Notice

Basic Information

Reference Number	0000408040
Issuing Organization	Dallas County
Owner Organization	
Solicitation Type	RFP - Request for Proposal (Formal)
Solicitation Number	2026-012-7097
Title	Records Management System for the Dallas County Sheriff's Office
Source ID	PU.AG.USA.2438.C20523651
Piggyback Solicitation	No

Details

Location	Dallas County, Texas
Delivery Point	Dallas County Sheriff's Office
Description	The Dallas County Purchasing Department is issuing this Request for Proposal (RFP) for The Dallas County Sheriff's Office ("Sheriff's Office") to solicit for proposals from firms that have experience with providing, installing, implementing, and supporting a Record Management System (RMS).

Dates

Publication	01/22/2026 10:27 AM CST
Question Acceptance Deadline	02/23/2026 02:00 PM CST
Questions are submitted online	Yes
Closing Date	03/05/2026 02:00 PM CST
Prebid Conference	02/04/2026 10:00 AM CST

Contact Information

John Wysocki
214-653-7437
John.Wysocki@dallascounty.org

Buyer Preferences, Guidelines & Requirements

Participation Requirements
- Small Business Participation

General Requirements
- FOB Destination
- Insurance Required

Award Requirements
- All or None Award

Pre-Bidding Events

Event Type	Prebid Conference
Attendance	Recommended
Event date	02/04/2026 10:00 AM CST
Location	Microsoft Teams
Event Note	https://gcc02.safelinks.protection.outlook.com/ap/t-59584e83/?url=https%3A%2F%2Fteams.microsoft.com%2Fl%2Fmeetup-join%2F19%253ameeting_ZmQ4ZGFjZjQtMTQ0YS00NTg5LTgzNGYtYTU4MGE5NGE5YmMx%2540thread.v2%2F0%3Fcontext%3D%257b%2522Tid%2522%253a%252251adcfad-72f1-479c-b28f-52412e04014b%2522%252c%2522Oid%2522%253a%25226f7e6e0d-1f84-43a8-a037-c8b93e424cb8%2522%257d&data=05%7C02%7CJohn.Wysocki%40dallascounty.org%7C4b3a73f3cf4a4659c0af08de52ae5d53%7C51adcfad72f1479cb28f52412e04014b%7C0%7C0%7C639039106001238542%7CUnknown%7CTWFpbGZsb3d8eyJFbXB0eU1hcGkiOnRydWUsIlYiOiIwLjAuMDAwMCIsIlAiOiJXaW4zMiIsIkFOIjoiTWFpbCIsIldUIjoyfQ%3D%3D%7C0%7C%7C%7C&sdata=d0Oz9DEP5xNJTR2YF6oeb5vRXt3XB2PsKGOH3GT3WoU%3D&reserved=0

Bid Submission Process

Bid Submission Type Electronic or Physical Bid Submission
Pricing In attached document

Envelope 1 - Proposal
  Pricing No pricing in this envelope
  Bid Documents List

Item Name	Description	Mandatory	Limited to 1 file
Attachment S	Attachment S - Small Business Enterprise (SBE) Forms	Yes	No
2026 W-9	2026 W-9	Yes	No
Appendix A	Appendix A Respondent Qualifications Questionnaire	Yes	No
Appendix B	Appendix B - RMS Functional Requirements	Yes	No
Appendix B.1	Appendix B.1 RMS Narrative Response Questions	Yes	No
Appendix C	Appendix C DC IT Requirements	Yes	No
Appendix C.1	Appendix C.1 General Narrative Response Questions	Yes	No
Appendix D	Appendix D Implementation Services Narrative Response Questions	Yes	No
Appendix E	Appendix E Post Implementation Services Narrative Response Questions	Yes	No
Appendix F	Appendix F Current Appl Env Integrations	Yes	No
Proposal Documents	Proposal Documents	Yes	No

Envelope 2 - Pricing
  Pricing In attached document
  Bid Documents List

Item Name	Description	Mandatory	Limited to 1 file
Attachment A - Cost Sheet	Attachment A - Cost Sheet	Yes	No

Documents

Documents

Document	Size	Uploaded Date	Language
RFP Terms and conditions .pdf [pdf]	174 Kb	12/19/2024 11:16 AM CST	English
SBE_Language_for_RFP_02.2024_ATTACHMENT_S.pdf [pdf]	540 Kb	12/19/2024 11:17 AM CST	English
Appendix A Respondent Qualifications Questionnaire.docx [docx]	33 Kb	01/13/2026 09:20 AM CST	English
Appendix B.1 RMS Narrative Response Questions.docx [docx]	44 Kb	01/13/2026 09:20 AM CST	English
Appendix C.1 General Narrative Response Questions.docx [docx]	30 Kb	01/13/2026 09:20 AM CST	English
Appendix D Implementation Services Narrative Response Questions.docx [docx]	34 Kb	01/13/2026 09:20 AM CST	English
Appendix E Post Implementation Services Narrative Response Questions.docx [docx]	29 Kb	01/13/2026 09:20 AM CST	English
Appendix B - RMS Functional Requirements.xlsx [xlsx]	89 Kb	01/13/2026 09:22 AM CST	English
Appendix C DC IT Requirements.xlsx [xlsx]	51 Kb	01/13/2026 09:23 AM CST	English
Appendix F Current Appl Env Integrations.xlsx [xlsx]	22 Kb	01/13/2026 09:24 AM CST	English
Attachment A - Cost Worksheet.xlsx [xlsx]	19 Kb	01/13/2026 09:25 AM CST	English
BID#2026-012-7097-VendorList.(518210.541512.541611.561410).Final.pdf [pdf]	475 Kb	01/14/2026 08:18 AM CST	English
RFP 2026-012-7097 Records-Management System (RMS).pdf [pdf]	496 Kb	01/14/2026 01:25 PM CST	English
RMS Scripts for Vendor Presentations.pdf [pdf]	70 Kb	01/21/2026 08:46 AM CST	English

Categories
Selected Categories

NIGP Categories (5)	
920	**DATA PROCESSING, COMPUTER, PROGRAMMING, AND SOFTWARE SERVICES**
92003	**Application Service Provider (ASP) (Web Based Hosted)** Application Service Provider (ASP) (Web Based Hosted)
92005	**Application, Infrastructure, Hosting and Cloud Computing Services** Application, Infrastructure, Hosting and Cloud Computing Services
92004	**Applications Software (For Main Frame Systems)** Applications Software (For Main Frame Systems)
92000	**DATA PROCESSING, COMPUTER, PROGRAMMING, AND SOFTWARE SERVICES**
918	**CONSULTING SERVICES**
91829	**Computer Software Consulting** Computer Software Consulting

RFP TERMS AND CONDITIONS

INCORPORATION OF PROPOSAL INTO THE CONTRACT

The contents of this RFP/RFQ, and the selected Proposer's Proposal, cost, exhibits, and negotiated changes and any other attachments will be incorporated, in entirety, into the future formal Contract. This Contract constitutes the entire agreement between the parties hereto and supersedes any other agreement concerning the subject matter of this transaction, whether oral or written.

ENTIRE AGREEMENT

This Agreement supersedes all prior agreements, written or oral, between Proposer and County and will constitute the entire agreement and understanding between the parties with respect to the subject matter of this Agreement. This Agreement and each of its provisions will be binding upon the parties and may not be waived, modified, amended or altered except by a writing signed by both Proposer and County with formal approval by the Dallas County Commissioners Court.

a) BINDING EFFECT

This Contract and the respective rights and obligations of the parties hereto shall inure to the benefit and be binding upon the successors and assigns of the parties hereto, as well as the parties themselves.

b) FORMAL REQUIREMENTS CONTRACT NECESSARY

Proposer agrees that any Contract resulting from this RFP/RFQ and award will be the formal requirements contract between Proposer and County.

This RFP/RFQ or any resulting award does not guarantee any acceptance of products or services and does not guarantee that any purchases of products or services will be made.

c) ORDER OF PRECEDENCE

In the event there is a conflict between the documents comprising this RFP/RFQ and any resulting contracts, the following order of precedence shall govern: (i) the term/conditions in the body of any resulting Master Contract Agreement; (ii) the RFP/RFQ; and (iii) Contractor's Response. In the event that a conflict exists between any state statute or federal law the most restrictive terms shall apply.

d) FORCE MAJEURE

Neither party hereto shall be held responsible for any loss or damage or for any delays or failure to perform due to causes beyond its reasonable control including acts of God, strikes, epidemics, war, riots, flood, fire, sabotage, or any other circumstances of like character ("**force majeure occurrence**"). Contractor shall make all reasonable efforts to remove or eliminate such a cause of delay or default and shall, upon the cessation of the cause, diligently pursue performance of its obligations under this Agreement.

e) FAIR LABOR STANDARDS

Proposer shall comply with all applicable provisions of the Federal Fair Labor Standards Act and shall indemnify, defend, and hold harmless the County and its agents, officers, and employees from any and all liability, including, but not limited to, wages, overtime pay, liquidated damages, penalties, court costs, and attorneys' fees arising under any wage and hour law, including, but not limited to, the Federal Fair Labor Standards Act, for work performed by the Contractor's employees for which the County may be found jointly or solely liable.

CONTRACT TERM

Dallas County reserves the right, upon notice to the Proposer, to extend the Term of the Contract, or any part of the Contract, for up to one hundred twenty (120) days based on the same terms and conditions upon termination or extension. This will be utilized to prevent a lapse in contract coverage and only for the time necessary, up to one hundred twenty (120) days, to enter into a new contract agreement. Proposer shall agree to assist the County with the transition planning to a different contractor.

ACCEPTANCE – REJECTION

Dallas County reserves the right to accept or reject any or all bids/proposals, to waive any technicality in any bid/proposal submitted, and to accept any part of a bid/proposal as deemed to be in the best interests of the Dallas County.

COMPLIANCE WITH LAWS AND VENUE JURISDICTION

In providing Services required by this Contract, Proposer must observe and comply with all applicable federal, State, and local statutes, ordinances, rules, regulations, licenses, legal certifications, or inspections required for the Services, facilities, equipment, or materials, and all applicable federal, state, and local statutes, ordinances, rules, and regulations.

This Contract shall be governed by Texas law and exclusive venue shall lie in Dallas County, Texas.

FISCAL FUNDING

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

BEST PRICE IN THE COUNTY

If Proposer offers a lower Proposer Fee rate to any Governmental Agency or Municipality during the Term of the contract resulting from this RFP/RFQ, the County shall have the immediate benefit of such lower Proposer Fee rate.

PERMITS AND LICENSES

Proposer shall secure and pay for all fees for all necessary statutory and regulatory authorizations, permits, approvals, certifications, licenses, and insurance required by the laws of Federal, State, County, and municipal laws, ordinances, rules and regulations that are required in order to perform the services stated in RFP/RFQ. Proposer shall maintain these licenses and permits in effect for the duration of this contract agreement. Proposer will notify County immediately of loss or suspension of any such licenses and permits. Failure to maintain a required license or permit may result in immediate termination of this contract agreement.

INDEMNIFICATION

To the fullest extent permitted by law contractor shall indemnify, hold harmless and defend owner, and all of its officers, directors, agents and employees, from and against all claims, damages, losses and expenses, including, but not limited to, attorneys fees, arising out of or resulting from bodily injury or death of any person, or property damage, including loss of use of property, arising or alleged to arise out of or in any way related to this contract or contractor's performance of the work or other activities of contractor, but only to the extent caused in whole or in part by any negligent act or omission of contractor or anyone directly or indirectly employed by contractor or anyone for whose acts contractor may be liable. Notwithstanding the foregoing, to the fullest extent permitted by law, contractor shall indemnify, hold harmless and defend owner, and all of its officers, directors, agents and employees (the "indemnitees"), from and against all claims, damages, losses and expenses, including, but not limited to, attorneys fees, arising out of or resulting from bodily injury to, or sickness, disease or death of, any employee, agent or representative of contractor or any of its subcontractors, regardless of whether such claim, damage, loss or expense is caused, or is alleged to be caused, in whole or in part by the negligence of any indemnitee, it being the expressed intent of owner and contractor that in such event the contractor is to indemnify, hold harmless and defend the indemnitees from the consequences of their own negligence, whether it is or is alleged to be the sole or concurring cause of the bodily injury, sickness, disease or death of contractor's employee or the employee of any of its subcontractors. The indemnification obligations under this paragraph shall not be limited by any limitation on the amount or type of damage, compensation or benefits payable by or for contractor under workers compensation acts, disability benefit acts or other employee benefit acts.

It is mutually understood and agreed that the assumption of liabilities and indemnification provided for in this agreement shall indefinitely survive any expiration, completion or termination of this agreement. In the event contractor and owner are found jointly liable by a court of competent jurisdiction, liability will be apportioned comparatively in accordance with the laws of the state of Texas, without waiving any governmental immunity available to the state under Texas law and without waiving any defenses of the parties under Texas law.

Approval and acceptance of Contractor's services by County shall not constitute nor be deemed a release of the responsibility and liability of Contractor for the accuracy and competency of their services; nor shall such approval and acceptance be deemed to be an assumption of such responsibility by the County for any defect, error or omission in the services performed by Contractor in this regard. Contractor shall defend, hold harmless and indemnify the County for damages resulting from such defects, errors or omissions.

No Indemnification by County: Awardee acknowledges and agrees that Dallas County does not have the ability under Article XI, Section 7 of the Texas Constitution to indemnify Awardee or any other third party for damages arising under this Contract.

Survival. These provisions shall survive completion, suspension, termination, expiration and/or cancellation of this Contract, or any determination that this Contract or any portion hereof is void, voidable, invalid or unenforceable.

TAXES

Dallas County, as a county of the State of Texas, is exempted from the payment of Texas state and local sales, excise, and use taxes pursuant to Texas Local Government Code § 151.309, and shall therefore not be liable or responsible to the Proposer for the payment of such taxes under this Contract.

The fees paid to Proposer pursuant to this Contract are inclusive of any applicable sales, use, personal property or other taxes attributable to periods on or after the applicable effective date of this Contract and based upon or measured by Proposer's cost in acquiring or providing products and/or Services and related materials and supplies furnished or used by Proposer in performing its obligations hereunder, including all personal property and use taxes, if any, due on equipment or software owned by Proposer.

Proposer accepts full and exclusive liability for the payment of any and all contributions or taxes for Social Security, Workers' Compensation Insurance, Unemployment Insurance, or Retirement Benefits, Pensions, or annuities now or hereafter imposed under any state or federal laws which are measured by the wages, salaries, or other remuneration pay to persons employed by Proposer for work performed under the terms of this Contract and agrees to indemnify and save harmless the County from any such contribution or taxes or liability.

SALARIES AND EXPENSES RELATING TO THE SUCCESSFUL PROPOSERS EMPLOYEES

The successful proposer shall pay all salaries and expenses of, and all Federal, Social Security taxes, Federal and State Unemployment taxes, and any similar taxes relating to its employees used in the performance of the contract. The successful proposer further agrees to comply with all Federal, State and local wage and hour laws and all licensing laws applicable to its employees or other personnel furnished under this agreement

WITHHOLDING/RETURN OF PAYMENT

Dallas County reserves the right to withhold payment to the Contractor or to require Contractor to return payment(s) received from Dallas County in the event Contractor performance does not comply with the provision of this agreement. Contractor agrees to return any unearned amounts paid by Dallas County within thirty (30) days following the final date of the contract period or within thirty (30) days following Dallas County delivery of a notice to the Contractor that amounts paid to be returned.

PAYMENT TERMS

Invoices accompanied by detailed supplements and other backup documentations are to be submitted in arrears, after services and/or goods have been received. Dallas County payment terms are Net 30 Days after receipt of invoice. Invoices shall be verified and approved by the Dallas County Auditors Office and subject to routine processing requirements. Payment will be authorized for all services covered under this contract upon completion of services in accordance with specification requirements and inspection of the products/services covered under this contract by Dallas County authorized representative. Payments made by the County shall not preclude the right of Dallas County from thereafter disputing any items involved or billed under this contract and shall not be construed as acceptance of any part of the services and/or goods. Dallas County requires timely and accurate accounting and billing information.

ASSIGNMENT

Contractors' assures that it will not transfer or assign its interest in this Contract without prior written consent of County. Contractors' understands that in the event that all or substantially all of Awardees' assets are acquired by another entity, Contractors' is still obligated to fulfill the terms and conditions of this Contract. County approval to transfer or assign Contractors' interest in this Contract to an entity that acquires all or substantially all of Awardees' assets is subject to formal approval by the Dallas County Commissioners Court.

AMENDMENTS AND CHANGES IN THE LAW

No modification, amendment, novation, renewal or other alteration of this Contract shall be effective unless mutually agreed upon in writing and executed by the parties hereto with final approval by the Dallas County Commissioners Court through Court Order. Any alteration, addition or deletion to the terms of this Contract which are required by changes in federal or State law are automatically incorporated herein without written amendment to this Contract and shall be effective on the date designated by said law.

NOTICES

Any notice to be given under this Contract shall be deemed to have been given if reduced to writing and delivered in person or mailed by overnight or Certified Mail (returned receipt request), postage pre-paid, to the party who is to receive such notice, demand or request at the addresses set forth in the contract agreement. Such notice, demand or request shall be deemed to have been given three (3) business days subsequent to the date it was so delivered or mailed.

INDEPENDENT CONTRACTOR

Proposer, including its agents or employees, is an independent contractor and not an agent, servant, joint enterpriser, joint venture or employee of the County, and is responsible for its own acts, forbearance, negligence and deeds, and for those of its agents or employees in conjunction with the performance of work covered under this Contract.

SUBCONTRACTING

Proposer may not enter into agreements with subcontractors for delivery of the designated Services outlined in this Contract without prior written consent of the County, which consent shall not be unreasonably withheld. The costs of all subcontracted services are included in the fees paid herein. Subcontracts, if any, entered into by the Proposer will be in writing and subject to all requirements herein. Proposer agrees that Proposer is solely responsible to County for the performance of this Contract. Proposer shall pay all subcontractors in a timely manner. County shall have the right to prohibit Proposer from using any subcontractor.

LITIGATION

In the best interest of the Dallas County, any Proposer who is currently involved, either directly or indirectly, with any litigation against or involving Dallas County may be disqualified and/or not considered for an award.

SOVEREIGN IMMUNITY

This Contract is expressly made subject to County's Sovereign Immunity, Title 5 of the Texas Civil Practices and Remedies Code, and all applicable federal and state laws. The parties expressly agree that no provision of this Contract is in any way intended to constitute a waiver of any immunities from suit or from liability that the County has by operation of law. Nothing in this Contract is intended to benefit any third party beneficiary.

DEFAULT/CUMULATIVE RIGHTS/MITIGATION

It is not a waiver of default if the non-defaulting party fails to immediately declare a default or delays in taking any action. The rights and remedies provided by this Contract are cumulative, and either party's use of any right or remedy will not preclude or waive its right to use any other remedy. These rights and remedies are in addition to any other rights the parties may have by law, statute, ordinance or otherwise. Proposer has a duty to mitigate damages.

LIABILITY FOR LOSS OF INFORMATION

In the event of loss of information or data due to negligence of Proposer or its employees, Proposer's liability for such loss shall be limited to the replacement or regeneration of the lost information or data by the methods or means deemed most suitable by Proposer for such regeneration or replacement.

TERMINATION FOR CONVENIENCE

County may terminate the Contract for convenience. County shall exercise its termination option by delivering to Proposer written notice of such termination identifying the termination date which shall be at least thirty (30) days after the date of such notice. In connection with any such termination County shall have no liability to Proposer for amounts in excess of the normal charges through the date of termination. After receipt of a notice of termination and except as otherwise directed by the County, the Proposer shall: Stop work under this Contract on the date and to the extent specified in such notice, and Complete performance of such part of the work as shall not have been terminated by such notice

Such notice of termination shall be by registered or certified mail, return receipts requested, and will be deemed given upon receipt of such notice by the other party.

TERMINATION FOR INSOLVENCY

County shall have the option to terminate the Contract in its entirety if Proposer (i) becomes insolvent or is unable to meet its debts as they mature, (ii) files a voluntary petition in bankruptcy or seeks reorganization or to effect a plan or other arrangement with creditors, (iii) files an answer or other pleading admitting, or fails to deny or contest, the material allegations of an involuntary petition filed against it pursuant to any applicable statute relating to bankruptcy or reorganization, (iv) shall be adjudicated a bankrupt or shall make an assignment for the benefit of its creditors generally, (v) shall apply for, consent to or acquiesce in the appointment of any receiver or trustee for all or a substantial part of its property, (vi) any such receiver or trustee shall appointed and shall not be discharged within thirty (30) days after date of such appointment.

TERMINATION FOR DEFAULT

County shall have the option to terminate the Contract, for cause: (i) for a material breach of such Contract by Proposer that is not cured by Proposer within ten (10) days of the date on which County provides written notice of breach; (ii) for a material breach of such Contract by Proposer that is not reasonably subject to cure within ten (10) days after it occurrence; (iii) if it is determined by County, that there exists a plurality of non-material breaches by Proposer that have a material adverse impact on of services. In the event that the County terminates this Contract in whole or in part, the County may procure, upon such terms and in such manner as the County may deem appropriate, goods and services similar to those so terminated. The Proposer shall be liable to the County for any and all excess costs incurred by the County, as determined by the County, for such similar goods and services.

County shall exercise its termination option by delivering the termination date which shall be at least ten (10) days from the date such termination notice is delivered to Proposer . Such notice of termination shall be by registered or certified mail, return receipts requested, and will be deemed given upon receipt of such notice by the other party.

TERMINATION FOR NON PERFORMANCE

County may suspend, terminate, or modify this contract immediately upon written notice to the Contractor in the event of a non-performance of stated objectives or other material breach of contractual obligations; or upon the happening of any event which would jeopardize the ability of the Contractor to perform any of its contractual obligations. If the Contractor should persistently or repeatedly refuse or should fail, except in cases for which extension of time is provided, to provide enough properly skilled workers or proper materials, or persistently disregard laws and ordinances, or not proceed with work or otherwise be guilty of, a substantial violation of any provision of this Contract, then the County may terminate this Contract. Prior to termination of this Contract, the County shall give the Contractor ten (10) days written notice.

Upon receipt of such termination notice, the Contractor shall be allowed (10) days to cure such deficiencies or non-performance issues.

MONETARY RESTITUTION

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

SEVERABILITY

If any provision of this Contract is construed to be illegal or invalid, this will not affect the legality or validity of any of the other provisions in this Contract. The illegal or invalid provision will be deemed stricken and deleted, but all other provisions shall continue and be given effect as if the illegal or invalid provisions had never been incorporated.

PROPOSER'S PROFESSIONAL WARRANTIES

I. No Actions, Suits, or Proceedings: Proposer warrants that there are no actions, suits, or proceedings, pending or threatened, that will have a material adverse effect on Proposer's ability to fulfill its obligations under this Contract. Proposer further warrants that it will notify County immediately if Proposer becomes aware of any action, suit, or proceeding, pending or threatened, which will have a material adverse effect of Proposer's ability to fulfill the obligations under this Contract.

II. Warranty of Proposer's Capability: Proposer warrants that it is financially capable of fulfilling all requirements of this Contract and that Proposer is a validly organized entity that has the authority to enter into this Contract. Proposer warrants that it is not prohibited by any loan, contract, financing arrangement, trade covenant, or similar restriction from entering into this Contract.

III. Professional Quality: Proposer warrants to County that all materials and Services will be of professional quality conforming to generally accepted practices, and that all

Services provided under this Contract will be performed in a manner consistent with that degree of care, qualification and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances. If there are no applicable or recognized professional standards in the applicable area or areas of expertise required to perform such Services, then Proposer will perform all Services in a good and professional manner that meets County's goals and objectives as stated herein as well as otherwise adds value to and/or improves the performance of County's expectations, objectives and purposes as stated in this Contract. Any work that is determined by County to be less than professional quality will be corrected without charge. This warranty extends for ninety (90) business days past termination or expiration of this Contract. This warranty is limited to rework of the unsatisfactory service or product without change to the original specifications and without regard to the amount of the effort expended on the original service or work product.

ASSURANCES

I. Proposer agrees to establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest or personal gain.

II. Proposer assures that neither it nor its employees, volunteers, agents or officers shall receive personal benefits, commission, consideration, or gains in performance of the Services outlined in this Contract. Furthermore, Proposer agrees to disclose prior to commencement of a particular assignment any material/financial interests that it or a third party may have in the Services required under this Contract.

III. Proposer assures that funds received pursuant to this Contract will not be used for lobbying the Texas legislature or any governmental agency in connection with a particular contract.

IV. Proposer shall pay all subcontractors in a timely manner. County shall have no liability to any subcontractors in the event Proposer does not pay or delays payment to any subcontractors. At termination or expiration of this Contract, Proposer shall deliver to County an affidavit of all bills paid. Final payment shall be contingent upon receipt of such affidavits as resolution of all accounting for which County is or may be liable under this Contract.

   a. Under Section 231.006, Texas Family Code, Proposer certifies to County that the owner(s) of at least a 25% interest in the organization is not delinquent in any child support obligation that renders him/her ineligible to receive payment under the terms of this Contract. Proposer hereby acknowledges that this Contract may be terminated and payment may be withheld if this Certification is inaccurate.

   b. Proposer certifies that neither it nor any of its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in this Contract by any Federal department or agency.

c. Proposer assures that it shall not receive personal benefits or gains in performance of the Services outlined in this Contract. Furthermore, Proposer agrees to disclose prior to commencement of a particular assignment any material/financial interests that it or a third party may have in the Services required under this Contract.

d. Best Efforts to Minimize Costs to County: Proposer shall use its best efforts to complete each assigned task in as economical a manner as possible and to minimize any charges incurred in connection therewith to the maximum extent possible, consistent with Proposer's other obligations under this Contract.

e. Failure to comply with any of these assurances or any other requirements specified within this Contract will put Proposer in default and/or breach of this Contract and may result, at the sole discretion of County, in the disallowance of funds and the withholding of future awards, in addition to any other remedies permitted by law.

f. Governmental Consent: Proposer warrants that no consent, approval, or withholding of objection is required from any governmental authority with respect to the entering into or the performance of this Contract.

g. Corporate Good Standing: Proposer represents and warrants that it: (i) is a corporation duly incorporated, validly existing and in good standing; (ii) has all requisite corporate power and authority to execute, deliver and perform its obligations hereunder; (iii) is duly licensed, authorized or qualified to do business and is in good standing in every jurisdiction in which a license, authorization or qualification is required for the ownership or leasing of its assets or the transaction of business of the character transacted by it except when the failure to be so licensed, authorized or qualified would not have a material adverse effect on Proposer's ability to fulfill its obligations hereunder.

RECORD KEEPING AND AUDIT

Proposer, at its sole expense, must make all of its facilities and related documentation available to Dallas County or designated third party the on-site right to review, examine, and audit all financials, records, books, papers, documents, expenditures incurred, and other pertinent records or documents relating to any contract resulting from this RFP/RFQ held by Contractor, as requested, and shall have absolute right to monitor the performance of Contractor in the delivery of services provided under this Contract.

AVAILABILITY AND RETENTION OF RECORDS

All records pertaining to services delivered and all financial books, records, statistical and management books and records shall be available for examination and audit by County, Federal, State and/or the County duly authorized representatives for a period of not less than five (5) years after final payment of the Contractor's fee expenses under the Contract or until all pending County, State, and Federal audits are completed, whichever is later.

All records related to this Contract must be kept in a single location, either at the Contractor's principle place of business or its place of business where the work was done. If this is not practical, the Contractor will assume the cost of collecting, organizing, and relocating the records and any technology needed to access the records to the Contractor's office nearest Dallas County, Texas whenever the County or anyone else with audit rights requests access to the Contractor's records associated with the services covered under this RFP/RFQ. The Contractor will do so with all due speed, not to exceed five (5) business days. If any audit reveals any material deviation from the RFP/RFQ's service and specification requirements, any misrepresentation, or any overcharge to the Dallas County, the County will be entitled to recover damages, as well as the cost of the audit.

ADEQUACY OF RECORDS

If the Contractor's books, records and other documents relevant to this Contract are not sufficient to support and document that allowable services were provided to eligible clients the Contractor shall reimburse Dallas County for the services not so adequately supported and documented.

AUDIT DISALLOWANCE

If at any time it is determined by the County that a cost for which payment has been made is disallowed cost, the County shall notify the Contractor in writing of the disallowance and the required course of action, which shall be at the option of the County either to adjust any future claim submitted by the Contractor by the amount of the disallowance or to require repayment of the disallowed amount by the Contractor forthwith issuing a check payable to Dallas County.

CONFLICT OF INTEREST

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

Contractor covenants that neither it nor any member of its agency presently has any interest or shall acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of this contract. Contractor further covenants that in the performance of this contract no person having such interest shall be employed or appointed by contractor.

