



NOTICE

Dallas County specifications supercede any changes made by the Bidder,
unless otherwise approved in writing by Dallas County.

Vendors Downloading Bid/Proposal Specifications from Dallas County Website agree to the following:

VENDOR MUST IMMEDIATELY RETURN THIS FORM BY FAX

VENDOR'S RESPONSIBILITY:

Vendors are responsible for downloading and completing any addendums.

*Addendums will be posted on the Dallas County Website no later than 72 hours prior to Bid Opening

*Addendums extending Bid Openings may be posted on the same day

SPECIFICATION DOWNLOAD ACKNOWLEDGMENT

Annual Quote/Bid/RFP No. 2010-078-5187

Request for Proposal for Dallas County's Justice of the Peace Court Case Management System
(Buyer: Torres)

COMPANY NAME: _____

CONTACT PERSON: _____

MAILING ADDRESS: _____

TELEPHONE: _____ FAX NUMBER: _____

E-MAIL: _____ Web site: _____

SIGNATURE: _____ DATE: _____

Federal Tax I.D.# _____

FAX TO: DALLAS COUNTY PURCHASING DEPARTMENT
214-653-7449
(if unavailable 214-653-7878)

PLEASE NOTE:

1. BIDDERS MAY NOT RETURN OFFERS FOR PROPOSALS BY FAX AND/OR E-MAIL
2. BIDDER MUST FOLLOW THE INSTRUCTIONS FOR BID/PROPOSAL SUBMISSION AS OUTLINED IN THE INSTRUCTION TO BIDDERS.

DALLAS COUNTY IS NOT RESPONSIBLE FOR BIDDERS FAILING TO ADHERE TO THIS REQUIREMENT.
CHANGES OR MODIFIED SPECIFICATION WILL BE REJECTED.

DO NOT WRITE BELOW THIS LINE

Emailed Bid

GV Database

WS Database



DALLAS COUNTY
RFP No. 2010-078-5187

**Request for Proposals for
Dallas County's Justice of the Peace
Court Case Management System**

Pre-Proposal Conference:

**Tuesday, August 31, 2010 @ 1:00 p.m. (CDT)
HR Training Room
509 Main Street, Suite 634
Dallas, Texas 75202**

PROPOSALS DUE:

**September 20, 2010 @ 2:00 P.M (CDT)
Dallas County Purchasing Department
509 Main St., 6th Floor, Room 623
Dallas, Texas 75202**

NOTICE TO ALL BIDDERS

COMMUNICATIONS REGARDING THE RFP

All questions regarding this RFP are to be submitted, in writing to Gloria Torres, Purchasing Department, via e-mail to grtorres@dallascounty.org, by fax to 214-653-7449 or via mail to Dallas County Purchasing, 509 Main Street, Room 623, Dallas, Texas, 75202.

All questions, comments and requests for clarification must reference the RFP number on all correspondence to Dallas County. Any oral communications shall be considered unofficial and non-binding.

Only written responses to written communication shall be considered official and binding upon the County. The County reserves the right, at its sole discretion, to determine appropriate and adequate responses to the written comments, questions, and requests for clarification.

Initial questions are to be submitted, in writing, by **3 p.m. (CDT), Thursday, August 26, 2010.** Staff will attempt to answer these questions during the pre-proposal conference.

Firms will be required to submit, in writing, any **additional questions** presented at the pre-proposal and/or after the conference. Any/all additional questions must be received by **12 p.m. (CDT), Thursday, September 2, 2010.** All questions and responses will be posted to the County's website in the manner stated herein. Dallas County reserves the right to reject/not respond to any questions received after the September 2, 2010 deadline date.

All addendums and/or any other correspondence (general information, questions and responses) to this RFP will be made available exclusively through the Dallas County website for retrieval. **Vendors are solely responsible for frequently checking this website for updates to this RFP.** Addendums to this RFP can be located at the following web address: <http://www.dallascounty.org/department/purchasing/currentbids.html> (go to the appropriate RFP #, click on the appropriate hyperlink for viewing and/or downloading.)

Upon release of the proposal, firms and their employees of related companies as well as paid or unpaid personnel acting on their behalf shall not contact or participate in any type of contact with County employees, including elected officials. Such contact may result in the vendor being disqualified. All communications regarding this solicitation must be coordinated through Gloria Torres, Purchasing Department.

INTRODUCTION

INTENT/OVERVIEW

Dallas County is seeking proposals from qualified professional firms, who are able to convert a mainframe court case management system; in addition to communicating with the interfaces required to conduct the Justice of the Peace court's daily business. The key goal of this RFP is to select a vendor capable of providing a more efficiently-integrated and technology-based application to support the Dallas County Justice of the Peace processes and county customers.

GENERAL INFORMATION

Dallas County currently uses a legacy mainframe case management system, Justice of the Peace Accounting System (JPAS), associated stand-alone spreadsheets and databases to store data pertaining to the Justice of the Peace operations within the county. The JPAS system generates deposit details to the Oracle DMS system as well as other Dallas County systems. A decision was made to no longer use this aging application as the County's case management system.

There are 11 Justice of the Peace courts, each court's staff although not inclusive of actual assignments, includes (at a minimum): Judge, Chief Clerk, Lead Civil Clerk, Civil Clerk, Lead Criminal Clerk, Criminal Clerk, Mail Clerk, Bookkeeper and Collections Clerk. Additionally the procedural structure varies by court their hours of operation are 8:00am to 4:30pm, Monday through Friday.

The Justice of the Peace (JP) courts accepts case filings for the following:

- * Traffic Department of Public Safety/Dallas Area Rapid Transit (DPS/DART-handwritten)
- * Advanced Public Safety (APS) Citations Automated Traffic Citation System used by Dallas Sheriff's Office (DSO) & Constables
- * Misdemeanor (Examining Trial-Seized Property, Texas Alcohol & Beverage Commission (TABC) cases, and Issuance of Bad Check (IBC) from merchant)
- * Misdemeanor Failure to Appear
- * IBC cases (District Attorney's Office)
- * Civil Cases (Illegal Tow Hearings, Distress Warrants)
- * Small Claims Cases
- * Eviction Cases
- * Mental Illness Warrants (MIW) Cases
- * Chemical Dependency Warrants (CDW) Cases
- * Peace Bonds
- * Texas Parks and Wildlife
- * Driver's License Hearings

The Justice of the Peace courts also handle miscellaneous activities such as issuing Birth Certificates, Death Certificates and Marriage Licenses.

COUNTY'S COMMITMENT

This RFP is not a commitment by the County to fund any development, to lease or purchase any equipment, products, services or any other materials from any Proposer. The County will not be liable for any direct or indirect costs that any Proposer may incur in the preparation or production of a response to this RFP, or for any subsequent sales, due diligence, or negotiation costs.

The County reserves the right at its sole and exclusive discretion to cancel the selection process at any time, add, modify, or delete any items in this RFP, negotiate additional items to be included in the proposal response or delete items from such response, or to award all or part of the services to one or more Proposer.

The materials and information included in this RFP are intended to assist the Proposer in the formulation of responses. The County's desire is to provide the Proposer with relevant information known at the time of the production of this RFP. However, the County makes no representation as to the accuracy and completeness of such materials and information. The Proposer understands and agrees that the County nor any of its agents, advisors, or representatives make any representation as to the accuracy and completeness of such materials and information and shall have no liability to the Proposer resulting from the use of said materials and information.

The County shall not be bound by any language in the Proposer's bid indicating confidentiality or any other restriction on its' use or disclosure.

SUBCONTRACTOR OR ASSIGNMENT OF THE CONTRACT

The Dallas County Commissioners Court must approve, in writing, any assignment and/or subcontractors related to this contract.

PRE-PROPOSAL CONFERENCE

The County has scheduled a pre-proposal conference to be held on Tuesday, August 31, 2010 **at 1:00 p.m. in the HR Training Room - 509 Main Street, Rm. 634, Dallas, Texas 75202.**

The County will hold one pre-proposal conference as detailed in this document. Attendance at the pre-proposal conference is encouraged but is not mandatory. The purpose of this conference is to outline the scope of work and give potential Proposers an opportunity to ask questions and obtain clarification regarding any aspect of the RFP.

RFP RESPONSE DUE DATE

Unless otherwise posted, all Proposals to this RFP will be due at **2 p.m. (CDT) on Monday, September 20, 2010.** Offers will not be accepted after the due date and time specified and will be returned unopened.

LEGAL AUTHORITY

The County of Dallas Texas ("Dallas County" or the "County") is soliciting Offers of High Technology purchases as authorized in the State of Texas Local Government Code 262. The County desires a proposed solution that will not only meet its minimum requirements, but will offer the County the most functionality within its budgetary limitations. The RFP, in accordance with State of Texas guidelines, provides for a negotiated procurement to obtain the "best value" for the County based on criteria defined herein. All information will be kept confidential until a contract is formally executed or the RFP is cancelled.

EVALUATION CRITERIA

A County evaluation team will evaluate the information provided by the proposing firms in response to the criteria established herein. The award of the contract shall be made to the responsible Proposer, whose proposal is determined to be the best evaluated offer resulting from negotiations, taking into consideration the relative importance of price and other evaluation factors set forth in the request for proposals as determined by the Commissioners Court. Award of contract will be made in the best interest of the County and shall, therefore, be considered final.

The following weighted criteria will be considered:

Criteria	Maximum Allotted Points
I. References, Experience, Company Profile: (including but not limited to: financial stability, references, resumes, subcontractors, years of experience in similar field)	20
II. Cost	25
III. Technical/Methodology approach, implementation plan and timeline to deliver required services	40
IV. M/WBE Participation/Compliance: a) Certified (NCTRCA)Minority/Women-Prime Contractor (6) b) Utilization of Certified M/WBE sub-contractors (6) c) EEO policy compliance (3)	15
TOTAL 100	

Proposing firms are responsible for submitting all relevant, factual, and correct information for evaluation of the above criteria with their proposal. The evaluation committee will evaluate and score each proposal based on the data submitted.

SELECTION PROCESS

Step One: Proposals will be evaluated by a review panel consisting of representatives from the following Dallas County departments: Justice of the Peace Courts (2) IT (1), Commissioners Court (1), Budget (1) and Auditor (1).

The County's M/WBE Coordinator alone will score Section IV (M/WBE Participation/Documents). For clarification purposes, additional information may be obtained from some or all of the responding firms. The committee will submit a recommendation to the Commissioners Court identifying the firms advancing to Step Two of the RFP process. Firms obtaining a consolidated/overall rating of 70 or above, based on the aforementioned rating criteria, will be recommended for advancement to Step Two of the RFP process.

Step Two: Upon direction/approval of the Commissioners Court, identified firms will enter into Step Two of the RFP process. Step Two will consist of, but is not necessarily limited to: interview/system demonstrations, Best and Final Offer (BAFO's) and contract compliance.

During this step, firms may have the opportunity to offer and the County may accept revisions to their originally submitted proposal. While the BAFO will, to a degree, be tailored to individual firms, care will be taken to ensure that all firms remain on the same competitive level and are proposing, substantially and materially, the same conditions and requirements.

Upon conclusion of this phase, the committee will submit an award recommendation to the Commissioners Court on the firm evaluated to be most qualified and offering the best value to Dallas County. Upon formal approval, a contract will be formally drafted and entered into with the selected firm.

In the event that the County cannot reach agreement with the selected firm by negotiation of a contract, the County may formally end negotiations (by written notification to the selected firm). The County shall have the right, but not the obligation, to sequentially negotiate with the next most-qualified firm and will continue in this manner until either a contract is awarded or this *Request for Proposal is canceled*.

Upon completion of negotiations, the results will be reduced to a written contract for the services to be rendered. Such contract may contain additional requirements from the County.

All necessary contract documents will be prepared by the County District Attorney's Office or other counsel representing the County and will be tailored specifically for this project. No contract shall be binding on County until it has been approved as to form by the District Attorney or other authorized counsel representing the County and executed by the Dallas County Commissioners Court.

Dallas County will not be liable for, nor will it pay for, any amount of work commenced prior to the approval of the contract by the Dallas County Commissioners Court.

The County has the sole authority to reject any/or all RFP's and to waive any minor irregularities as deemed in the best interest of the County.

All communications will be handled directly with the respective proposing firm(s) and closed to outside third parties and other proposing firms.

All firms will be accorded fair and equal treatment.

DISQUALIFIED PROPOSALS

Proposals submitted via fax submission will not be accepted. Offers submitted other than as specified in this RFP will not be considered. Offers submitted after due date and time will not be considered.

Submittal Address:

Dallas County Purchasing Department

Attn: Gloria Torres

509 Main Street, Room 623 Records Building

Dallas, TX 75202

One (1) original, eight (8) copies and one (1) electronic copy (CD) of the proposal shall be delivered (sealed) by 2:00 P.M. (CDT) on September 20, 2010 and shall be clearly marked "Request For Proposals No. 2010-078-5187, Dallas County's Justice of the Peace Court Case Management System" on the outside of the package.

Proposals will not be accepted after the due date and time. The County is not responsible for sealing proposals, unmarked/improperly marked proposals or Proposals delivered to any other location.

QUALIFICATION CONTENT

It is the intent of Dallas County to enter into a contract with the selected firm for the exclusive rights to manage/provide a Case Management system for the Dallas County Justice of the Peace Courts as outlined in this document and/or the executed contract. The purpose of this RFP is to provide an opportunity for all interested parties and organizations to present the County with proposals that demonstrate their qualifications, knowledge, implementation and operation of a Judicial Case Management System.

Submitted RFP's shall describe what services will be provided for each component and by what party, the qualifications of the firms and individuals involved in providing these services, the experience of these firms and individuals and their familiarity with county government, particularly in Texas.

The following categories represent the minimum required information. Any additional information that highlights the firm's qualifications is highly encouraged.

