### REPORTS/RECOMMENDATIONS/REQUESTS

1) **REGIONAL TRANSPORTATION COUNCIL**  
   *Presentation*  
   By: Michael Morris

2) **HEALTH & HUMAN SERVICES**
   a) Renewal Application for the Year 2005 Ryan White  
      Title II Administrative Agency Program  
      6-7
   b) Renewal Application for the Year 2005 Ryan White  
      Title II Service Delivery Program  
      8-9

3) **PURCHASING**
   a) Annual Contract for Carpet Cleaning Services  
      Various Locations; Bid No. 2002-181-1227  
      10-12
   b) Contract Extension - Annual Contract for Body Armor  
      Bid No. 2003-160-1413  
      13-15

4) **COUNTY TREASURER**
   Payroll Deduction Elimination  
   16-17
5) **PUBLIC WORKS**

ROW Acquisition Services - RFQ/SOQ 2004-137-1563 .......................... 18-23

6) **FACILITIES MANAGEMENT**

Lease for Community Supervision and Corrections  
at 4909 South Cockrell Hill ......................................................... 24-29

7) **INFORMATION TECHNOLOGY SERVICES**

Contract for Redundant Network Connection to 411 Elm ...................... 30-35

8) **PLANNING AND DEVELOPMENT**

Emergency Shelter Grant Funding ................................................... 36-42

9) **OFFICE OF BUDGET & EVALUATION**

a) County Website Programming Resource Payment to  
Atos Origin .......................................................... 43-50

b) Data Services Additional Staff - Project Manager ....................... 51-64
c) Workload Impact of AutoCite on the Sheriff’s Office  
Patrol and Freeway Management Divisions ............................... 65-68
d) Senior Secretary Reclassification Request - R&B, Dist. 3 .......... 69
e) Civil Courts System Backfills Professional  
Services Contracts ...................................................... 70-75  
*(COURT ORDER ON FORMAL AGENDA)*

f) Staff Resources for the District Attorney’s Office  
Intake Division .......................................................... 76-77
10) **OPERATIONS**

Parking Garage Fees .......................................................... 78-81

11) **STAFF**

a) HMA Consultant Proposals for Additional Service ....................... N/A
   
   - Support service to obtain federal participation in the financing of low income care
   
   - Assistance in renegotiation of the Master Affiliation Agreement between University of Texas Southwestern Medical Center and Dallas County Hospital District
   
   - Representation of Dallas County in the development of partnerships between the Hospital District and other health care providers
   
   - Review and evaluation of Dallas County Jail Health Programs

b) District and County Clerk Consolidated filing Request for Proposal ........................................... 82-100

12) **Miscellaneous, Travel Requests, Miscellaneous Equipment, and Telecommunications Requests** .................. 101-108

13) **Health Management Associates Formal Presentation** ................................. 1:30pm

14) **PUBLIC COMMENTS**

Speakers ................................................................. N/A
FIVE SIGNATURE DOCUMENT(s) FOR CONSIDERATION

Minister’s Letter of Appreciation

DATE(s) TO REMEMBER

Thanksgiving Holidays

Thursday, November 25, 2004
&
Friday, November 26, 2004

New Look Committee Meeting - Commissioners Court

Tuesday, December 7, 2004 @ 1:00pm

- Community Health & Social Services
- Justice Administration
- Law Enforcement
- Management Services
TWENTY-THIRD ANNUAL DALLAS COUNTY

COMMISSIONERS COURT
THANKSGIVING LUNCHEON
Tuesday, November 23, 2004
Administration Building, 2nd Floor
at
12:00 p.m.

Please contact Cathy Sanchez at Csanchez@dallascounty.org by Friday, November 19th to RSVP and let her know what you will be bringing to the luncheon.
Background of Issue
The Dallas County Judge is the grantee and legal recipient of Ryan White Title II grant funds. Dallas County Health and Human Services (DCHHS) is designated to serve as the Administrative Agency for Title II funds for the Dallas Health Services Delivery Area (HSDA), which includes Collin, Cooke, Dallas, Denton, Ellis, Fannin, Grayson, Hunt, Kaufman, Navarro, and Rockwall counties.

In accordance with the provisions of the Texas Department of State Health Services (DSHS), the Administrative Agency is responsible for completing the Ryan White Title II Administrative Agency and Supplement grant application, which are continuing and noncompetitive applications, and submitting them to the DSHS.

Fiscal Impact
There will be no fiscal impact to Dallas County. The designated amount of the award is $166,756.

Operational Impact
The Administrative Agency will be responsible for utilizing all funds received under the Year 2005 Ryan White Title II Administrative Agency grant.

Legal Impact
The Commissioners Court must approve the Renewal Application for Year 2005 Ryan White Title II Administrative Agency grant (see attachment).

Recommendation
It is recommended that the Commissioners Court approve the Renewal Application for Year 2005 Ryan White Title II Administrative Agency grant, as reflected in the attachment.

RECOMMENDED BY:

Zachary S. Thompson, Director

Attachment
C: Allen Clemson, Court Administrator
Virginia Porter, County Auditor

2377 Stemmons Freeway        Dallas, Texas 75207-2710          Office (214) 819-2101
Suite600- LB 12                FAX (214) 819-6022
BACKUP

IS AVAILABLE FOR VIEWING

UPON REQUEST IN THE

ADMINISTRATION OFFICE
TO: COMMISIONERS COURT
FROM: Zachary Thompson, Director
DATE: November 16, 2004

SUBJECT: RENEWAL APPLICATION FOR THE YEAR 2005 RYAN WHITE TITLE II SERVICE DELIVERY PROGRAM

Background of Issue
The Dallas County Judge is the grantee and legal recipient of Ryan White CARE Act Title II (Title II) grant funds. Dallas County Health and Human Services (DCHHS) is designated to serve as the Administrative Agency for Title II funds for the Dallas Health Services Delivery Area (HSDA), which includes Collin, Cooke, Dallas, Denton, Ellis, Fannin, Grayson, Hunt, Kaufman, Navarro, and Rockwall counties.

In accordance with the provisions of the Texas Department of State Health Services (DSHS), the Administrative Agency is responsible for completing the Ryan White Title II Administrative Agency and Service Delivery grant applications, which are continuing and noncompetitive applications, and submitting them to the DSHS.

Fiscal Impact
There will be no fiscal impact to Dallas County. The designated amount of the award is $2,325,367.

Operational Impact
The Administrative Agency will be responsible for utilizing all funds received under the Year 2005 Ryan White Title II Service Delivery Program.

Legal Impact
The Commissioners Court must approve the Renewal Application for Year 2005 Ryan White Title II Service Delivery Program (see attachment).

Recommendation
It is recommended that the Commissioners Court approve the Renewal Application for Year 2005 Ryan White CARE Act Title II Service Delivery Program, as reflected in the attachment.

RECOMMENDED BY: Zachary S. Thompson, Director

Attachment
C: Allen Clemson, Court Administrator
Virginia Porter, County Auditor

2377 Stemmons Freeway Dallas, Texas 75207-2710 Office (214) 819-2101
Suite 600- LB 12 FAX (214) 819-6022
BACKUP

IS AVAILABLE FOR VIEWING

UPON REQUEST IN THE

ADMINISTRATION OFFICE
November 16, 2004

TO: The Honorable Commissioners Court

FROM: Willa Roberts, Purchasing Supervisor

SUBJECT: Bid Number 2002-181-1227—Annual Contract for Carpet Cleaning Services Various Locations

BACKGROUND/ISSUE

On October 8, 2002, the Dallas County Commissioners Court awarded Bid Number 2002-181-1227, Annual Contract for Carpet Cleaning Services Various Locations, to The Environmentalists for the amount of $70,494.38 for the period of November 1, 2002 through October 31, 2003.

By Court Order Number 2003-1877, Bid No. 2002-181-1227 was extended for the period of November 1, 2003 through October 31, 2004. The Purchasing Department, in concurrence with Facilities Management, is requesting a second and final extension effective November 1, 2004 through October 31, 2005.

FINANCIAL IMPACT:

The original contract amount is $70,494.38.

RECOMMENDATION:

It is the recommendation of the Purchasing Department, in conjunction with Facilities Management, that the Dallas County Commissioners Court authorize the final twelve (12) month extension of Bid No. 2002-181-1227, Annual Contract for Carpet Cleaning Services Various Locations, for the period of November 1, 2004 through October 31, 2005.

Should the Court concur with this recommendation, a Court Order will be scheduled for the next formal agenda.

Approved by:

Phillip J. Vasquez, Purchasing Director

c: Mack Richardson - Facilities Management

PJV:crn

Attachments
DALLAS COUNTY
PURCHASING DEPARTMENT

September 30, 2004

Dupont Flooring Sys. Inc.
Attention: Lowell F. Long
2451 Stemmons Fwy.
Dallas, TX 75207


Dear Mr. Long:

The aforementioned contract, as awarded to Dupont Flooring Systems Inc., is due to expire on October 31, 2004. Dallas County Purchasing Department is requesting that your company extend Bid No.2002-181-1227 "Annual Contract for Carpet Cleaning Services Various Locations", for an additional twelve months, terms, conditions and pricing as set forth in the original bid award. This contract will be effective November 1, 2004 through October 31, 2005.

If your company would like to continue the current contract for an additional twelve months please complete the attached vendor statistical report and return via fax with this letter. Should you choose to grant this extension your General Liability and Workers Compensation will need to be extended as well.

Should you have any question please contact me at 214-653-7689.

Circle below YES or NO.

Please return As Soon As Possible via FAX @ 214-653-7878.

[Circle] YES, I agree to provide all materials/services to Dallas County at the prices of the original bid award No. 2002-181-1227 "Annual Contract for Carpet Cleaning Services Various Locations".

[Circle] NO, I do not agree to provide pricing at the original bid prices.

Signed by: [Signature] [Date: 10/6/04]

Company Name: The Environmentalists formerly DuPont
Address: 2451 Stemmons Freeway
City: Dallas ST Texas Zip: 75207

Respectfully Submitted,

[Willa Roberts]

214- 583-1397
### Dallas County Vendor Statistical Report

**Company Name:** The Environmentalists - Formerly DuPont  
**Address:** 2451 Stemmons Freeway  
**City:** Dallas, TX  
**Telephone:** 214-630-9800  
**Date:** OCT 06 2004 12:50 2145831370  
**Page Number:** #7728 P.002/002

#### Male

<table>
<thead>
<tr>
<th>Category</th>
<th>White</th>
<th>Black</th>
<th>Hispanic</th>
<th>Native Amer</th>
<th>Asian Pacific</th>
<th>Asian Indian</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>Officials/Managers</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Professionals</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Technicians</td>
<td>1</td>
<td>6</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sales Workers</td>
<td>6</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Office/Clerical</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Craft Workers (Skilled)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Operating (Non-Skilled)</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Labourers (Unskilled)</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>20</td>
<td>9</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Female

<table>
<thead>
<tr>
<th>Category</th>
<th>White</th>
<th>Black</th>
<th>Hispanic</th>
<th>Native Amer</th>
<th>Asian Pacific</th>
<th>Asian Indian</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>Officials/Managers</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Professionals</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Technicians</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sales Workers</td>
<td>4</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Office/Clerical</td>
<td>1</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Craft Workers (Skilled)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Operating (Non-Skilled)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Labourers (Unskilled)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Service Workers</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>20</td>
<td>9</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Total

<table>
<thead>
<tr>
<th>Category</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Male</strong></td>
<td>20</td>
</tr>
<tr>
<td><strong>Female</strong></td>
<td>20</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>40</td>
</tr>
</tbody>
</table>

#### Check One:

- Minority-Owned Firm Certification #
- Women-Owned Firm Certification #
- Non-Minority Owned Firm

**In Charge:** [Signature]  
**Date:** 10/6/04  
**Typed Name and Title:** Clay King  
**Vitalization Sales Consultant**
November 16, 2004

TO: The Honorable Commissioners Court

FROM: Mary Stephens, Buyer

SUBJECT: Contract Extension – Annual Contract for Body Armor, Bid No. 2003-160-1413

BACKGROUND/ISSUE
Dallas County Commissioners Court, at their regularly scheduled session held on November 11, 2003, authorized the award of Bid No. 2003-160-1413, Annual Contract for Body Armor, with Dallas Public Safety Supply, Inc., for the period November 11, 2003 through November 10, 2004.

In accordance with the contract terms and upon mutual agreement, the contract may be extended for an additional twelve (12) month period based on existing terms, conditions and pricing set forth in the bid. As a result of Dallas Public Safety Supply, Inc.’s compliance with contract specifications, the user Department (Sheriff and Constables) request that the county exercise the first twelve (12) month extension option contained within Bid No. 2003-160-1413. Dallas Public Safety Supply, Inc. has agreed to extend their contract based on the existing terms, conditions and pricing set forth in Bid No. 2003-160-1413.

INSURANCE AND M/WBE (EE01) COMPLIANCE
County records reflect that current insurance certificates are on file meeting the contract requirements as currently set forth for Bid No. 2003-160-1413 and as awarded to Dallas Public Safety Supply, Inc. In addition, Dallas Public Safety Supply, Inc. has provided Dallas County with an updated EEO1 form for the Commissioners review.

FINANCIAL IMPACT
For the period of November 11, 2003 through November 04, 2004, Dallas County’s total expenditures for the above reference contract were approximately $37,707.22.

RECOMMENDATION
It is the recommendation of the Purchasing Department, in conjunction with the user Department (Sheriff and Constables), that the Dallas County Commissioners Court authorize the first twelve (12) month extension of Bid No. 2003-160-1413, Annual Contract for Body Armor. The extension is based on existing terms; conditions and pricing set forth in the original bid award.

Should the Court concur with this recommendation, a Court Order will be scheduled for the next regular agenda.

Approved by:  

[Signature]
Phillip J. Vasquez, Purchasing Director

c: File
October 8, 2004

Gene Churchill
Dallas Public Safety Supply
2206 Elm Street
Dallas, TX 75201-4316

Reference: Contract Number 2003-160-1413

Dear Mr. Churchill:

The aforementioned contract between Dallas County and Dallas Public Safety Supply is due to expire on November 10, 2004. Dallas County Purchasing Department is requesting that your company extend Bid No. 2003-160-1413, Annual Contract for Body Armor, for an additional twelve (12) months, to include terms, conditions and pricing as set forth in the original bid award effective November 11, 2003 through November 10, 2004.

Should your company agree to extend the contract, please submit, with your letter of extension, an update copy of your insurance and ES01 form (see attached). Please complete this form below and return via fax (214) 653-7878.

If you have any questions please contact me at (214) 653-7690.

Respectfully Submitted,

Mary Stephens, Buyer

Circle below YES or NO.

Yes, I agree to extend the current contract for an additional twelve month period, to include the terms, conditions and pricing as set forth in the original bid award.

No, I do not agree to provide pricing at the original bid prices.

Signed by:  

Title:  

Company Name:  

Address:  

City:  

State:  

Zip Code:  

609 Main Street, Suite 623  
6th Floor Records Building  
Dallas, Texas 75202-4816  
Office (214) 653-7431
<table>
<thead>
<tr>
<th>SEX</th>
<th>WHITE</th>
<th>BLACK</th>
<th>HISPANIC</th>
<th>NATIVE AMER.</th>
<th>ASIAN PACIFIC</th>
<th>ASIAN INDIAN</th>
<th>OTHER</th>
</tr>
</thead>
<tbody>
<tr>
<td>MALE</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Officials/Managers</td>
<td></td>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Professionals</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Technicians</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sales Workers</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Office/Clerical</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Craft Workers (Skilled)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Operatives (Semi Skilled)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Laborers (Unskilled)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SERVICE WORKERS</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FEMALE</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Officials/Managers</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Professionals</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Technicians</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sales Workers</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Office/Clerical</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Craft Workers (Skilled)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Operatives (Semi Skilled)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Laborers (Unskilled)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Service Workers</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td>6</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL**

**CHECK ONE:**

- Minority-Owned Firm Certification #
- Women-Owned Firm Certification #
- Non-Minority Owned Firm

**Issued by NCTRCA**

**Signature/Date:**

**Typed Name and Title:**

Gene Churchill-President
November 10, 2004

For more than 27 years Dallas County has participated in the U. S. Savings Bond program. Dallas County employees may use the payroll deduction benefit in order to purchase U. S. Savings Bonds. The program was highly successful and achieved national recognition for accomplishing rates of enrollment that far exceeded other counties or political subdivisions. Under the leadership of former Dallas County Treasurer Bill Melton, Dallas County won the U.S. Savings Bonds National Award for the greatest increase in new or increased United States Savings Bonds subscribers and received a $50 Savings Bond, which the County Treasurer placed in the Dallas County Employee Benefits Trust. From its peak of 131 County participants, today only 96 of County employees participate in the program.

Since February, 2003 the Federal Reserve Bank has authorized online access to the program thus eliminating the need for County government to administer the accounts. Until 2003, there had been major U. S. Savings bond campaigns in Dallas County for many years. Marketing materials, support staff, and recognition awards and events served to create interest in the annual drive. In 2003, the marketing division that executed the annual campaign was deployed elsewhere and the system became fully automated. Today, those persons that wish to enroll in the Savings Bond program may manage their individual accounts online and enjoy greater flexibility and efficiency. Additionally, Dallas County will reduce the risks associated with maintaining and monitoring individual accounts.

The U.S. Savings Bond payroll deduction allows the employee to make “down payments” or to generate an account that accrues controlled disbursements. When the account balance reaches a pre-determined amount, then the payment for the number of instruments that are purchased is remitted to the Federal Reserve automatically. This deduction is separate from other payroll deductions such as Retirement and Deferred Compensation.
Recommendation:
Dallas County should eliminate the U.S. Savings Bond program from the authorized payroll deductions benefits offered to Dallas County employees effective on the first payroll in January 2005 and refund any “unspent” deductions escrowed from prior pay cycles.

Rationale:
Web-based access to individual U.S. Savings Bond accounts and transactions makes possible real time participation in the program. Administration and management of the accounts can now be a direct transaction between the Federal Reserve Bank and the County employee. This eliminates the need for Dallas County to administer the program.

Financial Impact:
Dallas County will realize a considerable reduction in Dallas County staff time. The County will experience a significant reduction in liability, account administration, auditing, and technical support. Since the rate of participation is only 0.016% of the County employee population, the cost to provide the deduction far exceeds the potential benefit to the County employee.
MEMORANDUM:

TO: Commissioners Court

FROM: Selas Camarillo, P.E., R.P.L.S., Assistant Director – Property Division

SUBJECT: ROW Acquisition Services – RFQ/SOQ 2004-137-1563

BACKGROUND OF ISSUE

The current outsource ROW Services IDIQ Contract will expire within the next 45 days and in order to continue to accelerate acquisition of ROW and expedite the construction of transportation projects, a new Indefinite Delivery Indefinite Quantity Contract for outsource ROW services will be required. Pursuant to Solicitation for Qualification (RFQ 2004-137-1563) for Outsource Right of Way Acquisition Services, the Purchasing Department received seven responses from interested firms. The Evaluation Committee selected the top three firms for the interview phase and completed its evaluation of these firms as follows:

EVALUATION SUMMARY – BY RANK

<table>
<thead>
<tr>
<th>FIRM NAME</th>
<th>TOTAL SCORE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Halff Associates</td>
<td>88.60</td>
</tr>
<tr>
<td>SRLS Texas, LLC Inc.</td>
<td>85.17</td>
</tr>
<tr>
<td>U.S. Right of Way Company</td>
<td>82.43</td>
</tr>
</tbody>
</table>

IMPACT ON OPERATIONS AND MAINTENANCE

1991 Bond Program Projects, CMAQ Projects and Major Capital Improvement Program Projects will become available to award to the selected firm as designs are completed and approvals are obtained from reviewing agencies. This outsource capability will assist the Property Division expediting acquisition of these parcels. The Property Division Staff will provide Project Management functions.

LEGAL INFORMATION

Pursuant to Court Order 99-771 the Commission Court adopted a Policy for Procurement of Right of Way Services under “Professional Services” as specified under Local Government Code 2254. The Civil Section of the District Attorney’s Office has assisted in preparation of the “Dallas County Right of Way Acquisition Indefinite Delivery, Indefinite Quantity Contract” to be used to contract the selected firm for the initial one year term with option to extend for two one year terms.

FINANCIAL IMPACT/CONSIDERATIONS

The 1991 Thoroughfare Transportation Bond Program and the Major Capital Improvement Program (MCIP) include funding for right of way acquisition activities. The selected firm will be awarded a one year Indefinite Delivery, Indefinite Quantity Contract at a fee not to exceed $1,000.00 for execution of the contract. All other services shall be negotiated fee amounts, which shall be authorized via a formerly executed “Work Order” for the projects that will be assigned to the outsource firm. The $1,000.00 initial payment will be credited to the County on the appropriate Work Order.

411 Elm Street, 4th Floor
Dallas, Texas 75202
(214) 653-7151
Funding for the acquisition work orders will be identified from the specific 1991 Bond Program Projects, CMAQ projects and/or MCIP projects that will be outsourced.

M/WBE INFORMATION

The Minority/Women Business Enterprise Policy was included as part of the evaluation criteria. The Minority Business Officer has evaluated this section of the SOQ and provided the respective score for each firm, (attached). Of the short-listed firms, Halff Associates clearly has the appropriate personnel, historical tenure, clear reference trail, proven ability to stand alone on like processes without relying on externals, as well as the resources to adapt to schedule modifications that will most likely occur.

