# CITY OF O'FALLON, MISSOURI

# REQUEST FOR PROPOSALS #22-068

# PUBLIC SAFETY SYSTEMS REPLACEMENT PROJECT

INCLUDED ARE:
Proposal Instructions
Terms and Conditions Scope of Services
Form 1: Proposal Form
Form 2: Worker Eligibility Verification Affidavit
Appendix A: Proposal Response Forms
Appendix B: Functional Requirements

# CITY OF O'FALLON, MISSOURI

## PROPOSAL INSTRUCTIONS

### PURPOSE

The purpose of this Request for Proposal (RFP) is to obtain competitive proposals from qualified companies capable of providing a Computer Aided Dispatch (CAD), Mobile, Law Enforcement Records Management System (RMS), Evidence, Jail Management, Training, IA, and identified interfaces.

The RFP states the overall scope of services desired and specific functionality as well as required vendor qualifications. This RFP provides prospective companies with sufficient information to enable them to prepare and submit proposals for consideration by the City of O'Fallon (hereafter referred to as "City") to satisfy the needs as outlined in the scope of services.

Proposers may bid the following packages:

1. CAD and RMS

2. CAD only; or

3. RMS only.

**Proposers are highly encouraged to bid the entirety of the solution (Option 1)**. Proposers may propose subcontractor(s) as part of each solution if it provides the functionality being sought by the City.

The City reserves the right to select "Best of Breed" solutions. As such, each package must also include the following:

1. If bidding Option 1 (CAD and RMS), Proposers are also required to include a statement within their Cover Letter identifying whether or not your firm is willing to partner with a third party CAD or RMS vendor in the event the City does not want the full solution.

2. If bidding Option 2 (CAD only), Proposers are also required to bid a one-way interface to a third party RMS application.

3. If bidding Option 3 (RMS only), Proposers are also required to bid a one-way interface with a CAD application.

### BACKGROUND

Located in St. Charles County, Missouri, the City of O'Fallon covers 30 square miles and has a local population of approximately 90,000. The O'Fallon Police Department (hereafter referred to as "Department") employs 159 civilian and sworn personnel broken down across three divisions, Operations, Administration, and Support Services, each led by a Captain.

The Department uses multiple computer applications to collect, manage, and analyze data. Most prominently amongst these applications is the Computer Aided Dispatch (CAD), Records Management System (RMS), and Jail Management System (JMS) software suite provided by Omnigo (formerly Information Technologies, Inc [ITI]). The Department is seeking to replace the Omnigo software suite with a modern solution that will improve the overall efficiency of the organization. Specifically, the Department is seeking to:

✦ Obtain a fully compliant Missouri Incident-Based Reporting System (MIBRS) System

✦ Improve overall system functionality and officer efficiency

✦ Integrate systems where possible

✦ Improve system reliability and stability

The remainder of this section provides an overview of how each section of the Department uses technology to perform their job function, with a focus primarily on the Omnigo application

✦ **Administrative Assistant**: The Administrative Assistant utilizes Omnigo for research purposes. The Administrative Assistant runs queries within Omnigo and exports the data to Excel to organize as necessary for use in standard reports (e.g., City Council reports). The queries utilized by the Administrative Assistant were originally built with IT assistance. For other tasks, the Administrative Assistant primarily uses the City's ERP solution, as well as MS Office applications.

✦ **Communications**: The Communications Section uses the CAD and RMS modules of the Omnigo software suite. The Dispatcher center operates in a single stage manner, wherein the call-taker can also serve as the dispatcher at times. The system is used for intaking calls, managing incidents and units, dispatching resources, communicating with field personnel, and conducting research, amongst other purposes. In addition to Omnigo, telecommunicators also use the MULES system to query NCIC data.

✦ **Crime Analysis**: The Crime Analyst uses the Omnigo application to query data. The Crime Analyst exports the data or directly enters information into third party programs for analytical purposes.

✦ **Criminal Investigations**: The Criminal Investigations Section primarily uses the Omnigo application to identify cases that require investigation. Cases are monitored in Excel tracking sheets, with minor updates provided in Omnigo every 30 days. Any formal updates by the investigator are completed as a supplemental report in the Omnigo application. Cases are submitted to the prosecuting attorney in hardcopy, with the investigator responsible for compiling the hardcopies (e.g., case jacket, original report, supplements, warrant application, Probable Cause statement).

✦ **Jail**: The Jail uses Omnigo to book and manage inmates until their release. Jail personnel also monitor the CAD application to be aware of any arrests made in the field. The Omnigo JMS system provides a one-way interface to the Department's LiveScan machine, which is used to capture fingerprints, submit data to the State of Missouri, and verify a person's identity.

✦ **Patrol**: Omnigo is the primary system used by the Patrol Division. Patrol personnel use the system for dispatch and response, MULES queries, general research, report writing and mobile ticketing.

✦ **Property and Evidence**: Property and evidence is tracked in the Omnigo application. The initial officer is responsible for entering the baseline information into the Omnigo system. The Property Intake Specialist is responsible for verifying information and ensuring information is accurately tracked. In addition to Omnigo, hardcopy forms are also utilized to track chain of custody

✦ **Records**: The Records Section's primary responsibility is to ensure the accurate submission of incident data to the State in a timely manner. At the end of each month, the Records Supervisor generates an extract file and uploads it to the State MIBRS website. The Records Section is also responsible for redacting reports, which is primarily done by hand. The Records Section also uses Omnigo to run queries and reports.

✦ **Training**: The Training Coordinator uses Omnigo to record basic training information. In order to comply with State requirements, the Training Coordinator also logs officer training information in the Missouri Peace Officers Standards and Training (POST) system. The Department uses the Power DMS platform to administer virtual training and log firearms training. The Training Coordinator uses Excel, hardcopy forms, and SharePoint to track additional data (e.g., upcoming certifications/expirations, out-of-service training). OneDrive and SharePoint are used to track FTO Training (DOR forms are stored in SharePoint where they can be accessed and completed electronically).

## SCHEDULE OF ACTIVITIES

- Release and advertisement of RFP:               August 26, 2022
- Deadline for submission of questions:          September 9, 2022 at 12:00 P.M. CDT
- Proposal submission deadline:                    October 21, 2022 at 12:00 P.M. CDT
- Evaluation of proposals:                          TBD
- Recommendation to Council / Potential Award:   TBD

## PROPOSAL SUBMISSION

Sealed proposals must be received by the City of O'Fallon, Missouri; Purchasing Office, 100 North Main Street; O'Fallon, Missouri 63366 prior to October 21, 2022 at 12:00 P.M. (prevailing central time). Each proposal shall consist of one original (identified as such) and one electronic copy on flash/thumb drive of the complete proposal. The file submitted on flash/thumb drive shall include all attachments and signatures, where applicable.

It is the responsibility of the proposer to ensure that their proposal is received in the Purchasing Office, prior to the deadline. Companies mailing proposals should allow ample mail delivery time to ensure timely receipt of their proposals. Proposals received after the deadline for receipt of proposals will not be opened or considered.

Proposals must be clearly identified as a proposal for the City of O'Fallon, Missouri "**RFP Public Safety Systems Replacement Project**" and must show such information on the outside of the proposal packet. Proposals will not be accepted by facsimile or email transmittal. *Do not staple or submit bid in any type of binder; binder clips are acceptable.*

To make deliveries (including deliveries of the proposals for this project), the delivery vendor or bidder may hand deliver the RFP during City Hall hours of Monday – Friday 8:30 am – 4:30 pm. Mailed proposals are accepted with regular mail service each day.

