

# REQUEST FOR PROPOSALS

## Unalaska Dept. of Public Safety

*Law Enforcement Records Management System  
Computer Aided Dispatch  
Evidence/Property  
Jail Management*

Attn: Deputy Chief Jennifer Shockley  
Unalaska Department of Public Safety  
29 Safety Way  
Unalaska, AK 99685  
907-581-1233

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## INTRODUCTION

### Purpose and Objectives

The Unalaska Department of Public Safety (UDPS) desires to acquire a public safety software system for the purpose of replacing their current Computer Aided Dispatch (CAD), Records Management (RMS), Jail Management and Evidence/Property solutions. Key to this procurement is obtaining one fully integrated solution from a single vendor.

### Bid Process

The UDPS will conduct the selection and contract award process in the following manner:

- 1) This Request for Proposal (RFP) will be distributed to all respondents who request it.
- 2) Respondents will submit proposals. Respondents may submit questions about the RFP to the contact person listed below.
- 3) The proposals will be received and evaluated as described in this RFP. If deemed necessary, UDPS will ask one or more selected respondents questions about their proposals, either in writing or by oral presentation. Demonstrations of the system at the Agency location or through online methods may be requested.
- 4) A selected respondent will be chosen for contract negotiations.

### Schedule of Events

The following is the schedule of events listed in the order of occurrence, showing the major milestones from issuance of the RFP to the contract award:

<u>Milestone Event</u>	<u>Date</u>
RFP Issuance	23 Aug 2017
Proposal Due Date	23 Oct 2017
Contract Award	29 Dec 2017

### Contact

The UDPS has designated the following email address as the point of contact for questions related to this procurement: [dps-rms@ci.unalaska.ak.us](mailto:dps-rms@ci.unalaska.ak.us)

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No other personnel within the UDPS are to be contacted. Doing so may disqualify the respondent from further participation in the bid process. Answers to respondent questions will be sent to all respondents.

## **Bid Submittal Instructions**

Respondents are to submit an electronic copy of their proposal before 5:00 p.m. on 23 October 2017.

Electronic copy shall be submitted to [dps-rms@ci.unalaska.ak.us](mailto:dps-rms@ci.unalaska.ak.us) and the subject line of the email shall read "SEALED BID – DPS RMS" followed by the name of the respondent.

All bids must be valid for a period of 90 days after bid opening. Bids must address all RFP requirements. This RFP is for a complete turnkey system including software, installation, training, software maintenance, support and updates for the first three years. Partial or incomplete proposals may be rejected. Computer equipment required for the system is to be specified in detail by the respondent but will be procured as needed directly by the UDPS.

## **FORMAT, SUBMISSION AND SCORING**

### **Proposal Format**

It is the intent of the UDPS to solicit proposals that are complete yet concise. To enable the evaluation committee to fairly evaluate each bid, proposers shall utilize the following proposal format:

- *Company Profile*
  - The respondent shall provide a brief background of the company, to include company size, history with public safety software, number of public safety software clients, and a minimum of three references.
- *System Requirements- Hardware*
  - The respondent shall describe the proposed system's minimum and recommended server and client requirements.

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- *System Requirements - Software*
  - The respondent shall include the completed software specification section provided in this RFP. Additional information or clarification of responses to the bid specifications shall be included in this section as notes.
- *Implementation & Training*
  - The respondent shall describe the typical implementation process for a project of this scope including the roles of key members of the implementation team. The respondent should attach an implementation timeline that outlines specific milestones and deliverables.
- *Licensing, Maintenance and Support Services*
  - The respondent shall describe the support services available to the UDPS after system installation and identify those included as part of the proposal. This description should identify licensing costs, update frequency and upgrade costs if any.
- *Price Proposal*
  - The respondent shall provide a detailed price breakdown which includes costs for the proposed system, maintenance, installation and training.
- *Terms and Conditions*
  - The respondent shall include documentation providing proof that the respondent meets the requirements specified in Terms and Conditions.

