



CITY OF BATTLE CREEK
NOTICE OF REQUEST FOR PROPOSALS

RFP#: **2012-017R**

TITLE: **RECORDS MANAGEMENT SYSTEM**

RFP ISSUE DATE: December 15, 2011

Pre-Proposal Conference	January 12, 2012, 10:00 AM EST Dept of Public Works 150 S. Kendall, Multipurpose Room Battle Creek, MI, 49014 <i>Map to City Hall available in Appendix C.</i>	Purchasing Contact: Christine Huff E-mail: chluff@battlecreekmi.gov
Proposal Due Date:	January 30, 2012 4:00 PM EST	Deadline for additional questions: January 20, 2012 10:00 am EST
Location:	Purchasing Department 10 N. Division Street, Suite 214 Battle Creek, MI 49014	

DESCRIPTION: The City is soliciting proposals from qualified vendors for a comprehensive and fully integrated, turnkey, public safety technology system. Ideally, this system will include applications for central dispatch, mobile applications, police, fire, and jail; along with considerations for electronic data transmittal through the Prosecutor's Office and the courts.

Download this solicitation from our website at: www.battlecreekmi.gov. Copies of the complete Request for Proposals documents may also be obtained from the Purchasing Department, Room 214, 10 N. Division Street, Battle Creek, Michigan 49014, (269) 966-3390.

PRE-PROPOSAL CONFERENCE: The purpose of this conference will be to clarify the contents of this Request For Proposals (RFP) in order to prevent any misunderstanding of the City's position. Any doubt as to the requirements of this RFP or any apparent omission or discrepancy should be presented to the City at this conference. The City will then determine the appropriate action necessary, if any, and issue a written amendment to the RFP. Oral statements or instructions shall not constitute an amendment to this RFP. Lack of attendance at the pre-proposal conference may result in your proposal being rejected.

Proposals must be in the actual possession of the Purchasing Department at the location indicated, on or prior to the exact time and date indicated above. Late proposals shall not be considered.

PERFORMANCE BOND: The accepted firm will be required to furnish a satisfactory performance bond in an amount equal to 100% of the contract.

PROPOSERS ARE STRONGLY ENCOURAGED TO CAREFULLY READ THE ENTIRE REQUEST FOR PROPOSALS.

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SUBMITTAL CHECKLIST

____ **One (1) original, unbound, reproducible and single-sided** of your complete proposal, the contents of which are listed in section 4.2 and 4.3

Do not separate, divide, mark, staple, clip, or bind, this portion of your submittal. If these instructions are unclear, please contact Chris Huff at clhuff@battlecreekmi.gov

____ Your proposal organized as follows:

WORK PLAN & PROPOSED SYSTEM

FIRM QUALIFICATIONS

PERSONNEL QUALIFICATIONS

CHECKLIST, printed copy, Section 6.0

PRICE SHEET (hard copy), Section 7.0

____ SIGNED and completed offer section on the Offer and Acceptance Form, Section 8.0

____ Completed Contract Compliance forms contained in Attachment A

____ Completed DBE forms contained in Attachment B, if applicable

____ Any alternates you are proposing, clearly identified

____ Complete copy of this RFP and any addenda as issued by the City

____ Completed Appendix of Business and Technical Requirements

____ **Ten (10) complete and bound copies of the above.** These copies will be distributed to the selection committee, and should appear professional and organized. These copies should have a table of contents, page numbers, dividers, and clearly marked sections. Committee members usually have many proposals to evaluate; if information is difficult to find, it could be overlooked.

____ **ONE (1)** Electronic EXCEL version of the CHECKLIST, provided on USB stick or disc, in EXCEL format, not pdf.

____ **ONE (1)** Electronic EXCEL version of the HARDWARE WORKSTATION SHEET, provided on USB stick or disc, in EXCEL format, not pdf.

____ **ONE (1)** Electronic EXCEL version of the PRICE SHEET, provided on USB stick or disc, in EXCEL format, not pdf.

1.0 - GENERAL INFORMATION FOR THE RESPONDING FIRM

1.1 **ISSUING OFFICE:** This RFP is issued for the City of Battle Creek, Michigan (hereinafter referred to as the "City") through the Purchasing Office, which shall be referred to as the "Issuing Office."

1.2 **PROPOSALS:** All proposals received by the City in response to this RFP will be retained.

- A. Proposals must be signed by an individual authorized to bind the contractor to its provisions.
- B. Proposals must arrive in the Office of the Purchasing Agent on or before the date and time indicated, Battle Creek time to be considered timely. Contractors mailing proposals should allow normal mail delivery time to ensure timely receipt of the proposal. Late proposals will not be accepted and will be returned to the proposer. The prevailing clock shall be www.time.gov.
- C. All proposals submitted in response to this invitation shall become the property of the City. Proposals shall be a matter of public record available for review, unless an exemption is requested and approved, in advance, for protection of trade secrets. However, proposals shall not be considered fully received for the purpose of Freedom of Information Act requests until the City has determined that no additional clarifications or revisions of offers shall be accepted.
- D. Proposals are an irrevocable offer and may not be withdrawn within 90 days after the deadline for submission. Submission of clarifications and revised offers automatically establish a new 90-day period.
- E. The City of Battle Creek is not liable for any costs incurred by contractors prior to issuance of a contract.
- F. Before submitting a proposal, firms shall carefully examine the scope of work and shall fully inform themselves as to all existing conditions and limitations and shall indicate in the proposal all items requested.

1.3 **TENTATIVE SCHEDULE:** The City may deviate from this schedule. Demonstrations may not be necessary.

The City will **NOT** discuss the status of any proposal or the selection process—phone calls will not be returned during the selection process. All proposers will be notified in writing of the City's decision.

Proposal Reviews: Week of January 30 & February 6
Product Demonstrations: Week of February 13 or February 20
Final Decision: Week of March 5
Notifications of award: Week of March 12

1.4 **PRE-PROPOSAL ASSISTANCE:** Questions relative to the development of a proposal are to be directed to Chris Huff at chluff@ci.battle-creek.mi.us. **The status of proposals will not be discussed during the review process.**

1.5 **AWARD OF CONTRACT:** This project will be awarded to a single contractor who submits the proposal deemed to be in the best interest of the City, unless otherwise noted in this document. Notwithstanding any other provision of the Request for Proposal, the City reserves the right to: (1) waive any immaterial defect or informality; or (2) reject any or all proposals for any reason, or portions thereof; or (3) reissue the Request for Proposal.

A response to any Request for Proposal is an offer to contract with the City based upon the terms, conditions, and specifications contained in the City's Request for Proposal. Proposals do not become contracts unless and until the City executes them. A contract has its inception in the award, eliminating a formal signing of a separate contract. For that reason, all of the terms and conditions of the contract are contained in the Request for Proposal, unless any of the terms and conditions are modified by a Request for Proposal amendment, a contract amendment, a Best and Final Offer, or by mutually agreed terms and conditions.

1.6 SPECIAL INFORMATION

- A. Addenda to the RFP: In the event it becomes necessary to revise any part of the RFP, addenda will be provided to all contractors who are recorded as having received the RFP. It shall be the bidder's responsibility to make inquiry as to changes or addenda issued. All such changes or addenda shall become part of the contract and all bidders shall be bound by such addenda.
- B. News Releases: News releases pertaining to this RFP or the services, study or project to which it relates will not be made without prior approval, and then only in coordination with the Issuing Office.
- C. Contract Compliance Program: The selected firm shall comply with relevant requirements of the City of Battle Creek's Contract Compliance/Affirmative Action Program. In addition, the firm selected must comply with all state and federal civil rights and equal employment opportunity laws.

1.7 INDEPENDENT PRICE DETERMINATION

By submission of a proposal, the offeror certifies that in connection with this proposal:

- A. The fees in the proposal have been arrived at independently, without consultation, communication or agreement, for the purpose of restricting competition, as to any matter relating to such fees with any other offeror or with any competitor; and,
- B. Unless otherwise required by law, the fees which have been quoted in the proposal have not been knowingly disclosed by the offeror directly or indirectly to any other offeror or to any competitor; and,
- C. No attempt has been made or will be made by the offeror to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition.

- 1.8 **CURRENCY:** Prices calculated by the bidder shall be stated in U.S. dollars.
- 1.9 **DEFINITIONS:**
- A. The "City" – The City of Battle Creek
 - B. "Contractor," "Vendor," "Firm," or "Proposer" - The firm submitting a proposal, ultimately responsible for any contract that results from this RFP.
 - C. "RFP" – This Request for Proposals.
- 1.10 **INTERVIEWS:** The City anticipates shortlisting the proposers based upon responses to the submittal requirements. If necessary, the City shall conduct interviews/demonstrations. However, the City may determine that shortlisting and/or interviews/demonstrations are not necessary.
- 1.11 **FIRM QUALIFICATIONS:** Experiences with the City and entities that evaluation committee members represent shall be taken into consideration when evaluating qualifications and experience. The City reserves the right to make such additional investigations as it deems necessary to establish the competency and financial stability of any firm submitting a proposal.
- 1.12 **CONTRACT AWARD:** A response to any Request for Proposal is an offer to contract with the City based upon the terms, conditions, and specifications contained in the City's RFP. Proposals do not become contracts unless and until the City executes them. A contract has its inception in the award, eliminating a formal signing of a separate contract. For that reason, all of the terms and conditions of the contract are contained in the Request for Proposal, unless any of the terms and conditions are modified by a Request for Proposal amendment, a contract amendment, a Best and Final Offer, or by mutually agreed terms and conditions.
- 1.13 **DELIVERY:** Proposals shall include all charges for delivery, packing, crating, containers, etc. Prices bid will be considered as being based on F.O.B. Delivered, freight included.
- 1.14 **MICHIGAN CONSTITUTIONAL REQUIREMENT:** Notwithstanding any provision in this Contract to the contrary, and in accordance with Article I, Section 26 of the Michigan Constitution as adopted by the electorate November 7, 2006, The City or its general contractors shall not discriminate against, or grant preferential treatment to, any individual or group on the basis of race, sex, color, ethnicity, or national origin in the operation of this Contract. This section shall not prohibit any action that must be taken to establish or maintain eligibility for any federal program if ineligibility would result in a loss of federal funds in connection with this Contract, nor shall this section be interpreted as prohibiting bona fide qualifications based on sex that are reasonable necessary to the execution of this Contract. In the event of conflict between any term of this Contract and this section, the language of this section shall control.
- 1.15 **Contract Compliance:** The City of Battle Creek is committed to a Contract Compliance Program to ensure that all citizens have the opportunity for the equality of treatment in service and employment. All bidders doing business with the City in the amount of \$10,000 or more during any fiscal year shall comply with the provisions of the Contract Compliance plan. Completed Contract Compliance documents must be returned with the bid, or the bid may be deemed nonresponsive.

2.0 - GENERAL TERMS AND CONDITIONS

- 2.1 MATERIALS AND WORKMANSHIP:** Unless otherwise specified, all materials and workmanship shall be new and of the best grade of their respective kinds for the purpose.
- 2.2 NON-DISCRIMINATION CLAUSE:** The bidder agrees not to discriminate against any employee or applicant for employment, to be employed in the performance of such contract, with respect to hire, tenure, terms, conditions or privileges, of employment, or any matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, height, weight, or marital status. Breach of this covenant may be regarded as material breach of the contract as provided for in Act 220 and Act 453 of the Public Acts of 1976, as amended, entitled "Michigan Handicapper's Civil Rights Act" and the Michigan Elliott Larson Civil Rights Act." The bidder further agrees to require similar provisions from any subcontractors, or suppliers.
- 2.3 ASSIGNMENT OF CONTRACT:** The contractor shall assign no right or interest in this contract in whole or in part and no delegation of any duty of Contractor shall be made without prior written permission of the City.
- 2.4 INDEMNIFICATION:** The contractor shall protect, defend, and save the City, its officials, employees, departments and agents harmless from and against any and all claims, demands, suits, actions, or proceedings of any kind or nature, in any way resulting from acts or omissions of the contractor or any of its agents, employees, boards, commissions, divisions, departments, or authorities in performing obligations under this agreement. Each party to this agreement agrees that any bond or insurance protection required by this agreement or otherwise provided shall in no way limit the terms of this indemnification provision. In case of any action or proceeding brought against the City by reason of any such claim, suit, action or demand, upon prompt notice from the City, contractor covenants to defend such action or proceeding by counsel that is reasonably satisfactory to the City.
- 2.5 CONTRACT:** The contract shall contain the entire agreement between the City and the Contractor relating to this requirement and shall prevail over any and all previous contracts, proposals, negotiations, or master agreements in any form. By signing the Offer to Contract, it is understood and agreed to that the RFP in its entirety and all enclosed forms are fully incorporated herein as a material and necessary part of the contract. In case of conflicts, the following order shall prevail: 1) Addendum, 2) Specifications, 3) Special Terms and Conditions 4) General Terms and Conditions, 5) General Information.
- 2.6 PROVISIONS REQUIRED BY LAW:** Each and every provision of law and any clause required by law to be in the contract shall be read and enforced as though it were included herein, and if through mistake or otherwise any such provision is not inserted, or is not correctly inserted, then upon the application of either party the contract shall forthwith be physically amended to make such insertion or correction.
- 2.7 RELATIONSHIP OF PARTIES:** It is clearly understood that each party shall act in its individual capacity and not as an agent, employee, partner, joint venture, or associate of the other. An employee or agent of one party shall not be deemed or construed to be the employee or agent of the other party for any purpose whatsoever. The Contractor is advised that taxes or social security payments shall not be withheld from a City payment issued hereunder and that Contractor should make arrangements to directly pay such expenses, if any.
- 2.8 RIGHTS AND REMEDIES:** No provision in this document or in the bidder's offer shall be construed, expressly or by implication as a waiver by either party of any existing or future right and/or remedy available by law in the event of any claim or default or breach of contract. The failure of either party to insist upon the strict performance of any term or condition of the contract or to exercise or delay the exercise of any right or remedy provided in the contract, or by law, or the acceptance of materials or services, obligations imposed by this contract or by law, and shall not be deemed a waiver of any right of either party to insist upon the strict performance of the contract.
- 2.9 ADVERTISING:** Contractor shall not advertise, issue a press release or otherwise publish information concerning this RFP or contract without prior written consent of the City. The City shall not unreasonably withhold permission.
- 2.10 APPLICABLE REGULATIONS/POLICIES:** The Revised Code of the State of Michigan, the Charter of the City of Battle Creek, all City Ordinances, Rules and Regulations and Policies shall apply. It shall be the responsibility of the Proposer to be familiar and comply with said regulations/policies.
- 2.11 ROYALTIES, PATENTS, NOTICES AND FEES:** Contractor shall give all notices and pay all royalties and fees. Contractor shall defend all suits or claims for infringement of any patent rights and shall save the City harmless from loss on account thereof. Contractor shall comply with all laws, ordinances and codes applicable to any portion of the work.
- 2.12 SUBCONTRACTORS:** No subcontract shall be made by the contractor with any other party for furnishing any of the services herein contracted for without the advance written approval of the City. All subcontractors shall comply with Federal and State laws and regulations that are applicable to the services covered by the subcontractor and shall include all the terms and conditions set forth herein which shall apply with equal force to the subcontract, as if the subcontractor were the Contractor referred to herein. Contractor is responsible for contract performance whether or not subcontractors are used.
- 2.13.1 PATENTS, COPYRIGHTS:** All services, information, computer program elements, reports, and other deliverables that are created under this Agreement shall be the property of the City. The Contractor shall place no restrictions on the City with regard to the distribution of any of these materials; the City shall have full, unrestricted rights to make and distribute unlimited copies of any services, information, computer programs/elements, reports, or any other deliverable. Patents for any item created under this contract shall be assigned to the City.
- 2.14 MICHIGAN CONSTITUTIONAL REQUIREMENT**
- a). Notwithstanding any provision in this Contract to the contrary, and in accordance with Article I, Section 26 of the Michigan Constitution as adopted by the electorate November 7, 2006, City and its general contractors shall not discriminate against, or grant preferential treatment to, any individual or group on the basis of race, sex, color, ethnicity, or national origin in the operation of this Contract.
- b). This section shall not prohibit any action that must be taken to establish or maintain eligibility for any federal program if ineligibility would result in a loss of federal funds in connection with this Contract, nor shall this section be interpreted as prohibiting bona fide qualifications based on sex that are reasonable necessary to the execution of this Contract.
- c). In the event of conflict between any term of this Contract and this section, the language of this section shall control.

3.0 - SPECIAL TERMS AND CONDITIONS

3.1 PRE-PROPOSAL CONFERENCE: Prospective bidders are invited to attend a pre-proposal conference. The date, time and location of this conference are indicated on the front page of this Request For Proposals. The purpose of this conference will be to clarify the contents of this Request For Proposals in order to prevent any misunderstanding of the City's position. Any doubt as to the requirements of this Request For Proposals or any apparent omission or discrepancy should be presented to the City at this conference. The City will then determine the appropriate action necessary, if any, and issue a written amendment to the invitation for bid. Oral statements or instructions shall not constitute an amendment to this Request For Proposals.

3.2 KEY PERSONNEL: It is essential that the contractor provide adequate experienced personnel, capable of and devoted to the successful accomplishment of work to be performed under this contract. The Contractor must agree to assign specific individuals to the key positions.

- A. The Contractor agrees that, once assigned to work under this contract, key personnel shall not be removed or replaced without written notice to the City.
- B. If key personnel are not available for work under this contract for a continuous period exceeding thirty calendar days, or are expected to devote substantially less effort to the work than initially anticipated, the Contractor shall immediately notify the City, and shall, subject to the concurrence of the City, replace such personnel with personnel of substantially equal ability and qualifications.

3.3 CANCELLATION: The City reserves the right to cancel the whole or any part of this contract due to failure by the contractor to carry out any material obligation, term, or condition of the contract. The City shall issue written notice to the contractor for any of the following circumstances:

- A. The contractor fails to adequately perform the services set forth in the specifications of the contract:
- B. The contractor fails to make progress in the performance of the contract and/or gives the City reason to believe that the contractor will not or cannot perform to the requirements of the contract.

Upon receipt of the written notice of concern, the contractor shall have ten (10) calendar days to provide a satisfactory response to the City. Failure on the part of the contractor to adequately address all issues of concern may result in the City resorting to any single or combination of the following remedies.

- A. Cancel any contract:
- B. Reserve all rights or claims to damage for breach of any covenant of the Contract:
- C. In case of default, the City reserves the right to complete the required work. The City may recover reasonable excess cost from the contractor by any remedies as provided by law.

The City intends to maintain a budget to cover all expenses related to this contract; however, the City may cancel this contract if funds are no longer available. In such case, the City shall provide the Contractor with a 60-day written notice of cancellation. The City will pay for all *authorized* completed work or received goods.

3.4 PAYMENT: Payment shall be made monthly, at the end of each project, or at agreed upon milestones within 30 days following the submittal of a correct invoice for goods received or work performed.

3.5 INSURANCE:

a. The Contractor shall at the time of execution of this contract, file with the City the Certificate of Insurance, which shall cover all of his insurance as required herein, including evidence of payment of premiums thereon, and the policy or policies or insurance covering said City and their officers, agents and employees. Each such policy and certificate shall be satisfactory to the City. Nothing contained in these insurance requirements is to be construed as limiting the extent of the Contractor's responsibility for payment of damages resulting from his operations under this Contract.

b. The contractor shall maintain insurances in force at all times during the term of this agreement at the minimum amounts and types as indicated.

<u>Coverage Afforded</u>		<u>Limits of Liability</u>
Professional Liability		\$1,000,000
Workers' Compensation:		\$ 100,000 or statutory limit
Commercial General Liability:	Bodily Injury	\$1,000,000 each occurrence
	Property Damage	\$1,000,000 each occurrence
	or Combined Single Limit	\$1,000,000
Automobile Liability:	Bodily Injury	\$ 300,000 each person
	Liability	\$ 500,000 each occurrence
	Property Damage	\$ 500,000
	or Combined Single Limit	\$ 500,000

The City of Battle Creek shall be listed as an additional insured on general liability coverage, and shall be provided with a Certificate of Insurance that reflects this additional insured status. A 30-day notice of cancellation or material change shall be provided to the City and so noted on the Certificate of Insurance. All certificates and notices shall be sent to City of Battle Creek, P.O. Box 1717, Battle Creek, Michigan 49016.

4.0 - SUBMITTAL INFORMATION

4.1 SUBMITTAL TERMS AND CONDITIONS

- A. **Basic Submittal Instructions:** Each proposal received by the City in response to this RFP becomes the property of the City and:
1. Shall be signed by an individual authorized to bind the contractor to its provisions.
 2. Shall be submitted in a tightly sealed opaque envelope/box by the due date/time listed on the front page of this RFP. Box shall be clearly identified with the RFP number and title. Contractors should allow normal mail delivery time to ensure timely receipt of the proposal. Late proposals will not be accepted and will be returned to the proposer. The prevailing clock shall be www.time.gov.
 3. Shall be a matter of public record available for review, unless an exemption is requested and approved, in advance, for protection of trade secrets. Price is not considered a trade secret. However, proposals shall not be considered fully received for the purpose of Freedom of Information Act requests until the City has determined that no additional clarifications or revisions of offers shall be accepted.
 4. Is an irrevocable offer and may not be withdrawn within 90 days after the deadline for submission. Requests for clarifications or revisions automatically establish a new 90-day period.
- B. **Proposal Costs:** The City is not liable for any costs incurred in the development of the RFP or any interviews or demonstrations, nor for other costs incurred by contractors prior to issuance of a contract.
- C. **Exceptions To Contract Terms And Specifications:** Offeror shall clearly identify and reference by paragraphs any proposed deviations from the Contract Terms or Scope in the RFP. The exception shall include, at a minimum, the Offeror's proposed substitute language and opinion as to why the suggested substitution will provide equivalent or better service and performance. If no exceptions are noted in the Offeror's proposal, the City will assume complete conformance with this specification and the successful Offeror will be required to perform accordingly. Alternate written proposals submitted may be considered; however, the City will make final determination as to suitability and compliance with the scope of service. Proposals submitted not meeting all requirements may be rejected. Oral proposals will not be considered.

4.2 SUBMITTAL REQUIREMENTS (provide the following documents in a SEALED envelope/box):

- A. **One (1) original, unbound, *reproducible and single-sided*** (e.g., ready to insert into a copier with no clips, staples, bindings, cardstock, dividers, brochures, business cards, etc.) copy of the following, in this order:

1. Your proposal, organized as requested in section 4.3 below
2. Completed Price Sheet from this RFP, hard copy
3. SIGNED and completed offer section on the Offer and Acceptance Form
4. Completed Contract Compliance forms contained in Attachment A
5. Completed DBE forms contained in Attachment B, if applicable
6. Any alternates you are proposing, clearly identified

Do not separate, divide, mark, staple, clip, or bind, any of the above documents. If these instructions are unclear, please contact the person listed in section 1.4 (page 3), Pre-Proposal Assistance.

- B. **TEN (10)** complete and **bound** copies of A, above. These copies will be distributed to the selection committee, and should appear professional and organized. These copies should have a table of contents, page numbers, dividers, and clearly marked sections. Committee members usually have many proposals to evaluate; if information is difficult to find, it could be overlooked. Organize your proposal as per section 4.3 below.
- C. **ONE (1) EXCEL** version of the **CHECKLIST (section 6.0)** on USB stick or disc, in EXCEL format, not pdf.
- D. **ONE (1) EXCEL** version of the **HARDWARE WORKSTATION SHEET (section 7.0)**, provided on USB stick or disc, in EXCEL format, not pdf.
- E. **ONE (1) EXCEL** version of the **PRICE SHEET (section 8.0)**, provided on USB stick or disc, in EXCEL format, not pdf.

4.3 EVALUATION CRITERIA:

All proposals received will be evaluated by the City of Battle Creek for selection purposes. The response to this RFP shall focus on these criteria, and shall be submitted in the same order as requested and must contain, at a minimum, all of the items listed below.

The following main categories, listed in relative order of importance, will be considered in selection. PERCENTAGE WEIGHTS WILL NOT BE DISCLOSED:

- A. WORK PLAN & PROPOSED SYSTEM**
- B. FIRM QUALIFICATIONS**
- C. PERSONNEL QUALIFICATIONS**
- D. PRICE**

A. WORK PLAN & PROPOSED SYSTEM

- 1. Requirements:** Describe your understanding of the requirements presented in this scope of work and your firm's demonstrated capability to perform the type of work requested. In addition to providing the Vendor Requirements Checklist in the Excel format available online at www.battlecreekmi.gov (City Government/Departments/Purchasing/Solicitations) to outline the product functionality, also include your approach to issues and the manner in which you will communicate with the City including the proposed structure, method, and frequency.
- 2. Software Maintenance and Support**
 - a) Explain your warranty policies.
 - b) Explain your maintenance options and associated fees. What exceptions are there? (attach copy of standard maintenance contract)
 - c) Are new software releases included in the on-going maintenance contract?
 - d) Explain your support policy on past releases.
 - e) How much on-site technical assistance is provided in the Proposer's standard maintenance contract?
 - f) What are the average maintenance and support fee increases per year for the proposed solution?
- 3. Implementation Approach and Timeline**
 - a) Describe your standard methodology for implementing the proposed software. Include a description of your project management approach and quality control and assurance policies and procedures.
 1. A description of your project management approach including onsite and offsite expectations
 2. A description of your quality control and assurance procedures and policies
 3. A description of your risk management approach and procedures
 - b) How might you deviate from your standard approach for this contract?
 - c) Describe the level of involvement you believe will be required by City (or other agency) staff to successfully implement the proposed software. Include the types of City staff you propose to involve and their anticipated role in the project.

- d) Please provide a project plan that shows each phase of the project along with associated activities and projected timeline.
- e) Provide an organizational chart for your proposed project team. Include the roles for each individual along with their proposed onsite and offsite time commitments. (Attach resumes for each individual)
- f) Describe your plan for testing the proposed software. Include information on your approach for system testing. Provide example test scripts.
- g) Describe your approach for data conversion. Please address the following considerations:
 - 1. Your approach to data extraction, transformation and data loading
 - 2. Methods for validating data through the conversion process
 - 3. Your approach for testing and user validation of the data
- h) Describe your experience in implementing the proposed solution for clients similar to the City of Battle Creek.

4. Training

- a) Describe your approach to end user and technical training.
- b) Describe the various training options available for City users: instructor led (on-site, off-site), CBT, WebEx, etc.
- c) Describe your requirements for an onsite training room.
- d) Provide a sample end user training course outline.
- e) Provide a draft training plan for the City of Battle Creek that accounts for the following types of users:
 - 1. Technical Support Staff
 - 2. City Implementation Team (super users)
 - 3. Module Leads
 - 4. End Users
 - 5. Reporting Users

5. User and Technical Support

- a) Describe the mediums (web, phone, on-site, etc.) of customer support provided.
- b) Is customer support response time guaranteed and what is included for your various maintenance options (in hours)?
- c) List and describe the issue priorities and the expected call back and resolution times.
- d) What hours and days of the week is support available?
- e) Is there a user group and how often does it meet? Provide contacts for each of your user groups.
- f) Describe the role the user group plays in product direction.
- g) Are on-site consulting services available? If so, please provide your standard rate structure.
- h) Is remote diagnosis support available and a standard part of your support offering?
- i) If on-site support is needed, are there Michigan resources available that are responsible for providing this support? If yes, please describe the skills and resources that are available in the Michigan area.

6. Software Upgrades and Enhancements

- a) Describe procedures for releasing new versions of the software.

- b) How are enhancement requests handled?
- c) What is the method of establishing priorities for future enhancements?
- d) Describe the frequency in which new patches, releases and versions are made available, specifying how and when each is released.
- e) Describe how your software supports customizations and how customizations are maintained when the software is upgraded to a new release or version.

7. User Documentation

- a) Does the Proposer provide user manuals for each application? (please provide sample documentation)
- b) Describe your on-line help facilities.
- c) Are updated manuals provided with enhancements or new releases?

8. Technical Documentation

- a) Does the Proposer provide technical manuals for each application? (please provide sample documentation)
- b) Does the systems documentation include the following: flow charts, narrative overview, database file layouts, and data models?

B. FIRM QUALIFICATIONS

1. General Company Background

- a) Provide a description of your company. Include the scope of operations and size of the staff responsible for the specific product(s) you are proposing. Additional pre-printed documents, such as an annual report may be attached.
- b) If a third-party solution has been included in this proposal to meet a specific requirement, please explain the role of the third-party supplier vs. the software provider's role.
- c) Describe any other products, including committed developments or acquisitions that you believe would be directly relevant to the City of Battle Creek.
- d) What is the Proposer's strategic business plan and direction? Specifically address your strategy and plans as they relate to the public sector market.
- e) What is the Proposer's 5-year technical strategy directly related to the proposed products? Please include your specific strategy and plans related to Microsoft products.

2. Public Sector Experience

- a) Describe your experience and strengths with the public sector and within the state of Michigan

3. References

- b) Provide at least 5 references, 3 of which are using the same version of the software proposed to the City of Battle Creek. Each reference should contain a contact name, phone number and e-mail address. Please note that if your organization is selected as a finalist, the City of Battle will be contacting your references sometime during early 2012.
- c) Include a listing of all project management staff within the public sector as well as support staff with a sample of qualifications for both.