## QUESTIONS

All questions must be submitted in writing to Christine Grabin, Purchasing Agent, no later than 12:00 P.M. (CDT) on September 9, 2022, via email at cgrabin@ofallon.mo.us. Answers to questions will only be distributed via addendum and posted on our website by no later than September 30, 2022. http://www.ofallon.mo.us/bid-opportunities

## AMENDMENTS TO RFP

In the event it should be necessary to revise any portion of this RFP, addenda will be provided to all proposers who received the original RFP from the City of O'Fallon. This does not relieve the submitting company the responsibility of regularly checking the City website listed below for updates regarding any addenda associated with this proposal request. Addenda are available on our website at: http://www.ofallon.mo.us/bid-opportunities. If you received this RFP by means other than the bid system, you must furnish your company name, address, and telephone number to the Purchasing Agent identified in the Proposal Instructions section in order to receive any addendum to this RFP. Proposers shall acknowledge receipt of each addendum issued in the space provided on the RFP form.

<div align="center">END OF PROPOSAL INSTRUCTIONS</div>

# CITY OF O'FALLON, MISSOURI

## TERMS AND CONDITIONS

**QUALIFICATIONS:**

All companies shall be licensed, insured, and bonded and shall furnish satisfactory evidence to the City that they have previously performed/provided the types of services as specified below.

**LAWS AND ORDINANCES, REGULATIONS, LICENSING FEES:**

Firm shall conform to all rules, regulations, ordinances, laws, or directives set forth by the City of O'Fallon and/or the State of Missouri.

**LAW GOVERNING:**

All State of Missouri and/or Federal Laws shall be hereby specifically made a part of this contract as set forth herein.

**NON-DISCRIMINATING:**

The Contractor, its employees, and subcontractors, agree not to commit unlawful discrimination and agree to comply with applicable provisions of the U.S. Civil Rights Act and Section 504 of the Federal Rehabilitation Act, and rules applicable to each.

Firm shall comply with Section 285.525 – 285.550 RSMo regarding enrollment in a federal work authorization program. A signed, notarized affidavit (attached) and supporting documentation affirming enrollment in a federal work authorization program must be submitted with proposal. Failure to comply with this provision may result in rejection of proposal.

**E-VERIFY:**

Company shall be E-verify compliant and shall provide documentation to support this requirement within the proposal including the memorandum of understanding (MOU) and the electronic signature page completed in its entirety.

**METHOD OF AWARD / SELECTION:**

The proposals will be evaluated by the City. A response summary of proposals will be available by contacting Christine Grabin, Purchasing Agent. The response summary will only include the names of the companies that submitted proposals that were delivered by the required RFP submittal date and time. Until award of the contract, the Responses shall be held in confidence and shall not be available for public review.

**TERMS/CANCELLATION AND DAMAGES:**

This contract may be terminated by either or both parties upon thirty (30) days written notice or upon mutual agreement of both parties.

If the City, because of the Vendor's breach, terminates this Contract, the City shall have the right to purchase service elsewhere and to charge the Vendor with any additional cost incurred.

Notwithstanding the above, the Vendor shall not be relieved of any liability to the City for damages sustained by the City by virtue of any breach of this contract by the Vendor and the City may withhold any payments to the Vendor until such time as the amount of such damages due the City from the Vendor shall be determined.

## PRICING:

This request for proposal is a one (1) year agreement, exercised at the sole discretion of the City of O'Fallon, Missouri. The pricing stated by the respondent in the cost proposal section shall remain firm for a one (1) year period from the start date of the contract. No price increases will be allowed for the duration of the contract. Price decreases are allowed at any time.

## RENEWAL & EXTENSION:

The successful bidder will be awarded a one (1) year agreement effective the date of award. Prices must not be increased for the entire agreement period. At the City's option, the agreement may be renewed for four (4) additional one (1) year periods. **In no event shall the term plus renewals exceed five (5) years.**

The items or services purchased under this agreement may be subject to a price increase at the time of renewal, by mutual agreement. The exact increase or maximum percent increase shall be indicated on the price sheet of the proposal packet. Request for a price increase for each period must be presented to the City at least sixty (60) days before the expiration of the current agreement. If a request for increase is not presented, the prices will remain. Price decreases are allowed at any time.

## AWARD REQUIREMENTS:

Once the City is prepared to award the contract to the selected company, the company will need to provide the following documents to the City.

- ✦ Signed contract agreement
- ✦ Current certificate of insurance

Once all of these items are received and fully executed, then the City will issue the Notice to Proceed.

All proposals are subject to staff analysis. The City of O'Fallon reserves the right to accept or reject any and all proposals received.

## CONTACT WITH CITY OF O'FALLON PERSONNEL:

As specified above, all contact with the City should be channeled through the Purchasing Agent. No contact with other City employees, officials, or City Council members is to be made by responding proposers throughout the entire process.

## RESPONSE MATERIAL OWNERSHIP:

All proposals become the property of the City of O'Fallon, Missouri upon receipt and will only be returned to the proposer at the City's option. Selection or rejection of the proposal will not affect this right. The City shall have the right to use all ideas or adaptations of the ideas contained in any proposal received in response to this RFP. Disqualification of a proposal does not eliminate this right.

## PROPRIETARY INFORMATION:

All material submitted in response to this RFP will become public record and will be subject to inspection after an Intent to Award notice is issued. Any material requested to be treated as proprietary or confidential must be clearly identified and easily separable from the rest of the proposal. Such request must include justification for the request and approval by the City Clerk. Neither cost or pricing information nor a total proposal will be considered proprietary.

## CONFIDENTIALITY:

The Vendor agrees that it will not permit the disclosure or duplication of any information received from the City or stored on City systems unless such disclosure or duplication is specifically authorized in writing by the City, or as required by law.

The City agrees that it will not disclose or duplicate any information designated in advance by the Vendor as "Confidential/Proprietary" information to any person (other than City personnel who must have access to such information) unless such duplication, use or disclosure is specifically authorized in writing by the Vendor or is required by law. The term "Confidential/Proprietary" does not include ideas, techniques, or concepts that are in the public domain.

## EVALUATION RIGHTS:

The City reserves the right to:  a) reject any or all proposals, or to make no award, b) require modifications to initial proposals, c) make partial or multiple awards, or d) further negotiate costs submitted in proposals. The City reserves the right to award the contract in any manner deemed in the best interest of its citizens.

## REJECTION OF PROPOSALS:

The City of O'Fallon, Missouri reserves the right to reject any or all proposals received in response to this RFP, or to cancel this RFP if it is in the best interest of the City to do so. Failure to furnish all information or to follow the proposal format requested in this RFP may disqualify the proposal. Any exception to the Scope of Work must be identified in the proposal.

## INCURRING COSTS:

The City of O'Fallon, Missouri shall not be obligated or be liable for any cost incurred by proposers prior to issuance of a contract. All costs to prepare and submit a response to this solicitation shall be borne by the proposer.

## SUBMISSION OF PROPOSALS AND SUPPLEMENTAL MATERIALS:

Proposals shall be submitted to the Purchasing Office. If supplemental materials are required or requested, then they must be submitted to the Purchasing Office as part of the proposal. Supplemental materials will not be accepted after the proposals have been opened, unless requested by the Purchasing Office. Submission or distribution by the company of unsolicited supplemental materials to City employees or Officials may result in rejection of the proposal.

## DISCRIMINATION POLICY:

The City of O'Fallon advises the public that it does not discriminate against any person on account of race, color, religion, creed, sex, age, ancestry, or national origin, and that such nondiscrimination is extended to procurement of materials and/or the provision of municipal services.

