



# REQUEST FOR PROPOSALS

City of Newport News

RFP #2014-1237-0249

## Commonwealth's Attorney Case Management Software

August 7, 2014

Office of the Purchasing Director

2400 Washington Avenue, 4<sup>th</sup> Floor

Newport News, VA 23607

Phone: (757) 926-8721/Fax: (757) 926-8038

[www.nngov.com/purchasing](http://www.nngov.com/purchasing)

Sealed proposals, subject to the conditions and instructions contained herein, will be received at the above office of the Purchasing Director, 4th Floor, City Hall, 2400 Washington Avenue, Newport News, Virginia, 23607, until the time and date shown below (local prevailing time), for furnishing the items or services described in the proposal.

**Scope of Work:** To provide, install, configure Case Management Software. The software shall be a centralized system for gathering and managing information on the elements of court cases and using the information to manage caseload. The selected firm shall also convert existing data and provide training on the use of the software.

**Proposal Due:** September 3, 2013 at Close of Business Day (COB)

**Contract Officer:**

Greg Smith, C.P.M., CPPB, Business Analyst C, (757) 926-8035, email: [gsmith@nngov.com](mailto:gsmith@nngov.com)  
and copy Feleasha Sherfy, Assistant Buyer (757) 926-8032, email: [fsherfy@nngov.com](mailto:fsherfy@nngov.com)

**AN ORIGINAL AND THREE (3) COPIES OF YOUR SUBMITTAL ARE REQUESTED**

In compliance with this Request for Proposals, and subject to all the conditions thereof, the undersigned offers to furnish the items or services requested and certify he has read, understands, and agrees to all terms, conditions, and requirements of this proposal and is authorized to contract on behalf of the firm named below.

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

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

City/State/Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ FAX No.: \_\_\_\_\_

E-mail: \_\_\_\_\_

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

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

*This Form Must Be Signed.*

## Conditions and Instructions

Rev. 05-29-2012

1. All proposals shall be submitted on and in accordance with this form. If more space is required to furnish a description of the commodities and/or services offered or delivery terms, the offeror may attach a letter hereto that will be made a part of the proposal. In case of conflict, the proposal may be deemed non-responsive. The City's published specifications shall supersede any additional writings submitted with the offer. Such writings should be clearly marked and noted on the exception page.
2. It will be the responsibility of the offeror to see that its proposal is in this office by the specified time and date. Date of postmark will not be considered. Telephone, electronic, fax, and verbal offers will not be accepted.
3. Prices, if requested, should be stated in units of quantity specified, less federal, state, and local taxes.
4. The offeror certifies by signing this proposal that this proposal is made without prior understanding, agreement or accord with any other person or firm submitting a proposal for the same product or service and that this proposal is in all respects bona fide, fair, and not the result of any act of fraud or collusion with another person or firm engaged in the same line of business or commerce. Any false statement hereunder may constitute a felony and can result in a fine and imprisonment as well as civil damages.
5. In event of breach by the offeror, the City reserves the right to procure the commodities and/or services from other sources, and hold the offeror liable for any excess cost occasioned thereby. If, however, public necessity requires use of materials or supplies not conforming to the specifications, they may be accepted and payment therefore shall be made at a proper reduction in price.
6. Availability of Funds: A contract shall be deemed executory only to the extent of appropriations available to each Department for the purchase of such articles or services. The City's extended obligations on those contracts that envision extended funding through successive fiscal periods shall be contingent upon actual appropriations for the following years.
7. **Hold Harmless and Indemnification:** The offeror shall defend, indemnify and hold the City, and City's employees, agents, and volunteers, harmless, from and against any and all damage claim, liability, cost, or expense (including, without limitation, attorney's fees and court costs) of every kind and nature (including, without limitation, those arising from any injury or damage to any person, property or business) incurred by or claimed against the offeror, its employees, agents, and volunteers, or incurred by or claimed against the City, City's employees, agents, and volunteers, arising out of, or in connection with, the performance of all services hereunder by the offeror. This indemnification and hold harmless includes, but is not limited to, any financial or

other loss including, but not limited to, any adverse regulatory, agency or administrative sanctions or civil penalties, incurred by the City due to the negligent, fraudulent or criminal acts of the offeror or any of the offeror's officers, shareholders, employees, agents, contractors, subcontractors, or any other person or entity acting on behalf of the offeror. Unless otherwise provided by law, the offeror indemnification obligations hereunder shall not be limited in any way by the amount or type of damages, compensation, or benefits payable by or for the offeror under worker's compensation acts, disability benefit acts, other employee benefit acts, or benefits payable under any insurance policy. This paragraph shall survive the termination of the contract including any renewal or extension thereof.

