COUNTY OF SOLANO
SHERIFF'S OFFICE
CUSTODY DIVISION
REQUEST FOR PROPOSALS
FOR
JAIL MANAGEMENT SOFTWARE SYSTEM
RFP Number: T099-1001-13
Final Date for Submission: December 4, 2012, 3:00 PM (PST)

This document may be found at www.solanocounty.com.

Updates and any amendments will be posted on the same website.

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1 INTRODUCTION

1.1 Statement of Purpose

The purpose of this Request for Proposals (RFP) is to define the County's minimum requirements, solicit proposals, and gain adequate information by which the County may evaluate products and services offered by proposers.

The County of Solano, Sheriff's Office, Custody Division, hereinafter referred to as the County or SCSO, intends to secure a contract for a new Jail Management Software System (JMS).

Proposer must not have been debarred, suspended, or otherwise excluded from or ineligible for participation in Federal assistance programs under Executive Order 12549. "Debarment and Suspension"

The procurement method will be a "best value" approach, which means that the County is prepared to award a single contract to the Proposer who may not exceed the JMS project budget and where "Value-added Enhancements" (also labeled as "desired" components or capabilities) to the minimum requirements (also labeled as "mandatory" components or capabilities) will be evaluated and rated based solely on the County's perceived value of such enhancements. The County reserves the right not to award a contract should all proposals exceed the County budget.

1.1.1 Minimum Qualifications

In order to qualify for submitting a proposal in response to this RFP, a Proposer must provide at least 2 examples where the proposed JMS system was successfully implemented in the last 10 years for projects that were similar in size and scope. The solution provider must also provide at least 1 example where the JMS system was successfully implemented within the last 5 years or will be implemented within the next year at Detention Facility in the State of California. (See section 5.2.3.14 Customer References)

Proposals that do not provide evidence that the Proposer meets this minimum qualification will be considered non-responsive and not considered for further evaluation.

1.1.2 Background

General Overview

Solano County is centrally located between San Francisco and Sacramento and is comprised of the following cities: Benicia, Dixon, Fairfield, Rio Vista, Suisun, Vacaville and Vallejo. The population of the County is approximately 413,786 residents (Source: California Department of Finance & Solano County CAO Report).

The Solano County Sheriff's Office (SCSO) is located in Fairfield, CA. The SCSO is currently allocated 450 positions. The Custody Division is the largest Division within the SCSO with a current allocation of 248 positions which include both Correctional staff and Support staff.

The SCSO currently operates two adult detention facilities; the Justice Center Detention Facility (JCDF) and the Claybank Sentenced Detention Facility (CSDF). Both facilities are located in the city of Fairfield and are managed by the SCSO Custody Division. The SCSO Custody Division also supervises inmates at two court holding locations, one in the city of Vallejo, and one in the city of Fairfield. All arrestees are booked solely at the JCDF.

SCSO also manages an Alternative to Custody Program (ATC) which provides for both the supervised (electronic monitoring) and unsupervised release of inmates. ATC monitors inmates assigned to work furlough, and work release programs. It is anticipated that ATC will be expanding services to include day reporting.

The SCSO currently contracts for the following inmate services; Commissary, Electronic Monitoring, Facility Maintenance, Food Service, Inmate Banking, Inmate Phone Services, Inmate Programs, Law Library Services, Medical and Religious Services.

New Facility Construction

Through Assembly Bill 900 (AB900) grant funding, the SCSO recently began construction on a third detention facility which is scheduled to be completed in April of 2014 and will be located adjacent to CSDF.

The new facility has been designed with modern technology features. At the new facility, staff will utilize Personal Digital Assistants (PDA) to assist in performing their duties. The facility will also provide web based video visiting to allow for the remote visitation of inmates and includes infrastructure and space for future video court/arraignment capabilities.

Jail Management Software Project

As part of the state funded Jail construction project, SCSO intends to implement a new Jail Management Software (JMS) system.

The SCSO is seeking a JMS solution that will integrate the use of new technologies to make our new facility safer, easier to manage and more operationally efficient. SCSO anticipates a continued increase in our in-custody inmate population as well as an increase in the number of offenders who will be placed on alternative custody programs. For this reason, SCSO is seeking a JMS solution that is flexible enough to accommodate the ever changing needs of the correctional environment.

The JMS Project at the jail currently under construction will be funded through the AB900 grant. SCSO will fund equipment costs associated with operating existing facilities.

Because this project is funded through the AB900 grant, the new JMS must be procured, developed, tested, trained, and operational before the new facility is completed in April of 2014.

The Solution provider awarded a contract pursuant to this RFP ("Solution provider") must work with the County's General Contractor (Roebbelen Contracting, Inc. of El Dorado Hills, CA) and its security electronics contractor (Status Automation) for the AB900 Jail project.

The JMS will be required to interface to the security electronics software and video visiting software as follows:

Security Electronics

- JMS information must be available on Touchscreen Control Panels and PDA devices. JMS information to include: alert codes, booking number, floor status, gangs, inmate name, inmate photograph and keep-aways. The SCSO also intends to utilize the PDA devices for data input to the JMS. Data input will be limited to routine activity log related events with a minimal number of fields, possibly initiated utilizing bar code functionality. The costs of displaying this information on Touchscreen Control Panels and PDA devices reside with the AB900 Jail Project General Contractor / security electronics contractor.

Video Visiting

- JMS information must be made available to the video visitation software. JMS information to include, but may not be limited to: classification level, floor status, gangs, housing location, inmate name, keep-aways, no admit list, privilege restrictions and scheduled event/appointment. The SCSO also intends to have scheduled/cancelled visit information from the video visiting software available in the JMS.

The SCSO has assigned staff to manage the JMS project. Project staff consists of a Correctional Lieutenant, a Correctional Sergeant, and two Correctional Officers. Project staff also has resources available within SCSO and the County. It is anticipated that additional staff will be assigned to the project as it evolves.

JMS Project Proposal

Proposers shall submit a Proposal that addresses all of the minimum requirements, business functions and implementation work as defined in the relevant sections and Appendices of this RFP. Proposal must include all software, services, and equipment necessary to deliver a complete and operable system. Proposers may offer deductive alternates. Additionally, any "Value-Added Enhancements" not listed in the schedule shall be individually identified and priced.

Specific elements sought from prospective proposers include, but are not limited to, the following:

- Software
    - Acquisition of all necessary software to ensure a fully functional system that satisfies the requirements detailed in this RFP.
- Services
    - Acquisition of all required expert services to implement historical data accessibility, conversion, migration, and ongoing management and support of the acquired solution.

Additionally, furnishing and installing core hardware components, such as servers, operating system software, and database management systems are to be included in the scope of the procurement. Prospective proposers are required to include all hardware, software, and equipment as individually priced components of the proposed solution.

See tables below for general SCSO information:

	JCDF	CSDF	New Facility	ATC
Rated Capacity	702	379	362	N/A
Average Daily Population May 2012	682	223	N/A	47
Average Daily Bookings 2012	39.7	0	0	2.3

Custody Division Staffing Levels	2012	2014
Correctional Staff	231	273*
Support Staff	17	18*

*Anticipated Staffing Levels

1.1.3 Technical Environment

JMS services are currently provided by Premier IMS. Premier IMS was deployed in our facilities in 1999. Premier IMS is primarily used by the Custody Division, but is accessed by various bureaus within the SCSO and the County.

Data Conversion
The County will require the selected solution provider to convert all inmate information from the following database to the new JMS:

- Premier IMS jail system (Oracle)

To assist solution providers in the interface and data conversion requirements of this RFP, the following tables are provided:

Data Conversion			
System	**DB**	**Description**	**RFP Status**
Premier IMS (current Jail system) – active inmates / bookings	Oracle	All Operational Data	Mandatory
Premier IMS (current Jail system) – historical inmates / bookings	Oracle	Subset of Data	Mandatory

Current Interfaces
Solution providers will also be required to supply interface services. Listed below are the interfaces currently in production:

Current Interfaces		
System	**Direction**	**Description**
Electronic Medical Health Records (eClinicalWorks)	One-way to eClinicalworks	eClinicalWorks polls database table for inmate updates
Inmate Accounting system (Aramark CORE)	One-way to CORE	Aramark CORE polls database table for inmate updates
Live-Scan Fingerprint & Mug Shot System (MORPHO)	Bidirectional	Data files exchanged during booking workflow
PRA (United Reporting)	One-way to United Reporting	Scheduled Daily Report and automatic FTP of data file
Social Security Administration (SSA)	One-Way to SSA	Currently monthly manual report and upload
VINE (APRISS)	One-way to VINE	Scheduled (every 15 minutes) Report and automatic FTP of data file.

Proposed Interfaces
At a minimum, the JMS solution must provide the interfaces marked Mandatory below:

Proposed Interfaces			
System	**Direction**	**Description**	**RFP Status**
AFIS Live-Scan Fingerprint & Mug Shot System (Currently MORPHO)	Bidirectional	JMS must exchange ID Data. AFIS system is the creator and repository for fingerprints and inmate images.	Mandatory

Cal DOJ	One-way import from Cal-DOJ	JMS must provide functionality for user initiated import of CA DOJ charge code tables and allow for the review of charge additions/deletions the ability to edit and add data prior to saving in JMS.	Mandatory
Electronic Medical Health Records (Currently eClinicalWorks)	One-way to Electronic Medical Health Records vendor	JMS must provide inmate updates to the electronic medical records system	Mandatory
Financial Services system (Currently Aramark CORE)	Bidirectional	JMS must provide inmate updates to financial services system; Fund transaction information must be available w/in JMS.	Mandatory
PRA (United Reporting)	One-way to United Reporting	JMS must provide scheduled Daily Booking Report and ***automatic*** FTP of data file.	Mandatory
Social Security Administration (SSA)	One-Way to SSA	JMS must provide scheduled monthly report producing the up-loadable eData file.	Mandatory
Security Electronics System (Security electronics contractor is Status Automation)	Bidirectional **Future PARTNER/PROJECT** w/ new jail construction security electronics vendor	Vendor must commit to future partnership for a two-way interface with security electronics vendor.	Mandatory
Video Visitation (Vendor has not been identified)	Bidirectional **Future PARTNER/PROJECT** w/ new Jail Video Visitation vendor	Vendor must commit to future partnership for a two-way interface with external video visiting software.	Mandatory
VINE (APRISS)	One-way to VINE	JMS must provide scheduled (every 15 minutes) report and automatic FTP of data file.	Mandatory

Electronic Monitoring System (Currently Behavior Interventions Inc.)	One-way to Electronic Monitoring vendor	JMS should be able to export inmate data to ATC system for electronic monitoring.	Desired
GIS (ERSI GIS ARC Sde)	One-way from GIS	JMS should geo-validate addresses using County ERSI GIS server & data.	Desired
Inmate Commissary system (Currently Aramark)	One-way to commissary vendor	JMS should provide ability to order commissary from w/in the JMS.	Desired
Probation (Currently ISD CASE)	One-way pull from Probation software system	JMS should query the Probation and make data available w/in JMS.	Desired
Records Management System (RMS) (Currently Visionaire)	Bidirectional	JMS should provide an interface to SCSO's records management software for the receipt and transfer of subject information such as court data, warrants, demographics, and booking information.	Desired

Current Technical Environment

Outside of paper-based processes, Premier IMS is the core JMS for the SCSO. This current system is hosted on a dedicated:

- *Hardware* — IBM/AIX *P5*
- *DBMS* — Oracle 10g Enterprise Edition Release 10.2.0.4.0 - 64bit Production

A description of the Premier IMS records, are as follows:

Premier IMS Database Information	
Number of Active Inmate Records	Approximately 1058*
Number of Historical Records	132,546 Inmates Totaling Over 226,312 Bookings Records
Number of system users	Currently supporting 650 users.
Number of concurrent users	200
Number of JMS Workstations	Currently supporting 320 configured work stations.

*Includes inmates in custody, on Alternatives to Custody programs, out of county facilities, etc.

SCSO Current Environment

IT support personnel are organizationally managed by the County Department of IT. A subset of IT personnel are embedded in the Sheriff's Office and dedicated to Sheriff's automation.

The SCSO technology environment includes:

- *Hardware* — Intel-based architecture: physical servers & a VMware Farm supporting virtualized servers.
- *Operating Systems* — MS WinXP/Win7 for desktops and MS Server 2003, 2008 for servers. One system runs Red Hat Linux.
    - *DBMS* — SQL Server 2000, 2005, 2008, Access, and Oracle. One system runs MySQL.
    - AD domain controller, DNS, Exchange servers
    - County desktop/server Refresh policy dictates replacement of computer equipment every 5 years.

Typical SCSO Workstation Specifications
Dell Microcomputer - Small Form Factor Desktop - 790 - Option C - 4 Year Ext. Warranty **Pentium G850 3.00GHz with 4GB Memory, SFF Case** 250GB Hard Drive, 8X DVD+/-RW Drive, 256MB Video Card, 10/100/1000 NIC, Sound Card / Sound Bar, P190S Flat Panel Monitor, Windows 7, Office 2010 Professional License, Ghost Imaging License, Maintenance: Keep Your Hard Drive, 4 Yr
Dell Microcomputer - Small Form Factor All-In-One Desktop - Option D **P4 3.2GHz with 1GB Memory** 80GB Hard Drive, Small Form Factor All-In-One Chassis 24X CDRW/DVD Combo Drive, 10/100/1000 NIC, Sound Card / Sound Bar, 19" LCD Color Monitor, 1906FPT, All-In-Once for SFF Chassis Windows XP Professional, Office 2003 Professional License Maintenance: Keep Your Hard Drive, 3 Yr

If the SCSO existing workstation specifications are sufficient to ensure a fully operational JMS, Proposers are not required to provide individual workstations as part of the proposal.

Information Security

Another element of the jail's current technology environment is the security layer. The overall network is flat local area network (LAN) topology secured with **encrypted connections to all remote** partner locations.

Further, the SCSO has IP Security (IPsec) tunnels to California Department of Justice (CA DOJ). The topology is straightforward and secure with firewalls at each connection point. It is implemented on mainstream networking equipment and will provide the reliability necessary for the JMS.

The primary user authentication solution is MS Active Directory, implemented throughout the SCSO. The environment, as noted above, is a Windows environment, so common user provisioning and support is handled through the Active Directory.

Solution Providers must ensure that JMS adheres to the following SCSO security standards:

- Servers must be joined to the network domain so it can be managed securely (i.e. password and account lockout policies implemented, auditing enabled)
- Anti-Virus must be installed and updated
- Servers operating systems must have latest service pack and patches
- All unnecessary services on the servers must be disabled

1.2 Scope of Services

It is the Proposer's responsibility to propose a complete Scope of Work that explains in detail the Proposer's offering. This proposed Scope of Work will be used as the basis for negotiating the final Scope of Work for inclusion in Exhibit A of the Standard Contract, included in Section 8 of this RFP. The Standard Contract also includes Exhibit B, Budget and Payment Provisions and Exhibit C, Terms and Conditions, and Exhibit D, Special Terms and Conditions, required by the County.

The Appendices of the RFP contains the minimum list of application software requirements, services and deliverables the selected contractor is expected to provide to the County.

Appendix A

- Provides a list of "Functional Requirements". Each functional requirement has been categorized as a mandatory requirement or a desired requirement. Mandatory requirements are necessary to replace Premier IMS, other databases and/or paper forms for the new facility. Desired requirements describe attributes of the JMS that the SCSO would like to have but are not mandatory.

Appendix B

- Provides a list of "Technical Requirements". Each technical requirement has been categorized as a mandatory requirement or a desired requirement. Mandatory requirements are necessary to replace Premier IMS, other databases and/or paper forms for the new facility. Desired requirements describe attributes of the JMS that the SCSO would like to have but are not mandatory.

Appendix C

- Contains a "Technical Questionnaire" for solution providers to respond to.

Appendix D

- Contains the "Value-Added Enhancements Cost Schedule" and provides space where proposers are required to identify all cost(s) above the base package price, if any, that are associated with delivering a "Desired" requirement.

Appendix E

- Contains the "Equipment Cost Schedule" and provides space where proposers are required to identify the costs of all software, equipment and hardware components that will be required to successfully implement a fully functioning JMS.

The ability to offer services for "Desired" requirements will be considered a "Value- Added Enhancement". The SCSO will consider "Value-Added Enhancements" as a significant contribution to the scoring of proposals.

1.3 Contract Duration

The County intends to enter into a three year contract. Contract beginning and end dates will be determined during contract negotiations. The County reserves the right to revise the contract start date if deemed in the best interest of the County. Contract period does not relieve the contractor of the responsibility to comply with all elements of this RFP.

The County reserves the right to extend this Contract for an additional period or periods of time representing increments of two (2) 1-year periods and a total contract term of no more than five (5) years, provided that the County notifies the Contractor in writing of its intention to do so at least ninety (90) days prior to the contract expiration date. An extension of the term of this contract will be affected through an amendment to the contract. If the extension of the contract necessitates additional funding beyond that which was included in the original contract, the increase in the County's maximum liability will also be affected through an amendment to the contract and shall be based upon rates provided for in the original contract and proposal.

1.4 Letter of Intent to Propose

A letter indicating a proposer's intent to respond to this RFP with a proposal should be sent to the RFP Coordinator (refer to Section 3.1) no later than the *Letter of Intent to Propose* deadline date detailed in the Section 2, RFP Schedule of Events. *Letters of Intent to Propose* may be delivered by facsimile transmission or email. Proposers may withdraw their *Letters of Intent to Propose* at any time before the deadline for submitting a proposal.

The following information should be included in the *Letter of Intent to Propose (use attachment 9.9)*:

A. Vendor Name
B. Name and Title of Vendor Main Contact
C. Address, Telephone Number, Facsimile Number, and email address of proposer main contact
D. Sign Statement of Intent to Propose

Submittal of a *Letter of Intent to Propose*, by the specified deadline, is not a prerequisite for submitting a proposal, but it is necessary to ensure a proposer's receipt of RFP amendments and other communications regarding the RFP.

1.5 Proposal Deadline

Proposals shall be submitted no later than the proposal deadline time and date detailed in the Section 2, RFP Schedule of Events. Proposers shall respond to the written RFP and any exhibits, attachments, or amendments. A proposer's failure to submit a proposal as required before the deadline shall cause the proposal to be disqualified.

Proposers assume the risk of the method of dispatch chosen. The County assumes no responsibility for delays caused by any delivery service. Postmarking by the due date shall not substitute for actual proposal receipt by the County. It is strongly recommended that signature required courier services are used for proposal delivery. Late proposals shall not be accepted nor shall additional time be granted to any potential proposer.

Proposals may not be delivered orally, by facsimile transmission, or by other telecommunication or electronic means.

1.6 Nondiscrimination

No person shall be excluded from participation in, be denied benefits of, be discriminated against in the admission or access to, or be discriminated against in treatment or employment in the County's contracted programs or activities on the grounds of disability, age, race, color, religion, sex, national origin, or any other classification protected by federal or California State Constitutional or statutory law; nor shall they be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination in the performance of contracts with the County or in the employment practices of the County's contractors. Accordingly, all vendors entering into contracts with the County shall, upon request, be required to show proof of such nondiscrimination and to post in conspicuous places, available to all employees and applicants, notices of nondiscrimination.

1.7 Assistance to Proposers with a Disability

Proposers with a disability may receive accommodation regarding the means of communicating this RFP and participating in this procurement process. Proposers with a disability should contact the RFP coordinator to request reasonable accommodation no later than the deadline for accommodation requests detailed in the Section 2, RFP Schedule of Events.

2 RFP SCHEDULE OF EVENTS

The following RFP Schedule of Events represents the County's best estimate of the schedule that shall be followed. Unless otherwise specified, the time of day for the following events shall be between 8:00 a.m. and 5:00 p.m., Pacific Time.

The County reserves the right, at its sole discretion, to adjust this schedule as it deems necessary. Notification of any adjustment to the Schedule of Events shall be provided to all vendors that submitted a *Letter of Intent to Propose*.

	EVENT	DATE	TIME
1	County Issues RFP	10/1/2012	5:00 p.m.
2	Deadline for Proposers with a Disability to Make Accommodation Requests	10/10/2012	5:00 p.m.
3	Non-Mandatory Pre-Proposal Web–Ex Conference	10/16/2012	10:00 a.m.
4	Deadline for *Letter of Intent to Propose*	10/26/2012	5:00 p.m.
5	Deadline for Written Comments	11/2/2012	5:00 p.m.
6	County Issues Responses to Written Comments	11/16/2012	5:00 p.m.
7	Deadline for Submitting Proposals	12/4/2012	3:00 p.m.
8	County Completes Technical Evaluations	12/28/2012	5:00 p.m.
9	Interview, presentation, demonstration for Highest Rank Proposers, Week of January 7, 2013	1/07/2013	TBD
10	County Sends a written Notice of Intent to Award	1/11/2013	5:00 p.m.
11	Conclusion of Contract Negotiations, and Contract Signing	02/01/2013	As Feasible
12	Contract goes to Board of Supervisors for Approval	2/26/2013	9:00 a.m.
13	Contract Approval by State Department of Finance	03/01/2013	TBD
14	Anticipated Contract Start Date	03/01/2013	TBD
15	Deadline for Performance Bond. Failure to Submit the Performance Bond as Required Shall Result in Contract Termination.	3/14/2013	5:00 p.m.

3 GENERAL REQUIREMENTS AND INFORMATION

3.1 RFP Coordinator

The following RFP coordinator shall be the main point of contact for this RFP.

Dianne Koutz, Central Services Manager
675 Texas Street Suite 2500
Fairfield, CA 94533
Phone: 707 784-3105
FAX: 707 422-9770
Email: dekoutz@solanocounty.com

3.2 RFP Number

The County has assigned the following RFP identification number that must be referenced in all communications regarding the RFP:

RFP: T099-1001-13

3.3 Communications Regarding the RFP

3.3.1 Upon release of this RFP, all proposer communications concerning this procurement must be in writing and directed to the RFP coordinator. Unauthorized contact regarding the RFP with other County employees of the procuring County agency/department may result in disqualification.

3.3.2 All communications should be in writing to the RFP Coordinator. Any oral communications shall be considered unofficial and nonbinding on the County. Written comments, including questions and requests for clarification (use attachment 9.7), must cite the subject RFP number. The RFP coordinator must receive these written requests by the deadline specified in the RFP Schedule of Events.

3.3.3 The County shall respond in writing to written communications. Such response shall constitute an amendment to the RFP. Only written responses to written communications shall be considered official and binding upon the County. The County reserves the right, at its sole discretion, to determine appropriate and adequate responses to written comments, questions, and requests for clarification.

3.3.4 The County shall mail copies of its written responses to written comments, to all proposers submitting a *Letter of Intent to Propose,* as well as posted on the County's website.

3.4 Required Review and Waiver of Objections by Proposers

Proposers should carefully review this RFP and all attachments, including but not limited to the *Standard* contract, Exhibit B - Budget Detail and Payment Provisions, Exhibit C, Terms and Conditions, and Exhibit D – Special Terms and Conditions for comments, questions, defects, objections, or any other matter requiring clarification or correction (collectively called "comments"). Comments concerning RFP objections must be made in writing and received by the County no later than the Deadline for written comments detailed in the Section 2, RFP Schedule of Events. This will allow issuance of any necessary amendments and help prevent the opening of defective proposals upon which contract award could not be made.

Protests based on any objection shall be considered waived and invalid if these faults have not been brought to the attention of the County, in writing, by the deadline for written comments.

3.5 Proposal Submittal

3.5.1 Proposers shall respond to this RFP with a Technical Proposal and a Cost Proposal (Attachment 9.2). No pricing information shall be included in the Technical Proposal, except Appendices D & E.

Inclusion of Cost Proposal amounts (Attachment 9.2) in the Technical Proposal may make the proposal non-responsive.

One (1) original, eight (8) hard copies and one (1) electronic copy in the form of a CD/DVD of the Technical Proposal shall be submitted to the County in a sealed package and be clearly marked:

"Technical Proposal in Response to RFP: T099-1001-13 -- Do Not Open"

One (1) original, eight (8) hard copies and one (1) electronic copy in the form of a CD/DVD of the Cost Proposal shall be submitted to the County as a separate, sealed package and clearly marked:

"Cost Proposal in Response to RFP: T099-1001-13 -- Do Not Open"

If the separately sealed proposals, marked as required above, are enclosed in another container for mailing purposes, the outermost container must fully describe the contents of the package and must be clearly marked on outside of packages, including the company/organization identification:

"Contains Separately Sealed Technical and Cost Proposals"

3.5.2 All proposals must be submitted to the RFP coordinator at the address in Section 3.1 by the date and time identified as the Deadline for Submitting a Proposal in the RFP Schedule of Events.

3.6 Proposal Preparation Costs

The County shall not pay any costs associated with the preparation, submittal, or presentation of any proposal.

3.7 Proposal Withdrawal

To withdraw a proposal, the proposer must submit a written request, signed by an authorized representative, to the RFP coordinator. After withdrawing a previously submitted proposal, the proposer may submit another proposal at any time up to the deadline for submitting proposals.

3.8 Proposal Amendment

The County shall not accept any amendments, revisions, or alterations to proposals after the deadline for proposal submittal unless such is formally requested, in writing, by the County.

3.9 Proposal Errors

Proposers are liable for all errors or omissions contained in their proposals. Proposers shall not be allowed to alter proposal documents after the deadline for submitting a proposal.

3.10 Incorrect Proposal Information

If the County determines that a proposer has provided, for consideration in the evaluation process or contract negotiations, incorrect information which the proposer knew or should have known was materially incorrect, that proposal shall be determined non-responsive, and the proposal shall be rejected.

3.11 Prohibition of Proposer Terms and Conditions

A proposer may not submit the proposer's own contract terms and conditions in a response to this RFP. If a proposal contains such terms and conditions, the County, at its sole discretion, may determine the proposal to be a non-responsive counteroffer, and the proposal may be rejected.

3.12 Assignment and Subcontracting

3.12.1 The contractor may not subcontract, transfer, or assign any portion of the contract without prior, written approval from the County. Each subcontractor must be approved in writing by the County. The substitution of one subcontractor for another may be made only at the discretion of the County and with prior, written approval from the County.

3.12.2 Notwithstanding the use of approved subcontractors, the proposer, if awarded a contract under this RFP, shall be the prime contractor and shall be responsible for all work performed.

3.13 Right to Refuse Personnel

The County reserves the right to refuse, at its sole discretion, any subcontractors or any personnel provided by the prime contractor or its subcontractors.

3.14 Proposal of Additional Products and Services

3.14.1 See Appendix D for Value-Added Enhancements desired by the County. In addition, if proposer recommends additional Value Added Enhancements, deductive alternates, not listed, please use Table 4 in Appendix D.

3.15 Independent Price Determination

3.15.1 A proposal shall be disqualified and rejected by the County if the price in the proposal was not arrived at independently without collusion, consultation, communication, or agreement as to any matter relating to such prices with any other proposer, a County employee, or any competitor.

3.15.2 The proposer is prohibited from submitting more than one proposal. Submittal of more than one proposal shall result in the disqualification of the proposer.

3.15.3 The proposer is prohibited from submitting multiple proposals in a different form (i.e., as a prime contractor and as a subcontractor to another prime contractor). Submittal of multiple proposals in a different form may result in the disqualification of all proposers associated with a multiple proposal.

3.15.4 Should any such prohibited action detailed in Sections 3.16.1, 3.16.2, and 3.16.3 be detected any time during the term of the contract, such action shall be considered a material breach and grounds for contract termination.

3.16 Insurance

See the sample County contract, Exhibit C Terms and Conditions for the County's insurance requirements.

3.17 Licensure

Before a contract pursuant to this RFP is signed, the proposer must hold all necessary, applicable business and professional licenses. The County may require any or all Proposers to submit evidence of proper licensure.

3.18 Conflict of Interest and Proposal Restrictions

3.18.1 By submitting a proposal, the Proposer certifies that no amount shall be paid directly or indirectly to an employee or official of the County of Solano as wages, compensation, or gifts in exchange for acting as an officer, agent, employee, subcontractor, or consultant to the proposer in connection with the procurement under this RFP.

Notwithstanding this restriction, nothing in this RFP shall be construed to prohibit a County agency or other governmental entity from making a proposal, being considered for award, or being awarded a contract under this RFP.

3.18.2 County agencies shall not contract with an individual who is, or within the past six months has been, an employee of the County of Solano. An individual shall be deemed a County employee until such time as all salary, termination pay, and compensations representing annual or compensatory leave have been paid by the County. A contract with a company in which a controlling interest is held by a County employee shall be considered to be a contract with said individual and shall be prohibited.

