

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

Cal Henderson, Sheriff

HILLSBOROUGH COUNTY
TAMPA, FLORIDA 33601



April 25, 2001

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

Jane Merriam
Executive Buyer
(813) 247-8049

REQUEST FOR PROPOSAL: For professional services to prepare a Request for Proposals (RFP) for the acquisition and installation of Computer Aided Dispatch (CAD), automated Records Management System (RMS) and Field Reporting system.

PROPOSAL NUMBER: 11-01

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 PROPOSAL, 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 PROFESSIONAL SERVICES TO PREPARE A REQUEST FOR PROPOSAL FOR COMPUTER AIDED DISPATCH, AUTOMATED RECORDS MANAGEMENT SYSTEM AND FIELD REPORTING.

PROPOSAL NO. 11-01

LETTER OF INTENT

The undersigned acknowledges the General Terms and Provisions of this Request for Proposal and intends to respond. We understand that any changes, clarification and addenda to the RFP 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:

April 25, 2001

- Insert company name & address here -

SUBJECT: Request for Proposal Number 11-01

PROPOSAL TITLE: Request for Proposal for Professional Services to Prepare a Request for Proposal (RFP) for Computer Aided Dispatch, Automated Records Management System and Field Reporting

CLOSING DATE & TIME: June 11, 2001 @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: May 9, 2001 @10:00 AM (To be determined after signatures)
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, date and time of bid opening) on the outside of the envelope.**

If the HCSO specifications, included in the Request for Proposal, are not returned with your response, and no specific reference is made to them in your response, 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 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. Proposal Errors: When errors are found in the extension of proposal prices, the unit price will govern. Proposals having erasures or corrections must be initialed in ink by the proposer.
6. Claims: The successful vendor will immediately replace missing or damaged items and will be responsible for making any and all claims against carriers.
7. 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.
8. 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. State sales tax and federal excise taxes shall not be included as the Sheriff's Office is tax-exempt for materials/services sold directly to them. The Sheriff will issue exemption certificates to the successful proposer when requested.
9. No Proposal: If the receipt of this request for proposal is not acknowledged, Vendor's name may be removed from the vendors mailing list.
10. 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 \$25,000) 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.

11. 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 judgment of the Sheriff is in the best interest of Hillsborough County.
12. It is important that the vendor visit sites where services, if applicable, are to be provided to become familiar with the scope of the effort required.
13. Specifications are attached.

CAL HENDERSON, SHERIFF
HILLSBOROUGH COUNTY, FLORIDA

By: _____
J.H. Shillady, Comptroller

14. 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 14. EXCEPTIONS TO THE SPECIFICATIONS, IF ANY, MAY BE NOTED ON THE SPECIFICATION PAGE OR IN YOUR PROPOSAL.

PART B - SPECIAL PROVISIONS

1. IN GENERAL

The Hillsborough County Sheriff's Office (HCSO) seeks an experienced, well-qualified vendor to provide professional services to prepare a Request for Proposal (RFP) for the acquisition and installation of Computer Aided Dispatch, Automated Records Management and Field Reporting systems. The responding firm(s) should provide documentation regarding qualifications and demonstrate through their response that the firm possesses the capabilities to develop a Request for Proposal (RFP) for the acquisition and installation of Computer Aided Dispatch, Automated Records Management and Field Reporting systems. The specific qualifications and areas of expertise and experience are outlined in the accompanying Technical Specifications.

2. PROPOSAL CONFERENCE

All interested parties are invited to attend a proposal conference (see date on Page 3 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 there under. 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 one (1) original and (5) 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**

A review panel will evaluate all responses and make a recommendation to the Hillsborough County Sheriff based on the following criteria.

RFP development experience
References
Sample Product
Price
Proposed Timeline

7. **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.

8. **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.

9. **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.

10. 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.

11. 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.

12. 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.

13. 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.

14. 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 specifications, 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.

15. **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:

- i. Ten (10) calendar days written notice with cause, or;
- ii. 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.

16. **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 there under, or for parties named in the proposal and agreed to under any resulting agreement.

17. **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.

18. **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.

19. **VENDOR QUALIFICATIONS**

Vendors may 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.

20. **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. A properly executed invoice, with supporting documents, must be approved by the Hillsborough County Sheriff's Office appointed personnel and forwarded to the Fiscal Division.

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

Payments shall be made in accordance with Section 215.422, F.S., which states the contractor's rights and the Sheriff's Office responsibilities concerning interest penalties and time limits for payment of invoices.

