

ADDENDUM NUMBER 01

For

Public Safety Software

Addendum Issue Date: February 5, 2019

Purpose: The purpose of this Addendum is to change the **Proposal Opening Date**. Bidders shall review the Addendum work and requirements in detail and incorporate any effects the Addendum may have in their proposal.

Acknowledgement: Bidders should acknowledge receipt of any and all Addenda on the Proposal Form. Failure to do so may result in rejection of the Proposal. All requirements of the proposal documents remain unchanged except as cited herein.

Project Changes:

Description

**Proposal Opening Date**

**CHANGED to Friday March 8, 2019 at 2:00 p.m.**

END OF ADDENDUM NO. 01



## BENTON COUNTY-PUBLIC SAFETY SOFTWARE KEY INFORMATION SUMMARY SHEET

**RFP Issue/Ad Date(s):** February 6, 2019

**RFP Issuing Office:** Benton County Government

**Properties Representative:** Terry Lewis  
Office Phone: 479-464-6168  
Fax: 479-271-1748  
E-mail: terry.lewis@bentoncountyar.gov

**USPS Mail Address:  
(or hand-deliver)** Benton County Administration Building  
Properties Office  
215 E. Central Ave., Ste. 309  
Bentonville, AR 72712  
Attention: Terry Lewis

**Proposal Due / Deadline:** ~~February 28~~ March 8, 2019 @ 2:00 pm (local time)

Pursuant to Arkansas Code Annotated §22-9-203 Benton County encourages all qualified small, minority and women business enterprises to bid on and receive contracts for goods, services, and construction. Also, Benton County encourages all general contractors to subcontract portions of their contract to qualified small, minority and women business enterprises.

RFPs shall be submitted in sealed envelopes labeled: **2019 Public Safety Software** with the name and address of the Proposer.

RFPs shall be submitted in accordance with the attached Benton County specifications and RFP documents attached hereto. Each Proposer is required to fill in every blank and shall supply all information requested; failure to do so may be used as basis of rejection

Benton County RFP  
2019 Public Safety Software  
**Advertisement**

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Benton County, Arkansas is requesting proposal for Public Safety Software. To be considered, proposals must be received at the Benton County Administration Building, 215 East Central, Room 309, Bentonville, Arkansas before: ~~February 28~~ March 8, 2019 @ 2:00 p.m. (Local time)

Forms and addendums can be downloaded from the County's web site at [www.bentoncountyar.gov](http://www.bentoncountyar.gov). All questions regarding this proposal should be directed to Terry Lewis at [terry.lewis@bentoncountyar.gov](mailto:terry.lewis@bentoncountyar.gov) or by telephone at 479-464-6168.

Proposals submitted shall be qualified to do business and licensed in accordance with all applicable laws of the state and local governments where the project is located.

Pursuant to Arkansas Code Annotated §22-9-203 Benton County encourages all qualified small, minority and women business enterprises to bid on and receive contracts for goods, services, and construction. Also, Benton County encourages all general contractors to subcontract portions of their contract to qualified small, minority and women business enterprises.

Benton County reserves the right to reject any and all proposals and to waive irregularities therein, and all Proposer shall agree that such rejection shall be without liability on the part of Benton County for any damage or claim brought by any Proposer because of such rejections, nor shall the Proposer seek any recourse of any kind against Benton County because of such rejections. The filing of any Proposal in response to this invitation shall constitute an agreement of the Proposer to these conditions.

Ad date: February 6, 2019

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**1. SUBMISSION OF A PROPOSAL:**

- A. Proposals may be submitted electronically (CD or USB flash drive) in addition to one (1) hard copy. Please submit your documents on a properly labeled CD or USB flash drive. The use of Adobe PDF documents is strongly recommended. Files contained on the CD or electronic media shall not be restricted against saving or printing. The electronic copy shall be identical to the original papers submitted. Electronic copies shall not be submitted via e-mail to County employees.
- B. Proposals will be reviewed following the stated deadline, as shown on the cover sheet of this document. The names of respondents only will be available after the deadline until a contract has been awarded by the Benton County. All interested parties understand proposal documents will not be available until after a valid contract has been executed.
- C. Proposers shall submit a Proposal based on documentation published by Benton County.
- D. Proposals shall be enclosed in sealed envelopes or packages addressed to Benton County, 215 East Central, Room 309, Bentonville, Arkansas 72712. The name, address of the firm and RFP name shall be on the outside of the packaging as well as on any packages enclosed in shipping containers or boxes.
- E. Proposals must follow the format of the RFP. Proposers should structure their responses to follow the sequence of the RFP.
- F. Proposers shall have experience in work of the same or similar nature, and must provide references that will satisfy Benton County. Proposer may furnish a reference list, of clients for whom they have performed similar services and must provide information as requested in this document.
- G. Proposer is advised that exceptions to any of the terms contained in this RFP or the attached service agreement must be identified in its response to the RFP. Failure to do so may lead the County to declare any such term non-negotiable. Proposer's desire to take exception to a non-negotiable term will not disqualify it from consideration for award.
- H. Proposals will need to be received by ~~February 28~~ March 8, 2019 @ 2:00 pm (local time).

**2. WRITTEN REQUESTS FOR INTERPRETATIONS OR CLARIFICATION:**

No oral interpretations will be made to any firms as to the meaning of specifications or any other contract documents. All questions pertaining to the terms and conditions or scope of work of this Proposal must be sent in writing via e-mail to the County Properties office. Responses to questions may be handled as an addendum if the response would provide clarification to the requirements of the proposal. All such addenda shall become part of the contract documents. The County will not be responsible for any other explanation or interpretation of the proposed RFP made or given prior to the award of the contract.

**3. RIGHTS OF BENTON COUNTY IN REQUEST FOR PROPOSAL PROCESS:**

In addition to all other rights of Benton County, under state law, the County specifically reserves the following:

- A. Benton County reserves the right to rank firms and negotiate with the highest-ranking firm.
- B. Benton County reserves the right to select the proposal that it believes will serve the best interest of the County.
- C. Benton County reserves the right to accept or reject any and all proposals.
- D. Benton County reserves the right to cancel the entire request for proposal.
- E. Benton County reserves the right to remedy or waive technical or immaterial errors in the request for proposal or in proposals submitted.
- F. Benton County reserves the right to request any necessary clarifications, additional information, or proposal data without changing the terms of the proposal.
- G. Benton County reserves the right to make selection of the Proposer to perform the services required on the basis of the original proposal without negotiation.

**4. EVALUATION CRITERIA:**

The evaluation criteria define the parameters that will be used by the selection committee to evaluate and score responsive, responsible and qualified proposals. The different evaluation parameters are shown in the chart below:

Item No.	Parameter
1	Specialized experience and technical competence of the firm with respect to the type of professional services required.
2	Capacity and capability of the firm to perform the work in question including specialized services, within the time limitations fixed for the completion of the project.
3	Past record of performance of the firm with respect to such factors as control of costs, quality of work and ability to meet schedules and deadlines.
4	Firm's proximity to and familiarity with the area in which the project is located.

**5. COSTS INCURRED BY PROPOSERS:**

All expenses involved with the preparation and submission of proposals to the County, or any work performed in connection therewith, shall be borne solely by the Proposer(s). No payment will be made for any responses received, or for any other effort required of, or made by, the Proposer(s) prior to contract commencement.

**6. ORAL PRESENTATION:**

An oral presentation and/or interview may be requested of any firm, at the selection committee's discretion.

**7. CONFLICT OF INTEREST:**

- A. The Proposer represents that it presently has no interest and shall acquire no interest, either direct or indirect, which would conflict in any manner with the performance or services required hereunder, as provided in Arkansas Code Annotated §14-14-1202.
- B. The Proposer shall promptly notify Benton County in writing, of all potential conflicts of interest for any prospective business association, interest, or other circumstance which may influence or appear to influence the Proposer's judgment or quality or services being provided. Such written notification shall identify the prospective business association, interest or circumstance, the nature of which the

Proposer may undertake and request an opinion to the County as to whether the association, interest or circumstance would, in the opinion of the County; constitute a conflict of interest if entered into by the Proposer. The County agrees to communicate with the Proposer its opinion via e-mail or first-class mail within thirty days of receipt of notification.

**8. WITHDRAWAL OF PROPOSAL:**

A proposal may be withdrawn at any time.

**9. LATE PROPOSAL OR MODIFICATIONS:**

- A. Proposal and modifications received after the time set for the proposal submittal shall not be considered. Modifications in writing received prior to the deadline will be accepted. The County will not be responsible for misdirected proposals. Proposers should contact the County Properties office at (479) 464-6168 to insure receipt of their submittal documents prior to opening time and date listed.
- B. The time set for the deadline shall be local time for Bentonville, Arkansas on the date listed. All proposals shall be received in the County Properties office BEFORE the stated deadline.

**10. LOCAL, STATE AND FEDERAL COMPLIANCE REQUIREMENTS:**

- A. The laws of the State of Arkansas apply to any purchase made under this request for proposal. Proposers shall comply with all local, state, and federal directives, orders and laws as applicable to this proposal and subsequent contract(s) including but not limited to Equal Employment Opportunity (EEO), Disadvantaged Business Enterprises (DBE), & OSHA as applicable to this contract.
- B. Pursuant to Arkansas Code Annotated §22-9-203 Benton County encourages all qualified small, minority and women business enterprises to proposal on and receive contracts for goods, services, and construction. Also, Benton County encourages all general contractors to subcontract portions of their contract to qualified small, minority and women business enterprises.

**11. COLLUSION:**

The Proposer, by affixing his or her signature to this proposal, agrees to the following: “Proposer certifies that his proposal is made without previous understanding, agreement, or connection with any person, firm or corporation making a proposal for the same item(s) and/or services and is in all respects fair, without outside control, collusion, fraud, or otherwise illegal action.”

**12. RIGHT TO AUDIT, FOIA AND JURISDICTION:**

- A. Benton County reserves the privilege of auditing a vendor’s records as such records relate to purchases between the County and said vendor.
- B. Freedom of Information Act: County contracts and documents prepared while performing County contractual work are subject to the Arkansas Freedom of Information Act. If a Freedom of Information Act request is presented to Benton County, the (Contractor) will do everything possible to provide the documents in a prompt and timely manner as prescribed in the Arkansas Freedom of Information Act (§A.C.A. 25-19-101). Only legally authorized photocopying costs pursuant to the FOIA may be assessed for this compliance.
- C. Legal jurisdiction to resolve any disputes shall be Arkansas with Arkansas law applying to the case.

**13. COUNTY INDEMNIFICATION:**

- A. Due to the County statutory tort immunity, it doesn't carry liability insurance for such claims. Accordingly, any contract entered into with the successful Proposer/candidate may not include a clause in which the County agrees that it or its' officials or employees will indemnify the other party.
- B. The successful Proposer(s) agrees to indemnify the County and hold it harmless and against all claims, liability, loss, damage or expense, including but not limited to counsel fees, arising from or by reason of any actual or claimed trademark, patent or copyright infringement or ligation based thereon, with respect to the services or any part thereof covered by this order, and such obligation shall survive acceptance of the services and payment thereof by the County.

**14. VARIANCE FROM STANDARD TERMS & CONDITIONS:**

All standard terms and conditions stated in this request for proposal apply to this contract except as specifically stated in the subsequent sections of this document, which take precedence, and should be fully understood by Proposers prior to submitting a proposal on this requirement.

**15. PAYMENT AND INVOICING:**

The Proposer must specify in their proposal the exact company name and address which must be the same as invoices submitted for payment as a result of award of this RFP. Further, the successful Proposer is responsible for immediately notifying the County Properties office of any company name change, which would cause invoicing to change from the name used at the time of the original RFP.

**16. CANCELLATION:**

- A. The County reserves the right to cancel this contract without cause by giving thirty (30) days prior notice to the Contractor in writing of the intention to cancel or with cause if at any time the Contractor fails to fulfill or abide by any of the terms or conditions specified.
- B. Failure of the contractor to comply with any of the provisions of the contract shall be considered a material breach of contract and shall be cause for immediate termination of the contract at the discretion of Benton County.
- C. In addition to all other legal remedies available to Benton County, the County reserves the right to cancel and obtain from another source, any items and/or services which have not been delivered within the period of time from the date of order as determined by Benton County.
- D. Any contract entered into with a successful Proposer/candidate extending beyond the current budget year the County (which is the calendar year) is subject to non-appropriation. Accordingly, any contract entered into by the County must provide that in the event no funds or insufficient funds are appropriated for the continuation of the contract, the contract will end as of the last day for which funds were appropriated without penalty to the county.

**17. ASSIGNMENT, SUBCONTRACTING, CORPORATE ACQUISITIONS AND/OR MERGERS:**

- A. The Contractor shall perform this contract. No assignment of subcontracting shall be allowed without prior written consent of the County. If a Proposer intends to subcontract a portion of this work, the Proposer shall disclose such intent in the proposal submitted as a result of this RFP.
- B. In the event of a corporate acquisition and/or merger, the Contractor shall provide written notice to the County within thirty (30) calendar days of Contractor's notice of such action or upon the



occurrence of said action, whichever occurs first. The right to terminate this contract, which shall not be unreasonably exercised by the County, shall include, but not limited to, instances in which a corporate acquisition and/or merger represent a conflict of interest or are contrary to any local, state, or federal laws. Action by the County awarding a proposal to a firm that has disclosed its intent to assign or subcontract in its response to the RFP, without exception shall constitute approval for purpose of this Agreement.

**18. NON-EXCLUSIVE CONTRACT:**

Award of this RFP shall impose no obligation on the County to utilize the vendor for all work of this type, which may develop during the contract period. This is not an exclusive contract. The County specifically reserves the right to concurrently contract with other companies for similar work if it deems such an action to be in the County's best interest. In the case of multiple-term contracts, this provision shall apply separately to each item.

**19. ADDITIONAL REQUIREMENTS:**

The County reserves the right to request additional services relating to this RFP from the Proposer. When approved by the County as an amendment to the contract and authorized in writing prior to work, the Contractor shall provide such additional requirements as may be necessary.

**20. PROPOSAL SECURITY REQUIRMENTS**

Every proposal over \$20,000.00 submitted for construction to Benton County shall be void unless accompanied by a cashier's check drawn upon a bank or trust company doing business in Arkansas or by a corporate bid bond. The bid security shall be 5% of the amount of the proposal.

**21. SERVICES AGREEMENT OR CONTRACT:**

A written agreement, in substantially the form attached, incorporating the RFP and the successful proposal will be prepared by the Proposer, signed by the successful Proposer and presented to Benton County for approval and signature of the County Judge.

**22. INTEGRITY OF REQUEST FOR PROPOSAL DOCUMENTS:**

Proposers shall use the original RFP form(s) provided by the County Properties office and enter information only in the spaces where a response is requested. Proposers may use an attachment as an addendum to the RFP form(s) if sufficient space is not available on the original form for the Proposer to enter a complete response. **Any modifications or alterations to the original RFP documents by the Proposer, whether intentional or otherwise, will constitute grounds for rejection of such RFP response.** Any such modifications or alterations a Proposer wishes to propose shall be clearly stated in the Proposer's RFP response and presented in the form of an addendum to the original RFP documents.

**23. OTHER GENERAL CONDITIONS:**

- A. Proposer must provide the County with their proposals signed by an employee having legal authority to submit proposals on behalf of the Proposer. The entire cost of preparing and providing responses shall be borne by the Proposer.
- B. The County reserves the right to request any additional information it deems necessary from any or all Proposers after the submission deadline.
- C. The request for proposal is not to be construed as an offer, a contract, or a commitment of any kind, nor does it commit the County to pay for any costs incurred by Proposer in preparation. It shall be

clearly understood that any costs incurred by the Proposer in responding to this request for proposal is at the Proposer's own risk and expense as a cost of doing business. The County shall not be liable for reimbursement to the Proposer for any expense so incurred, regardless of whether or not the proposal is accepted.

