

Requisition

Req # 00173315

PO #

Date: 04/06/10

Bill To: x
x

Vendor : 258598
THE PRODUCTIVITY CENTER, INC.
10850 RICHMOND AVE., SUITE 285
HOUSTON TX 77092
FAX (713)939-9099

Ship To: Hidalgo County District Attorney
100 North Closner 5th Floor
Edinburg Tx 78539

Contact: ROXANA SEGOVIA
956-318-2300

Contract No:

Special Instructions:

QUANTITY	UOM	DESCRIPTION	UNIT PRICE	AMOUNT
1.00	EACH	DO NOT DUPLICATE ORDER APRIL 2010 - APRIL 2011 - SOFTWARE LICENSE TO ACCESS TO THE TCLEDDS SYSTEM - 3 USERS Account No _____ 0-1223-412-00-080-007-0-336 REPORT ROAD HAZARDS 1-866-HCR-SAFE OR 1-866-427-7233	295.00 <u>Encumbrance</u> 295.00 Freight Total	295.00 295.00

Authorized By: _____



TCLEDDDS FOR YOUR AGENCY

TCLEDDDS BENEFITS

Thank you for your interest in the TCLEDDDS program available to every law enforcement agency in Texas. We have found many agencies are not aware of the many ways TCLEDDDS can improve their daily operations. We are providing, for your review, a complete outline of the numerous features and benefits of this economical TCLEDDDS program.

Currently there are over 800 of your fellow agencies directly benefiting by the 'electronic transfer

TCLEDDDS:

'Saving your Agency Time, Money, and Frustration'

of information' to and from TCLEOSE in Austin.

We are well aware of the economic and budget related pressures facing Texas agencies. The TCLEDDDS program will save time & money by increasing your office efficiencies and accuracy.

Since 1999, we have prided ourselves in providing great customer service and support to the growing family of TCLEDDDS users. Please review the following information and see for yourself how your agency can benefit. There are several different ways to afford TCLEDDDS and to get started with the program please give us a call.

- Agencies no longer have to send original hard copies of the L1, F5, F6, F7 forms in the mail to TCLEOSE. Agencies are just required to keep the hard copy on file with the required signatures
- Get a response back from TCLEOSE usually within 24 to 48 hours after submitting forms electronically. Mail processing can take 2 to 4 weeks
- Expedites the time it takes for records to be reviewed and approved by TCLEOSE
- Department records and officer records are more accurate and up to date. The agency now sees what TCLEOSE sees and what TCLEOSE has on file
- Save agency time with reduced mailing efforts, faxing and phone inquiries
- Cut down on costly errors from paperwork mistakes through the TCLEDDDS safety features that reduce incorrect or duplicate filings
- Identify mistakes and errors to officer records

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SPECIAL ACADEMY INFORMATION

FUNCTIONALITY

- Post Course Schedules AND Offerings online like a bulletin board
- Create and submit training rosters on-line
- View current and past rosters
- Import rosters from other systems*
- Check course registration of officers on-line. Any user of TCLEDDS can submit a request for an officer in their department to be registered for a posted course
- View academy exam results which include pass/fail and number of attempts. An academy can see the success rate for the exam.
- Search past rosters and see where officers are currently serving.

BENEFITS

- Reduce amount of paper volume used in the agency
- Cut back significantly on tedious faxing
- Save on mailing expenditures and overnight delivery costs
- Replace time intensive and manual processes with speedy electronic transmitting
- Eliminate many telephone inquiries and reduce time on-hold with the Commission
- The system is available 24 hours a day and 7 days a week

* Productivity Center, Inc. will assist for a fee.

TCLEDDSTM BENEFITS

(Continued from page 1)

faster and get them corrected faster

- Submit and view all L1, F5, F6, and F7 forms around the clock, seven days a week. Real-time information is continuously accessible and convenient
- Printer friendly options for all officer records and forms
- Example of L1 process: a new officer candidate fills out an employment application. The

agency administrator enters the application information into the L1 TCLEDDS form and submits to TCLEOSE. The approval of the L1 form can then be viewed, printed and then signed and placed in the agency file.

