

COUNTY OF FRESNO

REQUEST FOR PROPOSAL

NUMBER: 208-5325

DISTRICT ATTORNEY CASE MANAGEMENT SYSTEM

Issue Date: January 9, 2015

Closing Date: FEBRUARY 20, 2015

Proposal will be considered LATE when the official Purchasing time clock reads 2:00 P.M.

Questions regarding this RFP should be directed to: Gary E. Cornuelle,
phone (559) 600-7114, e-mail gcornuelle@co.fresno.ca.us, or fax (559) 600-7126.

Check County of Fresno Purchasing's Open Solicitations
website at <https://www2.co.fresno.ca.us/0440/Bids/BidsHome.aspx>
for RFP documents and changes.

Please submit all Proposals to:

County of Fresno - Purchasing
4525 E. Hamilton Avenue, 2nd Floor
Fresno, CA 93702-4599

BIDDER TO COMPLETE

UNDERSIGNED AGREES TO FURNISH THE COMMODITY OR SERVICE STIPULATED IN THE ATTACHED PROPOSAL SCHEDULE AT THE PRICES AND TERMS STATED, SUBJECT TO THE "COUNTY OF FRESNO PURCHASING STANDARD INSTRUCTIONS AND CONDITIONS FOR REQUEST FOR PROPOSALS (RFP'S)" ATTACHED.

COMPANY

ADDRESS

CITY

STATE

ZIP CODE

()

TELEPHONE NUMBER

()

FACSIMILE NUMBER

E-MAIL ADDRESS

SIGNED BY

PRINT NAME

TITLE

COUNTY OF FRESNO PURCHASING
STANDARD INSTRUCTIONS AND CONDITIONS FOR
REQUESTS FOR PROPOSALS (RFP'S) AND REQUESTS FOR QUOTATIONS (RFQ'S)

Note: the reference to "bids" in the following paragraphs applies to RFP's and RFQ's

GENERAL CONDITIONS

By submitting a bid the bidder agrees to the following conditions. These conditions will apply to all subsequent purchases based on this bid.

1. BID PREPARATION:

- A) All prices and notations must be typed or written in ink. No erasures permitted. Errors may be crossed out, initialed and corrections printed in ink by person signing bid.
- B) Brand Names: Brand names and numbers when given are for reference. Equal items will be considered, provided the offer clearly describes the article and how it differs from that specified. In the absence of such information it shall be understood the offering is exactly as specified.
- C) State brand or make of each item. If bidding on other than specified, state make, model and brand being bid and attach supporting literature/specifications to the bid.
- D) Bid on each item separately. Prices should be stated in units specified herein. All applicable charges must be quoted; charges on invoice not quoted herein will be disallowed.
- E) Time of delivery is a part of the consideration and must be stated in definite terms and must be adhered to. F.O.B. Point shall be destination or freight charges must be stated.
- F) All bids must be dated and signed with the firm's name and by an authorized officer or employee.
- G) Unless otherwise noted, prices shall be firm for one hundred eighty (180) days after closing date of bid.

2. SUBMITTING BIDS:

- A) Each bid must be submitted on forms provided in a sealed envelope/package with bid number and closing date and time on the outside of the envelope/package.
- B) Interpretation: Should any discrepancies or omissions be found in the bid specifications or doubt as to their meaning, the bidder shall notify the Buyer in writing at once. The County shall not be held responsible for verbal interpretations. Questions regarding the bid must be received by Purchasing stated within this document. All addenda issued shall be in writing, duly issued by Purchasing and incorporated into the contract.
- C) ISSUING AGENT/AUTHORIZED CONTACT: This RFP/RFQ has been issued by County of Fresno, Purchasing. Purchasing shall be the vendor's sole point of contact with regard to the RFP/RFQ, its content, and all issues concerning it.

All communication regarding this RFP/RFQ shall be directed to an authorized representative of County Purchasing. The specific buyer managing this RFP/RFQ is identified on the cover page, along with

his or her telephone number, and he or she should be the primary point of contact for discussions or information pertaining to the RFP/RFQ. Contact with any other County representative, including elected officials, for the purpose of discussing this RFP/RFQ, its content, or any other issue concerning it, is prohibited unless authorized by Purchasing. Violation of this clause, by the vendor having unauthorized contact (verbally or in writing) with such other County representatives, may constitute grounds for rejection by Purchasing of the vendor's quotation.

The above stated restriction on vendor contact with County representatives shall apply until the County has awarded a purchase order or contract to a vendor or vendors, except as follows. First, in the event that a vendor initiates a formal protest against the RFP/RFQ, such vendor may contact the appropriate individual, or individuals who are managing that protest as outlined in the County's established protest procedures. All such contact must be in accordance with the sequence set forth under the protest procedures. Second, in the event a public hearing is scheduled before the Board of Supervisors to hear testimony prior to its approval of a purchase order or contract, any vendor may address the Board.

- D) Bids received after the closing time will NOT be considered.
- E) Bidders are to bid what is specified or requested first. If unable to or unwilling to, bidder may bid alternative or option, indicating all advantages, disadvantages and their associated cost.

3. FAILURE TO BID:

- A) If not bidding, return bid sheet and state reason for no bid or your name may be removed from mailing list.

4. TAXES, CHARGES AND EXTRAS:

- A) County of Fresno is subject to California sales and/or use tax (8.225%). Please indicate as a separate line item if applicable.
- B) **DO NOT** include Federal Excise Tax. County is exempt under Registration No. 94-73-03401-K.
- C) County is exempt from Federal Transportation Tax. Exemption certificate is not required where shipping papers show consignee as County of Fresno.
- D) Charges for transportation, containers, packing, etc. will not be paid unless specified in bid.

Proposal No. 208-5325

5. W-9 – REQUEST FOR TAXPAYER IDENTIFICATION NUMBER AND CERTIFICATION & CALIFORNIA FORM 590 WITHHOLDING EXEMPTION CERTIFICATE:

Upon award of bid, the vendor shall submit to County Purchasing, a completed IRS Form W-9 - Request for Taxpayer Identification Number and Certification and a California Form 590 Withholding Exemption Certificate if not currently a County of Fresno approved vendor.

6. AWARDS:

- A) Award(s) will be made to the most responsive responsible bidder; however, the Fresno County Local Vendor Preference and/or the Disabled Veteran Business Enterprise Preference shall take precedence when applicable. Said Preferences apply only to Request for Quotations for materials, equipment and/or supplies only (no services); the preference do not apply to Request for Proposals. RFQ evaluations will include such things as life-cycle cost, availability, delivery costs and whose product and/or service is deemed to be in the best interest of the County. The County shall be the sole judge in making such determination.
- B) Unless bidder gives notice of all-or-none award in bid, County may accept any item, group of items or on the basis of total bid.
- C) The County reserves the right to reject any and all bids and to waive informalities or irregularities in bids.
- D) Award Notices are tentative: Acceptance of an offer made in response to this RFP/RFQ shall occur only upon execution of an agreement by both parties or issuance of a valid written Purchase Order by Fresno County Purchasing.
- E) After award, all bids shall be open to public inspection. The County assumes no responsibility for the confidentiality of information offered in a bid.

7. TIE BIDS:

All other factors being equal, the contract shall be awarded to the Fresno County vendor or, if neither or both are Fresno County vendors, it may be awarded by the flip of a coin in the presence of witnesses or the entire bid may be rejected and re-bid. If the General Requirements of the RFQ state that they are applicable, the provisions of the Fresno County Local Vendor Preference shall take priority over this paragraph.

8. PATENT INDEMNITY:

The vendor shall hold the County, its officers, agents and employees, harmless from liability of any nature or kind, including costs and expenses, for infringement or use of any copyrighted or un-copyrighted composition, secret process, patented or unpatented invention, article or appliance furnished or used in connection with this bid.

9. SAMPLES:

Samples, when required, must be furnished and delivered free and, if not destroyed by tests, will upon written request (within thirty (30) days of bid closing date) be returned at the bidder's expense. In the absence of such notification, County shall have the right to dispose of the samples in whatever manner it deems appropriate.

10. RIGHTS AND REMEDIES OF COUNTY FOR DEFAULT:

- A) In case of default by vendor, the County may procure the articles or service from another source and may recover the cost difference and related expenses occasioned thereby from any unpaid balance due the vendor or by proceeding against performance bond of the vendor,

if any, or by suit against the vendor. The prices paid by the County shall be considered the prevailing market price at the time such purchase is made.

- B) Articles or services, which upon delivery inspection do not meet specifications, will be rejected and the vendor will be considered in default. Vendor shall reimburse County for expenses related to delivery of non-specified goods or services.
- C) Regardless of F.O.B. point, vendor agrees to bear all risks of loss, injury or destruction to goods and materials ordered herein which occur prior to delivery and such loss, injury or destruction shall not release vendor from any obligation hereunder.

11. DISCOUNTS:

Terms of less than fifteen (15) days for cash payment will be considered as net in evaluating this bid. A discount for payment within fifteen (15) days or more will be considered in determining the award of bid. Discount period will commence either the later of delivery or receipt of invoice by the County. Standard terms are Net forty-five (45) days.

12. SPECIAL CONDITIONS IN BID SCHEDULE SUPERSEDE GENERAL CONDITIONS:

The "General Conditions" provisions of this RFP/RFQ shall be superseded if in conflict with any other section of this bid, to the extent of any such conflict.

13. SPECIAL REQUIREMENT:

With the invoice or within twenty-five (25) days of delivery, the seller must provide to the County a Material Safety Data Sheet for each product, which contains any substance on "The List of 800 Hazardous Substances", published by the State Director of Industrial Relations. (See Hazardous Substances Information and Training Act, California State Labor Code Sections 6360 through 6399.7.)

14. RECYCLED PRODUCTS/MATERIALS:

Vendors are encouraged to provide and quote (with documentation) recycled or recyclable products/materials which meet stated specifications.

15. YEAR COMPLIANCE WARRANTY:

Vendor warrants that any product furnished pursuant to this Agreement/order shall support a four-digit year format and be able to accurately process date and time data from, into and between the twentieth and twenty-first centuries, as well as leap year calculations. "Product" shall include, without limitation, any piece or component of equipment, hardware, firmware, middleware, custom or commercial software, or internal components or subroutines therein. This warranty shall survive termination or expiration of this Agreement.

In the event of any decrease in product functionality or accuracy related to time and/or date data related codes and/or internal subroutines that impede the product from operating correctly using dates beyond December 31, 1999, vendor shall restore or repair the product to the same level of functionality as warranted herein, so as to minimize interruption to County's ongoing business process, time being of the essence. In the event that such warranty compliance requires the acquisition of additional programs, the expense for any such associated or additional acquisitions, which may be required, including, without limitation, data conversion tools, shall be borne exclusively by vendor. Nothing in this warranty shall be construed to limit any rights or remedies the County may otherwise have under this Agreement with respect to defects other than year performance.

Proposal No. 208-5325

16. PARTICIPATION:

Bidder may agree to extend the terms of the resulting contract to other political subdivision, municipalities and tax-supported agencies.

Such participating Governmental bodies shall make purchases in their own name, make payment directly to bidder, and be liable directly to the bidder, holding the County of Fresno harmless.

17. CONFIDENTIALITY:

All services performed by vendor shall be in strict conformance with all applicable Federal, State of California and/or local laws and regulations relating to confidentiality, including but not limited to, California Civil Code, California Welfare and Institutions Code, Health and Safety Code, California Code of Regulations, Code of Federal Regulations.

Vendor shall submit to County's monitoring of said compliance.

Vendor may be a business associate of County, as that term is defined in the "Privacy Rule" enacted by the Health Insurance Portability and Accountability Act of 1996 (HIPAA). As a HIPAA Business Associate, vendor may use or disclose protected health information ("PHI") to perform functions, activities or services for or on behalf of County as specified by the County, provided that such use or disclosure shall not violate HIPAA and its implementing regulations. The uses and disclosures of PHI may not be more expansive than those applicable to County, as the "Covered Entity" under HIPAA's Privacy Rule, except as authorized for management, administrative or legal responsibilities of the Business Associate.

Vendor shall not use or further disclose PHI other than as permitted or required by the County, or as required by law without written notice to the County.

Vendor shall ensure that any agent, including any subcontractor, to which vendor provides PHI received from, or created or received by the vendor on behalf of County, shall comply with the same restrictions and conditions with respect to such information.

18. APPEALS:

Appeals must be submitted in writing within seven (7) working days after notification of proposed recommendations for award. A "Notice of Award" is not an indication of County's acceptance of an offer made in response to this RFP/RFQ. Appeals should be submitted to County of Fresno Purchasing, 4525 E. Hamilton Avenue, Fresno, California 93702-4599. Appeals should address only areas regarding RFP contradictions, procurement errors, quotation rating discrepancies, legality of procurement context, conflict of interest, and inappropriate or unfair competitive procurement grievance regarding the RFP/RFQ process.

Purchasing will provide a written response to the complainant within seven (7) working days unless the complainant is notified more time is required.

If the protesting bidder is not satisfied with the decision of Purchasing, he/she shall have the right to appeal to the Purchasing Agent/CAO within seven (7) working days after Purchasing's notification; except if, notified to appeal directly to the Board of Supervisors at the scheduled date and time.

If the protesting bidder is not satisfied with Purchasing Agent/CAO's decision, the final appeal is with the Board of Supervisors.

19. OBLIGATIONS OF CONTRACTOR:

A) CONTRACTOR shall perform as required by the ensuing contract. CONTRACTOR also warrants on behalf of itself and all subcontractors engaged for the performance of the ensuing contract that only persons authorized to work in the United States pursuant to

the Immigration Reform and Control Act of 1986 and other applicable laws shall be employed in the performance of the work hereunder.

B) CONTRACTOR shall obey all Federal, State, local and special district laws, ordinances and regulations.

20. AUDITS & RETENTION:

The Contractor shall maintain in good and legible condition all books, documents, papers, data files and other records related to its performance under this contract. Such records shall be complete and available to Fresno County, the State of California, the federal government or their duly authorized representatives for the purpose of audit, examination, or copying during the term of the contract and for a period of at least three (3) years following the County's final payment under the contract or until conclusion of any pending matter (e.g., litigation or audit), whichever is later. Such records must be retained in the manner described above until all pending matters are closed.

21. DISCLOSURE – CRIMINAL HISTORY & CIVIL ACTIONS:

Applies to Request for Proposal (RFP); does not apply to Request for Quotation (RFQ) unless specifically stated elsewhere in the RFQ document.

In their proposal, the bidder is required to disclose if any of the following conditions apply to them, their owners, officers, corporate managers and partners (hereinafter collectively referred to as "Bidder"):

- Within the three-year period preceding the proposal, they have been convicted of, or had a civil judgment rendered against them for:
 - fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction;
 - violation of a federal or state antitrust statute;
 - embezzlement, theft, forgery, bribery, falsification, or destruction of records; or
 - false statements or receipt of stolen property

Within a three-year period preceding their proposal, they have had a public transaction (federal, state, or local) terminated for cause or default.

22. DATA SECURITY:

Individuals and/or agencies that enter into a contractual relationship with the COUNTY for the purpose of providing services must employ adequate controls and data security measures, both internally and externally to ensure and protect the confidential information and/or data provided to contractor by the COUNTY, preventing the potential loss, misappropriation or inadvertent access, viewing, use or disclosure of COUNTY data including sensitive or personal client information; abuse of COUNTY resources; and/or disruption to COUNTY operations.

Individuals and/or agencies may not connect to or use COUNTY networks/systems via personally owned mobile, wireless or handheld devices unless authorized by COUNTY for telecommuting purposes and provide a secure connection; up to date virus protection and mobile devices must have the remote wipe feature enabled. Computers or computer peripherals including mobile storage devices may not be used (COUNTY or Contractor device) or brought in for use into the COUNTY's system(s) without prior authorization from COUNTY's Chief Information Officer and/or designee(s).

No storage of COUNTY's private, confidential or sensitive data on any hard-disk drive, portable storage device or remote storage installation unless encrypted according to advance encryption standards (AES of 128 bit or higher).

Proposal No. 208-5325

The COUNTY will immediately be notified of any violations, breaches or potential breaches of security related to COUNTY's confidential information, data and/or data processing equipment which stores or processes COUNTY data, internally or externally.

COUNTY shall provide oversight to Contractor's response to all incidents arising from a possible breach of security related to COUNTY's confidential client information. Contractor will be responsible to issue any notification to affected individuals as required by law or as deemed necessary by COUNTY in its sole discretion. Contractor will be responsible for all costs incurred as a result of providing the required notification.