## Scoring

It is the intent of the UDPS to acquire the best system available within their budgetary means. Thus, while preference may be given to the lowest cost proposals, the UDPS reserves the right to select the respondent that provides the City and the UDPS with the best value.

The UDPS also reserves the right to waive any irregularities and technicalities and to request rebids should it be deemed in their best interest to do so. The UDPS may reject any and all bids.

RFP responses will be subjected to a maximum of three rounds of selection.

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- Round One:
  - Scoring will apply to all respondents. The proposals will be scored on a 100-point scale as follows:
    - Proposal Completeness 5 pts
    - Company Profile 10 pts.
    - Features (see System Requirements-Software) 55 pts.
    - Pricing (Total cost for three years) 30 pts.
  - The top two scorers will be required to demonstrate their system on site in Unalaska. Demonstrations will be conducted during the weeks of December 4<sup>th</sup>, 11<sup>th</sup> or 18<sup>th</sup>, 2017 and all associated costs shall be borne by the Respondent(s).
- Round Two:
  - Scoring will be based on a 100-point scale, as determined by the various groups attending each section of the demo.
    - Fact-check of Round One responses & overall system usability 10 pts.
    - IT and Administrative functions demo 10 pts.
    - CAD module demo 30 pts.
    - Jail module demo 10 pts.
    - Evidence module demo 10 pts.
    - RMS module demo 30 pts.
- Round Three:
  - Scoring will be determined by the weighted scores of Rounds One and Two for the two selected vendors.

## COMPANY PROFILE

The UDPS will be responsible for verifying that potential contractors are reputable firms with a proven track record and a proven product. Respondents shall include a description of their history with public safety software systems; company size; customer base; and any litigation within the last three years which involves the respondent's product or services. Respondents shall provide at least three (3) references from installations of similar size and functionality to the system being bid. References shall include the contact name and phone number and a brief description of the system.

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## SYSTEM REQUIREMENTS – HARDWARE

The respondent shall specify hardware and system software required to support the proposed system. The respondent shall describe the proposed system's minimum and recommended server and client requirements, to include the number of servers that will be required to operate the proposed system and the purpose of each proposed server; whether the proposed system requires a separate database server and if so, the minimum and recommended specifications for same; and any operating system requirements for servers or clients.

## SYSTEM REQUIREMENTS – SOFTWARE

Place a checkmark in either the Yes or the No column. Numbers with an asterisk represent optional items. The Notes field may be used to provide explanation for each requirement.

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#	Requirement (optional items marked with asterisk)	Yes	No	Notes
SYSTEM/GLOBAL REQUIREMENTS				
1	Can users operate the system using function keys, a command line, and mouse point-and-click operations?			
2	Can the agency define security on world, agency, group, and individual levels for all screens within the system?			
3	Can user access be defined per screen, record, field, and function (view, add, modify, delete, etc.)?			
4	Can users be assigned to one primary group and multiple secondary groups? For example, a patrol shift supervisor might be assigned to a primary patrol group and to a secondary supervisor group given additional privileges.			
5	Can the agency track how users access tables, including which records have been printed, searched, viewed, added, and deleted?			
6	Does the system allow multiple agencies to share the host server yet partition data to limit access to sensitive information?			
7	Can configuration settings be defined at the agency or user level?			
8	Does the vendor provide a practice database that utilizes the agency's data? If so, describe.			



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9	Are all system modules integrated through one central database to maximize information sharing and reduce redundant entry?			
10	Can administrators view changes to code tables without logging out of the system?			
11	Can the agency create templates for narrative fields on any screen?			
12	Does the system include narrative fields of virtually unlimited length?			
13	Does the system provide spell check for narratives?			
14	Does the system provide cut, copy, and paste functionality?			
15	Can users search any field, on any screen, in any order?			
16	Can searches be performed directly within the data entry screens, without the need for a separate search application or window?			
17	Can users search any field with wildcard characters?			
18	Does the system allow search criteria to be non-case sensitive?			
19	Can users search multiple criteria within the same table or search combined criteria across multiple tables?			