There is no need to manually fill in the L1 form since it has been created for you by the system.



FREQUENTLY ASKED QUESTIONS

What is TCLEDDS?

TCLEDDS is a custom web-based software application designed for use by the Texas law enforcement community. Agencies, academies and individual officers are linked via the Internet into the database of the Texas Commission on Law Enforcement Officer Standards and Education (TCLEOSE) in Austin, TX. At the agency level, the TCLEDDS system provides the means to electronically send and review all the TCLEOSE forms that are otherwise handled through the mail. For example, the agency user can review an approval and then print out the form for the file.

How do agencies access TCLEDDS?

An annual TCLEDDS license provides issue of a user name and password unique for each agency or academy, and this allows each agency or academy to access TCLEDDS.

Who started TCLEDDS?

This system was initiated by the Texas Commission on Law Enforcement for exclusive use by all Texas Agencies and Academies for electronic transfer of data. With this system, TCLEOSE in Austin can collect, track, and distribute the most up to date officer information for the agencies.

When did TCLEDDS start?

The system first became available to Texas law enforcement agencies in the Summer of 1999.

What does TCLEDDS do?

TCLEDDS collects and tracks law enforcement credentialing information (around 35,000 records

per month) required by the State of Texas legislature, including an officer's service/employment history, personal history, training/education history, and awards history such as licenses and certifications.

How many Texas Agencies use TCLEDDS?

Currently there are over 800 Texas law enforcement agencies and academies using TCLEDDS to save time and money, and to increase their agency efficiency and records accuracy.

**TEXAS
COMMISSION ON
LAW
ENFORCEMENT
DATA
DISTRIBUTION
SYSTEM**

Who is authorized to use the TCLEDDS system?

Any Texas law enforcement agency or academy, of any size or location, can sign up for this very economical program. This system is designed to work for the smaller, rural, and geographically remote agency as well as for the large metropolitan agencies and academies. Each agency can sign up annually

to be licensed and authorized to enter and upload data with TCLEOSE in Austin.

Is the TCLEDDS system secure?

Yes. All connections and access to data are secured by a User ID and Password

Can an individual officer review their own records?

Yes. Individual officers can access their own records under two scenarios. Licensed officer's can purchase their own inexpensive annual TCLEDDS access license. This access lets them

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FREQUENTLY ASKED QUESTIONS

(Continued from page 3)

see their own records and certifications. Agencies subscribing to TCLEDDS are provided a quantity of user licenses based on their size as outlined by TCLEOSE. Often there are many available licenses individual officers can use to see their records.

Will our Agency need special or additional hardware to use TCLEDDS?

No special computer hardware or software needs to be purchased by agencies to use the TCLEDDS system. An Internet-capable Pentium computer with modem and communications software will handle transactions for most agencies.

Where are the officer data records stored?

All officer information is stored at the Austin headquarters of the Texas Commission on Law Enforcement.

Who provides and maintains the TCLEDDS system?

Productivity Center, Inc., of Houston, Texas was selected by the Texas Commission on Law Enforcement and maintains a long-term partnership to design, develop, maintain, and serve as the provider of the TCLEDDS system.

How is the annual fee for access to TCLEDDS determined?

TCLEDDS is priced according to the category assigned to each agency by TCLEOSE.

The category is based on size of the officer population of the department. It includes not only sworn peace officers, but jailers, telecommunications and reserves. The department is given a set number of user Licenses based on the category size. An agency does not have to keep active all

user licenses assigned and may add or disable a user at any time. This will not affect the TCLEDDS price. The annual license is renewed automatically.

Is TCLEDDS recommended by the Texas Law Enforcement Commission?

It should be noted that this program is highly recommended by the Commission and was developed due to the urging of agency administrators. TCLEDDS is offered as an alternative and it is not mandatory for agencies to participate. The program is provided as an efficient, accurate, reliable, and cost effective option to current hard copy paper processes.

