- 5 Customer/User Defined Fields					
	<ul style="list-style-type: none"> a. First Field is Customer/User Field and is Indexed and Searchable b. Four Additional Customer/User Defined Fields 					
11	Accident Module -- 10 Customer/User Defined Fields					
	<ul style="list-style-type: none"> a. First Field is Customer/User Field and is Indexed and Searchable b. Five Additional Customer/User Defined Fields 					
g. RMS Utilities						
1	Field Codes - Help Codes Module					
	a. Form Selection of RMS Modules					
	b. Field Selection from RMS Modules					
	c. Allow Data Entry in the Code Field.					
	d. Allow Data Entry in the Description Field					
	e. Selection of Locked Data Entered					
	f. Display Code, Description and Lock Status from field selected					
	g. Allow Field for each Code Setup					
	h. Allow for a Default Value for each Code Setup					
	i. Allow for Detail Help for each Code Setup					
	j. Selection Box or Check to Indicate if Field is a Mandatory Data Entry Field					
	k. Selection Box or Check to Turn Tap Stop to OFF					
	l. Selection of Add, Save or Close					
2	Inmate Activity Module					
	a. Display Activity Type Code and Description					
	b. Select from Add, Save or Delete for Activity Type Code					
	c. Display Code, Description					
	e. Check Box of Monetary Value					
	f. Monetary Value Selection of Credit					
	g. Monetary Value Selection of Debit					
	h. Enter Cash Value					
	i. Add, Save or Delete					

Badge Se Records Management Software

Badge SE Records Management Software Requirements			Specifications Met		Exception	Will Modify	
			Yes	No	Detail	Yes	No
Specification Description:							
		j. CLOSE the Inmate Activity Screen					
	3	Makes and Model Module					
		a. Display Make Selection to show Code and Description					
		b. Selection of Add, Delete or Close					
		c. Display Model Selection to show Code and Description					
		d. Selection Add, Exit or Delete					
		e. Close					
3		Master Name Module					
	1	System has ability to create and maintain a basic Master Name file record on adults and juveniles including.					
		a. Full Name.					
		b. Associate names (alias, gang and street names).					
		c. Addresses (current and unlimited prior addresses).					
		d. Date of Birth (or age range if actual date unknown).					
		e. Race, Age, Sex.					
		f. Physical Description					
		g. Multiple identification Number including SSN, DL#, Local ID#, CID#, SID# and FBI#.					
		h. Digital Images (mugshots) - at least 4 images					
		i. Must be able to print out Master Name Information displayed with an option to also print the photos if available.					
	2	System allows for Caution / Flags to be linked to Name.					
	3	System has ability to store and quickly display a person's Master Name History to include.					
		a. All contacts with the person (Barratee, Arrestee, FI Card, Citation, Accident, Victim, etc.)					
		b. Date of contact					
		c. Contact reference # and description of contact type (Module reference - Incident, FI, etc.).					
		d. Master Name file is updated "on the fly" as module records are entered into the system.					
		e. Master Name History for an individual may be displayed on the screen.					
	4	System has the ability to allow Modus Operandi (M.O.) information and also Scars, Marks and Tattoos.					
4		Field Interview Module					
	1	System is able to capture, record, and allow rapid access to the following data pertaining to all <u>Field Interviews</u> :					
		a. Date/Time Interviewed.					
		b. Reference Number.					
		c. Name and Personal Data.					
		d. Clothing description.					

