



**MULTNOMAH
COUNTY**

RFP No. P09-9686

REQUEST FOR PROPOSALS

For:

***District Attorney's
Open Source Document Management System***

PROPOSALS DUE: NOT LATER THAN 4:00 PM, APRIL 6, 2009
LATE PROPOSALS SHALL NOT BE CONSIDERED

Submit Proposals to: **ATTN: Paula Rickman, Senior Procurement Analyst**
Multnomah County RFP P09-9686
Central Procurement & Contract Administration
501 SE Hawthorne Blvd., Ste 400
Portland OR 97214

Refer Questions to: **Paula Rickman**
Senior Procurement Analyst
Phone: (503) 988.5111, Ext 24380
Email: paula.j.rickman@co.multnomah.or.us

Pre-Proposal Conference: **There will be a pre-proposal conference for this Solicitation at**
10:00 a.m. on Wednesday, March 25, 2009 at the Portland Building (1120
SW 5th Avenue, Portland OR) in the 15th Floor SED Conference Room.
Attendance at the pre-proposal conference is optional.

Electronic copies of this RFP and attachments, if any, can be obtained from the Multnomah County Purchasing (CPCA) Website
at: <http://www.multcopurch.org>

Proposal documents shall be submitted in hard copy. Electronic or e-mailed submissions shall be rejected.

RFP #P09-9686

Multnomah County District Attorney's Document Management System

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RFP P09-9686
Multnomah County District Attorney's Office
Open Source Document Management System

1 OVERVIEW

1.1 PURPOSE AND OVERVIEW

The Multnomah County District Attorney's Office is seeking Proposers from whom it may purchase a Document Management System. This system is intended to create efficiencies in the maintenance, use and storage of large volumes of documents.

Major system components include:

- All Software and Appropriate Licensing
- All Software Customization
- All Hardware
- Configuration, Installation and Networking
- Integration with Existing Data Systems
- Testing, Debugging and Implementation
- Training: Systems, Network and End-User
- All Documentation

1.2 JOINT PROPOSALS

The County will consider joint proposals from existing firms. Joint proposals may take the form of partnerships, general contractor/subcontractor arrangements or entities formed by existing providers. If any such arrangement is proposed, a written memorandum of understanding between the parties must be submitted with the Proposal setting forth the business and service delivery agreements between the parties.

1.3 TEAMS

Proposals resulting from the formation of a team, joint venture, partnership or consortium (Team) of companies and/or agencies, for the purpose of engaging in jointly sponsored Proposals will be considered. Any such Team must designate a prime Proposer, so that in the event that the Team Proposal is selected for award, Multnomah County will enter into a contract with the designated prime Proposer. The Proposal must identify the specific performance of each vendor, with the prime vendor assuming responsibility for contract performance overall.

If a team-based document management solution is proposed, a Memorandum of Understanding, Teaming Agreement, Joint Venture Agreement, or other such document between the entities that demonstrates the partner commitment must be included in the Team Proposal. The document must specifically address the roles and responsibilities of each entity.

1.4 CONTRACT AWARD

Multnomah County anticipates awarding one contract for the DA's document management system as a result of this RFP. The Contract Award, as determined by the County, will be made to the Proposer meeting all minimum requirements and with the highest scoring proposal in response to the requirements of this solicitation.

Multnomah County strongly encourages the participation of Minority-Owned, Women-Owned, and Emerging Small Businesses and Organizations in providing these services.

1.5 CONTRACT PERIOD

This RFP is expected to result in the award of a contract to a single vendor, for a period of performance as defined by the Successful Proposer's proposed design and implementation timeline and which will be finalized during Contract Negotiations.

Anticipated start date for the project is June 1, 2009.

1.6 FUNDING

Multnomah County anticipates spending between \$150,000 and \$250,000 for the services outlined in this solicitation. However, we request that Proposers propose accurate, competitive and detailed costs based on their proposed implementation of the scope of work outlined in Section 2 of the RFP regardless of the budgeted amount. Multnomah County reserves the right to negotiate cost in accordance with Section 3.3.3 of the RFP.

1.7 PRE-PROPOSAL CONFERENCE

An Optional Pre-Proposal conference will be held on March 25, 2009 at 10:00 AM in the SED Conference Room on the 15th floor of the Portland Building, at 1120 S.W. 5th Avenue, Portland, OR. This meeting is designed to clarify the information that is contained in this RFP and give an opportunity for questions and answers.

Proposers that are unable to attend the conference due to extended travel may make arrangements to participate via phone. Phone participation requires a land line (no cellular phones). Proposers must contact Paula Rickman, Senior Procurement Analyst, Multnomah County CPCA, at phone number (503) 988-5111, ext. 24380 or email: paula.j.rickman@co.multnomah.or.us to make arrangements for phone-in participation by 4:00 p.m. PST on March 19, 2009.

1.8 MINIMUM REQUIREMENTS

1.8.1 PROPOSAL SUBMISSION MINIMUM REQUIREMENTS

At the time of Proposal submission, Proposers must meet the following minimum requirements before their Proposal can be forwarded to the evaluation panel for review. Failure to provide any of the required documents or meet any of the below requirements shall result in rejection of the Proposal.

1. The Proposal response must be received by the Multnomah County Central Procurement and Contract Administration (CPCA) office and be **time stamped no later than 4:00 p.m. PST April 6, 2009**.
2. The County intends to hold Oral Evaluations and DMS Demos with the top three scorers on **May 8, 2009** on location at Multnomah County. Providers must certify that at least one

representative will attend these sessions if selected. Failure to attend will automatically result in rejection of the Proposal. **Before answering the evaluation questions, place a statement in your Proposal as follows: "I certify that if selected, we will attend the Oral Interview on May 8, 2009."** Multnomah County reserves the right to re-schedule this meeting as needed.

3. Proposers must submit a signed original Offeror Representation and Certifications form or a signed original cover letter as indication of Proposer's intent to be bound.
4. If Proposing as a Team, the prime Proposer must submit a Memorandum of Understanding, Teaming Agreement, Joint Venture Agreement, or other such document between the entities that demonstrates the partner commitment as specified in part 1.3.

1.8.2 CONTRACTING MINIMUM REQUIREMENTS

At the time of contracting, Proposers must meet the following requirements:

1. Proposers must be legal entities, registered to do business in the State of Oregon.
2. Proposers must be able to comply with County contracting requirements, which include insurance limits, and all other federal, state and local laws and regulations governing services purchased through the contract. A sample copy of Exhibit 2 (insurance requirements) is included as Attachment B. **NOTE:** In addition to the insurance limits indicated in Exhibit 2, Cyber insurance coverage – not less than a \$1 million limit with a minimum \$2 million aggregate may, at the County's sole discretion, apply to the contract originating from this RFP.
3. Proposers must acquire EEO certification (see Exhibit 5 in Attachment B) and must obtain a license to do business in the City of Portland.
4. Proposers must have received a minimum total score of 70% of total points possible, in order to be eligible to enter into a Contract with the County.

1.9 TIMELINES

Below is a timeline chart showing key procurement dates and information. Multnomah County reserves the right to deviate from this schedule.

<i>Friday, March 6, 2009 8:00 AM PST</i>	<i>Copies of RFP available from Multnomah County CPCA Copies will be mailed upon request.</i>
<i>Wednesday, March 25, 2008 10:00 AM</i>	OPTIONAL Pre-Proposal Conference <i>SED Conference Room, 15th floor, Portland Building, 1120 SW 5th Avenue, Portland Oregon</i>
<i>Friday, March 27, 2009 No Later Than 4:00 PM PST</i>	<i>Questions/protests on RFP contents due to Multnomah County CPCA</i>
<i>Monday, April 6, 2009 No Later Than 4:00 PM PST</i>	<i>Responses are due to Multnomah County CPCA LATE PROPOSALS WILL NOT BE ACCEPTED</i>
<i>Wednesday, April 8 to Friday, April 17, 2009</i>	<i>Written Proposal Evaluation Process</i>
<i>On or around April 22, 2008</i>	<i>Notification of Oral Evaluation/Demo Selection</i>
<i>Friday, May 8, 2009</i>	<i>Oral Evaluations/Demos for top three scoring Proposers – Attendance is MANDATORY</i>
<i>When evaluations complete</i>	<i>Multnomah County CPCA mails written notice to Proposers regarding County's Intent to Award</i>

RFP P09-9686
Multnomah County District Attorney's
Open Source Document Management System

2 SCOPE OF SERVICES

2.1 OVERVIEW

The Multnomah County District Attorney's Office (MCDA), located in Portland, Oregon, is responsible for the prosecution of approximately 30,000 adult criminal and juvenile criminal cases, annually. It also serves as the jurisdictional and federally mandated Child Support Enforcement agency. MCDA currently employs 90 prosecutors and 130 support staff in 5 offices and various satellite locations throughout the metropolitan area.

2.1.1 CURRENT DOCUMENT STORAGE AND HANDLING PROCESS

MCDA presently holds about 4 million archived, hard copy prosecutorial documents in off-site, secured storage without electronic record or backup and an additional 1 million documents within its offices, most without electronic backup. MCDA also maintains two proprietary electronic prosecutorial case tracking systems, one for adult and one for juvenile defendants, which, combined, generate approximately 350,000 documents, annually; these remain retrievable in an electronic format.

2.2 SCOPE OF SERVICES

2.2.1 INTRODUCTION

MCDA is seeking to implement an electronic document management system (DMS) which is twofold in purpose: MCDA needs the ability to 1) scan, store, index and retrieve via electronic format any hardcopy document, including archived DA case material referred to above; 2) establish one electronic repository with which to easily manipulate, store, catalogue and research all case documents from both archived and electronic sources in addition to the ability to scan, attach or index all peripheral or subsequent case documentation.

