

REQUEST FOR INFORMATION

CLAY COUNTY SHERIFF'S OFFICE
*COMPUTER AIDED DISPATCH, RECORDS MANAGEMENT
SYSTEM, JAIL MANAGEMENT SYSTEM SUITE*

**SOLICITATION NUMBER:
RFI 20-001**



Clay County Sheriff's Office
901 North Orange Avenue
P.O. Box 548
Green Cove Springs, FL 32043
(904) 529-6029
Fax (904) 529-6482
Website: <http://www.claysheriff.com>
Date of Issue: March 3, 2020
Due Date: March 20, 2020

NOTICE TO QUOTERS

The Clay County Sheriff's Office (CCSO) is hereby soliciting information from interested parties who can provide a Computer Aided Dispatch, Records Management System, and Jail Management System Suite. The goal of this RFI is to determine the available software solutions and estimated installation, data migration, professional services, onboarding, development, and acquisition costs needed to replace the CCSO's current Computer Aided Dispatch, Records Management System, and Jail Management System Suite.

Interested parties should download a RFI package from www.claysheriff.com under the Civil/Business section of the Resources page or call (904) 529-6029. Deadline for the submission of a response is March 20, 2020 at 4:00 p.m.

SPECIFICATIONS

Solicitation Number: RFI 20-001

Project Title: CCSO Computer Aided Dispatch, Records Management System, Jail Management System Suite Services

Defined Terms: Terms used in this Request for Information are defined and have the meaning assigned herein:

The term “**Bid**” shall refer to any offer(s) submitted in response to this Request for Information.

The term “**Responders**” means any one person and/or entity submitting a Bid in response to this Request for Information.

The term “**CCSO**” refers to the Clay County Sheriff’s Office, a sub-division of the Clay County Board of County Commissioners.

The term “**Contract**” means the agreement to perform the services set forth in this Request for Information.

The term “**Contractor**” means the person and/or entity to which award has been made.

1. Background

The Clay County Sheriff’s Office (CCSO) is interested in obtaining information from interested parties who can provide a Computer Aided Dispatch, Records Management System, Jail Management System Suite. The goal of this RFI is to determine the available software solutions and estimated installation, onboarding, development, and acquisition costs needed to replace the CCSO’s current Computer Aided Dispatch, Records Management System, Jail Management System Suite.

2. Evaluation and Award

It is the intent of the CCSO to acquire the best system available within its budgetary constraints. Thus, while preference might be given to the lowest compliant Responder, the CCSO reserves the right to select the Responder of its choice.

This RFI does not commit the CCSO to enter into a contract, nor does it obligate the CCSO to pay for any costs incurred in preparation and submission of proposals or in anticipation of a contract. The CCSO reserves the right to:

- Make a selection based on its sole discretion;
- Reject any and all responses;
- Issue a subsequent request for proposal or invitation to bid;
- Postpone opening for its own convenience;
- Remedy technical errors in the RFI process;
- Approve or disapprove use of subcontractors;
- Negotiate with any, all or none of the Responders;
- Accept and award a contract to a Responder on a cooperative contract;

- Accept and award a contract to a Responder who offers a more suitable and/or cost effective product than is available on a cooperative contract;
- Accept other than the lowest offer;
- Waive informalities and irregularities in the Response and/or enter into an agreement with another Responder in the event the originally selected Responder defaults or fails to execute an agreement with the CCSO.

There is no dedicated funding for this project. However, responses to this RFI may be used as part of the CCSO's budgetary process.

Responses to this RFI should detail state, national, or other cooperative bidding contracts the CCSO may use to award the project. Exclusive of the threshold amount established under Florida Statutes 287.017 for CATEGORY TWO the CCSO intends on entering into an agreement which meets the Contract Document provisions of Florida Statutes 287.058.

In an effort to ensure a clear understanding of the products and service, the CCSO may use this RFI as the basis for requesting oral presentations, and/or to ask interested entities to provide demonstrations for fact finding or award purposes. These demonstrations will be at the CCSO's discretion and will be at no cost to the CCSO.