## WAIVER:

The City reserves the right to waive any variances from the original RFP in cases where the variances are considered to be in the best interest of the City.

## INSURANCE:

The firm or company that is awarded a contract shall maintain during the life of the agreement and furnish to the City the appropriate Professional Liability, Commercial General Liability, and Workers Compensation insurance certificates listing the City of O'Fallon as an "Additional Insured" during the Term of the Agreement, and a copy of such "Additional Insured" endorsement must accompany the certificate.

## INDEMNITY:

The Vendor shall, at all times, fully indemnify, hold harmless, and defend the City and its officers, members, agents, and employees from and against any and all claims and demands, actions, causes of action, and cost and fees of any character whatsoever made by anyone whomsoever on account of or in any way growing out of the performance of this contract by the Vendor and its employees, or because of any act or omission, neglect or misconduct of the Vendor, its employees and agents or its subcontractors including, but not limited to, any claims that may be made by the employees themselves for injuries to their person or property or otherwise.

Such indemnity shall not be limited by reason of the enumeration of any insurance coverage herein provided.

Nothing contained herein shall be construed as prohibiting the City, its directors, officers, agents, or its employees, from defending through the selection and use of their own agents, attorneys and experts, any claims, actions or suits brought against them.

The Vendor shall likewise be liable for the cost, fees and expenses incurred in the City's or the Vendor's defense of any such claims, actions, or suits.

## PAYMENT TERMS AND CONDITIONS:

The City's payment terms are Net 30 days. The City is exempt from Missouri sales and use taxes and will not pay taxes for any product or service. A copy of the City's tax exempt certificate shall be presented to the firm or company that is awarded a contract.

## Inquiries concerning this Request for Proposals shall be directed to:

Christine Grabin, Purchasing Agent

City of O'Fallon, Missouri

100 North Main Street

O'Fallon, Missouri

Phone:(636)379-5527

cgrabin@ofallon.mo.us

END OF TERMS AND CONDITIONS

# SCOPE OF SERVICES

## Software Systems

The following is a list of systems that may be included in the Proposer's solution. Vendors may bid the entirety of the solution, or CAD/Mobile only, or RMS only.

1. **Computer Aided Dispatch (CAD)**: A robust and reliable CAD system designed to support law enforcement operations. The solution shall include real-time mapping, Automated Vehicle Location (AVL), and all identified interfaces. Please note that the GPS functionality for Patrol cars is currently derived through the equipment installed by Utility, which is used for both in-car and body-worn cameras. Rangers and school vehicles utilize LTE mobile routers. The system must also incorporate data backup, and automated failover and recovery in the event of a failure of any critical system component. The system must be compliant with NG9-1-1 specifications for data exchanges between systems and must support the import of multi-media and text messages. Further description of the functionality being sought by the City is found later in this RFP.

    The following number of CAD clients are required:

    ✦ Call-Taking/Dispatch (total number of workstations): 15

    ✦ Call-Taking/Dispatch (average concurrent users): 12

    ✦ Browser-based access (view only): 20

    The system must support a surge capacity that would allow the City to exceed any license count restrictions during major events. Ideally, the system will be offered as a site license.

2. **Mobile Data Client (Mobile)**: A Mobile data client with real-time integrated mobile mapping and AVL functionality that provides situational awareness and incident management tools to field personnel. The Mobile must be fully integrated with CAD and be able to perform NCIC queries. Further description of the functionality being sought by the City is found later in this RFP.

    The following number of mobile clients are required:

    ✦ Total number of workstations: 65

    ✦ Average Concurrent Users: 25

    The system must support a surge capacity that would allow the City to exceed any established license count during major events. Ideally, the system will be offered as a site license.

3. **Records Management System (RMS)**: An RMS client that is fully compliant with Missouri Incident Based Reporting System (MIBRS) standards and has an integrated report writing component. The System must incorporate all relevant federal and state requirements (and maintain compliance) and incorporate data validation tools.

    The following number of RMS clients are required:

    ✦ Total number of workstations: 140

    ✦ Average Concurrent Users: 60

The system must support a surge capacity that would allow the City to exceed any established license count during major events. Ideally, the system will be offered as a site license.

## Interfaces

The Proposer will be responsible for providing interfaces to the external systems described in this section.

1. **EmergencyCallWorks (ECW)**: The CAD application must provide an interface between the CAD application and the Motorola ECW system. When a request for emergency assistance arrives (e.g., voice, text, picture, or other multi-media), the interface should import the contact's information into the appropriate data fields when prompted by the call-taker, as well as importing any other information stored within the system (e.g., text, multi-media). The interface should be able to receive location data from wireless devices and wireless service providers. The interface should store raw call information in the call record, log calls for troubleshooting, and run in a debug mode for troubleshooting. The interface must be E9-1-1 Phase II compliant (at a minimum) and be configured to support additional location information as that information is made available, without additional cost. The interface and CAD application overall must be capable of sharing data with other ECCs, without the need for proprietary interface as additional costs.

   ✦ This interface is for CAD only

2. **MULES/NLETS/NCIC**: The System requires a query-only interface between the CAD and Mobile applications and the MULES system. The interface shall provide access to:
   ✦ National Crime Information Center (NCIC) (e.g., wanted persons, missing persons, stolen and felony vehicles and guns, protection orders, sex offenders)
   ✦ National Law Enforcement Telecommunications System (NLETS) (e.g., process out-of-state inquiries about persons, vehicles or licenses)
   ✦ Missouri Department of Motor Vehicles

The interface shall provide for the query of driving records, vehicle ownership, stolen property, missing persons, warrants, parole status and other available information. Driver's license images, if returned shall also be viewable. The system should have the inherent capability to reformat returns to enhance end-user readability.

Authorized users must be able to conduct queries from within the CAD and Mobile applications. Queries should be configurable and should run automatically upon execution of selected commands (e.g., run plates upon entering a traffic stop).

All MULES transactions must be recorded as part of the audit trail.

   ✦ This interface is for CAD only

3. **Utility Bodyworn Camera**: The CAD system must send unit history information to the Utility BWC system so the calls for service are tagged with incident information. The transfer of information should also include the incident number and case number if one was generated.

   ✦ This interface is for CAD only

4. **LiveScan**: The System should support a two-way interface with the City's LiveScan system so that all booking information captured within the RMS is eligible for transfer into the LiveScan system and all information from LiveScan is made eligible for transfer into the RMS.

   ✦ This interface is for RMS only

5. **Municipal Court System (ShowmeCourts)**: The System should support an interface with the Municipal Court System to transfer citation data at an agency-defined interval.

   ✦ This interface is for RMS only

6. **State Court System**: The System should support an interface with the State Court System to transfer citation data at an agency-defined interval.

   ✦ This interface is for RMS only

7. **MoDEx**: The System should support an interface with the State's MoDEx system to transfer agency-defined law enforcement data to the State at an agency-defined interval.

   ✦ This interface is for RMS only

8. **STARS Reporting**: At an agency-defined time interval, all approved and eligible accident reports within the RMS shall be exported to the State of Missouri STARS system.

   ✦ This interface is for RMS only

## System Architecture and Software

The proposed solution may be on-premises, cloud, or a hybrid solution and operate via non-proprietary web-browsers. It is expected that the system architecture will be able to integrate with the City's enterprise systems, including MS Active Directory and ESRI ArcGIS. For any applications that require local installation, the applications must operate in a Windows environment.

## Implementation and Support

The Proposer, with appropriate involvement from City employees, must perform all tasks required to implement the proposed system, including all configuration, testing, training,

and development of interfaces. The Proposer must include in its proposal a comprehensive project plan showing time and resources required to accomplish tasks.