C. PERSONNEL QUALIFICATIONS

- a) Personnel. Indicate the professional personnel/subcontractors who will be assigned to this contract, describing their qualifications and experience. Include the resumes of all professional personnel who will be assigned to this contract. Responding companies must demonstrate that personnel to be assigned to the project have experience related to the requirements set forth in the Scope of Work.

D. PRICE

1. Licensing and Pricing

- a) Provide a pricing breakdown of each module proposed based upon the information provided. Include onetime licensing cost for each, as well as maintenance costs for the first five years, also broken out by module. While the City will be responsible for payment, it is necessary for these breakdowns so we can charge appropriate departments and outside agencies.
- b) Please describe the different licensing options available (e.g. site, server, named user, concurrent user). Provide copies of all appropriate license and maintenance agreements.
- c) Provide a pricing summary for converting the data elements outlined below. The column entitled "Full Conversion" should be used to record the price to extract the data from the existing system and reload it in the new system. The column entitled "Partial Conversion" includes the cost to take data from a "pre-determined" flat file format and load it into the new system.
- d) Provide a breakdown of the recommended training program for the City. The program should include the recommended classes for technical support, functional "super" users and functional standard users. The per-class cost should be included along with the proposed number of City attendees for each class.
- e) Provide pricing on the implementation of the proposed software. Include the hours per individual and their individual bill rate by major task.
- f) Where required, provide a list of third party software along with the software license, maintenance and the associated implementation cost.
- g) Provide a breakdown of estimated expenses for the implementation of the software.

5.0 - SCOPE OF WORK

5.1 SCOPE

Before submitting a proposal, firms shall carefully examine the scope of work and shall fully inform themselves as to all existing conditions and limitations and shall indicate in the proposal all items requested.

5.2 DESCRIPTION OF WORK TO BE PERFORMED

The City of Battle Creek invites qualified Information Technology (IT) Software and Implementation providers to submit a proposal from qualified vendors for a comprehensive and fully integrated public safety technology system. Ideally, this will be a turnkey system that will include applications for central dispatch, mobile applications, police, fire, and jail; along with considerations for electronic data transmittal through the Prosecutor's Office and the courts.

The objective of City of Battle Creek is to obtain an integrated Records Management system (RMS), Computer Aided Dispatch System (CAD) mobile dispatch system, Field Based Reporting (FBR), Fire Records Management, and Jail Management System (JMS) that provides an integrated solution for all departments using a single vendor who provides all services, including hardware, software, installation, training, conversion, and other services as required. The proposed software and hardware must be capable of satisfying the increasing information demands through incremental upgrades and expansion.

The following are the City of Battle Creek Police Department's software application needs. All applications must be part of a fully integrated suite provided in a multi-departmental implementation.

Computer-Aided Dispatch
Mobile Dispatch
Mobile Reporting
Multi Jurisdiction Dispatch
Records Management System
Fire Management System
Jail Management System

Implementation Requirements

The successful vendor will be required to provide implementation services for their proposed software. It is the City's desire to begin and complete the implementation of the new software in 2012. The implementation program should include the following activities:

The implementer will be required to analyze and evaluate the City's existing business processes in conjunction with City staff to determine the optimum configuration for the proposed solution. Any gaps should be identified and a work around proposed to the City's project steering committee.

The implementer will be required to develop a detailed data conversion plan. The implementer will be required to develop a detailed test plan for the City. The plan should include Unit, System, Performance and User Acceptance testing.

The successful Proposer will be required to create training material customized to the specific installation and provide training for all users. Training should be tailored to specific components.

The implementer should create a deployment plan. The deployment plan should facilitate the transfer from the legacy systems into the proposed system.

The proposed implementation plan should include the following elements:

- a. Project Management
- b. Requirements Definition and Gap Analysis
- c. Design/Build/Configure Plan

- d. Data Conversion Plan
- e. Training Plan
- f. Testing Plan
- g. Deployment Plan

The Proposer must develop and provide a detailed project work plan with detailed tasks and resources.

Proposer must facilitate sign-off on each project deliverable.

5.2.1.1 Vendor Requirements Checklist

The functional and technical requirements are listed below and are available electronically on our website under the Purchasing Department (battlecreekmi.gov). Software providers are required to provide responses to each requirement in the Vendor Response column in the attached spreadsheet. The responses must use the codes contained in the following table. **The responses must be entered in the Excel file, which is to be returned electronically AND in hard copy form, as specified in the Submission Instructions.**

5.2.1.2 Employee Counts

BCPD: 138
MDC - 45
Workstations - 60

COUNTY
Sheriff 170
stationary computers - 109
Number of MDC - 14

CAD
Dispatch: CAD dispatch/supervisor workstations - 9
CAD Administrator workstations - 3
Number of Mobile Workstations for digital dispatch - 180

FIRE
11 employee stations
9 MDC units

6.0 - REQUIREMENTS CHECKLIST

Specifications and Vendor Response Form City of Battle Creek Records Management System, RFP #2012-017R

Vendor Name _____
Software Name _____

Important note:

THIS TABLE MUST BE COMPLETED AND SUBMITTED AS 1). AN ELECTRONIC EXCEL COPY (the Excel file is available on our website www.battlecreekmi.gov) AND 2). A HARD COPY. Do not fill out this form in Word or by hand.

Where we ask for more detailed explanations than can be provided in the Comments column, please submit labeled attachment.

Where we ask for CODE, please use the following

It meets the requirement:	F
It partially meets the requirement:	P
The requirement is not met:	N
The requirement is met through a modification:	M
The requirement is met through a customization:	C
The requirement is met through a report:	R
The requirement is met through a Third Party:	T
The requirement will be met in the next release.	V

Print a copy your completed checklist, as is, and submit with your proposal. It doesn't have to look pretty, just correct. You will also need to provide an electronic version in Excel format. See submittal instructions in RFP #2012-017R.

Battle Creek Police Department

<i>Item</i>	<i>Operating System TECHNICAL REQUIREMENTS</i>	<i>Code</i>	<i>Comments</i>
1	Ability to provide user friendly and windows based query and reporting abilities		
2	Provides state-of-the-art client/server access to shared information and processes by means of industry standard Microsoft Windows.		
3	System consists of fully-integrated application modules		
4	Supports the .NET framework		
5	Supports New Technology File System (NTFS).		
6	ODBC (Open Database Connectivity) compliant.		
7	Capable of running 32-bit Windows applications.		
8	Utilizes open system compatibility for use with practically all "off-the-shelf" software.		
9	Provides peer-to-peer networking.		
10	Provides virtual memory support.		
11	Utilizes client/server architecture.		

12	Client and server utilize a true Graphical User Interface (GUI).		
13	Supports multi-threading.		
14	Must be able to work in a VM Ware environment		
15	Must be a windows based solution		
16	Client Application has to be compatible with Windows XP and newer		
17	Provides support for Microsoft system center configuration manager 2007 and above		
18	No proprietary add-ons for internet browser should the client utilize the browser		
19	Allows for true multi-tasking capabilities on the server and workstations enabling multiple windows and functions to perform concurrently.		
20	Features system security providing control over access to the system and files and subdirectories within the system.		
21	Features system security providing protection of individual processes and operating system, which prevents bugged or deliberately destructive programs from crashing other programs or the entire system.		
22	Allows the ability of having multiple modules simultaneously open.		
23	Allows application access by double-clicking on the appropriate icon.		
24	Supports simultaneous multiple processors.		
25	Allows any activity screen to be minimized or maximized.		
Item	Support	Code	Comments
1	Provide a Client Service Center that is a 24-hour a day, 7 day a week, 365 days a year operation, which provides service per a maintenance agreement with agency. You may choose 24-hour, 7-day support or Monday through Friday 8-hour, 5-day support, based on your needs.		
2	Provide periodic enhancements and new releases of software as part of an ongoing software maintenance agreement.		
3	Provide unlimited, direct toll free Telephone Support during contracted calling hours.		
4	Provide a human "Triage" – always speak with a trained Client Services Representative.		
5	Provide a remote service tool to troubleshoot issues. This tool should allow Client Services to see, diagnose, and solve Battle Creek Police Department specific issues directly from the Client Service Center through a secure, fast, and reliable connection. This tool should make use of the Internet and advanced encryption technology to establish a secure session with remote computers. This allows support technicians to take control of Battle Creek Police Department specific servers or workstations and immediately return comprehensive system diagnostics as well as real-time control yet keep the client in constant control of the session for security purposes. The client may take over or terminate the session at any time.		
6	Provide a Client Relations Management software tool that tracks all client issues from cradle to grave. Status of service requests is available for instant reporting.		
7	Provide a Client Service Center (CSC) Web Site that is available online as an alternative resource.		
8	From this CSC web site, provide a Police Department Software Knowledge Base with entries covering the software, operating systems, hardware, Federal-reporting requirements, State reporting requirements and more.		
9	From this CSC web site, provide up-to-date status on your service requests and allow submittal of new service requests online.		
10	Provide a group of Tech support specialists knowledgeable in the product area of the issue.		
11	Provide a defined escalation policy, providing issue status as well as a forecast for issue resolution.		
12	Provide a Client Service Center equipped with systems representing the full range of hardware and operating systems encountered at client sites. A custom laboratory setting allows duplicating issues locally, thus minimizing the need to disrupt a client site.		
13	From this CSC web site, provide articles, white papers, and notices.		
	Records Management System (RMS) Software Specifications		
Item	General	Code	Comments

1	Allows the use of relational databases in conjunction with Microsoft SQL server.		
2	Provides a normalized relational database, which eliminates data redundancy and allows the sharing of master record information.		
3	Provides field-to-field data entry, with each field identified on the screen.		
4	Allows different users, agency information, and configurations for each		
5	Allows open-file backup of data, so as not to interfere with normal operation of the City of Battle Creek Police Department.		
6	Allows simultaneous access to the records database by a virtually unlimited number of users, to the extent provided by the Battle Creek Police Department hardware.		
7	Provides "permission based" use of system, allowing the designation of definable user groups.		
8	Allows the storage of records tracked by the system to the full extent permitted by the size of the storage device.		
9	Records and permanently stores all data entered into the system.		
10	Supports laser printing in portrait and landscape modes and allows print jobs to be directed to various network or local printers.		
11	Requires little or no computer experience in order to use the system.		
12	Provides helpful functions, including pop-up menus, on-line help, validation warnings, automatic checks to prevent users from exiting a data entry screen without saving the record, the transfer of data between databases eliminating redundant or inaccurate data entry, coded entries to be validated against user-defined code tables thus ensuring accurate data entry, and back up and edit of any field.		
13	Permits the display of general directory permission, as well as file access permission within the directory.		
14	Common menu items available on all screens and forms allowing the user to perform common functions, such as print, save, copy, paste, and find specific records.		
15	Provides common menu options to control window positioning and toggling.		
16	Provides an easy access toolbar allowing the user to perform common functions, such as exit the current window, save the current record, add a new report, view an audit trail, modify or delete the current record, or find a record.		
17	Issues a warning when the user attempts to close a form without saving it.		
18	Provides a "save" function that allows the user to save information added or modified to the current screen.		
19	Provides an "add" function that allows the user to add a new record.		
20	Provides a "modify" function that allows the user to make changes to records that have been previously saved.		
21	Provides a "delete" function that allows the user to delete a record from a form screen.		
22	Provides a "change password" function that allows the user to change his/her login password without having to go to the system administrator for assistance.		
23	Provides a "main menu" function that allows the user to exit the current screen, without closing it, and go straight to the main menu screen.		
24	Provides an "audit trail" function that allows the user to view a detailed record of all changes that have been made to a record including the date and time of the change, who made the change, and the "before" and "after" values of the changed field.		
25	Provides a Record History option allowing the user to view when a record was entered, from where on the network it was entered, when a record was edited, and from where on the network the editing occurred.		
26	System must allow for integration with desktop applications, such as:		
26.1	Third-party report generators (e.g., Crystal Report)		
23.2	Third-party spreadsheet products (e.g., Microsoft Excel)		
26.3	Third-party word processing products (e.g., Microsoft Word)		
26.4	Existing City and Police applications		
26.5	Adobe Acrobat		
27	Supports the use of color monitors and makes extensive use of color-coding for easily identifiable text and fields.		
28	Produces a code table containing the information presented in selection menus throughout the system.		
29	Allows for the provision of remote diagnostics via modem.		

30	Supports the record-keeping requirements of multiple agencies.		
31	Incorporates the use of pull-down menus listing the valid values for a particular field.		
32	Allows the user to scroll forward one record at a time or move to the last record on the list through the use of scroll bars, arrow keys, and on-screen buttons.		
33	Uses scroll bars to further display or narrow view of information contained within a particular window.		
34	Provides a "close" function that allows the user to exit the current screen and return to the previous screen.		
35	Provides a "synopsis" function that allows the user to view information related to a record in outline form by applying one touch of a button.		
36	Provides an "undo" function that allows the user to undo any information entered into a form prior to being saved.		
37	Provides an "up one level" function that allows the user to navigate easily to the parent record.		
38	Provides a "historical data" function that allows the user to cut and paste name information from historical data into the software product.		
39	Provides a "calendar" function that allows the user to display a calendar pop-up window to add or verify dates when editing or adding a record.		
40	Permits the automatic entry of current date and/or time by clicking a mouse, entering a limited number of keystrokes, or use of hot keys.		
41	Alerts the user to any unserved civil papers or outstanding warrants stored in the system.		
42	Allows the user the option to either view or ignore the visual warning regarding unserved papers or records.		
43	Provides emulation of many official state incident, arrest, and DMV/Accident Report forms, including allowance for on-line accident sketches.		
44	Enables the user to query the state criminal database.		
45	Provides an NCIC interface.		
46	Allows for multiple ORI		
47	Allows each user to elect his/her preferred mechanism for accessing system functions, including use of a mouse or pointing device, or "quick key" combinations.		
Item	Security	Code	Comments
1	Ensures content integrity by providing a "central configuration" module, which enables owning jurisdictions to restrict file/information usage.		
2	Allows security at table level through SQL server insuring that no unauthorized person can view the data, even when using third party software.		
3	Enables the system administrator to set up security based on jurisdiction.		
4	Allows the system administrator to set up security based on user ID, case type, and such that each user can only view, edit, add, print, and/or delete the types of records for which he/she is authorized.		
5	Provides password security, which allows for unique levels of protection in all areas of the program.		
6	Provides a high level of operating system security including passwords that will permit designation of access by user level or group. There will be multiple departments by discipline utilizing this system.		
7	Allows the user limited attempts at entering the correct password after which the program will shut down.		
8	Enables the City of Battle Creek Police Department to use case type security to control access to incident and arrest records involving juveniles and rape victims.		
Item	Master Indices	Code	Comments
1	Allows the user to query and interface with the master name index, the master address index, the master property index, and the master vehicle index, subject to system rights granted by the administrator.		
2	Maintains lists of all the names, property, addressees, and vehicles entered into the City of Battle Creek Police Department's records from any module. Searches the database(s) for matches automatically whenever a new record is added. Alerts the user whenever a match is found in any Master Index module.		

3	The master name index contains the following fields for data entry: name type, first name, middle name, last name, suffix, moniker, address, apartment, city, state, zip, country, county, place of birth, date born, age, sex, race, ethnicity, resident, social security number, marital status, eye color, hair color, hair style, hair length, facial hair, skin type, build, glasses, height, weight, body identification markings, home phone, work phone, cell phone, license number, license state, miscellaneous ID, ID number, ID state, occupation, employer name, employer address, city, state, zip, and phone.		
4	The master address index contains the following fields for data entry: address, apartment, city, state, and zip.		
5	The master property index contains the following fields for data entry: description, make, model, quantity, serial number, owner applied number, value, date recovered, location, status, and class.		
6	The master vehicle index contains the following fields for data entry: vehicle identification number, type, year, make, model, style, color, plate number, state, expires, first name, middle name, last name, suffix, address, apartment, city, state, zip, and home phone number.		
7	All text entry fields are searchable, allowing for searches on single or multiple fields.		
8	If a match is found when entering any master index information, allows user to select the matching record and fills in corresponding text entry fields automatically with the same information.		
9	Allows the user to add information to the Master Indices directly, independent of other records.		
10	Uses a Master Alias database that contains a separate record for every name (and every version of that name) that has ever been added to the system.		
11	Keeps track of both individual names and business names and distinguishes between the two types in record searches.		
12	Allows the linking of one Master Name record to numerous Master Alias records, such that whenever a name search is performed it must actually search the Master Alias Database first.		
13	Allows the viewing of an image attached to any of the various name modules by associating the image with the appropriate Master Name record.		
14	Permits the user to view a list of aliases for any Master name.		
15	Links alias records that belong to the same Master Name record automatically.		
16	Allows the user to manually link names having different Master Name records.		
17	Allows the disassociation of manually linked Alias records.		
18	Allows a user with the appropriate user rights to remove Internal links of alias records to Master Name records if they were established by the system.		
19	Allows the merger of two master names records into a single record.		
20	Allows the user to view a synopsis of an individual's history throughout the records management system.		
21	Allows the user to add gang affiliations records to individual's in the Master Name database.		
22	Provides the ability to associate Alerts with name records, such that a user is alerted whenever he/she accesses that record.		
23	Allows the user to add known associate records to individuals in the Master Name database.		
24	Provides the indication of scars, marks, tattoos, and other body identifiers through use of a front and back body chart. Links body identifiers to Master Name records upon entering, updating, or querying any associated name module		
25	Allows the user to add Modus Operandi (MO) records associated with individuals in the Master Name file.		
26	Provides the ability to attach audio-visual information on buildings, landmarks, and structures, including floor plans, photographs, audio clips, video clips, and other multi-media information.		
27	Alerts the user automatically if a master name entry is the subject of an outstanding civil paper or un-served warrant in any jurisdiction.		
Item	Folder System	Code	Comments
1	Provides a single point of reference for all information associated with both present and historical law enforcement activity.		
2	Allows the creation of folders for use in managing individual cases, all case assigned to individual officers, all cases belonging to a given department, and any use defined by an individual or organization.		

3	Allows law enforcement supervisors convenient means for monitoring the assignments of officers under their jurisdiction.		
4	Provides complete visibility to associated details of a case, including incidents, arrests, and custody by means of a synopsis.		
5	Allows the user to organize investigations that are related, accidents and citations attributed to a given officer, accidents and citations associated with a given shift, warrants by type, and warrants by any user defined category.		
6	Shares information with the Master Indices modules (address, name, property, vehicle), and uses the capabilities and information of the accessories (images, objects, reports).		
7	Maintains groups of folders by jurisdiction number, jurisdiction/agency name, folder description, confidentiality flag, and folder number.		
8	Allows sub-module records to be organized within the appropriate folder.		
9	Allows the movement of records to other folders within the same jurisdiction.		
10	Provides the following sections: tracking (citation, civil, DMV, evidence, field interview, log, pawn, and warrant), case management (case, arrest, juvenile custody, incident, registration (bike registration, gun permit), and other (pawn broker).		
11	Includes the jurisdiction number and name in an easy drop down box. Also includes the folder description, confidentiality check box and folder number, which automatically populates once the record is saved.		
12	Permits the entry and verification of jurisdiction information whenever a new folder record is entered; this field may not be subsequently modified.		
Item	Arrest	Code	Comments
1	Provides a main arrest screen which includes complaint number, date of arrest, type of arrest, address, city, county, multiple clearance indicators, officer ID, and officer name fields.		
2	Provides a name screen which includes personal information about the arrestee including first name, middle name, last name, moniker, suffix, address, apartment, city, state, zip, social security number, birth date, age, race, sex, resident, ethnicity, phone number, scars/marks/tattoos, eye color, hair color, height, weight, and weapon/automatic.		
3	Provides a charge screen, which includes UCR code, offense description, counts, felony/misdemeanor and types of criminal activities, disposition date, disposition, and sentence fields.		
4	Allows complete user-defined ad hoc reporting and several pre-formatted reports.		
5	Standardizes incident based reports with Uniform Crime Codes and validates entries to ensure correct codes are used.		
6	Automatically links to related incident reports.		
7	Automatically alerts user to outstanding warrants.		
8	Associates files with an unlimited number of people, crimes, vehicles, stolen/seized/other property, and narratives.		
9	Allows user to validate an entire record including arrest, charge, drug, property, and/or vehicle with one button.		
10	Queries and interfaces with Master Name and Alias databases during data entry to facilitate quick keyword searches.		
11	Indexes Master Name, Property, Vehicle, Location, and Alias databases during data entry to facilitate quick keyword searches.		
12	Allows for automatic form-level validation for all arrest records.		
13	Arrest forms produced on laser printers emulate official agency forms.		
Item	Case	Code	Comments
1	Case records are the basis of all other incident type records including arrest, juvenile custody, and incident.		
2	Tracks incidents related to a case, arrests related to a case, and narratives added to a case report.		
3	Provides access to the pertinent case elements by means of a case number reference on all associated records.		
4	Ability to store and retrieve interviews, finds case records, or generates reports from records.		

5	Automatically changes all associated records when any changes are made to a case record.		
6	View the case number, case description, folder number and jurisdiction in the browse window at the top of the form.		
7	Ability to add a case by completing and saving the "main case form" before adding additional information to a case, such as arrests, juvenile custody records, or an incident.		
8	Main case form includes case number, jurisdiction, and case description.		
9	Records description of incident as user defines it or by UCR code titles.		
10	Jurisdiction associated with the complaint number is automatically filled in the main case form if a call was generated using the computer aided dispatch (CAD) program.		
11	Includes the ability to attach objects and images within each incident with imaging capabilities.		
12	Includes the ability to modify records when validating a case. All missing or incomplete information appears on the display screen. Simply click the incomplete field and it will automatically take you into that field on that particular form for updating.		
13	Allows user to validate that a case is ready for submission to the state by selecting "validate case" from the tool bar. This process ensures that all information is complete by displaying a "no error found - valid case."		
14	Select case type as reportable or non-reportable.		
Item	Case Management	Code	Comments
1	Includes detail form available via one keystroke from any incident form.		
2	Allows for short form incident reporting, as well as detailed general case reporting. Both utilizing CAD data.		
3	Allows supervisors to assign investigative status and monitor case progress.		
4	Allows supervisors to update investigative status, case dispositions, and view cases in any order by using view manager.		
5	Allows officers to update their status on case and incident assignments.		
6	Automatically links the various parts of a case as they are added.		
7	Automatically links incident reports to arrest records, warrant records, evidence records, and citation records.		
8	Allows for freedom of movement between various parts of the case.		
9	Allows investigator or approved personnel to close an incident if no investigation is to occur.		
10	Includes audit trail function to display the specifics of each change made to a record including the date and time of the change, who made the change, and the before and after value of the field.		
11	Ability to generate and print pre-defined reports and any ad hoc report.		
12	Includes narrative function allowing user to attach a note, memo, etc. to a form, which contains vital supplementary information.		
13	Maintains information, which populates automatically whenever possible, including: jurisdiction, folder number, case number, number of victims, primary offense, date incident, total solvability weight, date approved, approved by, operation method, offense tract, case description, address, investigate (drop down box), close case (checkbox), case status (drop down box), case disposition (drop down box), date cleared, except clear code (drop down box), date exceptional clear, and incident narrative (memo field).		
14	Provides a task assignment form allowing supervisors to assign individual tasks to each officer and monitor officer's progress or completion of assignments.		
15	Maintains task assignment information including: suspense start (date and time), review date (date and time), officer ID (drop down box), officer name, anticipated start date, review date, completed (checkbox), actual end date, task, and officer comments/resolution.		
16	Includes seek function for quick retrieval of necessary information.		
17	Includes synopsis function enabling user to review a list of all parts of a record and sub-records simultaneously.		
18	Allows supervisors to track task assignments, and solvability ratios as defined by user.		
19	Allows cross-referencing a solvability code file in order to weigh the probability factors in solving a given crime.		
20	Includes the following information for solvability factor: jurisdiction, folder number, case number, solvability factor, and weight.		

21	Allows supervisors to view and update which officers are available for task assignment related to a case and the date officer is assigned within the officer availability form.		
22	Enables user to access records defining which officers are assigned to which parts of a case.		
Item	Citation	Code	Comments
1	Provides name form that allows the user to record information about people involved with the citation and includes involvement type, first name, middle name, last name, moniker, suffix, address, apartment, city, state, zip, country, county, date born, age, race, sex, social security number, eye color, hair color, height, weight, scars/marks/tattoos, home phone, work phone, license number, state, miscellaneous ID number, state, attorney, occupation, employer name, employer address, employer phone, city, state, zip code fields, citation number, and associated case number fields.		
2	Alerts user if citation subject has any outstanding warrants.		
3	Allows complete user-defined ad hoc reporting as well as pre-defined reports for citation by category and citation-by-citation number.		
4	Allows user to associate a citation record (including all sub-records) to already existing folders and cases.		
5	Standardizes data entry by providing pull-down menus whenever possible.		
6	Indexes Master Name, Vehicle, Location and Alias databases during data entry to facilitate quick keyword searches		
7	Queries and interfaces with Master Name and Alias databases during data entry to facilitate quick keyword searches		
8	Provides for an “E-Ticket” solution		
9	Auto populates information from LEIN inquire		
10	Maintains information about every aspect of a citation including charge, fee, name, payment, and vehicle.		
11	Provides main citation form which includes notices, date of last notice, classified by driver's license or division of criminal information (check boxes), number of charges, offense date, using alcohol and/or using drugs (check boxes), area, weather, visibility, traffic, accident, speed, zone, address, city, vicinity, witness, chemical analyst, tested (check box), results, commercial driver's license, class, issued by highway patrol or other Battle Creek Police Department (check boxes), other agency name, comments, citation number, and associated case number fields.		
12	Provides charge form, which includes violation, type, UCR code, charge, disposition date, disposition, and sentence fields.		
13	Provides vehicle form which includes vehicle type, year, make, model, style, color, license plate, year of plate, state of plate, expires, vehicle identification number, serial number, registration year, registration expiration, insured by, transmission type, transmission speeds, comments, first name, middle name, last name, suffix, phone number, address, apartment, city, state, zip, and date born fields.		
14	If Vendor application is not chosen then vendor should be able to interface with iyeTek’s “E-Ticket” solution		
Item	DMV/Accident	Code	Comments
1	Provide an interface for iyeTek’s eCrash solution to:		
1.1	Maintains accident and incident reports involving vehicles and/or pedestrians.		
1.2	Queries and interfaces with Master Name and Alias, Location, Vehicle, and Property databases.		
1.3	Indexes Master Name, Property, Vehicle, Location, and Alias databases during data entry to facilitate quick keyword searches.		
2	Allows complete user-defined ad hoc reporting and pre-formatted DMV reports by file number.		
Item	Civil	Code	Comments
1	Have modules available for maintaining information about every aspect of a civil paper including personal information about the subject and complaint of the civil paper, information		

	about the officers assigned to the case, and information about the efforts to serve the paper.		
2	Able to track civil papers.		
3	The following fields appear in the Civil module on the Civil Form: comments, civil number, case number, source, date received, expiration date, court date, and responsible party/description.		
4	The following fields appear in the Civil module on the Civil Form: comments, civil number, case number, source, date received, expiration date, court date, and responsible party/description.		
5	Provides date fields within the civil paper records to include those for when the paper was received, served, entered, returned, and/or rendered unservable.		
6	Provides a form for capturing the following status information: civil status, status date time, officer ID, officer name, type service, reason nonservice, reason returned, mileage, comments, and location/area.		
7	Provides a form for capturing the following information for the person accepting substitute service to the person that is the subject of this civil paper: relationship, first name, middle name, last name, suffix, moniker, address, apartment, PO box, city, state, zip, date born, age, race, sex, ethnicity, and phone.		
8	Is capable of producing reports of all outstanding civil papers.		
9	Checks the database and warns the user of any outstanding warrants when entering any civil paper name.		
10	Accommodates unlimited plaintiffs and defendants.		
11	Indexes names of all civil plaintiffs and defendants during data entry to facilitate fast searches.		
12	Is able to query and interface with the following databases from the civil module: master name and alias and location.		
Item	Equipment Maintenance	Code	Comments
1	Defines maintenance schedules by equipment ID.		
2	Maintains equipment detail including equipment ID number, equipment type, manufacturer, model/type, serial number, year, description, jurisdiction assigned, purchase order number, date acquired.		
3	User definable maintenance report forms.		
4	Produces reports detailing all maintenance performed and all usage of the equipment.		
5	Allows user to record walk around inspections to show up-to-date vehicle status by detailing equipment ID, inspecting officer, date inspected, and odometer reading at time of inspection.		
6	Records vehicle damage including the following information: highest odometer reading, date of reading, entered from module, equipment ID, date reported, reporting person, whether or not accident related, accident report number, damaged area, type of damage, whether or not repaired, date repaired, purchase order number, invoice number, and vendor who repaired the damage.		
7	Ability to add more than one damaged area to vehicle damage reports.		
8	Damaged area field on vehicle damage screen includes the following choices from the pull down menu: driver's door, driver's window, emergency flashers, emergency lights, front bumper, front driver's mirror, front grill, front left flasher, front left tire, front passenger door, front passenger mirror, front right flasher, front right tire, front wind shield, hazard flashers, hood, horn, left break light, front left quarter panel, left front rim, left head light, left rear passenger door, left rear passenger window, left rear quarter panel, left rear rim, left reverse light, license plate light, rear bumper, rear left flasher, rear left tire, rear right flasher, rear right tire, rear view mirror, rear window, right brake light, right front passenger window, right front quarter panel, right front rim, right head light, right rear passenger door, right rear passenger window, right rear quarter panel, right rear rim, right reverse light, siren, spare tire, top, and trunk hood.		
9	Maintains acquisition information including cost, estimated useful life, and useful life basis, under warranty, type of warranty, warranty length, and warranty basis.		
10	Warranty type includes the following choices: conditional warranty, extended warranty on parts and service, extended warranty on parts only, extended warranty on service only, warranty on parts and service, warranty on parts only, and warranty on service only.		
11	Service information includes date placed in service, department/owner, responsible officer,		

	location of equipment, whether or not the equipment has been disposed, and date of disposal.		
12	Alerts the user when scheduled maintenance is due.		
13	Definable maintenance schedule based on time, usage, or a combination of the two.		
14	Attachment of an unlimited number of narratives determined by storage space.		
Item	Alarm Tracking and Billing	Code	Comments
1	The module should have the ability to create department specific alarm permits.		
2	The software should link permits to specific location.		
3	The software should link department created fines by permit type.		
4	An agency-defined criterion for billing purposes is required.		
5	The module should have the ability to track complete location and alarm history.		
6	The software should create department specific warning letters.		
7	The module should generate department designed invoices.		
8	The module should be integrated with CAD.		
9	The module should track all history assigned to a permit.		
10	The software should have the ability to quickly reference all permit history.		
11	The software should have the ability to reference all permit activity.		
12	The module should have the ability to create department specific reports from any and all captured fields.		
Item	Evidence/Property	Code	Comments
1	Maintains information about every piece of evidence and/or property related to a case including associated case number, tag number, category, make, model, owner applied number, serial number, color, description, comments, date stored, received from, inventory date, inventory by, document number, location, officer ID, officer name, owners first name, middle name, last name, suffix, address, apartment, city, state, and zip.		
2	Associates items, case numbers and storage locations by agency. Read only rights for other departments querying the entire database.		
3	Information concerning evidence accessible through a search engine.		
4	Capacity for reports to be sorted by type of evidence and/or property, and by officer for evidence and/or property.		
5	Tracks every piece of evidence or property providing a place to record all points of the chain of custody including date and time released, person receiving, person releasing, and reason for release, and time and date returned.		
6	Indexes descriptions, brand, model, and serial numbers entered for any piece of evidence or property to facilitate quick keyword searches on these criteria.		
7	Allows user to designate evidence or property tag number field, and/or location as a barcode field.		
8	Searches the entire database and issues a warning if a match is found as the user enters information about a piece of evidence or property.		
9	Includes fields for property description, brand name, model number, serial number, dates and times, case file number, tag number, document number, location stored/bin number, property category, person storing the property, and unlimited narrative with the ability to search them and include them in printed reports.		
10	Ability to associate evidence and/or property record to a case.		
11	Allows user to work with objects, images, and reports.		
12	Ability to query and interface with the Master Name and Property databases.		
13	Standardizes data entry by offering pull-down menus whenever possible.		
14	Ability to track evidence or property using an evidence/property tag number that is automatically generated by the system when saving.		
15	Allows objects to be imported from other applications.		
16	Capacity of producing user-defined reports.		