CATEGORY I: COMPANY PROFILE

Provide the following information:

The following details of the Respondent's qualifications and experience to perform the services sought through this Request for Proposal shall be provided in narrative form and in sufficient detail that the County is able to judge the firm's qualifications and experience. Specifically:

A. Business/Corporate Experience

- 1) Provide a description of Respondent's corporate purpose and approach as it pertains to system's application and devices or other services similar to those sought in this Request for Proposal.
- 2) Describe the Respondent's organizational structure, depicting clear lines of authority.
- 3) Identify a minimum of five (5) contracts similar to those identified in this RFP that fully demonstrate/illustrate that the Respondent has the experience and ability to completely and timely perform all services contemplated by this RFP. Two of the contracts should be within the State of Texas.
- 4) Provide a narrative summary of contract performance in the above-identified contracts, including any major adverse findings.
- 5) Provide the name and current telephone number and address for the specified contract manager for each identified contract.
- 6) Provide a summary of any exemplary or qualitative findings, recommendations, or other validations, demonstrating operational experience. (i.e., specialized accreditations, grant awards, etc.).
- 7) Provide information indicating whether the Respondent intends to provide 100% of services directly or intends to utilize subcontractors and if so, provide identification of all subcontractors delivering service delivery. Include a statement indicating the percentage of work to be completed by the Respondent and each subcontractor as measured by percentage of the total contract.

B. Business/Corporate Entity Details (include the following information on Respondent and each subcontractor (if subcontracting is indicated);

- 1) Date established
- 2) Ownership (public company, partnership, subsidiary, etc.)
- 3) Primary type of Business
- 4) Total number of employees
- 5) Indication of type of business (i.e. corporation, sole proprietorship, partnership).
If the respondent is a corporation, indicate the date and state of incorporation.
Provide list of all officers of the firm indicating the percentages of ownership of each officer and the name of the Board of Directors, if applicable.
- 6) Provide the Federal tax identification number or social security number, as applicable to the legal entity that will be performing as the Primary Contractor under any resulting Contract.

C. Organizational Chart

- 1) Respondent shall provide an organization chart outlining the hierarchy of key contract personnel assigned under this RFP.
- 2) Provide resumes and qualifications of the key personnel assigned to the contract. Such information shall demonstrate the individual's related experience with respect to the work to be performed under this contract. Job descriptions should include specific job functions and minimum qualifications of the identified position(s).

D. Financial Capability

- 1) Provide the most recently issued audited financial statement (or if un-audited, reviewed in accordance with standards issued by the American Institute of Certified Public Accountant.) All statements shall include the following information:
 - a) Auditor's Report
 - b) Balance Sheet
 - c) Statement of Income
 - d) Statement of Retained Earnings
 - e) Statement of Cash Flow
 - f) Notes to financial statement
 - g) Any written management letter issued by the Auditor to the Respondent's management, its Board of Directors, or the Audit Committee, or , if no management letter was written, a letter from the Auditor, stating that there was no management letter written and that there were no material weaknesses in internal control or other reportable conditions.
- 2) If the year end of the most recent completed audit (or review) is earlier than nine (9) months prior to the issuance date of this RFP, then the most recent unaudited financial statement (consisting of items b, c, d, e and f above) shall also be provided by the respondent in addition to the audited statement required in Section 3.3.1.1. The unaudited financial data will be averaged with the recent fiscal year audited (or reviewed) financial statement data, in evaluating financial capability. Unaudited financial statements shall have been completed within the last six months prior to the release of the RFP and shall be certified as accurate by the signature of the respondent's CEO or CFO.
- 3) If relying on financial documentation of a parent corporation, the Respondent shall provide an original signed letter of commitment from the parent corporation's executive who is legally authorized to bind that parent corporation, certifying that the parent corporation is 100% financially responsible for respondent's performance of the contract.
- 4) If the respondent is a sole proprietor or non-corporate entity, bidder shall provide financial documentation that is sufficient for an independent CPA to evaluate financial capability including applicable bank and credit statements, income tax returns and other documents.

NOTE: The County acknowledges that privately held corporations and other business entities are not required by law to have audited financial statements. In the event the respondent is a privately held corporation or other business entity whose financial statements ARE audited, such audited statements shall be provided. If the privately held corporation or other business entity does not have audited financial statements, then unaudited statements or other financial documentation sufficient to provide the same information as is generally contained in an audited statement, and as required below, shall be provided. The County also acknowledges that a respondent may be a wholly-owned subsidiary of another corporation or exist in other business relationships where financial data is consolidated. Financial documentation is requested to assist the Department in determining whether the respondent has the financial capability of performing the contract to be issued pursuant to this RFP. The respondent MUST provide financial documentation sufficient to demonstrate such capability including wherever possible, financial information specific to the bidder itself. All documentation provided should be of the type and detail regularly relied upon by the certified public accounting industry in making a determination or statement of financial capability.

- 5) The Respondent should have a Dun & Bradstreet credit-worthiness summary indicating scores of between 1 and 3, or low to moderate, on all categories rated in regard to creditworthiness. The respondent shall provide the name for the entity that will be performing as the contractor. If the respondent is relying upon the creditworthiness of a parent corporation, to qualify under this criterion, the respondent shall also provide the name for the parent corporation. If relying on the Dun & Bradstreet rating of a parent corporation, the respondent shall provide an original signed letter of commitment from the parent corporation's executive that is legally authorized to bind that parent corporation, certifying that the parent corporation is 100% financially responsible for respondent's performance of the contract.

E. References

- 1) The Respondent shall furnish a minimum of three (3) business/corporate references to support Respondent's stated Business/Corporate Experience. In order to qualify as relevant current experience, services described by corporate references shall be ongoing or have been completed within the thirty-six (36) months preceding the issue date of this RFP. Reference(s) shall identify the type of services provided by the Respondent, dates of service provision, the firm/agency name of the entity, for which the services were provided, and the current telephone number and address of the reference. Reference(s) shall include a paragraph describing services performed and preferably similar in magnitude and scope to those requested in the RFP. The County reserves the right to contact reference sources not listed in the response.

F. Contact for Contract Administration

- 1) The Respondent shall designate one person authorized to conduct Contract administration and function as the Contractor's Representative under the Contract resulting from this RFP and supply the following information:
NAME:
TITLE:
COMPANY NAME:
ADDRESS:
TELEPHONE NUMBER:
FAX NUMBER:
E-MAIL ADDRESS:

CATEGORY II: COST

Respondents are to provide an itemized breakdown of all costs associated with this project, including but not limited to; One time transition costs (i.e. setup, configuration, development), hourly rates, ongoing maintenance and licensing, add-ons (if applicable), software, training, support, data conversion, etc.

CATEGORY III:

TECHNICAL, METHODOLOGY APPROACH, IMPLEMENTATION / TRANSITION PLAN

SERVICE LEVEL AGREEMENTS

Provide an example of your firm's Service Level Agreement documents that you have used for similar engagements.

PROCESS/METHODOLOGY

Provide description of standard processes. Areas of interest include troubleshooting scripts, call tree examples, escalation procedures, severity one procedures, knowledge transfer procedures for shift changes, etc.

JUDICIAL CASE MANAGEMENT SYSTEM

Provide an overview of software/hardware including core functionality, screen shots, web capabilities, hardware/software requirements for end user, and all other pertinent information deemed relevant towards the process of proposal evaluation.

In addition proposer should identify within the proposal the number of counties this system has been implemented in indicating their relative size as compared to Dallas County and how many of these systems are currently in use, or in which stage of implementation.

KEY PERFORMANCE INDICATORS

Provide your company score card with statistics and metrics across your client base. An example would be percentage of missed and achieved SLA's.

REPORTING

Provide true examples of the standard set of reporting offered to a client, as well as ad hoc capabilities.

SATISFACTION SURVEYS

Provide an example of various satisfaction surveys and methods of distribution and receipt. Provide recommended frequency of surveys.

OVERALL SCOPE OF WORK

The Scope of work for this RFP consists of the implementation of a judicial case management system for the County of Dallas, Justice of the Peace courts. This implementation includes providing an integrated judicial case management system replacing the current legacy mainframe case management system JPAS and associated stand-alone spreadsheets/databases to store data pertaining to the Justice of the Peace operations within the county. Provide the required interfaces to associated systems such as Dallas Counties SQL based Adult Information System (AIS) to automated ticketing system(s) or deposit details to the Oracle DMS system which are required in conducting the Justice of the Peace court's daily business. This case management system must provide a method of fee collection for all activities including miscellaneous activates such as issuing Birth Certificates, Death Certificates and Marriage Licenses.

There are 11 Justice of the Peace courts, each court's staff although not inclusive of actual assignments, includes (at a minimum): Judge, Chief Clerk, Lead Civil Clerk, Civil Clerk, Lead Criminal Clerk, Criminal Clerk, Mail Clerk, Bookkeeper and Collections Clerk. Additionally the procedural structure varies by court their hours of operation are 8:00am to 4:30pm, Monday through Friday.

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- Misdemeanor (Examining Trial-Seized Property, Texas Alcohol & Beverage Commission (TABC) cases, and Issuance of Bad Check (IBC) from merchant)
- Misdemeanor Failure to Appear
- IBC cases (District Attorney's Office)
- Civil Cases (Illegal Tow Hearings, Distress Warrants)
- Small Claims Cases
- Eviction Cases
- Mental Illness Warrants (MIW) Cases
- Chemical Dependency Warrants (CDW) Cases
- Peace Bonds
- Texas Parks and Wildlife
- Driver's License Hearings

The Justice of the Peace courts also handle miscellaneous activities such as issuing Birth Certificates, Death Certificates and Marriage Licenses.

DALLAS COUNTY REQUIREMENTS

Address the following requirements in your list of qualifications:

Vendors must submit a completed matrix with their RFP response and provide one of the following response codes for each item listed below.

Y = This feature is currently in production in vendor's proposed system (i.e., fully implemented and in use) in another entity's operations.

T = This feature is currently developed and is in Alpha or Beta testing and is provided with the proposed solution.

U = This feature is not currently developed but can be added to the system. Please provide additional information if this response is provided. Include an indication of the potential timeframe required.

P = This feature is only partially available in the proposed solution.

M = A modification would need to be made to the proposed solution to provide this feature.

N = This feature is not provided or in compliance.

Comments are required to provide a brief explanation on how a specific function is handled with in the application, to determine ease of use. This information should be placed next to the response code.

1 Documentation	Response Code	Comments (Explain briefly how this function is carried out)
1.1 The vendor will provide a Functional Overview of the entire system.		
1.2 The vendor will provide documentation of the outputs of the system including report titles and content.		
1.3 The vendor will provide General Functional Descriptions of all online transactions.		
1.4 The vendor will provide Detailed Technical Design documentation and it will be completed and delivered to Dallas County before the installation date of the test system.		
1.5 The vendor will provide a Technical Overview of the proposed system which describes the interrelationships between all application programs, general purpose computer components, special purposes hardware components, and hardware peripherals.		
1 Documentation	Response Code	Comments (Explain briefly how this function is carried out)
1.6 The vendor will provide Database Record Formats/Schema including data element descriptions, internal file relationships, and estimated file sizes.		

1.7 The vendor will provide Functional Specifications for each application program, for all general purpose hardware components, and for all special purpose hardware components of the system.		
1.8 The vendor will provide a Functional Description of each operator's specific event occurring in the system.		
1.9 The vendor will provide Output Reports and Output Events to be produced by the proposed system, including a discussion of report flexibility features and selection parameters.		
1.10 The vendor will provide Input and Output Samples for screen formats, transactions, events, and reports.		
1.11 The vendor will provide Security Features used to limit access to certain features within the proposed system.		
1.12 The vendor will provide Database Backup/Recovery Procedures to be employed in the system.		
1.13 The vendor will provide Batch Processing Features (if any) describing estimated run times and the relative order of sequencing.		
1.14 The vendor will provide Operational Procedures/User Manual describing how the user will operate the system.		
1.15 The workstation and distributing workstation applications will be provided with a complete set of on-line user documentation specific to the type of workstation or application.		
1 Documentation	Response Code	Comments (Explain briefly how this function is carried out)
1.16 A final copy of the on-line documentation will be provided in electronic (PDF) format on CD and a printed copy of the updated documentation throughout the life of the workstation type reflecting the hardware/software version updates and modifications made.		

2 System Functionality	Response Code	Comments (Explain briefly how this function is carried out)
2.1 The system must utilize a SQL2005 database or later.		
2.2 The system must be able to upgrade to the most recent version of SQL supported by Dallas County.		
2.3 The system will capture all activities performed in the Justice of the Peace courts as it relates to judicial case management.		
2.4 The vendor will convert all relevant legacy mainframe court data into a format that is required by the system.		
2.5 The system will identify each of the Justice of the Peace courts as an independent functioning entity.		
2.6 The system will provide secure-access at the functional level, while also designating a Security Supervisory role.		
2 System Functionality	Response Code	Comments (Explain briefly how this function is carried out)
2.7 The case number format will follow Dallas County standards.		
2.8 The system will record new case filings, updates to existing cases.		
2.9 The system will provide real-time access for the Justice of the Peace court staff while simultaneously providing search capabilities.		
2.10 The system will allow the user to search for cases by "Case Number", "Case Type", "Officer" and "Complainant".		
2 System Functionality	Response Code	Comments (Explain briefly how this function is carried out)
2.11 The system will manage court administration functions including calendaring and hearing settings.		
2.12 The system will generate documents from any case-related activities upon request.		
2.13 The system will manage daily deposit requirements and comply with established Dallas County accounting practices.		

2.14	The system will create Ad-hoc reports or provide application packaged reports for generating case statistics, event listings and financial summaries.		
2.15	The system will handle collection of money for non-case related activities including: generating Marriage License, Birth Certificates, Death Certificates or request for multiple document copies.		
2.16	The system will not allow the co-mingling of cases between Justice of the Peace courts.		
2.17	The system will allow designated comment fields for all cases.		
2.18	The system will allow for electronic signatures defined at an individual level for requested court documents.		
2.19	The system will automatically alert the user when case-related items are due, both daily and on a requested or calculated date.		
2.20	The system will handle compliance with Scoff-Law, data transfers with OMNI Collections and general private collection agencies.		
2.21	The system should create and maintain a repository of defined aged fee schedule and fee codes.		
2.22	The system must maintain multiple versions of aged fee schedules and fee codes.		
2.23	The system will allow status updates to all cases.		
2 System Functionality		Response Code	Comments (Explain briefly how this function is carried out)
2.24	The system will merge data from other forms of documentation to case information.		
2.25	The system will store predefined sentencing paragraphs for merging into court documents.		
2.26	The system will include a time stamp on all printed documents.		
2.27	The system will be able to process overpayments on cases.		