21. **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
For Professional Services
To Prepare A Request For Proposal (RFP)
For The Acquisition And Installation Of Computer Aided Dispatch,
Automated Records Management And Field Reporting Systems
For The Hillsborough County, Florida, Sheriff's Office**

I. OVERVIEW and OBJECTIVE:

A. Request for Proposal. The Hillsborough County Sheriff's Office (HCSO) seeks an experienced, well-qualified firm to develop a Request for Proposal (RFP) to secure contracted services for the acquisition and installation of integrated Computer Aided Dispatch, Records Management and Field Reporting systems. Responses to this Request for Proposals should include documentation demonstrating capabilities for and experiences in developing Request for Proposals for the acquisition and installation of Computer Aided Dispatch, Records Management and Field Reporting for **law enforcement agencies**.

The best-qualified and most responsive firm will be determined by evaluating qualifications as presented in the written responses to this solicitation. A list of references and a sample RFP product must be included with the submission and will be included in the evaluation. An HCSO panel will evaluate the qualifications, experiences, references and sample product(s) presented in the written response to this RFP.

It is the intent of the HCSO to award a contract to the best-qualified firm determined by a review panel as possessing the highest quality professional skills, abilities and experiences in developing proposals to secure CAD, RMS and Field Reporting systems for law enforcement agencies.

B. Objective. The Hillsborough County Sheriff's Office since the fall of 2000 has been engaged in a comprehensive review of its technology, systems support and related services. Through a contract for professional services, the HCSO has been reviewing both short and long term strategies to address limited available capacity of its Unisys Enterprise Server (model IX4800), and assessing 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 services. As a result of this review process, it has been recommended that the HCSO modernize by transitioning from the current mainframe platform to a more open architecture. It has also been recommended that current CAD be replaced with a stand-alone, state-of-the-art, GUI-based system with features such as drop and drag dispatch, map-zoom, call update notification, and *mobile laptops*. Replacement of the current message switch functionality with a robust stand-alone MSS has been recommended, as has the purchase of a new records management system with a relational database that will interface with the CAD. Tight integration among and between the CAD, Mapping, Records Management and Mobile Reporting systems, as recommended, requires these applications to be modernized together. Therefore, the vendor selected through this Request for Proposal (RFP) process will be required to develop a proposal (RFP) that fully defines and sufficiently represents the short and long-term requirements of the HCSO so as to provide a procurement tool to secure the selection of the best combination of necessary hardware and software at competitive prices to effect an integrated CAD, RMS and Field Report system.

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 2000 U.S. Census credits the County with 998,948 residents, 65% or 644,668 of who live in the unincorporated area. The unincorporated area is the primary service area for 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 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 three 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. The FY01 adopted budget is \$206.9M of which \$162M is personal services, \$38.3M operating and \$6.6M 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. Funded staff for the current fiscal year includes: 1,067 for Enforcement, 881 for Detention and 983 Civilian administrative and other professional positions.

For calendar year 2000 the following Part I Crimes were reported to the Florida Department of Law Enforcement.

Category	Total	% Change from 1999	Proportion
2000 Violent Crime	4,415	+ 3.9%	13.3%
2000 Property Crime	28,901	- 13.9%	86.7%

III. GENERAL DESCRIPTION OF CURRENT TECHNOLOGIES AND INFORMATION RESOURCES

A. The current HCSO hardware 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 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 communications programs written in Cobol and other languages.

The system is networked with the WIN 2000 network operating software. It uses SMS Management software.

C. Other Systems: The HCSO 20 plus WIN 2000/ 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 from the mainframe and into a MAPPER system running on these. (MAPPER runs on the mainframe, WIN 2000 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 KEY TO THIS RFP

A. CADS is the HCSO computer aided dispatch system. It tracks calls from the inception through the final clearance of the 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 the Law Enforcement Event Data System (LEEDS), Calls for Service and Sheriff's Crime Information Strategy System (SCISS) systems. CADS is interfaced with the agency's Mobile Digital Terminals and includes access to the MAPPER data as well as NCIC data.

B. The Law Enforcement Event Data System 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. The system is integrated with the Info-Image system. This is a system that captures scanned offense reports to optical storage and retrieval.

C. Field Reporting is primarily manual. Paper reports are prepared by and provided by law enforcement district staff to the central Records Section where information is imaged. The imaged documents are available for inquiry and on-line reading. Scanned documents are not stored in a relational database.

V. QUALIFICATIONS

A. MINIMUM QUALIFICATION REQUIREMENTS.

To be considered for this engagement vendors must demonstrate experience developing a Request for Proposal for the acquisition of a Computer Aided Dispatch, Records Management System, or Field Reporting System or any combination thereof for a law enforcement agency. A sample copy of a representative RFP developed both by the firm and by the specific staff to be assigned to this engagement must be provided to meet minimum qualifications. References for the representative sample RFP(s) must be provided including a contact name, address, telephone number and a description of the jurisdiction/agency for which the RFP(s) was developed.

Proposers must provide a fixed-fee price for at least one of the pricing options provided. In conjunction with the Option selected a **corresponding timeline** must be included.

Proposers must provide an informational, hourly-rate, fee schedule by professional classification for each classification proposed to be utilized for services under this contract.