23. PURCHASING LOCATION & HOURS:

Fresno County Purchasing is located at 4525 E. Hamilton Avenue (**second floor**), Fresno, CA 93702. Non-holiday hours of operation are Monday through Friday, 8:00 A.M. to 12:00 Noon and 1:00 P.M. to 5:00 P.M. PST; Purchasing is closed daily from 12:00 Noon to 1:00 P.M. The following holiday office closure schedule is observed:

January 1*	New Year's Day
Third Monday in January	Martin Luther King, Jr.'s Birthday
Third Monday in February	Washington - Lincoln Day
March 31*	Cesar Chavez' Birthday
Last Monday in May	Memorial Day
July 4*	Independence Day
First Monday in September	Labor Day
November 11*	Veteran's Day
Fourth Thursday in November	Thanksgiving Day
Friday following Thanksgiving	
December 25*	Christmas

* When this date falls on a Saturday, the holiday is observed the preceding Friday. If the date falls on a Sunday, the holiday is observed the following Monday.

24. FRESNO COUNTY BOARD OF SUPERVISORS ADMINISTRATIVE POLICIES:

The link below references the Fresno County Board of Supervisors Administrative policies that will apply to this Request for Proposal.

[Click here to view](#)

TABLE OF CONTENTS

	<u>PAGE</u>
OVERVIEW	3
KEY DATES	4
TRADE SECRET ACKNOWLEDGEMENT	5
DISCLOSURE – CRIMINAL HISTORY & CIVIL ACTIONS.....	7
REFERENCE LIST.....	10
PARTICIPATION.....	11
GENERAL REQUIREMENTS	12
SPECIFIC BIDDING INSTRUCTIONS AND REQUIREMENTS.....	19
SCOPE OF WORK	22
PROPOSAL CONTENT REQUIREMENTS.....	66
AWARD CRITERIA	69
CHECK LIST	70
ATTACHMENT A	71
ATTACHMENT B	74

OVERVIEW

The County of Fresno on behalf of the Office of the District Attorney ("DA") is requesting proposals from qualified vendors to provide a Case Management System ("CMS") to replace the current DA Case Management System.

The DA is dedicated to enhancing public safety, welfare and security in the community through the prosecution of criminal and civil crimes in a just, efficient and ethical manner. As one of the largest prosecuting agencies in California, the office consists of approximately 240 prosecutors, investigators and support personnel who, under the direction of District Attorney Lisa A. Smittcamp, handle approximately 50,000 criminal cases each year in Fresno County.

The DA is organized into approximately 30 Units or divisions, with employees housed in 6 different buildings located in Fresno County. The District Attorney receives Prosecution Requests from the Fresno County Sheriff's Office, Fresno Police Department, 16 outlying City police departments, California Highway Patrol, Probation, and a multitude of other law enforcement agencies throughout Fresno County. Electronic interfaces with these law enforcement agencies as well as the Courts and Probation are an important part of the DA's Strategic Plan.

The current DA Case Management System ("STAR"), was purchased from San Bernardino County in 1997, subsequently tailored by Fresno County Information Technology Services, and implemented in 1999. It was developed as a Visual Basic (VB) client-server application with a Microsoft SQL database. It utilizes Microsoft Office (Word, Excel, and Outlook), and includes an interface to the Fresno Police Department for electronic subpoenas. A public web-based lookup was recently added in order to provide case status information to crime victims.

The County network architecture is Ethernet using Cisco switches and routers to support over 7,000 employees in 25 departments. The County's primary databases are Microsoft SQL and Oracle. Desktop operating systems include Windows 7 and newer.

KEY DATES

RFP Issue Date: **January 9, 2015**

Vendor Conference: **January 22, 2015 at 10:00 A.M.**
Vendors are to contact Gary E. Cornuelle at (559) 600-7114 if planning to attend vendor conference.

Deadline for Written Requests for Interpretations or Corrections of RFP: **February 3, 2015 at 5:00 P.M.**
Fax No. (559) 600-7126
E-Mail: gcornuelle@co.fresno.ca.us

RFP Closing Date: **February 20, 2015 at 2:00 P.M.**
County of Fresno Purchasing
4525 E. Hamilton Avenue, 2nd Floor
Fresno, CA 93702

TRADE SECRET ACKNOWLEDGEMENT

All proposals received by the County shall be considered "Public Record" as defined by Section 6252 of the California Government Code. This definition reads as follows:

"...Public records" includes any writing containing information relating to the conduct of the public's business prepared, owned, used or retained by any state or local agency regardless of physical form or characteristics "Public records" in the custody of, or maintained by, the Governor's office means any writing prepared on or after January 6, 1975."

Each proposal submitted is Public record and is therefore subject to inspection by the public per Section 6253 of the California Government Code. This section states that "every person has a right to inspect any public record".

The County will not exclude any proposal or portion of a proposal from treatment as a public record except in the instance that it is submitted as a trade secret as defined by the California Government Code. Information submitted as proprietary, confidential or under any other such terms that might suggest restricted public access will not be excluded from treatment as public record.

"Trade secrets" as defined by Section 6254.7 of the California Government Code are deemed not to be public record. This section defines trade secrets as:

"...Trade secrets," as used in this section, may include, but are not limited to, any formula, plan, pattern, process, tool, mechanism, compound, procedure, production data or compilation of information that is not patented, which is known only to certain individuals within a commercial concern who are using it to fabricate, produce, or compound an article of trade or a service having commercial value and which gives its user an opportunity to obtain a business advantage over competitors who do not know or use it."

Information identified by bidder as "trade secret" will be reviewed by County of Fresno's legal counsel to determine conformance or non-conformance to this definition. Such material should be submitted in a separate binder marked "Trade Secret". Examples of material not considered to be trade secrets are pricing, cover letter, promotional materials, etc.

INFORMATION THAT IS PROPERLY IDENTIFIED AS TRADE SECRET AND CONFORMS TO THE ABOVE DEFINITION WILL NOT BECOME PUBLIC RECORD. COUNTY WILL SAFEGUARD THIS INFORMATION IN AN APPROPRIATE MANNER.

Information identified by bidder as trade secret and determined not to be in conformance with the California Government Code definition shall be excluded from the proposal. Such information will be returned to the bidder at bidder's expense upon written request.

Trade secrets must be submitted in a separate binder that is plainly marked "Trade Secrets."

The County shall not in any way be liable or responsible for the disclosure of any proposals or portions thereof, if they are not (1) submitted in a separate binder that is plainly marked "Trade Secret" on the outside; and (2) if disclosure is required or allowed under the provision of law or by order of Court.

Vendors are advised that the County does not wish to receive trade secrets and that vendors are not to supply trade secrets unless they are absolutely necessary.

TRADE SECRET ACKNOWLEDGEMENT

I have read and understand the above "Trade Secret Acknowledgement."

I understand that the County of Fresno has no responsibility for protecting information submitted as a trade secret if it is not delivered in a separate binder plainly marked "Trade Secret." I also understand that all information my company submits, except for that information submitted in a separate binder plainly marked "Trade Secret," are public records subject to inspection by the public. This is true no matter whether my company identified the information as proprietary, confidential or under any other such terms that might suggest restricted public access.

Enter company name on appropriate line:

(Company Name) Has submitted information identified as Trade Secrets in a separate marked binder.**

(Company Name) Has **not** submitted information identified as Trade Secrets. Information submitted as proprietary confidential or under any other such terms that might suggest restricted public access will not be excluded from treatment as public record.

ACKNOWLEDGED BY:

Signature () Telephone

Print Name and Title Date

Address

City State Zip

**Bidders brief statement that clearly sets out the reasons for confidentiality in conforming with the California Government Code definition.

DISCLOSURE – CRIMINAL HISTORY & CIVIL ACTIONS

In their proposal, the bidder is required to disclose if any of the following conditions apply to them, their owners, officers, corporate managers and partners (hereinafter collectively referred to as "Bidder"):

- Within the three-year period preceding the proposal, they have been convicted of, or had a civil judgment rendered against them for:
 - fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction;
 - violation of a federal or state antitrust statute;
 - embezzlement, theft, forgery, bribery, falsification, or destruction of records; or
 - false statements or receipt of stolen property
- Within a three-year period preceding their proposal, they have had a public transaction (federal, state, or local) terminated for cause or default.

Disclosure of the above information will not automatically eliminate a Bidder from consideration. The information will be considered as part of the determination of whether to award the contract and any additional information or explanation that a Bidder elects to submit with the disclosed information will be considered. If it is later determined that the Bidder failed to disclose required information, any contract awarded to such Bidder may be immediately voided and terminated for material failure to comply with the terms and conditions of the award.

Any Bidder who is awarded a contract must sign an appropriate Certification Regarding Debarment, Suspension, and Other Responsibility Matters. Additionally, the Bidder awarded the contract must immediately advise the County in writing if, during the term of the agreement: (1) Bidder becomes suspended, debarred, excluded or ineligible for participation in federal or state funded programs or from receiving federal funds as listed in the excluded parties list system (<http://www.epls.gov>); or (2) any of the above listed conditions become applicable to Bidder. The Bidder will indemnify, defend and hold the County harmless for any loss or damage resulting from a conviction, debarment, exclusion, ineligibility or other matter listed in the signed Certification Regarding Debarment, Suspension, and Other Responsibility Matters.

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER
RESPONSIBILITY MATTERS--PRIMARY COVERED TRANSACTIONS**

INSTRUCTIONS FOR CERTIFICATION

1. By signing and submitting this proposal, the prospective primary participant is providing the certification set out below.
2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.
4. The prospective primary participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. The terms covered transaction, debarred, suspended, ineligible, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.
6. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

CERTIFICATION

- (1) The prospective primary participant certifies to the best of its knowledge and belief, that it, its owners, officers, corporate managers and partners:
 - (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency;
 - (b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - (c) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
- (2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Signature: _____

(Printed Name & Title)

Date: _____

(Name of Agency or Company)

VENDOR MUST COMPLETE AND RETURN WITH REQUEST FOR PROPOSAL

Firm: _____

REFERENCE LIST

Provide a list of at least five (5) customers for whom you have recently provided similar services. Be sure to include all requested information.

Reference Name: _____ Contact: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Phone No.: (_____) _____ Date: _____
 Service Provided: _____

Reference Name: _____ Contact: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Phone No.: (_____) _____ Date: _____
 Service Provided: _____

Reference Name: _____ Contact: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Phone No.: (_____) _____ Date: _____
 Service Provided: _____

Reference Name: _____ Contact: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Phone No.: (_____) _____ Date: _____
 Service Provided: _____

Reference Name: _____ Contact: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Phone No.: (_____) _____ Date: _____
 Service Provided: _____

Failure to provide a list of at least five (5) customers may be cause for rejection of this RFP.

PARTICIPATION

The County of Fresno is a member of the Central Valley Purchasing Group. This group consists of Fresno, Kern, Kings, and Tulare Counties and all governmental, tax supported agencies within these counties.

Whenever possible, these and other tax supported agencies co-op (piggyback) on contracts put in place by one of the other agencies.

Any agency choosing to avail itself of this opportunity, will make purchases in their own name, make payment directly to the contractor, be liable to the contractor and vice versa, per the terms of the original contract, all the while holding the County of Fresno harmless. If awarded this contract, please indicate whether you would extend the same terms and conditions to all tax supported agencies within this group as you are proposing to extend to Fresno County.

Yes, we will extend contract terms and conditions to all qualified agencies within the Central Valley Purchasing Group and other tax supported agencies.

No, we will not extend contract terms to any agency other than the County of Fresno.

(Authorized Signature)

Title

*** Note: This form/information is not rated or ranked in evaluating proposal.**

GENERAL REQUIREMENTS

DEFINITIONS: The terms Bidder, Proposer, Contractor and Vendor are all used interchangeably and refer to that person, partnership, corporation, organization, agency, etc. which is offering the proposal and is identified on the Proposal Identification Sheet.

RFP CLARIFICATION AND REVISIONS: Any revisions to the RFP will be issued and distributed as written addenda.

FIRM PROPOSAL: All proposals shall remain firm for at least one hundred eighty (180) days.

PROPOSAL PREPARATION: Proposals should be submitted in the formats shown under "PROPOSAL CONTENT REQUIREMENTS" section of this RFP.

County of Fresno will not be held liable or any cost incurred by bidders responding to RFP.

Bidders are to bid what is specified or requested first. If unable to or unwilling to, bidder may bid alternative or option, indicating all advantages, disadvantages and their associated cost.

SUPPORTIVE MATERIAL: Additional material may be submitted with the proposal as appendices. Any additional descriptive material that is used in support of any information in your proposal must be referenced by the appropriate paragraph(s) and page number(s).

Bidders are asked to submit their proposals in a binder (one that allows for easy removal of pages) with index tabs separating the sections identified in the Table of Contents. Pages must be numbered on the bottom of each page.

Any proposal attachments, documents, letters and materials submitted by the vendor shall be binding and included as a part of the final contract should your bid be selected.

TAXES: The quoted amount must include all applicable taxes. If taxes are not specifically identified in the proposal it will be assumed that they are included in the total quoted.

SALES TAX: Fresno County pays California State Sales Tax in the amount of 8.225% regardless of vendor's place of doing business.

RETENTION: County of Fresno reserves the right to retain all proposals, excluding proprietary documentation submitted per the instructions of this RFP, regardless of which response is selected.

ORAL PRESENTATIONS: Each finalist may be required to make an oral presentation in Fresno County and answer questions from County personnel.

AWARD/REJECTION: The award will be made to the vendor offering the overall proposal deemed to be to the best advantage of the County. The County shall be the sole judge in making such determination. The County reserves the right to reject any and all proposals. The lowest bidders are not arbitrarily the vendors whose proposals will be selected. Award Notices are tentative: Acceptance of an offer made in response to this RFP shall occur only upon execution of an agreement by both parties or issuance of a valid written Purchase Order by Fresno County Purchasing.

County Purchasing will chair or co-chair all award, evaluation and contract negotiation committees.

Award may require approval by the County of Fresno Board of Supervisors.

WAIVERS: The County reserves the right to waive any informalities or irregularities and any technical or clerical errors in any quote as the interest of the County may require.

TERMINATION: The County reserves the right to terminate any resulting contract upon written notice.

MINOR DEVIATIONS: The County reserves the right to negotiate minor deviations from the prescribed terms, conditions and requirements with the selected vendor.

PROPOSAL REJECTION: Failure to respond to all questions or not to supply the requested information could result in rejection of your proposal.

ASSIGNMENTS: The ensuing proposed contract will provide that the vendor may not assign any payment or portions of payments without prior written consent of the County of Fresno.

BIDDERS LIABILITIES: County of Fresno will not be held liable for any cost incurred by vendors in responding to the RFP.

CONFIDENTIALITY: Bidders shall not disclose information about the County's business or business practices and safeguard confidential data which vendor staff may have access to in the course of system implementation.

DISPUTE RESOLUTION: The ensuing contract shall be governed by the laws of the State of California.

Any claim which cannot be amicably settled without court action will be litigated in the U. S. District Court for the Eastern District of California in Fresno, CA or in a state court for Fresno County.

NEWS RELEASE: Vendors shall not issue any news releases or otherwise release information to any third party about this RFP or the vendor's quotation without prior written approval from the County of Fresno.

BACKGROUND REVIEW: The County reserves the right to conduct a background inquiry of each proposer/bidder which may include collection of appropriate criminal history information, contractual and business associations and practices, employment histories and reputation in the business community. By submitting a proposal/bid to the County, the vendor consents to such an inquiry and agrees to make available to the County such books and records the County deems necessary to conduct the inquiry.

ACQUISITIONS: The County reserves the right to obtain the whole system/services/goods as proposed or only a portion of the system/services/goods, or to make no acquisition at all.

OWNERSHIP: The successful vendor will be required to provide to the County of Fresno documented proof of ownership by the vendor, or its designated subcontractor, upon request of the proposed programs/services/goods.

EXCEPTIONS: Identify with explanation, any terms, conditions, or stipulations of the RFP with which you *CAN NOT* or *WILL NOT* comply with by proposal group.

ADDENDA: In the event that it becomes necessary to revise any part of this RFP, addenda will be provided to all agencies and organizations that receive the basic RFP.

SUBCONTRACTORS: If a subcontractor is proposed, complete identification of the subcontractor and his tasks should be provided. The primary contractor is not relieved of any responsibility by virtue of using a subcontractor.