2.28 The system will create bar code scanning and identification of file labels, citations, warrants and documents issued.		
2.29 The system must be able to interpret magnetic credit/debit card swipes.		
2.30 The system must be able to create and print a warrant.		
3 File Cases	Response Code	Comments (Explain briefly how this function is carried out)
3.1 The system will process case filings for Traffic, Misdemeanor Non-Traffic, Misdemeanor Child, Misdemeanor Minors, Justice Court Civil Suits, Eviction Suits, Small Claims Suits, Peace Bonds, Tax Cases, Truancy, Property Hearings and Administrative Hearings, Parks/Wildlife Tickets, and Miscellaneous Docket, Mental Health Warrants and Commitments.		
3.2 The system will auto-populate all fields for the same "Officer", "Agency", "Party", "Complainant" and/or "Defendant".		
3.3 The system will create a court docket calendar for all cases set for trials or hearings, both by date or date range.		
3.4 When Peace Bonds are filed, the system will automatically set the "Hearing Date" and "Hearing Time" for Proof of Accusation.		
3 File Cases	Response Code	Comments (Explain briefly how this function is carried out)
3.5 When Eviction cases are filed, the system will automatically provide some visible indicators to identify cases to show a Possession Bond was filed and print procedures for Immediate Possession.		
3.6 The system will allow compliance and conditions for each case processed.		
3.7 The system will automatically process and generate Disclosure Orders for agencies with secured child case information.		
3.8 The system will calculate court fines and costs with regard to the number of days served in jail or community service.		

3.9 The system will provide a visible indicator to identify cases for jury or non-jury.		
3.10 The system will provide a visible indicator to identify cases which are turned over to collections.		
3.11 The system will process Motions, Affidavits, Judgments, Orders and Transcripts using state governed rules.		
3.12 The system will need to provide a visible indicator to identify "Issuance of Bad Check" cases that are turned over to the District Attorney.		
3.13 The system will provide a visible indicator to identify disposed cases.		
3.14 The system will file and maintain Failure to Appear and Violate Promise to Appear cases.		
3.15 The system will print Complaints and Affidavits of Probable Cause to file with Failure to Appear and Violate Promise to Appear cases.		
3.16 The system will automatically add collection removal dates to cases if jail or community service time was served.		
3.17 The system must have the ability to refer a case to another JP Court.		
4 Warrants	Response Code	Comments (Explain briefly how this function is carried out)
4.1 The system will create warrant types for the following: • Alias • Bond Forfeiture • Capias Pro Fino • Mental Illness/Chemical Dependency • Misdemeanor • Recall • Failure to Appear		
4.2 The system will prompt the user on cases when a warrant is needed for Failure to Appear, Violate Promise to Appear or payment.		
4.3 The system will provide a visible indicator to identify convictable offenses that are not reported to the Department of Public Safety when the Capias Pro Fino warrant is issued.		

4.4 The system will have designated fields for entering the "Bondsman's Name", "Address", and "Phone Number" for each case.		
4.5 The system will generate Bond Appearance letters for Alias and Bond Forfeiture warrants.		
4.6 When filing Mental Health warrants and Commitments, the system will generate an Issuance of Emergency Detention warrant for all cases.		
4.7 The system will need to interface with the third party collection vendor.		
4.8 The system will track the age of warrants from the "Creation Date".		
5 Documents, Reports and Batch Printing	Response Code	Comments (Explain briefly how this function is carried out)
5.1 The system will need to maintain predesigned custom forms with version control capability.		
5.2 The system should be able to populate custom forms, custom letters and custom labels.		
5 Documents, Reports and Batch Printing	Response Code	Comments (Explain briefly how this function is carried out)
5.3 The system must be able to produce citations, subpoenas, warrants, notices, orders, judgments, jury charges, transcripts, writs and abstracts of judgment both on demand individually and by batch.		
5.4 The system will interface with Microsoft suite products.		
5.5 The system will allow printable reports of all cases filed both on demand individually and by batch.		
5.6 The system will generate warrant reports for the following: • Report of warrants issued • Report of active warrants • Report of warrants for defendants that cannot be located • Report of warrants when defendants are served		

5.7 The system will generate case reports for the following: • Cases with pleas entered • Cases disposed report by specific range of dates • Report of Cases by case type • Cases pending report by specific range of dates • Report of cases with "Trials Before the Court" by specific range of dates for all case types • Report of cases with "Jury Trials" by specific range of dates for all case types • Report of cases dismissed prior to trial by specific range of dates for all case types • Report of cases by Officer or Complainant • Report of DPS Conviction with automated update for removal by case disposition • Daily cash and check collections for deposit • Report of all Bondsmen/Sureties on cases		
5.8 The system will generate OCA reports for the following: • OCA State Collection Data Report • OCA State Justice of the Peace monthly report		
5.9 Generate and print (including ability to reprint) receipts with unique, locally defined, sequential receipt numbers.		
5 Documents, Reports and Batch Printing	Response Code	Comments (Explain briefly how this function is carried out)
5.10 Generate and print multiple receipts from one financial transaction covering multiple payments for multiple cases or purposes (e.g., attorney files and pays fees for several cases in one trip to courthouse).		
5.11 Generate and print either a single receipt or multiple receipts from one financial transaction covering multiple payments for single case (e.g., attorney files and pays fees for pleading, forms, and copies for given case in one trip to courthouse).		
5.12 Permit receipts to be reprinted with same receipt numbers and identified as reprinted or duplicate receipt.		

5.13 Compute totals, list transactions, and balance for each cash drawer, register, cashier, and payment (e.g., fee, fine) type; cash drawer balancing includes case number, cashier, Defendant last name, user; date; time; receipt number; payment type; user totals; and user voids; the application generates a teller report, which minimally displays the revenue distribution for each payment.		
5.14 Produce and print summary for each cashier including totals for each type of payment (e.g., cash, checks, credit card receipts, fee waivers, money orders).		
5.15 Print daily cash receipts journal by single or multiple location/entity for specified date range.		
5.16 Produce lists arranged according to user-selected criteria for any type of financial transaction (e.g., fees received by date, fee type, or party; receipts by reason for payment or by party).		
5.17 Produce summary reports for all cash drawers, cash register, and cashier by location.		
5.18 Print (including ability to reprint) daily cash receipts journal by location/entity for specified date range and bank account.		
5 Documents, Reports and Batch Printing	Response Code	Comments (Explain briefly how this function is carried out)
5.19 Produce detailed and summary lists of financial transactions (e.g., court cost, fee, fine, disbursements, voided transactions listed by type or chronologically, and adjustments/corrections) for specific accounts over specific periods (e.g., daily, monthly, for life of case).		
5.20 Record and generate a detailed and summary list of financial transactions by fee types and GL accounts for deposit, including general ledger breakdown by payment tenders (cash, checks, credit card, etc.).		
5.21 List bank deposits in various groupings (e.g., totals for cash, check, credit card) showing account in which funds to be deposited.		
5.22 Provide report noting fee code/GL account distribution for each payment type (such as cash, check, and credit card).		

5.23 Produce detailed and summary lists of financial transactions (e.g., fee, fine, restitution receipts, disbursements, court cost assessments, fee assessments, monetary judgments, voided transactions, indigent fee cost waivers listed by type or chronologically) for specific cases and defendants over specific periods (e.g., daily, monthly, for life of case).		
5.24 Produce periodic (e.g., daily, monthly) report or real-time inquiry showing financial status and history (e.g., information on transactions, account balances, discrepancies, adjustments) for each specified case or defendant account.		
5.25 Generate and print (including ability to reprint) invoices for and document collection of all moneys (e.g., fees for re-service of process).		
5.26 For criminal or traffic cases, create payment schedule, collect payments, apply payments collected to scheduled amount due (e.g., amount in judgment), and produce reports on overdue amounts (e.g., for previously-waived fees).		
5 Documents, Reports and Batch Printing	Response Code	Comments (Explain briefly how this function is carried out)
5.27 Create payment schedule, collect payments, apply payments collected to scheduled amount due (e.g., amount in judgment), and produce reports on overdue amounts.		
5.28 Produce report showing distribution formula, moneys distributed to other local and state units over specific period and how formula was used to compute distributions (see also Management and Statistical Reports Function).		
5.29 Display or print lists of transactions (e.g., receipts, disbursements, interest accruals listed by fee type or chronologically) for specific cases and accounts over specific periods (e.g., monthly for life of case).		
5.30 For specific periods: produce separate reports showing (1) cases for which fees received, no fees received, fees waived, no fees due; (2) all adjustments to accounts; (3) accounts receivable or payable for each case.		
5.31 For specific periods: produce separate reports showing (1) cases and defendants for which payments (e.g., fees, fines, restitution) collected, no payments collected, fees waived, no payments due; (2) all adjustments to		

accounts; (3) accounts receivable or payable for each case or defendant.		
5.32 Track and age undistributed, unclaimed, or forfeited money and produce aging reports.		
5.33 Provide a detail and summary receivable report, excluding pre-assessed amounts, that can be generated based on date range. Detail report should list case numbers associated to receivable amount.		
5.34 Provide information for disbursement of undistributed or unclaimed moneys and produce reports.		
5.35 Record disbursements manually and automatically for any outstanding overages or refunds associated to case and party. Print check register by Justice of Peace location for specified date range.		
6 Financial - General	Response Code	Comments (Explain briefly how this function is carried out)
6.1 The system will generate reports to satisfy regulations regarding the State OCA Collection.		
6.2 The system will track case financials filed by: • Cases with fines assessed by specific range of dates • Cases with fines reduced or waived by specific range of dates • Cases with payment agreements by specific range of dates • Cases paid in full by specific range of dates • Cases with jail time / community service credit (in full or partial) by specific range of dates • Cases (such as civil, small claims, evictions) with credits related to indigent parties with approved affidavits on file • Total collections by account type for specific range of dates • Cases with community service ordered by specific range of dates • Cases with partial or full credit or community service • Cases terminated from community service		
6.3 The system will identify types of tender which include: cash, checks, money orders and credit cards.		
6.4 The system will track daily cash, check, credit cards, and other collections for deposit.		

6.5 The system will auto populate the appropriate assessed court costs, court fees, and fines associated with each case, case type, offense (if applicable), and date (such as offense, filing, and/or transaction). The amounts should be triggered at different times (such as disposition and initial filing of a case) depending on the case type.		
6.6 The system will auto populate fees and fines associated with each case by case type, offense (for criminal/traffic cases) and within the fee date range.		
6.7 The system will identify and track full and partial payments for all cases.		
6.8 The system will maintain separate financials for each Justice of the Peace courts.		
6 Financial - General	Response Code	Comments (Explain briefly how this function is carried out)
6.9 The system will create receipts for all payment transactions for each Justice of the Peace courts.		
6.10 The system will track the complete payment history of each case.		
6.11 The system will need to interface with the third party collection vendor.		
6.12 The system will allow users to generate a daily court credit/debit card settlement report.		
6.13 The system will create and maintain a repository of defined aged fee schedule and fee codes.		
6.14 The system will allow payment arrangements based on case type.		
6.15 The system will allow financial status updates to all cases.		
6.16 The system will provide the ability to override system fee amounts for cases.		
6.17 The system shall comply with generally accepted accounting principles (GAAPs and GASB) for governmental entities (which imply courts or state must define applicable GAAPs and GASB processes).		
6.18 The system shall provide appropriate security and authorization for all accounting functions.		
6.19 The system shall allow authorized users to adjust or correct any data supplied automatically by system prior to posting (e.g., default entries,		

funds distribution according to pre-determined formula) and provide audit trail of these transactions).		
6.20 The system shall transfer funds from one JP Case to another case or between accounts in a given case.		
6.21 The system shall prevent financial transactions to be dated and posted to a closed accounting period to ensure reports remain accurate for prior periods or date ranges.		
6 Financials - General	Response Code	Comments (Explain briefly how this function is carried out)
6.22 The system will provide a complete audit trail for all financial transactions and configuration tables, including user creating original transaction, date/time of original transaction, user performing the last update of the transaction, and date/time of last update.		
6.23 The system will identify the cashier/user name for all financial transactions.		
6.24 The system tracks the service events (issuing and serving of document) and fees associated to citations and other papers.		
6.25 The system will allow each JP location the ability to process financial transactions (includes receipting, processing voids/corrections/adjustments, and recording disbursements) separately from other JP locations.		
6.26 The system will maintain user-defined standard tables for court costs, fees, and fines. The table can be updated in advance based on legislative changes and local actions.		
6.27 The system is able to associate a single or multiple general ledger accounts to court cost and/or fees.		
6.28 The user-defined tables for financial configuration (including properties) can be reviewed by users with inquiry only rights and can be generated in report format by users.		
6.29 The system allows inquiry access to financial information for confidential cases while hiding confidential information, such as party name, from user.		

