



**Lake County Sheriff's Office
104 E. Erie Street
Painesville, Ohio 44077**

**Request for Proposal:
Public Safety Software Solution**

**Records Management
Jail Management
Mobile Computing Systems
Computer Aided Dispatch System**

February 9, 2018

**Information Due Date:
April 6, 2018
4:00 pm**

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Lake County Sheriff's Office
Request for Proposal:
Public Safety Software Solution

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**NOTICE TO PUBLIC SAFETY SOFTWARE VENDORS
REQUEST FOR PROPOSAL FOR THE PROVISION OF
A FULLY FUNCTIONAL, FULLY INTEGRATED PUBLIC SAFETY SOFTWARE
SUITE**

The Lake County Sheriff's Office (LCSO) is seeking competitive Information for a fully functional, fully integrated Web Based Public Safety Software Solution. The LCSO requests information from vendors authorized to do business in the State of Ohio. The LCSO requires one vendor for both phases of the project.

Phase I will be Records and Jail Management Software Solution,
Web based Records Management (RMS), Jail Management (JMS) needs to convert all data from the current Hexagon 8.0 RMS/JMS system plus the exporting of all attachments. This will interface with the existing CAD system to build base records for modules that require the CAD information.

Phase II will be the CAD System.
This phase will need to convert all data from the current Hexagon 9.2 CAD system including the historical reporting server.

The deadline for receipt of Information is 4:00 PM on Friday, April 6, 2018, at the location listed below. One original signature copy, five (5) copies and one (1) electronic copy of the vendor's Technical and Cost Information should be submitted in a sealed envelope/package labeled "Public Safety Software Solution" and sent to:

Robert Kundrat, IT Director
Lake County Sheriff's Office
104 E. Erie St.
Painesville, Ohio 44077
rkundrat@lakecountyohio.gov

Attention of respondents is called to all of the requirements contained in the RFP package and the requirement. The LCSO will ensure that respondents to this request will not be discriminated against based on race, color, religion, sex, or national origin in consideration of an award.

The LCSO retains the right to reject any or all Information, and to withdraw this solicitation at any time. All work under the contract must be completed within 24 months of contract award.

The LCSO is an equal opportunity employer.

Signature on File at LCSO
Sheriff, Daniel Dunlap
Telephone: (440) 350-5517
Email: ddunlap@lakecountyohio.gov

Publish: February 9, 2018

1.0 Instructions to Vendors

1.1 Definitions

Agency: The Lake County Sheriff's Office (LCSO)/ Lake County Commissioners.

Authorized Signee: The person who is executing this information on behalf of the bidder/contractor and who is authorized to bind the bidder/contractor.

CAD: Computer Aided Dispatch

Contract: The legally binding agreement between the Lake County Sheriff's Office (LCSO) and the successful proposer (Contractor) to perform the services described in this Request for Proposal (RFP).

Contracting Officer: Daniel Dunlap, LCSO Sheriff.

Contractor: The successful bidder who is awarded a contract for providing all labor, materials and training described in the contract documents.

LCSO: The Lake County Sheriff's Office / Lake County Commissioners

NIBRS: National Incident Based Reporting System

POC: Agency Point of Contact – Robert Kundrat, IT Director

Procuring Agency: Lake County Sheriff's Office / Lake County Commissioners

Information and Offer: The price and services offered by the Respondent in response to this RFP.

Respondent/Proposer/Vendor: The offerer or vendor responding to this RFP.

Request for Proposal (RFP): A solicitation, through competitive means, of a formal sealed Information.

Supplier: Any manufacturer, company, or agency providing units, components or sub-assemblies for inclusion in the product or service to be supplied.

Work: Any and all labor, supervision, services, material, machinery, equipment, tools, supplies, and facilities called for by the contract and necessary to the completion thereof.

1.2 Communications

Communications in connection with this contract shall be in writing only and shall be limited during the period of advertisement to the formal submission of questions in conjunction with the pre-Information conference. All such written questions shall be delivered by regular, registered, certified, express mail, or electronic mail (e-mail) addressed to the Sheriff or his designee of the LCSO.

Any questions submitted and answers thereto, clarifications or Request for Proposal amendments shall be distributed to those parties that requested or have been sent an original RFP. Please make sure to put on the outside of the envelope or email with subject line: “ATTN: RFP Questions”. No responses will be issued for requests for clarification or amendments ten (10) business days or less before the Information due date.

Telephone calls and other informal communications will not be permitted during the advertisement period in order to ensure fair competition among prospective vendors.

1.3 Submission Instructions

1.3.1 Quantity

The proposer shall submit one original signature copy, five (5) copies and one (1) electronic copy of the vendor’s Technical and Cost Information.

1.3.2 Due Date

In order to be considered, Information must be received at the offices of the Lake County Sheriff’s Office by **4:00pm (EDT) on April 6, 2018**. The official clock will be the clock in the Sheriff’s lobby of the Sheriff’s Office, 104 E. Erie St., Painesville, Ohio 44077. All Information will be time-stamped by the LCSO upon arrival. Failure of the U.S. Postal Service, or other delivery service, to deliver Information packages on time shall result in the Information not being opened or considered. Information should be clearly marked “PUBLIC SAFETY SOFTWARE SOLUTION” and be delivered to:

Robert Kundrat, IT Director
Lake County Sheriff’s Office
104 E. Erie Street
Painesville, Ohio 44077
Tel (440) 350-5516
Fax (440) 350-5590
Email: rkundrat@lakecountyohio.gov

1.3.3 Proprietary Information

Any information contained in the Information that the proposer considers proprietary must be clearly identified as such. The LCSO will respect requests for non-disclosure of proprietary information to the extent that information so restricted conforms to the Ohio Public Records Act 149.43 and the Ohio Revised Code.

1.3.4 Forms

Section 6.0 of this solicitation contains certain forms that are mandatory in the Information process. These forms must be executed and submitted in their exact format in order for the Information to be considered responsive. Precise computer reproductions to expedite the Information preparation process are acceptable.

1.4 Questions Concerning the Project

1.4.1 Verbal and Written Questions

Prospective proposers are encouraged to submit substantive questions, comments and concerns **in writing** if they desire additional information on the project. The LCSO will only accept questions via regular, registered, certified, or express mail, electronic mail (e-mail) in order to ensure fairness in the provision of project information among all prospective vendors. Questions received no later than 4:00 P.M., EDT on 3/16/2018. Questions should be addressed to Robert Kundrat, IT Director, at rkundrat@lakecountyohio.gov or to the address listed in paragraph 1.3.2 (Due Date).

1.4.2 Pre-Information Conference

In order to permit vendors a better opportunity to understand these specifications, the LCSO will hold a pre-Information conference on February 22, 2018 at 0900 EDT at the LCSO office located at 104 E. Erie St., Painesville, Ohio 44077.

1.5 On-Site Interviews/Demonstrations/Site Visits

The LCSO reserves the right to conduct on-site interviews with one or more of the top ranked proposers as part of the vendor evaluation and selection process. LCSO further reserves the right to request demonstrations of any software product or technology contained in the proposer's offer, and to request the proposer to demonstrate the capabilities of its software. Additionally, the LCSO reserves the right to visit sites listed in section 4.2.3 in this RFP.

