



COLLETON COUNTY
SOUTH CAROLINA

**Capital Projects & Purchasing Department
113 Mable T. Willis Blvd.
Walterboro, SC 29488
843.539.1968**

**BID: CCSO-06
SHERIFF'S OFFICE
CAD & NG911 PUBLIC SAFETY SYSTEM**

BID DUE: WEDNESDAY, APRIL 25, 2018 at 2:00pm

MAIL RESPONSE TO:

Capital Projects & Purchasing Department
Attn: Kaye B Syfrett
113 Mable T. Willis Blvd.
Walterboro, SC 29488

DELIVER RESPONSE TO:

Capital Projects & Purchasing Department
Attn: Kaye B Syfrett
113 Mable T. Willis Blvd.
Walterboro, SC 29488

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SECTION 2016-1701 Advertisement for Bid

Owner: Colleton County, 109 Benson Street Walterboro, South Carolina 29488

Sealed Bid: **CCSO-06** Colleton County Sheriff's Office CAD and NG911 Public Safety System, will be received at the Colleton County Capital Projects and Purchasing Department located at 113 Mable T. Willis Boulevard until **2:00pm, Wednesday, April 25, 2018** and publicly opened and read aloud. The work to be completed as a part of this bid consists of providing all required Hardware, Software, Labor, Training and System support necessary to complete the installation and startup of the CAD-NG911 Public Safety System.

The CCSO is seeking to replace its existing public safety system with a completely integrated solution that is one application, with one database, provided by one vendor. In addition, the vendor shall not only provide but also maintain the software and servers (including OS and DBMS) under the vendor's standard maintenance and service agreement.

The Instructions to Bidders, Bid Forms, Contract, Specifications, Bonds and other documents may be examined at the following locations:

Colleton County website: colletoncounty.org/bids-and-proposal-requests

NOTICE TO BIDDERS:

Each bidder shall fully acquaint him/herself with conditions of this Bid. The failure or omission of a bidder to acquaint him/herself with existing conditions or future conditions shall in no way relieve him/herself of any obligation with respect to this bid or to the Contract for goods and services.

BIDS WILL NOT BE CONSIDERED FROM ANY VENDOR THAT OWES DELINQUENT PROPERTY TAXES TO THE COUNTY OF COLLETON.

NOTICE TO BIDDERS: Each bidder shall fully acquaint him/herself with the conditions relating to the scope and restrictions attending the execution of the work under the conditions of this Bid. All amendments to and interpretations of this solicitation shall be in writing and issued by the Colleton County Capital Projects & Purchasing Department. Colleton County shall not be legally bound by any amendment or interpretation that is not in writing. Award of the bid is contingent on funding approval by Colleton County Council.

The Owner reserves the right to waive any informality or to reject any or all bids.

SECTION 2016-1702 Information for Bidders

ARTICLE 1 - TERMS

1.01 Terms used in these Instructions to Bidders have the following meanings.

- A. Issuing Office** - The office from which the Bidding Documents are to be issued and where the bidding procedures are to be administered.
- B. Owner of Project**- Colleton County and/or the Colleton County Sheriff's Office.
- C. Contractor or Vendor**- a Person or Company acting as the Contract holder.
- D. Contract Coordinator**- such person having authority as appointed by the Owner.
- E. Project Coordinator**- such person having authority as appointed by the Owner.

ARTICLE 2 - COPIES OF BIDDING DOCUMENTS

- 2.01 Complete sets of the Bidding Documents can be found at <http://www.colletoncounty.org/bids-and-proposal-requests>.
- 2.02 Complete sets of Bidding Documents shall be used in preparing Bids; the Owner assumes no responsibility for errors or misinterpretations resulting from the use of incomplete sets of Bidding Documents.
- 2.03 Owner, in making copies of Bidding Documents available on the above terms, do so only for the purpose of obtaining Bids for the Work and do not confer a license or grant for any other use.

ARTICLE 3 - QUALIFICATIONS OF BIDDERS

- 3.01 Bidders must be licensed as distributor and will hold all Trade Contracts.
- 3.02 To demonstrate Bidder's qualifications to perform the Work, within five (5) days of Owner's request, Bidder shall submit written evidence such as financial data; previous experience, present commitments.

ARTICLE 4 - RESPONSIBILITY OF BIDDERS

- 4.01 It is the responsibility of each Bidder before submitting a Bid to:
 - a. Examine and carefully study the Bidding Documents, the other related data identified in the Bidding Documents, and any Addenda.
 - b. Become familiar with and satisfy Bidder as to all federal, state, and local Laws and Regulations that may affect cost, progress, and performance of the Work.
 - c. Agree at the time of submitting its Bid that no further information, tests, studies, or data are necessary for the determination of its Bid for performance of the Work at the price(s) bid and within the times and in accordance with the other terms and conditions of the Bidding Documents.
 - d. Become aware of the general nature of the work to be performed by Owner and others at the Site that relates to the Work as indicated in the Bidding Documents.
 - e. Correlate the information known to Bidder, obtained from specification of hardware, software and general requirement thereof within the Bidding Documents.
 - f. Promptly give Owner written notice of all conflicts, errors, ambiguities, or discrepancies that Bidder discovers in the Bidding Documents and confirm that the written resolution thereof by Owner is acceptable to Bidder.
 - g. Determine that the Bidding Documents are generally sufficient to indicate and convey understanding of all terms and conditions for the performance of the Work.
 - h. No plea of ignorance of conditions that exist or may hereafter exist, or difficulties that may be encountered in the execution of the work, as a result of failure to make necessary investigations and examinations, will be accepted as an excuse for any failure or omission on the part of the Contractor to fulfill in every detail all the requirements of the contract documents and to complete the work for the consideration set forth therein, or as basis for any claim whatsoever.
 - i. Apparent omission of a detailed description concerning any point, shall be regarded as meaning the best commercial practice is to prevail and that only material and workmanship of the finest quality is to be used.

- j. Bidders may refer to Sections 2-67, 2-73, and 2-74 of Ordinance #2008-09, also known as the Colleton County, South Carolina Purchasing Policy to determine their remedies concerning this competitive process. The failure to be awarded a bid shall not be valid grounds for protest.
- k. The Bidder further agrees that the performance time specified is a reasonable time, having carefully considered the nature and scope of the project as aforesaid.
- l. The submission of a Bid will constitute an incontrovertible representation by Bidder that Bidder has complied with every requirement, that without exception the Bid is premised upon performing and furnishing the Work required by the Bidding Documents and applying any specific means, methods, techniques, sequences, and procedures that may be shown or indicated or expressly required by the Bidding Documents, that Bidder has given Owner written notice of all conflicts, errors, ambiguities, and discrepancies that Bidder has discovered in the Bidding Documents and the written resolutions thereof by Owner are acceptable to Bidder, and that the Bidding Documents are generally sufficient to indicate and convey understanding of all terms and conditions for performing and furnishing the Work.

ARTICLE 5 - SITE AREA

- 5.01 The Site is identified in the Bidding Documents. All temporary construction facilities, construction equipment, or storage of materials and equipment to be incorporated in the Work are to be obtained and paid for by Contractor.

ARTICLE 6 - INTERPRETATIONS AND ADDENDA

- 6.01 All questions about the meaning or intent of the Bidding Documents are to be submitted in writing and submitted by email to; jstieglitz@colletoncounty.org. Interpretations or clarifications considered necessary by Owner in response to such questions will be issued by Addenda. Questions received less than seven (7) days prior to the date for opening of Bids will not be answered. Only questions answered by Addenda will be binding. Oral and other interpretations or clarifications will be without legal effect.
- 6.02 Addenda may be issued to clarify, correct, or change the Bidding Documents as deemed advisable by the Owner. Addenda will be posted on the Colleton County website. It is the responsibility of the bidder to monitor this web site for addendums. Notice of issued addendum will not be forwarded to bidders.

ARTICLE 7 - BID SECURITY

- 7.01 A Bid must be accompanied by Bid security made payable to Colleton County in an amount of five percent (5%) of Bidder's maximum Bid price and in the form of a certified check, bank money order, or a Bid Bond (on the form attached) issued by a surety meeting the requirements of Paragraphs 5.01 and 5.02 of the General Conditions.
- 7.02 The Bid security of the Successful Bidder will be retained until such Bidder has executed the Contract Documents, furnished the required contract security and meet the other conditions of the Notice of Award, whereupon the Bid security will be returned. If the Successful Bidder fails to execute and deliver the Contract Documents and furnish the required contract security within fifteen (15) days after the Notice of Award, Owner may annul the Notice of Award and the Bid security of that Bidder will be forfeited. The Bid security of other Bidders Whom Owner believes to have a reasonable chance of receiving the award may be retained by Owner until the earlier of seven (7) days after the Effective Date of the Agreement or ninety (90) days after the Bid opening.
- 7.03 Bid securities will not be returned. Bidders will receive a copy of the Notice to Award so their respective securities can be canceled.

ARTICLE 8 - CONTRACT TIMES

- 8.01 Installation of new integrated CAD and NG911 phone system to include training and system support for the Colleton County Sheriff's office, is to be completed within One Hundred Eighty (180) calendar days after the Notice to Proceed has been issued.

ARTICLE 9 - LIQUIDATED DAMAGES

9.01 Document Execution

- A. The successful Bidder, upon failure or refusal to execute and deliver the contract and bonds within seven (7) days after they have received the notice of Award of their bid, shall forfeit to the Owner, as liquidated damages, the security deposited with the bid.

9.02 Project Execution

- A. Bidder must agree to commence work on or before a date to be specified in a written "Notice to Proceed" by the Owner and to fully complete the project within the dates specified in the Bid Form. Bidder must agree also to pay as liquidated damages the sum as indicated in the Bid Form for each consecutive calendar day thereafter that the project has not been completed.

ARTICLE 10 - SUBSTITUTE AND "OR-EQUAL" ITEMS

- 10.01 The Contract, if awarded, will be on the basis of materials and equipment specified or described in the Bidding Documents. Whenever it is specified or described in the Bidding Documents that a substitute or "or-equal" item of material or equipment may be furnished or used by Contractor if acceptable to the Owner, application for such acceptance will not be considered by the Owner until after the Effective Date of the Agreement.

- (a) The use of a "**Brand Name Only**" specification is for the purpose of describing the sole item that will satisfy the county's requirements. Bids offering alternate products will be declared non-responsive.

ARTICLE 11 - SUBCONTRACTORS, SUPPLIERS, AND OTHERS

- 11.01 The Bid requires the identity of certain Subcontractors, Suppliers, individuals, or entities to be submitted to Owner with the bid packet. The bidder shall submit to Owner a list of all such Subcontractors, Suppliers, individuals, or entities proposed for those portions of the Work for which such identification is required. Such list shall be accompanied by an experience statement with pertinent information regarding similar projects and other evidence of qualification for each such Subcontractor, Supplier, individual, or entity if requested by Owner. If Owner, after due investigation, has reasonable objection to any proposed Subcontractor, Supplier, individual, or entity, Owner may, before the Notice of Award is given, request apparent Successful Bidder to submit a substitute, in which case apparent Successful Bidder shall submit an acceptable substitute, Bidder's Bid price will be increased (or decreased) by the difference in cost occasioned by such substitution, and Owner may consider such price adjustment in evaluating Bids and making the Contract award.

- 11.02 If apparent Successful Bidder declines to make any such substitution, Owner may award the Contract to the next lowest Bidder that proposes to use acceptable Subcontractors, Suppliers, individuals, or entities. Declining to make requested substitutions will not constitute grounds for forfeiture of the Bid security of any Bidder. Any Subcontractor, Supplier, individual, or entity so listed and against which Owner or Construction Coordinator makes no written objection prior to the giving of the Notice of Award will be deemed acceptable to Owner subject to revocation of such acceptance after the Effective Date of the Agreement.

- 11.03 Each bidder to include sub-contractors shall fully acquaint himself with conditions of this Bid. The failure or omission of a bidder to acquaint himself with existing conditions shall in no way relieve him of any obligation with respect to this Bid or to the Contract.

ARTICLE 12 - PREPARATION OF BID

- 12.01 Should a bidder need any reasonable accommodations for any type of disability in order to participate in this procurement, you are asked to contact the Colleton County Capital Projects & Purchasing Department.
- 12.02 A Bid by an individual shall show the Bidder's name and official address.
- 12.03 A Bid by a joint venture shall be executed by each joint venture in the manner indicated on the Bid Form. The official address of the joint venture shall be shown below the signature.
- 12.04 All names shall be typed or printed in ink below the signatures.
- 12.05 The Bid shall contain an acknowledgment of receipt of all Addenda, the numbers of which shall be filled in on the Bid Form.
- 12.06 The address and telephone number for communications regarding the Bid shall be shown.
- 12.07 The Bid shall contain evidence of Bidder's authority and qualification to do business in the state of South Carolina where the Project is located or covenant to obtain such qualification prior to award of the Contract. Bidder's or sub-contractors state contractor license number, if any, shall also be shown on the Bid Form.
- 12.08 Any reports, studies, photographs, negatives or other documents prepared by vendor in the performance of its obligations shall be the exclusive property of the procurer and all such material shall be remitted to the procurer by the vendor upon completion, termination or cancellation of this order. Vendor shall not use, willingly allow or cause to have such material used for any purpose other than performance of its obligations under this order without the prior written consent of the procurer.
- 12.09 The vendor / contractor will take affirmative action in complying with all Federal and State requirements concerning fair employment and employment of the handicapped, and concerning the treatment of all employees, without regard or discrimination by reason of age, race, color, religion, sex, national origin or physical handicap. The following are incorporated herein by reference: 41 C.F.R. 60-1.4, 60-250.4 and 60-741.4.
- 12.10 All contracts over \$2,000.00 must include a provision for compliance with the Copeland "Anti-Kickback" Act (18 U.S.C. 874) as supplemented in Department of Labor regulations (29 CFR Part 3). This act provides that each Contractor shall be prohibited from inducing, by any means, persons employed in the construction, completion, or repaid of public work to give up any part of their compensation.
- 12.11 The contractor certifies that the vendor(s) will provide a "drug-free workplace" as that term is defined in Section 44-107-30 of the Code of Laws of South Carolina, 1976, as amended, by the complying with the requirements set forth in title 44, Chapter 107
- 12.12 The federally-assisted vendor certifies that he will not maintain or provide, for his employees, segregated facilities at any of his establishments and that he will not permit his employees to perform their services at any location under his control where segregated facilities are maintained. The federally assisted vendor agrees that a breach of this certification is a violation of the Equal Opportunity Clause in this Contract. As used in this certification, the term "segregated facilities" means any waiting rooms, work areas, restrooms, and washrooms, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and housing facilities provided for

employees which are segregated on the basis of race, color, religion, or national origin because of habit, local custom, or any other reason. The federally assisted vendor agrees that (except where he has obtained identical certifications from proposed subcontractors for specific time periods) he will obtain identical certifications from proposed subcontractors prior to the award of subcontracts exceeding \$10,000 which are not exempt from the provisions of the Equal Opportunity Clause and that he will retain such certifications in his files.

- 12.13 By signing this bid or proposal, Vendor / Contractor certifies that it will (a) comply with the applicable requirements of Title 8, Chapter 14, and (b) include in their contracts with the sub-subcontractor's language requiring the sub-subcontractors to comply with the applicable requirements of Title 8, Chapter 14. (An overview is available at www.procurement.sc.gov)
- 12.14 Bidders must clearly mark as "confidential" each part of their bid which they consider to be proprietary information that could be exempt from disclosure under section 30-4-40, Code of Laws of South Carolina 1976, as amended (Freedom of Information Act). If any part is designated as confidential, there must be attached to that part an explanation of how this information fits within one or more categories listed in section 30-4-40. Colleton County reserves the right to determine whether this information should be exempt from disclosure and no legal action may be brought against the County or its agents for its determination in this regard.
- 12.15 Nothing herein is intended to exclude any responsible vendor, his product or service or in any way restrain or restrict competition. On the contrary, all responsible vendors are encouraged to bid and their bids are solicited.
- 12.16 The successful Bidder must be responsible for obtaining all necessary city, county, and state permits/licenses and must comply with all State and local codes and ordinances. Copies of such permits/licenses shall be made available to Colleton County upon request. Work within the Walterboro City Limits may require a City Business License.
- 12.17 This Agreement shall be governed by and construed in accordance with the laws of the State of South Carolina, U.S.A.
- 12.18 All claims, disputes and other matters in question between parties arising out of, or relating to this Agreement, or the breach thereof, shall be decided in the Circuit Court of the Fourteenth Judicial Circuit in Colleton County, South Carolina. By executing this Agreement, all parties specifically consent to venue and jurisdiction in Colleton County, South Carolina and waive any right to contest jurisdiction and venue in said Court.
- 12.19 Colleton County reserves the right to reject all or any part of any bid, waive informalities and award the contract to the most responsive and responsible bidder to best serve the interest of Colleton County.
- 12.20 By submitting a bid, the Bidder certifies to the best of its knowledge and belief, that it and its principals, sub-contractors and assigns are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal, State or local department or agency.
- 12.21 Federal guidelines require grant recipients to obtain sufficient assurance that bidders are not suspended or debarred from participating in federal programs when contracts exceed \$25,000. By signing the bid submittal form you verify that no party to this agreement is excluded from receiving Federal contracts, certain subcontracts, and certain Federal financial and nonfinancial assistance and benefits, pursuant to the provisions of 31 U.S.C. 6101, note, E.O. 12549, E.O. 12689, 48 CFR 9.404, and each agency's codification of the Common Rule for Non-procurement suspension and debarment. **[See <https://www.epls.gov/> for additional information.]**

ARTICLE 13 - BASIS OF BID;

13.01 Base Bid

- A. Bidders shall submit a base bid for the project, as listed in the Specifications and any Addendums. Failure for the Contractor/Vendor or Subcontractor(s) to properly perform takeoffs for the project does not relieve the bidder of their obligation to provide a complete, finished product, for the submitted base bid amount.
- B. Bidders shall submit a Base Bid as a lump sum.
- C. The Bid price shall include such amounts as the Bidder deems proper to have a completed project as specified in the Contract Documents.

ARTICLE 14 - SUBMITTAL OF BID

- 14.01 With each copy of the Bidding Documents, a Bidder shall furnish **one (1) original separate unbound copy of the Bid Documents, to include all forms listed in 2016-1714.** Two (2) additional bound copies are to be submitted with the original. An unbound copy of the itemized Bid is to be completed and submitted with the Bid security.
- 14.02 A Bid shall be submitted no later than the date and time prescribed and at the place indicated in the Advertisement or Invitation to Bid and shall be enclosed in an opaque sealed envelope plainly marked with the Project title (and, if applicable, the designated portion of the Project for which the Bid is submitted), the name and address of Bidder shall be accompanied by the Bid security and other required documents. If a Bid is sent by mail or other delivery system, the sealed envelope containing the Bid shall be enclosed in a separate envelope plainly marked on the outside with the notation **"CCSO-06"**. A mailed Bid shall be addressed to:

Colleton County
Kaye B. Syfrett, Procurement Manager
113 Mable T. Willis Boulevard
Walterboro, SC 29488
- 14.03 In the case of Inclement Weather/Closure of Colleton County offices; If the Colleton County office is closed for business at the time scheduled for bid opening, for whatever reason, sealed bids will be accepted and opened on the next scheduled business day, at the originally scheduled time.
- 14.04 The successful Bidder will be required to provide verified breakdown of costs of all services and work in a manner acceptable to the Owner.
- 14.05 The person signing the bid shall initial all corrections or erasures.
- 14.06 Where so indicated on the Bid Form, the Bid Sum shall be expressed in both words and figures; in case of a discrepancy between the two, the Sums expressed in words shall govern.
- 14.07 Bids containing qualifications will be considered irregular, non-responsive and may be disqualified.
- 14.08 A Bid Form submitted by a partnership shall list the names of all partners and shall be signed in the partnership name by one of the members of the partnership who is authorized to sign for the partnership.
- 14.09 A Bid Form submitted by a corporation shall be executed in the legal name of the corporation, followed by the state of incorporation and signed by the President or Vice President or another authorized officer. The name of each person signing the Bid Form shall be typed or printed below the signature.

- 14.10 When the person signing for a corporation is other than the President or Vice President and when requested by the Owner, a resolution or other satisfactory evidence of the authority of the officer signing in behalf of the corporation shall be furnished for the Owner's records. The name of each person signing the Bid Form shall be typed or printed below the signature.

ARTICLE 15 - MODIFICATION OF BID

- 15.01 A Bid may be modified or withdrawn by an appropriate document duly executed in the manner that a Bid must be executed and delivered to the place where Bids are to be submitted prior to the date and time for the opening of Bids.

ARTICLE 16 - OPENING OF BIDS

- 16.01 Bids will be opened at the time and place indicated in the Advertisement or Invitation to Bid and, unless obviously non-responsive, read aloud publicly. An abstract of the amounts of the base Bids and major alternates, if any, will be made available to Bidders after the opening of Bids in the form of a Bid Tabulation and Bid Comparison to be posted on the county web site.

ARTICLE 17 - BIDS TO REMAIN SUBJECT TO ACCEPTANCE

- 17.01 All Bids will remain subject to acceptance for the period of time stated in the Bid Form, but Owner may, in its sole discretion, release any Bid and Bid security prior to the end of this period.

ARTICLE 18 - EVALUATION OF BIDS AND AWARD OF CONTRACT

- 18.01 Owner reserves the right to reject any or all Bids, including without limitation, nonconforming, non-responsive, unbalanced, or conditional Bids. Owner further reserves the right to reject the Bid of any Bidder whom it finds, after reasonable inquiry and evaluation, to not be responsible. Owner may also reject the Bid of any Bidder if Owner believes that it would not be in the best interest of the Project to make an award to that Bidder. Owner also, reserves the right to waive all informalities not involving price, time, or changes in the Work and to negotiate contract terms with the Successful Bidder.
- 18.02 More than one Bid for the same Work from an individual or entity under the same or different names will not be considered. Reasonable grounds for believing that any Bidder has an interest in more than one Bid for the Work may be cause for disqualification of that Bidder and the rejection of all Bids in which that Bidder has an interest.
- 18.03 In evaluating Bids, Owner will consider whether or not the Bids comply with the prescribed requirements, and such alternates, unit prices and other data, as may be requested in the Bid Form or prior to the Notice of Award.
- 18.04 In evaluating Bidders, Owner will consider the qualifications of Bidders and may consider the qualifications and experience of Subcontractors, Suppliers, and other individuals or entities proposed for those portions of the Work for which the identity of Subcontractors, Suppliers, and other individuals or entities that must be submitted.
- 18.05 Owner may conduct such investigations as Owner deems necessary to establish the responsibility, qualifications, and financial ability of Bidders, proposed Subcontractors, Suppliers, individuals, or entities to perform the Work in accordance with the Contract Documents.
- 18.06 If the Contract is to be awarded, Owner will award the Contract to the Bidder whose Bid is in the best interests of the Project.
- 18.07 The Owner reserves the right not to Award the Project.

18.08 The Owner shall have the right to accept Alternates in any order or combination, and to determine the low bidder on the basis of the sum of the Base Bid and alternates accepted.

ARTICLE 19 - SIGNING OF AGREEMENT

19.01 When Owner gives a Notice of Award to the Successful Bidder, it shall be accompanied by the required number of unsigned counterparts of the Agreement with the other Contract Documents which are identified in the Agreement as attached thereto. Within seven (7) days thereafter, Successful Bidder shall sign and deliver the required number of counterparts of the Agreement and attached documents to Owner. Within seven (7) days thereafter, Owner shall deliver one (1) fully signed counterpart to Successful Bidder.

ARTICLE 20 - RETAINAGE

20.01 Retainage from progress payments to the Contractor shall be **ten percent (10%)** of each payment for work completed and stored materials on site.

ARTICLE 21 - INSURANCE

21.01 The successful bidder shall procure, maintain, and provide proof of, insurance coverage for injuries to persons and/or property damage as may arise from or in conjunction with, the work performed on behalf of the Owner by the bidder, his agents, representatives, employees or subcontractors. Proof of coverage as contained herein shall be submitted fifteen (15) days prior to the commencement of work and such coverage shall be maintained by the bidder for the duration of the contract period; for occurrence policies.

a. General Liability

Coverage shall be as broad as: Comprehensive General Liability endorsed to include Broad Form, Commercial General Liability form including Products/Completed Operations.

Minimum Limits

- General Liability:
- \$2,000,000 General Aggregate
- \$2,000,000 Products & Completed Operations Aggregate
- \$1,000,000 Personal and Advertising Injury
- \$1,000,000 Each Occurrence (Bodily Injury and Property Damage)
- \$50,000 Fire Damage Limit
- \$5,000 Medical Expense Limit

b. Automobile Liability

Coverage sufficient to cover all vehicles owned, used, or hired by the bidder, his agents, representatives, employees or subcontractors.

Minimum Limits

- Automobile Liability:
- \$1,000,000 Combined Single Limit
- \$1,000,000 Each Occurrence
- Limit \$5,000 Medical Expense

c. Workers' Compensation

Limits as required by the Workers' Compensation Act of SC. Employers

Liability, \$1,000,000

d. Owners' & Contractors' Protective Liability
Policy will be in name of Colleton County.
Minimum limits required are \$1,000,000

e. Excess or Umbrella Liability
General Aggregate \$2,000,000
Each Occurrence \$2,000,000

f. Contractual Liability

Bodily Injury:	
Each Accident	\$2,000,000
Annual Aggregate	\$2,000,000
Property Damage:	
Each Accident	\$2,000,000
Annual Aggregate	\$2,000,000

g. Coverage Provisions

1. All deductibles or self-insured retention shall appear on the certificate(s).
2. The County of Colleton, its officers/officials, employees, agents and volunteers shall be added as "additional insured" as their interest's may appear. This provision does not apply to Professional Liability or Workers' Compensation/Employers' Liability.
3. The bidder's insurance shall be primary over any applicable insurance or self-insurance maintained by Colleton County.
4. Shall provide 30 days' written notice to Colleton County before any cancellation, suspension, or void of coverage in whole or part, where such provision is reasonable.
5. All coverage for subcontractors of the bidder shall be subject to all of the requirements stated herein.
6. All deductibles or self-insured retention shall appear on the certificate(s) and shall be subject to approval by the County. At the option of Colleton County, either; the insurer shall reduce or eliminate such deductible or self-insured retention; or the bidder shall be required to procure a bond guaranteeing payment of losses and related claims expenses.
7. Failure to comply with any reporting provisions of the policy(s) shall not affect coverage provided Colleton County, its officers/officials, agents, employees and volunteers.
8. The insurer shall agree to waive all rights of subrogation against Colleton County, it's officers/officials, agents, employees or volunteers for any act, omission or condition of premises which the parties may be held liable by reason of negligence.
9. The bidder shall furnish Colleton County certificates of insurance including endorsement affecting coverage. The certificates are to be signed by a person authorized by the insurance company(s) to bind coverage on its' behalf, if executed by a broker, notarized copy of authorization to bind, or certify coverage must be attached.
10. All insurance shall be placed with insurers maintaining an A.M. Best rating of no less than an A: VII. If A.M. Best rating is less than A: VII, approval must be received from Colleton County's Risk Officer.

- 21.02 Colleton County, SC will require each contractor and service provider to maintain on file with the Procurement Manager, a current Certificate of Insurance showing limits as required by the Workers' Compensation Act of SC:

Employers Liability, \$1,000,000.

The law also recognizes "statutory employees." These are employees who work for a subcontractor who may be working for a business or another contractor. Employers should inquire whether or not a subcontractor working for them has workers' compensation insurance, regardless of the number of employees employed by the subcontractor. If the subcontractor does not, the subcontractor's injured employees would be covered under the employer's workers' compensation insurance. If the subcontractor does not carry workers' compensation insurance, then the owner or the principal contractor would be liable just as if the subcontractor's employee was one of their employees. For answers to additional questions, visit the SC Worker's Compensation Commission website at: <http://www.wcc.state.sc.us/Frequently%20Asked%20Questions/FAQ.htm>.

- 21.03 Contractor shall provide and maintain, during the progress of the work and until execution of the Certificate of Contract Completion, a *Builders Risk Insurance policy* to cover all work in the course of construction including false work, temporary buildings, scaffolding, and materials used in the construction process (including materials designated for the project but stored off site or in transit). The coverage shall equal the total completed value of the work and shall provide recovery at replacement cost.
- a) Such insurance shall be on a special cause of loss form, providing coverage on an open perils basis insuring against the direct physical loss of or damage to covered property, including but not limited to theft, vandalism, malicious mischief, earthquake, tornado, lightning, explosion, breakage of glass, collapse, water damage, and testing/startup.
 - b) Coverage shall include coverage for "soft costs" (costs other than replacement of building materials) including, but not limited to, the reasonable extra costs of the architect/engineer and reasonable Contractor extension or acceleration costs. This coverage shall also include the reasonable extra costs of expediting temporary and permanent repairs to, or permanent replacement of, damaged property. This shall include overtime wages and the extra cost of express or other means for rapidly transporting materials and supplies necessary to the repair or replacement.
 - c) The policy shall specifically permit and allow for partial occupancy by the owner prior To execution of the final Certification of Contract Completion, and coverage shall remain in effect until all punch list items are completed.
 - d) The Builder's Risk deductible may not exceed \$5,000. The Contractor or subcontractor experiencing any loss claimed under the Builder's Risk policy shall be responsible for that loss up to the amount of the deductible.
 - e) If Contractor is involved solely in the installation of material and equipment and not in New building construction, the Contractor shall provide an **Installation Floater policy** in lieu of a Builder's Risk policy. The policy must comply with the provisions of this paragraph.

Remainder of this page intentionally left blank

SECTION 2016-1703 BOND FORMS

BID BOND

Any singular reference to Bidder, Surety, Owner, or other party shall be considered plural where applicable.

BIDDER (Name and Address): _____

SURETY (Name and Address of Principal Place of Business): _____

OWNER (Name and Address): Colleton County
109 Benson Street
Walterboro, SC 29488

Bid Number: **CCSO-06**

Bid Due Date: **Wednesday, April 25, 2018 at 2:00pm**

Project (Brief Description Including Location): **Installation of new integrated CAD and NG911 phone system to include training and system support for the Colleton County Sheriff's office.**

Bond Number: _____

Date (Not later than Bid due date): _____

Penal sum _____ (Words) _____ (Figures)

Surety and Bidder, intending to be legally bound hereby, subject to the terms printed on the reverse side hereof, do each because this Bid Bond to be duly executed on its behalf by its authorized officer, agent, or representative.

BIDDER

SURETY

(Seal)

(Seal)

Bidder's Name and Corporate Seal

Surety's Name and Corporate Seal

By: _____
Signature and Title

By: _____
Signature and Title
(Attach Power of Attorney)

Attest: _____
Signature and Title

Attest: _____
Signature and Title

Note: Above addresses are to be used for giving required notice.

1. Bidder and Surety, jointly and severally, bind themselves, their heirs, executors, administrators, successors and assigns to pay to Owner upon default of Bidder the penal sum set forth on the face of this Bond. Payment of the penal sum is the extent of Surety's liability.
2. Default of Bidder shall occur upon the failure of Bidder to deliver within the time required by the Bidding Documents (or any extension thereof agreed to in writing by Owner) the executed Agreement required by the Bidding Documents and any performance and payment bonds required by the Bidding Documents.
3. This obligation shall be null and void if:
 - 3.1. Owner accepts Bidder's Bid and Bidder delivers within the time required by the Bidding Documents (or any extension thereof agreed to in writing by Owner) the executed Agreement required by the Bidding Documents and any performance and payment bonds required by the Bidding Documents, or
 - 3.2. All Bids are rejected by Owner, or
 - 3.3. Owner fails to issue a Notice of Award to Bidder within the time specified in the Bidding Documents (or any extension thereof agreed to in writing by Bidder and, if applicable, consented to by Surety when required by Paragraph 5 hereof).
4. Payment under this Bond will be due and payable upon default by Bidder and within 30 calendar days after receipt by Bidder and Surety of written notice of default from Owner, which notice will be given with reasonable promptness, identifying this Bond and the Project and including a statement of the amount due.
5. Surety waives notice of any and all defenses based on or arising out of any time extension to issue Notice of Award agreed to in writing by Owner and Bidder, provided that the total time for issuing Notice of Award including extensions shall not in the aggregate exceed 120 days from Bid due date without Surety's written consent.
6. No suit or action shall be commenced under this Bond prior to 30 calendar days after the notice of default required in Paragraph 4 above is received by Bidder and Surety and in no case later than one year after Bid due date.
7. Any suit or action under this Bond shall be commenced only in a court of competent jurisdiction located in the state in which the Project is located.
8. Notices required hereunder shall be in writing and sent to Bidder and Surety at their respective addresses shown on the face of this Bond. Such notices may be sent by personal delivery, commercial courier, or by United States Registered or Certified Mail, return receipt requested, postage pre-paid, and shall be deemed to be effective upon receipt by the party concerned.
9. Surety shall cause to be attached to this Bond a current and effective Power of Attorney evidencing the authority of the officer, agent, or representative who executed this Bond on behalf of Surety to execute, seal, and deliver such Bond and bind the Surety thereby.
10. This Bond is intended to conform to all applicable statutory requirements. Any applicable requirement of any applicable statute that has been omitted from this Bond shall be deemed to be included herein as if set forth at length. If any provision of this Bond conflicts with any applicable statute, then the provision of said statute shall govern and the remainder of this Bond that is not in conflict therewith shall continue in full force and effect.
11. The term "Bid" as used herein includes a Bid, offer, or proposal as applicable.

PERFORMANCE BOND

Any singular reference to Contractor, Surety, Owner, or other party shall be considered plural where applicable.

CONTRACTOR: _____ SURETY: _____

OWNER: Colleton County
109 Benson Street
Walterboro, SC 29488

CONTRACT:
Date: _____

Amount: _____

Description (Name and Location): **Installation of new integrated CAD and NG911 phone system to include training and system support for the Colleton County Sheriff's office.**

BOND

Bond Number: _____
Date (Not earlier than Contract Date): _____
Amount: _____
Modifications to this Bond Form: _____

Surety and Contractor, intending to be legally bound hereby, subject to the terms printed on the reverse side hereof, do each cause this Performance Bond to be duly executed on its behalf by its authorized officer, agent, or representative.

CONTRACTOR AS PRINCIPAL
Company: _____

Signature: _____ (Seal)
Name and Title: _____

(Space is provided below for signatures of additional parties, if required.)