8. The offeror agrees to defend and save the City, its agents, officials, employees, and volunteers, harmless from liability of any nature or kind, for use of any copyright, composition, secret process, patented or unpatented invention, articles or appliances furnished or used in the performance of the contract, or which the offeror is not the patentee, assignee, or licensee, to the same extent as provided in the above paragraph.
9. All proposals must be signed with the firm name and by an authorized officer or employee. The offeror agrees that it will perform all services and provide all goods in strict conformance with the contract documents.
10. By signing this proposal, the offeror assigns to the City of Newport News any and all rights that it may have under the antitrust laws of the United States and the Commonwealth of Virginia in any way arising from or pertaining to this offer. This provision is remedial in nature and is to be liberally construed by any court in favor of the City of Newport News.
11. Appeals Procedure: Upon request, administrative appeals information will be provided which shall be used for hearing protests of a decision to award or an award, appeals from refusals to allow withdrawal of proposals, appeals from disqualifications and determinations of non-responsibility and appeals from decisions or disputes arising during the performance of a contract. To be timely, all appeals shall be made within the time periods set forth in the City Code.
12. **Non-Discrimination:** During the performance of this contract, the successful offeror agrees as follows:
  - a. It will not discriminate against any employees or applicants for employment because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by federal or state law relating to discrimination in employment, except where one or more of these are a bona fide occupational qualification reasonable necessary to the normal operations of the offeror. The offeror agrees to post in conspicuous places available to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause.

- b. The offeror will be and state that it is an equal opportunity employer in all solicitations or advertisements for employees.
- c. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.

The offeror will include the provisions of the foregoing paragraphs, (a), (b) and (c) in every subcontract or purchase order of over ten thousand dollars so that the provisions will be binding upon each subcontractor or vendor.

During the performance of this contract, the offeror agrees to (i) provide a drug-free workplace for the offeror's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violations of prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the offeror that the offeror maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

For the purposes of this subsection, "drug-free workplace" means a site for the performance of work done in connection with a specific contract awarded to an offeror in accordance with this subsection, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.

- 13. This public body does not discriminate against faith-based organizations**
- 14. Direct contact with City Departments, other than Purchasing, on the subject of this proposal is expressly forbidden except with the foreknowledge and permission of the contracting officer.**
- 15. Assignment of Contract: A contract shall not be assignable by the offeror in whole or in part without the written consent of the City of Newport News.**
- 16. If authorized by the offeror, the resultant contract(s) may be extended to any jurisdiction within the Commonwealth of Virginia to purchase at contract prices in accordance with contract terms. Any jurisdiction using such contracts shall place its own order(s) directly with the successful offeror(s). The City of Newport News acts only as the Contracting Agent and is not responsible for placement of orders, payment or discrepancies of the participating jurisdictions. It is the offeror's responsibility to notify the jurisdictions of the availability of contract(s). Offerors not desiring to sell to other jurisdictions under this clause shall so indicate in their response.**

17. **Governing Law and Venue:** This solicitation and any resulting contract is subject to the laws of the Commonwealth of Virginia and the Newport News City Code. Any litigation with respect thereto shall be brought in the courts of the City of Newport News, Virginia, or the United States District Court for the Eastern District of Virginia, Newport News Division.
18. These Conditions and Instructions shall be applicable to the extent that they do not contradict the terms and/or instructions on the following pages.
19. **The offeror certifies that it does not and shall not during the performance of the contract for goods or services in the Commonwealth, knowingly employ an unauthorized alien as defined in the federal Immigration Reform and Control Act of 1986, as amended.**
20. All bidders or offerors organized or authorized to transact business in the Commonwealth pursuant to Title 13.1 or Title 50, as amended, shall include the identification number issued to it by the State Corporation Commission. Any bidder or offeror that is not required to be authorized to transact business in the Commonwealth as a foreign business entity under Title 13.1 or Title 50, as amended, or as otherwise required by law shall include in its bid or proposal a statement describing why the bidder or offeror is not required to be so authorized.

**Number or Statement:** \_\_\_\_\_

Any business entity that enters into a contract with a public body pursuant to this chapter shall not allow its existence to lapse or its certificate of authority or registration to transact business in the Commonwealth, if so required under Title 13.1 or Title 50, as amended, to be revoked or cancelled at any time during the term of the contract. The City may void any contract with a business entity if the business entity fails to remain in compliance with the provisions of this section.