2.2.2 OPEN SOURCE SOFTWARE

A primary consideration of the development of this proposed Document Management System is that the software incorporated must be open source (OSS) in nature, as defined by the Open Source Initiative, July 07, 2006. Considering its goals and objectives as outlined in this document, MCDA's experience and research into the selection of available software solutions for a proposed DMS has led to the conclusion that OSS must be the methodology by which these needs will be fulfilled.

2.2.3 GOALS AND OBJECTIVES

By implementation of a Document Management System, MCDA proposes to increase its efficiency by

1. Reducing paper consumption;
2. Making available an electronic repository to replace existing manual storing and archiving of hard-copy case files;
3. To this repository, depositing existing electronic records from all MCDA case tracking systems;
4. Providing effective controls for access and manipulation of DMS data;
5. Reducing storage costs;
6. Allowing for more rapid case-history research;
7. Securing archived materials in an electronic format, reducing liability for damaged or lost information;
8. Reducing duplication;
9. Enhancing computer assisted workflow management throughout the MCDA Office;
10. Utilizing data collection devices where it is more productive to do on-the-spot, or remotely, in order to reduce processing steps in the DA's main offices;
11. Preparing for impending electronic court filings, as mandated by the State of Oregon Department of Justice.

2.3 REQUIRED SERVICES

2.3.1 SOLUTION REQUIREMENTS

Solution must provide for integration with current MCDA Case Tracking (CRIMES Adult, CRIMES Juvenile) and reporting (Crystal Enterprise) systems to facilitate automatic entry of computer generated documents into the repository.

2.3.1.1 OVERALL SYSTEM REQUIREMENTS

The system needs to perform classical DMS functionality: versioning, check-out and check-in, security by document, document type, user, and user role. The solution needs to incorporate repository functionality, such as retention scheduling and auditing.

The system must allow export of related documents, as defined by business process, both electronically and on physical media, including CD/DVD. Any included viewing application must be provided at no additional charge.

MCDA's proposed DMS solution requires incorporation of the following:

A) Modularized Functionality:

- An ADMINISTRATION component to allow configuration of the major aspects of the system.
- A SCANNING module to allow entry of paper documents into the system. This will include the hardware, any on-board image correction in firmware, and controlling software, to include zonal OCR and forms recognition.
- A REVIEW component to allow entry of metadata not picked up by OCR, and to assure validity of the scanned images and correct those that have failed confidence levels.
- An IMPORT component for allowing automatic entry of documents from our extant systems.
- A VIEWING interface that provides basic search, display and document-based functionality such as check-out, check-in and versioning.

- An EDITING component to allow functions such as document assembly, redaction, and annotation.
- A WORKFLOW module which shepherds documents through predefined work processes routed through other modules.
- An EXPORT facility which allows search results or predefined document sets to be exported via paper, disc, or online.

B) Document Assembly: The system must allow document assembly, including selection and export of single or multiple pages, page reorder, annotation, ability to print as well as printing restriction, document export, and manual archiving.

C) Retrieval: Paper and electronic documents must be easy and intuitive to route and retrieve from the DMS. There must be more than one way to perform either activity.

D) Search: Documents must be locatable through a full text search engine as well as a folder-based, hierarchical organization.

E) Access: Access to repository data must be available on all points of the DA Network, including VPN access.

F) Scanning: The scanning component must include batch scanning, document and form recognition, zonal OCR, and an interface for manually correcting documents that fail scanning confidence level.

Major DMS scanning processes must be available at these locations and others as deemed necessary:

- Multnomah County Courthouse – DA's Office 6th Floor
- Multnomah County Courthouse – DA's Office 8th Floor
- City of Portland Building – DA's Office (SED) 15th Floor
- Multnomah County JDH – DA's Office 2nd Floor
- Multnomah County Justice Center – DA's Office 3rd Floor

Minor scanning processes must be available at other designated DA Office locations. Minor here is defined by a volume of scanning that would not require the features of a larger scanning device.

2.3.1.2 TECHNICAL AND INFRASTRUCTURE REQUIREMENTS

A) Open Source: The DMS must be open-source: MCDA requires source code for all components of the solution.

B) Application Interface: The system must expose the majority of its functional components via JavaScript or PHP.

C) Portal Compatibility (JSR 168): MCDA intends to aggregate application functionality in the near future. Assuring portal compatibility will be integral.

D) Repository Standard (JSR 170): MCDA requires standardized repository functionality in order to guarantee the largest number of interface choices in the future.

E) Application Integration: solution must be integrated with Microsoft Office, which is responsible for the bulk of MCDA document generation. Repository functionality must be available from within the applications. Solution must provide for integration with current MCDA Case Tracking (CRIMES Adult, CRIMES Juvenile) and reporting (Crystal Enterprise) systems to facilitate automatic entry of computer generated documents into the repository.

F) Network Integration: Client interface must be web based. System must integrate with current user Directory service and provide single-sign on to the system. System must retain full functionality in Citrix sessions.

G) Media: All media types must be storable in the repository.

H) CJIS Compatibility: System must import and export data between other law enforcement agencies' content or document management systems via a standardized mechanism such as XML.

2.3.2 IMPLEMENTATION

MCDA is requesting full support in its implementation of this Document Management System. The following should be included, where applicable to the proposed DMS.

1. Table and system set-up and configuration;
2. Best practices for DMS usage;
3. Security design and set-up;
4. Configuration of interfaces with other extant software applications;
5. Installing custom features and data structures required by MCDA.

2.3.3 INTEGRATION INTERFACE DEVELOPMENT

Proposer will be expected to work with MCDA IT staff and its proprietary vendor(s) to interface proposed DMS with certain software applications including CRIMES Adult, CRIMES Juvenile and Microsoft Office Suite.

2.3.4 TRAINING USERS

The following reflects types of training expected:

1. End-user training to include:
 - General application design, screen navigation, tool bar use
 - Individual user customization for personal preferences
2. System administration training to include:
 - Knowledge transfer of schema, system configuration and set-up
 - Operations and maintenance systems programming
 - Sustaining support functions for custom interfaces, if any, created for extant MCDA software applications

2.4 IMPORTANT CONSIDERATIONS

2.4.1 SYSTEM CONSIDERATIONS

Solutions will accommodate the following system considerations

1. Accommodate the Microsoft Windows desktop environment and operate in the MCDA's network;
2. Be designed using server(s), data storage and an application platform sufficient to allow for significant growth of electronic records from both scanned and electronic documents;

3. Support an open-interface environment for integration or interfacing with other law enforcement agencies' systems in the Portland area.

2.4.2 MAINTENANCE AND SUPPORT CONSIDERATIONS

Solutions will accommodate the following maintenance considerations:

1. Available contracted support services for all software proposed in response to this RFP for at least five (5) years and for at least four (4) years following declaration of product version's end of life.
2. Correct program errors found in the software system within a timely fashion at no cost to MCDA for a period of one (1) year from the date of final MCDA certified implementation.
3. Modify software as necessary to meet any current or new State or State Court mandated and/or legislative requirements that are, or will be, in effect at the time of system implementation.

2.4.3 PRESENT TECHNICAL ENVIRONMENT

The following table provides information about MCDA's current technical environment. The proposed DMS's compatibility with this environment will be evaluated and scored in the Technical Response Section.

MCDA Technical Environment	
Component	Minimum Specifications
Server	• UNIX - SUN Microsystems • Windows - HP Proliant
Operating System	• UNIX - SUN Solaris V10 • Windows - Server 2003
Web Server	• IIS V6.0 • Apache V2.x • Tomcat V5.x
DBMS	• Oracle 8 & 9i • MS SQL Server 2005 • MySQL
Storage	• Server attached storage by iSCSI connection or fiber
Application Architecture	• Windows .NET framework 2.0 • C# or VB ASP.NET • J2EE / Java
Enterprise Backup	• Qinetix CommVault
Job Scheduler	• CommVault Media Center
Reporting Services	• Crystal Report V10 served by Crystal Enterprise V10
Authentication Services	• Active Directory • LDAP • Kerberos
Email Services	• MS Exchange 2003
Message and Email Interface	• Outlook XP /2007 and OWA

MCDA Technical Environment	
Component	Minimum Specifications
Network Communication Protocol	TCP/IP
Network Connection	- client to server: 100 megabits - server to server: 1 gigabit
Wireless Protocol	No Wireless services
Desktop Web Browser - Internal	MS IE 6.0 and 7.0
Desktop Web Browser - Public Facing	- MS IE 6.0/7.0 - Mozilla Firefox V2.x
Desktop	- OS - Windows XP Pro Service Pack 3 - Processor - Dual Core, 2.33 GHz - Memory - 2GB, 667MHz - Storage -80GB - Monitor Resolution - 1024x768 or higher

The county would like a recommendation for a technical architecture that will support the needed features and functions of the DMS. The desire is to leverage existing technology as much as possible.

2.4.4 PRESENT DOCUMENT STORAGE METHODOLOGY

Paper Archiving

- It is estimated that MCDA currently houses approximately 4 million case documents off-site. These archived documents pertain to prosecuted cases both before the advent of MCDA's electronic case tracking systems, circa 1986, and more current case files that are statutorily required to be retained for a specified duration. Information retrieval from these files is an on-going for-fee process that involves requisition, delivery and return of documentation over a period of days. In addition, the office retains another 750,000 more current case documents at its various office locations.

Electronic Records

- MCDA presently operates two proprietary electronic case tracking systems, one for adult (ca 2003) and one for juvenile cases (ca 2001). Both are fat-client applications, operating on a Unix platform connected to Oracle databases. These systems generate all documentation for court filings and proceedings, about 300,000, annually. Electronic records for these are maintained on Windows servers.

2.5 ESTIMATED PROJECT DURATION

MCDA anticipates that this project from design to full implementation should be completed in a six month time-frame.