Badge Se Records Management Software

Badge SE Records Management Software Requirements				Specifications Met		Exception	Will Modify	
Specification Description:				Yes	No	Detail	Yes	No
		e.	Vehicle Information.					
		f.	Reason for contact.					
		g.	Interview Notes					
		h.	Option to associate a Field Interview with an existing incident.					
5	Person Arrested Module							
	1	System is able to capture, record, and allow rapid access to the following data pertaining to all <u>Persons Arrested</u> :						
		a.	Date & Time Arrested.					
		b.	Incident & Arrest Number.					
		c.	Name & Personal Data.					
		d.	Vehicle Information.					
		e.	Location, District, Grid.					
		f.	Arresting / Booking Officer.					
		g.	UCR /NIBRS codes (Charges).					
		h.	Release Information.					
		i.	Inmate Activity (User Defined Code Descriptions).					
6	Offenses/Incident Module							
	1	System is able to capture, record, and allow rapid access to the following data pertaining to <u>Offenses/Incidents</u> :						
		a.	Date & Time of Occurrence.					
		b.	Location, District, grid.					
		c.	Reportee / complainant names.					
		d.	Persons Involved.					
		e.	Relationships between parties (Home Ownership Capability).					
		f.	POE / MOE / Weapons involved.					
		g.	Investigation needed.					
		h.	Cash status / Property involved.					
		i.	Supplement Report Narratives (Unlimited Number with Photo Checking).					
		j.	UCR /NIBRS Codes.					
		k.	Domestic Violence Flag and Victim information.					
		l.	Attach unlimited number of digital images (Crime Scene Victim, Etc.) to Incident record.					
7	Calls for Service / Dispatch Module							
	1	System is able to capture, record and allow rapid access to the following data pertaining to <u>Calls for Service / Dispatch</u> :						
		a.	Date and Time of Call.					
		b.	Location, district and grid.					
		c.	Type / Source of call.					
		d.	Caller's Name, address and phone.					
		e.	Officers / Units dispatched.					

Badge Se Records Management Software

Badge SE Records Management Software Requirements		Specifications Met		Exception	Will Modify	
		Yes	No	Detail	Yes	No
8	Property Records Module					
1	Property Tab					
	a. Incident Number.- Searchable					
	b. Call For Service # - Searchable					
	c. Property # - Searchable					
	d. Report Date (formatted mm/dd/yyyy) - Searchable					
	e. Property Status - Drop Down Selection - Searchable					
	f. Status Date (formatted mm/dd/yyyy) - Searchable					
	g. Agency Code - Drop Down Selection - Searchable					
	h. Total of All Items of Property					
	i. Property Description - Item #					
	j. Property Description - Loss Type - Drop Down Selection - Searchable					
	k. Property Description - Code - Drop Down Selection - Searchable					
	l. Property Description - Description - Drop Down Selection					
	m. Property Description - Quantity					
	n. Property Description - Value					
	o. Property Description - Evidence - Check Box					
	p. Property Description - Automobile - Check Box					
	q. Property Description - License # - Lookup Vehicle Database					
	r. Property Description - State - Drop Down Selection - Lookup Vehicle Database					
	s. Property Description - License Year					
	t. Property Description - Brand/Make - Drop Down Selection - Searchable					
	u. Property Description - Model - Drop Down Selection					
	v. Property Description - Year					
	w. Property Description - Color - Drop Down Selection					
	x. Property Description - Vehicle # - Searchable					
	y. Property Description - Owner Applied # - Searchable					
	z. Property Description - NIC # - Searchable					
	aa. Property Description - Field - User Defined - Drop Down Selection					
	bb. Property Description - Offense Code - Drop Down Selection					
	cc. Property Description - Item Status - Drop Down Selection - Searchable					
	dd. Property Description - Status Date (formatted mm/dd/yyyy) - Searchable					
	ff. Property Description - Tag/Control # - Searchable					
	gg. Property Description - Bar Code - Searchable					
	hh. Drug Type - Drop Down Selection - Searchable					
	ii. Drug Quantity					