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20	Can the system allow users to browse a list of all records matching the search criteria?			
21	Can users create a new search without deleting previous search criteria?			
22	Can users save searches?			
23	Are alerts, including admin messages, bolo, and other warnings, visible within all system modules?			
24	Can users define the wording of a wanted alert?			
25	Does an alert identify if a person is currently in jail?			
26	Can the software capture images with a TWAIN compliant device from any terminal connected to the network?			
27	Does the system display a preview of the captured image prior to final acceptance?			
28	Are all images stored in non-proprietary formats?			
29	Can users view thumbnail images that can be enlarged by clicking the picture?			
30	Can users alter the properties of a photo and save a copy without altering the original?			
31	Is a central names table used for all names entered into the system? Does the names table accommodate an individual, business, or group of names?			

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32	Can name records be accessed from all system modules without the need to re-enter search criteria?			
33	Can users view any records linked to a name, such as an incident or vehicle record pending their security access?			
34	Can users attach media to a name record, such as images, audio, and video?			
35	Does the system maintain a history of all past addresses, telephone numbers, and name changes?			
36	Can users enter and view alert codes for any name in the system?			
37	Does an alert appear if a name is associated with an alias?			
38	Can a name record be associated with an unlimited number of aliases, with a physical description for each alias?			
39	Does the system provide Soundex search capabilities?			
40	Is a central vehicle table used for all vehicles entered into the system?			
41	Can vehicle records be accessed from all system modules without the need to re-enter search criteria?			
42	Can users view any records linked to a vehicle, such as accidents and traffic citations?			

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43	Does the system maintain a history of modifications made to the vehicle record?			
44	Is a central property table used for all property entered into the system?			
45	Can property records be accessed from all system modules without the need to re-enter search criteria?			
46	Can users create a lineup directly from a suspect's name record based on matching characteristics (such as age, hair color, height, etc.)?			
47	Can users alter the position of individual photos in a lineup and add other photos using drag and drop?			
48	Can multiple users simultaneously enter information into the same record?			
49	Can users navigate between multiple open screens using the mouse, keyboard, and touch?			
50	Can users track licenses and permits, such as animal licenses and weapons permits?			
51	Does permit information include commonly required fields?			
52	Can users create property records for permit items, which automatically link to related records?			
53	Can users view alerts associated with a permit?			

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54	For animal permits, can an alert be triggered when a rabies vaccination is out of date?			
55	For weapons permits, can users query based on make and model of firearm?			
56	Can the agency charge fees, post receipts, and make adjustments?			
57	Can users view historical address and incident information, and view the radio log?			
58	Does the system validate addresses using industry standard Esri® GIS technologies?			
59	Can users enter a single command to locate a call on the map?			
60	Does the system provide a toolbar for common functions?			
61	Can users customize the map by adding a variety of layers, such as streets, major buildings, landmarks?			
62	Can users click on calls on the map to view detailed information?			
63	Can users click on features within the map to view details about a given feature (for example, paved roads, hydrant information, parcel owners, etc.)?			
64	Can users export a map as an image (.tiff, .bmp, .jpg) and print the map with a legend?			

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65	Is CAD mapping fully integrated with the dispatch system so that call locations are automatically plotted?			
66	Can customized map configurations be saved for agency-wide use depending on user privileges?			
67	Can users create and save a report format, defining the applicable table, fields, column titles, etc.?			
68	Can users create ad hoc reports using third party report writers, such as Microsoft Office and Crystal Reports?			
69	Can users schedule recurring reports to run at user-defined times and dates?			
70	Can users output reports in various formats such as PDF and HTML, Excel?			
71	Can users customize a dashboard based on user permissions?			
72	Does the system provide both preformatted and ad hoc reporting capabilities?			
73	Does the system provide preformatted license and permit reports?			
74*	Does the system calculate trends and patterns, displaying statistical information in a graphical dashboard, including crimes, quality of life offenses, accidents, and traffic citations?			

