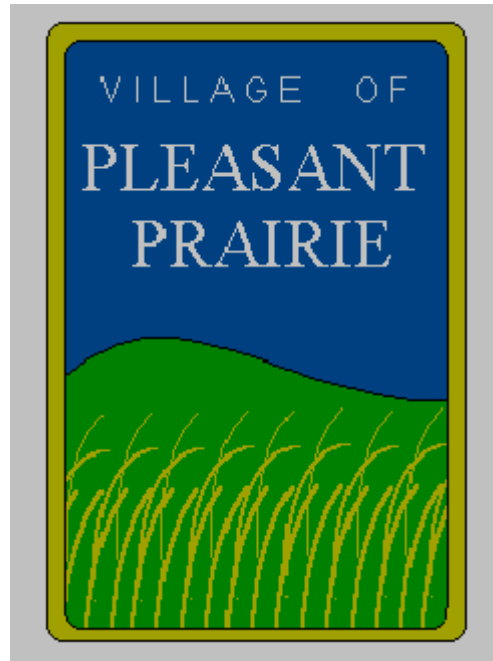


Village of Pleasant Prairie



Request for Proposal

The Village of Pleasant Prairie is requesting proposals for a Public Safety solution for Police and Dispatch and interoperability with Fire, EMS, Municipal Court, TRACS and secondary E911.

Village of Pleasant Prairie

8600 Green Bay Road
Pleasant Prairie, WI 53158
(262) 925-6771

Prepared by:	Ruth M. Otto
Document Version:	2.0
Date:	June 3, 2010

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0. General Information

0.1. Name of Proposal

Village of Pleasant Prairie Public Safety Solution

0.2. Inquiry Handling

Send any inquiries concerning this proposal to:

	Name:	Ruth M. Otto Director of Information Technology
	Address:	8600 Green Bay Road
	City, State:	Pleasant Prairie, WI 53158
	Email:	rotto@plprairiewi.com

Send your inquiries via email only. These must be received at least 3 working days before the closing date for the receipt of proposals.



Note: Inquiries sent to other parties will not be accepted and could be interpreted as canvassing, e.g. as endeavoring to gain inside information about the procurement effort.

1. Executive Summary

The Village of Pleasant Prairie intends to contract for software and installation services for the Public Safety Departments' operations. These operations include Police, Dispatch, Fire, EMS, secondary E911 and interface capabilities with Municipal Court, DOJ, and DOT.

The document that follows is an official Request for Proposal.

The Village of Pleasant Prairie invites proposals to provide the Public Safety Departments a complete software solution with installation and training.

6 copies of each completed proposal shall be enclosed in a SEALED ENVELOPE clearly marked [Village of Pleasant Prairie Public Safety Solution](#), must be delivered to:

Ruth M. Otto, Director of Information Technology
8600 Green Bay Road,
Pleasant Prairie, WI 53158.

Not later than 2.00 pm on Tuesday, July 1, 2010. Proposals received after the deadline will not be considered.

1.1. Village of Pleasant Prairie's Background

The Village of Pleasant Prairie is part of the Greater Kenosha Area and is conveniently located in southeastern Wisconsin between Chicago and Milwaukee on the shores of Lake Michigan. Pleasant Prairie is a progressive municipality offering an array of residential, commercial, retail, industrial, manufacturing and recreational opportunities. Those who live, work and play in the Village enjoy peace of mind, knowing that they have access to professional Police, Fire and EMS Departments when needed.

Pleasant Prairie's elected government consists of a President and 4 trustees. The day-to-day management of the Village includes a Village Administrator, Assistant Village Administrator, and 12 Department Heads. The Village is a growing community close to 20,000 with a daytime population of over 40,000.

1.2. Village of Pleasant Prairie's Role

The Village reserves the right to reject any and all proposals deemed to be unresponsive. The Village also reserves the right to waive any informalities, irregularities, and technicalities in procedures.

The Village reserves the right, before awarding the contract to require a respondent to submit any additional evidence of their qualifications or provide an on-site software demonstration, as the Village may deem necessary at the expense of the respondent. Documentation that may be required, including financial, technical, and other qualifications and abilities of the respondent.

The Village of Pleasant Prairie is the sole Awarding Authority and will enter into the Software and Services Contract with the successful Respondent (s). The Village reserves the right to negotiate with all respondents.



Note: Entry by the Village of Pleasant Prairie into the Software and Services Contract is subject to the approval of the Village of Pleasant Prairie Board of Trustees with the said Board of Trustees approving at the time the availability of funding.

1.3. Background & Supporting Information

The Public Safety Division has approximately 86 employees who handle the responsibilities of Law Enforcement, Fire, EMS, Records and Police/Fire/EMS Dispatch. The division covers over 30 square miles in its jurisdiction and a city population of 19,570. The police department has 32 employees with 29 of them sworn officers. The Dispatch department has two stations which handle all of Pleasant Prairie's police and fire calls and is a secondary E911 for all calls except medical. The Kenosha County dispatch center is the primary E911 center for the entire county.

Currently the Police and Dispatch Departments are utilizing an integrated Computer Aided Dispatch (CAD), Records Management System (RMS), Mobile and AVL/Mapping to run their operations. The current system, while very functional for CAD and RMS, has a very deficient mobile product. The departments recognize the importance for a highly functional mobile product to support current and future needs of the departments.

The Fire & Rescue department currently utilizes Firehouse Software for their needs. While most requirements of the Fire & Rescue department would not require interoperability with Police, the service of dispatch for fire and medical calls does. The Dispatch Department supports not only the Police but also the Fire & Rescue Department.

The Police Department utilizes TIME for plate lookups and TRACS for e-citations.

The Municipal Court uses TiPSS for the Municipal Court system.

The County of Kenosha is the primary E911 center for the area, including Pleasant Prairie. All police and fire 911 calls for the Village are forwarded immediately from Kenosha County Dispatch to Pleasant Prairie Dispatch and recorded by Pleasant Prairie. This positions Pleasant Prairie as a secondary E911 Dispatch Center. All medical calls are dispatched by Kenosha County Dispatch.

1.4. Context of Proposal

This Request for Proposal (RFP) is issued to invite vendors to submit proposals, at their own cost, for an application software package that allows the Pleasant Prairie Police Department, Dispatch Department and Fire & Rescue Department a way to manage the department's data needs. The software will provide incident tracking of criminal activity, evidence inventory, record traffic and ordinance citations, booking services, reporting capabilities, mobile capabilities, AVL and mapping, integration into the Village's GIS (Geographical Information Systems), interface capable with TiPSS, TRACS, TIME, and Firehouse, and future capabilities for E911. The Village of Pleasant Prairie is looking for a system that will allow them to centralize the capture, retrieval and reporting of Public Safety related data into an integrated software package.

The business objective is to implement a solution which will provide the Public Safety Division as a whole the most efficient manner available to do business. The vendor should provide a complete system solution including software, project planning, implementation services, conversion assistance, user training and support. System

data needs to travel to remote officers, fire and EMS via cell air cards to Mobile Data Computers (MDC) in the field. Management should be able to track Police, Fire and Rescue incidents, and generate analytical reports on the resources of the entire Public Safety Division.

The primary focus of this RFP will be directed to the Police and Dispatch departments to ensure the product being proposed fulfill their requirements. However, the solution being considered should provide the ability to interface with the other areas – Firehouse for Fire & Rescue, and TiPSS for Municipal Court. The interface that MUST be a part of the solution is TIME to ensure all field and Dispatch staff are able to smoothly and quickly perform plate and license lookups when required.