Free Internet Access Program

The Criminal Justice Institute (CJI) and the Bureau of Justice Assistance (BJA) are pleased to provide Internet access at no cost to rural law enforcement agencies

QUALIFICATIONS:

Internet access is primarily available to rural law enforcement agencies and must be used for agency business purposes only. A rural law enforcement agency is defined as:

- Police Department: Any city serving a population of 25,000 or less
- Sheriff's Office: Any county serving a population of 50,000 or less.
- Tribal Police Departments: No population restrictions apply

REQUEST PROCEDURES:

Requests for Internet access should be made by mail, e-mail, or fax to Mr. Jimmy Nobles and should include agency name, address and contact information.

**Address: Criminal Justice Institute
7723 Asher Avenue
Little Rock, AR 72204 – 7503
Phone: 1-888-411-1713 Fax: (501) 570-0100
E-mail: jwnobles@cji.net
Http://www.pathfinder.edu/BJA Internet index.htm**



LEOSE Funds Information

LEOSE Funding as additional source for management of training records expense

One such option is accessing LEOSE funding from the State of Texas and using it to help with your education and training related expenditures. Your agency can apply each year for money to use towards education and training. You need to contact the Comptroller's office for the form(s) if you do not have them at your office. Below is some of the wording from the State Statute.

§ 1701.157. Money Allocated and Used for Continuing Education

(a) Not later than March 1 of each calendar year, the comptroller shall allocate money deposited during the preceding calendar year in the general revenue fund to the credit of the law enforcement officer standards and education fund account for expenses related to the continuing education of persons licensed under this chapter as follows:

(1) 20 percent of the money is allocated to all local law enforcement agencies in this state in equal shares; and

(2) 80 percent of the money is allocated to all local law enforcement agencies in this state in a share representing a fixed amount for each position in the agency, as of January 1 of the preceding calendar year, that is reserved to a person who:

(A) is licensed under this chapter;

(B) works as a peace officer on the average of at least 32 hours a week; and

(C) is compensated by a political subdivision of this state at least at the minimum wage and is entitled to all employee benefits offered to a peace officer by the political subdivision.

(b) Not later than November 1 of each calendar year, each local law enforcement agency shall report to the comptroller the number of agency positions described by Subsection (a)(2) as of January 1 of that year.

Excerpt from the November 1999 Close Up Magazine:

"The Commission has received several inquiries about whether funds received for continuing education can be used to pay subscription services for TCLEDDS. The short answer is yes....These funds may be used to supplement, not to replace, appropriations for training. LEOSE funds may be spent for anything related to continuing education (in-service training) subject to approval, in advance, through the chain of command. This would include the following: (seven items are listed and we list three of them)

- Support Administration and Management of Training i.e. records, files and computer program maintenance. (emphasis added, as one of TCLEDDS primary purposes is the management of training records).
- Training equipment, such as computers, projectors and other such items that will be used exclusively for training purposes.
- Improvements to already existing systems/facilities which would upgrade or enhance the delivery of training.

*TCLEDDS is accessed over the Web from the agency while TCLEDDS Assistant!™ is housed and accessed locally at the agency.

For LEOSE Funds Applications or Questions

Texas State Comptrollers Office
Revenue Accounting Dept.

Ask for the Tax Allocation Section

Phone: 800-531-5441 x34530



Pricing and Order Information

COMMISSION SCHEDULE OF ANNUAL LICENSE FEES FOR YEAR 2004

Category	Number of Officers	Number of License Issued	2004 Price
B	1-5	1	\$138.00
C	6-25	3	\$280.00
D	26-99	7	\$600.00
E-1	100-499	25	\$2,228.00
E-2	100-499	15	\$1,555.00
F	500+	100	\$5,460.00
G	N/A	10	\$1,650.00
H	N/A	10	\$1,375.00
I-2Y			\$18.00
I-1Y			\$14.00
Extra Dept.			\$33.00
Extra State-			\$55.00
Agree			\$110.00

- B = Agency
- C = Agency
- D = Agency
- E-1 = With Academy
- E-2 = Without Academy
- F = With Academy
- G = Proprietary Schools
- H = Regional Academies
- I-2Y = Individual Officer (Read Only) - Two Years
- I-1Y = Individual Officer (Read Only) - One Year
- Extra = Additional Statewide Access License
- Agree = Agreement Trainer license