- D. If products, components, or services other than those described in this proposal document are proposed, the Proposer must include complete descriptive literature for each. All requests for additional information must be received within five working days following request.
- E. Any uncertainties shall be brought to the attention of Ms. Terry Lewis immediately via telephone (479) 464-6168 or by e-mail at [Terry.Lewis@bentoncountyar.gov](mailto:Terry.Lewis@bentoncountyar.gov). It is the intent and goal of Benton County to provide documents providing a clear and accurate understanding of the scope of work to be completed and/or goods to be provided. We encourage all interested parties to ask questions to enable all Proposers to be on equal proposal terms.
- F. Any inquiries or requests for explanation in regard to the County's requirements should be made promptly to Terry Lewis, Benton County, via e-mail at [Terry.Lewis@bentoncountyar.gov](mailto:Terry.Lewis@bentoncountyar.gov) or telephone at (479) 464-6168. No oral interpretation or clarifications will be given as to the meaning of any part of this request for proposal. All questions, clarifications, and requests, together with answers, if any will be provided to all firms via written addendum. Names of firms submitting any questions, clarifications, or requests will not be disclosed until after a contract is in place.
- G. At the discretion of the County, one or more firms may be asked for more detailed information before final ranking of the firms, which may also include oral interviews. NOTE: Each Proposer shall submit an "Authorized Negotiator Form" containing the signature of a duly authorized officer or agent of the Proposer's company empowered with the right to bind and negotiate on behalf of the Proposer for the amounts and terms proposed.
- H. Any information provided herein is intended to assist the Proposer in the preparation of proposal necessary to properly respond to this RFP. The RFP is designed to provide qualified Proposers with sufficient basic information to submit proposals meeting specifications and/or test requirements, but is not intended to limit a RFPs content or exclude any relevant or essential data.
- I. Proposers irrevocably consent that any legal action or proceeding against it under, arising out of or in any manner relating to this Contract shall be controlled by Arkansas law. Proposer hereby expressly and irrevocably waives any claim or defense in any said action or proceeding based on any alleged lack of jurisdiction or improper venue or any similar basis.
- J. The successful Proposer shall not assign the whole or any part of this Contract or any monies due or to become due hereunder without written consent of Benton County. In case the successful Proposer assigns all or any part of any monies due or to become due under this Contract, the Instrument of assignment shall contain a clause substantially to the effect that is agreed that the right of the assignee in and to any monies due or to become due to the successful Proposer shall be subject to prior liens of all persons, firms, and corporations for services rendered or materials supplied for the performance of the services called for in this contract.
- K. The successful Proposer's attention is directed to the fact that all applicable Federal and State laws, County and municipal ordinances, and the rules and regulations of all authorizes having jurisdiction over the services shall apply to the contract throughout, and they will be deemed to be included in the contract as though written out in full herein. The successful Proposer shall keep himself/herself fully informed of all laws, ordinances and regulations of the Federal, State, County and municipal governments or authorities in any manner affecting those engaged or employed in providing these services or in any way affecting the conduct of the services and of all orders and decrees of bodies or

tribunals having any jurisdiction or authority over same. If any discrepancy or inconsistency should be discovered in these Contract Documents or in the specifications herein referred to, in relation to any law, ordinance, regulation, order or decree, he/she shall herewith report the same in writing to Benton County.

L. All Benton County properties are tobacco-free zones. Proposer, contractor(s), subcontractor(s) and all hired staff – whether part time or full time – shall abide by County rules. County Property includes interior of County buildings, exterior yards, lawns, parking lots, and picnic areas.

M. All charges **should** be included on the Official Proposal Price Sheet(s) which includes all associated costs including but not limited to delivery, freight, etc.) for the goods or services being proposal. **Do not include sales taxes in prices.**

Benton County RFP  
2019 Public Safety Software  
**Section B: Vendor References**

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The following information is required from all Proposers so all proposals may be reviewed and properly evaluated:

Company Name \_\_\_\_\_  
Business Address \_\_\_\_\_  
Number of years in business \_\_\_\_\_ How long in present location \_\_\_\_\_  
Total number of current employees \_\_\_\_\_ Full time \_\_\_\_\_ Part time \_\_\_\_\_  
Number of employees you plan to use to service this contract \_\_\_\_\_ Full time \_\_\_\_ Part time \_\_\_\_

Please list local commercial and/or governmental references that you have previously performed similar contract services for within the past five (5) years:

- 1 Company Name: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Fax Number: \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_
  
- 2 Company Name: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Fax Number: \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_
  
- 3 Company Name: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Fax Number: \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_
  
- 4 Company Name: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Fax Number: \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_

**Section C: Statement of Disclosure and Contact information**

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Proposer must disclose any possible conflict of interest with Benton County, including, but not limited to, any relationship with any Benton County employee. Your response must disclose if a known relationship exists between any principal or employee of your firm and any Benton County employee or County elected official.

If, to your knowledge, no relationship exists, this should also be stated in your response. Failure to disclose such a relationship may result in cancellation of a purchase and/or contract as a result of your response. This form must be completed and returned in order for your proposal to be eligible for consideration.

**PLEASE CHECK ONE OF THE FOLLOWING AS IT APPROPRIATELY APPLIES TO YOUR FIRM:**

\_\_\_\_\_ **NO KNOWN RELATIONSHIP EXISTS**

\_\_\_\_\_ **RELATIONSHIP EXISTS (Please explain)**

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**PRIMARY CONTACT INFORMATION**

At the discretion of the County, one or more firms may be asked for more detailed information before final ranking of the firms, which may also include oral interviews. **NOTE: Each Proposer shall submit to the County a primary contact name, e-mail address, and phone number (preferably a cell phone number) the County Selection Committee can contact for clarification or interview via telephone.**

Name of Primary Contact: \_\_\_\_\_

Title of Primary Contact: \_\_\_\_\_

Phone number #1 (cell phone): \_\_\_\_\_ Secondary Phone#: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Is the primary contact (listed in part 1) able to legally bind contracts? YES NO (circle one)

If no, please list contact that can legally bind a contract for the firm:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Phone #1 (cell phone): \_\_\_\_\_ Phone 2: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

## **SPECIFICATIONS**

It is the intent of these specifications to describe in sufficient detail to secure proposals on comparable items. Any items not conforming to these specifications will be rejected, and it will be the responsibility of the Proposer to conform to the requirements unless deviations have been specifically cited by the Proposer and an acceptance made on the basis of the exception.

Complete the following questions listing (Y) meets or exceeds requirements or (N) for software doesn't meet the requirements.

**If your software has a module that will be completed in the near future, please list a completion date in the comments.**

<b>Administration</b>			
<b>General</b>			
Description	Y	N	Comments
Does the system allow authorized users to create and maintain other users' accounts?			
Does the system allow authorized users to create and maintain user groups?			
Does the system allow authorized users to create and maintain user groups?			
Does the system allow authorized users to maintain user permissions by individual users or by user groups?			
<b>Policy Manual</b>			
Description	Y	N	Comments
Does this system provide a means for entering, maintaining and viewing the agency's policy manual?			
Does the system organize the policy manual with sections and subsections?			
Does the system allow authorized users to add and update sections and subsections within the policy manual?			
Does the system allow formatting options in the policy manual such as boldface and italics?			
Does the system include a spellchecker for the policy manual?			
Does the system allow authorized users to view a list of sections/subsections of the policy manual which need to be updated?			
Does the system allow authorized users to specify effective dates and target re-evaluation dates for sections and subsections of the policy manual?			
Does the system track changes to the policy manual and generate a change log?			
Does the system display a table of contents for the policy manual with links to each section?			
Does the system display, as part of the table of contents, indicators showing each user any sections he or she has not yet read and any sections which have been updated since he or she last read them?			
Does the system allow users to navigate between sections of the policy manual?			
Does the system allow the policy manual to be searched by section or subsection title or by any term found within the text?			
Does the system allow users to bulk print desired sections of the policy manual based on user authorization?			
Does the system generate a log for the policy manual that lists each time a user accessed each section or subsection, including how long the user spent viewing it?			

Does the system allow a user to read the policy manual which was in force as of a specific date (and not just the most current version of the manual)?			
Does the system allow authorized users to determine who has read recent policy manual changes or additions and to save, email or print a list of the sections each user still needs to read to be current?			
<b>Fleet Management</b>			
Description	Y	N	Comments
Does the system allow authorized users to create and maintain agency vehicle records?			
Does the system allow agency vehicles to be assigned to individual employees, divisions, or sections?			
Does the system allow authorized users to maintain lists of service types, service groups and vehicle acquisition methods?			
Does the system allow agency vehicles to be added to service groups (that is, to bulk assign service schedules)?			
Does the system allow fleet services types to be configured and scheduled for specified mileage or hour intervals for each vehicle?			
Does the system allow each agency vehicle to track either odometer or hour-meter readings?			
Does the system display the latest odometer or hour-meter reading for each vehicle in a highly visible manner?			
Does the system provide a means for tracking equipment assigned to each vehicle?			
Is the system able to provide a means of tracking damage to vehicles and the corresponding restitution payments (as appropriate) for that damage?			
Is the system able to alert users to upcoming vehicle retirements?			
Does the system retain retired vehicle records indefinitely?			
Does the system allow agency-defined custom fields in Fleet Management?			
<b>Vehicle Services</b>			
Description	Y	N	Comments
Does the system allow users to create and maintain fuel records and service records (oil changes, tire rotations, etc.) for each agency vehicle? Does the system have the ability to integrate with existing fuel system?			
Does the system calculate each vehicle's fuel efficiency from the fuel history entered?			
Is the system able to alert users to upcoming scheduled vehicle maintenance?			
Does the system allow fuel records and service records to have files attached to them via upload or scanner?			



<b>Equipment</b>			
Description	Y	N	Comments
Does the system allow authorized users to create and maintain agency equipment item records?			
Does the system allow authorized users to maintain lists of equipment acquisition methods, disposal types, locations, makes, models, names, types and vendors?			
Is the system able to track the specified number of years over which to depreciate an equipment item?			
Is the system able to automatically calculate the current value of equipment items using straight line depreciation?			
Is the system able to generate an equipment depreciation report for a specified date range?			
Does the system allow target replacement dates to be specified for equipment?			
Does the system track assignment of equipment to employees, vehicles, service dogs, divisions, sections, or disposal?			
Does the system allow authorized users to determine which users or user groups may assign equipment to each division, section, etc.?			
Does the system allow users to create unlimited audit reports for an employee's issued equipment? Does the report include all issued equipment and the status of the item at the time of the audit?			
Is the system able to generate an assignment history for each equipment item?			
Does the system allow equipment to be assigned in bulk?			
Does the system allow equipment items to be assigned barcodes for identification?			
Does the system support lookup of an equipment item record by scanning the equipment item's barcode?			
Does the system allow equipment item records to have files attached to them via upload or scanner?			
Are agency-defined custom fields available in this module?			
<b>Inventory</b>			
Description	Y	N	Comments
Does the system allow authorized users to create and maintain inventory item records which are separate from equipment item records? Examples of inventory items might include such things as ammunition and cleaning supplies?			
Does the system allow authorized users to maintain a list of inventory item statuses, categories and locations?			
Does the system show whether inventory items are available for use?			
Does the system provide an alert for low inventory items?			
Does the system allow inventory items to have barcodes assigned to them?			
Does the system support lookup of an inventory item record by scanning the inventory item's barcode?			

Does the system allow inventory items to be added, transferred, and reduced?			
Does the system allow authorized users to view a list of inventory items that are below agency-defined minimum levels?			
Does the system allow inventory item records to have files attached to them via upload or scanner?			
Can agency-defined custom fields be added in Inventory?			
<b>Inventory Requests</b>			
Description	Y	N	Comments
Does the system allow authorized users to request additional inventory items?			
Does the system allow authorized users to track the status of inventory requests?			
Does the system allow inventory request records to have files attached to them via upload or scanner?			
Can agency-defined custom fields be added in Inventory Requests?			
<b>Purchase Requisitions</b>			
Description	Y	N	Comments
Does the system allow authorized users to complete purchase requisition forms?			
Does the system allow purchase requisition forms to be assigned to specified users for approval?			
Does the system allow purchase requisitions to be assigned to specified users (when approved) for purchase of the requested items?			
Does the system allow bills and/or checks for the purchases to be created via the integrated financial product?			
Can agency-defined custom fields be added to Purchase Requisitions?			
<b>Canine Management</b>			
Description	Y	N	Comments
Does the system allow users to create and maintain canine/service dog records?			
Does the system allow authorized users to maintain lists of activity types for canines?			
Does the system allow authorized users to assign a canine to a handler?			
Does the system allow users to track canine activities, certifications, vaccinations, medical visits, and other costs?			
Does the system allow activity records, certification records, vaccination records, medical visit records, and other cost records to have files attached to them via upload or scanner?			
Does the system allow authorized users to create unlimited custom form templates which are used to associate agency-specified data with individual canine records or canine activity records?			

Does the system allow users with access to canine records or canine activity records to use the custom forms to enter and maintain the associated data?			
Can agency-defined custom fields be added in Canine Management?			
<b>Notes</b>			
Description	Y	N	Comments
Does the system allow authorized users to create general notes which will display on every user's dashboard as configured?			
Does the system allow notes to be set as sticky so they will continue to display at the top of the notes list even when other notes are newer?			
Does the system allow general notes to have files attached to them via upload or scanner?			
<b>Administration Reporting</b>			
Description	Y	N	Comments
Does the system provide a report generator for building custom statistical and analytical reports from administration data? Is the report generator provided by the same vendor and not be a third-party application?			
Does the system restrict access to the report generator and individual report templates by user or user group?			
Will the system allow a user who does not have access to particular data via the application user interface to gain access to that data via the report generator?			
Does the system allow the creator of the report template to build reports for any data entered into the administration product?			
Does the report generator allow the creator of the report template to control layout and formatting options for each administration report template? This includes such options as field arrangements, column widths, label text, font sizes, and line spacing?			
Does the report generator allow the creator of each administration report template to choose which users can access and/or run the report and/or modify the report template?			
Does the report generator support the use of aggregate (math) functions including Sum, Average, Count, Count Blank, Minimum, and Maximum?			
Does the report generator allow data to be grouped or sorted by any data element?			
Does the report generator allow multiple data filters to be applied using "and/or" logic?			
Does the report generator allow administration reports to be saved (as PDF, .XLS, or .CSV), printed, or emailed directly from the report?			
Does the report generator allow administration report templates to be saved and modified at a later time?			

Does the report generator support adding the administration reports to user's dashboards?			
Does the report generator allow recurring administration reports to be scheduled and automatically uploaded to a file-system or e-mailed to specified users on certain days and times?			
Does the report generator support ad-hoc queries?			
"Does the report generator support creation of administration reports such as the following:			
1. Weapon Assignments			
2. Equipment Issued to Personnel			
3. Inventory			
4. Current Vehicle Assignments			
5. Negative Citizen Feedback			
6. Personnel Birthdays			
7. Personnel Specialties			
8. Personnel Years of Service			
9. Vehicle Replacement Schedule			

### PSSS System

#### General

Description	Y	N	Comments
Does the system allow all software products (CAD, RMS, JMS, etc.) to be configured and managed from one system window?			
Does the system allow authorized users to change commonly altered variables without intervention from the vendor or IT?			
Does the system allow multiple (unlimited) users to be logged into the system and using the same applications simultaneously?			
Does the system allow multiple (unlimited) users to view, add, and edit information in the same records simultaneously?			
Does the system provide global search functions for names, addresses, phone numbers, and vehicles?			
Does the system ensure that these search functions include SOUNDEX, partial, and wild-card searches?			
Is the system able to generate a summary of each record displayed within these search results, including digital images?			
Is the system able to print, save or email the search summary directly from the summary window?			
Is the system able to print, save or email a list directly from the list view window?			
Is the system able to print, save or email a record directly from the record detail window?			
Does the system allow the creation of an agency-specified header for use within printouts from the system? Does this header include both an image and text?			
Does the system allow authorized users to maintain a list of phone number types?			

