

City of Shreveport



REQUEST FOR PROPOSALS

RFP 19-820

Police Records & Jail Management Systems

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NOTE: All items listed in Part V must be submitted with your proposal

Index of reference items **not** included herein that is incorporated by reference with the same force and effect as if set forth in full text. Should any of these be in conflict with those listed herein, the more stringent will apply.

The General Contract Clauses (**Section 20**), the Standard Instructions/Conditions for Request for Proposals (**Section 30**) will no longer be printed in full text in solicitations issued by the City of Shreveport (hereinafter the City), but will be incorporated by reference as shown in the City's book of Standard Solicitation Instructions / Provisions and General Contract Clauses. **If you do not have a copy of these, you may download from our web site: www.shreveportla.gov** (click on Business, then on Bids & RFPs). If you do not have a computer, you can use one of the public use computers that are available at the Shreve Memorial Library or at most library branches.

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***Required for all RFPs**

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The Felony Conviction Statement (Appendix 3) should be submitted with your proposal. Revised 12-05-17

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CITY OF SHREVEPORT-PURCHASING DIVISION

P.O. BOX 31109 SHREVEPORT, LOUISIANA 71130-1109 ● Suite 610, 505 TRAVIS SHREVEPORT, LA 71101-3042
Phone 318/673-5450 web site: www.shreveportla.gov Fax 318/673-5408

July 11, 2019

RFP 19-820

MUST BE RECEIVED NOT LATER THAN 3:00 P.M. (CST) ON: August 13, 2019

PROPOSAL TITLE: Police Records & Jail Management Systems

You are invited to submit proposals in accordance with the requirements of this solicitation which are contained herein.

In order for your proposal to be considered, it must be received in the Purchasing office not later than the date and time as listed above. Solicitation documents are posted on BidSync.com. To view the general RFP information and receive notices by email, register with BidSync. Registration is free. If you wish to view or download entire RFP packages, you may do so for an annual fee. It takes about two weeks to get a digital signature. *Allow additional time to set up the digital signature in BidSync.* **Go to BidSync.com for more information on this.** Solicitation documents are also available at www.shreveportla.gov/Solicitations. BidSync shall be the official source of solicitation documents.

It shall be the responder's responsibility to make inquiry as to the addenda issued. All inquiries pertaining to this RFP shall reference RFP number as shown above. Paper proposals received by the Purchasing Office after the time specified will be documented and then returned to the Offeror unopened. Due to the possibility of negotiation with all Offerors, the identity of any Offeror or the contents of any proposal will not be public information until after the contract award is made. Paper proposals and modifications received in response to this Request for Proposals shall be time stamped upon receipt and secured in the Purchasing Division until the established due date. Attendance by the submitter on the established due date is unnecessary, because submittals will be opened at a later time in the presence of a procurement employee or selection committee member.

The proposals must be signed by an official authorized to bind the Offeror, and it shall contain a statement to the effect that the proposal is firm for a period of at least 120 days from the closing date for submission of proposals. **Paper proposals must be submitted using the envelope format as provided in this solicitation document in a sealed opaque envelope/container showing the above proposal title, number, opening date, time of opening and appropriate license number(s) on the outside of the envelope or if a sealed container is used, then all this information shall be shown on the top of the container. The City does not accept faxed or emailed responses for formal solicitations.**

All submittals (see Part V, Submission Requirements) received in response to this Request for Proposals will be rated by the City's Selection Committee, based upon the Evaluation Criteria as listed in Part IV. If the best Offeror is clearly identified from the point summary, there will not be a need for oral presentations. If not, then an oral presentation from a minimum of two (the highest rated) firms shall be required. This solicitation does not commit the City to award a contract, to pay any costs incurred in the preparation of a proposal, or to procure or contract for the articles of goods or services. The City reserves the right to accept or reject any or all proposals received as a result of this request, to waive informalities, to negotiate with all qualified Offerors, or to cancel in part or in its entirety this proposal, if it is in the best interest of the City to do so.