Any individual, company or other involved in assisting the County in the development, formulation, or drafting of this RFP or its scope of services shall be considered to have been given information that would afford an unfair advantage over other proposers, and said individual, company, or other entity may not submit a proposal in response to this RFP.

3.19 RFP Amendment and Cancellation

The County reserves the unilateral right to amend this RFP in writing at any time. The County also reserves the right to cancel or reissue the RFP at its sole discretion. If an amendment is issued it shall be provided to all proposers submitting a *Letter of Intent to Propose*. Proposers shall respond to the final written RFP and any exhibits, attachments, and amendments.

3.20 Right of Rejection

3.20.1 The County reserves the right, at its sole discretion, to reject any and all proposals or to cancel this RFP in its entirety. The County reserves the right, at its sole discretion, to waive variances in technical proposals provided such action is in the best interest of the County. Where the County waives minor variances in proposals, such waiver does not modify the RFP requirements or excuse the proposer from full compliance with the RFP. Notwithstanding any minor variance, the County may hold any proposer to strict compliance with the RFP.

3.20.2 Any proposal received which does not meet the requirements of this RFP may be considered to be non-responsive, and the proposal may be rejected. Proposers must comply with all of the terms of this RFP and all applicable State and County laws and regulations. The County may reject any proposal that does not comply with all of the terms, conditions, and performance requirements of this RFP.

3.20.3 Proposers may not restrict the rights of the County or otherwise qualify their proposals. If a Proposer does so, the County may determine the proposal to be a nonresponsive counteroffer, and the proposal may be rejected.

3.21 Disclosure of Proposal Contents

All proposals and other materials submitted in response to this RFP procurement process become the property of the County of Solano. Selection or rejection of a proposal does not affect this right. All proposal information, including detailed price and cost information, shall be held in confidence during the evaluation process. The proposals and associated materials shall be open for review by the public to the extent allowed by the ***California Public Records Act***, (Government Code Section 6250-6270 and 6275-6276.48) upon the final award of the contract by all authorized parties. By submitting a proposal, the proposer acknowledges and accepts that the contents of the proposal and associated documents shall become open to public inspection.

3.22 Proprietary Information

The master copy of each proposal shall be retained for official files and will become public record after the award of a contract unless the proposal or specific parts of the proposal can be shown to be exempt by law (Government code §6276). Each proposer may clearly label part of a proposal as "CONFIDENTIAL" if the Proposer thereby agrees to indemnify and defend the County for honoring such a designation. The failure to so label any information that is released by the County shall constitute a complete waiver of all claims for damages caused by any release of the information. If a public records request for labeled information is received by the County, the County will notify the proposer of the request and delay access to the material until seven working days after notification to the proposer. Within that time delay, it will be the duty of the proposer to act in protection of its labeled information. Failure to so act shall constitute a complete waiver.

3.23 Severability

If any provision of this RFP is declared by a court to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected; and, the rights and obligations of the County and proposers shall be construed and enforced as if the RFP did not contain the particular provision held to be invalid.

3.24 Cooperative Purchasing

The provisions and pricing of a Contract generated by this RFP may be extended to other political subdivisions and Solano County agencies/departments. Political subdivisions and Solano County agencies/departments wishing to use the responses to this RFP shall be responsible for issuing their own contract, providing their own acceptance, and making any subsequent payments to the proposed vendor. These entities shall indemnified the County from all claims, demands, actions or causes of action of every kind resulting directly or indirectly, arising out of, or in any way connected with the use of this RFP. The cooperative entities are responsible for obtaining all certificates of insurance and bonds required. County makes no guarantee of usage by other users of this RFP.

3.25 Contract Negotiations

After Notice Of Intent to Award Contract, and prior to Contract execution, contract negotiations with the solution provider will include, but not be limited to:

- Identify any and all differences between the SCSO JMS RFP and the bidder's proposal so that both parties understand and agree on each specification and the project delivery schedule.
- Clarify all features of the bidder's base system that are available in the base system price, but not included in the County's specifications.
- Create an Interface Control Document (ICD) for each interface listed in the RFP. This document will describe the functional requirements and data elements for each interface to such level that ambiguity is reduced to a minimum.
- Agree upon an implementation methodology that groups certain logical groups of modules (functionalities) for phased system testing and/or cutover.
- Identify any changes or enhancements to bidder's existing product that must be implemented.
- Identify bidder's key staff and obtain County approval.
- Identify separation of cost for State/County funding.

4 SPECIAL REQUIREMENTS

4.1 Joint Ventures and Partnering

Proposals from joint ventures or entities partnering for a specific service must be designed to minimize any administrative burden on the County as a result of the participation of multiple entities.

4.1.1 The proposal shall clearly set forth the respective responsibilities and functions that each principal of the joint venture or partnering entities would perform if awarded a contract pursuant to this RFP.

4.1.2 The proposal must include a copy of the joint venture or partnering agreements that identify the principals involved as well as their rights and responsibilities regarding a contract pursuant to this RFP.

4.1.3 The proposal transmittal letter must be signed by each principal of the joint venture and include all required information.

4.2 Pre-Proposal Conference

4.2.1 A pre-proposal conference for all potential proposers is scheduled at the Pre-Proposal Conference time and date detailed in the Section 2, RFP Schedule of Events. The conference will be held via Web-Ex. The purpose of the conference is to discuss the work to be performed with the prospective Proposers and allow them to ask questions concerning the RFP.

4.2.2 Proposers interested in attending the pre-proposal web-ex conference will be required to request meeting details from the RFP coordinator. Requests must be made via e-mail no later than two business days prior to the Web-Ex conference date.

Due to the limited number of meeting invitations that can be provided, only one meeting invitation will be sent to each interested vendor. Vendors are encouraged to gather their team and attend the Web-ex conference together, using the one meeting invitation provided.

4.2.3 The County encourages all potential proposers to attend the pre-proposal web-ex conference although attendance is not mandatory.

4.2.4 Specific questions concerning the RFP should be submitted in writing before the pre-proposal conference so that the County may prepare responses before the conference. Additional questions shall be entertained at the conference; however, responses may be deferred and provided at a later date.

4.2.5 The response to any question that is given orally at the pre-proposal conference is to be considered tentative and nonbinding on the County. After the conference, the official response to questions shall be published in writing. This shall ensure accurate, consistent responses to all vendors. Copies of all written questions and the County's responses shall be mailed to all vendors submitting a *Letter of Intent to Propose,* as well as being posted on the County's website. Only the written responses from the County shall be considered official.

4.3 Project Management

The project manager shall represent the Contractor and all communications given to the project manager shall be as binding as if given to the Contractor. Important communications shall be confirmed in writing. Other communications shall be so confirmed upon written request in each case.

The County requires that the Project Manager who begins the Project shall remain on the Project until the Project is completed, as long as the Contractor employs that person. The Project Manager shall not be replaced without the express written approval of the County.

4.4 Location and Work Space

The County will provide temporary work space for the contractor as needed. The work under this RFP is to be performed, completed, and managed primarily at the contractor's place of business. Any work performed on the County's premises shall be completed during the County's standard business hours (7:00 a.m. to 5:00 p.m. Monday through Friday). Contractor must submit temporary workspace requirements (Section 5.2.3.13).

4.5 Coordination with Master Construction Schedule

The work to be performed under the contract resulting from this RFP must be coordinated and interface with the Master Construction Schedule for the AB900 New Jail Facility. Key schedule milestones for the construction of the new jail facility, which are subject to change as construction proceeds, are as follows:

Master Construction Schedule	
Start of Construction	7/9/2012
Completion of north parking area	10/8/2012
Completion of demolition for construction of new Jail Facility	11/21/2012
Completion of foundation for new Jail Facility	1/10/2013
Completion of exterior envelope of New Jail Facility (dry in complete)	1/20/2014
Substantial Completion	2/9/2014
Installation of Security Electronics Equipment / Components	2/13/2014
Completion of interior improvements	2/27/2014
Security Electronics/Software commissioning	2/28/2014
Anticipated JMS Go-Live	4/1/2014
Final Jail Completion	4/10/2014
Jail Occupancy	6/2/2014
Schedule dates for Specific Building Sections	
Support Building	
Security Electronics Underslab	12/19/2012
Completion of plumbing of rough-in	9/30/2013
Completion of mechanical rough-in	9/30/2013
Completion of electrical of rough-in	9/30/2013

Housing Building	
Security Electronics Underslab	11/20/2012
Completion of plumbing of rough-in	6/11/2013
Completion of mechanical rough-in	6/11/2013
Completion of electrical of rough-in	6/11/2013
CUP/Laundry Building	
Completion of plumbing of rough-in	8/9/2013
Completion of mechanical rough-in	8/9/2013
Completion of electrical of rough-in	8/9/2013
Security Electronics Underslab	10/31/2013
Support Building	
Completion of interior cabling of security systems	9/25/2013
Completion of interior cabling of information technology systems	10/16/2013
Completion of interior rough framing	10/16/2013
Completion of interior improvements	10/16/2013
Completion of ceiling installation	10/16/2013
Housing Building	
Completion of interior cabling of information technology systems	6/11/2013
Completion of interior cabling of security systems	6/11/2013
Completion of structure for New Jail Facility	7/2/2013
Completion of interior rough framing	8/22/2013
Completion of ceiling installation	12/17/2013

4.6 Bond Requirement

Within ten (10) business days after contract execution, the successful Proposer shall be required to furnish a Performance Bond, in an amount equal to 100% of the Contract Value.

5 PROPOSAL FORMAT AND CONTENT

5.1 General Proposal Requirements

5.1.2 Proposers must follow all formats and address all portions of the RFP set forth herein providing all information requested. Proposers may retype or duplicate any portion of this RFP for use in responding to the RFP, provided that the proposal clearly addresses all of the County's information requirements.

5.1.3 Proposers must respond to every subsection under the Technical Proposal and Cost Proposal sections below. Proposers must label each response to RFP requirements with the section and subsection numbers associated with the subject requirement in this RFP (*e.g.*, the response to the third requirement of the Proposal Transmittal Letter would be labeled 5.2.1.3). Failure to follow the specified format, to label the responses correctly, or to address all of the subsections may, at the County's sole discretion, result in the rejection of the proposal.

All information presented in a proposal must be relevant in response to a requirement of this RFP, must be clearly labeled, and, if not incorporated into the body of the proposal itself, must be referenced to and from the appropriate place within the body of the Proposal. Any information not meeting these criteria shall be deemed extraneous and shall in no way contribute to the evaluation process.

5.1.4 Proposals shall be prepared on standard 8 1/2" x 11" paper. Foldouts containing charts, spread sheets, and oversize exhibits are permissible. All responses, as well as any reference material presented, must be written in English. Limit each response to Section 5 Format and Content requirements to two pages. All monetary amounts must be detailed in United States currency. All proposal pages must be numbered.

5.1.5 Proposers shall divide their responses to this RFP into a Technical Proposal and a Cost Proposal and submit them in accordance with Section 3.5 of this RFP by the Deadline for Submitting a Proposal in the RFP Schedule of Events.

Cost Proposal and pricing information shall not be included in the Technical Proposal, except Appendices D & E. Inclusion of Cost Proposal dollar amounts in the Technical Proposal may make the proposal non-responsive and the proposal may be rejected.

5.2 Technical Proposal

The Technical Proposal shall be divided into the following sections:
Proposal Transmittal Letter;
Mandatory Proposer Qualifications;
General Proposer Qualifications and Experience;
Technical Approach:
Appendices A-E

If a proposal fails to detail and address each of the requirements detailed herein, the County may determine the proposal to be non-responsive and reject it.

5.2.1 <u>Proposal Transmittal Letter</u>. The Technical Proposal must provide a written transmittal and offer of the proposal in the form of a standard business letter. The Proposal Transmittal Letter shall reference and respond to the following subsections in sequence and attach corresponding documentation as required. Each proposal must meet the Proposal Transmittal Letter requirements and provide all required documentation. A Proposal Transmittal Letter is mandatory, and failure to provide the information as required may result in the proposal being considered non-responsive and rejected.

5.2.1.1 The letter shall be signed by a company officer empowered to bind the proposing vendor to the provisions of this RFP and any contract awarded pursuant to it; if said individual is not the company president, the letter shall attach evidence showing authority to bind the company.

5.2.1.2 The letter shall state that the proposal remains valid for at least 180 days subsequent to the date of the Cost Proposal opening and thereafter in accordance with any resulting contract between the Proposer and the County.

5.2.1.3 The letter shall provide the complete name and Social Security Number of the individual or the legal entity name and Federal Employer Identification Number of the firm making the proposal.

5.2.1.4 The letter shall provide the name, mailing address, and telephone number of the person the County should contact regarding the proposal.

5.2.1.5 The letter shall state whether the proposer intends to use subcontractors — if so, clearly identify the names of the subcontractors along with complete mailing addresses and the scope and portions of the work the subcontractors shall perform. (NOTE: The contractor must obtain written approval from the County prior to the use of any subcontractors.)

5.2.1.6 The letter shall state whether the Proposer or any individual who shall perform work under the contract has a possible conflict of interest (*e.g.,* employment by the County of Solano) and, if so, the nature of that conflict. The County reserves the right to cancel an award if any interest disclosed from any source could either give the appearance of a conflict of interest or cause speculation as to the objectivity of the offeror. Such determination regarding any questions of conflict of interest shall be solely within the discretion of the County.

5.2.1.7 The letter shall also include a statement of acknowledgement that the County's Standard Contract (Section 8) has been reviewed and accepted with or without qualification. If qualifications are involved, those items requiring adjustment or modification must be identified and listed along with suggested modifications to the contract. If no modifications to the contract are noted, then the County will assume that the proposer is capable of performing all normal managerial tasks and services without reservation or qualification to the contract.

5.2.2 Mandatory Proposer Qualifications. Technical Proposals shall provide responses and documentation, as required that indicate that the proposer has met the Mandatory Proposer Qualifications requirements. Any proposal which does not meet the mandatory requirements and provide all required documentation may be considered non-responsive, and the proposal may be rejected.

Technical Proposals shall provide the following information (referencing the subsections in sequence):

5.2.2.1 Written confirmation that the proposer shall comply with all of the provisions in this RFP and shall accept all terms and conditions set out in the *Standard Contract* in section 8 of this RFP. (NOTE: If the proposal fails to provide said confirmation without exception or qualification, the County, at its sole discretion, may determine the proposal to be a non-responsive counteroffer, and the proposal may be rejected.)

5.2.2.2 Written certification and assurance of the proposer's compliance with: local, state and federal laws. Proposers must sign and return Attachment 9.1 with the proposal. Failure to return this document may result in the proposal being non-responsive and may be rejected.
(Use Attachment 9.1, Certification of Compliance)

5.2.2.3 **Documentation of financial responsibility and stability**; said documentation shall include:

5.2.2.3.1 A current written bank reference, in the form of a standard business letter, indicating that the proposer's business relationship with the financial institution is in positive standing

5.2.2.3.2 Two current written, positive credit references, in the form of standard business letters, from vendors with which the proposer has done business; in lieu of such, documentation of a positive credit rating determined by a accredited credit bureau within the last 6 months, and

5.2.2.3.3 a copy of a valid certificate of insurance indicating liability insurance in the limits as specified in Exhibit C of the *Standard Contract* Terms and Conditions, and endorsements to the policy as indicated.

5.2.2.4 Detailed Documentation of Financial Resources. The Proposer must provide the following documentation of sufficient financial strength and resources to provide the scope of services as required.

5.2.2.4.1 Full set of financial statements for proposer's most recent three (3) complete fiscal years, accompanied by either an audit or review report by an independent Certified Public Accountant. ***Complied or internally prepared financial statements will not be accepted.*** Statements, which are older than six (6) months, must be supplemented by internally financial statements, which update the information to no more than six (6) months from the date of submission of the AFP. Such statements must be prepared in accordance with United States generally accepted accounting principles, including all required information disclosures.

5.2.2.4.2 The audited financial statements must be:

a) prepared with all monetary amounts detailed in United States currency;
b) prepared under United States generally accepted accounting principles; and
c) audited under United States generally accepted auditing standards.

5.2.2.4.3 The audited financial statements must include:

a) the auditor's opinion letter;
b) financial statements; and
c) the notes to the financial statements.

5.2.2.4.4 Documentation disclosing the amount of cash flows from operating activities for the proposer's most current operating period. Said documentation must indicate whether the cash flows are positive or negative, and, if the cash flows are negative for the most recent operating period, the documentation must include a detailed explanation of the factors contributing to the negative cash flows.

5.2.3 General Proposer Qualifications and Experience. Technical Proposals shall provide the following information (referencing the subsections in sequence) to evidence the proposer's experience in delivering services similar to those required by this RFP:

5.2.3.1 A brief, descriptive statement indicating the proposer's credentials to deliver the services sought under this RFP;

A. Prior provision of JMS solution in operational/production environments.

B. Experience with data conversion/validation, system cutover, and post implementation operations.

C. Experience in successfully interfacing JMS with other applications.

5.2.3.2 A brief description of the proposer's background and organizational history;

5.2.3.3 Years in business;

5.2.3.4 A brief statement of how long the proposer has been performing the services required by this RFP;

5.2.3.5 Location of offices;

5.2.3.6 A description of the proposer organization's number of employees, longevity, client base;

5.2.3.7 Whether there have been any mergers, acquisitions, or sales of the proposer company within the last ten years (if so, an explanation providing relevant details);

5.2.3.8 Form of business (*i.e*., individual, sole proprietor, corporation, non-profit corporation, partnership, joint venture, limited liability company, *et cetera*);

5.2.3.9 A statement as to whether the proposer or any of the proposer's employees, agents, independent contractors, or subcontractors have been convicted of, pled guilty to, or pled *nolo contendere* to any felony; and if so, an explanation providing relevant details;

5.2.3.10 A statement as to whether there is any pending litigation against the proposer; and if such litigation exists, attach an opinion of counsel as to whether the pending litigation will impair the proposer's performance in a contract under this RFP;

5.2.3.11 A statement as to whether, in the last ten years, the proposer has filed (or had filed against it) any bankruptcy or insolvency proceeding, whether voluntary or involuntary, or undergo the appointment of a receiver, trustee or assignee for the benefit of creditors; and if so, an explanation providing relevant details;

5.2.3.12 A narrative description of the proposed project team, its members, and organizational structure;

5.2.3.13 A personnel roster and resumes of key people who shall be assigned by the Proposer to perform duties or services under the contract (include estimated number of hours to be worked on the contract for each person, and the resumes shall detail each individual's title, education, current position with the proposer, and employment history); Proposer must also provide an estimate for the number of employees that will be working on County property at one time, square footage requirements for temporary work space, and estimated time frames a temporary work space will be needed.

5.2.3.14 Customer references – Solution provider must provide at least 2 examples where the proposed JMS system was successfully implemented in the last 10 years for projects that were similar in size and scope. In addition, provide at least 1 example where the JMS system was successfully implemented within the last 5 years or will be implemented within the next year at Detention Facility in the State of California.

*Proposals that do not provide the 3 customer references listed above will be considered non-responsive and will not be considered for further evaluation.

See Attachment 9.4 to identify references.

5.2.3.15 A list, if any, of all current contractual relationships with the County of Solano and all those completed within the previous five year period— the list must include:

a) the contract number;
b) the contract term; and
c) the procuring County agency for each reference.

(NOTE: Current or prior contracts with the County are not a prerequisite to being awarded the maximum available points for the Proposer Qualifications and Experience category. The existence of such current or prior contractual relationships will not automatically result in the addition or deduction of evaluation points. Any such current or prior contractual relationships,

like those detailed pursuant to Section 5.2.3.15., shall be generally considered in awarding Proposer Qualifications and Experience category points.)

5.2.4 Technical Approach. The proposer shall describe the proposer's plans and approach for accomplishing the work requested. The information provided shall be in enough detail to enable the County to ascertain the proposer's understanding of the effort to be accomplished and should outline the steps in the total service proposed. Technical proposals shall provide the following narrative information (referencing the subsections in sequence) to evidence the suitability of the proposer's technical approach to delivering the services sought under this RFP:

5.2.4.1 Proposers must provide a comprehensive narrative, captioned "Project Understanding," that illustrates the vendor's understanding of the County's requirements.

5.2.4.2 Proposers must provide a comprehensive narrative, captioned "Project Approach," that illustrates how the proposer will complete the scope of services and accomplish required objectives.

5.2.4.3 Proposers must provide a comprehensive narrative, captioned "Project Management," that illustrates how the proposer will manage the project, ensure completion of the scope of services, and accomplish required objectives. Proposer should include specific information relating to:

- Project Assumptions
- Project Management Plan
  - Communications plan
  - Establishment of documentation and procedural standards
  - Quality assurance plan including acceptance testing criteria and measures
  - Risk identification and mitigation plan
  - Change control plan
- Responsibility Matrix

5.2.4.4 Proposers must provide a comprehensive narrative, captioned, "Implementation Plan". The plan must detail project plan for implementation of the proposed JMS solution, outlining project tasks from the point of contract signing through acceptance and go-live status of the JMS. Proposer should include specific information relating to:

- Schedule of phases, activities, tasks and deliverables for both Contractor and County
- Phase, activity, task completion criteria
- County resource requirements
- Key milestones for phased project acceptance and establishment of a schedule of values and payment events

5.2.4.5 Proposers must provide a comprehensive narrative, captioned, "Data Conversion Plan". The plan must include a detailed and repeatable approach to data conversion to include the methodology for converting active and historical information from required databases. Include County resources which will be requested/required for a seamless transition to occur.

5.2.4.6 Proposers must provide a comprehensive narrative, captioned, "Test Plan" that details the solution providers approach to verifying that all requirements of the delivered JMS system and its components are fully satisfied. Elements of the test plan must include:

- Detailed Test Plan
- Testing Procedures
- Test Reporting and Remediation

5.2.4.7 Proposers must provide a comprehensive narrative, captioned, "System Documentation". The plan must describe the overall approach for delivering to the County, a set of user, system, and management documentation. The County seeks both online – or otherwise electronic- and hard copy documentation volumes. The online user documentation must describe the components, functions, system administration, and operations of the system. Operations descriptions must include a list and description of all error conditions, how they are displayed, and the action required of the operator for each.

The County expects that online documentation which includes modifications must be maintained and updated throughout the life of the JMS. A description of how this is to be accomplished should be included in the proposal.

Each work station with JMS access must be provided with complete online user documentation that is located within the work station or can be accessed via the County's internal networks and JMS application.

5.2.4.8 Proposers must provide a comprehensive narrative, captioned, "Maintenance and Support Plan" that describes the following:

- Preventative maintenance
- Remedial maintenance
- Help desk Support
- On-site support staff

A detailed maintenance and operation support plan must be prepared and delivered for review and acceptance. The plan must include, at a minimum, the following:

- An overview of maintenance and operations support program, including objectives, roles and responsibilities and facility requirements.
- A detailed preventative maintenance schedule for each system component.
- A set of service level agreements outlining the requirements and plan for providing response and remediation of problems for each system component.
- A proposal for on-site, ongoing maintenance support staffing, required by the County.
- A procedure for warranty for the repair/replacement of defective components.
- A problem escalation procedure.
- Help desk plans and procedures.
    - Issues resolved within 24 hours
    - Human response during standard business hours
- A comprehensive list of maintenance spares and consumable items.
- Maintenance and operations support implementation and capability verification timeline.
- On-site solution provider support staffing as follows:
    - During project planning and system design
        - Project Manager – minimum 1 full time (FTE) available by phone Monday through Friday/standard business hours, able to respond within 1 day if required.
    - At system implementation, cutover/go-live:
        - Project Manager and required support staff on-site for the first 168 hours after live activation.
    - Post system implementation:
        - Minimum 1 full time (FTE) on-site, Monday through Friday/standard business hours for the first 10 days after the 168 hour go-live activation time period, and available to respond by telephone 24/7/365, within one hour.

5.2.4.9 Proposers must provide a comprehensive narrative, captioned, "Training Plan". The County has adopted the "train the trainer" program which has worked very effectively. The County wishes to continue with this method of training and to accomplish this, solution provider must provide training to key groups of County staff. Solution provider's training plan must include the following:

Areas of JMS specific training to be provided:

- System administration
- DBA (Database Administration)
- Software and application training for programming staff
- System report writing
- Hardware training for system operations staff
- Overall system functionality for trainers
- Future version release training

Each training course shall include the following:

- The course objective
- Course outline
- Necessary training material
- Timeline, schedule, and course duration.

5.2.4.10 Proposers must provide a comprehensive narrative captioned, "Safety Management Plan". The County of Solano is committed to the safety of all employees, the surrounding community, visitors and the environment. While the County of Solano has the responsibility for conducting our business in a manner that strives to prevent accidents, the JMS vendor will have primary responsibility for the safety at the project site. Describe your organization's Safety Management Plan and provide an overview of your safety training/continuing education program(s). Identify how your organization's safety program is implemented, on a project and the lines of authority and communication.

5.3 Cost Proposal

5.3.1 The Cost Proposal shall be submitted to the County in a separate, sealed package from the Technical proposal.

5.3.2 The Cost Proposal required format is provided in Attachment 9.2, and the Cost Proposal must be recorded on an exact duplicate thereof.

5.3.3 The Cost Proposal shall specifically record the exact cost amount(s) proposed in the appropriate space as required by Attachment 9.2. Said proposed cost shall incorporate all cost for the proposed scope of services for the total contract period.

5.3.4 The Cost Proposal shall record only the proposed cost as required, and shall not record any other rates, amounts, or information. It shall not record any text that could be construed as a qualification of the cost amount(s) proposed. If the Proposer fails to specify the Cost Proposal as required, the County shall determine the proposal to be non-responsive and reject it.

5.3.5 The proposer must sign and date the Cost Proposal.

5.3.6 In addition to the Cost Proposal, the County is requiring proposers to submit additional cost information for value-added enhancements, Appendix D and a cost schedule for hardware, equipment and all associated costs for full implementation of the proposed JMS, Appendix E. This additional cost information is NOT to be included in the Cost Proposal, Attachment 9.2.

6 EVALUATION AND CONTRACTOR SELECTION

6.1 Proposal Evaluation Categories and Maximum Points

The categories that shall be considered in the evaluation of proposals are Qualifications and Experience, Technical Approach, and Cost. The maximum points that shall be awarded for each of these categories are:

CATEGORIES*	MAXIMUM POINTS POSSIBLE
General Proposer Qualifications and Experience	150
Technical Approach	500
Interview/Presentation/Demonstration	250
Cost Proposal	100
Total Possible Points	1000

6.2 Proposal Evaluation Process

6.2.1 The evaluation process is designed to award the procurement not necessarily to the Proposer of least cost, but rather to the proposer with the best combination of attributes based upon the evaluation criteria. Therefore, proposals are evaluated against the evaluation criteria in this RFP and not against other proposals.

6.2.2 The RFP coordinator shall manage the proposal evaluation process and maintain proposal evaluation records. A proposal evaluation team made up of three or more members shall be responsible for evaluating proposals.

6.2.3 All proposals shall be reviewed by the RFP coordinator to determine compliance with basic proposal requirements as specified in this RFP. If the RFP coordinator determines that a proposal may be missing one or more such requirements, the proposal evaluation team shall review the proposal to determine:

a) if it meets requirements for further evaluation;
b) if the County shall request clarification(s) or correction(s); or
c) if the County shall determine the proposal non-responsive and reject it.

6.2.4 The proposal evaluation team shall evaluate responsive proposals. Each evaluator shall independently score the General Proposer Qualifications and Experience section and the Technical Approach section of each proposal. The evaluation scoring shall use the pre-established evaluation criteria set out in this RFP. Each evaluator shall use only whole numbers for scoring proposals.

6.2.5 The County reserves the right, at its sole discretion, to request clarifications of technical proposals or to conduct discussions for the purpose of clarification with any or all proposers. The purpose of any such discussions shall be to ensure full understanding of the proposal. Discussions shall be limited to specific sections of the proposal identified by the County and, if held, shall be after initial evaluation of Technical Proposals. If clarifications are made as a result of such discussion, the proposer shall put such clarifications in writing.

6.2.6 The County will evaluate all proposals using a phased approach as stated below:

Phase I – The committee evaluates and scores all technical proposals to establish the "shortlisted" firms that will advance to the Phase II of the selection process. A minimum of two firms will be shortlisted.

Phase II – The shortlisted firms will be required to participate in an interview and will be given the opportunity of a full day to present and provide a demonstration of the system. The oral Interview / presentation / demonstration will be scheduled only during the week of January 7th, 2013. The proposals will be re-ranked/scored based upon the interview / presentation / demonstration. Proposers are required to have the proposed project manager and key personnel assigned to any contract resulting from this solicitation present at the interview / presentation / demonstration. The County will not assume any costs incurred by vendor (travel, lodging food etc.), for interviews/presentations / demonstrations.