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75*	Can system interfaces meet the National Information Exchange Model (NIEM) principles for data sharing and integration with other systems?			
76*	Can the agency hide fields in the system without the need for vendor assistance?			
77*	Does the system perform a check digit calculation to validate the VIN entered for a vehicle record?			
78*	Can users set the expiration date and time for outgoing alerts (for example, BOLOs)?			
79*	Does the system provide messaging and real-time chat capability?			
80*	Can users add customized external links directly to the home messaging screen (for example, to a city intranet site)?			
81*	Can administrators establish custom messaging groups?			
82*	Can BOLO and ATL notices be sent as instant messages?			
83*	Does the system retain a searchable record of all instant messages?			
84*	Can users receive an audible notification of a query return?			
85*	Can users select the font size for text in query response lists?			

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COMPUTER-AIDED DISPATCH (CAD) REQUIREMENTS				
86	Can dispatchers query name, vehicle, property, and law incident records without exiting CAD?			
87	Does the system allow police/EMS/fire units to be dispatched and tracked separately for a single call?			
88	Can multiple incidents be generated and cross-referenced from a single call?			
89	Can the CAD status screen be customized for different users and fields based on the appropriate user security level?			
90	Does the system alert the call taker of potential duplicate calls?			
91	For a single call, can users enter a different call nature and/or address for each agency type?			
92	Does the system display available water sources proximate to a call, in order of distance, with the distance in feet or miles, the status of the water source, and the available water flow?			
93	For a traffic stop, can dispatchers enter a single command that will automatically do several macros or record updates?			
94	For a traffic stop, does CAD display the number of accidents, citations, and warnings associated with a vehicle?			
95	Does the system provide an internal help feature for all CAD commands?			



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96	Are all call/unit status updates automatically posted to a radio log?			
97	Does the system automatically log dispatch times in the radio log, and are radio log time stamps associated with the full incident report?			
98	Can the agency define restriction, modification, and deletion privileges for radio log entries?			
99	Can the system provide timers for individual units or by call nature, arrival on scene, and call completion?			
100	Will a status change reset the timer?			
101	Are dispatchers visually and audibly alerted when a timer expires?			
102	Does the system display agency instructions and policies linked to specific call natures (for example, instructions for choking victims)?			
103	Can the system interface with dispatch protocol software?			
104	Does the system accommodate agency telephone lists, fire department rosters, etc.?			
105	Can users enter calls for service that the agency is not responsible for but wants to be aware of, such as search and rescue calls or animal control calls?			
106	For reopened CAD calls, does the system record who reopened the call, and stamp the time/date?			

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107	Can units be dispatched to a call using both the keyboard and drag-and-drop functionality?			
108	Does the system provide a Rip and Run feature allowing dispatchers to send information to a responding agency's printer?			
109	Does the Rip and Run report include the address, nature of call, contact name and phone number, priority, and dispatcher comments?			
110	Can the system prompt dispatchers to send a Rip and Run report?			
111	Can the system be configured to automatically send a Rip and Run report?			
112	Can Rip and Run reports be sent electronically to email addresses or other destinations?			
113	Does your CAD system allow for queries and data transfer with APSIN?			
114	Can users simultaneously perform real-time queries of APSIN as well as the National Law Enforcement Telecommunications System (NLETS)/National Crime Information Center (NCIC)?			
115	Can the system display photos returned from a query?			
113	Can a query return be attached to a CAD call record?			
117	Can users forward query returns to other users?			