City of Shreveport

Wendy Wagnon, CPPO
Purchasing Agent

Important- If you consider the specifications as restrictive or have a problem with this document please contact the Purchasing Agent at least five days before the proposal opening at (318) 673-5457

PART I

GENERAL INFORMATION

- 1.0 Proposals will be considered as specified herein or attached hereto under the terms and conditions of this proposal.
- 2.0 Proposals must be made in the official name of the firm or individual under which business is conducted (showing an official business address) and must be signed in ink by a person duly authorized to legally bind the person, partnership, company, or corporation submitting the proposal.
- 3.0 Offerors are to include all applicable requested information and are encouraged to include any additional information they wish to be considered.
- 4.0 It is up to you to make sure that all the information requested is returned to us by using the envelope format shown in this package.
- 5.0 ***Each Proposer shall submit one (1) signed original response. Four (4) additional copies of the proposal should be provided, as well as one (1) redacted copy, if applicable (See Section 8.0) and a searchable electronic copy on a USB flash drive for each proposal.***
- 5.1 Proposals should be sent to:
- 5.1.1 City of Shreveport
5.1.2 Office of The Purchasing Agent
5.1.3 Government Plaza-Suite 610
5.1.4 505 Travis Street
5.1.5 Shreveport, LA 71101-3042

6.0 QUESTIONS

- 6.1 Offerors requiring additional information may email or fax their questions so that they will be received at least five (5) working days prior to proposal opening to:
- 6.2 Email Jeanette.watson@shreveportla.gov or fax Jeanette Watson at 318-673-5408.
- 6.3 Answers to questions received that should change and/or clarify this solicitation will be provided in writing to all Offerors via an amendment.

7.0 EXPENDITURE

- 7.1 Estimated Expenditure: \$1,000,000

8.0 CONFIDENTIAL INFORMATION, TRADE SECRETS, AND PROPRIETARY INFORMATION

- 8.1 The designation of certain information as trade secrets and/or privileged or confidential proprietary information shall only apply to the technical portion of the proposal. **The financial proposal will not be considered confidential under any circumstance.** Any proposal copyrighted or marked as confidential or proprietary in its entirety may be rejected without further consideration or recourse.
- 8.2 For the purposes of this procurement, the provisions of the Louisiana Public Records Act (La. R.S. 44.1 et. seq.) shall be in effect. Pursuant to this Act, all proceedings, records, contracts, and other public documents relating to this procurement shall be open to public inspection. Proposers are reminded that while trade secrets and other proprietary information they submit in conjunction with this procurement may not be subject to public disclosure, protections must be claimed by the Proposer at the time of submission of its Technical Proposal. Proposers should refer to the Louisiana Public Records Act for further clarification.
- 8.3 The Proposer shall clearly designate the part of the proposal that contains a trade secret and/or privileged or confidential proprietary information as "confidential" in order to claim protection, if any, from disclosure. The Proposer shall mark the cover sheet of the proposal with the following legend, specifying the specific section(s) of the proposal sought to be restricted in accordance with the conditions of the legend:
- 8.4 "The data contained in pages _____ of the proposal have been submitted in confidence and contain trade secrets and/or privileged or confidential information and such data shall only be disclosed for evaluation purposes, provided that if a contract is awarded to this Proposer as a result of or in connection with the submission of this proposal, the City of Shreveport shall have the right to use or disclose the data therein to the extent provided in the contract. This restriction does not limit the City of Shreveport's right to use or disclose data obtained from any source, including the Proposer, without restrictions."

