



PURCHASING OFFICE
P.O. BOX 3371
PHONE 813-247-8050
FAX 813-247-0907

Cal Henderson, Sheriff

HILLSBOROUGH COUNTY
TAMPA, FLORIDA 33601

FISCAL BUREAU
2008 E. 8th Avenue
Tampa, FL 33605

Jane Merriam
Senior Buyer
(813) 247-8049

REQUEST FOR PROPOSAL: Technology Assessment

PROPOSAL NUMBER: 4-00

INSTRUCTIONS TO PROPOSERS

Included herein are General Terms and Provisions (Part A); the Special Provisions (Part B); the Technical Specifications (Part C); and the Proposal Response (Part D), which together with all attachments, constitute the entire "Proposal Package". Said proposal package must be the basis upon which all proposals are offered and the same (the entire proposal package) must be kept together and returned, intact, by the time and at the place herein specified. The proposer must manually sign the General Terms and Provisions (Part A) and Proposal Response (Part D). Any questions concerning this proposal package should be directed to the Buyer whose name appears above.

When awarded, the proposal package becomes the "**Contract Document**". The Proposer's signature on the proposal constitutes Proposer's agreement to the terms therein. The signature on the Proposal Package must be signed by an Officer of the Company or an individual authorized to commit the Company to a legal and binding contract. **READ THE ENTIRE PROPOSAL CAREFULLY BEFORE SIGNING.**

NOTICE TO PROPOSERS

WHEN SUBMITTING A SEALED PROPOSALS, ALL PROPOSALS SHOULD BE CLEARLY MARKED AS A PROPOSAL DOCUMENT. THIS IDENTIFICATION SHOULD INCLUDE THE PROPOSAL NUMBER, PROPOSAL TITLE AND DATE DUE ON THE OUTSIDE OF THE ENVELOPE.

HILLSBOROUGH COUNTY SHERIFF'S OFFICE
REQUEST FOR PROPOSAL FOR TECHNOLOGY ASSESSMENT SERVICES

PROPOSAL NO. 4-00

LETTER OF INTENT

The undersigned acknowledges the General Terms and Provisions of this Request for Proposal and intends to respond to the Proposal. We understand that any changes, clarification and addenda to the Proposal will be promptly communicated to the individual authorized below to receive this information.

Name

Company Name

Address

Telephone Number & Fax Number

E-mail address

_____ I will personally attend the pre-proposal conference and _____ additional people will accompany me.

NOTE: IF PLANNING TO ATTEND, THIS FORM MUST BE FAXED OR DELIVERED TO THE BUYER AT (813) 247-0907.

HILLSBOROUGH COUNTY SHERIFF'S OFFICE
2008 E 8th Avenue
Tampa, FL 33605

VENDOR:

August 23, 2000

- Insert company name & address here -

SUBJECT: Request for Proposal Number 4-00

PROPOSAL TITLE: Request for Proposal - Technology Assessment

CLOSING DATE & TIME: September 20, 2000 @ 3:00 PM

PLACE: Sheriff's Operation Center
Purchasing Office, Room 125
2008 E 8th Avenue
Tampa, FL 33605

Proposals will be received until the time and date shown and will be read aloud immediately thereafter at the "Place" indicated above.

PROPOSAL CONFERENCE: September 6, 2000 @10:00 AM
Sheriff's Operation Center
Fiscal Conference Room
2008 E 8th Avenue
Tampa, FL 33605

PART A - GENERAL TERMS AND PROVISIONS:

1. Proposals: Must be contained in a SEALED envelope addressed to: Cal Henderson, Hillsborough County Sheriff, 2008 E 8th Avenue, Tampa, Florida 33605. **To prevent inadvertent opening, the proposal package must be marked as a PROPOSAL DOCUMENT (including the proposal number) on the outside of the envelope.**

If our specifications, when included in our Request for Proposal, are not returned with your proposal, and no specific reference is made to them in your proposal, it will be assumed that all specifications will be met. When material, sketches, cuts, descriptive literature, vendor's or manufacturer's specifications which accompany the proposal contain information that can be construed or is intended to be a deviation from our specifications, such deviations must be specifically referenced in your proposal response.

2. The responsibility for getting the proposal to the Sheriff's Office on or before the stated time and date will be solely and strictly the responsibility of the vendor. The Sheriff will in no way be responsible for delays caused by the United States Postal Service or a delay caused by any other occurrence, or any other method of delivery. The vendor shall be responsible for reading very carefully and understanding completely the requirements in the specifications. Proposals will not be accepted after the time specified for receipt. Such proposals shall be returned to the vendor unopened with the notation "This Proposal Was Received After the Time Designated For the Receipt and Opening of Proposals".
3. On-Line Documents: The Hillsborough County Sheriff's Office is publishing documents on its web page for the convenience of vendors wanting to do business with the Sheriff and to save tax dollars. This service is public record and the Sheriff is responsible only for documents as published. Any modifications or alterations to the original document language may be cause for rejection of a proposal.
4. Time for Consideration: Vendor warrants by virtue of submitting the proposal as outlined in his proposal will be good for an evaluation period of ninety (90) calendar days from the date of proposal opening unless otherwise stated. Vendors will not be allowed to withdraw or modify their proposals after the opening time and date.
5. Claims: The successful vendor will immediately replace missing or damaged items and will be

responsible for making any and all claims against carriers.

- 6. Information and Descriptive Literature: Vendor must furnish all information requested in the proposal. If specified, each vendor must submit cuts, sketches, descriptive literature and/or complete specifications covering the products offered. Reference to literature submitted with previous proposal will not satisfy this provision. Proposals which do not comply with these requirements will be subject to rejection.
- 7. Proposal Submittal Costs: Submittal of a proposal is solely at the cost of the vendor and the Sheriff's Office in no way is liable or obligates itself for any cost accrued to the vendor in coming up with the submitted proposal.
- 8. No Proposal: If the receipt of this request for proposal is not acknowledged, Vendor's name may be removed from the vendors mailing list.
- 9. Public Entity Crimes: Pursuant to Florida Statute 287.132 and 287.133, effective July 1, 1989, the Hillsborough County Sheriff, as a public entity, may not accept any bid or proposal from, award any contract to, or transact any business in excess of the threshold amount provided in Section 287.017, F.S., for Category Two (currently \$10,000) with any person or affiliate on the convicted vendor list for a period of 36 months from the date that person or affiliate was placed on the convicted vendor list unless that person or affiliate has been removed from the list pursuant to Section 287.133 (3)(f), Florida Statute.

If you submit a proposal in response to this request, you are certifying that Florida Statute 287.132 and 287.133 does not restrict your submission.

- 10. Acceptance and Rejection: The Sheriff, Hillsborough County, Florida, reserves the right to reject any or all proposals, for cause, to waive irregularities, if any, in any proposal, and to accept the proposal or proposals which in the judgement of the Sheriff is in the best interest of Hillsborough County.
- 11. It is important that vendor visit sites where services, if applicable, are to be provided to familiarize himself with the scope of the effort required.
- 12. Specifications are attached.

CAL HENDERSON, SHERIFF
HILLSBOROUGH COUNTY, FLORIDA

- Signature on File -

By: _____
J.H. Shillady, Comptroller

- 13. General Terms and Provisions outlined above are acknowledged. Our proposal is attached.

Date _____

Signed _____
Company Officer

Company Name

NOTE: THIS MUST BE RETURNED WITH YOUR PROPOSAL AFTER COMPLETING PARAGRAPH 13. EXCEPTIONS TO THE SPECIFICATIONS, IF ANY, MAY BE NOTED ON THE SPECIFICATION PAGE OR IN YOUR PROPOSAL.

PART B - SPECIAL PROVISIONS

1. IN GENERAL

Hillsborough County Sheriff's Office (HCSO) seeks an experienced, well-qualified firm/entity to conduct a Technology Assessment. The Sheriff's Office is conducting the search for the service provider in two stages. The first stage has been completed through the solicitation for responses to the Request for Qualifications (RFQ). The RFQ required responding firms/entities to document qualifications demonstrating the firm's/entity's capabilities to execute an information technology assessment of the full operation of the HCSO. The specific elements of the Technology Assessment are outlined in the accompanying scope of services.

A shortlist of the best-qualified and responsive firms/entities has been determined. The short list of firms/entities was identified by evaluating the qualifications as presented in the responses to the RFQ for conducting the Technology Assessment.

2. PROPOSAL CONFERENCE

All interested parties are invited to attend a proposal conference (see date on Page 1 of Part A). At this time the Sheriff's representative(s) will be available to answer questions relative to this Proposal. Any suggested modifications should be presented in writing or discussed with the Sheriff's representative(s) at this meeting and may be considered by said representative(s) as possible amendments to the Proposal.