Does the system allow authorized users to maintain a list of relationships (for example, spouse, neighbor, stranger, etc.)?			
Does the system allow authorized users to maintain a list of agencies?			
Does the system allow authorized users to electronically redact reports from within the built-in print preview option?			
Does the system allow authorized users to identify text or images within the report by drawing a box overtop of the item, and then the system replace the underlying item with the box?			
Does the system convert redacted text to an image so that the text itself is no longer searchable or retrievable in any other fashion?			
<b>Security</b>			
Description	Y	N	Comments
Does the system provide multiple levels of data security control, including access by user and user group?			
Is the system FIPS 140 compliant for all network communication, including wired and wireless communication?			
Does the system verify access by a username and its corresponding password?			
Does the system support integration with Active Directory?			
Does the system support integration with multiple Active Directory servers?			
Does the system support dual-factor authentication with a username and password and a USB dongle that meets FBI Security Addendum Requirements or phone-based texts/dual factor software?			
Does the system ever display passwords and are passwords stored as hashed values in the database?			
Does the system provide each user with a single username and password for the entire system?			
"Does the system include the following agency-configurable password parameters:			
- Minimum length			
- Case sensitive			
- Required to use uppercase and lowercase			
- Required to include a numeral			
- Frequency of password changes			
- Number of previous passwords which cannot be reused"			
Does the system display agency-defined password parameters when users create or change a password?			
Does the system allow authorized users to determine when any user's password was last changed and to change any user's password?			
Does the system provide access levels, including view, edit, delete, and admin for each component of the system for users and user groups?			
Does the system track the user who last entered or updated any record as well as the date and time of the modification?			

Does the system store a read-only checksum for digital files and provide a means of determining if anyone has tampered with the file?			
Does the system create an audit record each time a record is created, edited, or viewed?			
Does the system create an audit record each time an audio or video attached to a case report is exported from the system?			
Does the system include a screen that displays users who are currently logged in?			
Does system include a screen that displays successful and unsuccessful log-ins and password changes?			
<b>Architecture</b>			
Description	Y	N	Comments
Does the system use an n-tier architecture?			
Does the system use a SQL database as a primary data storage?			
Does the system allow connections to the SQL database via free ODBC drivers?			
Does the system include all server hardware? Will network equipment and workstations be furnished by the agency?			
Does the system include 30-minute rolling backups of all data to an offsite location (not within the city or county) during which the system performance cannot be degraded?			
Does the system include a warm standby server in the event that the primary server becomes unavailable?			
Does the system ensure that the warm standby server includes the physical servers, server operating system software, server application and database software, installation, testing and configuration?			
Does the system replicate the production server data to the warm standby server in near real time?			
Is the system configured to allow workstations to connect to the warm standby server in the event the primary server is unavailable?			
Does the system include a testing/training server?			
Does the system ensure that the testing/training server includes the physical servers, server operating system software, server application and database software, installation, testing and configuration?			
Does the system ensure that the testing/training server allows the users to work with a copy of the production data without influencing the production environment?			
<b>User Interface</b>			
Description	Y	N	Comments
Is the system able to perform data validation/error checking for fields in the system?			
Does the system allow specific fields to be designated as required to force users to enter essential information before saving a record?			
Does the system visibly identify required fields (for example, by color-coding them) If a user attempts to save a record without			

completing all required fields, Does the system visibly notify the user of the remaining required fields (for example, by causing the required fields to flash)?			
Does the system provide auto-completion for frequently entered information? Once the user begins typing, does the appropriate data automatically populate into the record?			
Does the system use the tab key to move between fields?			
Does the system include a spellchecker for narrative fields throughout the system? Are users able to add words such as local place names to the spellchecker's dictionary?			
Does the system allow users to use a shortcut key to jump to any menu or submenu link on an open screen, even if that screen is not currently in focus?			
<b>Integration</b>			
Description	Y	N	Comments
Does the system ensure that all of its modules integrate with other modules (CAD, RMS, JMS, etc.), are provided by the same vendor, and are not third-party applications?			
Does the system use a single database, capable of being hosted on a single server, for all modules?			
Does the system allow all modules (CAD, RMS, JMS, etc.) to be accessible to authorized users from the same application window?			
Does the system allow all modules (CAD, RMS, JMS, etc.) to be accessible based on assigned permissions? Are all modules accessible with a single click or keystroke, without launching a separate program or application?			
Does the system provide a one-time, single point of data entry to allow information to be accessible from other modules in the system once it has been entered?			
Does the system have consistent user interface design throughout?			
"Is the system integrated to provide automatic transfer of critical information between software modules, including:			
a. CFS data from CAD transfers to the case reports in RMS			
b. Arrest or warrant data in RMS transfers to booking in JMS "			
Does the system ensure that all modules share the same master records for names, addresses, property and vehicles and that these master indices are located within a single database?			
Does the system integrate alerts between all modules so that alerts entered in one area are available in all others (for example, a dispatcher is alerted in CAD when a complainant has an outstanding warrant in RMS)?			
Does the system ensure that all modules integrate with the vendor's Financial module (not a third-party application) to support all financial features and functions?			
Does the system provide an agency and user-customizable dashboard that displays summary information from any			

modules which the user has permission to access (for example, that user's open case reports, the current jail roster, or a list of recently added warrants)?			
Is the system able to display dashboard reminders of overdue and soon-to-be-due tasks for users or user groups?			
Is the system able to display web links on the dashboard to provide direct links to third-party websites via the default browser?			
<b>Master Name Index</b>			
Description	Y	N	Comments
Does the system use a single database, accessed from all modules, for storing the master name records? Does the system link all activity of a person (or business) to a single master name record? If the system does not do the above, please explain the master name index architecture and functionality?			
Does the system link the master name record to and provide a list of all activity with which the person was involved, including calls for service, case reports, jail bookings, citations, parking tickets, warrants, registered vehicles, and anything built with custom modules?			
Does the system include links from the activity list on the master name record to any other record in which the person was involved, in the module the activity originated? Is access to these records controlled by user permissions?			
"Does the system include links to the master name index from name fields found throughout the system"?			
Does the system support advanced name searching based on any combination data elements in a master name record?			
Does the system allow first, middle and last names to be entered in any order in name fields?			
Does the system require separate search fields for first, middle, and last names?			
Does the system allow searching for persons and businesses by full or partial names?			
Does the system connect the alias and the master name record so that searching for an alias finds that master record?			
Does the system include the option of using SOUNDEX when searching for names?			
Does the system permit the use of age ranges, as well as specified ages on master name records?			
Does the system eliminate the need to duplicate any name information after it has been entered into the system?			
Does the system allow users to update any basic data fields and add or modify other information on the master name record once it has been created?			
Does the system display the last modified date on each master name record?			
Does the system cross-reference each master name record to all other records associated with a person or business?			



Does the system automatically add names to the master name index when entered elsewhere in the system?			
Does the system allow users to manually enter names directly into the master name index?			
Does the system have built-in checking to reduce the possibility of creating duplicate master name records for the same person or business?			
Does the system have the ability to merge duplicate name entries, giving the user the choice of which name data elements to keep for the merged record?			
Does the system allow users to select, view and merge multiple names at once to a single master name record rather than having to merge them one name at a time?			
Does the system store narrative comments linked to a name and display it upon inquiry for its master name record?			
Does the system display an address history for persons including dates of address changes?			
Does the system check all coded entries in the master name index for validity at the time of data entry?			
Does the system automatically check a name against outstanding warrants, known sex offenders and current jail inmates and notify or alert users accordingly?			
Does the system automatically display any user-entered name alerts (medical alerts, gang alerts, officer safety threats, and other agency-defined alert types)?			
Does the system allow users to create new name alerts from or for a master name record?			
Does the system allow users to specify expiration dates on name alerts? Do expired name alerts remain attached to master name records for historical purposes?			
<b>Master Address Index</b>			
Description	Y	N	Comments
Does the system link all activity occurring at an address to a single master address record?			
Does the system eliminate the need to duplicate any address information after it has been entered into the system?			
Does the system allow users to update any basic data fields and add or modify other information on the master address record once it has been created?			
Does the system use a single database, accessed from all software modules, for storing the master address index so that information entered about an address in JMS, for example, is available in RMS? If the system does not do the above, please explain the master address index architecture and functionality?			
Does the system ensure that each master address record includes a listing of all persons and businesses known to reside at the address, which are included in the master name index?			
Does the system display the following related activities with master address records: calls for service, case reports, and civil			

process service? Are activities listed in reverse chronological order for each master address record?			
Does the system include links from the activity list to any record in which the address was involved, in the module where the activity originated? Is access to these records controlled by user permissions?			
Does the system provide a notification to the user that an address is either valid or invalid? For invalid addresses, does system display a list of potential valid addresses?			
Does the system link to the master address index from address fields anywhere in the system?			
Does the system cross-reference each master address record to all other records associated with that address?			
Does the system allow users to manually enter addresses directly into the master address index?			
Does the system provide a report that shows manually added addresses?			
Does the system have built-in checking to automatically merge differently-typed addresses that correspond to the same location (for example, "1001 SW Westpark Dr" and "1001 southwest westpark drive" so not to create duplicate address records)?			
Does the system have the ability to merge address records (for example, "Zips Car Wash" and "1004 S Walton Blvd " are the same address and treated as such)?			
Does the system automatically display any user-entered address alerts (hazardous materials, alarm system, water supply information, officer safety threats, and other agency-defined alert types)?			
Does the system allow users to create new address alerts from a master address record?			
Does the system allow users to specify expiration dates on address alerts? Do expired address alerts remain attached to the master address record for historical purposes?			
Does the system allow searching for address by house number, full or partial street name, state, or zip code?			
Does the system ensure that searching for a merged address record finds the appropriate master address record (for example, searching on "Zips Car Wash" finds "1004 S Walton Blvd")?			
<b>Master Vehicle Index</b>			
Description	Y	N	Comments
Does the system link all activity for a vehicle to a single master vehicle record?			
Does the system eliminate the need to duplicate any vehicle information after it has been entered into the system?			
Does the system allow users to update any basic data fields and add or modify other information on the master vehicle record once the master vehicle record has been created?			

Does the system use a single database, accessed from all software modules, for storing the master vehicle index so that information entered about a vehicle in CAD, for example, is available in RMS? If the system does not do the above, please explain the master vehicle index architecture and functionality?			
Does the system include a listing in the master vehicle record, with history, of the vehicle's registered owners?			
Does the system display the following related activities with the master address index: calls for service, traffic stops, tow calls, case reports, citations, field identifications, and parking tickets? Are the activities listed in reverse chronological order for each master vehicle record?			
Does the system include links from the activity list to any record in which the vehicle was involved, in the module where the activity originated? Is the access to these records controlled by user permissions?			
Does the system link to the master vehicle record from vehicle fields anywhere in the system?			
Does the system cross-reference the master vehicle record to all other records associated with the vehicle?			
Does the system allow users to manually enter vehicles directly into the master vehicle index?			
Does the system have built-in checking to reduce the possibility of creating duplicate master vehicle records for the same vehicle?			
Does the system check all coded entries in the master vehicle record for validity at the time of data entry?			
Does the system automatically display any user-entered vehicle alerts (including agency-defined alert types)?			
Does the system allow users to create new vehicle alerts from a master vehicle record?			
Does the system allow users to specify expiration dates on vehicle alerts? Does the system allow alerts to remain attached to the master vehicle record for historical purposes?			
Does the system support searching for vehicles by full or partial plate numbers?			
Does the system allow vehicles to be searched by any data element or combination of data elements (for example, vehicles registered to the name "Smith" and/or red pickup trucks)?			
<b>Notifications/Messages</b>			
Description	Y	N	Comments
Does the system support "if", "then" and "when" business rules for notifications throughout the system?			
Does the system include system-wide business rules that allow authorized users to configure unlimited notification scenarios for users and workgroups?			
Does the system provide business logic which, from information entered into certain required fields, will			

automatically display other required and/or corresponding fields which pertain to the data already entered?			
Does the system include business rules that notify users and/or open up the next sequential required field(s) and/or window(s) based on the information added to the record?			
Does the system include system-wide business rules that allow users and user groups to be notified via multiple communication channels including internal system messaging, e-mail, paging, and/or SMS?			
Does the system include an internal e-mail-style messaging system that supports the secure transmission of messages with attachments within the agency's network?			
Does the system warn users that they have unfinished tasks when they attempt to log out?			
<b>Statutes</b>			
Description	Y	N	Comments
Does the system include federal, state, and local statutes?			
Does the system allow authorized users to create and update local statutes and/or ordinances in the system?			
Does the system provide a hotkey that can be used from anywhere in the system to search statutes by statute numbers, title, and/or text within a statute description?			
<ul style="list-style-type: none"> <li>• Attachments</li> </ul>			
<ul style="list-style-type: none"> <li>• Requirement</li> </ul>			
Does the system allow the attachment of files (for example, .DOC, .XLS, .JPG, .WAV) to specified record types? Can attached files be opened or viewed on any workstation by authorized users who have the necessary third-party applications (such as MS Word or MS Excel)?			
Does the system support scanning and attaching documents directly to records in the system without the need to first save them elsewhere?			
Does the system store attached files on the vendor's server within the vendor's software (not on an open network folder) for security and ease of access?			
<b>Custom Forms</b>			
Description	Y	N	Comments
Does the system allow authorized users to create custom data collection forms to support agency-specified functionality, without any intervention from the vendor or IT?			
Does the system ensure that each custom form is associated with, and subordinate to, a non-custom form (the parent form)?			
Does the system allow authorized users to create an unlimited number of custom forms?			
Does the system ensure that the custom forms are integral with the rest of the system and not provided via a third-party application?			

Does the system support printing the data from custom forms via an agency-defined output template and process similar to a mail merge?			
Does the system allow authorized users to add unlimited data items from the parent form when creating a custom form?			
"Does the system allow authorized users to include as many fields for data collection as are necessary on custom forms, including entirely new fields (not previously stored in the database) as well as the following:			
a. Names from the Master Name Index			
b. Vehicles from the Master Vehicle Index			
c. Addresses from the Master Address Index			
d. Personnel, units, and other agency-defined lists"			
Does the system support the following types of agency-defined fields for custom forms:			
e. Address			
f. Automatic record sequence numbers			
g. Multiple item select boxes			
h. Vehicles/Dates/Times			
i. Dollar value			
j. Free form text			
k. Names			
l. Numbers			
m. Signatures (for electronic signatures)			
n. Checkboxes			
o. Yes/No drop-downs			
p. Drop-downs from agency-defined lists"			
Does the system allow a custom form to create a relationship on master name or master address records when those fields are specified within the custom form?			
Does the system allow authorized users to specify the label for each field and data item on a custom form?			
Does the system allow authorized users to specify if each field on a custom form is required or not required?			
Does the system allow for setting the default value for each field?			
Does the system allow the authorized users to arrange the data items and fields in any order on the form?			
Does the system make the data items and fields on custom forms available to the built-in report generator?			
Does the system allow records captured via custom forms to be saved to an external file, emailed and/or printed?			
<b>Custom Modules</b>			
Description	Y	N	Comments
Does the system permit authorized users to create custom modules designed to meet specific data collection, management, reporting, and output needs without intervention from the vendor or any additional costs?			

Does the system ensure that custom modules are part of the main software solution and not a third-party application?			
Does the system allow authorized users to create as many custom modules as desired?			
Does the system allow information captured in custom modules to be output from the system in accordance with agency-defined output templates?			
"Does the system allow authorized users to include as many fields for data collection as are necessary within custom modules, including entirely new fields (not previously stored in the database) as well as the following:			
a Names from the Master Name Index			
b Vehicles from the Master Vehicle Index			
c Addresses from the Master Address Index			
d Personnel, units, and other agency-defined lists"			
"Does the system support the following types of agency-defined fields for custom modules:			
a Dates/times			
b Dollar value			
c Free form text			
d Names			
e Numbers			
f Signatures (for electronic signatures)			
g Checkboxes			
h Yes/No drop-downs			
i Drop-downs from agency-defined lists"			
Does the system allow authorized users to specify all of the field labels for a custom module?			
Does the system allow authorized users to arrange and display custom module fields in any order?			
Does the system allow all data included in a custom module to be searched and included in statistical reports?			
Does the system allow a custom module to create an relationship on master name or master address records when those fields are specified within the custom module?			
Does the system allow authorized users to define and filter the list view of the data included within the custom module?			
Does the system allow records from custom modules to be directly converted to PDF files within the system?			
Does the system allow records from custom modules to be attached to emails?			
<b>Support and Maintenance</b>			
Description	Y	N	Comments
Does the vendor provide a minimum of 3-4 major software updates (not bug fixes) per year as part of the vendor's software maintenance agreement? Please include contact information for 5 existing customers older than 3 years who can verify this?			