ANTI-KICKBACK CLAUSE

Contractor hereby certifies that it will comply with all applicable "Anti-Kickback" Laws (including (18 USC 874) as supplemented in Department of Labor regulations (29 CFR, Part 3), and shall insert appropriate provisions in all subcontracts covering work under this Agreement

POLITICAL ACTIVITY PROHIBITED

None of the funds provided under this agreement shall be used for influencing the outcome of any election, or the passage or defeat of any legislative measure. This prohibition shall not be construed to prevent its governing body upon request or to any other local or state official or employee or to any citizen information in the hands of the employee or official not considered under law to be confidential information. Any action taken against an employee or official for supplying such information shall subject the person initiating the action to immediate dismissal from employment.

No funds provided under this agreement may be used directly or indirectly to hire employees or in any other way fund or support candidates for the legislative, executive, or judicial branches of government of Contractor, the State of Texas, or the government of the United States.

None of the funds provided under this agreement shall be paid to any official or employee who violates any of the provisions of this section.

COLLUSION

Proposer expressly warrants and certifies that neither the Proposer nor its employees or associates has directly or indirectly entered into any agreement, participated in any collusion or otherwise taken any action in restraint of free competition in conjunction with the Proposal or Contract. This paragraph does not however, preclude two or more supplier of certain parts of the requirements from presenting a combined or joint proposal for the purpose of providing a complete Proposal.

NEPOTISM

No person (1)Who is an employee, agent, consultant, officer, or official of the contractor and who exercises or has exercised any functions or responsibilities with respect to assisted contract activities; or (2) Who is in a position to participate in a decision making process or gains inside information with regard to such activities, may obtain a personal or financial interest or benefit, direct or indirect, in any contract, subcontract, or agreement with respect thereto, or the proceeds thereunder, either for themselves or those with whom they have family or business ties, during their tenure.

NON-DISCRIMINATION/AFFIRMATIVE ACTION

This Contract is subject to applicable federal and state laws and executive orders, including the Fair Labor Standards Act of 1938, relating to equal opportunity and nondiscrimination in employment. Neither Proposer nor its agents or subcontractors shall discriminate in their

employment practices against any person by reason of disability, age, race, creed, national origin, color, religion, sex, political affiliation, or veteran status.

Proposer agrees to comply with Title VI of the Civil Rights Act of 1964, Executive Order 11246 (Public Law 88- 352),Section 504 of the Rehabilitation Act of 1973 (Public Law 93-112), The Americans with Disabilities Act of 1990 (Public Law 101-336), and all amendments to each, and all requirements imposed by the regulations issued pursuant to these Acts. In addition, Proposer agrees to comply with Title 40, Chapter 73, of the Texas Administrative Code. These provide in part that no persons in the United States must, on the grounds of disability, age, race, creed, national origin, color, religion, sex, political affiliation, or veteran status, be excluded from, be denied the benefit of or be subjected to discrimination under any program or activity funded in whole or in part under this Contract.

Proposer agrees to comply and to cause its agents and subcontractors to comply, with the provisions of said laws and orders to the extent any such laws and orders are applicable in the performance of this Contract.

SECTARIAN ACTIVITY

Contractor expressly warrants and certifies that no funds under this contractor are used either directly or indirectly, in the support of any religious or anti-religious activity, worship, or instruction.

FEDERAL DEBARRED VENDORS

No products and/or services utilizing Federal funds may be procured from vendors that are listed (debarred or otherwise suspended) on System for Award Management (SAM) formerly known as the Federal Excluded Parties List. Government requirements for non-procurement suspension and debarment are contained in the OBM guidance 2CFR, part 180 that implements Executive Orders 12549 and 12689 Debarment and Suspension. Dallas County reserves the right to reject from award consideration and/or terminate any contract with any vendor found to be suspended, ineligible and/or debarred as outlined herein.

DISCLOSURE FORM CIQ

Effective January 1, 2006, Chapter 176 of the Texas Local Government Code requires that any Proposer or person considering doing business with a local government entity disclose in the Questionnaire Form CIQ, the Proposer or person's affiliation or business relationship that might cause a conflict of interest with a local government entity. By law, this questionnaire must be filed with the records administrator of Dallas County no later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006.

Local Government Code, A person commits an offense if the person violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor. The questionnaire is included in this solicitation. By submitting a response to this request, the Proposer represents that it is in compliance with the requirements of Chapter 176 of the Texas Local Government Code. Please send completed forms to the Dallas County Clerk at 509 Main Street, 2nd Floor, Dallas, Texas 75202.

TWELVE (12) MONTH WAITING PERIOD FOR EMPLOYMENT OF CERTAIN FORMER COUNTY EMPLOYEES

In accordance with the County's Transparency Policy, any firm awarded a contract for the Procurement of goods or services shall be prohibited from hiring any individual who has previously worked for the County and in that capacity either evaluated, recommended, approved, monitored, or managed a contract involving that firm no sooner than twelve months after that individual has ceased to work for or be employed by the County. Failure to adhere to such a contractual requirement may result in the termination of the contract with the County.

AUTHORITY TO TRANSACT BUSINESS IN THE STATE OF TEXAS

Pursuant to Sec. 9.001 of the Texas Business Organization Code, non-Texas entities, including, but not limited to corporations, limited partnerships, and limited liability companies must have an application for registration filed with the Texas Secretary of State and shall provide to Dallas County a Certificate of Status issued by the Texas Secretary of State that serves as official evidence of the entity's existence or authority to transact business in Texas. To transact business with Dallas County, all entities must be in legal compliance pursuant to applicable laws, and shall provide to Dallas County evidence of said compliance.

USE OF ONTRACT BY OTHER POLITICAL JURISDICTIONS

In accordance with Article 791.025 of the Texas Government Code, governmental agencies (local, state) may request to utilize County contract by executing an interlocal agreement with Dallas County to do so. Proposers are advised that all awarded contracts may be extended, with the authorization of the Proposer, to others. If any other jurisdiction or political jurisdictions is authorized, their ordering of services/goods shall be at the prices, terms and conditions as of the results the final contract. The Contractor(s) must deal directly with that jurisdiction or political subdivision concerning the placement of orders, services, issuance of purchase orders, contractual disputes, invoicing and payment. Dallas County acts only as the "Contracting Agent" for these jurisdictions and political subdivisions. Failure to extend a contract to any jurisdiction will have no effect on consideration of your offer.

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

Dallas County is indemnified against any and all claims that may arise from Interlocal Agreements entered into by the Contractor and by another jurisdiction as a result of any award extended to that jurisdiction or political subdivision by the awardee.

COUNTERPARTS, NUMBER/GENDER AND HEADINGS

This Contract may be executed in multiple counterparts, each of which shall be deemed an original, but all of which shall constitute one and the same instrument. Words of any gender used in this Contract shall be held and construed to include any other gender any words in

the singular shall include the plural and vice versa, unless the context clearly requires otherwise. Headings herein are for the convenience of reference only and shall not be considered in any interpretation of this Contract.

RFP

ATTACHMENT S
SBE PROGRAM AND FORMS

SBE LANGUAGE
FOR RFP SOLICITATIONS

REQUEST FOR PROPOSAL (RFP)

7.0   SMALL BUSINESS ENTERPRISE (SBE) PROGRAM

7.1. **Definitions.**

7.1.1. The term **"Commercially Useful Function"** is defined as a business that is directly responsible for providing the supplies or services to Dallas County as required by the solicitation or request quotes, bids or proposals. A firm is considered to perform a commercially useful function when responsible for the execution of a distinct element of the work of a contract and carries out its responsibilities by actually performing, managing and supervising the work involved. Example: A business that stocks sufficient quantities of supplies in direct inventory, which is being held for sale or resale, to cover anticipated future demands for the suppliers is considered to be performing a commercially useful function.

7.1.2. A **"Contractor"** is defined as one who participates, through a contract or any other contractual agreement in a County funded contract opportunity for work, labor, services, supplies, equipment, materials, goods or any combination of the aforementioned. For purposes of this Section, a Contractor is any individual, company, or other entity seeking to do work for Dallas County regardless of the method used to procure the services or products, including but not limited to bid or solicitation. A Contractor includes but is not limited to a contractor, consultant, or vendor.

7.1.3. The term **"Director of Small Business Enterprise"** shall mean the Director of the County's Office of Small Business Enterprise and/or her/his designee.

7.1.4. The term **"Contract Administration"** shall mean the County Purchasing Department and/or its designee.

7.1.5. The **"Contract Administration Supervisor"** shall mean the Purchasing Director and/or his or her designee.

7.1.6. **Equal Employment Opportunity Requirements**. It is the policy of Dallas County to ensure non-discrimination in the award and administration of contracts. The Contractor or Subcontractor shall not discriminate on the basis of race, color, national origin, disability, veteran status, religion, or sex in the performance of any Dallas County contract.

7.1.7   **Good Faith Effort Plan.** The plan submitted with a Submittal detailing the Respondent's efforts to achieve the set aspirational goal or documenting the Good Faith Efforts to meet the goals for all elements the Solicitation. A Good Faith Effort Plan must be submitted with a Submittal for any Dallas County projects in which goals have been established.

7.1.8 **Metropolitan Statistical Area (MSA).** The Dallas County MSA includes the following counties: Dallas, Tarrant, Denton and Collin.

7.1.9 **Small Business Enterprise.** It is the policy of Dallas County to support the growth and development of Small Business Enterprise ("SBE") and ensure that SBEs have an equal opportunity to compete for and participate in Dallas County contracts. Thus, Dallas County Commissioners Court has created the Office of Small Business Enterprise to establish and oversee a Diversity Program to ensure that SBEs have an equal opportunity to compete for and participate in Dallas County contracts. It is Dallas County's intent to:

- Ensure nondiscrimination in the award and administration of Dallas County contracts.

- Create a level playing field on which small businesses can compete fairly for Dallas County contracts; and

- Ensure that only firms who attempt in good faith to meet the SBE good faith efforts are considered for applicable contract awards.

Consequently, the contractor shall carry out applicable requirements of the good faith effort in its proposal/bid hereunder and, if awarded the contract, the award and administration of the Contract.

7.2 SBE Goals, Good Faith Efforts and Eligibility.

The Director of Small Business Enterprise and the Contract Administration Supervisor set the annual SBE participation contracting/subcontracting aspirational SBE goals for each contract. The contracting/subcontracting goals for this contract will be based on meeting or exceeding the **minimum aspirational SBE goal of 40%,** unless good cause exists for failing to meet the goal**.** The SBE aspirational goal is based on the total dollar amount of the contract.

To be eligible for points, firms (contractors and/or subcontractors):

a) Must be certified as an SBE by the following County approved entities: North Texas Regional Certification Agency (NCTRCA), DFW Minority Supplier Development Council and/or the Women's Business Council of Southwest, at the time of the proposal/bid submission. Other certifications are not acceptable.

b) 51% or more owned and controlled

c) Firm must be organized as for-profit business

d) To be recognized by the County as a **qualified SBE firm**, as defined pursuant to Section 3 of the Small Business Act and relevant regulations, an SBE is a firm for which the gross revenues or number of employees averaged over the past three years, inclusive of any affiliates, is as defined by 13 C.F.R. Sec. 121.2; and

e) All eligible firms must also perform a commercially useful function on the project and have a local presence in Dallas County Metropolitan Statistical Area (MSA) in order to be counted for SBE points. The MSA includes the following counties: Dallas, Tarrant, Denton and Collin.

7.3 SBE Scoring
The maximum number of points to be earned is 15 points. Self-performance and subcontracting may be used to achieve the aspirational goals and earn points.

a) Certified SBE Prime Contractor: **5 points**

b) Subcontracting to a Certified SBE Firm: **Up to 10 Points**
   - SBE Participation Percentage between 1% and 9.99% = **2 points**
   - SBE Participation Percentage between 10% and 19.99% = **4 points**
   - SBE Participation Percentage between 20% and 29.99% = **6 points**
   - SBE Participation Percentage between 30% and 39.99% = **8 points**
   - SBE Participation Percentage meeting or exceeding 40.00% = **10 Points**

The SBE or certified sub-contractor aspirational goal is expressed as a percentage of the total dollar amount of the contract going to SBE or certified Sub-Contractor for those areas which the Contractor has sub-contracted or anticipates sub-contracting. The aspirational goal shall also apply to contract amendments that require work beyond the scope of services originally required to accomplish the project.

The Respondent agrees to employ good faith efforts through the award of subcontractors to eligible SBEs and certified firms to the fullest extent possible.

Dallas County's Good Faith Effort Plan (GFEP) will be used for scoring purposes based upon SBE and other eligible certified firm's participation. However, all subcontractors and/or suppliers, whether certified or not, must be listed in the GFEP. The information provided in the GFEP Form will be utilized in the development of the final contract/agreement. This form is required and considered to be a part of the response to the RFP. **Should the Good Faith Effort Plan or any of the specified documents listed below be incomplete, not signed, and/or not submitted, the proposal/bid <u>may</u> be deemed non-responsive.**

7.4   **Each Contractor must include with its proposal/bid, the following documents:**

   - Completed and signed **Good Faith Effort Plan**, executed by an authorized representative; and

   - Completed and signed **Small Business Utilization Affidavit**, executed by an authorized representative; and

   - A signed and executed **Subcontractor Intent Form,** executed by an authorized representative (prime and subcontractor).

Note: All forms must be complete in their entirety and submitted as part of a Respondent's Proposal.

The County reserves the right to accept or reject any certified firm, and in its sole discretion is not bound by the certifying bodies' determination if the County has a good faith basis for concern regarding the eligibility of the firm to meet SBE guidelines or standards. A Contractor whose proposed certified firm is rejected may contest in writing to the Office of Small Business Enterprise, in accordance with the SBE Policy. The denial of SBE certification by the Office of Small Business Enterprise is excluded from the Dallas County Purchasing Code of Ethics Protests Procedure and is exclusively governed by the appeal process set forth in the SBE Policy.

7.7.   **SBE Reporting.** The Contractor and its subcontractors are required to electronically submit subcontractor payment information using the County's Compliance Reporting System (CRS), accessed through a link on the Dallas County SBE webpage. The Contractor and all subcontractors will be provided a unique log-in credential and password to access Compliance Reporting System.

Training on the use of the system will be provided by Dallas County's Office for Small Business Enterprise. After the prime receives payment from the County, electronic submittals will require data entry of the amount paid to each subcontractor listed on the Contractor's Good Faith Effort Plan.

7.8. **Contracting.** If awarded the contract, the Contractor agrees to be bound by the policies and guidelines set forth in the County's SBE Policy, which may be incorporated into the contract. If a conflict exists between the SBE section of the solicitation and the County SBE Policy, the language in the solicitation governs.

MANDATORY
SBE SOLICITATION ATTACHMENTS

SMALL BUSINESS UTILIZATION AFFIDAVIT

It is the policy of Dallas County to encourage the inclusion of qualified Small Business Enterprises (SBEs) to the greatest extent feasible on the County's construction, procurement and professional services contracts. Neither the County, nor its Contractors and their subcontractors shall discriminate on the basis of race, age, color, religion, national origin, or sex in the award and performance of contracts. In consideration of this policy, Dallas County has adopted the Small Business Enterprise Policy for all County contracts.

Small Business Enterprise Participation Goals

The solicitation bidding plan establishes subcontracting goals and requirements for all prospective bidders to ensure reasonable degree of SBE meaningful business utilization and participation in County contracts. It is the goal of Dallas County that a certain percentage of work under each contract be executed by one or more SBEs. For the purposes of participation percentages, Dallas County does not include amounts paid to the prime by the sub-contractor.

The apparent proposer shall agree to meet the established goals or must demonstrate and document a "good faith effort" to include SBEs in subcontracting opportunities. The apparent proposer who fails to adequately document good faith efforts to subcontract or purchase significant material supplies from SBEs may be denied award of the contract by Dallas County based on the contractor's failure to be a "responsive" or "responsible" bidder.

By signing below, I agree to provide Dallas County, Small Business Enterprise Department a completed copy of all required forms. I understand that, for the purpose of SBE subcontracting participation, any amounts paid to the prime from the sub-contractor should not be included in the above listed participation amount. Finally, I understand that if I fail to provide all of the required documents within five (5) business days after notification, my bid may be deemed "non-responsive" and I may be denied award of the contract.

Solicitation Number: _____   Company Name: _____

_____   _____
Typed or Printed Name of Certifying Official of Company   Date

_____   _____
Signature of Certifying Official of Company   Title

Small Business Enterprise Program Utilization Form

Solicitation/Project Name: _____   Solicitation #: _____

Firm Name: _____   Firm Phone # _____

Firm Address: _____   City: _____   State: _____   Zip: _____

Compliance Contact: _____   Phone #: _____   Email Address: _____

Is Your Firm Certified: _____   Certifying Agency: DFWMSDC _____   NCTRCA _____   WBC-Southwest _____   Other: _____

Total Bid Amount: _____   Amount self-performed: _____   Percentage self-performed: _____

Utilization Plan

List the firms that will be utilized on the project. Provide copies of correspondence.

==SBE certified subcontractors/suppliers==

Firm Name & SBE Certification #	Tier	Person Contacted & Date	Address	Phone & Email Address	Type of Work	NAICS Code	Local or Non-Local	Dollar Amount	% of contract
						Total	$		%

Small Business Enterprise
Records Building - 500 Elm Street, Suite 0300, Dallas, TX 75202
Telephone: (214) 653-6021 | E-Mail: sbe@dallascounty.org

Non SBE certified subcontractors/suppliers									
Firm Name	Tier	Person Contacted & Date	Address	Phone & Email Address	Type of Work	NAICS Code	Local or Non-Local	Dollar Amount	% of Total Contract
	%						Total	$	%

Prime Printed Name: _____ Title: _____ Signature: _____ Date: _____

SBE Compliance Officer: _____ Date: _____

SBE Notes:

Small Business Enterprise
Records Building - 500 Elm Street, Suite 0300, Dallas, TX 75202
Telephone: (214) 653-6021 | E-Mail: sbe@dallascounty.org

Good Faith Efforts Form

<mark>The Good Faith Efforts Form must be fully completed if the aspirational goal is **_not_** met.</mark>

1. Did you speak with or receive assistance from a staff member in the Small Business Enterprise

   Department?_____ (Y/N) Name of staff member _____

2. Did you utilize a Dallas County SBE vendor list? If not, please explain?

Vendor List Accessed	Date of Access

3. Did you provide written notice to potential SBE subcontractors, suppliers, and vendors? Written notice should include plans, specifications, subcontractor/supplier opportunities, and deadline for submission to respondent no less than 7 days before bid submission. Please provide copies of all correspondence, including accepted and rejected SBE bids or proposals, i.e. letters, memos, emails and phone calls.

Firm Name & Address	Phone #	Person Contacted & Date	Type of Work	NAICS Code	SBE Certification No.	Response to Solicitation	Bid/Quote Amount	Company Selected (Y or N)

4. If applicable, did you participate in the pre-bid meeting? _____

5. Did you identify and select specific work items to be performed and/or procurement to be fulfilled by SBEs? Please subdivide total contract work into smaller portions or quantities to permit maximum active participation by SBEs.

1.	2.	3.
4.	5.	6.

6. Did you advertise in trade publications or with local advocacy organizations? The advertisement must identify and describe subcontracting opportunities in detail, including a contact person and deadlines. Please provide a copy.

Publication Name	Date of Publication

Prime Printed Name: _____ Title: _____ Signature: _____ Date: _____

DALLAS COUNTY
SUBCONTRACTOR INTENT FORM

To: Dallas County - Small Business Enterprise Department   Date: _____

Project Name: _____   Solicitation #: _____

_____will provide the following good(s)/service(s):
Subcontractor on the project

_____

to _____
Prime Contractor on the project

SBE subcontractor is certified by the following agency: _____DFW Minority Supplier Development Council _____NCTRCA _____Women's Business Council SW

SBE Certification #: _____   (Certification must be kept current/valid for the entire duration of this contract. Failure to comply with this provision could be subject to removal from contract.)

For the purposes of SBE subcontracting participation, Dallas County does not include amounts paid to the prime by the sub-contractor.

Total Contract Amount for prime: $_____   Estimated Work Start Date:_____

Sub Participation Amount: $_____   _____%   Estimated Work End Date: _____

The undersigned intends to enter into a formal agreement with the subcontractor listed, conditioned upon being awarded the Dallas County contract. The undersigned understands that, for the purpose of SBE subcontracting participation, any amounts paid to the prime from the sub-contractor should not be included in the above listed participation amount. **Before any subcontractor/supplier substitutions are made, the prime contractor must submit an SBE Substitution Request Form to The SBE Department for approval.** Failure to comply with these provisions could result in termination of the contract, sanctions against the prime contractor, and/or ineligibility for future Dallas County contracts. The subcontractor's participation will be entered in B2GNow, Dallas County's compliance system, based upon this intent form.

_____   _____
Officer's Signature (Prime Contractor)   Officer's Signature (Subcontractor)

_____   _____
Printed Name (Prime Contractor)   Printed Name (Subcontractor)

_____   _____
Title (Prime Contractor)   Title (Subcontractor)

_____   _____
Date   Date

Please select or list all Chambers or Advocacy groups you are a member of:

	Prime	Sub
Greater Dallas Asian American Chamber of Commerce	____	____
Greater Dallas Black Chamber of Commerce	____	____
Greater Dallas Hispanic Chamber of Commerce	____	____
U.S. Pan Asian American Chamber of Commerce	____	____
Asian Contractors Association	____	____
Regional Black Contractors Association	____	____
Regional Hispanic Contractors Association	____	____

9/2023

Appendix A
RESPONDENT QUALIFICATIONS QUESTIONNAIRE

This questionnaire is to be completed in its entirety. No modification to the wording is permitted. Proposals submitted with Respondent Qualifications Questionnaires that are incomplete or incorrect, or that have been altered, are subject to rejection. Adding lines where needed is acceptable.

1. Full Legal Name of Business:

_____
_____

2. Address of Headquarters:

_____
_____
_____
_____

3. Address of Local Office, if different:

_____
_____
_____

4. Date of Current Business Organization (Month/Year):_____

5. Names and Dates of Predecessor Business Organization(s):

_____
_____
_____
_____

6. Type of Business:_____

    (i.e. Individual, Partnership, Association, Corporation, etc.)

7. Respondent Representative and Contact Information:_____

_____

8. Description of Solution and Services to be Provided:

_____
_____
_____

_____

_____

9. Number of Years Providing Proposed Solution and Services:_____

10. Number of employees: _____

11. Percentage of turnover: _____

12. Percentage of total revenues from the software(s) being proposed currently and historically invested in Research and Development (R&D) for the software being proposed: _____

13. Briefly describe three (3) or more projects similar to the solution and services contained in your proposal and include approximate duration and dollar value of the projects.

Projects illustrating Respondent's relevant experience.

Duration of Project Type	Project Description	Dollar Value

14. **Type and Quantity of Personnel** – List the number of full-time employees of the Contractor that will deliver services to Dallas County under this contract. Group by type of service (Category).

Category	Total Number of Employees
Example: Account Management Services	

15. **Service Delivery Leadership** – List the individuals, for each service type (Category) identified above, who will be directly responsible for delivery of the services requested by this RFP. Indicate the number of years of experience held by each individual listed. Attach resume(s) for each individual listed describing specific qualifications, job knowledge, and directly related experience.

List of Contractor's personnel responsible for service delivery

Category	Name	Certification(s) and License(s)	Years of Experience

16. Customer References – Provide at least four (4) customer references where Respondent has, within the last five (5) years, successfully provided and performed the requested solution and services.

Customer Reference #1

Customer:	Date(s) of Work:
Location:	

Description of Solution and Services Delivered:

Reference Contact Information:

Company Name:	
Number of Employees in Organization:	
Contact Full Name:	
Contact Mailing Address:	
Contact Title:	
Contact Email Address:	
Contact Telephone Number	

Description of Service:

Project Phases and Corresponding Dates:	
RMS Versions Implemented and Number of Users at Go-live by Module:	
What environment did the customer move to and from? (Application/database and in-house vs. hosted)	
Quantity and position titles of implementation team (both external and internal to customer)	
Were modifications/replacements to the initial team required? If so, please provide a description.	
Was the project completed on time and within budget according to the original project plan? If the answer is no, please provide an explanation.	

Is the solution implemented during the project still being used? If the answer is no, please provide an explanation.	
Were modifications/customizations to the software or standard interfaces required? If so, please provide a description.	

Customer Reference #2

Customer:	**Date(s) of Work:**
Location:	
Description of Solution and Services Delivered:	
Reference Contact Information:	
Company Name:	
Number of Employees in Organization:	
Contact Full Name:	
Contact Mailing Address:	
Contact Title:	
Contact Email Address:	
Contact Telephone Number	
Description of Service:	
Project Phases and Corresponding Dates:	
RMS Versions Implemented and Number of Users at Go-live by Module:	
What environment did the customer move to and from? (Application/database and in-house vs. hosted)	
Quantity and position titles of implementation team (both external and internal to customer)	

Were modifications/replacements to the initial team required? If so, please provide a description.	
Was the project completed on time and within budget according to the original project plan? If the answer is no, please provide an explanation.	
Is the solution implemented during the project still being used? If the answer is no, please provide an explanation.	
Were modifications/customizations to the software or standard interfaces required? If so, please provide a description.	

Customer Reference #3

Customer:	**Date(s) of Work:**
Location:	
Description of Solution and Services Delivered:	
Reference Contact Information:	
Company Name:	
Number of Employees in Organization:	
Contact Full Name:	
Contact Mailing Address:	
Contact Title:	
Contact Email Address:	
Contact Telephone Number	
Description of Service:	
Project Phases and Corresponding Dates:	
RMS Versions Implemented and Number of Users at Go-live by Module:	

What environment did the customer move to and from? (Application/database and in-house vs. hosted)	
Quantity and position titles of implementation team (both external and internal to customer)	
Were modifications/replacements to the initial team required? If so, please provide a description.	
Was the project completed on time and within budget according to the original project plan? If the answer is no, please provide an explanation.	
Is the solution implemented during the project still being used? If the answer is no, please provide an explanation.	
Were modifications/customizations to the software or standard interfaces required? If so, please provide a description.	

Customer Reference #4

Customer:	**Date(s) of Work:**
Location:	
Description of Solution and Services Delivered:	
Reference Contact Information:	
Company Name:	
Number of Employees in Organization:	
Contact Full Name:	
Contact Mailing Address:	
Contact Title:	
Contact Email Address:	
Contact Telephone Number	

Description of Service:	
Project Phases and Corresponding Dates:	
RMS Versions Implemented and Number of Users at Go-live by Module:	
What environment did the customer move to and from? (Application/database and in-house vs. hosted)	
Quantity and position titles of implementation team (both external and internal to customer)	
Were modifications/replacements to the initial team required? If so, please provide a description.	
Was the project completed on time and within budget according to the original project plan? If the answer is no, please provide an explanation.	
Is the solution implemented during the project still being used? If the answer is no, please provide an explanation.	
Were modifications/customizations to the software or standard interfaces required? If so, please provide a description.	

RMS Narrative Response Questions

1. **<u>Field-Based Reporting</u>**
Dallas County seeks a system that offers a robust, tightly integrated field-based reporting module for use on all compatible devices (e.g., MDC, cell phone, tablet, thin client web browser). The field-based reporting module shall import CAD data so an officer can begin a case report before the CAD event is closed. This same mobile functionality is important for authorized County employees and job functions. Proposers shall explain mobile-friendly capabilities. How does your solution facilitate these special mobile situations:

   - Functionality allowing report to be opened/started before CAD incident is closed.
   - Present any limitations the system may have for compatible devices (e.g., MDC, cell phone, tablet, thin client web browser) not requiring software installation for use while connected to network.

   Field-Based Reporting Response:

2. **<u>Supplemental Matching</u>**
Dallas County requires a system capable of linking incident reports to supplemental reports and any related evidence, property, vehicles, and persons records. The current system requires multiple steps and approvals to match a supplemental report with its original incident report. The system shall automatically link reports, supplementals, and related records. The new solution shall provide a supervisory approval workflow for deputies with specific system flags (ex: to the department). Describe how your system is capable of the following:

   - Connecting incident reports to related:
     - Supplemental reports
     - Evidence
     - Property
     - Vehicles
     - Persons
   - Supporting an approval workflow process for reports for deputies with specific system flags (ex: new to department).
   - Querying/retrieving an initial incident report and using as a baseline document to create the supplemental report.
   - Supporting reports for common incident types to help officers write the report or supplemental report.
   - Linking associated reports to one single common report for primary case number.
   - Allowing supplemental reports to be written even before original incident report is created then linking those to the initial incident report (ex: cases where multiple officers arrived at different times).

