



EL PASO COUNTY

Gina Abbott, C.P.P.B.
Procurement & Contracts Director

PROCUREMENT & CONTRACTS DEPARTMENT

REQUEST FOR PROPOSALS RFP NO.: 02-070

Sealed proposals for a **LAW ENFORCEMENT RECORDS MANAGEMENT SYSTEM PROJECT** for the **EL PASO COUNTY SHERIFF'S OFFICE** will be received by the Procurement & Contracts Department, 27 East Vermijo, Colorado Springs, CO 80903, **UNTIL: 3:00 P.M., THURSDAY, SEPTEMBER 5, 2002.**

A MANDATORY PRE-PROPOSAL CONFERENCE will be held at **10:00 AM ON THURSDAY, AUGUST 8, 2002.** All interested contractors are required to attend. The meeting will be held in the 4th Floor Procurement & Contracts Conference Room (west end of building), 27 E. Vermijo Street, Colorado Springs, Colorado.

If you have questions concerning this solicitation, please fax or e-mail your questions prior to the pre-proposal conference to Sharon LeRoux. These items and any additional items discussed at the pre-proposal conference will result in issuance of an Addendum after the pre-proposal conference.

**PLEASE CONTACT THE PROCUREMENT & CONTRACTS
DEPARTMENT AT 719-520-6402 FOR A SPECIFICATION PACKAGE OR
LOG ONTO OUR WEBSITE AT WWW.ELPASOCO.COM/PROCUREMENT
TO DOWNLOAD DOCUMENTS**

Any questions regarding this proposal should be directed to Sharon LeRoux, C.P.P.B, Procurement Specialist, at 719-520-6401, or emailed to: sharonleroux@elpasoco.com. Do not contact any other individual regarding this solicitation.

All interested firms are invited to submit a proposal in accordance with the terms and conditions stated in this Request for Proposal.

**BOARD OF COUNTY COMMISSIONERS
EL PASO COUNTY**

**/s/GINA ABBOTT
PROCUREMENT & CONTRACTS DIRECTOR**

PUBLICATION DATES:

SHOPPER PRESS:

JULY 17, 2002

JULY 24, 2002

If you are not interested in submitting a proposal for this project or similar projects, please contact the Procurement & Contracts Department at 719-520-6390. We continue to look for opportunities to reduce the costs involved in the solicitation of both bids and proposals for El Paso County. Your cooperation is appreciated.

RFP NO.: 02-070

DUE DATE: **SEPTEMBER 5, 2002**

EL PASO COUNTY
PROCUREMENT & CONTRACTS DEPARTMENT

RESPONSE CHECKLIST
FOR
LAW ENFORCEMENT RECORDS MANAGEMENT SYSTEM PROJECT

The firm submitting this proposal is required to submit those items listed below in full as a part of the proposal package.

Failure to submit any of the documents listed below with your proposal, or failure to acknowledge any addendum, or submitting your proposal with any limitation, condition or provision not requested, may be cause for rejection of your proposal.

Please check each item indicating compliance.

THIS CHECKLIST MUST ACCOMPANY YOUR PROPOSAL PACKAGE

| | |
|--------------------------|--|
| <input type="checkbox"/> | SUBMIT AN ORIGINAL AND FIVE (5) COPIES OF THE FOLLOWING: |
| <input type="checkbox"/> | RESPONSE CHECKLIST |
| <input type="checkbox"/> | ADDENDUM(S) ACKNOWLEDGED (IF APPLICABLE) |
| <input type="checkbox"/> | QUALIFICATION STATEMENT |
| <input type="checkbox"/> | PROPOSAL PACKAGE |
| <input type="checkbox"/> | PRICING PROPOSAL |
| <input type="checkbox"/> | GENERAL LIABILITY INSURANCE CERTIFICATE |

PLEASE READ THE "INSTRUCTIONS FOR SUBMITTING PROPOSALS" INCLUDED IN THIS PACKAGE.

| | |
|--|-------------------------|
| COMPANY | TELEPHONE NUMBER |
| AUTHORIZED REPRESENTATIVE (PRINT) | TITLE |
| AUTHORIZED SIGNATURE | DATE |

**EL PASO COUNTY
PURCHASING DEPARTMENT
REQUEST FOR PROPOSALS
FOR
LAW ENFORCEMENT RECORDS MANAGEMENT SYSTEM PROJECT
GENERAL SPECIFICATIONS**

1. PURPOSE

The El Paso County Sheriff's Office is seeking proposals from existing, qualified vendors who can provide a law enforcement records management system, support and training. The vendor must have a solid track record for providing the system and services proposed.

2. SOFTWARE FEATURES, FUNCTIONS AND REQUIREMENTS

The following items will become a basis for the minimum requirements of the software to be chosen for this project. Please provide a complete description of your proposed system. Also, provide at least three references from law enforcement customers using the system. Include contact names, telephone and FAX numbers.