Does the vendor schedule and perform software updates at no additional cost to the agency as part of the standard maintenance agreement?			
Does the vendor load all software updates on the vendor-provided testing/training server(s) before loading them on vendor-provided production servers?			
Does the vendor provide server operating system software and database software as part of the complete system?			
Does the vendor include all updates, enhancements, new versions, and upgrades of the server operating system software and database software as part of its standard software maintenance agreement?			
Does the vendor ensure that the agency will not have to purchase any third-party server operating system software updates and/or newer versions as long as its software maintenance agreement is maintained?			
Is the vendor responsible for the vendor-provided physical server(s)? As necessary to support proper system functions, the vendor should either replace components and/or the entire server(s) as part of the standard maintenance agreement? This includes ensuring that system performance criteria are met and that the server(s) continue to meet the server operating system and database software requirements. As well as an end of life schedule.			
Does the vendor provide, as part of the standard maintenance agreement, real-time 24x7x365 monitoring of the vendor-provided physical server(s) and operating system software to detect and manage any potential issues with the system?			
Does the vendor load all system software updates to the server and then automatically load updates to each client machine at next startup without any intervention from the vendor or IT?			
<b>State NCIC Queries</b>			
Description	Y	N	Comments
Does the system include an interface to the state/NCIC system?			
Does the system allow authorized users to run state/NCIC queries directly from within the system?			
Does the system restrict access to run state/NCIC queries to authorized users or user groups?			
Does the system allow NCIC query returns to populate Master Name and Master Vehicle records?			
Does the system provide a list of all state/NCIC queries which have been run and the associated returns? Is this list filterable by date, query type, user, and/or workstation?			
<b>ECitations</b>			
<b>General</b>			
Description	Y	N	Comments
Does the system allow mobile users to fill out agency-specific eCitation form(s)?			

Does the system allow users to read/swipe data from driver's licenses and vehicle registrations to input data into the eCitation form(s)?			
Does the system allow users to print out the eCitation form(s) in the agency-specified format?			
Does the system allow an eCitation to use NCIC returns which were recently generated in the system?			
Does the system allow users to fill out eCitations whether or not the users are currently connected to the records system? Does eCitations support asynchronous data connections?			
Does the system allow an eCitation to be associated with a case before or after the accident report is uploaded to the records system?			
Does the system require authorized users to review and approve the eCitations before they are uploaded to the records system?			
Does the system allow users to create new master name and master vehicle records upon upload of the eCitations to the records system?			
Does the system allow users to link an eCitation to an existing master name and/or master vehicle record upon upload to the records system?			
Does the system allow authorized users to assign blocks of eCitation numbers to each device used to create eCitations?			
Does the system automatically issue new ticket blocks at the end of the year?			
<b>Personnel</b>			
<b>Personnel</b>			
Description	Y	N	Comments
Does the system allow authorized users to create and manage employee records?			
Does the system provide a guided step-by-step process (wizard) for entering a new person/user into the system to ensure that all steps are completed?			
Does the system allow unlimited photos to be attached to each employee record?			
Does the system allow bulk updating of employee records?			
Does the system retain records indefinitely for employees who are no longer with the agency and track the date(s) employees were in and out of service?			
Does the system allow authorized users to set up detailed permissions for each employee, both individually and within groups?			
Does the system allow authorized users to generate a permissions audit report for an employee which shows all areas of the system to which that person has access, what type of access it is, and how it is granted?			
Does the system allow authorized users to maintain lists of personnel job titles, personnel addressed as, personnel			



specialties, personnel groups, divisions, termination reasons and service types?			
Does the system allow authorized users to view and print a log of the changes to an employee's personnel records?			
Does the system allow authorized users to create unlimited custom form templates which are used to associate agency-specified data with individual personnel records?			
Does the system allow users with access to personnel records to use the custom forms to enter and maintain the associated data?			
Are agency-defined custom fields available in Personnel?			
<b>Employee Promotions</b>			
Description	Y	N	Comments
Does the system allow authorized users to create and maintain employee promotion records?			
Does the system allow employee promotion records to have files attached to them via upload or scanner?			
Are Agency-defined custom fields available in Employee Promotions?			
Employee Commendations Requirement			
Does the system allow authorized users to create and maintain employee commendation records?			
Does the system allow authorized users to maintain a list of commendation types?			
Does the system allow employee commendation records to have files attached to them via upload or scanner?			
Are agency-defined custom fields available in Employee Commendations?			
Employee Disciplinary Actions Requirement			
Does the system allow authorized users to create and maintain employee disciplinary action records?			
Does the system allow authorized users to maintain lists of offense types and disciplinary action types?			
Does the system allow employee disciplinary action records to have files attached to them via upload or scanner?			
Are Agency-defined custom fields available in Employee Disciplinary Actions?			
<b>Employee Training</b>			
Description	Y	N	Comments
Does the system allow authorized users to create and maintain training records for employees?			
Does the system allow authorized users to manage lists of training locations, training certificates, and training categories?			

Does the system allow users to view a list of courses which will soon expire?			
Does the system allow training courses to be entered for an individual employee or entered in bulk with a single action for multiple employees (for example, all officers or dispatchers)?			
Is the system able to calculate the total training hours completed by each employee?			
Does the system allow users to view the number of training hours completed by an employee within a specified time frame (for example, annual training hours completed)?			
Does the system display upcoming training/certification expirations in a highly visible manner?			
Is the system able to list courses that were offered by the agency but declined by an employee?			
Is the system able to store default course data for common training courses?			
Does the system allow training records to have files attached to them via upload or scanner?			
Does the system allow authorized users to create unlimited custom form templates to associate agency-specified data with individual training records?			
Does the system allow users with access to training records to use the custom forms to enter and maintain the associated data?			
Are agency-defined custom fields available in Employee Training?			
<b>Citizen Feedback</b>			
Description	Y	N	Comments
Does the system provide a means for tracking citizen feedback?			
Does the system allow authorized users to maintain lists for feedback types, feedback actions, and feedback dispositions?			
Does the system allow a CFS or case report to be associated with the citizen feedback record?			
Does the system allow one or more officers or other users to be associated with the citizen feedback record?			
Does the system automatically check the reporting citizen's name against the master name index?			
Does the system allow citizen feedback records to have files attached to them via upload or scanner?			
Are agency-defined custom fields available in Citizen Feedback?			
<b>Records Management System RMS</b>			
<b>Case Reports</b>			
Description	Y	N	Comments
Does the system allow authorized users to maintain a list of case report types (for example, patrol, investigations, narcotics, and juvenile)?			
Does the system allow authorized users to build unlimited case report output templates (such as an internal report, a media			

report, and a state's attorney report) and to specify which data is printed for each?			
Does the system allow authorized users to set up case report approval workflows which notify users to perform such tasks as completing cases, reviewing and approving cases, and kicking back cases for changes?			
Does the system support setting permissions for each case report type by user and/or user group?			
Does the system include the following default involvement types for case reports: offender, suspect, victim, and witness?			
Does the system allow authorized users to extend the list of case report involvement types to include such types as arrestee, cited, reporter, driver of vehicle, and passenger?			
Does the system support agency or user-defined notifications for case aging (for example, 30-days since creation), case referrals, and follow-ups?			
Does the system auto-populate case reports generated from calls for service data such as address, nature of the incident, complainant/reporter data, beat/zone, and NCIC queries and results?			
Does the system make incident data such as responding units and unit response times readily available to assist in completing the case report when case reports are generated from calls for service? Is incident data viewable alongside of the case report information?			
Does the system allow case reports to be generated without a corresponding call for service?			
Does the system allow call-takers and dispatchers to perform an automatic transfer of CFS data from CAD to the RMS when needed? This transfer should not be a one-time transfer but should be kept up to date as the CFS progresses.			
Does the system allow authorized users to maintain a list of case dispositions, including whether a disposition closes a case?			
Does the system allow a case report's disposition (status) to be updated at any time?			
Does the system allow dispositions to be agency-defined, and does it allow the case list to be queried by disposition to show a list of cases under investigation, cases sent to the state's attorney, etc.?			
Does the system allow multiple supplemental case narratives to be added by the primary officer or by other users?			
Does the system support multiple users adding multiple narratives to a case at the same time?			
Does the system allow the case narratives to include unlimited text?			
Does the system allow authorized users to create custom case narrative templates with section headings (for example, Synopsis, Details, and Actions Taken)?			
Does the system allow a case report to specify assisting officers?			

Does the system allow a case report to specify multiple offenses?			
Does the system allow a case report to specify multiple counts of a charge?			
Does the system allow an unlimited number of involvement types to be set up for and used on case reports?			
Does the system automatically generate required case report forms to gather additional necessary information (for example, arrest forms and citations) based on the selected involvement type(s)?			
Does the system display the state, federal or local statute or offense descriptions for each offense within the case report screen?			
Does the system allow case reports to include multiple modi operandi for a single case report?			
Does the system allow case reports to record unlimited vehicles, such as vehicles involved in traffic stops or traffic accidents, towed vehicles, abandoned vehicles, and unlimited agency-defined vehicle relationship types?			
Does the system allow users to record vehicle information on citations, warnings, arrest forms, and field identification forms without having to manually re-enter data in each place?			
Does the system automatically transfer all vehicle information to a case report from an associated CFS?			
Does the system allow case reports to include unlimited case notes which are stamped with the date, time and name of the user who created them?			
Does the system allow for expunging individual names from case reports? Will the system automatically expunge the name from system forms such as the arrest and victim form?			
Does the system allow authorized users to expunge individual offenses from a specified name on a case report?			
Does the system allow authorized users to view the original non-expunged case report?			
Does the system have an option to allow expunged records to be reverted back to include the original names and offenses?			
Does the system have an option to allow expunged records to be completely removed from the database so report writing tools cannot be used to identify the original name or offense?			
Does the system allow historical reporting to continue to include the expunged records so the number of offenses does not change when items are expunged? Will the expunged names not be display within these reports?			
Does the system allow workflow activities to be created around Sealing and Expungement actions to help with verification processes?			
Does the system provide an agency and user-customizable dashboard that displays summary information from any modules which the user has permission to access (for example,			

that user's open case reports, reports needing approval, or a list of recently added warrants)?			
Can the dashboards be utilized with workflow options to display a list of all cases and tasks which require the user's attention?			
Does the system allow for automatic workflow routing based on the offense or state reporting code?			
Does the system allow access to sealed cases to be granted to users or user groups per case?			
Does the system allow authorized users to maintain the list of reasons for sealing cases?			
Does the system allow authorized users to update and correct previously entered data on a case report?			
Is the system able to support multiple case reports for the same event, with access to the reports restricted by user permissions? For example, a patrol report and an investigative report may be created about a single event and linked to each other?			
Does the system group case reports based on agency-defined criteria (for example, a string of car break-ins)? Are links provided between grouped case reports?			
Does the system create a full audit trail showing all activity related to the case report such as case report creation, adding and removing data, and approval history? Does each audit entry automatically include the date, time, and user?			
Does the system support intelligent full-text searching of case report narrative fields?			
Does the system allow case reports to have files attached to them via upload or scanner?			
Does the system allow authorized users to create unlimited custom form templates which are used to associate agency-specified data with individual case reports?			
Does the system allow users with access to case reports to use the custom forms to enter and maintain the associated data?			
Does the system include a configurable process (workflow) for reviewing and approving case reports?			
Does the system provide a means for users to indicate that a case report is ready for review and awaiting approval?			
Does the system restrict case report approvals to authorized users?			
Does the system include configurable case routing for review and approval (for example, to a person's supervisor, to any on-duty supervisor, or according to routing criteria completed by the user)?			
Does the system allow case reports to be routed to multiple people for approval?			
Does the system alert users when a case report (or a component of a case report) has been completed and sent to them for approval?			

Does the system allow case report approvers to approve an entire case report or an individual component (for example, a primary narrative but not an attached citation)?			
Does the system allow case report approvers to "kick back" an entire case report or a case report component?			
Does the system include a field for "kicked back" case reports and components which allows the case report approver to request needed changes?			
Does the system display a case report's current approval status and should allow the case report list to be filtered by approval status?			
Is the system able to lock approved case reports against future editing?			
Does the system allow authorized users to reactivate locked case reports?			
Does the system create a case report management audit trail that includes the date and time when the record was created, edited, saved, completed, forwarded for approval, closed, etc.?			
Does the system allow authorized users to configure the case management tasks to match the case review and approval system the agency has in place?			
Does the system automatically generate tasks for the users who need to complete case reports, approve case reports, perform investigative reviews, etc.?			
Does the system allow users to manually create tasks for case reports?			
Does the system include, as a dashboard part, a list of the user's outstanding tasks or case reports which require action?			
Does the system support adding case referral forms to case reports and also generate notification and follow up tasks for predetermined users or groups based on user input and scoring thresholds?			
Does the system include case report scoring functionality for investigators, with configurable scoring requirements?			
Does the system send case report scoring notifications via internal system messaging, e-mail, paging and/or SMS?			
Does the system notify specified users, including primary officers and their supervisors, when case reports have aged beyond an agency-specified time threshold?			
Does the system allow e-mail-style messages sent between users to contain links to case reports?			
Does the system notify users or user groups via internal system messaging, e-mail, paging and/or SMS when a case report has been assigned to them for completion and/or approval?			
Does the system allow for notifying individuals or groups when something new has been added to a case report?			
Does the system allow for notifying individuals or groups when an item has been approved on a Case Report?			

Does the system include a list of calls for service which require case reports that have not yet been written?			
Does the system allow users to sort and filter case reports within the list-view screen?			
Does the system allow users to save, print or email a case report (including all associated records and attachments) directly from the record window?			
Does the system allow users to save, print or email a summary list of the case reports directly from the list-view window?			
<b>Case Leads</b>			
Description	Y	N	Comments
Does the system have a feature within case reports which allows for tracking all tips, leads, and tasks associated with the case?			
Does the system will allow a user to assign leads to other users who are helping to gather information on the case?			
Does the system allow for assigning a lead to an individual who doesn't have access to the full case report? Can the assignor determine how much information about the case and lead should be granted to the assignee? Can the assignee be allowed to add information to the leads assigned to them?			
Does the system allow users to create new leads for a specific case even if they don't have access to the case?			
Does the system shall allow the primary investigator to filter a list of all leads where the assignments have been completed and are ready for review?			
Does the system allow leads to be organized by agency-configurable values such as Interview a witness or Canvas the neighborhood?			
Does the system allow the priority or urgency of each lead to be assigned?			
Does the system include names added to a lead to the system's Master Name record and allow it to be linked back to the lead?			
Does the system include Vehicles added to a lead to the system's Master Vehicle record and allow it to be linked back to the lead?			
Does the system allow Narratives to be added specific to each lead? Can the primary investigator review the narrative and import the narrative into the case report if they determine the information should be included within the case report?			
Does the system will allow for importing names, vehicles, and supplemental narratives from completed tasks into the Case Report? Information that is deemed unnecessary does not need to be imported into the case report?			
Does the system allow workflow to be automated to create tasks or notifications when a new lead is entered?			
Does the system allow workflow to be automated to create tasks or notifications when a new lead is assigned?			
Does the system allow workflow to be automated to create tasks or notifications when a new lead is completed?			

Does the system allow leads assigned to individuals to be displayed on their dashboards?			
Does the system allow Property and Evidence to be added to each lead?			
Does the system allow attachments to be added to each lead?			
Does the system allow for tracking tips and leads that are not associated with a specific case report?			
Does the system include a report generator that allows user-defined reports to be created with the information collected within each of the leads?			
<b>Intelligence Case Reports</b>			
Description	Y	N	Comments
Does the system allow the system to track intelligence reports?			
Does the system ensure that intelligence case reports include all of the standard functionality and workflow as regular case reports?			
Does the system lock down the intelligence case reports so that only specified users have access to any of the data stored in those case reports?			
Does the system ensure that the intelligence case reports include links to warrants, protection orders, field identifications, other intelligence case reports and standard case reports?			
Does the system ensure that master name records which are associated with an intelligence report have an additional section of information which records information such as informant ID and the MO?			
Does the system allow authorized personnel to add and track notes on Informants to document all contacts with the individual?			
Does the system ensure that authorized users may choose to not submit intelligence cases to state reporting (IBR/UCR)?			
Does the system allow Names, Offenses and Vehicles to be copied from an Intelligence Case into a normal case without the need to re-enter the information?			
<b>IBR Preparation</b>			
Description	Y	N	Comments
Does the system perform IBR error checking and validation on the case report, including detailed error messages?			
Does the system provide a link to specific fields that need to be corrected for IBR validations?			
Does the system package the case reports in suitable format for IBR submittal?			
<b>Property/Evidence Management</b>			
Description	Y	N	Comments
Does the system allow users to create and maintain property/evidence records for case reports?			