PERFORMANCE MEASURES IMPACT

Acquisition of ROW parcels through this IDIQ Contract will assist the Public Works Department in meeting the performance outcome measures for FY 2005.

RECOMMENDATION

The ROW Acquisition Services Evaluation Committee and the Director of Public Works recommend that the Commissioners Court:

1. award the Right of Way Acquisition Indefinite Delivery, Indefinite Quantity Contract to the most qualified firm, Halff Associates, Inc. for an initial one year term with the option to extend two one year terms,

2. authorize the Public Works Department to negotiate the Work Order fees for Right of Way Acquisition Services for selected 1991 Bond Program Project, CMAQ Projects, MCIP projects, and other property acquisition projects that are determined eligible for outsourcing services, and submit the results of said negotiations, for Commissioners Court approval,

3. authorize payment in the amount not to exceed be $1,000.00 for the initial contract fee, to be paid to Halff Associates from Fund 0190, Project 00109.

If the Commissioners Court concurs with the matters above a Court Order will be placed on the next regular agenda.

Approved by:

[Signature]
Donald R. Holzwarth, P.E.
Director of Public Works

Attachments

xc: Bob Schell, Assistant District Attorney, Civil Section
    Phillip Vasquez, Purchasing Agent

SC:cd
ROW Prof Serv Zip/ROW Prof/Serv/Brief Award soq row 2004 Halff

Attachments
MEMORANDUM

DATE: September 27, 2004

TO: Selas Camarillo, Public Works Department

FROM: Irvin Hicks, Coordinator - Minority Affairs

SUBJECT: M/WBE Review-SOQ 2004-137-1563 (Indefinite Delivery/Quantity ROW Acquisition Services)

Selas,

Listed below is an analysis of the subject initiative:

**Universal Field Services, Inc.**
This firm will perform the required duties with existing staff as well as with the following certified firm:

<table>
<thead>
<tr>
<th>Firm Name</th>
<th>Amount</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>United States ROW</td>
<td>TBD</td>
<td>25</td>
</tr>
<tr>
<td>Goodrich, Schechter &amp; Assoc</td>
<td>TBD</td>
<td>02</td>
</tr>
<tr>
<td>Wilkening &amp; Associates</td>
<td>TBD</td>
<td>02</td>
</tr>
</tbody>
</table>

Points 0 Certified (NCTRCA) minority prime contractor
3 EEO policy compliance
6 Utilization of (other) certified minority vendors
--
9

**James Daniels & Associates, Inc.**
This firm will perform the required duties with existing staff as well as with the following certified firm:

<table>
<thead>
<tr>
<th>Firm Name</th>
<th>Amount</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>US Right of Way Acquisition Co.</td>
<td>TBD</td>
<td>10</td>
</tr>
<tr>
<td>Law Realty Advisors</td>
<td>TBD</td>
<td>15</td>
</tr>
</tbody>
</table>

Points 0 Certified (NCTRCA) minority prime contractor
3 EEO policy compliance
6 Utilization of (other) certified minority vendors
--
9

**ROWAC, Inc.**
This firm will perform the required duties with existing staff as well as with the following certified firm:

<table>
<thead>
<tr>
<th>Firm Name</th>
<th>Amount</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>US Right of Way Acquisition Co.</td>
<td>TBD</td>
<td>30</td>
</tr>
</tbody>
</table>

Points 0 Certified (NCTRCA) minority prime contractor
3 EEO policy compliance
6 Utilization of (other) certified minority vendors
--
9
Overland Pacific & Cutler, Inc.
This firm will perform the required duties with existing staff

Points
0 Certified (NCTRCA) minority prime contractor
3 EEO policy compliance
0 Utilization of (other) certified minority vendors
9

SRLS Texas, L.L.C.
This firm will perform the required duties with existing staff as well as with the following certified firm:

Firm Name ___________________________ Amount ___________ %
Goodrich, Schechter & Assoc. _________ TBD ___________ 20

Points
0 Certified (NCTRCA) minority prime contractor
3 EEO policy compliance
6 Utilization of (other) certified minority vendors
9

Halff Associates
This firm will perform the required duties with existing staff as well as with the following certified firm:

Firm Name ___________________________ Amount ___________ %
RST Resources _________ TBD ___________ 10
Law Realty Advisors, MAI _________ TBD ___________ 15
Eminent Domain Valuation Group _________ TBD ___________ 05

Points
0 Certified (NCTRCA) minority prime contractor
3 EEO policy compliance
6 Utilization of (other) certified minority vendors
9

U. S. Right of Way Acquisition Co.
This firm will perform the required duties with existing staff as well as with the following certified firm:

Firm Name ___________________________ Amount ___________ %
Metroplex Title, Inc. _________ TBD ___________ 10

Points
6 Certified (NCTRCA) minority prime contractor
3 EEO policy compliance
6 Utilization of (other) certified minority vendors
15

C: Commissioners Court ( thru J. Allen Clemson)
MEMORANDUM

DATE: September 27, 2004

TO: J. Allen Clemson, Court Administrator

FROM: Irvin Hicks, Coordinator - Minority Affairs

SUBJECT: M/WBE Review-SOQ 2004-137-1563 (Indefinite Delivery/Quantity ROW Acquisition Services) (Management Summary)

The following is a synopsis of the subject narrative:

<table>
<thead>
<tr>
<th>Firm Name</th>
<th>Points</th>
<th>EEOI Docs (?)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Universal Field Services, Inc</td>
<td>9</td>
<td>Y</td>
</tr>
<tr>
<td>James Daniels &amp; Associates, Inc.</td>
<td>9</td>
<td>Y</td>
</tr>
<tr>
<td>ROWAC, Inc.</td>
<td>9</td>
<td>Y</td>
</tr>
<tr>
<td>Overland Pacific &amp; Cutler, Inc.</td>
<td>3**</td>
<td>Y ** (no participation)</td>
</tr>
<tr>
<td>SRLS Texas, L.L.C.</td>
<td>9</td>
<td>Y</td>
</tr>
<tr>
<td>Halff Associates</td>
<td>9</td>
<td>Y</td>
</tr>
<tr>
<td>U. S. Right of Way Acquisition Co.</td>
<td>15</td>
<td>Y</td>
</tr>
</tbody>
</table>

**firm failed to include M/WBE participation, thus proposal while compliant, is non-responsive relative to the County's Good Faith Effort policy.

c: Commissioners Court (thru J. Allen Clemson)
Linda Boles, Purchasing

file(c:\mobe\evals\2004-137.wpd)
<table>
<thead>
<tr>
<th></th>
<th>MALE</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th>OTHER</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>WHITE</td>
<td>BLACK</td>
<td>HISP</td>
<td>NATIVE AMER.</td>
<td>ASIAN PACIF.</td>
<td>ASIAN INDIAN</td>
<td></td>
</tr>
<tr>
<td>Officials/Managers</td>
<td>24</td>
<td>1</td>
<td>6</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Professionals</td>
<td>141</td>
<td>4</td>
<td>20</td>
<td>1</td>
<td>4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Technicians</td>
<td>69</td>
<td>5</td>
<td>32</td>
<td>1</td>
<td>6</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sales Workers</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Office/Clerical</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Craft Workers (Skilled)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Operators (Semi Skilled)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Laborers (Unskilled)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SERVICE WORKERS</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td>237</td>
<td>10</td>
<td>58</td>
<td>3</td>
<td>10</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FEMALE</th>
<th>WHITE</th>
<th>BLACK</th>
<th>HISP</th>
<th>NATIVE AMER.</th>
<th>ASIAN PACIF.</th>
<th>ASIAN INDIAN</th>
<th>OTHER</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Officials/Managers</td>
<td>1</td>
<td></td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Professionals</td>
<td>26</td>
<td>4</td>
<td>1</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Technicians</td>
<td>5</td>
<td></td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sales Workers</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Office/Clerical</td>
<td>22</td>
<td>5</td>
<td>5</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Craft Workers (Skilled)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Operators (Semi Skilled)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Laborers (Unskilled)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Service Workers</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td>54</td>
<td>5</td>
<td>13</td>
<td>1</td>
<td>3</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Check One: Minority-Owned Firm Certification # Issued by NCTRCA Signature/Date: [Signature/Date]

Women-Owned Firm Certification # Issued by NCTRCA Typet Name and Title: [Typed Name and Title]

5 OF 7
November 16, 2004

TO: Commissioners Court

THROUGH: Dan Savage
Assistant Administrator of Operations

FROM: Jim Barrett, Assistant Director
Facilities

SUBJECT: Lease for Community Supervision and Corrections at 4909 South Cockrell Hill

BACKGROUND
Dallas County entered into a lease with Ronald Petelka by court order No. 95-378 dated March 7, 1995, for 7,450 square feet of office space at 4909 South Cockrell Hill Road, Dallas, Texas, for Community Supervision and Corrections. This lease was subsequently purchased by Texas Hawaii, LTD. The lease was for a five-year term, which commenced March 7, 1995 and expired April 6, 2000. CSCD requested additional space to accommodate additional staff and programs. The execution of a new five-year lease was incorporated into the current space for a total of 12,031 square feet at the rate of $9.49 per square foot or $9,514.52 per month.

By Court order #99-1975 Dallas County entered into a new lease effective December 1, 1999 and will end November 30, 2004.

Dallas County is responsible for janitorial services, pest control, and minor maintenance and is responsible for any increase in taxes, insurance and operating expenses up to an eight-percent cap over the base year 1999.
Impact on Operations

CSCD has indicated a need to continue operations in this sector of the county. By extending this lease we are able to avoid the expense and problems related to relocation.
Facilities Management entered into negotiations with Texas Hawaii, LTD to execute an extension to this lease for additional five- (5) years, beginning Dec 1, 2004 ending Nov 30, 2009. The new lease will incorporate $30,000.00 for; (1) paint and repair all walls and ceilings; (2) install new carpet in all offices; (3) overlay asphalt on parking lot; (4) Re-stripe parking lot. Over the last 5 years taxes have increased by $8,000.00 per year. Owner will pay all increase in taxes over the life of the contract.

Financial Impact
Texas Hawaii, LTD has agreed to continue to lease to Dallas County 12,031 square feet of office space at $11.79 per square foot or $11,820.95 per month.

Legal Information
The agreement for extension of the lease was prepared by the District Attorney’s Office, civil section.

Recommendation
The Assistant Director of Facilities recommends a five-year extension to the existing lease with Texas Hawaii, LTD starting Dec 01,2004 ending Nov 30, 2009, at 12,031 square feet of office space with a monthly rate of $11,820.95. If the Commissioners Court is in agreement with the above action, a court order will be placed on the next available agenda.

Approved by:

Dan Savage
Assistant Administrator for Operations
LEASE EXTENSION
FOR REAL PROPERTY AT
4909 S. COCKRELL HILL
DALLAS, TEXAS
BETWEEN
TEXAS HAWAII, LTD.
LANDLORD
AND
DALLAS COUNTY
FOR THE BENEFIT OF THE
COMMUNITY SUPERVISION AND CORRECTIONS DEPARTMENT
TENANT

DATE: NOVEMBER 2004
Re: 4909 S. Cockrell Hill
Dallas, Texas

LEASE EXTENSION

THE STATE OF TEXAS §
COUNTY OF DALLAS §

KNOW ALL MEN BY THESE PRESENTS:

THIS LEASE EXTENSION has been executed as of this ______ day of ________, 2004, by TEXAS HAWAII, LTD. ("Landlord") and DALLAS COUNTY, TEXAS and DALLAS COUNTY COMMUNITY SUPERVISION AND CORRECTIONS DEPARTMENT, (collectively, "Tenant").

RECITALS:

A. Landlord and Tenant have heretofore entered into that certain Commercial Lease Agreement (the "Lease") dated October 19, 1999, pursuant to Dallas County Commissioners Court Order 99-1975, under which Tenant leased from Landlord approximately 12,031 square feet of rentable area in the building located at 4909 S. Cockrell Hill, Dallas, Texas and more particularly described in the Lease (the "Premises").

B. Landlord and Tenant desire to execute this Lease Extension in order to evidence their agreement to amend and extend the Lease subject to, and in accordance with, the terms more particularly set forth in this Lease Extension.

NOW THEREFORE, in consideration of the mutual covenants and other good and valuable consideration contained herein, Landlord and Tenant agree to amend and extend the Lease as follows:

ARTICLE I

CERTAIN AMENDMENTS

SECTION 1.01. Lease Renewal.

a) The initial term of the Lease is set to expire on November 30, 2004. The Lease term is hereby extended for an additional five (5) years from December 1, 2004 through November 30, 2009 (the "Renewal Term"). The Renewal Term shall be upon the same terms contained in the Lease; and any reference in the Lease to the "Term" of the Lease shall be deemed to include any Renewal Term and apply thereto, unless it is expressly provided otherwise.
b) The Base Rent payable by Tenant to Landlord during the Renewal Term shall be increased to $11,820.95 per month which includes the agreed upon tax reimbursement.

c) Within sixty (60) days from the renewal date, Landlord agrees to make the following improvements to the Premises at no additional cost to Tenant: (1) Paint and repair all walls and paint and repair ceiling where needed; (2) Install new carpet in all offices; (3) Overlay asphalt on areas where needed in parking lot; (4) Re-stripe parking lot. Upon 48 hours notice, Tenant will be responsible for having rooms vacated for installation of new paint and carpeting as necessary.

ARTICLE II

MISCELLANEOUS

SECTION 2.01. Ratification. The Lease, as amended hereby, is hereby ratified, confirmed and deemed in full force and effect in accordance with its terms. Each party represents to the other that such party (a) is currently unaware of any default by the other party under the Lease; and (b) has full power and authority to execute and deliver this Lease Extension and this Lease Extension represents a valid and binding obligation of such party enforceable in accordance with its terms.

SECTION 2.02. Notice. Any notice to be given under this Lease Extension shall be deemed to have been given if reduced to writing and delivered in person or mailed by overnight or Registered Mail, postage pre-paid, to the party who is to receive such notice, demand or request at the addresses set forth below. Such notice, demand or request shall be deemed to have been given three (3) days subsequent to the date it was so delivered or mailed.

TO TENANT:

County of Dallas
Facilities Management
600 Commerce, 9th Floor
Dallas, TX 75202
Phone: 214-653-7175
FAX: 214-653-6822

AND

County of Dallas
Community Supervision and Corrections Dept.
133 N. Industrial Blvd., 9th Floor
Dallas, TX 75207
Phone 214-653-5300
FAX: 214-653-5217

TO LANDLORD:

Texas Hawaii, Ltd.
c/o The Real Estate Group
2400 Ellis Avenue
Fort Worth, TX 76016
Phone: 817-625-9974
FAX: 817-625-9978
SECTION 2.03. **Severability.** If any provision of this Lease Extension is construed to be illegal or invalid, this will not affect the legality or validity of any of the other provisions in this agreement. 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.

IN WITNESS WHEREOF, this Lease Extension has been executed as of (but not necessarily on) the date and year first above written.

**LANDLORD:**

TEXAS HAWAII, Ltd.

By: ______________________
Name: ____________________
Title: _____________________
Date: ______________, 2004

**TENANT:**

DALLAS COUNTY

By: ______________________
Margaret Keliher,
Dallas County Judge

Date: ______________, 2004

APPROVED AS TO FORM*:

__________________________
Bob Schell, Assistant District Attorney
Chief, Civil Division

*By law, the District Attorneys’ Office may only advise or approve contracts or legal documents on behalf of its clients. It may not advise or approve a contract or legal document on behalf of other parties. Our review of this document was conducted solely from the legal perspective of our client. Our approval of this document was offered solely for the benefit of our client. Other parties should not rely on this approval, and should seek review and approval by their own respective attorney(s).
Date: November 16, 2004

To: Commissioners Court

From: Rodney Christian RC

Subject: Contract for Redundant Network Connection to 411 Elm

BACKGROUND
Dallas County IT Services began a project to improve the County's network connections between its many office sites in 2003 (Court Order 2003 974 / June 2, 2003).

One component of the project was the installation of redundant connections between each of the core buildings – Records, GACB, FCCB, HWJJC, and HHS. This was accomplished using private fiber connections and data circuits provided by SBC (under a 5-year contract).

The network is designed so that the failure of any single circuit will leave an alternate connection to the County's network.

The Administration Building at 411 Elm was not included in the original plan. In an effort to add this building to the redundant network, it is requested that a data line currently terminating in the Records Building be moved to the Administration Building. (Current and Proposed diagrams are attached)

OPERATIONAL IMPACT
All core County buildings will be connected to the network via redundant circuits. In the event a single circuit fails, the building will still maintain connectivity to the network.

FISCAL IMPACT
There will be no up-front or one-time charge for this change. Dallas County currently pays $951.44 / month for the data circuit. The new circuit will cost $951.09 / month – or $.35 less.

The length of the agreement will be 48 months commencing on the targeted service date of 01/15/2004 (coinciding with the remainder of the original 60-month agreement). Funding for the monthly charge will continue from the same budgeted source.
RECOMMENDATION
The M.I.S. Department recommends that the Commissioners Court approve the new agreement with SBC to move the data circuit from the Records Building to the Administration Building and authorize the County Judge to sign the new agreement.
Dallas County Network Connectivity
Proposed

GACB

FOCB

County
fiber

RECORDS

County
fiber

ADMIN

20 Mb Internet Connection

Core County Buildings are connected via a partial mesh
gigaMAN configuration
Agreement For Specialized Service or Arrangement  
Case Number 61487.1.1

This Agreement is entered into between Southwestern Bell Telephone Company (hereinafter "Seller") and Dallas County Health and Human Services Clinic (hereinafter "Buyer"), for the provision of the Service (hereinafter "Service").

1. Seller will install and maintain (enter description of Service being sold and Service locations).
   GigaMAN service between customer's premises located at 2377 N. Stemmons 5th Floor, Dallas TX, and customer's premises located at 411 Elm Street, 1st Floor Network Closet, Dallas, TX.

2. Seller agrees to provide Service for a term of 48 months commencing on the date testing by Seller is complete and the Service is available for use by the Buyer. At no additional charge, Seller will, at Buyer's request, cooperatively test at the time of installation the parameters applicable to the Service as specified in this Agreement. Seller will give Buyer at least five (5) days advance notice, by telephone, of test date. All test results will be made available to Buyer upon request. Notwithstanding the above, if Buyer fails to participate in the test, such failure shall not delay commencement of the term of this Agreement.

3. (a) Buyer agrees to pay Seller, during the above term, a monthly recurring charge of $551.09 and at the commencement of said term a one-time non-recurring charge of $0. These rates (_____ will; _____ will not) be subject to Seller initiated increases during said term.
(b) In the event that the Service is terminated by the Buyer prior to the end of the term of this Agreement, Buyer agrees to pay Seller full payment based on the number of months remaining on this Agreement multiplied by Seller's last authorized monthly rate in effect at termination.

4. Alteration by the Buyer of any technical parameter specified for the Service, without the prior written permission of Seller, shall terminate this Agreement and Buyer will be subject to the termination charges described in paragraph 3(b) above.

5. The network interface for the Service shall be determined by Seller within the building where the Service is terminated, and Buyer may attach its equipment at this point.

6. (a) Seller shall exclusively repair and maintain the Service up to and including the network interface. Maintenance of the Service shall be at Seller's expense, except if required because of negligent or willful misconduct of the Buyer, its subsidiaries or affiliates, or any other person using the Buyer's facilities which are connected to Seller's facilities, or because of the equipment provided by Buyer or by any other person on Buyer's behalf, which equipment is connected to Seller's facilities on Buyer's side of the network interface. In such event, Buyer shall pay Seller cost of labor and material as determined in accordance with Seller's cost accounting system. Provided, however, if the charge for any work operation is specified in a Seller Tariff filed with the governmental regulatory commission with jurisdiction over the subject matter, the work operation will be billed at the Tariff rate.
(b) Buyer shall assure that the equipment it provides does not cause hazards to Seller's personnel, or cause damage to or require modification of Seller's equipment or facilities. Buyer shall provide to Seller access to the Buyer's originating and terminating locations of the Service as described in paragraph 1 above.

7. Seller and Buyer will take reasonable precautions in the location, construction and maintenance of their facilities so as not to interfere with the Service or facilities furnished by the other.

8. No subsequent Agreement between Buyer and Seller concerning the Service shall be effective or binding unless it is made in writing. No representation, promise, inducement or statement of intention has been made by either party which is not embodied herein.

9. Notices under this Agreement shall be addressed as follows:

   Buyer:  Dallas County Health and Human Services Clinic  
           2377 N. Stemmons Freeway  
           Dallas, TX 75207

   Seller:  SBC Southwestern Bell Telephone Company  
            GEM Accounts 12th Floor  
            One SBC Plaza  
            Dallas, TX 75202

The effective date of any notice under this Agreement shall be the date of receipt by the addressee.

SW1869-TX  
(Rev. 2-2003)  
Page 1 of 3
Agreement For Specialized Service or Arrangement
Case Number 61487.1.1

10. The failure of either party to give notice of default, or to strictly enforce or insist upon compliance with any of the terms or conditions of this Agreement, the waiver of any term or condition of this Agreement, or the granting of an extension of time for performance shall not constitute the permanent waiver of any term or condition of this Agreement. This Agreement and each of its provisions shall remain at all times in full force and effect until modified by the parties in writing.

11. This Agreement is subject and subordinate to the rules and regulations of the FCC, state regulatory commissions or any other applicable governmental regulatory authority.