B. PREFERRED QUALIFICATIONS

Specific experience developing Request for Proposals for use by law enforcement agencies in acquiring **integrated** CAD, RMS, and Field Reporting Systems is important to this effort.

The **timeliness** of relevant **experience** is important. More recently developed and successfully executed RFPs will receive preference.

Proposers are expected to document the **successful use** of their RFP by identifying the firm(s) selected by the law enforcement agency(ies), the value(s) of the contract(s) and the timeline(s) for implementation.

Experience in the selection of the best responder to an RFP for CAD, MSS, RMS or Field Reporting systems (or some combination thereof) should be identified. **Preference** will be shown for firms that have **participated in the selection process** resulting from the use of **their** RFP document.

Staff preference will be shown those firms whose proposed engagement participants have the most applicable and relevant experience correspondent with the requirements of this **RFP**.

Proposers are asked to identify experience actively participating in contract negotiations to secure the services using the RFP developed by them. The dollar value of such contracts should be noted. Experience managing the implementation of an integrated CAD, Records Management and Field Reporting system for a law enforcement agency should be explicitly identified and detailed where applicable.

Proposers are asked to list the key software and hardware suppliers with whom the law enforcement agency(ies) contracted as a result of the use of the Proposer's RFP.

References should be provided including a contact name, address, telephone number and a description of the jurisdiction/agency for which **all RFP** work over and above the minimum qualifications was conducted. Refer to Attachment 1.

VI. PRICE:

Two (2) separate price proposals are requested. Proposers must provide a price for one of the two options, but are urged to provide prices for both. The first fixed-fee price should cover the cost of developing the RFP. A second fixed-fee price should include the development of the RFP and participation in the selection of the best responder to the RFP and negotiating the final contract(s). [Please note that electing to submit a price for only one of the two options could result in your disqualification. If, for example, it is deemed that a price option other than the one you selected to bid on is preferred. All responders are urged to submit prices for both options.]

Option 1. Fixed fee for the development of an RFP to secure the purchase of integrated CAD, Records Management and Field Reporting systems.

Option 2. Fixed fee for the development of an RFP to secure the purchase of integrated CAD, Records Management and Field Reporting systems, and active participation in the selection of the best proposer and contract negotiations.

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.

VII. VENDOR STAFF RESOURCES

Proposals must include a list of all individuals who will be a part of this engagement. A description of the experience of each in preparing Requests for Proposals for law enforcement agencies is expected. A list by name of the individual and function of all employees proposed for use on this engagement, including hours to be devoted to each task of the engagement should be detailed on **Attachment 2**. Upon contract award and during the engagement no substitutions will be permitted without prior written request of the firm to the HCSO. 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.

VIII. 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.

IX PROGRESS PAYMENTS AND FEES

The payment schedule will be determined based upon the price option selected. If Option 1 is selected the full cost will be remitted at the completion and acceptance of the final RFP document.

If Option 2 is selected 70% of the contracted price will be remitted at the completion and acceptance of the RFP. The remaining 30% will be paid upon the successful execution of a contract with the RFP service provider. Should negotiations cease and thereby not result in a contract with a service provider, the 30% balance due will be remitted to the vendor.

Proposers may suggest an alternate payment schedule(s) for consideration by the HCSO. This alternate schedule for progress payments must be well defined.

Attachments:

1. Reference List
2. Engagement Resources Form

ATTACHMENT 1 REFERENCE LIST:

1. Law Enforcement Agency _____

Contact _____

Title _____

Mailing Address _____

Phone _____

2. Law Enforcement Agency _____

Contact _____

Title _____

Mailing Address _____

Phone _____

3. Law Enforcement Agency _____

Contact _____

Title _____

Mailing Address _____

Phone _____

4. Law Enforcement Agency _____

Contact _____

Title _____

Mailing Address _____

Phone _____

5. Law Enforcement Agency _____

Contact _____

Title _____

Mailing Address _____

Phone _____

and installation of Computer Aided Dispatch (CAD), automated Records Management System (RMS) and Field Reporting system. Proposal No. 11-01.

V
E
N - Insert company name & address here -
D
O
R

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:

Option 1 Fixed-Fee Price to develop the RFP as described within:

\$ _____

Option 2 Fixed-Fee Price to develop the RFP, actively participate in the selection of the best responder and negotiate the final contract:

\$ _____

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.

REQUEST FOR PROPOSAL: - For professional services to prepare a Request for Proposals (RFP) for the acquisition and installation of Computer Aided Dispatch (CAD), automated Records Management System (RMS) and Field Reporting system. Proposal No. 11-01.

3. VENDOR:

Check One: () Proprietorship

() Partnership

- Insert company name & address here -

() Corporation

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. 11-01 for Request for Proposal - For professional services to prepare a Request for Proposals (RFP) for the acquisition and installation of Computer Aided Dispatch (CAD), automated Records Management System (RMS) and Field Reporting system 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 _____