Does the system allow users to manually assign a number to property/evidence items for purposes of displaying those items before the court?			
Does the system allow authorized users to maintain a list of property/evidence shelves, lockers, bins, and other locations?			
Does the system allow access tags to be defined for property/evidence items which would restrict access to certain users or user groups?			
Does the system eliminate the need to duplicate any property/evidence information after it has been entered into the system?			
Does the system support stolen property reports?			
Does the system support lost property reports?			
Does the system support found or recovered property reports?			
Does the system support contraband or seized property items property reports?			
Does the system support evidence items reports?			
Does the system include business logic that allows the property/evidence forms to automatically adjust to the type of property selected and to display only the necessary fields for input of that type of property?			
Does the system include the appropriate data elements for each property and evidence type?			
Does the system allow users to set a target disposal date for each property/evidence item?			
Does the system allow a user to access the associated case report by a single click or keystroke from the property/evidence record?			
Does the system allow digital photos of each piece of property/evidence to be attached to the property/evidence record?			
Is the system able to print barcodes for property/evidence items?			
Is the system able to open a property/evidence record by scanning the item's barcode?			
Does the system allow users to capture information regarding the intake, movement, release, and disposal of property and evidence and produce appropriate chain-of-custody reporting?			
Does the system include a full audit trail for the chain of custody, including the date, time, start and end location, and personnel involved in each transaction?			
Does the system tracking include transferring property internally, transferring to/receiving from personnel, and transferring to/receiving from external entities (crime labs, etc.)?			
Does the system allow only valid property movement based on an item's current status, to enforce a valid chain of custody?			
Does the system generate receipt forms for documenting movement of property and evidence?			

Does the system support electronic capture of signatures for the receipt forms?			
Does the system allow users to move and manage property/evidence in bulk?			
Does the system store and manage digital evidence such as audio, photos, documents, and video links?			
Does the system store a read-only checksum for digital files and provide a means of determining if anyone has tampered with the file?			
Does the system allow users to export digital evidence in bulk?			
Does the system allow tagging specific points on the timeline within audio files to provide a means for jumping directly to those points?			
Does the system display tagged time references in a chronological list to allow users to jump to the relevant information (for example, a confession) by selecting the tag?			
Does the system allow users to sort and filter property/evidence records within the list-view screen?			
Does the system allow users to save, print or email a summary list of the property/evidence records directly from the list-view window?			
Does the system allow users to save, print or email a property/evidence record directly from the record window?			
Does the system support intelligent full-text searching of property/evidence narrative fields?			
"Is the system able to generate and print reports based on the property/evidence list such as:			
a. Property nearing target disposal date			
b. Property in temporary locations			
c. Property out of agency custody"			
Does the system offer the ability to audit a property location to determine if all expected physical items are within the specified location? Will missing and extra items be identified for the auditor?			
Does the system allow for creating custom forms for Property and Evidence?			
Does the system allow barcode labels to be configured to display any of the information available on the Property and Evidence screen?			
Does the system display thumbnail size pictures on the screen to help navigate to the photos of interest?			
Does the system allow multiple evidence photos to be printed on a single page using thumbnail-sized pictures?			
Are agency-defined custom fields available in Property and Evidence?			
<b>Arrests</b>			
Description	Y	N	Comments
Does the system allow users to create and maintain arrest forms?			

Does the system support multiple charges for a given person on a single arrest form?			
Does the system allow users to add an arrest form to a case report at the time of the original incident or any time after that?			
Does the system allow users to add supplemental arrest narratives to the original case report in the event of an arrest at a later date?			
Does the system make the arrest information from the RMS available to the JMS for auto-populating the booking record?			
<b>Citations</b>			
Description	Y	M	Comments
Does the system allow users to create and maintain citation records?			
Does the system allow the citation number to be free-form text rather than a predefined number sequence?			
Does the system support use of different types of citations, including traffic citations and non-traffic citations?			
Does the system ensure that citations use the state-defined charges/offenses?			
Does the citation display on the master name record and/or vehicle name record?			
Does the system allow citations to be associated with case reports or created without a case report?			
Does the system allow users to save, print or email a summary list of the citation records directly from the list-view window?			
Does the system allow users to save, print or email a citation record directly from the record window?			
Does the system support intelligent full-text searching of citation narrative fields?			
Does the system allow citations to be manually linked to existing case reports?			
Are agency-defined custom fields available in Field Identifications?			
<b>Field Identification</b>			
Description	Y	N	Comments
Does the system allow users to create and maintain field identification records?			
Does the system allow users to create gang affiliations as part of the field identification process?			
Does the system allow users to save, print or email a summary list of the field identification records directly from the list-view window?			
Does the system allow users to save, print or email a field identification record directly from the record window?			
Does the system support full-text searching of field identification narrative fields?			
Does the system allow field identification records to be associated with case reports or created without a case report?			

<b>Warrants</b>			
Description	Y	N	Comments
Does the system allow users to create and maintain warrant records?			
Does the system allow authorized users to update the warrant status at any time?			
Does the system allow for addition of standard fees upon creation of the warrant?			
Does the system allow warrants to be organized by agency-configurable values?			
Does the system allow separate numbers, such as NCIC, docket, state case, or OCA to be included in the warrant record?			
Does the system allow data for the appropriate prosecutor to be included with each warrant?			
Does the system allow authorized users to change the status of a warrant for the following reasons: served on the person, recalled by the court, person booked on warrant charge, and other reasons defined by the agency?			
Does the system allow warrants to be sealed?			
Is the system able to generate a standard felony warrant letter from the warrant?			
Does the system restrict access to sealed warrants to specified users or user groups?			
Does the system keep track of cancelled warrants?			
Does the system automatically alert call-takers, dispatchers and/or officers when names with active warrants are involved in a CFS?			
Does the system flag any names from the master name index which have active warrants?			
Does the system track service attempts for warrants?			
Does the system should allow authorized users to specify whether to charge for mileage on each warrant service attempt trip?			
Does the system allow users to make notes on warrants to record any data learned during service attempts that may aid in successful service? Does each note automatically include the date, time, and username?			
Does the system allow warrants to have files attached to them via upload or scanner?			
Does the system allow authorized users to create unlimited custom form templates which are used to associate agency-specified data with individual warrants?			
Does the system allow users with access to warrants to use the custom forms to enter and maintain the associated data?			
Does the system allow for creating workflow tasks for events such as adding a new warrant or clearing an existing warrant?			
Is agency-defined custom fields available in Warrants?			

<b>Protection Orders</b>			
Description	Y	N	Comments
Does the system allow for tracking protection orders?			
Does the system ensure that the master name records for both the defendant and the complainant show a link for the protection order?			
Does the system flag any names from the master name index which have active protection orders?			
Does the system track service attempts for protection orders?			
Does the system allow users to make notes on protection orders to record any data learned during service attempts that may aid in successful service? Does each note automatically include the date, time, and username?			
Does the system create a Sheriff's Return for successful service attempts?			
Does the system allow authorized users to create unlimited custom form templates which are used to associate agency-specified data with individual protection orders?			
Does the system allow users with access to protection orders to use the custom forms to enter and maintain the associated data?			
Does the system allow for creating Protection Order workflow tasks?			
Are agency-defined custom fields available in Protection Orders?			
<b>Pawn Property</b>			
Description	Y	N	Comments
Does the system allow users to create and maintain pawn property records?			
Does the system allow users to attach digital photos to a pawn property record, either via an upload or directly from a camera?			
Does the system allow pawn property records to have files attached to them via upload or scanner?			
Does the system allow users to save, print or email a summary list of the pawn property records directly from the list-view window?			
Does the system allow users to save, print or email a pawn property record directly from the record window?			
Does the system support intelligent full-text searching of pawn property narrative fields?			
Are agency-defined custom fields available in Pawn Property?			
<b>Sex Offenders</b>			
Description	Y	N	Comments
Does the system allow for tracking sex offenders?			
Does the system ensure that names and addresses entered into sex offender records are checked against the master indices and then added to those indices if they do not already exist?			

Does the system provide a list of registered sex offenders that is accessible by authorized users from any product?			
Does the system alert users to sex offender status whenever a sex offender's name appears anywhere in the system?			
Does the system track sex offender check-in dates and alert users to an offender's next required check-in date?			
Is the system able to generate a printable list of sex offenders who are soon due to check in or who are overdue?			
Are agency-defined custom fields available in Sex Offenders?			

**Parking Tickets**

Description	Y	N	Comments
Does the system allow parking tickets to be tracked?			
Does the system allow authorized users to change the status of a parking ticket for any number of reasons defined by the agency?			
Does the system ensure that the name, vehicle and/or address entered into parking ticket records use the master records? Does parking ticket records use the name and address validation provided with the master name and master address records?			
Does the system allow parking ticket statuses to be changed in bulk?			
Does the system allow users to attach documents to parking ticket records?			
Does the system track invoices, fees, and receipts associated with parking tickets?			
Does the system allow for an agency-defined sliding fee scale based on parking ticket age?			
Does the system provide a list of parking tickets that can be searched?			
Does the system allow authorized users to create unlimited custom form templates which are used to associate agency-specified data with individual parking tickets?			
Does the system allow users with access to parking tickets to use the custom forms to enter and maintain the associated data?			
Are agency-defined custom fields available in Parking Tickets?			

**Digital Lineups**

Description	Y	N	Comments
Does the system allow authorized users to create digital lineups using mugshots stored in the system?			
Does the system allow users to choose demographic criteria to select mug shots for inclusion in digital lineups, including eye color, hair color, height, and weight?			
Does the system support exporting digital lineups to a ZIP file?			
Does the system allow users to randomly select photos for a digital lineup?			

<b>Accident Reports</b>			
Description	Y	N	Comments
Does the system track accident reports, including attached accident diagrams?			
Does the system allow files to be attached to accident reports via upload or scanner?			
Does the system allow accident reports to be related to case reports?			
Agency-defined custom fields be available in Accident Reports?			
<b>Records Reporting</b>			
Description	Y	N	Comments
Does the system provide a report generator for building custom statistical and analytical reports from RMS data? Is the report generator provided by the same vendor and not be a third-party application?			
Does the system restrict access to the report generator and individual report templates by user or user group?			
Does the system not allow a user who does not have access to particular data via the application user interface to gain access to that data via the report generator?			
Does the system allow the creator of the report template to build reports for any data entered into the RMS product?			
Does the report generator allow the creator of the report template to control layout and formatting options for each administration report template? Does this include such options as field arrangements, column widths, label text, font sizes, and line spacing?			
Does the report generator allow the creator of each RMS report template to choose which users can access and/or run the report and/or modify the report template?			
Does the report generator support the use of aggregate (math) functions including Sum, Average, Count, Count Blank, Minimum, and Maximum?			
Does the report generator allow data to be grouped or sorted by any data element?			
Does the report generator allow multiple data filters to be applied using "and/or" logic?			
Does the report generator allow RMS reports to be saved (as PDF, .XLS, or .CSV), printed, or emailed directly from the report?			
Does the report generator allow administration report templates to be saved and modified at a later time?			
Does the report generator support adding the RMS reports to user's dashboards?			
Does the report generator allow recurring RMS reports to be scheduled and automatically uploaded to a file-system or e-mailed to specified users on certain days and times?			
Does the report generator support ad-hoc queries?			

Does the system include performance reports based on all information (date, time, etc.) captured in the case management system? Does the reports show how long cases have been open, how long they took to close, what the officer workload is, and whether agency protocol was followed?			
Does the report generator support creation of RMS reports such as the following?			
a. Daily or shift-based summary of case reports			
b. Summary of case reports for a specified time range			
c. Summary of case reports by approval status or by disposition			
d. Summary of case reports by offense or by nature of incident			
e. Summary of case reports by geographical area			
f. Summary of juvenile cases			
g. Summary of arrests by officer			
h. Summary of citations by officer			
i. Officer case load report			
j. Crimes within an area			
k. Year-to-date crime totals			
l. Comparison of crime statistics year over year			
m. Outstanding warrants summary			
n. Warrants served by serving officer			
o. Unpaid parking ticket summary			
p. Parking tickets issued broken down by officer			
<b>NIBRS Interface</b>			
Description	Y	N	Comments
Does the system include an interface to the state's NIBRS repository?			
Does the system allow users to export cases as text files via this interface?			
<b>N-DEX</b>			
Description	Y	N	Comments
Does the system package case reports in XML for N-DEX submission?			
Does the system allow for automatic submission of N-DEX data to the FBI or another repository that supports the N-DEX format?			
<b>Jail Management System (JMS)</b>			
<b>General</b>			
Description	Y	N	Comments
Does the system include a list of current inmates with key identifying data such as inmate numbers and cell assignments?			
Does the system visibly notify users when multiple inmates are in custody with the same first and last names?			



Does the system provide a main JMS window that displays such information such as inmates in queue for booking, upcoming court appearances and releases, a list of inmates who are out on work release, and scheduled contacts and activities? Is this window configurable?			
Does the system allow authorized users to locate any inmate at any time?			
Is the system capable of creating an audit trail for every inmate's movements? Does this trail list the inmate, where s/he was originally, where s/he is going (new location) who initiated movement (officer), who is receiving the inmate, and the date and time of the movement?			
Does the system allow authorized users to maintain a list of reasons for sealing inmate records?			
Does the system allow authorized users to seal inmate records?			
Does the system allow authorized users to restrict user or user-group access to sealed inmate records, per record?			
Does the system allow authorized users to expunge (remove) an inmate record?			
Does the system generate the following output forms, at a minimum:			
a. Bond forms			
b. Application for good time			
c. Probable cause forms			
d. Record of time served			
e. Release extradition waivers			
f. Release of posted bond forms			
g. Room and board notices			
h. Transfer of custody forms			
i. Trip background reports			
j. Wanted posters			
Does the system ensure that forms capture, store, and print with electronic signatures?			
<b>Facilities</b>			
Description	Y	N	Comments
Does the system allow authorized users to maintain lists of multiple jail facilities and the cells in each facility?			
Does the system track data for inmates held in multiple facilities?			
Does the system allow authorized users to configure cell blocks, pods, houses, etc., as well as the beds within each?			
Does the system allow authorized users to configure locations which are not cells, such as kitchens, hallways, rec rooms, etc.?			
Does the system allow authorized users to restrict users' access to specific cell blocks, pods, houses, etc.?			
Does the system allow a different classification form to be defaulted for each facility?			

<b>Intake</b>			
Description	Y	N	Comment
Does the system provide a guided step-by-step process (aka "wizard") for performing the intake for an individual?			
Does the system allow a user to continue the booking process from someone who has been through the intake process without re-entry of any previously entered data?			
Does the system allow an inmate to go through intake from a case, a warrant or nothing?			
Does the system allow an inmate without a name to go through intake?			
Does the system allow a user to not book an individual after the individual has gone through the intake process?			
<b>Booking</b>			
Description	Y	N	Comments
Does the system provide a guided step-by-step process (aka "wizard") for booking an inmate to ensure that all necessary steps are completed?			
Does the system allow authorized users to configure the booking wizard to conform to the agency's needs? Does the configuration include defining which form (property form, approved visitors form, medical screening form, etc.) is next in the sequence as well as which forms are required and which are not?			
Does the system include a means for recording inmate property as part of the booking process?			
Does the system include a means of issuing agency property to an inmate as part of the booking process?			
Does the system allow the booking process to be suspended at any time without losing data, and resumed at a later time from that same point by any authorized user?			
Does the system display a visible indicator on the booking list that shows which inmate booking processes were suspended and which ones were completed?			
Does the system display alerts triggered from any non-JMS area of the system when booking an inmate, including outstanding warrants, sex offender status, medical alerts, and potential threats to officer safety?			
Does the system allow authorized users to manage a medical/mental screening questionnaire which is used as part of the booking process?			
Does the system provide all information from a person's master name record during the booking process, including prior relationships, previous bookings, sex offender status, and any other alerts on the master name?			
Does the system carry over basic inmate information from a prior booking into a new booking without requiring re-entry?			
Does the system allow users to book an inmate from an RMS arrest record?			