CONFLICT OF INTEREST: The County shall not contract with, and shall reject any bid or proposal submitted by the persons or entities specified below, unless the Board of Supervisors finds that special circumstances exist which justify the approval of such contract:

1. Employees of the County or public agencies for which the Board of Supervisors is the governing body.
2. Profit-making firms or businesses in which employees described in Subsection (1) serve as officers, principals, partners or major shareholders.
3. Persons who, within the immediately preceding twelve (12) months, came within the provisions of Subsection (1), and who were employees in positions of substantial responsibility in the area of service to be performed by the contract, or participated in any way in developing the contract or its service specifications.
4. Profit-making firms or businesses in which the former employees described in Subsection (3) serve as officers, principals, partners or major shareholders.
5. No County employee, whose position in the County enables him to influence the selection of a contractor for this RFP, or any competing RFP, and no spouse or economic dependent of such employee, shall be employees in any capacity by a bidder, or have any other direct or indirect financial interest in the selection of a contractor.
6. In addition, no County employee will be employed by the selected vendor to fulfill the vendor's contractual obligations to the County.

ORDINANCE 3.08.130 – POST-SEPARATION EMPLOYMENT PROHIBITED

No officer or employee of the County who separates from County service shall for a period of one year after separation enter into any employment, contract, or other compensation arrangement with any County consultant, vendor, or other County provider of goods, materials, or services, where the officer or employee participated in any part of the decision making process that led to the County relationship with the consultant, vendor or other County provider of goods, materials or services.

Pursuant to Government Code section 25132(a), a violation of the ordinance may be enjoined by an injunction in a civil lawsuit, or prosecuted as a criminal misdemeanor.

EVALUATION CRITERIA: Respondents will be evaluated on the basis of their responses to all questions and requirements in this RFP and product cost. The County shall be the sole judge in the ranking process and reserves the right to reject any or all bids. False, incomplete or unresponsive statements in connection with this proposal may be sufficient cause for its rejection.

SELECTION PROCESS: All proposals will be evaluated by a team consisting of representatives from appropriate County Department(s), and Purchasing. It will be their responsibility to make the final recommendations. Purchasing will chair or co-chair the evaluation or evaluation process.

Organizations that submit a proposal may be required to make an oral presentation to the Selection Committee. These presentations provide an opportunity for the individual, agency, or organization to clarify its proposal to ensure thorough, mutual understanding.

INDEPENDENT CONTRACTOR: In performance of the work, duties, and obligations assumed by Contractor under any ensuing Agreement, it is mutually understood and agreed that Contractor, including any and all of Contractor's officers, agents, and employees will at all times be acting and performing as an independent contractor, and shall act in an independent capacity and not as an officer, agent, servant, employee, joint venture, partner, or associate of the County. Furthermore, County shall have no right to control, supervise, or direct the manner or method by which Contractor shall perform its work and function. However, County shall retain the right to administer this Agreement so as to verify that Contractor is performing its obligations in accordance with the terms and conditions thereof. Contractor and County shall comply with all applicable provisions of law and the rules and regulations, if any, of governmental authorities having jurisdiction over matters the subject thereof.

Because of its status as an independent contractor, Contractor shall have absolutely no right to employment rights and benefits available to County employees. Contractor shall be solely liable and responsible for providing to, or on behalf of, its employees all legally required employee benefits. In addition, Contractor shall be solely responsible and save County harmless from all matters relating to payment of Contractor's employees, including compliance with Social Security, withholding, and all other regulations governing such matters. It is acknowledged that during the term of the Agreement, Contractor may be providing services to others unrelated to the COUNTY or to the Agreement.

HOLD HARMLESS CLAUSE: Contractor agrees to indemnify, save, hold harmless and at County's request, defend the County, its officers, agents and employees, from any and all costs and expenses, damages, liabilities, claims and losses occurring or resulting to County in connection with the performance, or failure to perform, by Contractor, its officers, agents or employees under this Agreement and from any and all costs and expenses, damages, liabilities, claims and losses occurring or resulting to any person, firm or corporation who may be injured or damaged by the performance, or failure to perform, of Contractor, its officers, agents or employees under this Agreement.

SELF-DEALING TRANSACTION DISCLOSURE: Contractor agrees that when operating as a corporation (a for-profit or non-profit corporation), or if during the term of the agreement the Contractor changes its status to operate as a corporation, members of the Contractor's Board of Directors shall disclose any self-dealing transactions that they are a party to while Contractor is providing goods or performing services under the agreement with the County. A self-dealing transaction shall mean a transaction to which the Contractor is a party and in which one or more of its directors has a material financial interest. Members of the Board of Directors shall disclose any self-dealing transactions that they are a party to by completing and signing a Fresno County Self-Dealing Transaction Disclosure Form and submitting it to the County prior to commencing with the self-dealing transaction or immediately thereafter.

PRICE RESPONSIBILITY: The selected vendor will be required to assume full responsibility for all services and activities offered in the proposal, whether or not they are provided directly. Further, the County of Fresno will consider the selected vendor to be the sole point of contact

with regard to contractual matters, including payment of any and all charges resulting from the contract. The contractor may not subcontract or transfer the contract, or any right or obligation arising out of the contract, without first having obtained the express written consent of the County.

ADDRESSES AND TELEPHONE NUMBERS: The vendor will provide the business address and mailing address, if different, as well as the telephone number of the individual signing the contract.

ASSURANCES: Any contract awarded under this RFP must be carried out in full compliance with The Civil Rights Act of 1964, The Americans With Disabilities Act of 1990, their subsequent amendments, and any and all other laws protecting the rights of individuals and agencies. The County of Fresno has a zero tolerance for discrimination, implied or expressed, and wants to ensure that policy continues under this RFP. The contractor must also guarantee that services, or workmanship, provided will be performed in compliance with all applicable local, state, or federal laws and regulations pertinent to the types of services, or project, of the nature required under this RFP. In addition, the contractor may be required to provide evidence substantiating that their employees have the necessary skills and training to perform the required services or work.

INSURANCE:

Without limiting the COUNTY's right to obtain indemnification from CONTRACTOR or any third parties, CONTRACTOR, at its sole expense, shall maintain in full force and effect, the following insurance policies or a program of self-insurance, including but not limited to, an insurance pooling arrangement or Joint Powers Agreement (JPA) throughout the term of the Agreement:

A. Commercial General Liability

Commercial General Liability Insurance with limits of not less than One Million Dollars (\$1,000,000) per occurrence and an annual aggregate of Two Million Dollars (\$2,000,000). This policy shall be issued on a per occurrence basis. COUNTY may require specific coverages including completed operations, products liability, contractual liability, Explosion-Collapse-Underground, fire legal liability or any other liability insurance deemed necessary because of the nature of this contract.

B. Automobile Liability

Comprehensive Automobile Liability Insurance with limits for bodily injury of not less than Two Hundred Fifty Thousand Dollars (\$250,000.00) per person, Five Hundred Thousand Dollars (\$500,000.00) per accident and for property damages of not less than Fifty Thousand Dollars (\$50,000.00), or such coverage with a combined single limit of Five Hundred Thousand Dollars (\$500,000.00). Coverage should include owned and non-owned vehicles used in connection with this Agreement.

C. Professional Liability

If CONTRACTOR employs licensed professional staff, (e.g., Ph.D., R.N., L.C.S.W., M.F.C.C.) in providing services, Professional Liability Insurance with limits of not less than One Million Dollars (\$1,000,000.00) per occurrence, Three Million Dollars (\$3,000,000.00) annual aggregate.

This coverage shall be issued on a per claim basis. Contractor agrees that it shall maintain, at its sole expense, in full force and effect for a period of three (3) years following the termination of this Agreement, one or more policies of professional liability insurance with limits of coverage as specified herein.

D. Worker's Compensation

A policy of Worker's Compensation insurance as may be required by the California Labor Code.

Contractor shall obtain endorsements to the Commercial General Liability insurance naming the County of Fresno, its officers, agents, and employees, individually and collectively, as additional insured, but only insofar as the operations under this Agreement are concerned. Such coverage for additional insured shall apply as primary insurance and any other insurance, or self-insurance, maintained by County, its officers, agents and employees shall be excess only and not contributing with insurance provided under Contractor's policies herein. This insurance shall not be cancelled or changed without a minimum of thirty (30) days advance written notice given to County.

Within thirty (30) days from the date Contractor executes this Agreement, Contractor shall provide certificates of insurance and endorsement as stated above for all of the foregoing policies, as required herein, to the County of Fresno District Attorney's Office Attn: Steve Rusconi, 2220 Tulare St., Suite 1000, Fresno, CA 93721, stating that such insurance coverage have been obtained and are in full force; that the County of Fresno, its officers, agents and employees will not be responsible for any premiums on the policies; that such Commercial General Liability insurance names the County of Fresno, its officers, agents and employees, individually and collectively, as additional insured, but only insofar as the operations under this Agreement are concerned; that such coverage for additional insured shall apply as primary insurance and any other insurance, or self-insurance, maintained by County, its officers, agents and employees, shall be excess only and not contributing with insurance provided under Contractor's policies herein; and that this insurance shall not be cancelled or changed without a minimum of thirty (30) days advance, written notice given to County.

In the event Contractor fails to keep in effect at all times insurance coverage as herein provided, the County may, in addition to other remedies it may have, suspend or terminate this Agreement upon the occurrence of such event.

All policies shall be with admitted insurers licensed to do business in the State of California. Insurance purchased shall be purchased from companies possessing a current A.M. Best, Inc. rating of A FSC VII or better.

AUDIT AND RETENTION: The Contractor shall maintain in good and legible condition all books, documents, papers, data files and other records related to its performance under this contract. Such records shall be complete and available to Fresno County, the State of California, the federal government or their duly authorized representatives for the purpose of audit, examination, or copying during the term of the contract and for a period of at least three years following the County's final payment under the contract or until conclusion of any pending matter (e.g., litigation or audit), whichever is later. Such records must be retained in the manner described above until all pending matters are closed.

DEFAULT: In case of default by the selected bidder, the County may procure materials and services from another source and may recover the loss occasioned thereby from any unpaid balance due the selected bidder, or by any other legal means available to the County.

BREACH OF CONTRACT: In the event of breach of contract by either party, the other party shall be relieved of its obligations under this agreement and may pursue any legal remedies.

CONFIDENTIALITY

All services performed by vendor shall be in strict conformance with all applicable Federal, State of California and/or local laws and regulations relating to confidentiality, including but not limited to, California Civil Code, California Welfare and Institutions Code, Health and Safety Code, California Code of Regulations, Code of Federal Regulations.

Vendor shall submit to County's monitoring of said compliance.

Vendor may be a Business associate of County, as that term is defined in the "Privacy Rule" enacted by the Health Insurance Portability and Accountability Act of 1996 (HIPAA). As a HIPAA Business Associate, vendor may use or disclose protected health information ("PHI") to perform functions, activities or services for or on behalf of County, as specified by the County, provided that such use or disclosure shall not violate HIPAA and its implementing regulations. The uses and disclosures of PHI may not be more expansive than those applicable to County, as the "Covered Entity" under HIPAA's Privacy Rule, except as authorized for management, administrative or legal responsibilities of the Business Associate.

Vendor shall not use or further disclose PHI other than as permitted or required by the County, or as required by law without written notice to the County.

Vendor shall ensure that any agent, including any subcontractor, to which vendor provides PHI received from, or created or received by the vendor on behalf of County, shall comply with the same restrictions and conditions with respect to such information.

APPEALS

Appeals must be submitted in writing within *seven (7) working days after notification of proposed recommendations for award. A "Notice of Award" is not an indication of County's acceptance of an offer made in response to this RFP. Appeals shall be submitted to County of Fresno Purchasing, 4525 E. Hamilton Avenue 2nd Floor, Fresno, California 93702-4599. Appeals should address only areas regarding RFP contradictions, procurement errors, quotation rating discrepancies, legality of procurement context, conflict of interest, and inappropriate or unfair competitive procurement grievance regarding the RFP process.

Purchasing will provide a written response to the complainant within *seven (7) working days unless the complainant is notified more time is required.

If the protesting bidder is not satisfied with the decision of Purchasing, he/she shall have the right to appeal to the Purchasing Agent/CAO within seven (7) working days after Purchasing's notification; except, if notified to appeal directly to the Board of Supervisors at the scheduled date and time.

If the protesting bidder is not satisfied with Purchasing Agent/CAO's decision, the final appeal is with the Board of Supervisors.

*The seven (7) working day period shall commence and be computed by excluding the first day and including the last day upon the date that the notification is issued by the County.

RIGHTS OF OWNERSHIP

The County shall maintain all rights of ownership and use to all materials designed, created or constructed associated with this service/project/program.

SPECIFIC BIDDING INSTRUCTIONS AND REQUIREMENTS

ISSUING AGENT: This RFP has been issued by County of Fresno, Purchasing. Purchasing shall be the vendor's sole point of contact with regard to the RFP, its content, and all issues concerning it.

AUTHORIZED CONTACT: All communication regarding this RFP shall be directed to an authorized representative of County Purchasing. The specific buyer managing this RFP is identified on the cover page, along with his or her telephone number, and he or she should be the primary point of contact for discussions or information pertaining to the RFP. Contact with any other County representative, including elected officials, for the purpose of discussing this RFP, its content, or any other issue concerning it, is prohibited unless authorized by Purchasing. Violation of this clause, by the vendor having unauthorized contact (verbally or in writing) with such other County representatives, may constitute grounds for rejection by Purchasing of the vendor's quotation.

The above stated restriction on vendor contact with County representatives shall apply until the County has awarded a purchase order or contract to a vendor or vendors, except as follows. First, in the event that a vendor initiates a formal protest against the RFP, such vendor may contact the appropriate individual, or individuals who are managing that protest as outlined in the County's established protest procedures. All such contact must be in accordance with the sequence set forth under the protest procedures. Second, in the event a public hearing is scheduled before the Board of Supervisors to hear testimony prior to its approval of a purchase order or contract, any vendor may address the Board.

VENDOR CONFERENCE: On January 22, 2015 at 10:00 A.M., a vendor's conference will be held in which the scope of the project and proposal requirements will be explained. The meeting will be held at the office of County of Fresno Purchasing, 4525 E. Hamilton (between Cedar and Maple), 2nd Floor, Fresno, California. Addendum will be prepared and distributed to all bidders only if necessary to clarify substantive items raised during the bidders' conference.

Bidders are to contact Gary E. Cornuelle at County of Fresno Purchasing, (559) 600-7114, if they are planning to attend the conference.

NUMBER OF COPIES: Submit one (1) original, with two (2) *reproducible compact disc enclosed and eight (8) copies of your proposal no later than the proposal acceptance date and time as stated on the front of this document to County of Fresno Purchasing. The cover page of each document is to be appropriately marked "Original" or "Copy".

***Bidder shall submit two (2) reproducible compact disc (i.e.: PDF file) containing the complete proposal excluding trade secrets. Compact disc should accompany the original binder and should be either attached to the inside cover of the binder or inserted in an attached sleeve or envelope in the front of the binder to insure the disc is not misplaced.**

INTERPRETATION OF RFP: Vendors must make careful examination of the requirements, specifications and conditions expressed in the RFP and fully inform themselves as to the quality and character of services required. If any person planning to submit a proposal finds discrepancies in or omissions from the RFP or has any doubt as to the true meaning or interpretation, correction thereof may be requested at the scheduled Vendor Conference (see above). Any change in the RFP will be made only by written addendum, duly issued by the County. The County will not be responsible for any other explanations or interpretations.

Questions may be submitted subsequent to the Vendor Conference, subject to the following conditions:

- a. Such questions are submitted in writing to the County Purchasing not later than February 3, 2015 at 5:00 p.m. Questions must be directed to the attention of Gary E. Cornuelle, Purchasing Manager.
- b. Such questions are submitted with the understanding that County can respond only to questions it considers material in nature.
- c. Questions shall be e-mailed to gcornuelle@co.fresno.ca.us.

NOTE: The bidder is encouraged to submit all questions at the Vendor Conference. Time limitations can prevent a response to questions submitted after the conference.

SELECTION COMMITTEE: All proposals will be evaluated by a team co-chaired by Purchasing. All proposals will be evaluated by a review committee that may consist of County of Fresno Purchasing, department staff, community representatives from advisory boards and other members as appropriate.

The proposals will be evaluated in a multi-stage selection process. Some bids may be eliminated or set aside after an initial review. If a proposal does not respond adequately to the RFP or the bidder is deemed unsuitable or incapable of delivering services, the proposal may be eliminated from consideration. It will be the selection committee's responsibility to make the final recommendation to the Department Head.

CONTRACT TERM: It is County's intent to contract with the successful bidder for a term of three (3) years with the option to renew for up to two (2) additional one (1) year periods based on mutual written consent. County will retain the right to terminate the Agreement upon giving thirty (30) days advance written notification to the Contractor.

PAYMENT: The County of Fresno, if appropriate, may use Procurement Card to place and make payment for orders under the ensuing contract.