21. If City Hall is closed for business at the time scheduled for the proposal opening, the sealed proposal will be accepted and opened on the next business day of the City, at the originally scheduled hour.
22. If you have obtained this solicitation from our web page or from a source other than directly from the City of Newport News, it is the offeror's responsibility to check with our office prior to submitting your offer to ensure that you have a complete, up-to-date package. The Purchasing Department takes no responsibility to ensure any interested offeror has obtained any outstanding addenda.

The original copy maintained at our offices, in the bid/proposal file folder, shall be considered the official copy. In the case of any inconsistency between bid/proposal documents submitted to the City, but not clearly listed on the exception page of the document as an exception by the offeror, the language of the official copy shall

prevail. Furthermore, any exception or changes to the specifications made by the offeror may be cause to disqualify your bid/proposal.

23. **Contractor's License:** If any of the services promulgated under this solicitation consist of construction work, it is required under Title 54.1, Chapter 11, Code of Virginia for a contractor who performs or manages construction, removal, repair, or improvements when the total value referred to in a single contract or project is:

One hundred twenty thousand dollars (\$120,000) or more, or the total value of all such construction, removal, repair or improvements undertaken by such person within any twelve-month period is seven hundred fifty thousand dollars (\$750,000) or more shall show evidence of being licensed as a **Class A Contractor**.

Ten thousand dollars (\$10,000.00) or more, but less than one hundred twenty thousand dollars (\$120,000) or the total value of all such construction, removal, repair or improvements undertaken by such person within any twelve-month period is one hundred and fifty thousand dollars (\$150,000) or more, but less than seven hundred fifty thousand dollars (\$750,000) shall show evidence of being licensed as a **Class B Contractor**.

Over one thousand dollars (\$1,000) but less than ten thousand dollars (\$10,000) or the total value of all such construction, removal, repair, or improvements undertaken by such person within any twelve-month period is no more than one hundred and fifty thousand dollars (\$150,000) shall show evidence of being licensed as a **Class C Contractor**.

The City shall require master certification as a condition of licensure or certification of electrical, plumbing and heating, ventilation and air conditioning contractors.

A valid business license from the City may be required. The bidder shall complete whichever of the following notations as appropriate:

"Licensed Class A Virginia Contractor No. \_\_\_\_\_."

"Licensed Class B Virginia Contractor No. \_\_\_\_\_."

"Licensed Class C Virginia Contractor No. \_\_\_\_\_."

24. **Termination by the City or the Offeror, or both, for convenience:**

**A. For all contracts other than professional service agreements:**

The parties may terminate the contract at any time by mutual written agreement.

In addition, if the contract is an extended term contract, after completion of the first contract period, either party may terminate the contract without penalty or financial obligation, except that the parties remain liable for performance of all terms, conditions, and obligation through the date of termination. Written notice of

termination shall be given to the other party a minimum of thirty (30) days prior to its effective date.

**B. For professional service agreements:**

Refer to the provisions contained in the professional services agreement regarding termination.

**25. Termination of Cause (Applicable to contracts other than professional services agreements):**

In the event that the offeror shall for any reason or through any cause be in default of the terms, conditions, or obligations of the contract documents, the City may give the offeror written notice of such default and terminate the contract. All terms, conditions, and obligations of the contract documents are considered material.

The City may, in its discretion, provide the offeror an opportunity to cure the default, if curable, prior to termination. Unless a different duration is provided in the notice of default, the offeror shall have fourteen (14) calendar days to cure the default from the date such notice is mailed to the offeror, unless notification is by facsimile or personal delivery, in which case the opportunity to cure shall commence upon delivery of the notice. Upon failure of the offeror to cure the default the City may immediately terminate the contract effective as of the mailing or delivery of the default notice. If the City terminate the contract, the offeror shall remain liable for performance of all terms, conditions, and obligation through the date of termination. Termination by the City shall not constitute a waiver by the City of any other rights or remedies available to the City by law or contract.

26. These Conditions and Instructions are intended to apply to the resulting contract and shall supersede any conflicting terms offered. Any additional conditions, which an offeror requests or intends to be considered, must be submitted with the proposal for consideration and negotiation into a final contract document prior to an award. Contractual documents submitted by the successful firm after an award will not be accepted.

27. Failure of the offeror to perform the contract by reason of our non-acceptance of additional conditions submitted after the award, shall result in termination of the contract by the City, and may result in debarment of the offeror for a period of up to three years. Such actions taken by the City shall not release the offeror from additional remedies available to the City, which are allowed by law.