Minimum requirements:

| | |
|----|---|
| 1) | Must be an existing records management system based on SQL database architecture, designed specifically for law enforcement agencies. |
| 2) | Must contain a graphical user interface (GUI) that is easy to use and requires minimal training for sworn and civilian users. |
| 3) | Must include an integrated GIS, or an interface for existing, county supported GIS, capable of supporting crime mapping and analysis of patrol sector activities. |
| 4) | Must be capable of generating all required reports, including, but not limited to, uniform crime reports (UCR) and all Sheriff's Office case reports and forms. |
| 5) | Must include an easy to use search function capable of searching all segmented data elements. |
| 6) | Must support searches by both National Crime Code and Offense Code. |
| 7) | Must include a fully accessible, non-proprietary database for creating and generating reports at the user level. |
| 8) | Must include training and support. |

3. **LICENSING, IMPLEMENTATION, TRAINING, SOFTWARE MAINTENANCE/
SUPPORT AND UPGRADES**

| | |
|----|---|
| A. | <p><u>Licensing</u></p> <p>Describe available licensing options.</p> |
| B. | <p><u>Implementation</u></p> |
| 1) | <p>Provide previous experience implementing the system.</p> |
| 2) | <p>Provide resumes of implementation personnel who would be assigned to this implementation.</p> |
| 3) | <p>Provide a proposed implementation plan and schedule with an explanation of the implementation methodology. The implementation schedule should be in a days/weeks format.</p> |
| C. | <p><u>Software Training</u></p> <p>Provide the resumes of the training personnel who would be responsible for end-user training for this project. Describe what initial training and training tools will be provided. Also provide this information for additional training.</p> |
| D. | <p><u>Software Maintenance/Support and Upgrades</u></p> |
| 1) | <p>Must have easily accessible and knowledgeable customer support. Describe the customer support that will be provided, provide the resumes of personnel who will provide that support and the hours of support.</p> |
| 2) | <p>Must have “backward compatible” upgrades, so that existing reports and system setups remain functional without modification or retrofitting.</p> |
| 3) | <p>Must have advance notification of upgrades.</p> |
| 4) | <p>Provide tentative release dates for future upgrades</p> |
| 5) | <p>Provide method for fixing bugs in between upgrades.</p> |
| 6) | <p>The above terms are often used interchangeably. Please provide a short description of the terms as they relate to your proposal.</p> |

4. SYSTEM REQUIREMENTS AND RECOMMENDATIONS

| | |
|----|--|
| 1) | Must work on Microsoft Windows platforms – NT/2000 (current), XP (future). |
| 2) | Must work with Microsoft SQL Server – 7.0 & 2000. |
| 3) | Provide network requirements and recommendations. |
| 4) | Provide server requirements and recommendations. |
| 5) | Provide client PC requirements and recommendations. |
| 6) | Provide configuration requirements and options. Prefer a client/server configuration with small footprint on client. |

5. PRODUCT WARRANTY

Provide all warranty information for the system contained in your proposal.

6. FINANCIAL INFORMATION

Please provide a current financial report on your company.

7. SUBMISSION OF PRICING PROPOSAL

The County would like to know the multiple component costs for this project. This request is not for the purpose of picking or choosing what we would like the successful contractor to do or provide. Rather, it is for the purpose of comparison of project costs for proposals submitted, as well as proper tracking of the project costs. Please provide the cost breakdown in the following format:

| | |
|--|--------------------------------|
| Software Licensing – describe how the product will be licensing, i.e. per user or by server | \$ _____ |
| Cost of Initial Implementation | \$ _____ |
| Submit hourly rate sheet for all individuals who will be assigned to this project | |
| Training costs | _____ days at \$ _____ per day |
| Additional training costs | \$ _____ |
| Software/technical support | \$ _____ |
| Annual Maintenance Costs | |
| Provide the historic maintenance costs for the product proposed. Also explain the basis for typical price increases. | |

8. INQUIRIES

Questions related to this Request for Proposals (RFP) must be directed to Sharon LeRoux, C.P.P.B., Procurement Specialist, Procurement & Contracts Dept. at telephone: (719) 520-6401 or by e-mail: sharonleroux@elpasoco.com or by FAX: (719) 520-6396. All questions shall be submitted in writing. Written responses to those questions will be forwarded to all vendors who received a copy of this RFP from the Procurement & Contracts Dept. **Do not contact any other individual regarding this RFP.**

9. PROPOSAL PREPARATION AND SUBMISSION

Proposal responses **must be received in the El Paso County Procurement & Contracts Department, 27 East Vermijo, 4th Floor, Colorado Springs, Colorado, no later than 3:00 P.M., THURSDAY, SEPTEMBER 5, 2002.**

An original and five (5) copies of the Response must be mailed or delivered in a sealed envelope to the above stated address and identified as **RFP NO. 02-070 – LAW ENFORCEMENT RECORDS MANAGEMENT SYSTEM PROJECT.** It is not necessary to submit each response in a separate envelope.