6 Financials – Assessment and Payments	Response Code	Comments (Explain briefly how this function is carried out)
6.30 Automatically assess court costs, fees, and/or fines to a case based on occurrence of specific event (e.g., initial filing, motion filing; disposition); date field (e.g. transaction date, offense date for criminal cases, file date for civil cases); and offense for certain case filings.		
6 Financials – Assessment and Payments	Response Code	Comments (Explain briefly how this function is carried out)
6.31 Provide the ability to handle pre-assessment of court costs/fines for traffic cases to allow amount due to be calculated before defendant is obligated to pay amount per statute.		
6.32 Allocate fees associated with nonparties (e.g., from couriers, media) that may or may not be case related (e.g., for forms, document copies, certified copies) and process appropriately (e.g. not docketed if not related to specific case).		
6.33 Associate payment with proper case and person when money is collected.		
6.34 Permit payment to be accepted for cases filed but not docketed completely (e.g., all data not entered into system) and recorded by entering minimal amount of data (e. g., case number, case type, case category, case style or title, name of party submitting payment, date of payment, nature of payment) as precursor to full docket entry.		
6.35 Automatically allocate payments for fines and cost, including partial payments, to the appropriate fee/GL accounts as prescribed by Texas statute and Attorney General Opinions. Ability for partial payments to be prorated among outstanding charges based on an authorized method for that court (e.g. criminal cases, the first credit whether from jail time or payment should be allocated to the cost).		
6.36 Allow authorized users to manually allocate payments to the appropriate fee/GL accounts. It will allow users the ability to disallow the function when needed.		
6.37 Allow the application of user-defined credits or non-monetary payments, such as inability to pay, jail-time served, and community service, to reduce case balance due.		

6.38 Accept full, partial, and installment payments by range user-defined payment methods, such as cash, check, credit card, fee waiver, etc.		
6 Financials – Assessment and Payments	Response Code	Comments (Explain briefly how this function is carried out)
6.39 Provide distribution of monies collected by the Court according to locally defined business rules.		
6.40 Allow the receipting of unidentified payments.		
6.41 Allow the assignment of previously receipted unidentified payments to specific obligation.		
6.42 Record information on payments and other transactions including type of payment, payee, cashier identifier, amount tendered, payment amount, change given, and related information (case related and non-case related).		
6.43 Accept multiple types of payments in single transaction (e.g., cash, check, money order).		
6.44 Accept multiple cost and fee payments for single case with capability to process as either single payment or separate payments (e.g., voiding, receipting).		
6.45 Accept single payment for multiple cases with capability to process separately for each case (e.g., voiding, receipting).		
6.46 Allow overpayments to be applied to subsequent changes on cases and/or refunded to the appropriate party.		
6.47 Permit user, with proper authority, to override pre-established funds distribution priorities.		
6.48 Transfer funds from one case to another case or between accounts in a given case with proper audit trail.		
6.49 Provide a process for handling NSF payments based on locally defined business rules, including reinstating fees paid and adding any return check fees to the case.		
6.50 Permit a defendant to pay remotely via available technology (e.g. phone or web).		
6.51 Create payment schedule, apply payments received to scheduled amount due, and produce reports on overdue amounts (e.g., for previously waived fees).		

6 Financials – Assessment and Payments	Response Code	Comments (Explain briefly how this function is carried out)
6.52 Provide and process payment plans and collections for defendant according to Senate Bill 1863.		
6.53 Accept overpayments for check and credit card transactions.		
6.54 Track overpayments on each case with capabilities to view overpayments balance on-line and in a report.		
6.55 Accept and apply payments across several cases.		
6.56 Can view the case balance on the same screen as the fees and the initial fees of the case.		
6.57 Ability to process non-court fees, such as copy charges.		
6.58 Accept payments from someone who is not a party on the case.		
6.59 Ability to have unique transaction number issue for payment type and credit.		
6.60 Ability to record receipt pending identification of the correct case or account (e.g. traffic fines received before ticket is filed, bonds posted before the case is filed).		
6 Financials – Receipt Capabilities	Response Code	Comments (Explain briefly how this function is carried out)
6.61 Generate and produce receipts with proper identifiers (e.g., fee/fine code; court location and address; case number; receipt number, date, cashier) and supporting information (e.g. payer, amount assessed, amount collected, installment or partial payment plan, status) based on collections with user option to receive single or multiple copies of receipt. Ability to include county seal.		
6.62 Generate and print (including ability to reprint) receipts with unique, locally defined, sequential receipt numbers.		
6 Financials – Receipt Capabilities	Response Code	Comments (Explain briefly how this function is carried out)
6.63 Generate and print multiple receipts from one financial transaction covering multiple payments for multiple cases or purposes (e.g., attorney files and pays fees for several cases in one trip		

to courthouse).		
6.64 Generate and print either a single receipt or multiple receipts from one financial transaction covering multiple payments for single case (e.g., attorney files and pays fees for pleading, forms, and copies for given case in one trip to courthouse).		
6.65 Permit receipts to be reprinted with same receipt numbers/original dates and identified as reprinted or duplicate receipt.		
6.66 Generate separate receipt sequence for each location/court.		
6.67 Provide system-generated receipt number sequence and audit trail of receipt number usage.		
6.68 Ability to generate receipt only when monetary payment is accepted. No receipt number generated for non-monetary receipts. (Distinguish between two types of receipts).		
6.69 Ability to control/prevent issuance of negative receipt.		
6.70 Ability to offer bilingual receipts with the amounts remaining in English.		
6.71 Ability to receipt money for other locations at a central location.		
6.72 Ability to retain actual receipt date (original date not overridden by correction).		
6 Financials – Cashier Close-Out	Response Code	Comments (Explain briefly how this function is carried out)
6.73 Record and maintain information on receipts and disbursements (e.g., payer, payee, receipt number, case number, and purpose of payment or disbursement).		
6 Financials – Cashier Close-Out	Response Code	Comments (Explain briefly how this function is carried out)
6.74 Permit decentralizing cashiering and supports multiple cash drawers and multiple cashiers.		
6.75 Allow separate/independent closeout by location and/or court.		
6.76 Provide secure passwords for each cashier.		

6.77 Identify cashier with all transactions (e.g., receipts, reports).		
6.78 Compute totals, list transactions, and balance for each cash drawer, register, cashier, and payment (e.g., fee, fine) type; cash drawer balancing includes case number, cashier, Defendant last name, user; date; time; receipt number; payment type; user totals; and user voids; the application generates a teller report, which minimally displays the revenue distribution for each payment.		
6.79 List contents of each drawer (e.g., cash, checks, credit card receipts, fee waivers, money orders).		
6.80 Produce and print summary for each cashier including totals for each type of payment (e.g., cash, checks, credit card receipts, fee waivers, money orders).		
6.81 List any discrepancies among payments, receipts, and cases over specific periods for each cashier for whom above summary shows imbalance for any type of payment.		
6.82 Permit individual cashiers to open and close as needed.		
6.83 Allow supervisor to correct payment type (e.g., cash, checks, credit card receipts, fee waivers, money orders) with proper security provisions.		
6.84 Suspend cashier operations multiple times during day (e.g., close without balancing to permit lunch and other breaks).		
6 Financials – Cashier Close-Out	Response Code	Comments (Explain briefly how this function is carried out)
6.85 Permit transactions that arrive after cashier closeout to be entered as transaction for next day.		
6.86 Print daily cash receipts journal by single or multiple location/entity for specified date range.		
6.87 Produce lists arranged according to user-selected criteria for any type of financial transaction (e.g., fees received by date, fee type, or party; receipts by reason for payment or by party).		
6 Financials – Corrections/Adjustments/Voids	Response Code	Comments (Explain briefly how this function is carried out)

6.88 Permit payments to be voided and corresponding adjusting entries to be made before daily balancing by authorized users and with an audit trail.		
6.89 Allow adjusting entry to correct payment type (e.g., cash, checks, credit card receipts, fee waivers, money orders) by authorized users and with an audit trail.		
6.90 Allow adjusting entry to correct a distribution allocation from receipts by authorized users and with an audit trail.		
6.91 Ability to make correction to fee codes without affecting amount total on the receipt with audit trail.		
6.92 Ability to transfer payment between cases with audit trail.		
6.93 Ability to require supervisor approval for corrections.		
6.94 Ability to void a receipt by authorized person maintaining an audit trail of the old receipt, user name, and date of void.		
6.95 Voided receipt is tied to the original receipt.		
6.96 Ability to make comments and note reasons for voids.		
6 Financials – Corrections/Adjustments/Voids	Response Code	Comments (Explain briefly how this function is carried out)
6.97 Ability to generate a printed receipt marked with the word “void”.		
6.98 Ability to limit receipt-voiding capability to the location that issued the original receipt.		
6 Financials - Deposits	Response Code	Comments (Explain briefly how this function is carried out)
6.99 Produce summary reports for all cash drawers, cash register, and cashier by location.		
6.100 Total and reconcile receipts over specific period for multiple cashiers to calculate bank deposits.		
6.101 Produce summary reports for each cash drawer, cash register, and cashier.		
6.102 Establish, maintain, and track various types of bank accounts (e.g., interest bearing, non-interest bearing, installment, pay-through,		

funds held short-term by clerk.		
6.103 Print (including ability to reprint) daily cash receipts journal by location/entity for specified date range and bank account.		
6.104 Produce detailed and summary lists of financial transactions (e.g., court cost, fee, fine, disbursements, voided transactions listed by type or chronologically, and adjustments/corrections) for specific accounts over specific periods (e.g., daily, monthly, for life of case).		
6.105 Record and generate a detailed and summary list of financial transactions by fee types and gl accounts for deposit, including general ledger breakdown by payment tenders (cash, checks, credit card, etc.).		
6.106 List bank deposits in various groupings (e.g., totals for cash, check, credit card) showing account in which funds to be deposited.		
6.107 Disburse collected fees and fines electronically according to predefined formula either periodically (e.g., monthly) or when fees or fines collected in conjunction with Receipting Function.		
6 Financials - Deposits	Response Code	Comments (Explain briefly how this function is carried out)
6.108 Provide integration with financial general ledger system.		
6.109 Provide report noting fee code/GL account distribution for each payment type (such as cash, check, and credit card).		
6.110 Ability to prevent updates and correction that result in negative total for any bank code at the end of the day closeout.		
6.111 Ability to produce separate/distinct daily deposit summaries for cash, credit card, and check including overages and shortages.		
6.112 Ability to change deposit type (cash, check, electronic, etc) with audit trail.		
6.113 Ability to generate a daily cashier transaction report.		

6 Financials – Case Account Management/ Updates to Accounts	Response Code	Comments (Explain briefly how this function is carried out)
6.114 Maintain financial parts of case files and docket (e.g., payments received).		
6.115 Maintain and track various types of individual (e.g., case or party or defendant) and balances by case, due date, and party or defendant.		
6.116 Identify and record arrearages, generate alerts when scheduled payments not made (e.g., for fee waivers or deferrals now due), and take or prompt user to take appropriate action.		
6.117 Track status of accounts referred to other agencies or organizations for collection.		
6.118 Produce correspondence such as payment notices and dunning letters.		
6 Financials – Case Account Management/ Updates to Accounts	Response Code	Comments (Explain briefly how this function is carried out)
6.119 Identify existence of fee waivers or deferrals, display message (e.g., indigent, governmental waiver), process appropriately (e.g., case filed but waiver deferred pending judicial review).		
6.120 Record funds collected from other local, state, and private units for payment of specific case and defendant costs, fees, and judgments (e.g., for service of summons by law officer for another jurisdiction).		
6.121 Record changes to accounting records that result from courts orders (e.g. change in monthly restitution amount) and modify appropriate records.		
6.122 Establish flexible, user-defined and -maintained individual (e.g., for case, single defendant in case) case and defendant accounts when initial fees collected for new case.		
6.123 Apply correcting entries without changing or deleting previously-recorded transactions, record and store adjusting financial entries (e.g., bank adjustments for errors or bad checks), and modify amounts due with proper authorization.		
6.124 Produce detailed and summary lists of financial transactions (e.g., fee, fine, restitution receipts, disbursements, court cost assessments, fee assessments, monetary judgments, voided transactions, indigent fee cost waivers listed by		

type or chronologically) for specific cases and defendants over specific periods (e.g., daily, monthly, for life of case).		
6.125 Produce periodic (e.g., daily, monthly) report or real-time inquiry showing financial status and history (e.g., information on transactions, account balances, discrepancies, adjustments) for each specified case or defendant account.		
6.126 Generate and print (including ability to reprint) invoices for and document collection of all moneys (e.g., fees for re-service of process).		
6 Financials – Case Account Management/ Updates to Accounts	Response Code	Comments (Explain briefly how this function is carried out)
6.127 Mark case or defendant account closed or some other designator.		
6.128 For criminal or traffic cases, create payment schedule, collect payments, apply payments collected to scheduled amount due (e.g., amount in judgment), and produce reports on overdue amounts (e.g., for previously-waived fees).		
6.129 For criminal or traffic cases: identify (i.e., input or compute) and record payment delinquencies, generate alerts when scheduled payments not made (e.g., for unpaid assessments now due), and take or prompt user to take appropriate action (e.g., refer to collection agency or law enforcement) (see Scheduling, Compliance, Criminal Support functions).		
6.130 Post, process, and track installment payments and partial payments from defendant subsequent to disposition.		
6.131 Automatically populate appropriate fees/costs (not fines) based on violation and allow for clerk override.		
6.132 Populate appropriate fines based on violation and local business rules and allow for clerk override.		
6.133 Compute and display costs and fees based on occurrence of specific event (e.g., traffic school, warrant issuance, subpoena).		
6.134 Ability to establish a priority ranking for funds collected, funds paid out, and for reconciliation of all fund categories paid to state and county		

criminal justice agencies.		
6.135 Post case or defendant related receipts to accounting records and register of actions.		
6.136 Post case and defendant related disbursements to accounting records.		
6 Financials – Case Account Management/ Updates to Accounts	Response Code	Comments (Explain briefly how this function is carried out)
6.137 Apply correcting entries without changing or deleting previously-recorded transactions, record and store adjusting financial entries (e.g., bank adjustments for errors or bad checks), and modify amounts due with proper authorization.		
6.138 Create payment schedule, collect payments, apply payments collected to scheduled amount due (e.g., amount in judgment), and produce reports on overdue amounts.		
6.139 Track installment payments and partial payments.		
6.140 Compute parts of fees to be distributed to other local and state units according to predefined formula (e.g., portion of fees for county parks, DART) and permit distribution formula override by appropriate authority.		
6.141 Produce report showing distribution formula, moneys distributed to other local and state units over specific period and how formula was used to compute distributions (see also Management and Statistical Reports Function).		
6.142 Record funds received from other local, state, and private units (e.g., court-ordered payments such as state tax intercepts to recover previously waived fees.		
6.143 Post case-related receipts to accounting records and docket or register of actions; associate receipts with proper case, account, or case activity.		