SURETY

(Seal)
Surety's Name and Corporate Seal

By: _____
Signature and Title
(Attach Power of Attorney)

Attest: _____
Signature and Title

CONTRACTOR AS PRINCIPAL
Company: _____

Signature: _____ (Seal)

Name and Title:

SURETY

(Seal)
Surety's Name and Corporate Seal

By: _____
Signature and Title
(Attach Power of Attorney)

Attest: _____
Signature and Title:

1. Contractor and Surety, jointly and severally, bind themselves, their heirs, executors, administrators, successors, and assigns to Owner for the performance of the Contract, which is incorporated herein by reference.
2. If Contractor performs the Contract, Surety and Contractor have no obligation under this Bond, except to participate in conferences as provided in Paragraph 3.1.
3. If there is no Owner Default, Surety's obligation under this Bond shall arise after:
 - 3.1. Owner has notified Contractor and Surety, at the addresses described in Paragraph 10 below, that Owner is considering declaring a Contractor Default and has requested and attempted to arrange a conference with Contractor and Surety to be held not later than 15 days after receipt of such notice to discuss methods of performing the Contract. If Owner, Contractor and Surety agree, Contractor shall be allowed a reasonable time to perform the Contract, but such an agreement shall not waive Owner's right, if any, subsequently to declare a Contractor Default; and
 - 3.2. Owner has declared a Contractor Default and formally terminated Contractor's right to complete the Contract. Such Contractor Default shall not be declared earlier than 20 days after Contractor and Surety have received notice as provided in Paragraph 3.1; and
 - 3.3. Owner has agreed to pay the Balance of the Contract Price to:
 1. Surety in accordance with the terms of the Contract;
 2. Another contractor selected pursuant to Paragraph 4.3 to perform the Contract.
4. When Owner has satisfied the conditions of Paragraph 3, Surety shall promptly and at Surety's expense take one of the following actions:
 - 4.1. Arrange for Contractor, with consent of Owner, to perform and complete the Contract; or
 - 4.2. Undertake to perform and complete the Contract itself, through its agents or through independent contractors; or
 - 4.3. Obtain bids or negotiated proposals from qualified contractors acceptable to Owner for a contract for performance and completion of the Contract, arrange for a contract to be prepared for execution by Owner and Contractor selected with Owner's concurrence, to be secured with performance and payment bonds executed by a qualified surety equivalent to the bonds issued on the Contract, and pay to Owner the amount of damages as described in Paragraph 6 in excess of the Balance of the Contract Price incurred by Owner resulting from Contractor Default; or
 - 4.4. Waive its right to perform and complete, arrange for completion, or obtain a new contractor and with reasonable promptness under the circumstances:
 1. After investigation, determine the amount for which it may be liable to Owner and, as soon as practicable after the amount is determined, tender payment therefor to Owner; or
 2. Deny liability in whole or in part and notify Owner citing reasons therefor.
5. If Surety does not proceed as provided in Paragraph 4 with reasonable promptness, Surety shall be deemed to be in default on this Bond 15 days after receipt of an additional written notice from Owner to Surety demanding that Surety perform its obligations under this Bond, and Owner shall be entitled to enforce any remedy available to Owner. If Surety proceeds as provided in Paragraph 4.4, and Owner refuses the payment tendered or Surety has denied liability, in whole or in part, without further notice Owner shall be entitled to enforce any remedy available to Owner.
6. After Owner, has terminated Contractor's right to complete the Contract, and if Surety elects to act under Paragraph 4.1, 4.2, or 4.3 above, then the responsibilities of Surety to Owner shall not be greater than those of Contractor under the Contract, and the responsibilities of Owner to Surety shall not be greater than those of Owner under the Contract. To a limit of the amount of this Bond, but subject to commitment by Owner of the Balance of the Contract Price to mitigation of costs and damages on the Contract, Surety is obligated without duplication for:
 - 6.1. The responsibilities of Contractor for correction of defective Work and completion of the Contract;
 - 6.2. Additional legal, design professional, and delay costs resulting from Contractor's Default, and resulting from the actions or failure to act of Surety under Paragraph 4; and
 - 6.3. Liquidated damages, or if no liquidated damages are specified in the Contract, actual damages caused by delayed performance or non-performance of Contractor.
7. Surety shall not be liable to Owner or others for obligations of Contractor that are unrelated to the Contract, and the Balance of the Contract Price shall not be reduced or set off on account of any such unrelated obligations. No right of action shall accrue on this Bond to any person or entity other than Owner or its heirs, executors, administrators, or successors.
8. Surety hereby waives notice of any change, including changes of time, to Contract or to related subcontracts, purchase orders, and other obligations.
9. Any proceeding, legal or equitable, under this Bond may be instituted in any court of competent jurisdiction in the location in which the Work or part of the Work is located and shall be instituted within two years after Contractor Default or within two years after Contractor ceased working or within two years after Surety refuses or fails to perform its obligations under this Bond, whichever occurs first. If the provisions of this paragraph are void or prohibited by law, the minimum period of limitation available to sureties as a defense in the jurisdiction of the suit shall be applicable.
10. Notice to Surety, Owner, or Contractor shall be mailed or delivered to the address shown on the signature page.
11. When this Bond has been furnished to comply with a statutory requirement in the location where the Contract was to be performed, any provision in this Bond conflicting with said statutory requirement shall be deemed deleted here from and provisions conforming to such statutory requirement shall be deemed incorporated herein. The intent is that this Bond shall be construed as a statutory bond and not as a common-law bond.
12. Definitions.
 - 12.1 Balance of the Contract Price: The total amount payable by Owner to Contractor under the Contract after all proper adjustments have been made, including allowance to Contractor of any amounts received or to be received by Owner in settlement of insurance or other Claims for damages to which Contractor is entitled, reduced by all valid and proper payments made to or on behalf of Contractor under the Contract.
 - 12.2 Contract: The agreement between Owner and Contractor identified on the signature page, including all Contract Documents and changes thereto.
 - 12.3 Contractor Default: Failure of Contractor, which has neither been remedied nor waived, to perform or otherwise to comply with the terms of the Contract.
 - 12.4 Owner Default: Failure of Owner, which has neither been remedied nor waived, to pay Contractor as required by the Contract or to perform and complete or comply with the other terms thereof.

PAYMENT BOND

Any singular reference to Contractor, Surety, Owner, or other party shall be considered plural where applicable.

CONTRACTOR:

SURETY:

OWNER: Colleton County
109 Benson Street
Walterboro, SC 29488

CONTRACT

Date: _____

Amount: _____

Description (Name and Location): **Installation of new integrated CAD and NG911 phone system to include training and system support for the Colleton County Sheriff's office.**

BOND

Bond Number: _____

Date (Not earlier than Contract Date): _____

Amount: _____

Modifications to this Bond Form: _____

Surety and Contractor, intending to be legally bound hereby, subject to the terms printed on the reverse side hereof, do each cause this Payment Bond to be duly executed on its behalf by its authorized officer, agent, or representative.

CONTRACTOR AS PRINCIPAL

SURETY

Company: _____

Signature: _____ (Seal)

Name and Title: _____

(Seal)

Surety's Name and Corporate Seal

By: _____

Signature and Title
(Attach Power of Attorney)

(Space is provided below for signatures of additional parties, if required.)

Attest: _____

Signature and Title

CONTRACTOR AS PRINCIPAL

SURETY

Company: _____

Signature: _____ (Seal)

Name and Title: _____

(Seal)

Surety's Name and Corporate Seal

By: _____

Signature and Title
(Attach Power of Attorney)

Attest: _____

1. Contractor and Surety, jointly and severally, bind themselves, their heirs, executors, administrators, successors, and assigns to Owner to pay for labor, materials, and equipment furnished by Claimants for use in the performance of the Contract, which is incorporated herein by reference.
2. With respect to Owner, this obligation shall be null and void if Contractor:
 - 2.1. Promptly makes payment, directly or indirectly, for all sums due Claimants, and
 - 2.2. Defends, indemnifies, and holds harmless Owner from all claims, demands, liens, or suits alleging non-payment by Contractor by any person or entity who furnished labor, materials, or equipment for use in the performance of the Contract, provided Owner has promptly notified Contractor and Surety (at the addresses described in Paragraph 12) of any claims, demands, liens, or suits and tendered defense of such claims, demands, liens, or suits to Contractor and Surety, and provided there is no Owner Default.
3. With respect to Claimants, this obligation shall be null and void if Contractor promptly makes payment, directly or indirectly, for all sums due.
4. Surety shall have no obligation to Claimants under this Bond until:
 - 4.1. Claimants who are employed by or have a direct contract with Contractor have given notice to Surety (at the addresses described in Paragraph 12) and sent a copy, or notice thereof, to Owner, stating that a claim is being made under this Bond and, with substantial accuracy, the amount of the claim.
 - 4.2. Claimants who do not have a direct contract with Contractor:
 1. Have furnished written notice to Contractor and sent a copy, or notice thereof, to Owner, within 90 days after having last performed labor or last furnished materials or equipment included in the claim stating, with substantial accuracy, the amount of the claim and the name of the party to whom the materials or equipment were furnished or supplied, or for whom the labor was done or performed; and
 2. Have either received a rejection in whole or in part from Contractor, or not received within 30 days of furnishing the above notice any communication from Contractor by which Contractor had indicated the claim will be paid directly or indirectly; and
 3. Not having been paid within the above 30 days, have sent a written notice to Surety and sent a copy, or notice thereof, to Owner, stating that a claim is being made under this Bond and enclosing a copy of the previous written notice furnished to Contractor.
5. If a notice by a Claimant required by Paragraph 4 is provided by Owner to Contractor or to Surety, that is sufficient compliance.
6. When a Claimant has satisfied the conditions of Paragraph 4, the Surety shall promptly and at Surety's expense take the following actions:
 - 6.1. Send an answer to that Claimant, with a copy to Owner, within 45 days after receipt of the claim, stating the amounts that are undisputed and the basis for challenging any amounts that are disputed.
 - 6.2. Pay or arrange for payment of any undisputed amounts.
7. Surety's total obligation shall not exceed the amount of this Bond, and the amount of this Bond shall be credited for any payments made in good faith by Surety.
8. Amounts owed by Owner to Contractor under the Contract shall be used for the performance of the Contract and to satisfy claims, if any, under any performance bond. By Contractor furnishing and Owner accepting this Bond, they agree that all funds earned by Contractor in the performance of the Contract are dedicated to satisfy obligations of Contractor and Surety under this Bond, subject to Owner's priority to use the funds for the completion of the Work.
9. Surety shall not be liable to Owner, Claimants, or others for obligations of Contractor that are unrelated to the Contract. Owner shall not be liable for payment of any costs or expenses of any Claimant under this Bond, and shall have under this Bond no obligations to make payments to, give notices on behalf of, or otherwise have obligations to Claimants under this Bond.
10. Surety hereby waives notice of any change, including changes of time, to the Contract or to related Subcontracts, purchase orders and other obligations.
11. No suit or action shall be commenced by a Claimant under this Bond other than in a court of competent jurisdiction in the location in which the Work or part of the Work is located or after the expiration of one year from the date (1) on which the Claimant gave the notice required by Paragraph 4.1 or Paragraph 4.2.3, or (2) on which the last labor or service was performed by anyone or the last materials or equipment were furnished by anyone under the Construction Contract, whichever of (1) or (2) first occurs. If the provisions of this paragraph are void or prohibited by law, the minimum period of limitation available to sureties as a defense in the jurisdiction of the suit shall be applicable.
12. Notice to Surety, Owner, or Contractor shall be mailed or delivered to the addresses shown on the signature page. Actual receipt of notice by Surety, Owner, or Contractor, however accomplished, shall be sufficient compliance as of the date received at the address shown on the signature page.
13. When this Bond has been furnished to comply with a statutory requirement in the location where the Contract was to be performed, any provision in this Bond conflicting with said statutory requirement shall be deemed deleted here from and provisions conforming to such statutory requirement shall be deemed incorporated herein. The intent is that this Bond shall be construed as a statutory Bond and not as a common-law bond.
14. Upon request of any person or entity appearing to be a potential beneficiary of this Bond, Contractor shall promptly furnish a copy of this Bond or shall permit a copy to be made.
15. DEFINITIONS
 - 15.1. Claimant: An individual or entity having a direct contract with Contractor, or with a first-tier subcontractor of Contractor, to furnish labor, materials, or equipment for use in the performance of the Contract. The intent of this Bond shall be to include without limitation in the terms "labor, materials or equipment" that part of water, gas, power, light, heat, oil, gasoline, telephone service, or rental equipment used in the Contract, architectural and engineering services required for performance of the Work of Contractor and Contractor's Subcontractors, and all other items for which a mechanic's lien may be asserted in the jurisdiction where the labor, materials, or equipment were furnished.
 - 15.2. Contract: The agreement between Owner and Contractor identified on the signature page, including all Contract Documents and changes thereto.
 - 15.3. Owner Default: Failure of Owner, which has neither been remedied nor waived, to pay Contractor as required by the Contract or to perform and complete or comply with the other terms thereof.

SECTION 2016-1704 CONTRACT

CONTRACT

THIS AGREEMENT is by and between **Colleton County, 109 Benson Street,
Walterboro, South Carolina**

(hereinafter called "Owner") and _____

doing business as an **individual/a partnership/a corporation/a joint venture** (strike out inapplicable terms), with its primary office in the City of _____, County of _____, State of _____.

Owner and Contractor, in consideration of the mutual covenants set forth herein, agree as follows:

ARTICLE 1 - WORK

1.01 Contractor shall complete all Work as specified or indicated in the Contract Documents. The Work is generally described as follows:

Installation of new integrated CAD and NG911 phone system to include training and system support for the Colleton County Sheriff's Office.

ARTICLE 2 - THE PROJECT

2.01 The Project for which the Work under the Contract Documents may be the whole or only a part is generally described as follows:

Installation of new integrated CAD and NG911 phone system. Employee training and system support. Data conversion from the old to DOS system to the new CAD system.

ARTICLE 3 - DESIGN

3.01 The Project has been designed by: Colleton County Sheriffs Office. John Stieglitz in cooperation with Richard Haley of the CCSO will act as the Construction Coordinator, assume all duties and responsibilities, and have the rights and authority assigned to the Construction Coordinator in the Contract Documents in connection with the completion of the Work in accordance with the Contract Documents.

ARTICLE 4 - CONTRACT TIMES

4.01 All time limits for Milestones for final payment as stated in the Contract Documents are of the essence of the Contract.

4.02 Dates for Substantial Completion and Final Payment

Installation of new integrated CAD and NG911 phone system to include training and system support for the Colleton County Sheriff's office, is to be completed within One Hundred Eighty (180) calendar days after the Notice to Proceed has been issued.

4.03 Liquidated Damages

Contractor and Owner recognize that time is of the essence of this Agreement and that Owner will suffer financial loss if the Work is not completed within the times specified above. The parties also recognize the delays, expense, and difficulties involved in proving in a legal or arbitration proceeding

the actual loss suffered by Owner if the Work is not completed on time. Accordingly, instead of requiring any such proof, Owner and Contractor agree that as liquidated damages for delay (but not as a penalty), Contractor shall pay Owner \$500 for each day that expires after the time specified for completion and readiness for final payment until the Work is completed and ready for final payment.

ARTICLE 5 - CONTRACT PRICE

- 5.01 Owner shall pay Contractor for completion of the Work in accordance with the Contract Documents an amount in current funds equal to the sum of the amounts determined at the time of Contract authorization. **All fees, product license, user license, travel, lodging, meals or other items reimbursable items shall be part of the base bid.**

ARTICLE 6 - PAYMENT PROCEDURES

6.01 Submittal and Processing of Payments

- A. Contractor shall submit Applications for Payment to the Construction Coordinator. Applications for Payment will be processed by the Construction Coordinator with final approval for payment being authorized by the Purchasing Director. Application for payment shall have a **detailed** schedule of values approved by the Purchasing director.

6.02 Progress Payments; Retainage

- A. Owner shall make progress payments on account of the Contract Price on the basis of Contractor's Applications for Payment. All such payments will be measured by the schedule of values established as part of the contract and in the case of Unit Price Work based on the number of units completed.
1. Prior to Substantial Completion, progress payments will be made in an amount equal to the percentage indicated below but, in each case, less the aggregate of payments previously made and less such amounts as the Construction Coordinator may determine or Owner may withhold, including but not limited to liquidated damages, in accordance with the contract:
 - a. **90%** of Work completed (with the balance being Retainage).
 - b. **90%** of cost of materials and equipment not incorporated in the Work (with the balance being Retainage).
 2. Upon Substantial Completion, Owner shall pay an amount sufficient to increase total payments to Contractor to **90%** of the Work completed, less such amounts as the Construction Coordinator shall determine in accordance with the contract and less **10%** of the Construction Coordinator estimate of the value of Work to be completed or corrected as shown on the tentative list of items to be completed or corrected attached to the certificate of Substantial Completion.

6.03 Final Payment

- A. Upon final completion and acceptance of the Work in accordance with the contract, Owner shall pay the remainder of the Contract Price as recommended by the Construction Coordinator and as approved by the Purchasing Director.

ARTICLE 7 - CONTRACTOR'S REPRESENTATIONS

- 7.01 In order to induce Owner to enter into this Agreement Contractor makes the following representations:

- A. Contractor has examined and carefully studied the Contract Documents and the other related data identified in the Bidding Documents.
- B. Contractor has visited the Site and become familiar with and is satisfied as to the general, local, and Site conditions that may affect cost, progress, and performance of the Work.
- C. Contractor is familiar with and is satisfied as to all federal, state, and local Laws and Regulations that may affect cost, progress, and performance of the Work.
- D. Contractor has obtained and carefully studied (or assumes responsibility for doing so) all examinations, investigations, explorations, construction plans, and data concerning conditions (surface, subsurface, and Underground Facilities) at or contiguous to the Site which may affect cost, progress, or performance of the Work or which relate to any aspect of the means, methods, techniques, sequences, and procedures of construction to be employed by Contractor, including any specific means, methods, techniques, sequences, and procedures of construction expressly required by the Bidding Documents, and safety precautions and programs incident thereto.
- E. Contractor does not consider that any further examinations, investigations, explorations, tests, studies, or data are necessary for the performance of the Work at the Contract Price, within the Contract Times, and in accordance with the other terms and conditions of the Contract Documents.
- F. Contractor is aware of the general nature of work to be performed by Owner and others at the Site that relates to the Work as indicated in the Contract Documents.
- G. Contractor has correlated the information known to Contractor, information and observations obtained from visits to the Site, reports and drawings identified in the Contract Documents, and all additional examinations, investigations, explorations, tests, studies, and data with the Contract Documents.
- H. Contractor has given the Owner written notice of all conflicts, errors, ambiguities, or discrepancies that Contractor has discovered in the specification, plans or Contract Documents, and the written resolution thereof by the Owner is acceptable to Contractor.
- I. The Contract Documents are generally sufficient to indicate and convey understanding of all terms and conditions for performance and furnishing of the Work.

ARTICLE 8 - CONTRACT DOCUMENTS

- 8.01 A. The Contract Documents shall consist of the following sections;
 - DIVISION 000 - BIDDING AND CONTRACT REQUIREMENTS
 - EXHIBIT "A" – 911 CENTER FACILITY PLAN(S)
- B. All information contained within these Sections and the requirements thereof are of the sole responsibility of the bidder.
- C. There are no Contract Documents other than those listed above.
- D. The Contract Documents may only be amended, modified, or supplemented as approved by the Colleton County Purchasing Director.

ARTICLE 9 - MISCELLANEOUS

- 9.01 Assignment of Contract

- A. No assignment by a party hereto of any rights under or interests in the Contract will be binding on another party hereto without the written consent of the party sought to be bound; and, specifically but without limitation, moneys that may become due and moneys that are due may not be assigned without such consent (except to the extent that the effect of this restriction may be limited by law), and unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under the Contract Documents.

9.02 Successors and Assigns

- A. Owner and Contractor each binds itself, its partners, successors, assigns, and legal representatives to the other party hereto, its partners, successors, assigns, and legal representatives in respect to all covenants, agreements, and obligations contained in the Contract Documents.

9.03 Severability

- A. Any provision or part of the Contract Documents held to be void or unenforceable under any Law or Regulation shall be deemed stricken, and all remaining provisions shall continue to be valid and binding upon Owner and Contractor, who agree that the Contract Documents shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that comes as close as possible to expressing the intention of the stricken provision.

9.04 Waiver or Forbearance

- A. Any delay or failure of Colleton County to insist upon strict performance of any obligation under this Agreement or to exercise any right or remedy provided under this Agreement shall not be a waiver of Colleton County's right to demand strict compliance, irrespective of the number or duration of any delay(s) or failure(s). No term or condition imposed on Contractor under this Agreement shall be waived and no breach by Contractor shall be excused unless that waiver or excuse of a breach has been put in writing and signed by both parties. No waiver in any instance of any right or remedy shall constitute waiver of any other right or remedy under this Agreement. No consent to or forbearance of any breach or substandard performance of any obligation under this Agreement shall constitute consent to modification or reduction of the other obligations or forbearance of any other breach.

- 9.05 Subject to the provisions below, the contract may be terminated by the County upon fifteen (15) days advance written notice to the other party; but if any work or service hereunder is in progress, but not completed as of the date of termination, then this contract may be extended upon written approval of the County until said work or services are completed and accepted.

- a. Termination for Convenience

- In the event that this contract is terminated or canceled upon request and for the convenience of the County, without the required fifteen (15) days advance written notice, then the County shall negotiate reasonable termination costs, if applicable.

- b. Termination for Cause

- Termination by the County for cause, default or negligence on the part of the contractor shall be excluded from the foregoing provision; termination costs, if any, shall not apply. The fifteen (15) days advance notice requirement is waived in the event of Termination for Cause.

- c. Non-Appropriation:

- It is understood and agreed by the parties that in the event funds are not appropriated in the current fiscal year or any subsequent fiscal years, this contract will become null and void and the County will only be required to pay for services completed to the satisfaction of the County.

IN WITNESS, WHEREOF, Owner and Contractor/Vendor have signed this Agreement. One counterpart each has been delivered to Owner, Contractor, Construction Coordinator and provided to the Contractor for his Bonding Agency. All portions of the Contract Documents have been signed or identified by Owner and Contractor or on their behalf.

This Agreement will be effective on this _____ day of _____, 2018 (which is the Effective Date of the Agreement).

OWNER:

CONTRACTOR:

Colleton County

By: _____

J. Kevin Griffin

Title: _____

County Administrator

[CORPORATE SEAL]

Attest: _____

Title: _____

Address for giving notices:

Capital Project and Purchasing Department

Attn: John Stieglitz

113 Mable T. Willis Boulevard

Walterboro, South Carolina, 29488

By: _____

Title: _____

[CORPORATE SEAL]

Attest: _____

Title: _____

Address for giving notices:

License No.: _____

(Where applicable)

Remainder of this page intentionally left blank

SECTION 2016-1705 NOTICE OF AWARD

BID NUMBER – CCSO-06

Dated _____

Project: Installation of new integrated CAD and NG911 phone system to include training and system support for the Colleton County Sheriff's Office.	Owner: Colleton County, 109 Benson Street, Walterboro South Carolina	Project No.: CCSO-06
Contract <u>CCSO-06 Installation of new integrated CAD and NG911 phone system, employee training, system support., and data conversion from the old DOS system to the new CAD system</u>		

Bidder:

Bidder's Address: (send Certified Mail, Return Receipt Requested):

You are notified that your Bid dated _____ for the above Contract has been considered. You are the Successful Bidder and are awarded a Contract for Installation of new integrated CAD and NG911 phone system to include training and system support for the Colleton County Sheriff's Office, located at 394 Mable T. Willis Blvd. Walterboro South Carolina.

The Contract Price of your Contract is _____ (\$_____).

____ copies of each of the proposed Contract Documents accompany this Notice of Award.

You must comply with the following conditions precedent within seven (7) days of the date you receive this Notice of Award.

1. Deliver to the Owner Two (2) fully executed counterparts of the Contract Documents.
2. Deliver with the executed Contract Documents the Contract security [Bonds] as specified in the Instructions to Bidders (Article 20), [and] General Conditions (Paragraph 5.01).
3. Other conditions precedent:
None

Failure to comply with these conditions within the time specified will entitle Owner to consider you in default, annul this Notice of Award and declare your Bid security forfeited.

Within seven (7) days after you comply with the above conditions, Owner will return to you one (1) fully executed counterpart of the Contract Documents.

Colleton County
Project Coordinator

By: _____
Authorized Signature

Capital Projects & Purchasing Director
Title

Acceptance of Notice

Receipt of the above Notice of Award is hereby acknowledged by _____

On this _____ day of _____, 2018.

Contractor

By: _____
Authorized Signature

Title

SECTION 2016-1706 NOTICE TO PROCEED

BID NUMBER – CCSO-06

Dated _____

Project: Installation of new integrated CAD and NG911 phone system to include training and system support for the Colleton County Sheriff's Office.	Owner: Colleton County, 109 Benson Street, Walterboro South Carolina	Project No.: CCSO-06
---	--	----------------------

Contract CCSO-06 Installation of new integrated CAD and NG911 phone system, employee training, system support, and data conversion from the old DOS system to the new CAD system

Contractor: _____

Contractor's Address: [send Certified Mail, Return Receipt Requested]

You are notified that the Contract Times under the above contract will commence to run on _____ or before that date, you are to start performing your obligations under the Contract Documents. In accordance with Article 4 of the Agreement, the date of Substantial Completion is _____ and the date of readiness for final payment is _____.

Before you may start any Work at the Site, you and Owner must each deliver to the other (with copies to the Construction Coordinator and other identified additional insureds) certificates of insurance which each is required to purchase and maintain in accordance with the Contract Documents.

 Contractor

by: _____
 Authorized Signature

 Title

 Date

Colleton County
 Project Coordinator

Given by: _____
 John T. Stieglitz

 Capital Projects & Purchasing Director
 Title

 Date

Remainder of this page intentionally left blank

Colleton County

APPLICATION FOR PAYMENT

Contractor's Application for Payment No. _____

To (Owner): Colleton County, 113 Mable T. Willis Blvd. Walterboro, South Carolina	Application Period:	Application Date:
BID #: CCSO-06	From (Contractor):	Via (Construction Coordinator) Richard Haley, CCSO
Project: Installation of new integrated CAD and NG911 phone system to include training and system support for the Colleton County Sheriff's Office.	Contract: On Schedule: Yes ____ No ____ Original days: 180 Revised: ____ Remaining: ____	
Architects Project No.: 13498.00	Contractor's Project No.:	

APPLICATION FOR PAYMENT

Change Order Summary

Approved Change Orders		
Number	Additions	Deductions
TOTALS		
NET CHANGE BY CHANGE ORDERS		

1. ORIGINAL CONTRACT PRICE.....	\$	_____
2. Net change by Change Orders.....	\$	_____
3. CURRENT CONTRACT PRICE (Line 1 ± 2).....	\$	_____
4. TOTAL COMPLETED AND STORED TO DATE (Column F on Progress Estimate)	\$	_____
5. RETAINAGE:		
a. ____ % x \$ _____ Work Completed	\$	_____
b. ____ % x \$ _____ Stored Material.....	\$	_____
c. Total Retainage (Line 5a + Line 5b)	\$	_____
6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5c)	\$	_____
7. LESS PREVIOUS PAYMENTS (Line 6 from prior Application)	\$	_____
8. AMOUNT DUE THIS APPLICATION	\$	_____
9. BALANCE TO FINISH, PLUS RETAINAGE (Column G on Progress Estimate + Line 5 above)	\$	_____

CONTRACTOR'S CERTIFICATION

The undersigned Contractor certifies that: (1) all previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with Work covered by prior Applications for Payment; (2) title of all Work, materials and equipment incorporated in said Work or otherwise listed in or covered by this Application for Payment will pass to Owner at time of payment free and clear of all Liens, security interests and encumbrances (except such as are covered by a Bond acceptable to Owner indemnifying Owner against any such Liens, security interest or encumbrances); and (3) all Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

Payment of: \$ _____
(Line 8 or other - attach explanation of another amount)

is recommended by: Richard Haley, CCSO, Construction Coordinator _____
(Date)

Payment of: \$ _____
(Line 8 or other - attach explanation of another amount)

is approved by: John T. Stieglitz III, Capital Projects & Purchasing Director _____
(Date)

By: _____ Date: _____

Stored Material Summary

Contractor's Application

For (contract): Installation of new integrated CAD and NG911 phone system to include training and system support for the Colleton County Sheriff's Office.							Application Number:		
Application Period:						Application Date:			
A	B	C	D		E		F		G
Invoice No.	Shop Drawing Transmittal No.	Materials Description	Stored Previously		Stored this Month		Incorporated in Work		Materials Remaining in Storage (\$) (D + E - F)
			Date (Month/Year)	Amount (\$)	Amount (\$)	Subtotal	Date (Month/Year)	Amount (\$)	
		Totals							

SECTION 2016-1709 CONTRACTOR'S AFFIDAVIT

CCSO-06

The State of _____

Date: _____

The County of _____

The City/Town of _____

_____ of _____
(Officer's Name) (Officer's Title) (Contractor's Name)

being duly sworn, deposes and says that _____
(Contractor's Name)

has furnished all labor and material entering into the: **CCSO-06 Installation of new integrated CAD and NG911 phone system to include training and system support for the Colleton County Sheriff's Office.**

called for in the Contract Documents dated _____ with _____

Colleton County states further that this officer has full knowledge of all obligations for such labor and materials, which have entered into and become part of that certain project known and designated above, and that this officer further deposes and says that all debts and other obligations for such labor and materials have been fully and completely paid for in good and lawful money of the United States of America and that there are no suits for damages against them proceeding, prospective and/or that there are no suits for damages against them proceeding, prospective, or otherwise, in consequence of their operations on the above said project.

The said _____ will hold the Owners,
(Contractor's Name)

Colleton County & Colleton County Sheriff's Office blameless of any and all mechanic's liens that may be hereafter entered or filed for record, so as to constitute charge against said premises for work or labor done or materials furnished by them.

IN WITNESS HEREOF, this officer has heretofore put his hand and seal: _____ (Seal)
(Officer's Name)

I, _____, Notary Public in and for the above-named County and State do

hereby certify that _____ personally known to me to be the affiant in the
(Officer's Name)

foregoing Affidavit, personally appeared before me this day and, having been duly sworn, deposes and says that the facts set forth in the above Affidavit are true and correct.

WITNESS my hand and seal this _____ day of _____, 2018

_____ (Seal)

Notary Public for the State of _____ My Commission Expires: _____



COLLETON COUNTY
SOUTH CAROLINA
ACKNOWLEDGMENT OF PRINCIPAL
BID NUMBER: CCSO-06

ACKNOWLEDGMENT OF PRINCIPAL, IF A CORPORATION:

State of: (_____)

County of: (_____)

On this _____ day of _____, 20 _____, before me personally came and appeared _____ to me Known, who, being by me duly sworn, did depose and say to me that he resides at _____, that he/she is the _____ of _____ the corporation described in and which executed the foregoing instrument is an impression of such seal; that it was so affixed by the order of the directors of said corporation, and that he signed his name thereto by like order.

(Seal) _____
Notary Public

THIS PAGE MUST BE COMPLETED AND SUBMITTED AS A PART OF YOUR BID



**ACKNOWLEDGMENT OF PRINCIPAL, IF A PARTNERSHIP:
BID NUMBER: CCSO-06**

State of: (_____)

County of: (_____)

On this _____ day of _____ 20____ , before me personally, came and appeared _____ to me known and known to me to described in and who executed the foregoing instrument and he acknowledged to me that he executed the same as and for the act and deed of said firm.

(Seal) _____
Notary Public

ACKNOWLEDGMENT OF PRINCIPAL, IF AN INDIVIDUAL:

State of: (_____)

County of: (_____)

On this _____ day of _____ 20____ , before me personally, came and appeared _____ to me known and known to me to be the person described in and who executed the forgoing instrument and acknowledged that he executed the same.

(Seal) _____
Notary Public

THIS PAGE MUST BE COMPLETED AND SUBMITTED AS A PART OF YOUR BID



COLLETON COUNTY
SOUTH CAROLINA
ADDENDA ACKNOWLEDGMENT
BID NUMBER: CCSO-06

The vendor has examined and carefully studied the Request for Bids and the following Addenda, receipt of all of which is hereby acknowledged:

Addendum No. _____

Addendum No _____

Addendum No. _____

Addendum No. _____

Authorized Representative (Signature)

Date

Authorized Representative/Title (Print)

Vendors must acknowledge any issued addenda. Proposals which fail to acknowledge the vendor's receipt of any addendum will result in the rejection of the offer if the addendum contained information which substantively changes the Owner's requirements or pricing.

THIS PAGE MUST BE COMPLETED AND SUBMITTED AS A PART OF YOUR BID



The vendor must list a minimum of three (3) references along with pictures of the completed work.

1. Organization: _____

Address: _____

Contact: _____

Phone Number: _____ Email address: _____

Services provided: _____

Years of Service: _____

2. Organization: _____

Address: _____

Contact: _____

Phone Number: _____ Email address: _____

Services provided: _____

Years of Service: _____

3. Organization: _____

Address: _____

Contact: _____

Phone Number: _____ Email address: _____

Services provided: _____

Years of Service: _____

THIS PAGE MUST BE COMPLETED AND SUBMITTED AS A PART OF YOUR BID



Company Name

Authorized Signature (As registered with the IRS)

Address

E-Mail Address(print)

City, State, Zip

Fax Number

Telephone Number

Toll Free Number

Federal Tax ID Number

Sales Tax Number

THIS PAGE MUST BE COMPLETED AND SUBMITTED AS A PART OF YOUR BID



The Bidder/Proposer will indemnify and hold harmless the Owner, Colleton County, Colleton County Sherriff's Office and their agents and employees from and against all claims, damages, losses and expenses, including attorney's fees, arising out of or resulting from the performance of the Work provided that any such claims, damages, loss, or expense is attributable to bodily injury, sickness, disease or death, injury to or destruction of tangible property, including the loss of use resulting there from, and is caused by any negligent or willful act or omission of the Bidder / Proposer, and anyone directly or indirectly employed by him/her or anyone for whose acts any of them may be liable.

In any and all claims against the Owner, Colleton County, Colleton County Sheriff's Office or any of their agents and/or employees by an employee of the Bidder/Proposer, and anyone directly or indirectly employed by any of them, or anyone for whose acts any of them may be liable, the indemnification obligation shall not be limited in any way to the amount or type of damages, compensation or benefits payable by or for the Bidder/Proposer under the Worker's Compensation Acts, Disability Benefit Acts, or other employee benefit acts.

The obligation of the Bidder/Proposer under this paragraph shall not extend to the liability of Colleton County, Colleton County Sheriff's Office or its agents and/or employees arising out of the reports, surveys, Change Orders, designs or Technical Specifications.

BIDDER/PROPOSER: _____

BY: _____

DATE: _____

TELEPHONE NO.: _____

THIS PAGE MUST BE COMPLETED AND SUBMITTED AS A PART OF YOUR BID



MATERIAL/PRODUCT SUBSTITUTION REQUEST
BID NUMBER: CCSO-06

Date: _____

We hereby submit for your review, the following PRODUCT SUBSTITUTION of the specified material for the above listed project.

Section: _____

Paragraph: _____

Specified Material: _____

Attached is complete technical data of the PRODUCT SUBSTITUTION. Included is complete information on changes to the Project Manual Documents required by the proposed PRODUCT SUBSTITUTION for its proper installation.

A request constitutes a representation that Trade Contractor:

1. Has investigated proposed product and determined that it meets or exceeds quality level of specified product.
2. Will provide same warranty for Substitution as for specified product.
3. Will coordinate installation and make changes to other Work which may be required for the Work to be complete with no additional cost to Owner.
4. Waives claims for additional costs or time extension which may subsequently become apparent.
5. Will reimburse Owner and Architect/Engineer for review or redesign services associated with re-approval by authorities having jurisdiction or additional time expended by Architect/Engineer to review information.

It is understood that if the Owner approves an approved substitution prior to receipt of bids in accordance with the project timeline, such approval will be set forth in an addendum. Bidders shall not rely upon approvals made in any other manner. If substitution requests are not addressed in the addendum, the substitution request shall be considered not approved. Owners decision of approval or disapproval of proposed substitution shall be final without dispute.

THE UNDERSIGNED Trade Contractor states that the function, appearance, and quality of the PRODUCT SUBSTITUTION are equivalent or superior to the specified item. In addition, I, as the Trade Contractor will assume all responsibility for any impact or delay the review and evaluation of the alternate product may cause. Your approval of the Substitute Product in no way will relieve me as the Trade Contractor of my responsibilities to conform with all requirements of the Contract Documents.

