

**CITY OF STEAMBOAT SPRINGS, COLORADO  
ROUTT COUNTY, COLORADO**

**REQUEST FOR PROPOSAL  
RECORDS MANAGEMENT SOFTWARE SYSTEM**

This Request For Proposal (RFP) and accompanying specifications (specs) are to provide instructions and assistance in submitting an offer for the above product or services for the City of Steamboat Springs and Routt County, Colorado.

PROPOSALS MUST BE RECEIVED NOT LATER THAN:

**4:00 P.M., Thursday, January 22, 1998**

**Mark envelope: "RFP - RECORDS MANAGEMENT SOFTWARE SYSTEM"**

**DELIVER RFP TO:**

**ROUTT COUNTY COMMISSIONERS OFFICE  
136 6TH STREET, PO BOX 773598  
STEAMBOAT SPRINGS, CO 80477**

Routt County and the City of Steamboat Springs appreciates the time and effort in preparing this proposal. Please note that all proposals must be received at the designated location by the deadline above. Please provide four (4) copies of proposal and product brochures. Late proposals will be returned unopened and shall be considered void and unacceptable. After the RFP deadline, proposals will be opened and evaluated by the City of Steamboat Springs and Routt County evaluation team selected for this RFP. An award is expected four weeks after the Proposal deadline. Not all Proposal information is considered public and only the final contract and costs of award will be available to the public. No Proposal information will be shared until after award.

Vendor requests for RFP results and questions should be directed to Tim Winter, Routt County Purchasing Agent at (303) 879-0108. Technical questions regarding this RFP will be referred to members of the Routt County and/or City of Steamboat Springs Staff; Brad Barkey, Information Systems Director for technical issues (970) 879-0108, Tom Carney, Routt County Communications Director for CAD issues (970) 870-1267, and Barb Simms, Steamboat Springs Police Department for additional records management issues (970) 879-1144.

**THE ROUTT COUNTY BOARD OF COMMISSIONERS AND THE CITY OF STEAMBOAT SPRINGS RESERVE THE RIGHT TO REJECT ANY AND ALL BIDS AND PROPOSALS AND TO AWARD IN PART OR IN TOTAL WHICHEVER IS DEEMED TO BE IN THE BEST INTEREST OF THE CITY OF STEAMBOAT SPRINGS AND ROUTT COUNTY.**

## **Section I. General Information**

### **A. INTENT OF REQUEST FOR PROPOSAL**

It is the intent of this Request For Proposal (RFP) to provide bidders with sufficient information to prepare a proposal for the purchase of an integrated records management software system for the Routt County Sheriff's Office (RCSO), the City of Steamboat Springs Police Department (SSPD), Routt County Communications Department (Comm Center) and other user agencies of the Comm Center. Bidders shall understand that this is a joint Request for Proposal by Routt County and the City of Steamboat Springs. Technical specifications are included in Section III.

### **B. INQUIRIES**

All questions prior to closing date should be directed to Routt County Purchasing Agent Tim Winter at (303) 879-0108. Technical questions regarding this RFP will be referred to members of the Routt County and/or City of Steamboat Springs Staff; Brad Barkey, Information Systems Director for technical issues (970) 879-0108, Tom Carney, Routt County Communications Director for CAD issues (970) 870-1267, and Barb Simms, Steamboat Springs Police Department for additional records management issues (970) 879-1144.

### **C. SELECTION**

The award of the contract shall be made to the responsible Bidder whose proposal is determined to be the most responsive evaluated offer resulting from negotiation, taking into consideration the relative importance of price and other evaluation factors set forth in the RFP. The evaluation criteria will consider the following factors:

1. Product Quality/Appropriateness/Compatibility/Performance
2. Bidder's qualifications/experience
3. Bidder's total proposed price
4. Bidder's support/service
5. Bidder's warranty/maintenance
6. The proposed product meeting Routt County's and the City of Steamboat Springs' present needs and requirements as well as future needs through enhancements and upgrades.
7. The top three vendors may be asked to provide a demonstration for evaluation purposes as part of the final selection.

