

EXHIBIT A

REQUIREMENTS/SCOPE OF SERVICES

HIDALGO COUNTY
HIDTA TASK FORCE

REQUEST FOR PROPOSAL

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

RFP NO: 2010-049-03-24CGV

**HIDALGO COUNTY HIDTA TASK FORCE
REQUEST FOR PROPOSAL
“TURN-KEY PURCHASE OF A NEW
RECORDS MANAGEMENT SOFTWARE”
RFP NO: 2010-049-03-24-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 proposed system must provide a turnkey solution that includes all hardware and software, software upgrades, maintenance, warranty and training (if necessary) for the HIDTA Task Force Department. 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, March 24, 2010. ANY RFP RECEIVED AFTER THAT DATE AND TIME WILL NOT BE ACCEPTED AND WILL BE RETURNED UNOPENED.**

Deliver Submittal to:
RFP Number: 2010-049-03-24CGV

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

<u>US Postal Mail Address:</u> Martha L. Salazar, CPPB, Purchasing Agent Hidalgo County Purchasing Department Administration Building 2812 S. Business Hwy 281 Edinburg, Texas 78539	<u>Physical Address:</u> Martha L. Salazar, CPPB, Purchasing Agent Hidalgo County Purchasing Department Administration Building 2802 S. Business Hwy. 281 Edinburg, Texas 78539
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WRITTEN QUESTIONS WILL BE ACCEPTED VIA FACSIMILE NO LATER THAN Wednesday, March 17, 2010, at 5:00 P.M. at (956) 318-2629. Responses will be sent to all applicants via

facsimile by Friday, **March 19, 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**) certainly 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 initial term of the contract shall be for the period of one (1) year with the County's option to extend the contract for two (2) additional one (1) year terms based on funds availability.

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/REQUIREMENTS** (Warranty, Maintenance and Service) in **Attachment "A"**.

DAVIS BACON ACT: (if applicable)

All selected and awarded firms are required to include the Davis-Bacon Act when advertising and developing specifications.

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 in Law Enforcement for "Turn-key Purchase of a New Records Management Software. The proposer who

will directly perform the services is required to have any and all applicable licenses, permits and certifications necessary services and must include with RFP, including but not limited to the following:

- The proposer must provide a Company Profile with the number of years in business;
- The proposer must provide documented evidence of their experience in developing a supporting Law Enforcement Record Management Software;
- The proposer must provide a listing off all Optional Modules and Related Software Products that are available and are 100% integrated with Records Management Software being proposed;
- The proposer must supply a list of customers, contacts, phone numbers of customers using the Records Management and Related Software products in the state of Texas.

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/requirements requested.

RFPs must be submitted by **no later than 9:30 a.m. on Wednesday, March 24, 2010.**

SCOPE OF SERVICES/REQUIREMENTS

GENERAL INFORMATION:

Hidalgo County HIDTA TASK FORCE (hereafter called County) intends to contract with the most qualified providers (hereafter called "vendor") to provide all items essential for the "**TURN-KEY PURCHASE OF A NEW RECORDS MANAGEMENT SOFTWARE**" to include all labor, hardware,

software, software updates, warranty, maintenance and training required. The System should be available for installation upon award of the contract and/or purchase order.

STATEMENT OF WORK/REQUIREMENTS

As requested and further detailed in Attachment “A” enclosed herein.

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

<u>US Postal Mail Address:</u> Martha L. Salazar, CPPB, Purchasing Agent Hidalgo County Purchasing Department Administration Building 2812 S. Business Hwy 281 Edinburg, Texas 78539	<u>Physical Address:</u> Martha L. Salazar, CPPB, Purchasing Agent Hidalgo County Purchasing Department Administration Building 2802 S. Business Hwy. 281 Edinburg, Texas 78539
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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 HIDTA Task Force Staff and/or 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 Software Performance | 25 points |
| 2. | Ability to provide all services requested | 20 points |
| 3. | Financial Stability and Experience with Law Enforcement Systems | 20 points |
| 4. | Cost and Warranty/Maintenance Service | 35 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.

Hidalgo County HIDTA Task Force
“Turnkey Purchase of a Records Management Software”

Attachment “A”

Disclosure:

THE INFORMATION HEREIN CONTAINED FURTHER DESCRIBES AND SPECIFIES EQUIPMENT REQUESTED IN THIS PROPOSAL. Specifications make reference to name brands and model numbers. It is not the intent of Hidalgo County to restrict these proposals in such cases, but to establish a desired quality level of merchandise or to meet a pre-established standard due to like existing items. Proposer may offer items of equal stature and the burden of proof of such rests with Proposer. Hidalgo County shall act as sole judge in determining equality and acceptability of products offered.