- 8.5 Further, to protect such data, each page containing such data shall be specifically identified and marked "CONFIDENTIAL".
- 8.6 If the Proposer's response contains confidential information, the Proposer should also submit a redacted copy of their proposal along with their original proposal. When submitting the redacted copy, the Proposer should clearly mark the cover as such - "REDACTED COPY" - to avoid having this copy reviewed by an evaluation committee member. The redacted copy should also state which sections or information has been removed. The proposer should also submit one (1) electronic redacted copy of its proposal on a USB flash drive. The redacted copy of the proposal will be the copy produced by the City if a competing proposer or other person seeks review or copies of the Proposer's confidential data.
- 8.7 **If the Proposer does not submit the redacted copy, it will be assumed that any claim to keep information confidential is waived.**
- 8.8 Proposers must be prepared to defend the reasons why the material should be held confidential. By submitting a proposal with data, information, or material designated as containing trade secrets and/or privileged or confidential proprietary information, or otherwise designated as "confidential", the Proposer agrees to indemnify and defend (including attorney's fees) the City and hold the City harmless against all actions or court proceedings that may ensue which seek to order the City to disclose the information.
- 8.9 The City reserves the right to make any proposal, including proprietary information contained therein, available to other agencies or organizations for the sole purpose of assisting the City in its evaluation of the proposal. The City shall require said individuals to protect the confidentiality of any specifically identified proprietary information or privileged business information obtained as a result of their participation in these evaluations.
- 9.0 Additionally, any proposal that fails to follow this section and/or La. R.S. 44:3.2.(D)(1) shall have failed to properly assert the designation of trade secrets and/or privileged or confidential proprietary information and the information may be considered public records.

Part II

1.0 INTENT

1.1 It is the intent of the City of Shreveport and the Shreveport Police Department (SPD) to solicit proposals for replacement of the current Police Department Records Management System, Jail Management Systems, and to implement mobile field reporting. Additionally, the new software must meet federal and state guidelines, comply with industry standard technologies, simplify data driven operations, and enable near real-time dissemination of information to police officers, police supervisors, city leadership, and the public.

2.0 PROJECT BACKGROUND

2.1 In 2021, the Department of Justice requires all agencies reporting crime data information through the Summary Reporting System to transition to the National Incident Based Reporting System (NIBRS). Since the SPD's current system does not meet the NIBRS requirements, SPD must upgrade its current systems. Simultaneously, SPD is transitioning its current, dated business model of paper-driven reporting and dissimilar data sources to a model that utilizes a centralized data source capable of holding multiple types of data in an electronic format and officer-entered in field electronic reports, tickets, and accident reports. Paper reports will no longer be used.

3.0 TERM OF CONTRACT

3.1 Contract Term: The term of contract shall be for one year from the date of award, unless terminated or extended in accordance with the provisions listed herein. The City of Shreveport reserves the right to renew any resultant contract(s), if mutually agreeable with the consultant, for four additional years in one year increments with price changes limited to Price Changes paragraph below, unless prices are requested for a longer period in this RFP.

4.0 PRICE CHANGES

4.1 Prices will be firm for the contract term as specified in paragraph 3 above. After the term of the contract, the Consultant may request price increases based on their documented cost increase to be approved by the Shreveport Police Chief and the Purchasing Agent. Written requests for price increases must be sent to the Purchasing Agent. The City reserves the right to accept or reject the price increase within fifteen days after receipt of the request. Should the City reject the price increase, the City reserves the right to cancel the contract and award to the next best Offeror or to solicit new proposals. No increase will be effective until approved in writing by the Purchasing Agent. Any decrease in the cost of the contract items shall be forwarded to the Purchasing Office with immediate inception into the contract. Any decrease in pricing shall not be less than the appropriate CPI or PPI.

5.0 AWARDS

5.1 An award resulting from this request shall be awarded to the responsive and responsible Offeror whose proposal is determined to be most advantageous to the City, taking into consideration price and the evaluation factors set forth in the RFP; however, the right is reserved to reject any and all proposals received, to waive any informalities, and in all cases the City will be the sole judge as to whether an Offerors proposal has or has not satisfactorily met the requirements of this RFP.