28. **Records and Inspection:** The offeror shall maintain full and accurate records with respect to all matters covered under this contract, including, without limitation, accounting records, written policies and procedures, time records, telephone records, and any other supporting evidence used to memorialize, reflect, and substantiate charges or fees related to this contract. The offeror's records shall be open to inspection and subject to audit

and/or reproduction, during normal working hours, by the City and its employees, agents or authorized representatives after giving at least three (3) days notice to offeror by the City. The City shall have access to such records from the effective date of this contract, for the duration of the contract, and for five (5) years after the date of final payment by the City to the offeror pursuant to this contract or any renewal or extension of this contract. The City's employees, agents or authorized representatives shall have access to the offeror's facilities, shall have access to all necessary records, and shall be provided adequate and appropriate work space, in order to conduct audits.

29. **Severability:** If any provision of this contract or the application thereof to any person or circumstances shall to any extent be invalid or unenforceable, the remainder of this contract, or the application of such provision to persons or circumstances other than those which it is invalid or unenforceable, shall not be affected hereby, and each provision of this contract shall be valid and enforced to the full extent permitted by law.
30. **Rights and Remedies Not Waived:** In no event shall the making by the City of any payment to the offeror, or the waiver by the City of any provision under this contract including any obligation of the offeror, constitute or be construed as a waiver by the City of any other provision, obligation, breach of covenant, or any default which may exist under this contract on the part of the offeror, and the making of any such payment by the City while any such breach or default exists shall not impair or prejudice any rights or remedies available to the City.
31. **It is the policy of the City of Newport News to facilitate the establishment, preservation, and strengthening of small businesses and businesses owned by women, minorities and service disabled veterans and to encourage their participation in the City's procurement activities. Toward that end, the City of Newport News encourages these firms to compete and encourages non-minority firms to provide for the participation of small businesses and businesses owned by women, minorities and service disabled veterans through partnerships, joint ventures, subcontracts, and other contractual opportunities. Offer is requested to complete the SMB, WBE, MBE and SDV Business Requirements form within this document.**
32. The City has a directory of Newport News Small, Women-owned, Minority and Service Disabled Veteran-owned (SWAM) businesses. The directory is available at [www.nngov.com/purchasing](http://www.nngov.com/purchasing).
33. **Independent Contractor:** The offeror and any employees, agents, or other persons or entities acting on behalf of the contractor shall act in an independent capacity and not as officers, employees, or agents of the City.
34. **Entire Agreement:** This contract and any additional or supplementary documents incorporated herein by reference contain all the terms and conditions agreed upon by the parties hereto, and no other agreements, oral or otherwise, regarding the subject matter of

this contract or any part thereof shall have any validity or bind any of the parties hereto. This contract shall not be modified, altered, changed or amended unless in writing and signed by the parties hereto.

35. **Conflict:** In the event of a conflict between the contract documents including these Conditions and Instructions, and the terms of a purchase order or related document issued by the Department of Purchasing, the contract documents shall control.

A final contract including a professional services agreement incorporates, and is subject to, the terms and conditions contained in the underlying request for proposals, and any addenda and attachments thereto. In the event of a conflict between the contract or professional services agreement and the request for proposals, addenda, and attachments thereto, the contract or professional services agreement shall control.

36. **Scheduling and Delays:** The parties to any contract resultant of this solicitation acknowledge that all or part of the work to be performed hereunder may be delayed and extended at the option of the City. Such delays may be caused by delays, denials and modifications of the various state or federal permits, or for other reasons. The City shall not be required to pay any of the Contractor's direct or indirect costs, or claims for compensation, extended overhead, or other damage or consequential damages arising out of or related to any delays or interruptions required or ordered by the City. If the City delays the project for any reason for a continuous period of ninety (90) days or more, the City and Contractor will negotiate a mutually agreeable adjustment to the Contractor's award amount. **Notwithstanding the above, in construction contracts, to the extent that an unreasonable delay is caused by the acts or omissions of the City due to causes within the City's control, the above waiver or release shall not apply.**

#### **QUESTIONS:**

Submit questions regarding the Request for Proposals via e-mail to Greg Smith, Business Analyst C, [gsmith@nngov.com](mailto:gsmith@nngov.com), and copy Feleasha Sherfy, Assistant Buyer, [fsherfy@nngov.com](mailto:fsherfy@nngov.com) on or **before 1:00 pm on August 27, 2013**. Questions must be submitted *in writing*; telephonic inquiries will not be considered.

## **SMALL, MINORITY, WOMEN-OWNED BUSINESS OBJECTIVES**

It is an important business objective of the City to promote the economic enhancement of small businesses (SBE), minority businesses (MBE), and women-owned businesses (WBE). The success of the City to track the amount of business received by SBE, MBE and WBE FIRMS (whether as a prime contractor or a subcontractor) is dependent upon the business community partnering with us in this important endeavor.