### **D. GUIDELINES FOR PROPOSAL EVALUATION:**

Proposals will be evaluated using a comprehensive set of criteria. A list of these criteria is as follows:

1. Are the software and compatibility requirements addressed in the proposal?
2. Are the proposed software and services responsive to Routt County's and the City of Steamboat Springs' needs.
3. Has Bidder addressed their entire line of computers and accessories?
4. Is Bidder participation and responsibility clearly defined?
5. Is the City of Steamboat Springs' and Routt County's participation and responsibilities clearly defined.
6. Are high quality services, warranty and maintenance available?
7. What are the Bidder's service hours?
8. Has requested information been supplied?
9. Due to technical nature of the equipment, has Bidder addressed future use system, future expansion possibilities and possible upgrading?
10. Have all necessary equipment needs been addressed?
11. Has cost, both total and itemized module cost, been addressed?
12. Has Bidder addressed previous experience in providing and servicing similar types of user situations?
13. Has Bidder addressed the type of support service available?
14. Have installation procedures been defined?
15. Does Bidder agree to provide an on-site demonstration at no cost to the City of Steamboat Springs and Routt County?

## **Section II. SUBMITTAL REQUIREMENTS**

Submitted information may be discussed and clarified with Bidders and interviews or meetings may be scheduled by Routt County and the City of Steamboat Springs.

### **1. CONFIDENTIAL MATERIAL**

Any material that is to be considered as confidential in nature must be clearly marked as such and will be treated as confidential by the City of Steamboat Springs and Routt County to the extent allowable.

### **2. CONTRACT NEGOTIATIONS**

Routt County and the City of Steamboat Springs reserve the right to negotiate a contract with the selected Bidder per the conditions and specifications of this RFP.

### **3. CONTRACTUAL OBLIGATIONS**

This proposal, submitted documents and any negotiations, when properly accepted by Routt County by a Routt County Purchase Order or by the City of Steamboat Springs by a Steamboat Springs Purchase Order, shall constitute a contract equally binding between the successful Bidder and Routt County and the successful Bidder and the City of Steamboat Springs. The selected Bidder will be considered as prime contractor and shall assume total responsibility for the computer software and installation. Failure to meet obligations may result in cancellation of any contracts..

### **4. SUPPLEMENTAL/SUPPORTING MATERIALS**

Please include in the proposal descriptive literature/brochures, if available, for the proposed software. All user/owner/technical reference manuals shall be included with each type of software and submitted upon delivery of equipment.

### **5. WARRANTY**

Bidder shall specify warranty terms and conditions and supply supporting documentation regarding warranty, if available. Warranty service must be performed at Routt County and the City of Steamboat Springs on-site location. Specify location of closest provider for support services for proposed software \_\_\_\_\_

### **6. DELIVERY**

Please state installation date from order: \_\_\_\_\_

7. **INSTALLATION/SET UP** Installation shall include copying software to the City and County Networks as well as demonstration of successful operation of the software as required in the technical specifications. (Novell and Lantastic networks).

Specify Installation time and requirements: \_\_\_\_\_  
\_\_\_\_\_

Additional Costs for Installation (if any): \_\_\_\_\_.

8. **COMPANY EXPERIENCE/REFERENCES**

Please provide a brief descriptive background of your company's history and experience which would qualify you to provide this equipment and service to the City of Steamboat Springs and Routt County. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please provide a list of at least three references for similar projects. Give name, company phone number and address.

1. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. **BIDDER SUGGESTED OPTIONS/ALTERNATIVES/SUGGESTIONS**

Please provide your suggested alternatives, options, enhancements, accessories, etc. which, in your opinion, would provide a better value, service, product, life, etc. to Routt County and may not be specified in the technical specifications. Please list below your suggestions/options and indicate the reasoning or justification for your suggestions and state the price or costs associated, if any.