17	Specially formatted screens for easy data entry.		
18	Provides an option of using a previous evidence or property record if an exact match is made on make, model, owner applied number, and serial number.		
19	Evidence or property records include the following fields: supplement date approved, approved by, UCR code, status, class, property description, property location, make, model, owner applied number, serial number, quantity, property value, date recovered, and person related to.		
20	Searches Master Evidence/Property database after entering serial number or owner applied number. If a match is made and the item is stolen, jurisdiction and case number will be listed for the stolen property, as well as send a notification to the originating agency.		
21	If Vendor solution is not utilized then module must interface with the BEAST software version 11.11		
Item	Field Interview	Code	Comments
1	Is able to query and interface with databases from the field interview module including master name and alias, master location, and master vehicle.		
2	Cross references field interview name entered with warrants database and issues a warning if the person has any outstanding warrants.		
Item	Gun Permits	Code	Comments
1	Ability to generate and print reports on standardized forms.		
2	Generate reports based on date applied, date approved, monthly totals, and purchases in county.		
3	Provides an approval option that automatically assigns a permit number.		
4	Ability to generate and print pre-defined reports and any ad hoc report.		
5	Maintains information about the person and firearm for which the permit is being applied including: permit number, date approved, approved by, investigated by, date investigated, make, caliber, model, serial, NCIC checked (checkbox), NCIC results, permit status (drop down box), applicant first name, middle name, last name, suffix, moniker, street address, apartment, city, state (drop down box), zip, country (drop down box), county, social security number, place of birth, birth date, age, sex (drop down box), race (drop down box), resident (drop down box), eye color (drop down box), hair color (drop down box), skin type (drop down box), height, weight, day phone, night phone, driver license number, driver license state (drop down box), previous address, apartment, city, state (drop down box), and zip.		
6	Includes references, types of permits issued, and reasons for permit approvals and denials.		
7	Allows user to add, edit, and view the agency's gun permit records.		
8	Ability to query and interface with Master Name and Alias and Master Location databases.		
9	Provides a Gun Permit module allowing Battle Creek City to track gun permit records for their community.		
Item	Impound/Towed Vehicle	Code	Comments
1	Maintains information about impounded and/or towed vehicles, including LEIN/NCIC status, LEIN/NCIC responses, fees, sales, vehicle drivers, vehicle owners, lien holders, and defendants.		
2	Tracks impound and towed records including: associated case number, ticket number, storage location, officer ID and name, and agency stored for/jurisdiction stored for.		
3	Tracks impound and/or towed vehicle information including: vehicle type, VIN, hull number, year, make, model, style, color, license plate, license state, license year, plate type, plate expires, assigned plate number, state, valid VIN, verified NICB VIN description, keys, damage, and comments.		
4	Allows impounded and/or towed vehicles to be associated to cases.		
5	Provides fields for LEIN/NCIC status including: LEIN/NCIC number (NIC), validation status, last validation date, validation officer ID and name, LEIN/NCIC result, and letter date.		
6	Provides fields for LEIN/NCIC responses including: response attached to record, alert response notifications, vehicle response notifications, person response notifications, and related records response notifications.		
7	Tracks holding information for impounded or towed vehicles, such as: on hold, hold date/time, reason hold, hold by ID and name, hold for bureau, release hold date, reason released, release by ID and name, and additional hold tracking information 2-3.		
8	Provides data capture for related names including: person/business, involvement type, first		

	name, middle name, last name, suffix, (or business name), address, apartment, PO box, city, state, zip, phone 1 & 2, and SSN.		
9	Allows user to link with master address, master name, master property, and master vehicle.		
10	Impound or towed vehicle form includes jurisdiction, case number, towing company, dated towed, vehicle date entered, vehicle date left, date certified, date letter, certified letter number, vehicle type, year, make, model, style, color, VIN, plate number, plate state, plate year, plate expires, vehicle condition, condition description, reason towed, reason towed description, vehicle stored at, officer ID, officer name, receipt number, payment name, date release, fine collection, fine receipt 1, and release by.		
11	Allow user to create a vehicle release form.		
12	Tracks investigation of impounded vehicles including: processed date, processed by ID and name, bureau/division, reason processing, comments, vehicle description, content description, photo taken and explain, evidence removed and explain, lab analysis required and explain, processed for prints, print value, and lab case number.		
13	Towing company form provides information regarding the company or service selected for the job including the jurisdiction and location.		
14	Allows user to select information from a drop down or check box, from impound or towed vehicle form: jurisdiction, case number, towing company, vehicle type, style, plate state, reason towed, and officer ID.		
15	Allows user to create a form letter for instant notification of a vehicle being impounded or towed.		
16	Allows user to create ad hoc reports from the report function located on the tool bar.		
17	Program will interface with City of Battle Creek's New World LOGOS		
Item	Incident	Code	Comments
1	Provides a method to add supplemental information to an approved incident while maintaining the security of the original form.		
2	Allows the user to enter an unlimited number of crimes, vehicles, property, reportees and witnesses.		
3	Names, property, vehicles, locations and aliases indexed for fast keyword searches.		
4	Complete audit trail maintained to indicate any changes made to data.		
5	Searches performed by name, date, time, crime, location, vehicle, property, key words, associations, scars marks and/or tattoos, soundex or any combination thereof.		
6	Synopsis reports available to provide statistics on total numbers of closed incidents and the average number of days to clear cases.		
7	Capable of form level validation for the incident, incident offense, victim, suspect, drug, property, business, and vehicle forms upon saving.		
8	Includes an approve button that allows those with department established approval rights to approve the incident.		
9	Allows changes to an approved incident in a supplement form.		
10	Displays original, approved values, but will alert the user that a supplement exists.		
11	Supplement form includes fields that changes have been made to, along with the before and after values, and the name of the person who made each change.		
12	Indexes incident statistics to produce a monthly summary report, trend analysis report, UCR reports, stolen property reports and numerous user-defined reports.		
13	Incident forms emulate official state forms when produced on a laser printer.		
Item	Intelligence/Narcotic Unit	Code	Comments
1	Allows user to enter drug-related incidents involving the topic of an investigation as "follow-up" records.		
2	This module should be encrypted and stand-alone until ready to move Cases to RMS.		
3	Allows user to search any data field individually or in combination.		
4	Limits intelligence searches by passwords, so only records accessible to the officer initiating the search are displayed as matches.		
5	Allows user to perform a search on all fields in the entire database when working within this module.		

6	Includes a master record that maintains information including intelligence case number, officer ID, officer name, description, jurisdiction, and active.		
7	Incorporates a master record that tracks: surveillance records, interview records, buy records, and search records.		
8	Inputs every intelligence record as automatically confidential, which means the only person with access to this record is the individual who entered it unless other users are added to the intelligence reader's list.		
9	Provides special security at the module, record, field and database levels, with the database encrypted to prevent data copying and recreation.		
10	Because of the sensitive nature of the information, all names, vehicles, addresses, and property entered in this module are stored in separate databases from the RMS application.		
11	Maintains evidence information including tag number, category, make, model, serial, color, comments, date stored, received from, officer ID, officer name, date inventory, inventory by, location, first name, middle name, last name, suffix, address, apartment, city, state, and zip.		
12	Includes a build case option that will output a text file from the data within the intelligence record in a format, which can be uploaded to a case record within the folder module.		
13	Provides user the ability to work with reports, objects, and images.		
14	Maintain person information such as person number, involvement type, entry type, offenses involved, victim type, aggravated assault circumstance, justifiable homicide circumstance, injuries, and relationship of victim to offenders.		
15	Maintain forfeiture information and generates reports/letters per user defines timeline.		
16	Maintains property information including UCR code, class, description, make, model, serial, value, date recovered, quantity, and property location.		
17	Allows user to attach several types of records to intelligence master record such as notes, surveillance, search, buy (narcotics purchase), evidence, person, location, vehicle, drug, property, and build case.		
18	Provides follow-up records in four categories: undercover drug buy, search results, surveillance, and general intelligence.		
19	Allows user to attach any type or amount of notes to a record where the officer can enter any related descriptive type of information.		
20	Allows user to organize each record from a "master" record containing a topic of investigation (such as a person, location, gang or business), where the master record is designed to contain general information on the topic of investigation.		
21	Validates each follow-up record according to state standard.		
22	Includes an Intelligence Module that enables the Battle Creek Police Department to keep track of drug activity, surveillance activity, interviews, and undercover drug transactions within multiple jurisdictions.		
23	Creates search and arrest warrants from intelligence records in accordance to state specific formats.		
24	Maintains drug information such as drug type, drug name, status, measure, quantity, and activity fields (buying, cultivating, distributing, exploiting children, operating, possessing, transporting, and using).		
25	Maintains vehicle information including year, make, model, style, color, plate number, plate state, plate year, plate expires, vehicle identification number, hull number, serial number, vehicle type, first name, middle name, last name, address, apartment, city, state, zip, and phone number.		
26	Maintains location information for any address related to the record.		
27	Maintains information on the following person types: suspects, victims, complainants, guardians, parents, reportees, witnesses and any other type of person or business involved.		
28	Allows system administrator only to upload the following record types into the folder module from intelligence to create a case: names, property (evidence does not transfer), drugs, vehicles and vehicle owners, one location record, and narratives attached to any of the above records.		
29	Maintains buy (narcotics purchase) information including reporting officer, reporting officer ID, purchased date, item type, item name, quantity, undercover officer, undercover officer ID, officer name, department, confidential source, confidential source type, undercover vehicle, were funds used for purchase serialized or copied, CSI searched by, undercover officer wired, undercover officer recorder, CSI wired, CSI recorder, who wired undercover and/or CSI, undercover vehicle wired, who wired undercover vehicle, if this part of an ongoing investigation, were the suspects arrested at the time of purchase?, and was evidence collected during search of the arrestees?		

30	Maintains search information including date initiated, time initiated, search pursuant, executed by, affiant, was a residence or property searched, vehicle searched, evidence seized, collected by, copy analysis, audio/video evidence is in the custody of, photos taken, taken by, and photos included with the computer generated file.		
31	Maintains surveillance information including surveillance type, synopsis of surveillance, location started, date started, location ended, date ended, officer ID, officer reporting, weather, lighting, address, apartment, city, state, zip, source, photographed by, evidence custody, submitted by, department, and date submitted.		
32	Includes browse all option in the main menu where user can browse a display of all intelligence records by group (buy, surveillance, notes, search, evidence).		
33	Allows user to produce and access ad hoc reports specific to the module.		
Item	Gang Tracking	Code	Comments
1	The module should maintain and track critical information about gangs and members:		
1.1	Vehicles		
1.2	Weapons		
1.3	M.O.		
1.4	Personal Information		
1.5	Known Aliases		
1.6	Gang Name		
1.7	Gang Type		
1.8	Associated Location(s)		
1.9	Associates		
2	The module should allow a user to search for information using the gang name.		
3	When a location is entered into the system, the module should alert the user if it is a known gang location.		
4	When a person is entered into the system, the module should alert the user if he/she is a known gang member.		
5	When a vehicle is entered into the system, the module should alert the user if it is associated to a gang/gang member.		
6	The module should allow multiple vehicles to be associated with a gang/gang member.		
7	The module should allow multiple contact numbers to be associated with a gang/gang member.		
8	The module should allow multiple MOs to be associated with a gang/gang member.		
9	The module should allow multiple weapons to be associated with a gang/gang member.		
10	The module should support multiple activity records to be associated to a gang/gang member.		
11	The module should require date, time, code and type to create an activity record.		
Item	Crime Mapping and Data Analysis	Code	Comments
1	The module should automate the reporting process using a report wizard to walk users through the steps.		
2	Authorized users should be able to run a query on any field in the RMS software to generate reports.		
3	The Management Reports should track statistical, operational, investigative, management and administrative data.		
4	The module must be fully integrated with RMS and all optional modules.		
5	Once data is extracted from a query, the user should be able to:		
5.1	Save and Edit Later		
5.2	Export to Desired Format		
5.3	Generate and Print Final Report		
6	Users can only query data they are authorized to view within the system.		
7	The module should support the following report formats:		
7.1	HTML		

7.2	Excel		
7.3	Word		
7.4	CSV		
7.5	XML		
7.6	Text		
8	The module should support electronic transfer of reports to management officials.		
9	The module should provide customizable pull-down menus that allow users to quickly select data to query.		
10	The module should automate the reporting process using a report wizard to walk users through the steps.		
11	The module must be fully integrated with RMS and all optional modules to eliminate redundant data entry.		
12	The software should provide an agency-defined list of topics located in the drop down menus, including:		
12.1	Accidents		
12.2	Incidents		
12.3	Cases		
12.4	Offenses		
12.5	Arrests		
12.6	Warrants		
12.7	Tickets/Citations		
12.8	Jackets		
12.9	Quick Calls		
12.1	Property		
12.11	Case Subjects		
12.12	CAD Logs (manpower analysis)		
12.13	Field Investigations		
13	The wizard should allow the user to specify the following information, but not limited to:		
13.1	Date and Date Ranges		
13.2	Time and Time Ranges		
13.3	ORIs		
13.4	Address and Address Ranges		
13.5	Types		
13.6	Maps		
13.7	Specific Beats		
14	The user should have the ability to name the query to quickly access the same information at a later date.		
15	The module should allow for agency-defined icons to represent records from the query.		
16	The module should allow mouse-over on each icon shown on the map to illustrate detailed information about the incident, accident, etc.		
17	The module should allow for zoom and pan.		
18	The module should allow the user to apply different layers for more details.		
19	The module should have a density map to provide a number of levels, including crime areas, streets, common places, etc.		
20	The module should have a hot spot map to show high crime areas.		
21	The module should be able to map crime trends by M.O., location, subject or weapon to help investigate crimes.		
22	Interface with ATAC (Automated Tactical Analysis of Crime - Bair Software)		
23	The module should allow users to customize reports by:		

23.1	Font		
23.2	Colors		
23.3	Alignment		
23.4	Adding Titles and Subtitles		
23.5	Adding Graphics, such as Agency Logo		
24	The software should create reports and graphs and plot all incidents on a map to show the following information, but not limited to:		
24.1	Incidents near specific businesses, such as liquor stores		
24.2	Incidents near specific street, cross streets, stop lights, etc.		
24.3	Incidents near specific schools		
24.4	Incidents in specific regions		
24.5	Incidents by type		
24.6	Incidents by date/time		
25	Data should be able to be imported into other spreadsheet or database programs so users can create quality, meaningful reports, graphs and/or pie charts to identify crime trends or patterns.		
Item	GIS/Mapping	Code	Comments
1	Interface with Automated Tactical Analysis of Crime (ATAC) database		
2	Interface with ESRI mapping software		
Item	Juvenile Custody	Code	Comments
1	Provides security measures, which enable users to access records based on case types, Battle Creek City jurisdictions, and juvenile rights all definable in System Administration.		
2	Stores all juvenile data in separate secure tables including images and narratives.		
3	Maximum age limit for juvenile records is definable in System Administration.		
4	Enables the user to record arrest information on pre-formatted, state-specific templates such as custody, charge, drug, property, name and vehicle forms.		
5	Provides a main custody form, which includes complaint number, date of arrest, type of arrest, address, city, county, multiple clearance indicators, cleared before, officer ID, officer name, and juvenile disposition fields.		
6	Provides a vehicle detail form which includes type, year, make, model, style, license plate, year of plate, state of plate, expiration date, vehicle identification number, serial number, registration year, registration expires, inventory file, inventory by, inventory date, insured by, type of loss, status, secured, date left, storage location, release to another, and comments fields.		
7	Provides a name form which includes personal information about the arrestee including first name, middle name, last name, moniker, suffix, address, apartment, city, state, zip, social security number, birth date, age, age2, race, sex, resident, ethnicity, phone number, scars/marks/tattoos, eye color, hair color, height, weight, and weapon/automatic.		
8	Allows complete user-defined ad hoc reporting and several pre-formatted reports.		
9	Standardizes incident based reports with Uniform Crime Codes and validates entries to ensure correct codes are used.		
10	Automatically links to related incident reports.		
11	Automatically alerts user to outstanding warrants.		
12	Associates files with an unlimited number of people, crimes, vehicles, stolen/seized/other property, and narratives.		
13	Allows user to validate an entire record including arrest, charge, drug, property, and/or vehicle with one button.		
14	Indexes Master Name, Property, Vehicle, Location, and Alias databases.		
15	Queries and interfaces with Master Name and Alias, Location, Vehicle, and Property databases.		
16	Provides a charge form, which includes UCR code, offense description, counts, felony/misdemeanor, types of criminal activities, disposition date, disposition, and sentence		

	fields.		
Item	Expungement	Code	Comments
1	Mechanism to expunge (completely remove from system) criminal history information.		
2	Provides security to allow only designated users to perform Expungement.		
3	Provides master name validation to ensure correct name is selected.		
4	Allows Expungement of Case, DMV, Citation, Civil, or Warrant records.		
5	Replaces all name information with "Expunged".		
6	After expunging a name the system routes you to the Dissemination Log form, automatically filtered to show only those records from the Dissemination Log that involve the expunged person.		
Item	Pawn	Code	Comments
1	Tracks all pawn transactions within a jurisdiction.		
2	Allows the user to add, edit, and view pawn ticket records.		
3	Stores personal information about person(s) pawning items.		
4	Checks each pawned item to ensure it has not been reported stolen. Checks the local and LEIN/NCIC databases.		
5	Presents information about items that are reported stolen including jurisdiction and folder number in which the record was located, and notifies originating agency.		
6	Allows unlimited pawnshops and/or items.		
7	Provides a pawnbroker form, which includes jurisdiction, entry type, contact first name, middle name, last name, suffix, (or business name), broker code, broker name, name address, apartment, PO box, city, state, zip, and contact phone 1 & 2.		
8	Provides a pawn ticket form, which includes jurisdiction, ticket number, date pawn, broker code, employee in, employee out, first name, middle name, last name, suffix, moniker, address, apartment, PO box, city, state, zip, county, country, home phone, work phone, SSN, license, license state, miscellaneous ID type, miscellaneous ID number, miscellaneous ID state, date of birth, age, race, sex, resident, ethnicity, eye color, hair color, skin type, height, weight, thumb print, and scars/marks/tattoos may be indicated on a body figure diagram.		
9	Provides a pawn property form, which includes category, property code, description, property description, property location, make, model, serial, color, quantity, value, and date of release fields.		
10	Provides reports, which list all pawned items, based on property type, brand, model, individual who pawned the property, and pawnshop.		
11	Queries and interfaces with Master Name and Alias, Location, Property, and LEIN/NCIC databases.		
12	Allows complete user-defined ad hoc reporting and pre-formatted pawn data reports.		
13	Alerts the user if the individual attempting to pawn item(s) has an outstanding warrant or civil paper.		
Item	Personnel Administration	Code	Comments
1	Administration module provides for maintenance of personnel information including: employee name, address, phone, employee date of birth, emergency contact phones, assigned agency and division, hiring/termination dates, spouse's name, history of training completed, certification and learned skills, scheduled training courses employee must attend, and blood type.		
2	Administration module equipment function allows the user to easily assign a specific equipment item to a specific employee		
3	Administration module records each piece of equipment issued to an employee and subtracts the number issued of that item from inventory.		
4	Personnel Administration consists of classifications, courses, time codes, equipment information, shift information, personnel information, and tracking of personnel equipment, training and days off.		
5	Individual departments should have read and write access to their own department's information, and should not have access to other departments. The exception is view only into current schedules for all departments.		

6	Classifications option allows the user to manage Battle Creek Police Department's equipment and training needs by setting up classifications based on the different job descriptions within Battle Creek City. Once he/she sets up the classifications, he/she may select those classifications when adding personnel, equipment items, and training courses. Each person has one classification, but equipment items and training courses can have multiple classifications such that the user may assign them to more than one type of employee.		
7	Courses option allows the user to maintain information about the various training courses available to Battle Creek Police Department's employees.		
8	Module should interface with the current L.E.A. training database		
9	Equipment option allows the user to add inventory records of the different kinds of equipment used at the Battle Creek Police Department.		
10	Serial numbers for equipment option allows the user to enter a list of serial number records using the Serial Numbers forms.		
11	Shifts option allows the user to set up complex work schedules for employees encompassing multiple shifts as well as define a different shift for each time period that people work.		
12	Shift mix function allows the user to set up how many employees should be assigned to each day of the week.		
13	Schedule shifts option allows the user to schedule shifts using the shift and shift mix information previously set up.		
14	Personnel option allows the user to maintain personnel records for each employee including personal information, equipment, hours, and training needs.		
15	Equipment tracking function allows the user to easily assign a specific equipment item to a specific employee.		
16	Employee training function allows the user to track of the courses completed by each employee		
17	Days off function allows the user to keep track of the day's employees request off and the reason for each day off.		
18	Serial codes equipment form captures serial number, bar code, and when issued.		
19	Shifts form captures the jurisdiction, code, name, shift beginning time, and shift ending time.		
20	Personnel main form provides the following fields: jurisdiction, social security, name, suffix, address, city, state, zip, home phone, work phone, third phone, birth date, married, hair, height, weight, sex, race, ethnic, blood type, certificate, classification, shift, preference, days working, language 1, officer ID, hired, terminated, division, language 2, weapon, serial number, SS shirt, LS Shirt, pants, shoes, coat, hat, language 3, Next Of Kin (NOK), NOK name, NOK address, NOK city, state, NOK zip, and NOK phone.		
21	Administration module allows the user to update classification and course record pull-down lists on personnel, equipment, and course forms.		
22	Administration module provides the ability to generate reports detailing training activity by officers including total accumulated hours.		
23	Administration module allows the user to flag training files to identify personnel in need of training.		
24	Administration module provides the ability to query the system for personnel having special skills.		
25	Administration module allows authorized users to view an individual's previous reviews, time taken off, number of years with the department, training completed, and overtime worked.		
26	The system security must require both a User ID and password for access.		
27	The system should allow temporary duty assignments for administrators allowing individuals to have a higher security access for a specific time period.		
28	System must enable the City of Battle Creek to designate under appropriate security authorization, application administrators and sub administrators to enable assignments and approve schedules and exceptions.		
30	<i>Reports for Personnel Administrators</i>		
30.1	Report certifications that will expire within a user-defined timeframe.		
30.2	Reports should be able to sort by working codes, non-working codes, rank, specialty, and dates.		
30.3	The system must maintain and report on all system activity including telephone and PC login access.		
30.4	The system must be able to report on labor rules and guidelines used to fill vacancies.		
30.5	The system must be able to report on who was scheduled to work.		

30.6	The system must be able to report on any exceptions and how they occurred.		
30.7	The system should be able to report on work schedule by individual.		
30.8	The system should be able to report on vacation used.		
30.9	The system must be able to report on security Audits.		
30.1	The system should be able to report on all overtime earned or used in compliance with the Fair Labor Standard Act work periods		
31	<i>Shift Scheduling/Vacation Bid</i>		
31.1	System provides the ability to manage assignment bidding using a consistent method based upon union rules / compensation contracts		
31.2	System provides the ability to manage vacation bidding using a consistent method based upon union rules / compensation contracts		
31.3	System directly and seamlessly updates the results of the bidding process into the schedules and rosters of the system.		
31.4	When awarding vacation and holiday time off, the system should be capable of taking into consideration variables such as:		
a	Seniority rules		
b	Employee's specialty and/or rank		
c	Maximum allowable number off in each specialty		
d	Maximum allowable employees off each shift		
31.5	System should also be easily flexible to manually change vacation/holiday schedule as year progresses		
31.6	System must be able to compile, create and allow user to print a daily shift assignment		
32	<i>Implementation and Training of</i>		
32.1	Provide a detailed narrative of the proposed implementation process. Detail the City project responsibilities.		
32.2	The vendor will provide administrative and configuration training.		
32.3	Administrative training shall include sessions on accessing the system from a computer or from a telephone.		
32.4	The vendor will provide user manuals for computer and telephone access to all attendees of the administrative training.		
33	<i>Technical Information</i>		
33.1	System must be able to be backed up on a daily basis through the network and/or Tape Backup.		
33.2	System should be recoverable within 4 hours of a complete failure by backups and restoration to new hardware if necessary.		
33.3	Should be able to export data to the City payroll system.		
33.4	System should provide an application interface for accepting data from any Department's application as well as passing data to their applications.		
Item	<i>State and Federal Reporting</i>	<i>Code</i>	<i>Comments</i>
1	Including, but not limited to: MICR (separate guidelines document).		
2	Ability to view changes to incident report at any time by selecting Audit Trail from the menu.		
3	General incident information includes ORI number, incident number, report type, status of incident, exceptional clear code, and exceptional clearance date.		
4	Offense information includes the following fields: UCR offense code; start date and time of incident; end date and time of incident; offense fields; bias motivation (offense one); bias motivation (offense two and three); offense status (offense one, two, and three); offender(s) used (drugs, alcohol, or computer); number of premises entered (burglary only); method of entry (burglary only); location of offense one; location of offense two and three; type of criminal activity; and type of weapon/force involved.		
5	Ability to select up to three criminal activity types to describe the type of criminal activity from the pull-down selection menu.		