6.0 BRAND NAMES (La. R.S. 38:2212 F- 2)

6.1 Wherever in the specifications the name of a certain brand, make, manufacturer, or definite specification is utilized, they are used only to denote the quality standard of the product desired and that they do not restrict Offerors to the specific brand, make, manufacturer, or specification named; that they are used only to set forth and convey to prospective Offerors the general style, type, character, and quality of the product desired; and that equivalent products will be acceptable.

6.2 It shall be the responsibility of the Purchasing Agent and the professionally employed architect or engineer to determine what is considered an equivalent product on any and all projects in which they have been legally employed to perform professional services.

7.0 SAMPLES

7.1 Samples may be required at any time during the evaluation/approval process, and must be submitted free of expense, unless otherwise specified in accordance with the conditions and instructions in the body of this proposal notice.

8.0 PURCHASE ORDER REQUIREMENT

8.1 The City of Shreveport shall not be responsible for invoices exceeding \$1,000 that do not have a written purchase order covering them.

9.0 PUBLIC ACCESS TO PROCUREMENT INFORMATION

9.1 Proposals will be available for public inspection at the time and date approved by the Purchasing Agent.

10.0 PAYMENTS DUE THE CITY

10.1 Section 26-211 of the City's Code of Ordinances requires the following:

10.1.1 On every contract to which the City is a party and for which written specifications are prepared, the specification shall include the requirement that before the contract is awarded the contractor shall pay all taxes, licenses, fees, and other charges which are outstanding and due to the City.

10.1.2 No contract to which the city is a party shall be awarded to any person who:

10.1.3 Has not paid all taxes, licenses, fees and other charges which are outstanding and due the city, or

10.1.4 Owns any property which is adjudicated to the city or which has demolition liens, grass cutting liens, or any other property standards liens on it, or

10.1.5 Owns more than 25% of a legal entity that owns any property which is adjudicated to the city or which has demolition liens, grass cutting liens, or any other property standards liens on it.

10.1.6 For purposes of this section, Own shall mean to be the last record owner of property prior to a tax sale or adjudication.

10.1.7 Proposals will not be accepted from or contract awarded to any person, firm, or corporations which have at any time failed to execute a contract that has been awarded to them by the City, or which is in arrears to the City upon debt or contract, or which is a defaulter as surety or otherwise upon any obligation to the City.

11.0 ASSIGNMENT

11.1 This contract shall not be assigned without the prior written consent of the city through its Mayor.

12.0 UNSATISFACTORY WORK

12.1 The City shall not be obligated to pay for unsatisfactory work.

13.0 COMPLIANCE WITH CIVIL RIGHTS LAWS

13.1 By submitting and signing this proposal, the proposer agrees to abide by the requirements of the following as applicable: Title VI and VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972, Federal Executive Order 11246, Federal Rehabilitation Act of 1973, as amended, the Veterans Readjustment Assistance Act of 1974, Title IX of The Education Amendments of 1972, the Age Act of 1975, and the proposer agrees to abide by the requirements of the Americans with Disabilities Act of 1990. Proposer agrees not to discriminate in its employment practices, and will render services under any contract entered into as a result of this solicitation without regard to race, color, religion, sexual orientation, national origin, veteran status, political affiliation, or disabilities. Any act of discrimination committed by proposer, or failure to comply with these statutory obligations when applicable, shall be grounds for termination of any contract entered into as a result of this solicitation.

PART III

1.0 SCOPE OF WORK (SOW)

1.1 INTRODUCTION

The City of Shreveport and SPD is seeking the services of an experienced public safety software firm to implement a state-of-the art, integrated Police Records Management System (RMS), Jail Management (JMS) and Mobile Field Reporting solution product.

The new RMS and Mobile Field Reporting systems will be integrated with the existing CAD system used by Caddo Parish 911. The Shreveport Police Department (SPD) expects emergency calls to be dispatched in seconds and officers to be able to create reports in the Mobile Field Reporting system that go directly into RMS. This is essential to the investigative, arrest, and judicial process.