Fill out and fax back to: 713-939-9099

Sign Up Form

Additional information

Roy Cazares
Contact Name

District Attorney's Office
Department Name

100 N Closner Blvd, 3rd Fl
Address

Edinburg, TX 78539
Address 2

City State Zip
956-318-2300 956-318-2078

Phone Fax

Please call, I have questions Interested in a Web EX Demo

Method of Payment

Bill Me Credit Card

Check in Mail P.O. # _____

Credit Card # _____ Exp. date _____

Signature _____



Form A
**APPLICATION / LICENSE
AGREEMENT**
Agency/Department

↓
A License Agreement is required for all Agencies/Academies using the TCLEDDS system. The term is for one year. These are the two access levels available with your license agreement:

1. **Statewide Access** - One user ID per agency
(This allows access to all officer information within your department and the ability to search for all officer's information in the State of Texas.), as well as submit all forms
2. **Department Access** - See form C for number of users
(This Access shows all of the officer information for that department. You may also submit L1's, F5's, F6's, F7's and rosters, when applicable.)

CONTACT PERSON: Roy Cazares
AGENCY NAME: HIDALGO CO. DISTRICT ATTORNEY
PHONE NUMBER: 956-318-2300
FAX NUMBER: 956-318-2078
ADDRESS, CITY, STATE, ZIP: 100 N Closner Blvd, 3rd Fl, Edinburg, Tx 78539
EMAIL ADDRESS: roy.cazares@da.co.hidalgo.tx.us

IF DIFFERENT FROM ABOVE:

NAME OF PERSON RESPONSIBLE FOR DISTRIBUTING TCLEDDS LICENSES: _____
PHONE NUMBER: _____
FAX NUMBER: _____
E-MAIL ADDRESS: _____
INTERNET ADDRESS: _____
LAST 4 DIGITS OF SOCIAL SECURITY: _____

ACKNOWLEDGMENT

I understand and agree that TCLEDDS is a protected, copyrighted, trademarked software product developed by Productivity Center, Inc. (PC, Inc.). The TCLEDDS system is to be used by only individuals in agencies approved by The Commission on Law Enforcement to track the training, testing, certifications, and history of individuals and/or departments involved with Law Enforcement. I also understand and agree that this TCLEDDS License and the 'right to use' is provided to me only through this License Agreement as a result of a annual license purchase. I will not use this system for purposes other than intended by the Texas Commission on Law Enforcement. I agree that all the information provided herein is true and accurate-

SIGNATURE OF PERSON RESPONSIBLE FOR DISTRIBUTING TCLEDDS LICENSES: _____

Date: _____

All information obtained from this page will be used to effectively identify your agency and verify your request to obtain access to the TCLEDDS program. All applications are subject to review and approval by The Texas Commission on Law Enforcement. You will be notified once PC, Inc receives all paperwork, filled out correctly.



INSTRUCTION SHEET

Agency/Department



Please read and complete steps 1-6 carefully:

1. Confirm information on **Application / License Agreement (Form A)**, to be signed by your TCLEDDS Administrator.
2. Read and sign **Non-Disclosure (Form B)**, to be signed by your TCLEDDS Administrator.
3. Each user needs to read **Non-Disclosure (Form B)**, and sign **User Verification (Form C)**. Your TCLEDDS Administrator will verify all persons listed on Form C.
4. Complete **Invoice/Purchase Order Form (Form D)** , to be signed by Accounting. (Includes Texas Vender Catalog information.)
5. Fax or mail all information to Productivity Center, Inc.

Please note Contact Numbers and email addresses:

Productivity Center, Inc.

Telephone #: (713)939-9777

(800)975-0599

Fax #: (713)939-9099

Email address: tcledds@prodctr.com

Texas Commission on Law Enforcement

Telephone #: (512)936-7700

Fax #: (512)936-7766

ADDITIONAL INFORMATION :

Minimum Hardware/Software Requirements for TCLEDDS Web User

CPU: Pentium class or better

RAM: 32 MB or better

Comm: Internet access required

Storage: N/A

Monitor: 14" VGA Color Monitor

Operating System: Windows 95/98/NT/2000/2000 Prof./ME

*Faster Modem may increase response time of the TCLEDDS system.