If you anticipate **sub-contracting** to any of these businesses in the performance of this contract, you are requested to individually report the total dollars for each business classification. Failure to report the dollars in the categories below may result in the application of stronger requirements being placed on bidders to assure that SBE, MBE and WBE firms receive benefits from City contracts.

**Complete the following information and return the form with your package.**

1. If you are a SBE, MBE or WBE, please check one of the following boxes:

SBE  MBE  WBE

2. In the spaces below, report the anticipated dollars that you intend to subcontract to each business type if a contract is awarded to your firm. (If you do not intend to subcontract any work to others, even if you are a S/M/WBE, put zeros in the spaces below).

Sub-contractor:

Total **SBE** Dollars to be Sub-contracted \$ \_\_\_\_\_

Total **MBE** Dollars to be Sub-contracted \$ \_\_\_\_\_

Total **WBE** Dollars to be Sub-contracted \$ \_\_\_\_\_

3. If you are not a SBE, MBE, or WBE and you do not plan to utilize such firms in this contract, please state your reasons:

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For your convenience below is a link to the City's SWAM Directory of firms in Newport News.

[Download SWAM Directory of Firms Located in Newport News.](#)

This Minority Directory is made up of Newport News based SWAM (Small, Women and Minority) owned firms registered with our Department. They are listed by the type of work that they do. General contractors are encouraged to use these firms whenever possible on City contracts. While the City makes no claim as to their skills or suitability, we feel this could be a starting place for your search for SWAM firms. [Qualified firms not listed should contact the Purchasing Department].

## Scope

Case Management Software: The software shall be a centralized system for gathering and managing information on the elements of court cases and using the information to manage caseload. The software should track all aspects of a case from pretrial to final disposition. A case is defined as one or more criminal events committed by one person, if more than one person is to be prosecuted for a crime, a case will be opened for each person.

Contractor Responsibilities: The selected firm shall provide, install and configure the software. The firm shall also convert existing data and provide training on the use of the software.

### **I. Technical Specifications**

Each offeror must indicate compliance with the Technical Specifications listed in this section. Respond to each numbered item by entering the code show below to the right of the specification on the following pages. If additional information or clarification is required, these must be listed on a separate page with the specification section number indicated.

#### **THE CODES BELOW MUST BE USED:**

- C    COMPLY** – The requirement is included on the offeror's existing product, and that product is proposed, and included in the base cost of the proposal.
- O    OPTIONAL** – The requirement is included in the offeror's existing product, and that product is optioned in this proposal.
- M    MODIFICATION** – The requirement is not currently a feature of an existing product, but offeror commits to adding the feature at offeror's expense.  
**Requires date when this feature will be completed.**
- E    EXTRA EXPENSE** – The requirement is not currently a feature of an existing vendor product, but offeror will add the feature for a cost, as stated in the pricing section of the proposal.
- U    UTILITY** – The requirement is not met by a proposed product but a commercial off-the-shelf (COTS) product has been proposed that will allow the City to meet the requirement, at the City's expense, e.g., a report writer, spreadsheet.  
**Requires listing of COTS product specifications and estimate cost.**
- A    ALTERNATE OPTION** – The solution proposed does not meet the requirement, but there is an alternate capability that should be considered.  
**Requires detailed description of the alternate capability.**
- X    NOT MET** – The solution does not meet this requirement.

The offeror must state the name of all software modules and hardware (if applicable) needed to provide the desired capability and any specifications such as release level that applies.

Offeror must provide minimum and/or recommended hardware and software requirements for all required equipment to run the proposed system to include workstations, servers, laptops, tablets and any other required hardware.

Offeror's Name: \_\_\_\_\_

<b><u>Vendor Requirements</u></b>	<b>Code</b>
1. Offeror must provide software support during normal working hours eastern time with a minimum of a 4 hour response time. (Additional description of response times with average response time required.)	
2. Offeror must provide on-site training for users and administrators.	
3. Offeror must provide full system documentation.	
4. Offeror must provide full data conversion from existing VCAIS (Virginia Commonwealth's Attorney's Information System) to include all records, statutes and charging language.	