Using information supplied by the City, the successful Vendor will be required to set up, configure and install the software, provide training on use, routine maintenance and modification of the System for SPD and for personnel who will interact with it.

Once the System is installed and accepted by the City, a contract will be entered into to provide software updates, ongoing technical support and training, maintenance and other services required to ensure the operation of the system.

1.2 PROJECT GOALS

- 1.2.1 Replace existing Hexagon RMS and JMS products with a LIBRS/NIBRS compliant RMS, a compatible JMS, and a Mobile Field Reporting system.
- 1.2.2 A single, comprehensive system that is completely integrated, provides a high level of data encryption and system security and optimizes productivity and improving data efficiency by eliminating redundancies.
- 1.2.3 Data conversion required for the project must be completed in accordance with best practices in the industry and approved by the City.
- 1.2.4 Ensure the efficient and effective deployment of resources to calls for service.
- 1.2.5 Provide timely and consistent data to enhance management of resources and personnel.
- 1.2.6 Perform comprehensive crime analysis utilizing analysis tools that support individual and department accountability.
- 1.2.7 Enhanced searching and field reporting capabilities of mobile units.
- 1.2.8 Provide flexible reporting capabilities to extract and/or create ad hoc reports to enhance service to the community.
- 1.2.9 Implement a system capable of growth potential not only for additional users but to integrate with neighboring law enforcement agencies to create an interoperable environment.
- 1.2.10 Implement a system where the addition of technology devices (smartphones, tablets, laptops, fingerprint readers, citation printers, barcode readers, etc.) can be easily incorporated as needed.

1.3 BACKGROUND

1.3.1 City Background

Shreveport, Louisiana, home to more than 190,000 residents, is the perfect place to live, work, and raise a family. The largest city and the commercial and cultural center of the Ark-La-Tex region, a 46,500 square mile, tristate economic hub, Shreveport sits at the intersection of interstate highways I-20 and I-49, and is joined with Bossier City via the Red River. Shreveport is the third largest city in Louisiana and the state's second largest tourism destination, after New Orleans. Shreveport's economy is richly diverse among agriculture, trade, distribution, processing, manufacturing, and service industries.

1.3.2 Shreveport Police Department Background

- 1.3.2.1 The Shreveport Police Department (SPD) has almost 700 personnel working to protect the citizens of the city. SPD integrates with Caddo 911 to manage calls from citizens and to dispatch police resources within the city. I/CAD Mobile for Public Safety software is deployed in patrol cars (I/Mobile) and select department

workstations (MPS). This software is used for NCIC inquiries, updating event details, and for sending and receiving messages. SPD jurisdiction is within the city limits, but the department integrates with multiple parish, state, and federal agencies to maintain public safety within the city.

1.3.2.2 SPD practices data driven operations and regularly meets to consider how police operating areas need to be adjusted as the result of statistic and geographic information. SPD’s statistic and geographic products are generally derived from antiquated processes which require a lot of manual intervention and utilize disconnected data sources to assemble products.

1.3.2.3 SPD also maintains the City Jail which houses inmates serving short sentences levied by the City Court. SPD uses the jail to house prisoners taken into custody pending decisions by the courts for disposition as well as housing the city offenders.

1.3.2.4 SPD investigators support cases in city, state, and federal court and constantly push and pull data to support investigations. Currently, these processes are antiquated using manpower and paper products to move the needed information. SPD wants to bring this up to modern standards and replace data on paper with data in the virtual environment.