The City recognizes the involvement, understanding, and commitment of employees is essential to the successful implementation of the proposed system. As such, City employees will assist in all key process design and configuration decisions.

## Project Management

The Proposer will be responsible for applying project management methodologies in the areas of project planning, resource management, project monitoring, production control, configuration management, quality assurance, test planning and execution, training plan, implementation methodology, change management and business process re-engineering, post-implementation support and documentation. The Proposer:

- ✦ Must present a comprehensive project plan showing time and resources required to accomplish tasks. The Proposer must employ professional project management software such as Microsoft Project.
- ✦ Must describe the location in which they intend to perform the different phases of the project.
- ✦ Must provide a project manager who, along with the City's project manager, will be responsible for coordinating the following:
    - o Project plan development and implementation and project status reporting
    - o Any subcontractor work
    - o Requested system changes and modifications to the project plan
    - o All technical, educational, documentation and support services
- ✦ Must provide weekly status reports to the City and adhere to the directives of the City Project Manager and/or staff. During the course of the project, until Final System Acceptance, the contracting firm's project manager will:
    - o Attend regular status meetings
    - o Submit regular status reports:
    - o Participate in weekly project status conference calls

## Business Process Re-Engineering

The City anticipates changes to core business processes in order to leverage the future solution. The City expects to work with the Proposer to identify process changes and develop training tools and materials to facilitate the transition to the new System using new business processes.

## Documentation

Documentation must be developed to support the software and the City's business processes. Any software tools or utilities that are desirable to tune, test, maintain or support the system must be specified in the documentation. Any tailoring or configuring must be documented and delivered to the City. All user documentation, including application and interface documentation, help documentation and software tutorials shall be available online and accessible from within the relevant application. Additionally, the successful Proposer is expected to provide sufficient copies of each type of user documentation to each user group.

## Training

The Proposer must provide a training plan and corresponding training documentation to support the training of all users of the System. The Proposer is expected to provide the following types of training programs:

✦ A training program for the City's core project implementation team that includes the training necessary to understand interface configurations, data import/export capabilities and workflow configuration options.

✦ A training program for application administrators that includes the training necessary to configure, tailor, monitor and administer the system's functional aspects.

✦ Post-implementation training for ongoing end-user training of the initial system, as well as for future version releases.

✦ On-site training for all end users provided by the system go live date. Train the trainer will not be permitted.

Except for post-implementation training, all training must be completed in a satisfactory manner before the City will give formal Final System Acceptance. Proposers shall make available post-implementation training as requested by the City. All training material shall meet the following requirements:

✦ Training materials shall be provided at least one (1) week prior to the start of any training course.

✦ Training materials must be for the version of the software that will be deployed. Training materials for previous/older versions of software is unacceptable.

✦ Training materials shall be customized by the Proposer to include functionality defined in this RFP and any functionality that is developed during the implementation process.

✦ All training material will be provided in electronic format (one version must be a .pdf) for unlimited duplication by the City.

✦ Training materials shall reflect sound adult learning principles and all training sessions shall include a demonstration of knowledge and skills transferred to the trainees.

Additionally, the Proposer shall provide a training system that will allow users to simulate live operations for the System without impacting the Production environment.

## System Testing

System implementation must include adequate provisions for functional, performance and reliability testing before Final System Acceptance. The City requires the Proposer's involvement in the development and execution of all test plans to assure the system delivers the expected results.

Satisfactory completion of a mutually agreed-upon acceptance test for each stage of the implementation is required, as is a final acceptance test in a fully integrated environment (to ensure components work together as intended). The acceptance test will include a confirmation of each requirement identified in this RFP, in addition to required performance and reliability acceptance procedures that the City may require.

Please note that Final System Acceptance will only be given after the System has satisfactorily completed Reliability Testing and MIBRS data has been successfully submitted to the State for 3 months with an error rate below 3%.

## Software License Agreement

The entire system solution as proposed in this RFP must include a software license agreement (SLA), including all software updates, enhancements and refinements and interfaces. The initial contract shall be renewable on an annual basis (at City's discretion) and include costs for an initial five (5) year period. The five (5) year period includes one (1) year for implementation and four (4) renewal terms of one (1) year.

The SLA shall conform to contractually agreed upon specifications and protect against any defects or damage caused by manufacturers, Proposers, or proposed Subcontractors, in the System's equipment or software. The Proposer will warrant its responses to the functional requirements included in this RFP and any other element of this RFP and will agree to attach its RFP response to any contract reached with the City.

The SLA must describe priority levels for system errors and include a guaranteed response time for each priority level. The SLA must also include any remedies available to the City in the event the performance of the System does not meet agreed-upon standards.

Final System Acceptance shall be determined by the City according to an agreed upon testing plan. All repairs and expenses to cover repairs made under warranty, including parts, software, labor travel expenses, meals, lodging and any other costs shall be borne by the Proposer. All repairs and expenses to cover repairs that are due to the Proposer's inability to perform based upon warranty guidelines shall be borne by the Proposer.

The City anticipates the system building/implementation time frame leading to Final System Acceptance is within a twelve (12) month period from the start of the implementation. Should the system build/implementation time frame exceed the estimated twelve (12) month period, the City shall not be responsible for any annual recurring costs until the system has undergone twelve (12) months of continuous operations following Final System Acceptance.

# SUBMITTAL REQUIREMENTS

**Proposal Response Format**

Proposals must be submitted in two (2) parts: Functional Proposal and Cost Proposal. The Functional Proposal to be divided into eight (8) clearly marked and identified sections. The Cost Proposal (Section 9) must be submitted separately as described later in this RFP. The proposal must follow the format prescribed below and address all requirements identified in this RFP. The objective of the prescribed format is to facilitate the review of all proposals. Failure to complete and furnish all information requested in the specified form and format may result in the rejection of the proposal.

The following table describes each section. Proposers should label each section as described in the table and provide a table of contents that includes page number references. The paragraphs following the table explain the detail requested for each section, and are referenced accordingly in the table. Paragraph numbering within proposals should correspond to question numbers in the detailed RFP.

| Proposal Format Overview | |
|---|---|
| **Section** | **Description** |
| 1 | Executive Summary/Cover Letter |
| 2 | Proposer Background, Experience and Financial Qualifications |
| 3 | System Architecture |
| 4 | System Functionality |
| 5 | System Testing and Acceptance |
| 6 | Implementation |
| 7 | Customer Support, Warranty, and Maintenance |
| 8 | Contract Provisions |
| 9 | Cost Proposal |

**Proposal Section 1: Executive Summary/Cover Letter**

1. In no longer than three (3) single-sided pages, provide an overview for your company and proposal. The cover letter should:

   a. Identify systems being proposed, including any subcontractors

   b. Identify the contact information of individual(s) responsible for the proposal

   c. Provide an overview of the company

   d. Provide an overview of the solution and the potential benefits to the City

   e. Provide a statement if your firm is willing to partner with a third party vendor for CAD and/or RMS (in the event your bidding Option #1)

   f. Acknowledgement of any addenda (if issued)

   g. Signed by a principal of the firm or other person authorized to act on behalf of the firm

**Proposal Section 2: Proposer Background, Experience, and Financial Qualifications**

1. Identify the Prime Proposer and all subcontractors. If a subcontractor is proposed:

    a. Describe the tasks that will be conducted by the prime Proposer and sub-contractor

    b. Provide a history on previous work completed together by the proposer and subcontractor. Include the following for each project in which the proposer and subcontractor have worked together:

        o Agency (include point of contact)

        o Project date

        o Applications installed

        o Responsibilities of each party

2. Complete Form 2 and Appendix A: Form A and for all Proposers and subcontractors.

3. For the Prime Proposer, complete Form 1 and Appendix A: Form B.

4. Provide a copy of the company's latest audited financial statements.

5. Each Proposer and Subcontractor must complete and include Appendix A: Form C. Each vendor must provide exactly ten (10) references. References should be provided only for active installations (i.e., systems that are currently being implemented should not be provided). Additionally, vendor shall provide a complete list of current customers within the State of Missouri. Vendor shall also provide a list of customers who are cloud based if applicable. If bidding Option #1 (both CAD and RMS), provide 10 references for each application installation; in the event a reference is for both a CAD and RMS installation, that reference may be used twice.