1.6 Information Format

1.6.1 General

The Scope of Services describes, from a functional standpoint, elements of the Records and Jail Management Software Solution that would serve the LCSO in its daily mission of providing quality public safety services in an economical manner. It is our intent to provide proposers the opportunity to offer proven products with minor customization so as to meet our strict implementation schedule.

The LCSO may not have addressed all functional elements of a particular vendor's product. Such omissions are not intended to mean that the LCSO does not desire to have that functional element as part of the equipment to be purchased under this procurement. A full-featured, fully integrated, functionally diverse software package is required.

All submitted Information must adhere to the following guidelines:

- 1.6.1.1 Include a Letter of Transmittal signed by the person(s) with the authority to bind the offerer, to answer questions, or to provide clarification concerning submitted Information;
- 1.6.1.2 Be typed (minimum font size:12) Times New Roman on 8 1/2" by 11" paper (not digital, not faxed);
- 1.6.1.3 Include one (1) original clearly marked, five (5) complete duplicate copies and one (1) electronic copy;
- 1.6.1.4 Address, completely and accurately, the specifications and submission requirements found in this RFP;
- 1.6.1.5 Include completed accurately filled-in forms contained in this RFP, including the Cost Information Form and a description of required hardware configuration;
- 1.6.1.6 To be delivered to the following address in packages clearly marked: "**Public Safety Software Solution.**"

Robert Kundrat, IT Director
Lake County Sheriff's Office
104 E. Erie Street
Painesville, Ohio 44077

- 1.6.1.7 Be received at the designated place by the date and time specified in Section 1.3.2.

1.6.2 Submission of Supplemental Material

Proposers will be permitted to submit any additional information they consider relevant to the project scope of work and the project at hand. Such supplemental materials, if submitted, should be in addition to the Information, not contained in the Information itself.

1.6.3 Minimum Requirements – Information Construction

At a minimum, each Information should contain the following elements:

- ***Understanding of the Project*** - Based on information contained in this RFP, as well as information obtained in subsequent addenda, responses to questions submitted by vendors, and other materials available from the LCSO, the proposer should indicate, in written narrative, how the proposed software will facilitate the system's goals for providing a cost efficient, fully integrated software solution. Proposers should indicate how their equipment could work to improve the agency's current system's handling of various tasks associated with law enforcement and corrections.
- ***Equipment and Software System Description*** – Proposers should fully describe the scheduling of the system software being offered as part of this submission. Capabilities and features should be described in the context of the application. Benefits gained from installing and using the vendor's product should be described in full. Proposers must list all equipment, software components or modules necessary to fully implement the project, including third party software necessary to complete the total installation (e.g., server, report generation software, back-up software, remote access software, etc.).
- ***Consideration Backup Recovery Plan*** – Consideration should be given to have hot swap backup servers for RMS, JMS and CAD. Also in the planning of a Disaster recovery Hot remote site in case of total failure at the housing location and how this could be handled moving into a hot site ready for production with all database up-to-date.
- ***Implementation Plan*** – Proposers should fully describe the proposed implementation plan, detailing all major milestones in the process. A proposed timeframe from development-to-testing through implementation should be developed as an integral part of this Information.
- ***Quality Assurance Plan*** – Proposers should describe in detail their management strategies for overall quality assurance in the installation, training, start-up, and operation. At a minimum, proposers should address:
 - ***Project Management and Staffing*** – Describe the proposed individuals and team approach used to successfully communicate with the LCSO management staff throughout the project. If contractors are used for any part of the installation, customization, or maintenance of the proposed software system, this element of your overall approach must be identified here.
 - ***Quality Control*** – Describe steps and techniques employed by the proposer to ensure the integrity of databases that are required to be imported and/or converted.
 - ***Maintenance, Support, and Upgrades*** – Describe the proposer's network of technical support during the project, focusing both on the critical initial implementation period as well as long-term operation. Describe procedures for rendering support, including the availability of technicians to provide on-site repairs and ability to remotely access, diagnose, and make necessary repairs. Technical support policies and pricing must be explained in detail. Proposers should also describe their most recent three-year history in terms of system upgrades offered and pricing. Future system upgrade policies must be described in detail and will be a factor. Describe the extent of in-house support that is required.
 - ***Long-Term Maintenance and Support*** – The LCSO relies heavily on its database and cannot tolerate deficiencies in the selected equipment and software.

Describe how technical support for program issues faced after initial installation should be addressed. Items to be included are, but are not limited to, updates, upgrades, response time, hours technical support is available, length of time for correction, etc.

- **Training** – Proposers should provide a detailed schedule and course outline for the necessary training of the designated individuals on the proposed system software. This section of the Information should identify the training course content, the number of courses required, and type of training (classroom, hands-on, etc.) that will be provided, the length of the training session, etc. Proposers should indicate when the training should be provided in the context of the overall implementation time schedule provided above. Qualifications of the staff providing the training should be listed.
- **Experience** – Proposers should provide a corporate profile indicating their qualifications to provide the required equipment, software and support necessary to achieve objectives for the project. Proposers must submit a list of other agencies where the proposed software application(s) have been installed. A separate list of the proposer’s last ten (10) installations, along with a project contact, address, telephone number, facsimile number, and e-mail address must be provided. Proposer must list all Ohio agencies that are using proposer’s equipment and software.
- **Required Forms and Certifications** – The proposer must indicate its compliance with certain Federal and State executive orders, laws, statutes, and regulations to be considered for award. The proposer shall at all times comply with all applicable Federal and State executive orders, regulations, policies, procedures, and directives, including without limitation those listed directly or by reference in this RFP as they may be amended or promulgated from time to time during the term of the project. Failure to comply shall constitute a material breach of contract. Signed copies of all attachments must be included in the Information.

1.6.4 Cost Information

Cost Information should be submitted in the format stipulated in Section 6.0 of the RFP.

1.6.5 Cost Factors Used in Information Evaluation

The LCSO is requesting that proposers identify the following items as part of their base cost Information. Each item must be listed separately:

- **Software Purchase Costs** – The cost of the software and the appropriate number of user licenses offered in the price must be stated by the proposer. It is the responsibility of the proposer to understand LCSO operations in sufficient detail to determine the number of user licenses required to run the Records, Jail Management and CAD Software in our environment.