6.2.7 Upon completion of Technical Proposal scoring by the Proposal Evaluation Team, the RFP Coordinator shall calculate the average Technical Proposal score for each proposal. Scores from interviews will be added to the written scores and averaged for a single technical score.

6.2.8 After opening the Cost Proposals, the RFP coordinator shall calculate scores for each cost Proposal. The cost evaluation score shall be based on the proposed cost for evaluation amount indicated by the Cost Proposal.

6.2.9 The RFP Coordinator shall combine the average technical evaluation scores with the cost evaluation scores for each proposer.

6.2.10 All proposal evaluation calculations shall result in numbers rounded to the nearest two decimal places (*e.g.*, 9.99).

6.3 Contract Award Process

6.3.1 The RFP coordinator shall forward results from the proposal evaluation process to the head of the procuring agency for consideration.

6.3.2 The County reserves the right to make an award without further discussion of any proposal submitted. There shall be no best and final offer procedure. Therefore, each proposal should be submitted on the most favorable terms the proposer can offer.

6.3.3 After the evaluation of proposals and final consideration of all pertinent information available, the head of the procuring agency shall issue a written notice of intent to award to all Proposers. The notice shall identify the apparent best evaluated proposer. The notice shall not create rights, interests, or claims of entitlement in the apparent best evaluated Proposer or any vendor.

6.3.4 The County reserves the right, at its sole discretion, to negotiate with the apparent best evaluated proposer subsequent to the intent to award.

6.3.5 The apparent best evaluated proposer shall be prepared to enter into a contract with the County which shall be substantially the same as the sample *Standard* contract included in Section 8 of this RFP. Notwithstanding, the County reserves the right to add terms and conditions, deemed to be in the best interest of the County, during final contract negotiations. Any such terms and conditions shall be within the scope of the RFP and shall not affect the basis of proposal evaluations.

6.3.6 If a proposer fails to sign and return the contract drawn pursuant to this RFP and final contract negotiations within 14 days of its delivery to the proposer, the County may determine, at its

sole discretion that the proposer is non-responsive to the terms of this RFP and reject the proposal.

6.3.7 If the County determines that the apparent best evaluated proposer is non-responsive and rejects the proposal after opening cost proposals, the RFP coordinator shall recommend award to the next best evaluated proposer.

6.3.8 Contract award shall be subject to the contract approval of all appropriate County officials in accordance with applicable County laws and regulations as well as State Officials as required by State legislation pursuant to AB900 funding requirements and regulations.

6.3.9 The RFP files shall be made available for public inspection, after award of contract.

6.3.10 Any actual or prospective bidder, offeror, or contractor who is aggrieved in connection with the solicitation or Notice of Intent to Award a contract may protest to the Director of General Services. The protest shall be submitted in writing to the Director of General Services within seven (7) working days after such aggrieved person or company knows or should have known of the facts giving rise thereto. All letters of protest shall clearly identify the reasons for the protest. The protest also must state the law, rule, regulation, or policy upon which the protest is based.

The Director of General Services shall issue a written decision within ten (10) working days after receipt of the protest. The decision shall; state the reason for the action taken; and inform the protester that a request of further administrative appeal of an adverse decision must be submitted in writing to the Office of the County Administrator within seven (7) working days after receipt of the decision by the Director of General Services.

7 STANDARD CONTRACT INFORMATION

7.1 Contract Approval

The RFP and the contractor selection processes do not obligate the County and do not create rights, interests, or claims of entitlement in the apparent best evaluated Proposer or any vendor. Contract award and County obligations shall commence after the contract is signed by the contractor, the head of the procuring County agency and after the contract is signed by all other County and State officials as required by County and State ordinances pursuant to AB900 funding requirements and regulations.

7.2 Contract Payments

Contract payments shall be made in accordance with the Payment Terms and Conditions provision of the final contract.

No payment shall be made until the contract is approved as required by County and State ordinances and regulations. Under no conditions shall the County be liable for payment of any type associated with the contract or responsible for any work done by the contractor, even work done in good faith and even if the contractor is orally directed to proceed with the delivery of services, if it occurs before the contract start date specified by the contract or before contract approval by County and State officials as required by applicable statutes, rules of the County of Solano and provisions for AB900 funding.

7.3 RFP and Proposal Incorporated into Final Contract

This RFP and the successful proposal shall be incorporated, by reference, into the final contract.

7.4 Contract Monitoring

The contractor shall be responsible for the completion of all work set out in the contract. All work is subject to inspection, evaluation, and acceptance by the County. The County may employ all reasonable means to ensure that the work is progressing and being performed in compliance with the contract. At reasonable times, the County may inspect those areas of the Contractor's place of business that are related to the performance of the contract. If the County requires such an inspection, the contractor shall provide reasonable access and assistance.

7.5 Contract Amendment

During the course of this contract, the County may request the contractor to perform additional work for which the contractor would be compensated. That work shall be within the general scope of this RFP. In such instances, the County shall provide the contractor a written description of the additional work, and the Contractor shall submit a time schedule for accomplishing the additional work and a price for the additional work based on the rates included in the contractor’s proposal to this RFP. If the County and the contractor reach an agreement regarding the work and associated compensation, said agreement shall become effective by means of a contract amendment. Any such amendment requiring additional work must be mutually agreed upon by the parties and signed by the contractor and the head of the procuring County agency and must be approved by other County officials as required by County laws and regulations. The contractor shall not commence additional work until the County has issued a written contract amendment and secured all required approvals.

8 *STANDARD* CONTRACT

The *Standard Contract* (provided in the following pages) contains capitalized and bracketed items that shall be replaced with appropriate information in the final contract.

This Contract is entered into between the County of Solano and the Contractor named below:

CONTRACTOR'S NAME

2. The Term of this Contract is:

3. The maximum amount of this Contract is:

$

4. The parties agree to comply with the terms and conditions of the following exhibits which are by this reference made a part of this Contract:

Exhibit A – Scope of Work

Exhibit B – Budget Detail and Payment Provision

Exhibit C – General Terms and Conditions

Exhibit D – Special Terms and Conditions (If required)

SAMPLE

The parties have executed this Contract as of the ___ day of _____, 20___.

CONTRACTOR	COUNTY OF SOLANO
CONTRACTOR'S NAME	AUTHORIZED SIGNATURE DATED
SIGNATURE DATED	TITLE
PRINTED NAME AND TITLE	ADDRESS
ADDRESS	CITY STATE ZIP CODE
CITY STATE ZIP CODE	Approved as to Content: DEPARTMENT HEAD OR DESIGNEE DATED
	Approved as to Form: COUNTY COUNSEL DATED

Rev. 01/19/07

CONTRACT MUST BE EXECUTED BEFORE WORK CAN COMMENCE

EXHIBIT A

SCOPE OF WORK

CONTRACTOR'S RESPONSE TO THE COUNTY'S RFP SHALL BE INCORPORATED INTO THIS SCOPE OF WORK BY REFERENCE.

CONTRACTOR SHALL BE RESPONSIBLE FOR THE FOLLOWING DUTIES:

COUNTY SHALL BE RESPONSIBLE FOR THE FOLLOWING:

SAMPLE

EXHIBIT B

BUDGET DETAIL AND PAYMENT PROVISIONS

1. SCHEDULE OF PAYMENT

The proposal's project plan and project delivery schedule shall be mutually agreed to within 30 days of contract execution and shall be incorporated into this Agreement by reference. No payment will be authorized until the project plan has been approved.

The project plan shall include mutually agreed upon milestones with corresponding acceptance criteria and a schedule of values for each milestone.

The work to be performed under the contract must be coordinated and interface with the Master Construction Schedule for the AB900 New Jail Facility.

The schedule of payments shall be established based on the project plan, project delivery schedule, and the Contractor's earned value for each milestone.

Attainment of County acceptance of a milestone shall be deemed a payment event allowing the Contractor to invoice the County for the amount agreed upon in the schedule of values.

2. METHOD OF PAYMENT

Upon submission of an invoice by Contractor, and upon approval of County's representative, County shall pay contractor Net 30 for the contract value earned, up to the maximum amount provided for on the standard contract. Each invoice must specify tasks completed from the project plan and milestones accepted by the County.

3. SPECIAL PAYMENT PROVISIONS

JMS Project must be completed and payment closed out by **April 10, 2014** due to State funding requirements.

4. REPORTING REQUIREMENTS

Contractor agrees to submit documentation identifying project deliverables or milestones achieved with each invoice submitted for payment in such format required by the County to comply with AB900 reporting requirements.

SAMPLE

EXHIBIT C

GENERAL TERMS AND CONDITIONS

1. CLOSING OUT

County will pay Contractor's final claim for payment providing Contractor has paid all financial obligations undertaken pursuant to this Contract. If Contractor has failed to pay all obligations outstanding, County will withhold from Contractor's final claim for payment the amount of such outstanding financial obligations owed by Contractor. Contractor is responsible for County's receipt of a final claim for payment 30 days after termination of this Contract.

2. TIME

Time is of the essence in all terms and conditions of this Contract.

3. TIME OF PERFORMANCE

Work will not begin, nor claims paid for services under this Contract until all Certificates of Insurance, business and professional licenses/certificates, IRS ID number, signed W-9 form, or other applicable licenses or certificates are on file with the County's Contract Manager.

4. TERMINATION

A. This Contract may be terminated by County or Contractor, at any time, with or without cause, upon 30 days written notice from one to the other, unless otherwise provided for in Exhibit D.

B. County may terminate this Contract immediately upon notice of Contractor's malfeasance.

C. Following termination, County will reimburse Contractor for all expenditures made in good faith that are unpaid at the time of termination not to exceed the maximum amount payable under this Contract unless Contractor is in default of the Contract.

5. SIGNATURE AUTHORITY

The parties executing this Contract certify that they have the proper authority to bind their respective entities to all terms and conditions set forth in this Contract.

6. WARRANTY

A. County relies upon Contractor's professional ability and training as a material inducement to enter into this Contract. Contractor warrants that Contractor will perform the work according to generally accepted professional practices and standards and the requirements of applicable federal, state and local laws. County's acceptance of Contractor's work shall not constitute a waiver or release of Contractor from professional responsibility.

B. Contractor further warrants that Contractor possesses current valid appropriate licensure, including, but not limited to, driver's license, professional license, certificate of tax-exempt status, or permits, required to perform the work under this Contract.

7. INSURANCE

A. Without limiting Contractor's obligation to indemnify County, Contractor must procure and maintain for the duration of the Contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work under this Contract and the results of that work by Contractor, Contractor's agents, representatives, employees or subcontractors.

B. Minimum Scope of Insurance
Coverage must be at least as broad as:
(1) Insurance Services Office Commercial General Liability coverage (occurrence Form CG 00 01).
(2) Insurance Services Office Form Number CA 00 01 covering Automobile Liability, code1 (any auto).
(3) Workers' Compensation insurance as required by the State of California and Employer's Liability Insurance.

C. Minimum Limits of Insurance
Contractor must maintain limits no less than:

(1) General Liability: (Including operations, products and completed operations.)	**$1,000,000 per occurrence / $2,000,000 aggregate**	for bodily injury, personal injury and property damage.
(2) Automobile Liability:	**$1,000,000**	per occurrence for bodily injury and property damage.
(3) Workers' Compensation:	As required by the State of California.	
(4) Employer's Liability:	**$1,000,000**	per occurrence for bodily injury or disease.
(5) Cyber Liability:	**$1,000,000**	Shall include security and privacy liability; media liability; business interruption and extra expense; and cyber extortion coverage.

D. If Contractor maintains higher limits than the minimums shown above, County is entitled to coverage for the higher limits maintained by Contractor.
E. Deductibles and Self-Insured Retentions
Any deductibles or self-insured retentions must be declared to and approved by County. At the option of County, either:
(1) The insurer will reduce or eliminate such deductibles or self-insured retentions with respect to County, its officers, officials, agents, employees and volunteers; or
(2) Contractor must provide a financial guarantee satisfactory to County guaranteeing payment of losses and related investigations, claim administration, and defense expenses.
F. Other Insurance Provisions
The general liability and automobile liability policies must contain, or be endorsed to contain, the following provisions:
(1) The County of Solano, its officers, officials, agents, employees, and volunteers must be covered as insureds with respect to liability arising out of automobiles owned, leased, hired or borrowed by or on behalf of Contractor; and with respect to liability arising out of work or operations performed by or on behalf of Contractor including materials, parts or equipment furnished in connection with such work or operations. General Liability coverage shall be provided in the form of an Additional Insured endorsement (CG 20 10 11 85 or equivalent) to Contractor's insurance policy, or as a separate owner's policy.

(2) For any claims related to work performed under this Contract, Contractor's insurance coverage must be primary insurance with respect to the County of Solano, its officers, officials, agents, employees, and volunteers. Any insurance or self-insurance maintained by County, its officers, officials, agents, employees, or volunteers is excess of Contractor's insurance and shall not contribute to it.

(3) Each insurance policy required by this clause must be endorsed to state that coverage may not be canceled by Contractor, except after 30 days prior written notice has been provided to County.

G. Waiver of Subrogation

(1) Contractor agrees to waive subrogation which any insurer of Contractor may acquire from Contractor by virtue of the payment of any loss. Contractor agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation.

(2) The Workers' Compensation policy must be endorsed with a waiver of subrogation in favor of County for all work performed by Contractor, its employees, agents and subcontractors.

H. Acceptability of Insurers

Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A:VII unless otherwise acceptable to County.

I. Verification of Coverage

(1) Contractor must furnish County with original certificates and endorsements effecting coverage required by this Contract.

(2) The endorsements should be on forms provided by County or, if on other than County's forms, must conform to County's requirements and be acceptable to County.

(3) County must receive and approve all certificates and endorsements before work commences.

(4) However, failure to do so shall not operate as a waiver of these insurance requirements.

(5) County reserves the right to require complete, certified copies of all required insurance policies, including endorsements affecting the coverage required by these specifications at any time.

8. BEST EFFORTS

Contractor warrants that Contractor will at all times faithfully, industriously and to the best of his/her/its ability, experience and talent, perform to County's reasonable satisfaction.

9. DEFAULT

A. If Contractor defaults in Contractor's performance, County shall promptly notify Contractor in writing. If Contractor fails to cure a default within 30 days after notification, unless otherwise specified in Exhibit D, or if the default requires more than 30 days to cure and Contractor fails to commence to cure the default within 30 days after notification, then Contractor's failure shall terminate this Contract.

B. If Contractor fails to cure default within the specified period of time, County may elect to cure the default and any expense incurred shall be payable by Contractor to County.

C. If County serves Contractor with a notice of default and Contractor fails to cure the default, Contractor waives any further notice of termination of this Contract.

D. If this Contract is terminated because of Contractor's default, County shall be entitled to recover from Contractor all damages allowed by law.

10. INDEMNIFICATION

A. Contractor will indemnify, hold harmless and assume the defense of the County of Solano, its officers, employees, agents and elective and appointive boards from all claims, losses, damages, including property damages, personal injury, death and liability of every kind, directly or indirectly arising from Contractor's operations or from any persons directly or indirectly employed by, or acting as agent for, Contractor, excepting the sole negligence or willful misconduct of the County of Solano. This indemnification shall extend to claims, losses, damages, injury and liability for injuries occurring after completion of Contractor's services, as well as during the progress of rendering such services.

B. Acceptance of insurance required by this Contract does not relieve Contractor from liability under this indemnification clause. This indemnification clause shall apply to all damages or claims for damages suffered by Contractor's operations regardless if any insurance is applicable or not.

11. INDEPENDENT CONTRACTOR

A. Contractor is an independent contractor and not an agent, officer or employee of County. The parties mutually understand that this Contract is by and between two independent contractors and is not intended to and shall not be construed to create the relationship of agent, servant, employee, partnership, joint venture or association.

B. Contractor shall have no claim against County for employee rights or benefits including, but not limited to, seniority, vacation time, vacation pay, sick leave, personal time off, overtime, medical, dental or hospital benefits, retirement benefits, Social Security, disability, Workers' Compensation, unemployment insurance benefits, civil service protection, disability retirement benefits, paid holidays or other paid leaves of absence.

C. Contractor is solely obligated to pay all applicable taxes, deductions and other obligations including, but not limited to, federal and state income taxes, withholding, Social Security, unemployment, disability insurance, Workers' Compensation and Medicare payments.

D. Contractor shall indemnify and hold County harmless from any liability which County may incur because of Contractor's failure to pay such obligations.

E. As an independent contractor, Contractor is not subject to the direction and control of County except as to the final result contracted for under this Contract. County may not require Contractor to change Contractor’s manner of doing business, but may require redirection of efforts to fulfill this Contract.

F. Contractor may provide services to others during the same period Contractor provides service to County under this Contract.

G. Any third persons employed by Contractor shall be under Contractor's exclusive direction, supervision and control. Contractor shall determine all conditions of employment including hours, wages, working conditions, discipline, hiring and discharging or any other condition of employment.

H. As an independent contractor, Contractor shall indemnify and hold County harmless from any claims that may be made against County based on any contention by a third party that an employer-employee relationship exists under this Contract.

I. Contractor, with full knowledge and understanding of the foregoing, freely, knowingly, willingly and voluntarily waives the right to assert any claim to any right or benefit or term or condition of employment insofar as they may be related to or arise from compensation paid hereunder.

12. RESPONSIBILITIES OF CONTRACTOR

A. The parties understand and agree that Contractor possesses the requisite skills necessary to perform the work under this Contract and County relies upon such skills. Contractor pledges to perform the work skillfully and professionally. County's acceptance of Contractor's work does not constitute a release of Contractor from professional responsibility.

B. Contractor verifies that Contractor has reviewed the scope of work to be performed

under this Contract and agrees that in Contractor's professional judgment, the work can and shall be completed for costs within the maximum amount set forth in this Contract.

C. To fully comply with the terms and conditions of this Contract, Contractor shall:

(1) Establish and maintain a system of accounts for budgeted funds that complies with generally accepted accounting principles for government agencies;

(2) Document all costs by maintaining complete and accurate records of all financial transactions associated with this Contract, including, but not limited to, invoices and other official documentation that sufficiently support all charges under this Contract;

(3) Submit monthly reimbursement claims for expenditures that directly benefit Solano County;

(4) Be liable for repayment of any disallowed costs identified through quarterly reports, audits, monitoring or other sources; and

(5) Retain financial, programmatic, client data and other service records for 3 years from the date of the end of the contract award or for 3 years from the date of termination, whichever is later.

13. COMPLIANCE WITH LAW

A. Contractor shall comply with all federal, state and local laws and regulations applicable to Contractor's performance, including, but not limited to, licensing, employment and purchasing practices, wages, hours and conditions of employment.

B. Contractor warrants that it will comply with the appropriate cost principles and administrative requirements including claims for payment or reimbursement by County as outlined in the Applicable Cost Principles and Administrative Requirements table below, as currently enacted or as may be amended throughout the term of this Contract.

Applicable Cost Principles and Administrative Requirements		
The federal cost principles and administrative requirements associated with each organization type apply to that organization.		
Organization Type	**Cost Principles**	**Administrative Requirements**
Federal Governments	2 CFR Part 225	OMB A-102
State and Local Government	2 CFR, Part 225	49 CFR, Part 18
Educational Institutions	2 CFR, Part 220	2 CFR, Part 215
Non-Profit Organizations	2 CFR, Part 230	2 CFR, Part 215
For Profit Organizations	48 CFR, Chapter 1, Part 31	49 CFR, Part 18
CFR (Code of Federal Regulations) **OMB (Office of Management and Budget)**		
Related URLs: • Various OMB Circular: http://www.whitehouse.gov/omb/grants_circulars • Code of Federal Regulations: http://www.gpoaccess.gov/CFR		

14. CONFIDENTIALITY

A. Contractor shall prevent unauthorized disclosure of names and other client-identifying information, except for statistical information not identifying a particular client.

B. Contractor shall not use client specific information for any purpose other than carrying out Contractor's obligations under this Contract.

C. Contractor shall promptly transmit to County all requests for disclosure of

confidential information.

D. Except as otherwise permitted by this Contract or authorized by the client, Contractor shall not disclose any confidential information to anyone other than the State without prior written authorization from County.

E. For purposes of this section, identity shall include, but not be limited to, name, identifying number, symbol or other client identifying particulars, such as fingerprints, voice print or photograph. Client shall include individuals receiving services pursuant to this Contract.

15. CONFLICT OF INTEREST

A. Contractor warrants that Contractor and/or Contractor's employees and/or their immediate families and/or Board of Directors and/or officers have no interest, including, but not limited to, other projects or independent contracts, and shall not acquire any interest, direct or indirect, including separate contracts for the work to be performed hereunder, which conflicts with the rendering of services under this Contract. Contractor shall employ or retain no such person while rendering services under this Contract. Services rendered by Contractor's associates or employees shall not relieve Contractor from personal responsibility under this clause.

B. Contractor has an affirmative duty to disclose to County in writing the name(s) of any person(s) who have an actual, potential or apparent conflict of interest.

16. DRUG FREE WORKPLACE

Contractor warrants that Contractor is knowledgeable of Government Code section 8350 et. seq., regarding a drug free workplace and shall abide by and implement its statutory requirements.

17. HEALTH AND SAFETY STANDARDS

Contractor shall abide by all health and safety standards set forth by the State of California and/or the County of Solano pursuant to the Injury and Illness Prevention Program. If applicable, Contractor must receive all health and safety information and training.

18. CHILD/ADULT ABUSE

If services pursuant to this Contract will be provided to children and/or elder adults, Contractor warrants that Contractor is knowledgeable of the Child Abuse and Neglect Reporting Act (Penal Code section 11164 et seq.) and the Elder Abuse and Dependent Adult Civil Protection Act (Welfare and Institutions Code section 15600 et seq.) requiring reporting of suspected abuse.

19. INSPECTION

Authorized representatives of County, the state and/or the federal government may inspect and/or audit Contractor's performance, place of business and/or records pertaining to this Contract.

20. NONDISCRIMINATION

A. In rendering services under this Contract, Contractor shall comply with all applicable federal, state and local laws, rules and regulations and shall not discriminate based on age, ancestry, color, gender, marital status, medical condition, national origin, physical or mental disability, race, religion, sexual orientation, or other protected status.

B. Further, Contractor shall not discriminate against its employees, which includes, but is not limited to, employment upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation and selection for training, including apprenticeship.

21. SUBCONTRACTOR AND ASSIGNMENT

A. Services under this Contract are deemed to be personal services.

B. Contractor shall not subcontract any work under this Contract nor assign this Contract or monies due without the prior written consent of the County's Contract Manager, the County's applicable Department Head or his or her designee and the County Administrator subject to any required state or federal approval.

C. If County consents to the use of Subcontractors, Contractor shall require and verify that its subcontractors maintain insurance meeting all the requirements stated in Section 7 above.

D. Assignment by Contractor of any monies due shall not constitute an assignment of the Contract.

22. UNFORESEEN CIRCUMSTANCES

Contractor is not responsible for any delay caused by natural disaster, war, civil disturbance, labor dispute or other cause beyond Contractor's reasonable control, provided Contractor gives written notice to County of the cause of the delay within 10 days of the start of the delay.

23. OWNERSHIP OF DOCUMENTS

A. County shall be the owner of and shall be entitled to possession of any computations, plans, correspondence or other pertinent data and information gathered by or computed by Contractor prior to termination of this Contract by County or upon completion of the work pursuant to this Contract.

B. No material prepared in connection with the project shall be subject to copyright in the United States or in any other country.

24. NOTICE

A. Any notice necessary to the performance of this Contract shall be given in writing by personal delivery or by prepaid first-class mail addressed as stated on the first page of this Contract.

B. If notice is given by personal delivery, notice is effective as of the date of personal delivery. If notice is given by mail, notice is effective as of the day following the date of mailing or the date of delivery reflected upon a return receipt, whichever occurs first.

25. NONRENEWAL

Contractor acknowledges that there is no guarantee that County will renew Contractor's services under a new contract following expiration or termination of this Contract. Contractor waives all rights to notice of non-renewal of Contractor's services.

26. COUNTY'S OBLIGATION SUBJECT TO AVAILABILITY OF FUNDS

A. The County's obligation under this Contract is subject to the availability of authorized funds. The County may terminate the Contract, or any part of the Contract work, without prejudice to any right or remedy of the County, for lack of appropriation of funds. If expected or actual funding is withdrawn, reduced or limited in any way prior to the expiration date set forth in this Contract, or any subsequent Amendment, the County may, upon written Notice to the Contractor, terminate this Contract in whole or in part.

B. Payment shall not exceed the amount allowable for appropriation by the County Board of Supervisors. If the Contract is terminated for non-appropriation:

i. The County will be liable only for payment in accordance with the terms of this Contract for services rendered prior to the effective date of termination; and

ii. The Contractor shall be released from any obligation to provide further services pursuant to this Contract that are affected by the termination.

C. Funding for this Contract beyond the current appropriation year is conditional upon appropriation by the Board of Supervisors of sufficient funds to support the activities described in this Contract. Should such an appropriation not be approved, this Contract will terminate at the close of the current Appropriation Year.

D. This Contract is void and unenforceable if all or part of federal or State funds applicable to this Contract are not available to County. If applicable funding is reduced, County may either:

(1) Cancel this Contract; or,

(2) Offer a contract amendment reflecting the reduced funding.

27. CHANGES AND AMENDMENTS

A. County may request changes in Contractor's scope of services. Any mutually agreed upon changes, including any increase or decrease in the amount of Contractor's compensation, shall be effective when incorporated in written amendments to this Contract.

B. The party desiring the revision shall request amendments to the terms and conditions of this Contract in writing. Any adjustment to this Contract shall be effective only upon the parties' mutual execution of an amendment in writing.

C. No verbal agreements or conversations prior to execution of this Contract or requested Amendment shall affect or modify any of the terms or conditions of this Contract unless reduced to writing according to the applicable provisions of this Contract.

28. CHOICE OF LAW

The parties have executed and delivered this Contract in the County of Solano, State of California. The laws of the State of California shall govern the validity, enforceability or interpretation of this Contract. Solano County shall be the venue for any action or proceeding, in law or equity that may be brought in connection with this Contract.

29. HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT

Contractor warrants that it is knowledgeable of the Health Insurance Portability and Accountability Act of 1996 ("HIPAA") and its implementing regulations issued by the U.S. Department of Health and Human Services (45 C.F.R. Parts 160-64) regarding the protection of health information obtained, created, or exchanged as a result of this Contract and shall abide by and implement its statutory requirements.

30. WAIVER

Any failure of a party to assert any right under this Contract shall not constitute a waiver or a termination of that right, under this Contract or any provision of this Contract.

31. CONFLICTS IN THE CONTRACT DOCUMENTS

The Contract documents are intended to be complementary and interpreted in harmony so as to avoid conflict. In the event of conflict in the Contract documents, the parties agree that the document providing the highest quality and level of service to the County shall supersede any inconsistent term in these documents.

32. FAITH BASED ORGANIZATIONS

A. Contractor agrees and acknowledges that County may make funds available for programs or services affiliated with religious organizations under the following conditions: (a) the funds are made available on an equal basis as for programs or services affiliated with non-religious organizations; (b) the program funded does not have the substantial effect of supporting religious activities; (c) the funding is indirect, remote, or incidental to the religious purpose of the organization; and (d) the organization complies with the terms and conditions of this resolution.

B. Contractor agrees and acknowledges that County may not make funds available for programs or services affiliated with a religious organization (a) that has denied or continues to deny access to services on the basis of race, color, religion, ancestry, national origin, sex, citizenship, or known disability; (b) will use the funds for a religious purpose; (c) will use the funds for a program or service that subjects its participants to religious education.

C. Contractor agrees and acknowledges that all recipients of funding from County must: (a) comply with all legal requirements and restrictions imposed upon government-funded activities set forth in Article IX, section 8 and Article XVI, section 5 of the California Constitution and in the First Amendment to the United States Constitution; and (b) segregate such funding from all funding used for religious purposes.

33. PRICING

Should Contractor, at any time during the term of this Contract, provide the same goods or services under similar quantity, terms and conditions to one or more counties in the State of California at prices below those set forth in this Contract, then the parties agree to amend this Contract so that such lower prices shall be extended immediately to County for all future services.

34. USE OF PROVISIONS, TERMS, CONDITIONS AND PRICING BY OTHER PUBLIC AGENCIES

Contractor and County agree that the terms of this Contract may be extended to any other public agency located in the State of California, as provided for in this section. Another public agency wishing to use the provisions, terms, and pricing of this Contract to contract for equipment and services comparable to that described in this Contract shall be responsible for entering into their own contract with Contractor, as well as providing for their own payment provisions, making all payments, and obtaining any certificates of insurance and bonds that may be required. County is not responsible for providing to any other government agency any documentation relating this Contract or its implementation. Any government agency that uses provisions, terms, or pricing of this Contract shall by virtue of doing so be deemed to indemnify and hold harmless County from all claims, demands, or causes of actions of every kind arising directly or indirectly with the use of this Contract. County makes no guarantee of usage by other users of this Contract nor shall the County incur any financial responsibility in connection with any contracts entered into by another government agency. Such other government agency shall accept sole responsibility for placing orders and making payments to Contractor.