Does the system bring the RMS arrest form data into JMS without requiring re-entry?			
Does the system allow users to book an inmate from an RMS warrant record?			
Does the system bring the RMS warrant record data into JMS without requiring re-entry?			
Does the system automatically update the warrant record to a non-active status when an inmate is booked from a warrant record?			
Does the system allow users to select an inmate from the inmate list for rebooking?			
Does the system include an intake function that does not require the full booking process?			
Does the system allow users to place person in a queue for full booking, after completing the intake function?			
Does the system handle multiple sentences, both concurrent and consecutive, and perform sentence calculation, including reductions such as good time?			
Does the system track charge data such as offenses, bonds, and bond amounts?			
Does the system allow users to enter an inmate's victims during the booking process to support their notification upon the inmate's release?			
Does the system allow multiple mugshots per inmate?			
Does the system allow for tagging pictures as scars, marks, and tattoos, as well as recording the location of those items on the body?			
Is the system able to generate a booking summary form?			
Does the system include agency-customizable forms with the ability to trigger other requested information based on data entered, such as: alerts, classifications, medical condition, no contacts, etc.?			
<b>Transports</b>			
Description	Y	N	Comments
Does the system allow inmate transports to be tracked?			
Does the system allow authorized users to maintain a list of transportation types?			
Does the system allow authorized users to maintain a list of transportation vehicles, including the number of seats for each vehicle?			
Does the system ensure that all no-contact rules are followed for transports?			
Does the system capture that all passengers and drivers explicitly listed for a given transport?			
Does the system allow transportation rates to be defined on a time or distance basis?			
Does the system allow for a variety of costs to be tracked for a given transport, including personnel, mileage, meals, and lodging?			

Does the system allow transport costs for a given transport to be shared between two agencies?			
Does the system allow authorized users to create unlimited custom form templates which are used to associate agency-specified data with transport records?			
Does the system allow users with access to transport records to use the custom forms to enter and maintain the associated data?			
Does the system allow transport records to have files attached to them via upload or scanner?			
<b>Bonds</b>			
Description	Y	N	Comments
Does the system allow authorized users to maintain a list of approved bond companies?			
Does the system allow authorized users to maintain a list of bond agents?			
Is the system able to track filing dates, agent license expiration dates, and maximum bond amounts for bond agents/companies?			
Does the system allow each bond company to be set up to use multiple insurance companies?			
Is the system able to track bond payments including amount, money type, and the name of the bond agent?			
Does the system allow bond payments to generate receipts for those payments?			
Does the system support the addition of a flat rate or percentage rate fee to be added to bond payments by payment type? For example, payment by credit card will include an additional 3% to cover the cost of the card processing fee.			
Does the system allow for a different bond status for each hold reason?			
Does the system allow bonds disbursements to be triggered from bond hold statuses?			
<b>Digital Lineups</b>			
Description	Y	N	Comments
Does the system allow authorized users to create digital lineups using mugshots stored in the system?			
Does the system allow users to choose demographic criteria to select mug shots for inclusion in digital lineups, including eye color, hair color, height, and weight?			
Does the system support exporting digital lineups to a ZIP file?			
Does the system allow users to randomly select photos for a digital lineup?			
<b>Classes</b>			
Description	Y	N	Comments
Does the system allow authorized users to maintain a list of classes for inmates?			

Does the system allow court-mandated class registrations to be included in the booking wizard?			
Does the system allow classes to be defined as billable or non-billable?			
Does the system allow inmates to be included in waiting lists for classes?			
Does the system ensure that all no-contact rules are followed for classes?			
Does the system allow class records to have files attached to them via upload or scanner?			
Does the system allow authorized users to create unlimited custom form templates which are used to associate agency-specified data with individual class records?			
Does the system allow users with access to class records to use the custom forms to enter and maintain the associated data?			
<b>Classifications</b>			
Description	Y	N	Comments
Does the system include an agency-defined form in the booking process to classify inmates for cell assignment?			
Does the system assign point-based classification levels to inmates from data entered on the agency-defined classification form?			
Is the system able to subtract classification points for stabilizing or mitigating factors?			
Does the system allow authorized users to manually override system-calculated inmate classification levels?			
Does the system provide cell recommendations from classification levels?			
Does the system ensure that classification takes into account data entered into specific booking wizard questionnaires that match tags on specific cells, such as "handicapped accessible" or "juvenile holding?"			
Does the system allow users to configure automatic reclassification schedules based upon initial inmate classification type?			
Does the system allow multiple forms to be created for classifications?			
<b>Holds</b>			
Description	Y	N	Comments
Does the system include the appropriate data entry forms in the booking process based on the selected hold reason(s)?			
Does the system allow authorized users to maintain a list of hold reasons, including which fields are displayed for each hold reason? Does the hold reasons include charged, sentenced, warrant, additional hold, and unlimited agency-defined reasons?			
Does the system allow users to enter multiple hold reasons per inmate, and should adjust the forms to show only the fields needed for the selected reason(s)?			

Does the system allow hold reason records to have files such as documents or scanned documents attached to them as part of the booking process?			
Does the system allow for the sealing of hold reasons, bookings, and incident reports?			
Does the system allow for the expungement of charges?			
Are agency-defined custom fields available in Holds?			
<b>Stay Scheduling</b>			
Description	Y	N	Comments
Does the system allow for scheduling inmate stay segments?			
Does the system allow authorized users to set up stay schedules for inmates serving segmented ("weekender") sentences?			
Does the system allow scheduled segments to put time toward total sentence length, optionally including or excluding days checked out of the facility?			
Does the system allow inmates to be checked in and out of the facility with no need to release and re-book?			
Does the system allow for configuration of different stay schedule types?			
<b>Release</b>			
Description	Y	N	Comments
Does the system display upcoming user releases on the user's dashboard?			
Does the system provide a guided step-by-step process (aka "wizard") for releasing an inmate to ensure that all necessary steps are completed?			
Does the system allow authorized users to configure the release wizard to conform to the agency's needs?			
Does the system provide a warning to a user who attempts to release an inmate before the sentence has been completely served?			
Does the system allow users to enter multiple release reasons per inmate, and should adjust the forms to show only the fields needed for the selected reason(s)?			
Does the system capture the following as part of the release wizard, at minimum?			
a. Record of time served			
b. Release and custody form			
c. Bond form			
d. Release posted bond form			
Does the system allow release reasons to be recorded for each of an inmate's hold reasons? Are individual hold reasons resolved prior to overall inmate release?			
Does the system alert users when an inmate to be released has additional holds in the system?			
Does the system release remaining inmate funds as part of the release process?			

Is the system able to release inmate funds to the inmate or another person, or hold the funds until a later date for pickup by a specified person?			
Is the system able to generate a check for the release of inmate funds?			
Does the system include release of inmate property in the inmate release process?			
Is the system able to release inmate property to the inmate or to another person, or hold it until a later date for pickup by a specified person?			
Does the system generate inmate fund and inmate property release forms that can be signed (manually or electronically) to verify receipt of funds and property?			
Does the system clearly display a "Released" status on an inmate's record once that inmate has been released?			
Is the system able to print a release summary?			
Does the system allow authorized users to maintain a list of release reasons, including which fields are displayed for each release reason? Release reasons should include bonded out, furlough, judge ordered, sentence served, transferred, and unlimited agency-defined reasons?			
Does the system allow authorized users to undo a release that was performed in error?			
<b>Housing</b>			
Description	Y	N	Comments
Does the system track an inmate's original cell assignment and all subsequent cell transfers?			
Does the system allow authorized users to override inmate cell recommendation assignments?			
Is the system able to generate a report of current cell assignments ordered by cell block?			
Is the system able to generate a report of inmates housed in a selected cell or cell block during a specified time period?			
Does the system include an integrated financial product (not a third-party application) to track inmate billing for room and board, medical expenses, and other fees?			
Does the system allow authorized users to set up billing rates for inmate housing?			
Does the system allow authorized users to set up different billing rates for each agency or entity for which inmates are housed?			
Does the system support automatic billing for room and board fees?			
Is the system able to generate invoices for inmate housing, including summary invoices for outside agencies?			
<b>Activities</b>			
Description	Y	N	Comments
Does the system allow authorized users to maintain a list of common activity types, locations, and default locations for each activity type?			

Does the system allow authorized users to configure common activity types to track times including "in and out" and "log in and log out" times?			
Does the system track inmate activities such as cell checks, meals, recreation, group meetings, medical appointments, trustee work and work releases?			
Does the system allow activities to be recorded as they occur or scheduled in advance?			
Does the system provide reminders for scheduled inmate activities?			
Does the system provide a warning to prevent inmates from logging into activities at the same time and location as another person for whom they have a "no contact" order?			
Is the system able to capture an inmate's acceptance or refusal of an activity?			
Does the system include a comments field for each activity record?			
Does the system allow users to add inmate activities in bulk?			
Does the system provide log of inmate activities, both for all inmates and for an individual inmate?			
Agency-defined custom fields should be available in Activities?			
Does the system flag when a user tries to schedule conflicting activities?			
Does the system track work hours for trustee inmates?			
Does the system configure the rate at which trustee inmates earn time off?			
<b>Visitors/Contacts</b>			
Description	Y	N	Comments
Does the system allow authorized users to maintain a list of visitation notification attempt types including phone, in person, mail, and email?			
Does the system allow users to capture inmate contacts, including person contacted, contact type (phone, visit, etc.), and relationship?			
Does the system allow visitors to be defined as approved or unapproved?			
Does the system show if a visitor is an approved or unapproved visitor for another inmate?			
Is the system able to bring approved and unapproved visitors forward from previous bookings?			
Does the system automatically check all visitors for alerts such as warrants, safety threats, etc.?			
Does the system allow users to perform state/NCIC checks on visitors?			
Does the system alert users to an inmate's upcoming visits?			
Does the system allow users to log incoming mail and packages, including the sender's name?			
Does the system log visit notification attempts with the date and time?			



Does the system allow the logging of multiple visitors at once?			
<b>Work Release</b>			
Description	Y	N	Comments
Does the system track work release hours, include check-in and check-out times, employers, and PBT and search results upon check-in?			
Does the system flag inmates who are eligible for work release?			
Does the system provide a list of inmates who are out on work release?			
<b>Jail Incidents</b>			
Description	Y	N	Comments
Does the system allow authorized users to maintain a list of incident types?			
Does the system track incident reports?			
Does the system track the outcomes of incident reports?			
Does the system provide a searchable incident log?			
Does the system include an approval process for incident reports?			
Does the system allow users to link an incident report to a case?			
Does the system allow authorized users to create unlimited custom form templates which are used to associate agency-specified data with individual incident report records?			
Does the system allow users with access to incident report records to use the custom forms to enter and maintain the associated data?			
Does the system allow authorized users to seal jail incident reports?			
Is there agency-defined custom fields available in Jail Incidents?			
<b>Jail Incident Property/Evidence Management</b>			
Description	Y	N	Comments
Does the system allow users to create and maintain property/evidence records for jail incident reports?			
Does the system allow users to manually assign a number to property/evidence items for purposes of displaying those items before the court?			
Does the system allow authorized users to maintain a list of property/evidence shelves, lockers, bins, and other locations?			
Does the system allow access tags to be defined for property/evidence items which would restrict access to certain users or user groups?			
Does the system eliminate the need to duplicate any property/evidence information after it has been entered into the system?			
Does the system support multiple categories of property/evidence, such as stolen property reports, lost			

property reports, found or recovered property items, contraband or seized property items, and evidence items?			
Does the system include business logic that allows the property/evidence forms to automatically adjust to the type of property selected and to display only the necessary fields for input of that type of property?			
Does the system include the appropriate data elements for each property and evidence type?			
Does the system allow users to set a target disposal date for each property/evidence item?			
Does the system allow a user to access the associated incident report by a single click or keystroke from the property/evidence record?			
Does the system allow digital photos of each piece of property/evidence to be attached to the property/evidence record?			
Is the system able to print barcodes for property/evidence items?			
Is the system able to open a property/evidence record by scanning the item's barcode?			
Does the system provide effective inventory control of property/evidence held by the agency?			
Does the system allow users to capture information regarding the intake, movement, release, and disposal of property and evidence and should produce appropriate chain-of-custody reporting?			
Does the system include a full audit trail for the chain of custody, including the date, time, start and end location, and personnel involved in each transaction?			
The system tracking should include transferring property internally, transferring to/receiving from personnel, and transferring to/receiving from external entities (crime labs, etc.)?			
Does the system allow only valid property movement based on an item's current status, to enforce a valid chain of custody?			
Does the system generate receipt forms for documenting movement of property and evidence?			
Does the system support electronic capture of signatures for the receipt forms?			
Does the system allow users to move and manage property/evidence in bulk?			
Does the system store and manage digital evidence such as audio, photos, documents, and video links?			
Does the system store a read-only checksum for digital files and provide a means of determining if anyone has tampered with the file?			
Does the system allow users to export digital evidence in bulk?			

Does the system allow tagging specific points on the timeline within audio and video files to provide a means for jumping directly to those points?			
Does the system display tagged locations in a chronological list to allow users to jump to the relevant information (for example, a confession) by selecting the tag?			
Does the system allow users to sort and filter property/evidence records within the list-view screen?			
Does the system allow users to save, print or email a summary list of the property/evidence records directly from the list-view window?			
Does the system allow users to save, print or email a property/evidence record directly from the record window?			
Does the system support intelligent full-text searching of property/evidence narrative fields?			
Does the system allow the property/evidence list to be printed to generate reports such as:			
a. Property nearing target disposal date			
b. Property in temporary locations			
c. Property out of agency custody			
<b>Disciplinary Actions</b>			
Description	Y	N	Comments
Does the system allow authorized users to maintain a list of inmate disciplinary offenses, including a severity level?			
Does the system track disciplinary actions for inmates?			
Does the system allow disciplinary actions to be linked to cases or incidents?			
Does the system include an approval process for disciplinary actions?			
Does the system allow users to include hearing and disposition information within the disciplinary action record?			
Does the system allow disciplinary action records to have files attached to them via upload or scanner?			
Does the system allow authorized users to create unlimited custom form templates which are used to associate agency-specified data with individual disciplinary action records?			
Does the system allow users with access to disciplinary action records to use the custom forms to enter and maintain the associated data?			
Are agency-defined custom fields available in Disciplinary Actions?			
<b>Event/Shift Logs</b>			
Description	Y	N	Comments
Does the system allow authorized users to maintain a list of common shift event types such as staff movement and meal passes?			
Does the system provide an event or shift log to record shift activity?			

Does the system support setting up a separate event or shift log for each cell block, or all cell blocks together?			
Does the system capture shift start and end times and correctional staff on duty for each shift?			
Does the system allow authorized users to log in or log out the entire shift roster of correctional staff at one time?			
Does the system allow an unlimited narrative within an event record?			
Does the system include a date, time, and username on every event record?			
Does the system make a shift summary available to the next shift?			
Are agency-defined custom fields available in Event/Shift Logs?			
<b>Medical</b>			
Description	Y	N	Comments
Is the system able to track medical appointments?			
Can the system track medical/mental health expenses and create invoices to bill other agencies for these expenses?			
Does the system allow the medical/mental health screening questionnaire to be updated at any time during an inmate's stay?			
Does the system alert users to any key data from the medical/mental health screening questionnaire?			
Does the system allow users to update an inmate's prescription and non-prescription medication data at any time during an inmate's stay?			
Does the system provide a list of medications to be dispensed at each medication pass to an individual inmate and to all inmates?			
Does the system allow users to dispense medications with a bulk action (without having to go into each inmate's record individually)?			
Is the system able to capture an inmate's acceptance or refusal of medication, along with comments?			
Does the system provide a log of all medication dispensed to an inmate?			
Does the system allow users to capture an inmate's prescription and non-prescription medications, including administration times, amounts, and instructions during the booking process?			
Does the system allow authorized users to access medical and mental data for inmates?			
Does the system visibly flag key medical information and special dietary needs?			