- Allowing supplemental reports to be generated simultaneously by numerous officers
- Displaying the suspect/victim sequence to ensure consistency across reports and supplement reports.
- Providing means to correct, edit, update, or add case information once an incident has been approved w/out requiring supplement matching to resolve errors.

Supplemental Matching Response:

3. **Master Indexes**

   Dallas County relies on the Master Indexes to track records with a single source of identification. The identifiers play a crucial role throughout the entire system, including RMS, reporting, and other outside systems. The master indexes are essential to the accuracy and speed of which records can be retrieved and are imperative for a system of this magnitude to remain efficient. Master Indexes shall include Name, Property, Location, and Vehicle/Vessels components. The system shall attempt to prevent duplicate entries by crawling data and/or displaying possible duplicates for resolution by staff as they arise during data entry. Explain how your system supports the following:

   - Includes Master Indexes for Name, Property, Location, and Vehicles.
   - Functions across RMS and incident reporting modules of system.
   - Interfaces with third party systems
   - Includes compatibility with a Dallas County central warehouse/repository database.
   - Automatically crawls data to identify possible duplicates for human verification before merges are completed.
   - Prompts users during data entry of likely duplicate entries, allowing person to verify and avoid duplicates before entered in system.

   Master Indexes Response:

4. **Central Records Removal**

   Dallas County requires a system capable of managing a customizable workflow to facilitate the Criminal Records Removal Process, which includes expunction, and non-disclosure orders. The current process is inefficient and involves manually initiating and tracking requests and progress using an in-house database and with no workflow or notification management functionality. The record removal process workflow includes steps taken by different departments or agencies in the County with some actions completed in the RMS system and others outside of the system.

The new system shall include a customizable records removal workflow and track the process from initial request to either completion or an official decline of request with emailed notifications and a dashboard. Describe how your system supports the following functionality:

- Supports a user-customizable workflow starting with record removal request.
- Generates email notifications to appropriate users or groups to ensure their awareness of pending action.
- Allows for workflow steps to be tracked for actions take inside the new system or outside the system including a notes field at each step.
- Provides time/date stamps and full audit trails for all steps and allows for due dates based on time elapsed.
- Periodically notifies users of steps awaiting completion or overdue based on the configurable workflow with an escalation functionality as deadlines pass with no action.
- Creates a dashboard for users to view in-progress removal requests with deadlines clearly visible.
- Capable of user configurable reports based on any field in the dashboard or workflow.

Central Records Removal Response:

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5. **Confidential Reports**
   Dallas County conducts confidential investigations that necessitate restricted access. Proposer shall
   describe how their system:

- Restricts access to investigations.
- Manages access restrictions.
- Tracks personnel who have accessed case files.
- Alerts when unauthorized access is attempted.

Confidential Reports Response:

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6. **Data Analysis**
   Dallas County utilizes RMS system data with third-party software to complete mission-critical data analysis & visualization processes, including mapping. The system shall be capable of sharing and interacting using standard data formats, creating, saving, and sharing ad-hoc reports, and supporting GIS data formats.
   Explain how your system supports:

- Ad-hoc queries or reports using any data fields in the system which may be saved or shared with other users or groups.
- Sharing GIS data via standard file formats

Data Analysis Response:

7. **e-Citation**

Dallas County uses third-party software, Brazos, for field interview and traffic stops. The system shall integrate with Brazos, or any other vendor the Sheriff's Office would be using for e-Citation to incorporate person, vehicle, and location data collected from traffic citations or warnings, parking violations, and field interviews into the appropriate RMS Master Name, Vehicle, or Location Index. Proposers shall describe in detail how their system achieves the following:

- Interfaces with Brazos or the vendor that DSO would be using for e-Citation (identify any agencies where your system has interfaced with the product)
- Imports person, vehicle, and location information from e-citations, warnings, parking violations, and field interviews into the appropriate RMS Master Name, Vehicle, or Location Index (outline the workflow).

e-Citation Response:

8. **Property & Evidence**

Dallas County requires a solution that tracks property and evidence throughout its life within the system. The evidence and property management module shall integrate with field reporting to ensure a logical tracking of evidence and property from point of collection to disposal or return and include barcode generation, NIBRS, printing, and scanning functionality. The system shall break down evidence storage locations into smaller customizable sub-spaces to correctly capture exact position. Proposers shall:

- Provide a detailed write-up of the capabilities of their evidence and property module.
- Clearly describe how their property and evidence system integrates with field reporting to ensure evidence and property are tracked.
- Describe the capability of their system to utilize barcoding and handheld scanners for inventory of evidence and property.
- Provide a list of bar code printers and scanners approved for use with their system.
- Demonstrate ability to break down evidence storage rooms into smaller sub-spaces such as wall, shelf, and bin, with ability to customize into different nested hierarchy storage space types used by evidence + property teams.

Property & Evidence Response:

9. **NIBRS**

Dallas County follows the FBI's Uniform Crime Reporting (UCR) data standards by utilizing NIBRS. The system shall accurately and automatically assign NIBRS classification codes based on information in incident reports and the criminal statues for the State of Texas while adhering to CJIS security requirements. The system shall allow updating of the classification code tables used and manually overriding those codes when circumstances dictate. Proposers shall provide a detailed explanation related to their solution describing:

- Progress in meeting the established CJIS's requirements for NIBRS submission.
- List of Texas agencies utilizing proposer's solution for NIBRS data collection/submission.
- Experience with Texas incident-based reporting submission requirements and data submission error rates for NIBRS-compliant agencies.
- Process of assigning NIBRS classification codes within the system (ex: Do officers need to understand NIBRS classification code, are criminal statutes contained within an agency defined table that auto populates the NIBRS code based on the section/subsection selected).
- Describe how the System handles updating the classification codes and if the system is automated, can it be disabled and accept overrides.

NIBRS Response:

10.   Deputy Report Approval

Dallas County Sheriff's Office utilizes an agency specific incident report review and approval process. At times, Deputies are required to have their reports approved by a supervisor before the report is accepted in RMS through a workflow. The solution shall provide an automatic customizable workflow capable of identifying Deputies and requiring supervisors to approve reports or return to the officer for edits and re-submit for approval until completed. The system shall include a customizable dashboard with alerting to indicate status of the Deputy report approval processes including the display of those reports waiting more than a predetermined amount of time in any of the workflow steps. Explain how your system achieves the following:

- Allows manual overrides to either skip or force the process for a specific deputy as needed.
- Notifies the supervisor(s) of a pending report for approval.
- Notifies managers if reports for approval have not been processed by supervisors after a predetermined amount of time.
- Allows for the pending report to be sent back to the Deputy with a supervisor with notes for correction.
- Displays status of approval process in a customizable dashboard.

Deputy Report Approval Response:

11.   Public Reporting

Dallas County intends to use data for citizen crime reporting and the new system shall integrate w/this software. In the future, the agency shall consider migration to a crime reporting app/module inside the new system. This method of citizen reporting shall require an approval process/workflow by an officer
before the report can be accepted.

All respondents shall provide a detailed explanation of how the system integrates with reporting software including examples and officer approval workflows.

Respondents with a built-in citizen reporting via portal/app shall explain:
- Method used to access the citizen reporting module (application or website).
- General functionality of citizen reporting.
- Workflow to allow officer or agency approval before reports are accepted (include workflow for follow-up, reassignment, and editing between citizen and agency when required).
- Describe process used to manage offense types which may be self-permitted vs. those requiring officer on-site response.
- Tracking/identity verification of reporting individual(s) and or suspects or other subjects involved.
- Permits file attachments to incidents.

12.   Detectives Case Management

Dallas County requires a system with strong case management functionality. The system shall include automatic and manual case assignment, a dashboard showing progress, and customizable reports. Authorized users shall be able to edit all fields and reopen cases. Cases cleared by exception or without arrest dispositions shall be allowed. The system shall enable warrant or search warrant requests and allow charge recommendations. The system shall integrate with property/evidence, support supplemental reports, and capture/store investigative data, document interviews, and facilitate photo line-ups. Explain how your system supports the following functions:

- Assign cases or follow-up investigations automatically and manually based on investigator/deputy skills and availability while alerting investigator and supervisor of assignments.
- Require NIBRS code to be entered before case accepted.
- Dashboard to view case assignments & progress including solvability factor and additional investigators assigned.
- Ability for users with permission to review/edit/re-open/close all fields in a case including Motive (MO) and pseudo name/AKA in Master Name Index (MNI).
- Customizable criteria-based reports based on dashboard and any field in system with configurable alerts (ex: investigator case listing, case type, case status, Medical Examiner report not provided after 12 weeks).
- Include case status and case disposition and automatically update based on certain system activities and/or court information
- Allow management and closure of cases cleared by exception (ex: primary suspect now deceased) and closure of cases with no arrest disposition.
- Ability to solicit internal recommendations/approvals for charges then to send when appropriate to prosecutor for charging decisions with all steps/decisions tracked.
- Initiate/request search warrants and regular warrants.
- Support supplemental reports, capture/store investigative data, document interviews, facilitate photo line-ups.
- Complete integration with property and evidence modules/systems to allow property release when appropriate case status reached.

Detectives Case Management Response:

13. Report Generator/Wizard

Dallas County Teams utilize thousands of reports daily to quickly gather and act on important data in the RMS system. The solution shall contain a report generator/wizard that allows them to create most reports on their own without assistance of IT, System Admins, or third-party software. The system shall allow users to prepare reports on their own.

Describe how the system shall:
- Allow users to create reports from the available system fields the user has permissions to view.
- Allow multiple filter conditions in reports.
- Save reports privately or share with other user/groups in the system.

- Allow authorized user to schedule a report to run and be delivered via email and/or in-app alerts.
- Schedule reports immediately or in time segments including minutes, hours, days, weeks, months, years and specific dates each year/month.
- Export data as a flat file: CSV, EXCEL, PDF, MHTML (web archive), and XML file with report data.
- Allow applications such as Power BI, Tableau or SSRS to connect to data tables in the system with permissions.

Explain how your system supports:
- Self-generated report wizard using ANY system field user has permissions to view.
- Filters using an easy-to-use wizard format.
- Ability to save reports (individually or share w/others).
- Automatic delivery with email/in-app alerts in the time segments mentioned above.
- Ability for data to be used in third-party systems with flat data file.

Report Generator/Wizard Response:

14.   Multiple-System Query

Dallas County stores important and helpful information in multiple systems, requiring a sworn or civilian employee to run numerous queries individually in various systems to view all needed information about the subject in question. This task may be accomplished by running a query against a data warehouse (ex:
IDB) which would aggregate designated data from various systems. The new system shall allow running an all-in-one query on the subject in multiple systems simultaneously.

The system shall include the following functionality:
- Results shall be displayed in one single return or report, showing all data that user has permissions to view.
- Query shall return partial or "close to" results, allowing the user to select what he/she believes is the correct person despite a small error in DOB, or name spelling.
- Users appreciate the administrative efficiency, but safety implications shall be first priority and are more impactful (ex: ability to query multiple systems could be the difference between a safe interaction w/the public or one that results in injury or death to responders and/or the public).

Explain how your solution allows:
- Users to simultaneously query multiple systems for a single "hit"/return.
- Provides list of partial or "close to" results for people with similar data (DOB or name spelling).
- Displays results per user permissions, only showing pieces of data that individual has rights to see.

Multiple-System Query Response:

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15. Notifications (Alerts/Flags)

As a large, multi-layer agency, Dallas County Teams need to share information quicky and automatically via configurable notifications and system shall offer email, text, voice calls, email, and in-app notifications to appropriate people/groups in real-time whenever pre-set criteria are matched. The system shall allow workflow/logic including acknowledgement (time/date stamp) and ability to send second level notifications when first is unacknowledged.

Explain how your system supports auto/configurable criteria-based notifications via data field values:
- What methods of notification are supported (cell voice call, text, email, in-app notifications)?
- How does the system record acknowledgement of the notification?
- How are the notifications stored and how can they be accessed later?
- How does the system support "user groups" for simultaneous notifications (ex: weekend on-call interpreters)?
- How does the system support workflows for notifications (ex: if a person doesn't acknowledge a notification, an alternative person shall be contacted – or– based on day/time/facility involved, correct groups notified)?

Notifications (Alerts/Flags) Response:

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16. CAD 911 Integration

Dallas County Sheriff Office is looking at RMS vendors that can integrate their product with the CAD911 system and would be interested in information about the potential partners/preferred vendors that the RMS provider integrates for a unified solution. Provide the details about the following questions regarding CAD911 integration
- Does the vendor have a CAD911 solution
- Does the vendor have a list of CAD911 vendors that it prefers to partner with to provide a seamless solution
- How does the integrated system operate and how does the data get shared between the two products

CAD 911 related Response:

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General Narrative Response Questions

1. **Data Retention/Conversion**
   The Dallas County's retention policy (5th Edition or most current version) is held by the Texas State Library, which shall be used in reference to identify the County's needs for the new system. The policy can be found at [Texas State Records Retention Schedule - 5th Edition | TSLAC](#) and [here](#) , Legacy data shall be converted to the new system and also archived. The County shall entertain suggestions from the proposer's experience regarding different approaches to converting our legacy data (i.e., manual conversion, SQL loading tool.)

   Describe how your system supports the County's Data Retention, Conversion and Archival needs as listed above:

   Data Retention Response:

2. **Technical Environment**
   The County has a comprehensive computing environment that encompasses a broad array of networking, servers, and desktop computing platforms as well as the complimentary systems software. The County requires a system, including all necessary hardware, subscriptions, and any other facets, that shall support the County's computing environment, related practices and acquisition considerations related to network and system security.

   Describe how your system supports Cloud, Hybrid or On Prem to meet the County's Technical Environment needs as listed above:

   Technical Environment Response:

3. **Availability & Disaster Recovery**
   The RMS System supports mission-critical public safety activities related to the Sheriff, Jail, Civil Process, and Courts and therefore shall be available 99.99% of time 24/7/365 around the clock. Additionally, the vendor shall utilize a Disaster Recovery Plan to ensure system functionality is restored swiftly even after unplanned events cause disruptions.

   Describe how your system supports the County's Availability & Disaster Recovery needs   as   listed   above:

   Availability & Disaster Recovery Response:

4. **<u>Vendor Credentials</u>**

Is the proposer a CJIS approved vendor: **Yes ☐ No ☐**

What is the proposer's plan to get a CJIS approval.

APPENDIX D
IMPLEMENTATION SERVICES NARRATIVE RESPONSE QUESTIONS

Implementation of the Records Management Systems will be in Dallas County. While there are many deployment methods available to Dallas County, the ideal deployment strategy is to leverage resources and minimize risk. Despite this goal, the business needs are unlikely to be met by the system until it is fully installed.

County would ideally prefer a single "Go Live" event of implementation for all users due to the interdependencies between groups, however, realizes that may not be realistic. In addition, the County is aware of the increased risk, substantial resource requirements, cost, and overall significant level of effort a single event would require. Therefore, to minimize potential issues and the duplication of effort that would occur with maintaining two simultaneous systems the County is interested in receiving recommendations from Proposers on the best method for implementation.

Proposers shall recommend an implementation strategy that minimizes risk and optimizes results while minimizing negative operational impacts.

Part of this solution may be a staggered implementation with a very short lag between functions, offices, or other basis for separation of parts of the system recommended by the Proposer. A significant time lag between functions, offices or other basis of separation would not be acceptable. The County will be looking for the best possible plan for addressing this aspect of its acquisition.

Please answer the following questions in detail. Make sure that any prerequisites or assumptions are clearly identified in the answer.

1. **Project Plan**
   Please provide a detailed work plan for the implementation of the RMS consistent with addressing the concerns of both the functional staff and the technical staff.

   1.1. Phases, if appropriate, and Major activities
      1.1.1. Describe your recommended rollout strategy. Indicate whether the implementation will be a single event or phased, and the planned duration from the first Go Live event to the last. Include which functions, offices, or other basis for the separation of the system into parts should be implemented simultaneously, the order in which they should be rolled out, and a high-level timeframe for phasing rollouts by major milestones, if a single event is not planned.
      1.1.2. Describe each milestone of the phase including the specific functionality, offices or other basis that is included.
      1.1.3. Describe the major activities (e.g. Business Process Review, infrastructure installation, technical modification/customization, configuration, conversion, testing, implementation, technical training, user training, and warranty/acceptance) within each milestone or phase showing all significant tasks required for successful completion of the milestone or phase objectives.

1.1.4. Describe your method of including, working with and accommodating the large group of stakeholders and SMEs participating in the project with appropriate consideration of their respective roles.

1.2. Detailed timeline (by Gantt, Pert or other chart)
1.2.1. Provide timeline details for all milestones in a single event plan or phases for a phased plan indicating the start dates, end dates and milestones.
1.2.2. Provide timeline details for all major activities in each phase of a phased plan indicating the start dates, end dates, and milestones.
1.2.3. Provide timeline details for all deliverables in both types of plan.

1.3. Resource allocations
1.3.1. Based on your experience with customers of a comparable user base, please recommend internal County resources needed during the implementation and for the first 3 months after go-live. If a phased plan is proposed, these must be provided for each implementation phase and for the first 3 months after go-live for each of your recommended rollout phases. Describe the skill sets needed for each resource.
1.3.2. Identify the expected hours by resource and quote it as a part of the implementation cost.

1.4. Deliverables
1.4.1. List and describe all deliverables by milestone for a single event plan and by phase in a phased plan.
1.4.2. Identify major dependencies for each deliverable.
1.4.3. Provide samples of all major deliverables proposed.

1.5. Sample Implementation Plan
1.5.1. Please provide a sample implementation plan used during an actual implementation of comparable scope and size within the last 6 years. It should include both a base timeline and actual timeline of phases, activities, and deliverables. County utilizes Smartsheets for project management; please provide the implementation work plan using this tool if possible. If you use another tool, please provide the plan in Excel, and indicate the product in which you would manage the project.

2. **Training**
All departments and offices in Dallas County have multiple users of the RMS for a variety of roles, and some users have more than one role. Training will need to address role specific functions and offer the opportunity for users to attend more than one training session based on business needs. Some users will need only a basic system overview, while others will require in depth knowledge of numerous components or modules of the system. Roles will be based on function and not

just office or location. The County will work with the successful respondent to define these roles and their parameters as part of the Resource Management Plan.

Provide a detailed explanation of your proposed training solution. Include the following options:

2.1. Describe your approach to training, (i.e. on site at the County vs. at Proposer facilities, train the trainer vs. train all users, instructor lead vs. computer based), training materials, and methodologies.

2.2. Describe the training staff expected to be provided by the County and their roles and responsibilities.

2.3. Provide the recommended time commitment required of each group of trainees.

2.4. Describe your IT training recommendations for Super Users, including onsite/off-site preference, methodology and knowledge transfer. Include specifics for database administrators, system administrators, network administrators, operations, help desk and other IT personnel if the approach differs.

2.5. Provide an example of training materials utilized.

2.6. For any third-party software recommended, identify those that provide training in the use of their application.

2.7. Provide a training plan for on-site, instructor-led, hands-on training for at least 2500 users that includes a variety of business specific training sessions for at least the following roles:

2.8. Training for System Administrator and Database Administrator

2.9. Training for forms and report creation

2.10. What is the ratio of trainer to students?

3. **Appendix G Data Conversion and Transfer** *(This section should be uploaded as a separate file in the original format (Word), OR if Paper Submission saved on a flash drive as a separate file from the RFP response, entitled "{insert respondent name} Appendix G Data Conversion Requirements.")*

3.1. Please fully describe:

3.1.1. The approach, tasks, schedule, and resources that will be employed to convert case management records for effective implementation, operation, and report generation under the proposed solution.

3.1.2. Electronic records to be converted. Resources considered in this description must include at least the specialized information technology and communications personnel, specialized tools, and ancillary goods.

3.1.3. The description must explain the scope of data to be converted and the approach to planning, designing, and testing conversion. It must identify the tasks, schedule, resources, and tools required to convert data. Please outline the number of employees, roles and responsibilities, skills and time availability needed for Dallas County employees.

3.1.4. Please list reports that will be provided such as source and target record counts, and exception reports.

3.1.5. Please describe your ability to write scripts to correct invalid data in batch mode.

3.2. Provide a detailed explanation of your proposed data conversion strategy. Include the following
3.2.1. Describe your recommended data conversion methodology and approach. Describe your "pre-conversion" data cleansing programs, processes, and procedures.
3.2.2. Describe your data mapping tools, particularly those used for the mapping of cross-walks for major code structure changes. Do you provide detailed reports of data/field usage and identify discrepancies? Do you provide conversion reports to validate conversion?
3.2.3. What roles and responsibilities will Dallas County employees have in the conversion?
3.2.4. Provide detail regarding the number of data pushes included in the contract and the ability of the vendor to write scripts to fix data between data pushes.
3.2.5. Describe the process recommended to get the data from Dallas to the vendor or cloud provider.

3.3. Provide a detailed explanation of your proposed data transfer frequency and quality strategy. Including the following considerations for:
3.3.1. Real-Time of Continuous. Data transfers occurring continuously or in near real-time. This approach ensures that changes to the data are transferred immediately.
3.3.2. Hourly. Data transfers are scheduled to occur every hour. This frequency is suitable for organizations that need relatively up-to-date information but can tolerate some delay.
3.3.3. Weekly. Data transfers occur once a week. This frequency is suitable for non-critical data or situations where frequent updates are not necessary.
3.3.4. Custom Schedule. The organization defines a custom schedule based on its specific needs. For example, transfers might be scheduled multiple times a day during peak business hours and less frequently during off-peak times.

4. **Appendix H System Customization** *(This section should be uploaded as a separate file in the original format (Word), OR if Paper Submission saved on a flash drive as a separate file from the RFP response, entitled "{insert respondent name} Appendix H System Customizations.")*

Provide a detailed explanation of your proposed strategy for any application customizations that may be required to meet the County's business requirements.

Include the following:

4.1. Describe your recommended approach for analyzing areas requiring customization and executing the design and implementation of these modifications.

4.2. Describe controls that are in place to limit the impact of new or modified modules on related modules or software components that interact with the new or modified code.

5. **Organizational Change Management**

It is the County's desire to have the Proposer provide change management leadership and subject matter expertise, with the County staff conducting the activities of the change management team.

5.1. Please provide a detailed explanation of your proposed solution's change management tools and approach. Include the following:

5.1.1. Describe your recommended change management approach.

5.1.2. Describe the recommended timing of change management activities and method of assessing change readiness.

5.1.3. Describe your recommended communication approach, including your preferred frequency and method of communication.

5.1.4. Describe the job aids, user manuals, or other materials designed to enhance acceptance of the new system by the user community after deployment.

5.2. The County desires to be an integral part of the change management effort. Describe your approach to knowledge transfer specifically in the area of change management.

5.2.1. Describe in detail the major roles and activities that you recommend be provided by the County.

5.2.2. Describe your recommended staffing for change management activities. Include this staffing in the implementation cost tab of the cost spreadsheet, attached as

5.2.3. Describe your recommended approach for handling the conversion of historical data and initial table population. Include information on both extraction from the legacy systems and loading data into the new system.

5.2.4. Describe how conversion testing will be performed (include how errors are identified and corrected). Describe the data review process and how end users will communicate data errors and issues found after a data push. Describe the process and tools you use to document issues found. Once data issues are resolved, do you go through the issue list and

"prove" the resolution with the end users? Are the data review work sessions a facilitated on-site activity?

5.2.5. Describe any assumptions that you have made related to the data conversion requirements that the County should complete prior to the implementation project start date.

6. **Testing for effectiveness of implementation**

Provide a detailed explanation of your proposed testing strategy. Include the following:

6.1. Describe your methodology and approach to testing and quality control including:

6.1.1. Capacity testing (load/stress, volume/throughput)
6.1.2. Unit testing covering both normal and exception processing
6.1.3. Integration/Interface testing (APIs, batch processing, integration between modules and external interfaces)
6.1.4. Business process testing
6.1.5. Performance testing to meet metric requirements defined in Section F
6.1.6. Acceptance testing
6.1.7. Regression testing (with installation of new module, patch, upgrade, customizations, etc.)
6.1.8. Test incident reporting and resolution.

6.2. List any tools you recommend for configuration management, capacity testing and issue/defect tracking.

6.3. Describe your recommended test environment.

6.4. Describe the procedures for loading and refreshing data in the County's test environment to ensure it contains a fully functional environment.

7. **Business Process Gap Analysis**

Provide a detailed explanation of your proposed gap analysis strategy. Include the following:

7.1. Describe your methodology for performing gap analysis between the County's current state and desired state based on functional and technical requirements.
7.2. Describe your gap resolution strategy to ensure that best practices are incorporated where possible and customization minimized.
7.3. Provide a copy of your gap analysis template or a sample gap analysis from a previous project of similar scope and size.

8. **Other**

8.1. Please let us know about any other system, service, or solution you offer that may be of interest to County.

8.2. Please let us know about any assumptions your organization has about what County will provide before, during, or after the implementation.

APPENDIX E
POST IMPLEMENTATION SERVICES (MAINTENANCE, SUPPORT, AND FUTURE CAPABILITIES) NARRATIVE RESPONSE QUESTIONS

Please answer the following questions in detail. Make sure that any prerequisites or assumptions are clearly identified in the answer.

Maintenance and Support

1. Vendor Support

1.1. Software Vendor Roles *(This section should be uploaded as a separate file in the original format (Excel or Word), OR if Paper Submission saved on a flash drive as a separate file from the RFP response, entitled "{insert respondent name} Appendix I Performance Metrics and SLAs.").*

Specify the nature of post-implementation and on-going support provided by the proposed software vendors (including any third-party applications).

1.1.1. Describe your standards, capabilities and processes for maintenance and support, problem reporting, fixes, documentation, and web-accessible knowledge base.

1.1.2. Describe the available customer support levels and agreements and what they provide in terms of services included, availability, guaranteed response times, etc. Define what level of support is being recommended.

1.1.3. Describe your approach to Service Level Agreements and Service Level Credits. Including criteria or conditions under which Service Credits are applicable, calculation methods and any examples or past instances where Service Level Credits were applied.

1.1.4. Describe the ability of your support staff to "log in" to the customer system for certain types of support. Explain the process and the security supporting the process.

1.1.5. Identify whether onsite support is available if needed. Describe how onsite support costs are handled.

1.1.6. Identify the percentage of total company employees and number of support personnel within your company assigned to the products proposed to the County.

1.1.7. Identify the user groups available and their geographic locations.

1.2. **Implementation Consultant Roles**
Please describe the proposed implementation consultant maintenance roles for this proposal. This should include on-site designated functional support assigned to this project for the first month after go-live of each phase or function.

In addition, designated support assigned to this project must be available by telephone during the first fiscal year-end close and during the first calendar

year-end processing, and on-site technical support for the first month after go-live.

2. Issue Escalation

2.1. Describe the recommended escalation procedures. Please provide a copy of the documented procedure.
2.1.1. Describe how a problem is determined to be the responsibility of the software vendor.
2.1.2. Describe the levels of severity and examples within those levels.

2.2. Describe the dispute resolution process followed if a disagreement arises regarding the root cause and responsibility for a system issue.

3. County Roles and Staffing Resource Requirements
Please describe in detail the proposed County maintenance roles and staffing resource. In addition to the overview, please address the following items:

3.1. Describe your assumptions and requirements around staffing resources for system maintenance and system support functions.
3.2. Describe the knowledge base and skill sets needed to support your recommended solution in the roles of business analyst, technical or programmer analyst, database administrator, and system administrator.
3.3. Describe the IT staffing needs and roles with responsibilities required to support your recommended solution on an on-going basis after implementation.

4. On-going training

4.1. Describe the proposed methodology and approach for on-going training. Address the recommended procedures for training new users and for delivering refresher training to existing users.
4.2. Identify whether online tutorials are provided.
4.3. Identify whether online tutorials and online help can be customized to the County's processes and who is responsible for these customizations. If the County is responsible, identify if the vendor will track the changes made to the system that will require modifications to training materials, online tutorials and online help.

5. Modification, Update, and Release Schedules

5.1. Provide a list of software updates and releases for the past 5 years. Include a short summary of new features and changes included in each release and update.
5.2. Describe the Proposer's intentions and timeline for software updates and releases in the next 5 years.
5.3. Identify the percentage of total employees and number of research and development personnel within your company assigned to the products proposed to the County.

5.4. Describe how major releases, updates, and patches are provided and applied for the Case Management System.

5.5. Describe how major releases, updates, and patches for the database and operating system are certified.

5.6. Describe how many versions are supported at any point in time and the oldest version that the County could maintain while still being provided with maintenance and support.

5.7. Describe the steps required to install new releases, and what automated tools are provided to facilitate the process.