35. DISBARMENT OR SUSPENSION OF CONTRACTOR

A. Contractor warrants that its officers, directors and employees (i) are not currently excluded, debarred, or otherwise ineligible to participate in the federal health programs as defined in 42 USC § 1320a-7b(f) (the "Federal Healthcare Programs") or any state healthcare programs; (ii) have not been convicted of a criminal offense related to the provision of healthcare items or services but have not yet been excluded, debarred, or otherwise declared ineligible to participate in the Federal Healthcare Programs or any state healthcare programs, and (iii) are not, to the best of its knowledge, under investigation or otherwise aware of any circumstances which may result in Contractor being excluded from participation in the Federal Healthcare Programs or any state healthcare programs.

B. This representation and warranty shall be an ongoing representation and warranty during the term of this Contract and Contractor must immediately notify the County of any change in the status of the representations and warranty set forth in this section.

C. If services pursuant to this Contract involve healthcare programs, Contractor agrees to provide certification of non-suspension with submission of each invoice. Failure to submit certification with invoices will result in a delay in County processing of Contractor's payment.

36. EXECUTION IN COUNTERPARTS

This Agreement may be executed in two or more counterparts, each of which together shall be deemed an original, but all of which together shall constitute one and the same instrument, it being understood that all parties need not sign the same counterpart. In the event that any signature is delivered by facsimile transmission or by e-mail delivery of a ".pdf" format data file, such signature shall create a valid and binding obligation of the party executing (or on whose behalf such signature is executed) with the same force and effect as if such facsimile or ".pdf" signature page were an original signature.

37. LOCAL EMPLOYMENT POLICY

Solano County desires, whenever possible, to hire qualified local residents to work on County projects. A local resident is defined as a person who resides in, or a business that is located in, Solano County. The County encourages an active outreach program on the part of its contractors, consultants and agents. When local projects require subcontractors, Contractor shall solicit proposals for qualified local residents where possible.

38. ENTIRE CONTRACT

This Contract, including any exhibits referenced, constitutes the entire agreement between the parties and there are no inducements, promises, terms, conditions or obligations made or entered into by County or Contractor other than those contained.

EXHIBIT D

SPECIAL TERMS AND CONDITIONS

1. ADDITIONAL INSURANCE

IN ADDITION TO THE INSURANCE REQUIREMENTS IN EXHIBIT C, CONTRACTOR AGREES TO PROVIDE THE FOLLOWING:

(1) Professional liability insurance of all activities of Contractor (and its subcontractors) arising out of or in connection with this Contract in an amount no less than one million dollars ($1,000,000) combined single limit for each occurrence. The policy shall be written on an occurrence form or shall remain in full force and effect for no less than (five) 5 years following the completion of work under this Contract.

2. DRUG FREE WORKPLACE

Contractor shall execute the form attached as Exhibit "D1 ".

3. HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT

Contractor shall execute the form attached as Exhibit "D2".

4. CONFIDENTIALITY OF MENTAL HEALTH RECORDS

Contractor warrants that Contractor is knowledgeable of Welfare and Institutions Code section 5328 respecting confidentiality of records. County and Contractor shall maintain the confidentiality of any information regarding clients (or their families) receiving Contractor's services. Contractor may obtain such information from application forms, interviews, tests or reports from public agencies, counselors or any other source. Without the client's written permission, Contractor shall divulge such information only as necessary for purposes related to the performance or evaluation of services provided pursuant to this Contract, and then only to those persons having responsibilities under this Contract, including those furnishing services under Contractor through subcontracts.

5. CONFIDENTIAL RECORDS

Contractor acknowledges that any information generated, received or disseminated pursuant to its performance under this Contract is confidential and shall not be disclosed in any manner unless authorized by law. Contractor agrees to notify County within no less than 24 hours of any breach to Contractor's system, regardless of whether such breach results in a dissemination or loss of County data.

6. PROJECT SECURITY REQUIREMENTS

Vendors, vendor employees, agents, independent contractors, and sub-contractors must comply with Project Security Requirements as outlined in **Attachment 9.5**, which was submitted with contractor's proposal on __(Date)___and incorporated in by this reference.

7. COMMUNICATIONS & INTERPERSONAL RELATIONS WITH INMATES

Contractor agrees that all employees working at any County incarceration facility or is in contact with inmates will abide by the Solano County Sheriff's Office Affirmation of Understanding policy, **Exhibit D3**, governing communications and interpersonal relations between Contractor and inmates. County reserves the right to deny access to any employee of Contractor if employee fails to abide by the Affirmation of Understanding policy. Denying access to a Contractor's employee for failing to abide by the Affirmation of Understanding policy will not constitute a material breach of the Contract by the County. Contractor agrees to replace any employee denied with a new employee.

8. PERFORMANCE BOND

Contractor agrees to furnish a Performance Bond in favor of the County, in an amount equal to 100% of the total contract amount within 10 business days of contract execution to guarantee faithful performance of the Contract. Such performance bond will be issued by a California admitted surety with a rating classification of "A XIII" or better according to Best's Rating Service.

EXHIBIT D1

1. DRUG FREE WORKPLACE

Contractor shall execute the form attached as Exhibit "D-1 ".

DRUG-FREE WORKPLACE CERTIFICATION

(rev-09/01/94)

COMPANY/ORGANIZATION NAME

The contractor or grant recipient named above hereby certifies compliance with Government Code Section 8355 in matters relating to providing a drug-free workplace. The above-named contractor will:

1. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations, as required by Government Code Section 8355(a).

2. Establish a Drug-Free Awareness Program as required by Government Code Section 8355(b), to inform employees about all of the following:

   (a) The dangers of drug abuse in the workplace;
   (b) The person's or organization's policy of maintaining a drug-free workplace;
   (c) Any available counseling, rehabilitation and employee assistance programs; and
   (d) Penalties that may be imposed upon employees for drug abuse violations.

3. Provide, as required by Government Code Section 8355(c), that every employee who works on the proposed contract or grant:

   (a) Will receive a copy of the company's drug-free policy statement; and
   (b) Will agree to abide by the terms of the company's statement as a condition of employment on the contract or grant.

CERTIFICATION

I, the official named below, hereby swear that I am duly authorized legally to bind the contractor or grant recipient to the above described certification. I am fully aware that this certification, executed on the date and in the county below, is made under penalty of perjury under the laws of the State of California.

Contractor or Grant Recipient Signature Date

Official's Name (type or print)

Title Federal Tax I.D. Number

EXHIBIT D2

County of Solano

SOLANO COUNTY
HIPAA BUSINESS ASSOCIATE CERTIFICATION
45 C.F.R. Parts 160-164

(Contractor Name)

The Contractor or grant recipient (hereinafter "Contractor") named above hereby certifies compliance with the privacy standards of the Health Insurance Portability and Accountability Act of 1996 ("HIPAA") and its implementing regulations issued by the United States Department of Health and Human Services at 45 CFR. ("Code of Federal Regulations") Parts 160-164. Pursuant to HIPAA, Contractor has been found to be a Business Associate of the County of Solano. The privacy standards require the County to ensure that its Business Associates who receive or create confidential information in the course of providing services on behalf of the County comply with certain obligations regarding the confidentiality of protected health information ("PHI").

As a Business Associate of the County of Solano, the above named Contractor will:

1. Disclose or use protected health information it creates for or receives from the County only:
   (a) For functions and activities on the County's behalf;
   (b) As authorized for Contractor's management, administrative or legal responsibilities as a Business Associate of the County. The uses and disclosures of PHI may not exceed the limitations applicable to the County;
   (c) As required by law.
   (d) To provide Data Aggregation services to the County as permitted by 45 CFR § 164.504(e)(2)(i)(B).
   (e) To report violations of law to appropriate Federal and State authorities, consistent with CFR §164.502(j)(1).

2. Not further disclose or use protected health information except as specified in this Exhibit or as otherwise required by law.

3. Comply with 45 CFR Parts 160-164 as applicable to a "business associate" of a "covered entity," and with applicable state law that is not preempted by 45 CFR Part 160, Subpart B.

4. Develop, implement, maintain and use appropriate administrative, technical and physical safeguards to prevent use or disclosure of PHI other than as provided in this Agreement or in compliance with Social Security Acts § 1173(d) (42 U.S.C. § 1320d-2(d)) and 45 CFR § 164.530 (c).

5. Require any agents, including subcontractors to which the Contractor provides PHI received from, or created or received by the Contractor on behalf of the County, to provide reasonable written assurance that subcontractor or agent will comply with the same restrictions

6. Comply with, and require each subcontractor or agent involved to comply with each applicable requirement of 45 CFR 1162, if subcontractor conducts in whole or in part Standard Transactions for or on behalf of the County.

7. At the request of the County, and in the time and manner designated by the County, Contractor shall provide access to PHI in a Designated Record Set to an Individual subject of the PHI, or to the County, to meet the requirements of 45 CFR § 164.524.

8. Upon receipt of notice from County, promptly amend or permit the County access to amend any portion of protected health information in the designated record set which Contractor created for or received from the County so that the County may meet its amendment obligations under 45 CFR § 164.526.

9. Document each disclosure it makes of PHI which Contractor created for or received from County and make available an accounting of such disclosures to the individual subject to the disclosure, or the County for inspection during regular business hours at its place of business so that County may meet its disclosure accounting obligations under 45 CFR § 164.528.

10. Make its internal practices, books and records relating to its use and disclosure of the protected health information it creates for or receives from the County, available to the County and to the U.S. Department of Health and Human Services to determine compliance with 45 CFR Parts 160-164 or this Exhibit.

11. Request, use and disclose the minimum amount of PHI necessary to accomplish the purpose of the request, use or disclosure under 45 CFR § 164.512(d)(3).

12. Report to the County, in writing, any use or disclosure of protected health information not permitted by this Exhibit, or otherwise in violation of the Privacy Rule (45 CFR Part 164), within five (5) days of becoming aware of such use or disclosure pursuant to 45 CFR § 164.504(e)(2)(ii)(C).

13. Mitigate, to the extent practicable, any harmful effect that is known to Contractor of a use or disclosure of PHI in violation of the requirements of this Agreement or HIPAA regulations.

14. Upon termination of this Agreement for any reason:
    (a) Return all PHI received from the County, or created or received by Contractor in connection with work performed under this Contract required to be retained by the Privacy Rule.
    (b) Return or destroy, at County's sole discretion, all other PHI received from the County, or created or received by Contractor on behalf of the County.
    (c) Retain no copies of PHI, including PHI in possession of subcontractors or agents of Contractor.
    (d) Provide the County notification of the conditions that make return or destruction not feasible, in the event that Contractor determines that returning or destroying the PHI is not feasible. If the County agrees that the return of the PHI is not feasible, Contractor shall extend the protections of this Agreement to such PHI and limit further use and disclosures of such PHI for so long as the Contractor or any of its agents or subcontractor maintains such PHI.

15. Agree to amend this Exhibit as necessary to comply with any newly enacted or issued state or federal law, rule, regulation or policy, or any judicial or administrative decision affecting the use or disclosure of PHI.

16. Retain records, minus any PHI required to be returned by Section 14, for a period of at least 7 years following termination of the Agreement. The determining date for retention of records shall be the last date of encounter, transaction, event, or creation of the record.

CERTIFICATION

I, the official named below, hereby swear that I am duly authorized legally to bind the Contractor or grant recipient to the above described certification. I am fully aware that this certification, executed on the date and in the county below, is made under penalty of perjury under the laws of the State of California.

_____

Contractor or Grant Recipient Signature Date

_____

Official's Name (type or print)

_____

Title Federal Tax ID Number

EXHIBIT D3

SOLANO COUNTY SHERIFF-CORONER'S OFFICE
Administration

AFFIRMATION OF UNDERSTANDING

Solano County Sheriff's Office, employees, volunteers and contract workers *SHALL:*
Respect the dignity of each person and refrain from profane, callous, or degrading remarks.
Maintain an ethical demeanor with all inmates in custody and perform assigned duties in a mature and professional manner.
Be firm, impartial, and resolute in requiring compliance with all departmental rules and regulations.
Notify the Facility Commander by Memo as soon as you become aware that a close friend, significant other, or family member is incarcerated in the Solano County Jail.
Keep all inmates and prisoners safe and treat them humanely.

Solano County Sheriff's Office, employees, volunteers and contract workers *SHALL NOT:*
Prejudge the guilt or innocence of any inmate or prisoner.
Conduct yourself in any manner that promotes the development or continuation of an emotional relationship with any inmate, their lives, or conditions of the arrest, except as required in the course of official employment or duties.
Deliver any message or article to, from, or for any inmate unless in the performance of official established duties or as directed by a supervisor.
Discuss job performance or confidential departmental business directly with an inmate or prisoner, or where either can overhear such conversations.
Criticize the Sheriff's Office, or the actions of any member of the office, in the presence of any inmate, or prisoner or where such conversation can be overheard.
Discuss personal business about yourself or the personal business of other employees with any inmate or prisoner.
Purchase any article from any inmate.
Sell any personal article to any inmate.
Borrow money or articles from any inmate.
Loan money or personal articles to any inmate.
Accept any gift from any inmate.
Offer any gift to any inmate.
Place money on the books of any relative or significant other inmate without the prior knowledge and documented approval of the Facility Commander. This is required for each incident of deposit.

Solano County Sheriff's Office, employees, volunteers and contract workers *SHALL* immediately report to a supervisor any attempts by inmates to purchase, sell, loan, borrow, or give any money or articles to them or any other staff member.

Solano County Sheriff's Office, employees, volunteers and contract workers *SHALL* immediately report to a supervisor any complaints by an inmate about a member or volunteer.

Nothing in this statement shall be construed to prohibit the normal course of business in the operation of the Solano County Sheriff's Office nor prohibit conversations with inmates or prisoners in any official capacity.

I have read and discussed the above statement with the witnessing official and agree to abide by the rules and condition of conduct as set forth on this document.

_____	_____	_____
Signature	Date	Print Name
_____		_____
Witnessing Officers Name/Rank		Date

Appendix A

Functional Requirements

Appendix A

Functional Requirements

A. Functional Response

This section details a comprehensive and written description of the solution provider's approach to all functional specifications. Solution provider must respond by indicating the provider's ability to meet each specification and provide a detailed explanation of how the specification is met.

Responses to functional requirements must be provided in the requirements tables as shown in Appendix A.

1. Functional Requirements Columns:

Column	Definition
ID number	Number assigned to each functional requirement. This number must be included in any response or question submitted for this RFP. Failure to do so may result in disqualification of the proposal submittal.
Requirement	A specific functional requirement/task that must be responded to as part of the proposal.
Mandatory / Desired	Each functional requirement has been categorized as a mandatory requirement or a desired requirement. Mandatory: Requirements that are necessary to replace Premier IMS, other databases and/or paper forms for the new facility. All costs (all related software, equipment, and system interfaces) associated with a mandatory requirement must be included in the base package price and must be delivered on or before the system is put into production. Desired: Requirements that describe attributes of the JMS that the SCSO would like to have but are not mandatory. All costs (all related software, equipment, and system interfaces) associated directly or indirectly to a desired requirement that are not included in the base package price must be listed separately in Appendix D. If requirement can be met, is must be delivered on or before the system is put into production. Desired requirements have been further categorized into three levels. Functionality provided for requirements in these areas will be relative to the SCSO's judgment of value added to the project as follows: o Desired-1 (Outstanding Value) o Desired-2 (Significant Value) o Desired-3 (Moderate Value)

2. Description of each column requiring a response is listed below:

Response Column	**Definition**
System Ability	Solution provider must indicate their ability to meet the specification. Column must be completed using the code A, C, or N (See table 3 below for definitions).
Explanation	Solution provider must give a detailed explanation for each technical requirement. **For requirements with a system ability response of A:** • Solution provider must give a detailed explanation of how the requirement *is* met. **For requirements with a system ability response of C:** • Solution provider must give a detailed explanation of how the requirement *will be* met. **For desired requirements with a system ability response of N:** • Solution provider must give a detailed explanation of why they could not meet the specification requirement or why they chose not to provide the specification requirement.

3. Response codes for System Ability column are as follows:

Response Code	**Definition**
A	**Available -** Specification is currently available within the proposed solution, is installed and operational in other agencies.
C	**Custom -** Specification is not currently available within the proposed solution, but solution provider will provide custom development to meet the specification.
N	**Not Available -** Specification is not available and cannot be provided. *NOTE-Proposals indicating a **"Not Available"** response to a mandatory specification will not be evaluated for further consideration.*

F1 - System Administration

ID Number	Requirement	Mandatory/ Desired	System Ability	Explanation
F1.1	Provide the ability to set up user rights by groups and allow for the addition of an unlimited number of user groups. System should also allow for the addition of unlimited privileges to be assigned to each group.	Mandatory		
F1.2	System should provide a unique user ID and password for each user. System must provide for the addition of an unlimited number of user IDs. System must also provide a means for users or system admin to change passwords. System should document date/time user ID was created.	Mandatory		
F1.3	System should have the ability to make a user ID inactive, preventing the ability to log on. System should continue to recognize all inactive IDs for the purposes of maintaining accurate historical records, and the searching of historical records.	Mandatory		
F1.4	System should have the ability to assign an expiration date to a user ID.	Mandatory		
F1.5	Provide the ability to assign a security level to all privileges to view only, add, add/edit, add/edit/delete.	Mandatory		
F1.6	Provide the ability to restrict access to screens and functions based on user ID.	Mandatory		
F1.7	Provide the ability to control access and distribution of inmate information in accordance with all applicable laws and regulations.	Mandatory		

F1.8	Provide the ability to restrict access to specific fields based on user ID. Set up would automatically allow access to all fields. System Admin would have the ability to restrict access to identified users.	Desired-3		
F1.9	The JMS must provide the ability to produce summary reports of the agency roster and access rights.	Mandatory		
F1.10	The JMS application must permit the addition or removal of user defined jail facilities from the application and the expansion of any jail facility.	Mandatory		
F1.11	Each facility entered on the system must allow for the entry of a user configurable rated bed capacity, total bed capacity, and adjusted bed capacity.	Mandatory		
F1.12	Provide the ability to enter multiple charge levels for the same charge code into the JMS statute code table.	Mandatory		
F1.13	Through system administration, a booking can be transferred from a Booking Index (BI) number to a different BI number. If a new BI number is created through system admin, a booking record can be transferred to it.	Mandatory		
F1.14	Through system administration, a booking can be expunged or sealed. Sealing a record will only allow view with proper system security permissions. Expunged records should be completely deleted from the system. System should allow the ability to expunge a specific booking and/or BI number if no bookings are tied to it.	Mandatory		
F1.15	Provide the ability to enter a reason code for expunging a booking or BI number. Provide a report to list booking /BI numbers expunged, the reason, date/time expunged, user ID of the person that expunged the record. This should be run by a date range.	Desired-2		
F1.16	Provide the ability to add, modify, delete, merge, and seal subject records.	Mandatory		

F1.17	Provide the ability to add, modify, delete, merge, and seal charges.	Desired-3		
F1.18	Provide the ability to add, modify, delete, and merge inmate historical records (BI Number). If records are merged, all bookings associated with the BI numbers must also be merged.	Mandatory		
F1.19	Allow for authorized users to alter or delete information to correct file information.	Mandatory		
F1.20	System should provide a system administrator the ability to rename fields within the system. If a field name is changed, the change should carry over to all applicable screens, and reports.	Desired-1		
F1.21	System should have the ability to make all on screen fields mandatory or non-mandatory (required/not required) at any time.	Desired-1		
F1.22	System should have the ability to make data within a code table either active or inactive, rather than deleting that data. If data is marked as inactive, it should not be displayed to users on a drop down menu. Data returned in reports should display all data, both active and inactive.	Desired-1		
F1.23	System admin should have the ability to apply data entered in a code table to individual facilities or all facilities. Data entered in system admin tables for drop down menus should be able to be defined for all or individual facilities.	Mandatory		
F1.24	Provide the ability to add free text fields anywhere in JMS through system administration.	Desired-1		
F1.25	Provide the ability to add drop down fields anywhere in JMS through system administration. Drop down fields should be configurable and allow for the addition of unlimited data choices.	Desired-2		

F1.26	All inmate alerts within the system should have the ability to be set as either permanent and linked to an inmate's historical record, or applicable only for current confinement causing it to automatically expire at time of release, or temporary with an expiration date that can be set by staff. Through system administration, users with privileges can add/delete alerts (medical alerts, diets, etc.) All alerts must have the ability to be deleted with appropriate permissions.	Mandatory		
F1.27	Each inmate alert entered into a code table should be classified into a security level. When entering Alert codes, staff should only see codes that they have permission to enter through assigned security level permissions. Entered alert codes should be visible to all staff regardless of their permission level.	Mandatory		
F1.28	System should provide a user configurable gang list that allows for the entry of an unlimited number of gangs to be entered. For each gang entered on the code table, the system admin must also have the ability to enter an unlimited number of enemy gang conflicts. Enemy gang choices should be based on the gang code table.	Mandatory		
F1.29	System should provide a user configurable gang set list that allows for the entry of an unlimited number of gang sets to be entered. For each gang set entered on the code table, the system admin must also have the ability to enter an unlimited number of enemy gang set conflicts. Each gang set entered must be linked to a gang from the gang code table. When a gang is entered on an inmate record, only the gang sets linked to that gang will display on the gang set menu.	Desired-3		
F1.30	Visiting times and duration of visits must be configurable through system administration.	Mandatory		

F1.31	Visiting locations for each facility should be able to be added, deleted, or edited through system administration.	Mandatory		
F1.32	JMS should allow a system administrator to enter county holidays, court furlough days, or any other required days into a calendar. Staff who attempt to schedule specified events on these dates should be alerted of the conflict. JMS should allow for a scheduling override.	Desired-2		
F1.33	Provide the ability to manage (add, edit, delete) electronic notifications for individuals and groups.	Mandatory		
F1.34	Provide the ability to schedule any report to be automatically sent via e-mail to an individual or group. JMS should have the ability to schedule reports to be sent on a recurring basis.	Desired-2		
F1.35	Provide the ability to receive NCIC updates for code tables (race, sex, eye color, hair color, place of birth, etc.)	Desired-3		

F2 - General Requirements

ID Number	Requirement	Mandatory/ Desired	System Ability	Explanation
F2.1	System should automatically enter the user ID and date/time stamp all functions performed by the user including what function or change was performed.	Mandatory		
F2.2	System should provide an audit trail search function and/or report that will allow authorized users to search by date range, user ID, field, booking number, and version history.	Desired-2		
F2.3	Any document produced/printed from the system must display the date and time the document was printed as well as the name and user ID of the individual that printed it.	Mandatory		
F2.4	System must provide an on screen alert associated to certain owner defined actions that require acknowledgment before proceeding with the action.	Mandatory		
F2.5	Ability to send warning messages before data integrity is violated or a business rule conflict exists.	Mandatory		
F2.6	Data entry shall be validated by the system during input that includes data format, dates, and fields as determined by the agency.	Mandatory		
F2.7	Provide a card reader for capturing data from a driver's license, ID card, or county issued inmate ID card. Data should automatically populate fields in JMS. Provide card readers at 3 locations.	Desired-2		
F2.8	There should be no duplication of data entry. Data that is stored historically or tied to a specific booking should carry over to all modules of the system.	Mandatory		
F2.9	If data can be updated or modified in multiple locations within the JMS, any updates or changes should write to the inmate's history regardless of what part of the software the entry was made, eliminating the need for entering data twice.	Mandatory		

F2.10	System should automatically check spelling and grammar for all reports, forms, and screens that have free text fields and/or free text narratives. System should provide a visual indicator on screen to identify errors.	Mandatory		
F2.11	System should provide rich text (bold, underline, italics, font, size, font color, etc.) for all user defined free text narratives.	Mandatory		
F2.12	Provide a user initiated auto insert of date/time.	Mandatory		
F2.13	JMS should provide a centralized location which allows users to view, edit, or delete information in an inmate record at any time based on security privileges.	Mandatory		
F2.14	System should allow for the addition of SCSO defined data entry questionnaires that are owner configurable and allow for parent/child questions. Questions to these screens can be added or deleted through system administration. System should store a historical record of questions/responses even after form has been modified. We need the ability to add these forms to the booking workflow or other areas of the software.	Mandatory		
F2.15	Configuration of data entry questionnaire screens should allow the user to identify questions and responses that would cause an automatic notification and identify the group to be notified.	Desired-1		
F2.16	Provide the ability for staff to log on/off duty to include the log in/out date and time, entry date/time, and free text notes field. This feature must also include a work location field and activity types that are user configurable and allows for the addition of unlimited number of data choices.	Mandatory		
F2.17	Shall allow for unlimited storage of photos, including NCIC identified marks, scars, tattoos, and inmate injuries. Items must be stored to inmate's historical record.	Mandatory		

F2.18	Record the date and time an offender is received at the jail and calculate length of stay.	Mandatory		
F2.19	Provide the ability to scan documents and attach to an inmate booking record. Scanned documents should be stored in JMS.	Mandatory		
F2.20	Maintain a readily retrievable/accessible history of a subject's intake pictures by date, booking, incident, charged offense and other specified data elements.	Mandatory		
F2.21	Affix a subject's picture to any virtual jail document and designated printed documents. Mug shot photo should appear anytime screen relates to inmate.	Mandatory		
F2.22	Provide the ability to create and manage photo lineups based on multiple criteria.	Desired-3		
F2.23	Provide the ability to capture electronic signatures and provide related equipment at total of 20 locations.	Mandatory		
F2.24	Provide the ability to record a subject's signature electronically.	Mandatory		
F2.25	When inmate signs for property, money, or any other forms, e-signature must carry over to associated forms and be visible when printed.	Mandatory		
F2.26	Automate all SCSO forms that may be completed by the arresting agency or jail staff (E. G., 849 (B) (2) release and Promise to Appear, admonishments, teletypes, arrest and detention, detainers, etc.). Forms should pre-populate known data, allow for free text entry, and the editing of pre-populated data, and selected fields. Any future changes to State or Federal required form should be updated in the system at no cost.	Mandatory		
F2.27	All reports and forms generated by the jail management system should include a user defined header and report/form title. Header should include the ability to upload an image.	Mandatory		
F2.28	All reports and forms should have the ability to be printed and/or saved as a PDF file.	Mandatory		

F2.29	Provide a multi-level sorting feature for data elements in on-screen reports at the user level and save sorting preferences for reports at the user level.	Desired-3		
F2.30	All forms should be configurable by a system admin. Original form data should be stored even if questions have been changed. System should allow for an Admin to add an unlimited number of additional forms.	Desired-1		
F2.31	System should allow for multi-part forms that can be completed in stages. Each stage should display in a queue. Upon completing the final stage, form should be electronically stored to the inmate file. Stages may or may not require e-signatures and should be configurable by a system admin.	Desired-1		
F2.32	Automate all forms and allow for E-signatures on required forms. Forms must be stored historically with each inmate booking record.	Mandatory		
F2.33	All Forms should be printable in both the blank and completed states.	Mandatory		
F2.34	Completed form data should be able to be exported.	Desired-2		
F2.35	System must have the ability to provide a total facilities count as well as provide the total count for each facility, floor, module, and cell. Count inquiries should display the number of inmates currently in the facility as well as the number of inmates out of the facility, including their status and/or location.	Mandatory		
F2.36	Provide the ability to show the population count of each pod and facility in real-time.	Mandatory		
F2.37	Provide the ability to perform a population count at any given time.	Mandatory		

F2.38	System should provide the ability to log various types of events to an inmate's booking history. System should allow for the addition of inmate event types by means of a user configurable drop down field that allows for the addition of an unlimited amount of event types. Specified event types will require inmate transportation and should automatically carry over to appropriate transportations list. System should provide a space for the entry of free text narrative, and a date/time field. System should record the user ID that logged the event as well as the date/time the event was logged.	Mandatory		
F2.39	When viewing an inmate record, system should provide the ability to easily view an inmate's calendar for scheduled events. Calendar should also include events scheduled through system interfaces, i.e. visiting, medical, probation, etc.	Mandatory		
F2.40	Provide on-screen work flows for primary job functions, to include, but not limited to, Booking, Classification, Release, Incident Reporting, etc.	Mandatory		
F2.41	The order of all work-flows must be configurable by a system administrator.	Mandatory		
F2.42	Provide the ability to add /remove existing screens to a workflow.	Desired-1		
F2.43	All on-screen queues at a minimum, should include an inmate name, booking number, BI number.	Mandatory		
F2.44	All on-screen queues should be interactive and allow the user the ability to access a selected inmate record directly from the queue.	Mandatory		
F2.45	Provide the ability to sort data by headings on all on-screen queues.	Desired-1		
F2.46	System should allow for emergency check list procedures to be completed in jail system. Checklists should be user configurable and should record the date/time events were logged. Certain fields may trigger an automatic e-mail notification.	Desired-3		