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118	Can dispatchers run commonly used queries from the CAD screen?			
119	For a single name, can users enter multiple active wants or multiple offenses per want?			
120	Does a wanted person's name automatically become part of the central names table?			
121	Does the system automatically populate the record with city, state, zip, and jurisdiction after verifying an address?			
122	Can the system display select locations within a defined radius (for example, sex offenders proximate to a school)?			
123	Does the system display cross streets on either side of an address?			
124	Does the system provide directions to an address?			
125	Can users enter information on commercial properties associated with individual suites or apartment numbers?			
126	Does the system accommodate the use of address abbreviations (such as St. for Street)?			
127	Can users rename a street and retain the old name as an alias?			
128	Can dispatchers assign a higher priority call while the user is already in progress on a call?			

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129	Can users generate a report identifying any vehicles with invalid VINs?			
130	Can users generate a report identifying possible duplicate name or vehicle records so the information can be merged?			
131	Can the system create UCR and NIBRS reports?			
132	Can users print permits, receipts, and mailing labels?			
133*	Does the system support view-only privileges for call monitoring?			
134*	Does the system recommend units for dispatch using selectable criteria?			
135*	When defining unit recommendations, can the agency specify required fields or numbers?			
136*	Can dispatchers search for, and view, a list of employees with particular skills needed for an incident?			
137*	Does the system include a table of available non-agency resources, such as backhoes, cranes, etc.?			
138*	Can users query local, state, and national databases with information captured from a driver license scanner?			
139*	Can a driver license scanner be used to automatically populate field reports with driver license data?			

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140*	Can the system automatically generate separate incident numbers for each agency using the system?			
<b>RECORDS MANAGEMENT SYSTEM REQUIREMENTS</b>				
141	Can users create incident records with commonly needed fields, with the ability to add several user defined fields?			
142	Do incident records automatically link to all associated records and logical desired tables?			
143	Can the system track the workflow or approval process and keep related historical records?			
144	Does the system have a case management feature to track incidents from the initial incident to the completed investigation?			
145	Does the system allow involved parties to have unlimited comment fields that are both part of and separate from the incident and grouped by role/group?			
146	Can users generate a list of cases that are pending or past due?			
147	Can users track race and ethnicity information on persons involved in law incidents?			
148	Does the system track criminal history activity for non-custody bookings (cite and release)?			
149	Does the system capture all commonly needed fields upon entering arrest information?			

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150	Can the system track dissemination information through a module or report?			
151	Does the system have an alert for potential UCR-related errors (for example, the reported date is prior to the date of incident)?			
152	When multiple offenses are reported within a single incident, does the UCR reporting automatically prioritize and report the most severe offense, regardless of the order the offenses were entered?			
153	Can users create unique offense codes that correspond with the UCR value required by law?			
154	In the event of arson, does the system provide a dedicated field for entering the value of damages?			
155	Does the system allow officers and supervisors to exchange notifications related to incidents needing review, modification, or approval?			
156	Can users view file attachments from premises records, such as floor plans and fire pre-plans?			
157	Can users view the number of accidents, citations, and/or warnings associated with a vehicle?			
158	Can users view any records linked to property, such as the owner's name?			
159	Does the system provide preformatted traffic information reports?			
160*	Does the MDC system completely integrate with the CAD/RMS system?			

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161*	Does the MDC system include security features and encryption?			
162*	Does the MDC system display alerts in a way similar to the RMS?			
163*	Does the system provide customizable visual labels/cues to identify all required UCR fields?			
164*	Will the MDC system allow users to route workflow assignments directly from the field?			
165*	Does the MDC system allow users to temporarily save a form without sending data to the server, then return to it later for completion and syncing to the main server?			
166*	For the MDC system, does a form remain active and editable even if connectivity is lost?			
167*	While using the MDC system can users populate fields using a drop-down list?			
168*	Does the MDC system completely integrate with the CAD/RMS system?			
<b>EVIDENCE MANAGEMENT SYSTEM REQUIREMENTS</b>				
169	Can users track changes in evidence location, status, and custody?			
170	Is evidence automatically linked to owner, property, and vehicle information already stored in the system?			