3. Scope of Work

Interested parties should provide a response detailing how their company could facilitate the CCSO's replacement of our current Computer Aided Dispatch, Records Management System, Jail Management System Suite (The Suite). The Suite must include all related professional services, hardware, software, training, and data migration services necessary to create a turn-key system. Interested parties must detail or confirm their products ability to meet the following preferred requirements of The Suite:

A. General System Requirements

- Microsoft SQL Server
- Microsoft Operating systems
- Multi-jurisdictional functionality for Police Departments within our county and support for a segregated Public Safety/Fire dispatch due to CJI (Criminal Justice Information)
- iOS/Android smart phone application
- Web application to share law enforcement data with the public, automatic redaction of certain data (juvenile names from certain incidents, etc.) and redaction tools for anything further
- Information Sharing with our agencies CAD in real time.
- Site licensing
- Training/Test applications/databases maintained concurrently with live to allow for new hire training and testing of issues or processes
- Active Directory synced user logins and permissions
- Ability to produce all state mandated reports and uniform reports
- System log of all changes to any field or record

- Granular permission rules to all aspects of the software
- Self Host Or Hybrid hosting

B. Preferred System Features – Records Management System (RMS)

- Master name, vehicle, and property indexes that will be linked for usage in both queries and reports across all sections of the software suite
- Location data for all applicable entries stored both by address and geo-verified lat/long for reporting purposes
- Arrest/Incident module for storing all reports that allows for redactions and removal to comply with Court Ordered Seal/Expungements
 - Will need to be able to comply with the Uniform arrest affidavit for FSS 943.05
- Case management system for reviewing all unassigned cases and monitoring of cases assigned to various sections with digital case file capability for mobile/tablet functionality
- Traffic Module for Florida UTC citations (digital submission to Clerk's Office), warnings and boating citations/accidents
 - Ability to interface with TRACS if not containing their own traffic accident module
- Property and Evidence modules to track vouchers, inventory and chain of custody
 - Compatible with barcode scanners
- Employee administration module to track employee information
 - Training Records management
- Field Contact module to track non-criminal interactions
- Crime Analysis reporting
- Gang Module to track both gangs and their members
 - Will need to comply with purge requirements
- Applicant tracking or Recruiting interface that ties into employee administration module to reduce double entry of data
- Internal Affairs module for internal investigations for citizen complaints, internal investigations, use of force and property damage reports by members
- Ability to create mugshot lineups from internal data
- Civil process module to manage all types of civil paperwork
- Residential Security Check to generate step ups, traffic step ups, house watches, elder watch and other premise notes from inside RMS that push to CAD

C. Preferred System Features – Jail Management System (JMS)

- Booking interface that linked with RMS/MFR to eliminate the need for double data entry
 - Must interface with DNA/Fingerprint machines/Medical or provide that functionality within the system
 - Interface with Pioneer Technology Group's software Benchmark
- Interface for tracking current location of all inmates currently booked
 - Will include reports for historical information

- Radio-frequency identification (RFID) tracking either passive or active
 - Also used for checking into education, work assignments, etc.
 - Alternative will be a Round tracker built into the system
- Classification system
 - Ability to flag inmate based on certain criteria (violent, etc.), warnings (food allergy), or any other custom notifications
 - Keep Separate
- Property Management
- Cash bond interface with court house
 - Currently Pioneer Technology's program: Benchmark Court Case Management System
- Gang Module integration
- Jail incident Reports
 - Multiple "charges" able to be reported on with one report
 - Integrates or has a built in Jail discipline section
- Commissary or ability to interface w/ 3rd party system
- Inmate education module
 - Will need to both track and schedule classes
- Phone system – currently Securus
- Felon Registration
- Electronic Medical System interface – Currently CorrekTek

D. Preferred System Features – Computer Aided Dispatch (CAD)

- E911 Interface
- FCIC/NCIC querying from within the system
 - Alerts for possible hits
- Messaging system/mail system
- Maps with integration with ESRI/Google Maps
- Lightweight or low cost version of CAD for admin/supervisors
- Premise/Hot Spot/House watch or Step up
- Phone directory
- Tow linkage between CAD/RMS
- Customizable and configurable reports