AUDITED FINANCIAL STATEMENTS: Copies of the audited Financial Statements for the last three (3) years for the business, agency or program that will be providing the service(s) proposed. If audited statements are not available, compiled or reviewed statements will be accepted with copies of three years of corresponding federal tax returns. This information is to be provided after the RFP closes, if requested. **Do not provide with your proposal.**

CONTRACT NEGOTIATION: The County will prepare and negotiate its own contract with the selected vendor, giving due consideration to standard contracts and associated legal documents submitted as a part of bidder's response to the RFP. The tentative award of the contract is based on successful negotiation pending formal recommendation of award. Bidder is to include in response the names and titles of officials authorized to conduct such negotiations.

NOTICES: All notices, payments, invoices, insurance and endorsement certificates, etc. need to be submitted as follows: referencing contract/purchase order number, department, position, title and address of administering official.

EPAYMENT OPTION: The County of Fresno provides an Epay Program which involves payment of invoices by a secure Visa account number assigned to the supplier after award of contract. Notification of payments and required invoice information are issued to the supplier's designated Accounts Receivable contact by e-mail remittance advice at time of payment. To learn more about the benefits of an Epay Program, how it works, and obtain answers to frequently asked questions, click or copy and paste the following URL into your browser: www.bankofamerica.com/epayablesvendors or call Fresno County Accounts Payable, 559-600-3609.

LOCAL VENDOR PREFERENCE: The Local Vendor Preference **does not** apply to this Request for Proposal.

SCOPE OF WORK

The County of Fresno on behalf of the Office of the District Attorney is requesting proposals from qualified vendors to provide a Case Management System to replace the DA STAR system. We are seeking a “state of the art” Case Management System that has been designed specifically for the needs of a prosecuting law office.

All modules of the system being proposed should be completely developed, tested and already live in a production environment in a prosecuting agency.

The system should be available from the County intranet, and should be designed to interface and share data with other agencies, including Sheriff, Police, Superior Court, Probation, and other law enforcement agencies. The building of interfaces between the proposed system and the aforementioned agencies is to be performed by the vendor. The system should also provide a method to securely track and share electronic discovery with the Public Defender and other defense counsel.

The system should allow the DA to realize increased efficiency and productivity throughout the office, and should provide tracking for all stages of case activity from referrals, investigations, prosecution, through disposition and sentencing. It should be designed for automation of repetitive tasks, intuitive data entry, navigation, and reporting. It should not require complex steps or inordinate amounts of time for users to enter data and track their case activities.

The system should include comprehensive reporting and statistics for a variety of levels and uses, including reports for management to assist in department administration and planning. Reporting should be designed in such a manner as to allow a general user to easily run reports without having any report writing knowledge.

The system should be secure, easy to administer with minimal staff, and should provide the user with a high level of customizability and control.

A conversion will be required for the data and files in the DA’s current Case Management System, “STAR”. (STAR contains more than 600,000 cases from the old legacy PROMIS system, 76,000 Welfare Fraud, IHSS, and Child Abduction cases from the old legacy FACTS system, in addition to more than half a million STAR criminal cases and more than 5,000,000 attached files.) The system will also need to incorporate data from the Access databases and Excel spreadsheets that are currently used by some of the DA Units to track information (see Attachment B).

The detailed requirements of the system are listed in CASE MANAGEMENT SYSTEM REQUIREMENTS. The requirements are formatted as a questionnaire and all proposals must include responses to each requirement listed using the format provided in CASE MANAGEMENT SYSTEM REQUIREMENTS.

VENDOR COMPANY DATA

FORM A.1 – VENDOR OVERVIEW

The purpose of this form is to describe the Vendor's organization and operations, as well as provide a brief overview of the product(s) bid. Please keep responses brief.

QUESTION	RESPONSE
COMPANY	
Company Name	
Headquarters Location	
Year Established	
Company Ownership	
Gross Revenue (in 1,000s) for past 3 years	
Net Revenue (in 1,000s) for past 3 years	
Number of FTEs	
Parent company, if applicable	
Describe, in detail, your organization's company structure.	
Partnerships/Affiliations, if applicable (e.g., other Vendor products, e-commerce, internet solutions)	
Target Market	
Primary Product Line	
Other Product(s)	
PRODUCT	
Proposed Product(s)	
Number of years providing proposed product(s)	
Previous product name(s)/ownership	
Number signed contracts for proposed product(s)	
Number operational sites (in production) for proposed product(s)	
Module/primary function(s) <i>(list required modules and functions)</i>	
Module/primary function(s)	
TECHNOLOGY	
Programming Languages <i>(List by module, if different)</i>	
Web-enabled applications <i>(List by module if not entire product)</i>	

QUESTION	RESPONSE
Database management system(s)	
Hardware platform(s)	
Operating system(s)	
Network software	
Interface Engine (proprietary or standard)	
SYSTEM ARCHITECTURE DESIGN	
Vendor willing to customize? If yes, describe.	
Customizable by user in system setup? If yes, describe.	
User ability to add fields? If yes, describe.	
User ability to download/upload data? If yes, describe.	
INTERFACE INTEGRATION STRATEGY	
Transaction Level, e.g. Interface Engine?	
Presentation/Access Level, e.g. web, windows?	
Data access Level, e.g. Import and Export?	
SOURCE CODE	
Describe source code policy (e.g. source code held in escrow in case vendor support ends?)	
List Software Escrow Fees	

FORM A.2 – CUSTOMER BASE OVERVIEW

CLIENT BASE DESCRIPTION	NUMBER OF SIGNED CONTRACTS	NUMBER OF SITES IN IMPLEMENTATION PHASE	# OF "LIVE" SITES	NUMBER OF SYSTEM/PRODUCT REIMPLEMENTATION	IS MODULE INCLUDED IN BASE SYSTEM?
Total Customer Base					
Base System					
Module (specify)					
Module (specify)					
Module (specify)					
Module (specify)					
Module (specify)					

PRODUCT AND PROJECT INFORMATION

FORM B.1 – DESCRIPTION OF THE PRODUCT

The purpose of this form is for the Vendor to provide the product history and system release information.

PRODUCT DESCRIPTION	VENDOR RESPONSE
Indicate the name(s) of the overall product or applications family with proposed version	
Other names or companies under which the product(s) (or previous versions) have been sold	
Number of Implementations of Proposed Version	
Number of California Implementations of Proposed Version	
Sold with Perpetual License (YES, NO)	
Year Product First Introduced	
Number of Major New Versions/Releases to Date	
Date of Current Version/Release	
Projected Date of Next Major Version/Release	
If proposed release or product is not fully operational, list stage and estimated release date.	
Percentage of time targeted release dates are met, average delay time (in days) when target release dates are late.	
Criteria used to determine when a version/release becomes generally UNSUPPORTED.	

FORM B.3 – OTHER SYSTEM SOFTWARE

Provide a listing of all systems software required to run the proposed system(s).

SOFTWARE TYPE	PRODUCT NAME	RELEASE	LEVEL OF NEED		FROM WHOM DOES THE CUSTOMER PURCHASE THE SOFTWARE?
			MANDATORY	OPTIONAL	
Operating System					
Application Programming Language					
Network Software					
Communications Software					
Report Writer					
Screen Builder					
Database Management System					
System Utility Software & Tools					
Interface Software					
Other (Specify)					
Other (Specify)					

FORM B.3(a) - DATABASE MANAGEMENT SYSTEM

APPLICATION	SPECIFY DATABASE	DBMS SOFTWARE USED	NUMBER OF CONCURRENT USERS SUPPORTED?

FORM B.4 – IMPLEMENTATION SUPPORT - PROPOSED SOFTWARE

SOFTWARE IMPLEMENTATION SUPPORT	
SUPPORT FEATURES	SUPPORT FEATURES DESCRIPTION
1. Indicate the number of project managers, customer service and/or technical support staff that would be assigned and available to assist and support this project, initially through implementation and ongoing for maintenance.	
2. Location of implementation team and back up staff (city, state).	
3. Does the Vendor have different implementation support packages? <ul style="list-style-type: none"> • If yes, what are they and how do they differ from one another? • Impact/Requirements on County resources • Which package is being proposed here? 	
4. Number of person-hours and type required for proposed implementation?	
5. Does the Vendor utilize a "train-the-trainer" or "train-the-user" approach for the application software?	
6. Indicate the maximum number of people that can be trained in a Vendor-sponsored class for the application software.	
7. Regarding technical training that addresses the issues below, state how and when the training for each is received and whether the training is conducted on- or offsite. <ul style="list-style-type: none"> • Classes for IT support. • Classes on system utilities such as report writers, screen builders, database design, and query functions. 	

FORM B.5 – IMPLEMENTATION SUPPORT DESCRIPTION

1. **Project Management** - Indicate the time allotted for project management activities.
2. **Training** - Indicate the time allotted for user training, including training for such activities as file building, report generation, and software function.
3. **Implementation Support** - Indicate the time allotted to support the implementation other than training or project management.

	(1) PROJECT MGMT		(2) TRAINING		(3) IMPLEMENTATION SUPPORT	
APPLICATION TRAINING	OFFSITE DAYS	ONSITE DAYS	OFFSITE DAYS	ONSITE DAYS	OFFSITE DAYS	ONSITE DAYS
OPERATIONS TRAINING						
TECHNICAL TRAINING						
OTHER TRAINING						

FORM B.6 – SOFTWARE UPDATE POLICY

SOFTWARE UPDATE POLICY	SOFTWARE UPDATE CATEGORY (e.g., Version, Release)		
	<u>RELEASE</u>	<u>VERSION</u>	(explain)
1. Are customers charged (in addition to support fees) for this category of update (yes/no)?			
2. What is the estimated cost for purchase of this update?			
3. How often are updates issued (e.g., monthly, quarterly, yearly)?			
4. Are updates Vendor-installed or customer-installed? If the answer varies by level of support purchased, explain.			
5. What is the estimated cost of installation for these updates?			
6. Does Vendor provide user education? If so, does education occur onsite or at Vendor location?			
7. Will Vendor guarantee that these updates are compatible with existing customer-specific code? If so, is there an additional charge to upgrade the custom code?			
8. How many of this category of updates has been issued within each of the last two calendar years?			
9. What is the number and date issued of the most current update?			
10. Does the customer control the date and time of update implementation?			
11. Will the product become unsupported due to a delay of update implementation?			

CASE MANAGEMENT SYSTEM REQUIREMENTS

TECHNOLOGY REQUIREMENTS	
Req #	Requirement
A-1.	The system must run on an operating system that is consistently and currently supported. Please describe what operating system is used.
Response:	
A-2.	Please describe if your system will operate properly with all critical operating system updates and security patches that are applied by Fresno County as releases become available.
Response:	
A-3.	Please describe if your system will perform adequately while Microsoft Endpoint Protection anti-virus management software is active.
Response:	
A-4.	The County of Fresno utilizes an enterprise industry standard backup and recovery system that requires a backup agent to run on the server. Please describe whether your software will run harmoniously with the backup agent.
Response:	
A-5.	The County of Fresno utilizes a variety of industry standard monitoring tools like Microsoft Operation Monitor (MOM) for software and Microsoft Endpoint Protection for virus scanning, as well as hardware monitoring tools. Please describe if your software will run while these monitoring tools are enabled.
Response:	
A-6.	Please describe whether your system will run properly without the users having administrative rights on Fresno County servers.
Response:	
A-7.	Please describe if your system will run properly without the users having administrative rights on their PCs.
Response:	
A-8.	Please describe what version of Microsoft SQL Server or Oracle database your system is compatible with.
Response:	
A-9.	Please describe whether your system is compatible with the GJXDM / NIEM (Global Justice XML Data Model / National Information Exchange Model) standards for data sharing in the Justice Domain. (See https://www.niem.gov/aboutniem/Pages/niem.aspx .)
Response:	
A-10.	The system must be scalable to handle future growth. Please describe if the County can replace or add on hosting components to increase capacity or speed as needed.
Response:	
A-11.	Please describe if the system will integrate with Microsoft Active Directory.
Response:	
A-12.	Please describe if your system will use Microsoft IIS as the web service platform.
Response:	
A-13.	Please describe if your system will run on the latest release of Microsoft Internet Explorer and remain compatible with new releases.
Response:	
A-14.	Please describe if your system will run on the latest version of Java and remain compatible with new releases.
Response:	

GENERAL SYSTEM DESIGN REQUIREMENTS	
Req #	Requirement
B-1.	Please describe in detail if the system is fully accessible and usable via the Fresno County intranet by any authorized user with authorized access without the purchase or use of additional software.
Response:	
B-2.	How can the system be accessed via mobile device or tablet for authorized users? What mobile devices are supported? Please also describe which areas of the system are available via mobile access.
Response:	
B-3.	Please describe in detail whether the system is capable of providing a separate Public Information screen that can be accessed by the public from a link on the District Attorney's website on the world-wide-web. For security purposes, the Public Information screen must be populated from a separate database on a separate IIS server.
Response:	
B-4.	How does the system provide the ability for Fresno County and the DA to customize and define screen displays/dashboards, system views, case and name header fields, and coded values?
Response:	
B-5.	Please describe in detail how the system provides the ability to add new, custom fields of information to the database and to define characteristics of those fields (e.g. required or not, type of field) and to allow validation.
Response:	
B-6.	How does the system provide the ability for Fresno County and the DA to rename/re-label any or all system fields to meet local requirements? In addition, please describe how the system provides the ability for Fresno County and the DA to remove or hide system fields if not applicable to local requirements.
Response:	
B-7.	Please describe in detail how the system provides the ability for Fresno County and the DA to define business rules for workflow creation. Please also describe in detail if and how the system provides a method for automatically linking/triggering events, case status changes, documents, and correspondence. (i.e. a certain event will automatically trigger a document).
Response:	
B-8.	Does the system allow Fresno County and the DA to make easy modifications or additions to drop down menus? How is this done?
Response:	
B-9.	Please describe in detail if the system supports auto-complete on all drop-down lookup lists. (e.g., typing 'M' in the Gender fields automatically takes you to 'Male' in the list).
Response:	
B-10.	Please describe if the system applies data entry formatting in applicable free text entry fields, (e.g. Phone Number (###) ###-#### x#####, ZIP Code [##### -####], CII [alpha#####]).
Response:	
B-11.	Please describe if the system allows a user to open any attached electronic file without having to exit the system.
Response:	
B-12.	Please describe if and how the system has the ability to open any third party system, file or website from within the system (e.g.. Westlaw, Lexis, county website).
Response:	
B-13.	Please describe in detail if and how the system provides field-level security (i.e. access to fields can be controlled by user logon) in addition to screen-level security and case-level security.)
Response:	

B-14.	Please describe if the system provides the ability to save and close a document for future editing, as well as the ability to cancel an unfinished document without producing it.
Response:	
B-15.	Please describe how the system provides the ability to retain a name that was entered previously for searching (to avoid having to re-enter it if it is not already in the system).
Response:	
B-16.	How does the system allow for multiple screens and multiple cases to be open simultaneously?
Response:	
B-17.	Please describe in detail how the system generates documents, searches, displays, adds, and updates information simultaneously.
Response:	
B-18.	How does the system provide the ability to quickly enter multiple counts of the same charge with a minimum of data entry?
Response:	
B-19.	Please describe how the system provides the ability to generate a printed copy of any screen (including windows within windows, pop-ups, etc.)
Response:	
B-20.	Please describe in detail how the system provides intuitive and efficient data entry.
Response:	
B-21.	Please describe in detail how the system provides response times such that 85% of all transactions will complete within 2 seconds or better.
Response:	
B-22.	What features make the system designed specifically for a Prosecuting Law Office?
Response:	
B-23.	How can the system integrate with Legal Search software (e.g. Westlaw or LexisNexis) to allow access to Legal Search databases from within the system?
Response:	

FUNCTIONAL REQUIREMENTS – CASE TRACKING	
Req #	Requirement
C-1.	<p>Please describe in detail if the system provides tracking for the following types of cases:</p> <ul style="list-style-type: none"> • Adult Criminal Cases • Juvenile Delinquent Cases • Investigation Referrals (Pre-Prosecution) • Welfare Fraud / IHSS Investigation Cases • Child Abduction Investigation Cases • Civil Cases (e.g. Consumer Fraud, Asset Forfeiture) • Civil Investigation Referrals (Pre-Prosecution) • Officer Involved Shooting Cases • In Custody Death Cases • Writs & Appeals • Lifer Hearings
Response:	
C-2.	<p>Please describe in detail how the system provides tracking for all Investigation Requests received, whether a prosecution case is filed or not (including the ability to recall an Investigation Request when a case is settled).</p> <p>Please also describe if and how the Information tracked can include request number, date received, requestor, assigned investigator, case status (open or closed), date request completed, description of requested action (print photos, copy disks, obtain jail calls, etc.), DA criminal case opened (yes or no), DA criminal case number.</p>
Response:	
C-3.	<p>Please describe in detail if the system provides Criminal Case Tracking for Adult Offenders, including the following:</p> <ul style="list-style-type: none"> • Case Initiation • Turndowns (with Turndown memos & notices) • Filing • Electronic Charging Documents • Court Appearances (schedule, post results, handle continuances) • Pleas, Dispositions, & Sentence Tracking • Defense Attorney Tracking • Electronic Subpoenas • Subpoena Service Tracking • Witness Tracking • Electronic Discovery • Gang Affiliation Tracking • Assigned Prosecuting Attorney History • Prosecuting Attorney Calendaring • Brief Bank • Assigned Investigator History • Law Enforcement Inquiry • Public Information screen • RAP Sheet • Case Summary • Paper File Location tracking & history • Attorney Notes • Investigator Notes • Statement of Facts • Jury Instructions • Payment / Restitution Tracking & History • Writs & Appeals Tracking