2.6 ASSUMPTIONS AND AGREEMENTS

Proposals for this project may not exceed \$250,000 USD. Submitted proposals will not be returned and the Multnomah County District Attorney's Office reserves the right to dismiss any proposal for any reason.

Components of the system that are licensed on a per use or volume basis will be considered, but will not be accepted if they are determined to be cost prohibitive. MCDA retains the right to demand a substitution for any component that employs per use or volume-based licensing.

2.7 BASIS FOR AWARD OF CONTRACT

Evaluation criteria will include the following:

- The ability of the Proposer to supply all the minimal requirements for this proposed document management system, as outlined in Section 2.3, above;
- The Proposer must be readily accessible (response within four hours) to answer questions and/or concerns from MCDA during design and implementation phases, during MCDA's normal hours of operation
- Proposer and its employees, contractors and subcontractors must submit to and pass a standard criminal background check (see Attachment E).

2.8 SPECIAL TERMS AND CONDITIONS

2.8.1 INDEPENDENT PRICE DETERMINATION

The prospective contractor guarantees that, in connection with this Proposal, the prices and/or cost data have been arrived at independently, without consultation, collusion, communication, or agreement for the purpose of restricting competition. This does not preclude or impede the formation of a Team for purposes of submitting a combined Proposal.

2.8.2 PRICE WARRANTY

The Proposal shall warrant that the price, rates and costs proposed for services in response to the RFP are not in excess of those which would be charged to any other individual or entity for the same or similar services performed by the Proposer.

The pricing and labor rates provided in the Proposer's Proposal shall be considered valid for the purposes of contract negotiation, through December 31, 2009. In the event that Negotiations result in a change in scope or work, a reasonable price adjustment will be negotiated.

2.8.3 SUBCONTRACTING

Intent to subcontract shall be clearly identified in the Proposal. The contractor shall be responsible for the satisfactory performance of all subcontracts.

2.8.4 DEBARMENT AND SUSPENSION

The Proposer and all partners in consortium, team or joint venture agreements must certify that the contractor(s) have not been debarred or suspended or otherwise excluded from or are ineligible for participation in Federal Assistance programs under Executive Order 12549, "Debarment and Suspension". The contractor must also certify that it will not contract with a subcontractor that is debarred or suspended.

2.8.5 CRIMINAL RECORDS CHECKS

All staff on the Successful Proposer's Project Team must pass a security and background check (see Attachment E). County policy dictates that criminal records checks and fingerprinting will be conducted on contractors and external business partners of County IT. All IT contractors and external business partners that require access to the Multnomah County WAN, computer rooms, or criminal justice data, conform to the same requirements as for employees and applicants outlined in County policy. Contractor and external business partners are required to reimburse Multnomah County IT for any fees charged County IT for the criminal records checks. The CIO will review the results of the criminal records checks and approve or deny their access based upon the findings. Approval must be received before the necessary access is provided.

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3 PROPOSAL AND EVALUATION

3.1 PROPOSAL FORMATTING INSTRUCTIONS

- Proposals must be typewritten or word processed, on 8.5" x 11" paper. All pages must be numbered. Font size can be no smaller than 10.
- Proposers must respond to all the requirements listed under Section 3.5. Responses must be on the forms provided by Multnomah County where applicable, restate each question, and use the same numbering and letter sequence as in the RFP.
- All Proposers are to submit a SIGNED *Offerors Representation and Certifications (Attachment A)*. It will not count against the total page limitation.
- Attachments and supporting documents not specifically required by the RFP will not be forwarded to the evaluation panel. Supporting materials submitted with the Proposal, if any, will not be returned. **Required, requested attachments and supporting documents should be labeled as attachments with specific reference to the Section and question number they are in response to clearly marked.**
- There is a **25 page limit** for proposals. **Pages exceeding the maximum limit will be removed from the proposal before being presented to the evaluation panel and will not be considered for evaluation purposes.**

3.2 PROPOSAL SUBMISSION

Respondents must submit **one (1) original one-sided unbound Proposal, one (1) copy of the Proposal on CD, and seven (7), two-sided complete paper copies** of the Proposal to:

Multnomah County Central Procurement and Contract Administration (CPCA)
ATTN: Paula Rickman
501 SE Hawthorne Blvd. Suite 400
Portland, OR 97214

Proposals are due no later than 4:00 p.m. April 6, 2009. PROPOSALS MUST BE TIME STAMPED AT THE CPCA RECEPTION DESK BY THE STATED DEADLINE. All Proposals that are not time-stamped by the deadline shall be considered late and will be rejected.

Proposals shall be submitted in a sealed envelope marked with the RFP title, RFP number, and the name and address of the Proposer. If the requested number of copies does not fit into an envelope, enclose all copies in a box, seal it and attach the envelope to the top with the RFP title, RFP number, and the name and address of the Proposer. Please use the minimum amount of tape necessary to seal the box.

3.2.1 CHECKLIST

The following is a checklist of the items to be included in the proposal. Failure to provide each item may result in disqualification of the proposal. The checklist itself is for proposer use and does not need to be submitted.

- ☐ **SIGNED, ORIGINAL** Offeror Representations and Certifications form (RFP Attachment I)
- ☐ Responses to evaluation questions
- ☐ Most Recent Financial Statement (Label as Attachment I)
- ☐ Copy of Memorandum of Understanding (MOU) if Team (Label as Attachment II)
- ☐ Project Plan and Timeline (RFP Attachment C)
- ☐ Budget Plan (RFP Attachment D)
- ☐ Contact information for three references (see 3.5.5)
- ☐ Exceptions, if any (see 4.3)

3.3 EVALUATION PROCESS

3.3.1 PROPOSALS AND REFERENCES

An evaluation panel will individually review and evaluate all written Proposals that meet the minimum requirements. Proposers whose Proposals do not meet the minimum requirements will be notified in writing. Each evaluator will score the proposals in accordance with the scoring criteria. In the event that an evaluator is unable to complete their participation, in any phase of evaluation, their scores will not be counted.

For Proposals meeting the minimum requirements, a representative of Multnomah County will interview each Proposer's references and will forward a record of each interview to the evaluation panel for scoring. The evaluation panel may seek technical advice from both inside and outside the County to assist the panel in the evaluation process. Any such advice shall be provided to all evaluators.

Multnomah County evaluates proposals in the following manner:

1. Each evaluator will review and score each Proposal independently. For each item in Part 3.5., Proposal Response and Evaluation Criteria, the evaluator will develop a preliminary score based on their independent review of each Proposal and in consideration of the evaluation criteria.
2. Following the initial preliminary scoring of written proposals or each evaluation process phase thereafter, the evaluation panel members will meet to discuss scores arrived at independently and consider whether any relevant information was overlooked during their initial review. After discussion of each Proposal, evaluators will be given an opportunity to assign a final score to each Proposal for each phase of the evaluation process.
3. The final scores will be tallied and the sum of total scores assigned to each Proposal will reflect the final total score for each written Proposal or each evaluation process phase thereafter. The final total score will be used to develop a ranking of Proposals. All Proposers whose Proposals

met the minimum requirements will receive written notice of their individual ranking.

3.3.2 ORAL EVALUATION AND SYSTEM DEMOS

The three (3) highest ranked Proposers will be invited to participate in Oral Evaluation and Document Management System Demos at Multnomah County, unless the County, in its sole discretion, decides to increase or decrease the number of Proposers based on the following considerations:

1. The County may increase the number of Proposers if, in the sole determination of the County, the County determines more Proposers have a reasonable chance to be the Most Advantageous Proposer.
2. The County may decrease the number of Proposers if, in the sole determination of the County, fewer than three proposers have a reasonable chance to be the Most Advantageous Proposer.

Oral Evaluations and Demos will take place on **May 8, 2009**; the County reserves the right to change this schedule as needed.

Each member of the evaluation panel shall score each Oral Evaluation and Demo in the manner described in Section 3.3.1 above and add the score to the evaluator's previous total score for each Proposer from the written Proposal evaluation. The scores of the evaluators for each Proposer shall then be summed.

After completion of Oral Evaluations and Demos the County will issue a notice of intent to award the contract to the highest scoring Proposer and, after expiration of the protest period allowed in Section 4.2.2, or after the County has provided a final response to any protest, whichever date is later, the County will immediately commence Negotiations with the highest scoring proposer as outlined in Section 3.3.3 below.

3.3.3 CONTRACT NEGOTIATIONS

The County shall commence serial negotiations with the highest scoring Proposer.

Contract Negotiations shall be directed towards obtaining a written agreement between the County and the Proposer that is fair and reasonable to the County, and consistent with the County's stated requirements and the Proposer's Proposal. The County may, at its option, choose to negotiate general contract terms and conditions, price, schedules, the length of the contract, and other items at the County's discretion.

The County may terminate negotiations if the Proposer is not negotiating in good faith or the County determines that further negotiations with the Proposer will not result in the parties agreeing to the terms and conditions of a final Contract in a timely manner.

Upon termination of negotiations, the County may then commence serial negotiations with the next highest ranking Proposer who has completed Oral Evaluation and Demos.

3.4 PROPOSAL QUESTION INSTRUCTIONS AND SCORING SUMMARY

3.4.1 PROPOSAL QUESTION INSTRUCTIONS

Please complete all questions under Section 3.5. Limit your responses as instructed for each question. These questions are to determine whether Proposers have the qualifications to provide the required services.

Proposers must receive enough points to earn at least 70% of the available points. Proposers failing to achieve 70% of total points will not be eligible to receive a contract award under this procurement.