Badge Se Records Management Software

Badge SE Records Management Software Requirements			Specifications Met		Exception	Will Modify	
Specification Description:			Yes	No	Detail	Yes	No
	jj	Drug Measure - Drop Down Selection					
	kk	Owner - Person - Bullet Selection					
	ll	Owner - Business - Bullet Selection					
	mm	Owner - Name - Look up in Master Name Database					
	nn	Recovered - Value Recovered					
	oo	Recovered - Date Recovered (formatted mm/dd/yyyy)					
	pp	Recovered - From					
	qq	Recovered - Recovered Locally - Check Box					
	rr	Entered By					
	ss	Entered Date					
	2	Chain of Custody Tag					
	a	Item - Item					
	b	Item - Property Description					
	c	Item - Loss Type					
	d	Item - Property # - Searchable					
	e	Item - Agency Code					
	f	Item - Tag/Control #					
	g	Collection - Collected By Name - Drop Down Selection					
	h	Collection - Date (formatted mm/dd/yyyy)					
	i	Collection - Time (formatted hh:mm)					
	j	Collection - Collected From					
	k	Stored - Building - Drop Down Selection					
	l	Stored - Room - Drop Down Selection					
	m	Stored - Shelf/Drawer - Drop Down Selection					
	n	Stored - Bin - Drop Down Selection					
	o	Stored - Other					
	p	Stored - Flag/Misc. - Drop Down Selection					
	q	Stored -					
	r	Released By - Drop Down Selection					
	s	Released By - Name - Drop Down Selection					
	t	Released By - Date Out - (formatted mm/dd/yyyy)					
	u	Released By - Time Out - (formatted hh:mm)					
	v	Released By - Release To - Lookup in Database					
	w	Released By - Reason					
	x	Released By - Disposition - Drop Down Selection					
	y	Released By - Reason					
	z	Released By - Internal Release - Check Box					
	aa	Returned By - Lookup in Database					
	bb	Returned By - Date In - (formatted (mm/dd/yyyy)					
	cc	Returned By - Time In - (Formatted hh:mm)					
	dd	Returned By - Returned To - Lookup in Database					
	ee	Returned By - Name - Drop Down Selection					
	ff	Returned By - Comments					

Badge Se Records Management Software

Badge SE Records Management Software Requirements		Specifications Met		Exception	Will Modify		
		Yes	No	Detail	Yes	No	
	gg	Returned By - Display Link 0 of 0					
3	Assign Images/Video						
	a	Can Assigned Unlimited Number of Images.					
	b	Can Assigned images in Batch from CD or Hard Disk					
	c	Can Assigned Unlimited Video					
	d	Assign Images/Video - Item					
	e	Assign Images/Video - Property Description					
	f	Assign Images/Video - Property #					
	g	Assign Images/Video - Date (formatted (mm/dd/yyyy)					
	h	Assign Images/Video - Time (formatted hh:mm)					
	i	Assign Images/Video - Comments					
	j	Assign Images/Video - Add Image					
	k	Assign Images/Video - Display Images					
	l	Assign Images/Video - Print Image					
	m	Assign Images/Video - Previous Page Button					
	n	Assign Images/Video - Next Page Button					
	o	Assign Images/Video - VCR Button to Play Video					
	p	Assign Images/Video - VCR Button to Stop					
4	Texas Drug Supplement						
	a	Marijuana Fields - Number of Fields					
	b	Marijuana Fields Type of Garden/Field - Drop Down Selection					
	c	Clandestine Labs - Number of Labs					
	d	Clandestine Labs - Type of Drug Manufactured 1 - Drop Down Selection					
	e	Clandestine Labs - Type of Drug Manufactured 2 - Drop Down Selection					
	f	Precur					
	g	Chemical 1 - Quantity					
	h	Chemical 1 - Measurement - Drop Down Selection					
	i	Chemical 2 - Quantity					
	j	Chemical 2 - Measurement - Drop Down Selection					
	k	Chemical 3 - Quantity					
	l	Chemical 3 - Measurement - Drop Down Selection					
	m	Chemical 4 - Quantity					
	n	Chemical 4 - Measurement - Drop Down Selection					
	o	Chemical 5 - Quantity					
	p	Chemical 5 - Measurement - Drop Down Selection					
	q	Chemical 6 - Quantity					
	r	Chemical 6 - Measurement - Drop Down Selection					
5	User Defined Fields						
	a	The Customer will can add up to 5 User Defined Fields.					
		The First Field is Searchable and is Indexed.					