6	Ability to select up to three codes to describe the type of weapon from a pull-down menu.		
7	Ability to select whether or not a weapon is an automatic from the pull-down selection menu.		
8	Victim information form includes: victim name; victim phone; victim address; type of victim; race; sex; age; DOB; number of victims; resident status; ethnicity; aggravated assault/homicide circumstances; injury type; victim connected to offense above; and relationship of victim to offender.		
9	Searches Master Name/Alias database after entering victim name. Ability to select closest match and populate all information or add the new name to the database.		
10	Ability to select victim's address from Master Address database or geo-validate a new address.		
11	Age field will calculate automatically if date of birth is known.		
12	Capacity to select up to five injury types.		
13	Allows user to select up to four offenses per incident.		
14	Ability to hit on Master Property when entering property information.		
15	Property information includes: type of property loss; classification code of each piece of property; quantity; property description including make, model, size, type, serial number, and color; value; and date recovered.		
16	Offender information includes: number of offenders; first, middle, and last name; street; city; state; zip; age; sex; race; height; weight; eyes; hair; and clothing.		
17	Searches Master Name/Alias database after entering offender name. Ability to select closest match and populate all information or add the new name to the database.		
18	Ability to select offender's address from Master Address database or geo-validate a new address.		
19	Arrestee information includes: number of arrestees; multiple clearance indicator (associated with more than one incident); arrestee first, middle and last name; age; sex; race; DOB; arrestee ethnicity; resident status; arrestee was armed with; type of arrest; disposition of arrestee under 18; height; weight; eyes; hair; arrest number; arrest date; and UCR arrest offense code.		
20	Ability to select appropriate weapon code from a pull-down selection and indicate whether the weapon was automatic or not.		
21	Ability to attach narratives any record.		
Item	Vehicle	Code	Comments
1	Vehicle incident form includes a page for detailed information on the vehicle and detailed information on the owner.		
2	Searches Master Vehicle database after entering vehicle identification number. If a match is made vehicle record will automatically be populated.		
3	Vehicle information page includes the following fields: vehicle type, year, make, model, style, color, license plate, year of plate, state of plate, license plate expiration, VIN, serial number, registration year, registration expires, transmission type, transmission speeds, inventory file, inventory by, inventory date, insured by, type of loss, status, secured, date left, stored at, release to other, related to, and comments.		
4	Vehicle owner information page includes the following fields: first name, middle name, last name, suffix, address, apartment, city, state, zip, and phone.		
5	Searches Master Name/Alias database after entering vehicle owner. If a match is made owner record will automatically be populated.		
Item	System Administration	Code	Comments
1	Includes forms for the following: central configuration, which allows for defining access rights for each jurisdiction in a multi-jurisdictional environment; number controls, which allows for creating controls for generating case and record numbers; officer information, which allows for information to be displayed in all officer ID and name pull-down menus; code tables, which displays information found in selection menus throughout the system; system defaults, which defines the default information for each jurisdiction; synopsis setup, which defines how different parts of a record will be displayed; user rights, which determines the rights of each of the Battle Creek Police Department's users; and keyword list, which defines the capability to search user defined key fields for specified key words.		
2	Allow for system administration rights to individual departmental specific data. There are multiple departments in law enforcement that require read and write access to their data, but not to other department data.		

3	Allows the system administrator to assign rights to other jurisdictions and/or individuals for purposes of sharing information using a "central configuration" form.		
4	Central configuration form contains an owner jurisdiction field that denotes the jurisdiction and/or individual with information to share, an authorized jurisdiction field that denotes which jurisdictions are authorized to access the owner jurisdiction's information, a module name field that denotes which module is providing the information, a table name field that denotes the table providing the source information, and an access permissions field that utilizes "selection boxes" to denote types of access permissions being granted.		
5	Code table records contain the information presented in selection menus found throughout the system.		
6	Includes fields in the code table record for code table name, category, code, and description.		
7	Allows setting up user rights and privileges, multi-jurisdictional settings, defaults, key words, passwords, pawn brokers, code tables, number masks, form input orders, solvability codes and synopsis criteria.		
8	Allows the system administrator to modify any existing system default records.		
9	Allows system administrator to define how validation should be handled for a system from the system defaults form.		
10	Allows controlling table-level access rights on the Structured Query Language (SQL) server.		
11	Allows a system administrator to enable or disable fields.		
12	Disabled fields still readable to users.		
13	Confirmation required before allowing the system administrator to disable a field.		
14	Form input order option allows the system administrator to select the order in which forms appear (incident, drugs, names, property, vehicle, offenses) automatically. The incident form is the only form that appears automatically by default. The rest can be selected to show automatically or not, depending on Battle Creek Police Department's preference.		
15	Officer information form provides fields for: assigned jurisdiction; social security number; first, middle and last names; officer ID; employee ID; position; shift; section; squad; whether or not can approve; approving officer one; approving officer two; any approving officer; and whether or not a supervisor.		
16	"User names" form includes: user ID; password; officer ID; title; social security number; first, middle, and last name; shift; section; squad; whether or not in training; and training jurisdiction.		
17	"User rights" form includes fields for: name; user ID; module name; table name; and permission check box fields which designate the ability to view, add, edit, delete, or print.		
18	Allows generating system defaults for multiple jurisdictions.		
19	Alerts user if system defaults already exist for a given jurisdiction.		
20	Allows system administrator to assign or restrict the following permissions: view records, add records, edit records, print records, and delete records.		
21	Information entered in the officer information form will be displayed in all officer ID and officer name pull-down selection menus.		
22	Number control allows the user to design a different numbering system for each jurisdiction and each type of record.		
23	Number control allows system administrator to create a numbering template for each of the tables within the RMS module that includes placeholders for the year, month, day, sequential number, and a wildcard. These placeholders can be used in any order and combination.		
24	The number control form includes fields for: jurisdiction, module, complaint number, sample number, and last number.		
25	Synopsis setup defines how different parts of a record, along with a brief description of each part will be displayed.		
26	Synopsis Setup Form provides six fields for description and six fields for the literal text that will be displayed before the data.		
27	Key word search locates records when a specific piece of information is already entered into the record.		

28	Key word list defines the capability to search user defined key fields for key words that are specified.		
29	Key Word List form includes the following fields: table name, which will be the table you wish to define a key field; key field, which data will be saved to the key word search file for later searching; and field names, which display values which should help identify where the match was found when a search is executed.		
30	UCR code records define the FBI mandated codes, descriptions, and offense types for Uniform Crime Reporting and the availability of these codes to incident records, arrest records, and summary reports.		
31	UCR Codes form includes the following fields: UCR Code, which is mandated by the FBI; description, which is a description of the UCR Code; OK Incident, which is selected if included in Incident Form; OK Arrest, which is selected if included in Arrest Form; In Summary, which is selected if included in Summaries; and Off Group, which is a read only field for grouping FBI mandated UCR codes.		
32	Ability to add any user definable UCR codes and group separately.		
33	Allows setting up a solvability code file in order to weigh the probability factors in solving a given crime through the Case Management module.		
34	The Solvability Codes form includes fields for: solvability factor, which is the name of the solvability factor; weight, which is the numeric value of the weight; and description, which is the description of the solvability factor.		
35	Battle Creek Police Department's system defaults include: activity date, agency address, agency city, agency county, agency name, agency phone, agency state, agency zip, first budget month, date and complaint number (department specific).		
36	Other system defaults include: all upper case, enable auto tab, allow individual users to change browse settings, allow users to add/edit/change user defined fields on forms, automatically e-mail new case assignments, automatically e-mail overdue case assignments to supervisors and assigned officer, check for outstanding warrants, check stolen property records.		
37	More specific defaults include: validate address information using GEO tables, maximum age of juveniles for juvenile cases, maximum records to return from a query, validate miscellaneous cases, validate reportable cases, and update keywords.		
Item	User Defined Forms	Code	Comments
1	Provides a "properties" button allowing the user to adjust the size, move, or change field labels.		
2	Allows for creation of user defined form(s) or report(s) by accessing and using any field or combination of fields within the system. This MUST be a GUI interface or have "Ease of Use" consideration.		
3	Provides the user with the option of hiding a user-defined field and recalling it at a later date.		
Item	Narratives	Code	Comments
1	Provides a "narrative" function that allows the user to add unlimited narratives to a record.		
2	Allows the user to add, edit or delete unlimited narratives in any part of a record prior to the approval process.		
3	Enables the user to title narratives and display them in a browse list.		
4	Allows anyone who has access to a record the ability to view the narrative.		
5	Allows cut, copy, paste, and undo function within the narrative text.		
6	Allow standard spell-checking ability for the narrative text.		
7	Display a visual indicator informing you that a narrative(s) is attached to the selected record.		
8	Allows the Battle Creek Police Department to disable the ability to let every user create user-defined fields.		
9	Allow a quick print option for the narrative.		
10	Allows rich text formatting for narrative text: font, size, bullets, align left, align right, align center, underline, bold, and italic.		

11	Provides an equivalent "user defined" tab for every form, such that user defined field(s) may be defined by the user.		
Item	Objects	Code	Comments
1	Allows the user to update an object's description, after an object is attached to a record.		
2	Provides an "objects" function that allows the user to attach a variety of file types to a record.		
3	Allow attachment of spreadsheets, sketches, documents, animations, images, video clips, audio clips, document, scanned document, and more to a record.		
4	Allows the addition, modification, and deletion of object files from any record or module.		
5	Allows the user to export (save as...) an attached object from the records system.		
6	Display a visual indicator informing you that an object(s) is attached to the selected record.		
Item	Imaging/Mug Shots/Video	Code	Comments
1	Provides an "imaging" function that displays a menu that allows the user to produce line ups, preview mug shots, view images and/or video attached to records, attach images/video to records, and select a method of image capture.		
2	Allows attaching mug shots, video, accident scenes, and sketches.		
3	Attach images of a person to specific records.		
4	Alerts the user when a suspect appears in the database several times, allowing the user to choose the most appropriate picture.		
5	Perform a search for images by a name.		
6	Produce a lineup from the images in the system using any combination of specified criteria including: height, which should also allow the user to define additional qualifiers (plus or minus inches), weight, which should also allow the user to define additional qualifiers (plus or minus pounds), age, which should also allow the user to define additional qualifiers (plus or minus years), build, social security number, date of birth, eye color, hair color, hair style, hair length, facial hair, skin, sex, race, and glasses worn.		
7	Interface records software with a LaserJet printer.		
8	Allows user to select an image of a suspect then retrieve his/her name and pertinent information by a single keystroke.		
9	Allows witnesses to view images with new reordering for positive identification.		
10	Enables the Battle Creek Police Department to capture and view high-quality color photographs, video, or digital images.		
11	Allows accessing image files of people and displaying them in a line-up.		
12	Provides the ability to present a "secure" line-up by limiting access to the suspects' information; user should enter a sequence of keys to access the Master Name database.		
13	Compares mug shot images produced in a search using certain criteria (e.g. comparing the location and/or design of a tattoo, mark or scar).		
14	Search and print computerized images from records screens.		
15	Use images individually for mug shots, crime scenes, or collectively (e.g. line-up).		
16	Perform a search for images of people who match the known physical description of a suspect.		
17	Use secondary search fields for user discretion in defining suspect search criteria (for example search for brown and blue eyes).		
18	View all images within the records management system on a single screen; select browse all from the images button located on the Master menu.		
19	Apply additional software applications to provide imaging with the capabilities of capturing, storing and retrieving 24-bit digital color images for purposes such as mug shots, alert bulletins, lineups, and ID cards.		
20	"Browse all" feature includes information regarding the folder number, case number, jurisdiction, description, first name, middle name, last name, and social security number associated with that image.		
21	Display a visual indicator informing you that an image(s) is attached to the selected record.		
Item	Searches	Code	Comments
1	Allows users to search any data field or any combination of data fields from any database, table, or index.		
2	Search capability SHOULD include but not limited to:		

2.1	Master Name index		
2.2	Vehicle		
2.3	Date of Birth		
2.4	Address		
2.5	Property		
2.6	Alias/nicknames		
2.7	Associations		
2.8	Scars, marks and tattoos		
2.9	Soundex		
2.1	Keyword search		
2.11	Class code		
3	Offers a "find" option allowing the user to search for record(s) based on the information in one field.		
4	Provides a "key word" function that allows the user to search on keywords through predetermined fields set up in a key word list.		
5	Displays a browse list of all records meeting the users search criteria.		
6	Enables the user to identify any "match" found in a search by file number and access a browse screen for a complete synopsis of the record.		
7	Offers a "View Manager" function allowing the user to choose fields, define their sort order, and apply filters for records displayed in a browse list.		
8	Allows the display of data entered about specific vehicles.		
9	Allows approximation when conducting text searches.		
10	Allows searches or queries to be conducted for exact matches of specific data, or data meeting a range of parameters including greater than, less than, between, sounds like, and contains.		
11	Allows the user to search text, date, and numeric fields using the search descriptors and Boolean operators =, >, <, >=, <=, ?, #, and/or *.		
12	Offers a "seek" option allowing the user to filter the records displayed in a browse list.		
13	Provides a "seek" function that allows the user to search for items using multiple criteria.		
14	Provides a "seek" function which features a pull down selection menu of search methods, including finding values greater than or equal to the value entered by the user; finding values less than or equal to the value entered by the user; finding values that equal the value entered by the user; finding values that are greater than the value entered by the user; finding values that are less than the value entered by the user; finding values that are not equal to the value entered by the user; finding values that are between the values entered by the user; finding values that are like the value entered by the user; and finding values that match any of a list of values entered by the user.		
15	Provides several ways to search for help, including search for specific words, help topics, and the contents of the Help file itself.		
Item	Reports	Code	Comments
1	Provides a "reports" function that allows the user to view various predefined statistical/field reports or design a report using all information from any database within the system.		
2	Allows users to preview, print, and export any report or graph.		
3	Provides an "export" option on the report menu allowing the user to export field values to mail merge documents in Microsoft Word.		
4	Allows the user to send a report to a file so that the data can be imported to a text-based or word processing application.		
5	Allows the creation of synopsis reports, which provide statistics on the total number of closed incidents and average number of days to clear cases.		
6	Provides a report preview window that displays what a printed report will look like including scrolling, printing, exporting, and zooming options.		
7	Allows reports to be exported to HTML, a Microsoft Exchange folder, a Lotus Notes database, and e-mail.		

8	The above pre-defined or canned reports can be generated by the following criteria: agency, individual officer, department, shift, date, time, location, time of day, day of week, event, type of arrest (misdemeanor or felony), etc.		
9	Allows the user to send a report to a file so that the data in the report can be imported into other programs like Microsoft Word or Microsoft Excel.		
10	Enables users to create reports and graphs using data from Battle Creek Police Department's records.		
11	Includes, but not limited to the following pre-defined, or "canned" reports:		
11.1	Arrest Report		
11.2	Arrest Summary Report		
11.3	Case Management Activity Summary Report		
11.4	Case Management Status Report		
11.5	Case Management Monthly Report		
11.6	Electronic Briefing Report		
11.7	Evidence Inventory Report		
11.8	Evidence Report		
11.9	Incident Open Cases By Officer Report		
11.1	Incident Officer Case Analysis Report		
11.11	Liquor Inspections		
11.12	Pawn Report		
11.13	RMS Monthly Report		
11.14	RMS Person History Report		
11.15	Traffic Tickets		
11.16	UCR Report - Part 1 crimes		
11.17	UCR Report - Part 2 crimes		
12	Allows for creation of user defined report(s) by accessing and using any field or combination of fields within the system. This MUST be a GUI interface or have "Ease of Use" consideration.		
13	Allows the user to fax a report.		
14	Provides an ad hoc reporting function allowing the user to create and customize reports using information from the database.		
15	Prompts the user to name and save the ad hoc report so that it may be accessible for future retrieval via a "browse list."		
16	Allows the user to add a table, link tables, select fields, edit field properties, format the report, preview the report, save, and print the report when creating ad hoc reports.		
17	Allow for ranking of and sorting of pre-defined or canned reports based upon user defined criteria.		
Item	Help	Code	Comments
1	Includes a help menu for all screens and forms, which is accessible via the mouse or a keyboard command.		
2	Features online help documentation on how to use the software.		
3	Features examples, reference information about using the software, and links to other related help topics.		
4	Includes a "Contents" category grouped under general overview headings.		
5	Includes an "Index" category (containing a comprehensive on-line help index).		

6	Includes a "Find" category (that will allow the user to search for particular words and phrases in help topics instead of searching for information by category).		
7	Provides a help "tool" menu, which gives the ability to shortcut to any other helpful program to start from within the module.		
Inmate Management/Jail Software Specifications			
Item	General	Code	Comments
1	Allows the use of relational databases in conjunction with Microsoft SQL server.		
2	Provides a normalized relational database, which eliminates data redundancy and allows the sharing of master record information.		
3	Provides Justice XML Data Dictionary (JXDD) based interfaces as required		
4	Provides field-to-field data entry, with each field identified on the screen.		
5	Supports the use of color monitors and makes extensive use of color-coding for easily identifiable text and fields.		
6	Allows different users, agency information, and configurations for each		
7	Allows open-file back up of data, so as not to interfere with normal operation of the Calhoun County Sheriff Department.		
8	Produces a code table containing the information presented in selection menus throughout the system.		
9	Allows each user to elect his/her preferred mechanism for accessing system functions, including use of a mouse or pointing device, or "quick key" combinations.		
10	Allows for the provision of remote diagnostics via remote connection.		
11	Allows simultaneous access to the records database by a virtually unlimited number of users, to the extent provided by the Calhoun County hardware.		
12	Provides "permission based" use of system, allowing the designation of definable user groups.		
13	Allows the storage of records tracked by the system to the full extent permitted by the size of the storage device.		
14	Records and permanently stores all data entered into the system.		
15	Supports laser printing in portrait and landscape modes and allows print jobs to be directed to various network or local printers.		
16	Requires little or no computer experience in order to use the system.		
17	Provides helpful functions, including pop-up menus, on-line help, validation warnings, automatic checks to prevent users from exiting a data entry screen without saving the record, the transfer of data between databases eliminating redundant or inaccurate data entry, coded entries to be validated against user-defined code tables thus ensuring accurate data entry, and back up and edit of any field.		
18	Permits the display of general directory permission, as well as file access permission within the directory.		
19	Allows 9 digit length zip codes.		
20	Supports the record-keeping requirements of multiple agencies.		
21	Incorporates the use of pull-down menus listing the valid values for a particular field.		
22	Allows the user to scroll forward one record at a time or move to the last record on the list through the use of scroll bars, arrow keys, and on-screen buttons.		
23	Uses scroll bars to further display or narrow view of information contained within a particular window.		
24	Common menu items available on all screens and forms allowing the user to perform common functions, such as print, save, copy, paste, and find specific records.		
25	Provides common menu options to control window positioning and toggling.		
26	Provides an easy access toolbar that allows the user perform common functions, such as exit the current window, save the current record, add a new report, view an audit trail, modify or delete the current record, or find a record.		
27	Issues a warning when the user attempts to close a form without saving it.		
28	Provides a "close" function that allows the user to exit the current screen and return to the previous screen.		
29	Provides a "save" function that allows the user to save information added or modified to the current screen.		
30	Provides an "add" function that allows the user to add a new record.		

31	Provides a “modify” function that allows the user to make changes to records that have been previously saved.		
32	Provides a “delete” function that allows the user to delete a record from a form screen.		
33	Provides a “synopsis” function that allows the user to view information related to a record in outline form by applying one touch of a button.		
34	Provides an “undo” function that allows the user to undo any information entered into a form prior to being saved.		
35	Provides an “up one level” function that allows the user to navigate easily to the parent record.		
36	Provides a “set browse, font, colors” function that allows the users to change the field, order, and colors displayed on the user interface.		
37	Provides a “change password” function that allows the user to change his/her login password without having to go to the system administrator for assistance.		
38	Provides a “main menu” function that allows the user to exit the current screen, without closing it, and go straight to the main menu screen.		
39	Provides a “historical data” function that allows the user to cut and paste name information from historical data into the software product.		
40	Provides a “calendar” function that allows the user to display a calendar pop-up window to add or verify dates when editing or adding a record.		
41	Permits the automatic entry of current date and/or time by clicking a mouse, entering a limited number of keystrokes, or use of hot keys.		
42	Provides an “audit trail” function that allows the user to view a detailed record of all changes that have been made to a record including the date and time of the change, who made the change, and the “before” and “after” values of the changed field.		
43	Provides a Record History option allowing the user to view when a record was entered, from where on the network it was entered, when a record was edited, and from where on the network the editing occurred.		
44	Allows the user the option to either view or ignore the visual warning regarding unserved papers or records.		
45	Jail records management system can be used independently or in conjunction with the main Case RMS.		
46	Contains a Main Jail menu with the following sub menu options: set up, admit inmate, release inmate, medical, bar coding, accounts, visitation, commissary, movement, classification, inmate worker and cell check.		
47	Allows the user to select inmate when using Jail in conjunction with the records management system. Will automatically populate all records on inmate.		
48	Capable of integrating with Judicial Information System (JIS) and Trial Court Services (TSC) software currently used in the Court System.		
49	Integration with Prosecuting Attorney Coordinating Council/Prosecuting Attorneys Association of Michigan (PACC/PAAM) software system currently used by the County Prosecuting Attorney’s Office.		
50	Enable ability for Court staff to perform inquiry function for jail records.		
51	Enables County Prosecuting attorneys to perform inquiry function for incident reports and jail records.		
52	Capable of integrating with the latest version of New World System (NWS) Logos financial software.		
53	Capable of integrating with Victims Information Notification Everyday (VINE) system.		
54	Integration with Securus Inmate Calling Phone System		
55	Provides integration of deposit KIOSK for inmate accounts that utilizes Keefe Commissary software		
56	Integration with Law Enforcement Information Network (LEIN) System		
57	Integration with LiveScan Mugshot and Fingerprint System		
Item	Security	Code	Comments
1	Ensures content integrity by providing a "central configuration" module, which enables owning jurisdictions to restrict file/information usage.		
2	Allows security at table level through SQL server insuring that no unauthorized person can view the data, even when using third party software.		
3	Enables the system administrator to set up security based on jurisdiction.		
4	Allows the system administrator to set up security based on user ID, case type, and such that each user can only view, edit, add, print, and/or delete the types of records for which he/she is authorized.		
5	Provides password security, which allows for unique levels of protection in all areas of the		

	program.		
6	Provides a high level of operating system security including passwords that will permit designation of access by user level or group.		
7	Allows the user limited attempts at entering the correct password after which the program will shut down.		
Item	Master Indices	Code	Comments
1	Allows the user to query and interface with the master name index, the master address index, the master property index, and the master vehicle index, subject to system rights granted by the administrator.		
2	Maintains lists of all the names, property, and addressees entered into Calhoun County's records from any module. Searches the database(s) for matches automatically whenever a new record is added. Alerts the user whenever a match is found in any Master Index module.		
3	The master name index contains the following fields for data entry: name type, first name, middle name, last name, suffix, moniker, address, apartment, city, state, zip, country, county, place of birth, date of birth, age, sex, race, ethnicity, resident, social security number, marital status, eye color, hair color, hair style, hair length, facial hair, skin type, build, glasses, height, weight, body identification markings, home phone, work phone, cell phone, license number, license state, miscellaneous ID, ID number, ID state, occupation, attorney, employer name, employer address, city, state, zip, phone, fingerprint codes, illegal alien number, grade level, contacts, religion, and L/R/B handed.		
4	The master address index contains the following fields for data entry: address, apartment, city, state, and zip.		
5	The master property index contains the following fields for data entry: description, make, model, quantity, serial number, value, location, status, and class.		
6	All text entry fields are searchable, allowing for searches on single or multiple fields.		
7	If a match is found when entering any master index information, allows user to select the matching record and fills in corresponding text entry fields automatically with the same information.		
8	Allows the user to add information to the Master Indices directly, independent of other records.		
9	Uses a Master Alias database that contains a separate record for every name (and every version of that name) that has ever been added to the system.		
10	Keeps track of both individual names and business names and distinguishes between the two types in record searches.		
11	Allows the linking of one Master Name record to numerous Master Alias records, such that whenever a name search is performed it must actually search the Master Alias Database first.		
12	Allows the viewing of an image attached to any of the various name modules by associating the image with the appropriate Master Name record.		
13	Permits the user to view a list of aliases for any Master name.		
14	Links alias records that belong to the same Master Name record automatically.		
15	Allows the user to manually link names having different Master Name records.		
16	Allows the disassociation of manually linked Alias records.		
17	Allows a user with the appropriate user rights to remove Internal links of alias records to Master Name records if they were established by the system.		
18	Allows administrator deletion of a record or merger of master names records into a single record.		
19	Allows the user to view a synopsis of an individual's history throughout the records management system, book in dates, charges, property, cell, money, medical and reports.		
20	Allows the user to add gang affiliations records to individual's in the Master Name database.		
21	Provides the ability to associate Alerts with name records, such that a user is alerted whenever he/she accesses that record.		
22	Allows the user to add Known Associate records to individuals in the Master Name database.		
23	Provides the indication of scars, marks, tattoos, piercings, and other body identifiers through use of a front and back body chart. Links body identifiers to Master Name records upon entering, updating, or querying any associated name module		
24	Provides the ability to attach audio-visual information, photographs, audio clips, video clips, and other multi-media information.		
Item	Inmate Tracking	Code	Comments
1	Provides the user with the tracking of cell checks, which occur within the jail, and inmate		

	movement within the jail manually or by bar code reader.		
2	Includes the categories of movement and cell check to view and manage inmates.		
3	Within movement, select the correctional facility and floor to view. Display screen will show cells and their associated inmate(s).		
4	Within movement, ability to track within the jail, outside of the jail to the courts, and/or outside of the jail for writs.		
5	Select cell check to upload bar code information, print bar code time sheet, print cell check scan sheet, and print officer ID bar code sheet.		
6	Cell check scan sheet allows user to sort by annex, cellblock, floor, cell number, name, classification, or select all.		
7	The weekender form contains fields or check boxes that include date in, admitted by, date released, and released by.		
8	Provides a "population count" feature that displays the total number of males, females, and juveniles currently in the facility.		
9	Provides a "population report" option with user identified fields.		
Item	Jail Booking	Code	Comments
1	Admit option includes tabs from which to add, edit, or view information: confinement, release, and location.		
2	View inmate records, confinement records, approving visitors records, cash deposit records, charges, medical records, property records, screening forms, weekender records, or add, edit and delete inmate related records in "Admit Inmate."		
3	Allows the user to browse a list containing all confinement records or current confinement records depending on the view selected.		
4	The confinement form provides fields for the following person information: jurisdiction, first name, middle name, last name, suffix, moniker, address, apartment, PO box, city, state, zip code, county, country, phone, SSN, license number, state, date of birth, age, juvenile, marital status, place of birth, country of birth, us citizen, education, height, weight, build, sex, ethnicity, race, eye color, hair color, skin, resident, opus number, FBI number, currently isolated, inmate number, keep separate, charges, date taken in custody, attorney, occupation code and description, employer name, employer phone, employer address, PO box, city, state, zip code, misc. ID type, ID number, state, doctor name, doctor address, doctor phone, nearest relative name, relationship, relative address, PO box, apartment, city, state, zip, relative phone, and NCIC fingerprint codes 1-10 and user defined fields.		
5	The confinement form provides fields for the following confinement information: date confined, charges, inmate type, detention type, booking officer ID and name, security form, level, date assessed, fees, assign bed, inebriate, inmate worker, work release, date searched, searching officer ID and name, department, date fingerprinted, fingerprint officer ID and name, other number, detainer, hold for, booking number, date of call, who called, NCIC inquiry check, NCIC inquiry, NCIC result, refused to sign, date, parole/probation officer type and name, phone, blood alcohol, towing information and in this facility.		
6	The confinement form provides information regarding release history: date released, release code & description, released by officer ID and name, sign after receiving property, date received, confinement charges disposition, transfer agency ID (ORI), and state. If applicable, final check bank account and final check.		
7	The confinement form provides data display for the following current location information: annex name, area type, cell block, cell number, and floor number.		
8	Allows user to select the desired display view from the following options: all confinements screen, current confinements screen, and view inmates screen.		
9	Automatically assigns each inmate an inmate number or tracking number when first processed; adds visitor(s) to an inmate's approved visitor list; adds information about an inmate's criminal charges, and records property held for an inmate. The inmate should retain the same inmate number each time they are lodged.		
10	Allows user to create a charge form allowing the user to enter the offenses for which an inmate has been charged.		
11	Record information regarding classification assessment and primary security level assignment with in admit under the security form.		

