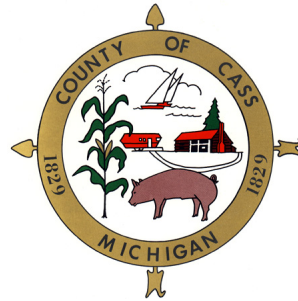


CASS COUNTY SHERIFF'S OFFICE  
CASSOPOLIS, MI



REQUEST FOR PROPOSAL  
SPECIFICATIONS

Cass County, Michigan invites qualified vendors to submit proposals for the purchase, installation, and maintenance of a comprehensive and fully integrated, turnkey public safety technology system. This system includes applications for a Records Management System (RMS), and Jail Management System (JMS).

**A. General Specifications**

The purpose of this RFP is to seek the highest quality, most expeditious, and most cost-effective RMS and JMS solution. Cass County will be the sole determinant.

**B. Proposal Submission**

To be considered, four (4) copies of the completed proposal must be received no later than September 22, 2020 at 4:00pm. Proposals can be mailed or delivered in person. Proposals should be addressed to:

**Cass County Information Systems  
Attn: Jodi Nestich  
120 North Broadway Street, Suite 218  
Cassopolis, MI 49031**

Submitters should mark the lower-left corner of their submittal envelope with: **RFP RMS/JMS Project.**

Submitted proposals become the property of Cass County and will not be returned.

**C. Late Proposals**

Any proposal received by Cass County after the time specified above will not be considered.

**D. Withdrawal of Proposals**

Proposals may be withdrawn by written notice received at any time prior to their OPENING. Proposals may be withdrawn in person, by an offerer or their representative, provided that the representative signs a receipt for the proposal prior to award.

**E. Questions Concerning this RFP**

Inquiries may be made by September 15, 2020 to Jodi Nestich, Information Technology Director at [jodin@cassco.org](mailto:jodin@cassco.org)

**F. Economy of Preparation**

Proposals should be prepared simply and economically, providing a straightforward, concise description of the consultant's ability to meet the requirements of this RFP.

**G. Proposal Signature**

The proposal should be signed by the person in the vendor's organization responsible for the decision as to costs and services being offered.

**H. Prime Vendor Responsibilities**

The vendor selected shall be responsible for all services, equipment and software offered in their proposal, regardless of any subcontractor(s) involved or who produces them. The selected vendor shall be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the contract.

**I. Proposal Preparation Costs**

All costs incurred for proposal preparation, presentation, or contract negotiation are the responsibility of the vendor. Cass County will not pay the cost for any information solicited or received.

**J. Acceptance of Proposal Contents**

The contents of the proposal of the selected vendor will become contractual obligations if a contract is issued. Failure of the successful vendor to accept these obligations will constitute a breach of contract.

**K. Oral Presentations**

Vendors who submit proposals will be required to make oral presentations of their proposals, to be arranged by the project administrator. These presentations will provide an opportunity for bidders to clarify their bid, as well as a forum for discussion of the terms and conditions of the project scope.

**L. Contract Reservations**

Cass County reserves the right to reject any or all bids, in whole or in part, if it is deemed to be in the best interests of Cass County.

Cass County reserves the right to amend this RFP and to request any additional clarifying information in writing or orally from any or all bidders.

**M. Warranty**

An initial warranty/maintenance agreement of five (5) years from final date of acceptance shall be included as part of the proposal. The warranty should include all parts, material, travel and labor for the warranty period.

**N. Training**

The proposal must include an employee training element. Indicate the amount of training hours that is being proposed along with the cost for additional/follow-up training. Training parameters provided by the bidder will be described in detail within the proposal.

**END OF THIS SECTION**

## DESCRIPTION OF SERVICES REQUESTED

### A. General Information

Cass County is located in southwest lower Michigan bordered on the south by St. Joseph County, Indiana. The department operates a road patrol with 34 full-time officers, a jail with 23 full-time officers and a central dispatch center with 11 full-time employees.