1.5. Project Constraints and Assumptions

Described below are several project constraints and assumptions as related to the implementation of a new software system for the Public Safety Division:

- ☐ The Village has decided to standardize its database platform to Microsoft SQL Server. (assumption)
- ☐ The timeline for implementation of the project would be early 2011 once budget is approved. (constraint)
- ☐ Interfaces between the proposed software and existing systems (Firehouse, TiPSS) are anticipated where ever possible. An interface between proposed software and TIME is expected. (assumption)
- ☐ Lack of technical resources in specific areas. (constraint)
- ☐ Knowledge transfer will be integrated into the implementation process. (assumption)
- ☐ Intellectual Property Rights and/or licensing will be handed over to the Village of Pleasant Prairie with the first year maintenance included in the cost of project. Yearly maintenance costs will be spelled out in the response for future budget consideration. (assumption)

1.6. Scope of Work

The Village of Pleasant Prairie seeks a prospective supplier to address the following requirements:

- ☐ Propose a client-server software solution, using existing peripheral devices and processes where ever possible.
- ☐ Recommend additional hardware required to implement a full solution.
- ☐ Propose a full implementation plan, including the transfer of data from existing database, and provide a clear path to facilitate a clean cut over.
- ☐ Implement training sessions on site, providing clear documentation and support information.
- ☐ Implement interfaces for Firehouse, TiPSS, and TIME.
- ☐ Provide robust security for the sensitive data (HIPAA) as well as for on-line data transactions to the MDCs.

1.7. Project Start

The Village of Pleasant Prairie intends to contact both successful and unsuccessful respondents in as timely a manner as possible. The project is expected to start as early as 1st Quarter 2011 if budget is approved.

1.8. Contract Overview

In accordance with the above and in compliance with all terms and conditions, unless otherwise noted, the undersigned offers and agrees, if the proposal is accepted, to furnish all material, labor and services which prices are quoted, to the Village of Pleasant Prairie for the project identified. If the Village accepts a proposal, the Village intends to enter into a contractual agreement with the firm providing the selected services or product. Contract discussions and negotiations will follow selection of the apparent successful respondent. The Village of Pleasant Prairie reserves the right to negotiate further with one or more respondents. The contents of the request for proposal and the successful respondent's proposal will become an integral part of the contract, but may be modified by provisions of the contract. Respondents must be amendable to inclusion in a contract of any information provided either in response to this request for proposal or subsequently during the selection process.

Respondents shall submit current contract forms with their response for review by the Village. In the event that a potential respondent wishes to respond to this request for proposal, but was not sent one directly, they should direct their response to the person listed above.

It is the intent of the Village of Pleasant Prairie that the firm selected will solely represent the interests of the Village in providing services on the identified project, completely and without any limitations.

General:

1. Any questions and or apparent conflicts shall be brought to the attention of the Village Administrator.
2. The software/database for the Public Safety Division shall be complete without the need of the Village to provide any equipment or office space.
3. It is the intent of this request for proposals to cover the furnishing and delivery to the purchaser a complete Public Safety Software system as described in Part III. Minor details that are not otherwise identified are left to the discretion of the respondent who shall be solely responsible for the provision of the service.
4. Each proposal shall be accompanied by a detailed description of the Public Safety solution being proposed.
5. The Village of Pleasant Prairie reserves the right to accept the proposal, which in their judgment, will best serve the interest of the Village. The Village of Pleasant Prairie reserves the right to reject any and all proposals.
6. It is not the intention of the Village of Pleasant Prairie to eliminate firms from proposing services of the type requested. The Village shall be sole judge of the service that is the most advantageous, and the decision of the Village shall be final.
7. The Public Safety solution must meet the major specifications and the intent of the requirements as specified herein.
8. Respondent shall provide demonstrations of the software at the respondents cost if requested by the Village in making its final decision on a software choice.

9. Respondent shall furnish satisfactory evidence of its ability to supply the Public Safety solution.
10. Respondents shall set forth in the proposal sheet the number of days after acceptance of proposal required for service to begin.
11. The prices proposed by the respondent shall be the prices to be paid for all items furnished under this specific proposal, irrespective of the beginning of service. No increase in the prices will be allowed under any circumstances and any proposal where escalator clauses are added or appended by the respondent shall be rejected.
12. A successful respondent is prohibited from assigning, transferring, sub-letting or otherwise disposing of the same or any part of the work called for by the same to any other person, company, or corporation that is not a part of the proposal.

Proposal Evaluation

The Village Administrator and Public Safety Department Heads will evaluate the proposals. This evaluation will be based upon the following criteria:

1. Commitment and demonstrated ability to successfully meet the requirements for the services described herein.
2. Completeness of the proposal.
3. Respondent has demonstrated capabilities and qualifications.
4. Respondents experience in performing similar professional services.
5. Database structure proposed in the proposal.
6. Proposed fee schedule.

Exceptions

1. Conditional proposals may be considered non-responsive and may be rejected.
2. Certain exceptions may be accepted if they are minor, or if they will provide service, which is equal to or superior to these specifications.
3. Exceptions must be noted in the proposal. Exceptions shall be referenced to the paragraph and page of these specifications where the item appears. The Village may consider any exceptions during the evaluation process, and the Village's decision shall be final.
4. Proposals taking total exception to the specifications will not be considered.

Contract Award

The Village reserves the right to reject any and all proposals deemed to be unresponsive. The Village also reserves the right to waive any informalities, irregularities, and technicalities in procedures.

The Village reserves the right, before awarding the contract to require a respondent to submit any additional evidence of their qualifications or an on-site software demonstration, as the Village may deem necessary. Documentation that may be required includes financial, technical, and other qualifications and abilities of the respondent. The Village shall be the final authority in the award of contracts. The Village reserves the right to negotiate with all respondents.

1.9. Prime Contractor Responsibility

Assignment

Any contract that is executed as a result of the Request for Proposal is not assignable by the successful respondent, without the express written consent of the Village. In the event of bankruptcy, assignment for the benefit of creditors or a petition for receivership

relative to the contractor of record, the Village may, as its option with notice, declare the contract terminated.

Inadequate Service

In the event the Village shall conclude that the service provided by the successful respondent is inadequate, the Village shall give notice of such deficiency to the successful respondent, and if the same is not rectified to the satisfaction of the Village within 10 days, the Village may declare that an agreement for services void and terminate the same without further notice.

Liability Insurance

The successful respondent shall carry the following insurance coverage in amounts not less than indicated below. The Village shall also be named as an additional insured.

Worker's Compensation – Statutory limits.
Employer's Liability - \$2,000,000.

Commercial General Liability – on an occurrence basis for bodily injury, property damage and personal injury as provided by the standard commercial general liability policy. A combined limit of \$2,000,000 is required.

An Errors and Omission / Professional Liability Policy – on an occurrence basis for claims and liability associated with errors or incompetence. A combined single limit of \$2,000,000 is required.

Comprehensive Automobile Liability – for bodily injury and property damage arising out of owner, non-owner, and hired vehicles. A combined single limit of \$5,000,000 is required.

1.10. Closing Date for Receipt of Proposal

Return the proposals by no later than 17:00 pm on July 1, 2010. Proposals received after the deadline will not be considered.

1.11. Evaluation of proposal

The proposal will be evaluated in accordance with the criteria set out in Section 4, Evaluation and Award Criteria.

1.12. Response to Inquiries

The Village of Pleasant Prairie will endeavor to reply to queries within three business days of receipt through email only and will only respond to inquiries through email sent to Ruth M. Otto at rotto@plprairiewi.com

Inquiries received up to June 25, 2010 will be replied to within three business days.

Inquiries received after June 25 and up to June 29, 2010 will be replied to by June 30, 2010.

The Village of Pleasant Prairie will not respond to any communications or inquiries, received after 17.00 hours on June 29, 2010.