F2.47	Provide reporting capabilities that replace current reports required by SCSO (to be determined).	Mandatory		
F2.48	System must provide a data analysis report writer.	Mandatory		
F2.49	Provide reporting capabilities in a printable and electronic format that address state and federal jail reporting requirements (SSA, SCAAP, population reports [based on rated capacity, population, demographics], etc.).	Mandatory		
F2.50	System must generate booking log that tracks owner identified data.	Mandatory		
F2.51	System should allow user created reports that have been written to be accessible within the jail software.	Mandatory		
F2.52	Provide the ability to export custody information to external sources.	Desired-2		
F2.53	Provide the ability to query any field within the JMS.	Mandatory		
F2.54	Provide the ability to enter details of jail staff contacts or attempted contacts with victims.	Mandatory		
F2.55	Provide the ability to print a victim notification letter.	Mandatory		
F2.56	The JMS must provide a rich querying environment. In addition, the query capability will include a text-based search engine and at least one Soundex type option.	Mandatory		
F2.57	Provide the ability to perform a Google-like keyword search on any text field within the JMS.	Desired-1		
F2.58	JMS should provide a logical/organized method for the uploading and retrieving/viewing of files stored to an inmate record. For example, pictures of an inmate tattoo should be only uploading while working in the tattoo data entry area, and only visible from the tattoo data entry area. Other uploaded files should not be visible from the tattoo data entry area.	Mandatory		
F2.59	Allow for browser based access for remote users (law enforcement, DA, probation, and others).	Mandatory		

F2.60	The JMS must provide the ability to display, update, and manage static information, such as manuals, study guides, codified laws, website links, and contact information.	Desired-2		
F2.61	Provide a system that includes a training mode, and database for the purposes of training of staff and testing of new software releases.	Mandatory		
F2.62	Provide a guided, web based training of all modules within the system for the purposes of training new hires. Allow for the tracking of training completed by user ID.	Desired-3		
F2.63	Support the use of kiosk functionality to provide inmate information (County defined) to the public. Public should be able to search for active inmates by name or BI/booking number. Links to the following shall also be included: Video visitation provider, commissary provider, APRISS VINE, and all other future links that may be required.	Desired-1		
F2.64	Vendor should provide touchscreen kiosk for public visiting lobby. Provide 2 public kiosks.	Desired-1		
F2.65	Provide a public access page or a stand-alone web site/page that can be accessible from the County's website. Public access site/page should include the name, photo, DOB, arrest information, charges, bail, next court data, and visitation schedule (based on classification level) for all active inmates. Public access site should include a search tool and links to Commissary vendor and Video Visiting vendor web-sites.	Desired-1		

F2.66	Provide a module to allow authorized users, who may be located outside of the Sheriff's Office network, the ability to upload/transfer documents including the document type, free text name/DOB field. Documents should go to a queue within the JMS. Authorized users at SCSO should have the ability to take action (review/delete/attach to the appropriate inmate record) items from the queue and link the document/file to an inmate record. Document/file should automatically store to the appropriate location within the inmate record. Document types must be user configurable, allow for the addition of unlimited document types and allow a system administrator to define the document storage location for each document type. User must have the ability to view /print items and/or attachments from the queue. System should notify users when documents are successfully uploaded / linked to an inmate record.	Desired-1		
F2.67	Provide the ability to attach a media and/or audio file to an inmate's historical record.	Mandatory		
F2.68	Provide the ability to scan documents into an inmate record from anywhere in the JMS. Scanned document should automatically store to the appropriate location within the inmate record (booking record/historical record)	Desired-1		
F2.69	Provide scanning equipment capable of scanning single and multipage documents (black/white/color) into the JMS. Provide scanning equipment at 20 locations.	Desired-1		

F3 - Operational Requirements

ID Number	Requirement	Mandatory/ Desired	System Ability	Explanation
F3.1	Provide the ability to assign an inmate to a particular cell/mod.	Mandatory		
F3.2	Maintain a history of the inmate's cell and bed assignment for current and past periods of incarceration.	Mandatory		
F3.3	System must always complete an automatic check for conflict anytime the inmate is targeted for movement in order to avoid conflict (gang, co-defendants, enemies, etc.) and allow for user override.	Mandatory		
F3.4	Anytime system displays an alert or message to the user identifying that an action or movement is not recommended, or that a conflict exists, and the user chooses to override the recommendation, the system should write the override action to the inmate's booking number history. History should include the type of override action taken, date and time of action, and user ID that performed the action.	Mandatory		
F3.5	Provide the ability to designate a bed as "out of service" and prevent the ability to house an inmate at that location.	Mandatory		
F3.6	System should provide the ability to send an electronic notification to an individual or group when an inmate with a specified alert code has moved housing assignments.	Desired-2		
F3.7	System should provide an inmate contact history report. Report should show all inmates that a particular inmate may have come into contact with within a specified date range.	Mandatory		
F3.8	System should provide a cell/location history report. Report should show all inmates housed in particular cell/location for a specified time range.	Mandatory		
F3.9	Provide for real-time entry of jail staff activities.	Mandatory		

F3.10	System should allow for the ability to document headcounts.	Mandatory		
F3.11	Provide the ability for staff to record a shift briefing based a work location. Briefings must store to history and be available for review.	Mandatory		
F3.12	Provide the ability to record welfare checks on inmates.	Mandatory		
F3.13	Provide the ability to notify supervisors when an event requires their attention (e.g., approval of an incident report, grievance, booking, overdue checks)	Mandatory		
F3.14	Provide a queue to display scheduled events that are past due. Event types and overdue times should be configurable by a System Admin. Should have the option of sending an electronic alert. If an event is overdue, supervisor must acknowledge and notate why (Admin optional feature).	Desired-1		
F3.15	Provide barcoding functionality to conduct routine checks for specific cells (safety cell/sobering cell). Provide the ability to notate inmate's behavior.	Desired-2		
F3.16	Provide the ability to record information on cell searches including identifying inmate(s) searched, search location (facility, floor, cell), and search results.	Mandatory		
F3.17	Provide the ability to record the approval of a strip search to include the approval officer, and date/time.	Mandatory		
F3.18	Provide the ability to record a search (pat search or strip search), the reason for the search, results of a search, including the date/time, location, officer conducting search, reasonable suspicion narrative, etc.)	Mandatory		
F3.19	Provide the ability to record the collection date and results of blood alcohol and urine tests on inmates.	Mandatory		
F3.20	Provide the ability to record the use and approval of restraint devices.	Mandatory		
F3.21	Provide quick display of an inmate's information anywhere in the system. Information displayed will be defined by SCSO.	Mandatory		

F3.22	System should provide a means to display on one screen, all inmates currently in custody to include their photo, name, booking number, BI number, housing location, alerts, race, sex, and classification level. This display should allow the user to filter data by facility, floor, housing unit, cell. The display should have the ability to provide a total count (in and out) for all inmates listed to include the status of all. The data should also have the ability to be sorted alphabetically by inmate name and numerically by booking number. This display should be interactive and allow the user to change the status of an inmate, for example, from "In" the housing unit to "Court". From this display, user should also have the ability to add an event to an inmate's history, schedule an event for an inmate, and access all inmate booking data.	Mandatory		
F3.23	Provide a mobile/wireless device capable of identifying an inmate biometrically and displaying the photo, name, housing location, keep-aways, alerts, booking number, and BI number of the inmate. Provide 6 mobile/wireless units.	Desired-1		
F3.24	Provide a centralized location where all data on an inmate can be researched to include all BI/booking numbers (both in custody and out of custody). JMS should provide multiple search criteria for locating records (BI number, booking number, name, court case, SSN, DOB, CADL, etc.)	Mandatory		
F3.25	Provide the ability to track SCSO inmates that are housed outside of SCSO facilities (Other counties, hospitals, State Prisons, Programs, ATC, etc.).	Mandatory		
F3.26	Provide the ability to move multiple inmates to a new location at one time.	Mandatory		
F3.27	Provide the ability to initiate an inmate or multiple inmate movement using the bar code on an inmate wristband or inmate ID card.	Desired-3		
F3.28	Provide the ability to maintain a complete record of all jail events for each inmate.	Mandatory		

F3.29	Inmate activities/events should be stored historically for each booking. Activities/events to be identified by owner and must be configurable. Some events will automatically log to history (SCSO defined) and others will be manually entered.	Mandatory		
F3.30	Provide for entering and tracking of inmate physical movement data (location, date, time) and escorting officer of the inmate.	Mandatory		
F3.31	Provide the ability to record activities of inmates including use of the shower, telephone, and television, recreation time, and yard time. Activity types should be user configurable and allow for unlimited activity types.	Mandatory		
F3.32	Provide a supply check list for tracking items that are temporarily assigned to a housing location. Checklist should be configurable and allow for the entry of unlimited items.	Mandatory		
F3.33	Provide configurable time limits for the length of time that an item can be checked out from the supply checklist. If an item has been checked out for longer than the allowed time, an electronic notification should be sent to identified staff. System should provide a report displaying all items that are checked out, and due for return.	Desired-3		
F3.34	Provide the ability to record an inmate request, including the type of request.	Mandatory		
F3.35	The JMS should provide the ability for an inmate to submit requests via touchscreen kiosk.	Desired-1		
F3.36	Support the use of kiosk functionality for inmates to view court information, bail information, account balance, charges, inmate calendar, visiting schedule, grievance responses, inmate request responses, disciplinary hearing results, program schedule, etc.	Desired-1		
F3.37	Support the use of kiosk functionality for inmates to submit documents to staff for example: inmate requests, grievances, medical requests, commissary purchase, program requests, forms (1381, property release, etc.,), legal requests, etc.	Desired-2		

F3.38	Provide the ability to review and enter actions taken regarding inmate requests.	Mandatory		
F3.39	Provide the ability to record and approve/deny inmate pass requests.	Mandatory		
F3.40	Provide the ability for staff to print Commissary (Scantron) order forms that include the inmate name, BI number, booking number, housing location, and account balance. This may require an interface to the SCSO's financial services vendor (Currently Aramark CORE banking).	Mandatory		
F3.41	Provide the ability for inmates to order commissary items that are stored within the JMS from a touchscreen kiosk. Ordering privileges should be based on inmate classification status, privilege restrictions, and alert codes. Orders submitted via the Kiosk should be available to staff for view and printing.	Desired-1		
F3.42	Support future touchscreen kiosk functionality by providing a link for inmates to order commissary through SCSO commissary vendor.	Desired-2		
F3.43	Provide wall mounted detention grade touchscreen kiosks for inmate use. Kiosks should incorporate the use of biometric identification. Provide 24 inmate kiosks. Kiosks must be capable of meeting the one or more of the desired functional requirements provided in the RFP.	Desired-1		
F3.44	Laundry/clothing item, colors, sizes, and quantities must be system admin configurable and allow for the unlimited addition of each.	Mandatory		
F3.45	Provide the ability to create stock inventory and inmate inventory reports.	Desired-3		
F3.46	System must track laundry/clothing issued/returned per inmate and facility. This must be linked to their active booking number. Data should be available for reporting purposes.	Mandatory		
F3.47	Provide the ability to run laundry reports to include inmate name, housing location, clothing items and sizes, along with a total count of all clothing items needed in a specified housing unit.	Mandatory		

F3.48	Provide the ability to print a list of inmates by facility, floor, mod, and cell to be used in carrying out the clothing exchange process.	Mandatory		
F3.49	Automatically update laundry inventories based on inmate release.	Desired-3		
F3.50	Provide the ability to record an inmate or staff request for an inmate to be placed on a special diet.	Mandatory		
F3.51	Provide the ability to enter special diet requirements to an inmate record.	Mandatory		
F3.52	Provide the ability to record the approval/denial of special diet requests.	Mandatory		
F3.53	Provide the ability to run a report displaying inmates with special diet requirements. This report should be able to be run by diet type, all diets, facility, all facilities, floor, module, cell, inmate name, and diet expiration date.	Mandatory		
F3.54	Provide the ability to record the discovery of contraband found in incoming or outgoing mail.	Mandatory		
F3.55	Provide the ability to record information on incoming/outgoing mail for an inmate, including the name and address of the sender/recipient.	Mandatory		
F3.56	Provide the ability to record the names of inmates subscribing to defined periodicals, such as the Daily Republic, Vallejo Times Herald, Vacaville Reporter, etc.	Mandatory		
F3.57	Provide an on-screen, real-time display of inmates based on their custody status. System should display multiple status types (State prisoners, extradition, out of county, hospital, ICE, PRCS violators, parolees, etc.) on one screen. Display to include but not limited to, inmate name, housing location, booking number, BI number, date (pick-up/court). This will replace lists currently tracked manually on the whiteboards and spreadsheets.	Desired-1		
F3.58	Provide the ability to maintain a list of facility supplies that are stocked by the SCSO. Facility supply list should be user configurable and allow for the addition of an unlimited number of supplies.	Desired-2		

F3.59	Provide the ability for staff to order facility supplies to include the quantity and delivery/housing location. Orders should go to a queue that also displays date/time ordered, order status, and user ID of staff member placing the order. Queue should be available for viewing/printing based on a specified date range.	Desired-2		
F3.60	Provide the ability for authorized staff to update supply orders to include, order status, quantity delivered, and provide a free text notes field. All supply ordering should be available for statistical reporting.	Desired-2		

F4- Facility Management Requirements

ID Number	Requirement	Mandatory/ Desired	System Ability	Explanation
F4.1	Create activity reports for facility management as designated by SCSO.	Mandatory		
F4.2	System can be queried to provide management statistics by; inmate, race, gender, gang status, medical status, cell, facility, movements, all classification criteria, min/max sentencing predictions, forecasting, total inmate population by cell, area, facility, etc. System should be able to generate a jail roster based on these core objects and the range set by management.	Mandatory		
F4.3	Statistical reports such as arrests and bookings by agency, type, date, time, charge, city of residence, percent of inmates in custody by (defined field), number of bookings by shift, by facility, by ethnicity, ranges for booking recaps, arrest recaps, etc.	Mandatory		
F4.4	Provide dashboard with metrics of interest to the command staff. The JMS should provide summary statistical information about the performance, capacity, and other key performance indicators in an easy visual display.	Desired-1		
F4.5	Provide dashboard for the periodic events for a facility.	Desired-2		
F4.6	Provide for group notifications and electronic mailings among jail staff.	Desired-3		
F4.7	The JMS should allow individuals, roles, or defined groups to request and receive specific information as it becomes available or as events occur.	Desired-3		
F4.8	Provide the ability to automatically send an e-mail alert to an individual or group when a specified entry is made into the JMS. System should allow for notification on multiple entry types and allow for configuration of alert recipients.	Desired-2		

F4.9	The JMS should provide the ability to request notification if there is any system update involving a particular individual.	Desired-3		
F4.10	The JMS must provide the ability to request notification if a query is received on a particular individual.	Desired-3		
F4.11	JMS should maintain a list of legal supplies and provide the ability to track all legal supplies, including the quantity, issued to an inmate. List should be user configurable and allow for the unlimited entry of supply types. All data should be available for statistical reporting.	Desired-3		
F4.12	Provide the ability to track inmates that have been granted Pro-Per status by the courts. Pro-Per tracking should include at a minimum, the court case number, Pro-Per status, date granted, privileges granted, a free text notes field. JMS should also provide reporting capabilities for this feature.	Desired-2		

F5 - Booking Requirements

ID Number	Requirement	Mandatory/ Desired	System Ability	Explanation
F5.1	Booking must be capable of being initiated with or without the use of biometrics.	Mandatory		
F5.2	When biometric identification is searched, system should display inmate identifying information and most recent photo.	Mandatory		
F5.3	Provide a biometric fingerprinting device for identifying inmates and capable of initiating a booking. Device must be small/convenient (USB type device). Provide a total 10 devices.	Mandatory		
F5.4	Provide a wireless biometric fingerprinting device for identifying inmates and capable of initiating a booking. Device must be small /convenient. Provide a total of 10 devices.	Desired-1		
F5.5	Record booking information for each arresting agency to include name and contact number of arresting/delivering officer.	Mandatory		
F5.6	Provide the ability to capture booking information, including incident and arrest (e. g., charges), property, and medical screening information.	Mandatory		
F5.7	Provide the ability to create a BI number, based on positive identification, for inmates new to the jail.	Mandatory		
F5.8	Provide ability to notify the user if prior or existing jail information exists on a subject in order to avoid duplicate, redundant, or separate records for persons active in the system.	Mandatory		
F5.9	When looking at all inmates in master indices, system should provide a visual means for identifying inmates that are currently in custody. For example, inmates that are in custody may display in a different color.	Mandatory		

F5.10	Create a temporary BI number until a positive identification and medical clearance is acquired. Provide a mechanism for changing the temporary number to a permanent identification number.	Mandatory		
F5.11	Provide the ability to book a subject that does not provide a name.	Mandatory		
F5.12	Assign a unique booking number for each booking based upon sequential processing.	Mandatory		
F5.13	System must link all booking numbers associated to an individual under a single BI number.	Mandatory		
F5.14	Provide the ability to enter booking information on special cases (civil commitments, witnesses with no charges and subjects serving out of County sentences).	Mandatory		
F5.15	Upon acceptance of an inmate into Jail custody, biometric identification will be verified and a new sequential BI number will be created or an existing BI number will be updated. System will provide a booking number for this event.	Mandatory		
F5.16	Provide a pre-booking module that allows outside agencies to initiate a booking from a remote/wireless computer using biometrics. Pre-booking data to be defined by SCSO to include required arrest forms and allow for the use of e-signature. Upon biometric identification by a mobile/remote computing device, system must automatically initiate a temporary booking number for the event and populate with pre-existing data. If no identification is made, arresting officer will be able to enter minimal data to initiate a temporary booking number.	Desired-1		
F5.17	If a person is booked by mobile/remote, and proper or different identification is made at the jail, system will allow jail staff to override mobile data. Mobile/remote data should be updated to reflect actual booking information. Previous data entered by arresting officer should be historically stored.	Mandatory		

F5.18	System must link with mobile/remote computing devices from all Solano County agencies to JMS.	Mandatory		
F5.19	Booking related forms must be automated from mobile/remote computing devices and linked to JMS and RMS systems.	Desired-1		
F5.20	Fingerprinting device for identifying inmates with mobile capability (Wireless/Bluetooth/etc.) Provide 10 devices.	Desired-2		
F5.21	Provide an automated process for medical screening, including the review of medical data entered by the arresting officer and the intake nurse's assessment.	Mandatory		
F5.22	Medical screening must be linked with the mobile booking process and also linked with the jail booking process.	Mandatory		
F5.23	Booking workflow should move bookings into a pending medical queue when specific, “fit for jail” questions are answered "YES". Only medical staff can move the booking out of the queue and authorize the booking to proceed.	Mandatory		
F5.24	Provide the ability to reject the intake of a subject and document the reason.	Mandatory		
F5.25	Provide the ability to record an emergency room physician’s approval for detention.	Mandatory		
F5.26	Support the use of Iris Scan technology for identifying inmates. Provide related equipment at 2 locations.	Desired-3		
F5.27	Provide the ability to add new charge(s), warrant(s), and place hold(s), on an inmate record to an existing booking number.	Mandatory		
F5.28	Provide the ability to add charge enhancements to individual charges at the time of booking. This feature should be user configurable with the ability to add unlimited charge enhancements.	Mandatory		
F5.29	Provide the ability to add an additional arrest(s) to an active booking number.	Mandatory		
F5.30	Provide the ability to force a statute at the time of booking for charges that do not exist in the statute code table.	Desired-1		

F5.31	Eliminate the need for duplicate data entry for court/arraignment information.	Mandatory		
F5.32	Pull/Share warrant data with RMS/CLETS. Ability to transfer warrant information at time of booking.	Desired-2		
F5.33	Provide the ability to add multiple Holds/Detainers and for the entry of a hold/detainer charge(s), hold agency, bail amount, expiration date, and hold disposition. These fields should be user configurable. System should not allow for the release of an inmate if the inmate has a hold(s) that does not have a releasable disposition.	Mandatory		
F5.34	Provide the ability to record the date and time deadline for outside agency pickup of inmate.	Mandatory		
F5.35	Provide the ability to initiate and submit a teletype from the JMS	Desired-1		
F5.36	Provide the ability to record details of contacts or attempted contacts with outside parties.	Mandatory		
F5.37	Provide the ability to add chronological notes to an inmate's booking record.	Mandatory		
F5.38	System must automatically query the arrestee for wants/warrants. The system must check local RMS, CLETS, and NCIC. System Admin can configure where in the booking and release processes this check occurs. Must be able to turn this feature on/off through system administration.	Mandatory		
F5.39	Provide the ability to record and/or upload an arresting officer's probable cause declaration.	Mandatory		
F5.40	Provide the ability to record, review, and edit current and past addresses.	Mandatory		
F5.41	Provide the ability to record, review, and edit current and past employment.	Mandatory		
F5.42	Provide the ability to record, review, and edit subject family contact information.	Mandatory		
F5.43	System should allow for the ability to store multiple miscellaneous numbers for an inmate. Number types must be user configurable and allow for unlimited number types.	Mandatory		

F5.44	Provide the ability to record, review, and edit an inmate's city/state/country of birth, and citizenship.	Mandatory		
F5.45	Provide the ability to record, review, and edit probation and parole history.	Mandatory		
F5.46	Provide the ability to record victim information. System should allow user to flag an inmate record if victim notification is required and provide an alert at time of release if notification has not been made.	Mandatory		
F5.47	System should have a means for recording all items issued to an inmate, as well as the quantity, color, and size as required. This data should be available in a user configurable drop down field that allows for the addition of unlimited items.	Mandatory		
F5.48	Provide the ability to record the "book and release" of a subject.	Mandatory		
F5.49	Provide a means to display inmates who have not been classified.	Mandatory		
F5.50	Provide the ability to record and maintain bail information on each subject booked into the jail, including the stacking of bail if the subject is booked on multiple charges.	Mandatory		
F5.51	Provide the ability to receive bail and offense code table updates from DOJ.	Mandatory		
F5.52	Provide the ability to record, review, and edit inmate court hearing information, including bail information.	Mandatory		
F5.53	Provide the ability to record DNA collection details on all subjects arrested including the date\time of collection, the staff member collecting the sample, and the date the sample is sent to the state crime lab.	Mandatory		
F5.54	Users should be able to easily identify inmates that have had a previous DNA collection completed. For example; from the charge screen, staff could hover the mouse over an inmate's name to see specified alert types and/or other owner defined information.	Mandatory		

F5.55	Provide the ability to flag an inmate record that DNA needs to be collected with ability to display inmates in custody that require DNA collection.	Mandatory		
F5.56	System should display a warning message prior to releasing an inmate if the inmate record has been flagged for DNA collection and the collection has not occurred.	Mandatory		
F5.57	System should have the option of generating an inmate identification wristband. Wristband design/layout must be user configurable and include the option of using a barcode to identify the inmate. Wristbands should display inmate's name, AKA, DOB, booking number, race, sex, height, weight, hair color, eye color, BI number, photo, barcoding.	Mandatory		
F5.58	System should have the option of generating an inmate identification card. Card design/layout must be user configurable and include the option of using a barcode and/or scanning device to identify the inmate. Inmate ID card shall display inmate's name, AKA, DOB, booking number, race, sex, height, weight, hair color, eye color, BI number, photo, barcoding.	Mandatory		
F5.59	System should have the option of generating an SCSO designed inmate movement card. Card design/layout must be user configurable. Inmate movement cards shall include the inmate's name, AKA, DOB, booking number, alerts, race, sex, height, weight, hair color, eye color, SMT, housing assignment, gang codes, k-ways, BI number, photo, barcoding and allow space for hand written notes.	Mandatory		
F5.60	System should have the option of generating a self-adhesive, inmate identification barcode.	Mandatory		
F5.61	Provide the ability to update and/or print inmate identification cards, ID, and/or wristbands at any time.	Mandatory		

F5.62	Provide the ability to schedule inmates who are not in custody for events (self-surrenders, book and release, programs)	Mandatory		
F5.63	Provide a list of subjects who failed to self-surrender as required.	Mandatory		
F5.64	Provide the ability to create a failure to self-surrender letter.	Mandatory		
F5.65	Provide the ability to re-active a booking that has been previously released from the system. Upon re-activation, system should keep all previous history and document reactivation date/time. Time not spent in physical custody should not be calculated. The number of re-activations for a booking should be unlimited.	Mandatory		
F5.66	Provide the ability to record inmates who are being extradited to/from Solano County.	Mandatory		
F5.67	Provide the ability to record chronological notes on extradition cases within/outside Solano County.	Desired-2		
F5.68	Provide the ability to create a list of subjects booked during a given time period.	Mandatory		
F5.69	Provide the ability to maintain booking averages for each arresting agency.	Mandatory		
F5.70	Provide the ability to list inmates being housed for other agencies (for example, California Department of Corrections and Rehabilitation, US Marshal's Service, US Immigration Customs Enforcement) for a given date range.	Mandatory		
F5.71	System should provide a booking report that is printable and available to view on screen. The booking report should include all personal inmate data, inmate photo and all information related to their current booking.	Mandatory		

F5.72	System should provide a fingerprint PAT sheet that is printable and available to view on screen. The fingerprint PAT sheet should include inmate name, DOB, race, sex, SSN, BI number, booking number, booking date/time, and all current charges to include arresting agency, location of arrest, arrest date/time, arrest type, court case number, arresting officer, arresting agency case number, inmate photo, and a specified area to collect a thumb print.	Mandatory		
F5.73	DOJ JUS form 8715 must be automated and linked to JMS system. Form must automatically print based on arrest type and/or arresting agency.	Mandatory		
F5.74	System must allow jail to book arrestees in the order they deem necessary rather than in chronological format.	Mandatory		
F5.75	Notify the user when all booking processes are complete.	Mandatory		
F5.76	System should allow an intake process that is capable of being split among multiple users depending upon work load and at the discretion of the shift supervisor.	Mandatory		
F5.77	System should provide a means for the review, edit and approval of all individual bookings to include arresting agency, charges, hold, bail, court dates, and inmate personal data. System should not allow for the release of any booking that has not been reviewed / approved. System should provide a queue for all bookings that are ready for review/approval.	Mandatory		
F5.78	Provide an on-screen booking queue to display all bookings that have not been completed. This queue should display the status of each booking. (Mobile/Medical Clearance/Classification/Pending Charges, ready to house, etc.)	Mandatory		
F5.79	Booking display on a large screen to be mounted on the wall. This will display all booking related queue(s).	Desired-1		

F5.80	Provide a visual user ID date/time stamp for critical screen completions, events, sentences, releases, visits, incident reporting, bookings, classification screens, medical screens, etc.). System shall record the transactions based on the initial log-in user ID and prevent the ability to modify the user ID.	Mandatory		
F5.81	System should automatically export user defined data to numerous interfaces at the completion of the booking process.	Mandatory		
F5.82	As part of the booking workflow, JMS should check if inmate is active in the ISD CASE database (inmates on probation/PRCS). If so, JMS should send electronic notification to specified group.	Desired-1		

F6 - Property Requirements

ID Number	Requirement	Mandatory/ Desired	System Ability	Explanation
F6.1	Create a list of property/clothing received from an inmate at intake and record the inmate's agreement with a list.	Mandatory		
F6.2	Provide the ability to record the location where inmate property is stored. Storage locations must be specific to the facility the property is stored in. Property for an individual inmate may be stored in multiple locations.	Mandatory		
F6.3	Provide the ability to print an inmate property receipt at any time. Property receipt must include inmate's name, booking number, property list/description, arresting officer/agency, booking officer, storage location, BI number, DOB, SSN, barcoding, booking date/time, age, race, sex, money balance with receipt number(interface), space to allow for inmate/staff e-signatures.	Mandatory		
F6.4	Provide barcode functionality for the storage, tracking, and release of inmate property/clothing. Provide handheld barcoding equipment/compact wireless scanners required for the tracking/storage of inmate property and clothing. Provide a total of 10 devices.	Mandatory		
F6.5	System must show the status of inmate property (stored-location, released, taken for evidence, etc.).	Mandatory		
F6.6	Provide the ability to change property storage locations and /or move property to a different facility's storage location.	Mandatory		
F6.7	Provide the ability to add/remove/release items to/from an inmate's property inventory.	Mandatory		
F6.8	Provide the ability to record and approve/deny an inmate's request for release of property or money to a third-party.	Mandatory		