5.8. Describe the procedures to roll back a software update, patch or release.

5.9. Define how long the system needs to be down for:

    5.9.1.   Routine maintenance while in production

    5.9.2.   Application updates, changes, fixes, patches, etc.

    5.9.3.   Emergency fixes

5.10.   For modifications and updates, is there a requirement for a complete rebuild, or can net changes be applied?

5.11.   What is a normal schedule for your customers to apply application changes (e.g., anytime, overnight, weekends)?

5.12.   Describe the effort needed to support a major upgrade for multiple environments (production, test, development and training). Include a description of County responsibilities and vendor responsibilities (whether or not a vendor needs to be involved on-site to assist with major upgrades).

5.13.   Describe the costs associated with new software releases.

5.14.   Describe how customers are trained on new releases.

5.15.   Describe the documentation available for new releases.

5.16.   Describe the process to track and integrate customer-mandated changes into the system. How do you prioritize change requests?

5.17.   Describe how individual customer as well as industry-wide regulatory/compliance-initiated enhancements are formally addressed.

5.18.   Explain how you roll out changes to your Texas customer base when legislative changes occur.

5.19.   Do you make changes to your application code free of charge?

5.20.   Do you have a mechanism to solicit application enhancements from your customer base?

5.21.   What access do your customers have to product owners to recommend changes/additions and improvements to your code?

5.22.   How do you prioritize enhancements that are recommended by your user community? If a majority of your customers request an enhancement, is it added to the next release free of charge?

6. Adaptability and Extensibility

6.1. Describe in detail your proposed solution's system adaptability for this proposal. Include the following items:

6.1.1.   Describe the software(s) flexibility to be adapted to new business requirements and how any new data elements show up in standard reports.

6.1.2.   Describe how the software(s) are scalable over time, and how despite an increasing number of users, complexity of queries and volume of data, the software can continue to operate efficiently without negatively affecting system performance.

6.2. Describe in detail your proposed upgrade tools solution for this proposal. Include the following items:

6.2.1.   Describe how any County configurations will be incorporated into the upgrade.

6.2.2.   Describe how any customizations completed during the implementation will be incorporated into an upgrade.

7. Disaster Recovery, System Failover and Back Up

7.1. Describe your proposed solution's comprehensive Disaster Recovery Plan detailing all measures put in place to ensure the system returns to operation within 0-4 hours after a disaster-level event, allowing Dallas County to resume essential public safety operations rapidly.

7.2. Describe in detail your proposed solution's system failover and back up strategy. Include the following items of consideration:

7.2.1.   Daily. Data is backed up once per day. Data is backed up every day, typically during non-business hours.

7.2.2.   Hourly. Once every hour. Data is backed up at regular intervals throughout the day, providing more frequent recovery points.

7.2.3.   Real-time or Continuous Data Protection (CDP). Continuous. Data is backed up in real-time or near real-time, ensuring minimal data loss in the event of a disruption.

Require

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NO

ements Response Rules:

tory: Proposers are required to input one response per requirement in column C using the
ser must indicate whether the proposed solution meets the requirements of the RFP and
d a detailed explanation and example(s) to substantiate the response to each requirement.

own Reponse Codes:

Fully provided out of the box

Provided through configuration (no customization)
Customization/Software Enhancement (Any custom development)
Third party software required to Fully Provide Requirement (Third-Party Software Must be Pr
Provided with a Standard Report or Reporting Tool
Custom Report Development Required (Any custom report development)
Not available

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RMS System Administrator
Requirements
Shall Support the following requirements
Ability to configure the system as needed to meet the Dallas County Requirements for
RMS table maintenance
RMS configurations (e.g., parameters, defaults)
Security (e.g., Authorized User role, jurisdiction)
Data management (e.g., data dictionary, archive and purge)
Support expungement, sealing, and purging of whole and partial records (individual
Redact sensitive or confidential information prior to release to the public or for use
Display and/or print the database structure to allow Authorized Users to access
Configure or modify system variables, such as Agency name, ORI, address, phone number. The Administrators should also have the ability to change parameters, such as
Define conditions under which an alert or notification is issued.
Include the capability for a multi-jurisdictional system to change parameters for each
Provide capablity to change/configure the System so that it can be used by different
Provide alerts or flagging for any configuration changes that could affect system

1. Response

2. Comments/Narrative

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User Management and Reporting
Requirements
Shall Support the following requirements
Ability to have a hyperlink to Jail Management Systems used by Dallas County in the Book-i
Ability to to add/edit/delete corresponding fields in the report for Admin User for
Classes
Types
Radio IDs
Service Types
Services
Geodata Wizard
Reporting Zones
Call Types Wizard
Call In Types
Ability to to add/edit/delete corresponding fields in the report for Admin User for
RMS Dispositions
CAD Dispositions
Call Types
Case Management
Charge Status
Court Setup
Districts
Fleet Units
Gang Descriptions
HDMS/VDMS
How Received
Jail Setup
Location Aliases
M.O.Codes
Offense Codes
Permit Types
Property/Evidence
Report Types
Service Processing
Solvability Factors
Staff/Badge Codes
Subject Types
New Staff Maintenance
NCIC Offense Mappings
Task Types
Bolo Types
Adult Dispositions
Juvenile Dispositions

General Orders Management

DCIM Reporting Requirments

Ability to Search and Add incident (Case Reporting) using the fields : Created by user, Record Type, Reporting Officer, Assigned Investigator, Call Date (from, to), Call Clear Date (from, to), Case Start Date(from, to), Case End Date (from, to), Arrest ID, Incident number,

System should display incident report with listed information (report number, branch, type, Service number, case number, nature, call, clear, Investigation start, investigation end,

Ability to archive all below reports for historical reference:

CR3
2018 CR3 Entry/Edit
2015 CR3 Review
2018 CR3 Entry/Edit
2018 CR3 Reviewer
System should be able to provide hyperlink to current state of Texas legislative statutes

DCIM Inquiry Requirments

The Crime map inquiry forms should have the below: (not limited to)

Report type (arrest, investigation, offence, sex offenders)
Date Range
Agency
Officer
Offense/Arrest changes
Person(First Name, Last Name, Middle Name, DOB, HDMS Code)
Vehicle (year, make, model, color, VDMS Code)
Map Layers (county, cities, mapsco, freeways, street, parcel, traffice districts, patrol
Ability to display a CJIS crime statistics reports for specific date range (year to date, month

Ability for the users to view the special investigation report (Advanced Report

Selecting "Limited Agency" - drop down list should be available for users to select
Warrant number
Person (last name, firstname, middle name)
DOB (From , To)
Complexion
Scar/mark/tattoo
Sex
Race
Ethinicity
Blood Type
Deceased (From, To)
POB (City, State, County, Country)
Height
Weight
Eye color
Hair color
Hair Style
Facial Hair

Handicap
Primary Language
Other Language
School Level
School Name
Address
Offense Reported
Report Type
Subject Type
Domestic violence (yes/no)
Bias Violence (yes/no)
Child Abuse (yes/no)
Involved Vehicle (Vehicle year, make, model, color, tag, VIN)
System should be able to provide Special incident report with listed information (Sequence number, Incident Number, Service Number, case number, Call Date, Record Type, Address,
Ability for the users to lookup for all "Legal Offense" information
DCIM Analytical Reporting Requirments
Ability to query "case dispositions", " case assigned", "Offenses by Detective" and "Offenses by Detective Assigned" report using (ORI Code, from date, To date, Investigator
Ability to view "case load by investigator" report using (ORI Code, start date, end date,
Ability to view "criminal investigation statistical sheet" using (ORI Code, from date, to date)
Be able to view "case status" report using (investigative unit, ORI Code)
Be able to view "Case status report by unit" using (ORI Code, start date, end date, INV
Ability to review case report by both field officer supervisor and investigation officer
Ability for authorised users and supervisors to search and review case
Limit to Branches
Limit to Reporting officers
Limit to Investigators assigned
Limit to District
Limit to Record Type (Multiple Allowed) - {Arrest, Damage to County property, field interview, Forced Entry, Incident, Internal Affairs, Jail Intelligence, offense, use of force,
Limit to Case Status (Multiple Allowed) - {Open, closed/cleared, unfounded, Exception
Limit to Case Number
Limit to Case Start Date
Limit to Case End Date
Limit to Reports Approved , Limit to Approval COdes
Limit to Approved By Invest, Limit to Approval Codes
Limit to Mobile Initiated Reports, Limit to Service Number
Ability for authorised users and supervisors to search for case assignments
Show only RMS approved reports? (check box)
Show only reports with case numbers? (check box)
only reports not yet in case management? (check box)
Limit to Auto crimes? (check box)
Limit to Juvenile-involved reports? (check box)

Limit to gang invovled reports? (check box)
Limit to domestic violence reports? (check box)
Limit to District
Limit to Follow up unit
Limit to Report Type
Reports in data range (from, to)
Service number
Assigned Investigator
Sort by solvability factor? (check box)
Ability to display the listed information (report number, service number, date, call type, report type, status, investigator ID, email, location, offense title) as inquiry results
Ability for the supervisors and authorised users to inquiry "Hot sheet" by selecting (active, inactive, all) and return Sequence numner, date/time, description, type, active/inactive/all
Authorised users and supervisors should be able to add new "Hot Sheet" using Date/Time, Description, Related HDMS, Reference case/service number, Narrative, Type (Amber, ATL,
Ability to support staff management for authorised users by being able to search and access officer profile information using first name, last name, badge ID, Employee ID.
Ability to maintain and capture the Officer Information profile(not limited to) Staff/Badge Code, Permanent/Employee Id, First Name, Last Name, Middle Name, Brief/Nickname, PSD
Ability to search gang definitions using "gang code" and "gang description"
Ability to add new gang information(not limited to) using Gang Code, Master Gang, Gang
Ability to add new photo for gang information (if needed)
Ability for users to change/ update user credentials (password, email address) for DCIM User Accounts. ORI code should be same for all accounts "TX0570000", username should

1. Response

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2. Comments/Narrative

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General Functional Requirements
Requirements
Shall Support the following requirements
User Capablities
Ability to attach non crime scene photographs into the Case report (Related files)
Ability to expung individual charges, individual profile, case report only in RMS and related s
Accessibilty for all impairment (508 compliance) as per IT Standards
Ability to provide the below list of topics under User Interface menu (including
Accidents
Incidents
Cases
Offenses
Arrests
Warrants
Property
Case subject
Bookings (felonies, misdemeanors)
Field Investigations
Team/Units/Group
Permit the following RMS fields to view (not all inclusive):
Incident entry List
Incident
Backup units
Persons
Information
Appearance
Person Details
Arrest
Field Release
Property List
All cases
Evidence
Article
Details
Ability to Provide a reference guide such as Numerical Offense_NOC_NIBRS so that officers c
Ability to provide a Help Guide such as Property and Article Codes, where users can search
Ability to full import of properly formatted data from legacy system
Ability to perform expungement process only for case report form
Use the state-defined date of birth to designate a juvenile.
Allow approved users or groups to receive and send chat messages.
Ability to allow JMS users to query RMS data in accordance with role-based permissions.
Master Index
Ability to use Master Indices to aggregate and correlate data in the following area

Names (Persons)
Locations
Vehicles
Potential duplicates should be shown instantly during data entry, preventing employees from entering duplicates into the Master Indices (Persons, locations, vehicles)
Authorised users should have ability merge the duplicate records manually (persons, locatic

Ability to display following information on real- time cross query on Persons, locations, vehicles master indices from any module/form in RMS (e.x., on

Any person(s) with active warrant(s) at location
Vehicle(s) associated with address
Person(s) on parole at location
Previous incidents at location including CAD911 calls
Previous arrested parties at that location
Relevant Hazard notes

Master Location

Able to search by : specific address, range of addresses, common place name
Master location record should be accessible from all modules where location information is r
Have the ability to see in one location all activities related to a specific address throughout the system (e.g., any incidents, investigations, inspections, persons with warrants,
Notification / alerts should be implemented when there is a partial address match between the CAD address and location record in RMS. This should allow users to update the address

Location record details should include the below data elements : (not limited to)

Common place or business name
Alarm permits
Neighborhood
Districts
Alerts
Hazards
Business License Info
Neighborhood Watch Records

Ability to perfom and/or capture data for the following:

Record basic location information
Automatic assignment of multiple reporting districts
Intersections
Block face addresses (zip codes)
Commonplace names
Map coordinates (latitude and longitude)
Cautions/hazards
Occupancy elevation (e.g., floor)
Premise Type (e.g., single family residence, commercial, apartment building)
Case references
Residents
Residence checks
Emergency contact information

Specific address searches
Address range searches
Selected persons (e.g., arrestees, suspects, witnesses, victim)
Known associates
Address inquiries
Ability to address recap to report on the total number of times that each address has been linked to incidents, arrests, and home addresses of individuals.
Ability to link and validate addresses, common place names, and intersections
Ability of the system should be able to provide location suggestion on partial entry on locati
Ability for authorized users when performing a car search, person search etc., grant the use
Ability to display matching addresses while entering address manually into address fields (drop down list with streetname, city, etc.,)
Ability to add / update (dropdown) for the location (address) for admin users
Ability to seamlessly integrate and store data from the Dallas County CAD911 system in real time. Data includes call details, etc. that need to be transfered to RMS case report

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Requirements
Shall Support the following requirements
Case Report
Ability to record every detail pertaining to a case/incident and index it by name, date, service number, location, stolen items, and/or vehicles involved.
Ability to record and manage data for the following fields : Person Information, Property & Vehicle of Interest including value and description, Report Follow-up and supplemental
Ability to view a Follow-up indicator (report and review missing document report) for
Ability to designate a primary officer who will be in charge of finishing the report overall bas
Ability for Incident cross-reference (grouping of incidents for collaborative tracking)
Allow for the primary officer to be transferred to other officers during the life of the report.
Contain all the required fields/ information as per the state approved incident/ case forms.
Ability to verify the individual(accused) last name, first name, date of birth, and SSID (social security number) to avoid creating duplicate records after the initial case has been
Ability for the user to alter/update information on case report once data is saved in case of error. And also redaction through the case narratives, basic information , cjis information,
Case Report should contain following information (but not limited to):
Summary Information about the Incident
Dispatch Data : Branch Code, Case Number, Dispatch Number, Service Number, Dispatch Id, Date time for Call, Dispatch, Enroute, Arrival and Clear
Reported By: Reporting Officer, District, Call Type, Reporting Unit, Reporting Date
Case Details : Report Type, Case Status (open, closed/cleared, unfounded, Exception clearance, Suspended, Held), Status Date, Crime Scene Officer, Investigator Assigned
Follow Up Details : Follow Date, RMS Disposition, CAD Disposition, Case Start and End Date/Time, Exception Category, Start and end date/time when follow up occurred,
Location Records: Location Name, Suite/Apt, City, State, Zip, Phone, Type, Map Page/C
Arson Data : Arson, Insurance Company (HDMS), Insurance Amt. Carried, Estimated Property Value, Estimated Amount of Loss, Apparatus, Involved, Description of injury,
General Questionnaire: Received Via, Domestic Violence, Adult Protection Service, Child Protective, Service, Sexual Assault, Child Abuse, Bias, Juvenile, Juvenile Arrest, Gang Activity, CHL, Alarm Call, Alarm Permit and Expiration, Permit Number, Commuinty Policing, Number of Injutred, Deaths, Agency Lock, Mobile Initiated, Mobile Unit Id, Supplement number (Sub Report)**,** Nature of call, Agency, Entered, Officer Name and Number, If used in the new system thenTransfer Status of Report with status as transferred, failed, progress, pending, not transferred/blank etc., Report of the status
Supplmental report : Supplement number (Sub Report)**,** Nature of call, Agency, Entered, Officer Name and Number, If used in the new system thenTransfer Status of Report with status as transferred, failed, progress, pending, not transferred/blank etc., Report of the status as frozen, in-progress, officer-approved, unapproved, supervisor apprvoed., addes, from and to date/time, Officer, Assignment, 2nd Officer, option for setting confidential flag, Property, RMS Transfer, Property Transfer Status, Copperfire Transfer/Tiburon Reporting for handheld devices in the future for auto creation of case

Arrest Report : Date and Time of the Arrest, Arrest report/ complaint number, Phone Number, Race, sex, age, alias, place of birth, Drivers License Number, Employer, Occupation, Next of Kin information, details indication whether the arrestee was armed and weapon type (if applicable), Juvenile Disposition, Additional case numbers ,

Ability to Search for accused profile details and the option to connect other owner/victim information, such as property, vehicles, and vessels, using the following fields (but not limited to): Booking#, Id Numbers, Name, Addresses, Phone Number, Additional Phone Number, Alias or Nickname, Additional Id Number(Personal Id), Scars, Mark, Tattoos, Next

Ability to include the arrestee information (not limited to) should be added to case report : Involvement Description, Name, Race, Sex, Date of Birth(DOB),

Meet the requirements set forth by the Department of Public Safety (DPS) for sexual assault

Ability to assign all case report supplements, updates, edits to the correct service number.

Ability to provide an exportable report for DWI, Juvenile and Judge Affidavits.

Ability for an officer to print affidavits for all the incident (case report) information

Ability for victim of a crime (ex: sexual assault) to be known by a self-selected pseudonym with no person identifiers in case report. System should have a link between the case

Ability to query and retrieve initial case report

Ability to Submit/ resubmit the supplement report / original case report after changes to

Ability for multiple officers to add their own report (supplement report) under the actual

Ability to assist Investigation officers to add narratives (ex., templates) that do not require

Ability to sort and display newly added narratives with respective officer details at the

Ability to add narratives and/or other fields using dictation

Ability to link all supplement reports to the actual case report using the service number

Ability to Include/display any/all information from previous reports allowing Authorized Users to know what suspect/victim sequence number is needed for any additional entries.

Ability to write a supplement report even if the original case report (narrative etc.,)is not

Report Review

Ability for logged in supervisor (officer supervisor & Investigation officer supervisor) to receive, review and approve reports online, and electronically respond to the respective

Ability for a supervisor to reject the report a case report and add comments to allow officer to update case report and resubmit to supervisor for review

Ability for freezing and un freezing the report based along with comments

Ability for only the report owner, supervisor and DA office to freeze and unfreeze the report

Workflow process where the incident owner/Officer freezes a case report and pushes this for review by the supervisor who approves and unfreezes report.

Provide a daily report that can be used to identify cases that need to be assigned but are ur

Ability to view the report status field in case report with below action codes: (not limited to) : In-progress, owner approved, un-approved, supervisor approved and frozen, closed

Ability to track the following report status (not limited to): Report Number Issued (From CAD) - Service number, Supplement Number Issued (From RMS), Report Initiated, Report Transferred, Report Uploaded, Report in-Progress, Report Approved, Report Frozen, Report

Provide a dashboard / home screen or equivalent that lists the status history of the selected case report / supplement report with the most current information on top. Ability to sort the view by officer, date, time, report status and hyperlinks to open case report. Screen should contain the following fields : Agency, case number, case status, supplement

Provide a Supervisor Approval (permissions) function to review, approve a report, disapprove a report, set the report status back to in-progress, mark a report as confidential and capability to automatically require supervisor approval for reports meeting certain

Investigative case management

Ability to file criminal charges and execute both search and arrest warrants. System should be able to send notification in timely manner to the investigation officer/ supervisor

Ability to provide agency defined solvability factor to each case before assigning to

Ability to monitor cases to ensure that progress is being made. Information used for monitoring includes, but is not limited to: case status and activities, both pending and

Able to automatically update the case report status based on the case activity. Officer should also be able to manually update the case status

Ability to track the additional assignments to other investigators made by primary investiga

Ability to add supplement reports to the case report.

Able to secure investigators supplement reports, these reports should be only available for

Investigators should be able to update the original case report on Modus Operandi (MO)

Ability for supervisors to classify and reclassify the case status at any point to "open, closed

Ability for authorised users to manage cases cleared by exception (prosecutors won't take a case if the suspect dies and people won't press charges).

Ability to alert investigation officer when the Medical Examiner (ME) report is past 90 days (ME report is uploaded manually by officer into case report)

Ability to capture and store investigation data, request warrant, conduct interviews and photo lineups, add supplement reports and SID intel notes

Ability to provide the charging recommendations and their electronic approval prior to subm

Ability to print the case report including supplement report (warrants, arrest info etc.,)

Ability to print the list of all individual associated with particular case (ex., victims, suspects

Ability to a report on a person that includes all arrests and other system activity based on the person's name, arresting officer, charge or charges, or the time and date of the arrest.

Ability to track cases by officer name, officer ID, assigned department, activity type etc.,

Ability to search using both officer name, officer ID to perform system searches and reportir

Ability to Alert personnel/investigators electronically to the maximum extent possible when

Warrants

Ability to display all active warrants on search of a person profile

Ablity for a judge to sign the "probable cause affidavit" , "search warrant", "arrest warrant"

Ability to reflect the signed "probable cause affidavit", "search warrant", "arrest warrant"

Ability to print and access the arrest registry within selected date range

Arrest Function

Ability to query online on the arrest records based on the following fields: Arrestee's name, arrest date range, complaint case number, arresting officer id, arrest tracking number, file

Ability to automatically include arrests for NIBRS-reportable offenses in NIBRs reports.

Ability to add multiple arrestee to same case report form

Special Flags

Ability to confidentially track persons and/or addresses of special interest to the agency including sensitive information such as names of informants, names of individuals under investigation, particularly sensitive information involving well-known persons for
Return a "no record on file" response if the only information on file is under Special
All the inquiries regarding the special intelligence records need to be flagged with the following informaiton (or maintain a audit log): date/time, operator signed in, incident
Only authorised users (permission to special intelligence) should have access to the above
Authorised users should be able to add, modify, delete special intelligence records
Abiliity to record administrative number of the special intelligence officer while using the upload of the file/evidence to the special intelligence record (under related tab)

Ability to capture the mandatory fields listed.

- Service number
- NIBRS fields

Cover sheet :
- Branch code or Agency identifier (to designate between DCSO, Marshal's, and Constables)
- Call Date/Time
- Clear Date/Time
- Dispatcher #
- Reporting Officer
- Call Type
- Report Date
- Report Type
- Address:
  - oBlock
  - oStreet
  - oType
  - oCity
  - oState
  - oZip Code
  - oLocation Type

Case management:
- Investigative Unit
- Supervisor (investigative supervisor who assigned case)
- Locking Options (ability to lock report to members of investigative unit only)

Report Narratives:
- Date and Time of narrative entry
- Narrative Type
- Narrative Title (free text field)

Miscellaneous Requirements

Currently there is a 30 minute timer to create and fill case report with no draft version saved in system based on CJIS rules. Ability to save the updates to the case report as a
Ability to view the officer information who created report and written narrative.
All officer information should be auto populated at the end of the report.
Ability to auto correct the gramatical correction for narrative/ description, and field level

Ability to upload files / evidences to a case under the appropriate section - file size should be increased (flexible with file size > 2GB), ability to add link (serv-U).
Ability to display information on Type of file, date and time of file upload should be
Ability to preview uploaded files in related files tab and also print all attached files.
Capture and dipslay the following information when uploading images (not limited to): Agency, Report Number, Supplement Number, Reported Date, Location, Type, Date, Time,
Ability to view the audit log for a case report and special intelligence record by authorized
Ability to track field level audit information for any changes done in a case.
Ability to prevent the Investigation officer from editing/updating a case report after
Ability to unlock/unfreeze the case report to authorized users, if additional information is required by the DA for the investigation officer to be able to update the case report.
Any changes made to case report after submission should be reflected at DA end.
Once the DA rejects the case report and case closed in RMS, now if any new evidence found or need to be added then investigator/ supervisor should be able to reopen the case
Ability for authorized users to reopen a case report if new evidence is found or needs to be added to a case. This ability will be available only after DA rejects the case report and case
Templates for probable cause affidavit, arrest warrant, search warrant, vehical hearing sho
Ability for authorized users to add additional templates as necessary (Richard Miles Act form
Once the property items are kept in the lockers then, ability to add/update locker number in
Ability to notify the case investigation officer once the DA accesses the case report
Ability to notify the case investigation officer once report status changed by DA
Ability for supervisors to view officer case load in RMS .
Ability for supervisors to assign cases in RMS .
Ability for administrators to view the workload of different departments (case load) in a
Ability for users to view all assigned cases that have been assigned to them in their home
Ability to automatically assign case reports to respective department groups bases on the "
Ability for the Supervisors to be able to manually route reports - in case on error/wrong sect
Abilty to assign case to multiple units users
Report for NIBRS should be automatic
Ability to display errors/ missing fields on report submission (ex., dialog box with list of errors), on clicking the dialog box link system should navigate the user to the error/
Dashboards for all reports
Personal user dashboards should be available for users
Ability to add/ remove userdefined fields and create reports at admin level
Ability to maintain updated Offense Codes and statutes or an administrative function for us to update offense information as legislative changes occur.
Ability to display CJIS Compliance acknowledgment when logging on to RMS application By clicking "OK", you acknowledge and agree to comply with all applicable security and
Authorised users should be able to create user defined forms/ reports, fields, stat reports.
Ability to use Serv-U when needed, to have a URL/tab/portal to quickly access Serv-U
Ability to send alerts (e.g., overdue, case assignment, and task assignment)
Ability to maintain Victim profile
SID officer should be able to add their intel notes in RMS case report (shared notes). Intel notes should be only visible for a selected group in RMS. Once case report submitted

Ability to notify supervisor (officer) on all unsubmitted reports >12 hours (time limit is
Ability for an Officer to be able to change the case status to "active investigation"
Ability to calculate the total estimated value for the stolen vehicles in autotheft department
Ability to capture and manage the "Fleet & Equipment Asset management"
Ability to capture, maintain and track gang and individual gang member information/activity
Alert officers on identified gangs, gang menmbers, gang locations, gang member vehicles
Ability to flag a missing person in case report using a fields/check box
Ability to tag a person profile as Sex offender - so this information can be used for reporting
Ability to view the property status in RMS under case report (released/destroyed)
Ability to have the RMS as a mobile application and website
Reporting Requirements
Ability to generate and print report for the following reports
Case summary report for all cases with selected date range
Case aging report (list of cases by age range, days, weeks, month)
Assigned cases (open cases by investigator and current status)
Pending activity report (e.g., by investigator, case, and division)
Case disposition report(both law enforcement dispositions and court dispositions)
Case disposition report by division within selected date range
Investigator case load and status of each case by selected date range
Unassigned case reports with specified date range
Individual department report recapping statistics on total crimes and Part I crimes within
Department report with summary totals on Year-to-date crimes and comparison to previous year totals for the same period with selected date range
All case reports within selected date range and sorted in descending order by solvability
Daily arrests, by date and time and date range
Arrest report and/or affidavit
Arrests by location
Arrest log
Create arrest report based on Arresting officer and their team/district/division
Support an unlimited number of charges per entry per individual (System Providers
Chain of custody
Property summary report
Property item detail
Released property report
Property inventory report
Property disposition reports
Case closed evidence report
Report for Sexual assault based on weekly, monthly, quaterly basis
Sexual assault report with historical information (for certain time period).
Auto theft department need to have access to "Monthly progress report", "quaterly prog
Ability to generate and print stats report for "missing persons"
Ability to Generate a report listing all the sex offenders case reports

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2. Comments/Narrative

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Requirements
Shall Support the following requirements
Master Person Index
Ability to use Master Name records for every event (e.x., Case report, arrest report, field
When searched for individual profile the authorised user should be able to view all the
When arresting a person first time, automatically create a new record for the person
View potential name matches so that the Authorized User can decide which of
The initial letters of the first name (for example, search J Smith yields results for Joseph S
Variety of criteria such as Soundex on first few letters of first name / last name,
searching, diminutive first names (ex., james/jim/jimmy) and other demographic
Street names to help when names are difficult
Tattoos or markings for difficult name matches
Ability to logically group related searches together. (for example, first put the "Joe
Ability for the Master name index to capture all the below information in
Physical characteristics (e.g., current and past descriptors)
Markings or tattoos
Race and ethnicity
Location history (e.g., current and past)
Employer information (e.g., current and past, to include occupation)
Telephone numbers (e.g., current and past)
Known associates
Multiple alias names/monikers
Available mug shot(s) and photographs
Multiple identification (e.g., current and past, to include: Social Security Number, Driver
NCIC fingerprint classification
Modus operandi (MO)
Vehicle information
SID (State ID)
Ability to edit the Master Name records for authorised users
Ability to merge two or more Master name records for authorized users
Permit the Authorized User to search using any combination of the following: OLN(Operator License Number), SSN(Social Security Number), Address, Height, Weight, FBI Number,
Provide searchable links to the Master Name Index to include, at minimum: Incidents, Offense, Arrests, Alias, Associates, Booking, Field Interviews, Location, Vehicle, Mugshots, Pawn, Towed Vehicle Log, Accidents, Alarm, Calls for Services, Premise, Protective Order,
Ability to use an advanced search function to return person records that includes fields for
Ability to export a search's final results to a file or printer.
Ability for authorized users to perform individual merging for master name records both aut
Ability for authorized users to unmerge master name records in case of errors
Ability to track merge Master Name Index records
Ability to create an exception report for every merged and/or duplicate record
Ability to search using an alias name should return the person's real name.
Ability for respective individual Master name record should be linked to the Case report -