3.4.2 SCORING SUMMARY

Each Proposal received in response to the RFP will be objectively evaluated and rated according to a specified point system. Evaluation of Proposers' Proposal will be structured according to the following criteria:

Category	Points Possible
Written Proposal	
Company Background and Overview	60
Technical and Hardware Information and Background	200
Costs	50
References	40
Diversity and M/W/ESB Participation	25
TOTAL WRITTEN PROPOSAL SCORE POSSIBLE	375 Points
Oral Evaluation, System Demo	
Oral Evaluation	200
Demo	50
TOTAL ORAL EVALUATION, DEMO SCORE POSSIBLE	250 Points
TOTAL SCORE POSSIBLE:	625 Points

3.5 PROPOSAL RESPONSE AND EVALUATION CRITERIA

3.5.1 COMPANY BACKGROUND AND OVERVIEW (60 POINTS)

1. Provide your Dunn & Bradstreet number, if applicable.
2. Describe your firm's experience with Document Management System development and implementations, and provide information about your length of time in business.
3. Attach a recent audited financial statement. In lieu of audited financial statements, Proposers may substitute a copy of a review report prepared by an independent Certified Public Accountant for the most recent, completed year. If neither is available, please provide a Balance Sheet and Income Statement for the most recent, completed year, prepared in accordance with generally accepted accounting principles (GAAP), including all required informative disclosures. **Include as Attachment 1 to your Proposal.** Attachment does not count against total page limitation.

4. If Proposer is submitting Proposal as a lead agency providing services through subcontracts, a draft copy of the working agreement or Memorandum of Understanding (MOU) between the lead entity and all the participating subcontractors must be included with the proposal. **Include as Attachment 2 to your Proposal.** Attachment does not count against total page limitation.

Evaluation Criteria:

- *Proposal demonstrates that the Proposer's company is financially sound, and has demonstrated capacity to provide the services described in this RFP.*
- *Proposal demonstrates Company experience with DMS and describes experience with other DMS implementations.*

3.5.2 TECHNICAL AND HARDWARE INFORMATION AND BACKGROUND (200 POINTS)

1. Describe your firm's experience with Document Management Systems and provide information about your length of time in business.
2. Describe your firm's experience with Open Source Software.
3. Demonstrate that your firm has the capacity to provide these described services within the proposed time frame. Describe any potential scheduling conflicts.
4. Describe the qualifications of your Project Team who will be assigned to this project should your firm be awarded the contract and demonstrate that this Team has a track record of successful outcomes in similar engagements.
5. Describe how your firm would work with MCDA's IT Staff, along with techniques to provide knowledge transfer to same.
6. Describe, in detail, the methodology that your firm expects to use and explain its approach to conducting this project; include a timeline for development and implementation.
7. In your experience, what were the major factors that contributed to your most successful project? Conversely, what were the key factors that contributed to major problems in establishing a Document Management System?
8. Describe how your clients transitioned to the new services as goals and objectives were reached. Include methods of addressing any resistance to change.
9. Describe the support that is available from your firm, post-implementation. Please provide concrete, detailed information.
10. Describe the minimal specifications for the servers, the number of servers needed and the software/hardware configuration of each that will be required to support the proposed DMS. Describe how these will allow for growth and expansion.
11. Describe your approach to backups and list all regularly scheduled down times.

12. List your recommendations for network specifications in order to insure that response times for users will be as quick as possible. How much bandwidth from server to the backbone and then to desktop is necessary to achieve this response time?
13. Describe the minimum specifications for A) workstations; B) scanners; C) printers.
14. This system will reside behind a corporate firewall, but will be shared by branch offices over a high-speed County WAN. Please address possible problems and, through your experience, your resolution to any firewall related issues.

Evaluation Criteria:

- *Proposal details experience with DMS implementations, proprietary or OSS, of all proportions throughout vendor's current longevity.*
- *Proposal clearly describes working with Open Source Software (OSS) and licensing issues in establishing DMS; consideration given to other non-DMS OSS projects.*
- *Proposal establishes immediately-available and adequate resources, both human and financial, and the ability to retain the necessary resource level throughout the project and if there will be scheduling conflicts with other clients' projects.*
- *Proposal describes vendor's Project Team's complete background (education, appropriate experience) and the capacity each member would hold in this project's development and implementation.*
- *The proposal describes steps for direct instruction to MCDA IT Staff for both the software and network components of this project. Documentation for product, network specifics, backup procedures and customization of the product would also need inclusion.*
- *Proposal would clearly delineate a detailed Project Plan that includes beginning and ending dates and milestones, all project phases and deliverables including major tasks and subtasks and decision points and any optional project components as well as proposed consultant staff assignments for all major components along with hours. Plan includes how Project Team proposes to use any DA personnel during the project and indicates approximate time requirements at each stage. Additionally, Proposal describes factors that contributed both positively and negatively to previous installations and lessons learned.*
- *Proposal describes transitioning of users to the new methodologies involved and users' resistance to change.*
- *Proposal describes what support is needed and available, following implementation, and provides costs and any recommendations for on-going consultations*
- *Proposal describes detailed server configuration requirements, including best case RAID arrays and how server expansion will be accommodated over the longevity of the DMS.*
- *Proposal describes regular procedures and time frame involved for both hot and cold database backups as well as document backups.*
- *Proposal details network specifications and bandwidth required for acceptable response time for users at all locations.*
- *Proposal will spell out requirements for, and number of, scanners, printers and scanner workstations for all major and minor locations.*
- *Proposal describes firewall issue resolution, if previously encountered, and what problems may arise and how resolved given the County's firewall scenario*

3.5.3 COSTS (50 POINTS)

1. Prepare a **budget plan for the project using RFP Attachment D as a format guide**, listing charges and expenses as fully as possible. List staffing costs by hourly rates and expenses. All costs intended to bill to the county must be included in this proposal. Describe what makes this budget reasonable for the services requested. Cost must encompass all design, production, and software/hardware acquisitions necessary for development of the DMS. Identify all other expenses excluding travel expenses; include consulting fees, future work, etc. necessary to complete this project as you have proposed it.

Evaluation Criteria:

- *Budget plan adheres to format and consultant costs are listed by hourly rates and expenses.*
- *Consultant prices and expenses as a percentage of total cost appear reasonable and other costs are relevant to the project and competitive.*
- *Consultant hours and assignments are consistent with timeline and staffing plan.*
- *All costs described in Proposal as are included in the budget proposal.*
- *Proposal describes what makes this budget reasonable for the services requested.*
- *Costs encompass all design, production, and software/hardware acquisitions necessary for development of the DMS.*
- *All other expenses (excluding travel), consulting fees, future work, etc. necessary to complete this project as proposed are included in the budget plan.*

3.5.4 REFERENCES (40 POINTS)

Please provide three (3) client references. The references should coincide with the three systems you will be asked to demo if you are invited to participate in Oral Evaluations and Demos. Provide the following information:

1. Customer/Client Name
2. Reference Name
3. Title
4. Phone Number and Extension
5. Fax Number
6. Mailing Address
7. Email Address
8. Customer Type (Industry)
9. Customer Size
10. Company overview including years in business

Please notify your references in advance that they will be contacted. Multnomah County assumes no responsibility for reference responses and will not consider any reference who does not reply within three (3) working days. A representative of Multnomah County will interview references by telephone regarding the Proposer and their work. The interviewer will ask the following questions and request that references rate their overall satisfaction with Proposer and Proposer's DMS and implementation on a scale of 0-10, (0 meaning not satisfied and 10 meaning extremely satisfied), requesting specific comments on each:

1. Overall, how satisfied are you with the results of your document management system and implementation from [Proposer]?
2. Please rate your satisfaction with [Proposer} technical skills.
3. Please rate your satisfaction with [Proposer] commitment and professionalism during the system implementation.

4. Please rate your satisfaction with [Proposer] understanding and accommodation of your business processes.
5. Please rate your satisfaction with [Proposer] project management support during the implementation.

Interview reports will be forwarded to the evaluation panel for review and scoring.

Multnomah County reserves the right to ask clarifying questions of individual references in addition to those listed above. Multnomah County also reserves the right to ask questions beyond those required for clarification however, in the event that additional questions are asked, Multnomah County shall ask all references those questions.

Evaluation Criteria:

- *Three references are provided, including DMS designed and implemented by Proposer.*
- *References rate high satisfaction with Proposer and system implementation, providing specific comments that support Proposer's overall commitment to excellence in product and service. Reference rating and comments demonstrate Proposer has a clear and realistic understanding of the complex requirements for a high traffic, local government DMS as described in Section 2 of this RFP.*

3.5.5 DIVERSITY AND M/W/ESB PARTICIPATION (25 POINTS)

Multnomah County strongly encourages the participation of Minority-Owned, Women-Owned, and Emerging Small Businesses and Organizations in providing these services. Please answer the questions below:

1. Indicate if your firm is currently certified in the State of Oregon as an MBE, WBE and/or ESB, or if your firm has applied for certification with the State of Oregon's Office of Minority, Women and Emerging Small Business (OMWESB). If certified please provide certification number.
2. Have you subcontracted or partnered with or purchased supplies from State of Oregon certified M/W/ESB firms on any project within the last 12 months? If so, please describe the history of your firm's subcontracting and partnering with or purchasing from certified M/W/ESB firms.
3. Are you subcontracting any element of your proposal or are there purchases being made in support of your proposed implementation? Describe your firm's plan for obtaining maximum utilization of certified M/W/ESB firms or vendors on this project.

Evaluation Criteria:

- *Proposer is currently certified MBE, WBE and/or ESB with the State of Oregon's Office of Minority, Women and Emerging Small Business (OMWESB) or Proposer has applied for certification with OMWESB.*
- *Proposal describes successful subcontracting, teaming, partnering with and/or purchases from Oregon certified M/W/ESB firms within the past 12 months.*
- *If subcontracting or making purchases in support of the services outlined in the RFP, Proposal describes a plan for obtaining maximum utilization of M/W/ESB firms.*

3.6 ORAL EVALUATION, DMS DEMONSTRATION

The top three (3) ranking Proposers will be asked to participate in an Oral Evaluation and Document Management System Demo session on **May 8, 2009**. The County reserves the right to change the number of Proposers (in accordance with Section 3.3.2) or schedule as needed.