<b>Inmate Funds</b>			
Description	Y	N	Comments
Does the system intake any cash or other funds an inmate has on her/her person during the booking process and establish an inmate account with those funds?			
Does the system generate a form that a user can sign (manually or electronically) to acknowledge receipt of cash or other funds?			
Does the system include transactions in an inmate's account such as deposits, withdrawals, release of funds, and audits?			
Is the system able to generate a receipt for each transaction that users, inmates and receiving persons can sign (manually or electronically) to acknowledge the transaction?			
Does the system automatically update inmate account balances to reflect transactions?			
Does the system allow an account summary to be printed at any time during an inmate stay?			
Does the system allow additional funds received from visitors or by mail to be credited to an inmate's account?			
Does the system allow inmate funds to be released as part of the inmate release process?			
Does the system carry forward inmate account balances (including negative balances) from previous jail stays?			
<b>Inmate Property</b>			
Description	y	N	Comments
Is the system able to intake individual pieces of property?			
Does the system include a comment field for each piece of property?			
Does the system provide a means of duplicating a property item when most of the data remains the same from one item to the next?			
Does the system generate a form that can be signed (manually or electronically) to verify inmate property intake?			
Does the system allow authorized users to maintain a list of property locations?			
Does the system capture the location of a piece of property, whether it is in a locker assigned to that inmate or in a shared/general-purpose location? Does the system track the transferal of the property from one location to another?			
Does the system allow additional property to be taken in at any time during an inmate stay, including property received in packages or from visitors?			
Is the system able to release individual pieces of inmate property at any time during an inmate stay? Can date, time, and recipient information be tracked for each property release?			

Can the system generate an inmate property intake receipt or release form that users, inmates and receiving persons can sign (manually or electronically) to acknowledge the receipt or release of property?			
Is the system able to print an inmate property summary or inventory at any time during an inmate's stay?			
<b>Issued Property</b>			
Description	Y	N	Comments
Can the system track agency property such as linens and clothing which are issued to inmates?			
Can the system capture when property is returned or when additional items are issued?			
Can the system track any items which are banned from use by an inmate and provide the user a warning message during the issuance process?			
Can system allow users to configure sets of commonly issued items and create a preset to issue or return them in bulk?			
Does the system allow users to assign and print barcodes for issued property?			
Is the system able to display a real-time running total of available individual pieces of agency property?			
<b>Jail Reporting</b>			
Description	Y	N	Comments
Does the system provide a report generator for building custom statistical and analytical reports from jail data? Is the report generator provided by the same vendor and not a third-party application?			
Does the system restrict access to the report generator and individual report templates by user or user group?			
Does the system prohibit a user who does not have access to particular data via the application user interface to gain access to that data via the report generator?			
Does system allow the creator of the report template to build reports for any data entered into the jail product?			
Does the report generator allow the creator of the report template to control layout and formatting options for each jail report template? Does it include such options as field arrangements, column widths, label text, font sizes, and line spacing?			
Does the report generator allow the creator of each jail report template to choose which users can access and/or run the report and/or modify the report template?			
Does the report generator support the use of aggregate (math) functions including Sum, Average, Count, Count Blank, Minimum, and Maximum?			
Does the report generator allow data to be grouped or sorted by any data element?			
Does the report generator allow multiple data filters to be applied using "and/or" logic?			

Does the report generator allow jail reports to be saved (as PDF, .XLS, or .CSV), printed, or emailed directly from the report?			
Does the report generator allow jail report templates to be saved and modified at a later time?			
Does the report generator support adding the jail reports to user's dashboards?			
Does the report generator allow recurring jail reports to be scheduled and automatically uploaded to a file-system or e-mailed to specified users or user groups on certain days and times?			
Does the report generator support ad-hoc queries?			
Does the report generator support creation of jail reports such as the following?			
a. Inmate summary forms with agency-define fields			
b. Current inmates by held for agency, cell block, etc.			
c. Inmates currently in or out of the facility			
d. Occupied cells or available cells			
e. Recent bookings to provide to media outlets			
f. Arrest reports for a specified time period			
g. Inmates held year-to-date compared to previous years			
h. Annual report of inmates held for outside agencies			
i. Inmate days-based holding status, age, gender, etc.			
<b>Commissary Interface</b>			
Description	Y	N	Comments
Does the system include an interface to the Keefe commissary system?			
Does the interface allow demographic data for new inmates to be sent from the JMS to the commissary system at the time of booking?			
<b>Livescan/AFIS Interface</b>			
Description	Y	N	Comments
Does the system should include an interface to Livescan/AFIS?			
Does the interface send a NIST file with inmate demographic data and hold reasons to Livescan via FTP?			
<b>Mapping</b>			
<b>General</b>			
Description	Y	N	Comments
Does the system use mapping functionality which is based on ESRI-compatible mapping components?			
Does the system allow for unlimited map layers, including ESNs, counties, roads, railroads, postal zones, and aerial imagery?			
Does the system allow users to click on any point on the map to view information such as an ESN, county			

boundaries, postal zones, address, coordinates, and nearest intersection?			
Does the system include map panning and zooming functions?			
Does the system allow the user to re-center the map on a CFS, unit, or default location?			
Does the system allow users to calculate the distance between two points on the map?			
Does the system allow users to toggle aerial imagery for the map?			
Does the system allow authorized users to maintain a list of map marker types and assign corresponding map icons?			
Does the system ignore city, state and zip code data when searching for addresses if there are no matches?			
Does the system allow authorized users to configure any of the standard map actions as system hot keys?			
Does the system allow for geo-verification of addresses within CAD, RMS and JMS when the client map application is not open?			
Does the system allow agency GIS personnel to maintain map data?			
<b>CAD</b>			
Description	Y	N	Comments
Does the system integrate the mapping product with the CAD product and make the map accessible with a single click or keystroke from the CAD product?			
Does the system allow all dispatch functions to be available from the map?			
Does the system include map functions, such as zooming and plotting, on other dispatch windows?			
Does the system allow users to issue CAD commands directly from the map?			
Does the system automatically plot active and waiting calls for service on the map as they are entered, and automatically remove them from the map as they are cleared?			
Does the system display key CFS data on the map, including address, coordinates, nearest intersection, cross streets, incident code, priority level, and assigned units?			
Does the system allow the map to filter units so that only certain units are displayed on the map?			
Does the system display dispatch alerts (if a CFS has been waiting past an agency-defined time to be dispatched) on the map?			
<b>CAD and Mapping</b>			
Description	Y	N	Comments
Is the system capable of multi-jurisdictional, multi-agency dispatching for law enforcement, fire, EMS as well as ancillary?			



Does the system allow for the CAD status screen to be customized by the user?			
Does the system allow multiple call types/natures be entered for a single call for service?			
Does the system allow authorized users to design and enforce an agency-wide standard CAD, but also to allow users flexibility in configuring their own CAD display as allowed by the agency?			
Does the system allow the following for CAD window layout options: window sizes and arrangements, column options, widths, font types, font sizes, and default list-view filters?			
Does the system retain a user or agency's preference for layouts within the CAD?			
Does the system allow point & click, command line, and drop and drag options for CAD?			
Does the system allow users to maintain a "bulletin board" for BOLOs, pass down, and other pertinent information?			
Can these bulletins be linked to the master name or vehicles files?			
Does the system allow users to maintain response zones and response plans?			
Does the system allow users to maintain a customized list of CFS dispositions?			
Can a dispatcher link multiple CFS together?			
Can multiple dispositions for multiple agencies be added to a single CFS?			
Does the system allow agencies to set priority levels based on call types?			
Does the system allow agencies to schedule recurring events or calls for service?			
Can the system set a list of timers to alert dispatchers for pending calls, safety checks, status checks, and other customized timers?			
Does this include a visual/audible warning/alert?			
Can the system track caller information such as name, address, and phone number?			
Does the system provide tracking on all CFS-including date/time stamp, dispatcher name, all unit/apparatus activity, and etc.?			
Does the system allow a new CFS be created from the map?			
Does the system alert the dispatcher/call taker of a potential duplicate call?			

Does the system allow users to add any of the following information on addresses: cautions, key location, gate codes, medical flags, officer/responder safety flags, etc.			
Can dispatchers query name, vehicle, property, previous incidents without signing into a separate system or exiting CAD?			
Can the system set different report/incident numbers for each individual fire, law, and EMS agency served?			
Does the system allow NCIC queries be run through the CAD and automatically be attached to the CFS?			
For reopened CAD calls, can the system record who reopened the call, stamp time/date, and record reason for reopen?			
Does the system allow unlimited call types?			
Can address information geo-verified and plotted onto a CAD map?			
Does the system populate CAD calls with ANI/ALI information?			
Can the E9-1-1 interface store raw call information in the call record?			
Does the system provide a bi-directional interface with dispatch protocol software, such as ProQA?			
Can the agency set system parameters so the dispatch protocol interface opens when a call is received?			
Does the interface have the ability to populate law, fire, and medical data into the corresponding CAD fields?			
Does the interface provide a transcript of the call in the comment field of CAD?			
Does the system provide an integrated interface between the CAD system and an E9-1-1 system, specifically VESTA?			
Does the system recommend units for dispatch using the follow criteria?			
a. Agency of unit			
b. Kind of unit			
c. Station of unit			
d. Zone of unit			
e. Time since last status change			
f. Day of week and time of day			
When defining unit recommendations, can the agency specify the following?			
a. Minimum number of units			
b. Special equipment			

Does the system display available water sources proximate to a call, in order of distance in feet or miles, the status of the water source, and the available water flow?			
Does the system accommodate agency telephone lists, fire department roster, etc.?			
For reopened CAD calls, record who reopened the call and stamp the time/date?			
Does the system allow for integration with radio consoles (specifically Motorola MC7500), specifically allowing fire and EMS tones to be completed from the CAD?			
Does the system allow multiple wrecker rotations to be set for multiple jurisdictional boundaries?			
Does the system allow a call-taker or dispatcher to view a list of active and waiting calls for service from the CAD control unit window and to dispatch the units to calls for service?			
Does the system allow the agency to set specific commands for the command line?			
Does the system allow users to run common state/NCIC queries directly from the command line?			
Does the system allow for units to be dispatched simultaneously with call-taking activities?			
Does the system allow vehicle data to be recorded for a vehicle that needs to be towed including vehicle identifying data, vehicle location, comments, and attempts to contact service vehicles?			
Does the system link hazardous material alerts to the relevant text for the Hazmat Guide stored in the system?			
Does the system alert the call-taker and dispatcher and/or officer to any officer safety/premise warnings for an address?			
Does the system have the ability to send messages externally via smtp and sms?			
Does the system support rip and run messaging via email or fax for communication with external agencies?			
Can the system send automatic pages based on incident types?			
Can the system notify users or groups via smtp or sms when specified calls for service are received?			
Does the system allow reports to be built by the user for any data entered in CAD?			
Does the system allow CAD reports to be saved (as PDF, .XLS, or .CSV), printed, or emailed directly for the report?			

Does the system allow CAD report templates to be saved and modified at a later time?			
Does the system allow recurring CAD reports to be scheduled and automatically uploaded to a file-system or e-mailed to specified users on certain days and times?			
Does the system support ad-hoc reporting?			
Does the system include an interface to fax and email services?			
Does the system allow fire apparatus the ability to switch status via app?			
Does the CAD & Mapping product provide primary & secondary fire hydrant information?			
Does the system allow for a mix of apparatus dispatching as well as department dispatching?			
Does the system provide the ability to use the app on a tablet instead of the need for a rugged MDT?			
Does the system have the ability to integrate with Locution?			
Does the system have a cross street index?			
Does the system provide AVL technology for law, fire and medical units/apparatus?			
Does the system allow pages to be sent to smartphones, tablets or emails?			
Does the system have instant/playback capability?			
Does the system allow quick and easy, in near real time, data entry?			
Does the system allow/track automatic radio log entries?			
<b>Markers</b>			
<b>Description</b>	<b>Y</b>	<b>N</b>	<b>Comments</b>
The system should allow the user to filter the nits which are viewable on the map, such as on-duty units, or by unit type (law enforcement, fire and EMS)			
Does the system display key unit data on the map, such as call sign unit type, and status?			
Does the system display unit alerts for officer safety checks (based on agency-defined times) on the map?			
Does the system allow map markers to expire and should allow those expired markers to either be removed from the map or grayed out upon expiration?			
Does the system roll-up multiple markers for units so that they take up less space, if those units are all at the exact same location?			
Does the system allow users to place agency-customizable map markers, without creating a CFS, for items such as controlled burns and road construction?			

Does the system allow users to search on customized map markers?			
Does the system plot the ESN on the map for Phase II calls?			
Does the system display a shaded area which represents the uncertainty distance around the origination points for Phase I and Phase II calls?			
<b>Routing</b>			
Description	Y	N	Comments
Does the system include a routing function on the map which allows routes to be drawn between any combination of unit locations, CFS addresses, and other addresses, including intersections, mile markers, and latitude/longitude coordinates?			
Is the system able to mark road segments as closed for routing purposes? Are barriers or closed segments should be displayed on the map?			
Does the system allow users to create bookmarks which capture both the location on the map as well as the zoom level and any currently enabled map layers?			
Does the system allow users to create a print preview of mapping routes?			
Does the system allow users to create a PDF of mapping routes and send them in an email?			
<b>Search</b>			
Description	Y	N	Comments
Does the system include geospatial search which supports the following?			
a. Searching and pinning specific addresses including intersections, mile markers, and latitude/longitude coordinates			
b. Searching for addresses within a radius			
c. Searching for addresses within an area (polygon) drawn by the user			
d. Searching and pinning addresses by person or business name			
e. Does the system allow all of the search results to be exported to a CSV file?			
<b>AVL</b>			
Description	Y	N	Comments
Does the system allow the map to show unit locations using AVL (if so equipped)?			
Does the system auto-populate the CFS with the units AVL location for self-initiated calls (such as traffic stops)?			
Does the system update the unit location with the nearest address?			
Does the system display the map coordinates for any unit having AVL?			
Does the system display units that do not have AVL on the map at their user-specified locations?			

Does the system allow units that do not have AVL to be assigned default locations by unit status?			
<b>AVL Playback</b>			
Description	Y	N	Comments
Does the system record AVL data to permit playback of data at a later time?			
Is the AVL playback data exportable from the system using XML?			
Does the system allow authorized users to restrict those who are able to view historical AVL data?			
<b>Financial</b>			
<b>General</b>			
Description	Y	N	Comments
Does the system include a fully integrated financial product provided by the same vendor, and not a third-party application?			
Does the system support any number of different funds with separate ledger accounts and preconfigured fees (invoice items)?			
Does the system allow authorized users to set user and user group permissions separately for each fund?			
Does the system support either cash or accrual basis accounting?			
Does the system support an unlimited number of general ledger accounts?			
Does the system support general ledger accounts of the following types: Income, Expense, Asset, Liability and Equity?			
Does the system support the creation of account groups?			
Does the system assign account reference numbers to each account?			
Does the system allow authorized users to deactivate general ledger accounts?			
Does the system support the creation of general ledger accounts by defining primary accounts and divisional segments with account code masks for each?			
Does the system allow authorized users to define fiscal years with any start month?			
Does the system allow authorized users to close fiscal periods			
Does the system prevent the creation of any new source documents in closed fiscal periods?			
Does the system prevent changes to any source documents dated in closed fiscal periods?			
<b>Source Documents</b>			
Description	Y	N	Comments
Does the system allow source documents (Invoices, Receipts, Deposits, Checks, Bank Deposits, Disbursements and Bills) to write to the general ledger upon save?			