Badge Se Records Management Software

Badge SE Records Management Software Requirements			Specifications Met		Exception	Will Modify	
Specification Description:			Yes	No	Detail	Yes	No
	b	List 5 User Defined Fields that will appear on the bottom					
	6	Enhanced Property Module					
		Software and Hardware Requirements					
		Software Requirements					
	a	Must be 100% Seamless Integrated with Property Module					
	b	Enhanced Property Advanced Software for Bar Code Labels					
	c	Enhanced Property Professional Software for Inventory					
	d	Tracer Plus Software					
	e	ODBC Link Software					
		Hardware Requirements					
	a	Zebra ZLP2824 Bar Code Label Printer and Serial/USB					
	b	Symbol LS2208 USB Scanner with Stand and USB Cable					
	c	Case of 2.25" X 2.50" Bar Code Labels					
	d	Symbol MC50 Handheld w/Imager/37 Keyboard/Ext. Battery					
	e	Symbol MC50 Single Slot Cradle with USB Cable					
	f	Symbol MC50 Power Supply 5.4V and Power Cord					
	g	Symbol 3 Year Service Plan from the Start					
		Bar Coding Labels, Printing and Scanning Software					
	a	Auto Fields - Selection to Print both the Incident Number and Property Number on the Bar Code Label					
	b	Auto Fields - Selection to Print the Incident Number ONLY					
	c	Auto Fields - Selection to Print the Property Number ONLY					
	d	Auto Fields - Selection to not print anything automatically on the Bar Code Label					
	e	Active Label is a Check Box that allows the user to select a Bar Code label to print					
	f	Field Options - Select the option of None and this selection will not print and will not wrap field on Multiple Lines					
	g	Field Options - Select the option of Print Headings and will print the field headings on the Bar Code Label.					
	h	Field Options - Select the option of Field Per Line and it excludes the headings and prints one field per available line on the Bar Code Label.					
	i	Selection Field to Print on Label - Call for Service #					
		Selection Field to Print - Bin					
		Selection Field to Print - Brand					
		Selection Field to Print - Building					
		Selection Field to Print - Color					
		Selection Field to Print - Drawer					
		Selection Field to Print - Entry By					
		Selection Field to Print - Entry Date					
		Selection Field to Print - Flag					
		Selection Field to Print - Incident Location					

Badge Se Records Management Software

Badge SE Records Management Software Requirements			Specifications Met		Exception	Will Modify	
			Yes	No	Detail	Yes	No
Specification Description:							
		Selection Field to Print - License #					
		Selection Field to Print - Licenses Year					
		Selection Field to Print - Model					
		Selection Field to Print - Model Year					
		Selection Field to Print - NIC #					
		Selection Field to Print - Property Description					
		Selection Field to Print - Offense					
		Selection Field to Print - Other					
		Selection Field to Print - Owner Applied #					
		Selection Field to Print - Quantity					
		Selection Field to Print - Room					
		Selection Field to Print - Serial #					
		Selection Field to Print - Tag/Control #					
		Selection Field to Print - User Defined 1					
		Selection Field to Print - User Defined 2					
		Selection Field to Print - User Defined 3					
		Selection Field to Print - User Defined 4					
		Selection Field to Print - User Defined 5					
	j	Customer Training on Formatting of Bar Code Labels					
	k	Customer Training on Printing Labels from Property Label from Property Module					
	l	Print - Selected Item					
	m	Print - All Items					
	n	Customer Training on Scanning a Bar Code into a blank Property Record					
	o	Customer Training on Scanning Bar Code from an existing Inventory item, a returned item and or a returned inventory item					
	p	Customer Training for Printing Inventory with the Handheld.					
	q	Customer Training for Scanning Inventory with the Handheld					
	r	Customer Training on Downloading the Inventory from the Handheld.					
	s	Enhanced Property Professional - Property Inventory - will create a report of all inventory items in the BADGE SE based on the Building, Room, Shelf/Drawer, Bin and Flag.					
	t	Enhanced Property Professional - Property Exception Report creates a report that shows an inventory item out of place from where it is stored in BADGE SE.					
	u	Enhanced Property has added a new report - Item History Report -- if an item has been scanned more than once it will show under each item in the printed report.					
9	Personnel Module						
	1	System is able to capture, record and allow rapid access					