The current RMS/JMS is eJustice (cloud-based). The jail books approximately 2,000 inmates per year. There are approximately 250,000 records in the Master Name Index within the current software.

The central dispatch center is currently using premise based Central Square CAD software. This software is housed in a VMWare virtual server environment.

### B. Project Schedule

It is anticipated that the contract will be awarded on October 15, 2020 and the project must be completed by May 1, 2021.

### C. Scope of Services

#### Existing Services

The Sheriff's Office currently is using a CAD solution by Central Square. While it is not a requirement that the RMS/JMS solution interface with CAD it is preferred.

The current RMS/JMS is eJustice software. It is a hosted browser based solution that is at EOL.

#### Requested Services

Cass County is seeking a RMS/JMS solution that includes a site license to be able to share RMS software resources with:

- Cass County Sheriff's Office
- Dowagiac Police Department
- Cassopolis Police Department
- Silvercreek Township Police Department
- Ontwa Township Edwardsburg Police Department
- Pokagon Tribal Police Department
- Michigan State Police
- Cass County Prosecutor's Office

## **General Requirements**

1. Solution should be capable of operating in a VMWare virtual server environment.
2. Solution should run on Microsoft servers.
3. Solution should run on PC's with Microsoft Windows 10.
4. Solution should use Microsoft SQL databases.
5. Solution should provide a normalized relational database, which eliminates data redundancy and allows the sharing of master record information.
6. Solution should not use Java.
7. Solution should allow different users, agency information, and configurations for each.
8. Solution should allow open-file backup of data, so as not to interfere with normal operations.
9. Solution should include lost password recovery feature not involving IT.
10. Solution should include the ability for users to change their own passwords.
11. Solution should autoadjust size for fullscreen or windowed use.
12. Solution should provide simple method to merge duplicated master names.

## **RMS Requirements**

1. Prefer a solution that integrates with CAD to prepopulate the RMS record from reportable complaints.
2. Prefer a solution that shares a master name database between RMS and JMS.
3. Prefer solution to include document image module.
4. If no shared master name database exists, provide solution to keep both databases in sync.
5. Solution should provide for "permission based" user definable group access.
6. Solution should include evidence module with handheld scanner and barcodes.
7. Solution should include an equipment tracking module.
8. Solution should include a ticket module.
9. Solution should include a warrant module.
10. Solution should include a paper service module.
11. Solution should include an employee/training module.
12. Solution should include full reporting with report writer for custom reports.
13. Solution should include a State of Michigan approved MICR report.
14. Solution should include a paperless warrant request solution.
15. Solution should include an Iyetek (LexisNexis) interface for e-crash and e-ticket reporting.
16. Solution should include an electronic payment of tickets.
17. Solution should include an electronic emailable probable cause form.
18. Solution should include mobile RMS capabilities.
19. Solution should be able to integrate with Nuance Dragon Law Enforcement software.
20. Solution should include integration with Crimereports.com software.
21. Solution should include integration with GeoShield software.
22. Solution should include agency specific report numbers.
23. Solution should include ability to produce pin map based reports.
24. Solution should include an "audit trail" function to see all changes made to a record including date, time and user who made the change.
25. Solution should include ability to store photo images without resizing or modifying the image.
26. Solution should include photo lineup capabilities.
27. Solution should include security level capability to be assigned to cases.
28. Solution should include populated Michigan Uniform Crime Codes with ability to add/modify.
29. Solution should be CJIS and FIPS140-2 compliant.
30. Solution should include electronic Daily reporting capabilities.
31. Optional ability to interface with PAAC/PAAM system.
32. Optional ability to interface with JIS