MNI should have all the associated case reports (service number) under the profile.
During a search, allow users the option to receive notifications when other users(user name, date/time, and workstation) have looked for a particular person or vehicle in
Ability for admin users to correct MNI duplications
Ability for the authorised users to update/edit the Master name record
Support automatic placement of State of Texas in victim field whenever the offense type is related to DWI, drugs, animal cruelty, prostitution, or gambling per NIBRS requirements.
The system will allow a second victim name to be added when appropriate. This feature shall be configurable to allow updates to the offense types triggering the pre-fill and allow
Ability to Flag possible duplicate master name records, flag when record is already merged
Feature to mass merge master name records both automatic and manually
Ability to Include a safeguard to prevent anyone age sixteen or under from being
Ability to use stringent security safeguards to protect against internal and external
Ability for Authorised users to be able to query other internal and external databases when conducting a name search, including CAD, TLETS, TCIC/NCIC, Automated Fingerprint
Ability to inquiry names or addresses of individuals when only a part of their name or addres
Person Profile
Return names linked to vehicle and property records in these four areas:
Person/Vehicle Links
Person/Offense Links
Person/Property Links
Person/Boat Links
Provide the following fields (not limited to) for "Person" form: this inlcude
Branch
Entity:
Entity Type
Juvenile (Yes/No)
deceased (Yes/No)
Date of Death
Time of Death
Name/Primary ID:
Last Name
First Name
Middle Name
Race
Sex
Ethinicity
Date of Birth (DOB)
D/L State
D/L Number
D/L Type
D/L Expire
St ID State
St ID Number

Other Agency ID	
S/S/N	
Address:	
Block	
B Dir	
street	
street type	
St Dir	
City	
State	
Zip	
Since Date	
Telephone	
Email Addresses	
Identification/Pedigree/Other:	
Facial Hair	
Hair Color	
Hair Style	
Eye Color	
Height	
Weight	
Build	
Complexion	
POB City	
POB State	
POB Country	
POB County	
Marital	
State of Residency	
County of Residency	
Residency	
Handicap 1	
Handicap 2	
Handicap 3	
Hand Preference	
Blood Type	
Fingerprint Code	
Primary language	
Other language	
person	
Teeth	
DNA Code	
School Level	
School Name	

FBI Number
INS Number
DEA Number
NCIC Number
NCIC Classification
State Arrest Number
Jacket Number
Dealer Number
UCR Residence Code
In Jail Now
House Arrest
SO Pager ID
Jail Transfer Number
Sheriff's Number
HUBER/WorkRel
Commissary ID
NSOR Number
NSOR Contact Info
Parole Date
Parole Officer
Military Number
Military Branch
Military Station
Other Agency ID
Doc Agency
Comments: (all below are text fields
Watch Flag
Risk Flag
Other Comments
Ability to add person profile to the case report under related files tab

1. Response

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2. Comments/Narrative

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Vehicle & Vessels
Requirements
Shall Support the following requirements
Ability to use Master Vehicle records for all vehicle information and link to case report
Ability to search vehicle information at minimum:
VIN
LPN-License Plate Number
License plate state
License plate year
Registered owner
description (state, year, make, model, main color, trim color, interior color, style,
Branch code
Branch name
VDMS Code
Tag State
Vehicle Involvement Code
Storage Location
Tow From Date
Tow To Date
HDMS Code
Last Name
First Name
Middle Name
Reporting Officer
Brief
Ability to search on partials when available
System should automatically send all vehicle data required to meet NIBRS requirements
Maintaing a record of all previous persons, locations, field interviews, associates, vehicle descriptions, and tow reports related to the vehicle in the System Master Vehicle Index.
Ability to flag duplicate master vehicle records for Admin users
Ability to mass merge and individual merge for vehicle records both automatically and
Unmerge vehicle records if merged in error - admin level
All merges and duplicate records should have an exception report created
Data on vehicles associated with the person of interest is entered using the vehicle form. Each Vehicle is input with a data field noting the reason/involvement with the reported
Include the following fields (not limited to) in the "Vehicle" form:
User/Agency Code
Registration State
Type
License Number
License Year
VIN
Year

Make	
Model	
Color (Main, trim , interior)	
Tint/Level	
Hubcaps	
Stolen	
Vehicle Handicap Flag	
Hazard Flag	
Involvement	
State (NCIC)	
License Type (NCIC)	
Style (NCIC)	
Value	
Storage	
Disposition	
Disposition Date	
Window Type	
Modifications	
Lights Out	
Tire Pattern	
Number of Occupants	
Missing and Unidentified Persons (MUPS) Transfer Status	
Special Features	
Include information for Recovery, Towed, Link, and Extrain the "Vehicle" form.	
Ability to use the "Vehicle Recovery" to complete the entry for recovered vehicle	
Received Date	
Stolen (STL) / Received Location	
Received Value	
Location	
Number Recovered	
Damaged	
Condition	
General Condition	
Received Location	
Received City	
Received State	
Reporting District	
District	
Ability to use the "Vehicle Towed" form to capture towed vehicle information and shall	
Tow By	
Condition	
Authorized By	
Tow From	
Tow To	

	Person Notified
	Phone type
	Phone number
	Notify Date
	Notify Time
	Lien Holder
	Lien Reference number
	Lein Address
	Lein City
	Lein State
	Lein Zip Code
Ability to use the "Vehicle Link" form to link a person's vehicle/property showing the relationship. The person information shall be auto-populated from the Person form thus	
	Involvement
	Involvement Number
	Name Type
	Name
	MNI
	Sex
	Race
	Date of Birth (DOB)
Be able to use "Vessel" form to input data about vessels involved with the person of interest. It shall include the following fields (not limited to):	
	Involvement
	Caution Code
	Registration Number
	Registration State
	Registration Expiration Date
	Outer Hull
	Engine number
	Propulsion
	Make
	Type
	Length
	Color
	Hull number
	Date of Theft
	OCA
	Cross Reference Number
	Owner Applied Number (OAN)
	Supplemental Case number
	Value
	Storage
	Disposition

	Disposition Date
	Notes
	Message Key
	Entry Level
	File Control number (FCN)
	FCN Date
	Link Extra
	Recovery
Utilize the "Vessel" to link the person's name associated with the vessel. In the case of a stolen vessel, this would normally be the owner. One line shall be displayed for each	
	Link
	Involvement
	Sequence
	Type
	Name
	MNI
	Race
	Sex
	Date of Birth (DOB)
Be able to use "Vessel Recovered" form to attach recovery information to the Vessel record and Provide the following fields (not limited to):	
	Received Date
	Stolen (STL) / Received Location
	Received Value
	Location
	Number Recovered
	Damaged
	Condition
	General Condition
	Received Location
	Received City
	Received State
	Reporting District
	District

1. Response

2. Comments/Narrative

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Property Requirements
Requirements
Shall Support the following requirements
Master Property Index
Ability to include a Master Property Index (MPI) serving as the central access point linking all property records entered into the System.
Ablity to display & list matches or possible matches by querying the Master Property Index
Ability to search and categorize each Master Property Index (MPI) by special property attributes like (but not limited to) make, model, brand, property type/kind, UCR/IBR Property class, serial number, tag number, owner applied number, description, distinguishing characterstics, condition, value/estimated value, disposal date, related lab testing(when applicable), owner's name, case#, suspect name or identified, Name of the
Ability to make use of coding standards like NCIC property codes when entering property re
Ability to electronically send all property data in format that meets NIBRS and TIBR requiren
Ability to include the tracking and history of seized property
Ability to maintain Audit trail for all property record
Abiliity to scan and print scanning and printing bar codes with compatiblity across devices &
Ability to be able to link found property reports to prior theft cases with similar property.
Ability for all property information should be linked to the respective case report form (stole
Ability to maintain the information on all evidence collected in crime scene with attributes like (but not limited to) Agency, Barcode Number, Case#, Item #, Serial #, Incident Type and Location, Victim(s) , Suspect(s), Date when evidence was collected, person who collected evidence, date of release, name of the person to whom evidence was released, person who released the evidence, date when evidence was destroyed, person who
Ability to manage all property and property reports that the Agency handles, with department-wide Authorized Users having easy access to data.
Ability to track and verify all property items and the requirements of the evidentiary chain-o
Ablity to capture property details with attributes like (but not limited to) Location, Value, Case #, Chain of custody, Quantity and disposal date for items found, Evidence and propery that is being safeguarded for an arrestee, Related case #, supplement #, Nature of offense, Victim(s) or owners date of birth, Name of the person whom the property was received from, victim(s), address and phone number, suspect(s) details like name, race, sex, date of birth, check if the suspected is custody(yes/no), links to any other details
Ability to add multiple rows to capture property details for item information like(but not limited to) item #, description of item submitted such as make, model, color, serial # etc.,
Ability to capture electronic signature with date and time from person receiving the item
Ability to "Fast Entry" property information with attributes like agency, report#, supplement#, reported date, involement description, property type and description, category(NCIC Code), location, check for suspect being custody of the dallas county,
Utilize the "External" section to attach information to a file that comes from the internet and uses a URL address. It shall include the following fields(not limited to): Type, Date,
Ability for authorized Users to be notified while entering a new property record into the system with already entered property(that has been reported lost or stolen in the past).

As per TCIC/NCIC recovery information of the stolen property need to be recorded (articles, boats, guns, license plate number, parts, securities and vehicles)
Ability to manage the disposition of property, with timed events to notify property custodians when property items can be released, destroyed, or sold. History of the
Ability to produce an inventory list of any or all items in storage.
Ability to collect the information on the collected property/evidence (date and time received, contributing and receiving officer, location) and also maintain all details of property for indefinite time . These data elements are used for inventory and chain of
Ability to check the property information for matches against the previously entered records
Ability to record and trace all property movements to ensure all activity logs, as per the cha
Once the property team have the evidence/property, then the property status should be cha
Ability to be able to assign tag number, item number and barcode for all in-custody properties. The barcode should be assigned in incremental order starting 1
Ability to create and print barcode labels for property/evidence with an option for one and multiple barcodes print should be available
Ability to print and scan barcodes to place on property items when users are placing the
Ability to use the barcoding system to print the following (not limited to) for inventory, check in , check out, and movement of property and track movement using Agency/Dallas county office, Address, Serial #, Date, Badge #, Description, Deputy/Officer name/ Person
Ability to notify and / or list property items that need to be delivered to the authorised users (property custodian) when the property can be legally disposed
Ability to track property disposition information from courts/prosecutor and means of review and grant or deny approval or disposition requests should be collected in RMS
Ability to attach images to property record
For vehicle, ability to capture vehicle type, details on evidence recovered like who recovered it, what was recovered etc., color of the vehicle, make, mode, year, vin#, date/time stamp for recovered items, team/unit/group that recovered the property, license plate, state, registered owner, driver(if any), address, date of processing, towing company name, warrant or consent, inventoried list of non-evidentiary content, plate year, evidence
For bicyles, ability to capture make of the bicycle, model(boys, girls, tandem), serial#, bike registration, wheel size, color, speed,
Ability to keep track of evidence chain-of-custody of evidence from initial intake to final disp
Ability to maintain a disposition status for all evidence items after each item has been
Ability to maintain information on the person or organization to which the evidence is
Ability to print evidence inventory report by case service number
Ability to print report for all disposed items
ability to print a property purge reminder list of items to be released within an Authorized
Ability to generate and print a report for all the property scheduled for disposition
Ability to print a report displaying all items of property/evidence pertaining to a single
Ability to provide access to property/evidence records for authorised users only
Ability to manage historic data where drugs prior to NIBRS were entered in evidence as
Ability to save information to any additional property/evidence item edits after the report is in the "Transferred to Property" status to be captured on the chain of custody form. No

Ability to print "property report" of all property "In-custody" for case report/supplement report which need to be provided in property room when officer handsover the
Ability to provide a Property List (form or dashboard) to display all property associated with a specific report. Person information from the Person Detailed tab shall be populated
Ability to link found property reports to prior theft cases with similar property.
Both the officer who collected the evidence and technician who received the evidence need to electronically sign the property sheet
Multiple officer working on same case should be able to edit/update the property
Ability to generate a PDF document and automatically send it to Property unit after the
Ability to update/report IBR on any stolen/recovered property
Ability to take/ upload photo of property by "Property team" during storage

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RMS Integrations
Requirements
Shall Support the following requirements
CAD Integration
Ability to auto populate the call and dispatch information in case report in RMS including citations. This include but not limited to the following fields : Service number, vehicle number, arrival time, clear time, enroute time, dispatch time, time on scene, date,
All below information need to be captured in RMS from CAD: Classes, Types, Radio IDs, Service Types, Services, Geodata Wizard, Reporting Zones, Call Types Wizard,Call In Types
All vehicle information in CAD call sheet should be pulled into RMS report as per Service
Ability to push the call sheet in PDF format once it is closed to RMS related files (service nur
Ability to store and access additional premise data, including occupancy, elevation (e.g., floor), kind of premise (e.g., residential vs. commercial), and emergency contact details.
CAD system should be able to push the prior activity and history at addresses information
File on Queue
Ability to transfer case report information to "Evidence Management System" to eliminate d
Jail Management System(JMS)
Ability to push the case report information into JMS system.
Ability to pull arrestee profile information including mugshot from JMS to RMS.
Once case report status change in JMS, then change should reflect in RMS.
Techshare Prosecutor
DA office should be able to view all submitted cases directly in Techshare Prosecutor and status change (approval/rejection by DA office) will be auto populated in RMS(bi-directional
AXON
Ability to upload all AXON evidence/ attachments into RMS.So this information can be shared with DA automatically on case submission.
Ability to convert all the body cam information into text for case report narrative
Other Agency Integrations
Other agencies should have ability to read information in RMS (Bi- directional integration?)

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Crime Trend Analysis
Requirements
Shall Support the following requirements
Provide a range of reporting features that enable the display of data in several formats, including line graphs, pie charts, and bar graphs.
Compile information of the below indicator:
Current period vs. previous period
Current period vs. historical average
Percentage of total crimes for period by. Reporting districts, location, teams/shifts, or percentage change from prior periods (e.g. trends)
Ability to perform crime distribution analysis based on:
By reporting district (e.g., zip code)
By time, date and day of week
Frequency of occurrence
Crime/Incident Report number
Field interview data
Search warrant data
Vehicle information
Type (e.g., residential, auto, business)
Citation
Provide statistical information about crime, including its frequency and distribution across
Identify the overall activity per crime type within an Authorized User selected date range

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ements Response Rules:

atory: Proposers are required to input one response per requirement in column C using the

ser must indicate whether the proposed solution meets the requirements of the RFP and
d a detailed explanation and example(s) to substantiate the response to each requirement.

own Reponse Codes:

Fully provided out of the box

Provided through configuration (no customization)

Customization/Software Enhancement (Any custom development)

Third party software required to Fully Provide Requirement (Third-Party Software Must be Pr

Provided with a Standard Report or Reporting Tool

Custom Report Development Required (Any custom report development)

Not available

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Dallas County Information Technology Requirements
Requirements
Shall Support the following requirements
Security :
Must Adhere to NIST 800-53, CJIS, HIPAA, PCI, and other applicable regulatory
Supports Single Sign-On (SSO) using protocols SAML, OIDC, OAuth 2.0 etc.
Support Multi-Factor Authentication
Support Encryption Requirements
Data in Transit: TLS 1.2+ with Strong Ciphers
Data at Rest: AES-256 encryption
Must support Role-Based Access Control (RBAC) with least privilege principles
Logging & auditing capabilities must meet compliance standards and be retained for at
Provide a data breach and security incident management and notification process and
Hardware and Software solutions must be tamper-resistant to prevent unauthorized
Infrastructure & Hosting Requirements
On-Premise Solutions
Must be compatible with VMware-based virtualization
Server OS: Windows Server 2022 and newer
Cloud Based Solutions
Must be hosted on Azure (preferred), AWS, or other FedRAMP-certified platforms.
Data must be hosted within the United States.
Vendor must provide a detailed Service Level Agreement (SLA) for cloud solutions
Data Management & Integration
All data must be exportable in standard formats (CSV, JSON, XML, or SQL)
Must support integration via RESTful APIs, SOAP, or other industry-standard protocols
Adherence to Dallas County's Data Retention Policy is required.
Additional adherence is required to each Data Owner's Retention Policy
Any destruction of data past the retention period will need to be reviewed by
Software Development & Customization
Preferred approach for meeting the RFP requirements will be COTS (Commercial Off-The-
Any customizations must follow agile development methodologies.
Vendor must provide versioning control mechanisms.
Must support automated deployments (CI/CD pipelines preferred).
Networking and Connectivity
Must support IPv6 and IPv4
All network traffic must be secured via VPN, IPsec, or TLS 1.2+
Solution must integrate with Dallas County's Active Directory (AD) or Single Sign-On (SSO)
Must support IEEE 802.1x for devices that connect to the County network
Must support WPA3 Enterprise for Wireless Authentication
End-User Requirements
Must be accessible via modern web browsers (Chrome, Edge, Firefox, Safari).
Client OS: Windows 11 and above.
Must be ADA-compliant (WCAG 2.1 AA or higher).

Provide training materials and user documentation.
Offer at least 99.9% uptime for hosted solutions.
Support & Maintenance
Must provide 24/7 support options unless specified otherwise.
Response times must be defined in the SLA.
Vendor must provide regular patches and updates.
Clearly define incident response and escalation procedures.

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GENERAL/CAPABILITY
Requirements
em shall:
Transmit all NIBRS data electronically and securely.
Utilize TCP/IP as the communications protocol suite and within TCP/IP, UDP is not preferred,
Store all times internally in Greenwich Mean Time, but display as local time according to
Have the ability to display times in both a 12 and 24 hour format.
Perform functions with minimal keystrokes.
Validate data entered in restricted data fields by comparing entered data to a configurable table of values while allowing acceptable values to be entered and by completing the
Highlighting incorrect field and values on screen
Displaying descriptive error message(s) to assist user in correcting data
Displaying a list of valid entries (codes/descriptions/tips) for that field
Allowing user to select from list of valid entries (or suggested values) then return to the
Provide for a single point of data entry that allows information to be accessible from other
Integrate all applications tightly with each other to permit the greatest user and system
Provide the capability to reuse and/or import data returned from external sources in order
Have user-friendly, Windows-type interface that utilizes mouse click, command line and
Eliminate redundant data entry, to the extent practical, and allow for sharing of common
Feature spell check and auto-completion or similar automatic field filling capability.
Include/Allow cut, copy, paste functions.
Allow archiving and searching of older data for reporting functions.
Allow Partial or Wild Card search function for all fields.
Support basic word processing capabilities in comment or text fields (including spell checking) and variable length records so that narrative type information can be entered.
Include capability to limit record modifications by Authorized Users or Groups.
Include the capability to maintain a history of all modifications made to any record.
Allow System Administrator to identify the individual who last entered or updated any transaction as well as the date/time of the entry or modification in all master data tables.
Include the capability to view the following information for any modifications to a record:
Include all server-related software and identify all requisite hardware. County may purchase the recommended hardware separately per specifications provided by vendor.
Allow multi-screen capability.
Perform consistent system and database backups without system degradation or
Include the capability to roll-back to the date of the last backup or point-in-time backup in
Support ad-hoc queries and reports on the audit history of any record(s).
Enable all sub-systems to accept information from each other in real time in a completely seamless manner with minimal user interaction such as utilizing a common database or
Allow Authorized Users to reset any system generated number (e.g., booking number,
Allow Authorized Users to set manual or automatically scheduled change-overs of system
Support scanning documents and storing information or data for retrieval.
The System should include the capability to utilize electronic signature equipment
Paper forms/documents such as receipts and release documentation are minimized

Existing signatures may be recalled/reviewed as a matching technique
Vendor includes compatible equipment and optional pricing for hardware required
Link persons, addresses, property, and vehicles, or other components, if required, to each event (e.g., an incident report, field interview, accident report, civil process or any other
Contain ability to retrieve information by one or any combination of the fields or events.
Allow multiple Authorized Users (from multiple jurisdictions) to be on the System and in
Permit data entry even if a case has not been dispatched yet, allowing the officers to start a case and issue a case report number when complainants meet with the officers.
Include the capability for System Administrators to make any field in the System a
Ensure that Data entry of names is linked to the Master Name File, whereby the entry of a name will prompt the operator to choose a previous name or make the entry a new name
Unidentified addresses should cause the Authorized User to choose a valid address or
Support a calculated age field such that:
Entry of a DOB must cause an apparent/current age field to be auto-populated
Apparent age field may also be entered and DOB field remains blank
Apparent age is updated to reflect the current date each time a query is made, without saving to Master Index files (only DOB field manually filled out saves to Master Index).
Allow entry of an apartment number, room number, etc., must be allowed.
Permit Authorized Users (e.g., records personnel, detectives, investigators, supervisors) to add or modify data after initial data entry and generate new Incident Based Report (IBR)
Notify/display to users presence of attachments on any record.
Feature a Development, Training, and Production environment.
Support viewing field information by a 'mouse hover' function.
Function fully using web-based "no-install" viewer with option to install thin client. Compatibility with mobile devices (ex: Android/iPhone/Windows tablets, mobile phones).
Full or substantial functionality when used on mobile devices (ex: Android/iPhone/Windows tablets, mobile phones, Chromebooks) including allowing off-line use and automatic
Offer enterprise-wide licenses and shall not require Dallas County to count users/machines,
Able to flag or send notifications for records meeting certain configurable conditions. Flagging allows use of different color/highlight/etc. (ex: record containing wanted person highlights in yellow, diabetic highlights red). System notifies users or groups via phone,
Utilize the National Information Exchange Modem (NIEM) standard to facilitate system
Include ability to map crime trends by address referencing MO, location, subject or weapon
Create an error log when a failure occurs which will provide sufficient documentation for a
Notify System Administrators or supervisors of failures by alerts or automated messages.
Once a failed server has been restored to operational capability it should automatically
Automatically synchronize any discs or storage devices that are out of sync without
Include effective fail-over or redundancy practices for all systems/servers/data warehouses
System supports mission-critical public safety activities related to the Sheriff, Jail, Civil Process, and Courts and is therefore expected to be available 99.99% of time 24/7/365 around the clock. Additionally, vendor shall utilize a Disaster Recovery Plan to ensure
The new RMS/JMS system shall provide a data warehouse and various data connections to ensure mission-critical data sharing is maintained throughout different enterprise

Numerous workgroups utilize outside reporting services/systems for mission-critical reports. The new RMS system shall integrate with these systems by supporting data
Include a comprehensive business continuity and disaster recovery plan detailing all measures put in place to ensure the system returns to operation within 0-4 hours after a
Include capability to utilize a "Soundex" function for all fields.

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Password and Login Management
Requirements
em shall:
Allow the System Administrator to define all aspects of an Authorized User's login and password, including rules, usage and management, within current CJIS Security Policy as
Require passwords to be changed at Agency-defined intervals, by user, with the ability to
Be able to disable password expiration feature.
Provide a means for the Authorized User to self-reset password at any time.
Display auto-notification of impending password expiration.
Include the capability of suspending a log-on account after an Authorized User-defined
Alert alerting administrative personnel when an account has been suspended.
Automatically log out Authorized Users after an Administrative-defined inactive time period
Restrict Authorized Users to a single log-on, based on Authorized User rights, so as to
Allow utilization of identification technologies, such as multifactor authentication (ex: DUO, Microsoft Authenticator), biometrics, ID card, and security token.
Allow the System Administrator to immediately disable a User Account and instantly disconnect user from the System if currently logged in.
Provide the ability for a System Administrator to execute a command to immediately logoff
Allow security levels and Authorized User profiles to be defined by remote workstation
Use Active Directory for password maintenance.
Maintain history of de-activated Authorized User IDs and prevent using de-activated User IDs when adding new users (exception for former employee rehires).
Encrypt passwords when transmitted from the workstation to the server.
Utilize encrypted database format to store passwords, never clear-text.
Provide any/all administrative passwords needed to access the database to the Agency
Include ability to integrate with common Authorized User directory systems.
Allow multiple administrative accounts.
Incorporate capability for the agency to define password and user ID creation criteria.
Include the capability for the agency to define which user-groups can reset passwords on behalf of users (or create a security group that can reset passwords on behalf of users).
Require users to enter a new password twice (e.g., to verify password typed correctly).
Enforce strong passwords per VCIN requirements.
Allow user ID to be non-case-sensitive.
Permit system administrator to add and delete users.
Automatically delete password when user is deleted from system to preserve security of
Prevent reuse of previous agency-defined number of passwords.
Allow a system administrator to disable an account.
Mask passwords when typed.