It is requested that questions about or clarifications to the proposal specifications be submitted, in writing, one week prior to the scheduled proposal conference. This will allow adequate time to prepare a response to said questions/clarifications for the proposal conference.

3. PROPOSAL SECURITY

Each Proposal shall be accompanied by a proposal security made payable to the Hillsborough County Sheriff's Office pledging that the Proposer will enter into a contract with the Hillsborough County Sheriff on the terms stated in his Proposal and will furnish bonds as described hereunder in this section of these specifications covering the faithful performance of the Contract and the payment of all obligations arising thereunder. Should the Proposer refuse to enter into such contract or fail to furnish such bonds, when required, the amount of the proposal security shall be forfeited to the Hillsborough County Sheriff as liquidated damages, not as a penalty.

The amount of the proposal security shall be ten percent (10%) of the maximum amount proposed. Security shall be either a certified check, cashier's check, treasurer's check, bank draft, or proposal bond issued by a surety company licensed to conduct business in the State of Florida. Bonds shall be written on the surety company's standard form, and the Attorney-In-Fact who executes the bond on behalf of the surety company shall affix to the bond a certified and current copy of his Power of Attorney, indicating the monetary limit of such power.

The Hillsborough County Sheriff will have the right to retain the proposal security of Proposer to whom an award is being considered until either the (a) Contract has been executed and bonds have been furnished, or (b) the specified time has elapsed so that Proposals may be withdrawn, or (c) all proposals have been rejected.

4. INTERPRETATIONS, DISCREPANCIES, OMISSIONS

Should any proposer find discrepancies in, or omissions from, the RFP documents or be in doubt of their meaning, the proposer should request at once, in writing, an interpretation from the Purchasing Office. Any necessary interpretations will be issued to all Vendors in the form of an addendum to the specifications, and such addenda shall become part of the RFP documents.

5. **PROPOSAL SUBMITTALS**

All proposals will be submitted with an original and five copies, on the forms provided in this document and assembled, in page number order, to insure that each proposal is reviewed and evaluated properly. The original copy WILL BE MARKED AS SUCH on the front of the document. If additional pages are required for further description, 8-1/2" x 11" sheets must be used. If a cover letter is provided, it shall be no longer than two (2) pages in length and shall serve as an introduction to and summary of the proposal. DO NOT DEVIATE FROM THIS FORMAT. Proposals should be as concise as possible without omitting any necessary details.

6. **EVALUATION METHODOLOGY**

An Awards Committee will evaluate all proposals and make a recommendation to the Hillsborough County Sheriff based on the following criteria, but not limited to the following list:

- Price
- Preferred Qualifications
- Minimum Qualifications
- References

EXPLANATION OF COMPETITIVE SEALED PROPOSAL METHOD

The specifications set forth are for informational purposes and to provide a general description of the requirement. Vendors shall be responsible to submit technical proposal(s) based upon their design that will accomplish the intended purpose as set forth herein.

Competitive Sealed Proposals differ from Competitive Sealed Bids in several areas:

- A. All criteria for evaluation will be set forth in the proposal documents. The criteria set forth will be used to determine the best proposal.
- B. Discussions may be held with all responsible vendors after proposals are opened for purposes of clarification. Vendors shall be given equal treatment with respect to discussions held and all information obtained is to obtain the best possible offers for the Sheriff's Office.
- C. Award shall be made to the responsible vendor whose proposal is determined to be the most advantageous to the Sheriff's Office taking into consideration only the evaluation factors set forth in the proposal.
- D. Vendors may be required to negotiate a mutually agreeable contract prior to award. This contract shall provide all regular protection to both parties.

7. **AWARD**

Award shall be made to the best responsive and responsible proposer offering a service deemed acceptable for the Hillsborough County Sheriff's Office.

Award shall be made on an ALL-OR-NONE TOTAL OFFER basis.

In the event two (2) or more vendors have submitted the best proposal, preference may be given in the award in the following order. First, to the vendor who has his/her principal place of business in Hillsborough County; second, to the vendor who has a place of business in Hillsborough County; and, third, if the vendors involved in the "tie proposal" situation are all located inside/outside Hillsborough County, the toss of a coin will be used to break the tie.

8. **NEXT BEST PROPOSER**

In the event of a default by the awarded vendor, the Hillsborough County Sheriff's Office reserves the right to utilize the next best responsive & responsible proposer as the new awardee. In the event of this occurrence, the next best responsive & responsible proposer shall be required to provide the proposal items at the prices as contained on their proposal for this specification.

9. **DISPUTES**

Any prospective proposer who disputes the reasonableness or appropriateness of the terms and conditions, special conditions and/or specifications of the proposal document, any addendum, notice of award or notice of rejection for any or all proposals, shall file a notice of intent to protest, in writing, within 72 hours (excluding official holidays, Saturdays and Sundays) of the receipt of the proposal document or notification and a formal written protest in accordance with Florida Administrative Code Rule 60-4.012 within ten (10) calendar days thereafter. Failure to file within the time stipulated constitutes a waiver of proceedings as prescribed by Florida Statute 120. The ten (10) day period includes official holidays, Saturdays and Sundays. If the tenth day should be on an official holiday, Saturday or Sunday, then the period shall extend until the end of the next regular work day.

Any person who files an action protesting a decision or intended decision pertaining to contracts administered by the Sheriff's Office shall post with the formal protest, a bond in accordance with Florida Statute 287.042 (2) (c) payable to Cal Henderson, Sheriff in an amount equal to one percent (1%) of the Sheriff's Office estimate of the total volume of the contract or \$5,000, whichever is less. In lieu of a bond, the Sheriff's Office may accept a cashier's check or money order in the amount of the bond.

10. **CONTRACT DOCUMENT**

The contract between Cal Henderson, Sheriff, Hillsborough County and the contractor shall consist of: (1) the Request for Proposal and any amendments thereto and (2) the contractor's proposal submitted in response to the Request for Proposal. The Sheriff's Office reserves the right to clarify any contractual relationship in writing with the Contractor, and such written clarification shall govern in case of conflict with the applicable requirements stated in the request for proposal or the contractor's responsive proposal. In all other matters not affected by the written clarification, if any, the Request for Proposal and all amendments thereto shall govern. The proposer is cautioned that his proposal shall be subject to acceptance without further clarification.

To the extent that a provision of the contract is contrary to the State Constitution or laws of Florida, or of the United States, the provision shall be void and unenforceable. However, the balance of the contract shall remain in force between the parties.

11. **APPROPRIATIONS OF FUNDS**

The Hillsborough County Sheriff, as an entity of Government, is subject to the appropriation of funds by the Hillsborough County Board of County Commissioners in an amount sufficient to allow continuation of its performance in accordance with the terms and conditions of any contract entered into as a result of this request for each and every fiscal year following the fiscal year in which this contract is executed and entered into and for which the contract shall remain in effect. The Hillsborough County Sheriff's Office shall, upon receipt of notice that sufficient funds are not available to continue its full and faithful performance under the contract, provide prompt written notice of such event and effective thirty (30) calendar days after the giving of such notice, or upon the expiration of the period of time for which funds were appropriated, whichever occurs first, be thereafter released of all further obligations in any way related to such contract.

12. **ASSIGNMENT**

The contractor shall not assign any interest in this agreement, and shall not transfer any interest in the same, whether by assignment or notation, without the prior written consent of the Sheriff's Office.

13. **DEFAULT**

Any waiver by the Hillsborough County Sheriff's Office of any breach of any one or more of the terms of the agreement shall not be construed to be a waiver of any subsequent or other breach of the same or of any other term hereof. Failure on the part of the Hillsborough County Sheriff's Office to require exact, full and complete compliance with any terms of this agreement shall not be construed as in any manner changing the terms hereof, or stopping the Sheriff's Office from enforcement hereof.

The contract may be canceled or annulled by the Hillsborough County Sheriff's Comptroller in whole or in part by written notice of default to the awardee upon non-performance or violation of contract terms. An award may be made to the next best responsive & responsible proposer, or services specified may be purchased on the open market similar to those so terminated. Failure of the contractor to deliver

services within the time stipulated in these specification, unless extended in writing by the Comptroller, shall constitute contract default. Vendors who default on contracts may be removed from the vendor mailing lists for future contracts at the discretion of the Comptroller.

14. **CANCELLATION**

When deemed to be in the best interest of the Hillsborough County Sheriff's Office, any contract(s) resulting from this specification may be canceled by the following means:

1. Ten (10) calendar days written notice with cause, or;
2. Thirty (30) calendar days written notice without cause.

If it becomes necessary to terminate the agreement/contract without cause, all services and/or materials provided through the date of receipt of written notice of cancellation may be invoiced to the Hillsborough County Sheriff's Office and will be considered for payment providing documentation of said expenses are forwarded with the request for payment.