Please submit brochures/literature of explanation of the reason for the suggested enhancement, option, etc.

Suggested Option/Alternative	Justification	Price

(Attach additional information if necessary)

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## Section III, TECHNICAL SPECIFICATIONS

# LAW ENFORCEMENT AND PUBLIC SAFETY AGENCIES SOFTWARE NEEDS ASSESSMENT FOR THE CITY OF STEAMBOAT SPRINGS AND ROUTT COUNTY, COLORADO

### Organization of This Document

- I. Summary
- II. Purpose
- III. Scope
- IV. Description of Current Systems
- V. Data Flow
- VI. Data Structure
- VII. CAD
- VIII. Reports
- IX. Digitized Information
- X. Functions and Special Features
- XI. Appendices
  - A. Technical Specifications - Steamboat Springs Police Department
  - B. Technical Specifications - Routt County Departments

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### I. Summary

The City of Steamboat Springs, Colorado (the City) and Routt County, Colorado (the County) seek to purchase a comprehensive, multi-purpose records management software system for use by law enforcement and public safety agencies. Principal agencies to be served by the integrated software include the Routt County Sheriff's Office (RCSO), Steamboat Springs Police Department (SSPD), Routt County Communications Department (Comm Center), and other user agencies of the Comm Center. Principal elements of the system must include the following components or modules:

- Computer Aided Dispatch (CAD) program
- Report generation program
- Administrative programs for jail administration, RCSO administration, Civil Process, and SSPD
- Digitized information processing

The City and County would like to purchase the system by installment or module, with the CAD as the first purchase. The City and County can begin initial purchase procedures in calendar year 1997 with implementation planned for Spring, 1998.

## **II. Purpose**

The purpose of this document is to establish the needs and requirements of the City and the County for information software to be used by various law enforcement and public safety agencies. The City and County consolidated their needs assessments to allow an integrated approach to the purchase of information systems programs required by the multiple agencies.

## **III. Scope**

The consolidated needs and requirements set forth below are limited to the SSPD, RCSO, and Comm Center. While the City and County will actively encourage the towns of Hayden, Yampa and Oak Creek to participate in the ultimate implementation of the integrated software, initial requirements and purchase will be the responsibility of the City and County.

## **IV. Description of Current Systems**

### **Contacts and Records Management**

Currently, both the RCSO and SSPD use a system called CAPERS to track law enforcement contacts and records management. CAPERS is based upon *Dataflex* database software which is outdated and lacks compatibility with current operating systems. The CAPERS system does not have mechanisms to prevent data loss or corruption in case of system failures, which is not acceptable when more modern database systems are available which can ensure data integrity after system failures. Although able to track law enforcement contacts and provide basic administrative functions, CAPERS lacks many of the capabilities outlined in the following needs assessment. The CAPERS system was developed by a single proprietor, who is unwilling to adapt the software to current versions of the *Dataflex* database engine, or to current PCs or network operating systems. No documentation is available for the CAPERS system, as each CAPERS system is unique. There is no potential for CAPERS to grow or adapt to the future needs of the Routt County Sheriff's Office and Steamboat Springs Police Services Department.

### **CAD**

Currently, the Comm Center uses a locally developed CAD and logging program. There is no potential for this program to grow or adapt to the future needs of the Comm Center or user agencies. [This system is also based upon Dataflex database software, and it was written by a former Comm Center employee.](#)

## **V. Data Flow**

- The general data flow begins when contacts are entered into the master index database by dispatchers at the Comm Center.
- Dispatchers determine if any Warrants apply to the case.
- Additional information is entered by Sheriff's deputies and City police officers during the generation of incident reports.
- Additional information is often gathered during the booking process. This is again duplicated at the City police records division when they enter the custody information into their separate system.
- Administrative or Records staff at the Sheriff's Office and the City Police Department update and correct the records as needed.