Badge Se Records Management Software

Badge SE Records Management Software Requirements		Specifications Met		Exception	Will Modify	
		Yes	No	Detail	Yes	No
Specification Description:						
	to the following data pertaining to <u>Personnel</u> .					
	a. Name, address and phone number.					
	b. ID and Badge number.					
	c. Social Security number.					
	d. Date of Birth.					
	e. Current Rank / Certification.					
	f. Education / <u>Languages</u> spoken.					
	g. Service time / date licensed.					
	h. Emergency contacts.					
	i. Security Information.					
	2 Emergency Tab					
	a Capture Emergency - Name					
	b Capture Emergency - Relation					
	c Capture Emergency - Address 1					
	d Capture Emergency - address 2					
	e Capture Emergency - City					
	f Capture Emergency - State - Drop Down Selection					
	g Capture Emergency - Zip					
	h Capture Emergency - Home Phone (formatted)					
	i Capture Emergency - Business Phone (formatted)					
	j Capture Emergency - Blood Type					
	k Capture Emergency - Medical Alert ID 1					
	l Capture Emergency - Medical Alert ID 2					
	3 Training Tab					
	a Add or Delete - Course Date					
	b Add or Delete - End Date					
	c Add or Delete - Cost					
	d Add or Delete - Course Instructor					
	e Add or Delete - Academy Code					
	f Add or Delete - Academy Name					
	g Add or Delete - Course Code					
	h Add or Delete - Course Description					
	i Add or Delete - Hours Earned					
	j Add or Delete - Score Earned					
	k Add or Delete - Score					
	l Add or Delete - Max Score					
	m Add or Delete - Comments					
	n Add Button					
	o Delete Button					
	p Full Note Pad with unlimited text					
	q Add/Edit a Note by Font					
	r Add/Edit a Note by Font Style					
	s Add/Edit a Note by Font Size					

Badge Se Records Management Software

Badge SE Records Management Software Requirements		Specifications Met		Exception	Will Modify	
		Yes	No	Detail	Yes	No
	t	Add/Edit a Note by Bolding Text				
	u	Add/Edit a Note by Italics of Text				
	vv	Add/Edit a Note by Underling Text				
	x	Add/Edit a Note by Color Selection of Text				
	y	Add/Edit a Note must have Spell Check				
	z	Add/Edit a Note can be Saved				
	aa	Add/Edit a Note can be sent to the Printer				
	bb	Add/Edit a Note when done can be Closed				
4		Attendance Tab				
	a	Add Attendance Date and List				
	b	Add Attendance Code and List				
	c	Add Attendance Unit and List				
	d	Add Attendance Comment and List				
	e	Summary - Vacation Earned				
	f	Summary - Vacation Used				
	g	Summary - Vacation Balance (Calculate)				
	h	Summary - Sick Time Earned				
	i	Summary - Sick Time Used				
	j	Summary - Sick Time Balance (Calculate)				
	k	Summary - Comp Time Earned				
	l	Summary - Comp Time Used				
	m	Summary - Comp Time Balance (Calculate)				
	n	Summary - Emergency Time Earned				
	o	Summary - Emergency Time Used				
	p	Summary - Emergency Time Balance (Calculate)				
	q	Summary - Overtime Time Earned				
	r	Summary - Overtime Time Used				
	s	Summary - Overtime Time Balance (Calculate)				
	t	Summary - Misc. Time Earned				
	u	Summary - Misc. Time Used				
	vv	Summary - Misc. Time Balance (Calculate)				
	w	Add Security Record				
	x	Delete Security Record				
5		Security Tab				
	a	Security Record Access is Module Specific Security				
	b	Security Record Access - Check Box - Self - View				
	c	Security Record Access - Check Box - Self - Edit				
	d	Security Record Access - Check Box - Self - Add				
	e	Security Record Access - Check Box - Self - Delete				
	f	Security Record Access - Check Box - Other - Edit				
	g	Security Record Access - Check Box - Other - Delete				
	h	Security Record Access - Check Box - Other Agency Data				
	i	Security Record Access - Check Box - Administrator				