15. **SUBCONTRACT FOR WORK OR SERVICES**

No contract shall be made by the Contractor with any party for furnishing any of the products or services herein contained without the prior written approval of the Purchasing Agent; but this provision shall not require the approval of contracts of employment between the Contractor and personnel assigned for services thereunder, or for parties named in the proposal and agreed to under any resulting agreement.

16. **GOVERNING LAW**

The agreement shall be construed and interpreted according to the laws of the State of Florida. Jurisdiction and venue shall be agreed to be in the appropriate courts in the County of Hillsborough, State of Florida. Should action be brought to enforce or interpret the provisions of the agreement, the prevailing party shall be entitled to attorney's fees in addition to whatever other relief is granted.

17. **RETENTION OF VENDOR MATERIAL**

The Hillsborough County Sheriff's Office reserves the right to retain all proposals, excluding proprietary documentation, regardless of which responses are selected.

18. **VENDOR QUALIFICATIONS**

Vendors will be required to submit financial statements for the past two (2) years.

Vendors may be required to furnish evidence in writing that they maintain permanent places of business and have adequate equipment, finances and personnel to furnish the services offered satisfactorily and expeditiously.

The Hillsborough County Sheriff's Office reserves the right to inspect the vendor's place of business and equipment prior to award of any contract, for determining ability to meet terms and conditions as set forth herein.

Additional project related requirements are outlined in the Technical Specifications section of this document.

19. **INVOICING AND PAYMENTS**

Vendors may invoice the Hillsborough Sheriff's Office, in duplicate, for services. Always show purchase order number on invoices.

Partial billings will be accepted for work as completed and accepted during the Contract period. Each billing will be subject to the standard 10% retainage to be reimbursed at the time the Final Request for payment is processed.

Timely payment of invoices is incumbent upon the Hillsborough County Sheriff's Office and in no case shall payment exceed forty five (45) calendar days from date of receipt of an invoice.

Invoices should be mailed to: Hillsborough County Sheriff
Attention: Fiscal Division
P.O. Box 3371
Tampa, FL 33601

20. **EXCEPTIONS TO PROPOSAL**

All proposal submittals must clearly state with specific detail all deviations to the requirements imposed upon the Vendor by the General Terms and Provisions (Part A), the Special Provisions (Part B) and the Technical Specifications (Part C). Such deviations should be stated upon the Proposal Response (Part D) or appended thereto. Vendors are hereby advised that the Hillsborough County Sheriff will only consider proposals that meet the specifications and other requirements imposed upon them by this proposal package. In instances, where an exception is stated upon the Proposal Response (Part D), said proposal may be subject to rejection by the Hillsborough County Sheriff in recognition of the fact that said proposal does not meet the exact requirements imposed upon the Vendor by the General Terms and Provisions (Part A), the Special Provisions (Part B) and the Technical Specifications, (Part C).

PART C - TECHNICAL SPECIFICATIONS

REQUEST FOR PROPOSAL TECHNOLOGY ASSESSMENT FOR THE HILLSBOROUGH COUNTY, FLORIDA SHERIFF'S OFFICE

1. INTRODUCTION and OVERVIEW:

- A. Request for Qualifications.** Hillsborough County Sheriff's Office (HCSO) seeks an experienced, well-qualified firm/entity to conduct a Technology Assessment. The Sheriff's Office is conducting the search for the service provider in two stages. The first stage has been completed through the solicitation for responses to the Request for Qualifications (RFQ). The RFQ required responding firms/entities to document qualifications demonstrating the firm's/entity's capabilities to execute an information technology assessment of the full operation of the HCSO. The specific elements of the Technology Assessment are outlined in the accompanying scope of services.

A shortlist of the best-qualified and responsive firms/entities has been determined. The short list of firms/entities was identified by evaluating the qualifications as presented in the responses to the RFQ for conducting the Technology Assessment.

- B. Request for Proposals (RFP) - Technical Approach.** In this the second stage of the selection process, those firms/entities selected for inclusion on the short list are being asked to submit detailed responses describing their intended technical approach and methodology to the Technology Assessment. Responses to the RFP must address how the firm/entity will accomplish the tasks identified in the scope of services presented in this document.

Along with the detailed description of the methodology and technical approach proposed for the execution of the Technology Assessment, Proposers must provide a lump-sum, fixed-fee price to cover the cost of the proposed staffing and all other necessary costs to execute the Assessment. It is the intent of the HCSO to award a contract to the best-qualified firm/entity submitting the **best** proposal. (Oral presentations may be required.)

- C. Objective.** The overall objective of the Technology Assessment is to measure/assess/determine how well the current investment in technology meets the HCSO's service demands and organizational operating goals today, and to make short and long range recommendations to ensure the organization is prepared to meet the challenges of the future. The selected vendor will evaluate the use of current information technology resources, applications and application needs, staffing and system support competencies. The HCSO invests in information technology to increase productivity, improve service externally and internally and to maintain or reduce costs. Because there is limited investment capacity the HCSO wants to be certain that it is making the right investment choices. The Technology Assessment seeks answers to the following two questions:

1. What is the best short-term solution to the limited available capacity on the Unisys Enterprise Server, (model IX4800)?
2. What is the best configuration of information technology resources for the HCSO to ensure efficient (timeliness and cost) and effective (responsive, adaptable and accurate) internal and external service in the short and long term?

The Technology Assessment is intended to be conducted in phases, and to provide deliverables specific to each phase as outlined in the scope of services.

Final recommendations must be presented in sufficient detail to provide clear direction and the identification of specific actions needed to improve the present and prepare for the future.

II. DESCRIPTION OF JURISDICTION AND SHERIFF'S OFFICE

- A. Hillsborough County**, a political subdivision of the State of Florida, is located on the west coast of Florida and encompasses 1,072 square miles of which 932 comprise the unincorporated area of the County. The 1990 U.S. Census credits the County with approximately 834,000 residents, sixty-one percent (61%) of whom live in the unincorporated area. The 1999 update projects a County population of 958,050 with 64% residing in the unincorporated area. It is the fourth most populous county in the State. The unincorporated area is the primary service area for the HCSO law enforcement activity. The HCSO augments the law enforcement capabilities of the three municipalities, each of which has its own law enforcement agency.

A seven-member Board of County Commissioners (BOCC) governs the County. An appointed County Administrator supports the Board.

Hillsborough County elects five constitutional officers: the Tax Collector, Property Appraiser, Clerk of the Circuit Court, Supervisor of Elections and the **Sheriff**.

- B.** The **Sheriff** is the Chief Law Enforcement Officer of the County and is elected by a mandate of the people to serve a four-year term. As a Constitutional Officer, the Sheriff has the authority to extend his powers to individuals whom he deputizes and who assist him in carrying out his work. The Sheriff's duties include traditional law enforcement responsibility, maintenance of security for all the courts within the State's Thirteenth Judicial Circuit (comprised only of Hillsborough County), the execution of all court process and capias served in the Circuit; and operation of the County's detention facilities. The Sheriff is solely responsible to the Governor for the execution of all State laws within the County.

The Hillsborough County Sheriff's Office provides services to both the unincorporated and incorporated communities within the County. Staffing for the HCSO totals 2,874. The FY00 adopted budget is \$193,999,410 of which \$152,392,029 is personal services, \$35,159,236 operating and \$6,448,145 capital.

The HCSO is organized into four departments: Enforcement Operations, Detention, Administration, and Executive Support. Each Department is subdivided into divisions, bureaus, sections and units.

III. GENERAL DESCRIPTION OF CURRENT TECHNOLOGIES AND INFORMATION RESOURCES

- A. The hardware** side of the HCSO network consists of the following items:

The main computer is a Unisys Enterprise Server, (model IX4800), with three processors, approximately 500 gigabytes of storage, 8 18-track tape units, 2 36-track tape units, 4 FDDI attachments, 3 DCP's, Zitel Ram Disk

In addition the HCSO has the following servers and peripherals that are integrated with the main enterprise sever via a variety of interfaces.

- NT Internet Web Server
- NT Intranet Web Server
- NT Extranet Web Server
- Netscape Proxy Server
- Netscape Email Server
- 9 Novell 4.11 Servers
- 4 NT TFP Photographic Capture Systems
- 11 TFP Photographic Interface Systems
- 8 DBI-Enterprise Server Interfaces and/or devices
- Document Imaging Server - current
- Document Imaging Server - Archive
- Dial-out Server
- Dial-In Server - for 22 substations
- Fiscal-TFP Photo Retrieval System
- NT CJIS Network Server
- 10 Routers to control network communications

The network consists of a frame relay cloud connected to the various sub-offices within our network. Additionally, there are two fiber optic networks connected using ATM switches to connect us to some of our own and external agency LANs.