- *Hardware Costs* – Proposers are responsible for evaluating the LCSO’s existing hardware computing environment to determine compatibility with the hardware requirements necessary to operate the proposed public safety software. If hardware acquisition is recommended, the proposer should provide a full breakdown of hardware requirements. Servers should be identified separately from workstations. The LCSO will be responsible for all hardware acquisition necessary to support the vendor’s software. Vendors are asked to submit “minimum,” “recommended,” and “optimal” hardware configurations.
- *Services* – All costs associated with the full implementation of the system. Supplemental costs associated with user assessment, installation, data conversion, etc., must be detailed if separate and not included in the software price above. Price Information must breakdown labor and travel costs. The LCSO reserves the right to negotiate per diem costs consistent with local prevailing rates for lodging, subsistence, etc. in the Painesville, OH service area.
- *Data Conversion Costs* – If the proposer must acquire any items necessary to support installation, these costs should be identified here.
- *Related Third Party Equipment and Software Costs* – All other equipment and software necessary to operate the proposed Records, Jail and CAD Management Software or to support maintenance of the system recommended by the vendor should be identified. All such products should be purchased by the proposer and licensed to the Sheriff’s Office.
- *Training Costs* – Information must identify the labor, materials, and travel costs associated with all required training.
- *Maintenance, Support and Upgrade Costs After One (1) Year* – Proposers should identify costs to the LCSO to secure a maintenance and support contract for four (4) additional years (*e.g.*, second through fifth years) of operation. The proposer’s policy for acquisition of future upgrades shall be included.
- *Other Costs* – Any other costs not identified above that are integral to the implementation of the proposed public safety software solution shall be identified.

“Other project costs” will not be included in the evaluation of the costs in the review of Information but must be identified in the cost Information.

1.7 Contract

1.7.1 Award of Contract

The contract must be fully executed by the successful bidder within sixty (60) days of the notice of awarding. The contract shall be accompanied by a ten percent (10%) performance bond, which must be acceptable to the Board.

1.7.2 Contract Type

The contract must be reviewed and approved by the Lake County Commissioners and Lake County Prosecutor for compliance with Ohio Law. The LCSO will enter into a firm, fixed price contract with the selected vendor.

1.8 Evaluation Methodology

1.8.1 Evaluation Criteria

The following evaluation criteria have been established by LCSO for this procurement. The criteria are presented to allow LCSO to analyze Information received on an equal basis and to afford all Proposers the opportunity to know the basis upon which their Information will be evaluated.

Information for this project shall be evaluated by a committee using the following rating criteria. Information will be evaluated on the following:

EVALUATION FACTOR:	MAX POINTS	SCORE
TECHNICAL EXCELLENCE		
Understanding of the project	15	_____
Project organization	15	_____
Operations plan	50	_____
MANAGEMENT EXCELLENCE		
Qualifications	25	_____
Capability and Performance	25	_____
Cost	20	_____
QUALITY LEVEL	50	_____
TOTAL SCORE	200	_____

These evaluation criteria are described below:

Understanding of the project - Proposer has demonstrated a thorough understanding of the scope of the project and the proposer's role and responsibilities.

Project organization - Proposer has developed a project organization, staffing and internal technical support to implement the Information. Proposer is able to demonstrate ability to meet deadlines.

Operations plan - Proposer has developed a comprehensive plan that includes operations management, system design, use of technology, etc. Meets requirements; reflects significant enhancements or strengths such as an Integrated Analytical Tool. Capability of the Proposed Equipment and Software to Meet the LCSO needs.

Qualifications - Experience and Installation Base of the Proposer – Software development experience - Years in business with consecutive years of profitability - Proposer has shown related experiences, references, etc. to carry out the Information.

Capability and Performance - Proposers overall organizational and financial capabilities and consider key components such as organizational reporting structure, quality control, quality assurance, research and development, technical, training and support, response time, and service capabilities, financial history, future system upgrade policies as well as other considerations in reaching a final point determination.

Costs - Proposer has developed a cost Information that is complete, realistic and cost-effective.

The Quality Level will be based on whether the Information includes content information requested in the RFP.

Interviews/Demonstrations/Site Visits and/or negotiations may be conducted with each or any of the Contractors. After the interviews/demonstrations/site visits or negotiations, the Lake County Sheriff's Office will recommend a contract to the Contractor who, in the Sheriff's opinion, will provide the best service for the community.

1.9 Information Summary

1.9.1 Schedule

Advertisement of Request for Proposal	2/09/2018
Pre-Information Conference	2/22/2018
Deadline for Submission of Questions	3/16/2018
Issuance of Response to Questions/Addenda	3/22/2018
Information Due	4/06/2018
Information Evaluation	4/09/2018 - 6/15/2018
Interviews/Demonstrations/Site Visits (if necessary)	5/01/2018 - 6/07/2018
Contract Award	on or about 9/17/2018

The LCSO reserves the right to extend the award deadline based upon the number of responses.

1.9.2 Proposer's Checklist

In order to facilitate the submission of complete Information, proposers should consider the following items in preparation of their submissions (this checklist is not required to be submitted with the Information):

Pre-Submission:

- Request for Proposal received and thoroughly read.
- Questions concerning the solicitation documents and project in general submitted to the LCSO by 3/16/2018 (optional).

Technical Information prepared including the following elements:

- Description of the proposer's understanding of the project.

- Technical description of the proposer’s equipment and public safety software to include minimum hardware requirements.
- Description of the proposed implementation plan, including the identification of major milestones in the project.
- Quality assurance plan, including details on project management and staffing; quality control; maintenance, technical support, and upgrades; ability to provide a Performance Bond.
- Description of the required training program necessary for the LCSO to fully utilize the software and equipment.
- Experience statement including a description the firm’s history to include years in business and consecutive years of profitability, user base, including a list of installed sites for each product offering with identification and contact information. Include all Ohio sites.
- Additional/Supplemental information.

The following forms have been executed by an authorized official of the proposer and are included in the technical Information:

- Signed cover letter by company agent.
- Acknowledgement of Receipt of Addenda (submit whether or not any addenda are issued).
- Lake County Sheriff’s Office Vendor Affidavit Form
 - Non-Delinquency of Personal Property Taxes
 - Non-Discrimination & EEO
 - Non-Collusion
- Affidavit of Non-Collusion
- Affidavit in Compliance with Section 3517.13 of the Ohio Revised Code

Cost Information prepared including the following elements:

- Price Information Forms.

Information Submission:

- One (1) original signature copy, five (5) additional copies and one (1) electronic copy of the technical and cost Information along with single copies of any samples, submitted by 4:00 P.M. on 4/06/2018.

2.0 General System Requirements

The Records and Jail Management Software must use the latest Microsoft.NET technology, be user-friendly, highly reliable, streamlining the process of collecting, storing, and retrieving critical information to enhance the decision-making process for law enforcement and maximize productivity. The solution must be secure, flexible, and configurable to support the LCSO's unique requirements and procedures. It must be configurable with role-based security that ensures users see only the tools they need for their particular role.

It must integrate real-time data communications between the Hexagon Mobile and Computer Aided Dispatch (CAD) service and the proposed Incident Based Reporting (Field Reporting)/Records Management Module. The system will also be Ohio Local Law Enforcement Sharing Network (OLLEISN) compliant and support electronic IBR/UCR Reporting. All of the incoming data will be seamlessly and automatically collected. It must support the latest state forms. The system must support file attachments of any format.

The Records Management Module must support Windows-based files, such as scanned documents, crime scene photos, audio files, video files, etc., accessed directly from the incident record. The application must utilize a Graphical User Interface (GUI) that permits access to the software applications. The system must take full advantage of all available Windows features, including the ability to cascade, tile, move, resize all windows, copy and paste capabilities from all screens and fields and the ability to print the active screen from all applications.