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General Reporting Capabilities
Requirements
em shall:
Make all pre-defined reports available from a reports menu that are easily accessible by
Allow Authorized Users to utilize any field which is generated by the System when
Provide an Authorized User based roles & previliges interface such as a report wizard for preparing various statistical and analytical reports based on data that crosses different
Allow rearranging the sequence of fields on the screen to match the sequence of paper
Have the ability to generate a printed report for each event.
Include the capability to print to any local or network-attached printer.
Support printing in large format, landscape, portrait, or custom page sizes.
Provide capability to distribute reports via email, fax, or hard copy with option for prescheduled delivery and/or reoccurring frequency, with intervals configurable in:
Hours
Days
Weeks
Months
Years
Allow Authorized User to specify whether to print a report to the screen or to any network
Include a print preview command with a true WYSIWYG format.
Permit Authorized Users to run a query on any field in the System to generate reports.
Support management reports (e.g., calls for service, investigations open case reports, accident/incident reports) tracking statistical, operational, investigative, management and
Allow the following actions once data is extracted from a query by an Authorized User:
Save and edit later
Export to desired format; and
Generate, preview and print final report
Allow exporting data files and the results of queries in the following formats such as: ASCII, Comma delimited format, Character delimited format, xls, dbf, mdf, rtf and xml
Support report formats such as: HTML, Excel, Word, CSV, XML, PDF, and Text
Offer the option of including the following standard information to a printed report:
Date printed
Page number of total number of pages in the report (ex: Page X of Y)
Date range which report covers
Agency confidential banner
Agency name
Provide customizable drop down menus that allow Authorized Users to quickly select data
Create reports and graphs and plot all incidents on a map to show the following
Incidents near specific business (ex: near liquor store)
Incidents near specific street, cross street, stoplights, etc.
Incidents near specific schools
Incidents in a specific region
Incidents by type

Incidents by date/time
Provide an Agency-defined list of topics located in the drop down menus including, but not limited to:
Accidents, Incidents, Cases, Offenses, Arrests, Warrants, Ticket/Citations, Jackets, Quick
Allow the Authorized User to specify the following information, but not limited to:
Date and date ranges
Time and time ranges
Address and address ranges
Types
Maps
Specific police/patrol beats
Facilitate a search for any record by any field in that record so long as the Authorized User is authorized to view the field which is being queried.
Allow the Agency to define the fields that can be used in a query designed by the Agency.
Allow data to be exported into other spreadsheet or database programs so that Authorized Users can create quality, meaningful reports, graphs and/or pie charts to identify crime
Include a robust reporting tool that can generate ad-hoc reports as an internal function or with other third-party tools, such as Crystal Reports or similar. Note: System Providers
Create a daily report that shall indicate that a case has been generated, but no report has
Provide comment section notes when closed cases are run for a report.
Include the capability of providing drop down lists for frequently used fields including offense or statute codes, race, sex, property types, and physical characteristics that

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Audit Trail Capabilities
Requirements
em shall:
Include capability to apply appropriate edits to all entered data to ensure data integrity
Provide an on-line audit trail of all changes to established reports.
Perform full transactional audit trail logging.
Include the following items in every audit trail record:
Time and date
Original value of field
New value of field
Authorized User's ID
Workstations from which transaction was entered
Display audit trail entries in chronological order with the newest entries first and the oldest
Display chronological order of any audit record in the System in forward or reverse
The System should allow for a System Administrator to retrieve the audit trail for any of the
Authorized User (serial number or name)
Device (i.e. node)
Event
Resource/role
Allow System Administrator viewing audit trails to request:
One line summary of each audit trail entry with single-click to view details
Detail list of every item included in the audit trail and all details associated
Ability to sort audit trail entries by Authorized User or workstation in addition to time
Allow System Administrator to set the retention rules for all system audit files.
Support logging all messages to audit trail w/capability to report or re-send message to
Ability to view facility assignment history.
Capability to archive and/or delete Audit Trail records with appropriate rights.
Log all transactions, messages, and data interchanged bi-directionally between the system
System is configurable to automatically archive the audit trail records older than a certain date/time and/or allow manual archiving by authorized users on demand.
Include transactional logging with the following items included (not all inclusive):
Sequential log of all changes made to database with time/date stamp
All information necessary to revert/roll-back each change to the master data file
Details on start of transaction and any subsequent changes which are part of that origi
Final commit or rollback data per transaction
Transaction log is a separate file from the main database file

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Help Functions & Documentation
Requirements
em shall:
Include a help system which will provide a general help manual that is organized according
Provide access to on-line help from any screen or field.
Include help files which are context sensitive.
The System Provider will supply documentation specifically designed to inform Authorized
End-users
System and Application Administrators
Interface Administrators
Describe the file layouts and program design in the System Provider's documentation.
Index all on-line documentation and allow Authorized Users access to the electronic index.
Hyperlink information in the index and within various help topics to the relevant sections of
Allow access to the on-line documentation for the System from any portion of the System
Include on-line documentation which is searchable by topic or keyword.
Feature on-line documentation that is consistent in content, format, and naming conventions with any printed help documentation or training materials.
Supply manufacturer's documentation for all hardware and third-party software products

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ser must indicate whether the proposed solution meets the requirements of the RFP and mus

ion and example(s) to substantiate the response to each requirement.

own Response Codes:

Fully Provided Out of the Box

Standard Integration/Interface (no customization)

Customization/Software Enhancement (Any custom development)

Bi Directional Interface

Uni Directional, Export From RMS

Uni Directional, Import to RMS

Not available

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Supplemental

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Description
The existing technical environment includes various primary applications or systems, and the new system shall have the capability to integrate, interface, or
Axon/Evidence.com: Dallas County utilizes the Axon Law Enforcement Camera System and stores/retrieves video and photo evidence via an agency evidence.com instance. The new RMS solution shall integrate with Axon/Evidence.com systems to allow video/photo
What type of data flow is supported for this requirement?
Brazos eCitation supports traffic stops and field interview information from (Tyler) Brazos eCitation shall be imported into the RMS and CAD systems and connected to a person's
What type of data flow is supported for this requirement?
Computer Aided Dispatch (CAD)/911 System: Central Square is the (CAD) system for Dallas County and City of Austin's and 911 Center. Case numbers, relevant data, and arrest information should bidirectionally travel between the RMSand Central Square to
What type of data flow is supported for this requirement?
DPS/TCIC/NCIC Driver License and Vehicle Data: Many Dallas County Teams utilize various DPS/NCIC/TCIC queries as essential pieces of their jobs. The County would like to interface with TLETS to allow those DPS/TCIC/NCIC queries to be executed from the new RMS system through the TLETS gateway using strict access controls based on the user's permission
What type of data flow is supported for this requirement?
File-on-Queue is the County's official Record Management/Digital Document System for property management. Dallas County requires an interface with File-on-Queue so that when an MNI Name Search is executed, any County employment data about the person is
What type of data flow is supported for this requirement?
Reporting Systems: Numerous County workgroups utilize outside reporting services/systems for mission-critical reports. The County requires the new RMS system to integrate with these systems by supporting data connection compatible with: SSRS, .NET,
What type of data flow is supported for this requirement?
TechShare: Dallas County utilizes TechShare to provide evidence discovery on criminal cases to defense attorneys. Only licensed attorneys may apply for access to the portal, and an attorney must read and accept the terms of use in order to apply. The integration between the RMS system must automatically make evidence available in TechShare (not just upon request). Some examples of evidence types include: MNI, Order of
What type of data flow is supported for this requirement?
USCIS Immigration Data System: USCIS is the system utilized by ICE and Homeland Security to monitor criminal activity for foreign-born or undocumented individuals arrested in the United States. USCIS and Dallas County desire an interface allowing export of RMS
What type of data flow is supported for this requirement?
The existing technical environment includes various supplemental applications or systems, and the new system should have the capability to integrate, interface, or

Sex Offender Registry (SOR): Dallas County Jails are required by State of Texas Law to register Sex Offenders with the Texas Department of Public Safety (DPS) upon release. The County desires a system capable of flagging sex offenders and interfacing with DPS to upload sexual offender information into the DPS system. The County also desires an interface allowing query from the RMS system to DPS in order to identify offenders and
What type of data flow is supported for this requirement?
Terrorist Offender Registry (TOR): Dallas County Jails are required by State of Texas Law to register Terrorist Offenders with the Texas Department of Public Safety (DPS) upon release. The County desires a system capable of flagging terrorist offenders and interfacing with DPS to upload terrorist offender information into the DPS system. The County also desires an interface allowing query from the RMS system to DPS in order to
What type of data flow is supported for this requirement?

rations and Interfaces

Response	Comments
	All detailed explanations must include capabilities of data flow.

Attachment A - Cost Worksheet
RFP #2026-012-7097
Records Management System Application for Dallas County Sheriff Office

		Year 1	Year 2	Year 3	Year 4	Year 5	Total
Software	Application and Technology License	$ -	$ -	$ -	$ -	$ -	$ -
	Third Party Software License	$ -	$ -	$ -	$ -	$ -	$ -
	Third Party Software / Integration Costs	$ -	$ -	$ -	$ -	$ -	$ -
	Performance and Regression Testing / Tools	$ -	$ -	$ -	$ -	$ -	$ -
	Total Software	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Software Maintenance Item	Application and Technology Maintenance	$ -	$ -	$ -	$ -	$ -	$ -
	Third Party Software Maintenance	$ -	$ -	$ -	$ -	$ -	$ -
	Third Party Software / Integration Maintenan	$ -	$ -	$ -	$ -	$ -	$ -
	Performance Testing tools Maintenance	$ -	$ -	$ -	$ -	$ -	$ -
	Total Software Maintenance Items	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Hardware (estimated)	Production Servers	$ -	$ -	$ -	$ -	$ -	$ -
	Non Production Servers	$ -	$ -	$ -	$ -	$ -	$ -
	DR Servers	$ -	$ -	$ -	$ -	$ -	$ -
	Hardware and Software Maintenance	$ -	$ -	$ -	$ -	$ -	$ -
	Total Hardware	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Consulting Fees	System Integrator Fees	$ -	$ -	$ -	$ -	$ -	$ -
	Data Conversion Fees	$ -	$ -	$ -	$ -	$ -	$ -
	Other Third Party	$ -	$ -	$ -	$ -	$ -	$ -
	Total Consulting Fees	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Travel and Lodging	System Integrator - Travel	$ -	$ -	$ -	$ -	$ -	$ -
	Other Third Party - Travel	$ -	$ -	$ -	$ -	$ -	$ -
	Total Travel	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Training Costs	Training Material Production Costs	$ -	$ -	$ -	$ -	$ -	$ -
	Core Team Training	$ -	$ -	$ -	$ -	$ -	$ -
	Training Environment	$ -	$ -	$ -	$ -	$ -	$ -
	Total Training Costs	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Project Environment	Project Environment Buildout	$ -	$ -	$ -	$ -	$ -	$ -
	Project Environment Rental	$ -	$ -	$ -	$ -	$ -	$ -
	Other	$ -	$ -	$ -	$ -	$ -	$ -
	Total Project Environment	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Project Management	Requirements Gathering	$ -	$ -	$ -	$ -	$ -	$ -
	Implementation Consulting	$ -	$ -	$ -	$ -	$ -	$ -
	Project Manager	$ -	$ -	$ -	$ -	$ -	$ -
	Other	$ -	$ -	$ -	$ -	$ -	$ -
	Total Other	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
TOTAL		**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

Records Management System Application for Dallas County Sheriff Office
Rate Card
Note: Add rows as necessary

Implementation Steps	Resource Type	Brief Description of Responsibility	Location (Local, US, Offshore - List Country)	Hourly Rate Year 1	Hourly Rate Year 2	Hourly Rate Year 3	Hourly Rate Year 4	Hourly Rate Year 5
Planning								
Common Design								
System Configuration								
Testing								
Training and System Deployment								
Hypercare								
Other								

Company Name	Legal Name	Owner Name	Last Name	Email Address	Email Address 2	Address	Address 2	City	State	Zip Code	Phone Number	Fax Number
518210												
360CyberX, LLC		Christopher Iwuji		iwujic14@360cyberx.com	iwujic14@gmail.com	3010 LBJ Fwy	Ste 1200	Dallas	TX	75234	920-527-0066	945-246-7173
3i Contracting, LLC		Micheal Williams		mwilliams@3icontracting.com	mewilliams@3icontracting.com	1111 W Mockingbird Ln	Ste 1050	Dallas	TX	75247	214-231-0675	214-231-0675
A1 Resourcing Inc		Shoueb Mohammed		shoueb@a1resourcing.com		5465 Legacy Dr	Ste 650	Plano	TX	75024	630-456-5553	630-456-5553
ALIPRO LLC		Srini Rao Kolluri		srkolluri@alipro.com	jhock@alipro.com	7736 La Haye Dr		Irving	TX	75063	309-339-5004	309-689-9033
All Virtualize, LLC		Aaron Njagi		aaron.njagi@allvirtualize.com		2488 Dove Creek Dr		Little Elm	TX	75068	469-570-0303	469-570-0303
Armely LLC		Leonard	Mwangi	leonard.mwang@armely.com	leonard.mwang@armely.com	2831 Eldorado Pkwy, Suite 103-128		Frisco	TX	75033	469-850-2732	000-000-0000
Armstrong Archives, LLC		Sherri Taylor		staylor@aarchives.com		1515 Crescent Drive		Carrollton	TX	75006	972-242-7179	972-245-9788
Aspire Cyber, LLC		Derrich	Phillips	info@aspirecyber.com	info@aspirecyber.com	9330 LBJ Freeway	Suite 900	Dallas	TX	75243	214-791-6999	
Automated Improvement Solutions, LLC dba Xedious		Enrico Linscheer		elinscheer@xedious.com	dfreeman@xedious.com	5407 Keating Ct		Richardson	TX	75082	954-465-5576	954-465-5576
AvaWatz Company		RAJINI	ANACHI	rajini@avawatz.com	rajini@avawatz.com	9780 Minister Lane		FRISCO	TX	75035	781-223-1524	978-923-8685
Business Intelligent Solutions LLC		Ikenna Egbosimba		ikenna@solutions-bi.com		7001 Windmill St.		Aubrey	TX	76227	501-786-2909	202-596-5755
Consortium Engineers, PLLC		Naeem Ghani		naeem@consortium-engineers.com	naeem.ghani@outlook.com	100 Thistle Sage Ct		Irving	TX	75063	(763)843-3198	(469)531-9732
CoreSpace, Inc.		Liana Dunlap		Liana@CoreSpace.com		7505 John W Carpenter Freeway		Dallas	TX	75247	214-688-9600	705-995-3003
D. SMITH TECHNOLOGY & CONSULTING, LLC	DSTC, LLC	DIONNE	SMITH	DIONNE.SMITH@DSTCLLC.COM	DIONNE.SMITH@DSTCLLC.COM	643 Torey Pines Dr	#4262	Red Oak	TX	75154	214-216-2166	866-384-6459
Dallas Digital Services, LLC		Sandra Kiesling		skiesling@ddserv.com		1209 S White Chapel Boulevard	Suite 100	Southlake	TX	76092	817-577-8794	817-503-9970
Donato Technologies Inc		Isaac Kantimahanti		isaac@donatotech.net	dntaccts@donatotech.net	12100 Ford Rd	B306	Dallas	TX	75234	(214)502-8790	(214)502-8790
Elite Research, LLC		René Paulson		rpaulson@eliteresearch.com		9901 Valley Ranch Parkway East	Suite 2035	Irving	TX	75063	972-538-1374	
Elite Tech Consulting LLC		Sabu	Stephen	sabu@elitetconsulting.com	sabu@elitetconsulting.com	2621 GreensPoint Lane		PROSPER	TX	75078	972-460-5100	
Emory Nason LLC dba Teknology Source		Kevin Nason		kevinnason@teknologysource.com	davidbooty@teknologysource.com	15150 Preston Rd	Ste 300	Dallas	TX	75248	214-642-1909	214-642-1909
Farz Solutions, LLC	Farz AI	Farida	Bharmal	farida@farz.ai	farida@farz.ai	400 Ginkgo Circle		Irving	TX	75063	313-244-7486	
Franzulli Intl Corporation		Adedayo Adepoju		aadepoju@franzulli.com	besho@franzulli.com	901 Bronson Ct		McKinney	TX	75069	(972)439-5051	(281)919-7991
G3 Tech Consultants LLC		Gayathri	Srinivasan	gayathri.srinivasan@g3techconsultants.com	gayathri.srinivasan@g3techconsultants.com	204 Harbor Hills Dr		Flower Mound	TX	75028	732-713-3765	
Global IP Networks, Inc.		Lusy Natahamidjaja		reyner@gipnetworks.com	lusy@gipnetworks.com	1009 Jupiter Rd		Plano	TX	75074	469-583-5088	214-432-0419
HTNASOLUTIONS INC		Chaudhry	Arafat	arafat@htnasolutions.com	arafat@htnasolutions.com	401 Kirkland Rd		Garland	TX	75044	614-815-0578	
Innovcentric LLC		Parvathi Peruboyina		parvathi@innovcentric.com	vdevara@innovcentric.com	311 S Jupiter Rd	Ste 205	Allen	TX	75002	(469)498-0498	(469)498-0498
INNOVCENTRIC, LLC		PARVATHI	PERUBOYINA	pc@innovcentric.com	pc@innovcentric.com	311 S. JUPITER ROAD		ALLEN	TX	75002	862-279-9128	
Intellisavvy LLC		Siva Kalavagunta		siva.kalavagunta@intellisavvy.com	radhika@intellisavvy.com	4545 Fuller Dr	Ste 402	Frisco	TX	75038	(469)236-0721	(469)236-0721
Jfiveco LLC		Josie Joseph		joievasexp@gmail.com		10601 Clarence Dr	Ste 250	Frisco	TX	75034	(469)601-6183	(469)601-6183
JTech Solutions LLC		James Thomas		jtechsolutions04@gmail.com		3612 Lillian Ct		Celina	TX	75009	(469)668-3174	(469)668-3174
KayDev Technology, LLC		Micheal	Billings	mb@kaydevtech.com	mb@kaydevtech.com	1751 River Run, Suite 200	Suite 200	Fort Worth	TX	76107	817-939-5873	
Kumitech, LLC		Michael	Contomo	mcontorno@kumitech.io	contact@kumitech.io	1910 Pacific Ave, Suite 17110		Dallas	TX	75201	866-646-6744	
M Institute LLC		Keith Matthews		keith.matthews291@gmail.com		2608 Beaver Bend Dr		Plano	TX	75025	(214)799-7653	(214)799-7653
Mavros LLC	Mavros LLC	Christopher	Brown	businessdevelopment@mavrostechnology.com	businessdevelopment@mavrostechnology.com	10935 Estate Ln	#S478	Dallas	TX	75238	844-526-6682	
MEI Mail Services, Inc.		Leslie E Marshall, Sr.		leslie@meimailservices.com	abby.le@meimailservices.com	13714 Gamma Rd	Ste 120	Farmers Branch	TX	75244	972-212-2121	972-664-3190
NEBULOGIC TECHNOLOGIES (HOLDINGS), INC.	NebuLogic Technologies, Inc	Nivas	Nallanthighall	Nivas.Nallanthi@nebulogic.com	Nivas.Nallanthi@nebulogic.com	5465 Legacy Dr	SUITE #650	PLANO	TX	75024	214-929-7638	214-432-0846
NewEdge Services, LLC		Brad	Daugherty	bdaugherty@newedgeservices.com	bdaugherty@newedgeservices.com	9191 Kyser Way, Suite 103		Frisco	TX	75033	469-888-5044	214-705-1573
Ojasam, LLC		Bipin Kulkarni		bipin.kulkarni@ojasam.com		1540 Keller Pkwy	Suite# 108-475	Keller	TX	76248	817-891-5041	817-891-5041
One Safe Place Media Corp.		Billie Baird		bbaird@onesafeplace.com		1550 West Walnut Hill Lane		Irving	TX	75038	972-465-8602	972-465-8624
Panzer Security Consulting Inc.	E-Panzer Security Consulting	Rachael	Ideji	irachael@e-panzer.com	INFO@E-PANZER.COM	414 W Parkway St		Denton	TX	76201	877-230-2333	
Perspect Business Consulting, LLC		Beena Pappen		bpappen@gmail.com	mpappen@gmail.com	901 Parchman Place		Lucas	TX	75002	214-538-2037	(214)538-2037
Phronetik, Inc.		Tania	Martin-Mercado	taniame@phronetik.com	info@phronetik.com	1011 Surrey Lane BLDG 200		Flower Mound	TX	75022	844-871-3575	469-453-3095
PsychData	Divergent Web Solutions, LLC	Rene Paulson		info@divergentwebsolutions.com		9901 Valley Ranch Parkway East	Suite 2035	Irving	TX	75063	972-538-1374	
Qnet, Inc.		Larry Hall		lhall@qnetis.com	spierreauguste@qnetis.com	12021 Plano Rd	Ste 150	Dallas	TX	75243	214-876-7086	214-341-7638
Rannsolve, Inc.	Rannsolve	Aarthi	Raj	aarthi.raj@rannsolve.com	aarthi.raj@rannsolve.com	1333 W McDermott Dr. Suite 200		Allen	TX	75013	214-282-4226	972-584-6048
ResearchFidelity, Inc.		Arun	Mamtani	admin@researchfidelity.com	admin@researchfidelity.com	3761 Park Place	# 426	ADDISON	TX	75001	972-672-9660	214-452-7861
Rudra Enterprise LLC	REETECH	Pankaj	Sharma	rudraentperiseusa@yahoo.com	rudraentperiseusa@yahoo.com	7428 Reverchon Drive		Irving	TX	75063	469-418-9511	
Sanaga Technology, LLC		Solomon	Mesumbe	solo@sanagatechnology.com	solo@sanagatechnology.com	12860 TWELVE OAKS AVE		FRISCO	TX	75035	214-924-9864	
Sky Communications, Inc.		Bill Bouie		bill.bouie@skycomglobal.com	kara.foster@skycomglobal.com	2830 Market Loop	Ste 104	Southlake	TX	76092	703-795-4411	817-846-9264
Sky Consortium LLC		Nandini Gupta		nandini@skyconsortium.com		1041 Pedernales Trail		Irving	TX	75063	(214)546-9378	(214)546-9378
Sloka Technologies, Inc		Swarupa Rallapalli		swarupa@sloka.com		2550 E State Hwy 121 Building 7		Lewisville	TX	75056	(972)729-0000	(972)729-0000
Suniksha Technologies LLC		Venkatasuneetha	Mupparaju	government@sunikshainfotech.com	government@sunikshainfotech.com	2601 Little Elm Pkwy		Little Elm	TX	75068	214-784-0538	
SWAG247-GFJ LLC	TeleTech Solutions	Reginald	Hilliard	reggie@teletechtx.com	reggie@teletechtx.com	5 Cowboys Way	SUITE #300	Frisco	TX	75034	469-826-2277	(682)422-7380
TaylorMade Videography, LLC		Jonathan Taylor		taylormadevideography@gmail.com		564 N Walnut Creek Dr	Ste 100	Mansfield	TX	76063	(469)877-7509	
TechFides, LLC		Jacques M Jean		jacques.jean@techfides.com	kasthuri.henry@techfides.com	12 Cowboys Way		Frisco	TX	75034	480-789-0165	469-631-0751
The Wilkins Group, Inc.		Lafayette	Moses-Wilkins	faye@wilkins.com	TOMEKA@WILKINS.COM	1710 Firman Dr., Ste. 200	200	Richardson	TX	75081	972-479-1090	972-479-1099
Tigma Technologies, Inc.		Thirumurugan	Rengasamy	thiru@tigmatech.com	thiru@tigmatech.com	7460 Warren Parkway	Suite 100	FRISCO	TX	75034	214-529-2230	
UniCAP Documentation Services		Tyrone	Phillips	phillipstaurus@gmail.com	phillipstaurus@gmail.com	P.O. Box 743066		Dallas	TX	75374	972-464-7908	
Vinsari LLC		Satish Gogineni		bob@vinsari.com		5005 W Royal Ln	Ste 286	Irving	TX	75063	(214)277-4878	(214)277-4878
541512												
2M Associates, LLC		Ahsan	Moeen	info@two-mm.com	info@two-mm.com	5930 Preston View Blvd.,	Ste A	Dallas	TX	75240	214-628-0040	866-528-9180
360CyberX, LLC		Christopher Iwuji		iwujic14@360cyberx.com	iwujic14@gmail.com	3010 LBJ Fwy	Ste 1200	Dallas	TX	75234	920-527-0066	945-246-7173
4 Consulting, Inc.		Ruchi Kapur Anand		ruchi@4ci-usa.com		6850 TPC Dr	Ste 208	McKinney	TX	75070	469-235-5610	214-698-8633
A1 Resourcing Inc		Shoueb Mohammed		shoueb@a1resourcing.com		5465 Legacy Dr	Ste 650	Plano	TX	75024	630-456-5553	630-456-5553
Abacoll Solutions LLC		OLUSANMI	ADENIRAN	olu@abacoll.com	olusanmi.adeniran@gmail.com	2732 La Jolla Drive		Grand Prairie	TX	75054	682-561-4015	682-561-4015
Accutech Digital Consulting LLC		Biju	John	accounts@accutechdc.com	accounts@accutechdc.com	5700 TENNYSON PKWY	STE 300	PLANO	TX	75024	770-317-3247	
Active Cyber, LLC		Rohit Mehrotra		rohit@activecyber.com	haley.meeks@activecyber.com	5001 Spring Valley Rd	Ste 450E	Dallas	TX	75244	469-754-2800	214-646-3353
Adcomp Systems, Inc.		Mansur	Plumber	mansur@adcompsystems.com	navin.naik@adcompsystems.com	1720 S EDMONDS ST	SUITE 201	LEWISVILLE	TX	75067	972-436-3900	877-767-9747
AdvanComm, LLC		Joe Muro		sales4ac@advancomm.com	joe.muro@advancomm.com	5995 Summerside Dr	#794752	Dallas	TX	75248	972-814-6170	972-814-6170
AdvanComm, LLC		Joe	Muro	joe.muro@advancomm.com	sales4ac@advancomm.com	7650 McCallum Blvd	#1-2002	Dallas	TX	75252	972-814-6170	972-972-0909
Aezion, Inc		Kavitha	Kambala	hr@aezion.com	kavitha.kambala@aezion.com	5150 Warren Pkwy, Build. 7	Ste 720	Frisco	TX	75034	214-888-6800	972-000-0000
AGILEIT Consulting LLC		Aasia	Anwar		agileitconsultingllc@GMAIL.COM	14286 Estes Ln		Frisco	TX	75035	669-278-6860	000-000-0000

Company	Alt Name	Contact	Last	Email 1	Email 2	Address	Suite	City	State	Zip	Phone 1	Phone 2
Agneto, Inc.		Lavinia Noble Surjove		lavinia@agneto.com	jamal@agneto.com	1000 N Belt Line Rd	Ste 116	Irving	TX	75061	408-306-4787	972-714-0000
AGUIRRE PROJECT RESOURCES LLC	CHARLES	CHARLES	AGUIRRE	charles.a@apr3d.com	charles.a@apr3d.com	777 Main St	Suite 600	Fort Worth	TX	76102	301-200-9267	844-907-2896
Aguirre Project Resources, LLC		Charles Aguirre		charles.a@apr3d.com	christine.a@apr3d.com	4425 W Airport Fwy	Ste 110	Irving	TX	75062	214-552-5172	972-784-1277
AI Connex LLC		Dan Sinawat		dan.sinawat@aiconnex.ai		9752 Derbyshire Dr		Frisco	TX	75035	(469)996-9705	(469)996-9705
Alinea Strategies and Partnerships Inc		Warren Jackson		warren@alineasp.com		1000 Ballpark Way	Suite 310	Arlington	TX	76011	(407)427-8929	(407)427-8929
All Virtualize, LLC		Aaron Njagi		aaron.njagi@allvirtualize.com		2488 Dove Creek Dr		Little Elm	TX	75068	469-570-0303	469-570-0303
Alleare Consulting, LLC		Lana Arnold		larnold@alleareconsulting.com		3625 North Hall Street	Suite 685	Dallas	TX	75219	214-559-4616	214-559-4625
Amazech Solutions, LLC		Shanthi Rajaram		shanthi@amazech.com	felicia@amazech.com	2901 Dallas Pkwy	Ste 310	Plano	TX	75093	(408)757-3851	(469)200-4585
Amazech Solutions, LLC		Shanthi Rajaram		shanthi@amazech.com		2901 Dallas Parkway	Suite 310	Plano	TX	75093	408-757-3851	214-975-6137
American Unit Inc.		Ramachandra Rao	Venigalla	ram@americanunit.com	ramana@americanunit.com	2901 N. Dallas Parkway, Ste 333		Plano	TX	75093	972-398-3355	214-889-9666
Amtek Consulting, LLC		Satya Movva		smovva@amtekconsulting.com	vmovva@amtekconsulting.com	4100 Alpha Rd	Ste 458	Dallas	TX	75244	214-680-6111	214-680-6111
Amy Bittle Consulting, LLC		Amy	Bittle	abittle@amybittleconsulting.co	abittle@amybittleconsulting.co	2808 Yorkfield Ct		Arlington	TX	76001	214-609-5955	
ANR Consulting Group, Inc.		Dinesh	Gupta	dinesh.gupta@anrcg.com	dinesh.gupta@anrcg.com	2013 Glenmere Drive		Allen	TX	75013	214-233-6267	267-219-2211
APcontrol Solution, LLC		Alexander Pierce		alex@apc-solution.com	spross@apc-solution.com	P.O BOX 79299		Saginaw	TX	76179	940-923-1266	940-923-1266
Argent Associates, Inc.		Beatriz M. Manetta		bmanetta@argentassociates.com	bdonadio@argentassociates.com	2800 E Plano Pkwy	Suite 400	Plano	TX	75074	972-312-0444	972-312-0444
Automated Improvement Solutions, LLC dba Xedious		Enrico Linscheer		elinscheer@xedious.com	dfreeman@xedious.com	5407 Keating Ct		Richardson	TX	75082	954-465-5576	954-465-5576
Automation Image, Inc.		Indira Singla		isingla@automationimage.com	osingla@automationimage.com	2650 Valley View Ln	Ste 100	Dallas	TX	75234	972-342-0884	972-247-8816
AvaWatz Company		RAJINI	ANACHI	rajini@avawatz.com	rajini@avawatz.com	9780 Minister Lane		FRISCO	TX	75035	781-223-1524	978-923-8685
Ayoka, LLC		Eknauth	Persaud	erknauth.persaud@ayokasystems.com	eknauth.persaud@ayokasystems.com	2313 Brookhollow Plaza Drive		Arlington	TX	76006	817-210-4042	866-210-4042
B12 Consulting, LLC		Neena Biswas		neena@b12consulting.com	shouvik@b12consulting.com	5050 Quorum Dr	Ste 700	Dallas	TX	75254	972-821-9970	972-361-8434
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REQUEST FOR PROPOSAL

Records Management System for the Dallas County Sheriff's Office

Solicitation Number No.: 2026-012-7097, **Pre-Proposal Meeting Date:** February 4, 2026, at 10:00AM CST
Project Title: Records Management System (RMS) Application for the Dallas County Sheriff's Office
Proposal Due Date: March 5, 2026, at 2:00PM CST

Contents

Solicitation Number No.: 2026-012-7097**, Pre-Proposal Meeting Date:** February 4, 2026, at 10:00AM CST
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I. Introduction, Purpose and Intent

   A.   Introduction

Dallas County is the second most populous county in Texas and the eighth most populous county in the United States. Dallas County has a population of approximately 2.6M, has an approximate area of 908.644 square miles (60 square miles of unincorporated areas), contains 28 cities, and 3 towns. The County boards Tarrant, Denton, Collin, Kaufman, Rockwall, and Ellis Counties.

The Dallas County Sheriff's Department is charged with the care, control and custody of individuals who have committed a crime. People charged with these offenses range from a Class "C" misdemeanor (usually outstanding traffic citation) to capital murder.

There are three types of individuals incarcerated in the Dallas County Jail:

   - Individuals who did not post bail and are awaiting court.
   - Individuals who had court and are waiting to be transferred to state/federal prison.
   - Individuals who are summoned by a judge to appear in court from another detention facility.

There are three active detention facilities (Lew Sterrett Justice Center {North Tower, West Tower, and Suzanne L. Kays}) within the Dallas County Sheriff's Department. These facilities can house more than 7,100 inmates with a detention staff of 1442 employees. The Dallas County detention facilities are self-sufficient and operate 24 hours a day, 365 days a year.