12	Add, edit or view information on the classification assessment form. This form includes the following: date assessed, officer ID/name, severity of current charges/convictions, serious offense history, escape history, institutional disciplinary history, prior felony convictions, alcohol/drug abuse, and stability factors. All of these are populated through a drop down box.		
13	Add, edit or view information regarding scale summary and recommendations. This form is the second tab located within classification assessment. Special management concerns are broken down to protective custody, psychological impairment, mental deficiency, escape threat, serious violence threat, known gang affiliation, substance abuse, known management problem, suspected of drug trafficking, suicide risk, medical problem, or physical impairment. Make a separate module from initial screening, Northpoint.		
14	Add, edit or view information regarding the primary security level assessment located within the security form. This form includes officer ID/name, date rated, date booked, current offense assaultive felony, prior assaultive felony convictions, escape history, more prior felony convictions, detainer warrants or pending charges, known past/present institutional behavioral problems, pre or post-sentence, current offense felony or misdemeanor, family tree employment, risks, special conditions, and allows administrator to override rating, and reason for override.		
15	Provides information regarding the vocational skills of an inmate and program recommendations in the needs assessment form. This may be selected from the tool bar and includes date assessed, initial, officer ID/name, health description, emotional stability, education, vocational skills, mental ability, and other. Also includes program recommendations, priority of this program and any adjusting, which has been made. All of these include quick entry by pull down population, check boxes, or auto fill except date assessed and program recommended.		
16	Contains "medical" options, which includes: doctor visit, prescribed, given, and pharmacy.		
17	Doctor visit form includes information for the date of visit, doctor name, reason, diagnosis, treatment, cost, and target account.		
18	Dentist visit form includes information for the date of visit, doctor name, reason, diagnosis, treatment, cost, and target account.		
19	The prescribed form includes information for the prescription number, medicine prescribed, dose, times per day, times to be given, cost per unit, doctor, and discontinued.		
20	The "given" form regards any medicine given to an inmate and includes the following fields: date given, amount given, medicine given, units, cost, given by, refused, and target account.		
21	Provide a "medicine dispersal report."		
22	The pharmacy form includes information regarding jurisdiction, medicine name, prescription, remaining, units, date received, date expires, comment, cost per dose, and possible side effects.		
23	Includes a "quickbook" function.		
24	Includes a release inmate button to prompt the user to select the inmate from a display list.		
25	Informs the user of the processes that are being performed to release an inmate.		
26	A check for any holds on an inmate before an inmate is released.		
27	Performs the following when releasing an inmate: calculates the amount to write the final check, checks for any property that needs to be released to the inmate, updates the inmate's charges, updates the inmate's confinement record, and generates the inmate's final check.		
28	Provides a "check for inmates to release" function that displays a list of inmates and their scheduled release dates.		
29	Provides a "temporary release" function to use when an inmate is leaving the facility on a temporary basis, such as if an inmate is going to Court, is temporary leaving for Medical reasons, is a weekender and is leaving for the weekend, is leaving for work release, or for other reasons with ability to view inmate data while on temporary release.		
30	Provides a "re-confinement after temporary release" function.		
31	Provides a "view currently checked out inmates" function that displays a list of inmates who are currently temporarily released, including inmates' names, the time checked out, the time due back, as well as the inmates' destinations.		
32	Provides a "view checked out inmates by day" function that displays a list of inmates who were temporarily released on the selected day, including inmates' names, the time checked out, the time due back, as well as the inmates' destinations.		

33	Allows user to print user defined reports such as inmate history, admission control, prisoner control record, screen form, or medical screening form from the admit category.		
34	Allows for the flagging of co-defendants, inmate associates & jail informants		
Item	Jail Commissary	Code	Comments
1	Maintains information in categories as inventory, purchase orders, vendors, sell items, and return Items.		
2	Records information about each item in stock, automatically updates quantities as items are sold or shipments are received, creates purchase orders for ordering stock, tracks returned items, subtracts returned items from inventory and credits the inmate's account, handles commissary purchases made by inmates, automatically subtracts purchased items from the inventory and the inmate's account and records information about the jail's vendors.		
3	"Accounts menu" sub module contains a chart of accounts and checkbook records.		
4	Allows the user to enter deposits and withdrawal information including deposit, account number, targeted account, amount, and comments in inmate cash form.		
5	Allows the user to track an inmate's cash deposits, cash withdrawals, and jail commissary purchases as well as automatically updates the balance of the inmate's account.		
6	Allows user to define items of commissary as available to only a male or female.		
7	Open cash register; return items, add/edit vendor information, and add/edit PO information from within commissary.		
8	Open cash register contains a sell items form with the following fields: inventory control bar code number, quantity, category, code, description, and cost. Select inmate this record is associated with by inmate button. Add, void, or select sale done to calculate and print receipt.		
9	Return items with or without a receipt with the search function.		
10	Vendor information includes jurisdiction, vendor code, vendor name, address 1 address 2, city, state, zip, contact, phone, and lead time (days).		
11	Record inventory information within the wholesale or retail forms.		
12	Wholesale information regarding inventory includes jurisdiction, item category, item code, item description, item manufacturer/inventory bar code number, type order unit, standard cost per unit, standard number items per unit, standard number items per order, issues per order, per item cost, current on hand, vendor code/name, size, color style, brand, model, sell to diabetic, and sell to indigent.		
13	Retail information form includes item description for status, on hold, hold count minimum, maximum, spoiled, single sex, maximum per sale, shelf location, mark-up percent, sell for, tax rate, tax how, shelf life, shelf life type, and comments		
14	Ability to interface with contracted third party commissary vendor.		
15	Allow for barcoding to identify inmate orders and their commissary order.		
Item	Jail Setup	Code	Comments
1	Provides a sub module to set up jail locations, medical screening forms, storage areas, reimbursement, initial screening form, statutes, input order, bond company, work release destinations, work release reason out codes, cash fees, optional accounts, cash payoff order, and check number ranges.		
2	Allows the user to set up the dimensions within a Jail and designate areas by icons.		
3	Allows the user to construct the layout by the following components: inmate cell, holding cell, common area, and restricted area; along with the ability to override the maximum number of inmates in that confined area.		
4	Allows the user to specify the cell ID, block, number of beds, capacity, sex of inmate, security level, and distinguishes juvenile inmates.		
5	Allows the user to distinguish empty cellblocks by displaying a blank cell on the display screen.		
6	Allows the user to set up questions and their ordering to be included on the initial screening form for each inmate.		
7	Allows an administrator to create questions on the screening form with the following defined fields: jurisdiction, grouping order, question, answer type, and sex.		
8	Provide option to add a disclaimer to the screening form.		
9	Allows an administrator to create questions on the medical screening form with the following defined fields: jurisdiction, grouping order, question, answer type, and sex.		
10	Provides separate medical screening forms for female and male inmates.		

11	User defined input order has forms available to approve visitors, cash, charge, property, and confinement.		
12	Allows user to set up jail reimbursement form, which includes categories, definition, per day, delay day, report header, doctor, nurse, prescriptions, book-in fees, waiting, serving, property damage by inmate, and weekender.		
13	Allows administrator to set up storage locations and type.		
14	Ability to interface with medical/mental health screening third party vendor(s).		
15	Allows an administrator to define statutes to include offense code, offense description, general statute citation, type situation, level degree, UCR code, and NCIC code.		
16	Allows user to set up bond company information, which includes company number, bond company name, address, apartment, city, state, zip, phone, fax number, insurance company, and date filed.		
17	Allows user to set up bond agent information, which includes first name, middle name, last name, suffix, address, apartment, city, state, zip, pager number, mobile number, max allowed bond, and expiration date.		
18	Provide a checkbook range setup that provides the capability of issuing and tracking check numbers from multiple checking accounts.		
19	Within the checkbook range setup, provide a feature to deactivate ranges.		
20	Within the checkbook range setup, provide a feature to skip checks.		
Item	Miscellaneous	Code	Comments
1	Provide a tool to quickly search and select current or all confinements by inmate number, last name, classification, gender, and juvenile.		
2	"Task Access" option allows user to work with cash transactions, work with charges, record incidents that occurred in jail, work with inmate property, record transports out of jail, access the quickbook function, and access the work release form.		
3	Cash category of task access includes fields to add, edit, or review information regarding deposit, to and from account numbers, amount, comments, officer, person doing transaction, date transaction, and transaction origination. It will also assign a transaction number.		
4	Provides a print cash receipt option during or after the transaction has occurred.		
5	Provides a "view history" function that displays the history of all transactions for an inmate.		
6	Charge category of task access allows the user to add, edit, or view information regarding confinement date, count, statute/offense information (statute, type statute, statute description, NCIC code, UCR code, offense code, F/M, degree), offense date, offense code, offense type, charge caused conviction, conviction date, felony/misdemeanor, degree, first appearance, waiting, serving, weekender, confinement disposition, bond type, amount, bond agency, warrant number, OCA/case number, charge type, charge status date, date arrested, arresting officer id and name, arresting agency (ORI), arrest location, arrest number, AFIS number, AFIS date, court date, court name, court type, court FIPS number, court city, court county, court docket, local, state, federal, commitment authority, commitment date, sentence, sentence effective, sentence length information (time sentenced, sentence type), days stayed, days to be served, bad days, good days, calculate scheduled release button, scheduled release, release date, days served, charge disposition, date, consecutive sentence, and concurrent sentence.		
7	Incidents that happen within a jail can be recorded or viewed within task access. This form includes jurisdiction, officer ID, date, code, severity, description, a list of associated inmates, and dispositions. There is also a button to view inmates related to the incident.		
8	Locate, store and assign inmate property with the task access feature. This form includes the following fields: quantity, description, make, model, serial, value, storage filter button (storage type, location), property location, date returned, return to, and relationship.		
9	Provides a "release property" function that allows you to release property for an inmate, which places the current date in the Date Returned field for all selected property.		
10	Provides a warning when visitor is prohibited from visitation with inmate(s).		
11	Record transports from the task access with the following fields: jurisdiction, date left, date returned, destination, officer, reason, how, and a list of associated inmates. View inmate with the touch of a button located on this form.		
12	Add, edit or sort accounts through the jail aux menu. This includes accounts, deposits, withdrawals, a register, and monthly totals. Monthly totals include beginning date, beginning balance, ending date, and ending balance.		
13	Allows the user to view inmate-approved records, inmate visitation records, and enter commercial visitation records in "Visitation" category.		

14	Commercial visitation includes jurisdiction, approved business, first name, middle name, last name, address, apartment, PO box, city, state, zip, reason approved, business ID type, business ID number, approved by, approved from, and approved to.		
15	Approve visitor form records first name, middle name, last name, relationship, address, apartment, PO box, city, state, zip code, phone, date born, sex, race, license number, state, SSN, type ID, approved ID number, approved by, date approved, and date approved to.		
16	Provide a warning when you add an approved visitor that is already an approved visitor for another inmate.		
17	Add, edit or view visit records by selecting visitors from visitation category. This form includes from date, to date, visitor, and visitation status.		
18	Provide a "add and remove restriction" function to restrict an inmate from having visitors.		
19	If two inmates have the same visitors approved on their Approved Visitor list, then provide a warning when the visit is recorded.		
20	Provide an "overdue visitors" function that displays a list of the visitors whose time has expired.		
Item	System Administration	Code	Comments
1	Includes forms for the following: central configuration, which allows for defining access rights for each jurisdiction in a multi-jurisdictional environment; number controls, which allows for creating masks for generating case and record numbers; officer information, which allows for information to be displayed in all officer ID and name pull-down menus; code tables, which displays information found in selection menus throughout the system; system defaults, which defines the default information for each jurisdiction; synopsis setup, which defines how different parts of a record will be displayed; user rights, which determines the rights of each of the Calhoun County Sheriff Department's users; and keyword list, which defines the capability to search user defined key fields for specified key words.		
2	Allows the system administrator to assign rights to other jurisdictions for purposes of sharing information using a "central configuration" form.		
3	Central configuration form contains an owner jurisdiction field that denotes the jurisdiction with information to share, an authorized jurisdiction field that denotes which jurisdictions are authorized to access the owner jurisdiction's information, a module name field that denotes which module is providing the information, a table name field that denotes the table providing the source information, and an access permissions field that utilizes "selection boxes" to denote types of access permissions being granted.		
4	Code table records contain the information presented in selection menus found throughout the system.		
5	Includes fields in the code table record for code table name, category, code, and description.		
6	Allows setting up user rights and privileges, multi-jurisdictional settings, defaults, key words, passwords, pawn brokers, code tables, number masks, form input orders, solvability codes and synopsis criteria.		
7	Allows the system administrator to modify any existing system default records.		
8	Allows controlling table-level access rights on the Structured Query Language (SQL) server.		
9	Allows a system administrator to enable or disable fields.		
10	Disabled fields still readable to users.		
11	Confirmation required before allowing the system administrator to disable a field.		
12	Officer information form provides fields for: assigned jurisdiction; social security number; first, middle and last names; officer ID; employee ID; position; shift; section; squad; whether or not can approve; approving officer one; approving officer two; any approving officer; and whether or not a supervisor.		
13	"User names" form includes: user ID; password; officer ID; title; social security number; first, middle, and last name; shift; section; squad; whether or not in training; and training jurisdiction.		
14	"User rights" form includes fields for: name; user ID; module name; table name; and permission check box fields which designate the ability to view, add, edit, delete, or print.		
15	Allows generating system defaults for multiple jurisdictions.		

16	Alerts user if system defaults already exist for a given jurisdiction.		
17	Allows system administrator to assign or restrict the following permissions: view records, add records, edit records, print records, and delete records.		
18	Information entered in the officer information form will be displayed in all officer ID and officer name pull-down selection menus.		
19	Number control allows the user to design a different numbering system for each jurisdiction and each type of record.		
20	Number control allows system administrator to create a numbering template for each of the tables within the Jail module that includes placeholders for the year, month, day, sequential number, and a wildcard. These placeholders can be used in any order and combination.		
21	The number control form includes fields for: jurisdiction, module, mask, sample number, and last number.		
22	Ability to create number masks for four digit year, two digit year, two digit month, two digit day, three digit Julian year, incrementing number, or a wildcard.		
23	Synopsis setup defines how different parts of a record, along with a brief description of each part will be displayed.		
24	Synopsis Setup Form provides six fields for description and six fields for the literal text that will be displayed before the data.		
26	Key word search locates records when a specific piece of information is already entered into the record.		
27	Key word list defines the capability to search user defined key fields for key words that are specified.		
28	Key Word List form includes the following fields: table name, which will be the table you wish to define a key field; key field, which data will be saved to the key word search file for later searching; and field names, which display values which should help identify where the match was found when a search is executed.		
29	UCR code records define the FBI mandated codes, descriptions, and offense types for Uniform Crime Reporting and the availability of these codes to incident records, arrest records, and summary reports.		
30	Ability to add any user definable UCR codes and group separately.		
31	Calhoun County system defaults include: agency address, agency city, agency county, agency name, agency phone, agency state, and agency zip.		
32	Other system defaults include: all upper case, enable auto tab, allow individual users to change browse settings, allow users to add/edit/change user defined fields on forms, check for outstanding warrants or civil papers, and check stolen property records.		
33	Fingerprinting defaults include: enable fingerprinting system interface, fingerprinting system identifier, path to fingerprint live scan system managing directory, and path to fingerprint live scan system requester directory.		
34	More specific defaults include: validate address information using GEO tables, include local prisoners on LCR reports, include weekenders on LCR reports, maximum age of juveniles for juvenile cases, maximum records to return from a query, enable third party checks in jail module, enable inmate audit for third party checks in jail module, and update keywords.		
Item	User Defined Forms	Code	Comments
1	Provides an equivalent "user defined" tab for every form, such that user defined field(s) may be defined by the user.		
2	Provides a "properties" button allowing the user to adjust the size, move, or change field labels.		
3	Provides the user with the option of hiding a user-defined field and recalling it at a later date.		
4	Allows the Calhoun County Sheriff Department to disable the ability to let every user create user-defined fields.		
Item	Bar Coding	Code	Comments
1	Provides a "bar code" function that allows the user to search and print barcode labels, which have already been saved within the software.		
2	Allows the scanning of bar code data or manual entry.		
3	Accepts multiple bar code formats including, but not limited to: EAN-13, Interleaved 2 of 5, Postnet, and UPC version A and converts them to Symbol 39.		
4	Stores Bar code data in both numeric and alphanumeric formats.		

5	Allows the users to search the database with a scanned bar code through seek and find functions.		
6	Allows user to print a bar code with or without the label of the field and in predetermined heights of 1/4," 1/2," 3/4," and 1" or allows customization of size by selecting "auto."		
7	Allows user to either print a bar code label or search for a bar code from the bar code function located on the tool bar.		
8	Is used to track prisoner ID's from the Jail system.		
9	Select bar code from the master menu to select an inmate and print his/her associated wristband.		
10	Provides bar codes for easy tracking of inmate's property.		
11	Allows the user to track items for commissary through attaching a bar code.		
Item	Narratives	Code	Comments
1	Provides a "narrative" function that allows the user to add unlimited narratives to a record with categories and subcategories.		
2	Allows the user to add, edit or delete unlimited narratives in any part of a record.		
3	Enables the user to title narratives and display them in a browse list.		
4	Allows anyone who has access to a record the ability to view the narrative.		
5	Allows rich text formatting for narrative text: font, size, bullets, align left, align right, align center, underline, bold, and italic.		
6	Allows cut, copy, paste, and undo function within the narrative text.		
7	Allow standard spell-checking ability for the narrative text.		
8	Allow a quick print option for the narrative.		
9	Display a visual indicator informing you that a narrative(s) is attached to the selected record.		
Item	Objects	Code	Comments
1	Provides an "objects" function that allows the user to attach a variety of file types to a record.		
2	Allow attachment of spreadsheets, sketches, documents, animations, images, video clips, audio clips, document, scanned document, and more to a record.		
3	Allows the addition, modification, and deletion of object files from any record or module.		
4	Allows the user to update an object's description, after an object is attached to a record.		
5	Allows the user to export (save as...) an attached object from the records system.		
6	Display a visual indicator informing you that an object(s) is attached to the selected record.		
Item	Imaging/Mugshots	Code	Comments
1	Provides an "imaging" function that displays a menu that allows the user to produce line ups, preview mug shots, export images to email view images attached to records, attach images to records, and select a method of image capture.		
2	Allows attaching (unlimited) mug shots, fingerprints and/or other physiological biometrics, accident scenes, and sketches.		
3	Enables the Calhoun County Sheriff Department to capture and view high-quality color photographs or digital images.		
4	Attach images of a person to specific records.		
5	Allows accessing image files of people and displaying them in a line-up.		
6	Provides the ability to present a "secure" line-up by limiting access to the suspects' information; user must enter a sequence of keys to access the Master Name database.		
7	Compares mug shot images produced in a search using certain criteria (e.g. comparing the location and/or design of a tattoo, mark or scar).		
8	Alerts the user when a suspect appears in the database several times, allowing the user to choose the most appropriate picture.		
9	Perform a search for images by a name.		
10	Search and print computerized images from records screens.		
11	Use images individually for mugshots, crime scenes, or collectively (e.g. line-up).		
12	Perform a search for images of people who match the known physical description of a suspect.		

13	Produce a lineup that can be printed or emailed from the images in the system using any combination of specified criteria including: height, which should also allow the user to define additional qualifiers (plus or minus inches), weight, which should also allow the user to define additional qualifiers (plus or minus pounds), age, which should also allow the user to define additional qualifiers (plus or minus years), build, social security number, date of birth, eye color, hair color, hair style, hair length, facial hair, skin, sex, race, and glasses worn.		
14	Use secondary search fields for user discretion in defining suspect search criteria (for example search for brown and blue eyes).		
15	View all images within the records management system on a single screen; select browse all from the images button located on the Master menu.		
16	Interface records software with a LaserJet printer.		
17	Apply additional software applications to provide imaging with the capabilities of capturing, storing and retrieving 24-bit digital color images for purposes such as mug shots, alert bulletins, lineups, and ID cards.		
18	Allows user to select an image of a suspect then retrieve his/her name and pertinent information by a single keystroke.		
19	Allows witnesses to view images with new reordering for positive identification.		
20	"Browse all" feature includes information regarding the folder number, case number, jurisdiction, description, first name, middle name, last name, alias, and social security number associated with that image.		
21	Display a visual indicator informing you that an image(s) is attached to the selected record.		
Item	Searches	Code	Comments
1	Allows users to search any data field or any combination of data fields from any database, table, or index.		
2	Allows approximation when conducting text searches.		
3	Allows searches or queries to be conducted for exact matches of specific data, or data meeting a range of parameters including greater than, less than, between, sounds like, and contains.		
4	Allows the user to search text, date, and numeric fields using the search descriptors and Boolean operators =, >, <, >=, <=, ?, #, and/or *.		
5	Offers a "find" option allowing the user to search for record(s) based on the information in one field.		
6	Provides a "key word" function that allows the user to search on keywords through predetermined fields set up in a key word list.		
7	Displays a browse list of all records meeting the users search criteria.		
8	Offers a "seek" option allowing the user to filter the records displayed in a browse list.		
9	Provides a "seek" function that allows the user to search for items using multiple criteria.		
10	Provides a "seek" function which features a pull down selection menu of search methods, including finding values greater than or equal to the value entered by the user; finding values less than or equal to the value entered by the user; finding values that equal the value entered by the user; finding values that are greater than the value entered by the user; finding values that are less than the value entered by the user; finding values that are not equal to the value entered by the user; finding values that are between the values entered by the user; finding values that are like the value entered by the user; and finding values that match any of a list of values entered by the user.		
11	Enables the user to identify any "match" found in a search by file number and access a browse screen for a complete synopsis of the record.		
12	Offers a "View Manager" function allowing the user to choose fields, define their sort order, and apply filters for records displayed in a browse list.		
13	Allows the display of data entered about specific vehicles.		
14	Provides several ways to search for help, including search for specific words, help topics, and the contents of the Help file itself.		
Item	Reports	Code	Comments
1	Provides a "reports" function that allows the user to view various predefined statistical/field reports or design a report using the information from the database.		
2	Allows users to preview, print, and export any report or graph.		
3	Provides an "export" option on the report menu allowing the user to export field values to mail merge documents in Microsoft Word.		

4	Allows the user to fax a report.		
5	Allows the user to send a report to a file so that the data can be imported to a text-based or word processing application.		
6	Allows the creation of synopsis reports, which provide statistics on the total number of closed incidents and average number of days to clear cases.		
7	Provides a report preview window that displays what a printed report will look like including scrolling, printing, exporting, and zooming options.		
8	Allows reports to be exported to HTML, a Microsoft Exchange folder, a Lotus Notes database, and e-mail.		
9	Allows the user to send a report to a file so that the data in the report can be imported into other programs like Microsoft Word or Microsoft Excel.		
10	Provides an ad hoc reporting function allowing the user to create and customize reports using information from the database.		
11	Prompts the user to name and save the ad hoc report so that it may be accessible for future retrieval via a "browse list."		
12	Allows the user to add a table, link tables, select fields, edit field properties, format the report, preview the report, save, and print the report when creating ad hoc reports.		
13	Enables users to create reports and graphs using data from Calhoun County's records.		
14	Allow for reporting on inmate account record which automatically updates balance with any transaction (adds, charges, etc.). Allow for printing for inmate's records upon release or request.		
15	Need notepad (turnover) component to provide information to other shifts.		
16	Allow for user defined automatic withdrawals from inmate's account.		
17	Includes the following pre-defined, or "canned" reports:		
17.1	Court Date Report		
17.2	Current Confinement Report		
17.3	Daily Log		
17.4	Deposit Report		
17.5	Inmate Activity per Month Report		
17.6	Inmate History Report		
17.7	Inmate Locator Report		
17.8	Inmate Medical Charges Report		
17.9	Inmate Offense Report		
17.1	Inmate Transport Report		
17.11	Visitors Report		
17.12	Inmates Confined by Month Report		
17.13	Jail Register Report		
17.14	Local Confinement Report		
17.15	Prisoner Cash Record Report		
17.16	Prisoner Cash Transaction Summary Report		
17.17	Prisoner Property and Admission Control Report		
17.18	Status Report		
17.19	Approved Inmate Visitor Report		
17.2	Daily Meal Report		
17.21	Inmate Commissary Report		
17.22	Inmate Synopsis Report		
17.23	Master Inventory Report		
17.24	Shelf Life Report		
17.25	Medicine Dispersal Report		
17.26	Property Received Report		

17.27	Inmate Worker Report		
17.28	Average Daily Population Report for Month		
17.29	Average Daily Population For Specified Agency Including Gender Separation		
17.3	Number of Inmates Housed For Specified Agency Booked-In		
17.31	Number of Inmates Housed For Specified Agency Booked-Out		
17.32	Track Discipline / Grievance Reports by Agency		
17.33	4-Day non-arraigned		
17.34	Alpha Report Filtered by POB, Citizenship, Unit		
17.35	Book-In Report Between Date Values Optional Specified Agency		

Item	Help	Code	Comments
1	Includes a help menu for all screens and forms, which is accessible via the mouse or a keyboard command.		
2	Features online help documentation on how to use the software.		
3	Features examples, reference information about using the software, and links to other related help topics.		
4	Includes a "Contents" category grouped under general overview headings.		
5	Includes an "Index" category (containing a comprehensive on-line help index).		
6	Includes a "Find" category (that will allow the user to search for particular words and phrases in help topics instead of searching for information by category).		
7	Provides a help "tool" menu, which gives the ability to shortcut to any other helpful program to start from within the module.		

Item	Minimum Software Requirements for Computer Aided Dispatch	Code	Comments
1	The proposed system provides seamless integration between Computer Aided Dispatch (CAD) and the Mobile Computing System without the need for batch updates or data transfers.		
2	The vendor must be a Certified Microsoft Solution Partner		
3	The proposed system should leverage Microsoft technology and operate on MS-2003 (or newer) server operating system for its database and application execution.		
4	The proposed system should use Microsoft's SQL 2003 or Microsoft SQL 2005 database.		
5	The software architecture must make extensive use of stored procedures for application scalability, security and integrity.		
6	The proposed system must be able to support the following clients: Windows XP, Windows Vista, and Windows 7.		
7	Application security should provide flexible access control down to the field level; allowing specific access permissions.		
8	Application should provide ability for users to tailor system provided reports; retaining application level security and performance.		

Item	Technical Requirements	Code	Comments
1	Is the proposed application developed with a widely accepted development environment?		
	Please describe all development languages utilized, including any proprietary toolsets.		
2	Does the system architecture support a multi-tier deployment?		
	Please describe proposed solution architecture, as attachment if necessary		
3	Please describe CAD Mapping capabilities including a description of GIS integration.		
4	Does the system provide global query function so that users can search system wide based on name, account, range of values, or partial & wild-cards?		
5	Please describe all 3 rd party software required or recommended for the solution, including Database, Operating Systems, report writers, GIS, compilers, etc.		
6	Does the system provide multiple levels of data security control access by station, terminal, or department and by transaction, function, and file?		

Item	CAD General Functions	Code	Comments
1	CAD must use consistent validation table processing.		
2	CAD must have the capability to be used in a multi-jurisdictional environment.		
3	CAD must provide a one-time, single-point of data entry that allows information to be accessible from other applications. All applications must integrate tightly with each other to provide the greatest operator and system efficiency.		
4	CAD must provide administrator(s) capability to identify the individual who last entered or updated any transaction as well as the date of the modification.		
5	CAD must provide automatic date/time stamping and user ID tracking of all Call Taker and Dispatcher processes to track call and unit activity and all other command processing.		
6	CAD must provide the ability for multiple users to be on CAD and in the same applications simultaneously		
7	CAD must provide the ability to directly output from a data search to a printer upon user request and schedule reports to print automatically.		
8	CAD must provide the ability to dispatch multiple units from multiple agencies to the same CFS and upon clearing these units from the CFS, incident/complaint numbers can be created if necessary.		
9	CAD must provide the ability to dispatch to a call type and create a corresponding call type for all agencies responding, including Law Enforcement, Fire and EMS.		
10	CAD must have the ability to reactivate cleared CFS and allow additional activity/dispatching of units to the original CFS.		
11	CAD must provide the ability to input, access, and store an agency-defined level of historical data online.		
12	CAD must provide the ability to use a command line to accomplish all primary CAD functions.		
13	CAD must provide the ability to verify the quality of data entered into the database by performing immediate error checking and also prohibiting invalid data to be stored in the database.		
14	CAD must provide the ability to view cleared calls.		
15	Any name entered by a Call Taker/Dispatcher must provide the capability to be associated or added to a names/person database that can be queried.		
16	CAD must provide the capability to add unlimited narrative to records, ensuring critical information is captured.		
17	The CAD entry window must indicate visually on tabs if the tab contains information (persons, alerts, etc).		
18	The CAD entry window must show the closest cross streets.		
19	The CAD workstations must be capable of being either local or remote; identified by static IP address.		
20	CFS and incident/complaint numbers must be able to be closed and accessed immediately for users from that same department.		
21	All Call Taker/Dispatcher activity must be logged and can be queried and printed.		
22	Each CAD position must be able to define the filter it sorts and determines which CFS's appear in the pending/active CFS window and which units appear on the unit status window.		
23	The CAD CFS pending/active window must allow for filters to be set, displaying just one type or any combination of call types (police, fire, EMS).		
24	All commands can be modified to follow the dispatch center naming conventions and the ability for CAD administrator to add new commands.		
25	CAD allows authorized user(s) to define the screen layout (e.g., position and size of windows) and save the individual configurations based on the user's login.		
26	CAD allows for adjustable common altered variables such as codes, tables, report parameters, etc., without the services of a professional programmer.		
27	CAD allows for Call for Service (CFS) numbers to be associated to each entry into CAD.		
28	CAD allows for unlimited law, fire, and EMS agency set-up including agency responses, protocols, and incident/complaint numbering.		
29	CAD allows multiple unit status windows to be opened with different configurations.		
30	CAD allows users to open and use multiple (minimum of 10) child windows simultaneously and be able to tile and/or cascade the child windows.		
31	CAD has a tabular design, allowing access to multiple layers within CAD.		

32	CAD provides a list of values in a drop-down box that can be used to facilitate the data entry process, such as abbreviations, status codes, incident types, etc.		
33	CAD provides a separate message screen that shows all Call Taker, Dispatcher and MDT/MCT (mobile unit) messages sent to the Call Taker/Dispatcher position.		
34	CAD provides an online help feature available for all functions, including data entry, search/inquiry, menu, form and report generation.		
35	CAD provides command line, function key and drag and drop mouse capabilities for all dispatch functions.		
36	CAD provides defined function keys and function key combinations.		
37	CAD provides the ability for a user to create and store ad-hoc reports.		
38	CAD provides the ability to attach special response information to any call for service type desired by the agency. This information shall display when the specified call type is selected.		
39	CAD provides the capability to be used in a multi-agency jurisdictional environment.		
40	CAD recognizes the dispatch center as a separate agency from all other agencies (law, fire, or EMS).		
41	CFS window allows for individual user design or custom design using all fields available.		
42	Fonts throughout the system are able to be adjusted in all windows by a dispatcher		
43	The CAD entry window allows for names/persons and vehicle processing.		
44	The toolbar is flexible enough to add buttons for quick access to other installed applications.		
45	The toolbar provides the following tasks: Open, Save, Delete, Cut, Copy, Paste, New and Print.		
46	The user can access a command line with one keystroke from anywhere in CAD.		
47	When a CFS type is defined, CAD provides the ability to identify whether a license plate is checked locally, through State/NCIC or both, and the said return automatically attaches to the CFS.		