Submitted by: _____

THIS PAGE MUST BE COMPLETED AND SUBMITTED AS A PART OF YOUR BID



LIST OF PRIME AND SUBCONTRACTORS
BID NUMBER: CCSO-06

The undersigned states that the following is a full and complete list of proposed prime contractor and subcontractors on this Project and the class of work to be performed by each, and that such list will not be added to nor altered without the written consent of the Owner.

Class of Work to be Performed	Subcontractor
1) Wiring Installer	_____

Listed subcontractor must meet all qualifications including documented experience set forth in specifications, including those sections specifying single source contractor requirements.

Firm Name: _____ Date: _____

Signed: _____ Title: _____

THIS PAGE MUST BE COMPLETED AND SUBMITTED AS A PART OF YOUR BID



COLLETON COUNTY
SOUTH CAROLINA
CERTIFICATE OF FAMILIARITY
BID NUMBER: CCSO-06

The undersigned, having fully familiarized him/her with the information contained within this entire solicitation and applicable amendments, submits the attached response, and other applicable information to Colleton County, which I verify to be true and correct to the best of my knowledge. I further certify that this response is made without prior understanding, agreement, or connection with any corporation, Offeror or person submitting a response for the same materials, supplies or equipment, and is in all respects, fair and without collusion or fraud. I agree to abide by all conditions set forth in this solicitation and certify that I have signature authority to bind the company listed herein.

MAILING ADDRESS

Mailing Address	Printed Name
City, State, Zip	Title
Date	Phone Number/Fax Number

REMITTANCE ADDRESS

Company Name	Authorized Signature
Address	E-Mail Address
City, State, Zip	Phone Number
Federal Tax ID Number	SC Sales Tax Number

THIS PAGE MUST BE COMPLETED AND SUBMITTED AS A PART OF YOUR BID



The vendor is certifying that they are not currently debarred from responding to any request for qualifications by any agency or subdivision of the State of South Carolina or the United States Federal Government, nor are they an agent of any person or entity that is currently debarred from submitting qualifications on contracts by any agency or subdivision of the State of South Carolina or the United States Federal Government.

SAM's No. _____

Cage Code. _____

DUN's No. _____

Authorized Representative (Signature)

Date

Authorized Representative/Title (Print)

THIS PAGE MUST BE COMPLETED AND SUBMITTED AS A PART OF YOUR BID



CONTRACTOR/VENDOR & SUBCONTRACTOR QUALIFICATIONS
BID: CCSO-06

PART 1 – GENERAL

1.01 The following information and completed forms shall be submitted with the bid. Failure to provide the data in this section, will subject bidder to disqualification.

- A. The vendor must ensure that all information for the references is current and that the contact person is willing to provide a reference. References are likely to be checked by phone and will require a minimum of 10 to 15 minutes of the contact person's time.
- B. If the vendor is proposing to use subcontractors, a minimum of two (2) references need to be provided for each subcontractor. All subcontractors will be subject to the approval of the CCSO. The selected vendor shall itself be solely responsible for the performance of all work set forth in any contract resulting from this BID, and for compliance with the price and other terms provided in the contract.

1.02 DESCRIPTION

- A. Information provided will be used by the Construction Coordinator or Owner to determine the competency and ability of the Contractor/Vendor and Subcontractor to perform the scheduled work in a manner that is satisfactory to the Project Coordinator or Owner. The Project Coordinator or Owner's decision shall be final.
- B. Any Subcontractor being used by the Contractor/Vendor, will be required to provide the same information as the Contractor/Vendor.
- C. The Contractor/Vendor and Subcontractor shall include with this section a detailed financial statement indicating the Contractor's or Subcontractor's financial resources. The information on that statement shall be certified by a Certified Public Accountant and shall be submitted on the Associated General Contractors of America form "Standard Questionnaires and Financial Statement for Bidders".
- D. The Contractor and Subcontractor shall certify by attaching his signature to this Section as provided that all information contained herein is complete and all statements and answers are accurate and true. Providing misinformation, incomplete information, inaccurate information, or failure to certify the information, will subject bidder to disqualification.

1.03 QUALIFICATIONS

A. Complete the following for General Contractor and any Subcontractors (attach additional sheets as required):

- 1. Name: _____
- 2. Address: _____
- 3. City, State, Zip: _____
- 4. Principle: _____

B. Number of years the company has been in business: _____

C. List and describe at least five (5) projects that have been completed, that are similar in size and type, and that has been completed within the last ten (10) years:

1. _____

2. _____

3. _____

4. _____

5. _____

D. For the projects listed above provide the following:

1. Project Owner: _____
Contact Name and Title: _____
Telephone Number: _____
Photos
2. Project Owner: _____
Contact Name and Title: _____
Telephone Number: _____
Photos
3. Project Owner: _____
Contact Name and Title: _____
Telephone Number: _____
Photos
4. Project Owner: _____
Contact Name and Title: _____
Telephone Number: _____
Photos
5. Project Owner: _____
Contact Name and Title: _____
Telephone Number: _____
Photos

E. Provide the following for current projects being completed:

1. Project Name: _____
Owner: _____
Current Status: _____
Estimated Schedule of Completion: _____
Photos

2. Project Name: _____
Owner: _____
Current Status: _____
Estimated Schedule of Completion: _____
Photos

F. Provide a list of projects involved with litigation, arbitration and/or mediation over the past twenty (20) years:

1. Project Name: _____
Project Owner: _____
Project Engineer: _____
Date: _____
Explanation: _____

2. Project Name: _____
Project Owner: _____
Project Engineer: _____
Date: _____
Explanation: _____

G. Additional information if Necessary.

1. _____

1.04 I HEREBY CERTIFY that as a duly authorized representative of _____
_____(bidder), the information provided is to the best of
my knowledge accurate and that failure to provide accurate information will result in disqualification of
my bid.

Signature

Name (Please Print)

Title

Date

Notary Public for South Carolina
My Commission Expires: _____

THIS PAGE MUST BE COMPLETED AND SUBMITTED AS A PART OF YOUR BID

SECTION 2016-1711 BID FORMS

ARTICLE 1 – BID RECIPIENT

- 1.01 This Bid is submitted to: Colleton County
Kaye B. Syfrett, Procurement Manager
113 Mable T. Willis Boulevard
Walterboro, SC 29488
- 1.02 This Bid is delivered to: Colleton County
Kaye B. Syfrett, Procurement Manager
113 Mable T. Willis Boulevard
Walterboro, SC 29488
- 1.03 The undersigned Bidder proposes and agrees, if this Bid is accepted, to enter into an Agreement with Owner in the form included in the Bidding Documents to perform all Work as specified or indicated in the Bidding Documents for the prices and within the times indicated in this Bid and in accordance with the other terms and conditions of the Bidding Documents.

ARTICLE 2 - BIDDER'S ACKNOWLEDGEMENTS

- 2.01 Bidder accepts all of the terms and conditions of the Instructions to Bidders, including without limitation those dealing with the disposition of Bid security. This Bid will remain subject to acceptance for **ninety (90)** days after the Bid opening, or for such longer period of time that Bidder may agree to in writing upon request of Owner.

ARTICLE 3 - BIDDER'S REPRESENTATIONS

- 3.01 In submitting this Bid, Bidder represents that:
- A. Bidder has examined and carefully studied the Bidding Documents, the other related data identified in the Bidding Documents, and the following Addenda, receipt of which is hereby acknowledged with the attached Addendum form, dated and signed.
 - B. Bidder has visited the Site and become familiar with and is satisfied as to the general, local and Site conditions that may affect cost, progress, and performance of the Work.
 - C. Bidder is familiar with and is satisfied as to all federal, state and local Laws and Regulations that may affect cost, progress and performance of the Work.
 - D. Bidder has obtained and carefully studied (or accepts the consequences for not doing so) all additional or supplementary examinations, investigations, explorations, tests, studies and data concerning conditions (surface, subsurface and Underground Facilities) at or contiguous to the Site, which may affect cost, progress, or performance of the Work or which relate to any aspect of the means, methods, techniques, sequences, and procedures of construction to be employed by Bidder, including applying the specific
 - E. Means, methods, techniques, sequences, and procedures of construction expressly required by the Bidding Documents to be employed by Bidder, and safety precautions and programs incident thereto.
 - F. Bidder does not consider that any further examinations, investigations, explorations, tests, studies, or data are necessary for the determination of this Bid for performance of the Work at the price(s) bid and within the times and in accordance with the other terms and conditions of the Bidding Documents.
 - G. Bidder is aware of the general nature of work to be performed by Owner and others at the Site that relates to the Work as indicated in the Bidding Documents.
 - H. Bidder has correlated the information known to Bidder, information and observations obtained from visits to the Site, reports and drawings identified in the Bidding Documents, and all additional examinations, investigations, explorations, tests, studies, and data with the Bidding Documents.

- I. Bidder has given the Owner written notice of all conflicts, errors, ambiguities, or discrepancies that Bidder has discovered in the Bidding Documents, and the written resolution thereof by the Owner is acceptable to Bidder.
- J. The Bidding Documents are generally sufficient to indicate and convey understanding of all terms and conditions for the performance of the Work for which this Bid is submitted.
- K. Bidder will submit written evidence of its authority to do business in the state where the Project is located not later than the date of its execution of the Agreement.

ARTICLE 4 - FURTHER REPRESENTATIONS

4.01 Bidder further represents that:

- A. This Bid is genuine and not made in the interest of or on behalf of any undisclosed individual or entity and is not submitted in conformity with any agreement or rules of any group, association, organization or corporation.
- B. Bidder has not directly or indirectly induced or solicited any other Bidder to submit a false or sham Bid.
- C. Bidder has not solicited or induced any individual or entity to refrain from bidding.
- D. The bidder affirms that in making such Bid, neither he/she nor any company that they may represent, nor anyone in behalf of him/her or their company, directly or indirectly, has entered into any combination, collusion, undertaking or agreement with any other Bidder or Bidders to maintain the prices of said work, or any compact to prevent any other Bidder or Bidders from Bidding on said Contract or work and further affirms that such bid is made without regard or reference to any other Bidder or Proposer and without any agreement or understanding or combination either directly or indirectly with any other person or persons with reference to such Bidding in any way or manner whatsoever.
- E. Any attempt by the vendor to influence the opinion of Colleton County Staff, Colleton County Sheriff's Office, or Colleton County Council by discussion, promotion, advertising, or misrepresentation of the submittal or purchasing process or any procedure to promote their offer will constitute a violation of the vendor submittal conditions and will cause the vendor's submittal to be declared null and void.

ARTICLE 5 - TIME OF COMPLETION

- 5.01 **Bidder agrees that the Work: Installation of new integrated CAD and NG911 phone system to include training and system support for the Colleton County Sheriff's office, is to be completed within One Hundred Eighty (180) calendar days after the Notice to Proceed has been issued.**
- 5.02 Bidder accepts the provisions of the Agreement as to liquidated damages, in the event of failure to complete the Work within the Contract dates in the amount of \$500 per day for each calendar day required to complete the work in the manner and within the dates as stated in the contract documents.

ARTICLE 6 - ATTACHMENTS TO THIS BID

- 6.01 The following documents are attached to and made a condition of this Bid:
 - A. Required Bid security in the form of five percent (5%) of the total bid amount.
 - B. Power of Attorney.
 - C. All required forms.

ARTICLE 7 - BID SUBMITTAL

7.01 This Bid submitted by:

An Individual

Name (typed or printed): _____

By: _____ (SEAL)

(Individual's signature)

Title: _____

Doing business as: _____

A Partnership

Partnership Name: _____

By: _____ (SEAL)

(Signature of general partner -- attach evidence of authority to sign)

Title: _____

Name (typed or printed): _____

A Corporation

Corporation Name: _____ (SEAL)

State of Incorporation: _____

Type (General Business, Professional, Service, Limited Liability): _____

By: _____

(Signature -- attach evidence of authority to sign)

Name (typed or printed): _____

Title: _____ (CORPORATE SEAL)

Attest _____

Date of Authorization to do business in [South Carolina] is ____/____/____.

A Joint Venture

Name of Joint Venture: _____

First Joint Ventures Name: _____ (SEAL)

By: _____

(Signature of first joint venture partner -- attach evidence of authority to sign)

Name (typed or printed): _____

Title: _____

Second Joint Ventures Name: _____ (SEAL)

By: _____

(Signature of second joint venture partner -- attach evidence of authority to sign)

Name (typed or printed): _____

Title: _____

(Each joint venture must sign. The manner of signing for each individual, partnership, and corporation that is a party to the joint venture should be in the manner indicated above.)

Bidder's Business Address _____

Telephone No.: _____ Fax No.: _____

SUBMITTED on _____, 2018.

State Contractor License No. _____

*****NOTE: If NOT BIDDING, Complete the attached "No Bid" Response Form and return to Colleton County.**

ARTICLE 8 - BASIS OF BID

BASE BID

The Base bid prices shall be for the Work as specified, and shall include all the latest released software versions, labor, supervision, administrative support, materials, equipment, accessories, shipping, preparation, insurance, testing, overhead, profit, applicable taxes, permits, fees, warranties, travel, lodging, food and all other associated costs for the finished and completed Work.

Contractor shall be responsible for all necessary electric hookups and final connection for data service.

Base Bid

BASE BID PROPOSAL: Bidder/Proposer agrees to perform all of the work described in the specifications, for the sum of:

_____ \$ _____

THIS PAGE MUST BE COMPLETED AND SUBMITTED AS A PART OF YOUR BID

Scope

Colleton County requests bids for a NG911/CAD and Phone call taking communications system. The bid shall provide all of the material requested herein, including detailed cost proposals for the necessary hardware, software, and services. A bidder's failure to follow any of the provided instructions may result in rejection of the bidder's proposal.

The said equipment will be installed into a new Communications Center being built in the year 2018. Construction is currently under way. Colleton County is seeking to replace its existing 9-1-1 call taking system. Colleton County is looking for a NENA i3 compliant, Next Generation 9-1-1 (NG9-1-1) solution. The proposed solution should include all requisite application software, 3rd party hardware and software, and installation and support services. It is the intention of these specifications that the selected vendor furnish to Colleton County a mature NG911, Nena Compliant 911 Phone system that will enable the effective and efficient operation of the Colleton County Sheriff's Office. At a minimum, the system shall support the following:

The CCSO is seeking to replace its existing public safety system. The CCSO is looking for a completely integrated solution that is one application, with one database, provided by one vendor. In addition, the vendor shall not only provide but also maintain the software and servers (including OS and DBMS) under the vendor's standard maintenance and service agreement.

Profile

The CCSO provides law enforcement services to Colleton County in South Carolina. The county includes a population of approximately 38,000. The CCSO consists of approximately 115 personnel with numerous divisions, who are anticipated to use the new system, such as those listed below:

Dispatch Seats
Civil
Records
Jail
Mobile Units

The CCSO requires an advanced, easy-to-use public safety system to reduce redundant data entry, simplify the report review and approval process, provide straightforward access to information, and otherwise streamline the CCSO's processes.

At present, Colleton County is using a Patriot system. This system has been in place for 9 years. Our current system is not NG911 compliant, the system is outdated and no updates are available. The current system is not capable of interfaces with any other required systems that is currently being used in our communications center. It does not provide mapping software. Service Requirements

The Current CAD system being used is an outdated DOS system. This system has been in place for 15 (+/-) years.

General overview

- The system should contain modern/innovative technology, The CCSO request as much information as possible about the software requirements and recommendations for the new system from the respective vendors.
- The system should be an off-the-shelf, non-propriety system unless otherwise specified.

- The system must be scalable and must be able to integrate with the existing and future options the CCSO may implement.
- The system shall allow the CCSO to efficiently organize, track and access the vast amount of information that flows through the system daily, must be easy to use, and must be searchable.
- The selected vendor needs to provide all services including, but not limited to, installation, all wiring, implementation, data conversion, training, monitoring, technical support, and ongoing maintenance for the CCSO to enter into and maintain full use of the system.
- Acquisition and implementation of a new public safety software system is a project that will impact the CCSO for years to come. Key goals for the project are to:
 - Replace the legacy system currently being used with an off-the-shelf solution that meets or exceeds the needs of the CCSO
 - Deliver a fully-integrated public safety software system on time and within budget
 - Achieve sufficient knowledge transfer through training to allow staff to be capable of and confident in using the new system
 - Provide a technologically sound platform for expansion of information services into the future
 - Establish a long-term maintenance and support contract

Additional Project Objectives:

- Provide real-time access to public safety data;
- Automate data input processes;
- Reduce paper-based documentation and tracking;
- Leverage new technologies to anticipate the future needs of the CCSO;
- Successfully implement the system with minimal disruption to users and operations.

Service Requirements

Project Management

The vendor must provide a dedicated project manager as part of the project. This person will be responsible for interacting directly with his or her counterpart at the CCSO for the duration of the project.

System Configuration and Setup

The vendor must provide detailed system(s) configuration and setup services to the CCSO as part of this project. These services are necessary to ensure that the new system is configured to match the processes and workflow of the CCSO to reduce the learning curve and improve the rate of adoption by the users.

Colleton County has a new facility being built to house the 911 call center and Sheriff's office. It is the intent of the CCSO to have all the new CAD & NG911 equipment installed and up and running in this facility before transferring of man power.

While data infrastructure is in place for the main part of the new facility no network wiring is supplied in the new 911 Call Center, supervisor's offices, training rooms located in the call center or Server room. All wiring needs should it be power or data to the server room, consoles, radios, servers, phones etc. etc. are the sole responsibility of the Contractor/Vendor. There will be 8 consoles and three offices that will require wiring needs. These can be seen on the attached drawings.

Data Transfer

Data conversion of the DOS system to the new CAD software application is the sole responsibility of the Contractor/Vendor.

The current CAD DOS system used by the CCSO must be converted to the new CAD system software application. Conversion of the system will be provided on a duplicate system so that the current system is not shut down during conversion. After implementation of the CAD new system the documents added to the DOS system after the date of submission will then be converted into the new system to bring it up to date.

Training

The vendor must provide custom training on the new system(s) to all users. This training may be a mix of train-the-trainer and end-user training, as agreed upon by the vendor and the CCSO. The CCSO will provide the training facilities, workstations, network, etc. which are required for the training. The vendor will provide training which is specific to both the products on which the users are trained and the processes and workflows with which the users are already familiar. Training shall be performed using a copy of the CCSO's data which has been converted from the existing system.

The new facility being built may be used as the training facility for the 911 operators. A coordination effort between all parties will be expected to facilitate this need.

When the transition to the new facility has been completed, a well-trained support person with the Contractor/Vendors firm will be required to spend three (3) days (8:00am to 5:00pm) in the call center once all personnel are transferred into the new call center. This person should be well informed in the operation of the system and shall be available for support functions during the three days. Lodging, Travel and Food for this person should be in the base bid proposal.

Warranty

The Contractor/Vendor shall provide a, five (5) year warranty for all hardware. Maintenance to include Technical help and Software upgrades of the system for five (5) years from acceptance shall also be included. Technical services shall be available 24-7-365 days a year.

Technical Requirements

Functional and technical requirements are in the attached Excel spreadsheet: *CCSO PSSS Technical Requirements.xlsx*. The vendor must complete this spreadsheet as part the proposal. Failure to answer all the requirements in accordance with the provided instructions may result in rejection of the vendor's proposal.

Call Taking Technical Requirements

Functional and technical requirements are below. The vendor must answer each requirement as part of the proposal. Failure to answer all of the requirements in accordance with the provided instructions may result in rejection of the vendor's proposal.

Vendor Compliance Response Key	
Compliant	Current proposed software meets specification without modification. The function is fully developed and can be demonstrated in the proposed software package.
Partially Compliant	Proposed software meets part of the specification. An explanation is required.

Non-Compliant	Proposed software does not meet the specification and cannot be modified.
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1. General Requirements:

- a. The primary goal of these specifications is to provide a complete and satisfactory NG9-1-1-capable system.
- b. Vendors must propose a Call Taking System (CTS) solution that can ensure reliability, availability, and access 24 hours a day, 365 days a year.
- c. Vendors must detail the required hardware and software configuration to support the proposed system.
- d. The system shall be designed to be IP capable. IP Capable shall be defined as the system, as delivered, being able to accept traditional E-911 calls (wire-line, wireless and fixed VoIP) delivered on IP networks using NENA i3 standard SIP signaling with no additional hardware or software required.

2. Global System Requirements:

Global System requirements are those that apply to or affect all areas of the desired system. The proposed solution must meet the following mandatory requirements:

- a. Provide a CTS capable of displaying Automatic Number Identification (ANI) and Automatic Location Identification (ALI), as provided by the Local Exchange Carrier (LEC) and wireless telephone carriers. Vendor responsibilities include all equipment, installation, maintenance, and training needed to provide a fully operational CTS.
- b. No Single Point of Failure must render the CTS non-functional. Explain how the proposed CTS meets this requirement and how redundancy is built into the system.
- c. The system shall operate in such a fashion so that a failure of any vital system modules will result in switch over to the redundant module.
- d. State the expansion capability of the system describing the overall system capacities with the hardware delivered, including the number of incoming 9-1-1 circuits, the number of answering positions and the number of telephone lines that may be installed.
- e. The equipment must be rack-mountable.
- f. The selected CTS must meet or exceed the National Emergency Number Association (NENA) standards for NG9-1-1 PSAP equipment, as revised. Vendors must confirm system compliance with these specifications or note any exceptions.
- g. ALI requests must be made immediately after the ANI has been decoded.
- h. The system must include security devices performing the role of a firewall for the ESINET.
- i. The CTS and Management Information System (MIS) must support the ability to use the GPS clock network to comply with the NENA standards for time synchronization.

3. NG9-1-1 Controller Requirements

- a. The NG9-1-1 controller must be equipped to perform voice transfers directly within the unit, or alternatively at a tandem central office.
- b. Vendors will describe their plan to migrate the proposed system to accept NG9-1-1 as the standards for such requests are developed and transitions to full i3 capability.
- c. The system shall comply with all current NENA protocols and standards. Please state the NENA standards that the system complies with.
- d. The vendor shall describe the protocol and specifications used for external IP network connectivity, if required.
- e. The system must allow for voice transfers to be speed-dialed and manually dialed.
- f. Once transfer connection has been established, the CTS must allow any party to disconnect or allow a three-party voice conference.
- g. The NG9-1-1 controller must support dedicated redundant data links to designated ALI database providers.

- h. The NG9-1-1 controller must be capable of collecting the ANI digits and processing the ALI lookup regardless of the condition of the call (i.e., on-line or hung up).
- i. The ANI and ALI of an abandoned caller must be available for viewing by the call taker.
- j. The system shall be Wireless Phase I and II compatible and must be compatible with ten-digit ANI delivery and non-call associated signaling (NCAS) wireless ALI solutions.

4. System Security

- a. For security reasons, access to the CTS must be dependent upon a proper password.
- b. The CTS must support multiple levels of access in order to allow for system access and programming capability by service personnel and PSAP administrators based on their level of expertise or authorization.
- c. The proposed system must support remote access for outside support services via encrypted Virtual Private Network (VPN) protocol for authorized users.
- d. The proposed system must include the ability to ensure that the solution is protected from unwanted malware, spam, and viruses.
- e. The proposed system must include a solution to provide configured content web filtering to provide access to specific business use Internet resources.
- f. The proposed system must provide a means to indicate to PSAP personnel that system availability is at risk.

5. System Architecture

- a. All major components proposed must be fully redundant, allowing for full geographical split location of the system.
- b. The system must be designed to allow distribution of major components between multiple locations without requiring the purchase of multiple systems.
- c. Under no circumstance shall a failure in any vital system module disable more than 50% of the Intelligent Workstations and/or IP phones at any site.
- d. The CTS must be deployable as a single-site configuration or as a centralized configuration supporting geo-diverse deployment with full redundancy at each location.
- e. The CTS must be expandable (without adding controllers or an additional rack or backroom) to accommodate a 50% growth from current capacity.
- f. The CTS must provide a virtualized environment allowing the deployment and operation of multiple applications on the same virtualized servers.
- g. The CTS must provide proven i3 PSAP/NGCS connectivity and compliance.
- h. This system must support multimedia, enabling communication with callers via voice, video, and text-based methods, as well as non-human-initiated communication with devices.
- i. The system will meet the standards of NENA/APCO Next Generation 911 PSAP requirements.
- j. Provide a detailed example of how the proposed system ensures remote survivability in the event that all network connectivity to the host system is lost.

6. Next Generation 9-1-1

- a. Describe your company's vision for migration of the proposed product to function in the NG9-1-1 environment. Address not only text messages, but also future receipt of photo and video files.
- b. Discuss the issue of storage for multimedia data received via NG9-1-1.
- c. The solution must not require a forklift upgrade to deliver NG9-1-1 functionality at any point along the migration path to true NG9-1-1 ("Network-of-Networks" as envisioned by the United States Department of Transportation [USDOT], NENA, and others).
- d. Immediate compliance with all new standards as soon as they are released is not expected but the Vendor must describe how the lag time between ratification of a new standard and compliance must be minimized.

7. Geographically Diverse Redundant Configuration

- a. The solution must support installation in a geo-diverse redundant configuration.
- b. The geo-diverse redundant solution must be composed of standalone controllers.
- c. Each individual controller must be fully redundant and fault tolerant.

8. Standards

- a. The system provided must meet the applicable NENA and APCO standards.

9. Line and Trunk Interfaces

- a. The CTS must support interfaces to CAMA lines, Analog FXO, and FXS lines.
- b. The CTS must be capable of converting legacy telephony interfaces to Voice over IP (VoIP) packets, such that all further CPE call processing is performed via VoIP.
- c. Gateways must be used to convert CAMA, POTS, and ISDN/PRI circuits to VoIP.
- d. The CTSs must support interfaces to digital T1 trunks using CAS or ISDN signaling.

10. Automatic Number Information (ANI)/ Automatic Location Identification (ALI)

- a. The Call taker Workstation must provide visual display of the emergency caller's telephone number and any i3-compliant standards.
- b. The Call taker Workstation must provide visual display of the calling party's street address information based on legacy ANI and ALI and any i3 compliant standards.
- c. The Call taker Workstation must also be capable of extracting geographical coordinate information from the ALI file received and transmitting this information to geographical mapping software with i3 standards.
- d. The Call taker Workstation must automatically update location information at regular intervals. This feature must be configurable by each PSAP as to the number and frequency of intervals on a per wireless provider basis.
- e. The Call taker Workstation must guarantee that ALI data is appropriately and consistently displayed when interfacing with different ALI providers that send their information in various formats (e.g. wireline versus wireless).
- f. The CTS must provide the ability to configure multiple ALI links associated with specific trunk groups.
- g. Each ALI group must be configurable for a specific ALI protocol and assignable to individual trunk groups.
- h. The CTS must support ALI parsing to extract Class of Service, ESN, and Calling Party Number (CPN).
- i. The CTS must provide the ability to create an incorrect location information report and send it to a printer and email to a pre-configured email address.
- j. The CPE must provide the ability to manually request ALI data as often as desired, with minimal delay.
- k. The solution must be able to store ALI data received from third-party ALI databases (e.g., Telco ALI database).
- l. The solution must send stored (cached) ALI information in response to subsequent queries for the same information providing faster ALI display on call taking workstations in the event the call is transferred to another system workstation or placed into conference.
- m. The ANI/ALI equipment must interface to the ALI database provided by the ESInet provider.
- n. Each controller must have at least two output interfaces for transmission and receipt of wireless and VoIP call data to the ALI database.
- o. The proposed solution must have auto ALI rebid capability and must also be configured to allow manual ALI queries.
- p. The ANI/ALI equipment must be compatible with eight- and ten-digit remote database query methods.
- q. The solution must also support advanced NENA Extensible Markup Language (XML) tags for standardized data exchange.
- r. The Vendor must provide for NENA i3 compliant serial interfaces for the delivery of callback and location information to CAD, mapping applications and voice recorders.

- s. The solution must be capable of delivering location information to CAD and mapping applications natively via IP without requiring a hardware or software upgrade.
- t. The solution must also support delivery of legacy serial ANI/ALI information.
- u. The proposed solution, including software, hardware, and interconnections, must be compatible with the ESInet provider network infrastructure.
- v. The solution must be able to connect to the ALI Database via IP or serial RS-232.
- w. The solution must provide a method for formatting the ALI for calls with 20-digit ANI CAS and 10-digit NCAS so the Calling Party Name (CPN) appears in the same location as it does for landline calls. This formatting or "normalizing" must provide the CPN to the ANI callback list for CAS and NCAS calls received.
- x. ALI pre-answer is a very desirable feature to facilitate enhanced queue management in combination with trunk groups (and future data filters) designed for specific call types. (e.g., landline trunks versus wireless trunks)
- y. Each ALI link must be configurable for a specific ALI protocol and assignable to individual trunk groups.

11. Call taker Workstation (CWS) Functions

- a. The CWS must allow call takers to have on-screen access to all telephone features and must include a physical telephone instrument. All standard telephone functions must be available via the Call taker Workstation. At a minimum, these must include pick up an incoming call; hold; release; transfer/conference; dial/last number redial; initiate an outbound call; and retrieve a held call.
- b. All types of lines, including 9-1-1, ten-digit emergency, and administrative lines must be capable of termination and appearance on the call taker's screen.
- c. The CTS must have the ability to display the ANI/ALI data on a number of types of screens.
- d. The CTS must be capable of displaying twenty-digit ANI, two ten-digit ANI, telephone company identification, and Phase I and Phase II Wireless ANI and ALI.
- e. The NG-1-1 controller must store the ANI/ALI information while the call is on hold, avoiding repetition of the ALI request.
- f. The call queue indicators must show the following types of information calls in queue: the time the oldest call has been in queue; the trunk number or line number of the incoming call; and line status (e.g., ringing, off-hook, etc.)
- g. The CWS must provide the ability to include a shared call appearance resource for any line or trunk of the CTS that must show the status of the line, pre-answer ALI of the caller, ability to pick up the line, join the call, or determine which call taker is on the line.
- h. The CWS must allow the operator to place multiple 9-1-1 calls on hold. To assist in retrieving the proper call, operators must be presented with a list of calls on hold, showing the ANI, ALI, and the time/date at which, each call was placed on hold. Operators must also have the capability of retrieving 9-1-1 calls that have been placed on hold at another answering position.
- i. The call taker must be capable of releasing an existing NG-1-1 call at any time, regardless of whether the calling party has hung up.
- j. The CWS must provide the ability to transfer information, such as addresses or coordinates, to mapping system software with graphical display capability (e.g., ANI, ALI, Mapped ALI, CAD Mapping).
- k. The CWS software must support a manual rebid of the ALI information as needed.
- l. Call takers must be advised of the nature of incoming calls through the use of distinctive ring tones or zip tones (used currently, tones that could be heard in the head set as calls are being routed to them) for various types of incoming calls (NG-1-1, administrative, etc.).
- m. The volume of the ring must be capable of being lowered to a preset minimum or increased at the call taker's discretion.
- n. The CWS must be able to mute the transmit side of the handset.
- o. The CWS must provide a window showing details of all agents currently logged into the CTS, including information such as their name, position, call status, and the name of the line if they are on a call.
- p. The CWS must provide an output for recording position audio.
- q. Describe the general screen layout and workstation functionality

- r. If the proposed CTS must ride on the same network with the CAD system, explain whether account logon must be integrated with Active Directory, or if separate account and password administration must be required.
- s. The workstation must provide the ability to display to a workstation the Calling Party Number and Location Information (ALI) of an incoming 9-1-1 call before the call has been answered.
- t. This manual ALI query can be performed while the agent is idle or on a call.
- u. Any manual ALI request must be reported to the MIS system.
- v. The manual ALI request capability can be enabled on a per role basis.
- w. The Caller ID of calls received over administrative lines must be capable of being displayed on the corresponding answering position's workstation.
- x. Due to space limitations, the ANI of the Caller ID feature must be displayed in the same screen as that of an NG9-1-1 call.

12. User Interface Configurability

- a. The call taking workstation must permit customization of the user interface on a per user basis, including window and button layout, window sizes, control element sizes and properties, font size, and types.

13. Call Control

- a. The workstation must provide the ability to perform a conference, blind, or supervised transfer with one click to any contact in the contact list.
- b. The workstation must provide the ability to put a call on local hold, where only the agent who put the call on hold can retrieve the call, or on system hold, where any agent in the same agency can retrieve the call.
- c. The workstation must provide information for a call on hold such as how long the call has been on hold and which agent has put the call on hold.
- d. The workstation must also alert the agent when a call has been on hold longer than a pre-configured amount of time.
- e. The workstation must provide the ability for an agent to join a call on any of the shared line appearances configured on the workstation.
- f. When joining, the initial call taker must receive information that another agent has joined as well as identification of the agent.
- g. The workstation must provide the ability to perform a no-hold conference where the existing parties on the call are not put on hold when conferencing in a new party.
- h. The workstation must provide the ability to perform a hold conference where the existing parties on the call are put on hold when conferencing in a new party.
- i. The workstation must support a conference with up to 6 parties on the call, including the call taker.
- j. The workstation must support the ability to drop, hold, and un-hold parties of a conference call.
- k. The workstation must support the ability to drop the last party added to the conference call.
- l. The workstation must provide the ability for an agent to request supervisor help whereby the request must be routed to a designed group of supervisors and each supervisor must receive an audible and visual indicator of the help request. At this point, any one of the supervisors can accept the help request and automatically be conferenced with the agent requesting help.
- m. A supervisor must be able to initiate an observation session on any agent whereby the supervisor is silently connected to the agent's audio path.
- n. The supervisor can listen in on the call and at any time be able to barge in to the call and establish a two-way audio path with all participants in that call.
- o. The observe function can be silent providing no indication that an agent is being monitored or can be configured to provide a notification tone to notify the agent of the observation in progress.
- p. The system provides the ability to transfer out administration calls to outside agencies.
- q. The Intelligent Workstation shall present 9-1-1 calls with pre-answer ALI information and provide the users the ability to choose which call to answer when multiple 9-1-1 calls are ringing.
- r. The Intelligent Workstation shall present emergency administrative calls with Caller ID information, if available.
- s. The Intelligent Workstation shall present non-emergency administrative calls with Caller ID information, if available.
- t. Please describe the Intelligent Workstation behavior when the Answer button is used on the GUI or the external keypad to answer a call when there are 9-1-1 and/or emergency or non-emergency administrative

- calls ringing at the same time.
- u. If the optional Mapping component is used, the workstation shall present 9-1-1 calls with ANI on the integrated Map display at the Pre-ALI location with ability to quickly answer from the Map.

Agency Transfer

The Intelligent Workstation shall have the capability to display at least three (3) emergency service agency transfer buttons when a 9-1-1 call is received. The specific agencies displayed will be based on the ESN of the incoming 9-1-1 call. This capability shall allow a user to transfer a call to the appropriate agency and establish a no-hold conference call with a keystroke or mouse click.

14. Dialing

- a. The workstation must provide a user interface where contacts can be displayed in an array of buttons for dialing.
- b. Multiple layers of these buttons can be organized such that a call taker must be able to navigate to the appropriate contact button for dialing.
- c. The CTS must provide a list of recent incoming and outgoing calls for up to the last 100 calls. The list must show detailed information about the call including the date and time, CPN, incoming circuit, ALI and ESN.
- d. The workstation must provide a one-button callback from the recent call list.

15. Speed Dialing

- a. A speed-dial feature must be provided and must be user-programmable.
- b. Speed dialing must be capable of performing primary and secondary dialing for dialing transfers, conferences, and other functions, such as long-distance access, card numbers, and PIN access.