6.144	Record changes to accounting records that result from court orders (e.g., order for refund of jury fees) and modify appropriate records.		
6 Financials – Case Account Management/ Updates to Accounts		Response Code	Comments (Explain briefly how this function is carried out)
6.145	Post (as noted above), process (i.e., tasks noted throughout these accounting sections), and track (e.g., principal, interest, costs, attorney fees) garnishments and partial payments (e.g., through memorandum of credit) from litigants subsequent to judgments.		
6.146	Post non case-related receipts to accounting records and associate receipts with proper account.		
6.147	Produce report showing distribution formula, moneys distributed to other local and state units over specific period and how formula was used to compute distributions (see also Management and Statistical Reports Function).		
6.148	Display or print lists of transactions (e.g., receipts, disbursements, interest accruals listed by fee type or chronologically) for specific cases and accounts over specific periods (e.g., monthly for life of case).		
6.149	Accrue charges to case based on occurrence of specific events (e.g., motion filed), periodically apply debits and costs to accounts (e.g., attorney and media accounts), and produce account statements.		
6.150	For specific periods: produce separate reports showing (1) cases for which fees received, no fees received, fees waived, no fees due; (2) all adjustments to accounts; (3) accounts receivable or payable for each case.		
6.151	Allow flexible, user-defined and -maintained account structure that permits funds to be allocated to appropriate case cost types and other accounts (e.g., for city, county, state, court).		
6.152	Post non-case-related receipts and disbursements (e.g., for copies) to accounting records and associate with proper account.		

6 Financials – Case Account Management/ Updates to Accounts	Response Code	Comments (Explain briefly how this function is carried out)
6.153 Compute parts of fees and fines to be allocated to other local and state units (e.g., portion of fees for county parks, county library, and other purposes) according to predefined formula.		
6.154 For specific periods: produce separate reports showing (1) cases and defendants for which payments (e.g., fees, fines, restitution) collected, no payments collected, fees waived, no payments due; (2) all adjustments to accounts; (3) accounts receivable or payable for each case or defendant.		
6.155 Allow flexible, user-defined and -maintained account structure that permits funds to be allocated to appropriate case cost types and other accounts (e.g., for city, county, state, court) for specific date range.		
6.156 Track and age undistributed, unclaimed, or forfeited money and produce aging reports.		
6.157 Provide ability to track, maintain, and process bonds, including refunding bond or apply bond to court costs, fees, and fines.		
6.158 Provide ability to apply overpayments to subsequent court cost, fines, and fees.		
6.159 Provide a detail and summary receivable report, excluding pre-assessed amounts, that can be generated based on date range. Detail report should list case numbers associated to receivable amount.		
6 Financials – Disbursement	Response Code	Comments (Explain briefly how this function is carried out)
6.160 Place hold on disbursements.		
6.161 Provide information for disbursement of undistributed or unclaimed moneys and produce reports.		
6.162 Record disbursements manually and automatically for any outstanding overages or refunds associated to case and party. Print check register by Justice of Peace location for specified date range.		
6 Financials – Disbursement	Response Code	Comments (Explain briefly how this function is carried out)
6.163 Post case-related disbursements to accounting records and docket or register of actions; associate disbursements with proper case,		

account, or case activity.		
6.164 Post non case-related disbursements to accounting records and associate disbursements with proper account.		
6.165 Automatically calculate and disburse the money collected by the court.		
6.166 Produce pre-check register (e.g., to view checks prior to printing register) and check register over specific period.		
6.167 Allow each location/court to have a separate disbursement account.		
6.168 Track all overage on cases by party and allow the recording of disbursement to reduce the overage amount for the party.		
6.169 Associate any case disbursement to the case financial history.		
6.170 Ability to perform automatic reporting of unclaimed funds to the State and County Treasurer.		
6.171 Track collected funds deposited to special fund account for future disbursement and allow recording of disbursement from special fund account.		
6 Financials – Collections/Billing	Response Code	Comments (Explain briefly how this function is carried out)
6.172 Provide the ability to send or resend a defendant account to collections.		
6.173 Provide the ability to record (e.g. update docket and/or financial records) that an account is being worked on by outside collection agency.		
6.174 Allow accounts in a collection hold or outside collection status to be indicated on reports and on inquiry functions while in collections.		
6 Financials – Collections/Billing	Response Code	Comments (Explain briefly how this function is carried out)
6.175 Support recall of accounts in collection status.		
6.176 Provide the ability to make payment adjustments made to cases based on collection activity (e.g. record amount collected and charge balance to collection fee per local rules).		

6.177 Ability to close a collection account when the file is closed by locally defined business rules.		
6.178 Automatic move customer accounts into collection based on locally defined parameters.		
6.179 Provide the ability to accept and enter payments for cases which are in collection.		
7 Motions, Affidavits, Orders & Judgments	Response Code	Comments (Explain briefly how this function is carried out)
7.1 When a Pauper's Affidavit is filed, the system will provide some visible indicators to identify cases to send notifications to all parties.		
7.2 The system will provide some visible indicators to identify a case when a "Defendant" was served in person and the Affidavit of Military Status of Defendant is not required before a default judgment is entered.		
7.3 The system will maintain and use the state governed Motion Rules for all cases.		
7.4 The system will generate Transfer by Affidavits documentation for all cases.		
8 Bonds	Response Code	Comments (Explain briefly how this function is carried out)
8.1 The system will process bond types for the following: • Appeal • Peace • Surety • Cash • Criminal • Bond Forfeitures		
8 Bonds	Response Code	Comments (Explain briefly how this function is carried out)
8.2 The system will have designated fields for entering the "Bondsman's Name", "Address" and "Phone Number" for each case.		
8.3 The system will generate Bond Appearance letters for Alias and Bond Forfeiture warrants.		
8.4 The system will maintain a Bondsman/Sureties database containing the following: "Name", "Address" and "Phone Number".		
8.5 The system will display "Bond Type" information on case dockets.		

9 Testing	Response Code	Comments (Explain briefly how this function is carried out)
9.1 Each delivery of code will be unit/integration tested prior to the delivery to Dallas County.		
9.2 Each delivery of code will be deployed on a Dallas County test system for the performance of a regression/functional test prior to the implementation to production.		
9.3 Each delivery of code will be deployed on a Dallas County test system for the performance of a performance test prior to the implementation to production.		
9.4 Each delivery of code will be deployed on a Dallas County test system for the performance of a user acceptance test prior to the implementation to production.		
9.5 The vendor will supply assistance with the deployment of code onto the test platform in a timely manner.		
9.6 The vendor will supply bug fixes for defects found within a reasonable amount of time (no longer than 30 days).		
10 System Components and Peripherals	Response Code	Comments (Explain briefly how this function is carried out)
10.1 All system components and peripherals will be the most current version in commercial use at the time of ordering the equipment.		
10 System Components and Peripherals	Response Code	Comments (Explain briefly how this function is carried out)
10.2 All system components will be evaluated to confirm that they are the most current version available at the time of order.		
10.3 The system components will be compatible with the Dell workstations.		
10.4 The vendor implementation team will work with the Dallas County Information Services Department and Dallas County Justice of the Peace Courts to establish LAN connections to all system devices.		

CATEGORY IV: MINORITY/WOMEN OWNED BUSINESS COMPLIANCE

All firms are to complete the M/WBE information forms with their response. Any questions regarding these forms are to be directed to Ms. Leffie Crawford, Minority Business Coordinator for Dallas County at 214 653-6018.

GENERAL REQUIREMENTS

AMBIGUITY, CONFLICT, OR OTHER ERRORS IN RFP

If a Firm discovers any ambiguity, conflict, discrepancy, omission or other error in the RFP, he shall immediately notify the County of such error in writing and request modification or clarification of the document. Any modification made to this RFP will be issued as an addendum. Written notice will be given to all parties who have been furnished with the RFP without divulging the source of the request for it.

If a Firm fails to notify the County prior to the date and time fixed for submission of Offers of an error or ambiguity in the RFP known to him, or an error or ambiguity that reasonably should have been known to him, he shall not be entitled to additional time by reason of the error/ambiguity or its late resolution.

The County may also modify the RFP prior to the date and time fixed for submission of Offers by issuance/posting of an addendum. All addenda will be numbered consecutively beginning with 1.

OFFER PREPARATION COST

Dallas County shall not be responsible or liable for any costs associated with the preparation, submittal, presentation, or other costs incurred by participating in this procurement process.

SIGNATURE OF PROPOSERS

An individual who is authorized to bind the Firm contractually shall sign a transmittal letter, which shall be considered an integral part of the Offer. If the Firm is a corporation, the legal name of the corporation shall be provided together with the signature of the officer or officers authorized to sign on behalf of the corporation.

ECONOMY OF PRESENTATION

Proposals are not to contain promotional or display materials, except as they may directly answer, in whole or in part, questions contained in the RFP. Such exhibits shall be clearly marked with the applicable reference number of the questions in the RFP. Proposals must address the requirements since the RFP must be answered concisely and clearly. Proposals that do not address each criterion may be rejected and not considered.

PROPOSAL OBLIGATION

The contents of the Proposal and any clarification/negotiation thereto submitted by the successful Firm shall become part of the contractual obligation and incorporated by reference into the ensuing contract.

IMPLIED REQUIREMENTS

Products and services not specifically mentioned in this RFP, but which are necessary to provide the functional capabilities described by the Firm, shall be included in the Proposal.

COMPLIANCE WITH RFP SPECIFICATIONS

It is intended that this RFP describe the requirements and response format in sufficient detail to secure comparable proposals. The Firm's response must coincide with the format of the RFP.

WITHDRAWAL OF PROPOSAL

A proposing Firm may withdraw their Proposal by submitting a written request for its withdrawal, such request having the signature of an authorized company representative, to the County Procurement Coordinator at any time prior to the submission deadline. The Firm may thereafter submit a new Proposal prior to the deadline. Modifications offered after the deadline and before the BAFO process will not be considered.

STATUS/DISCLOSURE OF PROPOSAL

All submitted Proposals become the property of the Dallas County and shall be subject to any applicable open records statutes. The content of all RFP's submitted shall remain in effect for a minimum period of 180 days.

Information requested in the RFP deemed by the responding firm to be privileged and confidential must be marked "Privileged and Confidential Information." The County will endeavor to protect such information from disclosure to competitors to the extent allowable by law. Responding firms are advised that responses are subject to the Texas Public Information Act (Texas Open Records Act), Chapter 552, Texas Government Code.

All Proposal information, including detail price and cost information, shall be held in confidence until a contract is formally executed and/or the RFP is cancelled. Upon award, the Proposals and associated materials shall be open for review by the public in accordance with The Texas Open Records Act. By submitting a Proposal, the proposing Firm acknowledges and accepts that the full contents of the Proposal and associated documents shall become open to public inspection. The County will uphold the confidentiality of Vendor trade secrets to the extent allotted by law. *All confidential information and trade secrets must be clearly identified and separated, by the Firm prior to submission of the Offer.*

CONTRACTUAL DEVELOPMENT

The contents of the RFP and selected Firm's proposal will become an integral part of the contract but may be modified by provisions of the contract as negotiated. Therefore, the proposing Firm must be amenable to inclusion in a contract of any information provided (in writing) either in response to this RFP or subsequently during the selection process.

EXPENSE AND FEE REQUIREMENTS

The Firm shall be responsible for payment of expenses and fees associated with the Performance of this agreement, including but not be limited to: wages, salaries, labor, services, materials, supplies, transportation, communications, licensing and inspection, taxes, insurance, bonds, etc.

Dallas County will pay based on the negotiations rates determined in the contract with units to be determined upon task assignment and may include additional rates for work outside the scope of the contract. All fees are to include all travel and other expenses for performing the contract.

INVOICES

The awarded Firm will submit an itemized billing statement in accordance with the awarded contract requirements. Unless noted all invoices will be net 30 days upon receipt in the County Auditors Office.

The original invoice is to be sent to the County Auditor's Office 509 Main Ste. 407 Dallas, Texas 75202. A copy of the invoice is to be sent to the Dallas County CIO, 509 Main Street, 6th Floor, Dallas, Texas 75202 for approval. Any disputes in billing must be resolved by the County CIO.

INDEMNIFICATION

The Vendor agrees that it will protect, defend, indemnify, and save whole and harmless the County and all of its officers, agents, and employees from and against all claims, demands, causes or action, damages, judgments, loss and expenses, including attorney's fees, of whatsoever nature, character, or description that any person or entity has or may have arising from or on account of any injuries or damages (including but not restricted to death) received or sustained by any person, persons, or property, on account of, arising out of, or in connection with the performance of the work, including without limiting the generality of the foregoing, any negligent act or omission of the Vendor or any agent, servant, employee or sub-contractor of the Vendor in the execution or performance of this Contract. Vendor further agrees to protect, indemnify and hold County harmless against and from any and all claims and against and from any and all loss, cost, damage, judgments or expense, including attorney's fees arising out the breach of any of the requirements and provisions of this contract of any failure of Vendor, its employees, officers, agents, contractors, invitees, or assigns in any respect to comply with and perform all the requirements and provisions hereof.

COLLUSION

The successful Vendor may be required to provide an affidavit that he has not conspired with other potential suppliers in any manner to attempt to control competitive pricing. This paragraph does not however, preclude two or more suppliers of certain parts of the requirements from presenting a combined or joint offer for the purpose of providing a complete proposal.

PERFORMANCE BOND

In accordance with Chapter 2253.01 of the Texas Local Government Code and upon execution of negotiated contract the awarded firm will submit a good and sufficient Performance Bond in an amount equal to 100 percent of the approximate total amount of the Contract, as evidenced by the negotiated contract value, or otherwise guaranteeing the full and faithful execution of the Work and performance of the Contract in accordance with the Plans, Specifications and Contract Documents, including any extensions thereof, for the protection of Dallas County.