The solution must also have a fully integrated Jail Management Module to include, but not limited to, Jail Booking, Medical, Jail Incidents and Jail in-house Commissary. Arrests are required to be shared from the Incident through the Booking procedure to save on duplicate entry. Officer log sheets must be included with the ability to track, record, and report on any event happening in the officer's module (i.e., meals, breaks, well-checks, programming, etc.). Signature Capture could be included for all requested features. Using Bar Codes would be an acceptable method to track events/medical.

This solution will utilize a centralized Names database. Names would list any alerts and involvements with the software solution and users would be able to view those involvements.

The system must support true multi-agency configuration should the need arise to merge with other Law Enforcement Agencies in the future.

Secured remote access to the System will also be available for associated agencies including but not limited to: County Prosecutor's Office, County/Municipal Courts, and Clerks Office, and others as needed.

2.1 System Specifications

The application shall:

- Operate on the most stable or latest Windows environment, Windows 7, 8 or 10 32 or 64-bit platform or comparable.
- Virtual (VMware Environment) – describe solution and preferred environment.
- Have an optimized mobile deployment application that operates on a Windows CE platform or comparable.
- Feature client-server architecture.
- Provide multi-user functionality.
- Enable site-specific configuration through user definable codes and parameters.
- Push updates out to PC's and remote locations.

The vendor shall state in their Information the minimum system requirements for the use of their software package.

2.2 Mobile Data Communication/Interface

The system shall:

- Enable real-time, data communication between the Hexagon CAD and vehicles equipped with mobile computing devices. Data shall interface with proposed Records Management Module.
- Be capable of remote connectivity (i.e. VPN) – describe solution.
- Queue data, and ensure delivery even if a vehicle is temporarily out of coverage.
- Enable remote configuration of upgrades to the software.

The Patrol officer shall be able to:

- Sign-on once to maintain a secure and persistent connection.
- Enter Incidents (In-Field reporting), Arrests (for Bookings), Traffic Accidents, Traffic Citations, etc. using Mobile Data Computers.

2.3 Records Management Module

The Records Management Module must have an easy-to-use advanced reporting tool that gives the LCSO management staff insight into operational efficiency and more intelligence for response planning. It must have the tools for Crime Analysis, Ad Hoc reporting, and pin mapping. It must leverage the latest mapping technologies to define polygons for mapping crime trends in order to best utilize agency resources. Investigators must have access to robust search capabilities and advanced tools. The LCSO must have the ability to easily maintain CALEA/ACA/NCCHC accreditation compliance and reporting needs. It must have a user friendly evidence processing module.

Please address how your system addresses expungements with relations to other modules.

Example: expungements with evidence in person's name how do you handle.

2.3.1 Incident Based Reporting (Field Reporting)

Incident Based Reporting (Field Reporting) must integrate real-time data communications between the Hexagon Computer Aided Dispatch (CAD) service and the proposed Incident Based Reporting (Field Reporting)/Records Management Module. To save time and reduce errors, information from CAD and/or a Driver's License Swipe can be utilized to auto-populate appropriate fields. The solution must be National Incident Based Reporting (NIBRS) certified. All of the incoming data shall be seamlessly and automatically collected. Incident Based Reporting (Field Reporting) must use the approved Local/State forms. The Mobile Client must provide the ability to work offline when the cruiser is temporarily out of coverage and seamlessly reconnect when coverage is established. Field-based reports will be electronically submitted for supervisor approval. It must also include integrated arrestee information for Jail Booking to save time and reduce data entry for corrections officers.

It must have an automated Case Management feature. This function must be able to track cases assigned to investigators and must be searchable. The system should allow for monitoring of the case by supervisory personnel, based upon rights. This function shall provide a complete overview of an investigator's assigned cases and the status of each case. The system should allow for case notes and updates to be directly recorded in the system.

Required software updates must be distributed, after the initial installation, from the server instead of being physically installed on each unit.

2.3.2 Civil Processing / Warrants

The Civil Processing solution must have the ability to track and receipt the service and return of court documents such as subpoenas, warrants, civil protection orders, etc. It must have a fee structure to track and charge for mileage to include receipts. Civil Processing must also include the ability to print service envelopes or appropriate labels and proof of service reports to minimize keystrokes. Civil Processing can also include a Sheriff's Sales feature.

2.3.3 Traffic Accident

The solution must include Traffic Accident supporting the latest State form. It must also support electronic submission to the State. Traffic Accidents must have an integrated drawing program to submit accident diagrams on the approved State form. There must also be an integrated Impound feature with the ability to track and record vehicles complete with letters, fees, and receipts.

2.3.4 Traffic Citations

The solution must include Traffic Citation supporting the capability to enter Citations upon implementation of the latest State form. The solution should support scanning of motor vehicle and licensing to input data. Traffic Citations must have the ability to be submitted electronically once the court has the proper interface to do so.

2.3.5 Current Modules being used in existing package

Multi-jurisdictional Police Records Management System, with the following modules with security by module and group rights.

Automatic transfer of data from CAD to build skeleton records.

- Names and alias
- Vehicle
- Property/Evidence
- Location verification
- Employee security and roles
- Accident/Electronic submissions to state
- Affidavits
- Arrests
- Calls for Service
- Case Management
- Citations / Electronic *
- Civil Process
- Sheriff Sales
- Field Contacts
- Incidents
- Known Associates
- Known Offenders
- Pawn Shops
- Pawn Watch
- Supplement Approval
- Warrants with tracking
- Mug Shots
- Interface to Olleisn
- Interface to Ohio LEADS
- Court Reports
- CCW
- Case Management
- Interface into existing court systems *
- Interface into a Fire Management System *
- Predator Tracking with scheduled dates of next check in *

- * Not currently being used.

2.3.6 Jail Management Module

The Jail Management Module must have easy-to-use advanced reporting that gives the LCSO management staff insight into operational efficiency and more intelligence for response planning. It must streamline the process for mandatory State Department of Corrections reporting. The LCSO must have the ability to easily maintain CALEA/ACA/NCCHC accreditation compliance and reporting needs. Command Staff and Supervisors must be able to quickly see an overview of operations with accurate and comprehensive information to better manage jail population, monitor safety and enhance resource management.

Again, please address how your system addresses expungements.

2.3.7 Jail Booking

The solution must also have a full-featured Booking and Release Processing. It must integrate data from Incidents and use the Arrest through the Booking procedure to enhance safety, efficiency, and reduce data entry for corrections officers. The booking procedure must be user friendly and the workflow must be logical. It must include user-defined Classification, Suicide and Medical Screenings. The ability to view historical data on all offenders is necessary. The Booking procedure must include IP-based camera support for mugshot capture. It must also include a Sentence calculation feature that allows for Concurrent and Consecutive sentences. The Jail package must also have the ability to track Time Served. Jail Booking must also interface with ID Network for fingerprinting. Please provide recommend cameras for booking photos.

Signature Capture should be included for all appropriate features.