6. Include definitions for all acronyms used within Appendix A: Form C.

**Proposal Section 3: System Architecture**

System Diagram

1. Provide a diagram of the proposed System architecture. The diagram should include an overall representation of the computing environment, network, peripherals, workstations, mobile data components and interface points.

    Note: Any locally installed components that may be required must be listed in Hardware Costs section of the Cost Proposal and must be included in the diagram and vice versa.

2. Provide an overview of the hardware components, if any, that must be locally installed.

Performance and Reliability

3. Describe any impact to systems that will occur during software upgrades or updates.

4. What level of availability will be guaranteed for the System?

5. What features are provided that would prevent a user from running a complex query that may adversely affect system performance (e.g., security permissions, separate reporting server)?

6. What level of system performance will be guaranteed for system transactions?

    a. How will speeds of the application be logged and tested?

    b. What remedies will be provided to the City in the event the speed of the application is not meeting agreed-upon expectations?

### Local Data Back-Up and Access

7. Describe the Proposer's recommended approach for maintaining a local copy of the system's data.

8. Will the City be provided back-end database access? Describe how it will be provided.

### Geofile

9. Provide an overview of the process by which GIS source data is initially uploaded into the CAD application.

10. Provide an overview of the process by which the geofile is updated following initial upload.

11. What are the required feature sets required to provide the desired functionality?

12. What utilities are provided to manage the CAD geofile?

13. Can the system integrate with internet map service programs (e.g., Google Earth, Bing maps)?

14. Describe how attributes are maintained in regard to using the geofile for dispatching purposes. For example, for attributes sourced in the City's GIS data (e.g., speed limits, overpass heights), will they be transferred into the System's geofile or will the City have to manually manage these attributes in the System?

15. What is the impact to the system or client when the system's geospatial data is being updated? For example, is the system taken offline?

16. Does the system adhere to NENA addressing conventions/standards?

### Network Compatibility

17. Describe the minimum and optimal network connectivity requirements (e.g., number, types and speed of connections) that will be necessary to provide connectivity for the Proposed application(s).

### Cloud-Architecture (if applicable)

18. Describe how the solution will provide full dispatch functionality in the event that network connectivity is lost.

19. Will the data reside in a CJIS compliant environment?

20. What environment will it reside in (e.g., Azure, AWS)?

21. Is the proposed solution ISO 27001 certified?

22. Is the proposed solution compliant with FIPS 140-2?

23. How is data protected in transit? At rest?

24. Will the City's data remain isolated from other agency's data?

25. Will any data be locally stored, or will it all remain in the Cloud?

26. Are there any restrictions or costs related to accessing the City's data?

27. In the event the City transitions away from your platform (following go-live), are there any limitations to accessing the City's data for data migration purposes?

28. Describe the process for extracting data from the solution for ad hoc reporting and analytics, specifically stating the steps required to extract the data and the amount of data that is accessible to the agency, without requiring vendor intervention.

### Security Features

29. The proposed solution must be compliant with the requirements (to include logging and auditing) defined by the FBI CJIS Security Policy and other relevant State departments. Describe how the system meets those requirements as well as the process for maintaining compliance as they evolve over the lifetime of the system.

    a. Will your firm commit to meeting all CJIS requirements over the lifetime of the system, and incorporate any required changes at no cost to the City?

30. Describe how the system meets CJIS security requirements for data in transit?

31. Describe the cybersecurity hardening and testing your solution has undergone. Provide any recommendations or requirements for securing the system and networks to include local, wide-area and wireless broadband networks.

32. Describe the proposed solution's ability to and recommended approach for support of Multi-Factor Authentication.

33. Describe to what level of depth (field, screen, module, etc.) security and permissions may be controlled within an application module.

34. Describe the auditing capabilities of the System (include screenshots).

35. Describe how the proposed System manages user passwords and unsuccessful log-on attempts.

36. Describe how the system will integrate with the City Active Directory?

## Proposal Section 4:  System Functionality and Integration

Use the Excel Workbook provided in Appendix B to indicate how Proposer can satisfy the desired functional requirements. The Proposer must complete the spreadsheet but must not modify or alter the workbook format in any manner except to provide responses where requested. Modification or alteration of the workbook format may result in rejection of the proposal. The Proposer should include the workbook in electronic format on a flash drive and leave the workbook as an Excel file. Instructions on how to complete the workbook are included in Appendix B.  Please note that responses must be for existing functionality that can be demonstrated at a current installation.  Responses should not pertain to beta software.

### Interfaces, Integration and Functionality

1. Complete and include the Interface Identification Form (Appendix A: Form D) for each proposed interface.  If an Interface Identification Form is not provided for an interface, the City will assume that it is not included in the proposed solution.

2. It is likely that the City will require additional interfaces over the lifetime of the application. As such:

a. What is the Proposer's approach to simplifying and supporting the development, installation and maintenance of interfaces developed after the contracted system has been implemented?

b. Is a repository or data warehouse offered that will support a data dump from the proposed applications that would allow third-party applications to query the database?

c. What training is provided for users to develop unique third-party interfaces?

3. Does the System incorporate open data sharing models and standards such as the National Information Exchange Model (NIEM)?

4. What occurs in the event a record is deleted?

a. Can the record be recovered?

b. Are there are any restriction on its recovery? For example, must the deletion be undone within a certain time parameter?

c. What happens in the event a query is deleted? Can that query be recovered?

d. Explain in detail the record recovery procedure.

5. Regarding call times, what happens in the event a unit is pre-empted? How are call-times impacted? Provide a report that shows an office responding to a call and is pre-empted, as well as the original call record (i.e., showing another unit responding and their corresponding call times).

6. Does the system have any functions that can automatically account for a user's activity? For example, does the system automatically record when an officer begins their report up until submission? Provide examples if possible.

7. The Department is interested in tracking a unit's obligated vs. unobligated time. How does the system account for this – is it based on a unit's status in CAD? How are reports generated by officer and by department?

8. How is racial profiling information captured within the system?

a. Can the system support an automatic notification/prompt to the officer that, upon completion of a traffic stop, they are required to complete a racial profiling report? Provide screenshots.

b. Does the system already have the ability to submit annual racial profiling reports as required by the State of Missouri?

9. Describe the system's ability to perform batch updates, with particular emphasis on property entry and returns regarding chain of custody.

10. What third party Property and Evidence systems has your system interfaced to? Provide references and description of how these third party interfaces functionally operate.

**Proposal Section 5: System Testing and Acceptance**

1. The City requires a review process to verify the Proposer's responses to all of the functional requirements and to confirm that the proposed software meets defined user requirements **prior to** contract execution. Describe your approach to confirming requirements,

determining modifications necessary to meet the City's specifications and then addressing those modifications.