The following are the minimum requirements and/or specifications, including, but not limited to the following:

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 Products in Texas.

2 Server and Workstation Hardware and Software Requirements:

a. Server Minimum Hardware Requirements:

1. Processor-3GHz Pentium 4 or better;
2. Memory-4GB+ of RAM;
3. Hard Drive-80GB;
4. Available Hard Drive Space 20GB;

b. Server Software Minimum Requirements:

1. Operating System Microsoft Windows;
2. Minimum DBMS-Microsoft MSDE (5 or Less Concurrent Users);
3. MS SQL Server 2000/2005 (6 or more Concurrent Users);
4. Internal or External Tape Backup Drive;
5. Internal or External Tape Backup Soft;
6. Microsoft Windows networking using either a Domain or Workgroup security model;
7. Network Cabling-Category 5 Ethernet cabling;
8. CD ROM Drive;
9. 15 inch Monitor;
10. Uninterruptible Power Supply;

c. Network Requirements:

1. Network Interface Card 10/100 Ethernet, 100/1000 Ethernet;
 2. Mouse and Windows Compatible Keyboard;
 3. Internet Explorer 7.0 or higher;
 4. Dedicated high speed internet connection (Cable DSL, T1, ISDN);
- d. **Workstation Hardware Minimum Requirements:**
1. Processor 3-GHz Pentium 4 or better;
 2. Memory -1GB+ of RAM;
 3. Hard Drive – 20GB;
 4. Available Hardware Space – 5GB;
- e. **Workstation Software Minimum Requirements:**
1. Windows 2000 Service Pack 4 or XP Professional Service Pack 2 or MS Vista;
 2. 19 inch Color Monitor;
 3. Windows Compliant Mouse & Keyboard;
 4. Internet Explorer 7.0 or higher;
 5. High Speed Internet Access on all W/S;

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 use as default Agency;
11. Select Check Box to allow officer to append an approved Incident and/or Supplement;
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 University;
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 for RMS program files and location;
2. System setup for RMS database files and location;
3. Setup of Auto Generating Numbers with Input of starting number:
 - a. For Arrests with entry of starting number;
 - b. For Citations with entry of starting number;
 - 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 Number with input starting number;
 - 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 with 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;
 - 1. Share Images with Photo Lineup Imaging System;
 - 2. Options for Name Alert;
 - a. Select Flash Caption;
 - b. Select use of an Audible Alert;
 - c. Select Locations of Audible Alert;
 - d. Select Browse for Location of Audible Alert;
 - e. Select of Play Wave;
 - 3. 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 Image Directory;
 - 4. Search New Images Directory with Browse Feature;
 - 5. Select or Check Box for Deleting Image for 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;
 - c. Inputting of NIBRS Agency ORI;
 - d. Inputting of NIBRS Agency City/County Code;
 - e. Inputting of NIBRS Agency Address 1;
 - f. Inputting of INBRS Agency Address 2;
 - g. Inputting of INBRS Agency Address 3;
 - h. Inputting of INBRS Agency City;

- i. Inputting of INBRS Agency State;
- j. Inputting of INBRS Agency Zip Code;
- k. Inputting of INBRS Agency Phone Number;
- l. Inputting of INBRS Agency Fax Number;
- m. Inputting of INBRS 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 inputting Months;
 - c. Check Box for using State Specific Validation and Formatting;
 - d. Check Box for Ignoring Incidents with No Offenses;
 - e. Check Box for Incidents with Non Type 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 Code, Address 1, Address 2, Address 3, City, 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;
- 6. Property 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;
- 7. Incident 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;
- 8. Location 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;
- 9. Profiling 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;
- 10. Dispatch Log 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;
- 11. Accident Module: 10 Customer/User Defined Fields
 - 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 Date Entry in the Description Field;
 - e. Selection of Locking Data Entered into Fields;
 - f. Display Code, Description and Lock Status from Field selected;
 - g. Allow Field Tip Help 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, Delete 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;
 - d. Check Box of Monetary Value;
 - e. Monetary Value Selection of Credit;
 - f. Monetary Value Selection of Debit;
 - g. Enter Cash Value;
 - h. Add, Save or Delete;
 - i. CLOSE the Inmate Activity Screen;
- 3. Makes and Model Modules:
 - 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;

4 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 photo with it;
2. System allows for Caution/Hazard 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 (Reportee, Arrestee, FI Card, Citation, Accident, Victim, etc.);
 - b. Date of contacts;
 - c. Contact reference# and description of contact type (module reference-Incident, FI, etc);
 - d. History 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 screen or printed;
 4. System has the ability to allow Modus Operandi (M.O.) information and also Scars, Marks and Tattoos.