The HCSO has direct access to other law enforcement agencies via network connections at both the local, state and national levels (e.g. the National Crime Information Center NCIC) and through the Criminal Justice NET (an intranet within the State of Florida).

There are system interfaces from MAPPER to stand alone systems. (MAPPER is the UNISYS software for the mainframe and Windows NT applications.) These include the digital photographic system, digital fingerprint system, victim identification system and Florida Crime Information Center (FCIC). These interfaces are real time transaction-based systems that exchange data between MAPPER and various databases and/or files on the stand-alone system. The interfaces are especially extensive in terms of the Jail Administration System (JAMS) and the Warrants System (WARS). This is because there is a direct applications program to the Florida Crime Information Center (FCIC) interface that handles the entry, update and cancellation of records that are maintained in the FCIC and National Crime Information Center (NCIC) systems. There is also inquiry access from these systems to FCIC.

- B. **Software:** The enterprise server as well as the Unix and NT machines can run MAPPER. This allows the porting of applications as necessary across the different platforms in order to distribute the computing power. Each of the systems is connected via MAPPER-to-MAPPER networking so that they can share information and databases. The MAPPER software also drives our Cool ICE interfaces and acts like a scripting language to allow us to access mainframe data and leverage the same.

The HCSO has the capability to provide GUI interfaces on all the platforms and access ODBC compliant databases. Ninety nine percent (99%) of the systems are written in MAPPER with some Cobol and communications programs written in other languages.

The system is networked via Novell 4.11 network operating software. It uses Zen and Managewise applications software.

- C. **Other Systems:** The HCSO has 2 Unix serves and 4 NT servers (see above). These servers are used to run "COOL ICE"—a UNISYS software integration tool -- and also to distribute high intensity statistical processing away form the mainframe and into a MAPPER system running on these. (MAPPER runs on the mainframe, Unix and NT).
- D. **Web Presence:** THE HCSO has a Web presence and runs an Internet and Intranet Service. (See hardware above). These two services combined average per-day access in excess of 25,000 hits. These interfaces are contained in the COOL ICE systems, which run on Windows NT servers and utilize MAPPER to provide data. The HCSO currently has a public Internet server and a Criminal Justice Information System (CJIS) Internet server that serves law enforcement entities and a CJIS server, which handles real time transactional exchanges of data between the various criminal justice agencies in Hillsborough County.

IV. OVERVIEW OF SYSTEMS AND SUPPORTING TECHNOLOGIES BY FUNCTION-

- A. Overview of Systems and Supporting Technologies in Place

- 1. Mainframe

- a. Law Enforcement

- 1) LEEDS

- a) This is a records management system. The starting point for all records captured is the Computer Aided Dispatch System, which feeds initial event information into LEEDS. The system is updated as new information on a case is entered.

- b) The system is integrated with the Info-Image system. This is a system that captures scanned offense reports to optical storage and retrieval.

- 2) WARS
 - a) This is an arrest warrants capture and tracking system. It has extensive direct interfaces to the NCIC/FCIC crime computers allowing automated entry and retrieval of records into those systems. This system also has web access.
- b. Detention
 - 1) JAMS
 - a) JAMS is an inmate tracking system that has the following modules: detention, medical, inmate tracking, disciplinary, incident reports, property, population/statistics, classifications, victim notification, court preparation, inmate history, canteen account tracking.
 - b) There are numerous other systems interfaced with the JAMS system including an electronic fingerprinting system and electronic photo system and a CJIS interface via an NT box that exchanges data with other county law enforcement agencies. This system also has web access.
- c. Judicial Services
 - 1) CORT
 - a) The CORT system is the system used by the civil division to handle the various types of court paperwork that are required to be served by the Sheriff. These include injunctions (there is a sub-system to maintain these) and subpoenas. They also have a standalone system that maintains court civil paper status and assignment.
- d. Administration
 - 1) HRSS
 - a) HRSS is a human resources system that handles the tracking of employees from initial hire through their career. It keeps tracks of demographics as well as employment and salary history. This system interfaces with all the major systems within the Sheriff's Office.
 - 2) CADS
 - a) CADS is a computer aided dispatch system. It tracks calls from the inception through the final clearance of same. It handles all dispatch functions as well as car to car and dispatcher to car communications. The system data built by CADS is used by LEEDS, Calls for Service and SCISS systems.
 - b) CADS is interfaced with our Mobile Digital Terminals and includes access to our MAPPER data as well as NCIC data.
 - 3) CJIS
 - a) CJIS is a criminal justice data sharing system. It passes information to other county agencies when triggered by an event in the system. This is a real-time system interfaced with the jail system, warrants system and personnel systems.
- e. Executive Support
 - 1) FACS
 - a) FACS is a financial accounting system. Currently this system operates on its own MAPPER system. This system is being replaced with a new system from J.D. Edwards. FACS is interfaced to the inmate canteen system in real-time and the personnel system.

b) TIME is a system that maintains hours worked and days worked for employees. The system was designed to handle the various and diverse rules of the payroll system. This system is very robust and handles many unique timekeeping rules. This system has tape interfaces with the Clerk of the Court. The Clerk currently receives the timekeeping information in order to print paychecks.

f. Other

1) Client Server /Desktop

a) Our current system is a Unisys Enterprise Server and the client is MAPPER Presentation Client (MPC). The enterprise server contains all of our mission critical systems and can be accessed by clients both internal and remotely. The main applications programming language, MAPPER, has a modern day windows look and feel and can access most ODBC compliant databases. There are data interfaces to many desktop applications direct from the enterprise server.

2) WAN/LAN -

a) The Sheriff's Office has many local networks tied into one WAN by both fiber and frame relay backbones. This robust network allows us flexibility in providing access to the various hardware and software resources we own. Data is passed from the enterprise server and across the WAN in order to enhance the speed of client processing from some off the shelf software applications.

3) Standard Software (off-the-shelf)

- a) Corel WP
- b) Quattro Pro
- c) Presentations
- d) GroupWise 5.5
- e) Microsoft Access
- f) Internet Explorer and Netscape Navigator
- g) Mapinfo
- h) Microsoft Office Suite

V. QUALIFICATIONS

A. MINIMUM QUALIFICATION REQUIREMENTS

Vendors invited to respond to this Request for Proposal (RFP) have met the Minimum Qualifications. Compliance with Minimum Qualification requirements was documented in the first phase of this solicitation. Therefore, invited Proposers must include a statement in their submission to this RFP that confirms the qualifications as presented in the first stage remain unchanged. The confirmation and assurance are minimum requirements for the response.

If there have been any changes to the qualifications presented in the response to the first stage of this solicitation (the RFQ), they must be detailed and easily identified in the response to this RFP. Proposers should note that any changes to the firm's/entity's qualifications as presented in the first stage of this solicitation will be evaluated and may subject the Proposer to potential disqualification should the composite qualifications resulting from the change(s) fail to meet the minimum required. This determination will be made at the sole discretion of the HCSO.

It is imperative that the response to the RFP be formatted to easily identify whether the Proposer remains in compliance with the minimum qualifications, or if there are changes to the Proposer's qualifications as submitted in response to the RFQ 4-00.

B. PREFERRED QUALIFICATIONS

Because Potential Proposers are invited to respond to this RFP based on the extent to which qualifications of the firm/entity engaged to conduct the Technology Assessment of the HCSO corresponded to the experience and credentials preferred, any and all changes to the firm's/entity's qualifications must be detailed in the response to the RFP. Proposers should note that any changes to the firm's/entity's qualifications as presented in the first stage of this solicitation will be evaluated and may subject the Proposer to potential disqualification should the composite qualifications as changed fail to meet the level of correspondence to the preferred qualifications that was determined through the RFQ evaluation process. Continued correspondence and the degree of compliance with the preferred qualifications will be made at the sole discretion of the HCSO.

C. STAFF RESOURCES

Proposals must include a list by name of the individual and function of all employees proposed for use on this engagement. Upon contract award and during the engagement no substitutions will be permitted without prior written request of the firm to the HCSO project manager. The credentials and qualifications of any staff proposed as a substitution must meet or exceed those of the resource originally proposed. Approval of substitutions is at the sole discretion of the HCSO.

VI. SCOPE OF SERVICES

Detailed work procedures are not included in the Scope of Services. The firm/entity contracted must exercise independent, professional judgment in the performance of any services authorized hereunder.

The contracted Technology Assessment will review the full scope of information technology resources and services within the Sheriff's Office. All of the following elements should be considered in developing the proposal to conduct this technology assessment. The services the Contractor will be responsible for providing include, but are not limited to those outlined in this section.