	<ul style="list-style-type: none"> • Notifications: Victim, Witness, Marsy's Law, Lifer • Persons of Interest
Response:	
C-4.	<p>Please describe in detail if the system provides Criminal Case Tracking for Juvenile Offenders, including the same functions as for Adult Offenders (see above), with the following caveats:</p> <ul style="list-style-type: none"> • Initiate Juvenile cases from electronic referrals from Probation • Limit one juvenile defendant per case • Restricted access according to confidentiality rules • Electronic charging documents designed specifically for Juveniles (Petitions, etc.) • DEJ (Deferred Entry of Judgment) forms • Track Parent/Guardian information for Juveniles • Track transfer in data (date transferred in, transfer accepted or not accepted by Court) • Track Writs & Appeals • Notifications: Victim, Witness, Marsy's Law, Lifer
Response:	
C-5.	<p>Please describe in detail if the system provides tracking of Welfare Fraud (WF) / In Home Supportive Services (IHSS) Investigations Cases that include the following:</p> <ul style="list-style-type: none"> • Case Initiation and Maintenance: <ul style="list-style-type: none"> ○ Suspect name, address, contact numbers, welfare number, fraud number ○ Referrals (track Date received, Fraud discovery date, statute date, status, Programs, Fraud amounts, program dispositions, and fines) ○ Assigned Investigator tracking & history ○ Paper File location tracking & history ○ Unlimited Investigator Notes ○ Events / Legal Actions / Reminders ○ Payment / Restitution History & Tracking (Legacy FACTS data) ○ Monetary loss ○ Case Summary • Electronic Document generation • State Reporting • Ability to create a DA criminal case from an investigation case when referred for prosecution (track DA criminal case number).
Response:	
C-6.	<p>Please describe in detail if the system provides tracking of Child Abduction Investigations Cases that include the following:</p> <ul style="list-style-type: none"> • Case Initiation • Case Summary • Referrals (track children, investigators, & referral dispositions) • Paper File Location tracking & history • Unlimited Investigator Notes per case • Events / Legal Actions / Reminders • Payment History (legacy data) • Electronic Document generation
Response:	
C-7.	How is time tracking (amount of time spent on a case by DA staff) handled in the system?
Response:	
C-8.	Please describe in detail if the system records an unlimited number of involved persons (suspects, defendants, victims, and witnesses) for a case, and an unlimited number of cases associated with an involved person.
Response:	

C-9.	How does the system track Prosecution Requests from Law Enforcement Agencies and initiate Criminal Adult cases from those Prosecution Requests?
Response:	
C-10.	Please describe in detail if and how the system automatically generates color coded case labels with bar coding as part of the case initiation process for all case types.
Response:	
C-11.	Please describe in detail if the system provides charge validation using the Uniform Crime Charging Manual.
Response:	
C-12.	Please describe in detail the system's ability to record an unlimited number of Charges, Special Allegations/Enhancements, Strikes, and Priors, per defendant and per case.
Response:	
C-13.	Please describe in detail how the system allows users to automatically enter similar charge information without re-typing for cases with multiple charges and/or multiple defendants.
Response:	
C-14.	<p>Please describe in detail if and how the system generates electronic charging documents.</p> <p>Please also describe in detail if and how the system is capable of generating the following charging documents as part of the Filing process:</p> <ul style="list-style-type: none"> • Complaints, Informations, Juvenile Petitions • Amended Complaints, Informations & Petitions • Calculated Bail Schedule • HTA form, Arrest Warrant, 1275 Motion • Bail Recommendation • Arraignment Letter, Disposition Sheet • Indictments • Probable Cause Statements • Victim Notifications
Response:	
C-15.	How does the system provide the ability for Fresno County DA to easily modify or add new electronic charging documents?
Response:	
C-16.	Please describe in detail how the system generates electronic charging documents with minimal data entry. (i.e. Variable fields such as bail amount should only be entered once. Data that is already in the system must not have to be re-entered; it must automatically populate the documents.)
Response:	
C-17.	How does the system provide automatic calendaring of court appearances for attorneys? Please also describe in detail if and how the automatic calendaring feature can be turned on/off by user ID.
Response:	
C-18.	Please describe in detail if and how the system provides the ability to enter an unlimited number of attorney notes for a case, and the ability to restrict the access of those notes.
Response:	
C-19.	Please describe in detail if the system records the history of assigned investigators and their roles (lead investigator, assisting investigator, investigative assistant) for a case (adult and juvenile).
Response:	
C-20.	Please describe in detail if and how the system allows for the creation of an unlimited number of investigator notes for a case, with the ability to set alerts to notify others to see the notes.
Response:	

C-21.	Does the system allow for linking cases? How is this done?
Response:	
C-22.	Please describe in detail how the system provides the ability to generate Action / Follow-up reminders for a case, and to set triggers on the Action/Follow-ups that will initiate events.
Response:	
C-23.	Please describe in detail how the system provides the ability to record and track pleas, charge and event dispositions, as well as sentencing (e.g. jail, PC1170(h) time and prison time, terms & conditions, probation violation/resentencing, fines, etc.) including their history.
Response:	
C-24.	How can the system provide the ability to block information from being displayed on the Public Information screen?
Response:	
C-25.	Please describe in detail how the system merges multiple cases without having to re-enter case events and information.
Response:	
C-26.	Please describe in detail how the system splits a case into multiple cases without having to re-enter case events and information.
Response:	
C-27.	Please describe in detail if the system tracks an unlimited number of associated numbers for a case, such as: <ul style="list-style-type: none"> • Court Case Numbers • Agency Report Numbers • Booking Number • JID Number (Jail ID Number) • Citation Number • Appellate Case Number
Response:	
C-28.	Please describe in detail if and how the system stores the briefs and motions for each case in a centralized Brief Bank. What search options are available for the Brief Bank? (i.e. ability to search on words or phrases, ability to provide a search results list of documents or briefs/motions that can be viewed, etc.)
Response:	
C-29.	What options are provided in the system for flagging cases with different kinds of user-defined warnings and alerts, and to customize them to trigger events (i.e. notifications, visual alerts, reminders to enter time spent on a case, grant consideration, etc.)? Flagged case examples include high profile or major cases, Prison cases, Sexually Violent Predators (SVPs), Mentally Disturbed Offenders (MDOs), Serious DUIs, Serious Manslaughter Offenders, Marsy's Law Victims, etc.)
Response:	
C-30.	Please describe in detail how the system provides the ability to designate types of cases that should have restricted access, (such as Homicide cases), and to define the access groups and levels of access.
Response:	

C-31.	Please describe in detail if the system tracks Officer Involved Shootings (OIS) including the following: <ul style="list-style-type: none"> • Case Initiation • Assigned investigator tracking/investigator role (i.e. lead, assisting) • Involved Law Enforcement Officers Tracking • Narrative • Electronic documents • Ability to restrict access to OIS information
Response:	
C-32.	How does the system track filing deadlines and trial time-out dates?
Response:	
C-33.	How does the system track warrants issued?
Response:	
C-34.	Please describe in detail how disposition entry is done quickly and easily in the system.
Response:	
C-35.	Please describe in detail how the system allows for the tracking of cases by Court Ordered Probation and other post-conviction programs.
Response:	
C-36.	Please describe in detail if the system provides standard team tracking to record, track and report on case activities.
Response:	
C-37.	Please describe in detail if the system provides Trial Team tracking (i.e. track Held to Answers, Continuances, Preliminary Hearing assignments, Jury Trial assignments, enhancements, priors [prison, serious, strike], facts synopsis, etc.)
Response:	
C-38.	Please describe in detail if the system performs narcotics grant tracking (including referrals, filings, turndowns, convictions, dispositions, probation revocations, sentences, jail, PC1170(h) time and prison time, etc.).
Response:	
C-39.	What options are available for syncing system court events with Microsoft Outlook calendar and smart phone calendars?
Response:	
C-40.	Please describe in detail if the system provides the ability to track different kinds of court ordered registrants and injunctions.
Response:	

C-41.	<p>Please describe in detail if and how the system tracks confidential Consumer Complaint investigation cases (pre-prosecution) and how access to these case can be restricted. This case type must include the following:</p> <ul style="list-style-type: none"> • Consumer complainant name, address, and contact numbers • Business name, address, and contact numbers • Comments about the nature of the complaint • Action taken on complaint • Complaint type (phone, mail or walk-in) • Closed date • Assigned investigator • DA criminal case opened (yes or no) • DA criminal case number • Ability to create a DA criminal case from a Consumer Complaint investigation case when referred for criminal prosecution and the ability to link the investigation case to the criminal case.
Response:	
C-42.	How does the system handle the entire electronic discovery process? What steps are involved?
Response:	
C-43.	Please describe in detail how the system allows for Defense Attorney Tracking.
Response:	
C-44.	Please describe in detail how the system allows for the tracking of Victim Complaints (pre-prosecution).
Response:	
C-45.	Please describe in detail the system's notes feature. Please also describe in detail how the system allows for shared case notes with text editing, document version tracking, and the ability to control access to these notes.
Response:	
C-46.	How does the system handle electronic subpoena generation for multiple law enforcement agencies? Please also describe in detail the electronic subpoena delivery options available (e.g. email, data dump to law enforcement agency database, etc.).
Response:	
C-47.	Please describe in detail how the system provides the ability to track submitted (arresting) charges, prosecuting charges, and final charges.
Response:	
C-48.	Please describe in detail how the system provides the ability to record when a case has settled, when hearings are continued, rescheduled or removed, and to trigger notifications to the victims, witnesses, Witness Information Unit and assigned investigators.
Response:	
C-49.	<p>Please describe in detail if the system tracks pre-prosecution Auto Insurance Fraud investigation cases, including:</p> <ul style="list-style-type: none"> • Defendant information • Fraud type • Claim information • Submitting agency • Case synopsis • Closed date • Assigned investigator • DA criminal case opened (yes or no) • DA criminal case number • Ability to restrict access to these cases • Ability to create a DA criminal case from an Auto Insurance Fraud investigation case when

	referred for criminal prosecution and the ability to link the investigation case to the criminal case.
Response:	
C-50.	Please describe in detail if the system provides tracking for In-Custody Death cases, including the following: <ul style="list-style-type: none"> • Case Initiation • Assigned investigator tracking/investigator role (i.e. lead, assisting) • Involved law enforcement officers tracking • Narrative • Electronic documents
Response:	
C-51.	Please describe in detail if the system provides Civil Case Tracking, including the following: <ul style="list-style-type: none"> • Case Initiation • Turndowns (with Turndown memos & notices) • Filing • Electronic Charging Documents • Court Appearances (schedule, post results, handle continuances) • Pleas, Dispositions, & Sentence Tracking • Defense Attorney Tracking • Electronic Subpoenas • Victim/Witness Tracking • Electronic Discovery • Assigned Prosecuting Attorney History • Assigned Probation Officer History • Prosecuting Attorney Calendaring • Brief Bank • Assigned Investigator History • Law Enforcement Inquiry • Public Information screen • RAP Sheet • Case Summary • Paper File Location tracking & history • Statement of Facts/Summary of Events • Jury Instructions • Payments/Restitution & Other Financials Tracking & History • Ability to link civil cases to criminal cases • Ability to create specialized case titles (e.g. People vs. \$15,000 US Currency and 12 Gold Chains)
Response:	
C-52.	What options are available in the system to seal a case? Does the system also have the ability to, record the seal order date, date sealed, and file destroy dates? Please also describe in detail what happens to the information in the sealed case.
Response:	
C-53.	Please describe in detail if and how the system allows for the unsealing of a case.
Response:	
C-54.	Please describe in detail if and how the system provides the ability to automatically close a case based on business rules in accordance with Fresno County DA defined rules, or procedures. In addition, please describe in detail if and how the system allows for the reopening of previously closed or sealed cases while retaining previous case closure and current reopening information.
Response:	
C-55.	Does the system provide the ability to auto-create DA defined documents, events, and notifications on closed cases? How is this done?

Response:	
C-56.	Please describe in detail how the system provides the ability to create notification of activities or changes in case (e.g., notify prosecutor, investigator, DA Administration, etc.) based on Fresno County DA defined business rules.
Response:	
C-57.	Please describe in detail how the system allows for adding an unlimited number of user-defined fields for person, case, and charge information.
Response:	
C-58.	How is the reassigning of groups of cases to selected system Users, District Attorney Units, or Teams handled in the system?
Response:	
C-59.	Please describe in detail how the system allows users to define structure, content, and frequency with which the system displays different types of ticklers, alerts, and prompts.
Response:	
C-60.	Please describe in detail how the system allows for staff to have a viewable calendar for upcoming associated events.
Response:	
C-61.	What options are available for quick in-court dispositions during the Sentencing of Juvenile and Adult Felony cases?
Response:	
C-62.	Please describe in detail how the system can provide a notification that a Juvenile case should be sealed. Please also describe if and how the system provides the ability to mark juvenile cases to be sealed on the minor's 18 th birthday if desired.
Response:	
C-63.	Please describe in detail how the system provides a method to identify that a juvenile case has been sealed, and references the case number and the date it was sealed.
Response:	
C-64.	Please describe in detail how the system automatically calculates the Case Destroy Date (five years after date sealed) and provides notification prior to that date.
Response:	
C-65.	Please describe in detail if and how the system provides an automated Report of Investigation (ROI) for all case types, with automatic notification for review, online review and approval process, and the ability to control access to the ROIs.
Response:	
C-66.	Please describe in detail how the system tracks which cases are reassigned defense counsel due to conflict and which are reassigned due to unavailability.
Response:	
C-67.	What options are available to allow the user to mark electronic charging documents as final?
Response:	
C-68.	Please describe in detail if the system tracks Lifer hearings, including the following: <ul style="list-style-type: none"> • DA Case # • CDC# • Defendant Name • Defendant DOB • Assigned DDA • Hearing Date • Hearing Type (initial, subsequent) • Institution (prison name) • Hearing Outcome (10 yr denial, 5 yr denial, cancelled, postponed, granted, 1 yr waiver, etc.) • Victim Notifications

	<ul style="list-style-type: none"> • Fraud Discovery Date • Statute Date • Ability to scan the Lifer packet and attach it to the lifer case
Response:	
C-69.	<p>Please describe in detail if the system tracks Writs & Appeals including:</p> <ul style="list-style-type: none"> • Date Received • Document Received • Appellate Court • Appellate Case # • Superior Court # • Action Taken • Clerk/OA name • Date/Time entered • Track days until Court Date • Automatic alerts for deadline to respond to appellate documents
Response:	
C-70.	<p>Please describe in detail how the system provides law enforcement agencies notices about filing decisions via email.</p>
Response:	
C-71.	<p>Please describe in detail how the system tracks the statute of limitations on a case based on case offense level and/or charge, and send alerts of the upcoming expiration at specified intervals.</p>
Response:	
C-72.	<p>Please describe in detail if the system tracks Victim Services information including the following:</p> <ul style="list-style-type: none"> • DA Case Number • Victim Person Information: <ul style="list-style-type: none"> ○ Name (First, Middle, Last) ○ DOB and age ○ Address (Street, City, State, Zip) ○ Phone numbers (cell, residence, business, contact, message, pager) ○ Email address ○ Employer ○ Gender ○ Ethnicity ○ Language ○ Other (whether victim: (1) Lives in Rural area, (2) is an immigrant/refugee, (3) uses limited English, (4) is disabled) • Victim Level (primary, secondary) • Victim Type (domestic violence, sexual assault, burglary, simple assault, etc.) • Victim Contacts/Services (unlimited #): <ul style="list-style-type: none"> ○ Date of Contact/Service ○ Type of Contact/Service (Crisis intervention, Hospital/Clinic accompaniment, Language services, Transportation, Victim advocacy, Unsolicited call/letter/visit, Victim/Witness notification, Referral to services) • Relationship to Defendant (Spouse, Dating, Cohabitants, Siblings, Parent/Child, Former Spouse, Former dating, Former cohabitants, Acquaintance, Other Family, Stranger, Unknown) • Victim Case Notes
Response:	