1.3.3 Agency Information

Description	Details
Population served	196,217
Number of sworn officers	603
Number of non-sworn employees	120

Description	Details
Number of on-duty units per patrol shift	15-25
Number of mobile units	315
Number of RMS Records Section data entry stations	341
Approximate number of reports per year	45,000
Approximate number of arrests/bookings per year	12,000
Approximate number of field interviews per year	1,950
Approximate number of property items booked per year	12,000
Approximate number of traffic citations per year	35,000
Number of calls for service per year	241,000

1.3.4 Current Police Vehicle Communications Environment

Caddo 911 is responsible for communications to the Police vehicles. SPD intends for Caddo 911 to replace the current police vehicle communication system which is radio-based, before implementation of the proposed system. Implementation of the new police vehicle communication system has not begun but it is intended to support two VPN connections; one to the Caddo 911 network and one to the City of Shreveport network.

Each Police vehicle currently has a Windows-based laptop connected to Caddo 911 running I/Mobile.

1.3.5 Current Technical Environment

A summary of the City’s current technical environment is as follows:

Area	Description
Network Infrastructure	<ul style="list-style-type: none"> • The City has approximately 30 buildings directly connected by fiber optics. There are 2 active datacenters. One located at 505 Travis Street (Government Plaza) and the other at 1234 Texas Avenue (Police Facility). Each datacenter serves as an active datacenter and a failover datacenter for the other datacenter. • Most City offices are connected to the datacenters via fiber optic cabling. Connection speeds for fiber connected sites are all 1 gigabit but we in the process of upgrading to 10 gigabit. The 2 datacenters are connected via (4) 10 Gbps links. • The City’s primary internet service is a 250Mbps connection provided by CenturyLink with a 250Mbps backup internet service provided by Conterra. The demarcation point for each connection is at Government Plaza.
Data Network	<ul style="list-style-type: none"> • The City primarily uses Cisco switches. There are still a lot of Enterasys switches in place but they are being replaced when practical. • Most access layer switches are 48 port, POE, Gigabit switches.
Server & Operating Standard	<ul style="list-style-type: none"> • The predominant operating system on the servers is Microsoft Windows Server 2012 and above. There are still some legacy servers running legacy applications. Unless otherwise impractical, all servers are members of Active Directory. There is a single domain managed by 6 domain controllers. • The City currently utilizes both Microsoft SQL Server and Oracle database servers but is in the process of transiting from Oracle. The current versions of SQL Server in production are 2014 and 2016. • The current virtualization platform is VMware 6.5.

Workstation Standard	<ul style="list-style-type: none"> • There are approximately 1200 workstations/laptops currently in use. All new desktops are Dell, however a large portion of the desktops are generic. Almost all laptops are Dell but we have recently began deploying iPads for field-based applications. • All systems are equipped with a minimum of 4GB RAM. The majority of the systems have Windows 7 but all new systems are Windows 10. Windows 7 is in the process of being phased out. • The City is currently deploying Microsoft Office 2016 but the majority of the versions are 2010 and some 2013. Email and calendaring services are provided by a Microsoft Exchange 2016 Server. • Workstation updates are managed by WSUS and antivirus protection is managed by Symantec Endpoint Protection.
Storage & Background Environment	<ul style="list-style-type: none"> • The City has a Dell Compellent storage subsystem installed at each datacenter. All storage is solid state. All virtual machines and their data reside on these two storage systems. • There are 4 Exagrid backup appliances (2 at each datacenter) and all servers are backed-up incrementally on a nightly basis using Veeam. The backup appliances replicate to each datacenter. The Exagrids are then backup up to tape media and then taken off site. • If deemed appropriate, the backup strategy for the incoming system(s) can be incorporated into the City's current backup strategy.
Current Database Size and Record Counts	<ul style="list-style-type: none"> • Database size <ul style="list-style-type: none"> ○ Data – 61 GB ○ Indexes – 19 GB • Record Counts <ul style="list-style-type: none"> ○ Names – 1,159,940 ○ Arrests – 311,471 ○ Vehicles – 361,161 ○ Property Items – 1,640,550 ○ Incidents – 1,352,269 ○ Bookings – 328,014