- Additional information is gathered and entered into the database by investigators, officers, administrative personnel, records technicians, and dispatchers.
- Additional information is acquired or accessed through the Warrant process.
- The records are accessed by all parties as work continues on cases.

**Issues relating to data flow include:**

- Access to view, update, add or delete data.
- Review and approval authority for data.

**VI. Data Structure**

**Central Index**

The database used for the RCSO, SSPD and Comm Center systems should have a central index containing the names of all individuals with whom the agencies personnel come in contact.

**Other Data Tracking Requirements**

- Contacts last known and prior addresses
- Contacts motor vehicles
- Contacts job history (employers, employers' addresses, phone number, etc.)
- Warrants and civil process activities
- Fingerprints
- Mugshot photographs
- Citations
- Written Warnings
- Bike/Ski Registrations
- Modus Operandi
- Marks, Scars, Tattoos
- Evidence, evidence photographs, and scanned images (like fraudulent checks)
- Inmates:
  - Inmate charges for commissary, medical care, and general care costs
  - Inmate activity log
  - Phone call log
  - Work release programs, activities, and employers
  - Receipts for cash and property
- Inventory: kitchen, supplies, linen
- Equipment: checked out to staff, armory tracking, DRMO tracking, vehicle tracking

**Integrated Data Sources Desired (according to State and Federal rules and regulations)**

- CCIC and Colorado Department of Revenue—warrants and vehicle data
- NCIC
- NIBRS - certified compliant with codes
- Global Positioning System

## VII. Computer Aided Dispatch (CAD) System

The CAD must be able to satisfy logging and reporting requirements for multi-agency, multi-jurisdiction, multi-functional organizations (Law; Fire; EMS; other support agencies). Specific capabilities must include:

Ability to completely integrate E 9-1-1 data from an emergency call; display that data on log/dispatch screen; maintain that data in a short-term (working) database for utilization in all other modules.

A mapping program capable of translating current map program or a mapping program compatible with system City and County use. Map program should be triggered by an incoming E 9-1-1 call to display call source.

Ability to serve as a logging system and track unit status and unit times as below:

*ALL CALLS:* time received; time closed; unit(s)/agency notified.  
*LAW:* dispatched; en route; on scene; clear; in custody; enroute jail; at jail; clear jail; at PD; at SO; at Courthouse; at Hospital.  
*FIRE:* paged; awaiting crew; en route; on scene; clear.  
*AMBULANCE:* paged; awaiting crew; en route; on scene; en route Hospital; at Hospital; transfer; at rendezvous.  
*OTHERS:* notified; updated; phone; paged; status.

Track calls received and cases/incidents by type, by agency, and by jurisdiction or geographic area.

Allow access to CCIC/NCIC without exiting program; integrate CCIC/NCIC data as required.

Allow direct faxing of reports (log screen with run times, etc) from a working console or station in the Center.

Allow printing of required reports and information from a working console or station in the Comm Center.

### **Warrant Management program.**

The program must allow preparation of warrant documents. A database must allow verification and updating existing warrants. Specific capabilities must include:

Preparation and generation of warrants.

Verification of existing warrants.

Updating existing warrants.

A "Central Name Index" type of database listing all personnel with multiple contacts of all law agencies in the county (to include field interrogations, reports, bookings) providing physical descriptions and personal notations (violent offender, probation alerts).

Allow direct faxing of warrants from a working console or station in the Center to requesting agencies.

