



COUNTY COORDINATOR'S OFFICE

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REQUEST FOR PROPOSAL

Sheriff's Department Report and Jail Management Systems

Date: February 8, 2017

Project: Osceola County Sheriff's Department Report and Jail Management Systems

Owner: Osceola County

Contact: Undersheriff Justin Halladay
Phone: (231) 832 2288
Address: 325 West Upton Ave., Reed City, MI 49677

Bids Submitted To: Osceola County Coordinator's Office
301 West Upton Avenue
Reed City MI 49677

Description: Osceola County is soliciting sealed proposals from interested persons and/or firms for Sheriff's Department Report and Jail Management Systems (RMS and JMS.) This solution will replace the County's current LEMS system with Caliber. The system needs to support and contain the following minimum capabilities and specifications:

JAIL MANAGEMENT SYSTEM (JMS)

Current Inmate Information

Initial Book in, Update booking information, Update set bond, Update/Sentencing, Release Inmate, Update Inmate cell/move inmate to another cell, Deposit/Disburse money, Add/release Inmate Property, Update inmate events/doctor appointment, court dates, Enter/update victim notification (sent report to VINE).

Current Inmate Reports

View/Print the following Reports: Inmate Charges/Sentencing, Inmates by Cell, Inmate Cell Movements, Inmate Money History, Court Appearances, Inmate Events, Deposits, Days Served, Cell History, Jail Population, Inmates by County Code, Roster by Cell, Roster by Name, Roster for ICE (DOB/Booking Date/Country of Birth), Release By Out Date, Inmate Account Book, Inmate Status by Name (list all charges), Court Appearances by Name/date, Days Served.

Past Inmate Information

List past inmate activity (Jail History, Court Appearances), View Past Inmate Information (View Jail History, Cell Movement, Money History, Enemies and Co-defendants, Court Appearances, Days Served, Cell History), Inmate Reports (Booking, Jail History, Inmates by County Code, Monthly Admitted and Housing Report {Admitted Male/Female, Released Male/Female, Male Sentenced/Un-sentenced, Female Sentenced/Un-sentenced, Juveniles, Average Male Population, Average Female Population, Total Monthly Average Population}, Summary List of Booking by NCIC Codes, List by Date Entered jail, List by Date Released Jail, Cell History, Total Arrested by Officer, Total Arrested/Released by City, Daily Arrest Log, Annual Survey jail Report by Aged, Booking Fee Quarterly Report, Daily Jail Log, SSA Report and Export File, Cell History by Name, Special Diet.)

Mugshot, Current and Past

Take a Mugshot, Take a Scar, Mark, Tattoo, Display/Print a Current/Past Mugshot, Create and Display a Line-up.

Inmate Trust Account

Issue a Check, Adjust Inmate Trust Fund, Be able to make Check Maintenance, Reconcile/Balance Trust Account, View and List all Transactions, Adjustments, Checks and Deposits, Create Yearly Escheat Report for Open Checks.

Inmate Medical

Enter, List, Report the following: Inmate Medication, Track Inmate Medical Records, Inmate Health Appraisal Dates. Assign and List Report Special Diets to Inmate.

Inmate Jail Incident Report

Enter and Print Jail Incident Reports and View Jail Incident Reports

Inmate Commissary Program

Enter Commissary, Create Vendor Transfer File (Canteen Commissary), Upload and Download Commissary file.

Inmate Billing Program

Enter Expenses to Inmate, Enter Payment/Adjustments to Invoices. View the following: Inmate Billing Records, Inmates With Unpaid Booking Tickets, (Create Quarterly Booking Tickets Reports), Inmate with Open Invoices, Print Invoices

Inmate Visitation

Create a Visitor List, Check-in Visitors, Check-out Visitors, View Inmate Visitors by Name and Date, Setup Visitation Dates and Times

Inmate Classification

Do primary Classification, Track and be able to do Classification Reviews After Sentencing or 3 Months, List inmates that are high risk, Create Monthly JPIS Transfer File to be Sent to State JPIS, Create Daily MIN/MED/MAX Statistics Report