16. Abandoned Call Handling

- a. The workstation must provide the ability to notify the agent of any abandoned calls.
- b. The notification must be in the form of a visual indicator showing the number of abandoned calls as well as an audible indicator specific to abandoned calls.
- c. The workstation must provide the ability to either automatically distribute the callback of the abandoned calls to individual agent positions or to allow agents to selectively perform callback of an abandoned call from the agency's abandoned call list.

17. Instant Recall Recording (IRR)

- a. The CTS must have the ability to record all calls received at the CWS.
- b. These recordings must be available for playback during or after a call.
- c. These calls must be stored locally and be deleted automatically after a predetermined amount of time.
- d. This needs to be configurable over the entire system without having to touch each station.
- e. The CWS must have the ability to control the volume of the IRR.
- f. Give a general description of how the call-taker would use the feature, if a caller gave hard-to-understand information and then disconnected.
- g. It is desirable that at least 3 hours of audio be stored at each work station.
- h. How many minutes of audio can be stored before the file is overwritten by current conversations?
- i. Are any routine maintenance procedures required for the data, such as purging old files?
- j. Is the audio stored at the workstation PC or on a server?
- k. Describe how the audio for an individual call can be exported to a .wav file or other common, non-proprietary audio file.

18. Telecommunication Device for the Deaf (TDD)/Teletype (TTY)

- a. Operators must be capable of manually connecting to emergency calls originating from ASCII- type TDD/TTY equipment, as well as originating both Bardot and American Standard Code for Information Interchange (ASCII) calls from their answering position.
- b. The operator must have the ability to create a conference between the TDD/TTY caller and up to four (4) non-TDD/TTY parties either in 9-1-1 call-taking mode or administrative call-taking mode.
- c. The Calltaker Workstation must allow users to store and access (send) a minimum of twenty (20) pre-programmed TDD/TTY messages, as well as to print the previous TDD/TTY conversations
- d. The TDD/TTY function must allow an operator to transfer a TDD/TTY call to another operator position.
- e. The TDD/TTY function must allow the operator to alter its operation to comply with Americans with Disabilities Act (ADA) requirements for Hearing Carry Over (HCO) and Voice Carry Over (VCO) calls.
- f. The two-way TDD/TTY conversation and text information must also be stored on the Application/Telephony Server.
- g. A TDD/TTY detection and conversation capability must be available for every workstation.
- h. The workstation must support both Bardot and ASCII encoding and decoding.
- i. The workstation must be able to detect the encoding to be used for the TDD/TTY conversation.
- j. The workstation must provide the ability to program an automated TDD answering string.
- k. The NG-1-1 controller must allow call takers to communicate with TDD callers directly from their answering position, without requiring the use of any external device.
- l. The CTS must provide management with the capability of configuring and scripting the predefined messages based on incident type, such as, but not limited to, POLICE, FIRE and EMS.
- m. The CTS must provide the ability to record the text of a TDD conversation in the MIS.
- n. Call takers must be signaled if the call they are answering has been detected as a TDD call.
- o. When a call taker answers a silent call and suspects the caller may be a TDD caller having difficulty, the call taker must have a way to query the caller with a TDD message.
- p. Simultaneously, the call taker must have the capability to continue to listen in the event a voice caller begins speaking during or after the TDD inquiry.
- q. Proposals must also describe whether the TDD Bardot/ASCII conversation is captured for output via the CAD interface or other methods.
- r. Can the audio volume of queue announcements be changed?

19. Net clock for all CTS components

- a. The CTS proposed must have the ability to independently use NTP protocol to maintain clock synchronization with a Master Clock.

20. Call Detail Record (CDR)

- a. The desired solution must also contain a capability which automatically associates a related call, dispatch or radio event to allow for evidence organization.
- b. Automatic Number Identification/Automatic Location Identification, location information and other information as i3 standards are developed must be captured and stored with each 9-1-1 call. The following items from the ANI/ALI data stream must be captured and stored in their own individual database fields of appropriate size that are sortable and searchable and as i3 standards are implemented that have the ability to capture and to comply with i3 standards:
 - Originating phone number (ANI)
 - Address or coordinate (ALI)
 - Caller name
 - ANI/ALI time of Initiation
 - ANI/ALI time of pickup
 - ANI/ALI time of disconnect
 - ANI/ALI date

- ESN
 - Class of service
 - Carrier
- c. List the specific fields of data that are captured for each call.
 - d. The CTS must provide the ability to simultaneously store Call Detail Records to file and send to a network printer.
 - e. The CTS must provide the ability to assign a CDR output and printer on a per agency basis when multiple agencies are using the system.
 - f. CDR printing can be configured to be line by line of all call events or as a concise single line print out for each call.
 - g. The CTS must provide integration to a fully featured MIS reporting application and send all call, agent to the MIS system for reporting purposes.
 - h. The CTS can be configured to print information for only 9-1-1 calls or to also include administrative calls.
 - i. The CTS must be configured to also print the ALI record for the call and the TTY/TDD conversation text for the call.

21. Management Information System (MIS)

- a. The Vendor must provide comprehensive management and statistical reporting functionality to the PSAP management personnel with near real-time and historical information. It must be user-friendly, customizable, and capable of generating reports for varying time periods.
- b. This MIS must be capable of monitoring all lines within the CTS, including 9-1-1, seven-digit emergency, and Twenty (20) administrative lines.
- c. The vendor must include one black and white networked laser printer per PSAP.
- d. The reporting interface must be capable of integrating multiple databases into one report with the ability to add attachments to the call record.
- e. The solution's reporting capabilities must be designed to enable authorized users to drill up/down and slice/dice the information to enable various agents, managers, supervisors and executives to answer virtually any telecom question in exactly the level of detail necessary to support a given administration decision.
- f. The solution must provide comprehensive management and statistical reports for all and individual PSAPs/jurisdictions.
- g. As a minimum, the following information must be readily available for reporting purposes:
 - ANI/ALI/Location Information
 - Seizure time
 - Position answered
 - Answer time
 - Disconnect time
 - Incoming trunk number
 - Total count of call type(s) such as but not limited to wireline, wireless, VoIP call types.
 - Average call waiting
 - Average call duration
 - Duration of transferred calls
 - Number of calls transferred to each PSAP
 - Total number of times a caller is transferred and to which PSAP(s)
 - Total abandoned calls
 - Calls by incoming trunk
 - Call by hour of day
 - Calls answered by position
 - Calls answered by all positions
 - Calls answered by each PSAP

- Call answered by user ID
- h. The MIS solution must have traditional, industry-standard management and reporting capabilities.
 - i. State-of-the-art technology must be used for the MIS solution. Describe what technology is used.
 - j. The MIS must be designed to be highly reliable and protect data security and integrity.
 - k. Describe the MIS integration capabilities and support for next generation media types.
 - l. This MIS must be capable of monitoring all lines within the CTS, including 9-1-1, seven-digit emergency, and administrative lines.
 - m. The MIS must incorporate the NG-1-1 call data records and telephone information into a PC for efficient storage, search, and retrieval of vitally important data and accessible analysis of system performance.
 - n. Must data be stored in redundant, recoverable disks for assurance against accidental loss?
 - o. Are redundant reporting servers an option?
 - p. Explain how PSAP administrators can export data from the MIS for more sophisticated analysis and/or long-term archiving (e.g., to Excel).
 - q. The MIS must be capable of generating reports from varying time periods of predefined reports.
 - r. The report manager must support saving a customized report for quick access, such as a browser-type favorite for execution.
 - s. Described the report-generation tools provided to create custom reports.
 - t. Can your system provide separate answer time statistics on 10-digit trunk groups, and combine this data with 9-1-1 figures to report the PSAP's overall performance?

22. Interface Capabilities

- a. The system must support interfaces to multiple CAD servers using a standard NENA CAD spill over serial port or IP.
- b. The system must provide an optional CAD spill update when ALI is rebid.
- c. The Vendor must provide NENA-compliant serial system interfaces for the delivery of ANI/ALI information to CAD and Mapping applications.
- d. The system must be capable of delivering ANI/ALI information to CAD and mapping applications natively via IP without requiring a hardware or software upgrade.
- e. The system must interface with the Digital Logger.
- f. The Call Taker Workstation must be interfaced/integrated with the radio system.
- g. Call Takers must use the same headset for both radio and telephone conversations.
- h. System shall allow for headset and desk top phone at each station.
- i. The desk top phone will have the ability to provide the ANI/ALI information in case of a system failure.

23. CTS Monitoring and Administration

- a. The CTS must allow supervisors and/or call-takers to view real time, concise ALI information of all 9-1-1 calls in queue at the PSAP.
- b. The system must be equipped with a monitoring capability that can be located with the Central Communications equipment or in a remote location.
- c. The system must be equipped to run self-diagnostic programs and to automatically report any error via audible and visible alarms.
- d. All maintenance and administration functions must be accessed via a browser-based application.
- e. The proposed system must be fully fault-tolerant. Vendor must describe how the proposed system meets this requirement.
- f. Describe your system's ability to display information such as the number of calls waiting in queue and longest queue time on the call takers' screens.

24. Network Connectivity to Remote PSAPs (If any)

- a. The Colleton County Sheriff's Office will provide non-redundant MPLS or Metro Ethernet connectivity to Remote and or Secondary PSAP's as required. The Colleton County Sheriff's Office will provide and manage a non-redundant core router and redundant edge router with Ethernet hand-off at each PSAP location as required.
- b. The physical connection to the E9-1-1 System will be electrical Ethernet via RJ45 connectors from the provided Layer 3/2 routed network. Please state all network requirements for this connectivity if required.
- c. The vendor is responsible for providing and programming routers if they are required by the vendor's proposed solution for connectivity to the Remote PSAPs from the Primary PSAP/Host site and the Backup PSAP/Host site. Please describe the mechanism that the solution uses to provide the connectivity.

25. Network Connectivity Failure and Recovery of Remote PSAPs (if any)

- a. In the event of a network failure to a Remote Primary PSAP or Remote Secondary PSAP, the system shall immediately determine that the Remote PSAP is unreachable and begin to deliver all calls destined for the isolated Remote PSAP to a designated backup PSAP. If required the Colleton County Sheriff's Office will provide a list of backups PSAPs to the vendor.
- b. Please describe in detail how the system will return to a normal state after connectivity is reestablished between to the Remote PSAPs.

26. Equipment Racking

- a. All equipment at the Primary and any Backup PSAP/Host site shall be cabinet rack mounted in secure and appropriate EIA 310 standard cabinets, with locking front and rear doors and appropriate ventilation. All equipment must be commercially available in off-the-shelf configurations; please describe all exceptions. Appropriate cabling, connectors and all hardware necessary for the installation and maintenance of the equipment shall be provided.

27. Automated Backup Operation

- a. All critical system files such as Maintenance Logs, Statistics, Call Records, stored ALI Information and TDD/TTY conversations, etc. shall be saved daily to an external storage device provided by the Colleton County Sheriff's Office.

28. Monitoring and Alarms

- a. The system must be capable of self-monitoring vital processes and sending alarms in the event of an alarm condition.
- b. The system must notify the vendor, the local system administrator and/or local maintenance personnel upon detection of an alarm via e-mail and give a brief description of the alarm condition.
- c. There shall be a minimum of two (2) categories of alarms (non-critical, critical) depending upon the criticality of the event. Please state if the system supports more alarm conditions.
- d. Remote Monitoring of the system by the vendor of its health on a 7x24x365 basis is required.

29. Technical Requirement - Intelligent Workstation

- a. PC Hardware - The Call Taking application should operate on modern, currently available, off-the-shelf (COTS) computing platforms. Please state the requirements for the position workstation hardware.
- b. Please describe available monitor size options.
- c. The Colleton County Sheriff's Office desires the longest possible operating system support window; please state which versions of Microsoft Windows are supported, specifically whether Windows 8 is currently supported.
- d. It is desirable to have the option to provide workstation hardware; please describe any restrictions, processes or costs associated with use of customer provided workstations. It is additionally desirable that 9-1-1 workstations be able to support additional third-party software as necessary; please describe any restrictions, processes or costs associated with installation of third-party software on the workstations.

- e. The Intelligent Workstations used at all sites shall be a commercially available PC workstation. The Intelligent Workstation shall be equipped with all necessary audio and video interface equipment to include a keyboard, mouse, speakers and at least a 22" LCD flat panel monitor.
- f. All Intelligent Workstations shall also be capable of using a programmable keypad with at least 24 keys that will allow the user to perform basic system functions without using the computer keyboard if desired.
- g. Software Operating System
Please state the operating system used by the Intelligent Workstation.
- h. Virus Protection
All PC workstations in the network shall have virus protection software installed and functioning. Please provide the name(s) of approved virus protection software.
- i. Audio Interfaces
The system should provide at each position, a network device providing a 6-wire analog audio output with contact closure (sense) for purposes of a radio/telephone headset interface as defined in NENA 04-001.
- j. Backup IP Telephone
The Intelligent Workstation shall include a backup IP telephone that supports the following capabilities:
 - Answer a 9-1-1 and Administrative call.
 - Place a 9-1-1 and Administrative call on hold.
 - Transfer a 9-1-1 call received using tandem hook flash signaling.
 - Deliver the ANI of a 9-1-1 call.
 - Deliver the basic ALI of a 9-1-1 call.
 - Deliver the Caller ID of an Administrative call.
 - Store speed dial numbers.
 - The backup IP telephone shall be configured to ring in parallel with the Intelligent Workstation.
 - The backup IP telephone shall continue to perform basic capabilities in the event of a failure of the Intelligent Workstation.
 - Failure of the Intelligent Workstation is defined as any condition which renders the workstation inoperable to include but not limited to:
 - Failure of the PC, monitor, keyboard or mouse
 - Failure of the call taking application
 - Failure of any associated audio interface device

30. Keyboard Application Shortcuts

Please state if the Intelligent Workstation can provide for a method of programming keyboard application shortcuts that allow the user to perform common call functions with a single keyboard or keypad keystroke. Please list all shortcuts supported.

Hardware Requirements

The following hardware shall be provided by the vendor. It is the vendors responsibility to confirm that all requested hardware will work with the vendors proposed software application. Any request for a substitution must be requested and approved by the CCSO before submission of the proposal.

Should a new model replace the listed requested model, the vendor should note that in the proposal. No request for substitution is required. **All wires, cables and power supplies are the responsibility of the vendor.**

Suite Server:

Dell PowerEdge R430 Server

3.5" Chassis with up to 4 Hot Plug Hard Drives

Intel® Xeon® E5-2630L v4 1.8GHz,25M Cache,8.0GT/s QPI, Turbo, HT,10C/20T (55W) Max Mem

2133MHz

[x8]16GB RDIMM, 2400MT/s, Dual Rank, x8 Data Width, 2400MT/s RDIMMs

PERC H730 RAID Controller, 1GB NV Cache

2 x WDRedPro_4TB (RAID 1) with caddy, 2 x IntelS3520_480GB (RAID 1) with caddy

On-Board Broadcom 5720 Quad Port 1Gb LOM

iDRAC8, Basic with Dedicated NIC

911 Server:

HPQ E5-2620V3 2.4GHz-15MB 6C DL360 G9

HPQ 16GB (1X16GB) 2RX4 PC4-2133P-R MEM G x2

HPQ SMART ARRAY P440AR/2GB FBWC INT FIO

HPQ 96W SMART STORAGE BATTERY WITH 145MM

HPQ 1TB 7.2K 6G SATA 2.5IN MIDLINE HDD

4-port ETHERNET ADAPTER 1GB Flexion Port

HPQ 500W FLEX SLOT PLATINUM HS POWER SUP

Suite:

Should include a suit system that will integrate CAD, NG911, Mapping, Radio Traffic Recording, Phone Recording, Mobile CAD, Records, Mobile Records, Jail, Civil Financial, Administration, and a Resource Library.

Shall include Automated Backup Operations for all critical system files such as Maintenance logs, Statistics, Call Records, ALI information, TDD/TTY conversations etc. These shall be saved on an external storage device.

Shall be capable of handling 20 dispatch consoles as a minimum with expansion capabilities.

Suit shall have the capabilities to integrate with Fire House software & Inter Medix software

Ethernet Switch:

Two (2) Ethernet switches shall be provided by the vendor.

Model# Cisco Small Business SG500X-48 48-prot Gigabit Ethernet Switch

All grounding requirements for the switch to be used with the Cat6a wiring is the responsibility of the vendor.

Hardware rack system.

Vendor shall supply a storage rack system capable of holding the switched, phone system CAD system, servers and any other applicable hardware items. The vendor shall submit to the owner at the time of contract negotiations a model number of the storage rack to be used for owner approval.

Wiring Requirements

Ethernet Wiring

The vendor is responsible for running all needed wiring. Wiring of switches, PC, servers, phone integration, CAD integration and any other appliances used within the operations of the E-911 Phone system and CAD system, are the requirements of the vendor. (incoming phone and data will be provided to the server room)

Ethernet wiring shall consist of shielded **(STP) CAT 6a** wiring in all applications. No substitution will be allowed.

All grounding hardware, connectors and other requirements are the responsibility of the vendor.

Software Overview

This must include a brief overview of the software solution, including how all of the products and modules work together.

Implementation

This must include both an overview of the general implementation process as well as timeline which shows the major milestones of the project from Notice to Proceed all the way through system acceptance.

Training

This must include both an overview of the general approach to training, as well as a sample training plan.

Support and Maintenance

This must include a complete description of the maintenance and support services which are offered by the vendor as part of this proposal.

Technical Requirements

This must include the completed *CCSO PSSS Technical Requirements* spreadsheet and any extended explanations which may be needed for the vendor's answers to particular requirements.

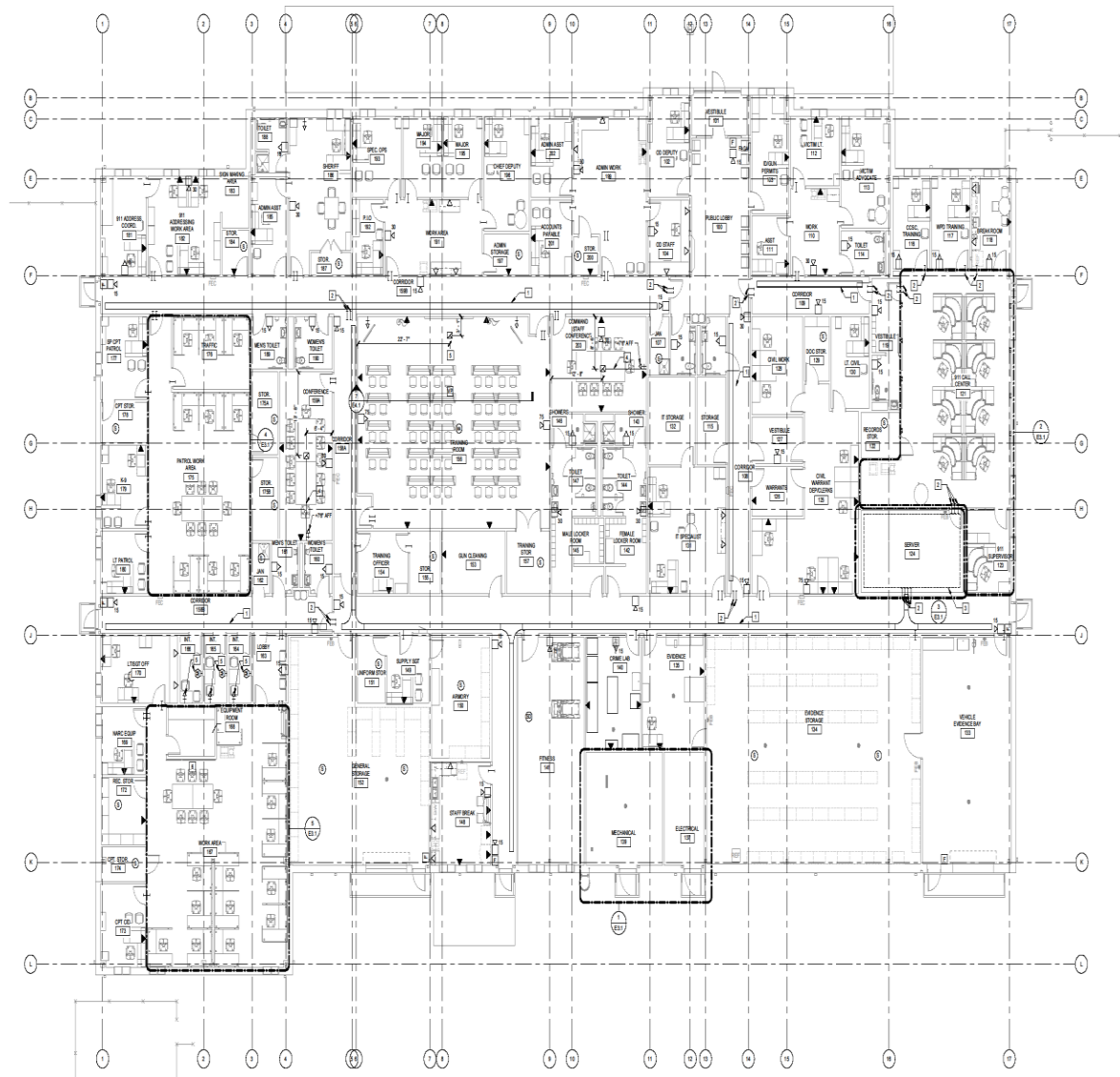
Issues and Assumptions

Describe any issues or assumptions that could impact the successful outcome of the project.



COLLETON CO LAW ENFORCEMENT CENTER

COLLETON COUNTY, SOUTH CAROLINA
 394 MABLE T WILLIS BLVD WALTERBORO SC 29488



ELECTRICAL FIRST FLOOR PLAN - COMMUNICATIONS
 10/1/14

KEYNOTES
 APPLIES TO CHANGES 1
 REPRESENTED BY [Symbol]

1. CABLE TRAY SHALL BE 1" LARGER THAN WITH IF RANGING. HANG CABLE TRAY AT 48" AFF. MIN. THE SUPPORT SHALL BE 1/2" CONCRETE MINIMUM THICKNESS. DO NOT BLOCK ACCESS TO FIRE WALL PENETRATIONS OR ACCESS TO OTHER ABUSE RESISTANT PENETRATIONS. ACCESSORIES SHALL BE INSTALLED.
2. PROVIDE 1/4" CONDUIT AS SPEC INDICATING.
3. PROVIDE ORGANIZATIONAL AROUND PERIMETER OF SERVER ROOM TO CONDUIT 1/4" AND WARE CUPPER CONDUCTOR MOUNTED IF BELOW CEILING, CONNECTED TO WIRING AND WIRING BUNDLE.
4. PROVIDE (3) 1/2" PVC CONDUIT IN SLUR AND WALK FROM FLOOR BOX TO DATA OUTLET FOR TV.
5. REFER TO SCHEDULE FOR WIRING OR FOR CONDUIT AND DEVICE LAYOUT FOR ROOMS.
6. REFER TO SCHEDULE FOR WIRING OR FOR CONDUIT AND DEVICE LAYOUT FOR TRAINING ROOMS.

PROJECT NO.	DATE	REVISION

ELECTRICAL FIRST FLOOR PLAN - COMMUNICATIONS

E2.3

Instructions

Vendors must respond to each requirement by placing an "X" into the correct column and adding comments as necessary.

Yes Proposed solution meets or exceeds the requirement.
Comment is *optional*.

Future The proposed solution does not currently meet the requirement, but a planned future release will meet the requirement.
Comment is **required**, and must include a date (mm/yy) when functionality will be built.

Modify Proposed solution can be modified to meet the requirement.
All modifications must be included in the price of the proposal.
Comment is **required**, and must include a statement about the price being included in the proposal.

No Proposed solution does not meet the requirement.
Comment is *optional*.

A failure to enter a response for a given requirement will result in that requirement being defaulted to "No."

Administration

General

<i>ID</i>	<i>Requirement</i>	<i>Yes</i>	<i>Future</i>	<i>Modify</i>	<i>No</i>	<i>Comments</i>
AA1	The system should allow authorized users to create and maintain other users' accounts.					
AA2	The system should allow authorized users to create and maintain administrative users' accounts.					
AA3	The system should allow authorized users to create and maintain user groups.					
AA4	The system should allow authorized users to maintain user permissions by individual users or by user groups.					
AA5	The system should fully incorporate user accounts (login, etc.) with personnel records for that user, ensuring that any changes which need to be made to a user's account are made in a single place in the system.					

Personnel

<i>ID</i>	<i>Requirement</i>	<i>Yes</i>	<i>Future</i>	<i>Modify</i>	<i>No</i>	<i>Comments</i>
AB1	The system should allow authorized users to create and manage employee records.					
AB2	The system should provide a guided step-by-step process (wizard) for entering a new person/user into the system to ensure that all steps are completed.					
AB3	The system should allow unlimited photos to be attached to each employee record.					
AB4	The system should allow bulk updating of employee records.					
AB5	The system should retain records indefinitely for employees who are no longer with the agency and track the date(s) employees were in and out of service.					
AB6	The system should allow authorized users to set up detailed permissions for each employee, both individually and within groups.					
AB7	The system should allow authorized users to generate a permissions audit report for an employee which shows all areas of the system to which that person has access, what type of access it is, and how it is granted.					

AB8	The system should allow authorized users to maintain lists of personnel job titles, personnel addressed as, personnel specialties, personnel groups, divisions, termination reasons and service types.					
AB9	The system should allow authorized users to view and print a log of the changes to an employee's personnel records.					
AB10	The system should allow authorized users to create unlimited custom form templates which are used to associate agency-specified data with individual personnel records.					
AB11	The system should allow users with access to personnel records to use the custom forms to enter and maintain the associated data.					
AB12	Agency-defined custom fields should be available in Personnel.					

Employee Promotions

<i>ID</i>	<i>Requirement</i>	<i>Yes</i>	<i>Future</i>	<i>Modify</i>	<i>No</i>	<i>Comments</i>
AC1	The system should allow authorized users to create and maintain employee promotion records.					
AC2	The system should allow employee promotion records to have files attached to them via upload or scanner.					
AC3	Agency-defined custom fields should be available in Employee Promotions.					

Employee Commendations

<i>ID</i>	<i>Requirement</i>	<i>Yes</i>	<i>Future</i>	<i>Modify</i>	<i>No</i>	<i>Comments</i>
AD1	The system should allow authorized users to create and maintain employee commendation records.					
AD2	The system should allow authorized users to maintain a list of commendation types.					
AD3	The system should allow employee commendation records to have files attached to them via upload or scanner.					
AD4	Agency-defined custom fields should be available in Employee Commendations.					

Employee Disciplinary Actions

<i>ID</i>	<i>Requirement</i>	<i>Yes</i>	<i>Future</i>	<i>Modify</i>	<i>No</i>	<i>Comments</i>
AE1	The system should allow authorized users to create and maintain employee disciplinary action records.					
AE2	The system should allow authorized users to maintain lists of offense types and disciplinary action types.					

AE3	The system should allow employee disciplinary action records to have files attached to them via upload or scanner.					
AE4	Agency-defined custom fields should be available in Employee Disciplinary Actions.					

Employee Training

<i>ID</i>	<i>Requirement</i>	<i>Yes</i>	<i>Future</i>	<i>Modify</i>	<i>No</i>	<i>Comments</i>
AF1	The system should allow authorized users to create and maintain training records for employees.					
AF2	The system should allow authorized users to manage lists of training locations, training certificates, and training categories.					
AF3	The system should allow users to view a list of courses which will soon expire.					
AF4	The system should allow training courses to be entered for an individual employee or entered in bulk with a single action for multiple employees (for example, all officers or dispatchers).					
AF5	The system should be able to calculate the total training hours completed by each employee.					
AF6	The system should allow users to view the number of training hours completed by an employee within a specified time frame (for example, annual training hours completed).					
AF7	The system should display upcoming training/certification expirations in a highly visible manner.					
AF8	The system should be able to list courses that were offered by the agency but declined by an employee.					
AF9	The system should be able to store default course data for common training courses.					
AF10	The system should allow training records to have files attached to them via upload or scanner.					
AF11	The system should allow authorized users to create unlimited custom form templates to associate agency-specified data with individual training records.					
AF12	The system should allow users with access to training records to use the custom forms to enter and maintain the associated data.					
AF13	Agency-defined custom fields should be available in Employee Training.					

Policy Manual

<i>ID</i>	<i>Requirement</i>	<i>Yes</i>	<i>Future</i>	<i>Modify</i>	<i>No</i>	<i>Comments</i>
AG1	The system should provide a means for entering, maintaining and viewing the agency's policy manual.					
AG2	The system should organize the policy manual with sections and subsections.					
AG3	The system should allow authorized users to add and update sections and subsections within the policy manual.					
AG4	The system should allow formatting options in the policy manual such as boldface and italics.					
AG5	The system should include a spellchecker for the policy manual.					
AG6	The system should allow authorized users to view a list of sections/subsections of the policy manual which need to be updated.					
AG7	The system should allow authorized users to specify effective dates and target re-evaluation dates for sections and subsections of the policy manual.					
AG8	The system should track changes to the policy manual and generate a change log.					
AG9	The system should display a table of contents for the policy manual with links to each section.					
AG10	The system should display, as part of the table of contents, indicators showing each user any sections he or she has not yet read and any sections which have been updated since he or she last read them.					
AG11	The system should allow users to navigate between sections of the policy manual.					
AG12	The system should allow the policy manual to be searched by section or subsection title or by any term found within the text.					
AG13	The system should allow users to bulk print desired sections of the policy manual.					
AG14	The system should generate a log for the policy manual that lists each time a user accessed each section or subsection, including how long the user spent viewing it.					
AG15	The system should allow a user to read the policy manual which was in force as of a specific date (and not just the most current version of the manual).					

AG16	The system should allow authorized users to determine who has read recent policy manual changes or additions and to save, email or print a list of the sections each user still needs to read to be current.					
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Fleet Management

<i>ID</i>	<i>Requirement</i>	<i>Yes</i>	<i>Future</i>	<i>Modify</i>	<i>No</i>	<i>Comments</i>
AH1	The system should allow authorized users to create and maintain agency vehicle records.					
AH2	The system should allow agency vehicles to be assigned to individual employees, divisions, or sections.					
AH3	The system should allow authorized users to maintain lists of service types, service groups and vehicle acquisition methods.					
AH4	The system should allow agency vehicles to be added to service groups (that is, to bulk assign service schedules).					
AH5	The system should allow fleet services types to be configured and scheduled for specified mileage or hour intervals for each vehicle.					
AH6	The system should allow each agency vehicle to track either odometer or hour-meter readings.					
AH7	The system should display the latest odometer or hour-meter reading for each vehicle in a highly visible manner.					
AH8	The system should provide a means for tracking equipment assigned to each vehicle.					
AH9	The system should provide a means of tracking damage to vehicles and the corresponding restitution payments (as appropriate) for that damage.					
AH10	The system should be able to alert users to upcoming vehicle retirements.					
AH11	The system should be able to retain retired vehicle records indefinitely.					
AH12	Agency-defined custom fields should be available in Fleet Management.					

Vehicle Services

<i>ID</i>	<i>Requirement</i>	<i>Yes</i>	<i>Future</i>	<i>Modify</i>	<i>No</i>	<i>Comments</i>
AI1	The system should allow users to create and maintain fuel records and service records (oil changes, tire rotations, etc.) for each agency vehicle.					

AI2	The system should calculate each vehicle's fuel efficiency from the fuel history entered.					
AI3	The system should be able to alert users to upcoming scheduled vehicle maintenance.					
AI4	The system should allow fuel records and service records to have files attached to them via upload or scanner.					

Equipment

<i>ID</i>	<i>Requirement</i>	<i>Yes</i>	<i>Future</i>	<i>Modify</i>	<i>No</i>	<i>Comments</i>
AJ1	The system should allow authorized users to create and maintain agency equipment item records.					
AJ2	The system should allow authorized users to maintain lists of equipment acquisition methods, disposal types, locations, makes, models, names, types and vendors.					
AJ3	The system should be able to track the specified number of years over which to depreciate an equipment item.					
AJ4	The system should be able to automatically calculate the current value of equipment items using straight line depreciation.					
AJ5	The system should be able to generate an equipment depreciation report for a specified date range.					
AJ6	The system should allow target replacement dates to be specified for equipment.					
AJ7	The system should track assignment of equipment to employees, vehicles, service dogs, divisions, sections, or disposal.					
AJ8	The system should allow authorized users to determine which users or user groups may assign equipment to each division, section, etc.					
AJ9	The system should allow users to create unlimited audit reports for an employee's issued equipment. This report should include all issued equipment and the status of the item at the time of the audit.					
AJ10	The system should be able to generate an assignment history for each equipment item.					
AJ11	The system should allow equipment to be assigned in bulk.					
AJ12	The system should allow equipment items to be assigned barcodes for identification.					

AJ13	The system should support lookup of an equipment item record by scanning the equipment item's barcode.					
AJ14	The system should allow equipment item records to have files attached to them via upload or scanner.					
AJ15	Agency-defined custom fields should be available in Equipment.					

Inventory

<i>ID</i>	<i>Requirement</i>	<i>Yes</i>	<i>Future</i>	<i>Modify</i>	<i>No</i>	<i>Comments</i>
AK1	The system should allow authorized users to create and maintain inventory item records which are separate from equipment item records. Examples of inventory items might include such things as ammunition and cleaning supplies.					
AK2	The system should allow authorized users to maintain a list of inventory item statuses, categories and locations.					
AK3	The system should show whether inventory items are available for use.					
AK4	The system should provide an alert for low inventory items.					
AK5	The system should allow inventory items to have barcodes assigned to them.					
AK6	The system should support lookup of an inventory item record by scanning the inventory item's barcode.					
AK7	The system should allow inventory items to be added, transferred, and reduced.					
AK8	The system should allow authorized users to view a list of inventory items that are below agency-defined minimum levels.					
AK9	The system should allow inventory item records to have files attached to them via upload or scanner.					
AK10	Agency-defined custom fields should be available in Inventory.					

Inventory Requests

<i>ID</i>	<i>Requirement</i>	<i>Yes</i>	<i>Future</i>	<i>Modify</i>	<i>No</i>	<i>Comments</i>
AL1	The system should allow authorized users to request additional inventory items.					
AL2	The system should allow authorized users to track the status of inventory requests.					
AL3	The system should allow inventory request records to have files attached to them via upload or scanner.					

AL4	Agency-defined custom fields should be available in Inventory Requests.					
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Purchase Requisitions

<i>ID</i>	<i>Requirement</i>	<i>Yes</i>	<i>Future</i>	<i>Modify</i>	<i>No</i>	<i>Comments</i>
AM1	The system should allow authorized users to complete purchase requisition forms.					
AM2	The system should allow purchase requisition forms to be assigned to specified users for approval.					
AM3	The system should allow purchase requisitions to be assigned to specified users (when approved) for purchase of the requested items.					

Canine Management

<i>ID</i>	<i>Requirement</i>	<i>Yes</i>	<i>Future</i>	<i>Modify</i>	<i>No</i>	<i>Comments</i>
AN1	The system should allow users to create and maintain canine/service dog records.					
AN2	The system should allow authorized users to maintain lists of activity types for canines.					
AN3	The system should allow authorized users to assign a canine to a handler.					
AN4	The system should allow users to track canine activities, certifications, vaccinations, medical visits, and other costs.					
AN5	The system should allow activity records, certification records, vaccination records, medical visit records, and other cost records to have files attached to them via upload or scanner.					
AN6	The system should allow authorized users to create unlimited custom form templates which are used to associate agency-specified data with individual canine records or canine activity records.					
AN7	The system should allow users with access to canine records or canine activity records to use the custom forms to enter and maintain the associated data.					
AN8	Agency-defined custom fields should be available in Canine Management.					