5. Field Interview Module:

1. System is able to capture, record, and allow rapid access to the following data pertaining to all Field Interviews:
 - a. Date/Time Interviewed;
 - b. Referenced Number;
 - c. Name and Personal Data;
 - d. Clothing description;
 - e. Vehicle Information;
 - f. Reason for contact;
 - g. Interview Notes;
 - h. Option to associate a Field Interview with an existing incident;

6. Person Arrested Module:

- System is able to capture, record, and allow rapid access to the following data pertaining to all Persons Arrested:
- 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);

7. Offenses/Incident Module:

- System is able to capture, record, and allow rapid access to the following data pertaining to Offenses/Incidents:
- a. Date & Time of Occurrence;
 - b. Location, District, Grid;

- c. Reportee/Complainant names;
- d. Persons Involved;
- e. Relationships between parties (Hate Crimes Tracking Capability);
- f. POE/MOE/Weapons involved.
- g. Investigators assigned;
- h. Case Status/ Property involved;
- i. Supplement Report Narratives (Unlimited Number with Spell Checking)
- j. URC/NIBRS Codes;
- k. Domestic violence Flag and Victim information;
- l. Attach unlimited number of digital images (Crime Scene Victim, Etc.) to Incident record;

8. Calls for Service/Dispatch Module:

System is able to capture, record and allow rapid access to the following data pertaining to Calls for Service/Dispatch:

- 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;

9. Property Records Module:

Property Tab:

- a. Incident Number-Searchable;
- b. Call for Service Number-Searchable;
- c. Property Number-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 #-Look-up Vehicle Database;
- r. Property Description-State-Drop Down Selection-Lookup Data Base;
- 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-Van/Serial #-Searchable;
 - y. Property Description-Owner Applied Number-Searchable;
 - z. Property Description-NIC Number -Searchable;
 - aa. Property Description-Flag 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;
 - ee. Property Description-Tag/Control #-Searchable;
 - ff. Property Description-Bar Code-Searchable;
 - gg. Drug Type-Drop Down Selection-Searchable;
 - hh. Drug Quantity;
 - ii. Drug Measure-Drop Down Selection;
 - jj. Owner-Person-Bullet Selection;
 - kk. Owner Business-Bullet Selection;
 - ll. Owner-Name-Lookup in Master Name Database;
 - mm. Recovered-Value Recovered;
 - nn. Recovered-Data Recovered(formatted mm/dd/yyyy);
 - oo. Recovered-From;
 - pp. Recovered-Recovered Locally-Check Box;
 - qq. Entered By;
 - rr. 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-Comments;
 - 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-Released To-Lookup in Database;
 - w. Released By-Destination;
 - 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;
 - gg. Returned By-Display Link 0 of 0;
3. Assigned 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 Video;
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. **Precursor Chemicals;**
 - 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 can add up to 5 User Defined Fields. The first field is Searchable and is indexed;
 - b. List 5 User Defined Fields that will appear on the button;
6. Enhanced Property Module:
- Software and Hardware Minimum 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 Cable;
- 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 will not print anything automatically on the Bar Code Label;
- e. Active Label is a Check Box that defines the default Bar Code label to print;
- f. Field Options- Select the button None and this selection will not print headings and will print field on Multiple Lines;
- g. Field Options- Select the button Show Headings and will print the field headings on the Bar Code Label;
- h. Field Options- Select the 1 Field Per Line and it excludes the headings and prints one field per available line on the Bar Code Label;
 - 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;
 - Selection Field to Print-License Number;
 - Selection Field to Print-Licenses Year;
 - Selection Field to Print-Model;
 - Selection Field to Print-Model Year;
 - Selection Field to Print-NIC Number;
 - 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 Number;
 - Selection Field to Print-Tag/Control Number;
 - 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;
- i. Customer Training on Formatting of Bar Code Labels;
 - j. Customer Training on Printing Labels from Print Label from Property Module;
 - k. Print-Selected Item;
 - l. Print-All Items;
 - m. Customer Training on Scanning a Bar Code into a blank Property Record;
 - n. Customer Training on Scanning a Bar Code from an existing Inventory item, a released item and/or a returned inventory item;
 - o. Customer Training for starting Inventory with the Handheld;
 - p. Customer Training for Scanning Inventory with the Handheld;
 - q. Customer Training on Downloading the Inventory from the Handheld;
 - r. 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;
 - s. 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;
 - t. 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 n the printed report;