2.3.8 Officer/Inmate Activity Logs

Officer/Inmate Activity logs must also be included with the ability to track, record, and report on any event happening in the module (i.e., meals, breaks, well-checks, library, programming, etc.). Bar Coding would be an acceptable means to record activity.

2.3.9 Jail Incidents

The solution shall include a user-defined Jail Incidents feature to document rule violations and criminal activity committed by inmates while housed in the facility. Jail Incidents should have the ability to do the following:

- Create and amend primary and supplemental reports of the incident.
- Add narratives from involved parties (officers, visitors, and other inmates).
- Record recommendations for restrictions or other punishment.
- Schedule an internal hearing, document the proceedings and final disposition.
- Have a user-defined workflow to set up levels for review.

2.3.10 Current modules being used in existing Jail Management Systems

Full Booking
Inmate Summary with alias names
Inmate Cash Account
Arrest records
Jail Log
Scheduled Events
Inmate Mass Movements
Classification
Medical Questionnaire
Medical Observations
Mug Shots
Jail Incidents
Gang Tracking
Work Release Program
Jail Funds Manager

Commissary and Inventory

We do this in house with inmates ordering weekly.

Kiosk for deposits for inmates or web deposits for inmate funds *

Interface into Medication drug program *

Reporting

Federal

State

PREA

Shift Counts

Jail cell management by range and date

Jail count by demographics

Visitation history

Inmate commissary electronic ordering

Inmate requests done online in range

Pay for Stay for work release inmates

Attachments for inmates per booking

Jail Supplements

Inmate property tracking

Inmate release Property and Commissary funds

Web Reports

Inmate Summary

Inmate summary with picture

Inmate release report by year

Video Arraignments by court

Inmate records check by name

Billing reports by Inmate

Medical reporting by Inmate

Cell movements

Yearend reports

Interface to Fingerprint machine

Interface to Ohio SJLS

Interface to Olleisn

Interface to VINE

Fingerprint verification release.

RFPD tracking of inmates *

- * Currently not in existing system

2.3.11 CAD Current modules being used in Dispatch

Multi-jurisdictional Police, Fire and EMS Computer Aided Dispatch System

Enhanced 911 Next Gen *

Mapping to use ESRI file formats *

Special situation

Previous events at location

Alerts

Interfaces to Ohio LEADS and store results

Run Cards
Deployment Plans
Mutual Aid
Closest Unit Recommendation
FSA interface MACH Alerting System
Ani/Ali
Unit
Employee
Interface to RMS
Interface to Fire Management system
CAD reporting
Link to Standard Operating Plans
Link to Medical
Paging
MDT in cars
Call prioritization
Location of Interest
Personnel updates
Employee data and history
Polygon file for mapping
Fire incident command module
GPS support
Unit detail information by unit and event
Electronic citation *

- *Not Currently using

Multi-jurisdictional Mobile Data System

3.0 Current Technology

3.1 Office Environment

The Lake County Sheriff's Office is located at 104 E. Erie St. in Painesville, Ohio. Sixty (60) LCSO workstations are located on the Patrol side of the facility, Fifty (50) LCSO workstations are located in the Corrections side of the facility with a Three Hundred and Fifty (350) bed capacity. Note: We are looking at building a new jail with a Five Hundred AND Twenty-five(525) bed capacity, and would add additional workstations for the new facility.

Most of the workstations have the following system: 8 GB memory, 120GB SSD hard drive, R/W DVD-ROM, Gigabit Network Card, 17 inch flat panel monitors. The software currently installed is Windows 7 or 8 and Office 2010.

We currently have Three (3) remote agencies connected to the RMS package with Sixteen (16) workstations connected to the network.

We also have a site we send the agency their Calls for Service in a sql format and they import the file into their Records Management system. This file is created every 15 minutes and put onto their server.

The current environment includes gigabit Ethernet connection to the Lake County network.

3.2 Mobile Communications

There are approximately forty-five (45) cruisers outfitted with Getac S400 and S410 in the LCSO fleet. We also use Lenovo Think pad tablets Seven (7) for Detectives. The current provider, Verizon, supplies mobile communications between the devices and the County's VPN NetMotion. There are multiple dead areas within Lake County. Other agencies using our system have different vendors.

The three remote agencies have a total of Eighteen (18) MDT's in service

3.3 Project Intent

Proposals are being sought through this RFP for acquisition of:

- Multi-jurisdictional Police, Fire and EMS Computer Aided Dispatch System
- Multi-jurisdictional Mobile Data System
- Multi-jurisdictional Police Records Management System
- Jail Management System
- System Integration Services

Because of the number of solicited products, options for proposing less than a complete suite will not be considered.

The Sheriff plans to implement Open Systems solutions. The Sheriff's office would be

looking at two phases of this project. The first phase would address a web based solution for Records Management System (RMS) and Jail Management System (JMS). The second phase would be the Computer Aided Dispatch (CAD) system. This restriction will limit options to Windows operating systems, or the most current OS version. Solutions that incorporate Internet technology will be favorably considered.

4.0 Quality Assurance Plan

4.1 Project Manager

4.1.1 Designation of Project Manager

The proposer shall name one (1) individual from the firm who shall have complete authority and control over all aspects of customization, data conversion, installation, testing, and training. This individual shall be named in the Information and a resume of the individual's qualifications to oversee this project shall be detailed. A list of other project installations directly under the control of this individual shall be named in the Information.

4.1.2 Single Point of Contact

The proposer's project manager shall be the sole point of contact between the vendor and the LCSO for all business matters concerning the purchase, customization, installation, testing, and training phases of this project.

LCSO recognizes that other individuals will lead some phases of work during the project. It is our intent, however, to have one individual in an authoritative position to represent the proposer in all aspects of the project.

4.2 Products Offered

4.2.1 Use of Existing Market Products

LCSO does not desire to purchase products that represent beta versions or products that have not been installed in other operational environments in another Law Enforcement Agency in the United States.

4.2.2 Current Version

LCSO requires the proposer to offer the latest, tested release version of each software product/module included in this Information. Proposer shall include the estimated date of the next update to proposer's offered software.

4.2.3 Lists of Installed Sites

For each product or module offered to fulfill the scope of services under this RFP, the proposer shall provide a list of the ten (10) most recent sites where the product is currently being used. Proposer shall list all Ohio sites first, then other sites in contiguous states or in areas of similar size as that of Lake County, Ohio. For each site, the proposer shall list:

- Name of the Law Enforcement Agency
- Local project manager
- Date of contract award
- Status of the installation (awarded, under development, testing, “live operation”)
- Date in which the Public Safety Software began “live” operation

4.3 **Warranty**

The LCSO and County Government requires the successful proposer to warrant the software product(s) offered to perform as described in the Information response for a period of five (5) years from date of “live” operation.

4.4 **Technical Support**

4.4.1 Scope

The LCSO requires that the proposer offer five (5) full years of full technical support as part of its price Information. This technical support shall include, but not necessarily be limited to:

- Toll-free, telephone support with service technician/engineer during all normal administrative business hours maintained by the LCSO.
- Provision of diagnostics/repairs via remote control access to system hardware/software
- On-site technical support when required.
- Product upgrades, new releases, patches (Describe on how you handle patch fixes), etc. when issued by the vendor throughout the five (5) year period.
- Need to have after hours support availability.