INTERFACES

Canteen Commissary

- Must be able to provide Inmate Balances, Inmate I.D. Number, Inmate's Cell
- Must be able to deduct funds from Inmate Trust Accounts after Purchases of Commissary

IC Solutions (Inmate Phone)

- Provide Inmate Name, Booking Time, Release Time, Inmate I.D. Number for the use in Auto-Pin

VINE

- Provide Inmate Name, Date of Birth, Sex, Address, Weight, Height, Hair and Eye Color, Booking Date Time, Release Date Time, Inmate I.D. Number, Charges

I.D. –Networks (Fingerprints)

- Provide all Demographics, Name, D.O.B., Social Security Number, Sex, Address, Aliases, Place of Birth, Drivers License Number, State of Driver's License, Height, Weight, Hair Color, Eye Color, Tattoos, Complaint Number, Warrant Hold Agency, Arresting Crime Code/Class, CTT Number, PACC Code, Court ORI, Prosecutor ORI, Mugshot

JPIS

- Provide Age, Sex, Race, Crime Class, Date, Time, Month, County Code, Officer, From Booking and Releases, Reason for Release.

SSA

- Provide Name, D.O.B., Social Security Number, Booking Date, Release Date

REPORT INCIDENT AND UNIFORM CRIME REPORTING (RMS)

The Report Management System should contain the following:

- Enter Incident Reports, Update Incident Reports, Supplemental Reports, Case Progression, Property/Evidence/Photographs, Videos, Crime Mapping (By File Class)
- View/Print of Incident Reports: Reports by Jurisdiction, Reports by Officers, Reports by Incidents (file class), A Log of Missing Reports, Reports Needing Follow-up.

The Uniform Crime Reporting should Create Daily UCRFILE and Generate Error Reports.

*******Report and Jail Management Systems must be able*****
*****to do Data Conversions from LEMS*******

Sheriff's Department Report and Jail Management Systems Worksheet

Road Management System

21 Sworn Officers
10 Mobile Units in Cars

Computers running Road Management

- 1 Software Administrator
- 8 Full Access Systems
- 3 Limited Access Systems

- Approximately 3,000 to 5,000 reports

Interfaces Road Management

MICR
LEMS Tickets

Computers with Read Only Access – Five (5): Circuit Court Clerk, Community Corrections, District Court and 2 for District Court Probation

***CALIBER HOSTS OUR DATA CURRENTLY ON THEIR SERVER**

***Report and Jail Management Systems must be able to do Data Conversions from LEMS**

Jail Management System

15 Full-time Corrections Officers
2 Part-Time Corrections Officers

Computers Running Jail Management

- * 1 Software Administrator
- * 2 Full Access Systems
- * 6 Limited Access Systems
- * Kitchen (Commissary Only)

- * Approximately 1,100 to 1,400 bookings per year

Interfaces Jail Management

Canteen Commissary
VINE
IC Solution (Inmate Phone)
I.D. Networks (Fingerprints)
JPIS
SSA
LEMS Accounting System (Receipts/Checks)

Vendors should provide an outline for implementation of the proposed system(s), and state all warranties implied or included.

The proposal must provide a turnkey solution that is managed by both the Vendor and County including:

- Provide all software and installation costs and estimated prices for data electronics necessary for installation and operation of the Management Systems.
- Future expansion capabilities for all new hires
- Redaction software capabilities for reports, photographs and videos for compliance with the Freedom of Information Act

One or more person(s) and/or firm(s) may be selected for post-bid meetings. If selected, the Board of Commissioners will approve awarding a contract to the person(s) and/or firm(s) selected with low-bidder price being taken under consideration; but price is not the final determining factor for contract award.

Scope of Services: This RFP is intended to be a general description of the proposed scope of work that may be necessary to provide a complete project and is subject to revision. Each Proposal will offer a solution addressing the following tasks:

- Development & Implementation Schedule
- Hardware and Software Acquisition (as needed, include lease option costs if applicable)
- Installation/Initialization
- System Configuration and/or Customization
- Online web-based features and user management access
- Select Management and Staff Training
- Disaster Recovery and Backup Capabilities
- Software and Equipment Maintenance Support
- Future upgrades to hardware and software (Annually or as required)

Schedule: Implementation of systems and equipment will be completed within **45 days** of award of contract.