2. Specification of Requirements

The Public Safety Division has determined the need to seek a replacement software application due to several circumstances. The departments have given rise to the need for a more sophisticated solution that can handle mobile more effectively in a very busy environment while providing additional features easily in the field for all areas of Public Safety. The current system, while adequate when acquired eight years ago, has become increasingly less capable to support the evolving processes of the Village's Public Safety Division.

The following section lists the areas that are expected to be covered:

- ❑ The business areas affected by this software solution are the following:
 - Police Department – Sworn officers, records management, support staff
 - Dispatch Department – Dispatchers which support police, fire, EMS and secondary E911
 - Fire & Rescue – Interface option to their current Firehouse system
 - Municipal Court – Interface to their current TiPSS system
 - Information Technology – the management who oversee the Village's technology.
- ❑ The constraints on solutions are –
 - It must be a SQL database platform capable of running on a network
 - It must be capable of using existing computers, client operating systems (Windows XP Professional with the intention to upgrade to Windows 7 Professional in 2011/2012), specialized hardware, printers, and database server.
- ❑ Interfacing with existing systems –
 - Interface with TiPSS Court database
 - Interface with Badger TRACS system (DOT).
 - Interface with Firehouse (option)
- ❑ Interaction or interoperability with other systems –
 - Capable of running reports in Crystal Reports
 - Mapping is compatible with ESRI GIS environment
 - Future capability with car camera systems
 - Parallel project may include the implementation of a data warehouse, including an enterprise reporting tool (Crystal Reports) for easy access to reporting from multiple databases.

❑ Requirements for data retention, migration, implementation, security –

- Existing historical data from current RMS and configurations from CAD must be moved into new database, including but not exclusive to Incident types, records, attachments, personnel records, evidence inventory, physical inventory, and location history from GPS environment.
- Migration must occur without interruption to the business. This may require performing tasks at odd hours of the day or running parallel systems with the ability to keep both up-to-date (decision based on proposals).
- Implementation must occur without interruption to the business. This will require full planning, including performing migration tasks, testing, and training. The operation of the business runs 24 hours, Sunday through Saturday.
- Security is a requirement. Levels of security, from the lowest level with the lowest ability to access the data to the highest level with full administrative rights and many layers of security in-between. Security based on a user's employment status is critical to the operation. Using NT Authentication is an added bonus if the ability is offered.

❑ Requirements for future projects –

- The Village will at some point deploy a camera system for police squads. The Public Safety system purchased must have the ability to link a video catalogue in the future.
- Currently the dispatch department is a secondary E911 to the County dispatch center. It is a possibility the Village may want to move to primary E911. The system purchased would need to have future expansion through modules to handle ALI (automatic location identifier) data.
- Interface in the future with VoIP.
- Capable of handling data from ESRI GIS and providing data to create geographical reporting.
- Future capability to interface with SharePoint for document management.

❑ Knowledge transfer requirements and documentation –

- The Village of Pleasant Prairie expects to be capable to support the infrastructure which will run the operations of the Public Safety departments. It is expected to have full transfer of all maintenance requirements and system set up. Full documentation of the database, its table structures and relationships, as well as user documentation specific to the anticipated use by the Public Safety departments. Any customization which may be required must be fully documented to allow the Village to manage and maintain the system without the assistance of the vendor if it so chooses.
- Full user training is required as well as hard copy and electronic copy manuals. This training is required for all areas which this system affects – Police Department, Fire & Rescue Department, Dispatch Department, Municipal Court, and Information Technology (IT). IT will expect full technical training to ensure it is capable to manage and maintain the environment once the vendor leaves the project.

- Recommended maintenance contracts and User groups should be submitted as well through this RFP.
- Vendor must provide access to a dedicated Help Desk for both technical users as well as system users can call for questions or concerns on systems issues.

2.1. Objectives

The main objective is to receive proposals for the Public Safety Solution which will enable:

- ☐ All mandatory functionality to be delivered on time
- ☐ Deliver future information needs (over time) if required.
- ☐ Create a standardized delivery mechanism.
- ☐ Manage a wide diversity of user, business, and organizational needs

2.2. Deliverables

The main deliverables the respondent is expected to provide:

- ☐ Records Management System
- ☐ Computer Aided Dispatch System
- ☐ Mobile Data System
- ☐ AVL/Mapping
- ☐ Full field reporting capability
- ☐ Interface capable with TiPSS, TRACS, TIME and Firehouse
- ☐ Capability to use the technical infrastructure in place (100/1000 Ethernet, wireless, air cards in the squads) as well as existing specialized equipment (mobile printers, card scanners, GPS units).
- ☐ Secure data access, ensuring HIPAA and private information concerns are managed.
- ☐ Technical documentation such as Admin Guides, and User documentation, such as Training Guides.

2.3. Project Duration

It is anticipated that the project will be completed within a 4-6 month timeframe. It is anticipated that the project could begin as early as January 2011 if funding is approved. Respondents are encouraged to propose staged work programs with multiple deliverables where appropriate.

2.4. Resource Requirements

The following describe the specific skills and expertise that the Respondent's team will require to meet our requirements:

- ☐ Project management qualification.
- ☐ Proven communication skills.
- ☐ Understanding of vendor software methodologies and database relationships.
- ☐ Understanding of the requirements of a full Public Safety environment.
- ☐ Understanding of interface capabilities.
- ☐ Proven migration, implementation, and training capabilities.
- ☐ Proven experience with a Microsoft environment – desktop, server, database, suites.

2.5. Mandatory Requirements

The following outline the mandatory requirements that the respondent MUST provide:

- ☐ Proven expertise in the provision of personnel to meet the requirements
- ☐ Track-record in partnering the Issuer and other companies involved
- ☐ Available to provide the services required at the time required
- ☐ Sufficient staff with the relevant skills for this project



Note: Respondents are encouraged to submit one or more draft design proposals on the basis of the requirements and the information contained in Appendices.

2.6. Timescales

Describe how the respondent plans to have the project completed—in accordance with the specifications in this document—by May 1, 2011.



Respondents should indicate their ability to meet this delivery date. Where the respondent is unable to comply with this date, propose an alternative timescale.

2.7. Quality Measures

The Respondents must provide a quality installation, training and technical support, including details of the measures (including third party involvement) which will ensure that quality services will be provided.



Respondents must confirm their acceptance of this in their responses.

2.8. Effort required by the Village of Pleasant Prairie during project

Request the respondent to outline the estimated effort required by the [Village of Pleasant Prairie](#) during the project lifecycle, e.g. number of days required for project management meetings.

	(Man days)	Description of effort required
Project Management		
Explanatory Seminars		
System Design		
Documentation		
Business Input		
Sign-Off		
TOTAL		

Table 1 – Respondent Effort Required



This table will help the Village of Pleasant Prairie estimate the resources that they need to allocate to the project.

2.9. Proposal Content & Format

The Village requires the Respondent's proposals shall be submitted in the format outlined in this section. Insert tabs should separate various parts of the Proposal. The Village reserves the right to require additional information or materials after the proposals are submitted. Such information shall be provided at no cost to the Village. Failure to complete any portion of the request may result in rejection of the proposal. An officer of the company who is authorized to negotiate for the company and bind the company contractually must sign the proposal.

☐ Introduction

- Cover Letter, Title Page with Respondent's contact data and signatures, Table of Contents

☐ Executive Summary

- This response should be formatted in narrative format
- Provide a general overview of the RFP response

☐ Respondent's Background and Qualifications

Format with narrative responses to the following questions and provide the necessary documentation for each item listed below.

- Provide Respondent's address, telephone numbers, and email addresses for the corporate headquarters, office that will be handling the Village's account and the implementation / support office.