## **JMS Requirements**

1. Prefer a solution that shares a master name database between RMS and JMS.
2. If no shared master name database exists, provide solution to keep both databases in sync.
3. Prefer solution to include document imaging module for inmate records.
4. Solution should provide for "permission based" user definable group access.
5. Solution should include integration with Livescan.
6. Solution should include integration with Canteen commissary.
7. Solution should include integration with Canteen inmate financials.
8. Solution should include inmate medical records module.
9. Solution should include integration with VINE.
10. Solution should include work release/weekender capabilities.
11. Solution should include State of Michigan approved inmate cell classification system.
12. Solution should include jail log for entry of notes to share between shifts.
13. Solution should include full reporting with report writer for custom reports.
14. Solution should be able to report inmate information to Social Security Administration.
15. Solution should include State of Michigan acceptable JPIS report.
16. Solution should provide an internal scheduling system for inmates, volunteers, visitors and staff.
17. Solution should include an "audit trail" function to see all changes made to a record including date, time and user who made the change.
18. Solution should include photo lineup capabilities.

**Data Conversion**

1. Proposal should include a data conversion plan.
2. Cass County prefers retaining as much data as possible from existing system.
3. Itemize data conversion pricing.



## PROPOSAL SUBMITTALS

The proposal should include, at a minimum, the following:

1. A brief cover letter summarizing the key points of your firm's proposal.
2. A description of your firm and a listing of the person(s) who will be responsible for the provision of the services required by this RFP. This should be written with special focus on the lead person and each team member with specific background and experience in the proposed project, as well as information regarding pertinent certifications and licenses.
3. The name, address, phone and email address of the person to be the direct contact for questions pertaining to your proposal.
4. The total cost of providing the complete requested turnkey system(s) for the projects. This section shall include pricing for the proposed products (software and hardware, plus installation if required) with the components listed item by item. The proposed costs must be valid for a period of 90 days from the date of submission.
5. Indication of any assumptions made pertaining to the number of site visits by you during the process, meetings with the County, and any other assumptions having a bearing on your proposed fee. Please include a realistic suggested allowance for reimbursable expenses, including trainings and travel broken down and itemized separately. The proposed travel and expense fees must be valid for a period of 90 days from the date of submission.
6. Client references (minimum of three) from recent related projects (within the last five years), including name, address, telephone numbers and e-mail addresses.
7. Describe the project work tasks (site preparation, installation, testing, data conversion) and provide an estimated time-line for implementation.

**CASS COUNTY SHERIFF'S OFFICE  
RECORDS MANAGEMENT SYSTEM (RMS) AND JAIL MANAGEMENT  
SYSTEM (JMS) PROJECT  
BID FORM**

Date: \_\_\_\_\_  
Property Owner: Cass County Sheriff's Office  
Project: RMS/JMS Project

Name of Contractor: \_\_\_\_\_  
Contractor Address: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_

The undersigned agrees to execute the work and provide all labor, materials, equipment and services necessary to complete the work described in and in accordance with all applicable laws of the State of Michigan and in accordance to all specified requirements as defined with the proposal for the project.

**TOTAL CONTRACT PRICE**

of: \_\_\_\_\_ dollars(\$ \_\_\_\_\_)

The undersigned is prepared to initiate the work on: \_\_\_\_\_  
The undersigned expects to complete the work by: \_\_\_\_\_

The undersigned acknowledges the right of the Owner to accept any proposals, to reject any or all proposals, or to waive any formalities in the bidding. In connection with the project for which this Bid is entered, the undersigned certifies that: 1) he/she is familiar with the contents of the Request for Proposals and the Specifications; 2) he/she has examined the necessary requirements as defined; and 3) he/she is fully informed of the facilities involved. The undersigned certifies that he/she is qualified and trained in the installation and training aspects for RMS/JMS Systems.

The undersigned further agrees:  
•To hold this Bid open for ninety (90) days after the day of Bid Opening.  
•To enter into and execute a Contract.  
•To accomplish the work in accordance with the Contract Documents.

Name of Company: \_\_\_\_\_

Signature of Corporate Principal: \_\_\_\_\_ Date: \_\_\_\_\_

Title of Corporate Principal: \_\_\_\_\_