Citizen Feedback

<i>ID</i>	<i>Requirement</i>	<i>Yes</i>	<i>Future</i>	<i>Modify</i>	<i>No</i>	<i>Comments</i>
AO1	The system should provide a means for tracking citizen feedback.					

AO2	The system should allow authorized users to maintain lists for feedback types, feedback actions, and feedback dispositions.					
AO3	The system should allow a CFS or case report to be associated with the citizen feedback record.					
AO4	The system should allow one or more officers or other users to be associated with the citizen feedback record.					
AO5	The system should automatically check the reporting citizen's name against the master name index.					
AO6	The system should allow citizen feedback records to have files attached to them via upload or scanner.					
AO7	Agency-defined custom fields should be available in Citizen Feedback.					

Notes

ID	Requirement	Yes	Future	Modify	No	Comments
AP1	The system should allow authorized users to create general notes which will display on every user's dashboard as configured.					
AP2	The system should allow notes to be set as sticky so they will continue to display at the top of the notes list even when other notes are newer.					
AP3	The system should allow general notes to have files attached to them via upload or scanner.					

Administration Reporting

ID	Requirement	Yes	Future	Modify	No	Comments
AQ1	The system should provide a report generator for building custom statistical and analytical reports from administration data. The report generator should be provided by the same vendor and not be a third-party application.					
AQ2	The system should restrict access to the report generator and individual report templates by user or user group.					
AQ3	The system should not allow a user who does not have access to particular data via the application user interface to gain access to that data via the report generator.					
AQ4	The system should allow the creator of the report template to build reports for any data entered into the administration product.					

AQ5	The report generator should allow the creator of the report template to control layout and formatting options for each administration report template. This includes such options as field arrangements, column widths, label text, font sizes, and line spacing.					
AQ6	The report generator should allow the creator of each administration report template to choose which users can access and/or run the report and/or modify the report template.					
AQ7	The report generator should support the use of aggregate (math) functions including Sum, Average, Count, Count Blank, Minimum, and Maximum.					
AQ8	The report generator should allow data to be grouped or sorted by any data element.					
AQ9	The report generator should allow multiple data filters to be applied using "and/or" logic.					
AQ10	The report generator should allow administration reports to be saved (as PDF, .XLS, or .CSV), printed, or emailed directly from the report.					
AQ11	The report generator should allow administration report templates to be saved and modified at a later time.					
AQ12	The report generator should support adding the administration reports to user's dashboards.					
AQ13	The report generator should allow recurring administration reports to be scheduled and automatically uploaded to a file-system or e-mailed to specified users on certain days and times.					
AQ14	The report generator should support ad-hoc queries.					
AQ15	The report generator should support creation of administration reports such as the following: <ul style="list-style-type: none"> - Weapon Assignments - Equipment Issued to Personnel - Inventory - Current Vehicle Assignments - Negative Citizen Feedback - Personnel Birthdays - Personnel Specialties - Personnel Years of Service - Vehicle Replacement Schedule 					

Analytics

ID	Requirement	Yes	Future	Modify	No	Comments
IA1	The system should allow public access to crime data via a website portal.					
IA2	The system should display recent crime data by type and location on an interactive map.					
IA3	The system should allow searching by an address, landmark feature such as a park or school, zipcode, or agency.					
IA4	The system should allow data filtering by crime type.					
IA5	The system should allow data filtering by timeframe including yesterday, previous 3 days, previous week, previous 4 weeks.					
IA6	The system should extract data at least once per day from agency data.					
IA7	The system should verify incoming address points for accuracy.					
IA8	Agency data should be generalized by address blocks to protect privacy.					
IA9	The system should have the option of allowing agencies to include sex offender data.					
IA10	The system should offer citizen alert email service and online signups.					
IA11	The system should allow citizens to filter or limit the alerts they wish to receive by location or crime type.					
IA12	The system should allow agencies to see other participating agencies' crime data.					
IA13	The system should allow data to be displayed as a simple report.					
IA14	The system should allow data to be displayed as a simple chart.					
IA15	The system should have a preset printing feature for maps, reports, and charts.					
IA16	The system should include a built-in tool for measuring distance.					

IA17	The system should allow users to select a crime incident, enter an address and have the system calculate how close the address is to the selected crime location.					
IA18	The system should have built-in Help and FAQ menus to assist users.					
IA19	The system should have "submit a tip to the agency" capability.					

Computer Aided Dispatch (CAD)

General

ID	Requirement	Yes	Future	Modify	No	Comments
CA1	The system should be multi-jurisdictional, allowing dispatching for multiple agencies, including law enforcement, fire, and medical responders.					
CA2	The system should allow authorized users to design and enforce an agency-wide standard CAD window layout to ensure consistency among workstations, but also to allow users flexibility in configuring their own CAD displays as allowed by the agency.					
CA3	The system should include a minimum of the following for CAD window layout options: window sizes and arrangements, column options, widths, font types, font sizes, and default list-view filters.					
CA4	The system should allow customized CAD windows to retain a user or agency's preference for all layout options.					
CA5	The system should support both command line and point-and-click entry for all CAD commands.					
CA6	The system should support drag-and-drop issuance of CAD commands.					
CA7	The system should allow authorized users to maintain lists of beats and beat plans.					
CA8	The system should allow authorized users to maintain a list of bulletin types in addition to BOLOs and special instructions.					
CA9	The system should allow authorized users to maintain a list of CFS dispositions.					
CA10	The system should allow multiple dispositions to be specified for a single CFS.					
CA11	The system should allow calls for service to be set up to require dispositions before they can be closed.					
CA12	The system should allow authorized users to maintain a list of CFS link types (for example, Duplicate of and Related to) to tie multiple calls into the same physical event.					

CA13	The system should allow authorized users to maintain a list of CFS list filters (to organize information on the primary CFS windows).					
CA14	The system should allow authorized users to maintain CFS priority levels.					
CA15	The system should include inactivity alarm and unit status alarm values, along with the colors, for each CFS priority level.					
CA16	The system should allow authorized users to maintain a list of CFS response codes.					
CA17	The system should allow users to maintain a list of recurring scheduled calls for service, such as pager or siren tests.					
CA18	The system should allow authorized users to maintain a list of fire and/or EMS stations.					
CA19	The system should allow authorized users to maintain a list of CAD terminals.					
CA20	The system should allow authorized users to maintain a list of dispatch timers used to alert call-takers and dispatchers to calls waiting to be dispatched.					
CA21	The system should allow authorized users to set up additional web sites to open within CAD windows, without the standard browser controls or navigation features.					
CA22	The system should support Caller Location Query, CLQ, functionality.					
CA23	System should allow for bulletin records to be linked to the master name index.					
CA24	System should allow for bulletin records to be linked to the master vehicle index.					
CA25	System should allow for bulletin records to be linked to the master address index.					

Calls for Service

ID	Requirement	Yes	Future	Modify	No	Comments
CB1	The system should track reporter/complainant data, including name, address, and call-back number.					
CB2	The system should allow unlimited narrative details to be added to a CFS.					

CB3	The system should provide automatic date/time stamping and user ID tracking for all call-taker and dispatcher actions to track CFS activity, unit activity, radio log, etc.					
CB4	The system should allow authorized users to manage check-in times for officers based on CFS type. When an officer exceeds the allotted time, the system should provide visible and audible warnings to the call-taker or dispatcher.					
CB5	The system should include an override/reset feature for the officer check-in time warnings.					
CB6	The system should allow for filtering subsets or sorting the active or waiting calls within the CFS control panel.					
CB7	The system should display key information about each CFS, such as incident number, call for service type, priority, status, assigned units, and incident address within the CFS control panel.					
CB8	The system should allow the information displayed for a CFS within the CFS control panel to be configured per user or per agency.					
CB9	The system should allow authorized users to manage dispatch timers based on CFS type and priority. The system should provide a visible and/or audible warning, alerting the call-taker or dispatcher that too much time has elapsed without assigning a unit(s) to the CFS.					
CB10	The system should make narrative details available to all stations in real time.					
CB11	The system should clearly display the SOP to the call-taker and dispatcher when a CFS is created with an incident code that has an SOP.					
CB12	The system should be able to display the active and waiting calls for service through the CFS control panel.					
CB13	The system should allow the call-taker and dispatcher to enter free-text log entries for a CFS.					
CB14	The system should auto-save narrative details after a specified period of inactivity on a CFS.					

CB15	The system should allow a CFS to be created with a single click or keystroke from either the CAD product or from the mapping product.					
CB16	The system should be able to immediately dispatch a new CFS without any mandatory fields.					
CB17	The system should allow users to create traffic stop calls for service, with fields for entering key traffic stop data, including location and license plate number, in the order specified by the agency.					
CB18	The system should allow the dispatch display to provide access to all CFS information, including incident type, nature of call, address, reporter and complainant names, and narrative.					
CB19	The system should provide duplicate CFS suggestions based on address location.					
CB20	The system should, after a dispatcher verifies a duplicated call, link the duplicate to the original call to provide access to the additional data.					
CB21	The system should allow calls for service to be manually linked for any agency-defined reason.					
CB22	The system should allow a "use caution" flag to be placed on any CFS.					
CB23	The system should allow a CFS to be modified with priority modifiers such as Routine, Just Occurred, and In Progress throughout the life of the call.					
CB24	The system should allow calls for service to be cleared at any time, including prior to dispatch.					
CB25	The system should allow a call-taker and/or dispatcher to specify an unlimited number dispositions or reasons for clearing a CFS.					
CB26	The system should allow authorized users to view cleared calls for service but prevent unauthorized users from making any modifications to these cleared calls.					
CB27	The system should allow reactivation of recently cleared calls for service and should also allow additional activity and dispatching of units to the original CFS.					

CB28	The system should allow a call-taker or dispatcher to begin a case report from a CFS with a single click or keystroke.					
CB29	The system should support the automatic creation of a case report from a CFS based on configurable settings.					
CB30	The system should allow for multiple case reports to be associated with a single CFS, for single or multiple jurisdictions.					
CB31	The system should auto-populate CFS data such as incident code, location, beat, and reporting parties into associated case reports. This transfer should not be a one-time transfer but should be kept up-to-date as the CFS progresses.					
CB32	The system should be able to generate a sequential reference number for a CFS for each jurisdiction/responding agency.					
CB33	The system should provide a list of all state/NCIC queries run and associated returns. This list should be filtered by date, query type, user, and/or terminal.					
CB34	The system should allow users to easily attach a state/NCIC query to a call for service so that the query and all returns are linked to the call.					
CB35	The system should allow NCIC queries to run automatically when a vehicle or name is added to a CFS.					
CB36	The system should allow all information captured within a CFS to be transferred to and available via the resulting Case report.					
CB37	The system should allow authorized users to create unlimited custom form templates which are used to associate agency-specified data with individual calls for service.					
CB38	The system should allow users with access to calls for service to use the custom forms to enter and maintain the associated data.					

Incident Codes

<i>ID</i>	<i>Requirement</i>	<i>Yes</i>	<i>Future</i>	<i>Modify</i>	<i>No</i>	<i>Comments</i>
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CC1	The system should allow authorized users to maintain a list of CFS types (incident codes), including default priority levels and default modifiers.					
CC2	The system should allow authorized users to determine if incident reports are required for given incident codes or if incident reports will be automatically created in CAD.					
CC3	The system should allow users to enter an unlimited number of incident codes for a CFS.					
CC4	The system should allow incident codes to be associated with specific N-DEx codes for state and federal reporting.					
CC5	The system should allow map icons to be assigned to each incident code for display of that incident/CFS on the map.					
CC6	The system should allow incident codes to be changed at any time during the CFS.					
CC7	The system should allow incident codes to be defined by the agency such that they will trigger the appropriate response assistance from 911 EMD systems, if so configured.					

Unit Management

<i>ID</i>	<i>Requirement</i>	<i>Yes</i>	<i>Future</i>	<i>Modify</i>	<i>No</i>	<i>Comments</i>
CD1	The system should allow authorized users to maintain lists of unit information such as unit alarm times, unit details, unit list filters, unit locations, unit shifts, unit specialties, unit statuses, unit types, and the units themselves.					
CD2	The system should allow authorized users to determine the length of unit alarm times and the frequency of the alarm tone.					
CD3	The system should support filtering on the CAD window to select the units which meet specified criteria (has defibrillator, etc.).					
CD4	The system should allow unit drill-down. That is, the user should be able to select a unit and use links to locate information about the personnel, vehicle, and equipment associated with that unit and jump to those records (if authorized).					

CD5	The system should have one or more CAD unit control windows which allow filtering and sorting units by key data.					
CD6	The system should include key information about each unit in the CAD unit control window, such as unit type, call sign, details, status, incident assignment, beat, and location, configurable per user or per agency.					
CD7	The system should allow a call-taker or dispatcher to view a list of active and waiting calls for service from the CAD control unit window and to dispatch the units to calls for service.					
CD8	The system should allow a call-taker or dispatcher to update unit information such as status, location, and details from the CAD control unit window.					
CD9	The system should allow call-takers and dispatchers to dispatch units from a displayed list of available units in the CFS control panel.					
CD10	The system should allow call-takers and dispatchers to issue unit commands directly from the CFS window.					
CD11	The system should support pre-built shift rosters and allow call-takers or dispatchers to place multiple units on shift with a single command.					
CD12	The system should be able to re-assign a unit from one CFS to another with a single command and stack the original CFS against the re-routed unit.					
CD13	The system should provide unlimited unit stacking for calls for service.					
CD14	The system should allow a re-assigned unit to be sent back to the original CFS when the unit is cleared.					
CD15	The system should allow one unit to be exchanged with another, automatically recording in the log that the first unit was initially dispatched and then switched with the second unit.					
CD16	The system should be able to group units so that subsequent commands apply to all units in the group.					
CD17	The system should support the use of cross-staffed units.					

CD18	The system should allow the call-taker or dispatcher to enter free-text messages from an officer in the CFS log.					
CD19	The system should allow the CFS log to be queried by unit to generate a record of an individual officer's activity for a given time period.					

Addresses and GIS

<i>ID</i>	<i>Requirement</i>	<i>Yes</i>	<i>Future</i>	<i>Modify</i>	<i>No</i>	<i>Comments</i>
CE1	The system should display a list of potential matches as characters for addresses are typed into the CFS address field. These potential matches should be reduced as additional characters are typed until only the matching address(es) is/are listed.					
CE2	The system should allow users to suggest adding new addresses when existing address information does not exist.					
CE3	The system should allow the call-taker to select a suggested match at any time to auto-populate the address field.					
CE4	The system should, when possible, auto-populate the city, state and zip code based on the street address entered (if the address is already in the master address database).					
CE5	The system should allow intersections to be entered as CFS addresses.					
CE6	The system should allow the assignment of common address names such as "Hotel Hammock" to actual addresses, allowing call-takers and dispatchers to enter either one in a CFS.					
CE7	The system should allow the assignment of street name aliases. For example, "HWY15" might be assigned as a street alias for "Highway 15." Call-takers and dispatchers may choose to enter either the address or the alias.					
CE8	The system should automatically alert the call-taker and/or dispatcher of a possible duplicate call based on address data.					
CE9	The system should be integrated with GIS. Please describe the GIS integration.					

CE10	The system should support specifying and auto-populating the beat and/or zone for a CFS.					
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Command Line

<i>ID</i>	<i>Requirement</i>	<i>Yes</i>	<i>Future</i>	<i>Modify</i>	<i>No</i>	<i>Comments</i>
CF1	The system should allow authorized users to maintain a list of CAD commands, including the actions which the system performs within each command.					
CF2	The system should allow call-takers and dispatchers to enter commands via the command line using a few keystrokes.					
CF3	The system should allow authorized users to create agency-specific commands for the command line.					
CF4	The system should allow the command line to use natural language rather than cryptic key codes or a specific information order.					
CF5	The system should use business logic to dynamically display only the necessary fields for the selected command in the command line.					
CF6	The system should allow authorized users to arrange traffic stop fields in a CAD command to match the order they are called out to dispatchers at the agency.					
CF7	The system should default the CFS number from the current CFS to the command line embedded in the CFS detail screen.					
CF8	The system should support multiple instances of the command line on multiple displays from the same workstation.					
CF9	The system should allow users to post brief messages directly to Twitter from the command line based on templates containing pre-defined call elements.					
CF10	The system should allow users to run common state/NCIC queries directly from the command line.					

Call-taker/Dispatcher

<i>ID</i>	<i>Requirement</i>	<i>Yes</i>	<i>Future</i>	<i>Modify</i>	<i>No</i>	<i>Comments</i>
CG1	The system should allow authorized users to take over any call-taker or dispatcher position.					

CG2	The system should be able to be set up for a call-taker and/or dispatcher workflow, or for one user to fill both roles using the same windows.					
CG3	The system should support either local or remote call-taker and/or dispatcher positions.					
CG4	The system should support an unlimited number of call-taker and/or dispatcher positions.					
CG5	The system should allow multiple call-takers or dispatchers or mobile users to enter data on the same CFS simultaneously.					
CG6	The system should allow for units to be dispatched simultaneously with call-taking activities.					
CG7	The system should make information immediately available to all stations as soon as any dispatcher, call-taker, or mobile unit updates a call. A CFS update indicator (for example, flashing text) should be visible to all stations.					
CG8	The system should make all functions available from the call-taker and dispatcher positions for officer-initiated incidents (quick calls) and traffic stops.					

Relationships

<i>ID</i>	<i>Requirement</i>	<i>Yes</i>	<i>Future</i>	<i>Modify</i>	<i>No</i>	<i>Comments</i>
CH1	The system should allow users to add unlimited involved persons to a CFS.					
CH2	The system should allow authorized users to set up an unlimited number of custom, configurable relationship types.					
CH3	The system should allow authorized users to extend the list of CFS relationship types to include such types as arrestee, cited, reporter, driver of vehicle, and passenger.					
CH4	The system should automatically check all involved persons' names against the master name index.					
CH5	The system should allow for the entry of anonymous reporters such as concerned citizen or anonymous female without creating a master name record for these entries.					

CH6	The system should automatically transfer all names, including any involved persons, from the CFS record to any associated case reports.					
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Service Vehicles

<i>ID</i>	<i>Requirement</i>	<i>Yes</i>	<i>Future</i>	<i>Modify</i>	<i>No</i>	<i>Comments</i>
CI1	The system should include a list of service vehicle providers that need to maintain a rotation schedule, such as wreckers or private ambulances.					
CI2	The system should automatically position the second company in the first position after the first company has been selected.					
CI3	The system should allow the user to dispatch the next company, when unable to reach the first company in line, without manually moving the first company to the bottom of the rotation sequence.					
CI4	The system should allow the user to override the rotation in the event a specific provider is requested.					
CI5	The system should track attempts to contact service vehicle providers and the results of each attempt.					

Towing Calls

<i>ID</i>	<i>Requirement</i>	<i>Yes</i>	<i>Future</i>	<i>Modify</i>	<i>No</i>	<i>Comments</i>
CJ1	The system should allow authorized users to maintain lists of tow call information such as tow call statuses, tow operators, and tow operator schedules.					
CJ2	The system should provide a means for recording when a vehicle needs to be towed, including vehicle identifying data, vehicle location, comments, and attempts to contact service vehicles.					
CJ3	The system should allow vehicle data from a call for service to automatically populate the tow call.					
CJ4	The system should ensure that tow calls are recorded as links for the related master vehicle records.					
CJ5	The system should allow authorized users to create unlimited custom form templates which are used to associate agency-specified data with individual tow calls.					

CJ6	The system should allow users with access to tow calls to use the custom forms to enter and maintain the associated data.					
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Unit Recommendations

<i>ID</i>	<i>Requirement</i>	<i>Yes</i>	<i>Future</i>	<i>Modify</i>	<i>No</i>	<i>Comments</i>
CK1	The system should allow authorized users to maintain a list of run cards.					
CK2	The system should allow agency-configurable run cards to define the required responders for each incident code.					
CK3	The system should allow authorized users to define run cards by particular map layer(s) or by individual addresses.					
CK4	The system should allow run cards to be applied to a single incident code or to multiple incident codes.					
CK5	The system should allow run cards to be based on/include the following additional criteria: day, time of day, number and type of units.					
CK6	The system should allow units which match up with run card criteria to be differentiated with a tiebreaker (such as which one has been inactive for the longest period).					
CK7	The system should prioritize units for recommendation based on factors including the following: <ul style="list-style-type: none"> - Department/jurisdiction - Specialties, training skills, and equipment - Closest path/shortest routing time to incident location - Time since last CFS assignment - Unit status 					
CK8	The system should allow the dispatcher to assign a recommended unit, assign all recommended units, or expand the list of units to view more recommendations.					
CK9	The system should support the use of cascading unit recommendations.					

Vehicles

<i>ID</i>	<i>Requirement</i>	<i>Yes</i>	<i>Future</i>	<i>Modify</i>	<i>No</i>	<i>Comments</i>
CL1	The system should store all vehicle information which is added to a CFS entry in the master vehicle index.					

CL2	The system should allow multiple vehicles to be added to a CFS.					
CL3	The system should include the following vehicle relationship types: traffic stops or traffic accidents, towed vehicles, abandoned vehicles, and unlimited agency-defined relationships types.					
CL4	The system should automatically transfer vehicle information from a CFS to any associated case reports.					

Hazards and Alerts

<i>ID</i>	<i>Requirement</i>	<i>Yes</i>	<i>Future</i>	<i>Modify</i>	<i>No</i>	<i>Comments</i>
CM1	The system should visibly notify call-takers, dispatchers and officers of any alert information for names, addresses, and vehicles involved in a CFS.					
CM2	The system should integrate hazards and alerts between all products so that alerts entered in one area are available in all others (for example, a dispatcher is alerted in CAD that a complainant has an outstanding warrant in RMS).					
CM3	The system should allow unlimited narrative text for an alert.					
CM4	The system should include both urgent and non-urgent alerts.					
CM5	The system should allow alerts to be deactivated, if no longer relevant, but still maintained in the alert history.					
CM6	The system should allow users to set an expiration date for each alert. Expired alerts should be retained but clearly					
CM7	The system should display alerts triggered from any non-CAD area of the system to dispatchers in real-time based on the people involved, addresses, vehicles, etc. For example, any alerts for warrant hits or sex offender status should display when a reporting party name is entered in CAD.					
CM8	The system should allow authorized users to create other name alert types, such as medical alerts, protection orders, etc.					
CM9	The system should directly link alerts (such as warrant hits) to the triggering information.					

CM10	The system should alert the call-taker and dispatcher and/or officer if hazardous material is stored at a site, including material name, amount, location on site, and cutoff information (if the data is available on the master address record).					
CM11	The system should link hazardous material alerts to the relevant text from the Hazmat Guide stored in the system.					
CM12	The system should alert the call-taker and dispatcher and/or officer to protection system details for an address, such as fire alarm panel locations and sprinkler system details (if the data is available on the master address record).					
CM13	The system should be able to alert the call-taker and dispatcher and/or officer to water supply details for an address (if the data is available on the master address record).					
CM14	The system should alert the call-taker and dispatcher and/or officer to any officer safety warnings for an address such as unlocked firearms, and vicious dogs (if the data is available on the master address record).					
CM15	The system should allow authorized users to create other address alerts such as known crash pads, drug sites, etc.					
CM16	The system should allow authorized user to create agency-defined vehicle warnings.					
CM17	The system should alert the call-taker and dispatcher and/or officer to any vehicle warnings.					
CM18	The system should allow name, address, and vehicle alerts to be created during the call-taking and/or dispatch process.					
CM19	The system should provide a means of granting or denying users permission to view or create specific name, address, and vehicle alert types so that these alerts can be used to store data such as confidential investigative information.					

Call Scheduling

<i>ID</i>	<i>Requirement</i>	<i>Yes</i>	<i>Future</i>	<i>Modify</i>	<i>No</i>	<i>Comments</i>
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CN1	The system should allow scheduling calls for future dispatch to help manage special events such as parades, festivals, funeral escorts, and prisoner transport.					
CN2	The system should automatically create a CFS when the scheduled activity occurs.					
CN3	The system should allow scheduled calls to be set up to notify call-takers and dispatchers in advance of the actual event.					
CN4	The system should allow a user, when scheduling a CFS, to specify which terminal will handle the CFS.					
CN5	The system should remind a user who schedules a CFS to check the CFS date when calls are scheduled for dates that are not in the near future.					
CN6	The system should allow scheduled calls to include unlimited narrative details.					
CN7	The system should support location overrides for scheduled calls.					
CN8	The system should be able to display a list of scheduled calls, either future or past.					
CN9	The system should allow a CFS to be scheduled to recur according to a number of different times (for example, daily, the first Friday of the month, every other month, etc.)					

External Messaging

<i>ID</i>	<i>Requirement</i>	<i>Yes</i>	<i>Future</i>	<i>Modify</i>	<i>No</i>	<i>Comments</i>
CO1	The system should include the ability to send messages externally via smtp and sms.					
CO2	The system should support rip and run messaging via email or fax for communication with external agencies.					
CO3	The system should allow authorized users to maintain lists of paging groups and paging message types.					
CO4	The system should send automatic pages based on incident types.					
CO5	The system should be able to notify users or groups via smtp or sms when specified calls for service are received.					

Internal Messaging

ID	Requirement	Yes	Future	Modify	No	Comments
CP1	The system should allow instant messages to be sent to multiple recipients, such as via a public message room accessible by all on-duty call-takers, dispatchers and officers.					
CP2	The system should allow instant messages to be sent to specified user(s).					
CP3	The system should provide visible and/or audible alerts or to bring the alert to the front of all other open windows when the user receives an instant message.					
CP4	The system should allow for the inclusion of a number of different tones to designate different types of audible alerts.					
CP5	The system should include an e-mail function that is internal to the system, allowing users to send e-mail-style messages to other users on the system.					
CP6	The system should allow e-mail-style messages to include links to records within the system.					
CP7	The system should allow a single e-mail-style message to be sent to one or more users.					
CP8	The system should allow users to store or delete received e-mail-style messages.					
CP9	The system should log all sent e-mail-style messages.					
CP10	The system should provide a note pad function that allows call-takers and dispatchers to type in unlimited text and store the text within the system.					
CP11	The system should stamp note pad entries with the date and time and user who created them.					
CP12	The system should allow note pad entries to be set to automatically expire.					
CP13	The system should be able to notify users or user groups via internal system messaging, or e-mail when specified calls for service are received.					
CP14	The system should allow for call-takers and/or dispatchers to notify users and/or user groups of a CFS during any point of the call-taking or dispatching process.					

CP15	The system should allow bulletins such as BOLOs and special instructions to be issued to groups of officers based on type, jurisdiction, beat, etc.					
CP16	The system should immediately make BOLOs available to the system's mobile units.					
CP17	The system should allow BOLOs to have files attached to them via upload or scanner.					

Alarm Billing

<i>ID</i>	<i>Requirement</i>	<i>Yes</i>	<i>Future</i>	<i>Modify</i>	<i>No</i>	<i>Comments</i>
CQ1	The system should allow an alarm billing record to be created from an incident code with a false alarm disposition when the CFS is completed.					
CQ2	The system should integrate the alarm billing with the financial product provided by the same vendor.					
CQ3	The system should be able to automatically create invoices to bill persons or businesses for false alarms.					
CQ4	The system should allow users to manually select charges for alarm billing.					
CQ5	The system should allow users to save, print or email an alarm billing record directly from the record window.					
CQ6	The system should allow users to sort and filter alarm billing records within the list-view window.					
CQ7	The system should allow users to save, print or email a summary list of alarm billing records from the list-view window.					
CQ8	The system should allow authorized users to create unlimited custom form templates which are used to associate agency-specified data with alarm billing records.					
CQ9	The system should allow users with access to alarm billing records to use the custom forms to enter and maintain the associated data.					

CAD Web Portal

<i>ID</i>	<i>Requirement</i>	<i>Yes</i>	<i>Future</i>	<i>Modify</i>	<i>No</i>	<i>Comments</i>
CR1	The system should include a secure, web-based portal.					
CR2	The system should ensure that the web-based portal allows authorized users to access current CFS records in					

CR3	The system should ensure that the web-based portal allows authorized users (from outside agencies) to access historical CFS information per agency and filter by date, disposition, etc.					
CR4	The system should ensure that the web-based portal allows authorized users to access current unit statuses.					

CAD Reporting

<i>ID</i>	<i>Requirement</i>	<i>Yes</i>	<i>Future</i>	<i>Modify</i>	<i>No</i>	<i>Comments</i>
CS1	The system should provide a report generator for building custom statistical and analytical reports from CAD data. The report generator should be provided by the same vendor and should not be a third-party application.					
CS2	The system should restrict access to the report generator and individual report templates by user or user group.					
CS3	The system should not allow a user who does not have access to particular data via the application user interface to gain access to that data via the report generator.					
CS4	The system should allow the creator of the report template to build reports for any data entered into the CAD product.					
CS5	The report generator should allow the creator of the report template to control layout and formatting options for each CAD report template. This includes such options as field arrangements, column widths, label text, font sizes, and line spacing.					
CS6	The report generator should allow the creator of each CAD report template to choose which users can access and/or run the report and/or modify the report template.					
CS7	The report generator should support the use of aggregate (math) functions including Sum, Average, Count, Count Blank, Minimum, and Maximum.					
CS8	The report generator should allow data to be grouped or sorted by any data element.					
CS9	The report generator should allow multiple data filters to be applied using "and/or" logic.					

CS10	The report generator should allow CAD reports to be saved (as PDF, .XLS, or .CSV), printed, or emailed directly from the report.					
CS11	The report generator should allow CAD report templates to be saved and modified at a later time.					
CS12	The report generator should support adding the CAD reports to user's dashboards.					
CS13	The report generator should allow recurring CAD reports to be scheduled and automatically uploaded to a file-system or e-mailed to specified users on certain days and times.					
CS14	The report generator should support ad-hoc queries.					
CS15	The report generator should support creation of CAD reports such as the following: <ul style="list-style-type: none"> - Area/section activity - CFS priority analysis - Daily or shift-based CFS summary - CFS by month, by day of week, by hour of day - CFS by nature of call - CFS by source, by disposition - CFS by station, by call-taker or dispatcher - Response time analysis by area, section, priority - Summary of activity for an address or business name - Unit assignments 					

ANI/ALI Interface

ID	Requirement	Yes	Future	Modify	No	Comments
CT1	The system should include an interface to the E911 service provider.					
CT2	The system should receive the raw spill data from the E911 service and import it into the CFS via a serial or IP connection.					
CT3	The system should intelligently handle ANI/ALI rebids through the interface.					
CT4	The system should allow E911 calls, upon being answered, to automatically generate and populate the CFS entry window with all known data (for example, address, registered name, and phone number) from the call-in number.					

Rip and Run Interface

<i>ID</i>	<i>Requirement</i>	<i>Yes</i>	<i>Future</i>	<i>Modify</i>	<i>No</i>	<i>Comments</i>
CU1	The system should include an interface to fax and email services.					
CU2	The system should allow CFS information to be transmitted via this interface to third-parties (such as fire departments).					
CU3	The system should allow authorized users to manage the settings for this interface (SMTP configurations, etc.)					

Voice Recorder Interface

<i>ID</i>	<i>Requirement</i>	<i>Yes</i>	<i>Future</i>	<i>Modify</i>	<i>No</i>	<i>Comments</i>
CV1	The system should include an interface to the Eventide Voice Recorder system.					
CV2	The interface should allow Eventide to assign the corresponding CFS data to the recording.					
CV3	The interface should allow the recording to then be accessed via a link from the CFS screen.					

Firehouse RMS Interface

<i>ID</i>	<i>Requirement</i>	<i>Yes</i>	<i>Future</i>	<i>Modify</i>	<i>No</i>	<i>Comments</i>
CW1	The system should include an interface to the Firehouse RMS.					
CW2	The system should allow CFS information to be transmitted from CAD via this interface to the Firehouse CAD Monitor.					

Code Red Interface

<i>ID</i>	<i>Requirement</i>	<i>Yes</i>	<i>Future</i>	<i>Modify</i>	<i>No</i>	<i>Comments</i>
CX1	This system should include an interface to Code Red.					
CX2	This system should allow CFS information to be transmitted from CAD via this interface to the Code Red System.					

Emergency Reporting

<i>ID</i>	<i>Requirement</i>	<i>Yes</i>	<i>Future</i>	<i>Modify</i>	<i>No</i>	<i>Comments</i>
CY1	This system should include an interface to Emergency Reporting					
CY2	This system should allow CFS to export call detail from CAD to Emergency Reporting.					

Civil Process

General

ID	Requirement	Yes	Future	Modify	No	Comments
VA1	The system should provide a feature that allows grouping multiple civil processes that have the same title, docket number, plaintiffs, and defendants under a "parent" record. Data from this record should populate into all associated civil processes.					
VA2	The system should allow authorized users to maintain lists of civil paper types, distress warrant types, execution types, foreclosure types, and levy types.					
VA3	The system should allow authorized users to maintain a list of civil process service zones or geographic areas.					
VA4	The system should allow authorized users to configure completion reasons on civil processes.					
VA5	The system should generate sheriff's returns.					
VA6	The system should allow authorized user to configure the civil process list screen to display columns in the order desired by the user.					
VA7	The system should allow users to identify interested parties for any of the civil process types and to create a relationship for them on their master name record.					
VA8	The system should allow civil process records to have files such as documents or scanned documents attached to them.					
VA9	The system should display an icon on all master name files entered as a Serve On for an active civil process.					
VA10	The system should check all person and business names entered on civil processes against the master name index for alerts such as active warrants and officer safety threats.					
VA11	The system should allow users to enter multiple plaintiffs, defendants, and serve on names on civil process records.					

VA12	The system should allow case titles on civil processes to contain free form text such as "The People of the State of {State} in the Interest of John Doe, Minor Child". This text should appear on printouts but should not create a name record in the master name index.					
VA13	The system should allow users to copy or clone civil process records when multiple civil processes with similar data need to be entered.					
VA14	The system should provide a guided process (aka wizard) for entering civil process data to ensure that all necessary items are completed.					
VA15	The system should allow the Assigned To field for a civil process to automatically populate from the selected zone.					
VA16	The system should allow users to include barcodes on civil printouts, process worksheets, and custom forms in order to quickly open a civil process.					

Civil Papers

<i>ID</i>	<i>Requirement</i>	<i>Yes</i>	<i>Future</i>	<i>Modify</i>	<i>No</i>	<i>Comments</i>
VB1	The system should track civil papers.					
VB2	The system should allow authorized users to manage civil paper types.					
VB3	The system should allow authorized users to manage civil paper categories under those civil paper types.					
VB4	The system should allow authorized users to create unlimited custom form templates which are used to associate agency-specified data with civil papers.					
VB5	The system should allow users with access to civil papers to use the custom forms to enter and maintain the associated data.					
VB6	Agency-defined custom fields should be available in Civil Papers.					

Executions

<i>ID</i>	<i>Requirement</i>	<i>Yes</i>	<i>Future</i>	<i>Modify</i>	<i>No</i>	<i>Comments</i>
VC1	The system should track executions.					

VC2	The system should include configuration options to allow execution interest to be calculated either by the full judgment amount regardless of payments, or by the remaining judgment amount if payments have been received.					
VC3	The system should allow authorized users to create unlimited custom form templates which are used to associate agency-specified data with individual executions.					
VC4	The system should allow users with access to executions to use the custom forms to enter and maintain the associated data.					
VC5	Agency-defined custom fields should be available in Execution.					