Village of Pleasant Prairie Public Safety Solution

- List the sales team, implementation team and key staff that will be assigned to the Village of Pleasant Prairie's account. Include name, business address, phone number, fax number, email address, qualifications, and tenure with the company.
- Specify the number of years the Respondent has been in the public sector software business.
- Provide a chronology of the company's growth, history, staff size, and ownership structure.
- Has this company or the products being proposed ever been purchased by another company or acquired because of a merger or acquisition? If yes, provide details regarding the name of the companies involved, specific products affected, and when such merger or acquisition (s) took place. Also, provide percentage of staff members retained from the acquired company.
- Provide a brief statement of the company's financial background demonstrating longevity and stability.
- Provide a summary of the past (3) years of audited Financial Statements including the name of the auditing firm.
- Indicate if the company incurred an annual operating loss in the last 5 years.
- If the Respondent is a subsidiary, provide financial statements for the parent organization as well as separate financial statements for the proposing subsidiary.
- Describe the nature of all past or pending litigation, liens or claims filed against Respondent.
- Describe the company's procedure for dealing with customer service issues including average response times, committed response times, and support options.
- For each of the applications being proposed, please provide the following background information.
 - Date of first release
 - Date of current release
 - Current release number
 - Estimated date of next release
- If any of the proposed applications were not originally developed by the proposing Respondent, please provide narrative details for the following subjects:
 - Name of company
 - Date of product merger or acquisition
 - Product name
 - Description of how integration / interfacing were accomplished with primary application (batch vs. real time, consolidated or separate databases, etc.)

- References of three customers using proposed applications and interfaces
- Description of the development technologies used for each product
- Status of the originating development team resources (retention rate, location)
- How are these products supported and maintained

☐ Customer References

- This Response should be in tabular format
- Proposal must provide five references complete with organization name, contact names, titles, addresses, telephone numbers, and installation dates. A minimum of three references should be on the same platform – with the same server operating system and database version. Primary emphasis should be placed on references that use the Respondent's products with a networked environment similar to the Village's and those clients in local government (preferably in Wisconsin).
- At least two references with install dates prior to calendar year 2007 are desirable.
- Provide at least one client who discontinued use of your product (s) in the last two years.
- Provide at least one reference using an interface with Firehouse Software.

☐ Software Information

- This response should be in narrative format
- Provide general features and capabilities of the proposed system, including but not limited to Incident tracking, booking, citation issuance, evidence tracking, employment management, investigative tracking (case tracking), reporting and any additional information the Respondent deems appropriate.
- Include a list of all software application modules necessary to meet the needs of this RFP. Proposal shall note and disclose any accompanying utility and/or third party software with accompanying costs added in Cost Summary.

☐ Technical Platform Requirements

- This response should be in both narrative and tabular format
- The intent of the Village is to acquire a software application system that will operate on the following computer/network platform listed below for a minimum of 2 years. Any deviation to this environment must be disclosed in this section of the proposal with the estimated costs in Cost Summary. If the technical requirements meet that of the software applications, please include a narrative acknowledgement of this fact.
- Please state whether the platform would be a minimum specification or a recommended specification for hardware, system software, and application software requirements.
 - Computer / Network Platform:

1. Application Server – Microsoft Windows Server 2003

2. Database Server – Microsoft Windows Server 2008 R2, 64 bit, 2-Quad Core 3.0 GHZ, 16 GB RAM, SQL Server 2005
3. Email Server – Microsoft Exchange 2010
4. Workstations – (Office) – Dell Optiplex, Dual Core 2.6 GHZ, 2 GB RAM, Windows XP (will be upgrading to Windows 7 in 2011 or 2012). (Mobile Units) – General Dynamics 6000 Laptops, Dual Core 3.0 GHZ, 2 GB RAM, Windows XP.
5. Connectivity from Squads – Sprint air card U760 using Net Motion VPN.
6. Printers – HP LaserJet and Sharp MFP in office, Pentax Pocket Jet 3 in Squads
7. Peripherals – L-Tron hand scanners (bar code readers for D.L), Ambicom GPS units
8. Network – The Village's network throughput for building-to-building connectivity is 10 Mbps with interior bandwidth at 100 Mbps.
9. Backup Software and Anti Virus – VERITAS Backup Exec with SQL and Open file agents; Microsoft Forefront.

▪ Estimated Number of Users and Transactions

1. The Pleasant Prairie Police Department anticipates the maximum number of concurrent users to be 15
2. The Dispatch Department anticipates a total of 5 concurrent users
3. The Fire & Rescue Departments anticipate 14 users
4. Calendar year 2009 produced 23,544 transactions in the current CAD system. This information should be used to determine the number of user licenses and system requirements.

❑ Response to Application Requirements

- Use 2.10 Specifications for formatting
- Responses to the requirements need to follow the format as established in Section 2.10. If comments are necessary, use the comment section page supplied. The comment pages can be recreated using a word processor for the purpose of commenting on the requirements. Each requirement page should be a single page, immediately followed by a comment page related to the requirements page.

❑ Implementation

- This response should be formatted in narrative format detailing the feasibility of the implementation requirements of the Village.
- **Project Planning Requirements** – The Respondent will be required to schedule and attend a project implementation meeting at the Village of Pleasant Prairie within 3

weeks after the Village has a signed contract in place. At the implementation meeting the Vendor will be responsible for supplying a draft project plan for discussion, including all major steps and the anticipated target dates. The project plan will be updated by the Respondent within 2 weeks after the implementation meeting, with firm target dates, the steps involved for the major tasks, a list of who will be responsible for tasks, project management policies, procedures, and any adjustments the Village should consider. The project plan should be distributed to the project team by email and be mutually agreed upon by both the Respondent and the Village of Pleasant Prairie. Pleasant Prairie will require the Respondent to agree to a live system that is fully operational no later than 6 months after the contract is signed. The Village will require the Respondent to be on-site prior to the start of any business day when a module or system is put into live production.

- **Data Conversion / Migration** – Please provide the Village with a methodology and cost for converting and migrating data that may exist in the existing RMS and CAD systems from Emergitech |, 2545 Farmers Drive, Suite 250 | Columbus, OH 43235. The current database is a Microsoft SQL 2000. The database also contains JPEGs, Word Docs and other attachments to record files that will also need to be converted. A cost estimate for converting data will be included in Cost Summary.
- **Training** – All training classes will be conducted on-site at the Village of Pleasant Prairie. The Respondent will illustrate a sample-training schedule showing the various types of training classes, recommended number of people to be trained, and the purpose of each class.
- **Approaches Questionnaire** – A complete narrative explanation must be included for each of the following five issues in this section. This is the Respondent's opportunity to explain their approach to the Village's requirements as described in the RFP. Careful considerations will be given to each separate response to gauge the Respondent's grasp of the unique needs of the village.
 - Please explain how your proposal meets the requirements of the Village. Why should the Village choose your proposal instead of the other competitive proposals?
 - Please explain your approach to project planning for the proposed system. Describe projected major milestones with dates for the implementation. Discuss any anticipated obstacles you may encounter and the steps you would take to keep the project on schedule.
 - Please describe your approach to integrating with external systems such as TiPSS, Firehouse, Time, TRACS, and ESRI. In addition, identify any communication requirements to support this type of capability.
 - Discuss the percentage of work the Respondent will be doing on site versus a remote location. How many on-site visits from the Respondent are planned for this implementation? What tasks will be done on-site versus the tasks that will be done remotely? How does the vendor expect to support the system from a remote location?
 - Use the following page to address any other issues of which you feel we need to be aware while evaluating your proposal.