The *objective* of this engagement is to assess how well the current investment in technology meets the HCSO's service demands and goals today, to identify areas for improvement and to provide recommendations that prescribe the actions needed to improve now and to prepare for responding to the future.

In determining how to accomplish this objective, the Proposer should consider the *Mission* of the Hillsborough County Sheriff's Office, which is

To serve and safeguard all persons in Hillsborough County and insure the quality of life for all through effective and efficient delivery of law enforcement, detention and court services.

To address this mission the HCSO has adopted a long-range plan that includes functional goals and objectives. A copy is available for review by contacting Debbie Gotwalt.

Proposers should include in the response to the RFP a description of the method(s) proposed to be used to measure the effectiveness and efficiency of the HCSO information technology resources. The description of the methods should include the type of measure to be used and an indication as to whether the measure assesses effectiveness or efficiency. For example, measures of timeliness and unit costs are indicators of efficiency. Measures of system output accuracy, ease in use for end users, and interfaces with other systems can be grouped as gauges for effectiveness.

At the conclusion of this assessment two key questions must be answered:

1. What is the best short-term solution to the limited available capacity on the Unisys Enterprise Server, (model IX4800)?

2. What is the best configuration of information technology resources for the HCSO to ensure efficient (timeliness and cost) and effective (responsive, adaptable and accurate) internal and external service in the short and long term? Note that the proposal must clearly define in the technical approach for this engagement what is considered to be short term and what is long term. The Proposal must clearly describe the methodology(ies), approach(es) and resources that will be used to answer these two questions.

Additionally the firm/entity selected to conduct the Technology Assessment will do the following. The response to the RFP should describe the methodology(ies) and technical approach(es) to be used to address each of the requirements listed below.

1. Evaluate the current mainframe hardware capacity to determine a short and long range solution to how best to address the need for additional capacity. (Phase I requirement.)
2. Evaluate the information technology resources (hardware, configurations, staffing and applications) within the HCSO. Identify strengths to maintain or to expand upon, and opportunities for improvement.
3. Assess the effectiveness of the technology in place to support and interface with the key functions: law enforcement, detention and court services.
4. Evaluate the current operation and identify opportunities to improve productivity and efficiency in the use of automation and information technology resources. Determine opportunities to improve productivity and efficiency through the use of new or modified technology.
5. Analyze current information technology staffing levels to determine if the number of staff and related competencies are appropriate for each specific function and corresponding workload with the HCSO organization.
6. Assess the appropriateness of the deployment of existing equipment to the field/line staff. Assess the sufficiency of capital equipment for each functional area.
7. Identify best practices from comparable Sheriff's Offices. Identify areas, items or operating aspects, which are unique to the HCSO.
8. Compare and contrast the HCSO's annual technology budget, both the operating and capital components, with that of other Sheriffs' Offices of comparable jurisdiction size, department size and responsibility. (It is expected that the result of this comparison will at a minimum provide information on the cost per desktop, staffing ratios, volume of transactions and cost per transaction. Any alternatives to these indicators should be noted in the response describing the Technical Approach.)
9. Identify and evaluate current performance measures in place to assess:
 - a. Responsiveness of information technology systems for the user and operating efficiency of the equipment, and
 - b. Those measures used to determine replacement and expansion needs for equipment, applications and staffing.
10. Evaluate the appropriateness and availability of technology training (internal and external in-service) to the end user and to Data Operations staff.
11. Identify cost savings opportunities. Estimate the service value and cost of the impact of implementing each recommendation over a five-year time frame. Provide sufficient detail/evidence to document and demonstrate the state of the current operation, and how to change the operation to effect improved service and/or cost savings. The operational impact of implementing all recommendation(s) must be clearly presented.

12. Provide the fiscal impact for all recommendations. Provide five-years of fiscal impact of each recommendation. Present cost comparisons for the current operation with any recommendations presented. Provide sufficient details in the cost comparisons to allow for the recalculation of current and future cost by HCSO staff.

Proposers are to provide sufficient details describing the methodology and approach to be used to address the preceding requirements. Staff resources to be assigned to carry out the Technology Assessment should be identified both by indicating project responsibilities and roles of each staff resource and by identifying the number of hours to be devoted to specific tasks for each resource. Completion of Attachment A1 is required.

VII. PROJECT PHASES. Work must be conducted and work products delivered in accordance with the project phases outlined in the following. These phases should be considered in developing the response to this RFP.

Phase I – This phase focuses specifically on the first question. It requires an evaluation of the current mainframe hardware capacity to determine the best method of addressing the decline in residual/available capacity on the system. This phase must address the question, “What is the best short-term solution to the limited available capacity on the Unisys Enterprise Server, (model IX4800)?” The results of this phase must be delivered ninety (90) days following the date of the official Notice to Proceed.

Proposers must describe in detail how they will address the Phase I requirement including the method of assessment to be used and project staff resources to be assigned this phase. Results of Phase I must be presented in a report ninety days following the NTP. A draft report specific to this phase of the project is required for staff review prior to release of the final document. These requirements must be built into the proposal and overall project plan.

Phase II – The second phase of the assessment is the comprehensive review of the HCSO and its technology resources. The contracted firm/entity will evaluate the current state of information technology resources and applications within the HCSO; identify strengths to maintain or to expand upon, and opportunities for improvement. Early in this phase the firm/entity selected to conduct the assessment will identify those areas of the HCSO upon which the firm believes the assessment should concentrate. A prioritized list will be provided to the Sheriff and command staff for concurrence, prior to the completion of the in-depth field work and analysis.

During this phase, the contractor will assess the effectiveness of the technology in place to support and interface with the key functions: law enforcement, detention and court services, to include but not be limited to:

- Emergency Dispatch
- Investigation
- Crime Prevention
- Court processes (warrants, subpoenas)
- Administrative processes to include Human Resources & Time Keeping
- Interfaces with other agencies
- Web interfaces

(Note: there are other systems. A list is provided as an Attachment in the Appendix of this document.)

Phase II activity will focus on assessing the effectiveness of the technologies in place to support the objectives of the user(s) departments--assessing both the economy and effective use of computer resources. The assessment will include but not be limited to evaluating:

- Integration of systems and co-dependencies
- Cost of maintenance, expansion
- Appropriateness of current mix
- Future adaptability
- IT staffing, and
- Training and competencies of users

Phase I will include the identification of best practices from comparable Sheriff's Offices. The Proposer will include a list of those Sheriffs' Offices considered appropriate for use as a basis of comparison in the assessment, and include which of the three key functions; law enforcement, detention and court processing are provided by each comparison agency.

The outcome of Phase II will be the identification of strengths to expand upon, and opportunities for new technology and/or approaches to delivering IT services.

The recommendations provided in the final report resulting from the technology assessment must include cost and saving projections. The final report must include an estimated timeline for implementing recommendations, staffing requirements and all costs, both one time and recurring, associated with the recommendations. It is imperative that the final report provide the fiscal impact for all recommendations. The final document is expected to provide sufficient details in the cost comparisons to allow for the recalculation by HCSO staff.

Phase III - This phase of the project is targeted toward the production of the final report. It will focus on ensuring the facts, findings and recommendations are in order. A review period for the Sheriff's Office staff to assess the draft report prior to its release will be required and time should be allocated in the Proposal to accomplish this step. An exit conference with the Sheriff, his command staff and the contractor will occur prior to completion of this engagement in order to provide an opportunity for discussion and clarification of the final report and recommendations. These steps must be included in the project plan.

VIII. CONTRACTOR/VENDOR RESPONSIBILITIES:

The vendor contracted to perform this Technical Assessment will be required to provide periodic written status reports and to meet with the contract manager and key HCSO staff throughout the engagement. At the conclusion of the project, the contractor will be required to present the findings and recommendations to the Sheriff and his command staff as noted in the preceding. The steps included in Phases I, II and III should be accounted for in the Proposal in response to this RFP.

Within the first two weeks of the project, the contractor should meet with the HCSO project/contract manager and other select key staff to review the work plan and schedule, and to make any necessary refinements.

Phase I - Ninety (90) days following the NTP the contractor must deliver a final Phase I report with a recommendation on the best method of addressing the immediate capacity needs of the current mainframe system. Prioritized options with corresponding costs and benefits are expected to be included in this Phase I report. Prior to the release of the final document 5 copies of the draft document with findings and related recommendation(s) will be provided the contract manager. This draft will be shared with the HCSO Administration and Executive Support for review to ensure there are no errors in the factual contents of the report. Any errors of fact will be communicated in writing and corrections made prior to release of the final report. Ten bound copies of the final phase I report should be provided with one unbound copy suitable for reproduction

Phase II – As a part of the methodology to be used in executing the Assessment, the contractor will provide a draft list of prioritized areas for project concentration. This prioritized list will be reviewed by HCSO command staff for concurrence. Areas identified as priorities for concentration by the contractor, but lacking agreement from HCSO command staff will be discussed and options/alternative approaches agreed to before continuation of the phase II fieldwork. Final decisions on the key areas for focused assessment, evaluation and review by the contractor will be made by the Sheriff. This set of requirements should be included in the time line and explicitly identified in the presentation of the methodology and technical approach to this assessment.