Form B
**Confidentiality &
Non-Disclosure Agreement**

(ALL TCLEDDS ADMINISTRATORS MUST FILL OUT THIS AGREEMENT)

Name: Roy Cazares Last 4 of SS NO: 6150
Dept.: District Attorney's Office Position: Personnel Director
Agency/Academy/School Name: Hidalgo County

For and in Consideration of the mutual benefits to be derived from operation of the TCLEDDS System, I hereby agree to the following:

- Proprietary Interest/Copyright Protection.** I understand that the TCLEDDS System has been devised by Productivity Center, Inc. ("PC"). The ownership and proprietary interest in same is governed by the agreement between those entities regarding its development. I acknowledge that neither me nor my employer have a proprietary interest in TCLEDDS and that it has been developed as a proprietary program, application, or trade secret, and that the trademark, patent, and/or copyright of same belongs to the owner thereof. I agree to hold and use TCLEDDS and the information obtained thereby in strictest confidence and will not divulge, nor permit myself or others under my supervision to divulge any data, design, or information with respect to TCLEDDS or the programs and technology embodied therein or other information relating thereto to any individuals or consultants not approved by The Commission to access this system. Any trademarked, patented, or copyrighted materials including but not limited to, commercial computer software that may be made available during the course of using TCLEDDS is protected by copyright laws and is NOT to be copied or reproduced in any manner of form without prior written permission from the trademark, patent, or copyright owner.
- Non-Disclosure.** Any information I receive concerning any TCLEDDS data, person, system, or asset of The Commission or the TCLEDDS System is of value to the State of Texas, and is considered confidential or sensitive. I will not disclose any data or information to any other individual or entity unless such release of information is directly related to the performance of my law enforcement duties/responsibilities. I agree that both during and after my use of the TCLEDDS System, I will keep confidential all information and material provided to me by The Commission (excepting only such information as is already known to the public) and not to release, use, or disclose any such information without the prior written permission of The Commission. I will not show or give Database Code, Design and/or Data to any person/consultant or company not on the approved TCLEDDS user list for the State of Texas.
- Non-Compete.** I agree not to copy, use, remove, transfer and/or disclose to any software consultant and/or software company any part of the TCLEDDS application.
- Security.** With respect to the TCLEDDS System and all related information and materials, I agree not to provide or otherwise make available any licensed program or optional material, including but not limited to database data and/or images, flow charts, logic diagrams and source code, in any form, to any unauthorized person without prior written permission of Productivity Center, Inc. I will abide by all written conditions and restrictions imposed by the TCLEDDS Network Manager, and I will NOT attempt to circumvent the computer security system by using or attempting to use any transaction, software, files or resources I am not authorized to use.
- Passwords.** Computer system password(s) I receive or devise are confidential. I will not disclose to any unauthorized person or entity any password(s) or post them where they may be viewed by unauthorized persons. Use of a password(s) not issued specifically to me is expressly prohibited. I am responsible for any computer transactions performed as a result of access that is authorized by use of my password and approved user ID.
- Other Applications.** I agree that all of the foregoing TCLEDDS applications shall be subject of the confidentiality, non-use, and non-disclosure requirements hereof. I acknowledge that performance of this contract may result in the development of new proprietary and secret concepts, methods, techniques, processes, adaptations, and ideas, and I agree that the same shall be solely and exclusively to Productivity Center, Inc. without regard to the origin thereof, and that I will not, other than in the performance of this contract, make use of or disclose the same to anyone.