4.4.2 User Groups/Newsletters/Technical Bulletins

Proposer shall immediately include LCSO, after notice of award, in all mailing lists to receive product newsletters, e-mail announcements, bulletins, or other technical matters concerning all software products offered.

If the proposer operates a web-based program of support, such support shall be listed in the vendor’s Information.

If the proposer offers training classes, refresher courses, or sponsors organized user groups, such support shall be listed in the vendor’s Information.

4.5 Installation, Testing, and Acceptance

4.5.1 Access to Lake County Office Location

Throughout the period of software installation, the LCSO shall designate a local project contact to coordinate the vendor's local installation efforts. All contact with the LCSO regarding project matters, site visits, project schedule, training, etc. shall be coordinated through this project contact.

4.5.2 Data Conversion Plan

The proposer shall describe steps and techniques employed to ensure the integrity of databases that are required to be imported and/or converted. The goal of this task is to convert ALL relevant employee, name, incident, arrest, jail, medical, call for service, and civil data to include any attached documents or files from the current LCSO records management system(s) to the proposed system. This is to be a one-time (non-recurring) data conversion task.

4.5.3 Installation

The proposer's implementation schedule shall document major milestones during the development, customization, and installation phases of the project. Upon completion of the installation phase, the vendor shall notify the LCSO, in writing, of the readiness of the system installation for testing.

The vendor may stage installation to best ensure compatibility of all integrated scheduling products and limit down time of existing system until transition.

4.5.4 Testing

Upon notification that the system is ready for testing, the LCSO and the vendor will schedule a date for performance testing. The LCSO will continue to use its current software during the testing phase. For other software, testing shall commence when notified by the vendor that the software is ready for testing.

4.5.5 On-Site Representation

Proposer shall have the Project Manager and/or a qualified software engineer on-site during the initial testing of all software products.

4.5.6 Testing Period

The LCSO shall operate in test mode for a minimum of two weeks, up to a maximum of 30 days, during the testing period. During this time, the LCSO shall compile a list of issues, bugs, software glitches, additional training needs, etc. that shall be the responsibility of the vendor to correct during an additional 60-day period.

4.5.7 Errors, Corrections, and Fixes

If, after system testing, software does not perform to specifications or vendor representations, vendor shall be given 14 days after notification of the problem to remedy the issue.

4.5.8 Final Testing Period

Upon satisfactory fix of all software bugs, interface/integration problems, etc., the LCSO will again commence a final testing period to verify that the vendor has addressed the identified problems.

4.5.9 Acceptance

After final testing is completed to the satisfaction of the LCSO, the Sheriff will issue a letter of acceptance to the vendor.

4.6 Training

4.6.1 General

Vendor shall be required to train designated individuals to proficiency on all software products and equipment offered. All training shall be conducted at the LCSO offices or any other office designated by the LCSO point of contact in Painesville, OH. All training schedules shall be coordinated with the LCSO point of contact.

4.6.2 Training Program

Vendor shall be required to provide a combination of classroom and “hands-on” training for all software products and equipment offered. Training content and duration shall be stated specifically in the proposer’s written offer in response to this procurement. Vendor shall invest adequate time to assure training proficiency.

4.6.3 Computer Hardware for Training

It shall be the responsibility of the LCSO to provide the computers necessary for the selected vendor to provide all “hands-on” modules of software training.

The vendor shall state in their Information the minimum system requirements for the use of their software package.

4.6.4 Class Size

Vendor shall work with LCSO to assess the potential number of individuals who will require vendor training on the various software products and equipment.

4.6.5 Training on Ancillary Software

If the complete system offered by the vendor relies on third party software (*e.g.*, pcAnywhere, etc.), it shall be the responsibility of the vendor to provide training, in structure and in content, on that software equal to that provided for its own products.

4.7 Manuals and Documentation

Vendor shall provide ten (10) copies of the software manuals for each product offered as part of this procurement.

4.8 Payment Procedures

Will be defined in the acceptable contract.

5.0 General Terms and Conditions

5.1 General Terms and Conditions

5.1.1 Addenda

All changes in connection with this Information will be issued in the form of a written addendum and sent to all known Proposers not less than two (2) days prior to the Information due date. Signed acknowledgement of receipt of each addendum must be submitted with each Information. Oral instructions, clarifications, and additional information supplied by LCSO representatives are not binding.

5.1.2 Late Information/Modifications or Withdrawals

Information received after the deadline designated in this Information document shall not be considered and shall be returned unopened. Information may be withdrawn or modified prior to the Information opening. All such transactions must be submitted in writing and received prior to the Information opening.

5.1.3 Information Guarantee

All conditions and pricing submitted in accordance with the terms and conditions of this RFP shall be guaranteed and binding upon the Proposer for ninety (90) calendar days after the Information opening.

5.1.4 Safety

All practices, materials, supplies, and equipment shall comply with the Federal Occupational Safety and Health Act, as well as any pertinent Federal, State and/or local safety or environmental codes.

5.1.5 Disclaimer of Liability

The LCSO will not hold harmless or indemnify any Contractor for any liability whatsoever.

5.1.6 Hold Harmless

The Contractor agrees to protect, defend, indemnify and hold the LCSO, its officers, employees and agents free and harmless from and against any and all losses, penalties, damages, settlements, costs, charges, professional fees or other expenses or liabilities of every kind and character arising out of or relating to any and all claims, liens, suits, causes of action, and judgments of every kind and character in connection with or arising directly or indirectly out of this agreement and/or the performance thereof. Without limiting the generality of the foregoing, any and all such claims, etc., relating to personal injury, infringement of any patent, trademark, copyright (or application for any thereof) or of any other tangible or intangible personal or property right, or actual or alleged violation of any other tangible or intangible personal or property right, or actual or alleged violation of any applicable statute, ordinance, administrative order, rule or regulation, or decree of any court, shall be included in the indemnity hereunder. The Contractor further agrees to investigate, handle, respond to, provide defense for and defend any such claims, etc., at his/her sole expense and agrees to bear all other costs and expenses related thereto (including attorney fees and court costs), even if such claim is groundless, false or fraudulent.

5.1.7 Governing Law/Venue

All contractual agreements shall be subject to, governed by, and construed according to the laws of the State of Ohio. Venue for any and all actions arising out of the contractual agreement shall be in the state and federal courts for Lake County, Ohio.

5.1.8 Anti-Discrimination Clause

No proposer responding to this request shall in any way, directly or indirectly, discriminate against any person because of age, race, color, disability, sex, national origin, or religious creed.

5.1.9 Conditional Information

Conditional Information is subject to rejection in whole or in part.

5.1.10 Cancellation of Contract

The LCSO reserves the right to cancel any contract resulting from this procurement for cause by written notice to the Contractor. Cause for cancellation will be documented as failure(s) of the Contractor to provide services in the quantity and/or quality required. Notice of such cancellation will be given with sufficient time to allow for the orderly withdrawal of the Contractor without additional harm to the participants or the LCSO.