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171	Can users track the movement of multiple items between locations?			
172	If a change is made to an evidence record, does the evidence history automatically update?			
173	Can users print barcodes from either a laser printer or label printer?			
174	Does the barcode label include commonly required fields?			
175	Once a barcode has been scanned, can users change the status of multiple evidence items at the same time?			
176	Is scanned information automatically transferred into an evidence record?			
177	Can users track commonly required information on evidence items that have been moved?			
178	Can the system easily duplicate a change-of-custody entry for multiple items under the same tag?			
179	Does the system provide preformatted evidence management reports?			
180	Does the system provide preformatted evidence barcode and audit reports?			
<b>JAIL MANAGEMENT SYSTEM REQUIREMENTS</b>				
181	Can users view a current inmate list that displays mug shots and allows direct access to detailed booking, movement, and release information?			



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182	Does the JMS accommodate initial and supplemental booking, no-name booking for uncooperative persons, and criminal history booking for non-custody arrests?			
183	Can the agency require fields to be completed before users can continue the booking process?			
184	Can users enter multiple arrests with multiple offenses per arrest?			
188	Can users enter multiple counts on a single record, and split those counts to create separate records?			
186	Does the system allow or disallow juvenile bookings and provide special instructions during the juvenile booking process?			
187	Can users view and update pre-existing information about the person being booked, such as medical history, fingerprint classification, and any previous risk assessment performed?			
188	During the booking process, does the system provide for commonly required fields following inmate assessment?			
189	Does the system display medical alert flags on a confined person's name record?			
190	Can users schedule jail events, such as inmate movement?			
191	Can users log any jail event type, such as bookings, releases, meal times, and visits?			

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192	Can users create or view a log entry based on a location, an inmate, or multiple inmates, or future events?			
193	Can users create a jail incident from log information?			
194	Can a law incident be created directly from a jail incident?			
195	Can users link visitor name and descriptive information to an inmate's record?			
196	If the visitor's name is already in the central names table, does the system display any existing wants and alerts?			
197	Can the agency define an unlimited number of questions related to suicide, medical, and risk assessment?			
198	Can assessment questions be automated based on the inmate's answer to previous questions and then set trigger flags?			
199	Can users enter an unlimited number of personal property items taken from the inmate, and print a confirmation receipt?			
200	Can users print a receipt for the inmate to authorize the release of personal property to a third party?			
201	Can users view available lockers?			

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202	Does the system allow standard jail property issue defined by inmate gender, risk assessment, and security classification?			
203	Can users record the return of jail-issued property?			
204	Can the agency pre-define jail cell assignments and capacities, as well as restricting and overriding them on appropriate security settings?			
205	Can users track temporary and permanent inmate housing locations, both inside and outside the facility, with the ability to add narratives?			
206	Can users create an inmate cash account, print receipts, and track authorization for withdrawals while providing a current balance and any transactions?			
207	Can the system automatically compute the billing amount for housing another agency's inmate, including any split between multiple agencies ad hoc?			
208	Can users chart doctor visits, symptoms, vitals, and medical orders?			
209	Can users access and print information regarding required medications and dispensing instructions?			
210	Can users enter both consecutive and concurrent sentences?			
2111	Can users adjust sentences, both individually and globally, based on permissions			

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212	Does the system safeguard against improper inmate release by notifying users of commonly needed trigger fields?			
213	Can the system automatically create a hold for an inmate who requires a conditional release based on the offense, disposition, and/or judicial status?			
214	Does the system provide release documents, such as a release and hold harmless agreement?			
215	Is the interface compatible with Crossmatch LiveScan fingerprint machines and through that portal other federal and state agencies?			
216	If users find outstanding wants upon booking, can they add the offense to the booking and clear the want?			
217	If users find an outstanding civil process upon booking, can they enter service information if the process is served at booking?			
218*	Can the system calculate an inmate's scheduled release date based upon multiple sentences?			
219*	Does the system provide automatic scheduling of commitments for inmates serving their sentence in increments, such as on weekends or work release programs?			
220*	Are mug shot and profile images available on all main screens, including arrest, offense, sentence, and bond screens?			