Experience: **With the proposal, provide evidence of past experience with projects that involve implementation and maintenance of proposed systems.**

Due Date: In order to be considered, proposals must be received no later than **4:00 p.m. on February 23, 2017**. Please submit two (2) copies of the proposal in a sealed envelope to Osceola County Coordinator's Office, 301 West Upton Ave., Reed City, MI 49677. Clearly label the front of the envelope with "Sheriff's Department Report and Jail Management Systems." Bids will be publically opened and read at 4:15 p.m.

**** Technical information or questions about Osceola County's current systems and needs may be obtained by contacting Undersheriff Justin Halladay at 231-832-2288.**

Award: Award of the contract will be made at the sole discretion of Osceola County. The Owner reserves the right to accept or reject any or all Proposals, in whole or in part, to negotiate separately with any source whatsoever in any manner necessary to attend to the best interests of the County, to waiver irregularities in any proposal and to accept a proposal which best meets the needs of the County, irrespective of the bid price in the interest of the Owner.

Disclosure: Proposals are subject to disclosure under the **Michigan Freedom of Information Act** (Act 442, P.A. 1976) as amended, being MCL 15.231 through 15.246.

**PROPOSAL SUBMISSION FORM
 OSCEOLA COUNTY
 Sheriff's Department Report and Jail Management Systems**

The following sealed proposal is submitted for the Osceola County Sheriff's Department Report and Jail Management Systems. The vendor has reviewed the proposal specifications sheets and submits the following proposal:

PRICE SCHEDULE

**PROPOSED AMOUNT WITH INCLUDED MAINTENANCE AND SUPPORT
 SERVICES FOR COMPLETE SHERIFF'S DEPARTMENT REPORT (RMS)
 AND JAIL (JMS) MANAGEMENT SYSTEMS**

Item No.	Description/Pricing	Price	Proposed Discounts Or Incentives	Total
1	Initial Fixed Costs			
	<ul style="list-style-type: none"> • Equipment • Labor Costs 			
2	Monthly Costs			
3	Recurring Costs, i.e. Annual Licensing, Maintenance, and Support – Year 1			
4	Recurring Costs, i.e. Annual Licensing, Maintenance, and Support – Years 2 – 5			
5	Other costs, i.e., implementation, and upgrades			
	**Total (Items 1-5)			

Proposal total must be on a County form in a sealed envelope and clearly marked "Sheriff's Department Report and Jail Management Systems" and is due by 4:00 p.m. February 23, 2017. If a deposit or partial payment is required, please note accordingly on this sheet here: _____.

No Vendor may withdraw a Proposal within 60 days of the Proposal Due Date.

The Owner reserves the right to accept or reject any or all Proposals, in whole or in part, to negotiate separately with any source whatsoever in any manner necessary to attend to the best interests of the County, to waive irregularities in any proposal and to accept a proposal which best meets the needs of the County, irrespective of the bid price in the interest of the Owner.

General and Professional Liability Insurance Certificates (not less than \$1,000,000 per occurrence, property damage, and proof of workers' compensation coverage) must be provided to the County upon award of a project. Osceola County must be included as a separate named insured. Project shall be completed within 45 days of a signed agreement between Owner and Vendor.

Vendor Information

Each person signing the proposal certifies that (s)he is the person within the organization responsible for the decision as to prices being offered in the proposal, or that (s)he has been authorized, in writing, to act as an agent for the persons responsible for such decisions in certifying that such persons have not participated in nor shall participate in any consultation, communication, or agreement for the purpose of restricting competition, as to any matter relating to such prices with any other proposing party or with any other competitors.

CONTACT PERSON: _____

COMPANY NAME: _____

ADDRESS: _____

TELEPHONE NO: _____

DATE: _____

SIGNATURE: _____

EMAIL ADDRESS: _____