   B.   Purpose

The Dallas County Purchasing Department is issuing this Request for Proposal (RFP) for The Dallas County Sheriff's Office ("Sheriff's Office") to solicit for proposals from firms that have experience with providing, installing, implementing, and supporting a Records Management System (RMS). Through this RFP, the County seeks a replacement of the existing Indico Corp. RMS solution. The RMS sought shall have the capabilities to support the operational complexities of a county jail facility similar in size and scope to Dallas County.

The Sheriff's Office currently manages the Incident Records using an RMS that supports more than 2,600 users. Based on Dallas County Sheriff's Office (DCSO) sworn, non-sworn, and civilian personnel, Fire Marshals, and Constables anticipate needing an estimated 600 licenses for the new RMS system. The new RMS will need to interface with internal as well as external systems to provide data and support to the Dallas County Sheriff's office and its agency partners as listed in integration sheet in Appendix B.

   C.   Intent

The County's primary objective is to find a proven RMS and Associated Services (cumulatively referred to as "Services") that are industry proven, encompass industry best practices, and provides an innovative platform from an out of the box solution. The purpose of this initiative is to replace Dallas County's current RMS with a cost effective and proven, cutting-edge technology that will deliver advanced turnkey services for the Dallas County Sheriff's Office facilities. The primary use of the RMS is for documenting incident-based reports resulting from offenses and/or incidents occurring within Dallas County. While on occasion, this system is used to document incidents involving the inmates in the care of the Dallas County Sheriff's Office, it is more often used in documenting offenses and incidents that occurred outside the jail. A key goal of this initiative is to ensure that the Sheriff's Office can continue to operate with increased efficiency, accuracy, and coordination - especially in high-pressure situations where time and information flow are critical.

The County seeks an industry proven solution from a contractor partner that not only understands the complexities of emergency communications, but also has a proven record of providing a consistent high level of service, has

demonstrated continuous innovation within its solution, and a commitment to long-term client and solution support. The selected RMS shall have ample capability, functionality, support, interface capabilities, and innovation to support the Sheriff's Office operations, and shall interface with the County's Adult Information System (AIS)/jail management system and the selected computer aided dispatch (CAD) system which is also currently being solicited in the open market to replace the current CAD system.

II. Specifications or Scope of Work

Respondents must provide an industry proven records management system with cutting-edge technology to deliver advanced turnkey services that conform to the following requirements:

a. The proposed RMS shall comply with all applicable local, state, and federal standards, requirements, regulations, and laws and must be included as part of the all-inclusive, turnkey maintenance cost.
b. Proposer shall keep the code base current with programming methodologies, server operating systems, database management systems, security tools, and client operating systems with Dallas County.
c. Proposer shall demonstrate experience in delivering at least three (3) large-scale RMS System, preferably in Texas, to ensure familiarity with Texas laws and methodologies (see Appendix A).
d. Proposer must comply with the F.B.I.'s Criminal Justice Information Services (CJIS) security policy requirements.
e. Proposer must provide financial statements for the prior five (5) fiscal years. Note: Dallas County is subject to Chapter 552 of the Government Code (Public Information). Please mark financial statements as "CONFIDENTIAL INFORMATION" and provide them in a separate envelope as well as a separate PDF document.
f. Proposer must provide trained and experienced staff, to perform installation, implementation, configuration, integration, training, project management, customer service and post implementation maintenance support services equivalent to those set forth in this RFP.
g. Proposer must have a product that seamlessly integrates with the Dallas County's CAD 911 system, that is also scheduled for implementation in FY26.
h. RMS Proposer shall provide a list of partners that they support for CAD 911 solutions.

Proposals that merely repeat the requirements set forth in the RFP and state that Contractor "will perform the statement of work" or similar verbiage are discouraged. Dallas County is interested only in proposals that demonstrate the contractor's expertise in performing engagements of this type as illustrated by the proposer's description of how it proposes to perform the requirements set forth in this RFP. Although the County is interested in implemented systems with a proven long term successful operational track record and implementation history, that does not preclude respondents from submitting optional (alternate) proposals that may utilize emerging technologies. If a proposer is submitting an alternate solution, the solution must meet the basic functional and operational requirements set forth herein. If a proposer elects to submit an alternate proposal, the proposal cover page must state "Alternate Proposal".

The integrated RMS System must include the following functions:

General Functions
- Capability
- Security
- Passwords & Logons
- Reporting & Search
- Audit Trail
- Help Functions and Documentation

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- Support Dallas County IT requirements for performance, security etc.

RMS Functions
- General Requirements
- Master Indices
- Master Name Index (MNI)
- Master Property Index (MPI)
- Master Vehicle Index (MVI)
- Master Location Index (MLI)
- Incident & Supplemental Report Function
- Report Review Function
- Investigative Case Management Function
- Crime Scene Data Management Function
- Latent Fingerprint Examinations/Criminal Identifications Function
- Property & Evidence Management
- Sex Offender Registry
- Victim Witness Advocates Function
- Warrants Function
- Arrest Function
- Special Flags and Types of Data Function
- Traffic Accident Reporting Function
- Citation (Ticket Control) Function
- Protection Orders and Restraints
- Permits and Licenses Function
- Fleet and Equipment Asset Management Function
- Personnel Function
- Crime Analysis Function
- Expungement Process
- RMS System Administration
- Complaints (Case Processing) Function
- Internal Affairs
- Civil Process
- Arrests
- E-Files
- Gangs
- Medical
- Missing Persons
- Persons
- Property
- Vehicles/Vessels

This RFP is not a single document but is composed of this SOW and twelve (12) additional required Attachments and Appendix's.

As a part of the response submittal, the County requires respondents to answer questions that will address current issues the County faces in its' day-to-day operations. Respondents are required to describe how specific factual circumstances are processed through their proposed application software and describe the proposed solutions

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general, functional, and post-implementation capabilities. The required Appendix documents are listed in section V (Documents Submitted with Proposal or Upon Request) of this SOW.

III. Evaluation Criteria

Proposals shall be evaluated by an evaluation committee and award consideration shall be given to the highest ranked proposer(s). Award is subject to Dallas County Commissioners Court approval.

Criteria	Points
Proposer's Experience and Qualification	10
Commercial-off-the-shelf Software (COTS) Requirements and Process Fit, Approach and Implementation Plan	25
Technical solution and architecture	15
Transition, Implementation Plan and Change Management	20
Cost of Services and Fees	10
Financial Condition	5
Small Business Enterprise	15
Total Points	100

IV. Proposal Format

The proposal shall be divided into tabbed, marked sections and shall include but not limited to information in the format as described in this section.

1. Letter of Transmittal

The letter of transmittal must: clearly identify the submitting organization; identify the name and title of the person authorized by the organization to contractually obligate the organization; identify the name, title and telephone number of the person authorized to negotiate the contract on behalf of the organization; identify the names, titles and telephone numbers of persons to be contacted for clarification; identify the tax identification number.

2. Executive Summary

The executive summary section will cover the confirmation of compliance with all RFP terms, conditions, and technical requirements, summary of your understanding of Dallas County's needs and project goals, brief overview of the proposal, and company's unique qualification and strengths.

3. Proposer Experience and Qualifications

Provide a brief history of the firm to include nature of business, year established, number of years providing goods and services related to this solicitation, principle place of business; field of expertise, current size and number of employees, management structure, licenses, certifications, accreditation, and any other information that demonstrates relative qualifications and experience; Number of years of continuous business operation providing Public Safety Reporting software for Records System Management;

- Include information on experience with similar projects and/or services.
  - Customers (agency) of similar size and scope
    - Number of sworn, not sworn, and civilian users
    - Version

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- Years in operation with each of the customers
- Reference letters from customers
- Transition from and implementation time frame from award to go live

- Provide an organizational chart that identifies the complete structure of the organization including any parent company, headquarters, regional offices, and subsidiaries.
- Provide an organizational chart identifying all employees to be assigned to the contract, showing relationships between key personnel and support staff.
- Describe what differentiates your company from competitors.
- Indicate if the company has had a contract terminated for default in the last five (5) years.
- Termination for default is defined as notice to stop performance which was delivered to the Contractor due to the Contractor's non-performance or poor performance.
- Provide a description of Proposer's corporate purpose and approach as it pertains to Public Safety Reporting software or other services like those sought in this Request for Proposal.
- List of CAD911 solution providers that the Respondents partners with to implement a consolidated platform for CAD and RMS. The RMS respondents can provide more than one partners and their point of contact along with their ranked preferred choices.

4. References

Responding firm shall provide four (4) client references for whom the respondent provided similar Public Safety Reporting and Implementation Services as described in this RFP solicitation during the last three (3) years and are of similar size, similar complexity, and similar scope. References shall not be within the Proposer's own organization or Subsidiary.

Information should include primary contact telephone number and email address. Responding firms that do not provide reference information will not be considered for award.

5. Technical Solution and Functional Approach

- Description of how the proposed system meets Dallas County' business requirements
- Software and process fit, and approach to implementation and integration
- Description of system architecture and infrastructure
- Experience and approach of proposed system, including integration and implementation and will include narrative description of the proposed plan for providing the requested services to the Sheriff's Office
- Detailed project plan including major milestones, project team organization chart, and project document control that can be used e.g. governance model, communication plan, etc.
- Approach to training, hours, and deliverables
- Approach to migrating existing records
- Compliance with reporting requirements
- Sample of a user acceptance testing plan
- The approach of identifying, tracking, and resolving go-live issues

6. Proposed Team

Responding firms shall provide current resumes for each principal, and each of the other staff members that the firm intends to include on its team. Resumes should address educational background, work experience, and professional affiliations. If the lead management role will be assumed by someone other than a responding firm's principal, identify the individual who, on the entity's behalf, will be responsible for the day-to-day management

of the advisory team and implementation of the overall program of work. Responding firm shall identify all other firms and organizations it intends to include as strategic partners.

7. Dallas County's RMS Functional Requirements can be found in Appendix B

8. Financial Condition

- Financial Stability of firm; provide an "audited financial statement" (sealed and separate from the proposal documents)
- Pending lawsuits or pending litigation
- Standard and Poor's business rating

9. Cost of Services and other Fees – Attachment A – Cost Worksheet

Proposers are to provide an itemized breakdown of all costs associated with this project via provided Attachment A (Excel Spreadsheet), including but not limited to: software license costs, hourly rates/professional services cost, ongoing maintenance, add-ons (if applicable), training, support, data conversion, development and development rate card, integrations, implementation costs, estimates of County-owned hardware costs, etc. Each deliverable and milestone should be tied to a respective payment.

10. Exceptions:

- List any exceptions with reference to, clarifications, or requested changes to the RFP terms, scope, or technical specifications.
- Each exception must include:
    - Reference to the specific RFP section or requirement with details about the reference documents
    - Clear description of the exception
    - Justification or rationale for the exception
- If no exceptions, state: **"No exceptions to the RFP requirements."**

11. SBE Requirements – See Attachment S

12. Sample Contract

Responding firms shall provide a copy of your firm's standard services contract. Dallas County reserves the right to negotiate from the standard services contract or to present a contract for services developed by the Dallas County District Attorney's Office, Civil Division.

V. Documents Submitted with Proposal or Upon Request

- Attachment A – Cost Worksheet
- Attachment S - Small Business Enterprise (SBE) Forms (mandatory must be submitted with proposal.
- Appendix A Respondent Qualifications Questionnaire
- Appendix B – RMS Functional Requirements
- Appendix B.1 RMS Narrative Response Questions
- Appendix C DC IT Requirements
- Appendix C.1 General Narrative Response Questions
- Appendix D Implementation Services Narrative Response Questions
- Appendix E Post Implementation Services Narrative Response Questions
- Appendix F Current Appl Env Integrations
- Appendix G Data Conversion Requirements

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Project Title: Records Management System (RMS) Application for the Dallas County Sheriff's Office
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- Appendix H System Customization (This section should be uploaded as a separate file in the original format (Word), OR if Paper Submission saved on a flash drive as a separate file from the RFP response, entitled "{insert respondent name} Appendix H System Customizations.")

VI. Pre-Proposal Meeting

During the solicitation process proposers are required to limit their communication regarding this project to the Buyer referenced herein. A pre-proposal meeting will be held by the County whereby the respondents will have an opportunity to ask the requesting department(s) questions and/or obtain clarification. The pre-proposal meeting will be the only time when respondent and requesting department(s) will communicate directly, thereafter, all communication associated with this project shall be address through the County's purchasing platform, (https://www.bidnetdirect.com/texas/dallas-county), to the assigned Buyer. The County will respond to all questions by way of addendum which will be posted as part of the solicitation. The County, its agents, and employees shall not be responsible for any information given by way of verbal communication.

Pre-proposal conference **February 4, 2026,** at **10:00 a.m. (CST)**, the pre-proposal meeting will be conducted through a conference call.

Microsoft Teams Need help?

Join the meeting now

Meeting ID: 228 298 050 968 01
Passcode: qw6ix7sg

_____

Dial in by phone
+1 469-208-1731,,969804810# United States, Carrollton
Find a local number
Phone conference ID: 969 804 810#
For organizers: Meeting options | Reset dial-in PIN

_____

The deadline for the submission of questions is on **February 23** at **2:00 p.m. (CST)** through Bidnet.

VII. Term and Commencement Date

This will be a Five (5) Year term contract commencing upon award by Commissioners Court, upon meeting any insurance and/or bonding requirements (if applicable) and/or fully executing the contract.

VIII. Award Method

The County's intent is to award this solicitation in its **entirety,** but the County reserves the right to award in the method that is most advantageous to the County.

The County reserves the sole discretion to determine whether a solicitation response is responsive. County reserves the right to reject any or all proposals and to waive minor irregularities or discrepancies in any solicitation response as may be in the best interest of County. Late proposals will not be considered for award.

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Upon expiration of the Contract, the Supplier agrees to hold over under the terms and conditions of this contract for such a period of time as is reasonably necessary to re-solicit (not to exceed 90 calendar days unless mutually agreed on in writing).

IX. Opening of Proposals

Proposal reading shall be conducted: March 5, 2026, at 2:30pm (CST) on the day the proposals are due. The reading will be conducted via a live meeting online at:
https://gcc02.safelinks.protection.outlook.com/ap/t-59584e83/?url=https%3A%2F%2Fteams.microsoft.com%2Fl%2Fmeetup-join%2F19%253ameeting_YjI4ZDk2NDgtMTM3OS00ZjlmLWFiMDgtNmViNDFjOWE5NWQz%2540thread.v2%2F0%3Fcontext%3D%257b%2522Tid%2522%253a%252251adcfad-72f1-479c-b28f-52412e04014b%2522%252c%2522Oid%2522%253a%25226f7e6e0d-1f84-43a8-a037-c8b93e424cb8%2522%252c%2522IsBroadcastMeeting%2522%253atrue%257d&data=05%7C02%7CJohn.Wysocki%40dallascounty.org%7C5b753dfea0ed4553c7d408de4fba91f8%7C51adcfad72f1479cb28f52412e04014b%7C0%7C0%7C639035859882623481%7CUnknown%7CTWFpbGZsb3d8eyJFbXB0eU1hcGki OnRydWUsIlYiOiIwLjAuMDAwMCIsIlAiOiJXaW4zMiIsIkFOIjoiTWFpbCIsIldUIjoyfQ%3D%3D%7C0%7C%7C%7C&sdata=zAsn3iM%2BQGudwjxZES7JQm2xKXRngS65R6T69n4v96Q%3D&reserved=0

Proposals will be publicly opened in compliance with public proposal opening statutory requirements.

Proposer names will be publicly read aloud. It is the responsibility of the proposer to clearly mark and identify all portions of the proposal, which, in the proposer's opinion, contain trade secrets, confidential information and other proprietary information. All proposals are subject to the Texas Open Records Act process.

X. Additional Questions and Answers During and/or After the Pre-Proposal Conference

Firms will be required to any submit additional questions presented at the pre-proposal and/or after the conference. All additional questions must be received by February 23 at 2:00 p.m. (CST).

All questions and responses will be posted to the County's website in the manner as previously stated herein. Dallas County reserves the right to reject/not respond to any questions received after the deadline date.

XI. Proposal Submittal and Exception Requirements

To be considered for award, the proposal response must be submitted by (Date) at 2:00 p.m. (CST). Responses shall be submitted electronically through Bidnet, the County's online public solicitation platform https://www.bidnetdirect.com/texas/dallas-county. Although the County prefers submissions in electronic form, a respondent may elect to submit their proposal in hard copy. To submit in hard copy, the vendor may deliver or ship to: Dallas County Purchasing Department, Records Building 500 Elm Street, Suite 5500, Dallas, Texas 75202. When submitting a response in hard copy, the County requires two (2) duplicate hardcopies (one original and one copy) to be submitted.

Any exceptions to the specifications/scope of work and/or terms and conditions shall be included in the solicitation response and shall appear in its own tab. Exception shall reference the page number, section and language for which exception is taken. The County reserves the right to reject any exception not in the best interest to the County or may lead the response to be considered nonresponsive and not considered for award.

Note: On December 19, 2024, Dallas County implemented a new public solicitation platform and will be posting all solicitations for goods, services, and construction through Bidnet. Vendors seeking to do business with Dallas County will be required to register, (https://www.bidnetdirect.com/texas/dallas-county). By registering,

vendors will be able to receive solicitation notices, view open solicitations, and submit their response online to desired business opportunities.

XII. Location and Invoicing

The County shall pay invoices in 30 days. In order for the County to pay invoices in 30 days, the vendor's invoice must be correct, and reflect the work or goods delivered to the County. The 30 days begin when the County has received a correct invoice reflecting the work or goods delivered. If the County receives an invoice that is not correct and/or reflective of work or goods that have been delivered, the County will request a corrected invoice and the 30-day period will begin once the correct invoice has been received. All work described in the vendor invoice must have been delivered in compliance with the terms of the contract.

Invoices shall be submitted monthly to the County for payment, unless both parties agree to alternative arrangement based on project milestones. Each invoice submitted for payment shall include, at a minimum, the following information:

- Name and address of the department for which services were provided
- Purchase order number
- Contact information of County staff who placed order (name, phone number, department)
- Date of order or Service
- Detailed description of each service
- Price good or services (charges for all services covered by this contract are to be separately stated and explained
- Unit pricing
- Total cost of goods/services

Submitting invoices without the above information may cause delays in payment processing. Incorrect invoices or invoices sent to the wrong address will delay payment. Vendors who fail to follow these instructions risk having the contract with the County cancelled.

XIII. Communication

Upon release of the solicitation and during the process, vendors /firms and their employees of related companies as well as paid or unpaid personnel acting on their behalf shall not contact
in relation to this solicitation with Dallas County employees, department heads and/or elected officials. Such contact may result in the vendor being disqualified. All questions and request for information related to this solicitation must be coordinated through (Buyer Name).

All questions regarding this solicitation are to be submitted in writing to **John Wysocki,** Dallas County Purchasing Department via Bidnet (https://www.bidnetdirect.com/texas/dallas-county), the County's procurement platform. If the respondent does not have access to the County's solicitation platform, the respondent may submit their questions in writing via email to john.wysocki@dallascounty.org . Please reference the Solicitation number in the subject of the email.

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

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

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

XIV. Review of Proposals

All proposals will be examined by an evaluation committee consisting of various Dallas County personnel, Dallas County Purchasing, and representatives selected by the County of Dallas in proportion to contribution sizes.

Proposals that do not conform to the instructions or which do not address all the services as specified may be eliminated from consideration. However, Dallas County reserves the right to accept such a proposal if it is determined to be in the best interest of Dallas County.

Evaluations are based on the information provided. Accuracy and completeness are essential. Omissions, ambiguous and equivocal statements may be construed against the proposer. The proposal response may be incorporated into any contract which results from this RFP, and proposers are cautioned not to make claims or statements it is not prepared to commit to contractually. Failure of the proposer to meet such claims will result in a requirement that the proposer provide resources necessary to meet submitted claims.

Dallas County Purchasing may initiate discussions with selected proposers; however, discussions may not be initiated by proposers. Dallas County Purchasing expects to conduct discussions with vendor's representatives authorized to contractually obligate the vendor with an offer. Proposers shall not contact any Dallas County personnel during the RFP process without the express permission from the Office of the Dallas County Purchasing Agent. Dallas County Purchasing may disqualify any vendor who has made site visits, contacted Dallas County personnel or distributed any literature without authorization from Dallas County Purchasing.

All correspondence relating to this RFP, from advertisement to award shall be sent to Dallas County Purchasing. All presentations and/or meetings between Dallas County and the vendor relating to this RFP shall be coordinated by Dallas County Purchasing.

Selected proposers may be expected to make a presentation/product demonstration to an evaluation committee. Proposals, presentations and product/service evaluations may develop into negotiating sessions with the proposer(s) as selected by the Evaluation Committee. Dallas County expects to conduct negotiations with proposer's representatives authorized to contractually obligate with an offer. If proposer is unable to agree to contract terms and conditions, Dallas County reserves the right to terminate contract negotiations with that proposer and initiate negotiations with another proposer. In addition to a presentation, visits by the Evaluation Committee to representative proposer's client sites may be conducted where the proposed solution can be demonstrated in a production environment.

XV. Proposal Pricing

Proposed pricing shall be firm for the first 12 months of the contract unless otherwise stated herein. Costs not included or calculated in the applicable unit prices as proposed will not be paid by the County, regardless of the intentions of the respondent when the response was submitted and regardless that those costs were actually incurred. Price increase(s) shall not be automatic, the respondent shall request on an annual basis a price increase which shall not exceed 5% annually as warranted. Respondent shall submit, for the County's consideration, supporting documentation that substantiates the requested price increase. Cumulative change orders and/or price increases shall

not exceed 25% of the original amount awarded during contract term. A price increase shall be mutually agreed upon by the County and Contractor. Request for price increases and change orders shall be reviewed and considered at the County's sole discretion.

XVI. Insurance

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

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

Contractor at its own expense, consistent with its status as an independent contractor will carry, purchase and maintain insurance coverage, the minimum insurance coverage set forth immediately below, with companies authorized to do insurance business in the State of Texas or eligible surplus lines insurers operating in accordance with the *Texas Insurance Code*, having an A.M. Best Rating of "A" or better, and in amounts not less than the following minimum limits of coverage:

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

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

> 1.1. Workers Compensations and Employer's Liability Insurance or self-insured employee in the amount and in compliance with the provisions as provided for by Texas Law as established by the Texas Workers Compensation Act, Title 5, Subtitle A, Texas Labor Code for all his employees assigned to operate or work under this Contract. In the event the Contractor elects to sublet any work, Contractor shall require Sub-Contractors to provide Workers' Compensation Insurance for all of the latter's employees unless the Contractor affords such employees protection. Contractors shall be responsible for workers' compensation insurance for subcontractors or sub-lessees who directly or indirectly provide service under Dallas County contract.

Workers' Compensation Insurance with statutory limits, and Employer's Liability Insurance with limits of not less than $1,000,000:

Employers Liability - Each Accident	$1,000,000
Employers Liability - Each Employee	$1,000,000
Employers Liability - Policy Limit	$1,000,000

Policies under this Section shall apply to State of Texas and include the following endorsements in favor of Dallas County:

a. Waiver of Subrogation

    b.   Thirty (30) day Notice of Cancellation

   1.2.   Commercial General Liability: Contract shall maintain Commercial General Liability Insurance coverage must include the following: (a) Premises; (b) Operations; (c) Independent Contractor's Protective Liability; (d) Products and Completed Operations; (e) Medical Expense; (f) Personal and Advertising Injury; (g) Contractual Liability; (h) Broad form property damage, to include fire legal liability. Such insurance shall carry in an amount not less than One Million and 00/100 ($1,000,000.00) for bodily injury (including death), property damage, and blanket contractual coverage per occurrence with a general aggregate of Two Million and 00/100 ($2,000,000.00) and products and completed operations aggregate of Two Million and 00/100 ($2,000,000.00).

Policies under this Section shall apply to State of Texas and include the following endorsements in favor of Dallas County:

    a.   Waiver of Subrogation
    b.   Thirty (30) day Notice of Cancellation
    c.   Additional Insureds: Dallas County and its elected and appointed boards, officers, officials, agents, representatives, directors, employees and volunteers.

   1.3.   Automobile Liability Insurance: Contractor shall maintain Automobile Liability Insurance covering all owned, hired and non-owned automobiles used in connection with work with limits not less than One Million 00/100 ($1,000,000.00) Combined Single Limit of Liability for Bodily Injury and Property Damage. Such insurance is to include coverage for loading and unloading hazards.

Policies under this Section shall apply to State of Texas and include the following endorsements in favor of Dallas County:

    a.   Waiver of Subrogation
    b.   Thirty (30) day Notice of Cancellation
    c.   Additional Insureds: Dallas County and its elected and appointed boards, officers, officials, agents, representatives, directors, employees and volunteers.

Contractor agrees that, with respect to the above-referenced insurance, all insurance contracts/policies will contain the following required provisions:

    a.   Endorsement: Except Workers Compensation and Professional Liability, name Dallas County and its elected and appointed boards, officers, officials, agents, representatives, directors, employees and volunteers as additional insured(s) (as the interest of each insured may appear) as to all applicable coverage;
    b.   Endorsement: Provide for thirty (30) days prior written notice will be given to the County for cancellation, non-renewal or material reduction/change in coverage provided under all policies, except in cases of cancellation for non-payment, in the event of which notice shall be provided as required by state law to Dallas County;
    c.   Endorsement: Contractor agrees to waive subrogation against Dallas County, its officers and employees for injuries, including death, property damage or any other loss;
    d.   Provide for endorsement that the "other insurance" clause shall not apply to County where County is the additional insured on the policy;

e. All insurance required herein shall be maintained in full force and effect until all work or services required to be performed under the terms of the contract is satisfactorily completed and formally accepted;

f. All insurance coverage shall be on a per occurrence basis, if coverage is written on a claims-made basis, the retroactive date shall be prior to or coincide with the date of the Contract and the certificate of insurance shall state that the coverage is claims-made and indicate the retroactive date. The coverage shall be continuous for the duration of the contract and for not less than two (2) years following the end of the contract. Coverage, including renewals, shall have the same retroactive date as the original policy applicable to the contract;

g. Contractor shall be solely responsible for the deductible and/or self-insured retention for any loss;

h. Contractor insurance policies coverage shall be written on a primary basis and non-contributory with any other insurance coverages and/or self-insurance carried by Dallas County;

i. Default/Cumulative Rights/Mitigation. It is not a waiver of default if the non-defaulting party fails to immediately declare a default or delays in taking any action. The rights and remedies provided by this contract are cumulative, and either Party's use of any right or remedy will not preclude or waive its right to use any other remedy. These rights and remedies are in addition to any other rights the Parties may have by law, statute, ordinance or otherwise. Contractor has a duty to mitigate damages.

j. Approval and acceptance of Contractor's services and work by County shall not constitute nor be deemed a release of the responsibility and liability of Contractor for the accuracy and competency of Contractor's services or work; nor shall such approval and acceptance be deemed to be an assumption of such responsibility by the County for any defect, error or omission in the services performed by Contractor in this regard;

k. Contractor shall provide that all provisions of this contract concerning liability, duty and standard of care, shall be underwritten by contractual liability coverage sufficient to include obligation within applicable policies;

l. Contractor and their freight contractors must be prepared to show coverage verification prior to entering upon County premises;

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

n. Insurance Certificates: The certificates of insurance shall list County as the certificate holder. Any and all copies of Certificates of Insurance shall reference any applicable (Solicitation Number, Commissioners Court Order Number, or contract number for which the insurance is being supplied). All insurance policies or duly executed certificates for the same required to be carried by Contractor under this contract, together with satisfactory evidence of the payment of the premium thereof, shall be delivered to the: Dallas County Purchasing Agent located at 500 Elm Street, Suite 5500, Dallas, Texas 75202; and

o. All insurance required to be carried by Contractor or subcontractors under this contract shall be acceptable to the County in form and content, in its sole discretion. All policies shall be issued by an insurance company acceptable and satisfactory to County and authorized to do business in the State of Texas. Acceptance of or the verification of insurance by County shall not relieve or decrease the liability of Contractor.

2. Insurance Lapse

In the event successful firm fails to maintain insurance as required by this contract, successful firm shall immediately cure such lapse in insurance coverage at successful firm's sole expense and pay County in full for all costs and expenses incurred by County under this contract as a result of such failure to maintain

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insurance by successful firm, including costs and reasonable attorney's fees relating to County's attempt to cure such lapse in insurance coverage. Such costs and attorney's fees, not to exceed fifteen hundred and 00/100 dollars ($1,500.00), shall be automatically deducted from monies or payments owed to successful firm by County. Moreover, the County shall retain five percent (5%) of the value of the Contract that shall be placed into an account from monies or payments owed to Contractor by County to cover County's potential exposure to liability during the period of such lapse. The five percent (5%) retainage shall be held by County until six (6) months after the date lapse in coverage is cured or Term of the Contract has ended or has otherwise been terminated, canceled or expired and shall be released if no claims are received or lawsuits filed against County for any matter that should have been covered by the required insurance. The County shall retain the funds if a claim is received or lawsuit and use the funds to defend, pay costs of defense or settle the claim.