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221*	Does the system include a booking checklist screen?			
222*	Can users duplicate offenses to save time?			

## IMPLEMENTATION AND TRAINING

The respondent shall describe the typical implementation process for a project of this scope including the roles of key members of the implementation team.

The respondent should attach an implementation timeline that outlines specific milestones and deliverables.

The respondent shall describe what training is included in the implementation and how it is delivered.

The respondent shall describe the training program proposed, to include the total number of training days, and the number of training days proposed for each class of user: dispatchers, patrol officers, corrections officers, evidence custodians, administrators, and system support personnel.

The respondent should also describe any post-implementation training that can be provided, such as local, regional or national opportunities and online resources.

## LICENSING AND SUPPORT

The respondent shall provide a detailed description in the proposal (or include a sample support contract) of the software support to be provided.

The respondent shall describe the support services available to the UDPS after system installation and identify those included as part of the proposal. This description should identify how licensing costs will be determined for the system or modules, including any bulk rates or discounts; as well as costs for licensing any future modules.

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The support service description shall explain the maintenance costs for the proposed system, and the total cost for three years effective maintenance for the proposed system. Questions to be address in this description include:

- When would the first year's cost be due?
- What is the expected increase per year?
- What benefits are covered under the normal maintenance agreement?

The support service description shall also describe the company's support matrix, including staffing, hours of availability, methods of contact and remote site access. The description should include what if any mechanisms are in place for system enhancement suggestions.

The respondent shall describe its software update or upgrade policy. The software update/upgrade service description shall include the frequency with which updates, patches, or new versions are made available; the party responsible for installing said updates, patches, and new version; and any additional costs associated with installation of said updates, patches or version upgrades.

Finally, the support service description should address whether agency customizations are available and if so, how are such customizations handled in the update process?

## PRICING

The respondent shall discuss proposed fees, including comprehensive, itemized pricing for the modules necessary to meet the base requirements as outlined in System Specifications – Software. The cost for optional items in the System Specifications – Software, or for other system elements not specifically outlined, should be listed separately.

Annual maintenance costs should be listed separately from the module costs, and shall be for a three-year period beginning with installation.

Any additional costs for installation, implementation and training should be listed separately.

## TERMS AND CONDITIONS

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## General

All proposals become the property of the City of Unalaska and will not be returned to the respondents.

This project is subject to budget accountability and accordingly, the City of Unalaska is not under any obligation to select a vendor, nor is it required to accept the lowest cost proposal. The City of Unalaska reserves the right to reject any or all proposals received, or to negotiate for terms and conditions that may end up substantially different from the initial proposal received; reserves the right to discuss different or additional terms to those included in this RFP; reserves the right to seek clarification before or after the proposal closing date for additional information; and reserves the right to amend or modify any term in this RFP.

By the act of submitting a proposal, respondent waives any right to contest in any legal proceeding or action the right of the City of Unalaska to award the work to whomever it chooses, in its sole and unfettered discretion.

The selection of a vendor shall be at the sole discretion of the City of Unalaska.

No proposed agreement between the City and any respondent shall be effective until approved by the City.

No respondent shall have any claim for compensation of any kind as a result of participating in the RFP process; by submitting a proposal, each respondent shall be deemed to have agreed that it has no claim. Preparing and presenting the proposal is the sole financial responsibility of the respondent and costs will not be compensated.