- The Village, at its sole discretion, may ask the Respondent to provide the Village, without charge, one (1) complete set of documentation for evaluation purposes, including but not limited to: a systems design manual, system architecture guide, individual program manuals, individual operations manuals, a user's manual and available training aids. A database schema will be provided to the Village after a contract is signed. Non-disclosure requirements from the Village will be limited to applicable law.
- ❑ Cost Summary
 - All costs are to be completely itemized for modules, third party products and services. If the system can be sold as modules, the cost of each module should be listed individually. The Village of Pleasant Prairie, depending on the cost of the complete system, may implement modules during a period of two fiscal years.
- ❑ Signature Page and Status – Each proposal shall include a completed Signature Page (Appendix B)

2.10. Specifications

- ❑ Software Package Approach – The Village desires to minimize “customization” by selecting a package, database and associated tools that provide flexibility to:
 - RMS
 - Define Incident types
 - Employee management
 - Physical Inventory Control (equipment, artillery, etc)
 - Evidence Management
 - Mug shots
 - Master name index with attachments
 - Uniform Crime Reporting (UCR)
 - Print options
 - Case tracking – investigative tracking
 - Interface with CAD
 - Interface with TIME
 - Interface with TiPSS
 - Interface with TRACS
 - Interface with Firehouse

- CAD
 - Mapping for incidence locations (safety)
 - Geodata for analysis (incident location trends)
 - Location file is compatible with ESRI
 - Unit recommendation
 - Premise information for location specifics
 - Alerts / hazards (officer safety alerts)
 - Silent dispatch
 - Integration with EMD software
 - Access to location history
 - Enroute times – time the unit leaves the station (automatic) and time of arrival – Fire and EMS requirement
 - Rig assignments by address
- Mobile Data System
 - Field reporting – complete all reports in the field
 - Messaging/chat/silent dispatch options
 - Access directly to state and local records
 - Touch Screen optimization (very critical)
 - Hazards available (premise information)
 - Officer update a call from the squad
 - Access from the squad location info on other squads (AVL/Mapping)
 - MDC for Fire & Rescue
 - Interface with TRACS
 - Interface with TIME
 - Interface with Firehouse
- AVL/Mapping
 - Clearly show locations of all vehicles for dispatch
 - Display TAG of squad # and call # and status

- Display to all field units on the street locating of all units
- Show speed, location
- Ability to do crime mapping analysis
- Compatibility with DMD (Powerphone)
- Requirement — Maintenance and Support
- General
 - Modules and subsystems to perform with the same functionality whether integrated with an entire system or purchase as standalone modules. The Respondent will disclose all features that are dependent on other modules.
 - The ability to mask unneeded features or complexity and customize program options.
 - User customizable screens and reports
 - Generate specialized reports and queries
 - Interface with TRACS, TIME, TiPSS, Firehouse and GIS systems
 - Integrate with the MS Office 2007 Suite and Exchange 2010
 - Integrate with an eventual VoIP system and possibly E911 in the future
- ☐ Software Solution – Based on the above information, propose a software solution that can work within the existing network and hardware configuration presented in Section 2.9. Estimated volumes of transactions in Section 2.9 should be referenced for proposing an adequate equipment configuration to accommodate the Village's growth during the next 5-8 years.
- ☐ Technical Specifications
 - Requirements:
 - The Respondent must respond to each of the specific questions listed in this section
 - The Village is seeking responses based on the CURRENT RELEASE of the Respondent's software package
 - Please indicate with an "X" in the appropriate column. Enter any necessary comments in provided section
 - Sections requiring Respondent responses are listed below
 - Describe the capabilities offered in the base package. Additional items that are above and beyond the base package need to be identified as such and have an associated cost listed in the cost summary section.

Section	Description
1.	General System Design and User Requirements
2.	Incident and Complaint Tracking
3.	Evidence Management
4.	Citation Tracking
5.	Personnel Management
6.	Crime Scene and Investigation Analysis / Mapping
7.	Integration with other Systems and Technologies
8.	Reports
9.	Upcoming Releases, Software Maintenance and Support

☐ TECHNICAL SPECIFICATION REQUIRED RESPONSE

Response Key:

S = Standard, as part of the package offered in the proposal

Y = This feature is available through additional options or customization as an extra cost and is included in the proposal. Disclose itemized cost in Cost Summary

V = This feature is available through a Third Party Vendor. Disclose Third Party Vendor name and contact with itemized cost in Cost Summary

N = This feature is not currently available in proposal

Number	FEATURE / Question	S	Y	V	N
	1. GENERAL SYSTEM DESIGN, AND USER REQUIREMENTS				
1	Is the proposed software compatible with the Village's targeted hardware, network and database standards?				
2	Does the Respondent plan to propose hardware, network, or database solutions that would require the Village to adopt additional standards? If yes include itemized cost in Cost Summary				
3	Is the system compatible with the full range of the Village's desktop machines?				
4	Is all client software compatible with Windows XP workstations where users are logged in to a Windows 2003 Server environment as a "Domain User" without "Power User" or Administrator Privileges" to the workstation?				
5	Please attach comments providing information on system development tools:				
	a. What computer language is used?				
	b. Does the system make use of any other software development tools?				
	c. Are any other software products required or recommended?				
6	Does the system allow the user to direct printouts to HP LaserJet printers on a Windows 2003 network or direct -attach printer? (If dedicated printers are recommended, please summarize recommendations.)				
7	Was the system designed with sufficient editing, coding, and validation routines to minimize data entry errors and enforce data entry consistency?				
8	Do all modules have a similar "look and feel" in terms of navigation, use etc.?				
9	Do you have other customers on the version and platform you would be implementing for the Village of Pleasant Prairie? If so how many? Please include at least 3 of these customer contacts as references.				
10	If you are invited to perform a demonstration, will the demonstration product be the version and platform sold to the Village of Pleasant Prairie?				
11	Can all concurrent users be logged on at all times? (Please indicate if there are any procedures or processes that would require users to log off on a day-to-day basis.)				
12	What will the system do if two or more concurrent users open and attempt to update the same record in a table?				
13	If the licensing for this system is based on the number of concurrent users at a particular time, please explain what messages are given to the user when the maximum number of concurrent users is exceeded.				

14	Does the system provide security that allows for multiple user configurations? (For example, one user may be able to ADD, CHANGE, and DELETE records on a particular screen, and another user may only be able to QUERY that particular screen.)				
15	Does the system security allow "User-Groups" for assigning the same security access for modules to more than one person?				
16	Will the system use the Microsoft's Active Directory for user login and password security? Please elaborate.				
17	Does the Pleasant Prairie have the ability to add custom programs or reports to the systems menu or toolbars?				
18	Please describe the types of documentation (both written and online) that are included with the software.				
19	Does the system use pick-lists, drop-down boxes, or other easy-to-use options to assist users in correctly entering data? How are the lists maintained?				
20	When users are entering text to describe conditions, does the system provide word processing functionality? (Or do you integrate with word processing packages?) Please describe.				
21	Are users able to "cut and paste" text both from and to word processing packages?				
22	When users are entering text, does the system have word-wrap and spell check features like a traditional word processor? (i.e. Microsoft Word)				
23	Can the system add digital pictures to all reports? If so, is there a limit to the number of pictures that can be added to any report?				
24	Can the users, not system administrators, have the ability to import or export data items? Are there any restrictions or file formats (i.e. Word, Excel, Access, and JPEG)? Can this be restricted to certain users?				
25	Is the software compatible with Blackberries or handhelds?				
26	Does the system have the ability to create timelines, automatically print end of month reports, send electronic mail messages or otherwise notify supervisors of activities in the department such as court dates or training activities?				
27	Are all modules in the system seamlessly integrated? Police personnel should only need to enter data in tables and records once to be used, queried, or printed in all modules.				
28	Describe how users can query and sort data in the system. Can users run online queries and sort by any field or multiple fields of their choice?				
29	Can users search the system based on a field or narrative entry?				
30	Does the system provide a centralized database of City, State, and Federal cods that can be accessed for use in all modules?				
31	Describe any electronic approval or workflow processes.				