An original and five (5) copies of the Pricing Proposal must be mailed or delivered in a separate sealed envelope and identified as **RFP NO. 02-070 – LAW ENFORCEMENT RECORDS MANAGEMENT SYSTEM PROJECT** in the bottom left-hand corner of the envelope. Please identify the Original Pricing Proposal. It is not necessary to submit each pricing proposal in a separate envelope.

10. PROPOSAL SUBMISSION

Proposals shall be signed by an authorized representative of the proposer. Failure to submit the information requested may result in the El Paso County Procurement & Contracts Department requiring prompt submission of missing information and/or giving a lower evaluation of the proposal. The Procurement & Contracts Department may reject proposals which are substantially incomplete or lack key information.

11. ORAL PRESENTATION/INTERVIEWS

Contractors submitting proposals in response to this RFP may be required to give an oral presentation of their proposal in an interview session with the Evaluation Committee. Additional information may be requested from any firm by the Evaluation Committee prior, during or after the interview for clarification purposes, but in no way will change the original proposal submitted. Interviews are at the option of the Evaluation Committee and may or may not be conducted.

12. PROJECTED TIMETABLE

| | |
|--|------------------------------------|
| RFP MAILED | July 17, 2002 |
| PUBLICATION DATES | July 17 and July 24, 2002 |
| MANDATORY PRE-PROPOSAL CONFERENCE | August 8, 2002 |
| PROPOSAL DUE DATE | Thursday, September 5, 2002 |
| EVALUATION OF PROPOSAL | Beginning September 6, 2002 |
| INTERVIEWS (IF REQUESTED BY EVALUATION COMMITTEE) | Week of September 16, 2002 |
| DATES IF NO INTERVIEWS ARE REQUIRED: | |
| SELECTION OF VENDOR | September 16, 2002 |
| SUBMIT TO BOCC FOR APPROVAL | September 30, 2002 |
| ESTIMATED DATE OF AWARD OF CONTRACT | September 30, 2002 |

NOTE: THE ABOVE DATES ARE APPROXIMATE, ARE NOT BINDING AND ARE SUBJECT TO CHANGE.

13. EVALUATION AND AWARD PROCESS

Issuance of this RFP and receipt of proposals does not commit the County to award a contract. The County reserves the right to postpone receipt date, accepting or rejecting any or all proposals received in response to this RFP, or to negotiate with other than the highest ranked offeror should negotiations with the highest ranked offeror be terminated, or to cancel all or part of this RFP.

An Evaluation Committee comprised of personnel from any or all of the following departments will evaluate all proposals:

- A. Sheriff's Office
- B. Information Technology Dept.
- C. Procurement & Contracts Dept.
- D. Other designated representatives

14. SELECTION CRITERIA

- A. Completeness of response to RFP as outlined in RFP RESPONSE REQUIREMENTS".
- B. A system with features and functionality to best meet the needs of the Sheriff's Office.
- C. Implementation and training services necessary for a successful project.
- D. Relevant experience of the contractor and the key personnel assigned to this project.
- E. Implementation plan
- F. Past performance on other projects in terms of quality of work and compliance with performance schedules (references in response to RFP and Qualification Statement references).
- G. Pricing proposal.

The negotiations and award process will follow the procedures as outlined in the "Instructions for Submitting Proposals", page 3, Section "M" Negotiation, and page 4, Section "O" Award.

15. TERM OF CONTRACT

The program period will begin immediately upon proposal award and continue through December 31, 2002. If the project must continue into 2003, a contract extension and 2003 purchase order will be issued to the successful contractor.

Any contract awarded between El Paso County and the successful contractor will consist of a General Services Contract (a copy of which is included in this RFP package) signed by both parties, this RFP and any addendums, the submitted proposal, negotiations, the resulting Purchase Order and original certificates of insurance.

If proposer does not agree with any terms or conditions of the County's standard Contract, the proposer **must present its exceptions to the standard contract with its proposal**. If no concerns are expressed by proposer, the County shall consider that all terms and conditions of the standard contract will control. If proposer has contract modifications, deletions or additions it would like El Paso County to consider, those contract modifications, deletions or additions should be submitted with the proposal. El Paso County reserves the right to reject proposals based upon exceptions to its standard contract terms and conditions.

16. RFP REQUIREMENTS

By submitting a proposal, you represent that you have (1) thoroughly examined and become familiar with the scope of services and project requirements as outlined in this RFP, and (2) are capable of providing the software and services detailed herein to achieve the County's objectives.