Written status reports are required during Phase II. The contractor will identify in the Technical Approach to this RFP at what points in the project time line these status reports will be submitted.

Phase II activity will be considered completed with the submission of a status report that states the all field work has been concluded.

Phase III – Both a draft and final report will be provided to the HCSO on the findings, conclusions and resulting recommendations of the Technology Assessment. Five copies of the draft report will be provided

for review. Following the issuance of the draft Phase II report, a review and comment period for HCSO staff to assess the accuracy of information will be provided. These steps should be clearly identified in the Proposer's response to the RFP.

A final report will be released following the review and comment period, if there are no substantive issues or errors remaining unresolved. Ten bound copies of the report should be provided along with one unbound copy suitable for reproduction.

For each recommendation presented in the report, the corresponding fiscal impact of implementing the recommendation, including one time and recurring costs/savings along with the resulting net benefit must be provided. The fiscal impact should be presented for a period covering no less than a three-year period.

Following delivery of the final Phase II report document a formal presentation of the findings and recommendations will be made to the Sheriff and command staff. The format of the presentation must be structured to accommodate questions in order to ensure there is a thorough understanding of the findings, conclusions and recommendations of the Technology Assessment.

The final Phase II report is to include a prioritized list of recommendations for short and long range (as defined by the Proposer) strategies to ensure the technology support and investment for the organization is responsive, effective and efficient.

The final Phase II report must answer the following question:

What is the best configuration of information technology for the HCSO to ensure efficient (timeliness and cost) and effective (adaptable, responsive and accurate) internal and external service in the short and long term? The contractor must clearly define in the response to the technical approach for this engagement what is considered to be short term and what is long term.

IX. CONTRACT PROVISIONS

The **contract** will commence upon the issuance of the Notice to Proceed and terminate one year from that date. The **project** period will begin upon the Notice to Proceed and be completed upon delivery of the full set of deliverables prescribed in this RFP.

X. PROGRESS PAYMENTS AND FEES

1. Completion of Phase I – delivery of final Phase I report 20% of not to exceed amount
2. Completion of Phase II – written confirmation that field work is complete 50% of not to exceed amount
3. Completion of Phase III – delivery of Phase II final report & formal discussion of results with the Sheriff and command staff 30% of not to exceed amount

The contract awarded will be on a fixed-fee basis for all services required to fully accomplish the scope of services identified in this document.

Proposers must provide an informational, hourly rate fee schedule by professional classification for each classification proposed to be utilized for services under this contract. This fee schedule will be used in the event additional services not contemplated under this RFP are required at a later date, if the Sheriff's Office determines the fees to be fair and reasonable.

Attachments:

1. List of Mainframe Applications and programs on Mainframe
2. Organizational Chart
3. Detailed Description of the HCSO
4. Attachment A1 - HCSO Technology Assessment Resources Form

Other Reference Material: Arrangements to review the following can be made by contacting Debbie Gotwalt at 813-247-8420 for an appointment.

- C HCSO Goals and Objectives 2,000
- C Results of Hardware Assessment for the new Sheriff's Accounting and Resource Planning (SHARP) System

ATTACHMENT 1

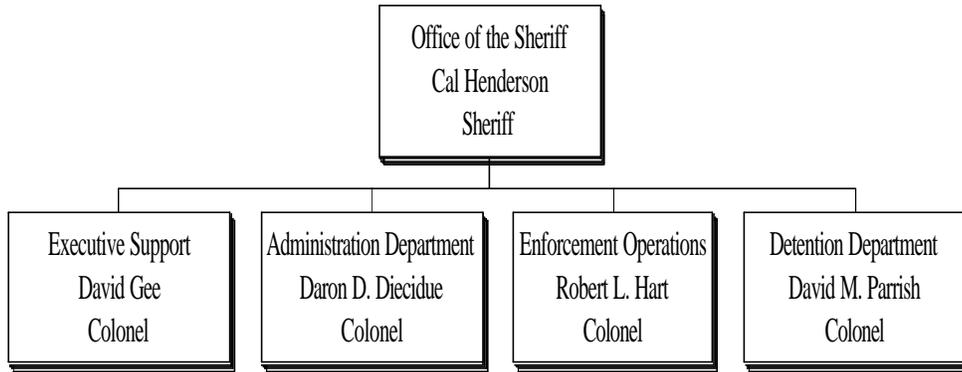
Applications & Programs on HCSO Enterprise Server

Name	Abbreviation	Applications
ALARMS SYSTEM	ALAR	40
APPLICANT TRACKING SYSTEM	APTS	6
AREA VEHICLE INFO SYSTEM (DHSMV DATA)	AVIS	7
ARRESTEE NOTIFICATION SYSTEM	ARNT	10
BOND TRACKING SYSTEM	BOND	30
CALLS FOR SERVICE SYSTEM	CFSV	34
CITATION INFORMATION TRACKING SYSTEM	CITS	50
CIVIL/CRIMINAL COURT PROCESS SYSTEM	CORT	17
COMMUNITY ORIENTED POLICING SYSTEM	COPS	11
COMPUTER AIDED DISPATCH SYSTEM	CADS	304
COMPUTER ASSISTED NARCOTICS SYSTEM	CANE	118
COMPUTER MONITORING AND CONTROL	SYST	23
CRIME PREVENTION	CRPV	4
CRIMINAL JUSTICE INFORMATION SYSTEM	CJIS	96
DATA OPERATIONS DIVISIONS SYSTEMS	DODS	224
DXT/MCT APPLICATIONS	DXTS	59
EXTERNAL CONNECTIVITY	EXTR	2
FELONY OFFENDER NOTIFICATION SYSTEM	FONS	17
FINANCIAL ACCOUNTING AND CONTROL SYS.	FACS	101
FISCAL TRUST SYSTEM	TRUS	59
FLEET MANAGEMENT SYSTEM	FLMS	22
FLORIDA CRIME INFORMATION CENTER SYS.	FCIC	91
FLORIDA IDENTIFICATION NUMBER SYSTEM	FINS	5
GENERAL PROGRAMS FOR ALL MAPPER USERS	GENP	18
GEOGRAPHIC SYSTEM	GEOS	99
HABITUAL ENFORCEMENT APPREHENSION TM	HEAT	36
HUMAN RESOURCES SUPPORT SYSTEM	HRSS	228
IDENTIFICATION SUPPORT SYSTEM	IDSS	101
IMPOUND SYSTEM	IMPS	41
INTERNET/INTRANET PROGRAMS	INET	2
JAIL ADMINISTRATION & MANAGEMENT SYS.	JAMS	537

Name	Abbreviation	Applications
JAIL CANTEEN/REIMBURSEMENT SYSTEM	JCAN	69
JAIL CLASSIFICATION SYSTEM	JCLA	37
JAIL INCIDENT REPORTING SYSTEM	JIRS	22
JAIL INMATE DISCIPLINARY SYSTEM	JDIS	5
JAIL INMATE PROPERTY SYSTEM	JPRO	18
JAIL INMATE VISITATION SYSTEM	JVIS	28
JAIL MEDICAL SYSTEM	JMED	23
JAIL TENTATIVE RELEASE DATE SYSTEM	JTED	11
JAIL TRUSTEE JOBS SYSTEM	JJOB	10
LAW ENFORCEMENT AUTOMATED PROPERTY SY	LEAP	152
LAW ENFORCEMENT EVENT DATA SYSTEM	LEED	358
MAPPING/MAPINFO SYSTEM	MAPS	6
MISSING PERSONS SYSTEM	MISP	50
OFF DUTY STATISTICS SYSTEM	OFDS	5
OFFICE AUTOMATION SUPPORT PROGRAMS	OASP	14
REZONING PETITIONS SYSTEM	REZS	2
SHERIFFS CRIME INFORMTN STRATEGY SYS	SCIS	7
SPECIAL INVESTIGATION DIVISION SYSTEM	SIDS	54
SQUAD ACTIVITY TRACKING SYSTEM	SQDA	49
STOLEN MOTOR VEHICLE SYSTEM	SMVS	45
STOLEN PROPERTY SYSTEM	PROP	52
SYSTEM UTILITIES	UTIL	103
TELECOMMUNICATIONS SUPPORT PROGRAMS	TELE	4
TIME MANAGEMENT SYSTEM	TIME	97
TRAFFIC ACCIDENT REPORTING	TARS	31
TRAINING SYSTEM	TRNS	24
UNIFORM CRIME REPORTING SYSTEM	UCRS	48
UNISYS MAPPER SYSTEM UTILITIES	UNIS	205
VICTIM NOTIFICATION SYSTEM	VICN	9
WARRANTS SYSTEM	WARS	163
WEED AND SEED REPORTING SYSTEM	WEED	15
ZONE MAILBOXING SYSTEM	ZMBS	16

ATTACHMENT 2

HILLSBOROUGH COUNTY SHERIFF'S OFFICE ORGANIZATION



ATTACHMENT 3

DETAILED DESCRIPTION OF HILLSBOROUGH COUNTY SHERIFF'S OFFICE

The **Enforcement Operations Department** includes: four district offices and the Special Operations Division.