32	Does the system provide a means for error checking and validation of data entry? An Officer or Records Clerk may enter data incorrectly or may enter a person that is already in the system. How will the RMS check against having multiple person entries in the system?				
33	Can the system electronically distribute reports outside the department? If so, by what means and format?				
34	The Village of Pleasant Prairie Police Department would like to enter names and address information into the system one time for use in all modules of this system. Does the system offer a centralized person (name and address) module for victims, offenders, complainants, and witnesses?				
35	If a centralized name and address module exists, will it capture the following data: Digital picture (how many), multiple alias, first name, middle name, last name, business name, address and previous address (delimited by street address, street direction, street name, street suffix), city state, zip code, age, date of birth, sex, race, height, weight, air color, eyes color, build, complexion, place of birth, employment status, occupation, gang type, gang name, multiple scar marks, tattoos, drivers license number, state issued, booking number, sex offender, sex offender registration date, registration update date, State Identification (SID) number, multiple aliases, caution field, comments section, telephone numbers for home, business, mobile, and fax.				
36	Can the system support multiple comment or narrative entries per record in each module?				
37	If multiple comment / narrative entries are supported, will the system track the following comment criteria: Number of comments, oldest comment date and time, current comment date and time, comment memo field, user logging.				
38	Does the system log record entry and changes? If so briefly describe where and how logging is done?				
39	Does the system have the ability to enter report and query on multiple aliases.				
40	Does the system use a standard Windows Printing system and drivers?				
41	Can users create PDF documents from within the system?				
42	In the event your company ceases to operate, do you have arrangements with other clients that make the computer source code available to that client? Please let us know the type of arrangement and costs involved.				
43	How are confidential records secured?				
44	Will the system be able to hold the Village of Pleasant Prairie's Municipal Offense Codes?				

[illegible]

[illegible]

[illegible]

	4. CITATION TRACKING				
1	Does the system capture the following fields of information: Document control number (DCN), case number, township, ticket date, time of issuance, officer, 2nd officer, reference number, report status, location of incident address with separate fields for address number, street direction, street name, street suffix, city, zip code, beat, place, general location narrative field.				
2	Does it capture vehicle information such as year, make, body type, model, color / color, VIN description, license number, license issuing state, plate type, plate expiration month and year, Wisconsin DOT (Department of Transportation) number?				
3	Does it capture owner / defendant personal information, drivers license number and state issued, drivers license expiration date, date of birth, approximate age, city resident, state violation, local ordinance, nature of offense, accident type, road conditions, visibility, method of detection, notations, Court appearance required, no court appearance required, date and time of court appearance, disposition of court.				
4	Track the following court data: bond amount, holding drivers license, bond card, court appearance, court data, court time, room number, disposition, court costs, fine, sentence, credit card number, and credit card expiration data.				
5	Track the following condition data: road, weather, traffic control device, type of areas, and highway type.				
6	Track the following vehicle data with multiple entry capability: Vehicle number, relation to case, license plate number, issuing state, plate type, expiration date, vehicle year, make, model, body style, color1, color2, VIN, odometer, disposition, estimated speed, direction of travel, street number, estimated damage				
7	Can system manage both traffic and parking citations?				
8	Will the system track bias-free policing fields: race, reason for stop, type of violation, type of roadway, beat, search conducted, search types, asset or person being searched, contraband, contraband types, name of contract? Ability needed to produce reports with separate totals that coincide with current tracking data as well as submit data electronically for state reporting requirements.				
9	Process traffic, parking, written warnings, and verbal warning citations?				
10	Interface with DOT to download citations from TRACS?				
11	Summary report and update of daily citations needed to send to County.				
12	Ability to use hand scanner to enter driver's license. Provide al list of approved devices and estimated costs in cost summary.				

Village of Pleasant Prairie Public Safety Solution

[illegible]

[illegible]

[illegible]

7. INTEGRATION WITH OTHER SYSTEMS, TECHNOLOGIES					
1	Fax and Email - Assuming that the user has the ability to generate faxes from the desktop, does the system provide the ability to automatically send a report to another City based on definable criteria? Does the same apply for using email to send reports?				
2	Fax and Email - If the answer to the question above is yes, does the ability to automatically route reports via fax or email also apply to reports that may be created by in-house staff?				
3	FTP - Can the system generate a report nightly and FTP it to a site?				
4	Cashiering - Does the system have the ability to associate different types of fees with different account numbers and generate a daily summary of fees collected by account number?				
5	GIS - (The Village uses ESRI) - Please describe any integration or interfaces you offer between the software and the following ESRI GIS packages: Arc GIS, Map Objects, ArcSDE, and Microsoft SQL Server 2000. Please describe the types of features that would be available to the users if such integration were implemented. Also, discuss how the integrity of the parcel and / or addressing data in the GIS and the Respondent's application will be kept consistent. Provide program specifications and requirements.				
6	Is there an ability to highlight a range of addresses or intersections on a map and pull all or partial data based on incident types or accident data?				
7	Document Imaging (SharePoint) - The Village is adding a Document Management system (SharePoint) that will store paper or electronic documents and reports digitally. Please describe any integration or features you offer to customers using this type of system. Please provide costing information if appropriate in the Cost Summary section of your response.				
8	Email - The Village has a Microsoft Exchange 2010 email system. Please describe any additional integration or special features that you offer to customers who are using this type of email system.				
9	Blackberry and Handheld devices / Laptop Computers - Does the system provide the appropriate capabilities to allow a user to operate in the field using a MDC touch screen laptop computer or a blackberry / handheld device? Please outline any features that you offer if these technologies are utilized. Describe any limitations from the normal LAN client and include any additional cost in the Cost Summary.				
COMMENT SECTION FOR INTEGRATION WITH OTHER SYSTEMS / TECHNOLOGIES					
Question Number	Comment				

8. REPORTS					
1	Please provide a listing of reports that are packaged with the system. If the list of reports is too lengthy to outline, please describe the different "families" of reports that come with the system.				
2	Please describe any features within the base systems that assist users in developing custom reports.				
3	Can the employees customize and create reports or will the Respondent have to develop reports from information the Village will provide?				
4	If a report writer is needed, please make a recommendation with regard to report writers that the Village could purchase to supplement the standard reports provided in the system.				
5	Does the system support Crystal Reports?				
6	The Police Department gets many requests from insurance companies, attorneys and residents for copies of reports. The Police Department also charges a fee for these reports. Does the system allow the users to reproduce reports for the public and track where the copies are distributed with the appropriate fee collected?				
7	The system shall generate a variety of documents or reports that will be issued to residents. Will the Village have the option of utilizing pre-printed forms, or does the system have sufficient graphics capability to provide appealing documents including: Incident reports, traffic reports, copies of traffic citations, insurance reports, and letters using Police Department letter head.				
8	Does the system have online forms entry capabilities? Please describe.				
9	Can the system query street names bound by parcel addresses or intersecting streets, and select activity types to be displayed on a report?				
10	Can the system report on a person with a history of all activities?				
COMMENT SECTION FOR REPORTS					
Question Number	Comment				

[illegible]

3. Cost Summary

Please detail the fixed-price costs of the software, implementation rates, costs of equipment, etc. where required.