This bond shall provide for the repair and for maintenance attendant thereto, of all defects due to faulty materials, workmanship, defects, and failures that may appear within a period of one year from the date of completion and acceptance of the Work by the Commissioners Court.

In the event the contract is prematurely terminated due to non-performance and/or contractor request, Dallas County reserves the right to act on the performance bond and/or seek monetary restitution. In the event civil suit is filed to enforce this provision, Dallas County will seek it's attorney's fees and cost of suit from the Vendor.

Bonds shall be executed by a duly authorized surety company satisfactory to Dallas County. Dallas County will accept only those bonds executed by those surety companies listed in Circular 570 "Surety Companies Acceptable on Federal Bonds published in the Federal Register, U.S. Department of the Treasury.

No sureties will be accepted by Dallas County who are now in default or delinquent on any bonds or who are interested in any litigation against Dallas County. All bonds shall be executed by corporate surety authorized to do business in the State of Texas.

Each bond shall be executed by the Contractor and the Surety. Each surety shall designate an agent resident in the State of Texas to whom any requisite notices may be delivered and on whom service of process may be had in matters arising out of such surety ship.

All bonds shall be delivered to the Dallas County Purchasing Department, c/o Gloria Torres, 509 Main Street, Room 623, Dallas, Texas 75202, within 30 days after award of the contract.

Dallas County will disburse no payments for goods and or services provided unless a good and sufficient bond is on file with the County.

MONETARY RESTITUTION

In the event the contract is prematurely terminated due to non-performance and/or withdrawal by the Vendor, Dallas County reserves the right to seek monetary restitution (to include but not limited to; withholding of monies owed) from the Vendor to cover costs for interim services and/or to cover the difference of a higher cost (difference between termination Vendor's rate and new company's rate) beginning the date of Vendor's termination through the contract expiration date. In the event civil suit is filed to enforce this provision, Dallas County will seek its attorney's fees and cost of suit from the Vendor.

FINANCIAL INTEREST

No official or employee shall have any financial interest, direct or indirect, in any contract with the County or be financially interested, directly or indirectly, in the sale to the County of any land, materials, supplies or services, except on behalf of the County as an official or employee. Any violation of this section, with knowledge, express or implied, of the person or corporation contracting with the County shall render the contract involved voidable by the Commissioners Court of the County. It is the responsibility of the Proposer during all phases of the procurement process to notify the County in writing of any potential conflict of interest.

LITIGATION

Any Firm who is currently involved, either directly or indirectly with any litigation against or involving the County, which, as determined by the Commissioners Court, may not be in the best interest of the County may be disqualified and/or not considered for an award.

RIGHT TO REJECTION

The County reserves the right, at its sole discretion, to reject and any all Proposals or to cancel this RFP in entirety as determined to be in the best interests of the County. Any Proposal received which does not meet the requirements of this RFP, may be considered to be non-responsive, and the Proposal may be rejected. Proposers must comply with all of the terms of this RFP and all applicable Federal, State and Local laws and regulations.

The County reserves the right, at its sole discretion, to waive any technicality in Proposals provided such action is in the best interest of Dallas County. Where the County waives minor technicalities in Proposals, such waiver does not modify the RFP requirements or excuse the proposing Firm from full compliance with the RFP. Notwithstanding any minor technicalities, the County may hold any Firm to strict compliance with the RFP.

GOVERNING LAW VENUE

The laws of the State of Texas shall govern any proposed agreement, and all obligations of the parties created hereunder are performable in Dallas County, Texas. In any legal action arising from this Agreement, the laws of Texas shall apply and exclusive venue shall lie in Dallas County, Texas.

FISCAL FUNDING

Any agreement resulting from this RFP will be subject to the availability of governmental fiscal funding. If such funds become reduced or unavailable, any contract agreement shall be subject to immediate modifications, reduction or termination on the expiration date or date in which the funds have been eliminated.

ASSIGNMENT

Firms shall not sell, assign, transfer or convey this Contract, in whole or in part, without the prior written consent of the Dallas County Commissioners Court. Should the County authorize the original awardee to subcontract (assign) any portion of this contract, the original awardee will maintain the ultimate legal responsibility for all services according to contract specifications. In the event of a subcontract, the original awardee must maintain a continuous effective business relationship with the subcontractor(s) including, but not limited to, regular payments of all monies owed to any subcontractor. Failure to comply with these requirements, in whole or part, will result in termination of this contract and/or legal ramifications, due to nonperformance. Should the County authorize the original contractor to transfer this contract, in whole or part, the secondary contractor will maintain all the legal responsibilities set forth in the context of this contract; and the original contractor will continue to be responsible for the performance of the secondary contractor. However, in the event of the assignment or sale of original awardee's assets, Dallas County, at its option, may terminate or renegotiate the terms of this Contract.

INSURANCE REQUIREMENTS

Any vendor that conducts business with Dallas County, whether it is for goods and/or services, must maintain lawful worker's compensation/self insured employee coverage requirements and adequate liability limitations.

The Contractor, at its own expenses, shall purchase and maintain the herein stipulated minimum insurance with companies duly licensed to do business in the State of Texas, possessing a current A.M. Best, Inc. Rating of "A" or better.

The policies may provide coverage, which contain deductible or self- insured retention. Such deductible and/or self-insured retention shall not be applicable with respect to the coverage provided to Dallas County under such policies. The Contractor shall be solely responsible for all deductibles and/or self-insured retention.

Within ten (10) days after contract award and prior to the commencement of any work or delivery, the Purchasing Agent requires the successful vendor(s) to submit verification of the following coverage. The insurance coverages, except Workers Compensation and Professional Liability, required by this Contract, shall name Dallas County and its officers, employees and elected officials as additional insured(s) (as the interest of each insured may appear).

Upon execution of the contract and prior to commencement of work, whichever is first, the successful vendor(s) shall have their insurance agent(s), broker(s) or insurer(s) enter policy information on-line into www.ins-cert.com, and link the policy data to Dallas County. Vendor shall cause your insurance policy information to be kept current on www.ins-cert.com for the period of time that vendor performs under the awarded contract. Paper, faxed or emailed certificates will not be accepted. Vendor will cause agent, broker, or insurer to enter any restrictive or exclusionary provisions or endorsements that may affect vendor, Dallas County, and any party required to be named as Additional Insured, into the appropriate "Comments" field in www.ins-cert.com. Vendor further agrees, upon request of County, to furnish copies of actual policy documents, certified by an authorized representative of the insurer(s), within ten (10) days of request.

All insurance required herein shall be maintained in full force and effect through out the term of this contract, including all extensions.

Worker's Compensation: insurance or self insured employee coverage in the amount as required by the law of the State of Texas or Federal law, meeting the acceptability requirements as established by the Texas Workers Compensation Act, Title 5, Subtitle A, Texas Labor Code. In the event that any work is sublet Contractor shall require the subcontractors similarly to provide Workers' Compensation Insurance for all the latter employees unless such employees are afforded protection by the Contractor. In case any class of employee engaged in hazardous work under this Contract at the site of the project is not protected under the Worker's Compensation statute, the Contractor shall provide and shall cause each sub-contractor to provide adequate and suitable insurance for the protection of its employees not otherwise protected.

Commercial General Liability: Contractor shall maintain Commercial General Liability Insurance with a limit not less than \$1,000,000.00 for each occurrence with a \$2,000,000 Products/Completed Operations Aggregate and a \$2,000,000 General Aggregate Limit. The policy shall include coverage for bodily injury, broad form property damage, personal injury, products and completed operations and blanket contractual coverage.

Professional Liability: Contractor shall maintain professional Liability insurance covering errors and omissions and, if policy is claims made, maintain thereafter for an additional three (3) years from the date the project is accepted as complete by the Commissioners Court, sufficient errors and omissions insurance in the amount of not less than \$1,000,000.00 with certificates evidencing such coverage.

Vendors and/or their freight contractors must be prepared to show coverage verification prior to entering upon Dallas County premises.

Failure to comply with lawful requirements or adequate liability requirements may result in delay of payments, subject to the orders of the Commissioners Court, not to exceed a period of up to two years from the termination of the contract, or cancellation of the contract or both. (Court Order 2003-1792, September 30, 2003)

INSURANCE LAPSES

In the event successful firm fails to maintain insurance as required by this contract, successful firm shall immediately cure such lapse in insurance coverage at successful firm's sole expense, and pay County in full for all costs and expenses incurred by County under this contract as a result of such failure to maintain insurance by successful firm, including costs and reasonable attorney's fees relating to County's attempt to cure such lapse in insurance coverage. Such costs and attorney's fees, not to exceed fifteen hundred and 00/100 dollars (\$1,500.00), shall be automatically deducted from monies or payments owed to successful firm by County. Moreover, the County shall retain five percent (5%) of the value of the Contract that shall be placed into an account from monies or payments owed to Contractor by County to cover County's potential exposure to liability during the period of such lapse. The retainage shall be held by County until six (6) months after the term of the Contract has ended or has otherwise been terminated, cancelled or expired and shall be released if no claims are received or lawsuits filed against County for any matter that should have been covered by the required insurance.

SUCCESSFUL FIRM FURTHER AGREES TO INDEMNIFY COUNTY FOR ANY PENALTIES, FINES, JURY AWARDS, COURT COSTS, LITIGATION EXPENSES, AND ATTORNEYS' FEES INCURRED BY COUNTY DUE TO SUCCESSFUL FIRM'S FAILURE TO MAINTAIN THE REQUIRED INSURANCE AT ALL TIMES DURING THE TERM OF THIS CONTRACT. SUCCESSFUL BIDDER(S), AT ITS OWN EXPENSE WITH COUNSEL OF COUNTY'S CHOICE, WILL DEFEND AND HOLD COUNTY HARMLESS IN ANY CLAIM OR ACTION AGAINST COUNTY THAT OCCURRED AS A DIRECT OR INDIRECT RESULT OF SUCCESSFUL FIRM'S FAILURE TO MAINTAIN INSURANCE AT ALL TIMES DURING THE TERM OF THIS CONTRACT. WITHOUT WAIVING ANY RIGHTS UNDER SOVEREIGN IMMUNITY, THE COUNTY SHALL COOPERATE WITH AND MAY MONITOR SUCCESSFUL BIDDER(S) IN THE DEFENSE OF ANY CLAIM, ACTION, OR PROCEEDING AND WILL, IF APPROPRIATE, MAKE EMPLOYEES AVAILABLE AS SUCCESSFUL FIRM MAY REASONABLY REQUEST WITH REGARD TO SUCH DEFENSE, SUBJECT TO THE REIMBURSEMENT BY SUCCESSFUL FIRM OF ALL COSTS AND EXPENSES OCCASIONED BY THE COUNTY'S COOPERATION IN SUCH DEFENSE. SUCCESSFUL FIRM AGREES NOT TO SETTLE ANY SUCH CLAIM WITHOUT THE COUNTY'S CONSENT, WITH CONSENT WILL NOT BE UNREASONABLY WITHHELD OR DELAYED.

DISCLOSURE FORM CIQ

Effective January 1, 2006, Chapter 176 of the Texas Local Government Code requires that any vendor or person considering doing business with a local government entity disclose in the Questionnaire Form CIQ, the vendor or person's affiliation or business relationship that might cause a conflict of interest with a local government entity. By law, this questionnaire must be filed with the records administrator of Dallas County no later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code. A person commits an offense if the person violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor. The questionnaire is included in this solicitation. By submitting a response to this request, the vendor represents that it is in compliance with the requirements of Chapter 176 of the Texas Local Government Code. Please send completed forms to the Dallas County Clerk at 509 Main Street, 2nd Floor, Dallas, Texas 75202.

USE OF CONTRACT BY OTHER POLITICAL JURISDICTIONS

Proposers are advised that all resultant contracts may be extended, with the authorization of the proposer, to other political jurisdictions to permit their ordering of services/supplies at the prices and terms of the resulting contract. If any other jurisdiction decides to use the final contract, the Contractor(s) must deal directly with that jurisdiction or political subdivision concerning the placement of orders, issuance of purchase orders, contractual disputes, invoicing and payment. Dallas County acts only as the "Contracting Agent" for these jurisdictions and political subdivisions. Failure to extend a contract to any jurisdiction will have no effect on consideration of your offer.

Each participating jurisdiction and political subdivision has the option of executing a separate contract with the awardee. Contracts entered into with them may contain general terms and conditions unique to those jurisdictions and political subdivisions covering minority participation, non-discrimination, etc. If, when preparing such a contract, the general terms and conditions of a jurisdiction are unacceptable to the awardee, the awardee may withdraw its extension of the award to that jurisdiction.

Dallas County shall not be held liable for any costs or damages incurred by another jurisdiction as a result of any award extended to that jurisdiction or political subdivision by the awardee.

SOURCE CODE

Upon completion of the purchase agreement the vendor will enter into a source code escrow agreement with an escrow agent with respect to the Licensed Software.



DALLAS COUNTY
INSURANCE REQUIREMENT AFFIDAVIT

To Be Completed By Insurance Agent/Broker And Bidder

I, the undersigned Agent/Broker, reviewed the insurance requirement contained in this bid document. If the Bidder shown below is awarded this contract by Dallas County, I will be able to, within ten (10) days of notification of such award, meet all of the insurance requirements in this bid.

Insurance Coverage Reviewed: _____

Agent's Name: _____

Agency Name: _____

Address: _____

City/State/Zip: _____

Telephone No: (____) _____

Fax No: (____) _____

Bidder's Name and Company: _____

Project/Bid No. and Title: _____

By submitting a bid and signing below I affirm the following: I am aware of all costs to provide the required insurance, will do so pending contract award, and will have my insurance agent provide this information to Dallas County, meeting all requirements within ten days of notification of award.

If the above ten day requirement is not met, Dallas County may reject this bid and award the contract to the next lowest responsible bidder meeting specifications. If you have any questions concerning these requirements, please contact Mr. Urmit Graham, Risk Manager, Dallas County Human Resource/Civil Service Department at (214) 653-7604.