An original and five (5) copies of the following be submitted:

- A. The Response Checklist, all documents requested on the checklist and compliance with all items required on the Response Checklist (form included in this RFP package).
- B. Table of Contents.
- C. Contractor's Proposal. Detailed description of the system proposed, including how the system will meet the minimum requirements contained in Section 2.
- D. Complete responses to Sections 3 through 7.
- E. Pricing proposal.

SHARON LEROUX, C.P.P.B.
PROCUREMENT SPECIALIST

RFP NO.: 02-070

DUE DATE: SEPTEMBER 5, 2002

EL PASO COUNTY
PROCUREMENT & CONTRACTS DEPARTMENT

QUALIFICATION STATEMENT FOR
LAW ENFORCEMENT RECORDS MANAGEMENT SYSTEM PROJECT

This statement will provide information which will enable the County to evaluate the qualifications of your firm and staff with regard to the requirements of this Request for Proposal.

Please complete this form in its entirety and submit it (in the number of copies requested) along with the other required proposal documents.

(PRINT)

FIRM NAME: _____

ADDRESS: _____

CITY STATE ZIP: _____

AUTHORIZED REPRESENTATIVE: _____

TITLE: _____

AUTHORIZED SIGNATURE: _____

PHONE: _____ FAX: _____

1. TYPE OF BUSINESS

2. TYPE OF LICENSE & LOCATION

CORPORATION INDIVIDUAL

PARTNERSHIP JOINT VENTURE

OTHER: _____

3. TYPE OF PRODUCT OR SERVICE TO BE PROVIDED FOR RFP:

4. NUMBER OF YEARS IN BUSINESS: _____

5. ON A SEPARATE SHEET PROVIDE A BRIEF HISTORY OF YOUR FIRM, STAFF SIZE AND EXPERIENCE. SUBMIT A RESUME FOR THE PROJECT MANAGER AND EACH KEY PERSONNEL ASSIGNED TO THIS PROJECT.

6. WHAT OTHER NAME(S) HAS YOUR COMPANY OPERATED UNDER: _____

7. HAVE YOU OR YOUR FIRM EVER FAILED TO COMPLETE ANY WORK AWARDED TO YOU? YES NO IF "YES", EXPLAIN:

RFP NO.: 02-070
QUALIFICATION STATEMENT
PAGE TWO

8. HAS ANY OFFICER OR PARTNER OF YOUR ORGANIZATION EVER BEEN AN OFFICER OR PARTNER OF ANOTHER ORGANIZATION THAT FAILED TO COMPLETE A CONTRACT WITHIN THE LAST FIVE (5) YEARS? YES NO
IF "YES", EXPLAIN:

9. HAS YOUR FIRM OR ANY PARTNERS OR OFFICERS EVER BEEN INVOLVED IN ANY BANKRUPTCY ACTION? YES NO IF "YES", EXPLAIN:

10. ARE YOU PRESENTLY INVOLVED IN ANY LITIGATION WITH AN OWNER OR OTHER GOVERNMENT AGENCY? YES NO IF "YES", EXPLAIN TYPE, KIND, PLAINTIFF, DEFENDANT, ETC., AND STATE THE CURRENT STATUS:

11. BANK REFERENCE: _____
ADDRESS: _____
CONTACT: _____ PHONE: _____

12. LIST THREE (3) SIMILAR PROJECTS (LOCAL OR STATE-WIDE) FROM LAST FIVE (5) YEARS-INCLUDE LOCATION OF PROJECT, CONTACT NAME, ADDRESS, TELEPHONE NUMBER, SIZE OF PROJECT (CONTRACT AMOUNT):

NOTE: DETAILED INFORMATION ON THESE PROJECTS MAY ALSO BE REQUESTED IN THE RFP PACKAGE.

1. _____

2. _____

3. _____

RFP NO.: 02-070
QUALIFICATION STATEMENT
PAGE THREE

13. LIST CURRENT SIMILAR PROJECTS (LOCAL OR STATE-WIDE) UNDER CONTRACT- INCLUDE LOCATION OF PROJECT, CONTACT NAME, ADDRESS, TELEPHONE NUMBER, SIZE OF PROJECT (CONTRACT AMOUNT).

NOTE: DETAILED INFORMATION ON THESE PROJECTS MAY ALSO BE REQUESTED IN THE RFP PACKAGE.

1. _____

2. _____

3. _____

14. LIST OF SUB-CONTRACTORS TO BE USED FOR THIS PROJECT: (INCLUDE NAME, ADDRESS, TELEPHONE NUMBER, TYPE OF WORK)

1. _____

2. _____

3. _____

4. _____

5. _____

IF ADDITIONAL INFORMATION IS PROVIDED ON A SEPARATE SHEET FOR ANY OF THE ITEMS, CLEARLY SPECIFY WHERE IT CAN BE LOCATED IN YOUR PROPOSAL PACKAGE.