1.4 GENERAL REQUIREMENTS

- 1.4.1 Application **must** be a commercial off-the-shelf (COTS) solution. The application can be hosted/cloud-based or server based.
- 1.4.2 The selected Vendor will provide project management and implementation services with regard to the system. They will provide comprehensive system functional and technical documentation as well as necessary and relevant training to all staff members (functional and technical) who will be utilizing the new software.
- 1.4.3 The selected solution **must** be available 24 hours per day, 7 days per week. Field reporting software **must** work with or without connectivity in the vehicle or to the mobile device.
- 1.4.4 Vendor **must** have a dedicated customer support department with representatives available between 7:00 am and 6:00 pm CST Monday through Friday, including all holidays, with mission critical support 24 hours, 7 days a week.

- 1.4.5 Basic application, functional and technical support **must** be provided with the contract and should not be charged as additional fees.
- 1.4.6 Vendor **must** have successfully implemented solution for a minimum of three (3) State or local government agencies of similar size and complexity to that of the City of Shreveport.
- 1.4.7 Vendor **must** have U.S. based offices.
- 1.4.8 Applications **must** be CJIS compliant.
- 1.4.9 Source Code
- 1.4.9.1 Vendor shall place Source Code for the Software modules licensed by the City in escrow with an independent third-party (with whom a separate Escrow Agreement will be entered into by City at no additional cost to City). The Source Code shall be kept current with the releases/version of the Software in live use at the City. The Source Code shall revert to City for City's use if Vendor files for bankruptcy or protection from creditors in a court of law City shall then have full rights to use source code for any purposes other than resale.
- 1.4.9.2 Vendor will provide appropriate source code to the City in a timely manner in the event that the Vendor goes out of business or no longer supports the Software being licensed. The same applies if the Vendor is merged or acquired and the Software is no longer supported. Once the City obtains the source code, it will be a perpetual license, and there will be no additional fees due, even if additional licenses are deployed.
- 1.4.10 City shall be entitled to any and all future releases and upgrades at City's sole option within five (5) years from Final Acceptance, whether of a "minor" or major" nature, of Vendor software for no additional cost beyond the Annual Support fees delineated in the proposed Maintenance Agreement.
- 1.4.11 The Vendor certifies that the solutions prescribed in its proposal response will remain available and fully supported for a minimum of five (5) years from Final Acceptance and that any material changes to Vendor's company or products will not affect the City's implementation or support of the System.

1.5 TECHNICAL REQUIREMENTS

1.5.1 Hardware/Software Requirements

- 1.5.1.1 The proposed solution **must** be compatible with the current City of Shreveport network/server infrastructure as listed in section 1.3.5 Current Technical Environment.
- 1.5.1.2 The proposed field reporting solution **must** be compatible with the current Caddo 911 network/server infrastructure as listed in section 1.3.4 Current Police Vehicle Communications Environment.
- 1.5.1.3 On premise solution **must** be deployed on a Windows Server Operating System 2016 Server or later.
- 1.5.1.4 On premise solution **must** support server virtualization using VMware 6.5 or later.
- 1.5.1.5 On premise solution **must** support Microsoft SQL Server 2014 or later.
- 1.5.1.6 **Must** include the ability to allow individual City staff access to the software from their workstations via a browser or Microsoft Windows environment.
- 1.5.1.7 Microsoft Windows client access **must** be compatible with Microsoft 10 and **must** not require user to have administrative privileges or be profile specific.

1.5.2 Software Update and Distribution

- 1.5.2.1 Provide information on how server and client side software updates are received, processed, and distributed to either the server and/or client environment.
- 1.5.2.2 Provide a description on how City specific requirements are applied and distributed to your clients and the process for managing local customizations.
- 1.5.2.3 Describe any configuration management system that is incorporated with the Vendor solution to manage software updates and distribution.
- 1.5.2.4 Describe in detail how updates and releases can be applied and tested without impacting the live production environment. If this feature is not present, propose the environment to support complete system testing with licensing requirements and cost as a separate item in the Pricing Forms spreadsheet.