E. Preferred System Features – Mobile/MFR

- Incident/Arrest customization
 - Will need the ability to create modifications that allow only one submission to be both incident and arrest
 - Will need the ability to conform to the new Uniform arrest affidavit for FSS 943.05
 - Ability to prepopulate text in a report or create unique fields to ensure certain information is filled out on certain reports
 - Conforms to needs/requirements of a National Incident-Based Reporting System (NIBRS)/Uniform Crime Reporting (UCR) system

- Ability to import pictures or files to append to the reports
- **Supplemental reports for additional personnel to submit a report and follow-ups for the main user
- Name/Vehicle banks for usage in reports and ability to export them
- NCIC/FCIC integration in the client
 - Auto run registered owner when a vehicle is ran
- Mapping – ESRI/Google maps
 - Automatic Vehicle Locator (AVL)
- Mobile client for iOS/Android

F. Preferred System Features – Additional Requirements

- Message Switch interface inside RMS
- Interface for Pawn data
- Warrants module
- Field Training Officer (FTO) program that integrates with CAD/Mobile

4. Budgeting

Responses to this RFI must include the following information:

- Initial cost of the system
- Additional computer equipment the CCSO would need to purchase
- Annual cost for support/maintenance
- If updates are not included in annual support/maintenance, the cost for updates
- License purchase options both as an enterprise option with unlimited/limited users or by user license and the cost for both
- Training on the new system as a lump sum fee or a per hour rate with an estimate number of hours
- Cost for data conversion from the existing CAD, RMS, JMS Suite, which is CentralSquare OneSolution Software Suite, to the proposed system
- Any other necessary fees, hardware, software, professional services, or training needed to install, maintain, or operate The Suite

5. Instructions to Responders

By the advertised deadline, the Responders shall submit all required documents in a sealed envelope identified with the solicitation number addressed to:

**Clay County Sheriff's Office
Attention: Rhonda Sanders, Purchasing Manager
Purchasing Section
901 North Orange Avenue
Green Cove Springs, FL 32043
Solicitation Number: RFI20-001**

The Responders shall submit the following documents on or before the advertised deadline:

- a. A Cover Letter as detailed under Part 6.
- b. A Copy of Current licensure
- c. A Completed W-9 Form
- d. An itemized budget as detailed under Part 4

6. Requested Format

Cover Letter:

Vendors responding to this Request for Information should prepare a formal letter, on company letterhead, which details:

- Years of experience providing services to include reference information for three municipal governments or Sheriff's Office;
- A response to each item under Part 3 stating if the proposed solution is capable of providing the requested functionality.

7. Conflicts of Interest

As a condition precedent to award, the Contractor shall sign a statement indicating whether or not the firm or any individuals working on the contract has a possible conflict of interest (e.g., employed by the CCSO) and, if so, the nature of that conflict. The CCSO reserves the right to cancel the award if any interest disclosed from any source could either give the appearance of a conflict or cause speculation as to the objectivity of the services to be provided by the Contractor. The CCSO's determination regarding any questions of conflict of interest shall be final.

8. Public Entity Crime Statement

A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid, proposal, or reply on a contract to provide any goods or services to a public entity; may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals, or replies on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount provided in s. 287.017 for CATEGORY TWO for a period of 36 months following the date of being placed on the convicted vendor list.

9. Indemnification

The Contractor covenants and agrees to indemnify and hold harmless the CCSO, and to defend it from all cost, expenses, damages, attorney's fees, injury or loss, to which the CCSO may be subjected by any person, firm, corporation or organization by reason of any wrongdoing, misconduct, want or need of care or skill, negligence or default or

breach of Contract, guaranty or warranty, by the Contractor, his employees, his agent or assigns.

10. Insurance

As a condition precedent to award, the Contractor shall obtain liability insurance and list the CCSO as an additional insured under such insurance before commencing the Scope of Work. This requirement does not relieve the Contractor from purchasing additional policies as required by the type or nature of the service provided or as required by federal, state, or local law.