2. Provide a general overview of the roles and responsibilities of the City and Proposer in designing and executing test plans.

The City desires Functional as well as Reliability and Performance Testing. Please note these tests include interfaces as well as system integration. The following questions are specific to each test:

### Functional Testing

3. Describe how each requirement will be tested.

4. Describe how each interface will be tested.

5. Who will be responsible for writing the test scripts for each requirement?

6. Who will be responsible for conducting the test scripts?

7. At what point in the implementation will this step occur?

8. Are there any limitations on time for completion of testing?

9. In the event that a functional requirement cannot be met, what is the remediation process that will be taken?

### Performance Testing

10. What System performance requirements (i.e., transaction times) will be utilized for baseline performance testing?

11. What system tools will be provided to measure the performance of the system as compared to the agreed-upon standards?

12. Will the Proposer agree to meet these performance requirements over the lifetime of the System?

13. How will the Performance Testing incorporate Stress Testing?

### Reliability Testing

14. For how long will the performance and reliability period last? The City desires a reliability period of 6 months.

15. Describe the process should the system fail during the reliability test period, as well as actions that will be taken by the Proposer (including time frames), as well as its effect on the length of the testing period (i.e., will testing be restarted, paused).

    a. Are any actions unique to the severity of the error?

16. In the event the application continually fails to pass the reliability test period, what remedies are guaranteed to the City?

    a. Are there a specific number of times the application must fail in order to meet those remedies?

## Proposal Section 6: Implementation

<u>Project Management</u>

1. Provide a detailed Work Breakdown Structure (WBS) and corresponding WBS Dictionary of the entirety of the project.

2. Include in this section a Statement of Work that breaks down the System implementation by tasks and delineates Proposer and the City's responsibilities within each task.

3. Provide a list of all deliverables that will be provided over the course of the project. Each deliverable listed should note the corresponding phase for which it pertains.

4. Include in this section a realistic implementation project schedule. For simplicity, assume a January 1 start date.

5. The implementation of new software is likely to greatly alter the City's business practices.

    a. Describe the process by which the Proposer will work with the City to identify and review current business processes and provide recommendations to improve overall officer efficiency by leveraging the functionality of the System.

    b. What specific documentation will be provided to the City both during and after implementation regarding current and future business processes?

    c. Provide sample documentation of a previous client in which a business process was analyzed and a new process was developed leveraging the proposed software.

<u>Project Team</u>

6. Provide a resume of the proposed project manager who will be the primary point of contact for the duration of the project through formal project acceptance. Note that this individual must be available for oral interviews.

    a. Provide resumes of other key personnel that will be involved in the project.

7. Any personnel from the successful Proposer working directly on the project, or any third-party who may be contracted to work on the project by the successful proposer may be subject to a background investigation and fingerprint check before being allowed to work with the City on the proposed system. Is there any reason that Proposer would object to this condition of the Contract?

8. Describe the process and actions available to the City should the assigned project manager not meet the performance expectations of the City, what alternatives are available to the City?

9. What is the expected level of on-site staff for this project?

10. Provide a description of the City personnel required to implement the proposed system.

<u>Legacy Data Access</u>

11. The ability to access legacy data is required, either by having that data available in the new system or available for querying purposes. The City is open to alternative proposals, and expects to rely on the Proposer's experience with accessing legacy data from its current system to identify the most effective manner in which to access the data. Provide a proposal for accessing legacy data. The proposal should describe:

    a. Multiple approaches and the advantages and disadvantages of each approach

b. Recommended approach

c. Proposer's experience with the recommended approach

d. Include costs for each approach as options in the Cost Proposal.

Documentation

12. What documentation will be provided as part of this Project?

13. Is the System documentation consistent with instructions supplied by the online help for the proposed Software Applications? Describe any inconsistencies.

14. Will all documentation be tailored to include City-specific configuration, requirements or functionality developed during the implementation process?

15. Does the Proposer provide FAQs, cheat sheets or similar documentation?

a. Is this documentation available on hardcopy or available electronically within the application?

b. If it is available within the application electronically, can those forms be modified by the City?

Training

16. Provide a training plan. Include the key elements of the Proposer's training approach, including the approach to providing System, Software Application and System Administration training.

17. Complete the Training Hours Form (Appendix A: Form E) to provide a description of classes, including:

18. In total, how many hours are proposed for:

a. CAD end-users

b. Mobile end-users

c. Patrol and Supervisors (Report Writing)

d. RMS Super Users

e. Other (Describe)

19. Does the Proposer provide refresher training?

a. Are costs included as part of annual maintenance, or are they at additional cost?

20. Does the Proposer provide any web-based training options?

21. What level of flexibility will the City have in determining how to best use the proposed training hours?

## Proposal Section 7:  Customer Support, Warranty and Maintenance

Customer Support

1. Describe Customer Support options that will be provided to the City.

2. Does the Proposer support User Groups?  If so, describe the user group process as it pertains to future product enhancements.

3. Describe the Proposer's support procedures utilizing the table below. "Priority Level" refers to the categorizing issues; "Description" refers to the definition of the applicable priority; "Response Time" refers to the time when the Proposer will reply to the City's request; and "Resolution Time" refers to the time it will take for the issue to be remedied.

| Priority Level | Description | Response Time | Resolution Time |
|---|---|---|---|
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

4. The City does not expect to pay for service it is not receiving and will expect reduction in future maintenance fees for errors not resolved in a timely manner. Explain the compensation the Proposer will offer for:

    a. Errors not remedied within an agreed upon number of hours within a given quarter

    b. Errors not remedied within an agreed upon number of hours of a given year

    c. Errors not remedied with the next release fix

Software License Agreement

1. Provide in this section a copy of the Proposer's Software License Agreement

2. Does the Proposer warrant that the implemented System will conform with its responses to the functional requirements in this RFP and as well as agreed upon performance metrics?

    a. If not, explain.

3. What is the process for delivery and installation of fixes, upgrades, and new releases, specifically:

    a. How often does the Proposer provide software updates and enhancements?

    b. How are changes to software tested and documented?

    c. Will interfaces be upgraded along with the applications? If so, how will Proposer ensure that interfaces are not broken or compromised?

4. How are system updates and enhancements managed?

5. Are updates provided to meet changes in federal and state requirements?

    a. Is there an additional charge for these updates?

    b. If there are additional charges, how are they determined?

6. What training assistance for updates is provided?

## Proposal Section 8: Contract Provisions

1. The successful Proposer will be required to abide by the Terms and Conditions contained within this RFP.

    a. Does the Proposer agree to incorporate the City's Terms and Conditions as contained within this RFP? Identify any section(s) to which the Proposer is taking exception, and describe the exception taken and suggested wording for any exception taken.

2.  In addition to the signed Terms and Conditions and Software License Agreement, are any other contractual documents proposed? Please note that this question does not include the RFP, your company's response to the RFP, and any addenda issued.

## Proposal Section 9: Cost Proposal

The Cost Proposal must be submitted separately from the Functional Proposal. Failure to submit a separate Cost Proposal file may result in disqualification of the entire proposal. Please note that:

✦ Proposals must be for a fixed price solution.

✦ All costs for every component referred to in the proposal, including options, must be included in the cost proposal.

✦ Costs must be unbundled and separately listed. Proposals that do not detail specific costs on the provided forms may be considered non-responsive.

✦ The Proposer shall bear the onus of any errors made in pricing the services (e.g., omitting a component of the services).

✦ Should the Proposer have failed to either include in the price, or to deliver to the City, any component necessary to perform the functionality or provide services as proposed in the RFP, the Proposer shall be required to provide same at the Proposer's own expense.