3.1. Details Costs

In the cost section, the respondent should state the following:

- ☐ Fixed software licensing costs to perform all work required to satisfy the requirement specifications.
- ☐ Daily rates and the number of days required for each individual involved in the project, e.g. 50 days for Project Manager at \$750.
- ☐ Allowances for expenses, travel, subsistence etc. must be quantified and included in the fixed price. These cannot be submitted later.
- ☐ Itemized breakdown of the cost of any options being proposed beyond the minimum specifications, e.g. alternative software, hardware, or materials.
- ☐ Costs shall be exclusive of all taxes.
- ☐ Respondents shall indicate any discounts that relate to this proposal, e.g.:
- ☐ Public sector discounts.
- ☐ Early payment discounts.
- ☐ Any other discounts.

The Respondent is responsible for any errors on the calculation of the costs provided in response to this Request for Proposal.

3.2. Detailed Costs

Resources	Daily Rate	Total \$
Hardware	Cost	
	[Cost Per day]	[X]
Software	[Cost Per day]	[X]
	[Cost Per day]	[X]
Others	Total	
Project Management	[Cost Per day]	[X]
Training	[Cost Per day]	[X]
Services	[Cost Per day]	[X]
Total		

3.3. Technical Support Costs

Where appropriate, provide technical support costs for the [Village of Pleasant Prairie's Public Safety Solution](#)

3.4. Further Conditions

Additional items purchased by the Village of Pleasant Prairie from the supplier during the contract will be considered as part of the contract.

Any errors or omissions from the proposal in terms of price, quantity offered or other relevant information shall be the responsibility of the Respondent. The Issuer will not in any circumstances accept requests to amend any item on the proposal once the closing date has elapsed.

To assist in the proposal evaluation process, the Village of Pleasant Prairie may ask Respondents for clarifications of their proposals, e.g. specific questions in relation to the proposed solution. Demonstrations of the final candidates will be requested.

3.5. Format and Number of Proposals

- ☐ Provide 6 copies of the proposal in hardback
- ☐ All proposals must be typed and double-spaced, one-inch (1") margins, on standard 8 ½" x 11" paper and bound appropriately.
- ☐ Large paper is permissible for charts, such as maps.
- ☐ Late, faxed or emailed proposals will be automatically disqualified.



Note: The hardcopy proposal is deemed as the official and legally binding version.

4. Evaluation & Award Criteria

All sealed bids shall be opened publicly and noted on July 6, 2010 at 8:30 AM at 8600 Green Bay Road. The Village shall evaluate each proposal and base its decision based on the criteria listed below. The Village reserves the right to reject any and all proposals deemed to be unresponsive. The Village also reserves the right to waive any informalities, irregularities and technicalities in procedures.

4.1. Qualification Process

Proposals which do not satisfy ALL qualification criteria will be excluded from this bid including:

- ☐ Late submissions
- ☐ Incomplete submission

Respondents should note that only those tenders who meet all of the qualifying criteria will be eligible for inclusion in the award process.

The contract will be awarded from the qualifying tenders on the basis of the most economically advantageous tender using the following award criteria:

- ☐ Quality of the proposal and methodology.
- ☐ Demonstrated understanding of the requirements.
- ☐ Range of previous relevant experience.
- ☐ Quality of resources available for this project.
- ☐ Ability to meet the project timescale.
- ☐ Cost

4.2. Evaluation Criteria

Proposals will be evaluated on the following criteria:

- ☐ Proven track record of key personnel in providing required services
- ☐ Financial viability
- ☐ Technical ability
- ☐ Understanding of requirements
- ☐ Appropriateness of the proposed solution
- ☐ Approach to standards issues, e.g. interoperability
- ☐ Project Management

- ☐ Quality of customer support, after sales service, and technical assistance.
- ☐ Ability to meet project timeframes.
- ☐ Cost, including daily rates, payment schedule, and non-financial incentives e.g. using existing licenses.

The Awarding Authority reserves the right to select any/none of the proposals received.

4.3. Determination of responsiveness

After the official opening of the proposal, the Evaluation Team will determine whether each proposal is substantially responsive to the Request for Proposal's requirements.

4.4. Correction of Errors

Those Respondents determined to be substantially responsive will be checked for any material errors in computation such as:

- ☐ Discrepancy between fixed cost price in figure and words. In this case the amount in words will govern.
- ☐ The amount stated will be adjusted by the Evaluation Team in accordance with the above procedure for the correction of errors and, with the Respondent's agreement, shall be considered as binding.

Respondents who do not accept the correction or errors will have their proposal rejected.

4.5. Clarification of proposals

To assist in the examination process, the Village of Pleasant Prairie may request points of clarification as regards their proposals, e.g. details of the proposed solution. It will be expected to see a full demonstration of the software package and set up a visit with a current customer to have a full understanding of how the solution works prior to final decision. All costs associated with the demonstration or client site visit will be the responsibility of the Respondent.

4.6. Award Criteria

The contract will be awarded, **if budget is approved**, from the qualifying proposals on the basis of the most economically advantageous proposal applying the following award criteria:

- ☐ After sales service
- ☐ Compatibility with existing system and/or equipment
- ☐ Completeness of proposal documentation
- ☐ Cost
- ☐ Demonstrated understanding of the needs of the Village of Pleasant Prairie

- ☐ Economic Standing
- ☐ Education and Training
- ☐ Environmental considerations
- ☐ Experience
- ☐ Expertise of the specific proposed individuals
- ☐ Financial capacity
- ☐ Qualifications
- ☐ Quality of proposal document submitted
- ☐ Reference Sites
- ☐ Relevant experience
- ☐ Stated ability to meet all the minimum requirements
- ☐ Supplier technical ability
- ☐ Technical merit
- ☐ Time scale for delivery
- ☐ Timeframe
- ☐ Understanding of Issuer's requirements
- ☐ Value for money

4.7. Most Economically Advantageous Proposal

The Village of Pleasant Prairie reserves the right to reject any proposal. The lowest proposal will not necessarily be accepted.

Respondents may quote for all or part of this proposal; however preference may be given a single source solution.

The contract will NOT be awarded solely the basis of the most economically advantageous proposal.

4.8. Respondents Qualifications

Respondents must submit statements as to their financial and economic position and technical knowledge or ability.

4.9. Split contracts

The Village of Pleasant Prairie reserves the right to divide (i.e. split) the contract between several Respondents.

4.10. Conformity to Specification

Respondents shall provide detailed specification on all products being offered for the contract, which must be acceptable to the Village of Pleasant Prairie.

All goods, articles and materials being offered must comply with recognized standards during the contract period.

Acceptance of articles, goods or materials shall be subject to any test, which the Village of Pleasant Prairie may determine.

4.11. Product Liability Insurance

Liability insurance is required in respect of all products, equipment and services being provided. Respondents must provide the name of underwriter and the indemnity value.

4.12. Estimated Quantities

Quantities referred to in the proposal are an estimate only of the anticipated requirements.

Where applicable, the Village of Pleasant Prairie may order quantities greater or lower than any estimate and may require them to be delivered to places named in the order.

4.13. Number of Suppliers

Due to technical or economic reasons the Village of Pleasant Prairie may award the contract for any of the product categories to more than one Respondent.

4.14. Status of Parties

On acceptance of the service contract, the Successful Respondent shall be bound to supply the articles, goods or services covered in accordance with such orders as may be issued by the Village of Pleasant Prairie during the contract period.

Successful Respondents shall maintain sufficient stock levels to meet the Village of Pleasant Prairie requirements for the contract duration.

Where a Respondent cannot meet its contractual requirements during the project, it shall notify each relevant location in advance so that alternative arrangements can be made.

The Village of Pleasant Prairie reserves the right to purchase articles, goods or services in one lot, or by division into lots.

The Village of Pleasant Prairie shall not be bound to purchase a minimum amount of articles, goods or services in any one lot.

4.15. Contract Performance

The Contractor shall be bound to deliver, at its own expense and risk, the articles, goods and materials as required for this project; delivery shall not be complete until these are received and signed on behalf of the Village of Pleasant Prairie.