Insurance Agent/Broker Signature: _____

Date: _____

Bidder's Signature: _____

Date: _____

AFFIDAVIT OF _____

STATE OF TEXAS §
 §
COUNTY OF DALLAS §

BEFORE ME, the undersigned authority personally appeared _____, individually and doing business as _____, who after being by me first duly sworn, deposed and stated as follows:

1. “My name is _____ appearing herein individually and as president and sole owner of _____. I am over 21 years of age, of sound mind, authorized and fully competent to make this affidavit. I have never been convicted of a felony or misdemeanor involving moral turpitude. I have personal knowledge of the facts and representations stated for the reasons stated herein, and such facts and representations are true and correct.

2. “My name is _____. I am president and sole owner of _____ located at _____, Dallas County issued Solicitation No. _____ (hereinafter “Bid/RFP”). Bid/RFP provisions required the successful contractor to maintain Workers' Compensation Insurance Coverage meeting the requirements and coverage amounts as established by the Texas Workers' Compensation Act, Title 5, Subtitle A, Texas Labor Code. I do not maintain Workers' Compensation Insurance as required by the proposed bid. I am ineligible for purchasing Workers' Compensation Insurance as required by the proposed bid in that I do not meet the minimum requirements to purchase such insurance for the following reasons: _____.

Further affiant sayeth not.”

Name

Company

SWORN TO AND SUBSCRIBED TO BEFORE ME, on this ____ day of _____, 20 ____.

Notary Public in and for the State of Texas

Commission Expires



DALLAS COUNTY M/WBE SPECIFICATIONS

Leffie T. Crawford, Minority Business Officer
Minority & Women Business Enterprises

MINORITY/WOMAN BUSINESS SPECIFICATIONS

For Bids/RFPs

I. **POLICY STATEMENT** Dallas County is wholly committed to developing, establishing, maintaining, and enhancing minority involvement in the total procurement process. It is the policy of Dallas County to involve qualified minority/women-owned businesses to the greatest extent feasible in the County's procurement of goods, equipment, services, and construction projects. The County, its contractors, their suppliers and subcontractors, and vendors of goods, equipment services, and professional services shall not discriminate on the basis of race, color, religion, national origin, handicap, or sex in the award and/or performance of contracts. However, competition and quality of work remains the ultimate "yardstick" in contractor, subcontractor, vendor, service, professional service, and supplier utilization. All vendors, suppliers, professionals, and contractors doing business or anticipating doing business with Dallas County shall support, encourage, and implement affirmative steps toward our common goal of establishing equal opportunity for all citizens of Dallas County.

II. **REQUIREMENT OF ALL BIDDERS/PROPOSERS:** Each firm responding to this solicitation shall be required to submit with their bid/proposal information regarding minority/women business participation in this project. This would include:

Check upon completion (forms attached):

- ☐ 1. Compliance with Dallas County's Good Faith Effort Policy
- ☐ 2. MBE/WBE Participation Report Form
- ☐ 3. A Letter of Assurance A or Letter of Assurance B
- ☐ 4. MBE/WBE Identification
- ☐ 5. EEO-1 Form (To be submitted by the prime and any sub with 20% or more of the contract).
- ☐ 6. Dallas County M/WBE Payment Report.

Note

In the event that the awarded vendor is authorized to subcontract and commits effort to utilize minority and/or women-owned businesses as subcontractors, the name, address and telephone number of the actual subcontractor(s) with actual dollar awards to these subcontractors must be submitted to the Purchasing Department within five (5) working days after bids are opened. Once work commences, the awarded vendor (prime contractor) must submit an M/WBE subcontractor status payment report (attached) with each payment invoice before payments will be authorized for release.

1. GOOD FAITH EFFORT

Prior to an award, all bidders/proposers will be required to document a "Good Faith Effort" to secure minority/women-owned businesses as subcontractors/subconsultants. In the case of some construction projects, this documentation may be submitted after award of the contract, for those subcontract areas occurring later in the construction process. However, if the successful bidder/proposer does not document a "Good Faith Effort" in securing minority/women-owned businesses, a representative of the company must appear before the Dallas County Commissioners Court and explain the situation and answer any questions raised by the Court.

Fulfillment of the "good faith effort" can be accomplished by:

1. Attendance of pre-bid/pre-proposal conference, as scheduled by the County.
2. Efforts to follow-up initial solicitation of interest by contacting minority/women-owned firms to determine with certainty whether these firms are interested.
3. Efforts made to select portions of the work proposed to be performed by minority/women-owned firms in order to increase the likelihood of achieving participation (including, where appropriate, breakdown of subcontracts into economically feasible units to facilitate participation).
4. Documenting each minority/woman-owned firm contacted, the conclusion or decision regarding inclusion and reasons for the conclusions.
5. Efforts to assist the minority/women-owned firms contacted that needed assistance in obtaining bonding, lines of credit or insurance.
6. Efforts that demonstrate that the contractor effectively used the services of available community organizations, contractor's groups, local, state and federal agencies, small businesses, minority/women business assistance offices and other organizations that provide assistance and placement of minority/woman-owned businesses.

Signed: _____

Printed Name: _____

Title: _____

Date: _____

2. MBE/WBE PARTICIPATION REPORT

PROJECT NUMBER _____

PROJECT TITLE _____

Total Amount of Your Bid/Proposal \$ _____

(The amount above should equal the total amount as shown on the bid sheet)

List each MBE/WBE business that you plan to use on this initiative. Deletion of firms must be approved by Dallas County prior to finalization.

Name of MBE/WBE	NCTRCA* Certification #	Phone #	S / M**	Description of Work	Amount	%
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

*North Central Texas Regional Certification Agency - **S = Sub (contractor/consultant) **M= Material Supplier

☐ No MBE/WBE's Added: Please Explain: _____

COMPLETE THIS PORTION OF THE FORM WITH DATA ON YOUR COMPANY.

NAME OF YOUR BUSINESS:

ADDRESS:

PHONE#

() _____

Printed Name Of Preparer

Signature

Title

Date

3. LETTERS OF ASSURANCE

Letter Of Assurance "A"

The undersigned bidder/proposer hereby assures that our firm will meet or exceed submitted M/WBE goals and shall demonstrate and document a Good Faith Effort to comply with the Dallas County's Minority and Woman-Owned Business Involvement Policy in subcontract/subconsultant awards. The undersigned further agrees that any deviation from the initial goals will be done so only with the concurrence of Dallas County.

Name of Company

Signature

Title (Officer of firm)

Date

(Complete this section only if you're planning to use the services of an NCTRCA certified vendor)

or

Letter Of Assurance "B"

The undersigned bidder/proposer hereby certifies that our firm will perform the contract:

☐ with our own work forces, and submit information sufficient to demonstrate that it is your normal business practice to do so.

or

☐ without the services of M/WBE subcontractors/subconsultants. The undersigned further submits GFE documented attempt(s).

Name of Company

Signature

Title (Officer of firm)

Date

(Complete this section only if you're not planning to use the services of an NCTRCA certified vendor)

NOTE: Each bidder/proposer will be required to sign one of the above letters of assurance which should be returned with proposal.

=====

4. PRIME CONTRACTOR MBE/WBE IDENTIFICATION

Minority Business Enterprise (MBE) - The bidder/proposer represents that it:

☐ is, ☐ is not a minority-owned business, NCTRCA* # _____

Woman Business Enterprise (WBE) - The bidder/proposer represents that it:

☐ is, ☐ is not a woman-owned business, NCTRCA* # _____

*NCTRCA = North Central Texas Regional Certification Agency

5. Section D-EMPLOYMENT DATA

SF 100 - Page 2

Employment at this establishment - Report all permanent full- and part-time employees including apprentices and on-the-job trainees unless specifically excluded as set forth in the instructions. Enter the appropriate figures on all lines and in all columns. Blank spaces will be considered as zeros.

Job Categories	Number of Employees (Report employees in only one category)														
	Race/Ethnicity														
	Hispanic or Latino		Not-Hispanic or Latino												Total Col A - N
			Male						Female						
	Male	Female	White	Black or African American	Native Hawaiian or Other Pacific Islander	Asian	American Indian or Alaska Native	Two or more races	White	Black or African American	Native Hawaiian or Other Pacific Islander	Asian	American Indian or Alaska Native	Two or more races	
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
Executive/Senior Level Officials and Managers 1.1															
First/Mid-Level Officials and Managers 1.2															
Professionals 2															
Technicians 3															
Sales Workers 4															
Administrative Support Workers 5															
Craft Workers 6															
Operatives 7															
Laborers and Helpers 8															
Service Workers 9															
TOTAL 10															
PREVIOUS YEAR TOTAL 11															

1. Date(s) of payroll period used: _____ (Omit on the Consolidated Report.)

Section E - ESTABLISHMENT INFORMATION (Omit on the Consolidated Report.)

1. What is the major activity of this establishment? (Be specific, i.e., manufacturing steel castings, retail grocer, wholesale plumbing supplies, title insurance, etc. Include the specific type of product or type of service provided, as well as the principal business or industrial activity.)

Section F - REMARKS

Use this item to give any identification data appearing on the last EEO-1 report which differs from that given above, explain major changes in composition of reporting units and other pertinent information.

Section G - CERTIFICATION

Check one ☐ All reports are accurate and were prepared in accordance with the instructions. (Check on Consolidated Report only.)
☐ This report is accurate and was prepared in accordance with the instructions.

Name of Certifying Official	Title	Signature	Date
Name of person to contact regarding this report	Title	Address (Number and Street)	
City and State	Zip Code	Telephone No. (including Area Code and Extension)	Email Address

All reports and information obtained from individual reports will be kept confidential as required by Section 709(e) of Title VII.
 WILLFULLY FALSE STATEMENTS ON THIS REPORT ARE PUNISHABLE BY LAW, U.S. CODE, TITLE 18, SECTION 1001

DEFINITIONS

Race and ethnic designations as used by the Equal Employment Opportunity Commission do not denote scientific definitions of anthropological origins. Definitions of the race and ethnicity categories are as follows:

Hispanic or Latino - A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.

White (Not Hispanic or Latino) - A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Black or African American (Not Hispanic or Latino) - A person having origins in any of the black racial groups of Africa.

Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino) - A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

Asian (Not Hispanic or Latino) - A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

American Indian or Alaska Native (Not Hispanic or Latino) - A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.

Two or More Races (Not Hispanic or Latino) - All persons who identify with more than one of the above five races.

Instructions for assigning employees into the race/ethnic categories:

Hispanic or Latino - Include all employees who answer YES to the question, Are you Hispanic or Latino. Report all Hispanic males in Column A and Hispanic females in Column B.

White (Not Hispanic or Latino) - Include all employees who identify as White males in Column C and as White females in Column I.

Black or African American (Not Hispanic or Latino) - Include all employees who identify as Black males in Column D and as Black females in Column J.

Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino) - Include all employees who identify as Native Hawaiian or Other Pacific Islander males in Column E and as Native Hawaiian or Other Pacific Islander females in Column K.

Asian (Not Hispanic or Latino) - Include all employees who identify as Asian males in Column F and as Asian females in Column L.

American Indian or Alaska Native (Not Hispanic or Latino) - Include all employees who identify as American Indian or Alaska Native males in Column G and as American Indian or Alaska Native females in Column M.

Two or More Races (Not Hispanic or Latino) - Report all male employees who identify with more than one of the above five races in Column H and all female employees who identify with more than one of the above five races in Column N.

As to the method of collecting data, the basic principles for ethnic and racial self-identification for purposes of the EEO-1 report are:

(1) Offer employees the opportunity to self- identify

(2) Provide a statement about the voluntary nature of this inquiry for employees. For example, language such as the following may be used (employers may adapt this language):

"The employer is subject to certain governmental recordkeeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, the employer invites employees to voluntarily self-identify their race or ethnicity. Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information obtained will be kept confidential and may only be used in accordance with the provisions of applicable laws, executive orders, and regulations, including those that require the information to be summarized and reported to the federal government for civil rights enforcement. When reported, data will not identify any specific individual."

DESCRIPTION OF JOB CATEGORIES

The major job categories are listed below, including a brief description of the skills and training required for occupations in that category and examples of the job titles that fit each category. The examples shown below are illustrative and not intended to be exhaustive of all job titles in a job category. These job categories are primarily based on the average skill level, knowledge, and responsibility involved in each occupation within the job category.

The Officials and Managers category as a whole is to be divided into the following two subcategories: Executive/Senior Level Officials and Managers and First/Mid Level Officials and Managers. These subcategories are intended to mirror the employers own well established hierarchy of management positions. Small employers who may not have two well-defined hierarchical steps of management should report their management employees in the appropriate categories.

Executive/Senior Level Officials and Managers. Individuals who plan, direct and formulate policies, set strategy and provide the overall direction of enterprises/organizations for the development and delivery of products or services, within the parameters approved

by boards or directors or other governing bodies. Residing in the highest levels of organizations, these executives plan, direct or coordinate activities with the support of subordinate executives and staff managers. They include, in larger organizations, those individuals within two reporting levels of the CEO, whose responsibilities require frequent interaction with the CEO. Examples of these kinds of managers are: chief executive officers, chief operating officers, chief financial officers, line of business heads, presidents or executive vice presidents of functional areas or operating groups, chief information officers, chief human resources officers, chief marketing officers, chief legal officers, management directors and managing partners.

First/Mid Level Officials and Managers. Individuals who serve as managers, other than those who serve as Executive/Senior Level Officials and Managers, including those who oversee and direct the delivery of products, services or functions at group, regional or divisional levels of organizations. These managers receive directions from the Executive/Senior Level management and typically lead major business units. They implement policies, programs and directives of executive/senior management through subordinate managers and within the parameters set by Executive/Senior Level management. Examples of these kinds of managers are: vice presidents and directors, group, regional or divisional controllers; treasurers; human resources, information systems, marketing, and operations managers. The First/Mid Level Officials and Managers subcategory also includes those who report directly to middle managers. These individuals serve at functional, line of business segment or branch levels and are responsible for directing and executing the day-to-day operational objectives of enterprises/organizations, conveying the directions of higher level officials and managers to subordinate personnel and, in some instances, directly supervising the activities of exempt and non-exempt personnel. Examples of these kinds of managers are: first-line managers; team managers; unit managers; operations and production managers; branch managers; administrative services managers; purchasing and transportation managers; storage and distribution managers; call center or customer service managers; technical support managers; and brand or product managers.