The first four (4) subsections require using provided forms to present a detailed breakdown and summary costs by categories for the following proposed System components:

a.  Hardware

b.  Application Software

c.  Implementation Costs

d.  Optional Costs

The fifth subsection summarizes the total one-time costs, and the sixth subsection identifies recurring system costs for the following four (4) years.

Hardware

1.  Using the Hardware Cost Form provided in Appendix A: Form F, list all required hardware, if any.

Please note that while the City reserves the right to purchase hardware elsewhere, any hardware necessary for the application should be listed with corresponding costs.

Application Software Costs

2.  Using the Application Software Cost Form provided in Appendix A: Form G., list all proposed Application Software.

a.  The Application Software Cost Form includes six (6) tables that must be completed if applicable. If the application is not provided fill the table in with NA:

o  Table 1: CAD Application Cost

o  Table 2: Mobile Application Cost

- o Table 3: RMS Application Cost

- o Table 4: Interface Costs

- o Table 5: Other Module/Component Costs

- o Table 6: Total Application Software Cost

b. All costs required to provide the software functionality requested in this RFP must be included in these tables. The Proposer will be responsible for any costs not accounted for in these tables.

c. The "Year 1 Cost" should represent the first year/implementation year cost.

d. The "Recurring Cost" should represent the annual recurring cost (for the first applicable year).

e. All interfaces included on the Interface Identification Form must be included on the Application Software Cost Form. If there is no cost, please indicate as such. Any interfaces that are additional and not requested should be added to rows at the bottom of the form. Note that the costs associated with interfaces include all costs associated with the development, testing and deployment of the defined interface.

Implementation Costs

3. Use the Implementation Cost Form provided in Appendix A: Form H to describe and list all the costs that would be associated with implementation of the Proposed System, including, but not limited to the following:

a. Hardware installation

b. System build and configuration

c. Project management

d. End-user training

e. Testing

f. Travel

g. Any other costs (describe)

Data conversion options should not be included in this section. Note that costs not identified will not be accepted in a final Contract.

Optional Costs

4. Use the Optional Cost Form provided in Appendix A: Form I to describe and list all optional cost items that could be associated with implementation of the System.

a. The Proposer must provide a cost for any proposed software modifications required to meet functional requirements. If a cost is not provided, it will be assumed that there is not a cost for the modification. If ultimately there will be a cost, the Proposer will be responsible for that cost.

b. Include data conversion options within this section.

c. Please note, Optional Costs should not be included when totaling any costs, as described in the following subsections.

Total One Time Costs

5. Using the Total One Time Cost Form provided in Appendix A: Form J, present a summary of all one-time costs for the proposed System. Any subtotals carried forward to this form should agree with the corresponding detail forms.

Recurring Costs Summary

6. Using the Recurring Cost Form provided in Appendix A: Form K, present a summary of all recurring costs for the proposed System. Any subtotals carried forward to this form should agree with the corresponding detail forms.

Hourly Rates

7. What hourly rates are proposed as part of this Contract? Note that these rates must be guaranteed for at least two years from date of contract signing.

Payment Schedule

8. The City expects the following payment schedule outlined below. Does the Proposer accept these terms?  If not, explain any exceptions and propose alternatives.

   a.  10% Upon Approval of Project Plan

   b.  25% Upon Completion of Functional Testing

   c.  20% Upon Completion of Training

   d.  20% Upon Completion of Go-Live

   e.  10% Upon Final System Acceptance

   f.  15% Upon 3 Months Successful Submission of MIBRS information to the State (Error rate less than 3%)

## Form 1: PROPOSAL FORM

Signature of proposer indicates that the proposer understands and will comply with all terms and conditions and all other specifications made a part of this Request for Proposals and any subsequent award or contract. All terms, conditions and representations made in this invitation will become an integral part of the contract.

In compliance with this Request for Proposal Number 22-068 and to all the conditions imposed herein, the undersigned offers and agrees to provide public safety systems for the City of O'Fallon in accordance with the scope of services and intent of the request for proposals contained herein.

Proposal Form shall be attached to respondent's proposal.

Indicate whether:  ( ) Individual;  ( ) Partnership;  ( ) Corporation

Incorporated in the State of: _____

COMPANY: _____  SIGNATURE: _____

ADDRESS: _____  NAME: _____

CITY: _____  TITLE: _____

STATE/ZIP: _____  PHONE NO.: _____

TAX ID NO.: _____  DATE: _____

EMAIL: _____

| Acknowledge the receipt of addenda by initialing box below as appropriate. |
|---|
| Addenda 1 _____    Addenda 2 _____    Addenda 3 _____    Addenda 4 _____ |

# Form 2: WORKER ELIGIBILITY VERIFICATOIN AFFIDAVIT

STATE OF _____ )                COUNTY OF _____ )

On the _____ day of _____, 20____, before me appeared _____,
Affiant name
personally known to me or proved to me on the basis of satisfactory evidence to be a person whose name is
subscribed to this affidavit, who being by me duly sworn, stated as follows:

- I, the Affiant, am of sound mind, capable of making this affidavit, and personally certify the facts herein stated, as required by Section 285.530, RSMo, to enter into any contract agreement with the City to perform any job, task, employment, labor, personal services, or any other activity for which compensation is provided, expected, or due, including but not limited to all activities conducted by business entities.

- I, the Affiant, am the _____ of _____, and I am duly
  title                                    business name
authorized, directed, and/or empowered to act officially and properly on behalf of this business entity.

- I, the Affiant, hereby affirm and warrant that the aforementioned business entity is enrolled in a federal work authorization program operated by the United States Department of Homeland Security, and the aforementioned business entity shall participate in said program to verify the employment eligibility of newly hired employees working in connection with any services contracted by the City of O'Fallon. I have attached documentation to this affidavit to evidence enrollment/participation by the aforementioned business entity in a federal work authorization program, as required by Section 285.530, RSMo.

- I, the Affiant, also hereby affirm and warrant that the aforementioned business entity does not and shall not knowingly employ, in connection with any services contracted by the City, any alien who does not have the legal right or authorization under federal law to work in the United States, as defined in 8 U.S.C. § 1324a(h)(3).

- I, the Affiant, am aware and recognize that, unless certain contract and affidavit conditions are satisfied pursuant to Section 285.530, RSMo, the aforementioned business entity may be held liable under Sections 285.525 through 285.550, RSMo, for subcontractors that knowingly employ or continue to employ any unauthorized alien to work within the state of Missouri.

- I, the Affiant, acknowledge that I am signing this affidavit as a free act and deed of the aforementioned business entity and not under duress.

- 

_____
Affiant Signature

Subscribed and sworn to before me in _____, _____, the day and year first above-written.
                                     city (or county)        state

My commission expires:              _____
                                    Notary Public

*[Attach documentation of enrollment/participation in a federal work authorization program]*

# Appendix A: Proposal Response Forms

Several sections of the RFP require the use of Response Forms, which are provided in this Appendix. **The Proposer must use the Response Forms when indicated and include in the appropriate section.** Unless otherwise instructed, do not retype or alter these forms.

**Form A: Proposer/Subcontractor Information**

*Complete a copy of this form for each Proposer and Subcontractor.*

1. Proposer/Subcontractor Name:

2. Prime Proposer?  ____ Yes ____ No

3. Describe the nature of the Proposer's organization (individual, partnership or corporation; private or public; profit or non-profit).

4. Headquarters Address:

5. Identify the Proposer Representatives for this Proposal. Include the telephone number, email address and mailing address for each designated representative.