Distress Warrants

<i>ID</i>	<i>Requirement</i>	<i>Yes</i>	<i>Future</i>	<i>Modify</i>	<i>No</i>	<i>Comments</i>
VD1	The system should track distress warrants.					
VD2	The system should allow authorized users to create unlimited custom form templates which are used to associate agency-specified data with individual distress warrants.					
VD3	The system should allow users with access to distress warrants to use the custom forms to enter and maintain the associated data.					
VD4	Agency-defined custom fields should be available in Distress Warrants.					

Foreclosures

<i>ID</i>	<i>Requirement</i>	<i>Yes</i>	<i>Future</i>	<i>Modify</i>	<i>No</i>	<i>Comments</i>
VE1	The system should track foreclosures.					
VE2	The system should allow authorized users to create unlimited custom form templates which are used to associate agency-specified data with individual foreclosures.					
VE3	The system should allow users with access to foreclosures to use the custom forms to enter and maintain the associated data.					
VE4	Agency-defined custom fields should be available in Foreclosures.					

Garnishments

<i>ID</i>	<i>Requirement</i>	<i>Yes</i>	<i>Future</i>	<i>Modify</i>	<i>No</i>	<i>Comments</i>
VF1	The system should track garnishments.					
VF2	The system should maintain a running estimate of the remaining amount to be garnished.					
VF3	The system should allow authorized users to create unlimited custom form templates which are used to associate agency-specified data with individual garnishments.					
VF4	The system should allow users with access to garnishments to use the custom forms to enter and maintain the associated data.					
VF5	Agency-defined custom fields should be available in Garnishments.					

Seizures

<i>ID</i>	<i>Requirement</i>	<i>Yes</i>	<i>Future</i>	<i>Modify</i>	<i>No</i>	<i>Comments</i>
VG1	The system should track seizures for both real estate and moveable property (vehicles, boats, etc.).					
VG2	The system should allow authorized users to maintain a list of seizure types.					
VG3	The system should ensure that the seizure includes a full legal description of the seized property and corresponding photos.					
VG4	The system should allow users to fill out the sale form for the seized property.					
VG5	The system should track the places that the sale form has been posted (for example, website or newspaper).					
VG6	The system should allow the seizure to include one or more appraisal values, which are then used to calculate the opening bid on the sale of the seized property.					
VG7	The system should ensure that the property (if a vehicle) creates an relationship on the master vehicle record.					
VG8	The system should ensure that the property (if real estate) creates a history entry on the master address record.					
VG9	The system should include all dates for a seizure which are necessary to manage the entire seizure process.					

VG10	The system should allow authorized users to create unlimited custom form templates which are used to associate agency-specified data with individual seizures.					
VG11	The system should allow users with access to seizures to use the custom forms to enter and maintain the associated data.					
VG12	Agency-defined custom fields should be available in Seizures.					

Service Attempts

<i>ID</i>	<i>Requirement</i>	<i>Yes</i>	<i>Future</i>	<i>Modify</i>	<i>No</i>	<i>Comments</i>
VH1	The system should track the service attempts, whether successful or unsuccessful, made by deputies serving civil processes.					
VH2	The system should generate a correct sheriff's return upon a successful service attempt, in accordance with the type of service attempt.					
VH3	The system should allow authorized users to specify whether to charge for mileage on each service attempt trip.					
VH4	The system should allow users to make notes on civil processes to record any data learned during service attempts that may aid in successful service. Each note should include the date, time, and username.					
VH5	Agency-defined custom fields should be available in Service Attempts.					

Workflow

<i>ID</i>	<i>Requirement</i>	<i>Yes</i>	<i>Future</i>	<i>Modify</i>	<i>No</i>	<i>Comments</i>
VI1	The system should support assigning civil processes to individual deputies for service.					
VI2	The system should allow deputies to view the list of civil process which are their responsibility.					
VI3	The system should allow civil processes to be automatically assigned to a deputy, based on the zone.					
VI4	The system should allow for notifications to be set up to remind deputies of their outstanding civil process duties.					

V15	The system should display a list of civil processes with approaching expiration dates/service due dates to alert users to civil processes which should be served immediately.					
V16	The system should allow users to bulk assign civil papers, either with or without barcodes.					

Financial

ID	Requirement	Yes	Future	Modify	No	Comments
VJ1	The system should include civil process fees and allow users to configure settings for each fee type.					
VJ2	The system should automatically attach a uniquely numbered invoice, billed to the appropriate party or parties, to each civil process record upon entry.					
VJ3	The system should allow authorized users to maintain a list of process fee types and default fee amounts.					
VJ4	The system should include configuration options to add process fees to invoices automatically on creation or					
VJ5	The system should allow authorized users to change the default fee amounts at any time.					
VJ6	The system should ensure that each fee is connected to a specified account.					
VJ7	The system should allow each fee to have a default Disburse To party, if desired.					
VJ8	The system should include an "order paid" ranking for each fee in the event that the full invoice cannot be collected.					
VJ9	The system should support automatic calculation and application of execution interest and commission.					
VJ10	The system should include a mileage rate for serving civil processes and should allow the fees to be automatically					
VJ11	The system should allow authorized users to add text such as payment or collection terms to the invoice templates.					
VJ12	The system should be able to accept payments for individual civil process invoices or multiple invoices.					
VJ13	The system should generate invoice payment receipts.					

VJ14	The system should allow funds to be disbursed directly from a civil process record or in bulk.					
VJ15	The system should store all financial items, including invoices, receipts, deposits, and disbursements.					
VJ16	The system should maintain a standard account ledger.					
VJ17	The system should support account reconciliation.					
VJ18	The system should allow users to query customer balances.					
VJ19	The system should support printing customer statements individually or in bulk.					

Civil Process Web Portal

ID	Requirement	Yes	Future	Modify	No	Comments
VK1	The system should include a secure, web-based portal.					
VK2	The system should ensure that the web-based portal allows the publication of sheriff's sales, including images.					
VK3	The system should ensure that the web-based portal allows authorized users to view all open/unserved civil processes.					

Civil Reporting

ID	Requirement	Yes	Future	Modify	No	Comments
VL1	The system should provide a report generator for building custom statistical and analytical reports from civil process data. The report generator should be provided by the same vendor and should not be a third-party application.					
VL2	The system should restrict access to the report generator and individual report templates by user or user group.					
VL3	The system should not allow a user who does not have access to particular data via the application user interface to gain access to that data via the report generator.					
VL4	The system should allow the creator of the report template to build reports for any data entered into the civil product.					
VL5	The report generator should allow the creator of the report template to control layout and formatting options for each civil process report template. This includes such options as field arrangements, column widths, label text, font sizes, and line spacing.					

VL6	The report generator should allow the creator of each civil process report template to choose which users can access and/or run the report and/or modify the report template.					
VL7	The report generator should support the use of aggregate (math) functions including Sum, Average, Count, Count Blank, Minimum, and Maximum.					
VL8	The report generator should allow data to be grouped or sorted by any data element.					
VL9	The report generator should allow multiple data filters to be applied using "and/or" logic.					
VL10	The report generator should allow civil process reports to be saved (as PDF, .XLS, or .CSV), printed, or emailed directly from the report.					
VL11	The report generator should allow civil process report templates to be saved and modified at a later time.					
VL12	The report generator should support adding the civil process reports to user's dashboards.					
VL13	The report generator should allow recurring civil process reports to be scheduled and automatically uploaded to a file-system or e-mailed to specified users on certain days and times.					
VL14	The report generator should support ad-hoc queries.					
VL15	The report generator should support creation of civil reports such as the following: <ul style="list-style-type: none"> - Summary of open (not completed) civil processes - Summary of civil processes by assigned deputy - Summary of civil processes by zone/geographic area - Processes received by type or law office - Summary of processes received or returned by date range - Summary of civil processes served year over year - Service trips made by each deputy 					

GIS Services

Data Migration and Scrubbing

<i>ID</i>	<i>Requirement</i>	<i>Yes</i>	<i>Future</i>	<i>Modify</i>	<i>No</i>	<i>Comments</i>
GA1	The vendor should provide GIS data migration and scrubbing services as part of the implementation.					
GA2	The vendor should test the GIS data to ensure proper functioning.					
GA3	The vendor should set up the data with the needed configuration and load it into the ArcGIS format.					
GA4	The vendor should create address locator and network dataset files to support geocoding and map routing functionality.					
GA5	The vendor should be capable of providing additional GIS services without involving a third party.					

Data Maintenance

<i>ID</i>	<i>Requirement</i>	<i>Yes</i>	<i>Future</i>	<i>Modify</i>	<i>No</i>	<i>Comments</i>
GB1	The vendor should be able to provide ongoing GIS data maintenance services without involving a third-party.					
GB2	The vendor should be able to provide GIS data maintenance to include additions or changes to addresses, resident information, roads, critical responder locations, cellular towers or Emergency Service Zones which occur after the implementation.					

Jail Management System (JMS)

General

<i>ID</i>	<i>Requirement</i>	<i>Yes</i>	<i>Future</i>	<i>Modify</i>	<i>No</i>	<i>Comments</i>
JA1	The system should include a list of current inmates with key identifying data such as inmate numbers and cell assignments.					
JA2	The system should visibly notify users when multiple inmates are in custody with the same first and last names.					
JA3	The system should provide a main JMS window that displays such information such as inmates in queue for booking, upcoming court appearances and releases, a list of inmates who are out on work release, and scheduled contacts and activities. This window should be configurable.					
JA4	The system should allow authorized users to locate any inmate at any time.					
JA5	The system should be capable of creating an audit trail for every inmate's movements. This trail should list the inmate, where s/he was originally, where s/he is going (new location) who initiated movement (officer), who is receiving the inmate, and the date and time of the movement.					
JA6	The system should allow authorized users to maintain a list of reasons for sealing inmate records.					
JA7	The system should allow authorized users to seal inmate records.					
JA8	The system should allow authorized users to restrict user or user-group access to sealed inmate records, per record.					
JA9	The system should allow authorized users to expunge (remove) an inmate record.					

JA10	The system should generate the following output forms, at a minimum: <ul style="list-style-type: none"> - Bond forms - Application for good time - Probable cause forms - Record of time served - Release extradition waivers - Release of posted bond forms - Room and board notices - Transfer of custody forms - Trip background reports - Wanted posters 					
JA11	The system should ensure that forms capture, store, and print with electronic signatures.					

Facilities

<i>ID</i>	<i>Requirement</i>	<i>Yes</i>	<i>Future</i>	<i>Modify</i>	<i>No</i>	<i>Comments</i>
JB1	The system should allow authorized users to maintain lists of multiple jail facilities and the cells in each facility.					
JB2	The system should track data for inmates held in multiple facilities.					
JB3	The system should allow authorized users to configure cell blocks, pods, houses, etc., as well as the beds within each.					
JB4	The system should allow authorized users to configure locations which are not cells, such as kitchens, hallways, rec rooms, etc.					
JB5	The system should allow authorized users to restrict users' access to specific cell blocks, pods, houses, etc.					
JB6	The system should allow a different classification form to be defaulted for each facility.					

Intake

<i>ID</i>	<i>Requirement</i>	<i>Yes</i>	<i>Future</i>	<i>Modify</i>	<i>No</i>	<i>Comments</i>
JC1	The system should provide a guided step-by-step process (aka "wizard") for performing the intake for an individual.					
JC2	The system should allow a user to continue the booking process from someone who has been through the intake process without re-entry of any previously entered data.					

JC3	The system should allow an inmate to go through intake from a case, a warrant or nothing.					
JC4	The system should allow an inmate without a name to go through intake.					
JC5	The system should allow a user to not book an individual after the individual has gone through the intake process.					

Booking

<i>ID</i>	<i>Requirement</i>	<i>Yes</i>	<i>Future</i>	<i>Modify</i>	<i>No</i>	<i>Comments</i>
JD1	The system should provide a guided step-by-step process (aka "wizard") for booking an inmate to ensure that all necessary steps are completed.					
JD2	The system should allow authorized users to configure the booking wizard to conform to the agency's needs. Configuration should include defining which form (property form, approved visitors form, medical screening form, etc.) is next in the sequence as well as which forms are required and which are not.					
JD3	The system should include a means for recording inmate property as part of the booking process.					
JD4	The system should include a means of issuing agency property to an inmate as part of the booking process.					
JD5	The system should allow the booking process to be suspended at any time without losing data, and resumed at a later time from that same point by any authorized user.					
JD6	The system should display a visible indicator on the booking list that shows which inmate booking processes were suspended and which ones were completed.					
JD7	The system should display alerts triggered from any non-JMS area of the system when booking an inmate, including outstanding warrants, sex offender status, medical alerts, and potential threats to officer safety.					
JD8	The system should allow authorized users to manage a medical/mental screening questionnaire which is used as part of the booking process.					

JD9	The system should provide all information from a person's master name record during the booking process, including prior relationships, previous bookings, sex offender status, and any other alerts on the master name.					
JD10	The system should carry over basic inmate information from a prior booking into a new booking without requiring re-entry.					
JD11	The system should allow users to book an inmate from an RMS arrest record.					
JD12	The system should bring the RMS arrest form data into JMS without requiring re-entry.					
JD13	The system should allow users to book an inmate from an RMS warrant record.					
JD14	The system should bring the RMS warrant record data into JMS without requiring re-entry.					
JD15	The system should automatically update the warrant record to a non-active status when an inmate is booked from a warrant record.					
JD16	The system should allow users to select an inmate from the inmate list for rebooking.					
JD17	The system should include an intake function that does not require the full booking process.					
JD18	The system should allow users to place person in a queue for full booking, after completing the intake function.					
JD19	The system should handle multiple sentences, both concurrent and consecutive, and perform sentence calculation, including reductions such as good time.					
JD20	The system should track charge data such as offenses, bonds, and bond amounts.					
JD21	The system should allow users to enter an inmate's victims during the booking process to support their notification upon the inmate's release.					
JD22	The system should allow multiple mugshots per inmate.					
JD23	The system should allow for tagging pictures as scars, marks, and tattoos, as well as recording the location of those items on the body.					

JD24	The system should be able to generate a booking summary form.					
JD25	The system should include agency-customizable forms with the ability to trigger other requested information based on data entered, such as: alerts, classifications, medical condition, no contacts, etc.					

Transports

<i>ID</i>	<i>Requirement</i>	<i>Yes</i>	<i>Future</i>	<i>Modify</i>	<i>No</i>	<i>Comments</i>
JE1	The system should allow inmate transports to be tracked.					
JE2	The system should allow authorized users to maintain a list of transportation types.					
JE3	The system should allow authorized users to maintain a list of transportation vehicles, including the number of seats for each vehicle.					
JE4	The system should ensure that all no-contact rules are followed for transports.					
JE5	The system should capture that all passengers and drivers explicitly listed for a given transport.					
JE6	The system should allow transportation rates to be defined on a time or distance basis.					
JE7	The system should allow for a variety of costs to be tracked for a given transport, including personnel, mileage, meals, and lodging.					
JE8	The system should allow transport costs for a given transport to be shared between two agencies.					
JE9	The system should allow authorized users to create unlimited custom form templates which are used to associate agency-specified data with transport records.					
JE10	The system should allow users with access to transport records to use the custom forms to enter and maintain the associated data.					
JE11	The system should allow transport records to have files attached to them via upload or scanner.					

Bonds

<i>ID</i>	<i>Requirement</i>	<i>Yes</i>	<i>Future</i>	<i>Modify</i>	<i>No</i>	<i>Comments</i>
JF1	The system should allow authorized users to maintain a list of approved bond companies.					

JF2	The system should allow authorized users to maintain a list of bond agents.					
JF3	The system should be able to track filing dates, agent license expiration dates, and maximum bond amounts for bond agents/companies.					
JF4	The system should allow each bond company to be set up to use multiple insurance companies.					
JF5	The system should be able to track bond payments including amount, money type, and the name of the bond agent.					

Digital Lineups

<i>ID</i>	<i>Requirement</i>	<i>Yes</i>	<i>Future</i>	<i>Modify</i>	<i>No</i>	<i>Comments</i>
JG1	The system should allow authorized users to create digital lineups using mugshots stored in the system.					
JG2	The system should allow users to choose demographic criteria to select mug shots for inclusion in digital lineups, including eye color, hair color, height, and weight.					
JG3	The system should support exporting digital lineups to a ZIP file.					
JG4	The system should allow users to randomly select photos for a digital lineup.					

Classes

<i>ID</i>	<i>Requirement</i>	<i>Yes</i>	<i>Future</i>	<i>Modify</i>	<i>No</i>	<i>Comments</i>
JH1	The system should allow authorized users to maintain a list of classes for inmates.					
JH2	The system should allow court-mandated class registrations to be included in the booking wizard.					
JH3	The system should allow classes to be defined as billable or non-billable.					
JH4	The system should allow inmates to be included in waiting lists for classes.					
JH5	The system should ensure that all no-contact rules are followed for classes.					
JH6	The system should allow class records to have files attached to them via upload or scanner.					

JH7	The system should allow authorized users to create unlimited custom form templates which are used to associate agency-specified data with individual class records.					
JH8	The system should allow users with access to class records to use the custom forms to enter and maintain the associated data.					

Classifications

<i>ID</i>	<i>Requirement</i>	<i>Yes</i>	<i>Future</i>	<i>Modify</i>	<i>No</i>	<i>Comments</i>
J11	The system should include an agency-defined form in the booking process to classify inmates for cell assignment.					
J12	The system should assign point-based classification levels to inmates from data entered on the agency-defined classification form.					
J13	The system should be able to subtract classification points for stabilizing or mitigating factors.					
J14	The system should allow authorized users to manually override system-calculated inmate classification levels.					
J15	The system should provide cell recommendations from classification levels.					
J16	The system should ensure that classification takes into account data entered into specific booking wizard questionnaires that match tags on specific cells, such as "handicapped accessible" or "juvenile holding."					
J17	The system should allow users to configure automatic reclassification schedules based upon initial inmate classification type.					
J18	The system should allow multiple forms to be created for classifications.					

Holds

<i>ID</i>	<i>Requirement</i>	<i>Yes</i>	<i>Future</i>	<i>Modify</i>	<i>No</i>	<i>Comments</i>
JJ1	The system should include the appropriate data entry forms in the booking process based on the selected hold reason(s).					

JJ2	The system should allow authorized users to maintain a list of hold reasons, including which fields are displayed for each hold reason. Hold reasons should include charged, sentenced, warrant, additional hold, and unlimited agency-defined reasons.					
JJ3	The system should allow users to enter multiple hold reasons per inmate, and should adjust the forms to show only the fields needed for the selected reason(s).					
JJ4	The system should allow hold reason records to have files such as documents or scanned documents attached to them as part of the booking process.					
JJ5	The system should allow for the sealing of hold reasons, bookings, and incident reports.					
JJ6	The system should allow for the expungement of charges.					
JJ7	Agency-defined custom fields should be available in Holds.					

Stay Scheduling

<i>ID</i>	<i>Requirement</i>	<i>Yes</i>	<i>Future</i>	<i>Modify</i>	<i>No</i>	<i>Comments</i>
JK1	The system should allow for scheduling inmate stay segments.					
JK2	The system should allow authorized users to set up stay schedules for inmates serving segmented ("weekender") sentences.					
JK3	The system should allow scheduled segments to put time toward total sentence length, optionally including or excluding days checked out of the facility.					
JK4	The system should allow inmates to be checked in and out of the facility with no need to release and re-book.					
JK5	The system should allow for configuration of different stay schedule types.					

Release

<i>ID</i>	<i>Requirement</i>	<i>Yes</i>	<i>Future</i>	<i>Modify</i>	<i>No</i>	<i>Comments</i>
JL1	The system should display upcoming user releases on the user's dashboard.					
JL2	The system should provide a guided step-by-step process (aka "wizard") for releasing an inmate to ensure that all necessary steps are completed.					

JL3	The system should allow authorized users to configure the release wizard to conform to the agency's needs.					
JL4	The system should provide a warning to a user who attempts to release an inmate before the sentence has been completely served.					
JL5	The system should allow users to enter multiple release reasons per inmate, and should adjust the forms to show only the fields needed for the selected reason(s).					
JL6	The system should capture the following as part of the release wizard, at minimum: <ul style="list-style-type: none"> - Record of time served - Release and custody form - Bond form - Release posted bond form 					
JL7	The system should allow release reasons to be recorded for each of an inmate's hold reasons. Individual hold reasons should be resolved prior to overall inmate release.					
JL8	The system should alert users when an inmate to be released has additional holds in the system.					
JL9	The system should release remaining inmate funds as part of the release process.					
JL10	The system should be able to release inmate funds to the inmate or another person, or hold the funds until a later date for pickup by a specified person.					
JL11	The system should be able to generate a check for the release of inmate funds.					
JL12	The system should include release of inmate property in the inmate release process.					
JL13	The system should be able to release inmate property to the inmate or to another person, or hold it until a later date for pickup by a specified person.					
JL14	The system should generate inmate fund and inmate property release forms that can be signed (manually or electronically) to verify receipt of funds and property.					
JL15	The system should clearly display a "Released" status on an inmate's record once that inmate has been released.					
JL16	The system should be able to print a release summary.					

JL17	The system should allow authorized users to maintain a list of release reasons, including which fields are displayed for each release reason. Release reasons should include bonded out, furlough, judge ordered, sentence served, transferred, and unlimited agency-defined reasons.					
JL18	The system should allow authorized users to undo a release that was performed in error.					

Housing

<i>ID</i>	<i>Requirement</i>	<i>Yes</i>	<i>Future</i>	<i>Modify</i>	<i>No</i>	<i>Comments</i>
JM1	The system should track an inmate's original cell assignment and all subsequent cell transfers.					
JM2	The system should allow authorized users to override inmate cell recommendation assignments.					
JM3	The system should be able to generate a report of current cell assignments ordered by cell block.					
JM4	The system should be able to generate a report of inmates housed in a selected cell or cell block during a specified time period.					
JM5	The system should allow authorized users to set up billing rates for inmate housing.					
JM6	The system should allow authorized users to set up different billing rates for each agency or entity for which inmates are housed.					
JM7	The system should support automatic billing for room and board fees.					
JM8	The system should be able to generate invoices for inmate housing, including summary invoices for outside agencies.					

Activities

<i>ID</i>	<i>Requirement</i>	<i>Yes</i>	<i>Future</i>	<i>Modify</i>	<i>No</i>	<i>Comments</i>
JN1	The system should allow authorized users to maintain a list of common activity types, locations, and default locations for each activity type.					
JN2	The system should allow authorized users to configure common activity types to track times including "in and out" and "log in and log out" times.					

JN3	The system should track inmate activities such as cell checks, meals, recreation, group meetings, medical appointments, trustee work and work releases.					
JN4	The system should allow activities to be recorded as they occur or scheduled in advance.					
JN5	The system should provide reminders for scheduled inmate activities.					
JN6	The system should provide a warning to prevent inmates from logging into activities at the same time and location as another person for whom they have a "no contact" order.					
JN7	The system should be able to capture an inmate's acceptance or refusal of an activity.					
JN8	The system should include a comment field for each activity record.					
JN9	The system should allow users to add inmate activities in bulk.					
JN10	The system should provide log of inmate activities, both for all inmates and for an individual inmate.					
JN11	Agency-defined custom fields should be available in Activities.					
JN12	The system should flag when a user tries to schedule conflicting activities.					
JN13	The system should track work hours for trustee inmates.					
JN14	The system should configure the rate at which trustee inmates earn time off.					

Visitors/Contacts

<i>ID</i>	<i>Requirement</i>	<i>Yes</i>	<i>Future</i>	<i>Modify</i>	<i>No</i>	<i>Comments</i>
JO1	The system should allow authorized users to maintain a list of visitation notification attempt types including phone, in person, mail, and email.					
JO2	The system should allow users to capture inmate contacts, including person contacted, contact type (phone, visit, etc.), and relationship.					
JO3	The system should allow visitors to be defined as approved or unapproved.					

JO4	The system should show if a visitor is an approved or unapproved visitor for another inmate.					
JO5	The system should be able to bring approved and unapproved visitors forward from previous bookings.					
JO6	The system should automatically check all visitors for alerts such as warrants, safety threats, etc.					
JO7	The system should allow users to perform state/NCIC checks on visitors.					
JO8	The system should alert users to an inmate's upcoming visits.					
JO9	The system should allow users to log incoming mail and packages, including the sender's name.					
JO10	The system should log visit notification attempts with the date and time.					
JO11	The system should allow the logging of multiple visitors at once.					

Work Release

<i>ID</i>	<i>Requirement</i>	<i>Yes</i>	<i>Future</i>	<i>Modify</i>	<i>No</i>	<i>Comments</i>
JP1	The system should track work release hours, include check-in and check-out times, employers, and PBT and search results upon check-in.					
JP2	The system should flag inmates who are eligible for work release.					
JP3	The system should provide a list of inmates who are out on work release.					

Jail Incidents

<i>ID</i>	<i>Requirement</i>	<i>Yes</i>	<i>Future</i>	<i>Modify</i>	<i>No</i>	<i>Comments</i>
JQ1	The system should allow authorized users to maintain a list of incident types.					
JQ2	The system should track incident reports.					
JQ3	The system should track the outcomes of incident reports.					
JQ4	The system should provide a searchable incident log.					
JQ5	The system should include an approval process for incident reports.					
JQ6	The system should allow users to link an incident report to a case.					

JQ7	The system should allow authorized users to create unlimited custom form templates which are used to associate agency-specified data with individual incident report records.					
JQ8	The system should allow users with access to incident report records to use the custom forms to enter and maintain the associated data.					
JQ9	The system should allow authorized users to seal jail incident reports.					
JQ10	Agency-defined custom fields should be available in Jail Incidents.					

Jail Incident Property/Evidence Management

<i>ID</i>	<i>Requirement</i>	<i>Yes</i>	<i>Future</i>	<i>Modify</i>	<i>No</i>	<i>Comments</i>
JR1	The system should allow users to create and maintain property/evidence records for jail incident reports.					
JR2	The system should allow users to manually assign a number to property/evidence items for purposes of displaying those items before the court.					
JR3	The system should allow authorized users to maintain a list of property/evidence shelves, lockers, bins, and other locations.					
JR4	The system should allow access tags to be defined for property/evidence items which would restrict access to certain users or user groups.					
JR5	The system should eliminate the need to duplicate any property/evidence information after it has been entered into the system.					
JR6	The system should support multiple categories of property/evidence, such as stolen property reports, lost property reports, found or recovered property items, contraband or seized property items, and evidence items.					
JR7	The system should include business logic that allows the property/evidence forms to automatically adjust to the type of property selected and to display only the necessary fields for input of that type of property.					
JR8	The system should include the appropriate data elements for each property and evidence type.					

JR9	The system should allow users to set a target disposal date for each property/evidence item.					
JR10	The system should allow a user to access the associated incident report by a single click or keystroke from the property/evidence record.					
JR11	The system should allow digital photos of each piece of property/evidence to be attached to the property/evidence record.					
JR12	The system should be able to print barcodes for property/evidence items.					
JR13	The system should be able to open a property/evidence record by scanning the item's barcode.					
JR14	The system should provide effective inventory control of property/evidence held by the agency.					
JR15	The system should allow users to capture information regarding the intake, movement, release, and disposal of property and evidence and should produce appropriate chain-of-custody reporting.					
JR16	The system should include a full audit trail for the chain of custody, including the date, time, start and end location, and personnel involved in each transaction.					
JR17	The system tracking should include transferring property internally, transferring to/receiving from personnel, and transferring to/receiving from external entities (crime labs, etc.).					
JR18	The system should allow only valid property movement based on an item's current status, to enforce a valid chain of custody.					
JR19	The system should generate receipt forms for documenting movement of property and evidence.					
JR20	The system should support electronic capture of signatures for the receipt forms.					
JR21	The system should allow users to move and manage property/evidence in bulk.					
JR22	The system should store and manage digital evidence such as audio, photos, documents, and video links.					

JR23	The system should store a read-only checksum for digital files and provide a means of determining if anyone has tampered with the file.					
JR24	The system should allow users to export digital evidence in bulk.					
JR25	The system should allow tagging specific points on the timeline within audio and video files to provide a means for jumping directly to those points.					
JR26	The system should display tagged locations in a chronological list to allow users to jump to the relevant information (for example, a confession) by selecting the tag.					
JR27	The system should allow users to sort and filter property/evidence records within the list-view screen.					
JR28	The system should allow users to save, print or email a summary list of the property/evidence records directly from the list-view window.					
JR29	The system should allow users to save, print or email a property/evidence record directly from the record window.					
JR30	The system should support intelligent full-text searching of property/evidence narrative fields.					
JR31	The system should allow the property/evidence list to be printed to generate reports such as: <ul style="list-style-type: none"> - Property nearing target disposal date - Property in temporary locations - Property out of agency custody 					

Disciplinary Actions

<i>ID</i>	<i>Requirement</i>	<i>Yes</i>	<i>Future</i>	<i>Modify</i>	<i>No</i>	<i>Comments</i>
JS1	The system should allow authorized users to maintain a list of inmate disciplinary offenses, including a severity level.					
JS2	The system should track disciplinary actions for inmates.					
JS3	The system should allow disciplinary actions to be linked to cases or incidents.					
JS4	The system should include an approval process for disciplinary actions.					

JS5	The system should allow users to include hearing and disposition information within the disciplinary action record.					
JS6	The system should allow disciplinary action records to have files attached to them via upload or scanner.					
JS7	The system should allow authorized users to create unlimited custom form templates which are used to associate agency-specified data with individual disciplinary action records.					
JS8	The system should allow users with access to disciplinary action records to use the custom forms to enter and maintain the associated data.					
JS9	Agency-defined custom fields should be available in Disciplinary Actions.					

Event/Shift Logs

<i>ID</i>	<i>Requirement</i>	<i>Yes</i>	<i>Future</i>	<i>Modify</i>	<i>No</i>	<i>Comments</i>
JT1	The system should allow authorized users to maintain a list of common shift event types such as staff movement and meal passes.					
JT2	The system should provide an event or shift log to record shift activity.					
JT3	The system should support setting up a separate event or shift log for each cell block, or all cell blocks together.					
JT4	The system should capture shift start and end times and correctional staff on duty for each shift.					
JT5	The system should allow authorized users to log in or log out the entire shift roster of correctional staff at one time.					
JT6	The system should allow an unlimited narrative within an event record.					
JT7	The system should include a date, time, and username on every event record.					
JT8	The system should make a shift summary available to the next shift.					
JT9	Agency-defined custom fields should be available in Event/Shift Logs.					

Medical

<i>ID</i>	<i>Requirement</i>	<i>Yes</i>	<i>Future</i>	<i>Modify</i>	<i>No</i>	<i>Comments</i>
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JU1	The system should be able to track medical appointments.					
JU2	The system should track medical/mental health expenses and should be able to create invoices to bill other agencies for these expenses.					
JU3	The system should allow the medical/mental health screening questionnaire to be updated at any time during an inmate's stay.					
JU4	The system should alert users to any key data from the medical/mental health screening questionnaire.					
JU5	The system should allow users to update an inmate's prescription and non-prescription medication data at any time during an inmate's stay.					
JU6	The system should provide a list of medications to be dispensed at each medication pass to an individual inmate and to all inmates.					
JU7	The system should allow users to dispense medications with a bulk action (without having to go into each inmate's record individually).					
JU8	The system should be able to capture an inmate's acceptance or refusal of medication, along with comments.					
JU9	The system should provide a log of all medication dispensed to an inmate.					
JU10	The system should allow users to capture an inmate's prescription and non-prescription medications, including administration times, amounts, and instructions during the booking process.					
JU11	The system should allow authorized users to access medical and mental data for inmates.					
JU12	The system should visibly flag key medical information and special dietary needs.					

Inmate Funds

ID	Requirement	Yes	Future	Modify	No	Comments
JV1	The system should intake any cash or other funds an inmate has on her/her person during the booking process and establish an inmate account with those funds.					

JV2	The system should generate a form that a user can sign (manually or electronically) to acknowledge receipt of cash or other funds.					
JV3	The system should include transactions in an inmate's account such as deposits, withdrawals, release of funds, and audits.					
JV4	The system should be able to generate a receipt for each transaction that users, inmates and receiving persons can sign (manually or electronically) to acknowledge the transaction.					
JV5	The system should automatically update inmate account balances to reflect transactions.					
JV6	The system should allow an account summary to be printed at any time during an inmate stay.					
JV7	The system should allow additional funds received from visitors or by mail to be credited to an inmate's account.					
JV8	The system should allow inmate funds to be released as part of the inmate release process.					
JV9	The system should carry forward inmate account balances (including negative balances) from previous jail stays.					

Inmate Property

<i>ID</i>	<i>Requirement</i>	<i>Yes</i>	<i>Future</i>	<i>Modify</i>	<i>No</i>	<i>Comments</i>
JW1	The system should be able to intake individual pieces of property.					
JW2	The system should include a comment field for each piece of property.					
JW3	The system should provide a means of duplicating a property item when most of the data remains the same from one item to the next.					
JW4	The system should generate a form that can be signed (manually or electronically) to verify inmate property intake.					
JW5	The system should allow authorized users to maintain a list of property locations.					

JW6	The system should capture the location of a piece of property, whether it is in a locker assigned to that inmate or in a shared/general-purpose location. The system should track the transferal of the property from one location to another.					
JW7	The system should allow additional property to be taken in at any time during an inmate stay, including property received in packages or from visitors.					
JW8	The system should be able to release individual pieces of inmate property at any time during an inmate stay. Date, time, and recipient information should be tracked for each property release.					
JW9	The system should be able to generate an inmate property intake receipt or release form that users, inmates and receiving persons can sign (manually or electronically) to acknowledge the receipt or release of property.					
JW10	The system should be able to print an inmate property summary or inventory at any time during an inmate's stay.					

Issued Property

<i>ID</i>	<i>Requirement</i>	<i>Yes</i>	<i>Future</i>	<i>Modify</i>	<i>No</i>	<i>Comments</i>
JX1	The system should be able to track agency property such as linens and clothing which are issued to inmates.					
JX2	The system should capture when property is returned or when additional items are issued.					
JX3	The system should track any items which are banned from use by an inmate and provide the user a warning message during the issuance process.					
JX4	The system should allow users to configure sets of commonly issued items and create a preset to issue or return them in bulk.					
JX5	The system should allow users to assign and print barcodes for issued property.					
JX6	The system should be able to display a real-time running total of available individual pieces of agency property.					

Jail Web Portal

<i>ID</i>	<i>Requirement</i>	<i>Yes</i>	<i>Future</i>	<i>Modify</i>	<i>No</i>	<i>Comments</i>
JY1	The system should include a secure, web-based portal.					

JY2	The system should allow juvenile inmates' data to not be published to the portal.					
JY3	The system should ensure that the web-based portal displays inmates and may be searched for specific inmates.					
JY4	The system should allow users to manually remove any inmate from being displayed on the portal.					

Jail Reporting

<i>ID</i>	<i>Requirement</i>	<i>Yes</i>	<i>Future</i>	<i>Modify</i>	<i>No</i>	<i>Comments</i>
JZ1	The system should provide a report generator for building custom statistical and analytical reports from jail data. The report generator should be provided by the same vendor and should not be a third-party application.					
JZ2	The system should restrict access to the report generator and individual report templates by user or user group.					
JZ3	The system should not allow a user who does not have access to particular data via the application user interface to gain access to that data via the report generator.					
JZ4	The system should allow the creator of the report template to build reports for any data entered into the jail product.					
JZ5	The report generator should allow the creator of the report template to control layout and formatting options for each jail report template. This includes such options as field arrangements, column widths, label text, font sizes, and line spacing.					
JZ6	The report generator should allow the creator of each jail report template to choose which users can access and/or run the report and/or modify the report template.					
JZ7	The report generator should support the use of aggregate (math) functions including Sum, Average, Count, Count Blank, Minimum, and Maximum.					
JZ8	The report generator should allow data to be grouped or sorted by any data element.					
JZ9	The report generator should allow multiple data filters to be applied using "and/or" logic.					