12. Neither party shall be liable to the other or any third parties claiming through or for such party for indirect, special or consequential damages even if advised of the possibility of such damages.

13. Buyer shall not assign or otherwise transfer its rights or obligations under this Agreement except with the prior written consent of Seller.

14. In the event either party shall be in breach or default of any terms or conditions of this Agreement, and said breach or default shall continue for a period of ten (10) days after the giving of written notice to the defaulting party thereof, or if said breach or default is not capable of being cured within said 10 day period and the defaulting party shall not commence the cure within said period or shall not thereafter diligently prosecute the completion of curing of such breach or default, then in addition to all other rights and remedies at law or in equity, the non-defaulting party shall have the right to cancel this Agreement.

15. Buyer agrees to submit to Seller all advertising, sales promotions, press releases and other publicity matters relating to Service wherein Seller's names or marks are mentioned or language from which the connection of said names or marks therewith may be inferred or implied and Buyer further agrees not to publish or use such advertising, sales promotion, press releases or publicity matters without Seller's written approval.

16. This Agreement shall be effective as of the date of execution by Seller.

17. This Agreement shall be a contract under and governed by the laws of the State of Texas

18. This Agreement sets forth the entire understanding of the parties and supersedes any and all prior agreements, arrangements or understandings relating to the Service.

19. This Agreement supersedes case # 03CDL95545A

20. Buyer certifies that this Service:

   x contains 10% or less interstate traffic;

   contains greater than 10% interstate traffic.

IN WITNESS WHEREOF, the parties' authorized representatives hereby execute this Agreement.

Customer  Dallas County Health and Human Services Clinic

By ________________________________  SOUTHWESTERN BELL TELEPHONE COMPANY
   ________________________________
Print ______________________________
Title ______________________________
Date ______________________________

SW1869-TX
(Rev. 2-2003)
Page 2 of 3
CERTIFICATION OF

Dallas County Health and Human Services Clinic

Customer Name

__________________________ (name of person signing the contract) states the following:

I was aware of the possibility of purchasing from other providers the services I purchased from Southwestern Bell Telephone, L.P. (SWBT) in the contract dated 11/02/04 ______________________ (Effective Date).

This certification is a Texas Public Utility Commission mandated substantive rule (§26.211) requiring SWBT and other incumbent local exchange companies to file quarterly reports with the Commission including a statement of the Customer attesting to the fact that the Customer is aware of the possibility of purchasing of services from other providers.

__________________________
Typed or printed name here

__________________________
Representative of: Company Name

Date ______________________
DATE: November 10, 2004
TO: Commissioners Court
THROUGH: Rick Loessberg, Director of Planning and Development
FROM: Rachel Brown, Community Development Assistant
SUBJECT: Emergency Shelter Grant (ESG) Funding

BACKGROUND

Because of its participation in the CDBG program, Dallas County received $83,109 in Emergency Shelter Grant (ESG) funding from HUD on October 1, 2004. So that the County can consider how to allocate these ESG funds, the following briefing memo has been prepared.

DESCRIPTION OF ESG PROGRAM

ESG was originally created so that homeless shelters could be established and operated. A person is considered to be homeless under ESG regulations if the individual:

1. Resides within a place not meant for human habitation (i.e., a car, sidewalk, etc.);
2. Resides within an emergency shelter;
3. Resides within transitional housing for homeless persons who originally came from emergency shelters or places not meant for human habitation;
4. Is being evicted within a week from a private dwelling unit, has no subsequent residence identified and lacks the resource and the support networks needed to obtain housing; or
5. Is fleeing a domestic violence situation, has no subsequent residence identified, and lacks the resources and the support networks needed to obtain housing.

ESG funds may be used for one or more of the following homeless-related activities:
DESCRIPTION OF ESG PROGRAM continued:

(1) Renovation, major rehabilitation, or conversion of buildings for use as emergency shelters;

(2) Provision of essential services for the homeless, which include services concerned with employment, health, drug abuse, education, housing, transportation, child care, and obtaining other federal, state, or local assistance/benefits;

(3) Shelter operating costs, such as maintenance, insurance, utilities, rent, and furnishings; and

(4) Homeless prevention efforts, which include short-term subsides to defray delinquent rent and utility charges for families that have received eviction or utility termination notices, security deposits or first month’s rent to permit a homeless family to move into its own apartment, mediation programs for landlord-tenant disputes, legal services programs for the representation of indigent tenants in eviction proceedings, and payments to prevent foreclosure on a home.

In the event ESG funds are used for homeless prevention activities, ESG assistance can only complement and not supplant funding from pre-existing sources. Other significant ESG rules include limiting the funding of shelter staff to no more than 10% of the County’s total ESG award, limiting the funding of homeless prevention efforts to no more than 30% of the County’s award, and limiting the funding of essential services to no more than 30% of the County’s award. These latter two requirements (i.e., collectively limiting homeless prevention and essential services to no more than 60% of the County’s award) are particularly important since they, in effect, require the County to spend at least 40% of its award on homeless shelter operating costs or on the renovation/physical creation of such shelters.

Since the County has to spend at least 40% of its ESG award on homeless shelters and since it does not directly operate such shelters, the County will have to allocate at least 40% of its ESG award to outside organizations.

IMPACT ON FINANCE

The $83,109 that the County will be receiving is slightly larger than the $77,000 - $79,000 that has been received in recent years.

Whereas this represents the fourth year in which the County has directly received ESG funding from HUD, this year the County will need to include a percentage of the funds for the administration of the program. In the past, staff thought that since it received ESG funding only because of its CDBG entitlement status, then the time that CDBG-funded staff spent managing the program was an eligible CDBG activity. However, during a recent CDBG audit, HUD informed staff that ESG administration must be allocated with ESG funds. According to the regulations, up to 5% of the ESG award can be used for administrative costs (preparation of progress reports, processing payments, evaluating funding proposals, audits, and monitoring of recipients).
5% of $83,109 is equal to $4,155. Based on prior years, staff estimates this amount should be sufficient to cover the administrative expenses that were previously covered by CDBG.

**IMPACT ON OPERATIONS**

So that it can allocate its new ESG funding, it is proposed that the same process be used as has been employed in allocating the County’s three previous ESG awards. Accordingly, it is proposed that the County will utilize a formal request for proposal process to award the ESG funds to eligible non-profits. As was done with last year’s award, it is proposed that the County will only consider proposals that will either: (1) fund a non-profit organization’s operating utilities, (2) fund activities that assist people who age out of the juvenile system, and/or (3) fund activities that divert the mentally ill from the criminal justice system. In addition, eligible non-profits can be located anywhere within the County (while the County receives ESG assistance because of the thirteen cities that participate in the County’s CDBG Program, there are very few homeless organizations operating within these cities), and these proposals will be evaluated by a committee consisting of a representative from the County’s CDBG program, the Budget Office, Purchasing, Planning & Development, Health & Human Services, and the M/WBE program using the following 100-point scoring criteria:

<table>
<thead>
<tr>
<th>CRITERIA</th>
<th>POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reasonableness/Cost-Effectiveness of Activity</td>
<td>40 points</td>
</tr>
<tr>
<td>Prior Experience/Capacity</td>
<td>35 points</td>
</tr>
<tr>
<td>Priority Client Group</td>
<td>10 points</td>
</tr>
<tr>
<td>M/WBE Participation</td>
<td>15 points</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>100 points</strong></td>
</tr>
</tbody>
</table>

A list containing the non-profits that will receive the proposed request for proposals is attached. This list is based on information collected by staff and information provided by the City of Dallas.

**PROJECT SCHEDULE**

HUD regulations require that the County contractually obligate its ESG funds by March 31, 2005 and that these obligated funds must be expended by September 30, 2006. So that the County can meet these requirements, the following schedule has been proposed.

- **November 22, 2004** – Application cycle for proposals
- **January 10, 2005**
- **January 25, 2005** – Brief Court on funding recommendations
- **February 8, 2005** – Court order funding awards
RECOMMENDATION

It is recommended that $78,954 of the County's ESG assistance be used to either fund activities that assist people who age out of the juvenile system, that divert the mentally ill from the criminal justice system, and/or that pay the operating utilities of emergency shelters located anywhere within the County, that these funds be allocated on the basis of competitively-evaluated proposals, and that the remaining $4,155 of ESG assistance be used for program administration.

Recommended by:

J. Allen Clemson, Administrator

attachment

cc: Ryan Brown, Budget Office
Virginia Porter, County Auditor
Zachary Thompson, Health & Human Services Director
Phillip Vasquez, Purchasing Department
<table>
<thead>
<tr>
<th></th>
<th>List of Local Non-Profits for Emergency Shelters/Homeless Providers/ Contact Persons</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Vogel Alcove</td>
</tr>
<tr>
<td></td>
<td><strong>Attention:</strong> Barbara R. Landix</td>
</tr>
<tr>
<td></td>
<td>7557 Rambler Road, Suite 262</td>
</tr>
<tr>
<td></td>
<td>Dallas, TX 75231</td>
</tr>
<tr>
<td>2.</td>
<td>ORCDC</td>
</tr>
<tr>
<td></td>
<td><strong>Attention:</strong> W. L. McCall</td>
</tr>
<tr>
<td></td>
<td>1825 South Boulevard</td>
</tr>
<tr>
<td></td>
<td>Dallas, TX 75215</td>
</tr>
<tr>
<td>3.</td>
<td>African American Homeless Coalition</td>
</tr>
<tr>
<td></td>
<td><strong>Attention:</strong> Edna Pemberton</td>
</tr>
<tr>
<td></td>
<td>9438 Sophora Drive</td>
</tr>
<tr>
<td></td>
<td>Dallas, TX 75249</td>
</tr>
<tr>
<td>4.</td>
<td>Housing Crisis Center</td>
</tr>
<tr>
<td></td>
<td><strong>Attention:</strong> Yvonne Butler</td>
</tr>
<tr>
<td></td>
<td>3108 Live Oak</td>
</tr>
<tr>
<td></td>
<td>Dallas, TX 75204</td>
</tr>
<tr>
<td>5.</td>
<td>Duncanville Outreach Ministries</td>
</tr>
<tr>
<td></td>
<td><strong>Attention:</strong> Bob Haver</td>
</tr>
<tr>
<td></td>
<td>202 E. Cherry Street</td>
</tr>
<tr>
<td></td>
<td>Duncanville, TX 75116</td>
</tr>
<tr>
<td>6.</td>
<td>Endless CHOICES</td>
</tr>
<tr>
<td></td>
<td><strong>Attention:</strong> Clara Hogan</td>
</tr>
<tr>
<td></td>
<td>3521 Oaklawn, Suite 368</td>
</tr>
<tr>
<td></td>
<td>Dallas, TX 75219</td>
</tr>
<tr>
<td>7.</td>
<td>Shared Housing Center</td>
</tr>
<tr>
<td></td>
<td><strong>Attention:</strong> Maria Machado</td>
</tr>
<tr>
<td></td>
<td>3110 Live Oak</td>
</tr>
<tr>
<td></td>
<td>Dallas, TX 75204</td>
</tr>
<tr>
<td>8.</td>
<td>R. I. L. Ministry</td>
</tr>
<tr>
<td></td>
<td><strong>Attention:</strong> Mae Smith</td>
</tr>
<tr>
<td></td>
<td>P. O. Box 85004</td>
</tr>
<tr>
<td></td>
<td>Mesquite, TX 75815</td>
</tr>
<tr>
<td>9.</td>
<td>Extended Day Program</td>
</tr>
<tr>
<td></td>
<td><strong>Attention:</strong> Mark Pierce</td>
</tr>
<tr>
<td></td>
<td>1738 Gano Street</td>
</tr>
<tr>
<td></td>
<td>Dallas, TX 75215</td>
</tr>
<tr>
<td>10.</td>
<td>Union Gospel Mission</td>
</tr>
<tr>
<td></td>
<td><strong>Attention:</strong> Bill Thompson</td>
</tr>
<tr>
<td></td>
<td>3211 Irving Blvd.</td>
</tr>
<tr>
<td></td>
<td>Dallas, TX 75247</td>
</tr>
<tr>
<td>11.</td>
<td>Lancaster Outreach</td>
</tr>
<tr>
<td></td>
<td><strong>Attention:</strong> Ronnie Lowe</td>
</tr>
<tr>
<td></td>
<td>1120 Randlett</td>
</tr>
<tr>
<td></td>
<td>Lancaster, TX 75146</td>
</tr>
<tr>
<td>12.</td>
<td>Healing Hands of Jesus</td>
</tr>
<tr>
<td></td>
<td><strong>Attention:</strong> Carolyn Hutchins</td>
</tr>
<tr>
<td></td>
<td>2525 Players Court, Suite 1003</td>
</tr>
<tr>
<td></td>
<td>Dallas, TX 75287</td>
</tr>
<tr>
<td></td>
<td>Name</td>
</tr>
<tr>
<td>---</td>
<td>----------------------------------------------------------------------</td>
</tr>
<tr>
<td>13</td>
<td>Christian Community Action</td>
</tr>
<tr>
<td></td>
<td><em>Attention: Barbara Carey</em></td>
</tr>
<tr>
<td>14</td>
<td>Comprehensive Homeless Program</td>
</tr>
<tr>
<td></td>
<td><em>Attention: Greta Mankin</em></td>
</tr>
<tr>
<td>15</td>
<td>Rainbow Day, Inc.</td>
</tr>
<tr>
<td></td>
<td><em>Attention: Cathey Brown</em></td>
</tr>
<tr>
<td>16</td>
<td>AIDS Services of Dallas</td>
</tr>
<tr>
<td></td>
<td><em>Attention: Mike Anderson</em></td>
</tr>
<tr>
<td>17</td>
<td>Transformation Center Raven's Refuge</td>
</tr>
<tr>
<td></td>
<td><em>Attention: Timothy Evans</em></td>
</tr>
<tr>
<td>18</td>
<td>United Coalition for Families</td>
</tr>
<tr>
<td></td>
<td><em>Attention: Mary Stanton</em></td>
</tr>
<tr>
<td>19</td>
<td>United Way Metropolitan of Dallas</td>
</tr>
<tr>
<td></td>
<td><em>Attention: Betty Bourgeois</em></td>
</tr>
<tr>
<td>20</td>
<td>Operation Relief Center</td>
</tr>
<tr>
<td></td>
<td><em>Attention: Sherman Roberts</em></td>
</tr>
<tr>
<td>21</td>
<td>LifeNet</td>
</tr>
<tr>
<td></td>
<td><em>Attention: Betty Hoover</em></td>
</tr>
<tr>
<td>22</td>
<td>Mother Dear's Den</td>
</tr>
<tr>
<td></td>
<td><em>Attention: Janet Cobb</em></td>
</tr>
<tr>
<td>23</td>
<td>ABC Behavioral Health</td>
</tr>
<tr>
<td></td>
<td><em>Attention: Melodie Shatzer</em></td>
</tr>
<tr>
<td>24</td>
<td>First Presbyterian Church</td>
</tr>
<tr>
<td></td>
<td><em>Attention: Rev. Buchanan</em></td>
</tr>
<tr>
<td>25</td>
<td>Townview Hope, Inc.</td>
</tr>
<tr>
<td></td>
<td><em>Attention: James Veasley</em></td>
</tr>
<tr>
<td>26</td>
<td>Community Services--YMCA</td>
</tr>
<tr>
<td></td>
<td><em>Attention: Lisa Teschner</em></td>
</tr>
<tr>
<td>27</td>
<td>Promise House</td>
</tr>
<tr>
<td></td>
<td><em>Attention: Harriet Borham</em></td>
</tr>
<tr>
<td>28</td>
<td>Outreach Ministry</td>
</tr>
<tr>
<td></td>
<td><em>Attention: Eric Lynn Smith</em></td>
</tr>
</tbody>
</table>
29. The Salvation Army
   Social Services Center
   Attention: Carole Wharton
   5302 Harry Hines Blvd.
   Dallas, TX 75235

30. The Family Place
    Attention: Paige Flink
    P. O. Box 7999
    Dallas, TX 75209

31. Family Gateway
    Attention: Jan Mitura
    711 South St. Paul
    Dallas, TX 75201

32. New Beginning Center
    Attention: Sonyia Hartwell
    218 North Tenth Street
    Garland, TX 75040

33. HOPE (Helping Other People Excel)
    Treatment Facilities
    A Time to Get Right
    Attention: Cedric Watson
    4200 Fitzhugh
    Dallas, TX 75210

34. Metrocrest Social Service
    Center
    Attention: Bunny Summerlin
    1103 S. Josey Lane, Suite 114
    Carrollton, TX 75006

35. New Tomorrows
    Attention: Carol Little
    P. O. Box 177214
    Irving, TX 75017-7214

36. Key of Faith Crisis Center
    Attention: Paul Polk
    2248 Areba Street
    Dallas, TX 75201

37. Contact Counseling & Crisis
    Attention: Kate Potts
    P. O. Box 800742
    Dallas, TX 75380

38. Precious Gems Services, Inc.
    7702 Los Gatos
    Dallas, TX 75232
    Attention: Alice Paige
    972-224-5638
October 19, 2004

TO: Commissioners Court

THROUGH: Ryan Brown, Budget Officer

FROM: Carlo P. Pacot, Budget and Policy Analyst

SUBJECT: County Website Programming Resource Payment to Atos Origin

BACKGROUND
On December 16, 2003 the County executed a Transition Agreement with Texas Local Interactive (TLI) to continue to operate the County website through February 20, 2004 when TLI did not renew their contract (that ended on December 18, 2003) to operate the County’s website. The agreement kept the online payment services available in the County website during the primary property tax payment period and outlined the transfer of related software/hardware to the County who then continued to operate the website in-house after February 20, 2004. Under the Transition Agreement, the County paid TLI a one-time cost of $95,000 including equipment ($10,000) and training ($10,000). Also included in the agreement, was a $21,125 one-time payment and $3,923 monthly fee to Schlumberger-Sema (now Atos Origin) for website hardware and database support. The total transition cost was $116,125 plus the monthly fee of $3,923 to Atos Origin.

The County needed modifications to all of the on-line payment services web pages after February 20, 2004, to be able to continue to offer the on-line payment services to citizens using credit cards and to process the payments in-house through Bank of America. Initial programming work was started by Symmetrex Solutions which was hired to do 400 hours of JAVA programming (Miscellaneous briefings on Mar 2 for 100 hours and May 4, 2004 for 300 hours) in conjunction with other web programming work that Atos Origin was doing to bring the County website in-house. The County paid Symmetrex Solutions $40,815 for 454 hours of programming at $90 per hour from March through May 2004. The project, for the needed modifications (Attachment) of the on-line payment services, was later taken over and completed by Atos Origin (@$140 per hour for a total cost of $146,265) because Symmetrex was not technically able to complete the work according to specifications. Although, the Symmetrex programming work was authorized, the Atos Origin programming work was not. Also, programming cost was not discussed in detail in the Transition Agreement briefing cost estimate and not included in Court Order 2003-2277. The requirement was only mentioned in the briefing as, “any needed time and material costs for programming changes that could not be handled” by the County’s Web Manager.
The purpose of this briefing is to request the Commissioners Court authorization to pay the $146,265 due to Atos Origin for the Web Programming Resource.

**FISCAL IMPACT**
Funding for the requested $146,265 is available in the Major Technology Fund Unallocated balance to be transferred to FY2005 Major Technology Fund, E-Commerce Expansion Project (00195.0.05590.2005.0.920111).

The following is a summary of expenditures to date and future expenditure estimate since the County website was brought in-house from TLI:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transition Cost through February</td>
<td>$116,125</td>
</tr>
<tr>
<td>Programming Mar – May 2004</td>
<td>$ 40,815</td>
</tr>
<tr>
<td>Atos Origin Programming Mar – Aug 2004</td>
<td>$146,265</td>
</tr>
<tr>
<td>Monthly Fee Jan – Sep 2004</td>
<td>$ 35,307</td>
</tr>
<tr>
<td>Additional Programming*</td>
<td>$ 72,000</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$410,512</strong></td>
</tr>
</tbody>
</table>

* 800 hours of programming authorized by the Commissioners Court on September 28, 2004 (Court Order and Briefing Attached).

**RECOMMENDATION**
The Office of Budget and Evaluation recommends payment of $146,265 of outstanding invoices from Atos Origin for Web Programming Resource from March through August 2004 with available funds from Major Technology Fund, E-Commerce Expansion Project.
From: Rodney Christian
To: Ryan Brown
Date: Wednesday, October 06, 2004 8:36:15 AM
Subject: Web Programming Resource

Ryan,

Here are the amounts I need to pay to ATOS for the Web resource for PAST invoices.

March 2004 $25,760
April 2004 $28,455
May 2004 $23,450
June 2004 $21,560
July 2004 $15,680
August 2004 $31,360

$146,265

My guess is that this should come from the MTF. This was originally briefed & CO (2003-2277
12/16/2003), additional money provided - but it was never extended for the full term. Should this be a
Misc. Briefing extending the original amount or a full Briefing Court order?

Rodney
x6341

CC: Allen Clemson
From: Sydney Fulbright  
To: Carlo Pacot  
Date: Thursday, October 07, 2004 3:42:35 PM  
Subject: Re: Fwd: Duties of the Web Programmer since April 2004

Carlo,

Items 1-21 are completed. Regarding the change from $55.00 to 3% - this would be 8 hours of programming/testing. We would need to contact Bank of America to not accept Visa. This is configured in the store properties.

Let me know if you have any other questions.