<b><u>General System Specifications</u></b>	<b>Code</b>
5. System must be available on an open systems (non-proprietary) hardware and operating systems platform. (ODBC compliant)	
6. Non-Proprietary Relational Database Structure which can be accessed by ODBC for ad hoc reporting. (Access by reporting software such as Crystal Reports, etc.)	
7. Data Dictionary must be provided including file structure diagrams/links/data fields.	
8. System must function in a virtualized environment such as VMware. (High availability)	
9. System must accommodate no less than 200 users. (100 users editing/updating, 100 users view only)	
10. Single entry. (No duplicate data entry)	
11. Validation upon data entry. (Logical edits, edit checks for all fields)	
12. Pull down pick lists for all codes.	
13. On-line help available, context sensitive desired.	
14. All files and tables must be updated on-line without adversely affecting system performance. Average system response time of 1 second or less per transaction.	

**Offeror's Name:** \_\_\_\_\_

15. System must allow searches by defendant name, victim name, witness name or case number.	
16. System must interface with existing Intergraph RMS/JMS software to import defendant information, defendant mug shot, one or more charges, one or more victims, one or more witnesses, offense location and information, officers involved.	
17. System must keep a table of current and past Police and Court personnel.	
18. System must be able to generate reports against <u>all</u> fields to provide at a minimum category of offense(violent crimes, drugs, etc.), disposition of cases, sentencing information (range and average), case load by prosecutor, docket report, grand jury report, restitution due / late report, speedy trial, defendant case history (all cases), ad hoc reporting.	
19. System must have integrated document imaging from folder, camera or scanner. Ability to import/show/play documents, photos, video and audio files into case	
20. System must generate discovery packages with information redaction and bates numbering, including documents, photos, video and audio files. System must create CD/DVD of discovery packages.	
21. System ability for electronic distribution of discovery packages either through a web portal and/or email with conformation receipt of discovery retrieval.	
22. System must generate documents with data population to include subpoenas, indictments with charging language, disposition letters, victim letters, and witness letters.	
23. System ability to generate documents, such as subpoenas, for multiple addresses.	
24. System ability to add custom documents for system document generation.	
25. System ability to batch print documents from document generation.	
26. System ability to print file labels.	
27. System ability to print and read bar codes.	
28. System ability to generate a Rap Sheet of defendant and case information.	
29. System ability for Web Inquiry of Case Information. (Police / Court user access)	
30. System ability for iPad and/or Android Tablet access.	

**Offeror's Name:** \_\_\_\_\_

31. System ability to track gang related defendants, charges and related gang cases.	
32. System ability for summary of cases based on user. (Dashboard) Ability for different dashboards for receptionist, attorneys, management and team leaders.	
33. System must interface with Microsoft Exchange for scheduling / calendaring.	
34. System ability for mass reassignment of cases by attorney, court or judge.	
35. System ability to flag important cases or defendants. (Tickler)	
36. System ability to track seizures and forfeitures.	
37. System must track restitution information. Type of restitution (joint and several), payments and payment history. System ability to print receipts for restitution.	

<b><u>System Administration</u></b>	<b><u>Code</u></b>
38. Expunge capability for whole / partial records.	
39. Merge Records capability (Duplicate Persons).	
40. Purging / archiving capability based on user specified criteria.	
41. Ability to make changes to code tables and edit criteria without vendor involvement.	
42. Upgrades must be included in annual maintenance costs.	
43. System backups must be able to be scheduled automatically.	
44. Restore capability from backups must be included.	

Offeror's Name: \_\_\_\_\_

<u>Security Specifications</u>	<u>Code</u>
45. System ability to interface with Microsoft Active Directory.	
46. System must allow for levels of users with appropriate restrictions.	
47. System administrator must be able to set up users in user groups and set different access levels for each group.	
48. The system must require a unique user-id and password to gain access.	
49. Audit trails must be maintained by the system to be able to determine who added or modified a record.	
50. Date and time stamps must be maintained by the system to be able to determine when records were created or changed.	

<b>Case Information</b>	<b>Code</b>
A case will have these elements associated with it:	
51. Case Case number, case type (felony/misdemeanor), category of offense (violent crime, drugs, etc.), status, disposition and notes.	
52. Defendant First, middle, last name and suffix, current address and 10 past addresses, SSN, age, gender, DOB, license number and status, photo, phone number for work/home/cell/other, FBI number, state number, alias, affiliations / gangs, custody status, juvenile case indication with "269 status," emergency contact information, other contact information, arrest date and notes.	
53. One or more charges, each with their own dispositions Charge type, code section, offense date, charge date, charging document, charge number, warrant number, charge disposition, convicted charge, plea agreement, time to serve, suspended time, probation, community service, offense date/time, police report number, bond conditions, sentence range, uniform good behavior, restitution, notes.	
54. One or more calendar events associated with the prosecution of the case. Event type, event date, event time, event court, event prosecutor, event defense attorney, event defense attorney type, event judge, event victim/witness case worker, charges, docket number, continuance and on whose motion, notes.	
55. Case Personnel Lead and second chair prosecutors, victim/witness advocates.	