C-73.	<p>Please describe in detail if the system tracks pre-prosecution Real Estate Fraud Referrals (REF) including the following:</p> <ul style="list-style-type: none"> • Date complaint received • Referral number • Complaint type • Complainant name, address, and contact numbers • Business name or representatives, business address and contact numbers • Complaint summary • Notes • Closed date • Reason for closing • Assigned Investigator • DA criminal case opened (yes or no) • DA criminal case number • Ability to restrict access to these referrals must be provided. • Ability to create a DA criminal case from a Real Estate Fraud Referral when referred for criminal prosecution.
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Response:

C-74.	<p>Please describe in detail if the system tracks pre-prosecution Workers Compensation investigation referrals, including the following information:</p> <ul style="list-style-type: none"> • Subject name • Fraud discovery date • Referred to DA date • Department of Insurance referral date • Referral source • Fraud type • Synopsis of alleged fraud • Assigned DDA • Date DDA assigned • Case complexity • File location • Video (yes/no) • Contact agency • Contact person • Case status • Claim info • Employers
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Response:

C-75.	Please describe in detail if the system tracks subpoena service tracking, including the following information: <ul style="list-style-type: none">• DA criminal case number• Date received• Defendant name• Subpoenaed victims and witnesses• Address• Court date• Agency• Served / not served• Date and Time served• Comments• Assigned Deputy District Attorney• Assigned Investigator
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Response:

C-76.	Please describe in detail if the system tracks Restitution Payments for all case types. Restitution tracking should include the following: <ul style="list-style-type: none">• Payment amount• Payment date• Money judgments• Current balance• Victim contact information• Defendant contact information• Receiving agency• Case number
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Response:

FUNCTIONAL REQUIREMENTS – PERSON INFORMATION	
Req #	Requirement
D-1.	Please describe in detail how the system provides the ability to restrict access to Person Information for specific Person Types, Name types, Person Flags, etc.
Response:	
D-2.	<p>Fresno County and the DA need the ability to flag persons with different kinds of user-defined warnings and alerts, and to customize them to trigger events (e.g. notifications, warnings, e-mail, visual alerts, etc.).</p> <p>Examples of specific person flags include Brady flags (officers), Confidential Informants, Sexually Violent Predators, Mentally Disturbed Offenders, Marsy’s Law Victim, Do Not Subpoena, Do Not File, Hostile Witness, Contact Admin, etc.</p> <p>How does the system handle person flagging?</p>
Response:	
D-3.	<p>Please describe in detail if the system tracks an unlimited number of each of the following for a person:</p> <ul style="list-style-type: none"> • Names <ul style="list-style-type: none"> ○ True Name, Aliases, Monikers; ○ includes Persons and Businesses • Addresses <ul style="list-style-type: none"> ○ current and past history • Phone numbers (allow multiples of each type) <ul style="list-style-type: none"> ○ Cell #s, residences, businesses, contact #s, message #s, pagers • Email Addresses • DOBs (Date of Birth) – true DOB & a History • Gang Affiliations • Comments • Notes • Warning Flags & Warning Descriptions • Relationship to Defendant (i.e. Spouse, Father, Mother, etc.)
Response:	
D-4.	<p>Please describe in detail if the system provides the ability to track an unlimited number of reference numbers for a person including the following:</p> <ul style="list-style-type: none"> • Social Security Number • Drivers License Number • CII Number • FBI Number • Registered Narcotics Offender Reference No. • Registered Sex Offender Reference Number • CDC, CRC, CYA, Federal, & Other Prison Numbers • INS Number
Response:	
D-5.	Please describe in detail if and how the system provides duplicate name detection tools to prevent duplicate name records.
Response:	
D-6.	Please describe in detail how the system provides the ability to merge two persons who were entered into the system as two different people but who have been identified as the same person.
Response:	

D-7.	Please describe in detail if and how the system provides the ability to split one person (victims, witnesses, defendants) into two different persons in the system and to re-assign cases to the correct person with minimal data entry.
Response:	
D-8.	How does the system provide the ability to add or copy an existing address to a different person without re-typing the information? (e.g. siblings and parents have the same address and one is a defendant and the other a witness on the same case.)
Response:	
D-9.	How is Witness Call information tracked in the system? (e.g. subpoenaed appearances, call status and history, notes, and witness list).
Response:	
D-10.	Please describe in detail if and how the system retains person address histories as well as the active dates for each address.
Response:	
D-11.	In California, we often have multiple defendants assigned to the same case. Does the system support multi-defendant case tracking? (i.e. each co-defendant could have a unique judgment, events, restitution, attorneys, etc., but all co-defendants are part of the same case). If so, how is this handled? Please also include in your description the system's method of managing multiple defendants from one screen on the same case.
Response:	
D-12.	Please describe in detail if the system allows numeric entries for case numbers/file numbers for the District Attorney, law enforcement agencies, and Courts, to be formatted based on Fresno County and DA defined standards.
Response:	
D-13.	The system must be able to link law enforcement and court numbers to persons and cases. Please describe in detail how this is handled in the system.
Response:	
D-14.	Please describe in detail if the system allows the viewing of all cases linked to a name, and from this view allow users to navigate directly to a selected case.
Response:	
D-15.	Please describe in detail how the system allows for categorizing a case with multiple case attributes, such as, but not limited to domestic violence, drugs involved, etc.
Response:	
D-16.	Please describe in detail if, for each charge and each defendant, the system tracks the sentence, sentence credit, suspended time, time not served, and the sentence location.
Response:	
D-17.	Please describe in detail if the system tracks conditions of probation placed on the case, including but not limited to, treatment programs, placement (juvenile), work details, classes, volunteer work, and narcotic or sex registrant requirement.
Response:	
D-18.	Please describe in detail if the system provides the ability to link an involved person's events to a case, and to link events to an involved person.
Response:	
D-19.	Please describe in detail if the system provides the ability to initiate a schedule of future tasks on an individual or group based on occurrence of prior tasks/events based on Fresno County DA defined business rules.
Response:	

D-20.	Please describe in detail if and how the system allows for each event associated party (i.e. investigator, prosecutor, etc.) to have a viewable calendar for any upcoming associated events.
Response:	
D-21.	Please describe in detail how the system provides the ability to flag a person as an expert witness on a case.
Response:	
D-22.	Fresno County DA requires that DNA profile information be listed on charging documents. How does the system allow for the entry of DNA profile information as a unique person identifier when a name is not associated with the DNA profile?
Response:	
D-23.	How does the system track the number of strikes a defendant has?
Response:	
D-24.	<p>Please describe in detail if the system tracks victim information including the following:</p> <ul style="list-style-type: none"> • Name (First, Middle, Last) • DOB and age • Address (Street, City, State, Zip) • Phone numbers (cell, residence, business, contact, message, pager) • Email address • Employer • Gender • Ethnicity • Language • DA Case Number • Victim Level (primary, secondary) • Victim Type (domestic violence, sexual assault, burglary, simple assault, etc.) • Victim Contacts/Services (unlimited #): <ul style="list-style-type: none"> ○ Date ○ Type of Contact/Service (Crisis intervention, Hospital/Clinic accompaniment, Language services, Transportation, Victim advocacy, Unsolicited call/letter/visit, Victim/Witness notification, Referral to services) • Relationship to Defendant (Spouse, Dating, Cohabitants, Siblings, Parent/Child, Former Spouse, Former dating, Former cohabitants, Acquaintance, Other Family, Stranger, Unknown) • Victim Case Notes • Other (Also need to track whether victim: (1) Lives in Rural area, (2) is an immigrant/refugee, (3) uses limited English, (4) is disabled)
Response:	
D-25.	Please describe in detail how the system provides the ability to enter and track “persons of interest,” even if they are not associated with a case when first entered in the database. The DA requires that this tracking include the ability to list all persons of interest, list all cases associated with a person of interest, track all person information for a person of interest, and limit access to this information.
Response:	
D-26.	Please describe in detail how the system provides the ability for any file type to be attached/stored and later opened/viewed from the “electronic” name record (including word documents, photos, pdf files, audio evidence files, video evidence files, excel spreadsheets, etc.).
Response:	

FUNCTIONAL REQUIREMENTS – INQUIRY	
Req #	Requirement
E-1.	<p>Please describe in detail if the system provides the following types of searches as a minimum:</p> <ul style="list-style-type: none"> → Person Searches: <ul style="list-style-type: none"> • Name <ul style="list-style-type: none"> ○ Sounds Like ○ Begins With ○ Wildcards • Person Identifiers: <ul style="list-style-type: none"> ○ Phone No, Address, CII, Driver’s License, FBI, SSN <ul style="list-style-type: none"> ▪ Begins With ▪ Partial Match ▪ Wildcards ○ Address → Criminal Case Searches: <ul style="list-style-type: none"> • Agency Report#, Citation#, Court Case#, Booking# <ul style="list-style-type: none"> ○ Begins With ○ Partial Match ○ Wildcards • Charges <ul style="list-style-type: none"> ○ Begins With ○ Partial Match ○ Wildcards → Juvenile Searches - see above, plus the following: <ul style="list-style-type: none"> • Parents/Guardians Criminal History → Investigation Request Searches: <ul style="list-style-type: none"> • Investigation Request #, Agency Report#, etc. • Assigned Investigator → Attorney Searches: <ul style="list-style-type: none"> • Prosecuting Attorney • Defense Attorney → Investigator Searches: <ul style="list-style-type: none"> • Assigned DDA, Reviewing DDA, & Appearing DDA → Investigations Case Searches: <ul style="list-style-type: none"> • Agency Report#, Court Case#, DA Case#, FACTS# <ul style="list-style-type: none"> ○ Begins With & Partial Match • Paper File Location • Referral date + Referral amount
Response:	
E-2.	<p>Please describe in detail if and how the system provides a separate Public Information inquiry only screen that is to be viewed by the public via a link from the District Attorney’s website.</p> <p>The public will be able to enter a valid case number to display public information for that case, including case status, offense level, contact number, assigned attorney, defendant name, filing date, defendant status, court number, and next court appearance (date, time, court, department, and hearing type).</p>
Response:	
E-3.	<p>Please describe in detail if and how the system can provide separate views for outside agencies (i.e. Sheriff, Police, Probation, etc.) that are customizable by Fresno County and the DA.</p>
Response:	
E-4.	<p>Please describe in detail if the system provides the ability to search for records using almost any data or combination of data contained within the record(s).</p>
Response:	

E-5.	Please describe in detail how the system provides the ability to search on parts, and ranges of cases, and other case data elements, navigate directly to case record, print results, and export all search results.
Response:	
E-6.	Please describe in detail how the system provides the ability to search on parts, and ranges of statutes, and other charge data elements, navigate directly to case record, print results, and export all search results.
Response:	

FUNCTIONAL REQUIREMENTS – REPORTING	
Req #	Requirement
F-1.	<p>Please describe the system’s ad-hoc reporting tool(s) and the limitations and functionality of the reporting tool(s).</p> <p>Please also describe to what degree the following features are supported with the reporting tool(s):</p> <ul style="list-style-type: none"> • Drill down / hyperlink functionality (i.e. clicking on a hyperlinked case will open up the case record in the case management system) • Integrated with case management system (for ex., automatically generated reports). • Ability to export and print all report contents. Export to Excel, PDF, XML, etc., without the purchase of additional third party software • Provide the ability for non-programming resources to create ad-hoc reports (based on security roles) • Provide graphing functionality • Provide ability to create custom views for statistical and management reports
Response:	
F-2.	What features of the reporting tool(s) make it user-friendly to allow a general user to easily run reports without having any report writing knowledge?
Response:	
F-3.	Please describe if the system allows users to define security that determines if reports can be opened and viewed, moved, deleted, or copied.
Response:	
F-4.	What report formatting options are available? (e.g. multiple paper sizes/viewing layouts, etc.)
Response:	
F-5.	<p>What standard case and person reports are available? (e.g. Complaints, Information, Petitions, Turndown Memos, Witness List, RAP Sheet, Pros. Determination Form, Disposition Sheet, Preliminary Hearing Evaluations, Trial Case Evaluations, Court Calendars, etc.).</p> <p>If the person and case reports described above are not standard reports, please describe how they can be created in the system.</p>
Response:	
F-6.	<p>District Attorney Management needs reports that will allow them to identify case trends and progress/problems overall, at the team level, case level and individual attorney level.</p> <p>Please describe in detail the standard management reports and graphs included in the system. (e.g. Caseloads, Trials, Felony Dispositions, DUI Turndowns, Felony Calendar, High Profile / Major Case List, Intake Statistics, Preliminary Hearings, Sexual Assault Statistics, Trial Statistics, Juvenile Charge Statistics, Charge Statistics (Filing and Dispositions).</p> <p>If the reports described above are not standard reports, please describe how they can be created in the system.</p>
Response:	
F-7.	<p>What standard Management reports are available to assist with assigning cases, evaluating performance, and managing the department? (These reports should include statistics on case activities at both the team and prosecutor levels (e.g. open case list, # cases & categories set for PPH, PH, JT; witnesses; continuances; completed cases & dispositions; Jury trials; Ride-alongs)).</p> <p>If the reports described above are not standard reports, please describe how they can be created in the system.</p>
Response:	
F-8.	What standard Attorney reports are available? (e.g. Gang Convictions, Attorney Assignments, Filings, Intake & Turndowns Statistics, Scheduled Court Appearances, Trial Team & Specialty Team

	<p>Statistics, DUI Statistics, Convictions, NCIs, resubmits, and Statistics on specific Charges, offense level, etc.).</p> <p>If the reports described above are not standard reports, please describe how they can be created in the system.</p>
Response:	
F-9.	<p>What standard Trial Team reports are available? (e.g. HTA's, PH Attorney, JT Attorney, enhancements, priors, time out date, JT date, TC date, current offer, codefendants, arraign. Date, TC dept., synopsis).</p> <p>If the reports described above are not standard reports, please describe how they can be created in the system.</p>
Response:	
F-10.	<p>Please describe in detail the standard reports in the system that provide details on cases requiring experts, statistics on cases with alcohol / controlled substances / prescription drugs / marijuana.</p> <p>If the reports described above are not standard reports, please describe how they can be created in the system.</p>
Response:	
F-11.	<p>Please describe in detail the standard reports in the system that provide a list of criminal cases by Assigned Investigator.</p> <p>If the report described above is not a standard report, please describe how it can be created in the system.</p>
Response:	
F-12.	<p>Please describe in detail the standard reports in the system that provide Welfare Fraud (WF) & In Home Supportive Services (IHSS) Investigations Cases details (such as Cases By Dollar Amount / Statute Date, Active Cases, Active Assigned Cases, Cases To Be Assigned, WF Cases without Statute, Investigations Warrants, Cases By Assigned Investigator, Incoming Referrals, Completed Cases, Complaint Filings, Convictions, Reminders List, and Fraud Investigation Activity Report).</p> <p>If the reports described above are not standard reports, please describe how they can be created in the system.</p>
Response:	
F-13.	<p>Please describe in detail the standard reports in the system that provide Child Abduction Investigations case report details (e.g. Investigations Warrants, Cases By Assigned Investigator, Reminders List, etc.).</p> <p>If the reports described above are not standard reports, please describe how they can be created in the system.</p>
Response:	
F-14.	<p>Please describe in detail if and how Investigations Request reports can be generated in the system (e.g. Open Investigation Requests, Investigator Assignments, Investigation Case list, List Investigation Requests by Date Range/ Unit/ Assigned Investigator, etc.).</p> <p>Please also describe how and the ability to restrict access to these reports is accomplished in the system.</p>
Response:	