Sydney

>>> Carlo Pacot 10/7/2004 3:26:47 PM >>>
Are items 1 through 21 in Sydney's list completed? If not, how many additional programming hours are needed?

Also, we're preparing a briefing to change the convenience fee for Property Tax credit card payment to 3% from $55 and to only accept MasterCard and drop Visa Card. What kind of programming work is needed to make these changes?

>>> Rodney Christian 10/6/04 4:16:19 PM >>>
Ryan, Carlo:

Please see Sydney's list.

Rodney  
x6341

>>> Sydney Fulbright 10/06/04 11:38AM >>>
Rodney,

Below are the applications and reports that required modification upon bringing the Dallas County website inhouse. When referring to modifications - the applications listed below were modified to redirect to the BOA secure site to capture the credit card payment. Upon completion of the transaction, the BOA service redirects the user back to the Dallas County web application. The transactions (either failed or ordered) are captured in a database. Reports required modification to capture this transaction information to generate 2 reports per application --the daily settlement report used by the department to post payments and the treasurer's report which contains the convenience fee.

Marc Archin is responsible for completing the modifications to the following applications per Dallas County's request. Additionally, each application had two different versions - one for the main population (convenience fee applied) and one for Dallas County employees (does not charge convenience fee and requires clerk to login).

1. Tickets Application: Counter / Internet Version of website + Settlement Report
5. JP 2-1 Application: Counter / Internet Version of website + Settlement Report & Treasurer Report
7. JP 3-1 Application: Counter / Internet Version of website + Settlement Report & Treasurer Report
10. JP 4-1 Application: Counter / Internet Version of website + Settlement Report & Treasurer Report
12. Criminal Background Record Search: Counter / Internet Version of website + Settlement Report & Treasurer Report
13. Civil Attorney Index Record Search: Counter / Internet Version of website + Settlement Report & Treasurer Report
14. Civil Court Record Search: Counter / Internet Version of website + Settlement Report & Treasurer Report
15. Marriage Record Search: Counter / Internet Version of website + Settlement Report & Treasurer Report
16. UCC / Personal Property Record Search: Counter / Internet Version of website + Settlement Report & Treasurer Report
17. Assumed Name Record Search: Counter / Internet Version of website + Settlement Report & Treasurer Report
18. Protective Order Record Search: Counter / Internet Version of website + Settlement Report & Treasurer Report
20. County Clerk Records Application: Counter Version of website + Settlement Report
21. ***Property Tax Application: Internet Version *** Property Tax application was modified to capture multiple owners on properties.

Additional work requests have been completed:

22. FTA Field: Scrape new "Failure to Appear" field from mainframe to include in total amount due.

Create an online application to display bond information for individuals in Dallas County jails. This application assigns user name & password and automatically tells user when subscription has expired and prompts them to enter credit card information to extend subscription. Create reports detailing subscriber information and statistics regarding traffic.

24. AutoCitation Automated Upload:
Generate file of daily transactions. Automates manual posting of internet credit card payments issued on the AutoCitation System.
COURT ORDER

ORDER NO. 2004 1736
DATE: SEP 28 2004

STATE OF TEXAS

COUNTY OF DALLAS

BE IT REMEMBERED, at a regular meeting of the Commissioners Court of Dallas County, Texas, held on the 28th day of September, 2004, on motion made by Mike Cantrell, Comm. Dist. #2, and seconded by Kenneth A. Mayfield, Comm. Dist. #4, the following Order was adopted:

WHEREAS, This issue was originally briefed before the Commissioners Court on September 28, 2004; and

WHEREAS, The requested Web Developer position is necessary to support the County's expanding e-business and web application portal; and

WHEREAS, The Information Technology Steering Committee has reviewed and approved this computer related request; and

WHEREAS, Funding for the cost of $72,000 is available from the Major Technology Fund (195) unencumbered balance for FY2005.

IT IS THEREFORE ORDERED, ADJUDGED AND DECREED that the Dallas County Commissioners Court authorizes and approves the filling of a Professional Support Position for a Web Developer at a rate of $90 per hour and the expenditure of $72,000 to fund the position for 20 weeks. Funding is to be taken from the Major Technology Fund (195) unencumbered balance for FY2005.

DONE IN OPEN COURT this the 28th day of September, 2004.

Margaret Keliher
Dallas County Judge

Jim Jackson
Commissioner, District 1

Mike Cantrell
Commissioner, District 2

John Wiley Price
Commissioner, District 3

Kenneth A. Mayfield
Commissioner, District 4

Recommended by
Rodney Christian, Management Information Systems
Date: September 28, 2004
To: Commissioners Court
From: Rodney Christian
Subject: Five-month Professional Support Position for Web Developer

BACKGROUND
The Commissioners Court was briefed on December 9, 2003 and approval was provided in Court Order 2003-2277 (December 16, 2003) to transition the County web site from Texas Local Interactive to the County.

Development of new web applications and enhancements to existing functionality have been funded as needed and provided by a contract resource at a rate of $140/hour. Effective September 1, 2004, the developer resigned from his contracting firm and is now available at a 64% lower rate.

To provide development and support for the web site, a specialized development resource is needed.

It is requested that Dallas County fill a Professional Support/Web Developer position at a rate of $90/hour for a period not to exceed 20 weeks.

OPERATIONAL IMPACT
Since April, several new applications and enhancements have been completed and there are several more tasks that have been identified for this resource. Without the development resource, development on the web site would stop and the tasks described below would be unavailable until resources were provided.

Two prior consultants were unable to grasp the structure of the County's web applications. Bringing in a different resource at this time would require a significant learning curve and will impact the timely completion of the tasks.

During the 20 week period, IT Services and ATOS will assess the County's long-term web plans and resource needs and make a recommendation to the IT Steering Committee.
Proposed Tasks:

<table>
<thead>
<tr>
<th>Application</th>
<th>Hrs-Hour</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bond Information</td>
<td>104</td>
<td>Payment Module; Display additional data fields</td>
</tr>
<tr>
<td>Central Collections Auto Upload</td>
<td>40</td>
<td>Automate web payment posting to mainframe</td>
</tr>
<tr>
<td>AIS Conversion</td>
<td>120</td>
<td>Convert data searches from Mainframe</td>
</tr>
<tr>
<td>Add Judge Cercone</td>
<td>16</td>
<td>Allow credit cards at Judge Cercone's Court.</td>
</tr>
<tr>
<td>Application Server Upgrades</td>
<td>80</td>
<td>Upgrade to supported software</td>
</tr>
<tr>
<td>Rewrite Record Searches</td>
<td>192</td>
<td>Standardize lookups for online system</td>
</tr>
<tr>
<td>Online Court Orders</td>
<td>40</td>
<td>Searchable Court Orders</td>
</tr>
<tr>
<td>Civil Court Conversion</td>
<td>208</td>
<td>Start conversion of data searches from Mainframe</td>
</tr>
</tbody>
</table>

FISCAL IMPACT
Funding of $72,000 ($90 x 40 x 20) is available in the Major Technology Fund (195) unencumbered balance for FY2005.

RECOMMENDATION
This request has been reviewed by the IT Steering Committee.

The M.I.S. Department recommends that the Commissioners Court approve the filling of the Profession Support / Web Developer position at a rate of $90/hour for a period not to exceed 20 weeks. Funding for this position is available from Major Technology Fund (195) unencumbered balance for FY2005.

Recommended by:

Rodney Christian, M.I.S. Department
October 25, 2004

TO: Commissioners Court

THROUGH: Ryan Brown, Budget Officer

FROM: Carlo P. Pacot, Budget and Policy Analyst

SUBJECT: Data Services Additional Staff - Project Manager

BACKGROUND
The Data Services Department is currently authorized four positions consisting of the MIS Director, Senior Project Manager, Information Systems Coordinator, and Web Manager (see attached Org Charts and job descriptions). In the last two years, the Web Manager and the Information Systems Coordinator (Imaging Specialist) were added to the department to handle the County’s E-commerce expansion and to oversee and put together all the various imaging initiatives into a cohesive County strategic plan for an efficient and cost effective electronic storage/retrieval of paper documents respectively.

In the past year, the County accelerated its Information Technology (IT) investments in several areas, which included the financial system upgrade to Oracle 11i, the new Adult Information System (AIS), the Civil Courts System, Traffic Ticketing System (AutoCite) and its related collection processes online and central collection system, and systems related to Elections registration and voting. Currently, there are 14 ongoing IT application projects mostly related to the above mentioned systems that are in different stages of implementation (see attached list) and 12 approved projects that are mostly “awaiting for available programming resources” for a total of 26 projects-too many for one Project Manager to effectively control and provide the needed oversight. All of these projects require in-depth County oversight to stay on schedule, within budget, and to make sure the final product is on track with the original County specifications/requirements. Additionally there are several newly implemented systems that require oversight, especially in the critical first year after implementation.

The purpose of this briefing is to recommend the addition of a Project Manager to the Data Services Department to handle the increase in workload.

OPERATIONAL IMPACT
The new Project Manager will work with the current Project Manager in providing the needed in-depth oversight of the County’s IT projects. Also, newly proposed projects will receive more thorough IT technical reviews to make sure County needs/requirements are matched with the appropriate and the most cost effective technology solution available in the market.
FISCAL IMPACT
The estimated total salary cost for a new Project Manager including benefits is $100,000. Funds are available in the Major Technology Fund Unallocated Reserves.

RECOMMENDATION
The Office of Budget and Evaluation and the IT Steering Committee recommends the addition of a Project Manager to the Data Services Department and for the Human Resource/Civil Service Department to determine the appropriate grade for the position.

CC: Allen Clemson, Commissioners Court Administrator
    Mattye Maudlin-Taylor, Director, Human Resource/Civil Service
    Virginia Porter, County Auditor
    Rodney Christian, Acting Director, Data Services Department
Dallas County IT Staffing

Current

IT Director
Rodney Christian
(Acting)

ATOS Pgm
Manager
Vanessa King

Senior Project Manager
Rodney Christian
- Business Case
- Requirements
- Planning
- Oversight
- Task Completion

Info Sys Coord (Imaging)
Joseph Barthelemy
- Strategy
- Standards
- Projects

Web Manager
Sydney Fulbright
- Design
- Content
- Applications
- Contract
- Programming

Proposed

IT Director

ATOS Pgm Manager

Project Manager
- Business Case
- Requirements
- Planning
- Oversight
- Task Completion

Project Manager
- Business Case
- Requirements
- Planning
- Oversight
- Task Completion

Projects/Imaging
- Strategy
- Standards
- Projects

Web Manager
- Design
- Content
- Applications
- Contract
- Programming
DALLAS COUNTY JOB DESCRIPTION
RECOMMENDED

Job Title: Director of Information Technology
Job Code: 7007900
Job Grade: H2

Reports To: Commissioners Court Administrator
Pos. No: 5961
FLSA Code: E

Department: Commissioners Court Administration
Loc. Code: 2010001
SIC Code: 9211
WC Code: 8810

Division: CS Code:* B
EEO Code: F01

Summary of Functions: Establishes, plans, and administers the overall policies and goals for the information technology division. Analyzes the needs of departments and establishes priorities for feasibility studies, systems design and implementation to develop new and/or modify the County's information processing systems.

Management Scope: May generally supervise three (3) exempt level employees.

Duties and Responsibilities: % of Essential

<table>
<thead>
<tr>
<th>% of Time</th>
<th>Essential</th>
<th>Non-essential</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Directs the preparation and installation of information systems (IS) and information technology (IT) plans, policies and procedures, including design of source documents, technical direction of operations, back-up methods, and management reports to meet organizational goals.</td>
<td>20</td>
<td>E</td>
</tr>
<tr>
<td>2. Analyzes management needs which may include storage, retrieval and processes to recommend appropriate hardware and software configurations and purchases.</td>
<td>15</td>
<td>E</td>
</tr>
<tr>
<td>3. Directs the continuing review of all current systems and formulation of future systems to accomplish business purposes within existing County budgets.</td>
<td>15</td>
<td>E</td>
</tr>
<tr>
<td>4. Ensures the appropriate and effective organizational infrastructure for IT activities by implementing management systems, programming tools and systems products, written guidelines, and organizational standards and functions.</td>
<td>10</td>
<td>E</td>
</tr>
<tr>
<td>5. Manages divisional services that provide feasibility studies, systems analysis, and design, construction, implementation, testing, documentation, operation and evaluation of information, communication, and office automation systems.</td>
<td>10</td>
<td>E</td>
</tr>
<tr>
<td>6. Recommends the purchase, rent, lease, or license from outside sources of computer systems, communication systems, peripherals, software, or services to meet the needs of the County and, in accordance with established policies, assures that expenses are minimized services are reliable and timely.</td>
<td>10</td>
<td>E</td>
</tr>
<tr>
<td>7. Monitors the security of County data ensures the integrity and reliability of computerized information and communication systems.</td>
<td>10</td>
<td>E</td>
</tr>
</tbody>
</table>

C:\Carlo_WorkFiles\Departments\DataServices\Director of Information Technology - Recommended.doc
8. Oversees the development of business continuation plans for use in the event of power outage, weather catastrophes, hardware failures and/or other disasters and/or disruption to information systems and services.

9. Performs other duties as assigned.

* The Code depends on the Department where the position is located and/or funded in accordance with 86-1 of Dallas County Code.

Minimum Qualifications:

Education, Experience and Training:
Education and experience equivalent to a Bachelor's degree from an accredited college or university in Computer Science, Information Technology or a related field. Ten (10) years work related experience, to include information technology or administration of technical programs. Experience must include development and oversight of program budgets, strategic and operational planning, and four (4) years in the supervision of employees.

Special Requirements/Knowledge, Skills & Abilities:
Ability to effectively communicate, both verbally and in writing, and establish and maintain effective working relationships with employees, departments and the general public. Knowledge of local, state, and federal laws and regulations relevant to information technology program areas. Skill to direct and organize information technology program activities and identify problems, evaluate alternatives, and implement effective solutions. Skill to review technical data and prepare technical reports. Must possess a valid Texas Driver's License, with a good driving record. Must reside in or be willing to relocate to Dallas County.

Physical/Environmental Requirements:
Standard office environment.

Hay Points/Point Factor:
KH = FIII3 / 528 points, PS = G4 (66%) / 350 points, AC = E3P / 264 points, Total = 1142 points

 Supervisor Signature ____________________________ Date ____________

Reviewed by Human Resources/Civil Service on Date 10/2004

Approved by Civil Service Commission on Date ____________

This job description shows typical requirements of a position within this classification. This description is not intended to be all-inclusive. Individual positions may vary slightly in functions, job dimensions and requirements. Any percentage of time included on each function is only an estimate and may change depending on the specific departmental tasks. Candidates whose disabilities make them unable to meet these requirements will still be considered fully qualified if they can perform the Essential Functions of the job with reasonable accommodation.
DALLAS COUNTY JOB DESCRIPTION

Job Title: Senior Project Manager  
Job Code: 80210  
Job Grade: OM

Reports To: MIS Director  
Pos. No: 9600  
FLSA Code: E

Department: Commissioners Court Administration  
Loc. Code: 2010001  
SIC Code: 9211  
WC Code:

Division:  
CS Code:* C  
EEO Code: F01011

Summary of Functions: Assists the MIS Director in managing Dallas County’s computer processing through contract services. Insures that the county receives full value of services from contractor or other service provider. Investigates problems and monitors the development, maintenance, conversion, installation and modification of Data bases, hardware, and software. Manages technology projects by planning, scheduling and coordinating vendor and county resources.

Management Scope:
1. Oversight of 50% of Data Services annual operating budget of $9 million annually,
2. Oversight of 40% of projects from the Major Technology Fund annual budget of $5 million annually,
3. Assists with implementation of grant funded projects valued at over $4 million annually.

<table>
<thead>
<tr>
<th>Duties and Responsibilities</th>
<th>% of Time</th>
<th>Essential</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Manages technology projects as assigned by the MIS Director from inception to completion. Coordinates county and vendor resources to insure successful timely completion within budget.</td>
<td>10</td>
<td>E</td>
</tr>
<tr>
<td>2. Investigates any problems associated with hardware, software, contractor performance, and user satisfaction. Recommends appropriate solution.</td>
<td>10</td>
<td>E</td>
</tr>
<tr>
<td>3. Monitors the development and modification of software, maintenance of all data bases, and conversion and installation of new computer hardware and software.</td>
<td>10</td>
<td>E</td>
</tr>
<tr>
<td>4. Provides status reports to the MIS Director and / or administration on a regular basis inclusive of observations on utilization, adherence to project schedules, and other related matters as determined by good industry practice or upon request by the administration. Prepares special reports or analyses as requested.</td>
<td>10</td>
<td>E</td>
</tr>
<tr>
<td>5. Stays abreast of new developments in the industry. Maintains liaison with other counties and professional associations.</td>
<td>10</td>
<td>E</td>
</tr>
<tr>
<td>6. Reviews, evaluates and develops recommendations on all data processing bid specifications as assigned by the MIS Director.</td>
<td>10</td>
<td>E</td>
</tr>
</tbody>
</table>
7. Performs other duties as assigned.

* The Code depends on the Department where the position is located and/or funded in accordance with 86.1 of Dallas County Code.

Minimum Qualifications:

Education, Experience and Training:
Education and experience equivalent to an bachelors degree in computer science, information systems, or a job related field of study. Eight (8) years of additional experience, including four (4) years project management experience required.

Special Requirements/Knowledge, Skills & Abilities:
Must reside in Dallas County. Excellent written and verbal communication skills to interact effectively with technical and non-technical personnel. Ability to manage projects and multi-level committee structures. Working knowledge of all technical and managerial requirements of a large data center including data base administration, operating systems, utilities and procedures. Knowledge of mainframe, PC, and word processing, project management software, Internet and office automation tools.

Physical/Environmental Requirements:
Normal office environment.

Hay Points/Point Factor:

Supervisor Signature ___________________________ Date ________________

Reviewed by Human Resources/Civil Service on Date ________________

Approved by Civil Service Commission on Date ________________

This job description shows typical requirements of a position within this classification. This description is not intended to be all-inclusive. Individual positions may vary slightly in functions, job dimensions and requirements. The percentage of time devoted to each function is only an estimate and may change depending on the specific departmental tasks. Candidates whose disabilities make them unable to meet these requirements will still be considered fully qualified if they can perform the Essential Functions of the job with reasonable accommodation.
DALLAS COUNTY JOB DESCRIPTION

Job Title: Information Systems Coordinator  
Job Code: 6022700  
Job Grade: IM

Reports To: Various  
Pos. No: SIC Code: 9131

Department: Various  
Loc. Code: Various  
FLSA Code: E  
WC Code: 8810

Division: Various  
CS Code:* A, B, C or D  
EEO Code: C01

Summary of Functions: Assesses, develops, coordinates, manages and maintains integrated software and hardware systems and assists in the development of these systems. Acts as a liaison with vendors and contractors with regard to the specified systems.

Management Scope: Coordinates training for all personnel in the utilization of the systems; develops long and short range planning for application updates and replacements.

Duties and Responsibilities

<table>
<thead>
<tr>
<th>% of Time**</th>
<th>Essential</th>
</tr>
</thead>
</table>

1. Assesses, develops, coordinates, manages and maintains integrated software and hardware systems.  
20  
2. Maintains all technology resources and other aspects of the applicable operating systems, and assists with telecommunication support as needed.  
15  
3. Establishes and implements system policies, procedures, and standards and ensures their conformance with information systems and the Department’s objectives. Maintains databases and libraries including systems security functions, and designs and maintains systems documentation.  
10  
4. Serves as departmental liaison with internal staff and external agencies and vendors on the implementation, integration, operation, maintenance, and control of complex computer operating systems.  
10  
5. Coordinates training for all applicable personnel and indirectly supervises all employees in the utilization and processes associated with system applications.  
10  
6. Establishes comprehensive lists of specifications of products in use for the purpose of establishing standards for future purchases and bids for products that will operate on the same system.  
10

C:\Carlo_WorkFiles\Departments\DataServices\Information Systems Coordinator 6022700.doc
7. Investigates new techniques, equipment, processing methods and 10 E
   evaluates technical requirements for software. Develops effective
   software systems based on feedback from executive staff,
   employees, Dallas County's MIS staff, and developing trends.

8. Directs activities related to technology and the administering of 10 E
   computerized data bases, including definition, organization,
   documentation, long-term planning and operational guidelines.

9. Performs other duties as assigned. 05 N

* The Code depends on the Department where the position is located and/or funded in accordance with 86-1 of Dallas County Code

** The percentage of time devoted to each function is only an estimate and may change depending on the specific departmental tasks.

Minimum Qualifications:

Education, Experience and Training:
Education and experience equivalent to a Bachelor's Degree from an accredited college or university in Computer Science, Information Systems or in a job related field of study. Three (3) years job related experience or a combination of the two.

Special Requirements/Knowledge, Skills & Abilities:
Knowledgeable of standard concepts, practices and procedures of applicable systems. Familiar with various storage devices. Working knowledge of all technical and managerial requirements of a large data center including data base administration, operating systems, utilities and procedures. Knowledge of mainframe, PC, networks, word processing, specialized software, internet and office automation tools. Oracle experience and CDM or ICP designation a plus. Ability to communicate, both orally and in writing, with all technical and non-technical personnel. Ability to manage County-wide projects and multi-level committee structures.

Physical/Environmental Requirements:
Standard office environment. Depending on the department, some positions may require non-standard hours, weekends and/or holidays. Positions may require frequent bending, stooping, and/or lifting.