**Offeror's Name:** \_\_\_\_\_

56. One or more victims and witnesses. Witness type, first, middle, last name and suffix, current address and 10 past addresses, SSN, age, gender, DOB, license number and status, phone numbers for work/home/cell/ other, FBI number, State number, alias, affiliations/gangs, emergency contact information, other contact information, notes.	
57. Witness contact notes. Contact type (Phone, letter, email, etc.), notes.	
58. Protective Orders Type, conditions, date issued / expires, notes.	
59. Documents, photos, video and audio associated with the case.	
60. "Case weight" used to assess the workload of the case.	
61. Restitution Information. Restitution type, total restitution, payment tracking, history of payments, payee information.	
62. Several User Defined Fields	

### III. Submittal Requirements

Submit one original (conspicuously marked “ORIGINAL”) and four (total of five documents) complete copies (including any/all special attachments, certifications, etc...) of the proposal package. Include all information requested and any other information thought to be relevant to completely address the Request for Proposals (RFP) requirements. Should the Offeror fail to address all requirements of the RFP, or fail to provide adequate or complete documentation, as determined by the evaluation committee, the Offeror’s proposal may be eliminated from further consideration. Each proposal shall be organized and bound separately (should be tabbed and/or labeled for ease of reference), and shall include as a minimum, the following to be considered **responsive** to the RFP:

1. This RFP solicitation document, signed and completed as required.
2. Using the “Section II” above as an outline, identify how the proposed software meets the minimum requirement.
3. Identify the process that you will use to assist the City in implementing the software. What continuing support will be provided?
4. Provide reference contact information. The more similar the references to our requirement, the better.
5. Provide all applicable pricing information.
  - a. What is the purchase price of the software?
  - b. What are the costs associated with conversion of existing data?
  - c. What are the implementation costs for the software?
  - d. What are the training costs for the software?
  - e. What are the recurring maintenance and/or licensing fees associated with the use of the software?
  - f. Identify any additional costs associated with the software.
  - g. What cost controls will you commit to for future costs?
6. Provide copies of all documents and agreements necessary to contract for the software and proposed services.
7. Unless otherwise negotiated, payment will be made upon completion/delivery of project, with Invoice Terms of 2%-20, Net 30. Do you propose an alternate payment schedule or terms? (See Exception Page, page 20)
8. If authorized by the offeror, the resultant contract(s) may be extended to any jurisdiction within the Commonwealth of Virginia to purchase at contract prices in accordance with contract terms. Any jurisdiction using such contracts shall place its own order(s) directly with the successful offeror(s). The City of Newport News acts only as the Contracting Agent and is not responsible for placement of orders, payment or discrepancies of the participating jurisdictions. It is the offeror’s responsibility to notify the jurisdictions of the availability of contract(s). Offerors not desiring to sell to other jurisdictions under this clause shall so indicate in their response.

**REFERENCES (References are to be comparable to services described in this RFP):**

**Reference 1**

Name of Business, City, County or Agency	Street Address	City & State	Contract Dates
Contact	Title	Telephone	Email Address
<b>Description of Contract:</b>		<b>Contract Amount: \$</b>	

**Reference 2**

Name of Business, City, County or Agency	Street Address	City & State	Contract Dates
Contact	Title	Telephone	Email Address
<b>Description of Contract:</b>		<b>Contract Amount: \$</b>	

**Reference 3**

Name of Business, City, County or Agency	Street Address	City & State	Contract Dates
Contact	Title	Telephone	Email Address
<b>Description of Contract:</b>		<b>Contract Amount: \$</b>	

References may or may not be reviewed or contacted at the discretion of the City. Typically, Only references of the top ranked shortlisted offeror or offerors are contacted. The City reserves the right to contact references other than, and/or in addition to, those furnished by an offeror.

## **TRADE SECRETS / PROPRIETARY INFORMATION:**

Trade Secrets or Proprietary information submitted by an, offeror, or contractor in connection with a procurement transaction shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the, offeror or contractor must invoke the protections of this section prior to or upon submission of data or other materials to be protected and state the reasons why protection is necessary. **Price quotations in proposals submitted to the City are not “proprietary” or “confidential”.** They are considered public information. Information leading to the decision to award, including prices and other factors, shall be made public (section 2-557.2 of City Code).