The LCSO may terminate any contract resulting from this procurement, in whole or part, whenever the LCSO shall determine that such termination is in the best interest of the LCSO. Any such termination shall be effected by delivery to the Contractor of a notice of termination specifying the extent to which performance under the contract is terminated, and the date upon which such termination becomes effective. In the event of any termination, the LCSO shall pay the agreed rate only for services delivered up to the date of termination.

The LCSO has no obligation to the Contractor, of any kind, after the date of termination. The Contractor shall deliver all records, equipment, and materials to the LCSO within seven (7) days of the date of termination. All data will remain the property of the LCSO in all scenarios.

5.1.11 Subletting of Contract

The contract derived from this RFP shall not be sublet except with the written consent of the LCSO. No such consent shall be construed as making the LCSO a party to such subcontract, or subjecting the LCSO to liability of any kind to any subcontractor. No subcontract shall, under any circumstances, relieve the Contractor of his liability and obligation under this contract, and all transactions with the LCSO must be approved by the LCSO.

5.1.12 Assignment /Transfer of Interests

There shall be no assignment/transfer of interests or delegation of the Contractor's rights, duties, or responsibilities under the contract derived from this RFP without the prior written approval of the LCSO.

5.1.13 Licenses, Permits, and Taxes

The successful Contractor shall be appropriately licensed for the work required as a result of the contract. The cost for any required licenses or permits shall be the responsibility of the Contractor. The Contractor is liable for any and all taxes due as a result of the contract.

5.1.14 Equal Opportunity

The Contractor will at all times abide by the equal opportunity provisions of the Civil Rights Act of 1964 as amended.

5.1.15 Responsible Firms

Nothing herein is intended to exclude any responsible firm or in any way restrain or restrict competition. On the contrary, all responsible firms are encouraged to submit Information.

5.1.16 Acceptance/Rejection of Information

The LCSO reserves the right to accept or reject any or all of the Information submitted, waive informalities and technicalities, and negotiate any or all elements of the Information. Upon further analysis of need and analysis of costs resulting from responses to this Information, the LCSO reserves the right to award or reject any portions of the proposed system.

5.1.17 Lack of Funds

Should the LCSO fail to appropriate funds for this contract, said contract shall be terminated, at no charge to the LCSO. In such instance, the LCSO will provide thirty (30) days advanced notification to the Contractor.

5.1.18 Protest Procedure

Any dispute/protest resulting from the procurement of this Information or the process leading up to the procurement of this Information shall be brought to the attention of the Sheriff, in writing not more than five (5) days after the award of said contract. The Sheriff, or his designee, will respond in writing to the complaint, if necessary.

5.1.19 Severability

In the event any provision of the contract is declared or determined to be unlawful, invalid or unconstitutional, such declaration shall not affect, in any manner, the legality of the remaining provisions of the contract and each provision of the contract will be and is deemed to be separate and severable from each other provision.

5.1.20 Davis Bacon Act and Copeland Act

The selected Contractor shall comply with the provisions under the Davis Bacon Act (40 USC 276a to a 7) as supplemented by the Department of Labor regulations (29 CFR, Part 5). The Contractor shall also comply with the provisions under the Copeland "Anti Kickback" Act (18 USC 874) as supplemented in Department of Labor regulations (29 CFR, Part 3).

5.1.21 Publication, Reproduction and Use of Material

No custom material produced in whole or in part under the contract shall be subject to copyright or patent in the United States or in any country. The LCSO shall have authority to publish, disclose, distribute and otherwise use, in whole or in part, any custom materials prepared under the contract.

5.1.22 Debarred, Suspended, or Ineligible Contractors

The Proposer certifies by submission of a response to this RFP (Information), that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal, State, or local department or agency.

5.1.23 Independent Price Determination

The Proposer certifies by submission of a response to this RFP (Information) that it has not colluded, conspired, connived, or agreed, directly or indirectly, with any proposer or person to refrain from proposing, and further, that it has not in any manner, directly or indirectly sought by agreement, collusion, communication, or conference, with that of any person, to fix the Information amount herein or that of any other Proposer, or to fix the Information amount herein or cost element of said Information amount, or that of any other proposer, or to secure any advantage against the LCSO or any person interested in the proposed contract.

5.1.24 Term of Payment

Will be negotiated during the finalization of the contract.

6.0 Information Forms and Certifications

6.1 Required Forms

6.1.1 Certification of Receipt of Addenda to the Request for Proposal

All persons or firms submitting Information in response to this RFP must certify receipt of any addenda issued by the LCSO under this solicitation.

6.1.2 Price Information Form

All Information must be accompanied, under separate sealed envelope, the required price Information forms contained in this RFP. Refer to Section 1.0 for specific submittal instructions. The Price Information Form contains specific categories that must be submitted by the proposer for purposes of price evaluation by the LCSO. If a particular cost item is included as part of the price Information for another item, the Information shall so state.

6.1.3 Additional Items

If a proposer determines that a specific or integral component of their offer is not specifically identified on the LCSO price Information form, the proposer shall list the item under “Other” to ensure a complete price Information is submitted by the vendor.

6.1.4 Electronic Format

This Information and related forms are available in electronic format from the LCSO Project Contact. Requests for documents in electronic format are not subject to the communication limitations set forth in Section 1.4.1. Telephone, e-mail, or written requests shall be accepted any time during the advertising period.

6.2 Required Certifications

Forms for each required certification are contained in this Request for Proposal and are required for a Information to be considered responsive to these specifications.

6.2.1 Affidavit of Non-Collusion

6.2.2 Affidavit in Compliance with Section 3517.13 of the Ohio Revised Code

6.2.3 Lake County Sheriff's Office Vendor Affidavit Form

- Non-Delinquency of Personal Property Taxes
- Non-Discrimination & EEO
- Non-Collusion

Certification of Receipt of Addenda to the Request for Proposal

Failure to submit this form in a properly executed manner will result in the bid/Information being found non-responsive and rejected. This certification required for all procurements.

Acknowledgement of Receipt of Addenda

The undersigned hereby acknowledges receipt of the following addenda to the above referenced RFP:

Addendum Number: _____, dated: _____

Addendum Number: _____, dated: _____

Addendum Number: _____, dated: _____

Name of Individual, Partnership or Corporation:

Address:

Name of Authorized Person:

Signature:

Title of Authorized Person:

Date:

Failure to submit this form in a properly executed manner will result in the bid/Information being found non-responsive and rejected. This certification required for all procurements.

Price Information Form

Vendors should complete the following form and submit with their Information. Proposers may replicate this form and add details provided the basic cost headings specified below are included.