JZ10	The report generator should allow jail reports to be saved (as PDF, .XLS, or .CSV), printed, or emailed directly from the report.					
JZ11	The report generator should allow jail report templates to be saved and modified at a later time.					
JZ12	The report generator should support adding the jail reports to user's dashboards.					
JZ13	The report generator should allow recurring jail reports to be scheduled and automatically uploaded to a file-system or e-mailed to specified users or user groups on certain days and times.					
JZ14	The report generator should support ad-hoc queries.					
JZ15	The report generator should support creation of jail reports such as the following: <ul style="list-style-type: none"> - Inmate summary forms with agency-defined fields - Current inmates by held for agency, cell block, etc. - Inmates currently in or out of the facility - Occupied cells or available cells - Recent bookings to provide to media outlets - Arrest reports for a specified time period - Inmates held year-to-date compared to previous years - Annual report of inmates held for outside agencies - Inmate days based on holding status, age, gender, etc. 					

Commissary Interface

<i>ID</i>	<i>Requirement</i>	<i>Yes</i>	<i>Future</i>	<i>Modify</i>	<i>No</i>	<i>Comments</i>
JAA1	The system should include an interface to the McDaniel Supply commissary system.					
JAA2	The interface should allow demographic data for new inmates to be sent from the JMS to the commissary system at the time of booking.					

Inmate Phone Interface

<i>ID</i>	<i>Requirement</i>	<i>Yes</i>	<i>Future</i>	<i>Modify</i>	<i>No</i>	<i>Comments</i>
JBB1	The system should include an interface to the Paytel inmate phone system.					
JBB2	The interface should allow demographic data for new inmates to be sent from the JMS to the inmate phone system at the time of booking.					

Livescan/AFIS Interface

<i>ID</i>	<i>Requirement</i>	<i>Yes</i>	<i>Future</i>	<i>Modify</i>	<i>No</i>	<i>Comments</i>
JCC1	The system should include an interface to Livescan/AFIS.					
JCC2	The interface should also, once the inmate is fingerprinted and mug shots have been taken, send the mug shots back in the NIST file for addition to the inmates record in the JMS.					

VINE Interface

<i>ID</i>	<i>Requirement</i>	<i>Yes</i>	<i>Future</i>	<i>Modify</i>	<i>No</i>	<i>Comments</i>
JDD1	The system should include an interface to VINE.					
JDD2	The interface should allow demographic data to be sent to Appriss by way of an SFTP site upon booking and release of each inmate.					
JDD3	The interface should also support sending a daily population report to Appriss via the same SFTP site.					

SSA EVS Interface

<i>ID</i>	<i>Requirement</i>	<i>Yes</i>	<i>Future</i>	<i>Modify</i>	<i>No</i>	<i>Comments</i>
JEE1	The system should include an interface to the SSA EVS.					
JEE2	This interface will allow specified inmate demographic data to be exported from the JMS to a location on the network on a monthly basis.					

Mapping

General

<i>ID</i>	<i>Requirement</i>	<i>Yes</i>	<i>Future</i>	<i>Modify</i>	<i>No</i>	<i>Comments</i>
MA1	The system should use mapping functionality which is based on ESRI-compatible mapping components.					
MA2	The system should allow for unlimited map layers, including ESNs, counties, roads, railroads, postal zones, and aerial imagery.					
MA3	The system should allow users to click on any point on the map to view information such as an ESN, county boundaries, postal zones, address, coordinates, and nearest intersection.					
MA4	The system should include map panning and zooming functions.					
MA5	The system should allow the user to re-center the map on a CFS, unit, or default location.					
MA6	The system should allow users to calculate the distance between two points on the map.					
MA7	The system should allow users to toggle aerial imagery for the map.					
MA8	The system should allow authorized users to maintain a list of map marker types and assign corresponding map icons.					
MA9	The system should ignore city, state and zip code data when searching for addresses if there are no matches.					
MA10	The system should allow authorized users to configure any of the standard map actions as system hot keys.					
MA11	The system should allow for geo-verification of addresses within CAD, RMS and JMS when the client map application is not open.					
MA12	The system should allow agency GIS personnel to maintain map data.					

CAD

<i>ID</i>	<i>Requirement</i>	<i>Yes</i>	<i>Future</i>	<i>Modify</i>	<i>No</i>	<i>Comments</i>
MB1	The system should integrate the mapping product with the CAD product and make the map accessible with a single click or keystroke from the CAD product.					

MB2	The system should allow all dispatch functions to be available from the map.					
MB3	The system should include map functions, such as zooming and plotting, on other dispatch windows.					
MB4	The system should allow users to issue CAD commands directly from the map.					
MB5	The system should automatically plot active and waiting calls for service on the map as they are entered, and automatically remove them from the map as they are cleared.					
MB6	The system should display key CFS data on the map, including address, coordinates, nearest intersection, cross streets, incident code, priority level, and assigned units.					
MB7	The system allows the map to filter units so that only certain units are displayed on the map.					
MB8	The system should display dispatch alerts (if a CFS has been waiting past an agency-defined time to be dispatched) on the map.					

AVL

<i>ID</i>	<i>Requirement</i>	<i>Yes</i>	<i>Future</i>	<i>Modify</i>	<i>No</i>	<i>Comments</i>
MC1	The system should allow the map to show unit locations using AVL (if so equipped).					
MC2	The system should auto-populate the CFS with the units AVL location for self-initiated calls (such as traffic stops).					
MC3	The system should update the unit location with the nearest address.					
MC4	The system should display the map coordinates for any unit having AVL.					
MC5	The system should display units that do not have AVL on the map at their user-specified locations.					
MC6	The system should allow units that do not have AVL to be assigned default locations by unit status.					

AVL Playback

<i>ID</i>	<i>Requirement</i>	<i>Yes</i>	<i>Future</i>	<i>Modify</i>	<i>No</i>	<i>Comments</i>
MD1	The system should record AVL data to permit playback of data at a later time.					
MD2	The AVL playback data should be exportable from the system using XML.					

MD3	The system should allow authorized users to restrict those who are able to view historical AVL data.					
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Markers

<i>ID</i>	<i>Requirement</i>	<i>Yes</i>	<i>Future</i>	<i>Modify</i>	<i>No</i>	<i>Comments</i>
ME1	The system should allow the user to filter the units which are viewable on the map, such as on-duty units and/or off-duty units, or by unit type (law enforcement, fire, and EMS).					
ME2	The system should display key unit data on the map, such as call sign unit type, and status.					
ME3	The system should display unit alerts for officer safety checks (based on agency-defined times) on the map.					
ME4	The system should allow map markers to expire and should allow those expired markers to either be removed from the map or grayed out upon expiration.					
ME5	The system should roll-up multiple markers for units so that they take up less space, if those units are all at the exact same location.					
ME6	The system should allow users to place agency-customizable map markers, without creating a CFS, for items such as controlled burns and road construction.					
ME7	The system should allow users to search on customized map markers.					
ME8	The system should plot the ESN on the map for Phase II calls.					
ME9	The system should display a shaded area which represents the uncertainty distance around the origination points for Phase I and Phase II calls.					

Routing

<i>ID</i>	<i>Requirement</i>	<i>Yes</i>	<i>Future</i>	<i>Modify</i>	<i>No</i>	<i>Comments</i>
MF1	The system should include a routing function on the map which allows routes to be drawn between any combination of unit locations, CFS addresses, and other addresses, including intersections, mile markers, and latitude/longitude coordinates.					

MF2	The system should be able to mark road segments as closed for routing purposes. Barriers or closed segments should be displayed on the map.					
MF3	The system should allow users to create bookmarks which capture both the location on the map as well as the zoom level and any currently enabled map layers.					
MF4	The system should allow users to create a print preview of mapping routes.					
MF5	The system should allow users to create a PDF of mapping routes and send them in an email.					

Search

<i>ID</i>	<i>Requirement</i>	<i>Yes</i>	<i>Future</i>	<i>Modify</i>	<i>No</i>	<i>Comments</i>
MG1	The system should include geospatial search which supports the following: <ul style="list-style-type: none"> - Searching and pinning specific addresses including intersections, mile markers, and latitude/longitude coordinates - Searching for addresses within a radius - Searching for addresses within an area (polygon) drawn by the user - Searching and pinning addresses by person or business name 					
MG2	The system should allow all of the search results to be exported to a CSV file.					

Mobile

General

<i>ID</i>	<i>Requirement</i>	<i>Yes</i>	<i>Future</i>	<i>Modify</i>	<i>No</i>	<i>Comments</i>
OA1	The system should allow mobile users to manage their own passwords.					
OA2	The system should allow authorized users to maintain a list of mobile user locations so that mobile users do not have to manually type commonly used locations.					
OA3	The system should allow authorized users to maintain a list of mobile user details such as "on foot", or "has passenger", so that mobile users do not have to enter commonly used details.					
OA4	The system should allow authorized users to configure default intervals for check-in reminders.					
OA5	The system should include options for visible and audible alerts, as well as allowing the window showing the alert to come to the front of other programs which may be running.					
OA6	The system should allow an authorized user to identify which mobile users are logged in.					
OA7	The mobile system should be completely integrated with the non-mobile administration product.					
OA8	The mobile system should be completely integrated with the non-mobile CAD product.					
OA9	The mobile system should be completely integrated with the non-mobile mapping product.					
OA10	The mobile system should be completely integrated with the non-mobile RMS product.					
OA11	The mobile system should be completely integrated with the non-mobile civil process product.					
OA12	The mobile system should include a UI which was specifically designed for entering data and navigating within a mobile environment. For example, users should be able to perform basic functions via the touch-screen or mouse, with minimal typing.					

OA13	The mobile system should allow the user to adjust the font size for the display to ensure mobile readability.					
OA14	The mobile system should include large buttons to support touch-screen access.					
OA15	The system should use highly visible color-coding for UI elements such as windows and buttons.					
OA16	The system should be easily switched between day and night mode display configurations.					
OA17	The system should provide a mobile user-customizable dashboard that displays summary information from any modules which the user has permission to access.					
OA18	The system should display a mobile user's assigned tasks and overdue tasks on the user's dashboard.					

Network

<i>ID</i>	<i>Requirement</i>	<i>Yes</i>	<i>Future</i>	<i>Modify</i>	<i>No</i>	<i>Comments</i>
OB1	The system should synchronize data between mobile workstations and system servers so that CAD, RMS, or civil process data entered on mobile units is immediately available on desktop workstations at the agency and vice versa, as long as the connection is maintained.					
OB2	The system should use TCP/IP over HTTP with web service type calls for communication between the mobile workstation and the server.					
OB3	The system should be compliant with FIPS-140 for all network communication, wireless and wired.					
OB4	The system should support dual-factor authentication with a username and password and a USB dongle that meet FBI Security Addendum Requirements.					
OB5	modern mobile data terminal with the following specifications: <ul style="list-style-type: none"> - Modern Intel processor or equivalent - 512 MB RAM - 4 GB storage - 1024x768 touch-screen - Windows 7 or 8.x (32-bit or 64-bit) - Air card connection 					

OB6	The system should provide core mobile functionality on slower connections.					
OB7	The system should manage data transfers based on network speed to optimize performance.					
OB8	The system should allow authorized users to set upload and download limits and configure what types of data can be uploaded and/or downloaded based on connection speed.					
OB9	The system should rely on intelligent connection handling, including reusing connections and retrying failed connections.					
OB10	The system should require that the mobile application automatically check for software updates from the server when a user logs onto that mobile workstation.					
OB11	The system should ensure that the server automatically pushes new updates to mobile workstations.					

CAD

<i>ID</i>	<i>Requirement</i>	<i>Yes</i>	<i>Future</i>	<i>Modify</i>	<i>No</i>	<i>Comments</i>
OC1	The system should provide silent dispatch for mobile users.					
OC2	The system should allow the mobile user to configure the mobile CAD screen to display the data most useful or relevant at any given time.					
OC3	The system should allow screen layouts to be defined at the agency or user level.					
OC4	The system should support fine-grained control of UI elements, which would allow common layouts of one area, but individual control of other areas.					
OC5	The system should support individual user control of assignment responses.					
OC6	The system should display data on the mobile CAD screen about on-duty units such as call sign, status, location, and key details (for example, has a ride-along). Information to be shown should be configurable per user or per agency.					

OC7	The system should display data on the mobile CAD screen about active calls for service such as CFS number, priority, nature of call, address, and assigned units. Information to be shown should be configurable per user or per agency.					
OC8	The system should allow mobile users to sort the units display to show only a subset of units, such as units in a specified beat, available units or assigned units.					
OC9	The system should allow mobile users to see which units are using mobile CAD and are therefore available to receive communications through the mobile CAD system.					
OC10	The system should allow mobile users to choose to see all active calls for service or only their assigned calls for service.					
OC11	The system should allow multiple call-takers, dispatchers and/or mobile users to enter data on the same CFS simultaneously.					
OC12	<p>information available to call-takers and dispatchers. This includes:</p> <ul style="list-style-type: none"> - Incident location - Nature of call - Priority - Beat - Complainant/reporter data and contact information - Narrative details - Any duplicate or linked incidents - Attached state/NCIC queries and returns 					
OC13	The system should allow mobile users to update data about their assigned CFS which was originally entered by call-takers or dispatchers. For example, they can update the street address if it was entered incorrectly or change the nature of the CFS after arriving on scene. All changes should be immediately viewable to call-takers, dispatchers and other mobile users.					

OC14	The system should allow mobile users to add unlimited narrative details to an assigned CFS. These details should be viewable by call-takers, dispatchers and other mobile users.					
OC15	The system should allow mobile users to create officer-initiated calls for service. This should automatically assign the initiating officer to that CFS.					
OC16	The system should ensure that all information entered into an officer-initiated CFS is immediately viewable by call-takers, dispatchers and other mobile users.					
OC17	The system should allow a mobile user to add a use caution flag on any CFS. This flag should be visible to all users viewing that CFS.					
OC18	The system should allow mobile users to create officer-initiated traffic stop calls for service. This should be done with a single press, click, or keystroke and should automatically assign the initiating officer to that CFS.					
OC19	The system should allow mobile users to assign themselves to calls for service with a single press, click, or keystroke.					
OC20	The system should allow mobile users to self-status, that is to change the status on their own unit as though they were a call-taker or dispatcher. Self-statusing should be done with a single press, click, or keystroke. Status updates should be immediately visible to call-takers, dispatchers and other mobile users.					
OC21	The system should include the self-statusing actions such as the following for mobile users: <ul style="list-style-type: none"> - Mark self as on duty and available for dispatch - Assign self to an incident - Mark self as enroute or on scene at an incident - Mark self as leaving scene or completing incident - Mark self as busy/unavailable for dispatch - Mark self as off-duty or on-call 					

OC22	The system should allow mobile users to update their own locations. Common locations (for example, North Station, South Station, Jail, and Hospital) should be accessible with a press or click. Location updates should be immediately visible to call-takers, dispatchers and other mobile users.					
OC23	The system should allow mobile users to update their own key details. Common key details (for example, Has Ride-along, Has Prisoner, and On Foot) should be accessible with a button or click. Detail updates should be immediately visible to call-takers, dispatchers, and other mobile users.					
OC24	The system should allow call-takers and dispatchers to continue to update statuses, locations, details, etc. for mobile users should an officer lose connection, step out of his/her vehicle, etc.					
OC25	The system should ensure that mobile users are visibly alerted when the agency-defined check-in time for officer safety has passed. The mobile user should be able to check in with a single press, click, or keystroke.					
OC26	The system should ensure that mobile users are visibly alerted when a call for service's agency-defined dispatch timer (based on nature of incident and priority) has passed without any units having been assigned.					
OC27	The system should allow a mobile user assigned to a call to stack himself/herself on a second call, providing a visible indication to call-takers, dispatchers and other mobile users that he/she will respond to the stacked call after handling the current call.					
OC28	The system should allow a mobile user assigned to a call to reassign himself/herself to a higher priority call and stack himself/herself to the initial call.					

OC29	The system should make all name, address and vehicle alerts highly visible to mobile users. Alert types may include outstanding warrants, officer safety threats, medical alerts, hazardous materials alerts, protection system or water supply information, and other agency-defined alert types.					
OC30	The system should allow authorized mobile users to access all previous data for persons, businesses, addresses, and vehicles, such as prior calls for service, traffic stops, case relationships, tickets, jail stays, warrants, parking tickets, etc.					
OC31	The system should allow mobile users to access common state/NCIC queries with a single press, click, or keystroke.					
OC32	The system should automatically display the returns for state/NCIC queries to the initiating mobile user.					
OC33	The system should allow instant messages to be sent to multiple recipients from the mobile CAD screen, such as via a public message room accessible by all on-duty call-takers, dispatchers and officers.					
OC34	The system should allow mobile users to send and receive private instant messages.					
OC35	The system should allow mobile users to send and receive private email-style messages.					
OC36	The system should ensure that mobile users receive bulletins issued by call-takers and/or dispatchers such as BOLOS and special instructions (for example, an extra patrol at a specified address).					
OC37	The system should allow authorized users to configure alerts for mobile users for events such as new CFS assignments for themselves and/or other responders, new state/NCIC query returns, new instant messages, new e-mail style messages, and new bulletins. Options include visible and audible alerts as well as forcing the mobile CAD display to the front of all other open windows.					

Administration

<i>ID</i>	<i>Requirement</i>	<i>Yes</i>	<i>Future</i>	<i>Modify</i>	<i>No</i>	<i>Comments</i>
OD1	The system should allow mobile users to use the fleet management functionality as though they were not remote.					
OD2	The system should allow mobile users to use the citizen feedback functionality as though they were not remote.					
OD3	The system should allow mobile users to use the policy manual as though they were not remote.					
OD4	The system should allow mobile users to use the canine management functionality as though they were not remote.					

Civil Process

<i>ID</i>	<i>Requirement</i>	<i>Yes</i>	<i>Future</i>	<i>Modify</i>	<i>No</i>	<i>Comments</i>
OE1	The system should allow mobile users to interact with and perform all functions which are accessible from the desktop civil process product.					

Mapping

<i>ID</i>	<i>Requirement</i>	<i>Yes</i>	<i>Future</i>	<i>Modify</i>	<i>No</i>	<i>Comments</i>
OF1	The system should allow mobile users to interact with and perform all functions which are accessible from the desktop mapping product.					
OF2	The system should allow the map to automatically zoom to a call or a location based on the mobile unit's status.					
OF3	The system should allow the mobile user to launch the map as an embedded window.					

Records

<i>ID</i>	<i>Requirement</i>	<i>Yes</i>	<i>Future</i>	<i>Modify</i>	<i>No</i>	<i>Comments</i>
OG1	The system should allow mobile users to interact with and perform all functions which are accessible from the desktop RMS product.					
OG1	The system should allow multiple users access for entering supplemental narratives at the same time.					

Records Management System (RMS)

Case Reports

<i>ID</i>	<i>Requirement</i>	<i>Yes</i>	<i>Future</i>	<i>Modify</i>	<i>No</i>	<i>Comments</i>
RA1	The system should allow authorized users to maintain a list of case report types (for example, patrol, investigations, narcotics, and juvenile).					
RA2	The system should allow authorized users to build unlimited case report output templates (such as an internal report, a media report, and a state's attorney report) and to specify which data is printed for each.					
RA3	The system should allow authorized users to set up case report approval workflows which notify users to perform such tasks as completing cases, reviewing and approving cases, and kicking back cases for changes.					
RA4	The system should support setting permissions for each case report type by user and/or user group.					
RA5	The system should include the following default involvement types for case reports: offender, suspect, victim, and witness.					
RA6	The system should allow authorized users to extend the list of case report involvement types to include such types as arrestee, cited, reporter, driver of vehicle, and passenger.					
RA7	The system should support agency or user-defined notifications for case aging (for example, 30-days since creation), case referrals, and follow-ups.					
RA8	The system should auto-populate case reports generated from calls for service data such as address, nature of the incident, complainant/reporter data, beat/zone, and NCIC queries and results.					
RA9	The system should make incident data such as responding units and unit response times readily available to assist in completing the case report when case reports are generated from calls for service. This incident data should be viewable alongside of the case report information.					
RA10	The system should allow case reports to be generated without a corresponding call for service.					

RA11	The system should allow call-takers and dispatchers to perform an automatic transfer of CFS data from CAD to the RMS when needed. This transfer should not be a one-time transfer but should be kept up to date as the CFS progresses.					
RA12	The system should allow authorized users to maintain a list of case dispositions, including whether a disposition closes a case.					
RA13	The system should allow a case report's disposition (status) to be updated at any time.					
RA14	The system should allow dispositions to be agency-defined, and should allow the case list to be queried by disposition to show a list of cases under investigation, cases sent to the state's attorney, etc.					
RA15	The system should allow multiple supplemental case narratives to be added by the primary officer or by other users.					
RA16	The system should support multiple users adding multiple narratives to a case at the same time.					
RA17	The system should allow the case narratives to include unlimited text.					
RA18	The system should allow authorized users to create custom case narrative templates with section headings (for example, Synopsis, Details, and Actions Taken).					
RA19	The system should allow a case report to specify assisting officers.					
RA20	The system should allow a case report to specify multiple offenses.					
RA21	The system should allow a case report to specify multiple counts of a charge.					
RA22	The system should allow an unlimited number of involvement types to be set up for and used on case reports.					
RA23	The system should automatically generate required case report forms to gather additional necessary information (for example, arrest forms and citations) based on the selected involvement type(s).					

RA24	The system should display the state, federal or local statute or offense descriptions for each offense within the case report screen.					
RA25	The system should allow case reports to include multiple modi operandi for a single case report.					
RA26	The system should allow case reports to record unlimited vehicles, such as vehicles involved in traffic stops or traffic accidents, towed vehicles, abandoned vehicles, and unlimited agency-defined vehicle relationship types.					
RA27	The system should allow users to record vehicle information on citations, warnings, arrest forms, and field identification forms without having to manually re-enter data in each place.					
RA28	The system should automatically transfer all vehicle information to a case report from an associated CFS.					
RA29	The system should allow case reports to include unlimited case notes which are stamped with the date, time and name of the user who created them.					
RA30	The system should allow for expunging individual names from case reports. Expunging the name involvement will automatically expunge the name from system forms such as the arrest and victim form.					
RA31	The system should allow authorized users to expunge individual offenses from a specified name on a case report.					
RA32	The system should allow authorized users to view the original non-expunged case report.					
RA33	The system should have an option to allow expunged records to be reverted back to include the original names and offenses.					
RA34	They system should have an option to allow expunged records to be completely removed from the database so report writing tools can not be used to identify the original name or offense.					
RA35	The system should allow historical reporting to continue to include the expunged records so the number of offenses does not change when items are expunged. The expunged names will not display within these reports.					

RA36	The system should allow workflow activities to be created around Sealing and Expungement actions to help with verification processes.					
RA37	The system should provide an agency and user-customizable dashboard that displays summary information from any modules which the user has permission to access (for example, that user's open case reports, reports needing approval, or a list of recently added warrants).					
RA38	Dashboards can be utilized with workflow options to display a list of all cases and tasks which require the users attention.					
RA39	The system allows for automatic workflow routing based on the offense or state reporting code.					
RA40	The system should allow access to sealed cases to be granted to users or user groups per case.					
RA41	The system should allow authorized users to maintain the list of reasons for sealing cases.					
RA42	The system should allow authorized users to update and correct previously entered data on a case report.					
RA43	The system should be able to support multiple case reports for the same event, with access to the reports restricted by user permissions. For example, a patrol report and an investigative report may be created about a single event and linked to each other.					
RA44	The system should group case reports based on agency-defined criteria (for example, a string of car break-ins). Links should be provided between grouped case reports.					
RA45	The system should create a full audit trail showing all activity related to the case report such as case report creation, adding and removing data, and approval history. Each audit entry should include the date, time, and user.					
RA46	The system should support intelligent full-text searching of case report narrative fields.					
RA47	The system should allow case reports to have files attached to them via upload or scanner.					

RA48	The system should allow authorized users to create unlimited custom form templates which are used to associate agency-specified data with individual case reports.					
RA49	The system should allow users with access to case reports to use the custom forms to enter and maintain the associated data.					
RA50	The system should include a configurable process (workflow) for reviewing and approving case reports.					
RA51	The system should provide a means for users to indicate that a case report is ready for review and awaiting approval.					
RA52	The system should restrict case report approvals to authorized users.					
RA53	The system should include configurable case routing for review and approval (for example, to a person's supervisor, to any on-duty supervisor, or according to routing criteria completed by the user).					
RA54	The system should allow case reports to be routed to multiple people for approval.					
RA55	The system should alert users when a case report (or a component of a case report) has been completed and sent to them for approval.					
RA56	The system should allow case report approvers to approve an entire case report or an individual component (for example, a primary narrative but not an attached citation).					
RA57	The system should allow case report approvers to "kick back" an entire case report or a case report component.					
RA58	The system should include a field for "kicked back" case reports and components which allows the case report approver to request needed changes.					
RA59	The system should display a case report's current approval status and should allow the case report list to be filtered by approval status.					
RA60	The system should be able to lock approved case reports against future editing.					
RA61	The system should allow authorized users to reactivate locked case reports.					

RA62	The system should create a case report management audit trail that includes the date and time when the record was created, edited, saved, completed, forwarded for approval, closed, etc.					
RA63	The system should allow authorized users to configure the case management tasks to match the case review and approval system the agency has in place.					
RA64	The system should automatically generate tasks for the users who need to complete case reports, approve case reports, perform investigative reviews, etc.					
RA65	The system should allow users to manually create tasks for case reports.					
RA66	The system should include as a dashboard part a list of the user's outstanding tasks or case reports which require action.					
RA67	The system should support adding case referral forms to case reports and should also generate notification and follow up tasks for predetermined users or groups based on user input and scoring thresholds.					
RA68	The system should include case report scoring functionality for investigators, with configurable scoring requirements.					
RA69	The system should send case report scoring notifications via internal system messaging, e-mail, paging and/or SMS.					
RA70	The system should notify specified users, including primary officers and their supervisors, when case reports have aged beyond an agency-specified time threshold.					
RA71	The system should allow e-mail-style messages sent between users to contain links to case reports.					
RA72	The system should notify users or user groups via internal system messaging, e-mail, paging and/or SMS when a case report has been assigned to them for completion and/or approval.					
RA73	The system should allow for notifying individuals or groups when something new has been added to a case report.					
RA74	The system should allow for notifying individuals or groups when an item has been approved on a Case Report.					

RA75	The system should include a list of calls for service which require case reports that have not yet been written.					
RA76	The system should allow users to sort and filter case reports within the list-view screen.					
RA77	The system should allow users to save, print or email a case report (including all associated records and attachments) directly from the record window.					
RA78	The system should allow users to save, print or email a summary list of the case reports directly from the list-view window.					

Case Leads

<i>ID</i>	<i>Requirement</i>	<i>Yes</i>	<i>Future</i>	<i>Modify</i>	<i>No</i>	<i>Comments</i>
RB1	The system should have a feature within case reports which allows for tracking all tips, leads, and tasks associated with the case.					
RB2	The system will allow a user to assign leads to other users who are helping to gather information on the case.					
RB3	The system allows for assigning a lead to an individual who doesn't have access to the full case report. The assignor can determine how much information about the case and lead should be granted to the assignee. The assignee will be allowed to add information to the leads assigned to them.					
RB4	The system allows users to create new leads for a specific case even if they don't have access to the case.					
RB5	The system shall allow the primary investigator to filter a list of all leads where the assignments have been completed and are ready for review.					
RB6	The system should allow leads to be organized by agency-configurable values such as Interview a witness or Canvas the neighborhood.					
RB7	The system should allow the priority or urgency of each lead to be assigned.					
RB8	The system should include names added to a lead to the system's Master Name record and allow it to be linked back to the lead.					

RB9	The system should include Vehicles added to a lead to the system's Master Vehicle record and allow it to be linked back to the lead.					
RB10	The system should allow Narratives to be added specific to each lead. The primary investigator can review the narrative and import the narrative into the case report if they determine the information should be included within the case report.					
RB11	The system will allow for importing names, vehicles, and supplemental narratives from completed tasks into the Case Report. Information that is deemed unnecessary does not need to be imported into the case report.					
RB12	The system should allow workflow to be automated to create tasks or notifications when a new lead is entered.					
RB13	The system should allow workflow to be automated to create tasks or notifications when a new lead is assigned.					
RB14	The system should allow workflow to be automated to create tasks or notifications when a new lead is completed.					
RB15	The system should allow leads assigned to individuals to be displayed on their dashboards.					
RB16	The system should allow Property and Evidence to be added to each lead.					
RB17	The system should allow attachments to be added to each lead.					
RB18	The system should allow for tracking tips and leads that are not associated with a specific case report.					
RB19	The system should include a report generator that allows user-defined reports to be created with the information collected within each of the leads.					

Intelligence Case Reports

<i>ID</i>	<i>Requirement</i>	<i>Yes</i>	<i>Future</i>	<i>Modify</i>	<i>No</i>	<i>Comments</i>
RC1	The system should allow the system to track intelligence reports.					
RC2	The system should ensure that intelligence case reports include all of the standard functionality and workflow as regular case reports.					

RC3	The system should lock down the intelligence case reports so that only specified users have access to any of the data stored in those case reports.					
RC4	The system should ensure that the intelligence case reports include links to warrants, protection orders, field identifications, other intelligence case reports and standard case reports.					
RC5	The system should ensure that master name records which are associated with an intelligence report have an additional section of information which records information such as informant ID and the MO.					
RC6	The system will allow authorized personnel to add and track notes on Informants to document all contacts with the individual.					
RC7	The system should ensure that authorized users may choose to not submit intelligence cases to state reporting (IBR/UCR).					
RC8	The system should allow Names, Offenses and Vehicles to be copied from an Intelligence Case into a normal case without the need to re-enter the information.					

IBR Preparation

<i>ID</i>	<i>Requirement</i>	<i>Yes</i>	<i>Future</i>	<i>Modify</i>	<i>No</i>	<i>Comments</i>
RD1	The system should perform IBR error checking and validation on the case report, including detailed error messages.					
RD2	The system should package the case reports in suitable format for IBR submittal.					

Property/Evidence Management

<i>ID</i>	<i>Requirement</i>	<i>Yes</i>	<i>Future</i>	<i>Modify</i>	<i>No</i>	<i>Comments</i>
RE1	The system should allow users to create and maintain property/evidence records for case reports.					
RE2	The system should allow users to manually assign a number to property/evidence items for purposes of displaying those items before the court.					
RE3	The system should allow authorized users to maintain a list of property/evidence shelves, lockers, bins, and other locations.					

RE4	The system should allow access tags to be defined for property/evidence items which would restrict access to certain users or user groups.					
RE5	The system should eliminate the need to duplicate any property/evidence information after it has been entered into the system.					
RE6	The system should support stolen property reports.					
RE7	The system should support lost property reports.					
RE8	The system should support found or recovered property reports.					
RE9	The system should support contraband or seized property items property reports.					
RE10	The system should support evidence items reports.					
RE11	The system should include business logic that allows the property/evidence forms to automatically adjust to the type of property selected and to display only the necessary fields for input of that type of property.					
RE12	The system should include the appropriate data elements for each property and evidence type.					
RE13	The system should allow users to set a target disposal date for each property/evidence item.					
RE14	The system should allow a user to access the associated case report by a single click or keystroke from the property/evidence record.					
RE15	The system should allow digital photos of each piece of property/evidence to be attached to the property/evidence record.					
RE16	The system should be able to print barcodes for property/evidence items.					
RE17	The system should be able to open a property/evidence record by scanning the item's barcode.					
RE18	The system should allow users to capture information regarding the intake, movement, release, and disposal of property and evidence and should produce appropriate chain-of-custody					
RE19	The system should include a full audit trail for the chain of custody, including the date, time, start and end location, and personnel involved in each transaction.					

RE20	The system tracking should include transferring property internally, transferring to/receiving from personnel, and transferring to/receiving from external entities (crime labs, etc.).					
RE21	The system should allow only valid property movement based on an item's current status, to enforce a valid chain of custody.					
RE22	The system should generate receipt forms for documenting movement of property and evidence.					
RE23	The system should support electronic capture of signatures for the receipt forms.					
RE24	The system should allow users to move and manage property/evidence in bulk.					
RE25	The system should store and manage digital evidence such as audio, photos, documents, and video links.					
RE26	The system should store a read-only checksum for digital files and provide a means of determining if anyone has tampered					
RE27	The system should allow users to export digital evidence in bulk.					
RE28	The system should allow tagging specific points on the timeline within audio files to provide a means for jumping directly to those points.					
RE29	The system should display tagged time references in a chronological list to allow users to jump to the relevant information (for example, a confession) by selecting the tag.					
RE30	The system should allow users to sort and filter property/evidence records within the list-view screen.					
RE31	The system should allow users to save, print or email a summary list of the property/evidence records directly from the					
RE32	The system should allow users to save, print or email a property/evidence record directly from the record window.					
RE33	The system should support intelligent full-text searching of property/evidence narrative fields.					

RE34	The system should be able to generate and print reports based on the property/evidence list such as: - Property nearing target disposal date - Property in temporary locations - Property out of agency custody					
RE35	The system should offer the ability to audit a property location to determine if all expected physical items are within the specified location. Missing and extra items will be identified for the auditor.					
RE36	The system should allow for creating custom forms for Property and Evidence.					
RE37	The system should allow barcode labels to be configured to display any of the information available on the Property and Evidence screen.					
RE38	The system should display thumbnail size pictures on the screen to help navigate to the photos of interest.					
RE39	The system should allow multiple evidence photos to be printed on a single page using thumbnail-sized pictures.					
RE40	Agency-defined custom fields should be available in Property and Evidence.					

Arrests

<i>ID</i>	<i>Requirement</i>	<i>Yes</i>	<i>Future</i>	<i>Modify</i>	<i>No</i>	<i>Comments</i>
RF1	The system should allow users to create and maintain arrest forms.					
RF2	The system should support multiple charges for a given person on a single arrest form.					
RF3	The system should allow users to add an arrest form to a case report at the time of the original incident or any time after that.					
RF4	The system should allow users to add supplemental arrest narratives to the original case report in the event of an arrest at a later date.					
RF5	The system should make the arrest information from the RMS available to the JMS for auto-populating the booking record.					

Citations

<i>ID</i>	<i>Requirement</i>	<i>Yes</i>	<i>Future</i>	<i>Modify</i>	<i>No</i>	<i>Comments</i>
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RG1	The system should allow users to create and maintain citation records.					
RG2	The system should allow the citation number to be free-form text rather than a predefined number sequence.					
RG3	The system should support use of different types of citations, including traffic citations and non-traffic citations.					
RG4	The system should ensure that citations use the state-defined charges/offenses.					
RG5	The citation should display on the master name record and/or vehicle name record.					
RG6	The system should allow citations to be associated with case reports or created without a case report.					
RG7	The system should allow users to save, print or email a summary list of the citation records directly from the list-view window.					
RG8	The system should allow users to save, print or email a citation record directly from the record window.					
RG9	The system should support intelligent full-text searching of citation narrative fields.					
RG10	The system should allow citations to be manually linked to existing case reports.					
RG11	Agency-defined custom fields should be available in Field Identifications.					