F6.9	Provide the ability to release property to a third-party and record details from the third party's identification (e.g. driver's license number).	Mandatory		
F6.10	System must maintain a history of all property changed (stored, released), and user id and date of change. Must also allow for the entry of free text notes.	Mandatory		
F6.11	Provide the ability to create a list of lost and found property items to assist in sending a letter to the subject.	Mandatory		
F6.12	Provide the ability to record a history of property that has been disposed of, when, and by whom.	Mandatory		
F6.13	Provide the ability to associate work furlough inmates with a particular locker.	Mandatory		
F6.14	Provide the ability to add unlimited number of property storage location to each facility. If a new facility is added, system must allow for the creation of a property storage location.	Mandatory		

F7 - Classification Requirements

ID Number	Requirement	Mandatory/ Desired	System Ability	Explanation
F7.1	System should provide full module functionality or an interface solution in the area of inmate classification. Module functionality should include the NorthPointe classification decision matrix or comparable NIC objective classification model intended to be used for initial and housing inmate classification decisions. As part of the JMS application, this module should integrate with all customized reporting capabilities.	Mandatory		
F7.2	Maintain a history of assessments and classifications.	Mandatory		
F7.3	Provide the ability to record the results of face-to-face classification and gang investigation interviews.	Mandatory		
F7.4	Automate and calculate a risk assessment questionnaire.	Mandatory		
F7.5	Provide automated classification questionnaires.	Mandatory		
F7.6	Provide for automatic classification of an inmate based on the outcome of the assessments and the inmate's special needs. Allow for the classification to be overridden.	Mandatory		
F7.7	Provide the ability to identify all beds within a facility that meet the inmate's needs (in terms of classification, special handling needs, alerts, etc.) and assign an inmate to a bed.	Mandatory		
F7.8	Assist in identifying housing assignments that do not conflict with keep-aways or other alerts.	Mandatory		
F7.9	Provide the ability to classify inmates as sentenced or unsentenced based on established criteria.	Mandatory		
F7.10	Permit reclassification of an inmate at any time.	Mandatory		
F7.11	Classification module/process must calculate classification review dates. Classification review periods should be user configurable.	Mandatory		

F7.12	Provide the ability to notify staff when a classification assessment is due.	Mandatory		
F7.13	Provide the ability to schedule periodic reclassifications of inmates.	Mandatory		
F7.14	System should allow for the configuration of charge dispositions. Dispositions types should be have the option of sending a notification to the classification module upon entry to an inmate record.	Mandatory		
F7.15	JMS must provide notification to classification module when specified charge dispositions have been entered in an inmate record.	Mandatory		
F7.16	Provide the ability to enter, edit, modify, and delete inmate restrictions.	Mandatory		
F7.17	Provide the ability to record special handling needs of an inmate (e.g. Bed requirements).	Mandatory		
F7.18	Provide the ability to view current inmate restrictions by name, BI number, cell/floor/facility location, restriction, and date for each offense, and/or custody status.	Mandatory		
F7.19	Provide the ability to view current inmate alerts by alert type and details, subject name, BI number, and cell/floor/facility location.	Mandatory		
F7.20	System should provide a gang status field that is user configurable and allows for the entry of unlimited gang status.	Mandatory		
F7.21	Provide the ability to associate an inmate to a particular gang, as well as local sets of the gang.	Mandatory		
F7.22	Provide the ability to conduct a gang validation assessment.	Mandatory		
F7.23	Provide the ability to identify gang affiliations (including local gang set) by pod/floor/facility location and cell number.	Mandatory		

F7.24	System should allow authorized users to attach a gang, gang set, gang status, and a free text gang note field that stores to the inmate's historical record. The entry of a gang to an inmate record may or may not include a gang set, gang status, or gang notes. Authorized users must have the ability to remove a gang from an inmate's record.	Mandatory		
F7.25	System should provide a report displaying inmates with an active historical gang record. This report should have the ability to be filtered by gang, gang set, gang status, housing location, facility, in custody, released, or all inmates.	Mandatory		
F7.26	Provide the ability to enter keep-aways and the type (rival gang, codefendant, witness, etc.).	Mandatory		
F7.27	System shall not allow the housing of an inmate outside of booking prior to completing the initial classification process.	Mandatory		
F7.28	Provide the ability to enter notes on the initial classification and all subsequent classification reviews.	Mandatory		
F7.29	Provide the ability to enter chronological notes to an inmate classification records that are stored historically.	Mandatory		
F7.30	System should provide a queue within the classification module indicating inmates scheduled for a disciplinary hearing along with a user defined/configurable expiration date.	Mandatory		
F7.31	Disciplinary hearings that are set to expire within a user configurable time range, should display in a different color and provide electronic notification to SCSO identified staff.	Desired-2		
F7.32	Provide the ability to record a classification appeal filed by inmate.	Mandatory		
F7.33	Provide the ability to record a special housing request from an inmate or staff member.	Mandatory		
F7.34	Provide the ability to record the approval/denial of special housing requests.	Mandatory		

F7.35	Maintain a global list of jobs and characteristics of each inmate worker position.	Mandatory		
F7.36	Provide the ability to record and approve/deny an inmate's request to be an inmate worker.	Mandatory		
F7.37	Provide the ability to record medical approval for inmate worker positions.	Mandatory		
F7.38	Provide the ability to assign an inmate to inmate worker position.	Mandatory		
F7.39	Maintain a list of approved inmates for inmate worker positions.	Mandatory		
F7.40	Provide a risk assessment tool for identifying inmates eligible for work programs, in-custody treatment programs, educational programs, vocational training. The criteria for these assessments should be user defined and configurable.	Mandatory		

F8 - Scheduling Requirements

ID Number	Requirement	Mandatory/ Desired	System Ability	Explanation
F8.1	Provide the ability to schedule single and recurring events for individual inmates, and groups of inmates for mass scheduling.	Mandatory		
F8.2	Provide the ability to schedule single and recurring events for a facility/floor/mod/cell that are not linked to an inmate.	Mandatory		
F8.3	System should have the option of scheduling recurring events- daily, weekly, bi-weekly, monthly, and other combinations as found in Outlook calendar.	Mandatory		
F8.4	Provide the ability to display scheduled events that occurred in the past by event type and date range.	Mandatory		
F8.5	Provide the ability run a report displaying all inmates scheduled for an event. Report should be able to be run by date/time range, event type, facility, floor, and cell location. SCSO will define how report will be displayed and sorted.	Mandatory		
F8.6	Permit scheduling and recording of arraignments.	Mandatory		
F8.7	Provide the ability to add scheduled court appearances to inmate and transport schedules.	Mandatory		
F8.8	Provide the ability to schedule inmate appointments and notify users of schedule conflicts.	Mandatory		
F8.9	Provide the ability to maintain a record of inmate related court proceedings, including the time, date, place, type of proceeding, and results.	Mandatory		
F8.10	Provide the ability to enter court orders to include the Order type, date received, case number, free text notes field, and approval or denial of the order.	Mandatory		
F8.11	Provide the ability to attach a court order to an inmate record (PDF, scanned image, etc.).	Desired-3		

F8.12	Provide the ability to resolve conflicting appointments for an inmate, based on established prioritization scheme. Allow for manual overrides.	Mandatory		
F8.13	When updating arrest charges and/or court information, system should allow you to apply court date, time, department, disposition, and bail to individual or multiple charges at one time, eliminating the need for redundant data entry.	Mandatory		
F8.14	Record, review, and edit inmate court hearing information and bond information. Ability to have this information updated electronically directly from court system's computer databases.	Desired-3		
F8.15	Provide the ability run a report displaying all inmates scheduled for court. Report should be able to be run by date/time range, event type, court, court department, facility, floor, mod and cell location. SCSO will define how report will be displayed and sorted (i.e. name, alerts, housing location, booking number, etc.).	Mandatory		
F8.16	Provide the capability to list court information for each inmate, mod, floor, and facility.	Mandatory		
F8.17	Provide the ability to generate reports for transportation purposes (court, medical, facility movement)	Mandatory		
F8.18	Provide the ability to identify events that require the transportation of an inmate(s).	Mandatory		
F8.19	Provide the ability to record all transfers to/from SCSO facilities including those inmates being picked up by CDCR staff and produce a printable report.	Mandatory		
F8.20	Provide the ability to schedule inmates for transfer to Local/State/Federal facilities by SCSO staff. Transport locations must be user configurable and allow for an unlimited number of transport locations.	Mandatory		
F8.21	Provide the ability to maintain and create a master inmate daily schedule, including alerts and restriction information (e.g. keep away information).	Mandatory		

F9 - Sentencing Requirements

ID Number	Requirement	Mandatory/ Desired	System Ability	Explanation
F9.1	Allow for recording of all judgment and sentence related data received from the court.	Mandatory		
F9.2	Provide the ability to apply multiple sentences that can be run concurrent or consecutive.	Mandatory		
F9.3	Provide the ability to maintain multiple inmate sentence(s) and related conditions.	Mandatory		
F9.4	Provide the ability to apply a specific sentence type to a court case or multiple court cases. Sentence types should be user configurable and allow for the entry of a sentencing algorithm to be associated with each sentence type. System should allow for the addition of unlimited sentence types.	Mandatory		
F9.5	Provide the ability to apply a sentence for years, months, days or hours.	Mandatory		
F9.6	Provide the ability to convert a fine into sentenced time. Conversion algorithm must be user configurable.	Mandatory		
F9.7	Provide the ability to attach a release condition to a sentence, such as, report to Parole, Probation, Program. Release condition should be user configurable and may or may not allow the release of an inmate.	Desired-1		
F9.8	Sentencing module must contain user configurable fields for the tracking of information that is provided by the courts. Examples: Day for day allowed, Alternatives To Custody recommended, Good Time, etc.	Mandatory		
F9.9	Provide the ability to calculate day for day work credits based on a sentence. System should track the number of days worked and provide a means to manually apply to the sentence, affecting the release date.	Mandatory		

F9.10	Provide the ability to note when an inmate is ineligible to receive day for day work credits, but continue to record the number of days worked.	Mandatory		
F9.11	Provide the ability to remove good time work credit from a previously entered sentence.	Mandatory		
F9.12	Provide the ability to record multiple codes that may make an inmate in eligible or ineligible for certain release programs. Codes should be user configurable and allow for unlimited code types.	Mandatory		
F9.13	Record, edit, and review sentence information, including custody, fines, restitution, modifiable sentence and program recommendation.	Mandatory		
F9.14	Provide the ability to calculate an inmate's release date, including multiple release dates, concurrent and consecutive sentences, and the incorporation of good time earning business rules.	Mandatory		
F9.15	Provide the ability to automatically recalculate release date(s) based on varying events, such as program completion, disciplinary action, and amended sentences. Provide the ability to manual override sentences.	Mandatory		
F9.16	Provide the ability to add notes to a sentence calculation and track changes made to notes.	Mandatory		
F9.17	System must keep a viewable history of all changes made to a sentence and/or sentence calculation.	Mandatory		
F9.18	Ability to scan court paperwork and attach to inmate's booking record and store in JMS.	Mandatory		
F9.19	Provide a report that will give the number of days an inmate has served in custody based on court case number, booking number, housing location, and other user defined criteria.	Mandatory		
F9.20	Provide the ability to print a calculation sheet specifying an inmate release date and summarizing his/her sentences, good time earning rate, program completions, and other events affecting sentence calculation.	Mandatory		

F9.21	Provide the ability to create a list of inmates with the completed percentage of their sentence.	Mandatory		
F9.22	JMS should provide electronic notification prior to the release of an inmate who has qualifying charges requiring that a victim notification must be made. The number of days prior to release to be user configurable.	Desired-2		
F9.23	Index all records and maintain the current status and location of original jail documents.	Desired-3		
F9.24	Provide the ability to manage records archiving and disposal.	Desired-3		

F10 - Accounting/Billing Requirements

ID Number	Requirement	Mandatory/ Desired	System Ability	Explanation
F10.1	Follow generally accepted accounting principles.	Mandatory		
F10.2	Support audits and procedures used for balancing a cash drawer.	Mandatory		
F10.3	Provide inmate account balance in real-time. Balance must be linked to the inmate's active booking number and displayed in JMS. This will require an interface to the SCSO's financial services vendor (Currently Aramark CORE banking).	Mandatory		
F10.4	Provide the ability to display inmate bank account and transaction history by name or booking / BI number. This will require an interface to the SCSO's financial services vendor (Currently Aramark CORE banking).	Mandatory		
F10.5	Provide the ability to enter arresting agencies to include agency name, agency type, fee types, fee amounts, etc.	Mandatory		
F10.6	Provide the ability to create detailed billings for federal, state, and other agencies.	Mandatory		
F10.7	Provide the ability to assess fees for an inmate and/or arresting agency/hold agency. Fee schedule should allow for a one time fees or recurring fees and should calculate the fee(s) based on a date range.	Mandatory		
F10.8	Provide the ability to create an unlimited number of fee types with an associated fee amount that are user configurable.	Mandatory		
F10.9	Provide the ability to record details of persons depositing money in an inmate account.	Mandatory		
F10.10	Provide the ability to correct inmate bank account transaction errors.	Mandatory		
F10.11	Provide the ability to record details about the person posting bail.	Mandatory		
F10.12	Provide the ability to record bail payments for one or multiple different charges/cases.	Mandatory		

F10.13	Provide the ability to record bond postings and the name of the bonding company.	Mandatory		
F10.14	Provide the ability to print a bail/bond receipt.	Mandatory		
F10.15	Provide the ability to print a receipt when accepting payment for bail, deposits/debits to an inmate trust account, programs.	Mandatory		
F10.16	Provide the ability to notify release personnel that a bail/bond has been posted.	Mandatory		
F10.17	Provide the ability to record the payment of fines/restitution.	Mandatory		
F10.18	Provide the ability to maintain an inventory of commissary items, and their costs. JMS must also have the ability to assign ordering permissions for one, multiple or all groups for each commissary item. Examples of groups: ADSEP, Diabetic, Low Sodium, General population, Legal, Programs, etc.	Mandatory		
F10.19	Support digital signatures for the release of money to the inmate or an approved third party.	Mandatory		
F10.20	The JMS should provide the ability for an inmate to review debits/deposits to his/her account via kiosk functionality.	Desired-1		
F10.21	System should have the ability to enter events that may or may not have a cost associated with them and report them to an external accounting system. We should have the option of reporting this event.	Mandatory		
F10.22	Provide the ability to establish a payment /fee schedule for programs (Work Release, Work Furlough, Electronic Monitoring, or any future programs). This will require an interface to the SCSO's financial services vendor (Currently Aramark CORE banking).	Mandatory		

F10.23	Provide the ability to record fees/payments made for programs (Work Release, Work Furlough, Electronic Monitoring, or any future programs). Recording a payment should debit the inmate account. This will require an interface to the SCSO's financial services vendor (Currently Aramark CORE banking).	Mandatory		
F10.24	Provide the ability to notify users of missed payments for programs (Work Release, Work Furlough, Electronic Monitoring, or any future programs).	Mandatory		
F10.25	Provide the ability to record inmate co-payments. This will require an interface to the SCSO's financial services vendor (Currently Aramark CORE banking).	Mandatory		
F10.26	Provide the ability to restrict commissary orders/purchases and allow for the manual override of the restriction (i.e., Deny commissary orders for inmates who have lost commissary privileges). This will require an interface to the SCSO's financial services vendor (Currently Aramark CORE banking).	Mandatory		
F10.27	System should provide accounting reports.	Mandatory		
F10.28	Provide the ability to print inmate bank account disbursement checks automatically for an inmate for release or transfer to another facility. This will require an interface to the SCSO's financial services vendor (Currently Aramark CORE banking).	Mandatory		

F11 - Release Requirements

ID Number	Requirement	Mandatory/ Desired	System Ability	Explanation
F11.1	Provide biometric functionality to aid in the positive identification of inmates prior to the release.	Mandatory		
F11.2	Support appropriate release process business rules to ensure compliance with laws, regulations, and internal policies and procedures.	Mandatory		
F11.3	Provide the ability to create a list of inmates to be released, or released, for a given time period. Released list must display release disposition type.	Mandatory		
F11.4	Provide the ability to schedule releases.	Mandatory		
F11.5	Supports the various release types, such as PTA, 849 (b) (2), out of County warrant citation, bail bond, transfer to CDCR, transfer to outside agency, extradition, release of probation or parole hold, etc. System should allow for the addition of unlimited, user configurable release types.	Mandatory		
F11.6	Maintain a list of subjects released on PTA and their respective court date information.	Mandatory		
F11.7	Provide the ability to print a release certificate for subjects released pursuant to 849 (b) (2).	Mandatory		
F11.8	Provide the ability to record bond information, including bonding company information.	Mandatory		
F11.9	Provide the ability to track bail bond agency/agent information to include agency name, agent name, license expiration date, insured/bond limit. System should provide reporting and/or notification of expired agent licenses.	Desired-3		
F11.10	Provide an unlimited number of user configurable bond types.	Mandatory		

F11.11	System should allow for the configuration of charge dispositions. Dispositions types should be either releasable or non-releasable. Non-releasable dispositions shall prevent the release of an inmate and provide a warning message prior to release.	Mandatory		
F11.12	Provide the ability to create an inmate's release paperwork.	Mandatory		
F11.13	System needs to verify the validity of the release by doing an automatic query to ensure that all fields have the proper disposition.	Mandatory		
F11.14	Provide the ability to capture the agency name, officer name and badge number of the officer picking up an inmate for transfer to another agency.	Mandatory		
F11.15	Provide the ability to annotate that a detainer was provided to an outside agency.	Mandatory		
F11.16	Provide the ability to record the details of a pass/temporary release and return, including the date/time of release and return and notes.	Mandatory		
F11.17	Provide the ability to attach a file (PDF, Word, etc.) to a temporary release record.	Desired-3		
F11.18	Provide the ability to hold or release a bed space for a temporary release.	Mandatory		
F11.19	Provide the ability to store or release inmate property/clothing for a temporary release.	Mandatory		
F11.20	System must display inmate's cash balance on the property receipt at the time of release.	Mandatory		
F11.21	Provide seamless integration with the SCSO's financial services vendor (Currently Aramark Core) to issue money release cards from JMS.	Mandatory		
F11.22	Provide the ability to add, modify, and delete a final release.	Mandatory		

F12 - Incident Reporting Requirements

ID Number	Requirement	Mandatory/ Desired	System Ability	Explanation
F12.1	Users must be able to record, save, edit, and link incident reports related to any event that occurs within the facility/floor/unit/cell. This information will include details of the incident, parties involved, responsibility of each party, and immediate action taken. An unlimited number of narratives can be saved or linked to a single incident by a single user ID or multiple users IDs. System must allow users to link an incident report to a single inmate record, or multiple inmate records, for in-custody and released inmates. Incident reports must be stored historically.	Mandatory		
F12.2	Assign a sequential number to each incident and provide the ability to print a receipt.	Mandatory		
F12.3	Provide ability to apply a minimum of three violations including the severity of the violation(s).	Mandatory		
F12.4	Incident reporting requires a multi-part approval process. Certain violation codes or special circumstances should trigger a higher level approval requirement.	Mandatory		
F12.5	Incident reporting must notify classification once a set number or type of rule violations has occurred for a particular inmate.	Mandatory		
F12.6	Support the work flow process of an incident report by notifying the appropriate personnel that an incident report is ready for their review. Allow for the approval/denial of the details of the report or its recommendation. Staff will not be authorized to edit previously approved narratives. Adding a narrative to a previously approved report must cause the report to require additional approval.	Mandatory		
F12.7	Incident reporting must allow for the entry of an incident location. Incident locations should be both free text and user defined fields.	Mandatory		

F12.8	Support the classification of a violation as verbal, minor, or major. Maintain a list of verbal, minor, and major violations and the numbered code associated with each violation.	Mandatory		
F12.9	System should allow users to submit incident reports using a county provided form format. Certain data elements on this form must be configurable with drop down menus. Data entered into certain fields should be searchable for reporting requirements and administrative review.	Desired-3		
F12.10	Users can add narratives to incident reports that have been previously approved. Adding a narrative after approval causes the incident to be re-submitted for approval.	Mandatory		
F12.11	Incident reporting that has word processing capabilities and allows users to cut/paste from Microsoft Word. Should also allow for the import/export of external files (JPEG, AVI, PDF, etc.)	Mandatory		
F12.12	System should have the ability to schedule inmate disciplinary hearings as a result of a qualifying incident report.	Mandatory		
F12.13	Incident reporting must allow for disciplinary hearings to be scheduled within a required time (user configurable). This should link with classification.	Mandatory		
F12.14	System must provide a printed hearing notice for inmates. Data provided on this notice must be pre-filled using data from within the JMS system. Hearing Notice design must be user configurable.	Mandatory		
F12.15	Provide the ability to record the staff assigned as the disciplinary review board for each incident.	Mandatory		
F12.16	Provide the ability to record details of staff and inmate interviews conducted by the disciplinary review board.	Mandatory		
F12.17	Provide the ability to record the results of a disciplinary hearing.	Mandatory		

F12.18	System should provide the ability to enter privilege restrictions as the result of a hearing. This should include a start date/time and should link to any associated modules within the system (visiting, commissary, etc.). Sanctions should automatically expire on the end date/time. System must allow for the unlimited number of user configurable sanction types.	Mandatory		
F12.19	Provide the ability for an inmate to appeal a decision by the disciplinary review board.	Mandatory		
F12.20	Provide the ability to record in appeal decision.	Mandatory		
F12.21	Provide the ability to record and inmate's decision to waive his/her right to a hearing before the disciplinary review board.	Mandatory		
F12.22	Provide the ability to review an inmate's disciplinary history.	Mandatory		
F12.23	System must provide a means to search and track incidents by inmate, BI number, charge code, incident location, incident number, date range, or other incident descriptors (Use of force, facility damage, contraband, inmate violence, violence against staff, etc.)	Mandatory		
F12.24	System should allow for the tracking/reporting of the following by date range/location: Use of force, level of force, violence against staff, inmate to inmate violence, contraband, facility damage, disciplinary action, hearing requirements, some of which are State mandated.	Mandatory		
F12.25	The JMS should provide the ability to notify an inmate about decisions in the disciplinary process via kiosk functionality.	Desired-1		

F13 - Grievance Requirements

ID Number	Requirement	Mandatory/ Desired	System Ability	Explanation
F13.1	Provide the ability to record a grievance received from an inmate, assign a sequential number to the grievance, link the grievance to the inmate record or multiple inmate records, and provide the ability to print a receipt.	Mandatory		
F13.2	Provide the ability to enter the type of grievance. Grievance type should be user configurable and allow for the entry of unlimited grievance types.	Mandatory		
F13.3	Provide the ability to notify staff that a grievance requires a review and approval.	Mandatory		
F13.4	Support an approval process for reviews and responses to inmate grievances.	Mandatory		
F13.5	Provide the ability to record the investigation and decision regarding all accepted complaints received by inmates.	Mandatory		
F13.6	Provide the ability to list details of grievances filed by specific inmates, mods, floor, and facilities, including the type of grievance.	Mandatory		
F13.7	Provide the ability to record an appeal of the grievance decision by an inmate.	Mandatory		
F13.8	Provide the ability to record and respond to an inmate's appeal of the grievance decision.	Mandatory		
F13.9	Provide the ability to print grievance responses.	Mandatory		
F13.10	The JMS should support the use of a kiosk for grievances (filing, receiving updates on jail staff action).	Desired-2		
F13.11	Provide the ability to search and/or track grievances based on grievance status (pending, answered, appealed, appeal answered, etc.,)	Mandatory		
F13.12	Provide the ability to search for grievances by receipt number, inmate name, date range, BI number, booking number, location, grievance type, etc.)	Mandatory		
F13.13	Provide the ability to list grievances filed on particular staff members, including the types of grievances.	Mandatory		

F14 - Programs Requirements

ID Number	Requirement	Mandatory/ Desired	System Ability	Explanation
F14.1	Provide the ability to track reciprocal agreements for program participation.	Mandatory		
F14.2	System should allow for the tracking and management of inmates that are on alternative custody, work furlough, and work release programs. System should have the ability to separate these inmates from "in custody" inmates.	Mandatory		
F14.3	Record segmented incarceration that requires multiple booking and releases (i.e. work release).	Mandatory		
F14.4	Provide the ability to track equipment issued by the Alternatives to Custody program to include when it was returned.	Mandatory		
F14.5	Automate court screening forms.	Mandatory		
F14.6	Provide the ability to record and track inmates who are sentenced with recommendations for program participation (alternatives to custody).	Mandatory		
F14.7	Provide the ability to list inmates with modifiable sentences.	Mandatory		
F14.8	Provide the ability to list inmates whose sentences are modifiable and eligible for a reentry/day reporting program.	Mandatory		
F14.9	Provide the ability to review and approve/deny inmate requests for program participation.	Mandatory		
F14.10	Provide the ability to notify users that a subject program request requires approval/denial.	Mandatory		
F14.11	Provide the ability to author and print letters to inmates denied program participation.	Mandatory		
F14.12	Provide the ability to record an inmate's appeal of a program denial decision.	Mandatory		
F14.13	Provide the ability to maintain a waiting list for programs.	Mandatory		

F14.14	Automatically update a program waiting list upon change of an inmate's status (e.g. assignment to the program or release).	Mandatory		
F14.15	Provide the ability to record subject request for waiving program fees to include waiver approval/denial.	Mandatory		
F14.16	Provide the ability to assign inmates to programs.	Mandatory		
F14.17	Maintain a list of inmates scheduled to participate in programs.	Mandatory		
F14.18	Provide the ability to record information regarding an inmate's program attendance.	Mandatory		
F14.19	Provide the ability to record daily work attendance of all subjects participating in SCSO programs.	Mandatory		
F14.20	Provide the ability to record daily work/program attendance using a barcode and/or ID card reader.	Desired-2		
F14.21	Provide the ability to record an inmate's baseline level prior to entering a program and the corresponding level upon program completion (e.g. an inmate's literacy level before and after program completion).	Mandatory		
F14.22	Maintain program schedules, including facility location, starting time, and ending time.	Mandatory		
F14.23	Maintain program and program session characteristics (e.g. facility location, instructor/facilitator, room location and capacity).	Mandatory		
F14.24	Provide the ability to record details of program usage.	Mandatory		
F14.25	Provide the ability to set subjects work schedules.	Mandatory		
F14.26	Provide the ability to list subject's work schedule on any given day.	Mandatory		
F14.27	Provide the ability to record an inmate's outside employer details.	Mandatory		
F14.28	Provide the ability to list the subjects assigned to a particular employer.	Mandatory		

F14.29	Provide the ability to record absentees from an employer site.	Mandatory		
F14.30	Provide the ability to record progress notes on inmates in programs.	Mandatory		
F14.31	Maintain a field visit calendar for subjects in SCSO programs.	Mandatory		
F14.32	Provide the ability to record field visit notes on subjects in SCSO programs.	Mandatory		
F14.33	Provide the ability to record chronological notes on subjects and programs.	Mandatory		
F14.34	Provide the ability to record program violations.	Mandatory		
F14.35	Provide the ability to record decisions on program violations, including the transfer of inmates from program participation to Jail custody.	Mandatory		
F14.36	Provide the ability to author letters regarding program noncompliance, program completion, or the cancellation/termination of an inmate's participation in the program.	Mandatory		
F14.37	Provide the ability to record the collection date and results of blood alcohol and urine tests on inmates that are on ATC.	Mandatory		

F15 - Visiting Requirements

ID Number	Requirement	Mandatory/ Desired	System Ability	Explanation
F15.1	Provide the ability to schedule visits.	Mandatory		
F15.2	Provide the ability to schedule one or multiple visitors to a single visit.	Mandatory		
F15.3	Provide the ability to schedule visits in advance or as visitors arrive.	Mandatory		
F15.4	Provide the ability to add an unlimited number of visiting locations that are user configurable.	Mandatory		
F15.5	JMS should alert staff attempting to schedule a visit for any inmate(s) if the location of the visit is already scheduled for an inmate(s) that has a gang, co-defendant, keep away conflict.	Mandatory		
F15.6	JMS should maintain a database of all visitors and attach the visitor to an inmate record or multiple inmate records.	Mandatory		
F15.7	Visiting module must allow for the collection of; date/time of visit, visitor data, length of visit, visit location, inmate data, visit type (configurable). This data must be stored historically and available for data analysis.	Mandatory		
F15.8	When registering a visit, provide a means to separate social visitor data from professional visitor data. Social visitor and professional visitor data entry requirements are different.	Mandatory		
F15.9	Provide the ability to record professional visits (probation officers, attorneys, etc.) and professional visitor information	Mandatory		
F15.10	Provide the ability to identify a visitor's BI number (if previously in custody) and associate the BI number to the offender and the visit record.	Desired-3		

F15.11	Professional visitors should have an expiration date that automatically restricts the visit and provides an on screen alert notifying the user that the visitor's registration has expired.	Desired-2		
F15.12	Create and maintain a database/list of all visitors and restrictions that apply (i.e. under age, recently released from jail, state prisoner, parolee)	Mandatory		
F15.13	Provide the ability to restrict visitors from visiting a specific inmate, multiple inmates, or all inmates. Restrictions should have the option of entering no expiration date or an expiration date that automatically expires. JMS should also track the reason for restriction (user configurable and allows for unlimited restriction types).	Mandatory		
F15.14	Provide the ability to record special rules regarding inmate visiting (e.g. no children, no contact).	Mandatory		
F15.15	Provide the ability to maintain a history of unapproved visitors for each inmate.	Mandatory		
F15.16	Provide the ability to deny visitation based on existing disciplinary action/restriction and allow for manual override of the restriction.	Mandatory		
F15.17	Provide the ability to complete an automatic query for wants/warrants for all visitors. Must have the ability to turn this feature off through system administration.	Mandatory		
F15.18	Provide the ability to determine whether a requested visitor is a codefendant or victim of the inmate.	Mandatory		
F15.19	Provide the ability to enter visiting rules (length of visit, number of visits per date range, days of the week, classification and/or housing location, etc.) Visiting rules must be user configurable.	Mandatory		
F15.20	Provide notification when a scheduled visiting time has expired.	Desired-2		

F15.21	System should provide a visitor history report. System should provide a means to search the JMS database by visitor name, within a specified date range. Report should return the names of all inmates in which the visitor has previously visited. Report should include SCSO defined inmate data.	Mandatory		
F15.22	Provide the ability for staff to review and print visitation schedules for a facility, floor, mod, cell or inmate.	Mandatory		
F15.23	The JMS should allow for visiting schedule requests to be made through a public kiosk. This will require a link to a video visitation vendor.	Desired-1		
F15.24	Provide seamless integration with video visiting software from within the JMS to schedule visits and view scheduled/cancelled visit information.	Mandatory		

F16 - Medical Requirements

ID Number	Required	Mandatory/ Desired	System Ability	Explanation
F16.1	Provide the ability to record medical approval for placement at a particular facility.	Mandatory		
F16.2	Medical Alerts should display on inmate jail records. Alert types should be owner configurable and unlimited.	Mandatory		
F16.3	Provide the ability to record the need for a wheelchair, prosthetic appendage, or other medically approved devices.	Mandatory		
F16.4	Medical Alerts that are entered in the medical software must display as an alert in JMS and data should be available for reporting purposes.	Mandatory		
F16.5	Events (System Admin defined) scheduled in the medical software should display on the inmate schedule in JMS.	Mandatory		
F16.6	Provide the ability to override a pre-scheduled medical appointment from JMS and send an electronic notification to medical staff.	Desired-3		
F16.7	Provide the ability for inmates to submit a medical request using a touchscreen kiosk.	Desired-1		
F16.8	Provide the ability for inmates to view responses to medical requests from the kiosk.	Desired-2		

End of Functional Requirements

Appendix B

Technical Requirements

Appendix B

Technical Requirements

A. Technical Response

This section details a comprehensive and written description of the solution provider's approach to all technical specifications. Solution provider must respond by indicating the provider's ability to meet each specification and provide a detailed explanation of how the specification is met.