## **VIII. Reports**

### **Comm Center**

- Daily call activity summary
- Daily news report
- Incident Report
- Routine agency summary

### **Booking**

- Fingerprint cards
- Mugshots and arrest records
- Custody report form
- Medical report form
- Receipts: Property, Cash
- Arrest reports depending on type of offense:
  - Standard report
  - Custody report form
  - Intoxilyzer check sheet
  - Warrantless Affidavit
  - Citation
  - Vehicle impound sheet
  - DOR reports
  - Alcohol influence form (checklist)
  - Restitution form
  - Blood test - Lab Test Requisition
  - Miranda form
  - Photo log

### **Jail Administration**

- Receipts for commissary
- Summary of receipts/charges
- Cost of care summary
- Activity log summary
- Work release reports
- Inventory summary reports

### **Sheriff's Office Administration**

- Summary of equipment issued to staff
- Incident Reports
- Evidence Log
- Evidence report for Colorado Bureau of Investigation (CBI)
- Bar code labels for evidence
- Tracking reports: armory, DRMO, vehicles

### **Civil Process**

- Wanted posters
- Photo lineups
- Warrant summary
- Civil process form
- Map with serving locations
- Billing report

### **Investigations, Auditing, Legal/Courts**

- Photo lineups of individuals and distinguishing physical characteristics
- Vehicle reports
- Prior addresses and aliases reports
- Follow up reports

### **Steamboat Springs Police Services Department**

- D.U.I. Reports
- Crime Offense Reports
- Accident Reports

### **Other Agency Reports**

- Ambulance Reports to include run times
- Fire Department Reports to include run times
- Search and Rescue Reports
- Pager Service Reports

## **IX. Digitized Information**

Mugshots  
Distinguishing physical characteristics  
Evidence  
Fraudulent checks  
Photographs  
Warrants  
Restraining orders  
Civil process form after warrant served

## **X. Functions and Special Features**

**Information for each section of the organizations will generally follow this format.**

- Review Current Activities
- Essential Functions
- Desirable Functions

## **COMM CENTER**

### **Current Activities:**

Central data index tracking and entry begins. Calls received from reporting parties. Deputy/Officer and fire/ambulance/user agency activities tracked. Checks made for outstanding warrants.

### **Essential Functions:**

Integration with CCIC and E 9-1-1 directly to the CAD screen.  
Traffic citations.  
Officer notes.  
Towing contractor rotation.  
Warrant checks.

### **Optional Functions:**

Integrating with maps - GIS maps.  
Location confirmation with GPS.

## **BOOKING**

### **Current Activities:**

Accesses central index and incident information gathered by Comm Center. Additional information gathered including offense(s) charged, mugshot, fingerprints, cash and property impounded, etc. Many reports generated depending upon the offense.

### **Essential Functions:**

Print fingerprint cards with suspect information.  
Capture mugshots and photos of distinguishing physical features.  
Custody report form filled out on screen by deputy/officer, then printed.  
Medical report form filled out on screen by deputy/officer, then printed.  
Generate property receipts.  
Generate cash receipts.  
Generate officer reports according to the offense.

### **Optional Functions:**

Integrate with electronic fingerprint systems like AFIS, CBI, or FBI.  
Extra prompt for correct address information.

## ***JAIL ADMINISTRATION***

### **Current Activities:**

Track inmate activities, including movement and phone calls. Track costs of inmate care including daily costs and medical costs and commissary items. Track work release programs.

Track jail inventories to include food, supplies, clothing and linen.

### **Essential Functions:**

All above.

### **Optional Functions:**

## ***SHERIFF'S OFFICE ADMINISTRATION***

### **Current Activities:**

Evidence Tracking presently requires an evidence report form completed manually by an officer with copies for the case file, civil section, investigations, and seizing officer. If evidence is sent to CBI, another report is required. The Evidence Custodian must maintain the evidence log book, to include copies of officers' evidence reports, and must provide the log to civil section. The civil section enters evidence data to CAPERS. If evidence requires testing, additional entries are required in the evidence log book. Any system should allow the same parties to be informed of evidence information.

### **Essential Functions:**

Bar code labels used for sending and receiving evidence.

Evidence tracked in its own database. Includes results of tests done, shipping and receiving information, etc.

### **Optional Functions:**

Fraud checks - scan, attach to evidence record, and incident report.