Field Identifications

<i>ID</i>	<i>Requirement</i>	<i>Yes</i>	<i>Future</i>	<i>Modify</i>	<i>No</i>	<i>Comments</i>
RH1	The system should allow users to create and maintain field identification records.					
RH2	The system should allow users to create gang affiliations as part of the field identification process.					
RH3	The system should allow users to save, print or email a summary list of the field identification records directly from the list-view window.					
RH4	The system should allow users to save, print or email a field identification record directly from the record window.					
RH5	The system should support full-text searching of field identification narrative fields.					

RH6	The system should allow field identification records to be associated with case reports or created without a case report.					
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Warrants

<i>ID</i>	<i>Requirement</i>	<i>Yes</i>	<i>Future</i>	<i>Modify</i>	<i>No</i>	<i>Comments</i>
R11	The system should allow users to create and maintain warrant records.					
R12	The system should allow authorized users to update the warrant status at any time.					
R13	The system should allow for addition of standard fees upon creation of the warrant.					
R14	The system should allow warrants to be organized by agency-configurable values.					
R15	The system should allow separate numbers, such as NCIC, docket, state case, or OCA to be included in the warrant record.					
R16	The system should allow data for the appropriate prosecutor to be included with each warrant.					
R17	The system should allow authorized users to change the status of a warrant for the following reasons: served on the person, recalled by the court, person booked on warrant charge, and other reasons defined by the agency.					
R18	The system should allow warrants to be sealed.					
R19	The system should be able to generate a standard felony warrant letter from the warrant.					
R110	The system should restrict access to sealed warrants to specified users or user groups.					
R111	The system should keep track of cancelled warrants.					
R112	The system should automatically alert call-takers, dispatchers					
R113	The system should flag any names from the master name index which have active warrants.					
R114	The system should track service attempts for warrants.					
R115	The system should allow authorized users to specify whether to charge for mileage on each warrant service attempt trip.					

RI16	The system should allow users to make notes on warrants to record any data learned during service attempts that may aid in successful service. Each note should include the date, time, and username.					
RI17	The system should allow warrants to have files attached to them via upload or scanner.					
RI18	The system should allow authorized users to create unlimited custom form templates which are used to associate agency-specified data with individual warrants.					
RI19	The system should allow users with access to warrants to use the custom forms to enter and maintain the associated data.					
RI20	The system should allow for creating workflow tasks for events such as adding a new warrant or clearing an existing warrant.					
RI21	Agency-defined custom fields should be available in Warrants.					

Protection Orders

<i>ID</i>	<i>Requirement</i>	<i>Yes</i>	<i>Future</i>	<i>Modify</i>	<i>No</i>	<i>Comments</i>
RJ1	The system should allow for tracking protection orders.					
RJ2	The system should ensure that the master name records for both the defendant and the complainant show a link for the protection order.					
RJ3	The system should flag any names from the master name index which have active protection orders.					
RJ4	The system should track service attempts for protection orders.					
RJ5	The system should allow users to make notes on protection orders to record any data learned during service attempts that may aid in successful service. Each note should include the date, time, and username.					
RJ6	The system should create a Sheriff's Return for successful service attempts.					
RJ7	The system should allow authorized users to create unlimited custom form templates which are used to associate agency-specified data with individual protection orders.					

RJ8	The system should allow users with access to protection orders to use the custom forms to enter and maintain the associated data.					
RJ9	The system should allow for creating Protection Order workflow tasks .					
RJ10	Agency-defined custom fields should be available in Protection Orders.					

Pawn Property

<i>ID</i>	<i>Requirement</i>	<i>Yes</i>	<i>Future</i>	<i>Modify</i>	<i>No</i>	<i>Comments</i>
RK1	The system should allow users to create and maintain pawn property records.					
RK2	The system should allow users to attach digital photos to a pawn property record, either via an upload or directly from a camera.					
RK3	The system should allow pawn property records to have files attached to them via upload or scanner.					
RK4	The system should allow users to save, print or email a summary list of the pawn property records directly from the list-view window.					
RK5	The system should allow users to save, print or email a pawn property record directly from the record window.					
RK6	The system should support intelligent full-text searching of pawn property narrative fields.					
RK7	Agency-defined custom fields should be available in Pawn Property.					

Sex Offenders

<i>ID</i>	<i>Requirement</i>	<i>Yes</i>	<i>Future</i>	<i>Modify</i>	<i>No</i>	<i>Comments</i>
RL1	The system should allow for tracking sex offenders.					
RL2	The system should ensure that names and addresses entered					
RL3	The system should provide a list of registered sex offenders that is accessible by authorized users from any product.					
RL4	The system should alert users to sex offender status whenever a sex offender's name appears anywhere in the system.					

RL5	The system should track sex offender check-in dates and alert users to an offender's next required check-in date.					
RL6	The system should be able to generate a printable list of sex offenders who are soon due to check in or who are overdue.					
RL7	Agency-defined custom fields should be available in Sex Offenders.					

Bicycle Registrations

<i>ID</i>	<i>Requirement</i>	<i>Yes</i>	<i>Future</i>	<i>Modify</i>	<i>No</i>	<i>Comments</i>
RM1	The system should allow bicycle registrations to be tracked.					
RM2	The system should ensure that names and addresses entered into bicycle registration records are checked against the master indices and then added to those indices if they do not already exist.					
RM3	The system should track invoices, fees, and receipts associated with bicycle registrations.					
RM4	The system should allow photographs to be attached to a bicycle registration record.					
RM5	The system should provide a list of bicycle registrations that can be searched by any data element including serial number.					
RM6	Agency-defined custom fields should be available in Bicycle Registrations.					

Parking Tickets

<i>ID</i>	<i>Requirement</i>	<i>Yes</i>	<i>Future</i>	<i>Modify</i>	<i>No</i>	<i>Comments</i>
RN1	The system should allow parking tickets to be tracked.					
RN2	The system should allow authorized users to change the status					
RN3	The system should ensure that the name, vehicle and/or address entered into parking ticket records use the master records. Parking ticket records should also use the name and address validation provided with the master name and master address records.					
RN4	The system should allow parking ticket statuses to be changed in bulk.					

RN5	The system should allow users to attach documents to parking ticket records.					
RN6	The system should track invoices, fees, and receipts associated with parking tickets.					
RN7	The system should allow for an agency-defined sliding fee scale based on parking ticket age.					
RN8	The system should provide a list of parking tickets that can be searched.					
RN9	The system should allow authorized users to create unlimited custom form templates which are used to associate agency-specified data with individual parking tickets.					
RN10	The system should allow users with access to parking tickets to use the custom forms to enter and maintain the associated data.					
RN11	Agency-defined custom fields should be available in Parking Tickets.					

Pistol Permits

ID	Requirement	Yes	Future	Modify	No	Comments
RO1	The system should allow pistol permits to be tracked.					
RO2	The system should ensure that names and addresses entered					
RO3	The system should allow invoices associated with pistol permits to be printed or emailed directly from the pistol permit.					
RO4	The system should allow authorized users to manage the fees which are charged for pistol permits.					
RO5	The system should allow authorized users to manage permit subtypes.					
RO6	The system should track fees associated with pistol permits.					
RO7	The system should allow receipts to be printed or emailed for paid invoiced directly from the pistol permit.					
RO8	The system should maintain an outstanding balance when pistol permit fees are not paid in full.					
RO9	The system should allow photographs or documents to be attached to a pistol permit record.					

RO10	The system should provide a list of pistol permits that can be searched by any data element.					
RO11	The system should allow authorized users to create unlimited custom form templates which are used to associate agency-specified data with individual pistol permits.					
RO12	The system should allow users with access to pistol permits to use the custom forms to enter and maintain the associated data.					
RO13	Agency-defined custom fields should be available in Pistol Permits.					
RO14	The system should automatically change the status of a pistol permit once it expires.					

Digital Lineups

<i>ID</i>	<i>Requirement</i>	<i>Yes</i>	<i>Future</i>	<i>Modify</i>	<i>No</i>	<i>Comments</i>
RP1	The system should allow authorized users to create digital lineups using mugshots stored in the system.					
RP2	The system should allow users to choose demographic criteria to select mug shots for inclusion in digital lineups, including eye color, hair color, height, and weight.					
RP3	The system should support exporting digital lineups to a ZIP file.					
RP4	The system should allow users to randomly select photos for a digital lineup.					

Accident Reports

<i>ID</i>	<i>Requirement</i>	<i>Yes</i>	<i>Future</i>	<i>Modify</i>	<i>No</i>	<i>Comments</i>
RQ1	The system should track accident reports, including attached accident diagrams.					
RQ2	The system should allow files to be attached to accident reports via upload or scanner.					
RQ3	The system should allow accident reports to be related to case reports.					
RQ4	Agency-defined custom fields should be available in Accident Reports.					

Records Web Portal

<i>ID</i>	<i>Requirement</i>	<i>Yes</i>	<i>Future</i>	<i>Modify</i>	<i>No</i>	<i>Comments</i>
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RR1	The system should include a secure, web-based portal.					
RR2	The system should ensure that the web-based portal displays a list of cases, including date, case number, primary officer and status.					
RR3	The system should ensure that the web-based portal displays active warrants and may be searched for specific warrants.					
RR4	The system should ensure that the web-based portal displays sex offender records from the RMS, including photos. These records must also be searchable.					

Attorney Case View

<i>ID</i>	<i>Requirement</i>	<i>Yes</i>	<i>Future</i>	<i>Modify</i>	<i>No</i>	<i>Comments</i>
RS1	Case reports can be shared with prosecution attorneys through a website.					
RS2	The system allows for the law enforcement agency to determine which cases are available for prosecution to view on the website.					
RS3	Email can be sent to the prosecution attorneys to notify them of additional cases that are ready for prosecution review. The email can be scheduled to be sent as often as desired and the email will include all new cases since the previous email.					
RS4	A scheduled recurring email can be sent to prosecution attorneys to notify them of cases previously sent to them which have received newly approved narratives.					
RS5	A system generated, on demand email can be sent to the prosecuting attorney when notification is needed prior to the scheduled email.					
RS6	The website will require individual sign in and password requirements. These requirements will meet the same CJIS requirements as the law enforcement agencies system.					
RS7	The system should allow users to see a listing of all cases that have been assigned to them as when they sign in.					

RS8	The prosecutor will be able to download the case printout from the portal page. The law enforcement agency is able to configure which items should be included within the case printout.					
RS9	The prosecutor will be able to view digital photos from the website.					
RS10	Prosecutors will be able to request physical evidence to be mailed to them from within the website.					
RS11	Actions performed within the website will be documented within the audit trail.					

Records Reporting

<i>ID</i>	<i>Requirement</i>	<i>Yes</i>	<i>Future</i>	<i>Modify</i>	<i>No</i>	<i>Comments</i>
RT1	The system should provide a report generator for building					
RT2	The system should restrict access to the report generator and individual report templates by user or user group.					
RT3	The system should not allow a user who does not have access to particular data via the application user interface to gain access to that data via the report generator.					
RT4	The system should allow the creator of the report template to build reports for any data entered into the RMS product.					
RT5	The report generator should allow the creator of the report template to control layout and formatting options for each administration report template. This includes such options as field arrangements, column widths, label text, font sizes, and line spacing.					
RT6	The report generator should allow the creator of each RMS report template to choose which users can access and/or run					
RT7	The report generator should support the use of aggregate (math) functions including Sum, Average, Count, Count Blank, Minimum, and Maximum.					
RT8	The report generator should allow data to be grouped or sorted by any data element.					
RT9	The report generator should allow multiple data filters to be applied using "and/or" logic.					
RT10	The report generator should allow RMS reports to be saved (as PDF, .XLS, or .CSV), printed, or emailed directly from the report.					

RT11	The report generator should allow administration report templates to be saved and modified at a later time.					
RT12	The report generator should support adding the RMS reports to user's dashboards.					
RT13	The report generator should allow recurring RMS reports to be scheduled and automatically uploaded to a file-system or e-mailed to specified users on certain days and times.					
RT14	The report generator should support ad-hoc queries.					
RT15	The system should include performance reports based on all information (date, time, etc.) captured in the case management system. These reports should show how long cases have been open, how long they took to close, what the officer workload is, and whether agency protocol was followed.					
RT16	<p>The report generator should support creation of RMS reports such as the following:</p> <ul style="list-style-type: none"> - Daily or shift-based summary of case reports - Summary of case reports for a specified time range - Summary of case reports by approval status or by disposition - Summary of case reports by offense or by nature of incident - Summary of case reports by geographical area - Summary of juvenile cases - Summary of arrests by officer - Summary of citations by officer - Officer case load report - Crimes within an area - Year-to-date crime totals - Comparison of crime statistics year over year - Outstanding warrants summary - Warrants served by serving officer - Unpaid parking ticket summary - Parking tickets issued broken down by officer 					

SCIEx Interface

<i>ID</i>	<i>Requirement</i>	<i>Yes</i>	<i>Future</i>	<i>Modify</i>	<i>No</i>	<i>Comments</i>
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RU1	The system should include an interface to the SCIEX system.					
RU2	The interface should allow name, property, vehicle, location, comment fields, supplemental reports, field interview information, and other specified data to be automatically submitted to SCIEx from the records system.					

SCIBRS Interface

<i>ID</i>	<i>Requirement</i>	<i>Yes</i>	<i>Future</i>	<i>Modify</i>	<i>No</i>	<i>Comments</i>
RV1	The system should include an interface to the SC NIBRS (SCIBRS) system.					
RV2	The interface should allow users to export Cases from the RMS to a text file in the format which is required for upload to SCIBRS.					

N-DEx

<i>ID</i>	<i>Requirement</i>	<i>Yes</i>	<i>Future</i>	<i>Modify</i>	<i>No</i>	<i>Comments</i>
RW1	The system should package case reports in XML for N-DEx submission.					
RW2	The system should allow for automatic submission of N-DEx data to the FBI or another repository that supports the N-DEx format.					

System (Global)

General

<i>ID</i>	<i>Requirement</i>	<i>Yes</i>	<i>Future</i>	<i>Modify</i>	<i>No</i>	<i>Comments</i>
SA1	The system should allow all software products (CAD, RMS, JMS, etc.) to be configured and managed from one system window.					
SA2	The system should allow authorized users to change commonly altered variables without intervention from the vendor or IT.					
SA3	The system should allow multiple (unlimited) users to be logged into the system and using the same applications simultaneously.					
SA4	The system should allow multiple (unlimited) users to view, add, and edit information in the same records simultaneously.					
SA5	The system should provide global search functions for names, addresses, phone numbers, and vehicles.					
SA6	The system should ensure that these search functions include SOUNDEX, partial, and wild-card searches.					
SA7	The system should be able to generate a summary of each record displayed within these search results, including digital images.					
SA8	The system should be able to print, save or email the search summary directly from the summary window.					
SA9	The system should be able to print, save or email a list directly from the list view window.					
SA10	The system should be able to print, save or email a record directly from the record detail window.					
SA11	The system should allow the creation of an agency-specified header for use within printouts from the system. This header should include both an image and text.					
SA12	The system should allow authorized users to maintain a list of phone number types.					
SA13	The system should allow authorized users to maintain a list of relationships (for example, spouse, neighbor, stranger, etc.)					
SA14	The system should allow authorized users to maintain a list of agencies.					

SA15	The system should allow authorized users to electronically redact reports from within the built in print preview option.					
SA16	The system should allow authorized users to identify text or images within the report by drawing a box overtop of the item, and then the system should replace the underlying item with the box.					
SA17	The system should convert redacted text to an image so that the text itself is no longer searchable or retrievable in any other fashion.					

Security

<i>ID</i>	<i>Requirement</i>	<i>Yes</i>	<i>Future</i>	<i>Modify</i>	<i>No</i>	<i>Comments</i>
SB1	The system should provide multiple levels of data security control, including access by user and user group.					
SB2	The system should be FIPS 140 compliant for all network communication, including wired and wireless communication.					
SB3	The system should verify access by a username and its corresponding password.					
SB4	The system should support integration with Active Directory.					
SB5	The system should support integration with multiple Active Directory servers.					
SB6	The system should support dual-factor authentication with a username and password and a USB dongle that meets FBI Security Addendum Requirements.					
SB7	The system should never display passwords and should store passwords as hashed values in the database.					
SB8	The system should provide each user with a single username and password for the entire system.					
SB9	The system should include the following agency-configurable password parameters: <ul style="list-style-type: none"> - Minimum length - Case sensitive - Required to use uppercase and lowercase - Required to include a numeral - Frequency of password changes - Number of previous passwords which cannot be reused 					

SB10	The system should be able to display agency-defined password parameters when users create or change a password.					
SB11	The system should allow authorized users to determine when any user's password was last changed and to change any user's password.					
SB12	The system should provide access levels, including view, edit, delete, and admin for each component of the system for users and user groups.					
SB13	The system should track the user who last entered or updated any record as well as the date and time of the modification.					
SB14	The system should store a read-only checksum for digital files and provide a means of determining if anyone has tampered with the file.					
SB15	The system should be able to create an audit record each time a record is created, edited, or viewed.					
SB16	The system should create an audit record each time an audio or video attached to a case report is exported from the system.					
SB17	The system should include a screen that displays users who are currently logged in.					
SB18	The system should include a screen that displays successful and unsuccessful log-ins and password changes.					

Architecture

<i>ID</i>	<i>Requirement</i>	<i>Yes</i>	<i>Future</i>	<i>Modify</i>	<i>No</i>	<i>Comments</i>
SC1	The system should use an n-tier architecture.					
SC2	The system should use an SQL database.					
SC3	The system should allow connections to the SQL database via free ODBC drivers.					
SC4	The system should include all server hardware. Network equipment and workstations will be furnished by the agency.					
SC5	The system should include 30-minute rolling backups of all data to an offsite location (not within the city or county) during which the system performance cannot be degraded.					
SC6	The system should include a warm standby server in the event that the primary server becomes unavailable.					

SC7	The system should ensure that the warm standby server includes the physical servers, server operating system software, server application and database software, installation, testing and configuration.					
SC8	The system should replicate the production server data to the warm standby server in near real time.					
SC9	The system should be configured to allow workstations to connect to the warm standby server in the event the primary server is unavailable.					
SC10	The system should include a testing/training server.					
SC11	yeah					
SC12	The system should ensure that the testing/training server allows the users to work with a copy of the production data without influencing the production environment.					

User Interface

<i>ID</i>	<i>Requirement</i>	<i>Yes</i>	<i>Future</i>	<i>Modify</i>	<i>No</i>	<i>Comments</i>
SD1	The system should be able to perform data validation/error checking for fields in the system.					
SD2	The system should allow specific fields to be designated as required to force users to enter essential information before saving a record.					
SD3	The system should visibly identify required fields (for example, by color-coding them). If a user attempts to save a record without completing all required fields, The system should visibly notify the user of the remaining required fields (for example, by causing the required fields to flash).					
SD4	The system should provide auto-completion for frequently entered information. Once the user begins typing, the appropriate data should automatically populate into the record.					
SD5	The system should use the tab key to move between fields.					
SD6	The system should include a spellchecker for narrative fields throughout the system. Users should be able to add words such as local place names to the spellchecker's dictionary.					
SD7	The system should allow users to use a shortcut key to jump to any menu or submenu link on an open screen, even if that screen is not currently in focus.					

Integration

ID	Requirement	Yes	Future	Modify	No	Comments
SE1	The system should ensure that all of its modules integrate with other modules (CAD, RMS, JMS, etc.), are provided by the same vendor, and are not third-party applications.					
SE2	The system should use a single database, capable of being hosted on a single server, for all modules.					
SE3	The system should allow all modules (CAD, RMS, JMS, etc.) to be accessible to authorized users from the same application window.					
SE4	The system should allow all modules (CAD, RMS, JMS, etc.) to be accessible based on assigned permissions. All modules should be accessible with a single click or keystroke, without launching a separate program or application.					
SE5	The system should provide a one-time, single point of data entry to allow information to be accessible from other modules in the system once it has been entered.					
SE6	The system should have consistent user interface design throughout.					
SE7	The system should be integrated to provide automatic transfer of critical information between software modules, including: <ul style="list-style-type: none"> - CFS data from CAD transfers to the case reports in RMS - Arrest or warrant data in RMS transfers to booking in JMS 					
SE8	The system should ensure that all modules share the same master records for names, addresses, property and vehicles and that these master indices are located within a single database.					
SE9	The system should integrate alerts between all modules so that alerts entered in one area are available in all others (for example, a dispatcher is alerted in CAD when a complainant has an outstanding warrant in RMS).					
SE10	The system should provide an agency and user-customizable dashboard that displays summary information from any modules which the user has permission to access (for example, that user's open case reports, the current jail roster, or a list of recently added warrants).					
SE11	The system should be able to display dashboard reminders of overdue and soon-to-be-due tasks for users or user groups.					

SE12	The system should be able to display web links on the dashboard to provide direct links to third-party websites via the default browser.					
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Master Name Index

<i>ID</i>	<i>Requirement</i>	<i>Yes</i>	<i>Future</i>	<i>Modify</i>	<i>No</i>	<i>Comments</i>
SF1	The system should use a single database, accessed from all modules, for storing the master name records. The system should link all activity of a person (or business) to a single master name record. If the system does not do the above, please explain the master name index architecture and functionality.					
SF2	The system should link the master name record to and provide a list of all activity with which the person was involved, including calls for service, case reports, jail bookings, citations, parking tickets, warrants, registered vehicles, and anything built with custom modules.					
SF3	The system should include links from the activity list on the master name record to any other record in which the person was involved, in the module the activity originated. Access to these records should be controlled by user permissions.					
SF4	The system should include links to the master name index from name fields found throughout the system.					
SF7	The system should support advanced name searching based on any combination data elements in a master name record.					
SF8	The system should allow first, middle and last names to be entered in any order in name fields.					
SF9	The system should not require separate search fields for first, middle, and last names.					
SF10	The system should allow searching for persons and businesses by full or partial names.					
SF11	The system should connect the alias and the master name record so that searching for an alias finds that master record.					
SF12	The system should include the option of using SOUNDEX when searching for names.					
SF13	The system should permit the use of age ranges, as well as specified ages on master name records.					

SF14	The system should eliminate the need to duplicate any name information after it has been entered into the system.					
SF15	The system should allow users to update any basic data fields and add or modify other information on the master name record once it has been created.					
SF16	The system should display the last modified date on each master name record.					
SF17	The system should cross-reference each master name record to all other records associated with a person or business.					
SF18	The system should automatically add names to the master name index when entered elsewhere in the system.					
SF19	The system should allow users to manually enter names directly into the master name index.					
SF20	The system should have built-in checking to reduce the possibility of creating duplicate master name records for the same person or business.					
SF21	The system should have the ability to merge duplicate name entries, giving the user the choice of which name data elements to keep for the merged record.					
SF22	The system should allow users to select, view and merge multiple names at once to a single master name record rather than having to merge them one name at a time.					
SF23	The system should store narrative comments linked to a name and display it upon inquiry for its master name record.					
SF24	The system should display an address history for persons including dates of address changes.					
SF25	The system should check all coded entries in the master name index for validity at the time of data entry.					
SF26	The system should automatically check a name against outstanding warrants, known sex offenders and current jail inmates and notify or alert users accordingly.					
SF27	The system should automatically display any user-entered name alerts (medical alerts, gang alerts, officer safety threats, and other agency-defined alert types).					
SF28	The system should allow users to create new name alerts from or for a master name record.					

SF29	The system should allow users to specify expiration dates on name alerts. Expired name alerts should remain attached to master name records for historical purposes.					
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Master Address Index

<i>ID</i>	<i>Requirement</i>	<i>Yes</i>	<i>Future</i>	<i>Modify</i>	<i>No</i>	<i>Comments</i>
SG1	The system should link all activity occurring at an address to a single master address record.					
SG2	The system should eliminate the need to duplicate any address information after it has been entered into the system.					
SG3	The system should allow users to update any basic data fields and add or modify other information on the master address record once it has been created.					
SG4	The system should use a single database, accessed from all software modules, for storing the master address index so that information entered about an address in JMS, for example, is available in RMS. If the system does not do the above, please explain the master address index architecture and functionality.					
SG5	The system should ensure that the each master address record includes a listing of all persons and businesses known to reside at the address, which are included in the master name index.					
SG6	The system should display the following related activities with master address records: calls for service, case reports, and civil process service. Activities should be listed in reverse chronological order for each master address record.					
SG7	The system should include links from the activity list to any record in which the address was involved, in the module where the activity originated. Access to these records should be controlled by user permissions.					
SG8	The system should provide a notification to the user that an address is either valid or invalid. For invalid addresses, the system should display a list of potential valid addresses.					
SG10	The system should link to the master address index from address fields anywhere in the system.					
SG11	The system should cross-reference each master address record to all other records associated with that address.					

SG12	The system should allow users to manually enter addresses directly into the master address index.					
SG13	The system should provide a report that shows manually added addresses.					
SG14	The system should have built-in checking to automatically merge differently-typed addresses that correspond to the same location (for example, "255 E Washington St" and "255 e washington street" should not create duplicate address records).					
SG15	The system should be able to merge address records (for example, "Castillo's Pizzeria" and "334 E Washington St" are the same address and should be treated as such).					
SG16	The system should automatically display any user-entered address alerts (hazardous materials, alarm system, water supply information, officer safety threats, and other agency-defined alert types).					
SG17	The system should allow users to create new address alerts from a master address record.					
SG18	The system should allow users to specify expiration dates on address alerts. Expired address alerts should remain attached to the master address record for historical purposes.					
SG19	The system should allow searching for address by house number, full or partial street name, state, or zip code.					
SG20	The system should ensure that searching for a merged address record finds the appropriate master address record (for example, searching on "Castillo's Pizzeria" finds "334 E Washington St").					

Master Vehicle Index

<i>ID</i>	<i>Requirement</i>	<i>Yes</i>	<i>Future</i>	<i>Modify</i>	<i>No</i>	<i>Comments</i>
SH1	The system should link all activity for a vehicle to a single master vehicle record.					
SH2	The system should eliminate the need to duplicate any vehicle information after it has been entered into the system.					
SH3	The system should allow users to update any basic data fields and add or modify other information on the master vehicle record once the master vehicle record has been created.					

SH4	The system should use a single database, accessed from all software modules, for storing the master vehicle index so that information entered about a vehicle in CAD, for example, is available in RMS. If the system does not do the above, please explain the master vehicle index architecture and functionality.					
SH5	The system should include a listing in the master vehicle record, with history, of the vehicle's registered owners.					
SH6	The system should display the following related activities with the master address index: calls for service, traffic stops, tow calls, case reports, citations, field identifications, and parking tickets. Activities should be listed in reverse chronological order for each master vehicle record.					
SH7	The system should include links from the activity list to any record in which the vehicle was involved, in the module where the activity originated. Access to these records should be controlled by user permissions.					
SH8	The system should link to the master vehicle record from vehicle fields anywhere in the system.					
SH10	The system should cross-reference the master vehicle record to all other records associated with the vehicle.					
SH12	The system should allow users to manually enter vehicles directly into the master vehicle index.					
SH13	The system should have built-in checking to reduce the possibility of creating duplicate master vehicle records for the same vehicle.					
SH14	The system should check all coded entries in the master vehicle record for validity at the time of data entry.					
SH15	The system should automatically display any user-entered vehicle alerts (including agency-defined alert types).					
SH16	The system should allow users to create new vehicle alerts from a master vehicle record.					
SH17	The system should allow users to specify expiration dates on vehicle alerts. Expired vehicle alerts should remain attached to the master vehicle record for historical purposes.					
SH18	The system should support searching for vehicles by full or partial plate numbers.					

SH19	The system should allow vehicles to be searched by any data element or combination of data elements (for example, vehicles registered to the name "Smith" and/or red pickup trucks).					
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State/NCIC Queries

<i>ID</i>	<i>Requirement</i>	<i>Yes</i>	<i>Future</i>	<i>Modify</i>	<i>No</i>	<i>Comments</i>
SI1	The system should include an interface to the state/NCIC system.					
SI2	The system should allow authorized users to run state/NCIC queries directly from within the system.					
SI3	The system should restrict access to run state/NCIC queries to authorized users or user groups.					
SI4	The system should allow NCIC query returns to populate Master Name and Master Vehicle records.					
SI4	The system should provide a list of all state/NCIC queries which have been run and the associated returns. This list should be filterable by date, query type, user, and/or workstation.					

Notifications/Messages

<i>ID</i>	<i>Requirement</i>	<i>Yes</i>	<i>Future</i>	<i>Modify</i>	<i>No</i>	<i>Comments</i>
SJ1	The system should support "if", "then" and "when" business rules for notifications throughout the system.					
SJ2	The system should include system-wide business rules that allow authorized users to configure unlimited notification scenarios for users and workgroups.					
SJ3	The system should provide business logic which, from information entered into certain required fields, will automatically display other required and/or corresponding fields which pertain to the data already entered.					
SJ4	The system should include business rules that notify users and/or open up the next sequential required field(s) and/or window(s) based on the information added to the record.					
SJ5	The system should include system-wide business rules that allow users and user groups to be notified via multiple communication channels including internal system messaging, e-mail, paging, and/or SMS.					

SJ6	The system should include an internal e-mail-style messaging system that supports the secure transmission of messages with attachments within the agency's network.					
SJ7	The system should warn users that they have unfinished tasks when they attempt to log out.					

Statutes

<i>ID</i>	<i>Requirement</i>	<i>Yes</i>	<i>Future</i>	<i>Modify</i>	<i>No</i>	<i>Comments</i>
SK1	The system should include federal, state, and local statutes.					
SK2	The system should allow authorized users to create and update local statutes and/or ordinances in the system.					
SK3	The system should provide a hotkey that can be used from anywhere in the system to search statutes by statute numbers, title, and/or text within a statute description.					

Attachments

<i>ID</i>	<i>Requirement</i>	<i>Yes</i>	<i>Future</i>	<i>Modify</i>	<i>No</i>	<i>Comments</i>
SL1	The system should allow the attachment of files (for example, .DOC , .XLS, .JPG, .WAV) to specified record types. Attached files should be able to be opened or viewed on any workstation by authorized users who have the necessary third-party applications (such as MS Word or MS Excel).					
SL2	The system should support scanning and attaching documents directly to records in the system without the need to first save them elsewhere.					
SL3	The system should store attached files on the vendor's server within the vendor's software (not on an open network folder) for security and ease of access.					

Custom Forms

<i>ID</i>	<i>Requirement</i>	<i>Yes</i>	<i>Future</i>	<i>Modify</i>	<i>No</i>	<i>Comments</i>
SM1	The system should allow authorized users to create custom data collection forms to support agency-specified functionality, without any intervention from the vendor or IT.					
SM2	The system should ensure that each custom form is associated with, and subordinate to, a non-custom form (the parent form).					
SM3	The system should allow authorized users to create an unlimited number of custom forms.					

SM4	The system should ensure that the custom forms are integral with the rest of the system and not provided via a third-party application..					
SM5	The system should support printing the data from custom forms via an agency-defined output template and process similar to a mail merge.					
SM6	The system should allow authorized users to add unlimited data items from the parent form when creating a custom form.					
SM7	The system should allow authorized users to include as many fields for data collection as are necessary on custom forms, including entirely new fields (not previously stored in the database) as well as the following: <ul style="list-style-type: none"> - Names from the Master Name Index - Vehicles from the Master Vehicle Index - Addresses from the Master Address Index - Personnel, units, and other agency-defined lists 					
SM8	The system should support the following types of agency-defined fields for custom forms: <ul style="list-style-type: none"> - Address - Automatic record sequence numbers - Multiple item select boxes - Vehicles/Dates/Times - Dollar value - Free form text - Names - Numbers - Signatures (for electronic signatures) - Checkboxes - Yes/No drop-downs - Drop-downs from agency-defined lists 					
SM9	The system should allow a custom form to create a relationship on master name or master address records when those fields are specified within the custom form.					
SM10	The system should allow authorized users to specify the label for each field and data item on a custom form.					
SM11	The system should allow authorized users to specify if each field on a custom form is required or not required.					
SM12	The system should allow for setting the default value for each field.					

SM13	The system should allow the authorized users to arrange the data items and fields in any order on the form.					
SM14	The system should make the data items and fields on custom forms available to the built-in report generator.					
SM15	The system should allow records captured via custom forms to be saved to an external file, emailed and/or printed.					

Custom Modules

<i>ID</i>	<i>Requirement</i>	<i>Yes</i>	<i>Future</i>	<i>Modify</i>	<i>No</i>	<i>Comments</i>
SN1	The system should permit authorized users to create custom modules designed to meet specific data collection, management, reporting, and output needs without intervention from the vendor or any additional costs.					
SN2	The system should ensure that custom modules are part of the main software solution and not a third-party application.					
SN3	The system should allow authorized users to create as many custom modules as desired.					
SN4	The system should allow information captured in custom modules to be output from the system in accordance with agency-defined output templates.					
SN5	The system should allow authorized users to include as many fields for data collection as are necessary within custom modules, including entirely new fields (not previously stored in the database) as well as the following: <ul style="list-style-type: none"> - Names from the Master Name Index - Vehicles from the Master Vehicle Index - Addresses from the Master Address Index - Personnel, units, and other agency-defined lists 					
SN6	The system should support the following types of agency-defined fields for custom modules: <ul style="list-style-type: none"> - Dates/times - Dollar value - Free form text - Names - Numbers - Signatures (for electronic signatures) - Checkboxes - Yes/No drop-downs - Drop-downs from agency-defined lists 					

SN7	The system should allow authorized users to specify all of the field labels for a custom module.					
SN8	The system should allow authorized users to arrange and display custom module fields in any order.					
SN9	The system should allow all data included in a custom module to be searched and included in statistical reports.					
SN10	The system should allow a custom module to create an relationship on master name or master address records when those fields are specified within the custom module.					
SN11	The system should allow authorized users to define and filter the list view of the data included within the custom module.					
SN12	The system should allow records from custom modules to be directly converted to PDF files within the system.					
SN13	The system should allow records from custom modules to be attached to emails.					

Support and Maintenance

<i>ID</i>	<i>Requirement</i>	<i>Yes</i>	<i>Future</i>	<i>Modify</i>	<i>No</i>	<i>Comments</i>
SO1	The vendor should provide a minimum of 3-4 major software updates (not bug fixes) per year as part of the vendor's software maintenance agreement. Please include contact information for 5 existing customers older than 3 years who can verify this.					
SO2	The vendor should schedule and perform software updates at no additional cost to the agency as part of the standard maintenance agreement.					
SO3	The vendor should load all software updates on the vendor-provided testing/training server(s) before loading them on vendor-provided production servers.					
SO4	The vendor should provide server operating system software and database software as part of the complete system.					
SO5	The vendor should include all updates, enhancements, new versions, and upgrades of the server operating system software and database software as part of its standard software maintenance agreement.					

SO6	The vendor should ensure that the agency will not have to purchase any third-party server operating system software updates and/or newer versions as long as its software maintenance agreement is maintained.					
SO7	The vendor should be responsible for the vendor-provided physical server(s). As necessary to support proper system functions, the vendor should either replace components and/or the entire server(s) as part of the standard maintenance agreement. This includes ensuring that system performance criteria are met and that the server(s) continue to meet the server operating system and database software requirements.					
SO8	The vendor should provide, as part of the standard maintenance agreement, real-time 24x7x365 monitoring of the vendor-provided physical server(s) and operating system software to detect and manage any potential issues with the system.					
SO9	The vendor should load all system software updates to the server and then automatically load updates to each client machine at next startup without any intervention from the vendor or IT.					