Professionals. Most jobs in this category require bachelor and graduate degrees, and/or professional certification. In some instances, comparable experience may establish a persons qualifications. Examples of these kinds of positions include: accountants and auditors; airplane pilots and flight engineers; architects; artists; chemists; computer programmers; designers; dieticians; editors; engineers; lawyers; librarians; mathematical scientists; natural scientists; registered nurses; physical scientists; physicians and surgeons; social scientists; teachers; and surveyors.

Technicians. Jobs in this category include activities that require applied scientific skills, usually obtained by post secondary education of varying lengths, depending on the particular occupation, recognizing that in some instances additional training, certification, or comparable experience is required. Examples of these types of positions include: drafters; emergency medical technicians; chemical technicians; and broadcast and sound engineering technicians.

Sales Workers. These jobs include non-managerial activities that wholly and primarily involve direct sales. Examples of these types of positions include: advertising sales agents; insurance sales agents; real estate brokers and sales agents; wholesale sales representatives; securities, commodities, and financial services sales agents; telemarketers; demonstrators; retail salespersons; counter and rental clerks; and cashiers.

Administrative Support Workers. These jobs involve non-managerial tasks providing administrative and support assistance, primarily in office settings. Examples of these types of positions include: office and administrative support workers; bookkeeping; accounting and auditing clerks; cargo and freight agents; dispatchers; couriers; data entry keyers; computer operators; shipping, receiving and traffic clerks; word processors and typists; proofreaders; desktop publishers; and general office clerks.

Craft Workers(formerly Craft Workers (Skilled)). Most jobs in this category includes higher skilled occupations in construction (building trades craft workers and their formal apprentices) and natural resource extraction workers. Examples of these types of positions include: boilermakers; brick and stone masons; carpenters; electricians; painters (both construction and maintenance); glaziers; pipelayers, plumbers, pipefitters and steamfitters; plasterers; roofers; elevator installers; earth drillers; derrick operators; oil and gas rotary drill operators; and blasters and explosive workers. This category also includes occupations related to the installation, maintenance and part replacement of equipment, machines and tools, such as: automotive mechanics; aircraft mechanics; and electric and electronic equipment repairers. This category also includes some production occupations that are distinguished by the high degree of skill and precision required to perform them, based on clearly defined task specifications, such as: millwrights; etchers and engravers; tool and die makers; and pattern makers.

Operatives (formerly Operatives (Semi-skilled)). Most jobs in this category include intermediate skilled occupations and include workers who operate machines or factory-related processing equipment. Most of these occupations do not usually require more than several months of training. Examples include: textile machine workers; laundry and dry cleaning workers; photographic process workers; weaving machine operators; electrical and electronic equipment assemblers; semiconductor processors; testers, graders and sorters; bakers; and butchers and other meat, poultry and fish processing workers. This category also includes occupations of generally intermediate skill levels that are concerned with operating and controlling equipment to facilitate the movement of people or materials, such as: bridge and lock tenders; truck, bus or taxi drivers; industrial truck and tractor (forklift) operators; parking lot attendants; sailors; conveyor operators; and hand packers and packagers.

Laborers and Helpers(formerly Laborers (Unskilled)). Jobs in this category include workers with more limited skills who require only brief training to perform tasks that require little or no independent judgment. Examples include: production and construction worker helpers; vehicle and equipment cleaners; laborers; freight, stock and material movers; service station attendants; construction laborers; refuse and recyclable materials collectors; septic tank servicers; and sewer pipe cleaners.

Service Workers. Jobs in this category include food service, cleaning service, personal service, and protective service activities. Skill may be acquired through formal training, job-related training or direct experience. Examples of food service positions include: cooks; bartenders; and other food service workers. Examples of personal service positions include: medical assistants and other healthcare support positions; hairdressers; ushers; and transportation attendants. Examples of cleaning service positions include: cleaners; janitors; and porters. Examples of protective service positions include: transit and railroad police and fire fighters; guards; private detectives and investigators.

6. DALLAS COUNTY MBE/WBE PAYMENT REPORT

Project Number

Project Title

Invoice #

Work Order Date

Job #

Prime/General Contractor: _____

List each MBE/WBE business that you plan to use on this initiative. Deletion of firms must be approved by Dallas County prior to finalization.

Name of MBE/WBE	Planned Amount	Planned %	Amount of invoice	Amt Paid to Date	% to Date
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Note:
This form must be completed and submitted with each payment request.
Any (significant) deviation from planned should include attached explanation

The information listed above is certified to be correct:

Reviewed by:

Printed Name of Officer/Director

Signature of Officer/Director

Date

Dallas County Project Manager

Date

W-9

**Request for Taxpayer
Identification Number and Certification**

**Give form to the
requester. Do not
send to the IRS.**

Print or type
See Specific Instructions on page 2.

Name (as shown on your income tax return)

Business name, if different from above

Check appropriate box: ☐ Individual/Sole proprietor ☐ Corporation ☐ Partnership
☐ Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶
☐ Other (see instructions) ▶

☐ Exempt
payee

Address (number, street, and apt. or suite no.)

Requester's name and address (optional)

City, state, and ZIP code

List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number

or

Employer identification number

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. See the instructions on page 4.

**Sign
Here**

Signature of
U.S. person ▶

Date ▶

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,

- The U.S. grantor or other owner of a grantor trust and not the trust, and
- The U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

Foreign person. If you are a foreign person, do not use Form W-9. Instead, use the appropriate Form W-8 (see Publication 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity not subject to backup withholding, give the requester the appropriate completed Form W-8.

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 28% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the Part II instructions on page 3 for details),
3. The IRS tells the requester that you furnished an incorrect TIN,

4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or

5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See the instructions below and the separate Instructions for the Requester of Form W-9.

Also see *Special rules for partnerships* on page 1.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Name

If you are an individual, you must generally enter the name shown on your income tax return. However, if you have changed your last name, for instance, due to marriage without informing the Social Security Administration of the name change, enter your first name, the last name shown on your social security card, and your new last name.

If the account is in joint names, list first, and then circle, the name of the person or entity whose number you entered in Part I of the form.

Sole proprietor. Enter your individual name as shown on your income tax return on the "Name" line. You may enter your business, trade, or "doing business as (DBA)" name on the "Business name" line.

Limited liability company (LLC). Check the "Limited liability company" box only and enter the appropriate code for the tax classification ("D" for disregarded entity, "C" for corporation, "P" for partnership) in the space provided.

For a single-member LLC (including a foreign LLC with a domestic owner) that is disregarded as an entity separate from its owner under Regulations section 301.7701-3, enter the owner's name on the "Name" line. Enter the LLC's name on the "Business name" line.

For an LLC classified as a partnership or a corporation, enter the LLC's name on the "Name" line and any business, trade, or DBA name on the "Business name" line.

Other entities. Enter your business name as shown on required federal tax documents on the "Name" line. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on the "Business name" line.

Note. You are requested to check the appropriate box for your status (individual/sole proprietor, corporation, etc.).

Exempt Payee

If you are exempt from backup withholding, enter your name as described above and check the appropriate box for your status, then check the "Exempt payee" box in the line following the business name, sign and date the form.

Generally, individuals (including sole proprietors) are not exempt from backup withholding. Corporations are exempt from backup withholding for certain payments, such as interest and dividends.

Note. If you are exempt from backup withholding, you should still complete this form to avoid possible erroneous backup withholding.

The following payees are exempt from backup withholding:

1. An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2),
 2. The United States or any of its agencies or instrumentalities,
 3. A state, the District of Columbia, a possession of the United States, or any of their political subdivisions or instrumentalities,
 4. A foreign government or any of its political subdivisions, agencies, or instrumentalities, or
 5. An international organization or any of its agencies or instrumentalities.
- Other payees that may be exempt from backup withholding include:
6. A corporation,
 7. A foreign central bank of issue,
 8. A dealer in securities or commodities required to register in the United States, the District of Columbia, or a possession of the United States,
 9. A futures commission merchant registered with the Commodity Futures Trading Commission,
 10. A real estate investment trust,
 11. An entity registered at all times during the tax year under the Investment Company Act of 1940,
 12. A common trust fund operated by a bank under section 584(a),
 13. A financial institution,
 14. A middleman known in the investment community as a nominee or custodian, or
 15. A trust exempt from tax under section 664 or described in section 4947.

The chart below shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 15.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 9
Broker transactions	Exempt payees 1 through 13. Also, a person registered under the Investment Advisers Act of 1940 who regularly acts as a broker
Barter exchange transactions and patronage dividends	Exempt payees 1 through 5
Payments over \$600 required to be reported and direct sales over \$5,000 ¹	Generally, exempt payees 1 through 7

¹ See Form 1099-MISC, Miscellaneous Income, and its instructions.

² However, the following payments made to a corporation (including gross proceeds paid to an attorney under section 6045(f), even if the attorney is a corporation) and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, and payments for services paid by a federal executive agency.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN. However, the IRS prefers that you use your SSN.

If you are a single-member LLC that is disregarded as an entity separate from its owner (see *Limited liability company (LLC)* on page 2), enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

Note. See the chart on page 4 for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local Social Security Administration office or get this form online at www.ssa.gov. You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at www.irs.gov/businesses and clicking on Employer Identification Number (EIN) under Starting a Business. You can get Forms W-7 and SS-4 from the IRS by visiting www.irs.gov or by calling 1-800-TAX-FORM (1-800-829-3676).

If you are asked to complete Form W-9 but do not have a TIN, write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note. Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

Caution: A disregarded domestic entity that has a foreign owner must use the appropriate Form W-8.

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if items 1, 4, and 5 below indicate otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). Exempt payees, see *Exempt Payee* on page 2.

Signature requirements. Complete the certification as indicated in 1 through 5 below.

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983. You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. Real estate transactions. You must sign the certification. You may cross out item 2 of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account)	The actual owner of the account or, if combined funds, the first individual on the account ¹
3. Custodian account of a minor (Uniform Gift to Minors Act)	The minor ²
4. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee ¹
b. So-called trust account that is not a legal or valid trust under state law	The actual owner ¹
5. Sole proprietorship or disregarded entity owned by an individual	The owner ³
For this type of account:	Give name and EIN of:
6. Disregarded entity not owned by an individual	The owner
7. A valid trust, estate, or pension trust	Legal entity ⁴
8. Corporate or LLC electing corporate status on Form 8832	The corporation
9. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
10. Partnership or multi-member LLC	The partnership
11. A broker or registered nominee	The broker or nominee
12. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity

¹ List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

² Circle the minor's name and furnish the minor's SSN.

³ You must show your individual name and you may also enter your business or "DBA" name on the second name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

⁴ List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships* on page 1.

Note. If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

Secure Your Tax Records from Identity Theft

Identity theft occurs when someone uses your personal information such as your name, social security number (SSN), or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

Call the IRS at 1-800-829-1040 if you think your identity has been used inappropriately for tax purposes.

Victims of identity theft who are experiencing economic harm or a system problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

Protect yourself from suspicious emails or phishing schemes.

Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to phishing@irs.gov. You may also report misuse of the IRS name, logo, or other IRS personal property to the Treasury Inspector General for Tax Administration at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at: spam@uce.gov or contact them at www.consumer.gov/idtheft or 1-877-IDTHEFT(438-4338).

Visit the IRS website at www.irs.gov to learn more about identity theft and how to reduce your risk.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons who must file information returns with the IRS to report interest, dividends, and certain other income paid to you, mortgage interest you paid, the acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA, or Archer MSA or HSA. The IRS uses the numbers for identification purposes and to help verify the accuracy of your tax return. The IRS may also provide this information to the Department of Justice for civil and criminal litigation, and to cities, states, the District of Columbia, and U.S. possessions to carry out their tax laws. We may also disclose this information to other countries under a tax treaty, to federal and state agencies to enforce federal nontax criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism.

You must provide your TIN whether or not you are required to file a tax return. Payers must generally withhold 28% of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to a payer. Certain penalties may also apply.

CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For vendor or other person doing business with local governmental entity

OFFICE USE ONLY

Date Received

This questionnaire is being filed in accordance with chapter 176 of the Local Government Code by a person doing business with the governmental entity.

By law this questionnaire must be filed with the records administrator of the local government not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code.

A person commits an offense if the person violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.

1 Name of person doing business with local governmental entity.

2

☐

Check this box if you are filing an update to a previously filed questionnaire.

(The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than September 1 of the year for which an activity described in Section 176.006(a), Local Government Code, is pending and not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)

3 Describe each affiliation or business relationship with an employee or contractor of the local governmental entity who makes recommendations to a local government officer of the local governmental entity with respect to expenditure of money.

4 Describe each affiliation or business relationship with a person who is a local government officer and who appoints or employs a local government officer of the local governmental entity that is the subject of this questionnaire.

CONFLICT OF INTEREST QUESTIONNAIRE

For vendor or other person doing business with local governmental entity

FORM CIQ

Page 2

5 Name of local government officer with whom filer has affiliation or business relationship. (Complete this section only if the answer to A, B, or C is YES.)

This section, item 5 including subparts A, B, C & D, must be completed for each officer with whom the filer has affiliation or business relationship. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer named in this section receiving or likely to receive taxable income from the filer of the questionnaire?

☐

Yes

☐

No

B. Is the filer of the questionnaire receiving or likely to receive taxable income from or at the direction of the local government officer named in this section AND the taxable income is not from the local governmental entity?

☐

Yes

☐

No

C. Is the filer of this questionnaire affiliated with a corporation or other business entity that the local government officer serves as an officer or director, or holds an ownership of 10 percent or more?

☐

Yes

☐

No

D. Describe each affiliation or business relationship.

6 Describe any other affiliation or business relationship that might cause a conflict of interest.

7

Signature of person doing business with the governmental entity

Date