Hay Points:
FI3: 264 pts., PS: E4 (43%) 115 pts., AC: E2C 115 pts., TTL: 494 pts., KH/PS/AC: 54-23-23,
Profile: L

Supervisor's Signature ___________________________ Date ___________________

Reviewed by Human Resources/Civil Service: 01/03

Approved by Civil Service Commission: 01/27/03
DALLAS COUNTY JOB DESCRIPTION

Job Title: Web Manager
Job Code: 7008900
Job Grade: I
Reports To: MIS Coordinator
Pos. No: TBD
FLSA Code: E
Department: Commissioners Court
Loc. Code: 2010001
SIC Code: 7376
WC Code: 8810
Division: CS Code:* C
EEO Code: B01

Summary of Functions: Manages Dallas County Internet site development by planning, scheduling, and coordinating vendor and county resources. Meets with County departments to formulate content for each department. Facilities meeting between department and vendor. Works with Auditor and Treasurer integrate payment systems and audit procedures. Ensures the county receives full value of services from vendor. Investigates problems and develops solution.

Management Scope: Responsible for oversight of revenue from the internet site projected at an average of $3.6 million per year. Direct responsibility for management of vendor resources of $850,000.

Duties and Responsibilities:

1. Manages the development, implementation and maintenance of the Dallas County Internet project; including vendor deliverables; develop departmental content areas and maintains content using Dreamweaver, Photoshop and Illustrator software as needed for all county departments; designs website structure and navigation.

2. Investigates problems and recommends solution associated with hardware, software, internet vendor performance, and user satisfaction; facilitates meetings with departmental representatives and website designers.

3. Oversees and resolves technology and design issues and develops effective business relationships between County departments and vendor.

4. Identifies and analyzes proposed projects and reports potential revenue and service opportunities; defines, reports, and analyzes monthly website and vendor performance statistics; delivers presentations to Commissioners Court as needed.

5. Provides status reports to the MIS Director and administration inclusive of observations on utilization, adherence to project schedules, and other related matters as determined by good industry proactive or upon request by the administration; prepares special reports and analysis as requested.

6. Stays abreast of new industry developments; maintains liaison with other counties and professional associates.

C:\Carlo_WorkFiles\Departments\DataServices\Web Manager 7008900.doc
7. Performs other duties as assigned or required by department.

* The Code depends on the Department where the position is located and/or funded in accordance with 86-1 of Dallas County Code.

** The percentage of time devoted to each function is only an estimate and may change depending on the specific departmental tasks.

 Minimum Qualifications:

Education, Experience and Training:
Education and experience equivalent to a Bachelor's degree from an accredited college or university in information systems, or in a job related field of study and two (2) years relevant experience, which includes experience with external consultants, contractors, and vendors.

Special Requirements:
Must reside in Dallas County. Ability to use MacroMedia Dreamweaver, Abode Illustrator, Adobe Acrobat, Adobe Photoshop, and other software as necessary. Experience with the Internet, World Wide Web (WWW), and UNIX required. Exposure to HTML, PDF, and JavaScript required. Experience using File Transfer Protocol (FTP) processes required. Knowledgeable about web content guidelines (ADA). Excellent written and verbal communication skills with ability to interact effectively with technical and non-technical personnel. Ability to manage county-wide projects and multi-level committee structure with effective business communications. Interviewing and analytical skills.

[Based on the location of this position, the incumbent may be required to pass a criminal background investigation and is subject to random, unannounced drug/alcohol testing].

 Physical/Environmental Requirements:

 Hay Points/Point Factor:
KH: F13-264 PS: E4(43%)115 AC: D1P-115 TTL: 494 Pts
KH/PS/AC: 53-23-23 Profile: L

 Supervisor Signature ____________________________ Date ________________

 Reviewed by Human Resources/Civil Service on Date ________________

 Approved by Civil Service Commission on Date 3/18/02
<table>
<thead>
<tr>
<th>Order</th>
<th>Project Description</th>
<th>Requester</th>
<th>Project #</th>
<th>Est. Hours</th>
<th>Start</th>
<th>End</th>
<th>Justification</th>
<th>Revenue</th>
<th>Status/Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2003 Mandated Treasurer Quarterly Reporting Requirements</td>
<td>County Treasurer County Auditor Fee</td>
<td>3754782 3991726</td>
<td>203</td>
<td>(R) 09/30/2004</td>
<td>Legislative Complicity NonDisclosure Fee HB1940 - Bail Bond Fee HB 3589 - Credit Traffic Fee Court Costs SB 2424- Consolidated Consolidated Court Cost requirements presented this month by Auditor have been added to scope of this project. Completion date &amp; est. hours have been revised as of 3/30/2004. This project will be completed with 2004 changes.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>CJS Review Enhancements for Improvements to CJS Electronic Disposition Reporting to DPS.</td>
<td>County Clerk, District Clerk, DA &amp; DPS.</td>
<td>TBD</td>
<td>10/1/2003</td>
<td>Legislative Complicity Resource Efficiency Improvement by automation of manual forms currently hand by court clerks</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>DPS RTA Program for JP Traffic Cases Automated Failure to Appear case Reporting to the Department of Public Safety</td>
<td>Court Administration</td>
<td>1/1/2003</td>
<td>8/11/2003</td>
<td>TBD</td>
<td>The agency has decided to implement each course after data has been cleaned up. This has extended the duration of implementation over the next 3 months. First phase was implemented on July 31st with JP Court (3-4) sent 2725 cases to Outsource. Eligible cases from both courts were sent daily. Additional phases to be determined when course data is ready. Monthly process to be implemented by 6/2004.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>2004 Mandated Treasurer Quarterly Reporting Requirements Starting on January 1, 2004 fees are required to be reported on a different date schedule and a new report form is required. The Treasurer has request that the new reporting including form be automated by April 2004.</td>
<td>County Treasurer</td>
<td>TBD</td>
<td>10/1/2003</td>
<td>Legislative Complicity SB 1151 - BMS/Human Fund HB 1004 - District Clerk Repeal of Meals &amp; Payroll Fee HB 2424 - Consolidated Court Cost SB 1740 Legislative Changes &amp; Reporting requirements</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>AIS Migration Assessment</td>
<td>Sheriff Dept.</td>
<td>3754782</td>
<td>1/23/2004</td>
<td>Legislative Complicity SB 1151 - BMS/Human Fund HB 1004 - District Clerk Repeal of Meals &amp; Payroll Fee HB 2424 - Consolidated Court Cost SB 1740 Legislative Changes &amp; Reporting requirements</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>JP Tickets - Automated Internal Payment Posting Interface to automate the entry of internal payments of ETCE ticketed traffic cases into the JP Courts receiving system.</td>
<td>JP Collections</td>
<td>2059316</td>
<td>5/17/2004</td>
<td>8/29/2004</td>
<td>Eliminate manual data entry of receipts. Requirements for clerk resources reduce by one clerk to be reassigned to other processing areas.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

8/17/2004 12:00 AM Page 1 of 3 Application Projects_6.11_2004.xls
<table>
<thead>
<tr>
<th>Order #</th>
<th>Project Description</th>
<th>Requestor</th>
<th>Project #</th>
<th>Est. Hours</th>
<th>Start</th>
<th>End</th>
<th>Justification</th>
<th>Revenue</th>
<th>Status/Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>9</td>
<td>IT Security Audit - Termination Tracking</td>
<td>Auditor Office</td>
<td>2927120</td>
<td>480</td>
<td>8/11/2003</td>
<td>TBD</td>
<td>County-wide management of data &amp; building facility access</td>
<td>保守安全审计为终止终止的数据和设施管理</td>
<td>Auditor has notified IT Service for Data Form Reviewing before stop.</td>
</tr>
<tr>
<td>10</td>
<td>JIS - EDR &amp; EAR data transfers to/from DPS</td>
<td>JIS</td>
<td>5134270</td>
<td>TBD</td>
<td>8/2/2004</td>
<td>TBD</td>
<td>State Required Reporting</td>
<td>保守安全审计为终止终止的数据和设施管理</td>
<td>JIS must ensure all transaction are marked as juvenile in order to identify them from Adult records retained by DPS before programming can be completed and transferred can be processed.</td>
</tr>
<tr>
<td>11</td>
<td>JIS/DIR/DOS - Truancy Courts Hearing Data Extract</td>
<td>JIS/DIR/DOS</td>
<td>4713769</td>
<td>TBD</td>
<td>8/2/2004</td>
<td>TBD</td>
<td>Waiting on DOS to confirm if we can expand existing record they are reviewing or create new record for JIS.</td>
<td>保守安全审计为终止终止的数据和设施管理</td>
<td>Developing data element list for review by JIS.</td>
</tr>
<tr>
<td>12</td>
<td>Block Registration Program</td>
<td>Court Administration</td>
<td>3453477</td>
<td>TBD</td>
<td>5/17/2004</td>
<td>TBD</td>
<td>Incentive for motorist registants to pay their outstanding JP case debts.</td>
<td>查看DPS PTA Program Revenue comments above.</td>
<td>Project scope-definition to be developed. Project programming will begin after the JTA project is completed. Capture of vehicle license number and state from AutoMAID System citations to apply to field case to be tested. This is first step in developing a process by which we can submit license without TOXDO and get back VINS.</td>
</tr>
<tr>
<td>13</td>
<td>JP Courts - Collections</td>
<td>Court Administration</td>
<td>4980552</td>
<td>320</td>
<td>8/16/2004</td>
<td>TBD</td>
<td>Potential Revenue of $24,979,173 in fines and court cost credited on non-adjudicated cases and $3,350,591 on adjudicated cases. Every 1% of collections the County will receive $2,950,097 in additional revenue ($549,701 on non-adjudicated cases and $35,305 adjudicated cases)</td>
<td>资源可以提供一个线程更新的8/16/2004 contingent on Linebarger providing new data. First priority is to produce report of eligible cases for data clean-up efforts by 8/27/2004. Remaining programming to start on 8/30/2004 for weekly extracts of new cases &amp; updates and monthly statistical reporting. Implementation data will be dependent on data clean-up and completion of all programming, testing and results verified by JP Courts &amp; Auditor Office.</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>OIS Collections</td>
<td>County Clerk &amp; District Clerk</td>
<td>3590868</td>
<td>120</td>
<td>3/31/2004</td>
<td>TBD</td>
<td>Automation of fee assessment when cases are referred will eliminate manual entry of assessment of collection fee.</td>
<td>每月每日的案件数据传递至MSB停止于4/30/2004. Waiting on authorization from Purchasing Dept to commence daily &amp; monthly file transfers to OIS. Implementation of 50% collection fee required and programming to be started when resources are available.</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>DICT Criminal Courts Automated Traffic Convection Reporting</td>
<td>County Clerk, District Clerk &amp; DPS,</td>
<td>3544583</td>
<td>400</td>
<td>TBD</td>
<td>TBD</td>
<td>Legislative Compliance</td>
<td>Resource Efficiency Improvement</td>
<td>审查是否符合的资源利用情况,并由县委会日常管理。</td>
</tr>
<tr>
<td>16</td>
<td>Inmate Incident Reporting Enhancements</td>
<td>Sheriff Dept.</td>
<td>3544583</td>
<td>160</td>
<td>TBD</td>
<td>TBD</td>
<td>Enhancements in information entry, health information, and need for Spanish version forms.</td>
<td>改进系统功能,以改善用户体验和资源效率改进</td>
<td>审查是否符合的资源利用情况,并由县委会日常管理。</td>
</tr>
<tr>
<td>17</td>
<td>E-Ning of DA Hot Checks Cases into JPA5</td>
<td>DA Office</td>
<td>2965498</td>
<td>160</td>
<td>TBD</td>
<td>TBD</td>
<td>Eliminate redundancy of data entry. No staff cost saving.</td>
<td>设备可以对整个程序进行编码和测试。</td>
<td>为评估可用资源是否符合这些标准。</td>
</tr>
<tr>
<td>Order #</td>
<td>Project</td>
<td>Description</td>
<td>Requester</td>
<td>Project #</td>
<td>Est. Hours</td>
<td>Start</td>
<td>End</td>
<td>Justification</td>
<td>Revenue</td>
</tr>
<tr>
<td>-------</td>
<td>---------</td>
<td>------------------------------------------------------------------------------</td>
<td>-----------</td>
<td>-----------</td>
<td>------------</td>
<td>-------</td>
<td>-----</td>
<td>--------------------------------------------------------------------------------</td>
<td>---------</td>
</tr>
<tr>
<td>15</td>
<td>Credit Card Payment Enhancements of Receipts Systems</td>
<td>Allow credit cards as form of payment receipts to the JP, Criminal and Civil Applications, Passports &amp; Deposit Management System.</td>
<td>Auditor Office</td>
<td>TBD</td>
<td>TBD</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>19</td>
<td>Web Portal Interface/Receipts</td>
<td>Interface to automate the entry of internet payments of misdemeanor, felony and JP cases into the various criminal and JP receipting systems.</td>
<td>County Clerk, District Clerk, JP Courts</td>
<td>2628028</td>
<td>TBD</td>
<td>TBD</td>
<td></td>
<td>Eliminate manual data entry of receipts.</td>
<td></td>
</tr>
<tr>
<td>21</td>
<td>Jury Check Number Expansion</td>
<td>Enhancement to JP Receipting System to allow for any JP Court to receive money for any JP cases filed in Dallas County.</td>
<td>Court Administration</td>
<td>TBD</td>
<td>TBD</td>
<td>TBD</td>
<td>TBD</td>
<td></td>
<td></td>
</tr>
<tr>
<td>22</td>
<td>AIS Interface to Booking System / DPS NCIC/TCIC</td>
<td>Developing interface for maintenant with AIS for access to Sheriff Booking &amp; Jail System Information.</td>
<td>Sheriff Dept.</td>
<td>TBD</td>
<td>TBD</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>23</td>
<td>Civil Courts Migration</td>
<td>Conversion of Civil Cost System, County Clerk Prebate and Probate Tracking System.</td>
<td>County Clerk, District Clerk, JP Courts</td>
<td>4636953</td>
<td>TBD</td>
<td>TBD</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>24</td>
<td>Family Courts Notification Enhancements</td>
<td>Incorporate the following enhancements into the civil court monthly process required on 330th Family District Court</td>
<td>330th Family District Court</td>
<td>TBD</td>
<td>TBD</td>
<td>TBD</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>26</td>
<td>Family Court Services DB</td>
<td>Family Court Services DB (FoxPro) has become unstable. Integrity of the data is in question.</td>
<td>Family Court Services</td>
<td>TBD</td>
<td>TBD</td>
<td>TBD</td>
<td>TBD</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

November 8, 2004

TO: Commissioners Court

THROUGH: Ryan Brown
Budget Officer

FROM: Sarah L. Smaardyks
Budget & Policy Analyst II

SUBJECT: Workload Impact of AutoCite on the Sheriff’s Office, Patrol and Freeway Management Divisions

BACKGROUND
In January 2003, Dallas County implemented the AutoCite ticketing program. This program enabled traffic officers to issue citations on computer units and directly upload the information into a centralized database, which allows for the more efficient collection of fines and fees. In May 2004, AutoCite automated the complaint generation process and created a database that populates the complaint letter. Prior to the authorization, a backlog of Sheriff complaints had been generated.

The Sheriff’s Office has requested that the Office of Budget and Evaluation review the current backlog of complaint requests and make a recommendation to assist them in reducing the backlog.

IMPACT ON OPERATIONS
Current Operations
The Secretary in the Sheriff’s Office, Freeway Management Division, is responsible for downloading all of the AutoCite units when the Traffic Officers end their shift. Once the violator receives the ticket, they have several options. The violator may pay the fee and fine to the Collections Center or go before a Judge in a Justice of the Peace Court.

If the violator decides to go to Court, the Secretary must prepare a complaint and submit the complaint to the Court. The complaint consists of the Justice of the Peace Precinct number, the Officer’s name, Defendant’s name, date of the offense, description of the vehicle, offense and location of the offense. Once this complaint has been completed, the Officer signs the complaint and the Secretary notarizes it. Once it has been signed and notarized, the complaint, along with an original copy of the ticket is sent to the Justice of the Peace Court.
Before a warrant may be issued, the Sheriff’s Office must process and generate a complaint. The process includes the following steps. Attachment A details the complete process to generate a complaint.

The Secretary makes a copy of the original ticket with the Officer’s signature and attaches the original ticket to the complaint. The Secretary highlights the Court on the ticket and writes down the name of the person requesting the complaint and the date the complaint was sent. The Secretary also cuts the copy of the ticket to the size of the original tickets and re-files the ticket according to the date the violation occurred.

Currently, there is a significant backlog in the number of requests that have not been processed nor has a complaint been prepared. There are at least 60,000 complaint requests waiting to be processed. As a result, the County is not able to generate a warrant or provide information to the various collection efforts.

The Secretary is not able to process the ticket/complaint requests in a timely manner. She has other duties in addition to generating the complaint. The old process necessary to generate the complaint letter was inefficient and time consuming. Since the vendor added code that will automatically generate the complaint and citation, it has helped create a more efficient process. However, it has not reduced the backlog. Once the backlog has been eliminated, the Office of Budget and Evaluation will re-evaluate the automated process and review the work load to determine if one Secretary will be able to manage the work load.

Proposed Short Term Operation
The Office of Budget and Evaluation proposes using two temporary Clerks to work in the Freeway Management Division. The temporary workers will pull the tickets, make copies, cut the copies down to size, prepare the complaint and add the complaint and ticket to the case jacket. Central Collections will send a list by case number and the temporary Clerks will match the case jacket with the complaint. Once that has been done, the case jacket will be sent to the originating JP Court.

There are workspaces available that can be used by the temporary workers. Using the staff in this manner will allow the Patrol and Freeway Management Division to process the complaint requests and reduce the backlog.

FINANCIAL IMPACT/CONSIDERATIONS
It is estimated that the temporary workers will be needed for six months. In addition, the Patrol Division would need two new networked computers with software and access to AutoCite as well as a networked printer. Cable drops and outlets would need to be added. These would remain as a permanent part of the Freeway Management Division once the temporary workers have completed their assignment.

The hourly rate for the temporary workers is $12.42 an hour. It is estimated that the project will take four to six months to complete. The cost for the temporary workers and computer equipment would be $28,736. The generation of the complaint will allow a warrant to be issued by the JP Courts; thereby increasing collections.

RECOMMENDATION
The Office of Budget and Evaluation recommends that the Sheriff’s Office; Freeway Management Division utilize two temporary clerical workers to assist the Secretary in processing the complaint requests to reduce the backlog.
COMPLAINT LETTER PROCESS

Pulling Citations
1. Take list of requested citations.

2. Go to file room.

3. Look at the date of the offense on the requested citation list and open the file drawer of the month the offense was committed. Citations are arranged by date.

4. Pull citations on the requested citation list.

5. Check Officer’s name and defendant’s name against requested citation list.

6. Check the citation number from the original ticket to the requested citation list.

7. Write the name of the person requesting the ticket and circle the Court number or Judge’s name. For Central Collections Center, do not write down the name of the Center or circle anything. Write down the month and year the ticket was pulled.

8. Make a copy of the original ticket.

9. Take the “Copy” stamp and stamp the copy of the original ticket.

10. Cut the copy down to the original ticket size.

11. Re-file the copy of the ticket by date.

Complaint Letters
1. Click on AutoCite icon.

2. Sign-in screen pops up. User name will be the first initial of the user’s first name, followed by the user’s last name. Password will be the last four digits of the user’s social security number.

3. Click on view. Select traffic inquiry.

4. The inquiry screen pops up. Enter the citation number and click on find.

5. Citation will appear on computer screen.

6. Verify that the Officer’s name, defendant’s name, citation number and date of the offense match what is on the computer screen and what is on the citation.

7. Click on complaint form button. The complaint request entry window pops up.
8. Click on request entry. Select warrants.

9. Click on requesting Clerk. Enter the requesting Clerk's name.

10. Click on requesting code. Enter the date the complaint was request (__/__/__).

11. Click on Court name. Select the Court name or Central Collections. Click ok.

12. Once the screen has cleared, a new inquiry screen pops up.

13. Once the list is complete, click cancel. This closes the inquiry screen.

14. Click on complaint receipt. Select complaint receipt screen and click ok.

15. Ticket and complaint letter will now be printed. If the location hasn’t been correctly
written on the ticket, throw the computer generated complaint letter out and manually
create the complaint. Ticket and complaint letter stapled together.

16. The complaint receipt will also be printed out.

17. Make copy of the complaint receipt and requested citation list. A copy of the
complaint receipt and requested citation list will go back to the requesting Court or
Central Collections Center along with the complaint letter and ticket.

18. Clip original complaint receipt and requested citation list with the complaint letters
and tickets until the list has been completed.

19. Tickets and complaint letters are placed in the cream tray on Ruth’s desk for
signature.

20. Officers will sign the ticket and complaint letter. Ruth notarizes the letter and ticket.

21. Prepare the court jacket that is sent to the Court or the Central Collections Center.

22. File requested citation list in file cabinet behind Ruth’s desk of requests by month
once the list has been completed.

23. Stamp complaint receipt with “Signature on file known to notary” and file in binder
on Ruth’s desk by month. The most recent date is put in as the very last page.