Photograph evidence - allow digital photo attachment to evidence record.

## **DEPUTY/OFFICER ACTIVITIES**

### **Current Activities:**

Accesses central index for incident reports which are completed by officer whether arrest made or not. Printing of reports required by other agencies from the basic incident report information.

### **Essential Functions:**

Appropriate reports should be printed automatically according to the type of offense. For example, DUI may include these reports that are now filled out individually.

### **Optional Functions:**

Automatic updating of announcements and notification of new warrants, Court dates, teletypes, when an officer logs into the system.

## **CIVIL PROCESS**

### **Current Activities: Required and Optional Functions:**

**Warrants** - Warrants are received at SO and copied. Originals are maintained in the Comm Center, while the civil section uses copy provided and enters data into CAPERS. Comm Center enters warrants into CCIC, NCIC, and into Info Select. Comm Center maintains originals in file cabinet.

CAPERS displays warrants by individual when requested, and only after warrant information is entered into system manually. System should allow scanning of warrants and restraining orders to speed data entry process.

**Wanted posters** - System should allow clear photos with original charge and prior history on the report to include: last known address, aliases, known associates, physical descriptors, emergency notifications, national prior history records.

### **Civil Process Form**

Civil process system should provide: civil process number, "serve by" date, process type (supoena eviction notice, etc.), issuing authority, case #, date received, date served, date agency notified of return, status of original and processing instructions. System should allow tracking costs of serving, who was served, where, phone #s, who served papers and related information to include: plaintiff, defendant, and debtor information. System should allow direct billing report processing to Accounting Department and record history of required money transfers, and allow printing of billings for service. The printed Civil Process Form should serve as a summary of the warrant information that is important to officers, Court personnel, and administrators.

### **Optional Functions:**

Printed maps for officers serving process actions. Scanning of information into the form and system. Automatic incorporation of prior history, and other key information included on attached sheets with the Civil Process Form.

## **INVESTIGATIONS**

### **Current Activities:**

Logging and recording of incidents by location, name, aliases, tattoos, scars, etc.  
Printing of records including mugshots and photo lineup. Case tracking by assignment, actions, and status.

### **Essential Functions:**

Allow access and information based on individuals by physical descriptors, vehicles by identifying characteristics.  
Access to outstanding warrants for individuals.  
Information on evidence by category, to match reports of stolen or missing property.  
Adhoc Crime Trend Analysis by any or all of the following parameters: dates, day of week, time of day, location, neighborhood, victim parameters, type of property targeted.

### **Optional Functions:**

Integrate vehicle information functions with CCIC and Colorado Department of Revenue records.  
Integrate digital cameras used by investigators.  
Allow generation of Prosecution Report Folder enabling the collection of all related case information into a single folder which may be presented to the District Attorney. The folder should contain an index document detailing the items submitted, person submitting and date and time of submission. Should be separated from general access and the remainder of system to prevent unauthorized access during discovery process.

### **Compatibility Issues:**

Compatibility with the systems of other neighboring jurisdictions and agencies should be considered. Other agencies would include the D.A.'s Office, CBI, and the Colorado State Patrol. Other jurisdictions may include Moffat, Jackson, Grand, Rio Blanco Counties, nearby counties in Wyoming and Utah, and the City of Craig.

## APPENDIX A.

### TECHNICAL SPECIFICATIONS - STEAMBOAT SPRINGS POLICE DEPARTMENT NETWORK OPERATING ENVIRONMENT

The City currently uses and supports two types of network operating systems. The operating system currently used at the Police Department is Novell NetWare version 3.12. The network operating systems that will be acceptable for the Police Department are:

Novell NetWare version 3.12 or 4.X  
Windows NT Server version 3.51 or 4.X

It is strongly suggested that the proposals avoid peer to peer networks such as LANtastic. The proposals submitted should specify clearly what type of network operating system is recommended and the number of users.