## Insurance Requirements

1. During the term of the contract Vendor shall obtain and maintain in force the insurance coverage specified in these requirements. Such coverage shall be with an insurance company rated "Excellent" or "Superior" by A.M. Best Company, or a company specifically approved by the City.
2. Vendor shall carry and maintain throughout the life of this contract, at its own expense, insurance not less than the amounts and coverage herein specified, and the City of Unalaska, its agents, officers, employees and volunteers shall be named as additional insured under the insurance coverage so specified and where allowed, with respects to the performance of the work. There shall be no right of subrogation against the City of Unalaska, its agents, officers, employees and volunteers, or other

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subcontractors performing work in connection with the work, and this waiver of subrogation shall be endorsed upon the policies. Insurance shall be placed with the companies acceptable to the City of Unalaska; and these policies providing coverage thereunder shall contain provisions that no cancellation or material changes in the policy shall become effective except upon 30 days prior written notice thereof to the City of Unalaska.

3. Prior to commencement of the work, Vendor shall furnish certificates to City of Unalaska evidencing that the insurance policy provisions required hereunder are in force. Acceptance by the City of Unalaska of deficient evidence does not constitute a waiver of contract requirements.
4. Vendor shall furnish the City of Unalaska with certified copies of the policies upon request. The minimum coverages and limits required are as follows:
  - a) **Workers' Compensation** insurance in accordance with the statutory coverages required by the State of Alaska and Employers Liability insurance with limits not less than \$1,000,000 and, where applicable, insurance in compliance with any other statutory obligations, whether State or Federal, pertaining to the compensation of injured employees assigned to the work, including but not limited to Voluntary Compensation, Federal Longshoremen and Harbor Workers Act, Maritime and the Outer Continental Shelf's Land Act.
  - b) **Commercial General Liability** with limits no less than \$1,000,000 per Occurrence and \$2,000,000 Aggregate for Bodily Injury & Property Damage, including coverage for Premises & Operations Liability, Products & Completed Operations Liability, Contractual Liability, Broad Form Property Damage Liability, and Personal Injury Liability. Coverage shall not contain any exclusions of Explosion, Collapse, or Underground.
  - c) **Commercial Automobile Liability** on all owned, non-owned, hired and rented vehicles with limits of liability no less than \$1,000,000 Combined Single Limit for Bodily Injury & Property Damage per each accident or loss.
  - d) Professional Liability insurance with limits of not less than \$1,000,000 per claim and \$1,000,000 aggregate, subject to a maximum deductible of \$10,000 per claim. The City of Unalaska has the right to negotiate



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increase of deductibles subject to acceptable financial information of Consultant.

- e) All insurance policies as described above except for Workers' Compensation and Professional Liability are required to be written on an "occurrence" basis. In the event occurrence coverage is not available, the Consultant agrees to maintain continuous "claims made" coverage for a minimum of two years after project completion.
- f) Any deductibles or self-insured retentions must be declared to and approved by the City. At the option of the City, either the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the City, its officers, officials, employees and volunteers; or the Vendor shall provide a financial guarantee satisfactory to the City guaranteeing payment of losses and related investigations, claim and administration and defense expense.
- g) If Vendor employs second tier sub-vendors or sub-contractors to perform any work hereunder, then Vendor agrees to require sub-vendors and sub-contractors to obtain, carry, maintain, and keep in force during the time in which they are engaged in performing any work hereunder, policies of insurance which comply with the requirements as set forth in this section and to furnish copies thereof to the City of Unalaska. This requirement is applicable to sub-vendors and sub-contractors of any tier.
- h) The Vendor is required to maintain all certificates of insurance during the course of the project. Upon request by the City of Unalaska, the Vendor will provide copies of any and all sub-vendors' or sub-contractors' certificates of insurance for review of compliance.
- i) Failure by the Vendor to maintain the required insurance coverage or to comply with the above, may at the option of the City of Unalaska be deemed defective work and remedied to accordance with the Agreement.

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## **Alaska Business License**

The vendor selected by the UDPS will be required to obtain a business license from the State of Alaska, and shall provide proof of such license.

## **Award Management Compliance**

Respondents shall provide proof of registration with the System for Award Management (<https://www.sam.gov/portal/SAM/> ).