F-15.	<p>Please describe in detail if and how Reports of Investigation (ROIs) for all case types (including investigation only cases) can be generated in the system.</p> <p>ROIs should include the following:</p> <ul style="list-style-type: none"> • Ability to select suspect(s)/defendant(s) and victim(s) • Ability to edit ROI, input notes, insert pictures and tables, etc., during ROI generation • Automatic notification to Supervising Commander that ROI is ready to be reviewed • Online approval of ROI by supervisor (approval will change ROI from DRAFT status, and will add supervisor name/date/time stamp) • Ability to edit ROI after generation • Unit-specific titles are required • Ability to restrict access to the ROI as needed.
Response:	
F-16.	<p>Please describe in detail the standard reports in the system that provide Juvenile statistics information.</p> <p>If the report described above is not a standard report, please describe how it can be created in the system.</p>
Response:	
F-17.	<p>Please describe in detail the standard reports in the system that provide Rural Crime Unit statistics (e.g. amounts lost, recovered, vertical prosecution, major stage pros., turndowns, sentences, restitution, convictions, etc.).</p> <p>If the reports described above are not standard reports, please describe how they can be created in the system.</p>
Response:	
F-18.	<p>Please describe in detail the standard reports in the system that provide High dollar and Expiring Statute of Limitations information for Welfare Fraud Investigations cases.</p> <p>If the reports described above are not standard reports, please describe how they can be created in the system.</p>
Response:	
F-19.	<p>How does the system track information on judges and defense attorneys? What information is tracked?</p>
Response:	
F-20.	<p>Please describe in detail the system's ability to generate graphical DUI reports (i.e. statistics, trends, etc.) for assistance with grants.</p>
Response:	
F-21.	<p>Please describe in detail how the system can produce a list of flagged individuals.</p>
Response:	
F-22.	<p>Please describe in detail how the system can generate a Case Audit report that shows user activities (e.g. user logon id, access date, level of access, PC used, action taken, etc.).</p>
Response:	
F-23.	<p>Please describe in detail how the system can generate an Employee Audit report that shows all activity for a user in the system (user logon ID, date, action taken, case number and/or involved person name).</p>
Response:	

F-24.	<p>Please describe in detail the standard reports in the system that provide case aging information (organized by attorney, team, case type) listing the length of time a case has been pending or listing cases that have been closed for a designated length of time.</p> <p>If the reports described above are not standard reports, please describe how they can be created in the system.</p>
Response:	
F-25.	<p>How does the system provide the ability to print a person's Information (including Names, Addresses, Contacts, etc.)?</p>
Response:	
F-26.	<p>Please describe in detail how to generate a Time Tracking report detailing the amount of time spent on various types of cases for a specified time period.</p>
Response:	
F-27.	<p>Please describe in detail the system's accounting reports including Receipts, Ledgers, Account Summaries, and Payment Notices as part of the Payment/Restitution Tracking for Criminal cases, Welfare Fraud / In Home Supportive Services Investigations cases, other Investigations cases, and Civil cases.</p>
Response:	
F-28.	<p>Please describe in detail how to generate requests (e.g. CII, 969(b), Certifications, Priors, and DMV Requests) in the system.</p>
Response:	
F-29.	<p>Please describe in detail the standard reports in the system that provide Victim information, including contacts/services performed or offered for a specific time period.</p> <p>If the reports described above are not standard reports, please describe how they can be created in the system.</p>
Response:	
F-30.	<p>Please describe in detail how the system can generate Officer Involved Shooting reports and letters.</p>
Response:	
F-31.	<p>Please describe in detail how the system can generate Subpoena Service reports (Subpoena Service information by Case number and by Date range).</p>
Response:	
F-32.	<p>Please describe in detail the standard reports in the system that provide information on pre-prosecution investigation cases, including Auto Insurance Fraud investigation cases, Consumer Complaints investigation cases, and Real Estate Fraud referrals.</p> <p>If the reports described above are not standard reports, please describe how they can be created in the system.</p>
Response:	
F-33.	<p>Please describe in detail the standard Warrant Tracking reports in the system. Warrant reports must include a list of cases or defendants with a status of Failure To Appear/Bench Warrant Issued (including Warrant number, DA criminal case number, Court case number, Defendant name, Defendant address, Defendant contact numbers, and Date of warrant status) .</p> <p>If the reports described above are not standard reports, please describe how they can be created in the system.</p>
Response:	

F-34.	Please describe in detail how the system can generate In-Home Support Services Account Setup forms. The following information must be included on the form: Date, DA Investigator, Recipient Number, Recipient information (Name, Social Security Number, Date of Birth, Address, Phone numbers), Provider number, Provider information (Name, Social Security Number, Date of Birth, Address, Phone numbers), Date of Discovery, Reason for Overpayment, Guilty Pleas, Conviction Date, Sentence Date, and Comments.
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Response:

FUNCTIONAL REQUIREMENTS – SECURITY, AUDITING, AND DESIGN	
Req #	Requirement
G-1.	Please describe in detail if and how the system allows each user unique credentials that are linked to the defined application capabilities for each user.
Response:	
G-2.	The system must support the use of user profiles or roles to restrict access to specific functions and data areas. How is this accomplished in the system?
Response:	
G-3.	Please describe in detail if and how the system administrator can define security by group, user type, and by individual in the system.
Response:	
G-4.	How granular is the security? (e.g. table, function (add, modify, delete, etc.), fields, coded values, and screen levels)
Response:	
G-5.	Please describe in detail if the system can track a history of the date, time, and login of each user who added, modified, or deleted the following types of person and case information: name, address, phone, contact, person, and case information.
Response:	
G-6.	What auditing/logging reports are available in the system? What information is available on each of the audit reports? (These reports should be designed in a way that gives Management a granular view of what data and at what time is being edited, viewed, deleted, and added by system users.)
Response:	
G-7.	What logon account information is tracked in the system? (e.g. logon Id, user name, date logon created, who created by, and level of access assigned).
Response:	
G-8.	How does the system handle individual case access logging? (i.e. where all instances of viewing that case are logged with the date, time, and logon Id of the person who viewed the case.)
Response:	

FUNCTIONAL REQUIREMENTS – DOCUMENT and FILE MANAGEMENT	
Req #	Requirement
H-1.	How does the system accommodate automatic document generation (using data contained in the system), from within the application without having to manually open a word processor program? Please also describe how these documents are automatically saved and linked to the “electronic” case file for future reference.
Response:	
H-2.	Please describe in detail how the system provides the ability for any file type to be attached/stored and later opened/viewed from the “electronic” case file (including word documents, photos, pdf files, audio evidence files, video evidence files, excel spreadsheets, etc.). Please also describe if the ability to Bates stamp these files within the system is supported.
Response:	
H-3.	Please describe in detail if and how all files, documents, and other files that are stored in the “electronic” case file folders can be searched via file searching method.
Response:	
H-4.	What features are available in the system to assist in organizing files and media attached to persons or cases? (e.g. ability to drag-and-drop, creation of folder hierarchies, etc.)
Response:	
H-5.	Please describe in detail if and how the system provides an integrated scanning process that allows users to scan documents directly into the system with optical character recognition (OCR), redact sensitive information, clean or alter the document’s appearance, highlight information and add notations.
Response:	
H-6.	What document routing functions are available to allow users to move or copy files from the electronic case file of one name record or case record to the electronic case file of another name or case record?
Response:	
H-7.	How can the user preview document templates without generating the document?
Response:	
H-8.	Please describe if the system provides the option to use spell checking when editing documents.
Response:	
H-9.	Please describe in detail if and how the system provides the ability to keep multiple documents open at the same time. (e.g., ability to keep the Blue sheet open while working on a CII request.)
Response:	

VENDOR PROJECT MANAGEMENT, DELIVERY, SUPPORT, AND MAINTENANCE REQUIREMENTS	
Req #	Requirement
I-1.	<p>Please describe in detail your plan for Project Management. The following will be required:</p> <ul style="list-style-type: none"> • A vendor provided Project Manager • A Statement of Work (to be approved by Fresno County and the DA). • A vendor maintained project plan (must include tasks, estimated duration, dependencies, and estimated completion dates) • Contract management • Clearly defined Milestone deliverables • Milestone deliverables will be presented to Fresno County DA for review and acceptance • Status reports to Fresno County DA (biweekly as a minimum). • Regular implementation status meetings • Implementation plan
Response:	
I-2.	<p>What County IT staffing, skill set and time commitment is needed for product implementation? Please describe each in detail.</p>
Response:	
I-3.	<p>Please describe in detail your plan for providing validations of the installation and configuration of the application software including appropriate testing of the application, training of Fresno County and DA personnel and documentation of all system components.</p>
Response:	
I-4.	<p>As the vendor, it will be your responsibility to convert the data that is stored in the District Attorney STAR system and the Access databases and Excel spreadsheets described in Attachment B. Conversion will consist of data fields and tables currently populated with data and residing in the STAR SQL database and the Access databases and Excel spreadsheets listed in Attachment B.</p> <p>Please describe in detail your data conversion process. Please also provide a timeframe and number of county resources and qualifications necessary for this data conversion.</p>
Response:	

I-5.	<p>As the vendor, it will be your responsibility to move/convert all existing STAR-attached documents and multimedia (approximately 5,000,000 files) and map them to the new database structure without any loss of content or formatting.</p> <p>Please describe in detail your data conversion process and provide a timeframe and number of county resources and their qualifications necessary for this data conversion.</p>
Response:	
I-6.	<p>Please describe in detail your live technical support availability. Please include both the time periods and the type of support.</p> <p>NOTE: Fresno County and the DA requires that the vendor provide technical support at least Monday through Friday between 8:00 a.m. and 5:00 p.m. at no additional cost.</p>
Response:	
I-7.	<p>Please describe if the vendor will allow the District Attorney to try out the system, in a sandbox environment, at no risk for at least 30 days prior to contract signing.</p>
Response:	
I-8.	<p>The system will include a separate test environment. The vendor will be required to install program fixes and new releases in the test environment. After user testing and user acceptance, the fixes and new releases will be moved to the production environment.</p> <p>Please describe how you plan to meet his requirement.</p>
Response:	
I-9.	<p>The DA requires that the vendor will be present for the initial installation and testing. (Testing will be performed to assure that our performance requirements are satisfied.)</p> <p>How do you plan to meet this requirement?</p>
Response:	
I-10.	<p>Please provide a detailed implementation plan and schedule. An explanation of the basis for the timeline should be included (i.e., similar installations of similar sizes, etc.).</p>
Response:	

TRAINING	
Req #	Requirement
J-1.	The system should include a training database, independent of the production database and the testing database, for training purposes. How do you plan to meet this requirement?
Response:	
J-2.	Please provide a detailed training plan and schedule, including the number of people to be trained and their roles (such as System Administrator, DA Administration, Attorneys, Investigators, and support staff).
Response:	
J-3.	After go-live, the vendor will be required to provide regular training opportunities through webinars, user conferences, annual onsite training, newsletters, etc. and continue training and support for any enhancements. Please describe in detail the training opportunities you offer.
Response:	
J-4.	Please describe in detail County IT staffing needs, required skill set, and time commitments for on-going product support.
Response:	
J-5.	Please describe in detail District Attorney staffing needs, required skill set, and time commitments for on-going product support.
Response:	

INTERFACE REQUIREMENTS	
Req #	Requirement
K-1.	The DA requests that the vendor provide an Application Programming Interface (API) that the DA can use to integrate with other justice partners or software solutions. Please describe in detail your API or similar solution.
Response:	
K-2.	What features make your API intuitive enough to be used by individuals with programming background, without requiring vendor assistance?
Response:	
K-3.	Please describe in detail how the system is capable of interfacing with systems of other County and City Justice agencies including the following: <ul style="list-style-type: none"> • Courts (currently using V2, but transitioning to Odyssey) • Electronic filing • Electronic dispositions and sentencing • Electronic notifications/alerts • Sheriff Motorola applications: • OffenderTrak (Jail Management system) • Open Query (CLETS access) • Data 911 • NetRMS (Records Management System)
Response:	
K-4.	Please describe in detail if the system is capable of sending and receiving data using the industry standard, ECF 4.0, for electronic court filing.
Response:	
K-5.	Please describe in detail how the system can interface with the Fresno Police Department to include the following: <ul style="list-style-type: none"> • Electronic Subpoenas: Electronically transfer Subpoena data by updating the Fresno Police Department's Oracle database • Provide a notification to the DA when a subpoena has been served • Prosecution Requests: receive and track electronic Prosecution Requests (Pros. Requests, Police Reports, evidence, etc.) from the Fresno Police Department and initiate or turndown Adult criminal cases from them • Notifications – provide electronic notification of case filing/turndown
Response:	
K-6.	Please describe in detail how the system can interface with the Juvenile Probation system (JAS - Juvenile Automation System). The system should have the ability to receive and track electronic Referrals for Prosecution (Referrals, Probation reports, Law Enforcement reports, evidence, etc.) from the Juvenile Probation Department, and to initiate or turndown Juvenile criminal cases from them.
Response:	
K-7.	Please describe in detail how the system can interface with the Fresno Sheriff's Department to include the following: <ul style="list-style-type: none"> • Electronic Subpoenas: electronically transfer Subpoena data to the Fresno Sheriff's Department • Provide a notification to the DA when a subpoena has been served • Prosecution Requests: receive and track electronic Prosecution Requests (Pros. Requests, Sheriff Reports, evidence, etc.) from the Fresno Sheriff's Department and initiate or turndown Adult criminal cases from them. • Notifications – provide electronic notification of case filing/turndown

Response:

CONVERSION REQUIREMENTS	
Req #	Requirement
L-1.	<p>A conversion will be required for the data in the STAR system. This will include more than 600,000 cases from the old legacy PROMIS system, 76,00 Welfare Fraud, IHSS, and Child Abduction cases from the old legacy FACTS system, in addition to more than half a million STAR criminal cases. The STAR database is a SQL database containing more than 158 tables.</p> <p>The cost of this conversion must be included in the Cost Proposal.</p> <p>Please describe in detail your data conversion process for these records.</p>
Response:	
L-2.	<p>The vendor will move/convert all existing STAR-attached documents and multimedia files (approximately 5,000,000 files) and map them to the new database structure without any loss of content or formatting.</p> <p>Please describe in detail your data conversion process for these files.</p> <p>The cost of this conversion must be included in the Cost Proposal.</p>
Response:	
L-3.	<p>STAR users, their logons, passwords and access levels are stored in the Data Security database. There are approximately 650 STAR users, including users from Probation, various law enforcement agencies, and the District Attorney's Office. These users must be transferred into the new system so that they do not have to be manually entered into the new system.</p> <p>Please describe in detail your data conversion process for these records.</p> <p>The cost of converting this data must be included in the Cost Proposal.</p>
Response:	
L-4.	<p>The system must include data that is currently being tracked in Access databases. These Access databases are listed in Attachment B.</p> <p>Please describe in detail your data conversion process for these records.</p> <p>The cost of converting this data must be included in the Cost Proposal.</p>
Response:	
L-5.	<p>The system must include data that is currently being tracked in Excel spreadsheets and a Word table. These Excel spreadsheets and Word table are listed in Attachment B.</p> <p>Please describe in detail your data conversion process for these records.</p> <p>The cost of converting this data must be included in the Cost Proposal.</p>
Response:	
L-6.	<p>A conversion of the Word document templates (approximately 150) will be required.</p> <p>Please describe in detail your data conversion process for these templates.</p> <p>The cost of converting these templates must be included in the Cost Proposal.</p>
Response	
L-7.	<p>Test conversions must be completed for the data described in Requirements L-1, L-2, L-3. L-4, L-5 and L-6 prior to acceptance testing.</p> <p>Please describe in detail your test conversion process.</p> <p>The cost of these test conversions must be included in the Cost Proposal.</p>

Response:

COST PROPOSAL

Firm: _____

Please complete the following cost sheet. The price sheet must include unit price, quantity, and total price for each item listed if applicable. Add any additional lines as needed.

ITEM	UNITS	UNIT PRICE	TAXABLE	TOTAL
SOFTWARE / INSTALLATION / TRAINING / HARDWARE				
Software (Application) Cost:				
Workstation/User Licenses				
Server License				
List and Specify any 3 rd Party Software required for system				
Total Software Cost				
Installation				
Specify the installation Fees				
Project Management Fees				
Travel Expenses				
Total Installation Cost				
Training at County of Fresno Location				
Train the Trainer – Admin/Supervisor				
Train the Trainer – Data Entry Clerk				
Additional Cost for 1 Day of Training				
Estimated Travel Expenses				
Total Training Cost				
Hardware				
List and Specify Hardware required for system				
Total Hardware Cost				
Taxes				
Total System Cost				
MAINTENANCE COST – ANNUAL				
Maintenance (to be paid annually)				
Discounts (indicate discount type, % as well as \$ amount)				
Total Annual Maintenance Cost – Year 1				
Total Annual Maintenance Cost – Year 2				
Total Annual Maintenance Cost – Year 3				
Total Annual Maintenance Cost – Year 4				
Total Annual Maintenance Cost – Year 5				

PROPOSAL CONTENT REQUIREMENTS

It is important that the vendor submit his/her proposal in accordance with the format and instructions provided under this section. Doing so will facilitate the evaluation of the proposal. It will limit the possibility of a poor rating due to the omission or mis-categorization of the requested information. Responding in the requested format will enhance the evaluation team's item by item comparison of each proposal item. The vendor's proposal may be placed at a disadvantage if submitted in a format other than that identified below.

Bidders are requested to submit their proposals in a binder (one that allows for easy removal of pages) with index tabs separating the sections identified. Each page should be numbered.

Each binder is to be clearly marked on the cover with the proposal name, number, closing date, "Original" or "Copy", and bidder's name.