24. If complaint receipt date does not match the date the letters were sent, and hand write
in the date the letters were sent above the complaint receipt date.
November 5, 2004

TO: Commissioners Court

THROUGH: Ryan Brown
Budget Officer

FROM: Shawn Balusek
Budget & Policy Analyst II

SUBJECT: Road and Bridge District #3 Senior Secretary Reclassification request

BACKGROUND
During FY03, Commissioners Court approved a management initiative submitted by Road and Bridge District #3. The initiative was to hold one position (Commissioners Executive Assistant I, Grade F) vacant for a period of six-months and to utilize a part-time Administrative Assistant position to assist Road and Bridge District #3. The savings resulting from the initiative was approved to be applied half to Road and Bridge District #3's D.D.A. and the other half to savings for the taxpayer.

Road and Bridge District #3 has continued to hold the Commissioners Executive Assistant I, Grade F, position open and has utilized a part-time employee to assist the department. The purpose of this briefing is to make a recommendation on the request from Road and Bridge District #3 to continue to use a part-time Commissioners Executive Assistant I and reclassify the Senior Secretary position that has taken on additional responsibilities. The position reclassification was presented to the Civil Service Commission on November 15th, contingent on Commissioners Court's approval.

IMPACT ON OPERATIONS
With the department continuing to hold the Commissioners Executive Assistant I, Grade F, position open and using a part-time employee, the Senior Secretary, Grade 8 position has assumed additional administrative responsibilities.

FINANCIAL IMPACT
Holding the Commissioners Executive Assistant I position vacant for one year, Road and Bridge District #3 will save Dallas County $51,685. The annual cost of a part-time Commissioners Executive Assistant I position is estimated to cost $17,515, providing an annual savings of $34,170. The projected annual cost of reclassifying the grade 8 Senior Secretary position to an Executive Secretary, grade 10, is $5,140.

RECOMMENDATION
The Office of Budget and Evaluation recommends that the Commissioners Court approve Road and Bridge District #3's request to reclassify the Senior Secretary, grade 8, position to an Executive Secretary, grade 10.
November 10, 2004

TO: Commissioners Court

FROM: Ryan Brown
      Budget Officer

SUBJECT: Civil Courts System “Backfills” Professional Services Contracts

BACKGROUND
On September 21, 2004 Commissioners Court approved Court Order 2004-1676 authorizing various departments to backfill positions that will be working on the Civil Courts Project. The total funding authorized for backfills was $214,013 with funding from the corresponding projects in the Major Technology Fund. The Civil District Court Administrator and the District Clerk have requested authorization to enter into a professional services contract for the services rather than hire a temporary employee. The purpose of this briefing is to provide a recommendation concerning these requests.

OPERATIONAL IMPACT
Civil District Courts: The Civil District Courts have requested authorization to enter into a professional services contract with Antoinette Reagor to provide Court Coordinator functions for a period to not exceed 88 calendar days or $4,176. The hourly rate will be $17.38. This represents the Civil District Court portion of the funding authorized by Court Order 2004-1676. The Professional Services Contract is attached as attachment A.

District Clerk: The District Clerk requests authorization to use Force V Technologies for professional services. Force V Technologies will provide the District Clerk’s Office an individual with a Bachelor’s degree and 3 to 5 years of Informational Technology experience for up to 7.5 months for a cost to not exceed $28,102. The individual provided will be responsible for maintain the District Clerk’s day to day information technology needs.

FINANCIAL IMPACT
The cost for the backfills are a) Civil District Courts, 4,176 and b) District Clerk, $28,102. These backfills will be reimbursed from the Major Technology Fund, Civil Courts Project.
The budget for the Civil Courts project is the following:

<table>
<thead>
<tr>
<th>Project Allocation</th>
<th>$8,208,166</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Spent/Encumbrance</td>
<td></td>
</tr>
<tr>
<td>Network upgrade</td>
<td>1,635,000</td>
</tr>
<tr>
<td>Computers/Printers</td>
<td>1,063,870</td>
</tr>
<tr>
<td>Software Group</td>
<td>2,483,870</td>
</tr>
<tr>
<td>Conversion</td>
<td>111,600</td>
</tr>
<tr>
<td>Backfills</td>
<td>130,492</td>
</tr>
<tr>
<td>Project Management</td>
<td>200,000</td>
</tr>
<tr>
<td>Balance</td>
<td>$2,583,334</td>
</tr>
</tbody>
</table>

**RECOMMENDATION**

The Office of Budget and Evaluation recommends that Commissioners Court approves entering into Professional Services Contracts with a) Antoinette Reagor and b) Force V Technologies.
PROFESSIONAL SERVICE CONTRACT

THIS AGREEMENT is between Dallas County, Texas [County], the 193rd District Court [Court] and Antoinette Reagor, 444 Ramblewood Circle, DeSoto, Texas 75115 [Reagor].

The Court wants to enter into a professional service contract with Reagor to perform professional services as a Temporary Court Administrator [Administrator] executing court administrator duties as directed by the Court. Reagor’s service as an Administrator is separate and apart from her services as a Contract Court Reporter [Reporter] and any compensation paid for her services as an Administrator is, and shall be, over and above any and all compensation paid and/or received as a Reporter.

Funding is available by order of Commissioners Court in a Court Order approved on 21 September 2004 for a total amount of $8,352. Reagor shall be compensated as an Administrator on an hourly basis at a rate of $17.38 per hour, for a period not to exceed a total of 88 calendar days, and for a total expenditure not to exceed $4,176 [½ of the total allocated funding].

The services being contracted for are necessary for the implementation of the new software system [Odyssey] being installed for the handling and maintenance of all Court filings, records, documents, and papers.

Reagor affirms she is qualified and capable of performing the services called for in this Agreement and that she is willing to perform those services. The County, the Court and Reagor agree as follows:

1.

Reagor, as an independent contractor, shall assist the Court as Administrator, performing all of the usual and customary duties of an Administrator and other such duties as may be assigned by the Court.

2.

For services rendered by Reagor, the County shall pay from the funds appropriated by Court Order No. 2004-1676 adopted 21 September 2004, from line item 120.4051.5590.2005 (General Fund, District Court Administration, Other Professional Fees), to Reagor an hourly wage of $17.38 for each hour actually devoted to the performance of this agreement. Compensation under this agreement is separate and apart from any compensation that Reagor may receive under any other agreement with the County. Compensation under this agreement shall not include sick leave, vacation, holidays, worker’s compensation, or any other fringe benefit. This hourly rate is intended to compensate Reagor for all time expended in the performance of this Agreement. Notwithstanding the above, the County or the Court has no obligation to pay for any services under this Agreement that have been rendered or incurred without the prior authorization of the Court. Furthermore, in no event will the County or the Court be obligated to compensate Reagor more than $139 per day for the services rendered to the Court, nor shall Reagor be required to provide services that would entitle her to compensation in excess of said amount.

3.

On or about the 15th and 30th days of each calendar month during the term of this Agreement, Reagor shall submit to the Court a statement for services rendered. Each statement shall be in a form acceptable to the Dallas County Auditor, and shall include details of the services rendered as
may be requested by the auditor for verification purposes. The statement shall, at a minimum, include a description of services performed, the date(s) services were performed, the amount of time during the day(s) that Reagor performed the services, and the total amount billed for services rendered. After receipt of a statement, the Judge of the Court shall review the statement and approve it with any modifications deemed appropriate and thereafter forward the statement with any modifications to the County Auditor for payment. Reagor shall hold harmless and indemnify the County and the Court for any discrepancy between the amount submitted for payment and the actual payment finally approved by the Judge of the Court. The County shall pay the statement from funds appropriated by the Commissioners Court on 21 September 2004 and distributed from line item 120.4051.5590.2005 within thirty (30) days after the receipt of the statement by the County Auditor.

4.

Reagor shall personally perform all the duties necessary to provide the services set forth herein and none of the services shall be performed by any other employee, servant, agent, delegate, or subcontractor of Reagor.

5.

This Agreement shall take effect on 15 November 2004 and, unless terminated sooner in accordance with the provisions hereof, shall terminate on 31 January 2005.

6.

Any party may terminate this Agreement at any time, either with or without cause, by giving at least five (5) days advance written notice. Upon receiving notice of termination, Reagor shall cease all services in connection with the performance of this Agreement. As soon as practicable after receipt of notice of termination, Reagor shall submit, in accordance with Section 3, her statement showing in detail the services performed under this Agreement to the date of termination.

7.

Any notice required or permitted by the County or the Court to Reagor under this Agreement may be given by certified mail, postage prepaid, return receipt requested, addressed as follows:

Antoinette Reagor  
444 Ramblewood Circle  
DeSoto, TX 75115

Any notice required or permitted by Reagor to the County or the Court under this Agreement shall be mailed by certified mail, postage prepaid, return receipt requested, to be delivered at the following address:

Judge David Evans  
193rd Judicial District Court  
George L. Allen, Sr. Courts Building  
600 Commerce St., 4th Floor  
Dallas, TX 75202
8.
Reagor agrees to perform the services hereunder in accordance with generally accepted standards applicable thereto and shall comply with all applicable state, federal and local laws, ordinances, rules and regulations relating to the services performed under this Agreement. Reagor shall not access any information which she is not authorized to receive, and under no circumstances shall Reagor release or divulge any confidential material, information, or documents received by performance of her services hereunder without the express written consent of the Judge of the Court.

9.
Subject to the terms and conditions of this Agreement, all information and matter disclosed or supplied by County or the Court to Reagor in whatever form is the sole and exclusive property of the Court. The Court has the sole responsibility for securing and maintaining any copyright or other protection for such information and matter. Reagor shall have the right to use such information and matter only as specifically provided herein and when it is reasonably necessary to perform her obligations under this Agreement.

10.
Reagor agrees to release, protect, defend and indemnify Dallas County, its officers and employees from and against any and all claims, demands, cost, judgments and fees (including attorney fees) for any injury to persons or damages to property that results from, arises out of, or may be occasioned by any act or omission of Reagor in the performance of, or in connection with this Agreement. The terms of this paragraph shall survive the termination or expiration of this Agreement.

11.
Upon termination of this Agreement, Reagor shall, at her expense, deliver to the Court all matter specified in paragraph 9 of this Agreement that is in her possession or under her control.

12.
This instrument contains the entire Agreement between the parties regarding the rights granted and the obligations assumed. Any oral representations or oral modifications about the subject matter of this Agreement shall be of no force or effect. This Agreement is subject to the approval of the Judge of the Court.

13.
It is expressly understood and agreed that this Agreement will be governed and construed according to the laws of the State of Texas. The venue for any action or claim arising out of this Agreement shall be Dallas County, Texas.
Executed this ________ day of ________, 2004.

APPROVED:
DALLAS COUNTY:

__________________________
By Margaret Keliher
County Judge

__________________________
David Evans
Judge, 193rd Judicial District Court

__________________________
Antoinette Reagor
November 10, 2004

TO: Commissioners Court

THROUGH: Ryan Brown
         Budget Officer

FROM: Shannon Brown
      Assistant Budget Officer

SUBJECT: Staff Resources for the District Attorney’s Office Intake Division

Background

The FY2005 adopted budget includes funding in the amount of $39,600 for the District Attorney’s Office to hire a part-time attorney to assist the Intake Division during the implementation and start-up phases of the Adult Information System (AIS). As the budget was being prepared, the District Attorney’s Office believed that an individual, who had worked in a part-time capacity in the past, was willing to perform this function for this project. However, at this time, there is not an individual willing to work on a part-time basis in this area.

The District Attorney’s Office is requesting that this position be established as a full-time position at a lower pay level. The purpose of this briefing is to make a recommendation on this request.

Operational Impact

The Adult Information System (AIS) is scheduled to go live on December 1, 2004. While this system is in the implementation and start-up phases, it will be important that the Intake Division be able to maintain its workload to ensure timely review and case processing. A slow-down in this “front-door” function could negatively impact the jail population and the court dockets.
Financial Impact

The FY2005 adopted budget includes funding in the amount of $39,600 for 1,040 hours at an hourly rate of $32.83 (max in-hire of a grade 4 attorney), including FICA/Medicare and retirement benefits. The estimated cost of a full-time attorney position at the ATT3 level with all benefits, including health insurance, for six-months is $38,950, within the funds currently budgeted.

Recommendation

The Office of Budget and Evaluation recommends the creation of a full-time position in the District Attorney’s Office, Intake Division to provide assistance during the implementation of the Adult Information System (AIS). This position will be deleted when the funding has been depleted unless a request is made and additional funds are approved.
November 16, 2004

To: Commissioners Court

From: Dan Savage, Assistant Administrator for Operations

Subject: Parking Garage Fees

BACKGROUND
Bids have been received for the new parking garage which will be located under Founders Plaza and connected to the existing George Allen parking garage by a tunnel under Main Street. This project is being financed with parking garage fees. The debt service budget on the Revenue Bonds for the garage is based on a fee structure that uses a $90 monthly charge. Attached is a chart (Attachment A) which shows charges for covered parking in the western end of the downtown Dallas market. To meet the debt service budget requirements for the new parking garage a number rate of adjustments need to be made.

IMPACT ON OPERATIONS
Within the last year approximately 30 parking spaces in the George Allen public parking areas have been reserved for County staff and vehicles that formerly parked in the reserved parking under George Allen. These spaces generate no revenue. The new garage will be completed in the summer of 2006. At present the parking garage has a waiting list of 53 for monthly parking. It is often full on Monday mornings because of the large jury call on Monday mornings during jury weeks.

FINANCIAL IMPACT
The current rates were last increased in July of 2003. The proposed rate adjustments are shown on Attachment B. Included in the chart is a proposal to offer a limited number of premium reserved parking spots on the first-level to see if there is interest in this concept. The rate for these spots will be set at a minimum of $200. If the Commissioners Courts concurs, these spots may be auctioned to the highest bidder at a rate equal to or greater than $200 per month. These reserved spots will be for the exclusive use of the individual who signs up for reserved parking. Anyone unauthorized who parks in these spaces will
be subject to towing. Reserved parking signs and towing signs will be posted. No additional revenue will be generated from the reserved spots other than the monthly parking fee. The proposed rates increase the monthly rate for County employees from $70 to $80. When the new garage is ready to be opened, these rates should be increased to $90 per month in both the old and new garage. This will provide the necessary revenue to support the debt service for the new garage.

LEGAL
The parking garage revenue bonds were issued based on a commitment by the County to raise the monthly parking fees to at least $90 per month and to raise short term parking from $1.50 for each twenty minutes to $2.00 for each twenty minutes.

RECOMMENDATION
Staff recommends that the parking fees for the George Allen parking garage be raised as shown on Attachment B and that the rate change be implemented on January 1, 2005 with payroll deduction for County employees beginning with payroll checks issued on December 31, 2004. If the Commissioners Court concurs, a Court Order will be presented for consideration at the next meeting.

Recommended by:

Dan Savage, Assistant Administrator for Operations

Attachments
### Parking Garage Rates
(West of Field Street)

<table>
<thead>
<tr>
<th>Garage</th>
<th>Hourly/Minute Rates</th>
<th>Max Rate</th>
<th>Monthly Non-Reserved</th>
<th>Monthly Reserved</th>
</tr>
</thead>
<tbody>
<tr>
<td>Texas Club</td>
<td>$3.00 1st 20min, $4.00 21-60min, $2.00 ea. add. 20min</td>
<td>$16.00</td>
<td>$130.00</td>
<td>$250.00</td>
</tr>
<tr>
<td>Renaissance Tower</td>
<td>$2.00 ea. 20min</td>
<td>$17.00</td>
<td>$140.00</td>
<td>$230.00</td>
</tr>
<tr>
<td>One Main Place</td>
<td>$0.00 1st 20min, $2.00 21-40min, $5.00 41-60min, $6.00 61-80min, $8.00 81-120min</td>
<td>$10.00</td>
<td>$130.00</td>
<td>$175.00</td>
</tr>
<tr>
<td>Elm Place</td>
<td>$1.50 ea. 20min</td>
<td>$6.00</td>
<td>$110.00</td>
<td>----</td>
</tr>
<tr>
<td>Hampton Inn</td>
<td>$2.00 ea. 30min</td>
<td>$6.00</td>
<td>$95.00</td>
<td>----</td>
</tr>
<tr>
<td>George Allen</td>
<td>$1.50 1st 20min, $3.00 21-40min, $4.50 41-60min, $6.00 61-90min, $8.00 91-over</td>
<td>$8.00</td>
<td>$70.00 (Emp)</td>
<td>----</td>
</tr>
</tbody>
</table>

Prepared: 11/1/2004
# PARKING FEE RATE INCREASES
## PROPOSAL FOR GEORGE ALLEN PARKING GARAGE
### EFFECTIVE DATE: DECEMBER 31, 2004

<table>
<thead>
<tr>
<th>PARKER</th>
<th>FROM</th>
<th>TO</th>
<th>INCREASE</th>
</tr>
</thead>
<tbody>
<tr>
<td>County Employee</td>
<td>$70.00</td>
<td>$80.00</td>
<td>$10.00</td>
</tr>
<tr>
<td>City/State</td>
<td>$70.00</td>
<td>$80.00</td>
<td>$10.00</td>
</tr>
<tr>
<td>Public/Private</td>
<td>$100.00</td>
<td>$125.00</td>
<td>$25.00</td>
</tr>
<tr>
<td>County Ride Share (2)</td>
<td>$45.00</td>
<td>$55.00</td>
<td>$10.00</td>
</tr>
<tr>
<td>County Ride Share (3)</td>
<td>$32.50</td>
<td>$42.50</td>
<td>$10.00</td>
</tr>
<tr>
<td>Reserved Parking</td>
<td>$200.00 +</td>
<td>New category</td>
<td></td>
</tr>
<tr>
<td>Short term (20 minutes)</td>
<td>$1.50</td>
<td>$2.00</td>
<td>$ .50</td>
</tr>
<tr>
<td>Daily</td>
<td>$8.00</td>
<td>$8.00</td>
<td>No change</td>
</tr>
<tr>
<td>Jury Duty</td>
<td>$3.00</td>
<td>$3.00</td>
<td>No change</td>
</tr>
</tbody>
</table>
Date: November 16, 2004
To: Commissioners Court
From: Maria L. Bazan, Policy Analyst
Subject: District and County Clerk Consolidated Filing and Office Wide Process Improvements

BACKGROUND OF ISSUE

Dallas County has five County Courts at Law, thirteen Civil District Courts, seven Family District Courts, two Juvenile District Courts, three IV-D Courts, one tax court and numerous associated judges that assist in the disposition of the various courts’ dockets. In the design of the George Allen Courts Building expansion, the file desk and service department issuance sections of the County and District Clerks are consolidating thus allowing citizens to file both County and District Court cases and have the necessary service documents at the same location. The plan and benefits of Consolidated Filing can better be understood though the retention of a consultant. The services provided by the consultant would be beneficial to the Commissioners Court in determining the pros and cons of consolidating all of the County and District Courts Civil case filings and would allow the Clerks the opportunity of having an outside third party assist in the new process development.

The purpose of this briefing is to request authorization to issue the proposed Request for Proposals to retain the needed consulting services. The RFP designates the consolidation a two-phase project. These phases are designed to assist the Commissioners Court in determining whether or not consolidation is a route that should be followed as well as developing the most efficient work flow, processes, and staff utilization from filing to final disposition.

OPERATIONAL IMPACT

Should this request be approved, the retention of a consultant would assist the county in better understanding the factors involved in the consolidation of District and County Court cases and service documents issuance. Furthermore, these services would aid in determining whether or not to proceed with the project. While we do not have written approval from the County and District Clerks, they both have reviewed the proposed RFP.

FINANCIAL IMPACT

Funding for this project will be provided by the County Clerk’s Record Management Fund.

RECOMMENDATION

Staff recommends that the attached RFP for Dallas County District and County Clerk Consolidated Filing and Office Wide Process Improvements be approved and issued in an effort to retain consulting services that would allow a better assessment of the project to consolidate County and District Court cases.

Recommended by:

J. Allen Clemson, Administrator

411 Elm Street Dallas, Texas 75202 Phone 214.653.7327
Fax 214.653.7057
DALLAS COUNTY

REQUEST FOR PROPOSAL
FOR DALLAS COUNTY DISTRICT AND
COUNTY CLERK CONSOLIDATED FILING
AND OFFICE WIDE PROCESS
IMPROVEMENTS

Pre-proposal conference: At 2:00 PM, XXXX, 2004
411 Elm Street, Commissioners Courtroom

Proposals are due: XXXX, 2004, 2:00 PM
Dallas County Purchasing Agent
509 Main Street, Room 623
Dallas, Texas 75202
# Table of Contents

I. **General Scope** ........................................................................................................... 4  
II. **Background** ............................................................................................................... 5  
III. **Fee Structure** ......................................................................................................... 6  
IV. **Bider's Qualifications and Work Plan** .................................................................... 6  
V. **Evaluation Criteria** .................................................................................................. 6  
VI. **Bid Submission** ....................................................................................................... 7  
VII. **Observance of Laws, Rules and Regulations** ......................................................... 8  
VIII. **Award of Contract** ............................................................................................... 8  
IX. **Assignment of Contract** .......................................................................................... 9  
X. **Default by Contractor** ............................................................................................. 9  
XI. **Contract Duration** .................................................................................................. 9  
XII. **Disclosure of Proposal Contents** ......................................................................... 9  
XIII. **Proposal Preparation Costs** ................................................................................. 10  
XIV. **Proposal Withdrawal** .......................................................................................... 10  
XV. **Proposal Errors** ..................................................................................................... 10  
XVI. **Proposal Acceptance Period** ............................................................................... 10  
XVII. **Omission** ........................................................................................................... 11  
XVIII. **Proposal for Additional Services** ..................................................................... 11  
XIX. **Contractor's Warranties** ...................................................................................... 11  
XX. **Indemnification** .................................................................................................... 11  
XXI. **Liability and Other Insurance Coverage** ............................................................... 12  
XXII. **Collusion** ........................................................................................................... 13  
XXIII. **Notice for Non-Compliance/Performance** ......................................................... 13  
XXIV. **Monetary Restitution** ....................................................................................... 13  
XXV. **Gratuities, Kickbacks or Conflicts of Interest** ...................................................... 13  
XXVI. **Severability & Rights to Data** ........................................................................... 14  
XXVII. **Litigation** ......................................................................................................... 14  
XXVIII. **Venue** .............................................................................................................. 15  
XXIX. **Termination** ....................................................................................................... 15  
XXX. **Payments** ........................................................................................................... 15  
XXXI. **Proposal Requirements** ..................................................................................... 16  
XXXII. **Proposal Format** .............................................................................................. 16  
XXXIII. **Others** ............................................................................................................ 17  
XXXIV. **M/WBE Requirements – All Forms Are Attached.** ........................................ 18
DEFINITIONS

Advertisement: All of the legal publications pertaining to the work contemplated or under contract.