4.16. Technical Obsolescence

If during the course of the contract new products become available which, in the view of the Village of Pleasant Prairie will improve the project, the Respondent will be given the opportunity to quote for these items.

4.17. Contract Termination

The Village of Pleasant Prairie shall terminate the contract in the event of the Respondent (i.e. Contractor) failing to comply with any of the contract's terms and conditions and shall be entitled to recover from the Contractor any loss resulting from such termination.

4.18. Request for Additional Information from Respondents

The Village of Pleasant Prairie reserves the right to request additional information from the Respondents after the closing date. If necessary a short-list of contractor(s) may be invited to attend for interview and make a presentation based on the proposal and to answer any questions arising.

The nominated support personnel should be among those making the presentation.

4.19. Cost of preparation of proposal

The Village of Pleasant Prairie will not be held responsible for any expenses or losses incurred by the Respondent in the preparation of the proposal, demonstrations or client site visits. The Respondent shall bear all costs associated with the preparation and submission of their proposals.

4.20. Discussions with Respondents

Discussions may be conducted with Respondents whose proposals have the potential for being selected for award in order to:

- ☐ Explore the Village of Pleasant Prairie requirements and the Respondent's proposal.
- ☐ Facilitate arriving at a contract that will be most advantageous to the Village of Pleasant Prairie, taking into consideration price and other evaluative factors.

Respondents whose proposals are unacceptable will be notified promptly.

4.21. Amendments to the Request for Proposal

Any amendment(s) to this Request for Proposal will be emailed to all respondents. The prospective supplier MUST acknowledge receipt of all amendments issued.

4.22. Contractual Terms and Conditions

Where a contract is agreed, it becomes binding only upon the approval of the Village of Pleasant Prairie Board of Trustees and services cannot be rendered until such time.

The contract amount will be payable upon completion of the services in a manner determined by the Village of Pleasant Prairie.

4.23. Amended Proposals

The Respondent may submit an amended proposal before the due date. Such amended proposals must be complete replacements for a previously submitted proposal and must be clearly identified as such.

The Village of Pleasant Prairie will not merge, collate, or assemble any proposal materials.

4.24. Respondents Rights to Withdraw Proposal

The Respondent can withdraw its proposals at any time prior to the deadline for receipt of the proposal. The respondent must submit a Written Withdrawal Request signed by its authorized representative(s) addressed to the Village of Pleasant Prairie's Administrator.

4.25. Termination

The Village of Pleasant Prairie reserves the right to cancel this Request for Proposal at any time, and to reject any or all proposals submitted, where such action may be in its best interest.

Any contract awarded as a result of this process may be terminated if sufficient authorizations do not exist.

4.26. Contract Deviations

Any terms and conditions which may be the subject of negotiation will be discussed between the Village of Pleasant Prairie and the Respondent. This process will NOT be deemed an opportunity to amend the Respondent's proposal or adjust the fixed price cost.

4.27. Subcontractors

The role of subcontractors must be clarified in the proposal. Identify the major subcontractors by name. The prime contractor will be wholly responsible for all tax withholdings that may be required on behalf of any of the subcontracts.

4.28. Conflict of Interest

The Respondent must agree that it has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner with the performance of services required.

4.29. Compliance with the Applicable Law

The respondent(s) agrees, upon successful contract award, that services will be performed within applicable federal and state laws and applicable regulations of the state of Wisconsin.

4.30. Presentation of proposal

The completed proposal shall be enclosed in a sealed envelope, clearly marked with the name and address of the Respondent and Contract Title for which the bid is being submitted, and shall be delivered not later than 2:00 pm on the closing date stated in Section 1 in the Executive Summary.

Late proposals will be destroyed.

4.31. Additional Costs

The Village of Pleasant Prairie may ask the Respondent to make a presentation of their proposals. All costs and expenses associated with such presentations shall be borne by the Respondent.

Where samples are required to determine conformity to product specification, fitness for purpose and suitability for contract, these shall be provided free of charge and delivered to the relevant location at the Respondent's expenses.

5. Appendix A — Terms and Conditions

All information provided to this Request for Proposal will be treated in strict confidence by Respondents.

Information supplied by Respondents will be treated as contractually binding. However, the Village of Pleasant Prairie reserves the right to seek clarification of any such information.

The Village of Pleasant Prairie undertakes to use its best endeavors to hold confidential any information provided by Respondents in response to this document, subject to its legal obligations.

All payments under the contract will be conditional on the Respondent being in possession of valid certificates.

The Village of Pleasant Prairie will not be liable in respect of any costs incurred by suppliers in the preparation of proposals or any associated work effort, including the supply of software for evaluation.

Late, or incomplete, proposals will be rejected.

Proposal must be completed in accordance with the Format of Proposal as specified in this document.

Conflicts of interest involving a contractor (or contractors in the event of a group or consortium bid) must be fully disclosed, particularly where there is a conflict of interest in relation to any recommendations or proposals put forward by the Respondent.

Invoicing arrangements will be agreed with the successful respondent(s). The Village of Pleasant Prairie undertakes to make payment of invoices arising out of this proposal as agreed upon with respondent.

5.1. Copyright / Intellectual Property Rights

The Village of Pleasant Prairie reserves the ownership and copyright for all deliverables produced during this project.

The Respondent(s) agree to disclose and assign to the Village of Pleasant Prairie all inventions and innovations resulting from this project.

5.2. Implementation

After the contract is awarded, the Village of Pleasant Prairie will arrange a meeting with the Respondent before work commences to discuss the technical environment and other requirements.

5.3. Financial Arrangements

Terms and conditions must be adhered to throughout the entire contract.

Payment for all services will be on receipt of appropriate invoices.

The Village of Pleasant Prairie retains the right to withhold payment where a contractor fails to meet its contractual obligations.

5.4. Contract Award / Termination

The Village of Pleasant Prairie reserves the right to cancel/postpone the contract award.

The Village of Pleasant Prairie is not legally obliged to accept the lowest or any proposal.

The Village of Pleasant Prairie reserves the right to reject in whole or in part, any or all proposals received.

The Village of Pleasant Prairie also reserves the right to terminate the contract at any stage.

In the event that the project must be abandoned, provisions will be made by the Village of Pleasant Prairie for the termination of the supplier(s) contract on payment of agreed costs accrued to the date of termination.

5.5. Ownership

The Village of Pleasant Prairie will remain the sole owner of all deliverables including, but not limited to reports, manuals, graphics etc.

5.6. Site Visits

Where a site visit by the Respondent is deemed necessary prior to submission of the Proposal, the Village of Pleasant Prairie shall arrange this with the appropriate personnel.

5.7. Alternative proposal

The Respondent may submit an alternative proposal which offers additional economic, financial or technical merits.

5.8. Proposal Validity Period

The proposal shall be valid for the duration of the contract, unless otherwise stated.

5.9. Contract Review

The Village of Pleasant Prairie will review the contract on an ongoing basis and may revise its needs at any stage to take account of changing business requirements.

5.10. Indemnities and Sureties

Before the contract starts, the contractor shall take out an insurance policy indemnifying itself and the Village of Pleasant Prairie in respect of all claims.

6. Appendix B — Signature Page and Legal Status

The Undersigned Certified That They Are An Official Legally Authorized To Bind Their Firm And To Enter Into A Contract Should The Village Accept This Proposal.

Proposal By: _____ (Name of Firm)

Legal Status of Respondent: Please Check the Appropriate Box

A. Corporation _____ State Of Incorporation _____

B. Partnership _____ List Names: _____

C. LLC _____

D. DBA _____ Explain: _____

Signature of Respondent: _____

Title: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone No. () _____

Signed This _____ Day of _____ 2005