Does the system make the general ledger transactions made by each source document viewable directly from that source document?			
Does the system allow source documents to be configured for manual rather than automatic posting?			
Does the system ensure that authorized users are the only ones who may generate manual general ledger entries for saved source documents?			
Does the system support manual batch posting?			
Does the system allow authorized users to define default amounts for preconfigured fees (invoice items)?			
Does the system allow collected fees to be disbursed in accordance with a predefined schedule?			
Does the system allow scheduled disbursements to be based on a fixed disbursement amount, a percentage of the collected amount, or the remainder of the fee amounts collected?			
Does the system support the creation of invoices with multiple preconfigured fees, adjustable amounts and descriptions?			
Does the system allow invoices to be set up with a due date based on a default time period?			
Does the system allow authorized users to override the default due date on invoices as needed?			
Does the system print mailable invoices from the system for the customer, including both a configurable payment remittance address and a corresponding text area?			
Does the system allow multiple payments to be made on a single invoice?			
Does the system allow remaining invoice balances to be designated as uncollectable and placed into an uncollectable expense account in the general ledger?			
Does the system link invoices to other records such as Civil Processes, Inmates, Warrants, Pistol Permits, Tow Calls, Bicycle Registrations, Alarms, and Protections Orders?			
Does the system allow source documents to have files attached to them via upload or scanner?			
Does the system allow individual user permissions to be set for viewing, editing and removing each type of source document?			
<b>Receipt Payments</b>			
Description	Y	N	Comments
Does the system include both paid for and paid to parties on receipt payments?			
Does the system allow receipt payments to track the type of payment and the check or payment reference number?			
Does the system allow receipt payments made on invoices to include the automatic calculation of payment amounts by a predefined payment priority schedule set by each fee?			

Does the system allow a single receipt payment to be applied against multiple open invoices?			
Does the system allow a single receipt payment to specify the exact amount applied to each fee across multiple open invoices?			
Does the system allow a fixed or percentage-based fee to be added to receipt payments, based on the type of payment (for example, 3% for a credit card payment)?			



<b>Accounts</b>			
Description	Y	N	Comments
Does the system allow deposits to be tracked by customer?			
Does the system allow deposits to be used for payments on future receipts or refunded to the customer?			
Does the system support bank deposits to track the receipt payment funds collected and deposited into a bank account?			
Does the system support bank reconciliation records to validate each bank account balance against deposited funds and payments made from accounts?			
Does the system display a chart of accounts with current balances?			
Does the system support transfers between bank accounts?			
<b>Payables</b>			
Description	Y	N	Comments
Does the system track payables by bills to be paid, allowing multiple expense accounts to be added for each vendor payable?			
Does the system allow multiple payment checks to be entered to satisfy a single payable?			
Does the system record payment to external parties by specifying payment money type and expense accounts per payment?			
Does the system support check printing on pre-printed stock as well as full check printing with account information on MICRS printers?			
Does the system support batch printing of checks using user-defined starting check sequence numbers?			
Does the system include a 1099 tax category for each appropriate expense account?			
Does the system support printing 1096 and 1099 forms in approved formats?			
<b>Financial Reporting</b>			
Description	Y	N	Comments
Payment control that would allow credit/debit card support for civil processing fees, cash bonds, or writ of executions?			
Does the system provide a report generator for building custom statistical and analytical reports from financial data? Is the report generator provided by the same vendor and not be a third-party application?			
Does the system restrict access to the report generator and individual report templates by user or user group?			
Does the system not allow a user who does not have access to particular data via the application user interface to gain access to that data via the report generator?			

Does the system allow the creator of the report template to build reports for any data entered into the financial product?			
Does the report generator allow the creator of the report template to control layout and formatting options for each administration report template? Does it include such options as field arrangements, column widths, label text, font sizes, and line spacing?			
Does the report generator allow the creator of each financial report template to choose which users can access and/or run the report and/or modify the report template?			
Does the report generator support the use of aggregate (math) functions including Sum, Average, Count, Count Blank, Minimum, and Maximum?			
Does the report generator allow data to be grouped or sorted by any data element?			
Does the report generator allow multiple data filters to be applied using "and/or" logic?			
Does the report generator allow financial reports to be saved (as PDF, .XLS, or .CSV), printed, or emailed directly from the report?			
Does the report generator allow financial report templates to be saved and modified at a later time?			
Does the report generator support adding the financial reports to user's dashboards?			
Does the report generator allow recurring financial reports to be scheduled and automatically uploaded to a file-system or e-mailed to specified users on certain days and times?			
Does the report generator support ad-hoc queries?			
"Does the system include the following pre-defined financial reports:			
a. Balance sheet			
b. Income statement			
c. Trial balance			
d. Disbursement			
e. Receipt income			
f. Accounts payable aging			
g. Accounts receivable aging			
h. 1099 payments			
i. Customers by balances, receipts, checks, or unapplied funds			
j. Customer statements			
k. Vendors by payables, checks, or disbursements			
Does the report generator allow authorized users to create any number of additional reports from the financial data stored in the system?			

## Civil Process

### General

Description	Y	N	Comments
Does the system provide a feature that allows grouping multiple civil processes that have the same title, docket number, plaintiffs, and defendants under a "parent" record? Does the data from this record populate into all associated civil processes?			
Does the system allow authorized users to maintain lists of civil paper types, distress warrant types, execution types, foreclosure types, and levy types?			
Does the system allow authorized users to maintain a list of civil process service zones or geographic areas?			
Does the system allow authorized users to configure completion reasons on civil processes?			
Does the system generate sheriff's returns?			
Does the system allow authorized user to configure the civil process list screen to display columns in the order desired by the user?			
Does the system allow users to identify interested parties for any of the civil process types and to create a relationship for them on their master name record?			
Does the system allow civil process records to have files such as documents or scanned documents attached to them?			
Does the system display an icon on all master name files entered as a Serve On for an active civil process?			
Does the system check all person and business names entered on civil processes against the master name index for alerts such as active warrants and officer safety threats?			
Does the system allow users to enter multiple plaintiffs, defendants, and serve on names on civil process records?			
Does the system allow case titles on civil processes to contain free form text such as "The People of the State of {State} in the Interest of John Doe, Minor Child"? Does this text appear on printouts but should not create a name record in the master name index?			
Does the system allow users to copy or clone civil process records when multiple civil processes with similar data need to be entered?			
Does the system provide a guided process (aka wizard) for entering civil process data to ensure that all necessary items are completed?			
Does the system allow the Assigned To field for a civil process to automatically populate from the selected zone?			
Does the system allow users to include barcodes on civil printouts, process worksheets, and custom forms in order to quickly open a civil process?			

<b>Civil Papers</b>			
Description	Y	N	Comments
Does the system track civil papers?			
Does the system allow authorized users to manage civil paper types?			
Does the system allow authorized users to manage civil paper categories under those civil paper types?			
Does the system allow authorized users to create unlimited custom form templates which are used to associate agency-specified data with civil papers?			
Does the system allow users with access to civil papers to use the custom forms to enter and maintain the associated data?			
Is there agency-defined custom fields available in Civil Papers?			
<b>Executions</b>			
Description	Y	N	Comments
Does the system track executions?			
Does the system include configuration options to allow execution interest to be calculated either by the full judgment amount regardless of payments, or by the remaining judgment amount if payments have been received?			
Does the system allow authorized users to create unlimited custom form templates which are used to associate agency-specified data with individual executions?			
Does the system allow users with access to executions to use the custom forms to enter and maintain the associated data?			
Is there agency-defined custom fields available in Execution?			
<b>Distress Warrants</b>			
Description	Y	N	Comments
Does the system track distress warrants?			
Does the system allow authorized users to create unlimited custom form templates which are used to associate agency-specified data with individual distress warrants?			
Does the system allow users with access to distress warrants to use the custom forms to enter and maintain the associated data?			
Is there agency-defined custom fields available in Distress Warrants?			
<b>Foreclosure</b>			
Description	Y	N	Comments
Does the system track foreclosures?			
Does the system allow authorized users to create unlimited custom form templates which are used to			

associate agency-specified data with individual foreclosures?			
Does the system allow users with access to foreclosures to use the custom forms to enter and maintain the associated data?			
Agency-defined custom fields should be available in Foreclosures?			
<b>Garnishments</b>			
Description	Y	N	Comments
Does the system track garnishments?			
Does the system maintain a running estimate of the remaining amount to be garnished?			
Does the system allow authorized users to create unlimited custom form templates which are used to associate agency-specified data with individual garnishments?			
Does the system allow users with access to garnishments to use the custom forms to enter and maintain the associated data?			
Are Agency-defined custom fields available in Garnishments?			
<b>Seizures</b>			
Description	Y	N	Comments
Does the system track seizures for both real estate and moveable property (vehicles, boats, etc.)?			
Does the system allow authorized users to maintain a list of seizure types?			
Does the system ensure that the seizure includes a full legal description of the seized property and corresponding photos?			
Does the system allow users to fill out the sale form for the seized property?			
Does the system track the places that the sale form has been posted (for example, website or newspaper)?			
Does the system allow the seizure to include one or more appraisal values, which are then used to calculate the opening bid on the sale of the seized property?			
Does the system ensure that the property (if a vehicle) creates an relationship on the master vehicle record?			
Does the system ensure that the property (if real estate) creates a history entry on the master address record?			
Does the system include all dates for a seizure which are necessary to manage the entire seizure process?			
Does the system allow authorized users to create unlimited custom form templates which are used to associate agency-specified data with individual seizures?			
Does the system allow users with access to seizures to use the custom forms to enter and maintain the associated data?			
Are agency-defined custom fields available in Seizures?			

<b>Service Attempts</b>			
Description	Y	N	Comments
Does the system track the service attempts, whether successful or unsuccessful, made by deputies serving civil processes?			
Does the system generate a correct sheriff's return upon a successful service attempt, in accordance with the type of service attempt?			
Does the system allow authorized users to specify whether to charge for mileage on each service attempt trip?			
Does the system allow users to make notes on civil processes to record any data learned during service attempts that may aid in successful service? Does each note automatically include the date, time, and username?			
Are the agency-defined custom fields available in Service Attempts?			
<b>Workflow</b>			
Description	Y	N	Comments
Does the system support assigning civil processes to individual deputies for service?			
Does the system allow deputies to view the list of civil process which are their responsibility?			
Does the system allow civil processes to be automatically assigned to a deputy, based on the zone?			
Does the system allow for notifications to be set up to remind deputies of their outstanding civil process duties?			
Does the system display a list of civil processes with approaching expiration dates/service due dates to alert users to civil processes which should be served immediately?			
Does the system allow users to bulk assign civil papers, either with or without barcodes?			
<b>Financial</b>			
Description	Y	N	Comments
Does the system include civil process fees and allow users to configure settings for each fee type?			
Does the system integrate the civil product with the financial product provided by the same vendor to provide all functions for the financial side of civil process tracking?			
Does the system automatically attach a uniquely numbered invoice, billed to the appropriate party or parties, to each civil process record upon entry?			
Does the system allow authorized users to maintain a list of process fee types and default fee amounts?			
Does the system include configuration options to add process fees to invoices automatically on creation or successful completion of a certain process type, or manually to an invoice at any time?			

Does the system allow authorized users to change the default fee amounts at any time?			
Does the system ensure that each fee is connected to a specified account?			
Does the system allow each fee to have a default Disburse To party, if desired?			
Does the system include an "order paid" ranking for each fee in the event that the full invoice cannot be collected?			
Does the system support automatic calculation and application of execution interest and commission?			
Does the system include a mileage rate for serving civil processes and should allow the fees to be automatically calculated upon logging a service attempt?			
Does the system allow authorized users to add text such as payment or collection terms to the invoice templates?			
Is the system able to accept payments for individual civil process invoices or multiple invoices?			
Does the system generate invoice payment receipts?			
Does the system allow funds to be disbursed directly from a civil process record or in bulk?			
Does the system store all financial items, including invoices, receipts, deposits, and disbursements?			
Does the system maintain a standard account ledger?			
Does the system support account reconciliation?			
Does the system allow users to query customer balances?			
Does the system support printing customer statements individually or in bulk?			
<b>Civil Reporting</b>			
Description	Y	N	Comments
Does the system provide a report generator for building custom statistical and analytical reports from civil process data? Is the report generator provided by the same vendor and should not be a third-party application?			
Does the system restrict access to the report generator and individual report templates by user or user group?			
Does the system not allow a user who does not have access to particular data via the application user interface to gain access to that data via the report generator?			
Does the system allow the creator of the report template to build reports for any data entered into the civil product?			
Does the report generator allow the creator of the report template to control layout and formatting options for each civil process report template? This includes such options as field arrangements, column widths, label text, font sizes, and line spacing?			
Does the report generator allow the creator of each civil process report template to choose which users can access and/or run the report and/or modify the report template?			

Does the report generator support the use of aggregate (math) functions including Sum, Average, Count, Count Blank, Minimum, and Maximum?			
Does the report generator allow data to be grouped or sorted by any data element?			
Does the report generator allow multiple data filters to be applied using "and/or" logic?			
Does the report generator allow civil process reports to be saved (as PDF, .XLS, or .CSV), printed, or emailed directly from the report?			
Does the report generator allow civil process report templates to be saved and modified at a later time?			
Does the report generator support adding the civil process reports to user's dashboards?			
Does the report generator allow recurring civil process reports to be scheduled and automatically uploaded to a file-system or e-mailed to specified users on certain days and times?			
Does the report generator support ad-hoc queries?			
"Does the report generator support creation of civil reports such as the following:			
a. Summary of open (not completed) civil processes			
b. Summary of civil processes by assigned deputy			
c. Summary of civil processes by zone/geographic area			
d. Processes received by type or law office			
e. Summary of processes received or returned by date range			
f. Summary of civil processes served year over year			
g. Service trips made by each deputy			
<b>System Information</b>			
Description	Y	N	Comments
Where is the software hosted?			
a. If local			
i. How many servers are needed?			
ii. What are the recommended system requirements for the servers?			
iii. Are the servers clustered?			
1. If no, is there a virtual environment?			
iv. Can the server(s) run in a virtual environment?			
v. What is the operating system?			
vi. Is there a cloud component and if so how frequent are the updates?			



vii. Does the authentication use active directory users and/or groups?		
b. If not, detail the redundancies built in?		
Who is the database vendor and what versions do you support (i.e. MS SQLServer 2014)?		
a. Can the database be run on a different server than the application server?		
i. If So, what are the recommended server specs?		
b. Does the software connect to the database using an application account or user accounts?		
How does the software link/store scanned/uploaded files (i.e. blobs in SQL, file folder with application security, etc.)?		
What are the recommended system specs for the client machines?		
a. Are the specs the same for the desktop vs mobile software?		
i. If not, please detail both?		
b. Do systems updates require manual client updates or is it handled automatically at startup?		
c. Are there seat licenses or is there a site license?		
Is there a mobile app and what platforms are it compatible with (i.e. apple/android)?		
a. Are there individual mobile licenses or is it site licensed?		
Can external agencies connect to the software using VPN?		
a. How does the licensing work?		
Does the software require constant monitoring for support?		
a. How do you satisfy CJIS/ACIC/NCIC regulations for our agencies?		
b. Can you use and ASA for a secure VPN Tunnel to the application server?		
Will you provide a design layout of the physical infrastructure?		
What are the network requirements?		
Do you provide your own GIS map solution?		
a. If not, what are compatible systems?		

Is the GIS licensing and Database licensing and core calcs included in the price?			
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Does your company charge a fee for added modules? If so, what are those costs? \_\_\_\_\_

What are the yearly maintenance fees and what will those costs cover? \_\_\_\_\_

## PROPOSAL SHEET

TOTAL

Total Cost for Public Service Software

\$ \_\_\_\_\_

Please don't include tax in the above totals

Additional Pricing Notes:

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**Proposal must be signed to be considered.**

The undersigned hereby offers to furnish and deliver the articles or services as specified, at the prices and terms stated herein, and in strict accordance with the specifications and general conditions of this proposal, all of which are made a part of the offer. This offer is not subject to withdrawal unless upon mutual written agreement by the Proposer and County Judge.

1. I, as an officer of this organization, or per the attached letter of authorization, am duly authorized to certify the information provided herein are accurate and true; and
2. My organization shall comply with all State and Federal Equal Opportunity and Non-Discrimination requirements and conditions of employment.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

\*Please submit original proposal and (1) one copy (CD or USB flash drive).