6. List other businesses in which the company is involved.

7. Is the company a subsidiary or owned by a larger company? If so, describe the parent company and the relationship of the company to the parent company.

8. How many employees does this company have?

9. Has the Proposer or Subcontractor been involved in litigation completed (or currently involved in litigation) within the past five years? If so, state for each case of litigation:

    a. The nature of the litigation

    b. Whether the case settled or went to trial

    c. The outcome of the litigation, unless it was governed by a confidentiality agreement (if so, please indicate as such)

**Form B:  Proposer Financial Qualifications**

1.  What was the Proposer's annual gross revenue and net profit during the last three fiscal years?

| | **Annual Gross Revenue** | **Net Profit** |
|---|---|---|
| Fiscal Year ____ | | |
| Fiscal Year ____ | | |
| Fiscal Year ____ | | |

2.  Provide the following for at least one bank reference.

**Bank Name:** _____

**Address:** _____

_____

_____

_____

**Phone:** _____

**Contact:** _____

3.  Provide the Proposer's Dun & Bradstreet Number: _____

## Form C:  Reference Form

*Complete a copy of this form for each Proposer and Subcontractor.  Add additional rows as needed.*

| | Agency Name and Contact Information | Population Served | Annual CFS and/or Annual Incident Reports | Number of Sworn Officers | Current Version | Cloud or On-Premise Installation? | Original Installation Date | Interfaces |
|---|---|---|---|---|---|---|---|---|
| 1. | | | | | | | | |
| 2. | | | | | | | | |
| 3. | | | | | | | | |
| 4. | | | | | | | | |
| 5. | | | | | | | | |
| 6. | | | | | | | | |
| 7. | | | | | | | | |
| 8. | | | | | | | | |
| 9. | | | | | | | | |
| 10. | | | | | | | | |

**Form D:  Interface Identification Form**

Describe Proposer's approach toward and specific experience in supporting each interface.  Include any assumptions or constraints regarding successful interface completion.  Note whether the interface deployment is operational, under development or not available.  Describe services provided and any assumptions regarding working with the interfacing organization to develop the interface.

*Make a copy of this form for each interface.  If a form is not included for an interface, it will be assumed that the Proposer cannot provide that interface.*

| Interface Name: | Interface Description: | | | |
|---|---|---|---|---|
| Number of Sites: | Date Initially Installed: | Operational Status: | Direction (one-way, two-way): | Language or Tool Used: |
| **Proposed Approach /Assumptions/Constraints/Services Provided:** | | | | |
| **Reference (If Proposer has implemented an interface for a similar interface to the one requested, it must be clearly indicated):** | | | | |

37

**Form E:  Training Hours Form**

Indicate the on-site and off-site training hours for application software training, system administrator training, and any other training provided.  The Cost Proposal must reflect the training hours proposed in this table, as well as any separately priced optional training. *Make as many copies of this form or add rows as needed.*

| Class Description | Number of Participants | Method of Delivery (e.g., classroom, web) | Total Classes | Total Hours |
|---|---|---|---|---|
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Totals:** |  |  |  |  |

**Form F:  Hardware Cost Form**

The Proposer will supply all necessary hardware and system software to ensure that the application software provided by the Proposer will perform at its optimum capabilities.  The City reserves the right to purchase hardware from sources other than the proposer.  *Make as many copies of this table or add rows as needed to ensure all costs are included.*

| Component Description | Make/Model, Part # | Qty. | Total Purchase Cost |
|---|---|---|---|
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  | **Total Hardware Cost:** |  |  |

**Form G: Application Software Cost Forms**

Use this form to identify costs associated with each application included in the System. *Make additional copies of each table or add rows as needed to ensure that all costs are provided for all Application software.*

**Table 1: CAD Application Costs**

| CAD Application Component | Licensing Option (e.g., Concurrent, User, Site) | Number of Licenses | Cost Per License | Year 1 Cost | Recurring Cost |
|---|---|---|---|---|---|
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| CAD Subtotal: |  |  |  |  |  |

**Table 2: Mobile Application Costs**

| Mobile Application Component | Licensing Option (e.g., Concurrent, User, Site) | Number of Licenses | Cost Per License | Year 1 Cost | Recurring Cost |
|---|---|---|---|---|---|
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Mobile Subtotal:** |  |  |  |  |  |

**Table 3: RMS Application Costs**

| RMS Application Component | Licensing Option (e.g., Concurrent, User, Site) | Number of Licenses | Cost Per License | Year 1 Cost | Recurring Cost |
|---|---|---|---|---|---|
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **RMS Subtotal:** |  |  |  |  |  |

**Table 4: Interface Costs**

| Interface | Total Cost | Year 1 Cost | Recurring Cost |
|---|---|---|---|
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Interface Subtotal:** |  |  |  |

**Table 5: Other Module/Component Costs**

| Module/Component | Licensing Option (e.g., Concurrent, User, Site) | Number of Licenses | Cost Per License | Year 1 Cost | Recurring Cost |
|---|---|---|---|---|---|
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Other Subtotal:** |  |  |  |  |  |

**Table 6: Total Application Costs**

| | Year 1 Cost | Recurring Cost |
|---|---|---|
| CAD Cost | | |
| Mobile Cost | | |
| RMS Cost | | |
| Interface Cost | | |
| Other Module/Component Cost | | |
| Total Application Software Cost: | | |

**Form H: Implementation Cost Form**

Use this form to describe and list all other costs that would be associated with implementation of your System. Costs not identified will not be accepted in a final Contract. *Make additional copies of this form or add rows as necessary to include all costs.*

| Item | Cost |
|---|---|
| Hardware Installation | |
| System Build/Configuration | |
| Project Management | |
| End-User Training | |
| Testing | |
| Travel | |
| Other: (describe) | |
| **Total Implementation Costs:** | |

**Form I: Optional Costs**

Use this form to describe and list all optional cost items that could be associated with implementation of the System. Where applicable, identify the section of the Proposal that refers to the listed optional item. *Make additional copies of this form or add rows as necessary to include all costs.*

| Optional Items | Proposal Section Reference | Year 1 Cost | Recurring Cost |
|---|---|---|---|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

**Form J: Total One Time Cost Form**

Provide a summary of all one-time costs for the proposed System. Any subtotals carried forward to this page should agree with the corresponding detail pages.

| Item | One Time Cost |
|---|---|
| **Hardware** | |
| **Application Software** | |
| **Implementation** | |
| **Total <u>Not To Exceed</u> One Time Cost (Excluding Options)** | |

**Form K: Recurring Costs Summary Form**

Use this form to provide a summary of all recurring costs for the proposed System for the optional four (4) years of ownership. Year 2 beginning after twelve months of continuous operations following Final System Acceptance. Any subtotals carried forward to this page should agree with the corresponding detail pages.

| Item | Recurring Cost Year 2 | Recurring Cost Year 3 | Recurring Cost Year 4 | Recurring Cost Year 5 |
|---|---|---|---|---|
| Hardware Maintenance | | | | |
| System Software Maintenance | | | | |
| Application Software Maintenance | | | | |
| Other Recurring Costs | | | | |
| Total Annual Recurring Costs (Excluding Options) | | | | |
| Optional Recurring Costs | | | | |

# Appendix B: Functional Requirements

Appendix B is an Excel workbook that must be completed and returned with the proposal. Due to system constraints, it is not included in this document and must be requested upon a separate request.

To obtain a copy of the Excel file, please send a request via email to the following:

Christine Grabin, Purchasing Agent
cgrabin@ofallon.mo.us

Submitted proposals that do not contain the completed Excel file will not be considered.