The *District Offices* provide essential 24-hour functions of the HCSO including the initial response to calls for service, incident scene investigations, intra-neighborhood patrols, community oriented policing and problem solving functions, maintenance of order, apprehension of law violators, prosecution support and traffic law enforcement and control. Specialty functions provided range from Traffic Homicide Investigation, Motorcycle Patrol, and DUI Enforcement. These functions are all managed through the Patrol Bureaus within the four District Offices. Also within the four District Offices are the Support Operations Bureaus which consist of detectives that provide latent investigation functions relating to property, white collar, and auto theft crimes; and a street crimes squad which provides directed patrol and self-motivated activity to reduce/prevent criminal acts relating to "street level" illicit drug transactions, persons and property crimes, and emergency situations through overt and covert operations.

The Special Operations Division is comprised of three bureaus: Criminal Investigations, Enforcement Support, and Youth & Family.

Criminal Investigations Bureau includes four sections: Homicide, Robbery, Crimes Against Persons/Sex Crime and the Crime Analysis Section. The Bureau is a part of the Enforcement Operations Department. The Criminal Investigations Bureau (CIB) is responsible for the latent investigation of serious crimes against persons reported to the HCSO. These investigations include homicide, sexual battery, suicide, felony assaults, kidnaping, extortion, business and personal armed robberies, car jacking and jail criminal investigations. In addition, the CIB targets habitual criminal offenders; by monitoring their activities and pursuing violations of felony firearms possession.

The *Enforcement Support Bureau* is comprised of seven sections: Aviation, Environmental-Marine, Tactical Response/Agricultural, Special Assignments, Canine, Crime Scene and Warrants. Collectively these sections provide support to the law enforcement operations in the form of specialized equipment, and personnel trained in specialty areas with specific skills. The Bureau provides explosive ordinance detection, rescue operations, high risk warrant service, marine and fresh water vessels and crew for Maritime operations, and environmental enforcement, coordination of extradition for fugitives; and provides volunteer Reserve I and Reserve II Deputies for expanding operational support as needed.

The *Youth & Family Bureau* includes two sections: Juvenile & Family and School Resource. The Bureau is responsible for all follow-up investigation of crimes committed against juveniles to include capital sexual battery, lewd and lascivious acts upon a minor, child abuse or neglect, interference with child custody and missing or runaway juveniles. The Juvenile & Family Section includes gang suppression, crimes against elderly and domestic violence functions. Through the School Resource Section, the Bureau assigns deputies to work in the junior and senior high schools of unincorporated Hillsborough County and in the municipality of Plant City. Matching funds from the Hillsborough County School Board support the cost of this program. Other programs provided are the Truancy Intake Program which also is a partnership between the Sheriff's Office and the Hillsborough County School Board, and the school crossing guards. The Youth & Family Bureau includes two sections: Juvenile & Family and School Resource. The Bureau is responsible for all follow-up investigation of crimes committed against juveniles to include capital sexual battery, lewd and lascivious acts upon a minor, child abuse or neglect, interference with child custody and missing or runaway juveniles. The Juvenile & Family Section includes gang suppression, crimes against elderly and domestic violence functions.

The **Detention Department** is comprised of three jail divisions, jail inspection and the Special Projects Section. The Department provides processing and detention services for all law enforcement agencies in Hillsborough County.

Jail Division I is comprised of the Housing Operations Bureau and the Intake Operations Bureau.

Housing Operations Bureau is responsible for six housing units. The duties include the 24-hour care, custody and control of approximately 1,500 inmates. This Bureau serves the Orient Road Jail, which is located on the eastern edge of the City of Tampa and houses inmates ranging from minimum to maximum security. The primary workload demand for detention staff at the Orient Road jail site is inmate security, headcounts, feeding, and "well-being" inspections throughout the inmate living areas. With the exception of segregated housing the facility design requires one Detention deputy be assigned to a 64 inmate pod 24-hours per day.

The *Intake Operations Bureau* provides for admissions, processing and booking of all detainees arrested in Hillsborough County and those transported from other jurisdictions. This section ensures that all inmates booked

into the jail are screened and appropriately housed to best meet the inmate needs. The Classification/Pre-Trial Release Section is responsible for identifying and interviewing candidates for presentation of judicial approved releases. The Central Breath Testing Unit is another component of the Intake Operations Bureau. This component provides a complete testing facility for all local arresting agencies. Within the Bureau are the Operations Status Center, Housing Unit 7. The Juvenile Assessment Center located in the City of Tampa provides a secure processing and holding area for juveniles arrested on felonies or misdemeanors.

Jail Division II consists of the Falkenburg Road Jail and the Work Release Center.

The *Falkenburg Road Jail* is designated as a minimum to medium security facility and is located west of Brandon, a suburban community in the unincorporated County.

The *Work Release Center* located across from the Orient Road Jail, confines inmates who work in the community as well as, sentenced trustees; and administers the house arrest program.

Jail Division III includes responsibility for the Morgan Street Jail and management of four bureaus and the Facilities Maintenance Detention Section.

The *Morgan Street Jail* located in downtown Tampa is a maximum-security facility. This jail facility currently has a contract with the federal government to house federal prisoners for the U.S. Marshals Service. The contract is a fee for service basis.

The *Inmate Support Bureau* provides services and programs through its support functions of the Morgan Street Jail, the transportation of inmates and canteen services. The Inmate Services Section provides accounting services to maintain inmate cash accounts, routed mail, laundry linens and clothing for jail facilities and operates an inmate commissary. The Transportation Section provides safe and secure transport of inmates to court and to other jail and prison facilities

The *Inmate Programs Bureau* is responsible for a comprehensive substance abuse treatment program, educational programming, which includes functional literacy classes, basic adult education, GED preparation and testing, vocational assessment and training, and religious and spiritual services, and counseling.

The *Medical Bureau* is responsible for all medical, dental and mental health care of incarcerated individuals from the time of admission until release.

The *Food Services Bureau* prepares meals, which meet nutritional guidelines established by the National Academy of Sciences for the inmate population.

The Facilities Maintenance and Detention Section is responsible for the repair and maintenance of detention properties. Assignments are divided among three jails and the work release center.

The Special Projects Section of the Detention Department includes standards compliance and accreditation to ensure the Detention operations continue to meet these criteria.

The **Administration Department** includes the Human Resources and Services Divisions. The Department supports law enforcement and detention operations for the HCSO as well as providing court services and security in the County courts.

The Human Resources Division within the department includes the Human Resources (HR) and Training Bureau and the Judicial Services Bureau.

The *HR and Training Bureau* provides service through four sections. The Personnel and Processing Section is responsible for the processing of applicants. Applicants for law enforcement, detention and civilian positions are tested and/or qualified by this section. The Training Section plans and develops training programs for all Sheriff's personnel. This training is a combination of mandates by the Criminal Justice Standards and Training Commission, Standard Operating Procedures, licensing agreements and the maintenance of skills in specialized areas.

The Records Section is the central repository and processing section for Incident and Traffic Crash Reports. The reports (approximately 105,000 - 108,000 reports annually) are scanned into an imaging system. Other units within the section include Data Entry, Uniform Crime Reporting and Validations. The section provides customer service to various areas of the criminal justice system as well as to the public.

The Identification Section is the central repository for criminal history records, fingerprints and photographs of all persons arrested in Hillsborough County. The Latent Print Unit is on line with the statewide database called AFIS (Automated fingerprint Identification System.)

The *Judicial Services Bureau* includes the Court Process Section that is responsible for servicing all processes of the State Supreme Court, Circuit Courts, County Courts, and the Public Defender. In addition the Bureau includes the Court Services Section that provides both law enforcement and bailiff support for the Thirteenth (13th) judicial Circuit located in downtown Tampa at the Hillsborough County Courthouse complex and in Plant City at the Courthouse. And, the Bureau oversees the Warehouse Supply Section.