XVII. Discussion With Reasonably Qualified Proposals

The County reserves the right to engage in discussions or conduct interviews, either oral or written, with the proposers determined by the evaluation criteria to be reasonably viable to being selected for award. If discussions or interviews are held, the Contract Specialist may request best and final offers. The request for best and final offers may include:

- Notice that this is the opportunity to submit written best and final offers
- Notice of the date and time for submission of the best and final offer
- Notice that if any modification is submitted, it shall be received by the date and time specified or it will not be considered
- Notice of any changes in the Proposal requirements

Following evaluation of the best and final offers, purchasing may select for negotiations the offer that is most advantageous to the County, considering price or cost and the evaluation factors in the RFP.

After the most advantageous proposer(s) has been identified, Contract negotiations may commence. If at any time Contract negotiation activities are judged to be ineffective, Office of Procurement Services will cease all activities with the proposer and begin Contract negotiations with the next highest ranked proposer. This process may continue until either both the proposer and Commissioner's Court executes a completed Contract or the Procurement Department determines that no acceptable alternative proposal exists.

The County reserves the right to reject any or all proposals received or to award, without discussions or clarifications, a Contract based on initial proposals received. Therefore, each proposal should contain the Proposer's best terms from a price and technical standpoint. Also, only proposers submitting a proposal will be notified of any communications after the RFP closing.

XVIII. Rejection or Acceptance of Proposals

The County reserves the right to accept or reject in part or in whole any proposal submitted. The Purchasing Agent will recommend to Commissioners Court award to the highest ranked responsive and responsible respondent as determined by the Purchasing Agent.

XIX. Late and Withdrawn Proposals

All proposals must be submitted no later than the proposal due date and time established by this solicitation. Proposals arriving after the due date and time will not be accepted. Late proposals delivered by carrier will be return to the respondent unopened.

A respondent has the right to withdraw their proposal prior to the proposal due date and time, thereafter, the respondent shall submit a formal request to the Dallas County Purchasing Agent requesting to withdraw their proposal.

XX. Confidentiality

Any information deemed confidential, shall be clearly noted as such on each page of the solicitation response by the respondent. County cannot guarantee it will not be compelled to disclose all or part of any public record under the Texas Open Record Act. Respondents who include information in a proposal that is legally protected as trade secret or confidential shall clearly indicate the information which constitutes a trade secret or confidential information by marking that part of the proposal "trade secret" or "confidential" at the appropriate place. If a request is made under the Texas Open Records Act to inspect information designated as trade secret or confidential in a proposal, the respondent shall, upon request, immediately furnish sufficient written reasons and information as to why the information designated as a trade secret or confidential should be protected from disclosure to Attorney General of Texas for final determination.

XXI. Disqualification Of Proposers

 Proposers may be disqualified for, but not limited to, the following reasons:
- Reason to believe collusion exists among the proposers
- The proposer is involved in any litigation against the County of Dallas
- The proposer is in arrears on an existing contract or has failed to perform on a previous contract with the County of Dallas

XXII. Permits Required by Law

Proposer shall comply with all requirements of federal, state, and local statutory requirements and regulations pertinent to or affecting any phase of this contract.

XXIII. Records and Audit

The Proposer shall keep accurate records of all components of invoices to the County, including but not limited to times and payroll receipts for hourly personnel utilized by this Contract. These records shall be retained for a minimum of two years after the conclusion of the Contract. The County reserves the right to audit any records it deems necessary for the execution of this Contract.

XXIV. Assignment of Contract

The Proposer shall not assign, transfer, sublet, convey or otherwise dispose of the Contract of any part therein or its right, title or interest therein or its power to execute the same to any other persons, firm, partnership, company or corporation without the prior written consent of the County. Should the Proposer assign, transfer, sublet, convey or otherwise dispose of its right, title or interest or any part thereof in violation of this section, the County may, at its discretion, cancel the Contract and all rights, title and interest of the Proposer shall therein cease and terminate, and the Proposer shall be declared in default.

XXV. Default by Proposer

The following shall be deemed as events of default by Proposer under the Contract:
- Proposer shall become insolvent, or shall make a transfer in fraud of creditors, or shall make an assignment for the benefit of creditors;
- Proposer attempts to assign the Contract without the prior written consent of the County;
- Proposer shall fail to perform, keep or observe any term, provision or covenant of the Contract; or

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- Proposer fails to properly and timely pay Proposer personnel, suppliers or other Proposers and the failure impacts the County or its Facility in any manner.

In the event a default occurs, the Director shall give the Proposer written notice of the default. If the default is not corrected to the satisfaction and approval of the Director within the time specified in such notice, the County may immediately cancel the Contract. At the direction of the Director, the Proposer shall vacate the facility, if applicable, and shall have no right to further operate under the Contract.

The Proposer, in accepting the Contract, agrees that the County shall not be liable to prosecution for damages or lost anticipated profits if the County cancels or terminates the Contract.

No Waiver: No waiver by the County of any default or breach of any covenant, condition, or stipulation shall be treated as a waiver of any subsequent default or breach of the same or any other covenant, condition, or stipulation.

XXVI. Termination

The County may terminate this contract in whole or in part by giving thirty days written notice thereof to Proposer. The County will compensate Proposer in accordance with the terms of the contract for all goods and services delivered and accepted prior to the effective date of such termination notice.

XXVII. Miscellaneous

1. After executing the Contract, no consideration will be given to any claim of misunderstanding.

2. Proposers shall submit with the Proposal, the required Proposer's qualification statement with supporting information as stated herein along with all other supporting documentation requested.

3. Proposers shall thoroughly familiarize themselves with the provisions of the Scope of Work and the Facilities.

4. The County reserves the right to reject all Proposals and to waive any minor irregularities.

5. A Proposal may be disqualified if the corporation or individual Proposer is in arrears or in default to the County for delinquent taxes or assessments or on any debt or Contract, whether as defaulter or bondsman; or who has defaulted upon any obligation to the County by failing to perform satisfactorily any previous Contract within the past seven years. Also, Proposers may be disqualified for poor prior performance on similar Contracts with other entities.

6. The Contract with the Proposer will be drawn by the County and may contain such other provisions as are deemed necessary to protect the interests of the County.

7. The Proposer agrees to abide by the rules and regulations as prescribed herein. The Proposer will, in all solicitations or advertisements for personnel to perform services under the Contract, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, gender, or national origin.

8. If either party hereto is prevented from completing its obligations under the Contract by act of God, strike, lockout, material or labor restrictions by any governmental authority, civil riot, flood, or any other cause beyond the control of the parties hereto, then such party shall be excused from such performance for such period of time as is reasonably necessary after such occurrence to remedy the effects thereof.

9. The section headings in these Specifications are for convenience in reference and are not intended to define or limit the scope of any of the conditions, terms or provisions of these specifications.

10. Should any question arise as to the proper interpretation of the terms and conditions of these specifications, the decision of the County Attorney or his authorized representative shall be final.

XXVIII. Indemnity

The selected prosper agrees to defend, indemnify and hold the County, its officers, agents and employees, harmless against any and all claims, lawsuits, judgments, costs, and expenses for personal injury (including death), property damage or other harm for which recovery of damages is sought, suffered by any person or persons, that may arise out of or be occasioned by the selected respondent's breach of any of the terms or provisions of the contract, or by any other negligent or strictly liable act or omission of the selected respondent its officers, agents, employees, or subcontractors, in the performance of the contract; except that the indemnity provided for in this paragraph shall not apply to any liability resulting from the sole negligence or fault of the County, its officers, agents, or employees and in the event of joint and concurrent negligence or fault of the selected proposal(s) and County, responsibility, and indemnity, if any, shall be apportioned comparatively in accordance with the laws of the State of Texas, without waiving any governmental immunity available to the County under Texas law and without waiving any defenses of the parties under Texas law. The provisions of this paragraph are solely for the benefit of the parties hereto and are not intended to create or grant any rights, contractual or otherwise, to any other person or entity.

XXIX. Selection Process

The internal team will evaluate all proposals received in response to this RFP. After reviewing the proposal submissions, consultants may be selected for in-person interviews/oral presentations. From those presentations and possible interviews, the proposals will be re-evaluated, and final determination will be made. The County will pursue negotiations with the top ranked respondent with the goal of entering into a contract.

XXX. Development Costs

Neither Dallas County nor its representatives shall be liable for any expenses incurred in connection with preparing a response to this RFP. Proposers are encouraged to prepare their proposals simply and economically, providing a straightforward and concise description of your firm's ability to meet the requirements of the RFP.

XXXI. Contract Award

Upon selection of a successful Proposer, the County and the Proposer will negotiate a final contract, based on the terms outlined in this RFP. The draft contract for this project, with the required terms and conditions, will be provided to proposers prior to solicitation closing date. By submitting a proposal, proposer(s) agree to all terms and conditions outlined in this RFP and the draft contract. The submission of any reservations, limitations, exceptions, or other deviations from these terms and conditions may place proposer(s) at a competitive disadvantage during the review process. The final contract is subject to County Council approval. Following award, any attempt to modify County standard terms and conditions will not be approved.

XXXII. Certificate of Interested Parties (Form 1295)

Section 2252.908 of the Texas Government Code: An Act Addressing Disclosure of Interested Parties.

Effective January 1, 2016, Dallas County, must comply with the "Disclosure of Interest Parties, requirements established under Section 2252.908 of the Texas Government Code as implemented by the Texas Ethics Commission. Briefly stated, all contracts requiring an action or vote by the governing body of the entity or agency before the contract may be signed (regardless of the dollar amount) or that has a value of at least $1 million will require the on-line completion of Form 1295 "Certificate of Interested Parties", in accordance with Texas

Solicitation Number No.: 2026-012-7097**, Pre-Proposal Meeting Date:** February 4, 2026, at 10:00AM CST
Project Title: Records Management System (RMS) Application for the Dallas County Sheriff's Office
Proposal Due Date: March 5, 2026, at 2:00PM CST

Government Code Statute §2252.908. Form 1295 is also required for any and all contract amendments, extensions or renewals. All business entities are required to complete and file electronically with the Texas Ethics Commission using the online filing application.

Step 1: Business Entity completes Form 1295 in electronic format on the Texas Ethics Commission website: (1295 Filing Info)

Step 2: Upon receipt of a completed Interested Parties Disclosure Form, Texas Ethics Commission issues a Certification of Filing to the Business Entity and the Business Entity download(s), print, sign(s) and notarize(s) Form 1295. An authorized agent of the business entity will need to sign the printed copy of the form and have the form notarized.

Step 3: At the time of submission of the solicitation to Dallas County the Business Entity must submit the completed notarized Form 1295 with the Certification of Filing with their contract (i.e.: bid, rfp, rfq, soq, etc.) to Dallas County. Upon receipt, Dallas County may proceed with the award and/or execution of the contract.

Step 4: Not later than the 30th day after the date the contract has been signed by all parties, Dallas County must notify the Texas Ethics Commission (in electronic format) of the receipt of (1) Form 1295, and (2) the Certification of Filing.

Step 5: Not later than the 7th business day after receipt of the above notice, Texas Ethics Commission makes the disclosure available to the public by posting the disclosure on its website.

County Offices and Departments submitting contracts to Commissioners Court for award/execution are responsible for acknowledging and filing the Form 1295.

Definitions:

(a) "Contract" includes an amended, extended, or renewed contract.

(b) "Business entity" includes an entity through which business is conducted with a governmental entity or state agency, regardless of whether the entity is a for-profit or nonprofit entity. The term does not include a governmental entity or state agency.

(c) "Controlling interest" In accordance with the Texas Ethics Commission, Chapter 46.3(c) and applicable to Texas Government Code §2252.908 - (1) an ownership interest or participating interest in a business entity by virtue of units, percentage, shares, stock, or otherwise that exceeds 10 percent; (2) membership on the board of directors or other governing body of a business entity of which the board or other governing body is composed of not more than 10 members; or (3) service as an officer of a business entity that has four or fewer officers, or service as one of the four officers most highly compensated by a business entity that has more than four officers.
(d) "Interested party" (1) a person who has a controlling interest in a business entity with whom a governmental entity or state agency contracts; or (2) a person who actively participates in facilitating a contract or negotiating the terms of a contract with a governmental entity or state agency, including a broker, intermediary, adviser, or attorney for the business entity.

(e) "Intermediary" for purposes of this rule, means, a person who actively participates in the facilitation of the contract or negotiating the contract, including a broker, adviser, attorney, or representative of or agent for the business entity who:

(1) receives compensation from the business entity for the person's participation;

(2) communicates directly with the governmental entity or state agency on behalf of the business entity regarding the contract; and

(3) is not an employee of the business entity.

To obtain additional information on Section 2252 and to learn more about the Texas Ethics Commission process to create a new account or to complete an electronic version of Form 1295 for submission with a signed contract, please go to the following website:
1295 Filing Info

Instructional Videos for Business Entities on how to file online can be found at:
1295 Filing Info

1295 Filing Info, and submit a copy to the buyer before the contract information will be sent to the County Attorney's Office to draft the contract. Once the terms of the contract are fully negotiated; the recommended vendor has signed the contract indicating agreement with the terms of the contract; and the Form 1295 is on file at the Texas Ethics Commission website with a copy provided to the buyer; the staff recommendation will be placed on a Commissioners Court agenda to award the contract.

XXXIII. Conflict of Interest

No County elected or appointed official or representative, or any employees shall have any financial interest, direct or indirect, in any contract with the County or be financially interested, directly or indirectly, in the sale to the County of any land, materials, supplies, goods or services, except on behalf of the County as an official or employee. Any violation of this Section, with knowledge, expresses or implied, of the person or corporation contracting with the County shall render this contract involved voidable by the Commissioners Court of Dallas County. It is the responsibility of Contractor during all phases of this contract to notify the County in writing of any potential conflict of interest. Contractor covenants that neither it nor any member of its corporation presently has any interest or shall acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of this contract. Contractor further covenants that in the performance of this contract no person having such interest shall be employed or appointed by Contractor.

XXXIV. Contract Provisions for Non-Federal Entity Contracts Under Federal Awards Contract Provisions

The following provisions apply to Federally funded procurement:
Clean Air Act
The contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 U.S.C. § 7401 et seq.
The contractor agrees to report each violation to the (insert name of non-federal entity entering into the contract) and understands and agrees that the (insert name of the non-federal entity entering into the contract) will, in turn, report each violation as required to assure notification to the Federal Emergency Management Agency (FEMA), and the appropriate Environmental Protection Agency Regional Office.
The contractor agrees to include these requirements in each subcontract exceeding $150,000 financed in whole or in part with federal assistance provided by FEMA.
Federal Water Pollution Act
The contractor agrees to comply with all applicable standards, orders, or regulations issued pursuant to the federal Water Pollution Control Act, as amended, 33 U.S.C. § 1251 et seq.
The contractor agrees to report each violation to the (insert name of the non-federal entity entering into the contract) and

understands and agrees that the (insert name of the non-federal entity entering into the contract) will, in turn, report each violation as required to assure notification to the (insert name of the pass-through entity, if applicable), Federal Emergency Management Agency (FEMA), and the appropriate Environmental Protection Agency Regional Office.

The contractor agrees to include these requirements in each subcontract exceeding $150,000 financed in whole or in part with federal assistance provided by FEMA."

Suspension and Debarment

This contract is a covered transaction for purposes of 2 C.F.R. Part 180 and 2 C.F.R. Part 3000. As such, the contractor is required to verify that none of the contractor's principals (defined at 2 C.F.R. § 180.995) or its affiliates (defined at 2 C.F.R. § 180.905) are excluded (defined at 2 C.F.R. § 180.940) or disqualified (defined at 2 C.F.R. § 180.935).

The contractor must comply with 2 C.F.R. Part 180, subpart C and 2 C.F.R. Part 3000, subpart C, and must include a requirement to comply with these regulations in any lower tier covered transaction it enters into.

This certification is a material representation of fact relied upon by (insert name of recipient/subrecipient/applicant). If it is later determined that the contractor did not comply with 2 C.F.R. Part 180, subpart C and 2 C.F.R. Part 3000, subpart C, in addition to remedies available to (insert name of recipient/subrecipient/applicant), the federal government may pursue available remedies, including but not limited to suspension and/or debarment.

The bidder or proposer agrees to comply with the requirements of 2 C.F.R. Part 180, subpart C and 2 C.F.R. Part 3000, subpart C while this offer is valid and throughout the period of any contract that may arise from this offer. The bidder or proposer further agrees to include a provision requiring such compliance in its lower tier covered transactions."

Byrd Anti-Lobbying Amendment, 31 U.S.C. § 1352 (as amended)

Contractors who apply or bid for an award of more than $100,000 shall file the required certification. Each tier certifies to the tier above that it will not and has not used federally appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, officer or employee of Congress, or an employee of a Member of Congress in connection with obtaining any federal contract, grant, or any other award covered by 31 U.S.C. § 1352. Each tier shall also disclose any lobbying with non-federal funds that takes place in connection with obtaining any federal award. Such disclosures are forwarded from tier to tier up to the recipient who in turn will forward the certification(s) to the federal awarding agency."

Prohibition on Contracting for Covered Telecommunications Equipment or Services

(a)   Definitions. As used in this clause, the terms backhaul; covered foreign country; covered telecommunications equipment or services; interconnection arrangements; roaming; substantial or essential component; and telecommunications equipment or services have the meaning as defined in FEMA Policy 405-143-1, Prohibitions on Expending FEMA Award Funds for Covered Telecommunications Equipment or Services (Interim), as used in this clause—

(b)   Prohibitions.

    (1)   Section 889(b) of the John S. McCain National Defense Authorization Act for Fiscal Year 2019, Pub. L. No. 115-232, and 2 C.F.R. § 200.216 prohibit the head of an executive agency on or after Aug.13, 2020, from obligating or expending grant, cooperative agreement, loan, or loan guarantee funds on certain telecommunications products or from certain entities for national security reasons.

    (2)   Unless an exception in paragraph (c) of this clause applies, the contractor and its subcontractors may not use grant, cooperative agreement, loan, or loan guarantee funds from the Federal Emergency Management Agency to:

    (i)   Procure or obtain any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology of any system;

    (ii)   Enter into, extend, or renew a contract to procure or obtain any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology of any system;

    (iii)   Enter into, extend, or renew contracts with entities that use covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system; or

    (iv)   Provide, as part of its performance of this contract, subcontract, or other contractual instrument, any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system.

(c)   Exceptions.
(1)   This clause does not prohibit contractors from providing—
(i)   A service that connects to the facilities of a third-party, such as backhaul, roaming, or interconnection arrangements; or
(ii)   Telecommunications equipment that cannot route or redirect user data traffic or permit visibility into any user data or packets that such equipment transmits or otherwise handles.

By necessary implication and regulation, the prohibitions also do not apply to:
(ii) Covered telecommunications equipment or services that:
a. Are not used as a substantial or essential component of any system; and
b. Are not used as critical technology of any system.
(ii) Other telecommunications equipment or services that are not considered covered telecommunications equipment or services.

(d)   Reporting requirement.

(1)   In the event the contractor identifies covered telecommunications equipment or services used as a substantial or essential component of any system, or as critical technology as part of any system, during contract performance, or the contractor is notified of such by a subcontractor at any tier or by any other source, the contractor shall report the information in paragraph (d)(2) of this clause to the recipient or subrecipient, unless elsewhere in this contract are established procedures for reporting the information.

(2)   The Contractor shall report the following information pursuant to paragraph (d)(1) of this clause:

(i)   Within one business day from the date of such identification or notification: The contract number; the order number(s), if applicable; supplier name; supplier unique entity identifier (if known); supplier Commercial and Government Entity (CAGE) code (if known); brand; model number (original equipment manufacturer number, manufacturer part number, or wholesaler number); item description; and any readily available information about mitigation actions undertaken or recommended.

(ii)   Within 10 business days of submitting the information in paragraph (d)(2)(i) of this clause: Any further available information about mitigation actions undertaken or recommended. In addition, the contractor shall describe the efforts it undertook to prevent use or submission of covered telecommunications equipment or services, and any additional efforts that will be incorporated to prevent future use or submission of covered telecommunications equipment or services.

(e)   Subcontracts. The Contractor shall insert the substance of this clause, including this paragraph (e), in all subcontracts and other contractual instruments."

"Domestic Preference for Procurements

As appropriate, and to the extent consistent with law, the contractor should, to the greatest extent practicable, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States. This includes, but is not limited to iron, aluminum, steel, cement, and other manufactured products.

For purposes of this clause:

Produced in the United States means, for iron and steel products, that all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States. Manufactured products mean items and construction materials composed in whole or in part of non-ferrous metals such as aluminum; plastics and polymer-based products such as polyvinyl chloride pipe; aggregates such as concrete; glass, including optical fiber; and lumber."

The following pertains to projects that include Construction:

The regulation at 41 C.F.R. § 60-1.4(b) requires, except as otherwise provided or exempted in 41 C.F.R. Part 60, the insertion of the following contract clause: "During the performance of this contract, the contractor agrees as follows:

The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin. Such action shall include, but not be limited to the following:

Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.

(2)   The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.

(3)   The contractor will not discharge or in any other manner discriminate against any employee or applicant for employment because such employee or applicant has inquired about, discussed, or disclosed the compensation of the employee or applicant or another employee or applicant. This provision shall not apply to instances in which an employee who has access to the compensation information of other employees or applicants as a part of such employee's essential job functions discloses the compensation of such other employees or applicants to individuals who do not otherwise have access to such information, unless such disclosure is in response to a formal complaint or charge, in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or is consistent with the contractor's legal duty to furnish information.

(4)   The contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers' representatives of the contractor's commitments under this section and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

(5)   The contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.

(6)   The contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.

(7)   In the event of the contractor's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts or federally assisted construction

contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

(8) The contractor will include the portion of the sentence immediately preceding paragraph and the provisions of paragraphs (1) through (8) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions, including sanctions for noncompliance:

Provided, however, that in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the administering agency, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

The applicant further agrees that it will be bound by the above equal opportunity clause with respect to its own employment practices when it participates in federally assisted construction work: Provided, that if the applicant so participating is a state or local government, the above equal opportunity clause is not applicable to any agency, instrumentality or subdivision of such government which does not participate in work on or under the contract.

The applicant agrees that it will assist and cooperate actively with the administering agency and the Secretary of Labor in obtaining the compliance of contractors and subcontractors with the equal opportunity clause and the rules, regulations, and relevant orders of the Secretary of Labor, that it will furnish the administering agency and the Secretary of Labor such information as they may require for the supervision of such compliance, and that it will otherwise assist the administering agency in the discharge of the agency's primary responsibility for securing compliance.

The applicant further agrees that it will refrain from entering into any contract or contract modification subject to Executive Order 11246 of September 24, 1965, with a contractor debarred from, or who has not demonstrated eligibility for, Government contracts and federally assisted construction contracts pursuant to the Executive Order and will carry out such sanctions and penalties for violation of the equal opportunity clause as may be imposed upon contractors and subcontractors by the administering agency or the Secretary of Labor pursuant to Part II, Subpart D of the Executive Order. In addition, the applicant agrees that if it fails or refuses to comply with these undertakings, the administering agency may take any or all of the following actions: Cancel, terminate, or suspend in whole or in part this grant (contract, loan, insurance, guarantee); refrain from extending any further assistance to the applicant under the program with respect to which the failure or refund occurred until satisfactory assurance of future compliance has been received from such applicant; and refer the case to the Department of Justice for appropriate legal proceedings."

If applicable per the standard described above, the NFE must include the provisions at 29 C.F.R. § 5.5(a)(1)-(10) in full into all applicable contracts, and all applicable contractors must include these provisions in full in any subcontracts.

"Compliance with the Copeland "Anti-Kickback" Act.
Contractor. The contractor shall comply with 18 U.S.C. § 874, 40 U.S.C. § 3145, and the requirements of 29 C.F.R. Part 3 as may be applicable, which are incorporated by reference into this contract.
Subcontracts. The contractor or subcontractor shall insert in any subcontracts the clause above and such other clauses as FEMA may by appropriate instructions require, and also a clause requiring the subcontractors to include these

clauses in any lower tier subcontracts. The prime contractor shall be responsible for the compliance by any subcontractor or lower tier subcontractor with all of these contract clauses.
Breach. A breach of the contract clauses above may be grounds for termination of the contract, and for debarment as a contractor and subcontractor as provided in 29 C.F.R. § 5.12."

"Compliance with the Contract Work Hours and Safety Standards Act.

(1)   Overtime requirements. No contractor or subcontractor contracting for any part of the contract work which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic in any workweek in which he or she is employed on such work to work in excess of forty hours in such workweek unless such laborer or mechanic receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of forty hours in such workweek.

(2)   Violation; liability for unpaid wages; liquidated damages. In the event of any violation of the clause set forth in paragraph (b)(1) of this section the contractor and any subcontractor responsible therefor shall be liable for the unpaid wages. In addition, such contractor and subcontractor shall be liable to the United States (in the case of work done under contract for the District of Columbia or a territory, to such District or to such territory), for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic, including watchmen and guards, employed in violation of the clause set forth in paragraph (b)(1) of this section, in the sum of $27 for each calendar day on which such individual was required or permitted to work in excess of the standard workweek of forty hours without payment of the overtime wages required by the clause set forth in paragraph (b)(1) of this section.

(3)   Withholding for unpaid wages and liquidated damages. The (insert name of grant recipient or subrecipient) shall upon its own action or upon written request of an authorized representative of the Department of Labor withhold or cause to be withheld, from any moneys payable on account of work performed by the contractor or subcontractor under any such contract or any other federal contract with the same prime contractor, or any other federally-assisted contract subject to the Contract Work Hours and Safety Standards Act, which is held by the same prime contractor, such sums as may be determined to be necessary to satisfy any liabilities of such contractor or subcontractor for unpaid wages and liquidated damages as provided in the clause set forth in paragraph (b)(2) of this section.

(4)   Subcontracts. The contractor or subcontractor shall insert in any subcontracts the clauses set forth in paragraph (b)(1) through (4) of this section and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime contractor shall be responsible for compliance by any subcontractor or lower tier subcontractor with the clauses set forth in paragraphs (b)(1) through (4) of this section."

USE CASES FOR RMS RFP

Dallas County Sheriff Department

Use case ID	#1
Name	Case report
Description	End users should be able to create reports and add all case details including attachments
Goal	Ability to create, edit, and submit case report
End user	Arresting officer, CID officer, SID officer, Supervisors

Use case ID	#2
Name	Attachment upload
Description	End users should be capable of uploading any attachment (photographs, videos, pdf files etc.,) to the case report
Goal	Ability to attach files, evidence to case report
End user	Arresting officer, CID officer, SID officer, Supervisors

Use case ID	#3
Name	Expungement
Description	Designated end users should be able to expunge the case report, individual profiles etc.,
Goal	Ability to expunge the records as needed
End user	Arresting officer, CID officer, SID officer, Supervisors

Use case ID	#4
Name	Supplement report
Description	System should allow multiple officers to add supplement reports to the original case report
Goal	Ability for multiple end users to add their own supplement report.
End user	Arresting officer, CID officer, SID officer, Supervisors

Use case ID	#5
Name	Automatic NIBRS check
Description	System should be able to automatically check the Arrestee for NIBRS
Goal	Ability to automatic NIBRS check on the arrestee
End user	

Use case ID	#6

Name	Limited access to the case report
Description	Case report should only be accessible by arresting officer, CID, SID, Supervisor. Other officers should not be able to access or edit case report
Goal	Restricted access to the case report
End user	Arresting officer, CID officer, SID officer, Supervisor

Use case ID	#7
Name	Administrative functionality
Description	Specific end users with set privileges should be able to provide access to certain roles, set passwords etc.,
Goal	Ability to reset passwords and access permissions
End user	Admin role

Use case ID	#8
Name	Supervisor approval process
Description	Supervisor should be able to review, assign and approve case reports
Goal	Ability for supervisors to review, approve and assign case to officers
End user	Supervisor

Use case ID	#9
Name	Dashboard
Description	End users should be able to view department report and status in dashboards
Goal	Ability to view statistics via dashboards
End user	CID officer, SID officer, Supervisor

Use case ID	#10
Name	Form/ Document generation
Description	End users should be able to generate documents related to case report
Goal	Ability to create documents
End user	Arresting officer, CID officer, SID officer, Supervisor

Use case ID	#11
Name	AI features
Description	Check if AI features can help in generating narratives
Goal	Ability to generate narratives using AI
End user	Arresting officer, CID officer, SID officer, Supervisor