Please mark one:

**No**, the submittal I have turned in does not contain any trade secrets and/or proprietary information.

**Yes**, the submittal I have turned in does contain trade secrets and/or proprietary information.

If **YES**, please list the *page numbers* and the *reasons* why the information is considered a trade secret and/or proprietary information. These pages shall be conspicuously labeled “PROPRIETARY INFORMATION” in **red** ink at the top and bottom center of each page. **Do Not Mark the Whole Proposal Proprietary.**

<b><u>Page Number</u></b>	<b><u>Justification</u></b>
_____	_____
_____	_____
_____	_____
_____	_____

All proposals submitted under this RFP shall become the property of the City of Newport News and will not be returned.

## **EXCEPTION PAGE**

### **EXCEPTIONS:**

Note: Provider must sign the appropriate statement below, as applicable:

Provider understands and agrees to all terms, conditions, requirements, and specifications stated herein.

Firm: \_\_\_\_\_

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

Provider takes exception to terms, conditions, requirements, or specifications stated herein (Provider must itemize all exceptions below, and return with this proposal submittal):

Firm: \_\_\_\_\_

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

**Specify payment terms if other than “2%-20, Net 30”:** \_\_\_\_\_

## **ANTI-COLLUSION CERTIFICATION**

The offeror certifies that this proposal is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a proposal for the same service and that this proposal is in all respects bona fide, fair and not the result of any act of fraud or collusion with another person or firm engaged in the same line of business or commerce. The offeror understands collusive bidding is a violation of Federal law and that any false statement hereunder constitutes a felony and can result in fines, imprisonment, as well as civil damages. *The offeror also understands that failure to sign this statement will make the proposal non-responsive and unqualified for award.*

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

#### **IV. Evaluation of Proposals**

Evaluation of the firms responding shall be based upon the following criteria which are listed in the order of importance:

1. Product features and functionality (as compared to the "Technical Specifications" in Section II above).
2. Implementation and Product Support
3. References
4. Product features and functionality (as compared to the "Technical Specifications" in Section II above).
5. Costs

#### **V. Method Of Evaluation And Award**

Proposals will be evaluated and interviews scheduled with selected firms in accordance with the "other than professional services" method of selection for services outlined in the Code of Newport News, Virginia Section 2-570.2.

Selection shall be made of two or more offerors deemed to be fully qualified and best suited among those submitting proposals, on the basis of the factors involved in the Request for Proposals, including price if so stated in the Request for Proposals. Negotiations shall then be conducted with each of the offerors so selected. Price shall be considered, but need not be the sole determining factor. After negotiations have been conducted with each offeror so selected, the Director of Purchasing shall select the offeror which, in his opinion, has made the best proposal, and shall award the contract to that offeror.

**Note:** Should the Purchasing Agent determine, in writing and in his sole discretion, that only one offeror is fully qualified, or that one offeror is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that offeror.

From the time the proposal is first advertised to the time a contract is signed, all offerors and contents of any proposal shall be kept confidential.

Award will be made in accordance with Code of Newport News, Virginia Section 2-570, Award. Award shall be made to the responsible offeror whose proposal is determined in writing to be the more advantageous to the city, taking into consideration price and the evaluation factors set forth in the request for proposals. The contract file shall contain the basis on which the award is made.

The award of a contract shall be the sole discretion of the City. *The City reserves the right to make multiple awards from this solicitation.* The award(s) shall be based on the evaluation of all information as the City may request. The City reserves the right to accept or reject any or all proposals in whole or in part and to waive any informalities in the RFP. Further, the City reserves the right to enter into a contract deemed to be in its best interest.

Upon making an award, or giving notice of intent to award, the City will place appropriate notice on the public bulletin board located outside of the Purchasing Department at City Hall. Notice of Award may also appear on the purchasing website: [www.nngov.com/purchasing](http://www.nngov.com/purchasing)

The right is reserved to accept or reject any or all submittals in whole or in part and to waive any informalities in the RFP, and to enter into any contract deemed to be in the best interest of the City of Newport News.

**VI. DEBRIEFING:**

The City Code requires that in the RFP process all information as to persons or firms making offers or the contents of any offers is kept confidential. This information can only be given out after an award or decision to award has been made.

After an award is made, or the decision to make an award is made, the file is available in the purchasing department for public review. Request a review time during normal business hours, 8 – 5, Mon-Fri.

**VII. DIRECT CONTACT:**

**Direct contact with any City employee without the expressed permission of the Director of Purchasing or his designated representative, on the subject of this proposal, is strictly forbidden. Violation of this paragraph may result in disqualification of your proposal.**