Badge Se Records Management Software

Badge SE Records Management Software Requirements		Specifications Met		Exception	Will Modify	
		Yes	No	Detail	Yes	No
Specification Description:						
11	Business Module					
	1	System Is able to capture, record and allow rapid access to the following data pertaining to <u>Business</u> records.				
		a. Business name.				
		b. Address.				
		c. Telephone #.				
		d. Number (User Defined - for Alarm Permits).				
		e. Contact Information.				
		f. Type Code / Description.				
	g. Flag Code / Description.					
12	Master Vehicle Module					
	1	System is able to capture, record and allow rapid access to the following data pertaining to <u>Master Vehicle</u> records.				
		a. License plate # and state issue.				
		b. Color and style.				
		c. Make and model.				
	d. Owner Information.					
13	Validate Incident Record Module					
	1	System allow the user to "Validate" Incident Record entries to check for accuracy and completeness of incident entries. This validation process checks to see if the report complies with NIBRS standards. If an error is detected, the error(s) will display on screen and allow the user the option of printing listed errors. This process may be run in "batch mode" or on a single record.				
14	Supervisor Approval Module					
	17	System includes a "Supervisor Approval" capability. This allows an officer to complete an Incident Report to a supervisor approval.				
		a. The Personnel module includes identification of the officer's supervisor, thus establishing approval authority.				
		b. When logging into the system, supervisors are immediately notified of pending reports submitted for their approval.				
		c. When logging into the system, officers are immediately notified of submitted reports that were not approved.				
		d. Approved records are locked, preventing officer changes to the original report.				
		e. Approved records will allow additional supplemental narratives.				
	f. System includes an Incident Summary Feature that displays a graphical outline view of the entire Incident Report on one screen.					
Setup System Information - System, General and User Defined:						

Badge Se Records Management Software

Badge SE Records Management Software Requirements		Specifications Met		Exception	Will Modify	
Specification Description:		Yes	No	Detail	Yes	No
A.	System:					
1	Images Information - must be able to assign an NEW IMAGE DIRECTORY using a BROWSE button where you will go to retrieve an image when you assign a picture to a record for use in Master Name and Incident Modules.					
2	Images Information - must be able to assign an NEW ASSIGNED IMAGES DIRECTORY using the BROWSE button where the images will be stored after it is assigned to a record for use in Master Name and Incident Modules.					
3	Images Information - Be able to CHECK Box if you wish to delete the image from the New Images Directory after it has been assigned to a record for use in Master Name and Incident Modules.					
4	PERSONNEL - Must be able to CHECK Box if you wish to hide non-current employee records from the Personnel Module for use in Personnel Module.					
5	LOGIN - Must be able to enter the time a person can try to LOGIN for use in Login Screen.					
6	JUVENILE - Must be able to enter the maximum age at which a person is still considered a juvenile. Must cross-reference with Personnel module to give user access to viewing juvenile records for use in Master Name, Incident and Arrest Modules.					
7	DEFAULT AGENCY - Must be able to use CHECK Box which will allow the user to enter the agency code into a record by pressing the F12 Insert keys for use in several modules.					
8	SYSTEM NAME - must be able to enter the computer name. It must match the name in the license file exactly. This is also the name that will be printed on all correspondences for use in various modules.					
9	ADDRESS 1- must be able to enter MAILING ADDRESS that will print on all correspondences for use in various modules.					
10	ADDRESS 2 - must be able to enter ADDITIONAL ADDRESS information for use in various modules.					
11	CITY - must be able to enter the CITY for mailing address for use in various modules.					
12	STATE - must be able to enter the state for mailing address. Must be a drop down list of states to be					

Badge Se Records Management Software

Badge SE Records Management Software Requirements		Specifications Met		Exception	Will Modify	
		Yes	No	Detail	Yes	No
		defined under FIELD CODES for use in various modules.				
13		ZIP CODE - must be able to enter the ZIP CODE for the mailing address with room for an additional four numbers if needed for use in various modules.				
14		AGENCY CODE - must be able to enter the code (alpha or numeric) that this agency will be identified by for use in various modules.				
15		PHONE NUMBER - must be able to enter PHONE NUMBER and will print on correspondence for use in various modules.				
16		FAX NUMBER - must be able to enter FAX NUMBER and will print on correspondence for use in various modules.				
17		SMTP MAIL SERVER - must be able to enter information if you will be sending email for use in various modules.				
18		POP 3 MAIL SERVER - must be able to enter information if you will sending email for use in various modules.				
19		FROM E-MAIL ADDRESS - must be able to enter the email address that will send email messages for use in various modules.				
20		RETURN E-MAIL ADDRESS - must be able to enter the e-mail address for replies to messages for use in various modules.				
21		MAIL QUEUE DIRECTORY - must be able to enter information if you are sending e-mail for various modules.				
22		WINBADGE USER - check box if you are WinBadge as your Records Management System used to connect to WinBadge.				
23		RMS EXECUTION PATH - must be able to enter path to connect to the records management system to pull up RMS.				
24		NEXT CALL FOR SERVICE NUMBER - must be able to enter the Call Number that should be assigned next for used in various CAD and WinBadge modules.				
B. General:						
1		Must have a Mapping CHECK Box is you are going to use Mapping				
2		Must have Transaction Process CHECK Box is you				