7. **Return of Property.** Upon termination of my access to the TCLEDDS System for any reason, Productivity Center, Inc. shall have the right immediately to obtain access to and possession of all its properties, including but not limited to, current copies of all programs and necessary documentation, all files, intermediate materials, and supplies held by me.
8. **Breach.** I understand that any breach of the computer non-disclosure and security restrictions contained herein may result in immediate termination of access to the TCLEDDS System. Further, because any such breach will cause irreparable harm to The Commission and will cause damages that are incapable of calculation, difficult to ascertain with any certainty, and unknown at this time, I agree that any such breach or threatened breach will subject me to the following (in addition to any and all other legal remedies to which The Commission may be entitled):
 - a) **Injunction.** The obtaining by The Commission of an injunction restraining me from breaching this agreement, which I agree may be obtained without showing or proving any actual damage sustained by The Commission; and/or
 - b) **Criminal.** Prosecution for violation of law under "Breach of Computer Security" or "Harmful Access" as defined in V.T.C.A. **Texas Penal Code**, Chapter 33, Sections 33.02 and 33.03.
1. **Monitoring.** I understand that all access, logons, and entries on the TCLEDDS System are subject to review by the Texas Commission on Law Enforcement and Productivity Center, Inc. and that Productivity Center, Inc. will periodically and randomly monitor any such entries, including E-mail, to assure compliance with the provisions hereof. I understand that if my site uses a server to distribute TCLEDDS to its users, my site will be expected to provide and/or make available complete reports of log-in and log-on names of all TCLEDDS users at my site or for my units.
2. **Miscellaneous.**
 - a) **Severability.** Each paragraph and provision hereof is severable from the entire AGREEMENT and if any provision is declared invalid, the remaining provisions shall nevertheless remain in effect.
 - b) **Law of Texas.** This AGREEMENT shall be governed by and construed in accordance with the laws of the State of Texas and shall be enforced in the County of Travis.
 - c) **Amendment.** No changes to this AGREEMENT shall be made except upon written agreement of both parties.
 - d) **Headings.** The heading used therein are for convenience of reference only and shall not constitute a part hereof or effect the construction or interpretation hereof.
 - e) **Waiver.** No failure on the part of any party to exercise, and no delay in exercising, and no course of dealing with respect to any right hereunder shall operate as a waiver thereof; nor shall any single or partial exercise of any right hereunder preclude any other or further exercise thereof or the exercise of an other right. The remedies provided herein are cumulative and not exclusive of any remedies provided by law or in equity, except as expressly set forth herein.
 - f) **Counterparts.** This AGREEMENT may be executed in any number of and by the different parties hereto on separate counterparts, each of which when executed shall be deemed to be an original, and such counterparts shall together constitute but one and the same instrument.

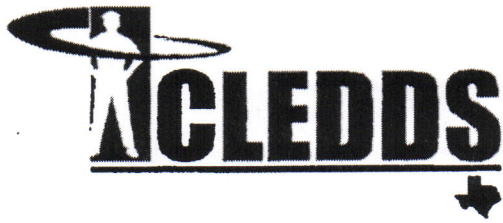
I have read and understood the above information. I will comply with all policies, standards, and procedures adopted to safeguard information and associated resources. Further, if I become aware of violations of any of these policies, standards, or procedures, I will report them to my supervisor and the Texas Commission on Law Enforcement Network Manager.

IN WITNESS WHEREOF, the parties hereto have caused this AGREEMENT to be executed as of the date first above written.

Signature of TCLEDDS Administrator: _____

Date: _____

USER VERIFICATION



Agency Name: **HIDALGO CO. DISTRICT ATTORNEY**

Authorized Administrator,

You will receive 1 (one) Statewide user ID and 2 Department user ID. Additional user ID packs are available (for fees noted on Invoice/Purchase page). Each user must have a signature on file in order to receive a user ID to access the TCLEDDS system

Statewide User ID

The Statewide user ID allows access to all officer information within your department and the ability to search for all officers and their location in the state of Texas. By signing, he/she is stating that he/she has read and agree to the terms and conditions stated in the **Non-Disclosure Agreement (Form B)**.

Statewide Authorization Name	Signature	Last 4 of SSN	D.O.B.
1.			

Department User ID

This Access shows all of the officer information for that department, the ability to send L1's, F5's, F6's, F7's and rosters, when applicable. By signing, each officer is stating that they have read and agree to the terms and conditions stated in the **Non-Disclosure Agreement (Form B)**.

Name (Print)	Signature	Last 4 of SSN	D.O.B.
1. Roy Cazares			
2. Roxana Segovia			
3.			
4.			
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