Item	CAD Security	Code	Comments
1	CAD must have the ability to set up permission for all components, including add, edit, view, delete, print, etc.		
2	CAD must provide component (e.g., modules, entry screen) and document (e.g., case documents, ticket documents) security to permit and restrict the rights of specific users and/or groups.		
3	Components must have the ability to restrict individual users or groups.		
4	Passwords must never be displayed.		
5	CAD administrator must have the ability to easily create users.		
6	CAD administrator must have the ability to easily change passwords.		
7	A user's password can be changed, but must not be displayed to CAD administrator.		
8	A user's password must be encrypted when stored in the database.		
9	CAD must automatically date and time stamp all user's login times and locations.		
10	CAD must automatically log all security violations.		
11	Components cannot be changed or deleted by users.		
12	CAD administrator must have the ability to grant individual permissions specific to individual components.		
13	CAD must log access to documents.		
14	CAD has recommended support authorization templates, which can be defined by name.		
15	Authorizations must be identified by user name and corresponding confidential password.		
16	CAD should allow the user and system login log to be purged.		
17	CAD should provide a purge for all systems and security logs.		
Item	CAD Call Taker Requirements	Code	Comments
1	E911 calls must automatically generate and populate the CAD entry window with all known data (e.g., address, registered name, phone number, latitude/longitude, etc.) from the 9-1-1 call.		

2	The CAD entry window must capture a minimum of information, including: call type, agency, status, phone number, address, cross street, nature of call, primary comment/narrative of CFS and caller/complainant names.		
3	Once a Call Taker enters the minimal information for the CFS to be entered, the system must automatically forward the CFS to the dispatch pending queue.		
4	CAD must automatically alert the Call Taker of a possible duplicate call when two calls provide addresses that are in close proximity (configurable by the agency) to each other.		
5	The Call Taker must have the ability to override geo-based addresses and system document overridden addresses.		
6	CAD must alert all appropriate dispatchers when the Call Taker sends a call to the dispatch pending queue.		
7	Multiple call takers, dispatchers, and field personnel must be able to work on the same call simultaneously.		
8	CAD must allow an unlimited number of call takers.		
9	CAD must have the ability to schedule calls for future dispatch (parades, funeral escorts, etc.).		
10	The CAD entry window must capture a minimum of information, including: call type, agency, status, phone number, address, cross street, nature of call, primary comment/narrative of CFS and caller/complainant names.		
11	When a CFS type is defined, the agency must be able to define default values for:		
11.1	Priority		
11.2	Response Determinant/Plans		
11.3	Protocols/Questionnaires		
12	CAD must allow for agency-defined CFS types and response plans for each.		
13	CAD must provide the ability to exchange one unit with another, automatically recording in history that the first unit was initially dispatched and then switched with the second unit.		
14	CAD must be able to reroute a unit from one call to another.		
15	As the CFS is being entered, any potential Hazards/Alerts associated to the CFS must be made known to the Call Taker/Dispatcher.		
16	CAD must automatically track all activity by updating a CFS as part of the call.		
17	The Call Taker/Dispatcher/Officer working the call must be alerted of any known hazards or alerts known for an address/name/vehicle that has been associated to the CFS.		
18	The CFS as well as agency complaint/incident number (if there is one) for all responding agencies must be easily displayed.		
19	CAD must provide capability to add additional incident numbers for any CFS simply by dispatching the unit to the CFS.		
20	All additional information entered into a CFS must immediately be available to everyone working the CFS.		
21	The following information must be maintained with each CFS:		
21.1	State/NCIC Responses		
21.2	All Known Associated Persons		
21.3	Special Response Information		
21.4	Unit Recommendation		
21.5	All Associated Vehicles		
22	CAD must allow a CFS to be canceled prior to dispatching it, recording the activity in history.		
23	When the Call Taker enters additional information to a current incident, CAD must forward the updated communication and alert (visual and audible) the dispatcher.		
24	The command line must carry out all unit/CFS commands.		
25	The CFS as well as agency complaint/incident number (if there is one) for all responding agencies must be easily displayed.		
26	CAD must provide capability to add additional incident numbers for any CFS simply by dispatching the unit to the CFS.		
27	All additional information entered into a CFS must immediately be available to everyone working the CFS.		

28	The Call Taker should be able to put an unlimited number of partially completed CFS(s) on hold to retrieve at a later time.		
29	CAD should be able to display a list of all scheduled calls.		
30	Commands used in the command line should be configurable/defined by the agency.		
31	CAD should be capable of adding the following vehicle information to a CFS including:		
31.1	Plate		
31.2	State		
31.3	Year		
31.4	Make/Model		
31.5	Color		
31.6	VIN		
32	CAD should allow users to select a vehicle already entered into CAD and send that information to State/NCIC.		
33	Information about intersections, areas, sections, etc., must be displayed based upon the address and via latitude/longitude.		
34	The following commands should be available from the command line, or associated with a function key or function key combination:		
37.1	On Shift		
37.2	Off Shift		
37.3	Dispatch		
37.4	Enroute		
37.5	Arrive		
37.6	At Scene, Available		
37.7	Reroute, not clear		
37.8	Clear Unit		
37.9	Depart Scene, Enroute to Second Location (Hospital, etc.)		
37.1	Arrive at Second Location		
37.11	Open Unit Maintenance (type of unit, personnel, etc.)		
37.12	Add Comments/Narrative to CFS		
37.13	Open CFS		
37.14	Clear CFS		
37.15	Reroute a Unit to another CFS		
37.16	Open Alert/Hazard Search		
37.17	Open Messages		
37.18	Open Scheduled Activity		
37.19	Enter a CFS		
37.2	Send a Message to a User or Group of Users		
37.21	Add a call to a Unit's Stack		
37.22	Unit Check In		
37.23	Make a Unit the Primary Unit for a CFS it is Assigned to		
37.24	Update a Unit Status		
37.25	Update Multiple Units' Status		
37.26	Zoom Map to the CFS		
37.27	Zoom Map to the Unit		
37.28	Open Cleared CFS Search		
37.29	Open Command Line		

37.30	Add to Unit Log		
Item	CAD Dispatching Requirements	Code	Comments
1	The dispatch screen must provide quick and easy access to all CFS information, specifically CFS type, agency, status, phone number, address, cross street, nature of call, comments/narrative and caller/complainant name(s).		
2	CAD must provide the option to setup a dispatch position as Law Enforcement only, Fire only, EMS only, combined Fire and EMS, or combined Law Enforcement, Fire and EMS.		
3	The call control panel must display CFS(s) that are assigned to a dispatch position.		
4	CAD must provide Dispatchers with access to all unit recommendations and unit commands.		
5	CAD must provide the ability to access any CAD function based on authorized security.		
6	CAD must provide the ability to filter (include or exclude) types of CFS.		
7	CAD must provide agency-defined check-in times for officers to increase safety. When an officer exceeds the allotted time based on CFS type, CAD must visually and audibly display a warning to alert the Dispatcher.		
8	CAD must provide dispatch timers based on CFS type and priority. CAD must visually display a warning alerting the Dispatcher that too much time has elapsed without assigning a unit(s) to the CFS.		
9	CAD must provide the Dispatcher with easy access to the names/persons database for additional information on the suspect or complainant; such as prior incidents, hazards, etc.		
10	The dispatch screen must provide quick and easy access to all CFS information, specifically CFS type, agency, status, phone number, address, cross street, nature of call, comments/narrative and caller/complainant name(s).		
11	CAD must provide the option to setup a dispatch position as Law Enforcement only, Fire only, EMS only, combined Fire and EMS, or combined Law Enforcement, Fire and EMS.		
12	The call control panel must display CFS(s) that are assigned to a dispatch position.		
13	CAD must provide Dispatchers with access to all unit recommendations and unit commands.		
14	CAD must provide the ability to access any CAD function based on authorized security.		
15	CAD must allow for officer initiated CFS.		
16	CAD must allow Dispatchers to override geo-database address verification, CFS priority and unit recommendations.		
17	CAD must have the ability to sort the CFS window.		
18	CAD must support an unlimited number of dispatch positions.		
19	CAD must provide the ability to exchange one unit with another, automatically recording in the CFS history that the first unit was initially dispatched and then switched with the second unit.		
20	CAD must be able to reroute a unit from one CFS to another in a single command.		
21	A call control panel must display active CFS.		
22	Dispatchers must be able to quickly dispatch units from a displayed list of available units either by command or "drag and drop."		
23	CAD must be able to dispatch units and perform call-taking activities simultaneously.		
24	All dispatcher/call taker positions must be able to filter calls by agency including or excluding specific agencies.		
25	CAD must provide a mapping interface with the ability to plot incidents/calls and the units on a street map. The plotting of the incident/unit information must be a by-product of normal dispatch. The Dispatcher must be able to control the map (zoom, pan, layer control, etc) from within CAD.		
26	The dispatcher must have access to the mapping software that provides user maintainable layers; such as hydrants, parcels, mile markers, etc.		
27	All dispatch functions must be accessible from the map.		
28	To dispatch a unit, CAD should allow the user to drag and drop a unit to the call control panel.		
29	CAD must provide the ability to exchange one unit with another, automatically recording in the CFS history that the first unit was initially dispatched and then switched with the second unit.		
30	CAD should have the capability of displaying pre-built shift rosters and allow dispatchers to put multiple units on shift in a single keystroke.		

31	CAD should provide the ability to track mileage for each unit on-shift and off-shift.		
32	The call control panel should filter or subset the active calls by:		
32.1	Dispatched CFS(s) vs. Non-dispatched CFS(s)		
32.2	LE CFS		
32.3	EMS CFS		
32.4	Fire CFS		
32.5	Specific Coverage Area/Beats		
32.6	Specific Priority		
33	The call control panel should sort by:		
33.1	Priority		
33.2	Unit Number		
33.3	CFS Type		
33.4	Address		
33.5	Call for Service Number		
33.6	Jurisdiction		
34	Layers on the map should be capable of being turned on or off based on the level of detail required.		
35	From the unit control panel, a dispatcher should have access to a list of CFS(s) and have the capability to dispatch the units to calls.		
Item	CAD Personnel	Code	Comments
1	CAD must require first name, last name and ID number to enter a personnel record.		
2	CAD must support personnel records by ORI and ID number.		
3	Personnel records must support the attachment of other documents.		
4	CAD should maintain two primary identifiers: Radio ID, and Personnel/ID Number.		
Item	CAD Messaging	Code	Comments
1	CAD must provide voiceless communications through messaging between dispatchers, call takers, MCT/MDT, and other agency-defined users.		
2	Emergency messages received from MCT must have an AUDIBLE and VISIBLE Alert to all dispatchers at all CAD stations.		
3	CAD must allow a CAD user to send and store messages to other users, groups, positions or MCTs.		
4	CAD must allow a message to be sent to multiple recipients.		
5	CAD must allow a user to store a received message and delete a message.		
6	CAD must be able to log all sent messages.		
7	CAD should provide a separate message screen that shows all Call Taker, Dispatcher and Mobile Computing messages sent to the Caller Taker/Dispatcher.		
Item	CAD Dispatch Protocol/Questionnaire	Code	Comments
1	The agency must be able to define and associate a protocol/questionnaire to each CFS type.		
2	If a CFS type has an associated protocol/questionnaire, CAD must provide a visual indicator.		
Item	CAD Units	Code	Comments
1	Law Enforcement, Fire, and EMS unit recommendations must be configurable based on incident type and jurisdiction specific.		

2	CAD must support changing the unit's assigned primary area/beat during the shift utilizing unit maintenance.		
3	CAD must allow the agency to define an icon for each type of unit as defined by the agency.		
4	CAD must include a pre-defined set of common/typical unit statuses that can be modified.		
5	CAD must allow the setup of timers specific to each agency, CFS Type, and Priority.		
6	CAD must allow authorized users to create timers for all unit types.		
7	CAD must allow authorized users to update timers for all unit types.		
8	CAD must generate a unit log, showing all actions that unit has taken while on duty.		
9	CAD should have the option to determine if the unit will display on the unit status panel if the unit is not on a call.		
10	CAD should support tracking on-shift mileage for all units.		
11	CAD should support the starting and ending odometer reading or total mileage of a unit for a CFS.		
12	The unit log should show date/time of entry, status, action, CFS #, CFS type, CFS location and unit location.		
13	Maintenance on units should allow entry of the following:		
13.1	Personnel ID (minimum of two)		
13.2	Radio ID(minimum of two)		
13.3	Unit MCT ID		
Item	CAD Hazards/Alerts	Code	Comments
1	CAD must be able to associate a Hazard/Alert to an address/location and a person.		
2	CAD must alert the Call Taker, Dispatcher and/or Officer of previous CFS(s) at a location.		
3	CAD must alert the Call Taker, Dispatcher and/or Officer if hazardous material is stored at a location.		
4	CAD must alert the Call Taker, Dispatcher and/or Officer if there is any serious medical information at a location (concerning a resident).		
5	CAD must alert the Call Taker, Dispatcher and/or Officer if the location is an abandoned home/business.		
6	CAD must alert the Call Taker, Dispatcher and/or Officer if a building pre-plan or floor plan exists for the location.		
7	CAD must provide the ability to reactivate an alert if CAD falsely expires that alert.		
8	CAD must alert the Call Taker, Dispatcher and/or Officer if a unit has gone over its allocated time, as setup for the CFS type to increase officer safety.		
9	CAD must have the ability to set a timer for CFS types based on priority. This timer alerts the dispatcher when a CFS has not been dispatched after sitting in the pending queue for an elapsed time if a unit has not been assigned to the CFS.		
10	CAD must allow the user to create an alert with a category, description, and duration of alert to include an expiration date, and an assigned priority for the alert.		
11	CAD should allow the user to change the priority of system-generated alerts.		
12	CAD should allow for all alerts to be purged within an expired date range.		
13	CAD should automatically purge all expired alerts and move them to a historical alert log.		
Item	CAD Unit Status Control Panel	Code	Comments
1	CAD must provide the ability to filter or subset the list in the unit status control panel.		
2	CAD must allow the user to drag and drop a unit from the unit status control panel to a call on the call control panel.		
3	CAD must allow a user to change a unit's status, and reroute a unit within the unit status control panel.		
4	CAD must automatically refresh the unit status control panel when information is updated.		

5	CAD must allow the agency to modify statuses that a particular unit can be assigned.		
6	CAD should allow the user to customize the toolbar for the unit status control panel.		
7	CAD should allow multiple unit status control panels to be opened with different configurations.		
8	An option should be available to determine if the unit will display on the unit status control panel when the unit is not on a call.		
9	CAD should include a pre-defined set of typical unit statuses.		
Item	CAD Unit Recommendations	Code	Comments
1	The system must generate unit recommendation for law enforcement, EMS, or fire events based upon preconfigured responses to CFS types.		
2	The dispatcher must be able to override any recommendations.		
3	Unit recommendations for Law and EMS should have the capability of an AVL option which will defer the recommendation to the AVL "closest car/unit" concept.		
4	The recommendation of units should be based upon the CFS type, the location of the event, the availability of units, and the number of units required.		
5	The system should allow for a unit to be on a call and recommended for a higher priority call.		
6	Fire and EMS unit recommendations should be based on a fire CFS type and the availability of equipment/apparatus.		
7	It should be possible to track an unlimited number of units and track activity for all units that responded to the event.		
8	The dispatcher should be able to accept the recommended unit(s) with a single mouse click or hot key.		
Item	CAD Reporting	Code	Comments
1	When a call is dispatched, the system should have the capability to email, fax, or print a CFS Dispatch Report to the stations that are responding on the call.		
2	When the system generates a dispatch report, it should contain the following information:		
2.1	Date & Time of Dispatch (Time Out)		
2.2	CFS Type		
2.3	Medical Priority - ProQA Response Determinant		
2.4	Address		
2.5	City		
2.6	Cross Streets (High & Low)		
2.7	Business Name		
2.8	Call Taker Primary Notes/Comments		
2.9	Location/Premise Hazards & Alerts		
3	After a CFS is cleared, CAD should be capable of automatically sending a CFS Summary Report to the same preconfigured email address(es), fax machines, and printers.		
Item	CAD Reports	Code	Comments
1	The CAD system must allow for user configured reporting based on certain search criteria.		
2	The CAD system should allow for emailing, printing, and/or faxing reports to any device preconfigured on the system.		
Item	GIS Mapping General	Code	Comments
1	CAD Mapping must utilize an intergrated geographical display available in multiple/separate windows from the CAD environment.		
2	The map display must operate within a dedicated user-navigable window that corresponds with CAD functionality.		

3	The map display must allow for multiple map layers to be viewed and selected or deselected by the user.		
4	The map display must be able to display points.		
5	The map display must be able to display lines.		
6	The map display must be able to display geographic boundaries (polygons).		
7	The map display must be able to display icons (event markers/symbols),		
8	The map display must be capable of pan operation.		
9	The map display must be capable of zooming into a user-selected area.		
10	The geographic display must keep its aspect ratio regardless of the zoom window scale and method of selection.		
11	As the scale of the map display changes, different information/layers should automatically be shown or removed.		
12	The software must plot a 9-1-1 call using a special icon on the map display when an operator answers a 9-1-1 call at his/her console.		
13	As a 9-1-1 call progresses, the map display must update to the current location each time a rebid process is completed; updating the latitude and longitude (phase 2) coordinates.		
14	For phase 1 wireless 9-1-1 calls, the map display must plot the tower site address and include a circle or shape outlining the tolerance buffer showing possible call location.		
15	The map display must show the location of events utilizing a predefined CFS icon.		
16	The system must be able to import information from the GIS department and generate maps such as streets, boundaries, fire hydrant locations, and other geographic information needed by the CAD mapping component.		
17	The System must allow the agency to alter, create new, and delete GIS data in house (add streets, remove streets, change the name of streets, etc.)		
18	Regardless of how the location is entered, CAD must attempt to validate the location against the geo-database prior to accepting the CFS.		
19	It must be possible to process the event even if the location cannot be validated against the geo-database by overriding the geo-database validation.		
20	If the street name cannot immediately be validated, CAD must present a list of possible street names to the operator. The operator may then select, using a simple keystroke command, the desired name from the list and continue to enter data.		
21	Geo-database verification must occur automatically at the time the location is entered for a CFS.		
22	A CFS that has been geo-database verified, must automatically associate the following information to the CFS:		
22.1	Law Enforcement, Fire, and/or EMS agency responsible for responding to the verified location (jurisdiction).		
22.2	Nearest cross streets in both directions if defined in the geo-database		
22.3	Notification of Premise/Alert information associated with the geo verified location.		
23	The CFS location should be capable of being entered in the following format:		
23.1	Street address (ex: 256 S MAIN ST)		
23.2	Intersection (ex: S MAIN ST/FOURTH ST)		
23.3	Business name (ex: BLUE LIGHT DINER)		
23.4	Alias name of items a, b, c, or d		
23.5	Lat. Long coordinates in decimal format (ex: L/23.98432165, 80.98723400)		
23.6	Lat. Long coordinates in degrees, minutes, seconds format (ex: L/) enter degrees, minutes, seconds on the Latitude/Longitude Entry form		
24	The Map window should automatically display a street map when an address is verified or latitude and longitude coordinates are known in the CAD Event entry window.		
25	The symbol used to show the location of an incident should be configurable.		
26	Map display should be capable of multiple views of the dispatch area and to use these as the main map or to retrieve them at will. For example, a town-wide map or a district map.		

27	If a street has more than one possible prefix or suffix for the direction or street type, e.g., N, SE, S, RD, ST, AVE, etc., and the correct prefix or suffix has not been entered, CAD shall present a list of possible prefixes and suffixes based on the geo-database.		
28	The map display shall be searchable - to include all layers.		
Item	Mapping AVL	Code	Comments
1	AVL must display on each CAD console map for the user defined agencies or service (Law, Fire, or EMS).		
2	The geographic display must interfaces with a GPS unit that meets NEMA-0183 v2.0 OR TAIP output formats.		
3	The CAD consoles must display the last transmitted location of on-duty units equipped with operational GPS devices on the geographical display		
4	On-duty units must be shown as unit icons or labels on the communicator's map display		
5	AVL and CAD Mapping must have the ability to display directional/heading, speed, and geocoded location.		
6	Unit locations must update when the signal is transmitted from the MDT/MCT.		
7	The CAD product shall provide the operator with <u>automatic</u> position updates for all on duty AVL units.		
8	The CAD product shall allow the operator the ability to track a unit's position.		
9	Unit icon "colors" shall change based on unit status (enroute, on-scene, available, etc.).		
Item	Mobile Computing System Functions	Code	Comments
1	Must provide multi-jurisdictional support.		
2	Must provide support for NCIC 2000 standard protocols.		
3	Must provide AVL functionality for each MDT/MCT connected to a GPS device.		
4	Must provide message routing from any device connected to the message switch.		
5	Must support officer initiated calls — sending the information from the MDT/MCT to the CAD system.		
6	Must provide an audit of all database inquiries.		
7	Must provide security that prevents unauthorized access to restricted databases on a user by user basis.		
8	Must prevent users from signing on without authorization from the system administrator.		
9	Must provide in car mapping and directions to a geo-verified addresses.		
10	The system must be configurable to allow in car mapping to display other AVL units currently on duty.		
11	Must allow CAR to CAR and CAR to CAD message routing.		
12	Must maintain NCIC ORI numbers for each MDT/MCT to facilitate terminal to MDT/MCT messages.		
13	Must provide an audit trail of all device to device messages.		
14	Must provide the ability to extract an MDT/MCT transaction report that can be selected by date and time of day.		
15	Must provide the ability to extract statistical reports on usage for specific MDTs/MCTs as well as specific users.		
16	Fonts should be able to be adjusted in all windows by user.		
17	Should provide message acknowledgements to the sender.		
18	Should support RF, CDPD, and private networks.		
19	Should provide the ability to print reports for a single jurisdiction, or for all jurisdictions.		
20	Should be able to control the number of sign-on attempts through the system administrator.		
21	Should provide password security to limit access to specific transactions from any MDT/MCT.		
22	Should provide the ability to place the MDT/MCT into "test" mode - allowing the message switch to ignore transmissions from that MDT/MCT.		

23	Should provide the ability to hold messages for a period of time. If no response, the system should automatically alert the sender.		
24	The software should support remote administration.		
25	Should provide the capability to download new forms as they are created, only when they are created.		
26	Should provide the capability for archiving, retrieval, tracking and user purge.		
27	Should provide the capability to direct output to any printer predefined.		
Item	State/NCIC	Code	Comments
1	Must provide message routing between MDTs/MCTs and State/NCIC networks for inquiry purposes.		
2	Must provide the capability for field personnel to process general queries thru LEIN/NCIC.		
3	Must provide the capability for a single query to be directed to the State/NCIC, the local database or both.		
4	Must provide the capability for auditing.		
5	Should provide the capability for user-defined formats.		
6	Should provide the capability for multi-screen formats.		
7	Should provide the capability for "smart formats" that are based on information returned by the State.		
Item	CAD to Mobile, Mobile to CAD, Mobile to Mobile	Code	Comments
1	Must provide en route, at scene, clear, enrt to hospital, at hospital functions from MDT/MCT to CAD.		
2	Must allow an MDT/MCT user to add narrative/comments to an incident.		
3	Must provide the ability to initiate CFS from the mobile devices which alert the dispatch center of an event, officer location, license plate number, unusual circumstances and/or other added narrative.		
4	Must support voiceless dispatch for law enforcement, fire and EMS personnel.		
5	Must provide records database inquiry on wants/warrants, hazards, jacket activity, alerts, geo-file verifications, and vehicles.		
6	Must provide message routing between MDTs/MCTs and CAD for the purposes of assisting dispatching, updating unit status, and database inquiry.		
7	Must provide automatic updates from CAD to MDT/MCT when an incident is updated.		
8	Should provide for the entry of text information that goes directly to the narrative of a call whether or not the call is active or cleared.		
9	Should provide confirmation messages to the mobile device from CAD when the dispatcher receives Messages, Information, and Unit Status Updates from that mobile device.		
10	Should provide one key emergency messages from MDT/MCT to CAD.		
11	Should provide emergency transmission support to all MDTs/MCTs and CAD dispatchers for the jurisdiction.		
12	Should provide information on unit status according to Agency or ORI.		
13	Should provide information on all units associated with an incident.		
Item	E-911 Interface	Code	Comments
1	The E911 interface must provide an interface between our Cassidian Vesta Pallas Telephone System and CAD.		
2	The interface must automatically link E911 data into the CAD system.		
3	The interface must provide the ability to transfer and maintain the following data elements from the 9-1-1 telephone call to the CAD system:		
3.1	Telephone Number		
4.2	Time of Call		
4.3	Date of Call		

4.4	Customer Name		
4.5	House Number		
4.6	House Number Suffix		
4.7	Street Name		
4.8	Latitude/Longitude		
4.9	City/Community		
4.1	Class of Service		
4.1	Operator Position		
5	The product must provide data mapping of ANI/ALI data into the appropriate fields within the CAD system for the CFS window and map display.		
6	The interface should provide the ability to perform the following statistical analysis reports:		
6.1	Total 9-1-1 calls within a user-selected data range.		
6.2	Number of 9-1-1 calls within a user-selected date and time range and within a user-selected geographic portion of a jurisdiction.		
6.3	E-911 History Listing		
Item	ProQA Requirements	Code	Comments
1	The software must seamlessly interface with ProQA software (a third party application provided by Priority Dispatch Corporation) for Emergency Medical Dispatching.		
2	ProQA must automatically launch upon agency-defined criteria (incident type, function key, etc).		
3	ProQA must be able to be launched from a CAD command line.		
4	CFS information obtained from the E9-1-1 system (address, telephone number, etc) must transfer rrom CAD to ProQA and from ProQA back to CAD.		
5	ProQA's questions and answers must be transferred to the CAD CFS narrative.		
6	ProQA's "dispatch script" and "response determinant" must be automatically transferred to the primary comment/note field on the CFS's primary page (not in a separate tab).		
Item	State/NCIC interface	Code	Comments
1	The CAD software must provide a link to the State/NCIC network.		
2	The interface must provide access to NCIC forms within CAD.		
3	The Interface must log all transactions into a history file for viewing and reporting purposes.		
4	The sofftware must allow authorized users to setup automatic transmission of license plates and/or drivers license information that are associated to CFS.		
5	All queries automatically processed as a result of the creation of a CFS must automatically attach to the CFS.		
6	The Dispatcher must be notified with audible and visual alerts indicating they have received one or more STATE/NCIC messages that have not been viewed.		
7	The Interface should provide or support an online interface from the CAD application to the State/NCIC database.		
8	The State/NCIC interface should provide user-defined format screens.		
Item	Text/Paging Interface & Module	Code	Comments
1	The product must provide functionality that allows for alpha paging, text messaging, or email notification based on criteria determined by each law, fire, and EMS agency's response plan for each CFS type.		

2	This proposal must include software, installation, and set-up/configuration of any third-party software utilized to accomplish this paging/texting functionality.		
3	The text/paging module will automatically send text/paging/email notifications to predefined recipients directly from the CAD console once a pre-defined criteria has been reached.		
4	The text/paging module should allow dispatchers and call takers to initiate notifications to predefined recipients directly from the CAD console.		
5	The text/paging module should automatically send dispatch and event details to predefined recipients directly from the CAD console without any additional user interaction.		
Field Based Reporting (FBR) Software Specifications			
Item	General	Code	Comments
1	Provide a paperless, field reporting solution that allows officers to enter reports while in the field or in the station, using ordinary laptop computers.		
2	The system shall provide the logon and password security through the web interface.		
3	Provide a web application that inherits the session timeout features of Internet Information Services (IIS).		
4	Leverage the existing Microsoft Internet Explorer toolbar to provide basic navigational functions such back, forward and refresh.		
5	Provide a web browser based paperless, forms based field reporting solution that allows officers in the field to complete reports that look like the paper reports they are already accustomed to filling out by hand.		
6	Form Base Field Reporting from within the field should look the same as the reporting done in the agency on the desktop.		
7	Provides the ability to electronically capture Incident data from the field.		
8	Provides the ability to electronically capture Arrest data from the field.		
9	Provides the ability to electronically capture Juvenile Custody data from the field.		
10	Provides the ability to electronically capture Citation data from the field.		
11	Provides the ability to electronically capture DMV/Accident data from the field.		
12	Provides the ability to electronically capture Field Interview data from the field.		
13	Provides for automatic updates of the field reporting forms without having to reinstall.		
14	Allows users to start a report/form capture and finish at another time and/or location.		
15	Incorporates drop-down code lists and required fields in the field reporting module.		
16	Allows officers in the field to submit reports directly from their vehicles.		
17	These electronic reports can then be submitted directly into a records management system for validation against master indices and state reporting rules.		
18	Allow for users to complete the form based pre-booking form electronically and print in car		
19	The pre-booking form information should also populate the arrest incident/case report.		
20	Allows users to complete and print citations and forms in vehicle.		
21	Provides these forms as "add-ons" that may be deleted or added to the system. (Not as a hard-coded part of the system.)		
Item	Workflow	Code	Comments
1	Allows field report data to be routed an unlimited number of times for review/approval such as car to car send and approval.		
2	Allows a routing process that is flexible and adaptable to changing work flows.		
3	Automatically routes field reports that are required for follow up from the officers in the fields to their direct supervising officer and then to the next supervising, and so on, as determined by the workflow hierarchy you have established in the system. (This process works both ways with the only difference in that the officer below in the workflow hierarchy does not have approval rights.) Final approval is made by the supervisor who is directly in the hierarchy on the level just before the report goes to the Archive.		