Badge Se Records Management Software

Badge SE Records Management Software Requirements		Specifications Met		Exception	Will Modify	
Specification Description:		Yes	No	Detail	Yes	No
	are going to use Multiple Dispatch Stations.					
3	Must have a Interface CHECK Box if you are going to connect to your state database.					
C. User Defined Fields:						
1	Will allow you to define 5 (five) fields for use in the location module.					
2	Must be able to CLICK on Box and Name the field.					
3	The first field is indexed and searchable.					
Field Codes:						
A. Setting for FIELD CODES:						
1	Enter Info for DROP DOWN LIST.					
2	Enter POP-UP FIELD TIP HELP.					
3	Enter DETAILED FIELD HELP					
4	ENTER DEFAULT FIELD VALUES.					
5	Make a FIELD MANDATORY.					
6	Deselect a FIELD FROM the TAB ORDER.					
7	Must display on screen FORM SELECTION which is a list of all the modules you will be working with.					
8	Must display on screen FIELD SELECTION which is a list of the fields in the module that is highlighted.					
9	If an asterisk (*) appears in name module must be indicate have been setup as default entries. The entries will first display as DOWN ARROW list when clicking record.					
B. Adding Defaulted Field Codes to appear in DROP DOWN LIST:						
1	Must be able to select the MODULE in the "FORM SELECTION" window.					
2	Must be able to select the FIELD in the FIELD SELECTION window.					
3	Must be able to CLICK on the ADD button, type in the CODE and FULL DESCRIPTION, and enter "Y" or "N" into the CHECK FIELD.					
4	Must be able to hit the TAB if you wish to ADD another CODE.					
C. Adding a POP-UP FIELD or DETAILED FIELD HELP:						
1	Must be able to select the MODULE in the FORM SELECTION window.					
2	Must be able to select the FIELD in the FIELD SELECTION window.					
3	Must be able to CLICK into the FIELD-TIP HELP field and type in the message you wish to					

Badge Se Records Management Software

Badge SE Records Management Software Requirements			Specifications Met		Exception	Will Modify	
Specification Description:			Yes	No	Detail	Yes	No
		display.					
	4	Must be to ACCESS this information by moving your mouse over the specific field in question.					
	5	Must be able to ENTER more DETAILED INFORMATION in the DETAILED HELP field if needed. Must be accessed by pressing Ctrl + F1 keys.					
	6	DETAILED must be accessed by pressing Ctrl + F1 keys.					
	D. Entering a DEFAULT VALUE for a FIELD.						
	1	Must be able to select the MODULE in the FORM SELECTION window.					
	2	Must be able to select the FIELD in the FIELD SELECTION window.					
	3	Must be able to type in the appropriate value you wish to be defaulted for that FIELD.					
	E. Field Codes Details:						
	1	Must be able to setup USER DEFINED FIELDS to fit the needs of your department.					
	2	Must be able to utilize the field or these FIELDS can be left BLANK.					
	3	Vendor must be able to supply and include the NIBRS and UCR FIELDS that are used by your system to configure NIBRS/UCR reports. Do NOT modify existing NIBRS/UCR information.					
	4	Vendor must supply and include RESET FIELDS which have been initially setup by vendor, but the user must be able to modify to fit your department.					
	5	NO SETUP REQUIRED FIELDS have drop down menus but allow users to type needed data in the field so drop down menus do not require any setup.					