Commissioners Court: The Governing Body of Dallas County, Texas.

Contract: The written agreement covering the performance of the services. The contract includes the specifications, including special provisions, the bid and any supplemental changes or agreements pertaining to the services or specifications.

Contractor: The person, persons, partnership, company, firm, association, or corporation, acting directly or through an authorized representative entering into a contract for the services specified in this document.

County Attorney: The Assistant District Attorney in the Civil Section of Dallas County.

Dallas County's Good Faith Effort Policy: A plan adopted by the Dallas County Commissioners Court for the purpose of providing additional support to the ongoing efforts to give Minority and Women Owned Business Enterprises (MWBE) the opportunity to participate in County Contracts.

Dallas County Clerk: The County Clerk by law is the ministerial officer and record keeper for the County Courts @ Law, County Criminal and Probate Courts.

Dallas County District Clerk: The District Clerk by law is the ministerial officer and record keeper for the Civil, Criminal, and Family District Courts.

Evaluation Committee: A Committee approved by the Commissioners Court to review the qualifications of the bidder/proposer and responsiveness of the bids/proposals. This Committee will be composed of no less than five members.

Proposal: The written statement or statements submitted to the Dallas County Purchasing Agent, by the person, persons, partnership, company, firm, association, or corporation intending to perform the services.

Proposer: Any person, persons, partnership, company, firm, association, or corporation acting directly or through a duly authorized representative submitting a proposal for the contemplated services.

Specifications: The directions, provisions, and requirements contained herein pertaining to the method and manner of providing the services or to the quality of the materials and equipment to be furnished under the contract.

The Services: All services, including the furnishing of labor, materials, equipment, and incidentals to be performed by the Contractor under the terms of the Contract.
Specifications For Consulting Services
for the Dallas County Commissioners Court

I. GENERAL SCOPE

Dallas County desires to retain consulting services necessary to assist the Commissioners Court of Dallas County and the County’s County and District Clerks in a two-phase project. Phase one is to develop a consolidated case filing and the issuance of associated court service documents for both the County and District Civil and Family Court cases. Phase two is to develop the optimal processes for the efficient workflow of cases from filing through final disposition, which includes appeals.

In phase one the selected consultant will assist the Commissioners Court, County Clerk and District Clerk in the determination of the pros and cons of consolidating all County and District Court Civil and Family case filings and the issuance of the requested legal documents (process such as citations, notices, Temporary Restraining Orders, etc.) in the new George Allen Courts Building expansion area. All proposers should have demonstrated experience in consulting on process management and improvement for large complex systems. Preference will be given to consulting experience in government and government related court systems.

Phase two of this engagement will be an optional service that the County may at its sole discretion choose to pursue. The goal of the County in phase two is to select a consultant to assist the County and the Clerks in developing the most efficient work flow, processes, and staff utilization from filing to final disposition including appeals for Civil and Family cases. This effort will include the appropriate data gathering, process mapping and analysis needed to assist the County in determining best practices that are economically realistic.

As part of both phases one and two, the consultant shall provide standards or guidelines for staffing the proposed changes to business practices along with the process mappings, analyses and findings that support their recommendations.

Within the scope of work to be performed, benchmarking against other large counties in the State of Texas and several large urban centers across the country is mandatory. Any consultant must be aware that this contract involves several elected officials that have independent authority. Special care must be given to each participant’s role while still achieving the project’s objective. The consultant’s contract will be with the Commissioners Court and the consultant will receive its final direction from the Commissioners Court and its project manager.

Within this engagement there will be specific deliverables that will include but are not limited to the following:
Phase One – Part 1 - Consolidated Case Filing
1. “As is” and “to be” process and workflow mapping.
2. Workload and process analysis of cost and benefits of separate consolidated case filing.
3. Staffing guidelines or standards.
4. Design a County and District Court filing process for County Courts at Law and District Civil Courts and District Family Courts.

Phase One – Part 2 – Consolidated Issuance of Requested Service Departments
1. “As is” and “to be” process and workflow mapping.
2. Workload and process analysis of cost and benefits of separate and consolidated issuance sections.
3. Staffing guidelines or standards.
4. Design a process for County and District issuance of requested service documents for County Courts at Law and District Civil and Family Courts.

Phase Two – Develop the most efficient workflow, processes and staff utilization from filing to final disposition including appeals for Civil and Family cases in conjunction with the implementation of the new civil case management system.
1. Design a County and District Court case processing system for County Courts at Law and District Civil Courts and District Family Courts that is streamlined and efficient. This will include “as is” and “to be” process mapping.
2. Workload and process analysis of the costs and benefits of the current systems to the proposed more efficient processes.
3. Staffing guidelines or standards.

II. BACKGROUND

Dallas County has five County Courts at Law, thirteen Civil District Courts, seven Family District Courts, two Juvenile District Courts, three IV-D Courts, one tax court and numerous associated judges that assist in the disposition of the various Courts’ dockets. These Courts are currently located in three different locations. The County Courts at Law are in the County’s Records Building, the District Civil and Family Courts are in the George Allen Courts Building and the Juvenile Courts are located in the Henry Wade Juvenile Justice Center. The County is expanding the George Allen Courts Building so as to co-locate the County and District Courts in one facility. In the design of the George Allen Courts Building expansion, the County and District Clerks are consolidating the file desk and service document issuance sections where citizens could file County and District Court Cases and have the requested service documents issued at the same location. While the facility was designed with
consolidated filing and service documents issuance, a best practices review of the proposed system has not been completed. In phase one of the engagement the consultant will design a County and District Court case filing and service documents issuance procedures for County Courts at Law and Civil and Family District Courts. The county has initiated the implementation of a new automated civil courts system. As part of the consolidated process development, the consultant must incorporate any changes or efficiencies that will be gained by the implementation of this system.

III. FEE STRUCTURE

Dallas County will pay an overall cost of the consultant services with additional hourly rates listed for work outside the scope of the contract. This fee should not include travel and other expenses, as they will be directly reimbursable.

IV. BIDDER’S QUALIFICATIONS AND WORK PLAN

The proposers qualifications must demonstrate their capability to provide the desired consulting services. Please include all past projects of a similar nature and other experience relevant to this Request for Proposal. A detailed work plan must be submitted which shall include: what will be studied, data to be gathered, policy issues to be discussed, deliverables to be provided and timelines for each required component. Given the sensitivity of the issues and services, clear and demonstrable expertise must be submitted for consideration. Resumes of those individuals that the proposer indicates will be on the project shall be included. These individuals are required to be on the project and cannot be substituted without the approval of the project manager, County Clerk and District Clerk. Please note that unless a page is specifically and clearly labeled at the top of the page as being proprietary and/or confidential it will be deemed to be non proprietary and/or not confidential. If properly identified, as confidential Dallas County will make its best effort to assist in protecting the confidentiality to the extent it is permitted by law.

V. EVALUATION CRITERIA

According to Chapter 262 of the Texas Local Government Code, the County may award this contract to the consultant that offers the best value to Dallas County. The following criteria will be used by County personnel to score all responses/proposals, and will be used to assist the Commissioners Court in determining the awardee. The Dallas County Commissioners Court will award the contract to the bidder who provides the consulting services, that in the sole judgement of the Court offer the best value. Experience can be demonstrated by both the firms past work and by individual staff members assigned to this project. This will include any sub-consultants. Consultants will not be limited in their use of sub-
consultants, but the primary firm will be held fully accountable and be the contractual entity with Dallas County.

EVALUATION CRITERIA WORKSHEET

<table>
<thead>
<tr>
<th>Evaluation Factors</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>General Consulting Experience</strong></td>
<td>40 pts</td>
</tr>
<tr>
<td>Successful consulting experience in process improvement and analysis.</td>
<td></td>
</tr>
<tr>
<td>Experience with large complex court systems and/or similar activity.</td>
<td></td>
</tr>
<tr>
<td>Evidence of a strong knowledge of the current and latest trends in justice</td>
<td></td>
</tr>
<tr>
<td>administration.</td>
<td></td>
</tr>
<tr>
<td>Evidence of successful experience leading a governmental legislative body and other</td>
<td></td>
</tr>
<tr>
<td>elected officials through a complex development process.</td>
<td></td>
</tr>
<tr>
<td><strong>Firms Reputation and References</strong></td>
<td>15 pts</td>
</tr>
<tr>
<td>Please include addresses and phone numbers of at least six agency references.</td>
<td></td>
</tr>
<tr>
<td>Preference will be given to consulting experience in government, and government</td>
<td></td>
</tr>
<tr>
<td>related court systems.</td>
<td></td>
</tr>
<tr>
<td><strong>Fee/Cost</strong></td>
<td>30 pts</td>
</tr>
<tr>
<td><strong>Compliance With Dallas County’s Good Faith Effort M/WBE Plan</strong></td>
<td>15 pts</td>
</tr>
</tbody>
</table>

The proposal will be evaluated by a committee, which will include a representative from the Office of Commissioners Court Administrator, the County Clerk, the District Clerk, and the Purchasing department. Once the initial evaluation is complete, it will be provided to the Major Technology Steering Committee for review and forwarded to the Commissioners Court who will determine the firm(s) that will be given additional consideration.

VI. BID SUBMISSION

At a minimum each proposal and or proposer must contain our conform to the following:

1. Questions regarding this Request for Proposal should be addressed to the Purchasing Department of Dallas County. The Dallas County Purchasing Department representative for this proposal is Mr. Phillip J. Vasquez, Purchasing Director. He may be reached at 214/653-6574 or at pvasquez@dallascounty.org

2. Bid submission should be clearly labeled to follow the evaluation criteria format listed in Section V.

3. A Pre-Proposal Meeting will be held on XXXX-2004 in the Dallas County Administration Building, 411 Elm Street, Dallas, Commissioners Courtroom (1st floor).

4. Fifteen (15) copies of the proposal must be delivered to the following address no later than 2:00 pm on XXXX-2004

   Purchasing Agent
   Dallas County Purchasing Department
   509 Main Street, Room 623
   Dallas, Texas 75201

5. Any bid received after the filing deadline will be returned unopened.
6. Dallas County will not be held responsible for unmarked proposals, improperly marked proposals or proposals delivered to the wrong location.

7. Dallas County reserves the right to reject any and all bids, and to waive any irregularities in the awarding of the contract, which in the judgement of the Commissioners Court, is in the best interest of the County.

8. Interested parties must be willing to have the County verify the proposal information by any means necessary in order to qualify the responses.

9. The bidder must identify a lead person with decision-making authority as the primary contact during bid process through the end of the contract include: name, title, address, phone, fax, email, and other pertinent contact information.

10. Contact with County staff during the evaluation process is prohibited. All contact regarding the bid process must be made through the Dallas County Purchasing Department.

VII. OBSERVANCE OF LAWS, RULES AND REGULATIONS

The Contractor shall at all times comply with all applicable laws, ordinances, rules, regulations and orders of the Federal Government, State of Texas, County of Dallas and the appropriate municipalities.

VIII. AWARD OF CONTRACT

A. The contract will be awarded to the bidder who provides the consulting services, that in the sole judgement of the Dallas County Commissioners Court, offers the best value.

B. Dallas County reserves the right to reject any and all bids and to waive any formalities or minor irregularities.

C. In the event the Contractor does not execute the contract as herein required, the award of the contract shall then be made to the next bidder that the Commissioners Court deems to offer the best value or Dallas County may decide to reject all bids and may call for new bids.

D. Immediately after the notice of award, to ensure proper coordination with the Commissioners Court, the Contractor or its manager shall begin planning in conjunction with the Commissioners Court Administrator.

E. All contracts related to partnership, joint ventures and agreements with MWBE registered firms must be completed and executed prior to the award of the Contract.
IX. ASSIGNMENT OF CONTRACT

A. The Contractor shall not assign, transfer, convey or otherwise dispose of the Contract or any part thereof or its right, title or interest therein or its power to execute the same to any other person, company or corporation without the previous consent in writing by Dallas County.

B. Should the Contractor assign, transfer, convey or otherwise dispose of its right, title or interest or any part thereof in violation of this restriction, Dallas County may cancel the contract and all rights, title and interest of the Contractor shall therein cease and terminate, and the Contractor shall be declared in default.

X. DEFAULT BY CONTRACTOR

A. In the event that the Contractor shall fail to perform, keep and observe any of the terms, covenants and conditions of the contract to be performed, Dallas County shall give the Contractor written notice of such default; and in the event said default is not remedied to the satisfaction and approval of Dallas County within thirty (30) days of receipt of such notice by the Contractor, Contractor may be declared in default and all rights hereunder shall terminate. At the written notice of Dallas County, the Contractor shall vacate all County offices.

B. The Contractor in accepting the Contract agrees that Dallas County shall not be liable for damages in the event that Dallas County declares the Contractor in default.

C. Dallas County reserves the absolute right to terminate the Contract in whole or in part, for the convenience of Dallas County at its sole discretion on thirty (30) days written notice to Contractor.

XI. CONTRACT DURATION

A. The contract will commence within 10 days of award, executed contract and proof of required insurance.

B. Should the Commissioners Court so desire, the contract may continue after the completion of the scope of work, to address additional issues related to this project and/or related subject matters that are identified in the development of this project.

XII. DISCLOSURE OF PROPOSAL CONTENTS

A. All proposals and other materials submitted in the response to this RFP becomes the property of Dallas County. Selection or rejection of a proposal does not affect this right.
B. All proposal information, including detail price and cost information, shall be held in confidence during the evaluation process. Upon the completion of the evaluation process and award, the proposals and associated materials shall be open for review by the public in accordance with the Texas Open Records Act.

C. By submitting the proposal, the bidder acknowledges and accepts that to the extent allowed and/or required by law the full content of the proposal and associated documents shall become open to public inspection.

XIII. PROPOSAL PREPARATION COSTS

Dallas County shall not be held liable for any costs associated with the preparation, submission space, presentation of the proposal, or other costs incurred by participating in this procurement process.

XIV. PROPOSAL WITHDRAWAL

If at any time prior to the submission deadline of this proposal a bidder decides to withdraw its proposal, that bidder shall give written notice signed by an authorized representative to the Dallas County Purchasing Department at 509 Main Street, Room 623, Dallas, Texas. After withdrawing a previously submitted proposal, the vendor may submit another proposal at any time up to the deadline for submitting proposals.

XV. PROPOSAL ERRORS

A. Due care and diligence has been used in the preparation of this Request for Proposal, and it is believed to be substantially correct. However, Dallas County takes no responsibility for its accuracy and all vendors shall accept the full responsibility for the verification of all information presented herein.

B. The Bidder shall not be allowed to take advantage of any errors or omissions in the specifications. Where errors or omissions appear in the specifications, the bidder shall promptly notify Dallas County Purchasing Department in writing of the error or omission it discovers and request modifications or clarification of the document. Any significant errors, or omissions, or inconsistencies in the specifications are to be reported no later than ten (10) days before time for bid proposal submission deadline.

XVI. PROPOSAL ACCEPTANCE PERIOD

Each proposal shall be valid for a period of 180 days after the RFP submission deadline date to allow time for evaluation, selection, and any
unforeseen delays. The 180 days may be extended by mutual agreements of the parties.

XVII. OMISSION

Products and services not specifically mentioned in this RFP, but which are necessary to provide the service described by this RFP shall be included in the proposal. It is intended that this RFP describe the requirements and response format in sufficient detail to secure comparable proposals.

XVIII. PROPOSAL FOR ADDITIONAL SERVICES

If the County desires that the bidder provide services in addition to those required by and described in this RFP, these additional services may be added in writing to the original contract. No additional fee shall be paid for any additional work or service unless it is approved in writing as an amendment to the original contract and signed by the both parties.

XIX. CONTRACTOR’S WARRANTIES

By signing this RFP and any other agreement resulting from this RFP, contractor further warrants and represents that it has become fully acquainted with conditions, facts, and circumstances related to providing services as requested in the RFP. The failure or omissions of the contractor to acquaint itself with the existing, conditions, facts, and circumstances, shall in no way relieve it of any obligation with the respect to this agreement.

XX. INDEMNIFICATION

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

XXI. LIABILITY AND OTHER INSURANCE COVERAGE

A. Bidder shall maintain liability insurance coverage and other necessary insurance coverage to address the indemnification requirements and to protect itself and Dallas County against all claims and/or actions including those by the bidder’s employees, agents or subcontractors, and those by others.

B. Dallas County requires that the following coverage be met and in effect for the life of the awarded contract, prior to any delivery of services, products and/or performance of the work. The successful vendor (s) will submit verification of the coverage to the Purchasing Department, showing Dallas County as an additional insured where appropriate and contain a waiver of subrogation in favor of the County. Dallas County will not authorize payments for services rendered without having the applicable insurance certificates on file.

C. Workers’ Compensation Insurance meeting the requirements established by the Texas Workers Compensation Act, Title 5, Subtitle A, Texas labor Code.

D. Commercial General Liability Insurance in the amount not less than $500,000. Deductible or self-insurance retention should not be more than 10% of the coverage available. The contractor shall be solely responsible for the deductible and/or self-insurance retention.

E. Commercial Automobile Liability – Commercial Auto Liability Insurance covering all owned, hired and non-owned vehicles used in connection with the work performed under the contract with limits of liability not less than One Hundred Thousand and 00/100 Dollars ($100,000) each person and Three Hundred Thousand and 00/100 Dollars ($300,000) each accident for bodily injury and One Hundred Thousand and 00/100 Dollars ($100,000) each occurrence for property damage or a combined single limit for bodily injury and property damage liability of not less than Four Hundred Thousand and 00/100 Dollars ($400,000).

F. Professional Liability Insurance in an amount not less than $1,000,000.00 This insurance shall include interests of the County, the Contractor, and all subcontractors in the work during the life of the contract.

G. Failure to comply with lawful requirements or adequate liability requirements may result in delay of payments and/or cancellation of contract award.
H. All certificates of insurance shall be identified with the Bid/RFP number.

I. The requested coverage must be issued by a carrier which A.M. Best "A" or better and licensed to do business in the State of Texas.

J. Bidder’s compliance with the above insurance requirements shall not relieve bidder from any liability.

XXII. COLLUSION

Bidder may be required to provide an affidavit that he has not conspired with other potential suppliers in any manner to attempt to control competitive pricing. This paragraph does not preclude a combined or joint proposal for the purpose of providing a complete proposal.

XXIII. NOTICE FOR NON-COMPLIANCE/PERFORMANCE

Dallas County shall furnish the awarded contractor in writing any notice regarding the contractor’s failure to comply with requirements of this agreement. Contractor shall then remedy such non-compliance/performance within ten (10) working days following receipt of Dallas County written notice. The selected consultant shall provide both the Dallas County Purchasing Department and the Commissioners Court Administrator with documentation of actions taken to remedy such non-compliance/performance. Continuous non-compliance/performance of the contract terms conditions, and specifications shall be a basis for termination of the contract by Dallas County and the County Clerk’s Office. The County shall not pay for work, equipment, services or supplies that are unsatisfactory.

XXIV. MONETARY RESTITUTION

In the event the contract is prematurely terminated due to non-performance and/or withdrawal by the contractor, Dallas County reserves the right to seek monetary restitution (including 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 vendor’s rate and the new company’s rate) beginning the date of vendor’s termination through the contract expiration date. In the event civil suit is filed to enforce this provision, Dallas County will seek its attorney’s fees and cost of suit from the contractor.

XXV. GRATUITIES, KICKBACKS OR CONFLICTS OF INTEREST

A. Gratuitities: It shall be unethical for any person to offer, give, or agree to give any employee or former employee, or for any employee or former employee to solicit, demand, accept, or agree
to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparation or any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing, or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy, or other particular matter, pertaining to any program requirement, or to any solicitation or proposal therefore.

B. Kickbacks: It shall be unethical for any payment, gratuity, or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor or any person associated therewith, as an inducement for the award of a subcontract or order.

C. Conflicts 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, express 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 the contract process to notify the County in writing of any potential conflict of interest.

XXVI. SEVERABILITY & RIGHTS TO DATA

Any provision of this contract be declared or determined by any Court to be invalid, void, or illegal shall in no way affect, impair, or invalidate any other provision hereof, and remaining valid provisions and/or terms shall remain in full force and effect.

