

## **EXHIBIT "A"**

### **Requirements**

#### **Hidalgo County Law Enforcement Agencies**

#### ***"Public Safety Software, Hardware, Services, and Maintenance/Update for State Mandated NIBRS (National Incident-Based Reporting System) Compliance"***

**RFP №: 2019-062-04-17-HGO**

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The County of Hidalgo is requesting proposals (RFP) from qualified public safety software vendors to replace/provide HCLEA's current Records Management System (RMS), and Uniform Crime Reporting Program (UCR) to mandated National Incident-Based Reporting System (NIBRS) method of collecting and reporting crime-incident data .

The proposal shall provide all of the material requested herein, including a detailed cost proposal for the necessary public safety software, hardware, service, and maintenance/updates. Failure to follow any of the provided instructions may result in rejection of the vendor's proposal.

Hidalgo County Purchasing Department will receive sealed proposals until **9:30 a.m., Wednesday, April 17, 2019**. **ANY PROPOSAL RECEIVED AFTER THAT TIME WILL NOT BE ACCEPTED AND WILL BE RETURNED UNOPENED.**

**The Submittal Envelope Must Show:**

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Deliver submittal to:

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

#### **NUMBER OF COPIES TO BE SUBMITTED:**

Hidalgo County requires **one (1) original** (pages **one-sided**, clearly marked **ORIGINAL**), **one (1) copy**, and **two (2) CD/USB in PDF format**. **OVERNIGHT MAIL MUST ALSO BE PROPERLY LABELED ON THE OUTSIDE OF EXPRESS ENVELOPE.**

#### **COMMUNICATION WITH COUNTY EMPLOYEES:**

***All communication by the vendor to the County, its' officials, and department heads regarding this proposal shall be through Hidalgo County Purchasing Agent/Staff. Failure to abide by this requirement may result in automatic disqualification.***

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## **SECTION I:**

### **GENERAL TERMS AND CONDITIONS**

#### **RFP QUESTIONS AND ANSWERS:**

Written questions will be accepted via email to [heidi.ortiz@co.hidalgo.tx.us](mailto:heidi.ortiz@co.hidalgo.tx.us), **BY NO LATER THAN Wednesday, April 10, 2019, at 5:00 pm**. Responses will be sent to all participants via email by no later than **Friday, April 12, 2019**. **TELEPHONE INQUIRIES WILL NOT BE ACCEPTED.**

#### **PROPOSER'S AFFIDAVIT:**

Respondents to this RFP must submit a signed Proposer's Affidavit (attached herein in *Exhibit "J"*) certifying that the submission is **1)** not the result of collusion as described in the Proposer's Affidavit; **2)** that the respondent(s) does not have a Conflict of Interest as described in the Proposer's Affidavit; or **3)** that the respondent has not and will not attempt to lobby directly or indirectly as described in the Proposer's Affidavit.

#### **REQUIREMENT FOR 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 the CIQ statement to be filed. **A person, vendor, consultant, or contractor who is 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.** The disclosure requirement applies to a person or business who contract or seek to contract with Hidalgo County for the sale or purchase of property, goods and/or services. Any purchase order or contract resulting from this process shall be considered null and void if the successful respondent fails to comply with the 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.

#### **NON-COLLUSION:**

Submitters, by submitting the signed Proposer's Affidavit, certify that the accompanying submission is not the result of, or affected by, any unlawful act of collusion with any other

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person or provider engaged in the same line of business or commerce, or any other fraudulent act punishable under Texas or United States Law.

#### **NON-DISCRIMINATION:**

Submitters, during the performance of the contract, will not discriminate or retaliate against any employee or applicant for employment because of race, religion, color, national origin, sex, age, disability or any other protected class under law except where the protected class 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 respondent'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 proposal procedures must be received in the Purchasing Department not less than *seventy-two* (72) 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 the proposal is stamped with date and time by the County Purchasing Staff.

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#### **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 Commissioner's Court of Hidalgo County.

#### **TERM of CONTRACT:**

The initial term of the contract shall be for a period of one (1) year with the option to renew for one (1) additional one (1) year term under the same rates, terms and conditions and/or scope of services. If a new Provider is not in place at the end of the normal contract term, termination/cancellation date, the current provider will continue providing services for a period, not to exceed Ninety (90) Days or until a new contract is approved.

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## **SECTION II:** **RFP REQUIREMENTS**

### **REQUEST FOR PROPOSAL:**

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** (pages **one-sided**, clearly marked **ORIGINAL**), **one (1) copy** of the RFP and **two (2) CD/USB in PDF format** shall be submitted to the address on the cover letter.

### **CONTENTS:**

The required contents for the RFP are presented below in the order they should be incorporated into the submitted document. Vendor shall complete and provide information requested on Attachment "A".

### **UNDERSTANDING OF THE PROJECT:**

This section should demonstrate the submitter's understanding of the project needs, the work required, and any local issues or concerns. This description should be concise, candid, limited to 3 pages in length.

### **OVERVIEW:**

**HIDALGO COUNTY** is seeking proposals from experienced public safety software providers of SRS (Summary Reporting System) services to provide software, hardware, implementation, maintenance/updates, and service to HCLEA's (Hidalgo County Law Enforcement Agencies) for mandated migration to NIBRS (National Incident-Based Reporting System) as listed in the requirements.

### **VENDOR'S QUALIFICATIONS:**

Provide a brief company history, including;

- a. Total number of customers and years in business;
- b. What percentage of vendor employees are dedicated to public safety software versus public sector software and/or other private sector business interests;
- c. List any technology certifications the vendor holds;
- d. How many agencies are currently using the vendor's public safety software; and
- e. How many current public safety agencies have used the vendor's software for at least ten (10) years.