3.6.1 ORAL EVALUATION (200 Points)

The top three (3) ranked Proposers will be invited to an Oral Evaluation. The same method used to evaluate the written Proposals will be used to evaluate the finalists during the Oral Evaluation. No additions, deletions or substitutions may be made to Proposals during the Oral Evaluations that cannot be viewed as clarification. The oral evaluation will last up to 60 minutes.

1. Clearly describe your experience with DMS and implementations, and describe how you would do the work you are recommending in your proposal. Describe your methodology, experience (including lessons learned) and any recommendations you might have for successfully implementing the DA's DMS.

Evaluation Criteria:

- *Response clearly describes Project Team's experience with DMS and describes how the Team would do the work recommended in the proposal. Methodology, experience (including lessons learned) and recommendations for successfully implementing the DA's DMS are described with examples taken directly from Project Team's experience.*

2. Describe the methodology you expect to use and explain your approach to conducting the project. This should include an explanation of any modifications of the work items and scope of work presented in the RFP. In your experience, what are the key factors that contributed to your most successful project? In your experience, what are the key factors that caused the biggest problems in a DMS project?

Evaluation Criteria:

- *Response includes any modifications of the work items and scope of work presented in this RFP and are explained. Project Team describes the key factors that contributed to their most successful project. Project Team describes the key factors that caused the biggest problems in a past DMS project.*

4. Please discuss the following: Your proposed Project, Implementation and Training Plan.

Evaluation Criteria:

- *Response describes an approach to the project that addresses all aspects of project scope and includes specific discussion of implementation in a complex environment, training plans and maintenance, as well as design and feature benefits; DMS experience is highlighted throughout the response.*

3.6.2 DEMO (50 points)

Proposers will be asked to guide evaluators through live examples of at least one but no more than three systems of their own design. The purpose will be for Proposers to clearly demonstrate their experience and ability to meet all of the requirements of the RFP. After completion of each

demonstration, evaluators will independently rescore the subject Proposer's Proposal. The demo will last up to 30 minutes and will directly follow the Oral Interview.

RFP P09-9686
Multnomah County District Attorney's
Open Source Document Management System

4 GENERAL MULTNOMAH COUNTY PROCUREMENT REQUIREMENTS

4.1 PROCUREMENT REQUIREMENTS

4.2 CLARIFICATION OR PROTEST OF SPECIFICATIONS

Any Proposer requiring clarification of the information or protesting any provision herein, must submit specific questions or protests to specifications in writing to:

Paula Rickman, Senior Procurement Analyst
Multnomah County CPCA Section
501 SE Hawthorne, Suite 400
Portland, OR 97214
Phone (503) 988-5111, ext. 24380 Fax (503) 988-3252
E-Mail: paula.j.rickman@co.multnomah.or.us

The deadline for submitting such questions or protests to specifications is 4:00 p.m. PST on March 27, 2009. If Multnomah County determines that additional information or clarification is necessary, such information or clarification will be supplied in addenda that will be sent by facsimile transmission, mail or e-mail to all persons or firms known to have received this Request for Proposal from CPCA, registered on the CPCA website for this solicitation or who attended the Pre-Proposal conference. All such addenda shall have the same binding effect as though contained in the main body of the Request for Proposal. Oral instructions or information concerning the specifications of the project from County managers, employees or agents to prospective Proposers shall not bind Multnomah County.

The CPCA Manager shall issue all Addenda regarding the Solicitation Document not less than five (5) calendar days prior to the Proposal deadline. Addenda that modify the evaluation criteria, selection process or procedure for additional phases of evaluation specified in Section 3.3 shall be issued no fewer than five (5) days before the beginning of that phase.

4.2.1 COST OF PREPARATION OF RESPONSE

Costs incurred by any Proposer in preparation of a response to this Request for Proposal shall be the responsibility of the Proposer.

4.2.2 PROTEST OF AWARD OF CONTRACT

Proposers may protest only deviations from laws, rules, regulations, or procedures. **Disagreement with the scoring by evaluators may not be protested.**

The following procedure applies to Proposers who wish to protest a rejection (disqualification) of their Proposal or award of contract:

1. All protests must be in writing and physically received in the CPCA office no later than 4:00 p.m. PST on the seventh (7th) calendar day after the postmarked notice of disqualification or intent to award. Address protests to:

PROTEST OF DISQUALIFICATION OR AWARD FOR RFP NO. P09-9686
Attn.: CPCA Manager
Multnomah County CPCA
501 SE Hawthorne, Suite 400
Portland, OR 97214

2. Protests must specify the grounds for the appeal including the specific citation of law, rule, regulation, or procedure upon which the protest is based.
 - a. In the case of a disqualification or rejection for failure to meet solicitation requirements, the protest shall specify how the Proposal met the requirement cited in the disqualification or rejection.
 - b. In the case of protest of intent to award a contract the Proposer may protest only if the Proposer would be eligible to be awarded the contract in the event that the protest were successful; AND the reason for the protest is that:
 - i. All higher ranked Proposals are non-responsive;
 - ii. The County has failed to conduct the evaluation of Proposals in accordance with the criteria described in the solicitation materials;
 - iii. The County has abused its discretion in rejecting the Protestor's Proposal as non-responsive; or
 - iv. The County's evaluation of Proposals or subsequent determination of award is otherwise in violation of County rules.
3. Protests not filed within the time specified in paragraph 1, above, or which fail to cite the specific law, rule, regulation, or procedure upon which the protest is based shall be dismissed.

4.2.3 CONFIDENTIALITY

Multnomah County is required to disclose non-exempt public documents pursuant to ORS 192.410-192.505). ORS 192.502(4) exempts the County from disclosing information submitted in response to a solicitation where the information is such that it "should reasonably be considered confidential."

A Proposer who determines that information within a proposal meets the statutory requirement and desires that such information remain confidential shall mark the pages containing such information with the word "CONFIDENTIAL."

If a Proposer marks every page of a proposal as "CONFIDENTIAL" the statutory requirement is not met; any proposal so marked will not be deemed to have been submitted in confidence and, upon request, the entire proposal will be disclosed.

The County will keep properly marked information confidential unless ordered to release the information and materials by the District Attorney pursuant to ORS 192.460.

After award, the contract executed by the County and the successful Proposer will be a public document subject to disclosure. No part of the contract can be designated as confidential.

4.2.4 CANCELLATION

Multnomah County reserves the right to cancel this solicitation any time before execution of a contract

by both parties if cancellation is deemed to be in Multnomah County's best interest. In no event shall Multnomah County have any liability for the cancellation of this solicitation. The Proposer assumes the sole risk and responsibility for all expenses connected with the preparation of its Proposal.

4.2.5 REJECTION OF PROPOSALS

Multnomah County reserves the right to reject any or all responses to this Request for Proposal if deemed in the best interests of the County.

4.2.6 DISPUTES

In case of any doubt or differences of opinions as to the items or service to be furnished hereunder, or the interpretation of the provisions of the RFP, the decision of Multnomah County shall be final and binding upon all parties.

4.2.7 CLARIFICATION OF RESPONSES

Multnomah County reserves the right to request clarification of any item in a Proposal or to request additional information prior to evaluation necessary to properly evaluate a particular Proposal. All requests for clarification and responses shall be in writing and issued through the assigned Senior Procurement Analyst from Central Procurement and Contract Administration. Except for requests and responses related to a clarification necessary to evaluate whether a Proposal has met minimum requirements, all requests for clarification and responses shall be provided to each evaluation committee member.

4.2.8 PUBLICITY

Any publicity giving reference to this project, whether in the form of press releases, brochures, photographic coverage, or verbal announcement, shall be done only after prior approval of Multnomah County Central Procurement and Contract Administration and/or the Public Affairs Office.

4.2.9 COLLUSION

A Proposer, submitting a Proposal hereby certifies that no officer, agent, or employee of Multnomah County has a financial interest in this Proposal; that the Proposal is made in good faith without fraud, collusion, or connection of any kind with any other Proposer and that the Proposer is competing solely on its own behalf without connection with, or obligation to, any undisclosed person or firm.

4.3 KEY CONTRACT TERMS AND CONDITIONS

Proposer shall execute a Multnomah County Contract, a sample of which is attached to this RFP as Attachment B. If Proposer has any exceptions to the contract terms and conditions, they must be stated in their proposal response, as an attachment to their proposal (does not count against page limitation). Specific project contract terms and conditions may be negotiated between the County and Proposer.

4.3.1 INSURANCE REQUIREMENTS

The insurance limits indicated in Exhibit 2 (Attachment B) apply to the contract that will originate from this RFP. Contractors may also be required at the County's sole discretion to provide evidence of Cyber Insurance in amount of \$1,000,000 per occurrence, \$2,000,000 aggregate.

4.3.2 EEO CERTIFICATION REQUIREMENT

Contracts in excess of \$75,000 which originate from this RFP are subject to the County's Equal Employment Opportunity (EEO) requirements, and will include vendor certification as indicated in Exhibit 5 of the Sample Multnomah County Contract attached to this RFP. Contractors must be certified before a contract is executed.

4.3.3 LOCAL PURCHASING PREFERENCE

Multnomah County desires to employ local businesses in the purchase or lease of any personal property, public improvements or services to support the local economy in the State of Oregon so that residents benefit from local employment opportunities that are generated. Therefore, Multnomah County shall prefer goods or services that have been manufactured or produced by an Oregon business if price, fitness, availability, and quality are otherwise identical.