The County shall have the use of the data and reports resulting from this contract without additional cost or other restriction except as may be established by law or applicable regulation. Each party shall supply to the other party, upon written request, any available information that is relevant to this contract and to the performance hereunder.

XXVII. LITIGATION

If it is determined by the Dallas County Commissioners Court to be in the best interest of the County any bidder/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.
XXVIII. VENUE

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

XXIX. TERMINATION

The proposed agreement entered into by the County and the contractor may be terminated under any of the following circumstances.

A. Contractor violates any of the laws of the County, City, State of Texas, of Federal Government.

B. Mutual consent of all parties.

C. Unsatisfactory performance of the contractor.

D. End of the Contract.

E. Immediately upon default in the payment of any indebtedness under this contract.

F. Immediately upon failure of either party to remedy a breach of contract and provide evidence thereof within thirty (30) days after receipt of written notice from the other party.

G. Thirty (30) day notice of termination to the contractor by the County for any reason or without cause.

In the event of termination upon any conditions set forth above, the contractor shall make a final accounting within sixty (60) days as to the fees payable to the contractor, and any funds due the County in the possession of the contractor. Any balance due either party shall be promptly paid by the debtor party. The final accounting is subject to the County audit. The contractor shall not be entitled to lost or anticipated profits.

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

XXX. PAYMENTS

Upon receipt of contractor's correct invoice(s), Dallas County will make payments to contractor in accordance with the Prompt Payment Act of the
XXXI. PROPOSAL REQUIREMENTS

A. The County discourages lengthy and costly proposals. Proposals should be prepared simply and economically and provide straightforward, concise description of the Bidder's capabilities to satisfy the requirements of this RFP. Emphasis should be on completeness and clarity of content.

B. Bidders/Proposers must follow all formats and address all portions of the RFP set forth herein providing all information requested.

C. Proposals must not contain extraneous information. All information presented in a proposal must be relevant in response to a requirement of this RFP. Any information not meeting this criteria shall be deemed extraneous and shall in no way contribute to the evaluation process.

D. The proposal shall have all pages numbered and shall be prepared on standard 8½ x 11 inch paper.

E. Proposals must utilize dividers to separate each section of the proposal.

F. Each proposal must respond to all portions of the RFP.

XXXII. PROPOSAL FORMAT

A. Letter of Transmittal—All proposals must be signed in ink by a person duly authorized to legally bind the business entity by submitting the proposal. A Proposal transmittal letter shall be submitted with your proposal and contain the following information:

- Name, title, and telephone number of bidder's contact person for all inquiries.
- The contact person shall be responsible for fielding all inquiries from Dallas County and providing the bidder's response.
- Business form of bidder (e.g. corporation, partnership, etc.), if applicable
• Legal name of the organization/business and D.B.A. Name (if applicable)

B. Table of Contents

C. Short introduction and summary – This section shall contain an outline of the general approach utilized in the proposal.

D. Proposal should contain a statement of all the programs and services proposed including conclusions and generalization recommendations. Proposal should be all inclusive detailing your best offer. Additional related services should be incorporated into the proposal if applicable.

E. Staff qualifications – Support personnel, as applicable, shall be listed including a description of assignment and responsibilities, a resume of professional experience and an estimate of the time each would be devoted to this program and other pertinent information.

F. Experience with: process improvement in similar type systems; policy analysis; governments; leading governmental bodies through change and change management.

G. Any exceptions the bidder takes with the proposal or proposal requirements.

H. References – Bidder must submit at least 6 reference accounts to whom they have or are presently providing this service. Included must be the name of the government or company, individual to contact, phone number and address. Letters of recommendation or reference may be included in this section. Preference will be given to consulting experience in government, and government related court systems.

I. Response to M/WBE forms (forms are attached).

J. Pricing Structure- Include a not to exceed fee with hours and hourly rates for each service to be provided. Hourly rates shall be included for additional services and skill sets of personnel necessary perform the function.

XXXIII. OTHERS

A. It shall be the responsibility of the bidders to thoroughly familiarize themselves with the provisions of these specifications. After executing the contract, no consideration will be given to any claim of misunderstanding.
B. Dallas County reserves the right to reject all bids and to waive any irregularities. Dallas County also reserves the right to accept offerings included in the contractor’s proposal but not specifically requested.

C. No bid will be accepted from, or contract awarded to, any person, firm or corporation that has defaulted upon any obligation to Dallas County by failing to perform satisfactorily any previous agreement or contract within the past thirteen (13) months.

D. The Contractor must agree to abide by the rules and regulations as prescribed herein and as prescribed Dallas County as they now exist and may hereafter from time to time be changed in writing.

E. Any Contractor that is awarded this contract or portion of this contract will be prohibited from participating in submitting a proposal where they developed or assisted in developing the proposal specifications. Additionally, any contractor will be prohibited from releasing the specifications the developed or assisted in developing until it is released in accordance with Dallas County Purchasing Policy.

XXXIV. MWBE REQUIREMENTS – All forms are attached.
November 16, 2004

MISCELLANEOUS

1) CRIMINAL DISTRICT COURT MANAGER - requests the purchase and installation of modular panels in lieu of construction of a hard wall office for the newly created Jail Coordinators position. This will provide some form of semi-privacy when dealing with sensitive issues. Cost is $805. Funding available in General Fund, Criminal Court District Manager Department, Property less than $5,000 Account, FY Budget 2005, (00120.4470.2090.2005). Recommended by Facilities Management.

2) FACILITIES MANAGEMENT - requests authorization for the Crystal Charity Ball to lease the Health & Human Services Department’s North and South parking lots on Saturday, December 4, 2004 from 6:00 p.m. to 2:00 a.m. for a $1 License Agreement Fee. The Crystal Charity Ball will be responsible for providing all the necessary releases, insurance and indemnification as well as for cordonning off the designated area and providing its own security and applicable traffic control. Recommended by Facilities Management.

TRAVEL REQUESTS

3) OFFICE OF MINORITY BUSINESS - requests approval for Irvin Hicks to attend the GDHCC Procurement Roundtable Series in Dallas, Texas on November 19, 2004: $25 (registration fee) is available in General Fund, Commissioners Court Administration Department, Conference Training Account, FY Budget 2005, (00120.1020.2460.2005).

4) PROBATE COURT INVESTIGATION OFFICE - requests approval for Tanya Rodak and Suzan Thornberg (instead of Margaret Webster) to attend the National Guardianship Association 2004 Conference in Colorado Springs, CO on November 11-14, 2004: $875 is available in Fund, Probate Court No. 1 Department, Education Fund, FY Budget 2005, (532.4701.21667.2005), $875 is available in Fund, Probate Court No. 2 Department, Education Fund, FY Budget 2005, (532.4702.21667.2005), and $875 is available in Fund, Probate Court No. 3 Department, Education Fund, FY Budget 2005, (532.4703.21667.2005). Briefed on October 26, 2004.
5) **HEALTH & HUMAN SERVICES** - requests approval for:

a) Francisco Grimaldo and Simon Adom to attend the Section 8 Housing Quality Standards Workshop in Arlington, Texas on November 18-19, 2004: $600 (registration fee) is available in Grant Fund, Section 8 Department, Training Fee Account, FY Budget 2005, (00467.8001.2460.2005).

b) Jennifer McMillian to attend the HAN Administrator Conference in Austin, Texas on November 21-22, 2004: $321.25 is available in Grant Fund, OPHP Bioterrorism Department, Conference Training Account, FY Budget 2005, (00466.08723.02460.2005).

c) Don Hutcheson to participate in a task force meeting on electronic medical records and to attend the 14th Texas HIV/STD Conference in Austin, Texas on December 12-17, 2004: $985 is available in Grant Fund, VD Epidemiology Department, Conference Training Account, FY Budget 2004, (00466.8706.02460.2004).

d) Felicia Barnett-Hughes, Roderick Caples, Cherrie Couch, and Monica Tunstle-Garrett to attend and participate in the 14th Texas HIV/STD Conference in Austin, Texas on December 13-17, 2004: $2,722 is available in Grant Fund, STD Epidemiology Department, Conference Training Account, FY Budget 2004, (00466.08706.02460.2004).

e) Lazonda Harvey-Charles, Ron Foster, Regina Richardson-Idaho, Al Gonzales, Joyce McQuirter, Oscar Hernandez, Kay Caddell, and Deborah Anthony to attend the 14th Texas HIV/STD Conference in Austin, Texas on December 13-17, 2004: $6,050 is available in Grant Fund, VD Epidemiology Department, Conference Training Account, FY Budget 2004, (00466.8706.02460.2004).

**EXCEPTION TO TRAVEL REQUESTS**

UNLESS SPECIFICALLY OBJECTED TO, ALL ITEMS PRESENTED AS EXCEPTIONS ARE CONSIDERED TO BE APPROVED

*Travel Requests with reimbursements going over Dallas County Policy maximum reimbursement schedule:*

6) **DIVERT COURT** - requests approval for Judge John Creuzot to attend the Ensuring the Sustainability of Drug Courts in Baltimore, Maryland on December 2-5, 2004: $1,045 is available in Escrow Fund, Divert Court Department, Conference Travel Account, FY Budget 2005, (532.0.4210.2005.0.94052.0.0.).
### MISCELLANEOUS EQUIPMENT

<table>
<thead>
<tr>
<th>(1)</th>
<th>DEPARTMENT: 4821</th>
<th>Justice of the Peace Cooper Pct. 2-1</th>
</tr>
</thead>
<tbody>
<tr>
<td>ITEMS:</td>
<td>1 - Shelving Unit</td>
<td></td>
</tr>
<tr>
<td>ESTIMATED COST:</td>
<td>$1,449</td>
<td></td>
</tr>
<tr>
<td>FUNDING SOURCE:</td>
<td>Reserves and Contingency, Furniture and Equipment 00120.4821.02090.2005 (General Fund, Justice of the Peace, 2-1, Department, Property under $5,000 FY2005)</td>
<td></td>
</tr>
<tr>
<td>EXPENDITURE SOURCE:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PROPOSED ACTION:</td>
<td>Justice of the Peace Cooper is requesting to purchase shelving. The additional shelves will free up space to file approximately 1,600 jackets. Recommended by Records Management and the Office of Budget &amp; Evaluation.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>(2)</th>
<th>DEPARTMENT: 1210</th>
<th>Elections Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>ITEMS:</td>
<td>1 - Nokia 2260 Cell Phone ($0)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1 - Cigarette Lighter Adapter ($23.95)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1 - Rate Plan @ $9.99/mo recurring ($119.88 each/annual)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1 - 200 minutes/mo recurring air-time ($264 each/annual)</td>
<td></td>
</tr>
<tr>
<td>ESTIMATED COST:</td>
<td>$408</td>
<td></td>
</tr>
<tr>
<td>FUNDING SOURCE:</td>
<td>Reserves and Contingency, Furniture and Equipment 00120.1210.07213.2005 (General Fund, Elections Department, Cellular Phones, FY2005)</td>
<td></td>
</tr>
<tr>
<td>EXPENDITURE SOURCE:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PROPOSED ACTION:</td>
<td>The Elections Department requests a cell phone for the Early Voting Technician. Recommended by the Communications and Central Services Director.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>(3)</th>
<th>DEPARTMENT: 4011</th>
<th>District Attorney</th>
</tr>
</thead>
<tbody>
<tr>
<td>ITEMS:</td>
<td>2 - Nokia 2260 Cell Phone ($0)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2 - Cigarette Lighter Adapter ($23.95ea)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2 - Rate Plan @ $9.99/mo recurring ($119.88 each/annual)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2 - 200 minutes/mo recurring air-time ($264 each/annual)</td>
<td></td>
</tr>
<tr>
<td>ESTIMATED COST:</td>
<td>$816</td>
<td></td>
</tr>
<tr>
<td>FUNDING SOURCE:</td>
<td>D.A. Hot Check Fund</td>
<td></td>
</tr>
<tr>
<td>EXPENDITURE SOURCE:</td>
<td>D.A. Hot Check Fund</td>
<td></td>
</tr>
<tr>
<td>PROPOSED ACTION:</td>
<td>The District Attorney requests two cell phones for two cars assigned to their three newly authorized investigators. Recommended by the Communications and Central Services Director.</td>
<td></td>
</tr>
<tr>
<td>DEPARTMENT</td>
<td>ITEMS</td>
<td></td>
</tr>
<tr>
<td>------------</td>
<td>-------</td>
<td>---</td>
</tr>
<tr>
<td>(4) 1020</td>
<td>Commissioners Court Administration</td>
<td>1 - Laptop Computer ($3,061)</td>
</tr>
<tr>
<td>(4)</td>
<td></td>
<td>1 - Verizon Wireless Card ($0)</td>
</tr>
<tr>
<td>ESTIMATED COST:</td>
<td>$4,328</td>
<td>FUNDING SOURCE:</td>
</tr>
<tr>
<td>EXPENDITURE SOURCE:</td>
<td>00195.0.02093.2002.92014</td>
<td></td>
</tr>
<tr>
<td>PROPOSED ACTION:</td>
<td>Commissioners Court Administration requests authorization to replace an obsolete laptop PC assigned to the Assistant Administrator for Governmental Affairs. Also, wireless service is requested for the new laptop to replace the current dial-up Internet service and to allow access to e-mail and legislative websites while working at the State Capitol building and locations outside the County. Reviewed by the IT Services and recommended by Commissioners Court Administration.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DEPARTMENT</th>
<th>ITEMS</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>(5) 5114</td>
<td>Juvenile Department - Detention Center</td>
<td>5 - Handcuffs ($22.33 each)</td>
<td>5 - Leg Irons ($35.65 each)</td>
</tr>
<tr>
<td>(5)</td>
<td></td>
<td>5 - Transport Belts ($43.96 each)</td>
<td></td>
</tr>
<tr>
<td>ESTIMATED COST:</td>
<td>$510</td>
<td>FUNDING SOURCE:</td>
<td>Reserves &amp; Contingency, Furniture &amp; Equipment</td>
</tr>
<tr>
<td>EXPENDITURE SOURCES:</td>
<td>00120.5114.02090.2005 (General Fund, Juvenile Department, Equipment Under $5,000, FY2005)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PROPOSED ACTION:</td>
<td>The Dallas Challenge Truancy Enforcement Center is requesting equipment to assist in the transport of juveniles from the program located at 414 R.L.Thorton to the Henry Wade Juvenile Detention Center. The individual performing these transports is an employee of the Juvenile Department and is in need of restraint systems to allow for a safe transport. Recommended by the Office of Budget and Evaluation.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DEPARTMENT</th>
<th>ITEM</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>(6) 5110</td>
<td>Juvenile Department - JJAEP</td>
<td>1 - Kronos Time Clock</td>
<td></td>
</tr>
</tbody>
</table>
ESTIMATED COST: $2,750
FUNDING SOURCE: Reserves & Contingency, Furniture & Equipment
EXPENDITURE SOURCE: 00120.5110.02090.2005 (General Fund, Juvenile Department, Equipment Under $5,000, FY2005)

PROPOSED ACTION:
The Juvenile Department recently brought the operations of the Juvenile Justice Alternative Education Program in-house, including approximately 50 employees assigned to the program across the street from the Henry Wade Juvenile Justice Center. This clock is needed to allow these employees to maintain accurate time records. The IT department located an existing surplus machine to allow immediate operation. This request is to purchase a machine to serve as the surplus in the event a machine malfunctions in another area. Recommended by the Office of Budget and Evaluation.

(7) DEPARTMENT: 1035
ITEMS: Tax Assessor/Collector
2 - Adobe Acrobat Writer Pro 6 License ($145.20 ea)
1 - Adobe Acrobat Writer Pro 6 Media ($23 ea)
2 - Ipswitch WS_FTP Pro v9 ($42 ea)

ESTIMATED COST: $397
FUNDING SOURCE: Reserves & Contingency, Furniture & Equipment

PROPOSED ACTION:
The tax office runs daily reports, prints, and faxes these to their taxing entities. They would like to publish the reports as PDF files and post them to the Internet for the entities to retrieve. Adobe Acrobat and Ipswitch Ws Ftp Pro software programs are required to publish and post the reports online. Recommended by IT Services.

(8) DEPARTMENT: 3147
ITEMS: Sheriff’s Office, Central Intake Division
Counter Top Work Stations

ESTIMATED COST: $5,500
FUNDING SOURCE: Within Budget
EXPENDITURE SOURCE: 00126.0000.09110.2005 (Permanent Improvement Fund, Unallocated Reserve, FY2005)
PROPOSED ACTION: The Sheriff’s Office, Central Intake Division, is requesting Commissioners Court approval to build counter top work stations in a room outside of Central Intake. This room will be used to house ten computers running AIS. All AIS training will be done in this room. In addition, arresting officers will use the room to make corrections or changes to reports needed to book-in inmates. Recommended by the Office of Budget and Evaluation.

(9) DEPARTMENT: 3147 Sheriff’s Office, Central Intake Division
ITEMS:
10 – Secretary/Task Chairs ($180 Each)
ESTIMATED COST: $1,800
FUNDING SOURCE: Reserves and Contingency, Furniture and Equipment
EXPENDITURE SOURCE: 00120.3147.02090.2005 (General Fund, Central Intake, Property Less Than $5,000, FY2005)

PROPOSED ACTION: The Sheriff’s Office, Central Intake Division, is requesting Commissioners Court approval to purchase ten secretary/task chairs. These chairs will be used during AIS training sessions as well as when arresting officers are using the system. Recommended by the Office of Budget and Evaluation.

(10) DEPARTMENT: 3151 Sheriff’s Office, Inmate Programs Division
ITEMS:
1 – Chair
ESTIMATE COST: N/A
FUNDING SOURCE: Surplus
EXPENDITURE SOURCE: N/A

PROPOSED ACTION: The Sheriff’s Office, Inmate Programs Division, is requesting Commissioners Court approval to move one chair from Surplus to their Division. This chair will be used by one Detention Service Officer who functions as a Religious Services Coordinator. Recommended by the Office of Budget and Evaluation.

(11) DEPARTMENT: 2010 Public Works
ITEM: 2 - Adobe Creative Suite Software ($866 per)

ESTIMATED COST: $1,732
FUNDING SOURCE: Major Capital Development Fund
PROPOSED ACTION: Public Works Department requests authorization to purchase two suite packages of the Adobe Creative Suite, Premium 1.1 for Windows that will aid the department in producing project newsletters, brochures, slide presentations, storyboards and web design. The software will also allow the conversion of current documents into the more universal PDF format. Recommended by the IT Services Department.

(12) DEPARTMENT: 4445
ITEM: 291<sup>st</sup> Criminal District Court
ESTIMATED COST: $200
FUNDING SOURCE: Reserves and Contingency; Furniture and Equipment 00120.4445.02090.2005 (General Fund, 291<sup>st</sup> Criminal District Court, Property Less than $5,000, FY2005)
EXPENDITURE SOURCE: 

PROPOSED ACTION: 291<sup>st</sup> Criminal District Court requests authorization to purchase one secretary chair for the Court Coordinator. The existing chair was purchased by the previous Court Coordinator who has retired. Recommended by Office of Budget and Evaluation.

TELECOMMUNICATIONS REQUESTS

Criminal District Courts M-0510075 & D-0510018 requests to relocate a phone line and a data-line to room A-4 on the 2<sup>nd</sup> floor of the FCCB. Installation: $100.25; no monthly service increase. Recommended.

Tax Office D-0510021 requests to relocate a mainframe terminal to room 9A on the 1<sup>st</sup> floor of the Records building. Installation: $110.00; no monthly service increase. Recommended.

Juvenile - requests:
M-0510026 & D-0510009 to install a new phone line and a new data-line in office for a relocated officer. Installation: $100.25; no monthly service increase. Recommended.

D-0510013 to install a data-line cable in room C151 to connect a computer for the Special Education program. Installation: $41.00; no monthly service increase. Recommended.
D-0510020 to install a new data-line cable in room 225 on the 2\textsuperscript{nd} floor for an additional Probation officer. Installation: $58.75; no monthly service increase. Recommended.

**Family Court Services** D-0510017 requests to install a data-line cable to support a copier/scanner for the department. Installation: $58.75; no monthly service increase. Recommended.

**County Clerk** - requests:
D-0510011 to install a data-line cable in room A-8 on the 2\textsuperscript{nd} floor of the FCCB to provide access to the network. Installation: $58.75; no monthly service increase. Recommended.

D-0510015 to install a new data-line to provide a new clerk access to the network. Installation: $58.75; no monthly service increase. **Recommended.**

**Sheriff** - requests:
D-0510014 to install a coaxial cable in room C5-9 in the basement of the FCCB to relocate an existing mainframe terminal. Installation: $110.00; no monthly service increase. **Recommended.**

D-0510012 to install a data-line on the 1\textsuperscript{st} floor of the LSJC to provide another duty station for the officers. Installation: $58.75; no monthly service increase. **Recommended.**

**Health & Human Services** - requests:
D-0510004 to install a data-line cable in room 501 to allow access to the NBS system. Installation: $41.00; no monthly service increase. **Recommended.**

D-0510005 to install a data-line cable in room 500 cubical 4 to allow access to the NBS system. Installation: $41.00; no monthly service increase. **Recommended.**

D-0510006 to install a data-line cable in room 500 cubical 37 to allow access to the NBS system. Installation: $41.00; no monthly service increase. **Recommended.**

D-0510007 to install a data-line cable in room 500 cubical 10 to allow access to the NBS system. Installation: $41.00; no monthly service increase. **Recommended.**

Funding for the above request is available from countywide Department 800, line item 432, Telephone Contingency.