10. Personnel Mode:

1. System is able to capture, record and allow rapid access to the following data pertaining to Personnel.
 - 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/Languages spoken;
 - g. Service Time/date licensed,
 - h. Emergency contracts;
 - 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-Ending 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 Date;
 - h. Add or Delete- Course Description;
 - i. Add or Delete- Hours Earned;
 - j. Add or Delete- CEU's 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;
 - t. Add/Edit a Note by Bolding Text;
 - u. Add/Edit a Note by Italics of Text;
 - v. Add/Edit a Note by Underling Text;

- w. Add/Edit a Note by Color Selection of Text;
- x. Add/Edit a Note must have Spell Check;
- y. Add/Edit a Note can be Saved;
- z. Add/Edit a Note can be sent to the Printer;
- aa. 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;
- k. Summary- Sick Time Balance (Calculate);
- l. Summary-Comp Time Earned;
- m. Summary- Comp Time Balance (Calculate);
- n. Summary- Emergency Timed Earned;
- o. Summary- Emergency Time Use;
- p. Summary- Emergency Time Balance (Calculate);
- q. Summary- Overtime Earned;
- r. Summary- Overtime Used;
- s. Summary- Overtime Balance (Calculate);
- t. Summary-Misc. Time Earned;
- u. Summary- Misc. Time Used;
- v. Summary-Misc. Time Balance(Calculate);
- w. Add Button;
- x. Delete Button;

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;

11. Business Module:

- 1. System is able to capture, record and allow rapid access to the following data pertaining to Business records.
 - a. Business Name;
 - b. Address;
 - c. Telephone Number;
 - 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 Master Vehicle records.
 - a. License Plate number and state issue;
 - b. Color and Style;
 - c. Make and Model;
 - d. Owner Information;

13. Validate Incident Record Module:

1. System allows the user to “Validate” Incident Record entries to check for accuracy and completeness of incident entries. This validation process checks to see if the record complies with NIBRS standards and if an error is detected, the error’s will display on screen and allow the user the option of printing the listed errors. This process may be run in “batch mode” or on a single record.

14. Supervisor Approval Module:

1. System includes a “Supervisor Approval” capability. This allows an officer to submit a completed Incident Report to a supervisor approval.
 - a. The Personnel module includes identification of the officer’s supervisor, thus establishing approval authority.
 - b. When login 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.

15. Setup System Information-System, General and User Defined:

a. System:

- 1 Images Information- must be able to assign an NEW IMAGE DIRECTORY using a BROWSE button where you will go to the 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 its is assigned to a record for use in Maser 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 Modules.
- 5 LOGIN- Must be able to enter the times a person can try to LOGIN for use in Login Screen.
- 6 JUVENILLE-Must be able to enter the maximum age at which a person is still considered a minor, 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 insert the agency code into a required field by pressing Ctrl + insert keys for use in several modules;
- 8 SYSTEM NAME- Must be able to enter the company name. It must match the name in the license file exactly. This is also the name that will be printed on any correspondences for use in various modules.
- 9 ADDRESS 1-Must be able to enter MAILING ADDRESS information 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 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 on 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 be 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-EMAIL ADDRESS-must be able to enter the e-mail address for emails replies to be sent for use of various modules.
- 21 MAIL-QUEUE DIRECTORY-must be able to enter information if you will be sending e-mails for various modules.
- 22 RMS EXECUTABLE PATH-must be able to enter path to connect to the records management system to pull up RMS.

23 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 if you are going to use Mapping;
- 2 Must have Transaction Process CHECK Box if you 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.

16. **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 all the modules you will be working with.
- 9 If an asterisk (*) appears in some modules it must be indicate have been setup as default entries. The entries will display as a DROP DOWN ARROW list when entering a 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 LOCK 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 display.
- 4 Must be able 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.

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 these 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 PRESET 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 field so drop down menus do not require any setup.