Responses to technical requirements must be provided in the requirements tables as shown in Appendix B

1. Technical Requirements Columns:

Column	Definition
ID number	Number assigned to each technical requirement. This number must be included in any response or question submitted for this RFP. Failure to do so may result in disqualification of the proposal submittal.
Requirement	A specific technical requirement/task that must be responded to as part of the proposal.
Mandatory / Desired	Each technical requirement has been categorized as a mandatory requirement or a desired requirement. Mandatory: Requirements that are necessary to replace Premier IMS, other databases and/or paper forms for the new facility. All costs (all related software, equipment, and system interfaces) associated with a mandatory requirement must be included in the base package price and must be delivered on or before the system is put into production. Desired: Requirements that describe attributes of the JMS that the SCSO would like to have but are not mandatory. All costs (all related software, equipment, and system interfaces) associated directly or indirectly to a desired requirement that are not included in the base package price must be listed separately in Appendix D. If requirement can be met, is must be delivered on or before the system is put into production. Desired requirements have been further categorized into three levels. Functionality provided for requirements in these areas will be relative to the SCSO's judgment of value added to the project as follows: o Desired-1 (Outstanding Value) o Desired-2 (Significant Value) o Desired-3 (Moderate Value)

2. Description of each column requiring a response is listed below:

Response Column	**Definition**
System Ability	Solution provider must indicate their ability to meet the specification. Column must be completed using the code A, C, or N (See table 3 below for definitions).
Explanation	Solution provider must give a detailed explanation for each technical requirement. **For requirements with a system ability response of A:** • Solution provider must give a detailed explanation of how the requirement *is* met. **For requirements with a system ability response of C:** • Solution provider must give a detailed explanation of how the requirement *will be* met. **For desired requirements with a system ability response of N:** • Solution provider must give a detailed explanation of why they could not meet the specification requirement or why they chose not to provide the specification requirement.

3. Response codes for System Ability column are as follows:

Response Code	**Definition**
A	**Available -** Specification is currently available within the proposed solution, is installed and is operational in other agencies.
C	**Custom -** Specification is not currently available within the proposed solution, but solution provider will provide custom development to meet the specification.
N	**Not Available -** Specification is not available and cannot be provided. *NOTE-Proposals indicating a **"Not Available"** response to a mandatory specification will not be evaluated for further consideration.*

T1 - General Technical Requirements

ID Number	Requirement	Mandatory/ Desired	System Ability	Explanation
T1.1	The JMS must migrate all data necessary for operational continuity for active (in-custody) inmates from Premier IMS at the time the JMS goes live.	Mandatory		
T1.2	The JMS must be able to house and search Premier IMS's non-active inmate (historical) information. Data migration of a subset of historical inmate information into the new system is preferred.	Mandatory		
T1.3	SCSO must be provided an Entity Relation Diagram (ERD) and Data Dictionary.	Mandatory		
T1.4	The SCSO network is TCP/IP-based. The JMS must comply with IP networking standards and provide network services to any TCP/IP-based client or requesting service.	Mandatory		
T1.5	The system must operate within the established network firewall architecture and comply with network standards.	Mandatory		
T1.6	The JMS must meet SCSO standards for security and comply with existing AD domain policies and security scans/patches.	Mandatory		
T1.7	The JMS servers must be locally hosted on the SCSO's network.	Mandatory		
T1.8	JMS workstations must operate under supported Microsoft (MS) Windows OS versions.	Mandatory		
T1.9	The JMS must support user authentication using MS Active Directory and prompt for credentials when a new client session is begun.	Mandatory		
T1.10	The JMS system architecture must support a replicated server and database for report-writing/data-mining access and disaster recovery.	Mandatory		
T1.11	JMS servers should be capable of running in virtual environment using VMware.	Desired-1		

T1.12	The JMS should have the capability to securely deliver service to multiple types of wireless mobile devices (e.g., handhelds and tablets).	Mandatory		
T1.13	The JMS application should have a thin client interface (preferably Web-based) and be browser independent.	Desired-1		
T1.14	The JMS application must save error messages to an application log file and messages must not be cryptic.	Mandatory		
T1.15	The JMS must be compatible with MS Lightweight Directory Access Protocol (LDAP) repositories.	Mandatory		
T1.16	The JMS must provide the ability to move information in a structured XML format. Specifically, the JMS must support the import and export of data according to the state data dictionary, which is based on the Global Justice XML Data Model (GJXDM). The integration model should also support the development of Web services against the JMS.	Desired-1		
T1.17	The JMS must support interfaces to federal, state, and local applications. It must support real-time data transfer, as well as batch mechanisms for data transfer, including file transfer protocol (FTP).	Mandatory		
T1.18	JMS vendor must allow Web servers, application servers, and database servers to be patched /updated with current releases as security vulnerabilities are identified and JMS application support under these updated products must be covered by annual maintenance.	Mandatory		
T1.19	The JMS should support the ability to search for a controlled set of active inmate information from the internet.	Desired-1		
T1.20	JMS must enforce for all built-in reports the same security roles established for system access.	Mandatory		

T1.21	The JMS should provide ad hoc reporting capabilities and support MS SQL Server Reporting Services or similar report development products.	Mandatory		
T1.22	The JMS should audit key activities, including access, management, security changes, requests, and responses, on individual users, and provide Audit reports.	Mandatory		
T1.23	The JMS application solution provider must use VPN or a Go-To-Assist like solution to remotely access their system for support purposes.	Mandatory		
T1.24	The JMS must support Secure Socket Layer (SSL) protocol and password protection if JMS services are accessed through the Internet.	Mandatory		
T1.25	The JMS must support a minimum of 200 concurrent users.	Mandatory		
T1.26	If workstation configuration is required, JMS must support the configuration of 500 workstations at a minimum.	Mandatory		

T2 – Technical Interface Requirements

ID Number	Requirement	Mandatory/ Desired	System Ability	Explanation
T2.1	JMS must exchange ID/Inmate Data. AFIS system is the creator and repository for fingerprints and inmate images. (Bidirectional with MORPHO)	Mandatory		
T2.2	JMS must provide functionality for user initiated import of CA DOJ charge code tables and allow for the review of charge additions/deletions the ability to edit and add data prior to saving in JMS. (One-way import from Cal-DOJ)	Mandatory		
T2.3	JMS must provide Inmate updates to the electronic medical records system (One-way to eClinicalworks)	Mandatory		
T2.4	JMS should be able to export inmate data to Alternatives to Custody system for Electronic Monitoring (One-way to Behavior Interventions Inc.).	Desired-2		
T2.5	JMS should Geo-validate addresses using County ERSI GIS server & data.	Desired-2		
T2.6	JMS must provide Inmate updates to inmate accounting system; Fund transaction information must be available w/in JMS. (Bidirectional with the SCSO's financial services vendor)	Mandatory		
T2.7	JMS should provide ability to order commissary from w/in the JMS. (One-way to commissary vendor)	Desired-1		
T2.8	JMS must provide scheduled Daily Booking Report and ***automatic*** FTP of data file (United Reporting)	Mandatory		
T2.9	JMS should query Probation data and make data available w/in JMS. (One-way from ISD CASE).	Desired-1		
T2.10	JMS must provide scheduled Monthly report producing the up-loadable eData file. (One-Way to SSA eData)	Mandatory		

T2.11	Vendor must commit to future partnership for a two-way interface with Security Electronics vendor. (Bidirectional with Status Automation. **Future PARTNER/PROJECT w/ new Jail construction Security Vendor**)	Mandatory		
T2.12	Vendor must commit to future partnership for a two-way interface with external video visiting software. (Bidirectional with to-be-determined vendor. **Future PARTNER/PROJECT w/ new Jail Video Visitation vendor**)	Mandatory		
T2.13	JMS must provide scheduled (every 15 minutes) Report and automatic FTP of data file. (One-way to VINE)	Mandatory		
T2.14	JMS should provide an interface to SCSO's records management software for the receipt and transfer of subject information such as court data, warrants, demographics, and booking information. (Bidirectional with VisionAir RMS)	Desired-2		

End of Technical Requirements

Appendix C

Technical Questionnaire

Appendix C

Technical Questionnaire

A. Technical Questionnaire Response

This section contains a list of technical questions. Solution provider must respond to each question.

Responses to technical questionnaire must be listed by ID number, and submitted in the same order as shown in Appendix C.

1. Technical Questionnaire Columns:

Column	**Definition**
ID number	Number assigned to each technical question. This number must be included in any response or question submitted for this RFP.
Question	A specific technical question that must be responded to as part of the proposal.

2. Description of each column requiring a response is listed below:

Response Column	**Definition**
Response	Solution provider's response to technical questions listed in the Technical Questionnaire. Responses should be clear, concise, and specific to the question.

TQ-Technical Questionnaire

ID Number	Question	Response
TQ-1	Describe the JMS application architecture.	
TQ-2	Does the JMS system require additional software to operate correctly? Describe the functionality the software serves in the version (s) supported.	
TQ-3	Describe the ideal & minimum hardware architecture and configuration for your proposed solution including storage.	
TQ-4	Describe the application security architecture. Include password management, encryption, database connectivity, and security in your response.	
TQ-5	Describe the installation process of a Client on each device type : desktop and supported mobile devices	
TQ-6	Is the JMS client application browser-based? If yes, please indicate which portions are browser based (e.g., public access) and for which browser, if any, the application is optimized.	
TQ-7	If the solution utilizes a web browser, does it rely on any local Active-X components within the web browser?	
TQ-8	Describe which communication protocols are required to support the JMS system.	
TQ-9	Describe the method used to communicate to the database server (e.g., Open Database Connectivity [ODBC], Native Application Programming Interface [API]).	
TQ-10	Describe the database solution proposed for this project. What other databases are supported?	
TQ-11	Describe how your solution supports database replication.	
TQ-12	Describe your development methodology, tools (please indicate versions), and languages.	
TQ-13	Describe your process/support for the JMS, OS, and DBMS patching.	

TQ-14	Are your application version updates included in your annual maintenance? Is application support for underlying OS and DBMS updates included in your annual maintenance?	
TQ-15	Describe how your product supports automatic updates of internal code tables from Cal DOJ (ex. Penal Codes)	
TQ-16	Project the minimum, maximum, and average bandwidth between server and client for the following scenarios: applications start up, standard inquiry, and image display.	
TQ-17	Project the minimum, maximum, and average response time of the client for the following scenarios: applications start up, standard inquiry, and image display.	
TQ-18	Describe the firewall configurations necessary for operations. Please include any additional configuration, DMZ, and port requirements for public access component.	
TQ-19	What is your recommended method for calculating database/file storage growth in order to validate your optimum storage capacity?	
TQ-20	Describe how the application, related software, and hardware supports the JMS high availability (24 hours per day/7 days per week).	
TQ-21	Is the application scalable? Please describe.	
TQ-22	Describe what dynamic users alerts are supported by the JMS.	
TQ-23	How many concurrent users can the proposed solution accommodate?	
TQ-24	Describe your system's ability for automatic graceful start-up / shutdown of application services w/o human intervention.	
TQ-25	What mobile devices are supported for the JMS and for which functions?	
TQ-26	Describe the JMS system auditing capabilities and reports.	

End of Technical Questionnaire

Appendix D

Value Added Enhancements Cost Schedule

Appendix D

Value-Added Enhancements Cost Schedule

In APPENDICES A and B there are MANDATORY and DESIRABLE components and functions. This Appendix D is to call out those DESIRABLE functions as priced separately in the event the functions listed are not included in the base package price of the proposal.

For organizational convenience, the ID Numbers are the same as in Appendices A and B. Value-Added Enhancements are grouped by the level of desirability as follows:

- **Table 1 :** Desired-1 (Outstanding) Value-Added Enhancements
- **Table 2 :** Desired-2 (Significant) Value-Added Enhancements
- **Table 3 :** Desired-3 (Moderate) Value-Added Enhancements

Proposers may recommend additional Value-Added Enhancements and/or deductive alternates not listed in Appendices A and B in the following location:

- **Table 4 :** Proposed Additional Value-Added Enhancements

The cost for each requirement must be listed in the space provided, and shall include all necessary software and or/hardware and equipment for full implementation.

For instances in which a proposer's base solution includes a desired requirement, insert the word "Included" in the space provided.

For instances in which a proposer cannot provide functionality for a desired requirement, insert the words "Not Available" in the space provided.

The County reserves the right to purchase all, some, or none of the items listed.

1. Desired-1 (Outstanding) Value-Added Enhancements

ID Number	Requirement	Cost
F1.20	System should provide a system administrator the ability to rename fields within the system. If a field name is changed, the change should carry over to all applicable screens, and reports.	$
F1.21	System should have the ability to make all on screen fields mandatory or non-mandatory (required/not required) at any time.	$
F1.22	System should have the ability to make data within a code table either active or inactive, rather than deleting that data. If data is marked as inactive, it should not be displayed to users on a drop down menu. Data returned in reports should display all data, both active and inactive.	$
F1.24	Provide the ability to add free text fields anywhere in JMS through system administration.	$
F2.15	Configuration of data entry questionnaire screens should allow the user to identify questions and responses that would cause an automatic notification and identify the group to be notified.	$
F2.30	All forms should be configurable by a system admin. Original form data should be stored even if questions have been changed. System should allow for an Admin to add an unlimited number of additional forms.	$
F2.31	System should allow for multi-part forms that can be completed in stages. Each stage should display in a queue. Upon completing the final stage, form should be electronically stored to the inmate file. Stages may or may not require e-signatures and should be configurable by a system admin.	$
F2.42	Provide the ability to add /remove existing screens to a workflow.	$
F2.45	Provide the ability to sort data by headings on all on-screen queues.	$
F2.57	Provide the ability to perform a Google-like keyword search on any text field within the JMS.	$
F2.63	Support the use of kiosk functionality to provide inmate information (County defined) to the public. Public should be able to search for active inmates by name or BI/booking number. Links to the following shall also be included: Video visitation provider, commissary provider, APRISS VINE, and all other future links that may be required.	$
F2.64	Vendor should provide touchscreen kiosk for public visiting lobby. Provide 2 public kiosks.	$

F2.65	Provide a public access page or a stand- alone web site/page that can be accessible from the County's website. Public access site/page should include the name, photo, DOB, arrest information, charges, bail, next court data, and visitation schedule (based on classification level) for all active inmates. Public access site should include a search tool and links to Commissary vendor and Video Visiting vendor web-sites.	$
F2.66	Provide a module to allow authorized users, who may be located outside of the Sheriff's Office network, the ability to upload/transfer documents including the document type, free text name/DOB field. Documents should go to a queue within the JMS. Authorized users at SCSO should have the ability to take action (review/delete/attach to the appropriate inmate record) items from the queue and link the document/file to an inmate record. Document/file should automatically store to the appropriate location within the inmate record. Document types must be user configurable, allow for the addition of unlimited document types and allow a system administrator to define the document storage location for each document type. User must have the ability to view /print items and/or attachments from the queue. System should notify users when documents are successfully uploaded / linked to an inmate record.	$
F2.68	Provide the ability to scan documents into an inmate record from anywhere in the JMS. Scanned document should automatically store to the appropriate location within the inmate record (booking record/historical record)	$
F2.69	Provide scanning equipment capable of scanning single and multipage documents (black/white/color) into the JMS. Provide scanning equipment at 20 locations.	$
F3.14	Provide a queue to display scheduled events that are past due. Event types and overdue times should be configurable by a System Admin. Should have the option of sending an electronic alert. If an event is overdue, supervisor must acknowledge and notate why (Admin optional feature).	$
F3.23	Provide a mobile/wireless device capable of identifying an inmate biometrically and displaying the photo, name, housing location, keep-aways, alerts, booking number, and BI number of the inmate. Provide 6 mobile/wireless units.	$
F3.35	The JMS should provide the ability for an inmate to submit requests via touchscreen kiosk.	$
F3.36	Support the use of kiosk functionality for inmates to view court information, bail information, account balance, charges, inmate calendar, visiting schedule, grievance responses, inmate request responses, disciplinary hearing results, program schedule, etc.	$

F3.41	Provide the ability for inmates to order commissary items that are stored within the JMS from a touchscreen kiosk. Ordering privileges should be based on inmate classification status, privilege restrictions, and alert codes. Orders submitted via the Kiosk should be available to staff for view and printing.	$
F3.43	Provide wall mounted detention grade touchscreen kiosks for inmate use. Kiosks should incorporate the use of biometric identification. Provide 24 inmate kiosks. Kiosks must be capable of meeting the one or more of the desired functional requirements provided in the RFP.	$
F3.57	Provide an on-screen, real-time display of inmates based on their custody status. System should display multiple status types (State prisoners, extradition, out of county, hospital, ICE, PRCS violators, parolees, etc.) on one screen. Display to include but not limited to, inmate name, housing location, booking number, BI number, date (pick-up/court). This will replace lists currently tracked manually on the whiteboards and spreadsheets.	$
F4.4	Provide dashboard with metrics of interest to the command staff. The JMS should provide summary statistical information about the performance, capacity, and other key performance indicators in an easy visual display.	$
F5.4	Provide a wireless biometric fingerprinting device for identifying inmates and capable of initiating a booking. Device must be small /convenient. Provide a total of 10 devices.	$
F5.16	Provide a pre-booking module that allows outside agencies to initiate a booking from a remote/wireless computer using biometrics. Pre-booking data to be defined by SCSO to include required arrest forms and allow for the use of e-signature. Upon biometric identification by a mobile/remote computing device, system must automatically initiate a temporary booking number for the event and populate with pre-existing data. If no identification is made, arresting officer will be able to enter minimal data to initiate a temporary booking number.	$
F5.19	Booking related forms must be automated from mobile/remote computing devices and linked to JMS and RMS systems.	$
F5.30	Provide the ability to force a statute at the time of booking for charges that do not exist in the statute code table.	$
F5.35	Provide the ability to initiate and submit a teletype from the JMS	$
F5.79	Booking display on a large screen to be mounted on the wall. This will display all booking related queue(s).	$
F5.82	As part of the booking workflow, JMS should check if inmate is active in the ISD CASE database (inmates on probation/PRCS). If so, JMS should send electronic notification to specified group.	$

F9.7	Provide the ability to attach a release condition to a sentence, such as, report to Parole, Probation, Program. Release condition should be user configurable and may or may not allow the release of an inmate.	$
F10.20	The JMS should provide the ability for an inmate to review debits/deposits to his/her account via kiosk functionality.	$
F12.25	The JMS should provide the ability to notify an inmate about decisions in the disciplinary process via kiosk functionality.	$
F15.23	The JMS should allow for visiting schedule requests to be made through a public kiosk. This will require a link to a video visitation vendor.	$
F16.7	Provide the ability for inmates to submit a medical request using a touchscreen kiosk.	$
T1.11	JMS servers should be capable of running in virtual environment using VMware.	$
T1.13	The JMS application should have a thin client interface (preferably Web-based) and be browser independent.	$
T1.16	The JMS must provide the ability to move information in a structured XML format. Specifically, the JMS must support the import and export of data according to the state data dictionary, which is based on the Global Justice XML Data Model (GJXDM). The integration model should also support the development of Web services against the JMS.	$
T1.19	The JMS should support the ability to search for a controlled set of active inmate information from the internet.	$
T2.7	JMS should provide ability to order commissary from w/in the JMS. (One-way to commissary vendor)	$
T2.9	JMS should query Probation data and make data available w/in JMS. (One-way from ISD CASE).	$
	Subtotal for Desired-1 Value-Added Enhancements	$

2. Desired-2 (Significant) Value-Added Enhancements

ID Number	Requirement	Cost
F1.15	Provide the ability to enter a reason code for expunging a booking or BI number. Provide a report to list booking /BI numbers expunged, the reason, date/time expunged, user ID of the person that expunged the record. This should be run by a date range.	$
F1.25	Provide the ability to add drop down fields anywhere in JMS through system administration. Drop down fields should be configurable and allow for the addition of unlimited data choices.	$
F1.32	JMS should allow a system administrator to enter county holidays, court furlough days, or any other required days into a calendar. Staff who attempt to schedule specified events on these dates should be alerted of the conflict. JMS should allow for a scheduling override.	$
F1.34	Provide the ability to schedule any report to be automatically sent via e-mail to an individual or group. JMS should have the ability to schedule reports to be sent on a recurring basis.	$
F2.2	System should provide an audit trail search function and/or report that will allow authorized users to search by date range, user ID, field, booking number, and version history.	$
F2.7	Provide a card reader for capturing data from a driver's license, ID card, or county issued inmate ID card. Data should automatically populate fields in JMS. Provide card readers at 3 locations.	$
F2.34	Completed form data should be able to be exported.	$
F2.52	Provide the ability to export custody information to external sources.	$
F2.60	The JMS must provide the ability to display, update, and manage static information, such as manuals, study guides, codified laws, website links, and contact information.	$
F3.6	System should provide the ability to send an electronic notification to an individual or group when an inmate with a specified alert code has moved housing assignments.	$
F3.15	Provide barcoding functionality to conduct routine checks for specific cells (safety cell/sobering cell). Provide the ability to notate inmate's behavior.	$
F3.37	Support the use of kiosk functionality for inmates to submit documents to staff for example: inmate requests, grievances, medical requests, commissary purchase, program requests, forms (1381, property release, etc.,), legal requests, etc.	$

F3.42	Support future touchscreen kiosk functionality by providing a link for inmates to order commissary through SCSO commissary vendor.	$
F3.58	Provide the ability to maintain a list of facility supplies that are stocked by the SCSO. Facility supply list should be user configurable and allow for the addition of an unlimited number of supplies.	$
F3.59	Provide the ability for staff to order facility supplies to include the quantity and delivery/housing location. Orders should go to a queue that also displays date/time ordered, order status, and user ID of staff member placing the order. Queue should be available for viewing/printing based on a specified date range.	$
F3.60	Provide the ability for authorized staff to update supply orders to include, order status, quantity delivered, and provide a free text notes field. All supply ordering should be available for statistical reporting.	$
F4.5	Provide dashboard for the periodic events for a facility.	$
F4.8	Provide the ability to automatically send an e-mail alert to an individual or group when a specified entry is made into the JMS. System should allow for notification on multiple entry types and allow for configuration of alert recipients.	$
F4.12	Provide the ability to track inmates that have been granted Pro-Per status by the courts. Pro-Per tracking should include at a minimum, the court case number, Pro-Per status, date granted, privileges granted, a free text notes field. JMS should also provide reporting capabilities for this feature.	$
F5.20	Fingerprinting device for identifying inmates with mobile capability (Wireless/Bluetooth/etc.) Provide 10 devices.	$
F5.32	Pull/Share warrant data with RMS/CLETS. Ability to transfer warrant information at time of booking.	$
F5.67	Provide the ability to record chronological notes on extradition cases within/outside Solano County.	$
F7.31	Disciplinary hearings that are set to expire within a user configurable time range, should display in a different color and provide electronic notification to SCSO identified staff.	$
F9.22	JMS should provide electronic notification prior to the release of an inmate who has qualifying charges requiring that a victim notification must be made. The number of days prior to release to be user configurable.	$
F13.10	The JMS should support the use of a kiosk for grievances (filing, receiving updates on jail staff action).	$
F14.20	Provide the ability to record daily work/program attendance using a barcode and/or ID card reader.	$

F15.11	Professional visitors should have an expiration date that automatically restricts the visit and provides an on screen alert notifying the user that the visitor's registration has expired.	$
F15.20	Provide notification when a scheduled visiting time has expired.	$
F16.8	Provide the ability for inmates to view responses to medical requests from the kiosk.	$
T2.4	JMS should be able to export inmate data to Alternatives to Custody system for Electronic Monitoring (One-way to Behavior Interventions Inc.).	$
T2.5	JMS should Geo-validate addresses using County ERSI GIS server & data.	$
T2.14	JMS should provide an interface to SCSO's records management software for the receipt and transfer of subject information such as court data, warrants, demographics, and booking information. (Bidirectional with VisionAir RMS)	$
	Subtotal for Desired-2 Value-Added Enhancements	$

3. Desired-3 (Moderate) Value-Added Enhancements

ID Number	Requirement	Cost
F1.8	Provide the ability to restrict access to specific fields based on user ID. Set up would automatically allow access to all fields. System Admin would have the ability to restrict access to identified users.	$
F1.17	Provide the ability to add, modify, delete, merge, and seal charges.	$
F1.29	System should provide a user configurable gang set list that allows for the entry of an unlimited number of gang sets to be entered. For each gang set entered on the code table, the system admin must also have the ability to enter an unlimited number of enemy gang set conflicts. Each gang set entered must be linked to a gang from the gang code table. When a gang is entered on an inmate record, only the gang sets linked to that gang will display on the gang set menu.	$
F1.35	Provide the ability to receive NCIC updates for code tables (race, sex, eye color, hair color, place of birth, etc.)	$
F2.22	Provide the ability to create and manage photo lineups based on multiple criteria.	$
F2.29	Provide a multi-level sorting feature for data elements in on-screen reports at the user level and save sorting preferences for reports at the user level.	$
F2.46	System should allow for emergency check list procedures to be completed in jail system. Checklists should be user configurable and should record the date/time events were logged. Certain fields may trigger an automatic e-mail notification.	$
F2.62	Provide a guided, web based training of all modules within the system for the purposes of training new hires. Allow for the tracking of training completed by user ID.	$
F3.27	Provide the ability to initiate an inmate or multiple inmate movement using the bar code on an inmate wristband or inmate ID card.	$
F3.33	Provide configurable time limits for the length of time that an item can be checked out from the supply checklist. If an item has been checked out for longer than the allowed time, an electronic notification should be sent to identified staff. System should provide a report displaying all items that are checked out, and due for return.	$
F3.45	Provide the ability to create stock inventory and inmate inventory reports.	$
F3.49	Automatically update laundry inventories based on inmate release.	$
F4.6	Provide for group notifications and electronic mailings among jail staff.	$

F4.7	The JMS should allow individuals, roles, or defined groups to request and receive specific information as it becomes available or as events occur.	$
F4.9	The JMS should provide the ability to request notification if there is any system update involving a particular individual.	$
F4.10	The JMS must provide the ability to request notification if a query is received on a particular individual.	$
F4.11	JMS should maintain a list of legal supplies and provide the ability to track all legal supplies, including the quantity, issued to an inmate. List should be user configurable and allow for the unlimited entry of supply types. All data should be available for statistical reporting.	$
F5.26	Support the use of Iris Scan technology for identifying inmates. Provide related equipment at 2 locations.	$
F8.11	Provide the ability to attach a court order to an inmate record (PDF, scanned image, etc.).	$
F8.14	Record, review, and edit inmate court hearing information and bond information. Ability to have this information updated electronically directly from court system's computer databases.	$
F9.23	Index all records and maintain the current status and location of original jail documents.	$
F9.24	Provide the ability to manage records archiving and disposal.	$
F11.9	Provide the ability to track bail bond agency/agent information to include agency name, agent name, license expiration date, insured/bond limit. System should provide reporting and/or notification of expired agent licenses.	$
F11.17	Provide the ability to attach a file (PDF, Word, etc.) to a temporary release record.	$
F12.9	System should allow users to submit incident reports using a county provided form format. Certain data elements on this form must be configurable with drop down menus. Data entered into certain fields should be searchable for reporting requirements and administrative review.	$
F15.10	Provide the ability to identify a visitor's BI number (if previously in custody) and associate the BI number to the offender and the visit record.	$
F16.6	Provide the ability to override a pre-scheduled medical appointment from JMS and send an electronic notification to medical staff.	$
	Subtotal for Desired-3 Value-Added Enhancements	$

4. Proposed Additional Value-Added Enhancements

ID Number	Proposed Enhancement	Cost
E.1		$
E.2		$
E.3		$
E.4		$
E.5		$
E.6		$
E.7		$
E.8		$
E.9		$
E.10		$
	Subtotal for Proposed Additional Value-Added Enhancements	$

	Total for All Value-Added Enhancements:	$

Appendix E

Equipment Cost Schedule

APPENDIX E

EQUIPMENT COST SCHEDULE

Proposers are required to identify the costs of all software, equipment and hardware components that will be required to successfully implement a fully functioning JMS. Proposers must also include software, equipment and hardware costs for any Value-Added enhancements offered (within base package and/or above base package). Costs provided shall be guaranteed for the term of the contract. All costs shall be identified in the table below (1. Equipment Cost Schedule).