Item	FBR Server and Administration	Code	Comments
1	Provides a separate function to perform system administrative functions, such as setting up user accessibility and roles, defaults used by the field reporting system, computers allowed to use the FBR system, and records management system (RMS) integration information.		
2	This system administrator tool should also install client and form updates, receive reports from the client and transmit them to a records management system.		
3	The FBR server should organize the information flow between the field reporting client, server and RMS systems.		
4	Use hyperlinks throughout the system to assist users in identifying records where additional information is available.		
5	Provides a “roles” function to create and grant rights to roles, which can then be assigned to multiple users.		
6	When a “role” is modified all users assigned to that role should reflect the changes.		
7	Provides a “users” function to set up the logins, assign roles, and enter additional information about the officers allowed to use the field based reporting system.		
8	Provides a “defaults” feature to define default information used by the FBR client application.		
9	Provides an “updates” page to add a new version or update to the application.		
10	Provides a “forms” page to set form specific properties, including zoom level, number masks, and select how empty fields display and print for the selected report type.		
11	Provides a “computers” option to add the list of computers allowed access to the field reporting application, including interval settings for the system to check for configuration file updates, version updates, as well as the type of reports that should be available for each computer.		
12	Provides a “jurisdictions” page to quickly add jurisdictions.		
13	Provides a “bulk update” function to quickly add updates or new versions to all, multiple, or individual computers.		
Item	FBR Client Window	Code	Comments
1	Provides an area that displays your incomplete reports. (“Incomplete reports” are those that have been saved in the FBR client, but not sent to the FBR server.)		
2	Provides an “inbox” area that holds all incoming and returned reports.		
3	This “inbox” list should display the status of the current condition of each document. For example, you will be informed when the report has been returned, approved, etc.		
4	Provides buttons to create new or open existing reports.		
5	Provides alternate functionality to access an existing report by double-clicking on the listed report.		
6	Provides an easy access toolbar that allows the user to perform common functions.		
7	Provides a “save all to server” function that saves all incomplete reports to a central FBR server. Once saved these reports may be accessed from the FBR client of other workstations.		
8	A report should remain available from the “sent” box until it is transferred to the records management system.		
9	This “sent” box should display the status of whether or not the document was sent successfully or “false” if a failure occurred during delivery to the field based reporting server.		
10	This “sent” list should display the status of the current condition of each document. For example, you will be informed when the report has been returned, approved, etc.		
11	Provides a “delete” function that deletes the selected incomplete report.		
12	This “system information” area should display if an error occurred during the document processing.		
13	Provides a “system information” area that holds the system information that is set on the FBR server such as the version number that is currently set on the computer, core and update number.		

14	This “system information” area should display the connection status (Offline or Online).		
15	This “incomplete reports” list should display an indicator if a report has an attached file(s) or comment(s).		
16	Allows sorting of the “incomplete reports” area by ID, Date, or Form Name by clicking the column header.		
17	Allows the “incomplete reports” area minimized or maximized.		
18	This “inbox” should display an indicator if a report has an attached file(s) or comment(s).		
19	Allows sorting of the “inbox” area by ID, Date, Name, or Status by clicking the column header.		
20	Allows the “inbox” area to be minimized or maximized.		
21	Provides a “sent” area that holds all reports that have been sent to the FBR server, for viewing purposes only.		
22	This “sent” box should display an indicator if a report has an attached file(s) or comment(s).		
23	Allows sorting of the “sent” area by ID, Date, Form Name, or Status by clicking the column header.		
24	Allows the “sent” area to be minimized or maximized.		
25	Provides a “duplicate” function that creates a copy of the selected incomplete report.		
26	Provides a “save as” function to save the selected incomplete report locally as a file, rather than directly to the FBR server.		
27	Provides a “load” function that loads a locally saved field report file into the FBR system.		
28	Provides a “preferences” options that displays client settings for color, remember login, window appearance, printing, file transport, and more.		
Item	FBR Form Editor	Code	Comments
1	When you create a new report or open an existing report a separate window for working with the report should display.		
2	Provides a data entry area that emulates the equivalent paper report.		
3	For supervisors only, provides an “approve” option to approve the current report.		
4	For supervisors only, provides a “return” option to return a report.		
5	Allows you to view a print preview of the completed form.		
6	Allows you to print the hardcopy of the completed form.		
7	Allows you to print a text only version of the report (for pre-printed forms).		
8	Provides a spell check for the entire report’s data.		
9	Provides the ability to check your name, address, property, and vehicle information against the records management system’s master indices if you are working online on the local network or if you use an IP addressable network. If either of these options is not available you may use a mobile message switch to access the records management system’s master indices.		
10	Provides appropriately formatted field types for more accurate and efficient data entry, such as date fields, free text fields, pull-down selections menus, checkboxes and radio buttons.		
11	Provides for required fields that are easily recognizable as such.		
12	Optionally, allows Microsoft Word to be used as your narrative text editor.		
13	Provides a panel of selectable icons and/or text that represent sections of the report. Clicking an icon/text displays the relevant area of the opened report.		
14	Provides a “save without validation” option, which saves your work without performing the validation.		
15	Provides a “save” option, which saves your work and performs a validation check.		

16	Provides a "submit" option, which saves your work, sends it directly to the FBR server.		
17	Provides a "cancel" option, which closes the report without saving.		
18	Provides an easy access toolbar that allows the user to perform common form editing functions.		
19	Provides a "smart copy" function that allows copying of the whole report, sections of the report the content of the selected field, or an entire group of sections.		
20	Provides a "paste section" function.		
21	Provides a "delete section" function.		
22	Provides a "delete page" function to delete an entire additional page of a report.		
23	Provides a "comments" feature, similar to adding "post-it" notes to your hard copy reports.		
24	Provides an "attachments" feature, to view or attach files to the report.		
25	After submission of a field report to the records management system, these file attachments should transfer as attached objects.		
26	Provides a "search" function to locate text within the document.		
27	Allows you to choose to remove certain pages (or sections of a page) from printing (for non-releasable information).		
28	Allows you to export the report data to XML (ideal for passing the report to a third party system).		
29	Provides "zoom" capabilities for viewing the report.		
30	Provides a "hot key list" option that displays a reference list of the various keys and key combinations that provide quick ways to access options and functions in addition to or as an alternative to using a mouse.		
Item	Records Management System Integration	Code	Comments
1	Provides a "viewer" page to set up the forms accessible from the records management system.		
2	Provides an "integration" option to import users and code tables from the records management system, and enter the records management system settings.		
3	Provides a function to transfer field reports to the records management system.		
4	Provides a preview field report option from within the records management system.		
5	Provides for field report archive from within the records management system, which allows you to view the report as it was during the time it was transferred from the field based reporting system.		
Item	Mobile Integration	Code	Comments
1	Interface with Motorola CAD version 6.6.8.56/Printrak		
2	The system should automatically populate some Call Information into the FBR module from your mobile application, thus reducing data entry time and duplicate effort.		
3	Provides the option to submit field reports to the FBR server wirelessly from a laptop using your mobile message switch.		
Item	Help	Code	Comments
1	Includes a help menu for all screens and forms, which is accessible via the mouse or a keyboard command.		
2	Features online help documentation on how to use the software.		
3	Features examples, reference information about using the software, and links to other related help topics.		
4	Includes a "Contents" category grouped under general overview headings.		
5	Includes an "Index" category (containing a comprehensive on-line help index).		
6	Includes a "Find" category (that will allow the user to search for particular words and phrases in help topics instead of searching for information by category).		

	<i>Battle Creek Fire Department's Software Specifications</i>		
Item	Fire Records Management	Code	Comments
1	Fire Records must interface (One-Way) with PrintTrak CAD software. Interface must include automatic, transfer of CAD incident information to Fire Records		
2	The system must be capable of receiving, formatting, and storing all Fire Department CAD (E-911) dispatch tickets on a real time basis.		
3	On a real time basis the system will be capable of receiving dispatch tickets from the CAD Emergency (E911) dispatch system to be used in the generation of significant activities, analysis and statistical reporting by the responsible Fire Department personnel.		
4	The system must allow for the maintenance, tracking and scheduling of the Fire Department personnel work schedules.		
5	The system must provide a Staff Availability Record menu that will allow the officers in charge of personnel to update staff availability and work schedules, and to inquire / update an individual's work schedule.		
6	The system must allow the personnel officers to add new staffing records, modify existing staffing records, and delete records in addition to the ability to add, delete and edit individual staff personal data.		
7	The system must allow for the maintenance, tracking and scheduling of the Fire Department personnel training programs.		
8	The system must provide a training program menu that will allow the training coordinator(s) to perform maintenance on training programs, to inquire and update an individual's training schedule, and to schedule training.		
9	The system must allow the training coordinator(s) to add new training programs, modify existing training programs, and delete a training program in addition to the ability to add, delete and edit staff attendance.		
10	The system must provide the ability to document and track training classes through the use of a training class basic form. Components of the Training Class Basic form would include:		
10.1	Start Date		
10.2	Category		
10.3	Class description		
10.5	Agency		
10.6	Dept. Course Number		
10.7	Station, Shift		
10.8	Hours worked		
10.9	Credit Points		
10.1	CEU (Continuing Education Unit)		
10.11	Method of Instruction		
10.12	Training Type		
10.13	Staff ID		
11	The system must provide the ability to document and track training programs through the use of a training program form. Components of the training program form would include:		
11.1	Program description		
11.2	Certification program code		
11.3	Duration		
11.4	Requirements information		
11.5	Training Type / Code		

11.6	Description		
11.7	Number of Hours		
11.8	Staff ID		
11.9	Training class duration		
11.1	Current Exam Score		
11.11	Expiration Date		
11.12	Requirement Summary		
a	Type (training or activity)		
b	Training Code		
c	Hours Req.		
d	Current Hours		
e	Balance		
11.13	Details for training code (text entry)		
12	The system must provide the ability to document training vendor information through the use of a vendor records form. Components of the vendor records must include:		
12.1	Vendor Name		
12.2	Vendor ID		
12.3	Vendor State ID		
12.4	Vendor Class		
12.5	Address		
12.6	City, State, Zip		
12.7	Phone Numbers		
12.8	Email Address		
12.9	Internet Address		
13	The system must provide keyword or partial keyword inquiry searches on an individual's name or identification number.		
14	Once the appropriate record is determined, the system will display the individual's name and ID.		
15	The system will display the personnel's completed training and training that is currently scheduled to include:		
15.1	Training class identification number		
15.2	Training class name		
15.3	Date(s) of training		
15.4	Training class duration		
15.6	Training class cost		
15.7	Required indicator		
16	The system must provide keyword or partial keyword inquiry searches on training class identification numbers and/or training class name.		
17	The system will display the training class name, ID number, and completed and available class schedules. The system will display the personnel that have completed the training and those that are currently scheduled for classes.		
18	The system will display the personnel that have completed the training and those that are currently scheduled for classes.		
19	The system will provide the capability to allow the training coordinator(s) to add personnel to selected classes and reflect these as scheduled in subsequent training inquiry programs.		
20	The system must capable of displaying or printing the training reports.		
21	The system must allow the appropriate Fire Department staff to inquire on a person, address or incident # and display information specific to that item.		

22	The system must be capable of performing an internal scan against the CAD Master Address database and display all available data including, owner/occupant information, address information, (HZM) hazardous materials, Hydrant Information, Utility disconnect information, optional photos or other pertinent current/historical data, etc.		
23	The system must allow the Fire Stations to enter the Fire incident reports.		
24	The system must allow the Fire Stations to enter the Fire incident reports by providing keyword or partial keyword inquiry searches on all data fields within the incident report. Examples of such data fields include NFIRS #, Alarm information, Station information, Location data, Casualty Data, Date and Time etc.		
25	The system will import the CAD dispatch ticket, if one had been called in, and pre-fill all data that is available from the dispatch ticket. The system must provide for over-ride capability for any CAD pre-filled data.		
26	This system must be able to capture all of the necessary information required to fully complete the NFIRS incident report including:		
	Basic Incident Information:		
26.1	FD ID		
26.2	Incident #		
26.3	Exposure #		
26.4	Date (Mo, Day, Year)		
26.5	Day of the week		
26.7	Alarm date		
26.8	Arrival time		
26.9	In service		
26.10	Situation Type		
26.11	Action Taken		
26.12	Mutual Aid (Rec'd or Given)		
26.13	Fixed Property Use		
26.14	Ignition Factor		
26.15	Address		
26.16	County		
26.17	Township		
26.18	Zip code		
26.19	Census Tract (pre-filled from GIS data)		
26.20	Occupant Name/Address/Phone#		
26.21	Owner Name/Address/Phone #		
26.22	Method of Alarm		
26.23	Type of alarm		
26.24	District		
26.25	Shift #		
26.26	Station #		
26.27	# Alarms		
26.28	911 Used		
26.29	Personnel Responded		
26.30	Engines Responded		
26.31	Aerial Apparatus - # of		
26.32	Other Vehicles - # of		

27	This system must be able to capture all of the necessary information required to fully complete the NFIRS incident report including:		
	Casualty Information:		
27.1	Number of Injuries		
a	Fire Service		
b	Other		
27.2	Number of fatalities		
a	Fire Service		
b	Other		
28	This system must be able to capture all of the necessary information required to fully complete the NFIRS incident report including:		
	Fire Information:		
28.1	Complex Type		
28.2	Mobile property type		
28.3	Area of fire origin		
28.4	Equipment involved in ignition		
28.5	Form of heat of ignition		
28.6	Type of material ignited		
28.7	Form of material ignited		
28.8	Method of extinguishment		
28.9	Level of fire origin		
28.10	Estimated Loss		
28.11	Total Value of Loss		
29	This system must be able to capture all of the necessary information required to fully complete the NFIRS incident report including:		
	Structure Information:		
29.1	Number of Stories		
29.2	Construction Type		
29.3	Extent of flame damage (user defined drop down selections)		
29.4	Extent of smoke damage (user defined drop down selections)		
29.5	Detector performance		
29.6	Sprinkler performance		
30	This system must be able to capture all of the necessary information required to fully complete the NFIRS incident report including:		
	Mobile Property / Mobile Equipment Information:		
30.1	Mobile Property		
a	Year		
b	Make		
c	Model		
d	Serial #		
e	License Number		
30.2	Equipment involved in ignition		
a	Year		

b	Make		
c	Model		
d	Serial #		
31	This system must be able to capture all of the necessary information required to fully complete the NFIRS incident report including:		
	Additional narrative section:		
31.1	FD ID of initial report		
31.2	Initial Incident #		
31.3	Exposure Number		
31.4	Mo, Day, Year		
31.5	Day of the week		
31.5	Alarm time		
32	This system must be able to capture all of the necessary information required to fully complete the NFIRS incident report including:		
	Fire Department Personnel Information:		
32..1	Name & Position of Officer in Charge		
32.2.	Date		
32.3	Name/Position of personnel making the report		
32.4	Date		
33	The current Engine, Squad, or other vehicle location must be available to the other Fire Department stations.		
34	The system must be capable of redisplaying a Fire Department officer's inquiries into the CAD E911 Dispatch system by specifying the type of inquiry (e.g. building information), and the from-to dates and times.		
35	The system must allow the Records Department to enter additional reports to include but not limited to the following reports.		
35.1	Fire Report		
35.2	Structure Fire Report		
35.3	Civilian Fire Casualty Report		
35.4	Fire Service Casualty Report		
35.6	EMS / Search and Rescue Report		
35.7	Hazardous Material Report		
35.8	Responding Units Report		
35.9	Personnel and Activities Report		
35.10	Equipment Used Report		
35.11	Dollar Loss and Value Report		
35.12	Arson Investigation Report		
36	The system must incorporate drop down capability to enable the FD personnel to choose the correct value when multiple values are available.		
37	This system must be able to capture all of the necessary information required to fully complete the Fire Report including the following data.		
37.1	FD ID #		
37.2	Alarm Date		

37.3	NFIRS Incident Number		
37.4	Exposure #		
37.5	Type		
37.6	Scene Address		
37.7	#of Buildings involved		
37.8	Residential buildings involved		
37.9	Acres burned		
37.10	On-site materials or products		
a	Description Code		
b	Use Code		
37.11	Area of fire origin		
37.12	Heat source		
37.13	Item first ignited		
37.14	Cause of ignition		
37.15	Factors contributing to ignition		
37.16	Human factors contributing to ignition		
37.17	Fire suppression factors		
37.18	Equipment involved		
a	Brand of equipment		
b	Model		
c	Serial #		
d	Year		
e	Equipment power source		
f	Equipment portability		
37.19	Mobile property involvement		
a	Mobile property type		
b	Mobile property make		
c	Model		
d	Year		
e	License plate		
f	State		
g	VIN		
38	This system must be able to capture all of the necessary information required to fully complete the Structure Fire Report including the following data.		
38.1	FD ID #		
38.2	Alarm Date		
38.3	NFIRS Incident Number		
38.4	Exposure #		
38.5	Type		
38.6	Scene Address		
38.7	Structure type		
38.8	Building status		
38.9	Stories at or above grade		
38.10	Stories below grade		

38.11	Main floor size		
a	Total sq. ft.		
b	Length in feet		
c	Width in feet		
d	Story of fire origin		
e	Fire spread		
f	Number of stories damaged by flame		
g	Extent of damage		
h	Flame spread (Y / N)		
38.12	Detectors		
a	Presence		
b	Detector type		
c	Power supply		
d	Detector operation		
e	Detector effectiveness		
f	Detector failure reason		
g	Automatic Extinguishing system		
h	Presence		
i	Extinguishing system type		
j	Extinguishing system operation		
k	Number of heads operating		
l	Extinguishing system failure reason		
39	This system must be able to capture all of the necessary information required to fully complete the Civilian Fire Casualty Report including the following data.		
39.1	FD ID #		
39.2	Alarm Date		
39.3	NFIRS Incident Number		
39.4	Exposure #		
39.5	Type		
39.6	Scene Address		
39.7	Name (last, first, mi, suffix)		
39.8	Address		
39.9	Gender		
39.10	Age - Years and months		
39.11	D.O.B.		
39.12	Race		
39.13	Ethnicity		
39.14	Affiliation		
39.15	Injury date (same as alarm date)		
39.16	Injury time		
39.17	Severity of injury		
39.18	Cause of injury		
39.19	Human factors contributing to injury		
39.2	Factors contributing to injury		

a	Injury code		
b	Activity when injured		
c	Location at time of incident		
d	General location at time of injury		
e	Story at start of incident		
f	Primary area of body injury		
g	Disposition		
40	This system must be able to capture all of the necessary information required to fully complete the Fire Service Casualty Report including the following data.		
40.1	FD ID #		
40.2	Alarm Date		
40.3	NFIRS Incident Number		
40.4	Exposure #		
40.5	Type		
40.6	Scene Address		
40.7	Staff ID		
40.8	SSN #		
40.9	Name (last, first, mi, suffix)		
40.10	Gender		
40.11	Age - Years and months		
40.12	Injury date (same as alarm date)		
40.13	Injury time		
40.14	Responses		
40.15	Usual assignment		
40.16	Physical condition		
40.17	Severity		
40.18	Taken to		
40.19	Activity at time of injury		
40.20	Specific location		
40.21	Vehicle type		
40.22	Protective equipment contributed to injury?		
40.23	Fire service equipment failure?		
a	Protective equipment item		
b	Protective equipment problem		
c	Manufacturer		
d	Model		
e	Serial number		
41	This system must be able to capture all of the necessary information required to fully complete the Hazardous Material Report including the following data.		
41.1	FD ID #		
41.2	Alarm Date		
41.3	NFIRS Incident Number		
41.4	Exposure #		

41.5	Type		
41.6	Scene Address		
41.7	Hazardous Material ID		
a	UN Number		
b	DOT hazard code #		
c	CAS registration #		
d	Chemical Name		
41.8	Container information		
a	Type		
b	Capacity		
c	Capacity units		
41.9	Release		
a	Release Units		
b	Physical state when released		
c	Released into?		
d	Released from?		
41.10	Area and evacuation		
a	Population density		
b	Area effected		
c	Area evacuated		
d	People evacuated		
e	Buildings evacuated		
f	HazMat actions taken		
41.11	Fire or explosion detail		
a	Where occurred first		
b	Cause of release		
c	Factors contributing to release		
e	Factors affecting mitigation		
41.12	Equipment involved in release		
41.13	Mobile property involved in release		
a	Mobile property type		
b	Mobile property make		
41.14	HazMat civilian casualties		
a	Deaths - # of		
b	Injuries - # of		
c	No Casualties		
41.15	HazMat Disposition		
42	This system must be able to capture all of the necessary information required to fully complete the Dollar Loss and Value Report including the following data.		
42.1	FD ID #		
42.2	Alarm Date		
42.3	NFIRS Incident Number		
42.4	Exposure #		
42.5	Type		

42.6	Scene Address		
42.7	Pre-incident value		
a	Buildings		
b	Vehicles		
c	Contents		
42.8	Estimated Loss		
a	Buildings		
b	Vehicles		
c	Contents		
43	This system must be able to capture all of the necessary information required to fully complete an Arson / Investigation Report including the following data.		
43.1	FD ID #		
43.2	Alarm Date		
43.3	NFIRS Incident Number		
43.4	Exposure #		
43.5	Type		
43.6	Scene Address		
43.7	Agency Referred		
43.8	Case Status		
43.9	Availability of material first ignited		
43.10	Suspect motivational factors		
43.11	Entry method		
43.12	Extent of fire involvement on arrival		
43.13	Other investigative information		
a	Property ownership		
b	Initial observations		
c	Laboratory used		
43.14	Investigative Leads / Involvement		
a	Type of suspect or involvements		
b	Last name		
c	Subject D.O.B.		
d	Age of subject		
43.15	Evidence Collect		
44	This system must be able to capture all of the necessary information required to fully complete an Additional Narrative Report including the following data.		
44.1	FD ID #		
44.2	Alarm Date		
44.3	NFIRS Incident Number		
44.4	Exposure #		
44.5	Type		
44.6	Scene Address		
44.7	Narrative information		

45	The system must be able to access the Fire Department Fire report and/or provide necessary information in order to enable the completion of the Fire Department, Arson and Post Blast, Fire investigation Report. This customized report consists of:		
45.1	Scene Examination Data Report		
45.2	Fire Investigation Report		
45.3	Structure Information report		
45.4	Investigative Unit Narrative Report		
45.6	Investigative Unit Supplemental Report		
45.7	Witness / Occupant Statement Form		
45.8	Photo Inventory Log		
46	Any system must be capable of accessing these reports and importing that data into a common electronic jacket in order to fulfill this requirement.		
47	The Scene Examination Data Report is a report that references the Fire Department Incident report and the Fire Department (NFIRS) report. These reports must be available to the investigation team through the new system.		
48	The system must allow access to the Fire Department (NFIRS) report including, but not limited to the following data:		
48.1	Basic Incident Information:		
a	FD ID		
b	Incident #		
c	Exposure #		
d	Date (Mo, Day, Year)		
e	Day of the week		
f	Alarm Time		
g	Arrival time		
h	In service		
i	Situation Type		
j	Action Taken		
k	Mutual Aid (Rec'd or Given)		
l	Fixed Property Use		
m	Ignition Factor		
n	Address		
o	County		
p	Township		
q	Zip code		
r	Census Tract		
s	Occupant Name/Address/Phone#		
t	Owner Name/Address/Phone #		
u	Method of Alarm		
v	Type of alarm		
w	District		
x	Shift #		
y	Station #		
z	# Alarms		

aa	911 Used		
bb	Personnel Responded		
cc	Engines Responded		
dd	Aerial Apparatus - # of		
ee	Other Vehicles - # of		
48.2	Casualty Information:		
a	Number of Injuries		
b	Fire Service		
c	Other		
d	Number of fatalities		
e	Fire Service		
f	Other		
48.3	Fire Information:		
a	Complex Type		
b	Mobile property type		
c	Area of fire origin		
d	Equipment involved in ignition		
e	Form of heat of ignition		
f	Type of material ignited		
g	Form of material ignited		
h	Method of extinguishment		
i	Level of fire origin		
j	Estimated loss and Value of loss		
48.4	Structure Information:		
a	Number of Stories		
b	Construction Type		
c	Extent of flame damage		
d	Extent of smoke damage		
e	Detector performance		
f	Sprinkler performance		
48.5	Mobile Property / Mobile Equipment Information:		
a	Mobile Property		
i	Year		
ii	Make		
iii	Model		
iv	Serial #		
v	License Number		
b	Equipment involved in ignition		
i	Year		
ii	Make		
iii	Model		
iv	Serial #		
48.6	Additional narrative section:		
a	FD ID of initial report		

b	Initial Incident #		
c	Exposure Number		
d	Mo, Day, Year		
e	Day of the week		
f	Alarm time		
48.7	Fire Department Personnel Information:		
a	Name & Position of Officer in Charge		
b	Date		
c	Name/Position of personnel making the report		
d	Date		
49	The Fire investigation Unit report documents a variety of elements that may be key in solving or closing a fire investigation, including:		
49.1	General Incident Information		
a	FD Incident #		
b	Law Enforcement Incident #		
c	Date, Day and Time		
d	Census		
e	Address		
f	Investigator Name		
g	Assisted by:		
h	Determination		
i	Area of Origin		
49.2	Occupant Information		
a	Name, DOB, & Ph#		
b	Occupant Insurance		
c	Owner Info		
d	Owner Insurance		
e	Financed By:		
f	Balance Owed		
49.3	Structure Information		
a	Type and Size		
b	Stories		
c	Condition		
d	Utilities (Natural Gas/Propane/Elec./Other)		
e	Smoke Detector? Operational?		
f	Contents		
50	The system must allow for the documenting of a Structure Information Report . The report summarizes specific structure / complex information including:		
50.1	Date		
50.2	Address		
50.3	NFIRS Incident #		
50.4	Time		
50.5	Status		

50.6	Investigator Name		
50.7	Law Enforcement Incident #		
50.8	Complex Type		
50.9	Mobile Property Type		
50.10	Area of Fire Origin		
50.11	Equipment Involved in Ignition		
50.12	Form of Heat of Ignition		
50.13	Type of Material Ignited		
50.14	Form of Material Ignited		
50.15	Method of Extinguishment		
50.16	Level of Fire Origin		
50.17	Estimated Loss (\$)		
50.18	Ignition Factor		
51	Investigative Unit Supplemental Report		
51.1	The system must allow for the use of any supplemental reporting that requires the documenting of additional follow-on information.		
51.2	This report must reference the Law Enforcement Report # and the FD Report #, the address of the incident and the Date of the report. As well as the ability to enter or import text from other sources.		
52	Photo Inventory Log		
52.1	The system must be capable of logging and storing evidence information including an inventory of all photographs taken at the investigation scene.		
52.2	Information included as part of the Photo Inventory Log must be:		
a	FD NFIRS Incident #		
b	Law Enforcement Incident #		
c	Address		
d	Date		
e	Time		
f	Roll # or total rolls taken (if 35mm)		
g	Photos taken or identified by (name)		
h	List of photos in numeric order		
53	The system must provide keyword or partial keyword inquiry searches on all data fields within the incident report. Examples of such data fields include, NFIRS #, Alarm information, Station information, Location data, Casualty Data, Date and Time etc.		
54	The system must allow for drop downs in all necessary data fields to facilitate the use of multiple codes or other optional answers as required.		
55	The system will import the CAD dispatch ticket, if one had been called in, and pre-fill all data that is available from the dispatch ticket. The system must provide for over-ride capability for any CAD pre-filled data.		
56	Wherever possible the system will develop tables that will be maintained by the Fire Department to define specific entry values.		
57	This system must be able to capture all of the necessary information required to fully complete the EMS incident reports including:		
57.1	Basic EMS Incident Information:		
a	FD ID #		
b	Service #		
c	Alarm Date		
d	Arrival Time		

e	Incident #		
f	Occupancy ID		
g	Address Type		
h	Number / Milepost		
i	Street Prefix		
j	Street / Highway		
k	Street Type		
l	Street Suffix		
m	Apt/Suite/Suite#		
n	Intersection Information		
o	City Information		
p	State Information		
q	Zip code		
r	Census Tract (Pre-fill from GIS Data)		
s	Additional Supplemental Address info:		
I	Zone (Pre-fill from GIS Data)		
II	County		
III	Township (Pre-fill from GIS Data)		
t	Dispatch Information:		
I	Dispatched For		
II	Dispatch Notification Date and Time		
III	Arrival date & time		
IV	Last Cleared Date		
V	Last Cleared Time		
u	Station Shift Information & Alarm		
I	Station Number		
II	Shift Number		
III	Dist. #		
IV	Aid Given or Received		
v	Mutual Aid Details		
I	Department / Unit Code		
II	Response dates / times		
III	Resources used		
IV	Their Incident Number		
w	Patient / Victim Information Disposition and transport section		
	<i>Note: the disposition and transport section, documents information relative to patient disposition and transportation of the patient including:</i>		
I	Patient Disposition		
	Disposition Type		
	Patient Status		
	Pulse on transfer		
II	Transport		
	Mode of Transport		
	Initial Destination / Facility Code		
	Destination Determined by		

58	The system must provide a means of documenting additional Narrative and additional actions information through the use of a narrative screen.		
59	The system must provide keyword or partial keyword inquiry searches on all data fields within the incident report. Examples of such data fields include, NFIRS #, Alarm information, Station information, Location data, Casualty Data, Date and Time etc.		
60	The system will import the CAD dispatch ticket, if one had been called in, and pre-fill all data that is available from the dispatch ticket. The system must provide for over-ride capability for any CAD pre-filled data.		
61	Wherever possible the system will develop tables that will be maintained by the Fire Department to define specific entry values.		
62	The system must allow for the ability to document non-incident related reports including:		
62.1	Non-Incident Related Staff Activities		
62.2	Vendor Records		
62.3	Hydrant Records		
63	The system must allow for the documentation of non-incident related staff and activities records through the use of a Staff activity form. Information in this form is to include:		
63.1	Start Date		
63.2	Activity code		
63.3	Start time		
63.4	End time		
63.5	End date		
63.6	Activity Description		
63.7	Default Values		
a	Station, Unit or Shift #		
b	Hours Worked		
c	Credit Points		
63.8	Activity Type		
a	Fire		
b	Rescue		
c	Medical		
d	Other		
63.9	Staff ID		
64	The system must allow for the documentation of Fire Hydrant Records through the use of a basic Hydrant information form. Information in this form is to include:		
64.1	Basic Hydrant Section		
a	Hydrant Number		
b	Prefix		
c	Street/Highway type and suffix		
d	Station ID		
e	District #		
f	Water Main ID		
64.2	Hydrant Specifications		
a	Make		
B	Model		
c	Year		
d	Barrel Size / length		
e	Main type / size		
f	Valve location / size		
g	Hydrant Location, State and Zip		

64.3	Hydrant Recent Activities Section		
a	Last Inspection		
b	Last Flow Test		
c	GPM		
d	Flow @ 20 PSI		
e	Flow @ 10 PSI		
f	Flow @ 0 PSI (or inactive)		
64.3	Hydrant Flow test Section		
a	Flow test		
b	Serviced		
d	Flow @ 20 PSI		
e	Flow @ 10 PSI		
f	Flow @ 0 PSI (or inactive)		
64.3	Hydrant Flow test Section		
a	Flow test		
b	Serviced		
c	Inspected		
d	Flushed		
e	Painted		
64.4	Defects		
a	Defect Type		
b	Description		
c	Repair activity		
65	The system must allow for the documentation of Fire Hydrant Inspections and Testing through the use of Hydrant testing forms. Information in these forms include:		
65.1	Basic Hydrant testing information		
a	Hydrant ID		
b	Address of Hydrant		
65.2	Measurements		
a	Static Pressure		
b	Residual Pressure		
c	Pitot pressure #1		
d	Pitot Pressure #2		
e	Discharge Coefficient		
f	Outlet Diameter		
65.3	Flow Calculation results		
a	Hydrant Flow		
b	Flow @ 20 PSI		
c	Flow @ 10 PSI		
d	Flow @ 0 PSI		
66	The system must allow the specific Fire Department personnel access to Fire Reports as required by their individual job responsibilities.		
67	On a real time basis the system must be capable of storing all Fire reports in a relational database for the purposes of having that data available to all internal departments requiring access to such reports.		
68	The system will provide a menu to allow FD Personnel and Administrative staff to identify the type of report (NFIRS incidents, Occupancy data, Structure information, Fire Casualties, Arson data, etc.) and the date range of the report (daily, weekly, monthly, yearly, from-to range).		