The Services Division includes three bureaus: Support Services, Communications and Data Operations.

The *Support Services Bureau* is divided into three sections: Property Control, Communications Maintenance and Automotive Maintenance. Property Control is responsible for processing evidence and property taken into custody as a result of responding to calls for assistance, operating the print shop and maintaining the Sheriff's facilities, excluding detention facilities. The Bureau is responsible for responding and performing corrective repairs on the organization's real property. Communications Maintenance keeps the radio and field communication equipment in order. The section maintains a twenty-site two-way communication system for the HCSO as well as the other 21 County Public Safety agencies. Automotive maintenance is provided by the Bureau for a fleet of over 1300 vehicles.

The *Communications Bureau* supports the HCSO in answering all emergency calls for assistance from the public. The Bureau responds to over 520,000 calls per year from the public. The HCSO is the first point of entry for all 911 emergency calls for unincorporated Hillsborough County.

The *Data Operations Bureau* has two sections: Applications Development, and Technical Services. The Bureau maintains a wide area communication network to support mainframe and local area network connectivity required for computer systems operations. The Data Operations Bureau installs and maintains personal computer peripherals and software to support both operational and administrative law enforcement functions. The mainframe computer system central to the organization's operations is programmed, maintained and operated by the Bureau.

The **Executive Support Department**, the final of the four major departments, includes the Inspectional Services Division and the Legal staff for the HCSO

The Legal Section provides for minimum in-house legal services to include general litigation, legal bulletins, property forfeitures, and legal defenses.

Within the Inspectional Services Division are the Comptroller and two bureaus.

The *Comptroller's Office* manages the financial affairs of the HCSO to include: budget preparation and execution; payroll services; contract and purchasing services, court release; bail bonds, grants, revenues, accounts receivable and payable; and the maintenance of stores necessary for the feeding, clothing and care of all county prisoners. The Comptroller's functions are divided into six components: payroll, purchasing, accounts payable, accounting control, accounts receivable, and auditing.

The *Executive Services Bureau* includes the Community Relations and Professional Standards Sections and the Planning and Research Unit.

Within Community Relations Section are the Crime Prevention and Information Services Units. The Crime Prevention Unit encompasses the Sheriff's Crime Awareness Team, the Church Watch Program, the Business Watch Program, the Crimes Against the Elderly Unit, the Neighborhood Watch and other programs directed toward special populations of adults and juveniles. The Information Services Unit handles the large volume of information requests from the public and the media. It also coordinates the County's Crime Stoppers program.

The Professional Standards Section includes the policy compliance, Internal Affairs, Staff Inspections, Accreditation, and Recruitment and Screening. Because of the sensitive nature of the agency's mission, comprehensive background investigations must be completed on all prospective employees. These are handled within this Section. Internal Affairs investigations and Staff Inspections ensure the integrity of all members of the agency in performing their duties and representing the HCSO.

The Planning and Research Unit provides a variety of services include: crime data analysis, workload assessments, goals and objectives, multi-year plans and statistical information inquiries from the public and special projects that require the application of a variety of analytical techniques.

The *Organized Crime Bureau* includes three sections: Major Crimes, Narcotics, and Vice. The Organized Crime Bureau is responsible for the initiation of investigations as well as latent and technical services which lead to the arrest and conviction of individuals or groups involved in organized criminal activities. Investigations include trafficking and distribution of illegal narcotics and/or controlled substances, the importation and distribution of illegal narcotics, criminal violations involving vice, morals, gambling, and prescription fraud; major criminal organizations and radical groups. The Bureau collects and disseminates criminal and analytical background information as well as other intelligence for investigative purposes. The Bureau is responsible for providing technical support and specialized equipment for electronic and covert surveillance of criminals and criminal activity.

V
E
N
D
O
R

- Insert company name & address here -

The undersigned has carefully examined the proposal package and all conditions affecting the proposal of the service required by the Hillsborough County Sheriff's Office.

The undersigned certifies that any exceptions to the specifications are noted on the attached exceptions form. All specifications noted thereon are as requested. The undersigned also understands that any exceptions presented after the award, may be cause for cancellation of award.

We hereby propose to furnish the described services in accordance with the proposal package, except as noted on attached Exceptions Form. We have provided the HCSO with (1) one original response document and (5) five copies, to include the following information:

*Lump Sum Fixed Fee Price to execute Technology Assessment as described within:

\$ _____

*It is estimated this Project will be completed within _____ calendar days after the Notice to Proceed Date.

*PROVIDE A DETAILED LIST OF NAMES OF PROFESSIONALS ASSIGNED TO THE PROJECT. ENCLOSE THEIR RESUMES WITH YOUR RESPONSE. PROVIDE NAME, TITLE, QUALIFICATIONS AND SPECIFIC DUTIES ASSOCIATED WITH THE PROJECT.

*PROPOSERS ARE REQUIRED TO PROVIDE ANSWERS TO ALL QUESTIONS POSED TO THEM THROUGH OUT THE RFP SPECIFICATIONS AND REQUIREMENTS.

SUB-CONTRACTORS

1.	Firm Name	_____
	Contact	_____
	Title	_____
	Mailing Address	_____

	Phone	_____
2.	Firm Name	_____
	Contact	_____
	Title	_____
	Mailing Address	_____

	Phone	_____
3.	Firm Name	_____
	Contact	_____
	Title	_____
	Mailing Address	_____

	Phone	_____
4.	Firm Name	_____
	Contact	_____
	Title	_____
	Mailing Address	_____

	Phone	_____

** ATTACH ADDITIONAL PAGES AS NECESSARY.

CRIMINAL JUSTICE, SHERIFF'S OFFICE AND/OR OTHER LAW ENFORCEMENT REFERENCE LIST

1. Name _____
Contact _____
Title _____
Mailing Address _____
Phone _____

2. Name _____
Contact _____
Title _____
Mailing Address _____
Phone _____

3. Name _____
Contact _____
Title _____
Mailing Address _____
Phone _____

4. Name _____
Contact _____
Title _____
Mailing Address _____
Phone _____

5. Name _____
Contact _____
Title _____
Mailing Address _____
Phone _____

3. VENDOR:

Check One:

() Proprietorship

() Partnership

() Corporation

- Insert company name & address here -

TELEPHONE NUMBER FOR PLACING ORDERS: (_____) _____

FAX NUMBER FOR PLACING ORDERS: (_____) _____

CONTACT PERSON: _____

OUR COMPANY HAS BEEN IN BUSINESS UNDER ITS PRESENT NAME SINCE: _____

At this present time we understand all requirements and state that as a serious proposer we will comply with all the stipulations included in the proposal package.

The above named Vendor affirms and declares:

1. that the Vendor is of lawful age and that no other person, firm or corporation has any interest in this proposal or in the contract proposed to be entered into;
2. that this proposal is made without any understanding, agreement, or connection with any other person, firm or corporation making a proposal for the same purpose, and is in all respects fair and without collusion or fraud;
3. that the Vendor is not in arrears to Hillsborough County or the Sheriff upon debt or contract and is not a defaulter, as surety or otherwise, upon any obligation to the Sheriff;
4. that no officer or employee or person whose salary is payable in whole or in part from the County Treasury is, shall be or become interested, directly or indirectly, surety or otherwise in this proposal; in the performance of the contract; in the supplies, materials, equipment, and work or labor to which they relate; or in any portion of the profits thereof.

The undersigned agrees, also, that this proposal shall remain open for sixty (60) days following the opening of proposals.

Respectfully submitted,

PLEASE PRINT

-

By _____

Title _____

Date _____

Signature _____

STATEMENT OF NO PROPOSAL

NOTE: If you do not intend to respond to this requirement, please return this form immediately to:

HILLSBOROUGH COUNTY SHERIFF
FISCAL BUREAU
P.O. BOX 3371
TAMPA, FL 33601

We, the undersigned, have declined to respond to your Proposal No. 4-00 for Request for Proposal - Technology Assessment for the following reasons:

____ Specifications too "tight", i.e., geared toward one brand or manufacturer only (explain below).

____ Insufficient time to respond to the Invitation for Proposal.

____ We do not offer this product or an equivalent.

____ Our Product schedule would not permit us to perform.

____ Unable to meet specifications.

____ Unable to meet Bond Requirements.

____ Specifications unclear (explain below).

____ Remove our company from your vendor list.

____ Other (specify below)

We understand that if the "no proposal" letter is not executed and returned, our name may be deleted from the list of qualified vendors for the Hillsborough County Sheriff's Office.

PLEASE PRINT - COMPANY NAME _____

COMPANY OFFICER _____

TELEPHONE NUMBER _____

DATE _____

SIGNATURE _____