11. Independent Contractor

The Contractor is an independent contractor and is not an employee or agent of the CCSO. Nothing in this Request for Information or the resulting Contract shall be interpreted to establish any relationship other than that of an independent contractor, between the CCSO and the Contractor, its employees, agents, subcontractors, or assigns, during or after the performance of this Contract.

12. Notice of Intent to Award (NIA) — Responder Notification of Selection

The Purchasing Manager will issue a written Notice of Intent to Award (NIA) and send copies to all Responders which identifies the highest ranked Responder. The NIA will set out the names of all Responders and identify the Proposal selected.

12.1 – Protest

Any actual or prospective Responder who has a substantial interest in and is aggrieved in connection with the Solicitation, the RFP, the Notice of Intent to Award, the award or proposed award of a contract, or the failure to award a contract may submit a protest in accordance with this Section.

Any protest concerning the bid specifications or requirements must be made within seventy-two (72) hours from the time the facts become known and, in any case, at least twenty-four (24) hours prior to the bid opening. Such protest must be made in writing to the person identified under Part 5 of this RFI and materially comply with Part 12.2 (a) – (e) of this RFI. Failure to timely protest bid specifications or requirements is a waiver of the ability to protest the specifications or requirements.

A Protester must have submitted a Proposal in order to have sufficient standing to protest the proposed award of a contract. The Protestor must file a Notice of Intent to Protest with the person identified under Part 5 of this RFI within three (3) business days from the time the facts become known and, in any case, at least three (3) business days after the Notice of Intent to Award is provided to all Responders. Thereafter, a Formal Written Protest shall be filed with the person identified under Part 5 of this RFI as detailed under Part 12.1.

12.2 – Formal Written Protest

The Formal Written Protest shall be submitted in writing to the person identified under Part 5 of this RFI within seven (7) calendar days after the submittal of a Notice of Intent

to Protest. The seven (7) day period includes official holidays, Saturdays, and Sundays. If the seventh (7th) day should fall on an official holiday, Saturday or Sunday, then the period shall extend until the end of the next regular work day.

The Formal Written Protest must include:

- (a) the name, address, and telephone number of the protester;
- (b) the signature of the protester or the protester's representative;
- (c) identification of the contracting department and the RFI or contract at issue;
- (d) a detailed statement of the legal and factual grounds of the protest including copies of relevant documents; and
- (e) the form of relief requested.
- (f) a bid protest bond made payable to Sheriff Darryl Daniels in an amount equal to 1 percent of the CCSO's estimate of the total contract or \$10,000 whichever is less. In lieu of a bond, the CCSO may accept a cashier's check or money order in the amount of the bond.

Protests filed by telex or telegram are not acceptable because they do not contain a signature. Fax copies containing a signature are acceptable.

Any actual or prospective Responder who has a substantial interest in and is aggrieved in connection with the RFI or proposed award of a contract which is in excess of the award authority of the Purchasing Manager may protest to the Senior Executive of Finance and Strategic Planning. Protests arising from the decisions and votes of Selection/Negotiation Committees shall be limited to protests based upon alleged deviation(s) from Section Seven.

12.3 – Protest Resolution

The Senior Executive of Finance and Strategic Planning shall have the authority to settle and resolve a protest of an aggrieved Responder, actual or prospective, concerning the solicitation or award of a contract.

If the protest is not resolved by mutual agreement, the Senior Executive of Finance and Strategic Planning shall promptly issue a decision in writing, after consulting with the CCSO General Counsel. The decision shall:

State the reasons for the action taken and inform the protestant of his right to administrative review.

A copy of this decision shall be mailed or otherwise furnished immediately to the protestant and any other party intervening.

In the event of a timely protest under this section, the CCSO shall not proceed further with the solicitation or with the award of this contract until a written determination is made by the Senior Executive of Finance and Strategic Planning and approved by the CCSO General Counsel or a written determination is made that the award of the contract must be made without delay in order to protect the substantial interest of the CCSO.

12.4 – Timely Submittal of a Protest

Protests, to include the Notice of Intent to Protest and the Formal Written Protest, not timely made under this section shall be barred. Any basis or ground for a protest not set forth in the Formal Written Protest required under this section shall be deemed waived.