69	Prior to system implementation, these reports will be pre-defined so that they may be reused or customized, as additional information is needed.		
Item	Digital Imaging	Code	Comments
1	The module must allow scanned documents or photos to be imported into RMS.		
2	The module must link electronic files to the master file of a person, property or case.		
3	Only authorized personnel can access electronic files.		
4	The module must support .jpeg (joint photographic expert group) files.		
5	The system must support multiple documents in one file.		
6	The system must allow the following documents to be scanned and imported into the system:		
6.1	Crime Scene		
6.2	Fire Scene		
6.3	Case Notes		
6.4	Diagrams		
6.5	Personal Items		
6.6	Property Room Tags		
6.7	Fire Pre-Plans		
Item	Mobile Computing/General	Code	Comments
1	Should provide multi-jurisdictional support.		
2	Should provide emergency transmission support to all MDC.		
3	Must provide support for NCIC 2000 standard protocols.		
4	Should provide broadcast message capability based on MDC tables (squads, teams, precinct, task force, etc.)		
5	Should provide message routing from any device connected to the Message Switch.		
6	Should provide message acknowledgements to the sender.		
7	Should support officer initiated calls and traffic stops—sending info from the MDC to the CAD system.		
8	Should support RF, CDPD, and private networks.		
9	Should provide function key update of unit status.		
10	Should provide an audit of all database inquiries.		
11	Should provide security that prevents unauthorized access to restricted databases on a user by user basis.		
12	Should provide the ability to print reports for arisen single jurisdiction, or for all jurisdictions.		
13	Should be able to provide statistical reports on communications line usage.		
14	Should provide sign on/sign off capability from the MDC under security control which can also be controlled by the system administrator.		
15	Should prevent users from signing on without authorization from the system administrator.		
16	Should be able to control the number of sign-on attempts through the system administrator.		
17	Should provide password security to limit access to specific transactions from any MDC.		
18	Should provide the ability to place the MDC into "test" mode - allowing the message switch to ignore transmissions from that MDC.		
19	Should allow CAR to CAR message routing.		
20	Should provide emergency transmission capability to allow an officer to transmit an emergency message with the touch of one key to all MDTs/MCTs.		
21	Should provide the ability to hold messages for a period of time. If no response, the system should automatically alert the sender.		
22	Should provide statistics of message volumes by message type, destination, MDC, etc.		
23	Should maintain NCIC ORI numbers for each MDC to facilitate terminal to MDC messages.		
24	Should provide message store-and-forward capability, with necessary queuing on an MDC basis for twenty-four hours.		
25	Should provide daily statistics of message volumes by message type, destination, host communications statistics including: unsuccessful attempts received, message delivered,		

	number of messages not delivered, and number of times the host link is down.		
26	Should provide an audit trail of all device to device messages.		
27	Should provide the ability to extract an MDC transaction report that can be selected by date and time of day.		
28	Should provide the ability to extract statistical reports on usage for specific MDC.		
29	Should automatically provide for communication line detection that can be activated locally or on a remote basis via dial-up modem.		
30	The software should support remote administration.		
31	Should provide the capability to download new forms as they are created, only when they are created.		
32	Should provide the capability for archiving, retrieval, tracking and user purge.		
33	Should provide the capability to direct output to any printer attached to the Message Switch.		
Item	Mobile Computing State/NCIC	Code	Comments
1	Should provide message routing between MDC and State/NCIC networks for inquiry purposes.		
2	Should provide the capability for a single query to be directed to the State/NCIC, the local database or both.		
3	Should provide the capability for auditing.		
4	Should provide the capability for user-defined formats.		
5	Should provide the capability for multi-screen formats.		
6	Should provide the capability for smart formats that are based on information returned by the State.		
Item	CAD Messaging	Code	Comments
1	Should provide emergency transmission support to all MDC and CAD dispatchers for the jurisdiction.		
2	Should allow a MDC to add narrative to an incident.		
3	Should provide for the entry of text information that goes directly to the narrative of a call whether or not the call is active or cleared.		
4	Should provide records database inquiry on wants/warrants, hazards, jacket activity, house watches, geo-file verifications, and vehicles.		
5	Should provide message routing between MDC and the Computer Aided Dispatch system for the purposes of assisting dispatching, updating unit status, and database inquiry provided appropriate CAD interfaces are licensed.		
6	Should provide the ability to do global name searches.		
7	Should provide confirmation messages to the mobile device from CAD when the dispatcher receives Messages, Information, and Unit Status Updates from that mobile device.		
8	Should provide one key emergency message from MDC to CAD.		
9	Should provide the ability to initiate "quick calls" from the mobile devices which alert the dispatch center of an event, officer location, license plate number, unusual circumstances and/or other added narrative.		
10	Should support voiceless dispatch for law enforcement, fire and EMS personnel.		
11	Should provide information on open incidents by ORI status.		
12	Should provide information on unit status by ORI display.		
13	Should provide information on all units associated with an incident.		
14	Should provide sign-on/sign-off dispatch, en route, at scene, clear, to hospital, at hospital functions from MDC to CAD.		

7.0 - HARDWARE WORKSTATION SHEET

Submit this form in Excel format and hard copy. Do NOT add/delete cells or change formatting in any way.

Hardware Workstations Specifications		
Specifications	Minimum Requirements	Recommended Configuration
Intended Use	Please fill out a small description of what the intended use of the Workstation is.	
System Capacity		
CPU - Processor Type		
Number of processors (hyper threaded)		
Speed and FSB of the Processor(s)		
Memory - How much and what type of memory		
Hard Drive - Necessary storage need for this workstation		
Network Interface - Please Specify How many and what speed Cards are required		
Monitor - Please specify the size monitor and the resolution recommended for software		
Operating System - Please Specify the Supported O/S(s)		
Prerequisite Software - Please Specify any required software to run your application		
Peripherals:		
Serial Ports - How many if any Serial Ports are required for your system		
USB Ports - How many if any USB ports are required for your system		
CD-ROM drive - What Speed and Type of CD-ROM or DVD is required		
Modem - Is a modem required for your software		
Other Considerations	Any other information not covered above should be put here	

8.0 - PRICE SHEET

Instructions:

****Submit hard copy and electronic version, Excel format, with proposal**

****This file available in Excel on the City's website, www.battlecreekmi.gov**

****Do not add, delete, or modify cells or add page breaks! If you find an error in formula, please contact Chris Huff at clhuff@battlecreekmi.gov**

****Please provide Quantity (1 or greater) and Unit Price for each component. Extended will automatically calculate in the Excel spreadsheet.**

A. LAW RMS PRICING

Law RMS Software	Quantity	Unit Price	Extended
Law RMS Server Application Software License			\$ -
Law RMS Workstation Application Software License			\$ -
Law RMS Administration and Personnel Module			\$ -
Law RMS Bar Code Module			\$ -
Law RMS Citations Module			\$ -
Law RMS Equipment Maintenance Module			\$ -
Law RMS Gun Permits Module			\$ -
Law RMS Imaging/Mug shots Module			\$ -
Law RMS Impound Module			\$ -
Law RMS Intelligence, Internal Affairs and Narcotics Module			\$ -
Law RMS Pawn Module			\$ -
Law RMS Towing Module			\$ -
Law RMS Traffic Accidents Module			\$ -
Law RMS Wants and Warrants Module			\$ -
Law RMS to AFIS Interface			\$ -
Law RMS to CAD System Interface			\$ -
Law RMS to FBR System Interface			\$ -
		Subtotal:	\$ -

Law RMS Hardware	Quantity	Unit Price	Extended
Law RMS Server Hardware (include all OS Licensing)			\$ -
Law RMS Workstation Hardware (include all OS Licensing)			\$ -
		Subtotal:	\$ -

Law RMS Services	Quantity	Unit Price	Extended
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Law RMS Server Application Software License Installation			\$	-
Law RMS Workstation Application Software License Installation			\$	-
Law RMS Server Hardware Installation			\$	-
Visio Workstation Software License Installation			\$	-
Law RMS Legacy Data Conversion			\$	-
Project Management Fee			\$	-
Online Learning Management System Activation			\$	-
Online Learning Management System Annual Subscription Per User			\$	-
Training Onsite All Day Class			\$	-
Estimated Travel Expense daily Costs			\$	-
Estimated Travel Expense Trip			\$	-
Subtotal:			\$	-

Law RMS Maintenance	Quantity	Unit Price	Extended
Remote Diagnostic Support Software Application	0		\$ -
Law RMS 24x7 Software Support - Maintenance	0		\$ -
Law RMS 8x5 Software Support - Maintenance	0		\$ -
Subtotal:			\$ -

Total Law RMS System:	\$ -
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B. JAIL RMS PRICING

Jail RMS Software	Quantity	Unit Price	Extended
Jail RMS Server Application Software License			\$ -
Jail RMS Server Application Software License Installation			\$ -
Jail RMS Workstation Application Software License			\$ -
Jail RMS Workstation Application Software License Installation			\$ -
Jail RMS to Law RMS System Interface			\$ -
Jail RMS to AFIS Interface			\$ -
Jail RMS Server Application Software License			\$ -
Subtotal:			\$ -

Jail RMS Services	Quantity	Unit Price	Extended
Jail RMS Server Application Software License Installation			\$ -
Jail RMS Workstation Application Software License Installation			\$ -
Jail RMS Server Hardware Installation			\$ -
Jail RMS Legacy Data Conversion			\$ -

Project Management Fee			\$	-
Online Learning Management System Activation			\$	-
Online Learning Management System Annual Subscription Per User			\$	-
Training Web Based Instructor Led 1/2 Day Class			\$	-
Training Onsite All Day Class			\$	-
Estimated Travel Expense daily Costs			\$	-
Estimated Travel Expense Trip			\$	-
		Subtotal:	\$	-

Jail RMS Maintenance	Quantity	Unit Price	Extended
Remote Diagnostic Support Software Application			\$ -
Jail RMS 24x7 Software Support - Maintenance			\$ -
Jail RMS 8x5 Software Support - Maintenance			\$ -
		Subtotal:	\$ -

Total Jail RMS System:	\$ -
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C. CAD PRICING

CAD Software	Quantity	Unit Price	Extended
CAD Server Application Software License			\$ -
CAD Supervisor Position Application Software License			\$ -
CAD Dispatcher/Call taker Workstation Application Software License			\$ -
CAD View Only Workstation Application Software License			\$ -
CAD Data Archiving Module			\$ -
CAD Fax Server Module			\$ -
CAD Rip and Run Module			\$ -
CAD to E91 1 System Interface			\$ -
CAD to EMD System Interface			\$ -
CAD to Paging System Interface			\$ -
CAD to Push-to-Talk Radio Console Interface			\$ -
CAD to TDD Interface			\$ -
CAD to Mapping Application Interface			\$ -
CAD to Law RMS System Interface			\$ -
CAD to Fire RMS System Interface			\$ -
CAD to Mobile Data System Interface			\$ -
CAD to Mapping Application Interface			\$ -
		Subtotal:	\$ -

CAD Services	Quantity	Unit Price	Extended
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CAD Server Application Software License Installation			\$	-
CAD Server Hardware Installation			\$	-
CAD Workstation Application Software License Installation			\$	-
CAD GEO File Conversion			\$	-
Project Management Fee			\$	-
Online Learning Management System Activation			\$	-
Online Learning Management System Annual Subscription Per User			\$	-
Training Web Based Instructor Led 1/2 Day Class			\$	-
Training Onsite All Day Class			\$	-
Estimated Travel Expense daily Costs			\$	-
Estimated Travel Expense Trip			\$	-
		Subtotal:	\$	-

Mobile Software	Quantity	Unit Price	Extended
Mobile Server Application Software License			\$ -
Mobile Law Enforcement Vehicle Workstation Application Software License			\$ -
Mobile Law Enforcement Office Workstation Application Software License			\$ -
Mobile Law Enforcement Handheld Windows CE Application Software License			\$ -
Mobile Law Enforcement Handheld RIM Application Software License			\$ -
Mobile Fire Vehicle Workstation Application Software License			\$ -
Mobile Fire Office Workstation Application Software License			\$ -
Mobile Fire Field Reporting Workstation Application Software License Module			\$ -
Mobile AVL Application Software License Module			\$ -
Mobile to CAD System Interface			\$ -
Mobile to RMS System Interface			\$ -
Mobile to FBR System Interface			\$ -
		Subtotal:	\$ -

Mobile Services	Quantity	Unit Price	Extended
Mobile Server Application Software License Installation			\$ -
Mobile Workstation Application Software License Installation			\$ -
Mobile Server Hardware Installation			\$ -
Handheld Workstation Application Software License Installation			\$ -
Project Management Fee			\$ -
Online Learning Management System Activation			\$ -
Online Learning Management System Annual Subscription Per User			\$ -
Training Onsite All Day Class			\$ -

Estimated Travel Expense daily Costs			\$	-
Estimated Travel Expense Trip			\$	-
Training Web Based Instructor Led 1/2 Day Class			\$	-
		Subtotal:	\$	-

CAD/Mobile Maintenance	Quantity	Unit Price	Extended
Remote Diagnostic Software			\$ -
Mobile 24x7 Software Support - Maintenance			\$ -
Mobile 8x5 Software Support - Maintenance			\$ -
		Subtotal:	\$ -

Total CAD/Mobile System:	\$ -
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D. FIELD BASED REPORTING SOFTWARE PRICING

FBR Software	Quantity	Unit Price	Extended
FBR Server Application Software License			\$ -
FBR Workstation Application Software License			\$ -
Microsoft VISIO			\$ -
FBR to MOBILE System Interface			\$ -
FBR to RMS System Interface			\$ -
		Subtotal:	\$ -

FBR Hardware	Quantity	Unit Price	Extended
FBR Server Hardware (include all OS Licensing)			\$ -
FBR Workstation Hardware (include all OS Licensing)			\$ -
		Subtotal:	\$ -

FBR Services	Quantity	Unit Price	Extended
FBR Server Application Software License Installation			\$ -
FBR Workstation Application Software License Installation			\$ -
FBR Server Hardware Installation			\$ -
Project Management Fee			\$ -
Online Learning Management System Activation			\$ -
Online Learning Management System Annual Subscription Per User			\$ -
Training Onsite All Day Class			\$ -
Estimated Travel Expense daily Costs			\$ -
Estimated Travel Expense Trip			\$ -
		Subtotal:	\$ -

FBR Maintenance	Quantity	Unit Price	Extended
Remote Diagnostic Software			\$ -
FBR 24x7 Software Support - Maintenance			\$ -
FBR 8x5 Software Support - Maintenance			\$ -
		Subtotal:	\$ -

Total FBR System:	\$ -
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E. FIRE RMS SOFTWARE PRICING

Fire RMS Software	Quantity	Unit Price	Extended
Fire RMS Server Application Software License	100		\$ -
Fire RMS Workstation Application Software License			\$ -
Fire RMS to CAD System Interface			\$ -
Fire RMS to CAD System Interface			\$ -
		Subtotal:	\$ -

Fire RMS Hardware	Quantity	Unit Price	Extended
Fire RMS Server Hardware (include all OS Licensing)			\$ -
Fire RMS Workstation Hardware (include all OS Licensing)			\$ -
		Subtotal:	\$ -

Fire RMS Services	Quantity	Unit Price	Extended
Fire RMS Server Application Software License Installation			\$ -
Fire RMS Server Hardware Installation			\$ -
Fire RMS Workstation Application Software License Installation			\$ -
Fire RMS Legacy Data Conversion			\$ -
Project Management Fee			\$ -
Online Learning Management System Activation			\$ -
Online Learning Management System Annual Subscription Per User			\$ -
Training Web Based Instructor Led 1/2 Day Class			\$ -
Training Onsite All Day Class			\$ -
Estimated Travel Expense daily Costs			\$ -
Estimated Travel Expense Trip			\$ -
		Subtotal:	\$ -

Fire RMS Maintenance	Quantity	Unit Price	Extended
Remote Diagnostic Support Software Application			\$ -

Fire RMS 24x7 Software Support - Maintenance			\$	-
Fire RMS 8x5 Software Support - Maintenance			\$	-
		Subtotal:	\$	-

Total Fire RMS System:	\$	-
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GRAND TOTAL:	0
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Hourly rates for additional work, such as data conversion

Position	Hourly Rate

9.0 – OFFER AND ACCEPTANCE FORM

TO THE CITY OF BATTLE CREEK:

We hereby offer and agree to furnish the materials, transportation or service in compliance with all terms, conditions, specifications, and amendments in the Request for Proposal and any written exceptions in the offer. We understand that the items in this Request for Proposal, including, but not limited to, all required certificates are fully incorporated herein as a material and necessary part of the contract.

The undersigned hereby states, under penalty of perjury, that all information provided is true, accurate, and complete and states that he/she has authority to submit this proposal, which will result in a binding contract if accepted by the City of Battle Creek.

We acknowledge receipt of the following addendum(s): _____, _____, _____, _____.

I certify, under penalty of perjury, that I have the legal authorization to bind the firm hereunder, and that our firm is not debarred from doing business under the Federal Excluded Parties List System (epls.gov):

Company Name

For clarification of this offer, contact:

Address

Name: _____

City State Zip

Phone: _____

Signature of Person Authorized to Sign

Fax: _____

Printed Name

Email: _____

Title

ACCEPTANCE OF OFFER:

The Offer is hereby accepted.

The Contractor is now bound to sell the materials or services listed by the attached contract and based upon the Request for Proposal, including all terms, conditions, specification, amendments, etc. and the Contractor's Offer as accepted by the City.

This contract shall henceforth be referred to as Contract No. 2012-017R. The Contractor has been cautioned not to commence any billable work or to provide any material or service under this contract until Contractor receives purchase order and/or a notice to proceed from the City of Battle Creek Purchasing Agent.

COUNTERSIGNED:

APPROVED AS TO FORM BY:

City Manager Date

City Attorney

Witness Signature

Date

ATTACHMENT A - CONTRACT COMPLIANCE FORMS

The attached set of forms is required to be completed.

For assistance in completing the forms, please call the Contract Compliance at 269-966-3394.

Please include the completed forms with your bid or proposal.

CONTRACT COMPLIANCE

CITY OF BATTLE CREEK CONTRACT COMPLIANCE OFFICE	10 N. Division, Suite 212 Battle Creek, MI 49016 Phone: (269) 966-3394 Fax: (269) 966-3627
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Dear Potential City Contractor:

Re: City of Battle Creek – Contract Compliance Policy

Attached to this letter are the forms that the City of Battle Creek requires are completed by all City contractors in order to implement and monitor our Contract Compliance Policy. This is in accordance with Administrative Code 208.10. This policy's goal is to support economic opportunities for all residents of the Battle Creek area through assisting vendors and contractors with improving the diversity of their workforce.

We realize City contractors are not solely responsible for addressing the issues of economic opportunity for all our residents. We do, however, believe it is important to support employment for our community's economically disadvantaged wherever possible.

Beyond your support of this important community goal, you may also be interested to know that a diverse workforce directly benefits your company through incorporation of a more broad perspective and ideas into daily operations. Companies with diverse workforces are also better able to meet the needs of their customers in a modern economy and to respond to changes more rapidly, based on a wide range of viewpoints and talents.

We appreciate your desire to do business with the community and hope that you understand our responsibility for reflecting and creating community values that benefit the overall Battle Creek area. Thank you, in advance, for submission of the attached paperwork. Your effort reflects a joint commitment to supporting a community environment that provides maximum economic opportunities for all our community's residents.

Sincerely,

*

On file in the office of the City Manager

POLICY STATEMENT

(Company Name)

Policy on Equal Employment Opportunity

It is the policy of the above-mentioned company to promote equal opportunity for all qualified employees and applicants for employment and to prohibit discrimination in employment because of race, creed, color, national origin, sex, handicap, age, or marital status. The company will work to ensure fair and equitable treatment of all employees and applicants in recruitment, employment, promotions, demotions, transfers, layoffs and terminations.

The company has prepared and will implement a policy on Equal Employment Opportunity to ensure that all employment decisions are made to further our commitment to equal employment. This plan requires that, among other things, only valid criteria be used in making personnel decisions. Supervisory staff is expected to comply with both the letter and the spirit of this policy. Employees feeling that they have been the victims of discriminatory action should feel free to contact this office or the office of Contract Compliance.

This policy will be distributed to all company departments, to the union local office (if any) and to the company's recruitment sources.

Signed: _____

Date _____

Printed Name: _____

Title: _____

Firm Description

Firm Name:	Project Name:
Street Address: Line 1 Line 2 Line 3 City/State/Zip	Phone: - - Fax: - - E-Mail:
Home office Address (if different than above): Line 1 Line 2 Line 3 City/State/Zip	Home Office Phone (if different than above): - - Home Office Fax (if different than above): - - List any cities and organizations your firm is certified by and attach copies of certificates:
What is the main function of your business? Be specific, but brief.	
Check if applicable to your firm: Minority Owned ☐ Woman Owned ☐	If you checked either category on the left: 1). Complete M/WBE certification forms (available by calling 269-966-3394). OR 2). Submit copies of certifications by one of the following agencies: SBA 8(a), MMBDC, WBENC, City of Grand Rapids, City of Detroit.
Complete this section by checking applicable boxes for community programs in which your company participates. The City may weight the following factors when determining certification of eligibility. Provide verification if possible. Community participation in development of a diverse workforce through support of, or involvement with any of the following: ☐ Active internship programs, mentoring programs, job shadowing or training programs. ☐ Recruitment of employees from welfare-to-work rolls as provided by the Workforce Development Board, ☐ Employment of individuals formerly living below current poverty level, ☐ Financial commitment to programs designed to upgrade skills, education, and facilities of economically disadvantaged, ☐ Financial commitment to child care, transportation, or other barriers to employment issues, ☐ Subcontracts with women or minority-owned businesses, where possible ☐ Employment of disabled individuals or veterans	

Authorized Signature _____

Printed Name: _____

Position Title _____

COMPANY NAME: _____

CURRENT EMPLOYEES
Call 269-966-3394

Employees Veterans	<u>All Employees</u>				<u>Minority Males</u>				<u>Minority Females</u>				<u>All Disabled</u>			
JOB CATEGORIES	TOTAL	MALE	FEMALE	B	AI	H	A	B	AI	H	A	TOTAL	M	F	M	F
Officials & Managers																
Professionals																
Technical (Semi-professional)																
Sales																
Foreman/Supervisors																
Office/Clerical																
Craftsmen (skilled)																
Operatives																
(Semi-skilled)																
Laborers (unskilled)																
Service Workers																
TOTAL																

Current Company %
(Completed by City) SMSA%

%

Authorized Signature _____

Date: _____

** B = Black A = Asian
AI = American Indian
H = Hispanic

Name of person completing form: _____

Phone - - _____

FIRMS: DO NOT COMPLETE THIS SECTION. CITY USE ONLY.

- ☐ Number of minorities employed meets or exceeds current relevant Standard Metropolitan Statistical Percentage for Battle Creek demonstrated through submission of contract compliance forms identifying employees by race, gender, and job classification (attached).
- ☐ Minority employment reflects Labor Force Participation Rate for that particular employment sector - Demonstrated through submission of contract compliance forms identifying employees by race, gender, and job classification.

Existence and implementation of a proactive equal employment opportunity policy (attached)

ATTACHMENT B - DISADVANTAGED BUSINESS (DBE) FORM

I. YOUR FIRM'S BACKGROUND:

Is your firm an MBE (at least 51% minority ownership)? ____ YES ____ NO

Is your firm a WBE (at least 51% woman ownership)? ____ YES ____ NO

Are you subcontracting any part of this project? ____ YES ____ NO

II. SUBCONTRACTING INFORMATION: If subcontracting any part of the project, the bidder/contractor expressly agrees that:

- (1) If awarded a contract as a result of this bid, the major subcontractors used in the prosecution of the work will be those listed below, and
- (2) The following list includes all subcontractors who will perform work representing approximately five percent (5%) or more of the Total Base Bid.
- (3) The Bidder represents that the subcontractors listed below are financially responsible and are qualified to do the work required.

SUBCONTRACTOR NAME	City/State	Trade or Commodity	MBE	WBE	Approximate dollar value
_____	_____	_____	Y / N	Y / N	\$ _____
_____	_____	_____	Y / N	Y / N	\$ _____
_____	_____	_____	Y / N	Y / N	\$ _____
_____	_____	_____	Y / N	Y / N	\$ _____
_____	_____	_____	Y / N	Y / N	\$ _____
_____	_____	_____	Y / N	Y / N	\$ _____
_____	_____	_____	Y / N	Y / N	\$ _____
_____	_____	_____	Y / N	Y / N	\$ _____

III. DBE RECRUITMENT ACTIVITY LOG: List the MBE's and WBE's that were approached about being a subcontractor for this job, but who are NOT listed above as a subcontractor.

NAME OF FIRM <i>APPROACHED</i> , BUT NOT USED ON THIS PROJECT	City/State	Trade or Commodity	MBE	WBE	Reason not used on this project
_____	_____	_____	Y / BN	Y / N	_____
_____	_____	_____	Y / N	Y / N	_____
_____	_____	_____	Y / N	Y / N	_____
_____	_____	_____	Y / N	Y / N	_____

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