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#### **PERSONNEL AND STAFFING:**

The respondent shall provide an organizational chart for their organization and a summary paragraph of the project work to be performed by each proposed staff member. It should include his/her experience, training and education.

#### **REQUIRED CERTIFICATIONS AND SUBMITTAL:**

This section will contain any permits, licenses, and certifications. The vendor shall comply with all applicable local, state, and federal laws.

#### **REQUIREMENTS, SCOPE OF SERVICES AND RESPONSIBILITIES:**

- 1) Assess existing gaps between Summary UCR and NIBRS as well as software needs and furnish a comprehensive gap analysis.
- 2) Generate a plan to address these gaps;
- 3) Creation and maintenance of a comprehensive schedule that details milestones and tracks progress and completion for the entire project;
- 4) Provide detailed progress reports to County;
- 5) Administer and maintain the grant reporting requirements which include budget and reporting documents, reported to the NCS-X team and other entities as required;
- 6) Assist with data validation workflows;
- 7) Provide a solution that allows for meeting all CA DOJ and FBI requirements in terms of data quality and certification needs that can be continually sustained by HCLEA;
- 8) Provide training and training documentation for NIBRS;
- 9) Assist with drafting any policy revisions required to comply with the new NIBRS reporting as well as the transitional phase;
- 10) Provide functional testing of all aspects of the project and ensure complete and accurate functionality;
- 11) Ensure that RMS and Mobile applications selected provide an easy to use interface and a thorough explanation when data validation is required;
- 12) Provide an automated interface to TX DOJ and the FBI for submission of both Summary UCR data and NIBRS data;
- 13) Create a comprehensive data validation workflow for inputting and extracting NIBRS crime data;
- 14) Work with HCLEA staff to engineer a workflow process for all staff for accuracy and complete inputting and reporting NIBRS crime data. This includes items such as what fields would require data validation, supervisor approval process, implementing best practices, reducing data input time and approval time, *etc...*;
- 15) The system should be multi-jurisdictional, allowing dispatching for multiple agencies, including law enforcement, fire, and medical responders;
- 16) The following must be included but not limited to;

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- a) Replace or modify the system currently being used with a system that meets or exceeds the needs of the County;
  - b) Deliver a fully-integrated PSSS (Public Safety Software System) on time and within budget;
  - c) Successfully implement the system with minimal disruption to users and operations;
  - d) All system modules integrated through one central database to maximize information sharing and reduce redundant entry; and
  - e) Multi-jurisdictional system allowing agencies, departments, groups, or individuals to share data while also protecting agency-specific or confidential data.
- 17) Company must have in place, or be able to acquire prior to the commencement date of any services provided under this Contract, software, hardware, maintenance, and training shall be of a level at least equal to the minimum requirements of these Specifications;
- 18) Company shall be responsible for all day-to-day operations including, but not limited to, updating report in real-time, and submitting report of data collected within 24 hours to all agencies. Company shall provide all necessary in-service and other training of all law enforcement personnel;
- 19) Prior to the commencement date of any services provided under this Contract, Company must arrange with Hidalgo County appropriate communication between Precinct Constables and other law enforcement agencies, including but not limited to FBI, DPS and the Hidalgo County Sheriff's Office;
- 20) The company must have in place, or be able to acquire prior to the commencement date of any services provided under this contract, all required information and training needed for a smooth transition phase with minimal to no interruption.
- 21) To the extent available in the service area, the company will make arrangements for interface with the NIBRS system on or before the commencement of services provided under this Contract;
- 22) The company must make provisions to allow for communication (direct radio, or other telecommunication), between vendor and law enforcement agency personnel to effect accurate and reliable coordination of efforts between such providers;
- 23) Services will be provided in areas situated in Hidalgo County (Service Area); and

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24) The ability to add or delete Hidalgo County law enforcement agencies as the need arises.

#### **OTHER INFORMATION:**

All costs and expenses associated with the preparation and submission of (bids, proposals and/or quotes) shall be the responsibility of the proposer and no reimbursement for such charges or expenses shall be passed onto Hidalgo County.

#### **PROPOSERS ARE TO PROVIDE A FEE SCHEDULE WITH THIS SUBMITTAL:**

Proposers are to provide a fee proposal based on the scope of work/services.

## **SECTION III:**

### **SELECTION AND SCHEDULES**

#### **SELECTION PROCEDURES/EVALUATION SYSTEM:**

An evaluation committee comprised of a minimum of three (3) (assigned by department and approved by Commissioner's Court and/or *designated by Hidalgo County Commissioner's Court*) qualified Information Technology (IT) employees who will review, grade, score and evaluate the proposals received in response to this Hidalgo County request for proposals for the purpose of ranking. The evaluation committee may request the submission of supplemental information and may require firms to make formal presentations before the selection committee for interviews. Hidalgo County Commissioner's Court may appoint and/or secure the services of an Information Technology Consultant experienced in Public Safety Software programs, installation, and transition of services for guidance in determining the best program submitted.

Categories are further detailed in the Selection Criteria (Exhibit B) section of this RFP.

#### **NEGOTIATION PROCESS:**

The number one ranked participant will be contacted to submit a contract for negotiations. If negotiations prove unsuccessful, Hidalgo County will terminate negotiations with the participant and will seek approval from Commissioner's Court to contact the next highest ranked participant to begin negotiations. The County of Hidalgo reserves the right to reject any and all RFP's.

Any Contract awarded 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.