#### COMPUTER WORKSTATIONS:

In February 1997 Gateway 2000 won the bid for computer workstations for the City of Steamboat Springs. The City has received excellent quality equipment and superior support services from Gateway 2000. It is therefore, the recommendation of the City's Computer Services Division that we continue to purchase computer workstation hardware from Gateway 2000.

For the purpose of this proposal include exact workstation specifications for each piece of equipment required. Included processor information, operating system (preferably Windows 95 or Windows NT), memory requirements, hard drive space, types of slots, types of drives such as floppies or CD drives, necessary IRQ settings and any other specifications required for these systems. Where discretionary choices may be made include minimum and maximum specifications.

#### BACKUP SYSTEM:

The City currently uses and supports Cheyenne Arcserve 6.1 and Hewlett Packard SureStore 6000 as the current network backup system. It is the recommendation of Computer Services that this type of backup system continue to be used to insure compatibility with the City's current disaster recovery plan.

#### FILE SERVER:

The Police Department currently has one Hewlett Packard NetServer model LH 200 file server. For the purpose of this proposal include exact file server specifications. Include processor information, operating system, memory requirements, hard drive space, types of slots, types of drives such as floppies or CD

drives, necessary IRQ settings and any other specifications required for these systems. Where discretionary choices may be made include minimum and maximum specifications.

#### OTHER NETWORK COMPONENTS:

The City currently uses and supports 3COM network hubs and NIC's for network connection devices. It is the recommendation of Computer Services that all connectivity products for the Police Department network be 3COM or TUT Systems products. Cabling at the Police Department is currently a minimum of 10BT.

#### POWER BACKUPS:

American Power Conversion UPS's are currently used as the standard for power protection within the City. All workstations, backup devices, hubs and the file server will have one of these devices.

#### APPENDIX B.

#### TECHNICAL SPECIFICATIONS - ROUTT COUNTY DEPARTMENTS

##### NETWORK OPERATING ENVIRONMENT

The County currently uses and supports two types of network operating systems. The operating system currently used at the Sheriff/Comm Center is Novell NetWare version 3.12. The network operating systems that will be acceptable for Routt County are:

Novell NetWare version 3.12 or 4.X  
Windows NT Server version 3.51 or 4.X

Windows NT version 4.X is preferred.

It is strongly suggested that the proposals avoid peer to peer networks such as LANtastic. The proposals submitted should specify clearly what type of network operating system is recommended and the number of users.

#### COMPUTER WORKSTATIONS:

For the purpose of this proposal include exact workstation specifications for each piece of equipment required. Included processor information, operating system (preferably Windows 95 or Windows NT), memory requirements, hard drive space, types of slots, types of drives such as floppies or CD drives, necessary IRQ settings and any other specifications required for these systems. Where discretionary choices may be made include minimum and maximum specifications.

#### BACKUP SYSTEM:

The County currently uses and supports Cheyenne Arcserve 6.1 and an Hewlett Packard SureStore 6000 as the current network backup system. It is the recommendation of Information Systems that this type of backup system continue to be used to insure compatible with the County's current disaster recovery procedures.

#### FILE SERVER:

The Sheriff/Comm Center currently has one Hewlett Packard NetServer model LXPro file server. For the purpose of this proposal, include exact file server specifications. Include processor information, operating system, memory requirements, hard drive space, types of slots, types of drives such as floppies or CD drives, necessary IRQ settings and any other specifications required for these systems. Where discretionary choices may be made include minimum and maximum specifications.

#### OTHER NETWORK COMPONENTS:

The County currently uses 3COM network hubs and NIC's for network connection devices. Cabling at the Police Department is currently a minimum of 10BT.

Extra page break below.

POWER BACKUPS:

American Power Conversion UPS's are currently used as the standard for power protection within the County. All workstations, backup devices, and hubs have these devices. The file server has an HP battery backup unit.