4.3.4 INTERGOVERNMENTAL AGREEMENT/COOPERATIVE PURCHASING

Other County Departments or public agencies may establish contracts or price agreements directly with the Contractor under the terms, conditions and prices of the original contract pursuant to ORS 279A.215 and agreement by the selected Contractor to extend the terms, conditions and prices of the original Contract.

4.3.5 KEY PERSONNEL

The contract will provide the following: The parties agree that the individuals designated in the Scope of Work are essential to the services offered pursuant to this Agreement. The parties agree that:

1. Contractor shall not transfer or reassign key personnel without the express written agreement of the County; which agreement shall not be unreasonably withheld. Should Contractor no longer employ such individual or individuals during the term of this Agreement, Contractor shall present to the County an individual with greater or equal qualifications as a replacement subject to the County's approval, which shall not be unreasonably withheld. The County's approval or disapproval shall not release Contractor from its obligations under this contract.
2. The County shall have the right to have background checks conducted on all Contractor staff accessing the County's systems either on-site or via remote access. Contractor staff shall not disclose confidential information and shall, comply with the use-limitations for Software or Hardware licensed or purchased by the County. Contractor will maintain up-to-date documentation indicating compliance with the County security and confidentiality requirements governing software, network access, data use and access to physical space within the County. Such documentation shall be provided to the County promptly upon request.

4.3.6 RIGHT OF COUNTY TO REJECT CONTRACTOR EMPLOYEES

The County shall have the right to reject any of the Contractor's employees whose qualifications or performance is unsatisfactory in the County's reasonable judgment. The Contractor shall replace rejected employees with qualified employees promptly so as not to cause unreasonable delays in the project schedule. The County retains the right to review and accept Contractor employees added to the project at any time.

5 ATTACHMENTS

5.1 RFP ATTACHMENT A: OFFEROR REPRESENTATIONS AND CERTIFICATIONS

FAILURE OF THE OFFEROR TO COMPLETE AND SIGN THIS FORM MAY RESULT IN REJECTION OF THE SUBMITTED OFFER

The undersigned, having full knowledge of the specifications for the goods or services specified herein, offers and agrees that this offer shall be irrevocable for at least 30 calendar days after the date offers are due, and if accepted, to furnish any and/or all goods or services as described herein at the prices offered and within the time specified.

OFFEROR NAME: _____

ADDRESS: _____

TELEPHONE NUMBER: _____ FAX NUMBER: _____ WEB SITE: _____

TAXPAYER ID NUMBER: _____ DATE/STATE OF INCORPORATION: _____

BUSINESS DESIGNATION: ☐ Corporation ☐ Sole Proprietor ☐ Partnership ☐ S
Corporation ☐ Non-Profit ☐ Government
☐ Other _____

OFFEROR IS REGISTERED TO DO BUSINESS IN OREGON ____ YES ____ NO

If answer is NO, the undersigned agrees to become registered in Oregon prior to contracting.

Visit <http://www.filinginoregon.com/>

MWESB CERTIFICATION: Number _____ ☐ Minority Owned ☐ Woman Owned ☐ Emerging, Small ☐ N/A

OFFEROR IS EEO CERTIFIED: ____ No ____ Yes Expiration Date _____

ASSURANCES - The Offeror attests that:

1. The person signing this offer has the authority to submit an offer and to represent Offeror in all phases of this procurement process;
2. The information provided herein is true and accurate;
3. The Offeror is a resident Proposer, as described in ORS 279A.120, of the State of _____, (insert State) and has not discriminated against any minority, women, or emerging small business enterprises in obtaining any required subcontracts, in accordance with ORS 279A.110.
"Resident bidder" means a bidder that has paid unemployment taxes or income taxes in this state during the 12 calendar months immediately preceding submission of the bid, has a business address in this state and has stated in the bid whether the bidder is a "resident bidder". ORS 279A.120 (1) (b)
4. Any false statement may disqualify this offer from further consideration or be cause of contract termination;
5. The Offeror will notify the Department Contracts Officer within 30 days of any change in the information provided on this form.

CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS - The Offeror certifies to the best of its knowledge and belief that neither it nor any of its principals:

1. Are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from submitting bids or Proposals by any federal, state or local entity, department or agency;
2. Have within a five-year period preceding the date of this certification been convicted of fraud or any other criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) contract, embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
3. Are presently indicted for or otherwise criminally charged with commission of any of the offenses enumerated in paragraph 2. of this certification;
4. Have, within a five-year period preceding the date of this certification had a judgment entered against contractor or its principals arising out of the performance of a public or private contract;
5. Have pending in any state or federal court any litigation in which there is a claim against contractor or any of its principals arising out of the performance of a public or private contract; and
6. Have within a five-year period preceding the date of this certification had one or more public contracts (federal, state, or local) terminated for any reason related to contract performance.

Where Offeror is unable to certify to any of the statements in this certification, Offeror shall attach an explanation to their offer. The inability to certify to all of the statements shall not necessarily preclude Offeror from award of a contract under this procurement.

SIGNATURE OF AUTHORIZED PERSON

Signature _____ Date _____

Print Name & Title _____

Contact Person for this procurement: _____

Phone _____ Email _____

5.2 RFP ATTACHMENT B:

SAMPLE MULTNOMAH COUNTY SERVICES CONTRACT CONTRACT NO. [Insert Contract Number]

This Contract is between MULTNOMAH COUNTY (County) and [Insert Contractor's Name] (Contractor).

The parties agree as follows:

Effective Date and Termination Date. The effective date of this contract shall be [Insert Date] or the date on which each party has signed this Contract, whichever is later. Unless earlier terminated as provided below, the termination date shall be [Insert Date].

Statement of Work. Contractor shall perform the work described in Exhibit 1.

Payment for Work. County agrees to pay Contractor in accordance with Exhibit 1.

Contract Documents. This Contract includes Exhibits 1, 2, 3, and [Insert Additional References or Exhibits].

STANDARD TERMS AND CONDITIONS

1. **Time is of the Essence.** Time is of the essence in the performance of this Contract.
2. **Subcontracts and Assignment.** Contractor shall not subcontract any of the work required by this Contract or assign or transfer any of its interest in this Contract, without the prior written consent of County.
3. **No Third Party Beneficiaries.** County and Contractor are the only parties to this Contract and are the only parties entitled to enforce its terms. Nothing in this Contract gives or provides any benefit or right, whether directly, indirectly, or otherwise, to third persons unless such third persons are individually identified by name in this Contract and expressly described as intended beneficiaries of this Contract.
4. **Successors in Interest.** The provisions of this Contract shall be binding upon and inure to the benefit of the parties and their successors and approved assigns, if any.
5. **Early Termination.** This Contract may be terminated as follows:
 - a. County and Contractor, by mutual written agreement, may terminate this Contract at any time.
 - b. County in its sole discretion may terminate this Contract for any reason on 30 days written notice to Contractor.
 - c. Either County or Contractor may terminate this Contract in the event of a breach of the Contract by the other. Prior to such termination the party seeking termination shall give to the other party written notice of the breach and intent to terminate. If the party committing the breach has not entirely cured the breach within 15 days of the date of the notice, then the party giving the notice may terminate the Contract at any time thereafter by giving a written notice of termination.
 - d. Notwithstanding paragraph 5(c), County may terminate this Contract immediately by written notice to Contractor upon denial, suspension, revocation or non-renewal of any license, permit or certificate that Contractor must hold to provide services under this Contract.
6. **Payment on Early Termination.** Upon termination pursuant to paragraph 5, payment shall be made as follows:
 - a. If terminated under 5(a) or 5(b) for the convenience of the County, the County shall pay Contractor for work performed prior to the termination date if such work was performed in accordance with the Contract.
County shall not be liable for direct, indirect or consequential damages. Termination shall not result in a waiver of any other claim County may have against Contractor.
 - b. If terminated under 5(c) by the Contractor due to a breach by the County, then the County shall pay the Contractor for work performed prior to the termination date if such work was performed in accordance with the Contract.
 - c. If terminated under 5(c) or 5(d) by the County due to a breach by the Contractor, then the County shall pay the Contractor for work performed prior to the termination date provided such work was performed in accordance with the Contract less any setoff to which the County is entitled.
7. **Remedies.** In the event of breach of this Contract the parties shall have the following remedies:

- a. If terminated under 5(c) by the County due to a breach by the Contractor, the County may complete the work either itself, by agreement with another Contractor, or by a combination thereof. If the cost of completing the work exceeds the remaining unpaid balance of the total compensation provided under this Contract, then the Contractor shall pay to the County the amount of the reasonable excess.
 - b. In addition to the remedies in paragraphs 5 and 7 for a breach by the Contractor, the County also shall be entitled to any other equitable and legal remedies that are available.
 - c. If the County breaches this Contract, Contractor's remedy shall be limited to termination of the Contract and receipt of Contract payments to which Contractor is entitled.
8. **Access to Records.** Contractor shall maintain fiscal records and all other records pertinent to this Contract. All fiscal records shall be maintained pursuant to generally accepted accounting standards, and other records shall be maintained to the extent necessary to clearly reflect actions taken. All such records shall be retained and kept accessible for at least three years following final payment. County's authorized representatives shall have the right to direct access to all of Contractor's books, documents, papers and records related to this Contract for the purpose of conducting audits and examinations and making copies, excerpts and transcripts. County shall reimburse Contractor for Contractor's cost of preparing copies.
9. **Ownership of Work.** All work products created by the Contractor as part of Contractor's performance of this Contract shall be the exclusive property of the County. If any such work products contain intellectual property of the Contractor that is or could be protected by federal copyright, patent, or trademark laws, Contractor hereby grants County a perpetual, royalty-free, fully paid-up, non-exclusive and irrevocable license to copy, reproduce, deliver, publish, perform, dispose of, use, re-use, in whole or in part, and to authorize others to do so, all such work products. County shall have no rights in any pre-existing work product of Contractor provided to County by Contractor in the performance of this contract except to copy, use and re-use any such work product for County use only. If this Contract is terminated prior to completion, and the County is not in default, County, in addition to any other rights provided by this Contract, may require the Contractor to transfer and deliver all partially completed work products, reports or documentation that the Contractor has specifically developed or specifically acquired for the performance of this Contract.
10. **Compliance with Applicable Law.** Contractor shall comply with all federal, state, and local laws applicable to the work under this Contract, and all regulations and administrative rules established pursuant to those laws, including, without limitation ORS 279B.020, 279B.220, 279B.230, and 279B.235.
11. **Indemnity.** Contractor shall defend, save, hold harmless, and indemnify County and its officers, employees and agents from and against all claims, suits, actions, losses, damages, liabilities, costs and expenses of any nature whatsoever, including attorneys fees, resulting from, arising out of, or relating to the activities of Contractor or its officers, employees, subcontractors, or agents under this Contract. Contractor shall have control of the defense and settlement of any claim that is subject to this paragraph. However, neither Contractor nor any attorney engaged by Contractor shall defend the claim in the name of County or any department of County, nor purport to act as legal representative of County or any of its departments, without first receiving from the Multnomah County Attorney's Office, authority to act as legal counsel for County, nor shall Contractor settle any claim on behalf of County without the approval of the Multnomah County Attorney's Office. County may, at its election and expense, assume its own defense and settlement.
12. **Insurance.** Contractor shall provide insurance in accordance with Exhibit 2.
13. **Waiver.** Waiver of any default under this Contract by County shall not be deemed to be a waiver of any subsequent default or a modification of the provisions of this Contract.
14. **Governing Law.** The provisions of this Contract shall be construed in accordance with the laws of the State of Oregon and ordinances of Multnomah County, Oregon. Any legal action involving any question arising under this Contract must be brought in Multnomah County, Oregon. If the claim must be brought in a federal forum, then it shall be brought and conducted in the United States District Court for the District of Oregon.
15. **Severability.** If any term or provision of this Contract is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the Contract did not contain the particular term or provision held invalid.
16. **Merger Clause.** This Contract and the attached exhibits constitute the entire agreement between the parties. All understandings and agreements between the parties and representations by either party concerning this Contract are contained in this Contract. No waiver, consent, modification or change in the terms of this Contract shall bind either party unless in writing signed by both parties. Any written waiver, consent, modification or change shall be effective only in the specific instance and for the specific purpose given.
17. **Anti-discrimination Clause.** Contractor shall not discriminate based on race, religion, color, sex, marital status, familial status, national origin, age, mental or physical disability, sexual orientation, gender identity, source of income, or political affiliation in programs, activities, services, benefits or employment. Contractor shall not discriminate against minority-owned, women-owned or emerging small businesses. Contractor shall include a provision in each sub-contract requiring subcontractors to comply with the requirements of this clause.

- 18. Non-appropriation Clause.** If payment for work under this Contract extends into the County's next fiscal year, County's obligation to pay for such work is subject to approval of future appropriations to fund this Contract by the Board of County Commissioners of Multnomah County, Oregon.

CONTRACTOR DATA AND SIGNATURE

Contractor Name: [Insert Contractor's Name]

Contractor Address: [Insert Address]

Federal Tax ID# or Social Security #: [Insert Tax ID or SSN]

Business Designation (check one): ☐ Sole Proprietorship ☐ Partnership
☐ Corporation-for profit ☐ Corporation-non-profit
☐ Other (describe here): [Insert other information]

Federal tax ID numbers or Social Security numbers are required pursuant to ORS 305.385 and will be used for the administration of state, federal and local laws. Payment information will be reported to the Internal Revenue Service under the name and Federal tax ID number or, if none, the Social Security number provided above.

I have read this Contract including the attached Exhibits. I understand the Contract and agree to be bound by its terms.

Signature

Title

Name (please print)

Date

NOTE: Contractor must also sign Exhibit 3 and (if attached) Exhibit 4.

MULTNOMAH COUNTY SIGNATURE

(This contract is not binding on the County until signed by the Chair or the Chair's designee)

County Chair or Designee**

Date

** Department Director signs here for Class 1 Contracts (unless retroactive). For all other contracts, Chair or Chair's designee signs here.

Department and County Attorney Approval and Review

Approved:

Reviewed:

AGNES SOWLE, COUNTY ATTORNEY
FOR MULTNOMAH COUNTY, OREGON

Department Director or Designee

Date

By: _____

Assistant County Attorney

Date

EXHIBIT 1
SAMPLE MULTNOMAH COUNTY SERVICES CONTRACT

Contract No. [Insert Contract Number]

STATEMENT OF WORK, COMPENSATION,
PAYMENT and RENEWAL TERMS

1. Contractor shall perform the following work:

[Enter information]

2. The maximum payment under this Contract, including expenses, is \$

[Enter information]

3. County shall pay Contractor on the following basis:

[Enter information]

4. Contractor will bill County for the work as follows:**

[Enter information]

5. County will pay expenses on the following terms and conditions:

[Enter information]

6. This contract may be renewed on the following basis:

[Enter information]

****County shall have the right to withhold from payments due Contractor such sums as are necessary in County's sole opinion to protect County from any loss, damage, or claim which may result from Contractor's failure to perform in accordance with the terms of the Contract or failure to make proper payment to suppliers or subcontractors.**

EXHIBIT 2
SAMPLE MULTNOMAH COUNTY SERVICES CONTRACT

Contract No. [Insert Contract Number]

INSURANCE REQUIREMENTS

Contractor shall at all times maintain in force at Contractor's expense, each insurance noted below: **

Workers Compensation insurance in compliance with ORS 656.017, which requires subject employers to provide workers' compensation coverage in accordance with ORS Chapter 656 for all subject workers. Contractor and all subcontractors of Contractor with one or more employees must have this insurance unless exempt under ORS 656.027 (See Exhibit 4). Employer's Liability Insurance with coverage limits of not less than \$500,000 must be included.

THIS COVERAGE IS REQUIRED. Attach Certificate of Insurance. If Contractor does not have coverage and claims to be exempt, attach Exhibit 4 in lieu of Certificate.

Professional Liability insurance with a combined single limit of not less than \$1,000,000 each claim, incident, or occurrence, with an annual aggregate limit of \$2,000,000. This is to cover damages caused by error, omission, or negligent acts related to professional services provided under this Contract. The policy must provide extended reporting period coverage for claims made within two years after this Contract is completed.

☒ Required by County ☐ Not required by County (**Needs Risk Manager's Approval**)

Commercial General Liability insurance, on an occurrence basis, with a combined single limit of not less than \$1,000,000 each occurrence for Bodily Injury and Property Damage, with an annual aggregate limit of \$2,000,000. This insurance must include contractual liability coverage.

☒ Required by County ☐ Not required by County (**Needs Risk Manager's Approval**)

Commercial Automobile Liability insurance with a combined single limit, or the equivalent of not less than \$1,000,000 each occurrence for Bodily Injury and Property Damage, including coverage for owned, hired or non-owned vehicles.

☒ Required by County ☐ Not required by County (**Needs Risk Manager's Approval**)

Additional Requirements. Coverage must be provided by an insurance company authorized to do business in Oregon or rated A- or better by Best's Insurance Rating. Contractor shall pay all deductibles and retentions. A cross-liability clause or separation of insureds condition must be included in all commercial general liability policies required by this Contract. Contractor's coverage will be primary in the event of loss.

Certificate of Insurance Required. Contractor shall furnish a current Certificate of Insurance to the County. The Certificate shall provide that there shall be no cancellation, termination, material change, or reduction of limits of the insurance coverage without 30 days written notice from the Contractor's insurer to the County. The Certificate shall also state the deductible or retention level. For commercial general liability the Certificate shall also provide that the County, its agents, officers, directors, officials, and employees are Additional Insureds with respect to Contractor's services to be provided under this Contract. If requested, complete copies of insurance policies shall be provided to the County. All additional insured and cancellation extensions will be physically endorsed to the applicable insurance policies. All additional insured provisions will include coverage that is primary and non-contributory, and such coverage will specifically include products and completed operations coverage. Copies of all such endorsements shall be attached to the certificates of insurance required by this contract.

Completed by: _____
Contract Originator

****Note to Contract Originator:** For certain types of contracts additional insurance may be required. Refer to the Contract Insurance and Indemnification Manual or contact Risk Management/ Property & Liability Programs.

Multnomah County

SAMPLE Service Contract No. [Insert Contract Number]

Exhibit 3 – Certification Statement for Corporation or Independent Contractor

NOTE: Contractor Must Complete A or B below:

A. CONTRACTOR IS A CORPORATION, LIMITED LIABILITY COMPANY OR A PARTNERSHIP.

I certify under penalty of perjury that Contractor is a [check one]:

☐ Corporation ☐ Limited Liability Company ☐ Partnership ☐ Non-Profit Corporation authorized to do business in the State of Oregon.