ITEM/Description	Qty	Unit Price	Extended Price	Vendor Explanation/Substitution.
Software				
Records Management Software licenses				
Jail Management Software licenses				
CAD Management Software Licenses				
Other Software Products (if applicable) (list individually) (Include number of user licenses)				
Interface/Customization (Listed, please add rows if needed)				
Data Conversion				
Interface to Quick Books (commissary)				
Interface to ID Networks (fingerprint system)				
Interface to OLLEISN (Ohio Local Law Enforcement Information Sharing Network)				
Interface to (Medication distribution)				
Interface to SJLS (Jail Link Services)				
Interface to VINE (Victim Notification)				
Services/ On and off-site Costs				
Project Management				
Engineering/Development				
Installation				
Implementation (“Go live”)				
Follow-Up Site Visit				
Additional (Hourly or Daily Rate)				
Training Costs				
Administrative Training				
On-site RMS Training Costs – End Users				
On-site JMS Training Costs – End Users				
On-site Cad Training Cost – End Users				
Technical Support (<i>Proposers must specify exactly what is covered, e.g., software upgrades, on-site support, remote access support, etc.) Please attach additional pages, if needed.</i>)				
Included in Initial Contract (Describe)				
Annual or Ongoing Fees (Describe)				
Other Maintenance Fees (Describe)				
Annual Maintenance and/or Licenses Costs – Year One				
Year Two				
Year Three				
Year Four				
Year Five				
Subtotal				
Total Cost				

Proposers should document recommended hardware on a separate sheet in their Information.

Affidavit of Non-Collusion

I hereby swear (or affirm) under the penalty of perjury:

- (1) That I am the bidder (if the bidder is an individual), a partner in the bidder (if the bidder is a partnership), or an officer or employee of the bidder having corporation authority to sign on its behalf (if the bidder is a corporation);
- (2) That the attached bid or bids have been arrived at by the bidder independently and have been submitted without collusion with, and without any agreement, understanding or planned common course of action with, any other vendor of materials, supplies, equipment or services described in the invitation to bid designed to limit independent bidding or competition;
- (3) That the contents of the bid or bids have not been communicated by the bidder or its employees or agents to any person not an employee or agent of the bidder or its surety on any bond furnished with the bid or bids, and will not be communicated to any such person prior to the official opening of the bid or bids, and;
- (4) That I am not on the Comptroller General's List of Ineligible Contractors.
- (5) That I have fully informed myself regarding the accuracy of the statements made in the affidavit.

Signed:

Firm:

Subscribed and sworn to before me

this _____ day of _____ 20 ____

Notary Public

My Commission Expires _____ 20 ____

Proposer's Federal Employer Identification No. _____
(As used on employer's quarterly Federal Tax Return)

**AFFIDAVIT IN COMPLIANCE WITH SECTION 3517.13
OF THE OHIO REVISED CODE**

STATE OF _____

COUNTY OF _____ SS:

Personally appeared before me the undersigned, as an individual or as a representative of

_____ for a contract for _____
(Name of Entity) (Type of Product or Service)

to be let by the County of Lake, who, being duly cautioned and sworn, makes the following statement with respect to prohibited activities constituting a conflict of interest or other violations under Ohio Revised Code Section 3517.13, and further states that the undersigned has the authority to make the following representation on behalf of himself or herself or of the business entity:

1. That none of the following has **individually** made after 1/1/2018 and that, if awarded a contract for the purchase of goods or services with a cost aggregating more than \$10,000 in a calendar year, none of the following **individually** will make, beginning on the date the contract is awarded and extending until one year following the conclusion of the contract, as an individual, one or more campaign contributions totaling in excess of \$1,000, to any member of the Lake County Board of Commissioners or their individual campaign committees:
 - a. myself (if applicable);
 - b. any partner or owner or shareholder of the partnership (if applicable);
 - c. any owner of more than 20% of the corporation or business trust (if applicable);
 - d. each spouse of any person identified in (a) through (c) of this section;
 - e. each child seven years of age to seventeen years of age of any person identified in divisions (a) through (c) of this section (only applicable to contributions made on or after 1/1/2018).

2. That none of the following have **collectively** made after 1/1/2018, and that, if awarded a contract for the purchase of goods or services with a cost aggregating more than \$10,000 in a calendar year, none of the following **collectively** will make, beginning on the date the contract is awarded and extending until one year following the conclusion of the contract, one or more campaign contributions totaling in excess of \$2,000, to any member of the Lake County Board of Commissioners or their individual campaign committees:
 - a. myself (if applicable);
 - b. any partner or owner or shareholder of the partnership (if applicable);
 - c. any owner of more than 20% of the corporation or business trust (if applicable);
 - d. each spouse of any person identified in (a) through (c) of this section;
 - e. each child seven years of age to seventeen years of age of any person identified in divisions (a) through (c) of this section.
 - f. any political action committee affiliated with any person identified in divisions (a) through (c) of this section.

Signature _____

Title: _____

Sworn to before me and subscribed in my presence this _____ day of _____ 20_____.

Notary Public _____

My Commission Expires: _____

Lake County Sheriff's Office Vendor Affidavit Form

Applies only if competitive bid

(Include with Contract over \$25,000)

7.0 Project Name: Lake County Sheriff's Office – Public Safety Software Solution

NON-DELINQUENCY OF PERSONAL PROPERTY TAXES:

The undersigned, being duly sworn, if a contract is awarded you, states that we (the Vendor) are not charged at the time the bid was submitted with delinquent personal property taxes on the general tax list of personal property of any county in which you as a taxing district have territory and that we were not charge with delinquent property taxes on any such tax list. Nor do I have any debt owed to the State of Ohio.

NON-DISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY:

That we do not and shall not discriminate against any employee or applicant for employment because of race, religion, color, or national origin. If awarded the bid and/or contract under this Information, said party shall take affirmative action to insure that applicants are employed and that employees are treated, during employment, without regard to their race, religion, color, sex, or national origin. If successful as the lowest and best bidder under the foregoing Information, this party shall post non-discrimination notices in conspicuous places available to employees and applicants for employment setting forth the provisions of this affidavit. Furthermore, said party agrees to abide by the assurance found in Section 153.54 of the Ohio Revised Code in contract provisions with the owner if selected as the successful bidder by the Owner.

NON-COLLUSION:

That the bid being submitted is genuine and not collusive or sham; that we/I have not colluded, conspired, connived, or agreed, directly or indirectly, with any other bidder or person, to submit a sham bid, or refrain from bidding; have not in any manner, directly or indirectly sought by agreement or collusion, or communication or conference, with any person, to fix the bid price of Affiant or any other bidder, to fix any overhead, profit or cost element of said bid price, or of that of any other bidder; to secure advantages against the County of Lake or any person or persons interested in the proposed contract; that all statements contained in said Information of bid are true, and that, such bidder has not, directly or indirectly submitted this bid, or the relative thereto to any other potential bidder. Further, Affiant affirms that no county employee has any financial interest in this company or the bid being submitted.

That we do hereby affirm the above statements to be true and in consideration of the award of the aforementioned contract, the above statements are incorporated in said contract as a covenant of the undersigned.

Company Name

Company Tax I.D. Number

Bidder/Vendor Signature

Print Name & Title

Sworn to before me and subscribed in my presence this _____ day of _____, 20__.

Notary Public Signature

Date Commission Expires