The County reserves the right to:

- purchase all, some, or none of the items listed on this APPENDIX E
- purchase additional quantities of items at the cost listed on this APPENDIX E
- purchase items listed on this APPENDIX E separately through established contracts

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List all software, equipment and hardware components required, including purchase costs, software & license costs required to operate hardware, installation and annual maintenance costs. When providing equipment details, please be clear as to what functionality the equipment supports, see examples below.

1. Equipment Cost Schedule

Functional / Technical Category	Description	Make/Model/ Part/Version Number	Per Unit Cost	Required Quantity	Total Purchase Cost	Annual Maintenance Cost
Example: Inmate Property Barcoding	Handheld wireless barcode scanner.	Make/Model XX-XX				
Example: Inmate Property Barcoding	Software required for wireless handheld barcode scanner.	Make/Version X.XX				
Example: Inmate Property Barcoding	Barcode printer	Make/Model X.XX				

				TOTAL		

ATTACHMENT 9.1

CERTIFICATION OF COMPLIANCE

RFP # T099-1001-13

Proposer's Name_____

By indication of the authorized signature below, the Proposer does hereby make certification and assurance of the Proposer's compliance with:

a) the laws of the County of Solano;

b) Title VI of the federal Civil Rights Act of 1964;

c) Title IX of the federal Education Amendments Act of 1972;

d) the Equal Employment Opportunity Act and the regulations issued thereunder by the federal government;

e) the Americans with Disabilities Act of 1990 and the regulations issued thereunder by the federal government;

f) the condition that the submitted proposal was independently arrived at, without collusion, under penalty of perjury; and,

g) All contract employees performing services and/or work as a result of this solicitation must have documented legal authority to work in the United States of America; and

h) the condition that no amount shall be paid directly or indirectly to an employee or official of the County of Solano as wages, compensation, or gifts in exchange for acting as an officer, agent, employee, subcontractor, or consultant to the Proposer in connection with the Procurement under this RFP.

Proposer's Signature	**Date**
Print Name	**Organization**

RETURN WITH PROPOSAL

ATTACHMENT 9.2

COST PROPOSAL FORMAT
RFP # T099-1001-13

Proposer Name

NOTICE TO PROPOSER:

The Proposer shall indicate below the offered price for providing all services as required in the entirety of this RFP. Services will be negotiated in final contract and included as Exhibit A - Statement of Work. This Cost Proposal must specifically record below the exact cost amount(s) proposed in the appropriate space(s) as required herein. Said cost proposed must incorporate all cost for the proposed scope of services for the total contract period.

The Cost Proposal shall detail only the cost proposed as required to include all MANDATORY requirements and those features that are noted as DESIRABLE, but are <u>included</u> in the base price.

The items listed in Appendix D (Value-Added Enhancements) that are not included in the base price should be listed separately in the space provided in Appendix D.

If the Proposer fails to specify the Cost Proposal as required, the County shall determine the proposal to be non-responsive and reject it.

The Proposer must sign and date the Cost Proposal.

Year 1 Cost

- Shall be considered the base package price. The year 1 cost must include all costs associated with the full implementation of the JMS system as required in this RFP and include the first year of system maintenance and support to be effective after the go-live date. All costs associated with maintenance and support prior to the go-live date must also be included.

Year 2 and Year 3 Costs

- Must be provided and shall include any ongoing and maintenance support for the JMS system. The year 2 and year 3 costs are not part of the base package price; however, the year 2 and year 3 cost will be added to the year one cost for evaluation scoring.

ATTACHMENT 9.2

Description	Year 1 Cost	Year 2 Cost	Year 3 Cost	Total 3 Year Cost
Software License(s) - (shall be all-inclusive of all functional and technical requirements and Proposer's value-added enhancements that vendor is including as part of the base package price)				
Implementation Services (shall be all-inclusive of all services and components necessary to fully implement software in production including training and data conversion)				
Annual Software Maintenance subsequent to go-live				
Totals				

The proposed cost and the submitted technical proposal associated with this cost shall remain valid for at least 180 days subsequent to the date of the Cost Proposal opening and thereafter in accordance with any resulting contract between the Proposer and the County.

Proposer's Signature **Date**

Print Name **Organization**

RETURN WITH PROPOSAL

ATTACHMENT 9.3

NON-COLLUSION AFFIDAVIT

RFP NO. T099-1001-13

State of California
County of Solano

_____, being first duly sworn, deposes and says that he or she is Owner/Authorized Representative of _____ the party making the foregoing proposal that the proposal is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the proposal is genuine and not collusive or sham; that the Proposer has not directly or indirectly induced or solicited any other Proposer to put in a false or sham proposal, and has not directly or indirectly colluded, conspired, connived, or agreed with any Proposer or anyone else to put in a sham proposal, or that anyone shall refrain from proposing; that the Proposer has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the proposal price of the Proposer or any other Proposer, or to fix any overhead, profit, or cost element of the proposal price, or of that of any other Proposer, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract; that all statements contained in the proposal are true; and further, that the Proposer has not, directly or indirectly, submitted his or her proposal price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company association, organization, proposal depository, or to any member or agent thereof to effectuate a collusive or sham proposal.

_____
Proposer's Signature Signed at Place Date Phone

_____
Authorized Representative's Signature Signed at Place Date Phone

_____
Company

_____
Address

_____
City State Zip

RETURN WITH PROPOSAL

ATTACHMENT 9.4

CUSTOMER REFERENCES
RFP NO. T099-1001-13

Agency Name:					
Agency Address:					
City:		**State:**		**Zip Code:**	
Agency Contact Name:				**Title:**	
Contact Phone Number:		**Contact Email:**			
Number of Facilities:		**Number of Beds:**		**Number of Users:**	
Contract Date:		**Contract Value:**			
Contract Term:		**Final Contract Price:**			

Provide explanation for contract price variance and/or any schedule variance:

Describe work performed, what technologies, modules, etc. were implemented:

Describe interfaces provided:

REFERENCE #1
RETURN WITH PROPOSAL

ATTACHMENT 9.4

CUSTOMER REFERENCES
RFP NO. T099-1001-13

Agency Name:					
Agency Address:					
City:		**State:**		**Zip Code:**	
Agency Contact Name:				**Title:**	
Contact Phone Number:		**Contact Email:**			
Number of Facilities:		**Number of Beds:**		**Number of Users:**	
Contract Date:		**Contract Value:**			
Contract Term:		**Final Contract Price:**			

Provide explanation for contract price variance and/or any schedule variance:

Describe work performed, what technologies, modules, etc. were implemented:

Describe interfaces provided:

REFERENCE #2
RETURN WITH PROPOSAL

ATTACHMENT 9.4

CUSTOMER REFERENCES
RFP NO. T099-1001-13

Agency Name:					
Agency Address:					
City:		**State:**		**Zip Code:**	
Agency Contact Name:				**Title:**	
Contact Phone Number:		**Contact Email:**			
Number of Facilities:		**Number of Beds:**		**Number of Users:**	
Contract Date:		**Contract Value:**			
Contract Term:		**Final Contract Price:**			

Provide explanation for contract price variance and/or any schedule variance:

Describe work performed, what technologies, modules, etc. were implemented:

Describe interfaces provided:

REFERENCE #3

Signature of Proposer's Authorized Representative Date

Print Name Organization

RETURN WITH PROPOSAL

ATTACHMENT 9.5

PROJECT SECURITY PROCEDURES

1. GENERAL

   A. The following special requirements for Solano County Sheriff's Office are applicable to all detention facilities and court holding areas operated by the Solano County Sheriff's Office; hereinafter referred to as secure facilities. Security regulations include, but are not limited to, the given provisions in this Section.

   B. The JMS Project will be divided into two (2) categories of security requirements. Security Clearance

      I. Type 1- For JMS project staff who will not require access to secure facilities. This does not apply to project staff with access to Sheriff's Office data/records.

      II. Type 2 - For JMS project staff who will, or may work within a secure facility. This applies to Contractor staff who may have access to Sheriff' Office data/records.

   C. The Contractor (JMS Vendor) shall meet with the JMS Project Manager prior to beginning any work on-site to review the applicable security procedures and develop a Security Requirements Plan that can be used to communicate the Project Security Procedures to all personnel that will be on-site or who will visit site during the course of this Project. The Contractor will be required to designate one of their on-site personnel to represent the Contractor, monitor and implement the Security Requirements Plan.

   D. Reference: Contractor, sub-contractors, and their on-site employees will be required to read, sign, and date the rules regarding association with inmates, in addition, the Sheriff's Office has General Orders 5.026 and 5.027 regarding behavior around inmates for volunteers and employees; a copy will be provided to the Contractor.

   E. Sheriff's Office JMS Project Team and Correctional Officer

      I. Sheriff's Office JMS Project Team representative: A Sheriff's Office employee assigned as a permanent member to the JMS Project Team who holds the rank of Correctional Officer, Correctional Sergeant or Correctional Lieutenant. This is a permanent position that provides project supervision and support for the planning, development, procurement, installation, and successful implementation of a new JMS system. They are responsible for coordinating and assigning tasks associated with the JMS Project, including: Policy and Procedures; Post Orders; Phasing Coordination; Work Site Observation; Training; Staffing, Vendor Coordination and Facility Inspection.

      II. Correctional Officer: A Sheriff's Office employee assigned to supervise and control inmates in a detention facility.

2. USE OF PROPERTY

   A. Contractor shall confine work operations to areas of work approved by JMS Project Staff. Material storage, equipment, and the like, shall be located outside of the secure facilities.

B. If required, the JMS Project Manager will designate an appropriate material/equipment storage area, on facility grounds for Contractor's use.

C. Materials, supplies and persons shall be subject to inspection by Correctional Officers upon entering and/or exiting facility grounds.

3. CONTRACTOR'S WORKERS CLEARANCES AND IDENTIFICATION

A. All Contractor's personnel must receive Criminal Identification Information (C.I. & I.) Clearance prior to entering any secure facility or facility grounds. C.I. & I. clearance will include orientation by the JMS Project Team at the Claybank Sentenced Detention Facility. Type 2 Security Clearances will also include fingerprinting and photography through the County of Solano, California, and the Department of Justice. Approximately 2 hours processing should be included with Contractor's bid for each person that will be working on this Project. This will be required of each new worker only once.

I. The Contractor will be responsible for payment of security clearance fees.

(a) Type 1 Security Clearance- No fees are charged for this security clearance type.

(b) Type 2 Security Clearance - The Contractor will be responsible for payment of a $38.00 rolling fee and $32.00 DOJ fee for submittal of fingerprints per personnel.

B. The C.I. &I. process to get personnel 'cleared' can take up to approximately 20 working days; Contractor shall work to provide this information to the Sheriff's Office as quickly as possible to ensure that assigned personnel can access and work on site.

C. Workers will be required to show photo identification and their Sheriff's Office-issued identification when requested by Sheriff's JMS Project Staff, Correctional Officers, or any other Sheriff's Office Staff member. They will be allowed to park their private vehicles in designated parking areas, as directed by the JMS Project representatives

D. No firearms, ammunition, narcotics, pepper sprays, chemical agents, cell phones, knives, drugs, intoxicants, handcuffs, handcuff keys, alarm keys, cameras, audio recording devices or explosives will be allowed on the premises. All persons shall remove ignition keys from their vehicles and lock the vehicle when it is not in use.

E. Contractor personnel will not be permitted into inmate occupied areas without being escorted at all times by a Correctional employee.

F. Workers may be in the same vicinity of inmates at times. Correctional Officers will advise contractors and inmates of standard procedures to maintain separation.

G. Contractor's personnel will be required to work in clothing different from that worn by the inmates. Inmates currently wear striped two-piece uniforms. JMS Project Manager and/or JMS project Team representative will notify Contractor of any clothing issues that develop with on-site construction personnel and Contractor shall take action to remedy issue.

H. Within 5 calendar days after award of Contract, Contractor shall provide a 'priority' list of personnel who will be working within a facility upon commencement of work. Lists of other personnel will follow based on the Project Schedule. Contractor shall provide 48 hour notice of changes or additions in personnel as such changes or additions occur.

I. Listing shall include the following information:

(a) Name
(b) Driver's License Number
(c) Social Security Number
(d) Date of Birth

II. Prior arrest/conviction record may or may not affect the eligibility of a worker.

III. The Sheriff's Office will be the approval authority in each individual case. The Sheriff's Office stresses that Contractor's personnel should be as truthful and divulge as much as possible to assist in these decisions. Information about arrest/conviction records will be kept confidential.

IV. Workers may enter project site with temporary visitor passes issued after security clearance has been obtained, prior to obtaining C.1. & I. identification. Site visitors and consultants may be issued a day pass issued by the JMS Project representative and must wear the day pass and be escorted through facilities at all times.

V. Allow 20 working days for security clearance, prior to new employee being permitted on project site. Workers are subject to eviction from facility grounds at any time when a question of security clearance arises. Eviction for this reason is not a statement as to the character of the employee being evicted. Allow 30 days to verify security clearance where a question has arisen. Workers may be removed from clearance status at any time at the discretion of the Sheriff's Office.

4. WORK HOURS

A. Normal work hours are from 7:00 a.m. to 5:00 p.m. Monday through Friday. However, the County shall reserve the right to adjust start/quit times in the best interest of the project.

B. Contractor shall make special arrangements for overtime work with the JMS Project Team representative through the County Project Manager. No overtime will be allowed unless prior approval has been obtained.

C. Contractor shall pay for necessary Correctional services for time before and after normal working hours and time worked on Saturday, Sunday or County holiday. Arrangements for extra Correctional Officer services shall be made 48 hours in advance. A minimum of two Correctional Officers is required. The Sheriff's Office will determine staffing requirements. Charges to Contractor for extra services will be $45.00 per hour for each staff member.

5. SECURITY

A. If Facility officials deem it necessary to declare a "State of Emergency", work may be curtailed or terminated for the duration of said emergency. Contractor shall be aware that events of this nature are considered potentially everyday occurrences in facilities of this nature. Requests for additional compensation for occurrences of the aforementioned type will not be considered.

B. All persons shall remove ignition keys from their vehicles when they are out of the vehicle. Contractor's equipment shall be rendered temporarily inoperative when not in use; by locking or other means.

C. In order to maintain facility security, inspection searches on the project site may become necessary; therefore, keys shall be furnished to provide access to all locked areas or places on the project site and for periodic fire prevention inspection. The Sheriff's Office will not be responsible for Contractor's loss due to fire.

D. Personal search is not normally required. However, the Sheriff's Office reserves the right to search Contactors when there is probable cause, as determined by the facility officials.

E. Lunch boxes, toolboxes and vehicles may be inspected on a regular basis, as determined by the JMS Project Team representative.

F. Food service facilities are not available for Contractor's personnel on-site. Workers will have to carry lunch boxes and shall eat in designated areas only when eating on-site. Metal utensils are not permitted. Glass bottles, metal cans or any items made of glass/metal materials shall not be placed in garbage receptacles or areas where inmates may access them. Items of this nature should be removed from the work site at the end of each day.

6. HOSTAGES

A. The Solano County Sheriff's Office has a no hostage policy and hostages will not be recognized for bargaining purposes. The Contractor is to communicate this to all personnel that will come on site.

B. Responsible sub-contractor personnel and other designated personnel shall attend security briefing prior to working on-site.

7. WORKING INMATES

A. Guarded inmates may be performing work within a facility at the same time as Contractor. Under such conditions, Contractor shall cooperate with the County and conform to certain security requirements, as may be directed by the County.

8. CAMERAS AND AUDIO OR VISUAL RECORDING DEVICES

A. Cameras and other audio or visual recording devices may be allowed with written approval and arrangements with Sheriff's Transition Team representative. Written protocol will be discussed with Contractor at the security briefing. Contractor shall obtain approval from JMS Project staff prior to use of such devices within facility grounds.

Proposer's Signature	Date
Print Name	Organization

RETURN WITH PROPOSAL

ATTACHMENT 9.6

RESERVATIONS
RFP NO. T099-1001-13

The County of Solano exclusively reserves the unilateral and independent rights that at its sole discretion may:

Amend, cancel, or reissue this RFP in writing at any time, (on, or before, or after submittal deadline date), in part, or in its entirety.

Make an award not necessarily to the lowest proposal/bid, but the Proposer/Bidder determined to be professionally and technically able to provide equipment and perform services, and fulfill all specified bid requirements.

Request clarifications of proposals/bids, or conduct discussions for the purpose of clarification with any or all Proposers/Bidders.

Make an award without further discussion of any other proposal/bid submitted.

Negotiate with the apparent low Proposer/Bidder subsequent to the Notice of Award.

Waive any and all minor variances, irregularities, technicalities or informalities in bids/proposals which are determined to be in the best interest of the County.

Make an award in whole or in part or of any varying combination of proposal/bid items that will be in the best interest of the County.

Cancel any award and re-solicit proposals/bids for requirements herein specified, due to increased or added costs, if in its opinion, prices are greater than those of the general market.

Cancel any award and re-solicit proposals/bids in the event contracted bid requirements cannot commence within ten (10) days after the agreed upon start date.

Reduce or increase any proposal/bid item or requirement specified herein, in whole or in part due to budget constraints.

The County of Solano further reserves the rights to reject any and all proposals/bids:

Considered not to be in the best interest of the County.

Considered to be non-responsive, non-responsible, not in compliance with, or do not meet all terms, provisions, specifications, or performance requirements of this RFP.

Of any Proposer/Bidder who is in default on the payments of taxes, licenses, or any other monies due to Solano County or any other government agency.

Of any Proposer who previously failed to adequately provide services, supplies, merchandise, and/or equipment to Solano County or any other government agency.

Proposer's Signature_____ Date: _____

Print Name _____ Organization _____

RETURN WITH PROPOSAL

ATTACHMENT 9.7

MASTER Q & A FORM
RFP T099-1001-13

Master Q&A Any questions regarding this Request for Proposals shall be submitted according to the process outlined below. The County's response to questions will be in accordance with Section 2, Schedule of Events and Section 3.3.

Q&A Process

1. Prepare questions or concerns on the template provided.
2. Complete the table in full, providing a date for each question and a section of the RFP to reference (if applicable).

3. Submit the completed form (Microsoft Word only) via email to dekoutz@solanocounty.com Attach associated documents as necessary. Please contact Dianne Koutz (RFP coordinator) with any questions regarding this process.

Questions from: _____ Company: _____
Email Address: _____

ITEM	DATE	REFERENCE SECTION	QUESTION OR COMMENT	COUNTY RESPONSE
1.				
2.				
3.				
4.				

Email this form to the RFP Coordinator (dekoutz@solanocounty.com) on or before the date specified in RFP Section 2, Schedule of Events.

NOTE: Add additional lines to form as needed

ATTACHMENT 9.8

TECHNICAL PROPOSAL EVALUATION FORMAT ***SAMPLE***	
RFP # T099-1001-13	
Proposer's Name	
Evaluator	**Date**
PROPOSAL EVALUATIONS CATEGORY (AND RELATED CRITERIA)	**SCORE**
General Proposer Qualifications and Experience (Maximum Points: 150) • Solution Provider's credentials • Proposer's background including an organizational history • organizational chart highlighting key personnel assigned to accomplish the work called for in this RFP • proposed project team, members, and organizational structure • personnel roster and resumes of key people assigned to the proposed project • customer references for similar projects as required in section 5.2.3.14. • whether the Proposer or any of the Proposer's employees, agents, independent contractors, or subcontractors have been convicted of, pled guilty to, or pled *nolo contendere* to any felony • pending litigation against the Proposer • bankruptcy or insolvency proceedings	
Technical Approach (Maximum Points 500) • vendor's understanding of the requirements of the project • how the Proposer will complete the scope of services as required • how the Proposer will manage the project and ensure completion of the scope of services as required • vendor's approach to data conversion and methodology for converting information • vendor's plan for insuring that all requirements of this RFP are met • vendor's approach to implementing the proposed solution • vendor's approach to providing system documentation • vendor's approach to providing maintenance and support • vendor's approach to providing training • vendor's approach to a risk management plan • vendor's response to functional requirements • vendor's response to technical requirements • vendor's response to technical questionnaire • vendor's ability to provide Value Added Enhancements (within base package price) • vendor's ability to provide Value Added Enhancements (above base package price) • Vendor Proposed Value-Added Enhancements	

Interview, Presentation and Demonstration of System (Maximum Points 250) • vendor's ability to demonstrate system functionality as required in RFP • ease of use • visual appearance of software system/screens • workflow processes • demonstration of identified modules	
Total Technical Proposal Score:	

ATTACHMENT 9.9

INTENT TO PROPOSE FORM
RFP **T099-1001-13**

Dated_____

Fax the following Intent to Propose form in accordance with Section 2 and Section 3 of RFP to:.

To:	County of Solano Purchasing Services
Attn:	Dianne Koutz, Central Services Manager
Fax:	(707) 422-9770, or
E-Mail:	DeKoutz@solanocounty.com

From:_____

Contact Name_____

Company Name _____

Company Address _____

Phone Number _____

Fax Number_____

Contact email_____

We intend to respond to this RFP by the specified due date:
Yes _____ No _____

Company Name _____Date_____

Contact Name _____Title_____
(please print)

Signature of Contact Person_____

By signing the above, I certify that I am authorized by the Company named above to respond to this request.

Fax or email this form to the RFP Coordinator on or before date and time as specified in RFP section 2, Schedule of Events.

RETURN WITH PROPOSAL

ATTACHMENT 9.10

ACRONYM AND TERM DEFINITIONS

1381 form	An inmate who has been sentenced to a period of 90 days or more, and who has pending charges in another California county may request to the other county's district attorney that he/she be brought to that county for trial or sentencing.
849 (b)(2)	If subject is arrested on intoxication charges only, the arresting officer may agree to a release of the subject and the subject shall be issued a certificate reflecting that the arrest is a detention only.
AB900	Grant provided through Assembly Bill 900 to fund the construction of local jail beds.
ADSEP	Administrative-Separation
AFIS	Automated Fingerprint Identification System
APRISS VINE	Victim Information and Notification Everyday
Aramark	Current commissary vendor for the SCSO
ATC	Alternative to Custody
Audit Trail	An electronic history log of system activity
BI Number	Booking Index number
CDCR	California Department of Corrections and Rehabilitation
CLETS	California Law Enforcement Telecommunications System
CSDF	Claybank Sentenced Detention Facility
Dashboard	Visual display of periodic events in a facility
DBA	Database Administration
DBMS	Database Management System
DOIT	Department of Information and Technology
DOJ	Department Of Justice
DOJ JUS 8715	Department Of Justice-Disposition of arrest and court action (mandated form).
E-Clinicalworks	Electronic medical records system utilized by Custody Medical
Electronic Monitoring	Program designated to track and supervise the locations of inmates serving home detention
E-signature	Electronic Signature
FTP	File Transfer Protocol
GIS	Geographical Information System
GJXDM	Global Justice XML Data Model
Go Live	The decision by SCSO and vendor to put the JMS system into production mode.
Grievance	A form which is designed to address inmate complaints related to any aspect of institutional life or confinement that personally affects the inmate grievant.
Hearings	Disciplinary hearings given to inmates by Classification Officers
ISD CASE	Solano County's vendor and system used by the Probation department.
JCDF	Justice Center Detention Facility
Keep-Aways	Inmate(s) that are kept away from a single or group of other inmates for any particular reason.
LDAP (technical)	Lightweight Directory Access Protocol
Mass Scheduling	Schedule a group/mod to a certain event type
MOD	Housing unit within a secured classification area

Morpho	SCSO's current vendor for AFIS LiveScan and mug shot system
NIC	National Institute of Corrections
NCIC	National Crime Information Center
ODBC	Open Database Connectivity
PAT sheet	Photo and Thumb Fingerprint sheet
PDA	Personal Digital Assistant
PRCS	Post Release Community Supervision
Premier IMS	SCSO's current JMS system
PTA	Promise to Appear
Pro-Per	Short for "propria persona," which is Latin for "for oneself," usually applied to a person who represents himself / herself in a lawsuit rather than have an attorney.
SCAAP	State Criminal Alien Assistance Program
SCSO	Solano County Sheriff's Office
Special Diets	Inmates that require a modified breakfast, lunch, dinner due to medical, religious, and/or disciplinary reasons.
SQL	Standard Query Language
SSA	Social Security Administration Jail report
SSL	Secure Socket Layer
Teletype	Jail form that is completed to initiate a CLETS transaction
Transition Team	SCSO staff assigned to manage the construction of the new jail facility. Project staff consists of a Correctional Lieutenant, two Correctional Sergeants, and four Correctional Officers. One Correctional Sergeant and two Correctional Officers are assigned primarily to the JMS project.
Vision RMS	SCSO's current Records Management System vendor (VisionAir)
Work Furlough	The release of an inmate from confinement to continue their current place of employment or school in a nearby community each day and return back to custody immediately after their work shift or classes are over.
Work Release	Individuals that are sentenced to less than 30 days may participate in community service at sites throughout Solano County instead of serving time inside the jail facility.

ATTACHMENT 9.11

IMPORTANT NOTICE TO VENDORS

DOCUMENTS TO BE RETURNED

The following documents must be completed and submitted on or before the Final Submission Date with your response.

ATTACHMENTS
9.1 – Certification of Compliance
9.2 – Cost Proposal Format
9.3 -- Non-Collusion Affidavit
9.4 – Customer References
9.5 – Project Security Requirements
9.6 – Reservations Acknowledgement
Functional Requirements Response (Appendix A)
Technical Requirements Response (Appendix B)
Technical Questionnaire Response (Appendix C)
Value Added Enhancements Cost Schedule (Appendix D)
Equipment Cost Schedule (Appendix E)
Others as required by RFP

Failure to complete, sign (where required), return the above documents, and others as required by this RFP, with your response may render it non-responsive.