Merely offering to meet the specifications is insufficient and will not be accepted. Each bidder shall submit a complete proposal with all information requested. Supportive material may be attached as appendices. All pages, including the appendices, must be numbered.

Vendors are instructed not to submit confidential, proprietary and related information within the request for proposal. If you are submitting trade secrets, it must be submitted in a separate binder clearly marked "TRADE SECRETS", see Trade Secret Acknowledgement section.

The content and sequence of the proposals will be as follows:

- I. RFP PAGE 1 AND ADDENDUM(S) PAGE 1 (IF APPLICABLE) completed and signed by participating individual or agency.
- II. COVER LETTER: A one-page cover letter and introduction including the company name and address of the bidder and the name, address and telephone number of the person or persons to be used for contact and who will be authorized to make representations for the bidder.
 - A. Whether the bidder is an individual, partnership or corporation shall also be stated. It will be signed by the individual, partner, or an officer or agent of the corporation authorized to bind the corporation, depending upon the legal nature of the bidder. A corporation submitting a proposal may be required before the contract is finally awarded to furnish a certificate as to its corporate existence, and satisfactory evidence as to the officer or officers authorized to execute the contract on behalf of the corporation.
- III. TABLE OF CONTENTS
- IV. CONFLICT OF INTEREST STATEMENT: The Contractor may become involved in situations where conflict of interest could occur due to individual or organizational activities that occur within the County. In this section the bidder should address the potential, if any, for conflict of interest and indicate plans, if applicable, to address potential conflict of interest. This section will be reviewed by County Counsel for compliance with conflict of interest as part of the review process. The Contractor shall comply with all federal, state and local conflict of interest laws, statutes and regulations.

V. TRADE SECRET:

- A. Sign where required.

VI. CERTIFICATION – DISCLOSURE – CRIMINAL HISTORY & CIVIL ACTIONS

VII. REFERENCES

VIII. PARTICIPATION

IX. EXCEPTIONS: This portion of the proposal will note any exceptions to the requirements and conditions taken by the bidder. If exceptions are not noted, the County will assume that the bidder's proposals meet those requirements. The exceptions shall be noted as follows:

- A. Exceptions to General Conditions.
- B. Exceptions to General Requirements.
- C. Exceptions to Specific Terms and Conditions.
- D. Exceptions to Scope of Work.
- E. Exceptions to Proposal Content Requirements.
- F. Exceptions to any other part of this RFP.

X. VENDOR COMPANY DATA: This section should include:

- A. A narrative which demonstrates the vendor's basic familiarity or experience with problems associated with this service/project.
- B. Descriptions of any similar or related contracts under which the bidder has provided services.
- C. Descriptions of the qualifications of the individual(s) providing the services.
- D. Any material (including letters of support or endorsement) indicative of the bidder's capability.
- E. A brief description of the bidder's current operations, and ability to provide the services.
- F. Copies of the audited Financial Statements for the last three (3) years for the agency or program that will be providing the service(s) proposed. If audited statements are not available, compiled or reviewed statements will be accepted with copies of three years of corresponding federal tax returns. This information is to be provided after the RFP closes, if requested. **Do not provide with your proposal.**

- G. Describe all contracts that have been terminated before completion within the last five (5) years:
 - 1. Agency contract with
 - 2. Date of original contract
 - 3. Reason for termination
 - 4. Contact person and telephone number for agency
- H. Describe all lawsuit(s) or legal action(s) that are currently pending; and any lawsuit(s) or legal action(s) that have been resolved within the last five (5) years:
 - 1. Location filed, name of court and docket number
 - 2. Nature of the lawsuit or legal action
- I. Describe any payment problems that you have had with the County within the past three (3) years:
 - 1. Funding source
 - 2. Date(s) and amount(s)
 - 3. Resolution
 - 4. Impact to financial viability of organization.

XI. SCOPE OF WORK:

- A. Bidders are to use this section to describe the essence of their proposal.
- B. This section should be formatted as follows:
 - 1. A general discussion of your understanding of the project, the Scope of Work proposed and a summary of the features of your proposal.
 - 2. A detailed description of your proposal as it relates to each item listed under the "Scope of Work" section of this RFP. Bidder's response should be stated in the same order as are the "Scope of Work" items. Each description should begin with a restatement of the "Scope of Work" item that it is addressing. Bidders must explain their approach and method of satisfying each of the listed items.
- C. When reports or other documentation are to be a part of the proposal a sample of each must be submitted. Reports should be referenced in this section and submitted in a separate section entitled "REPORTS."
- D. A complete description of any alternative solutions or approaches to accomplishing the desired results.

XII. COST PROPOSAL: Quotations may be prepared in any manner to best demonstrate the worthiness of your proposal. Include details and rates/fees for all services, materials, equipment, etc. to be provided or optional under the proposal.

XIII. CHECK LIST

AWARD CRITERIA

CAPABILITY AND QUALIFICATIONS

- A. Do the service descriptions address all the areas identified in the RFP?
- B. Does the bidder demonstrate experience in providing the services desired in a California County?
- C. How well does the system meet the requirements described in the RFP?
- D. Does the system meet the technological requirements as described in the RFP? Does the vendor provide a hosted environment that will meet the needs of the County of Fresno?
- E. How well does the system meet the required data types as described in the RFP?
- F. Does the system offer bi-directional data transfer option as described in the RFP?
- G. How well does the system meet the flags/alerts needed as described in the RFP?
- H. Does the system provide a report generator? Can reports be exported or downloaded?
- I. Did the bidder provide a company structure as requested in the RFP?

MANAGEMENT PLAN

- A. Is the organizational plan and management structure adequate and appropriate for overseeing the proposed services?
- B. Has the bidder demonstrated the ability to properly and efficiently implement the system in a timely and professional manner?
- C. Has the bidder demonstrated the ability to meet the maintenance and support needs as described in the RFP?

COST

- A. Does the system meet the needs of the County of Fresno for an acceptable cost?

CHECK LIST

This Checklist is provided to assist vendors in the preparation of their RFP response. Included in this list, are important requirements and is the responsibility of the bidder to submit with the RFP package in order to make the RFP compliant. Because this checklist is just a guideline, the bidder must read and comply with the RFP in its entirety.

Check off each of the following:

1. The Request for Proposal (RFP) has been signed and completed.
2. Addenda, if any, have been completed, signed and included in the bid package.
3. One (1) original plus eight (8) copies of the RFP have been provided.
4. The completed *Trade Secret Form* as provided with this RFP (Confidential/Trade Secret Information, if provided must be in a separate binder).
5. The completed *Criminal History Disclosure Form* as provided with this RFP.
6. The completed *Participation Form* as provided with this RFP.
7. The completed *Reference List* as provided with this RFP.
8. Indicate all of bidder exceptions to the County's requirements, conditions and specifications as stated within this RFP.
9. Lastly, on the **LOWER LEFT HAND CORNER** of the sealed envelope, box, etc. transmitting your bid include the following information:

County of Fresno RFP No.	<u>208-5325</u>
Closing Date:	<u>February 20, 2015</u>
Closing Time:	<u>2:00 P.M.</u>
Commodity or Service:	<u>District Attorney Case Management System</u>

Return Checklist with your RFP response.

ATTACHMENT A

ATTACHMENT A – DEFINITIONS

API: Application programming interface

Bates stamp: Sequential numbering applied to images and/or documents.

Blue Sheet: Case Disposition Sheet.

Brief Bank: A repository of briefs and motions that have been generated for all cases in the case management system.

CII (Criminal Information Index) request: Request form listing defendant's identifying information. This form is used to obtain a defendant's criminal history information.

County of Fresno Management Directive 500: Travel Authorization and Reimbursement for the County of Fresno:

<http://googleindex.intra.co.fresno.ca.us/Forms/0120/Management%20Directives%20-%20Approved/MD%200500%20-%20Travel.doc>

Court Ordered Registrants: A defendant that is court ordered to register as a sex offender, arson offender or narcotics offender.

CT: Court Trial.

Defense Attorney Tracking: Record of defense counsel assigned to each defendant.

DDA: Deputy District Attorney.

DEJ forms: Deferred Entry of Judgment forms used for Juvenile offenders. Forms include DEJ Citation and DEJ Eligibility.

DNA profile: A unique identifier used to describe a person, instead of his/her name. Filing a criminal case using the DNA profile prevents the running of the statute of limitations in serious violent crimes, when the perpetrator's name is unknown. When filing a case using the DNA profile, the DNA profile would be entered into the case management system like: D3S1358, VWA, FGA, D8S1179, D21S11, D18S51, D5S818, D13S317, D7S820, D16S539, THO1, TPOX, CSF1PO.

DOB: Date of birth.

DUI: Driving Under the Influence.

Electronic charging documents: Electronic documents generated when a criminal case is filed (i.e. criminal complaint, juvenile petition, etc.)

Electronic Discovery (e-discovery): Business process in which files are packaged electronically and provided to defense counsel electronically.

FACTS: A legacy system that included Welfare Fraud and Child Abduction cases. Legacy data from this system was converted and put into STAR in 2006.

FTA: Failure to Appear.

GPS: General Planning System. The General Planning System is used to manage all operations within the Fresno County District Attorney's Office. Each DA unit is required to

complete monthly operations reports detailing work performed, accomplishments, issues, needs, etc. GPS is used for strategic planning, operational planning, monitoring, control, coordination, cooperation, motivation, reward and recognition.

HTA: Held to Answer.

ICD: In Custody Death.

IHSS: In Home Supportive Services.

JT: Jury Trial.

Last Days: Cases in which a defendant is in custody and the District Attorney has 48 hours to file charges before the defendant's release.

Lifer: A defendant who has been sentenced to life in prison.

Marsy's Law: (Aka Victims' Bill of Rights Act.) A law, enacted in 2008 by California voters, designed to provide all crime victims with extended rights and due process.

NCI: No charges initiated. A case in which the District Attorney's office determines that no charges will be filed (same as a "turndown".)

OIS: Officer Involved Shooting.

PH: Preliminary Hearing.

PPH: Pre-Preliminary Hearing.

Prosecution Request: Request made by law enforcement agency to District Attorney to file criminal charges.

PT: Pre-Trial Hearing.

Public web-based lookup: this provides the following case status information to crime victims – case status, offense level, contact phone number, assigned attorney, defendant name, filing date, defendant status, court number, next court appearance (date, time, court, department, and hearing type).

RAP Sheet: A record of a defendant's criminal cases, including charges, dispositions and sentences.

REF: Real Estate Fraud.

ROI (Report of Investigation): Written report completed by assigned DA investigator after he/she has completed requested investigation relating to a criminal case.

STAR: System Tracking and Reporting. Purchased from San Bernardino County and tailored by Fresno County for the Fresno District Attorney's Office. Implemented in July 1999. STAR is a client-server system, originally written in VB versions 4, 5, and 6.

TC: Trial Confirmation.

Turndown: A case in which the District Attorney's office determines that no charges will be filed.

Warrant tracking: Ability to record warrants issued for defendant's arrest.

ATTACHMENT B

ATTACHMENT B – ACCESS DATABASES, EXCEL SPREADSHEETS, & WORD TABLES

Name: Asset Forfeiture Database

Type: Microsoft Access Database

Unit: Asset Forfeiture

Estimated Size: 140 records

Description: Tracks all asset forfeiture financial information. Information tracked includes: district attorney case number, total deposit amount, publication costs, mail costs, law enforcement agency name, law enforcement agency number, individual payouts, special handling percentage amounts/agency, VIN, check date, check number, deposit date, notes.

Notes: This database contains 2 tables, 2 queries, 5 forms and 2 reports.

Name: Auto Fraud

Type: Microsoft Access Database

Unit: Auto Insurance Fraud

Estimated Size: 630 records

Description: Tracks all auto insurance fraud cases. Information tracked includes: defendant information, fraud type, claim information, submitting agency information, case synopsis, and filing status.

Notes: This database has 54 tables, 68 queries, and 65 reports.

Name: C Files (separate databases for each year 2000 through 2015)

Type: Microsoft Access Database

Unit: Business Affairs

Estimated Size: 8,000 records

Description: Tracks all consumer complaints as investigation cases. Information tracked: consumer/complainant name, address, contact numbers; business name, address, contact numbers; comments about nature of complaint; action taken on complaint; and complaint type (phone, mail, walk-in).

Notes: These cases may or may not have an associated DA criminal case. Most of these cases will not have a an associated DA criminal case when they are being initiated, so they will need to be entered into the system as an investigations-type case that can be converted to a criminal case if referred for prosecution later.

Name: Consumer Protection Restitution

Type: Microsoft Access Database

Unit: Business Affairs

Estimated Size: 126 records

Description: Tracks restitution ordered, payments, money judgments, how much the Business Affairs Unit receives, which agency it goes to, etc.

Name: DueDiligenceTracking

Type: Microsoft Access Database

Unit: Welfare Fraud

Estimated Size: 400 records

Description: Tracks welfare fraud warrants. Information tracked includes: defendant status (FTA/BW issued), warrant number, DA case number, court number, defendant name, defendant address, defendant contact numbers, and date of status (FTA/BW issued).

Name: Investigations Database

Type: Microsoft Access Database

Unit: Investigations

Estimated Size: 6,000 records

Description: Tracks all investigation requests. Information tracked includes: DA case number, date received, requestor, assigned investigator, case status (open/closed), date request completed, and description of requested action (i.e. print photos, copy disks, obtain jail calls, etc.).

Name: Lifer Hearing Logs (June 2009 through 2015)

Type: Microsoft Word Tables and Excel Spreadsheets

Unit: Administration

Estimated Size: 600 records

Description: These logs track lifer hearing info including: DA case numbers, CDC number, defendant name, defendant DOB, assigned DDA, hearing date, hearing type (initial/subsequent), institution name and address (prison), and hearing outcome.

Notes: Each lifer defendant is assigned a lifer case number that does not change. Need to be able to track victims on the lifer case to provide ability to notify victims about hearings and outcomes.

Name: OISInCustodyDeath

Type: Microsoft Access Database

Unit: Homicide / Investigations

Estimated Size: 200 records

Description: Tracks both officer involved shootings (OIS) and in-custody death (ICD) cases. Information includes: OIS number or ICD number, lead investigator, assisting investigator, coordinator, additional investigators, deputy DA, shooting agency, shooting agency, fatal (yes/no), investigating agency, agency case #, date of incident, location of incident, subject name, prosecution notes, case status, officers involved narrative, date report packet received, date DA investigation completed, date investigation delivered to DDA for review, date letter sent, and closing comments.

Name: REF Database

Type: Microsoft Access Database

Unit: Real Estate Fraud

Estimated Size: 1,050 records

Description: Tracks all REF referrals. Information tracked includes: date complaint received, REF number, complaint type, complainant name, address, contact numbers, business name/representative, business address, business contact numbers, complaint summary, notes, date complaint/case closed, reason for closing case, and DA file opened (yes/no).

Name: Restitution

Type: Microsoft Access Database

Unit: Workers Comp

Estimated Size: 242 records

Description: Tracks workers compensation restitution amounts, payments, and defendant/victim contact information.

Name: Restitution Log

Type: MS Excel Spreadsheet

Unit: Real Estate Fraud

Estimated Size: 77 records

Description: Tracks restitution payments. Information tracked includes: restitution payments, balance, victim, etc., for both complaints (investigations-type cases) and criminal cases.

Name: Subpoena

Type: Microsoft Access Database

Unit: Investigations

Estimated Size: 28,083 records (in 11 tables, for years 2001 through 2015)

Description: Tracks subpoena service by year. Information tracked includes: date received, DA case number, defendant name, subpoenaed victim/witness (name and address), court date, agency, assigned DDA, assigned investigator, served/not served, date served, time served, and comments.

Notes: Contains records from 2001 through present for personal service subpoenas. Each record is associated with a DA case number. There can be multiple records for the same DA case number.

Name: wcfraud6

Type: Microsoft Access Database

Unit: Workers Comp

Estimated Size: 2,589 records

Description: Tracks all workers compensation investigative-type referrals. Some are converted to actual criminal cases and some are not. Information tracked includes: subject name, fraud discovery date, referred to DA date, Dept of Insurance referral date, referral source, fraud type, synopsis of alleged fraud, assigned DDA, date DDA assigned, case complexity, file location, video (yes/no), contact agency, contact person, case status, claim info, employers.

Name: Welfare Fraud

Type: Microsoft Access Database

Unit: Welfare Fraud

Estimated Size: 1,054 records

Description: Tracks all welfare fraud cases. Information tracked includes: DA Case number, welfare number, fraud number, defendant name, assigned investigator, date received, fraud amount (in \$), fraud discovery date, statute date, status (active/closed), disposition, disposition date, and comments.