Signature

Title

Date

B. CONTRACTOR IS A SOLE PROPRIETOR WORKING AS AN INDEPENDENT CONTRACTOR.

Contractor certifies under penalty of perjury that the following statements are true:

1. If CONTRACTOR is providing services under this Contract for which registration is required under ORS Chapter 671 (architects and landscape contractors) or 701 (construction contractors), CONTRACTOR has registered as required by law.
2. CONTRACTOR is free to determine and exercise control over the means and manner of providing the service, subject to the right of the County to specify the desired results.
3. CONTRACTOR is responsible for obtaining all licenses or certificates necessary to provide the services.
4. CONTRACTOR is customarily engaged in providing services as an independent business. CONTRACTOR is customarily engaged as an independent contractor if at least three of the following statements are true. **NOTE: Check all that apply. You must check at least three (3) to establish that you are an Independent Contractor.**
 - ____ A. CONTRACTOR's services are primarily carried out at a location that is separate from CONTRACTOR's residence or primarily carried out in a specific portion of the residence which is set aside as the location of the business.
 - ____ B. CONTRACTOR bears the risk of loss related to the services provided under this Contract.
 - ____ C. CONTRACTOR provides services to two or more persons within a 12-month period or Contractor routinely engages in business advertising solicitation or other marketing efforts reasonably calculated to obtain new contracts for similar services.
 - ____ D. CONTRACTOR makes a significant financial investment in the business.
 - ____ E. CONTRACTOR has authority to hire additional persons to provide the services and has authority to fire such persons.

Contractor Signature

Date

EXHIBIT 4
SAMPLE MULTNOMAH COUNTY SERVICES CONTRACT
Workers' Compensation Exemption Certificate

(To be used only when Contractor claims to be exempt from Workers' Compensation coverage requirements)

Contractor is exempt from the requirement to obtain workers' compensation insurance under ORS Chapter 656 for the following reason (*check the appropriate box*):

___ **SOLE PROPRIETOR**

- Contractor is a sole proprietor, and
- Contractor has no employees, and
- Contractor will not hire employees to perform this contract.

___ **CORPORATION - FOR PROFIT**

- Contractor's business is incorporated, and
- All employees of the corporation are officers and directors and have a substantial ownership interest* in the corporation, and
- All work will be performed by the officers and directors; Contractor will not hire other employees to perform this contract.

___ **CORPORATION - NONPROFIT**

- Contractor's business is incorporated as a nonprofit corporation, and
- Contractor has no employees; all work is performed by volunteers, and
- Contractor will not hire employees to perform this contract.

___ **PARTNERSHIP**

- Contractor is a partnership, and
- Contractor has no employees, and
- All work will be performed by the partners; Contractor will not hire employees to perform this contract, and
- Contractor is not engaged in work performed in direct connection with the construction, alteration, repair, improvement, moving or demolition of an improvement to real property or appurtenances thereto.**

___ **LIMITED LIABILITY COMPANY**

- Contractor is a limited liability company, and
- Contractor has no employees, and
- All work will be performed by the members; Contractor will not hire employees to perform this contract, and
- If Contractor has more than one member, Contractor is not engaged in work performed in direct connection with the construction, alteration, repair, improvement, moving or demolition of an improvement to real property or appurtenances thereto.**

*NOTE: Under OAR436-50-050 a shareholder has a "substantial ownership" interest if the shareholder owns 10% of the corporation, or if less than 10% is owned, the shareholder has ownership that is at least equal to or greater than the average percentage of ownership of all shareholders.

**NOTE: Under certain circumstances partnerships and limited liability companies can claim an exemption even when performing construction work. The requirements for this exemption are complicated. Consult with County Counsel before an exemption request is accepted from a contractor who will perform construction work.

Contractor Printed Name

Contractor Signature

Sample Exhibit 5 –Equal Employment Opportunity Certification Statement

Every Contractor executing a contract for more than \$75,000 must complete this Exhibit.

Equal Employment Opportunity (EEO) means eliminating barriers to ensure that all employees are considered for the employment of their choice and have the chance to perform to their maximum potential. EEO practices include, but are not limited to, fairness at work, hiring based on merit and promotion based on talent. It concerns all aspects of employment including recruitment, pay and other rewards, career development and work conditions.

All County Contractors signing new contracts with the County must complete this form. A Contractor who signs Part 1 and later adds employees during the period of performance of any County Contract must immediately notify the County of the change in status and submit an updated form with Part 2 signed. Failure to submit an updated form may result in termination of all existing contracts.

CERTIFICATION

I certify under penalty of perjury that [check Part 1 or Part 2]:

- ☐ **PART 1.** Contractor has no employees. Should Contractor hire employees at a later date during the term of the contract Contractor will immediately notify the Department that issued the contract and submit an updated Certification with Part 2 completed.

--Or--

- ☐ **PART 2.** Contractor has employees. Contractor, as an Equal Opportunity Contractor, does not:

- (1) Discriminate against employees or applicants based on race, color, religion, sex, familial status, national origin, age, mental or physical disability, sexual orientation, gender identity, or source of income;
- (2) Solicit or consider employment recommendations based on factors other than personal knowledge or records of job-related abilities or characteristics;
- (3) Coerce the political activity of any person;
- (4) Deceive or willfully obstruct anyone from competing for employment;
- (5) Influence anyone to withdraw from competition for any position so as to improve or injure the employment prospects of any other person;
- (6) Give an improper preference or advantage to anyone so as to improve or injure the employment prospects of that person or any other employee or applicant.

CONTRACTORS SIGNATURE:

Company Name: _____

Signature: _____

Title: _____

Date: _____

5.3 RFP ATTACHMENT C: PROPOSED PROJECT PLAN AND TIMELINE

Proposed Project Plan and Timeline

PROJECT STAGE	DESCRIPTION & DELIVERABLES	START	END	PROPOSED PROJECT TEAM STAFFING	PROPOSED COUNTY STAFFING
Project Phase	Describe work of the defined phase	Date	Date	Project Manager Trainer	Project Manager Development Analyst
Milestone	Describe clearly all major activities and deliverables including Feature design and implementation, Procedure documents, Navigation and flow design, Architecture diagram, Data model , Training plan for end users, and Maintenance and Support Technical Guide Describe any optional project components				
Task					
Subtask					
Decision point	Describe major decision points and proposed decision making strategies				
Project Phase					

Add rows as needed

5.4 RFP ATTACHMENT D: PROPOSED PROJECT BUDGET PLAN

Proposed Project Budget Plan

PROPOSED PROJECT TEAM STAFFING	RATES	EXPENSES	EXPENSES	TOTAL ESTIMATED HOURS	*ALL OTHER COSTS	TOTAL ESTIMATED COST
Project Manager	\$	Describe	\$	#		
Trainer	\$	Describe	\$	#		
Other	\$	Describe	\$	#		

Add rows as needed

*Cost must encompass all design, production, hardware and software acquisitions necessary for development of the system. Identify all other expenses other than travel; include consulting fees, future work, etc. necessary to complete this project as you have proposed it. List charges and expenses as fully as possible. All costs intended to bill to the county must be included.

Describe what makes this budget reasonable for the services requested.



MULTNOMAH COUNTY SHERIFF'S OFFICE
501 SE HAWTHORNE BLVD., SUITE 350 • PORTLAND, OR 97214

Exemplary service for a safe, livable community

RFP ATTACHMENT E

BOB SKIPPER
SHERIFF

503 988-4300 PHONE
503 988-4500 TTY
www.sheriff-mcso.org

RECORDS CHECK AUTHORIZATION

TYPE OR PRINT CLEARLY: *Incomplete Forms Will Not Be Processed* DATE SUBMITTED: _____

NAME: _____ / _____ / _____ DATE OF BIRTH: ____ / ____ / ____
LAST FIRST MIDDLE

OTHER NAMES USED: _____
LIST ALL OTHER NAMES USED, INCLUDING AKA'S, SURNAMES, ETC.

CURRENT ADDRESS: _____ / _____ / _____
CITY STATE ZIP

SOCIAL SECURITY NUMBER: _____ PLACE OF BIRTH: _____
CITY/STATE/COUNTRY

DRIVER'S LICENSE: _____ / _____ / _____ PHONE: _____
STATE LICENSE NUMBER EXPIRATION DATE

HAIR COLOR: _____ EYE COLOR: _____ HEIGHT: _____ WEIGHT: _____

RACE: _____
A - Asian B - African American H - Latin American
I - American Indian/Alaskan Indian O - Other W - Caucasian SEX (Circle One): MALE or FEMALE

DO YOU HAVE ANY CRIMINAL CONVICTION(S)? (Circle One): YES or NO (If YES, list charge(s) and date(s) on back →)

CURRENT OCCUPATION/EMPLOYER & PHONE: _____

REASON FOR REQUESTING ACCESS & WORK YOU WILL BE DOING: _____

I hereby authorize the Multnomah County Sheriff's Office to conduct a criminal history records check prior to consideration for employment or association with this agency for official business. I understand and agree that a record of convictions, pending criminal court actions, or submitting false information may exclude me from employment consideration or association with the Multnomah County Sheriff's Office. I further understand that I will be held accountable to the zero-tolerance standard set in the Prison Rape Elimination Act 2003 (PREA).

I HEREBY AFFIRM THE ABOVE INFORMATION IS TRUE: *Signature* _____

MANAGER/SUPERVISOR REQUESTING RECORDS CHECK: *Must Be Completed*

PRINT NAME: _____ TITLE & CONTACT#: _____

SIGNATURE: _____ FAX: _____

Request: ☐ MCSO ID ☐ VISITOR ID

Request: ☐ ESCORT ☐ NON-ESCORT

- MCSO USE ONLY -

☐ PPDS ☐ LEDS ☐ NCIC ☐ CCH ☐ DMV ☐ ESWIS ☐ CLASS (Clackamas County)

SIGNATURE OF STAFF CONDUCTING RECORDS CHECK _____ / _____ / _____
DPSST # TITLE/UNIT RECORDS CHECK DATE

☐ **APPROVED** ☐ ESCORT ☐ NON-ESCORT ☐ **DENIED** -- COMMENTS:

☐ MCSO ID ☐ VISITOR ID

SIGNATURE OF F.A.C./FACILITY COMMANDER/UNIT MGR _____ / _____ / _____
DPSST # TITLE/UNIT DATE REVIEWED