1.5.3 Proposed Hardware, Storage Environment and System Performance

- 1.5.3.1 Describe the proposed computer hardware and storage environment to support the system. In the event that there are multiple options available, list all options. Indicate which is the preferred hardware platform and why.
- 1.5.3.2 List the conditions in which the preferred hardware platform would change.
- 1.5.3.3 Provide a hardware configuration, which takes into account the size of the City, application modules proposed, City transaction and operating volumes, and anticipated future growth.
- 1.5.3.4 What system architecture do you propose?
- 1.5.3.5 Describe the number and type of application servers, database server(s), and development and test environments.
- 1.5.3.6 Describe your proposal's technical architecture. This **must** show components such as the database server, applications server, reporting server, test/training server, firewall(s), web server(s), web browser, minimum workstation requirements, remote access, wireless connectivity, network connectivity to LANs and WAN, etc.
- 1.5.3.7 Describe any use of virtual server technologies which you recommend and/or support.
- 1.5.3.8 System response time **must** not impede the ability for departmental staff to perform their required job functions using the system.
- 1.5.3.9 Since system **must** be available 24/7, describe any maintenance window requirements for routine maintenance and upgrades.
- 1.5.3.10 Describe any proposed methods to measure system performance (servers, database, etc.) of the proposed solution and any guarantees on system performance and availability. If available, provide any studies/benchmarks on system failure frequency, duration and impact, and root-cause analysis and problem avoidance techniques.
- 1.5.3.11 Provide evidence of system scalability, which takes into account the size of the City, application modules proposed, City transaction and operating volumes, and anticipated future growth.
- 1.5.3.12 Provide the minimum bandwidth required for the application, and expected latency at remote locations, considering the City's current network infrastructure.
- 1.5.3.13 Provide the minimum hardware, software, storage, memory, operating system, and other requirements for desktop computers to access the application such that the City can determine the extent to which existing computers **must** be purchased, upgraded, or replaced.

1.5.4 Primary System Components

- 1.5.4.1 Administrative Tools - The system **must** include a powerful set of administrative tools to monitor utilization, trace database access chains, database reorganization, problem determination and resolution, optimize schema and sub-schema definitions, model, report areas/pages percent full, and to optimize file placement and layout.
- 1.5.4.2 Database Characteristics - The system **must** use the concept of user views whereby pseudo-schema are defined and stored for utilization by users without the users becoming involved in the actual schema and sub-schema structures of the database. The system **must** provide a security system to control utilization of user views by user ID, account, and activity.
- 1.5.4.3 Data Dictionary Facility - The system **must** include an active integrated central data dictionary. This dictionary **must** be an integral component of the data access capabilities, including the definition of both data attributes and values.
- 1.5.4.4 Data Import/Export Facility - The system **must** include a data import/export facility which permits transferring data from other data files into the database and exporting data outside of the system.
- 1.5.4.5 Independence - The system **must** be independent of workstation type or transaction type and be able to be accessed from any workstation in the network.
- 1.5.4.6 Logging, Restart, and Recovery - The system **must** provide restart capabilities, rollback, and recovery as well as, database access activity logging and back out.

- 1.5.4.7 Multi-Tasking - The system **must** permit simultaneous database accesses, permitting simultaneous access to files and queuing update requests at the record or field level when field contention prevents simultaneous updates. In addition, it **must** permit concurrent processing jobs accessing and updating the same data files and database while maintaining desired performance levels.
- 1.5.4.8 Performance and Activity Statistics - The system **must** support performance monitoring tools and activity statistics reporting features. Statistics should be available on database access rates (both update and query) by program, workstation, IP address and ID, and by time of day.
- 1.5.4.9 Referential and Entity Integrity - Rules for maintaining entity integrity (only one row in a table for each unique primary key) and referential integrity (validating the existence of foreign keys) **must** be supported.
- 1.5.4.10 Script Execution - It is desirable to have the ability to schedule scripts / postings for deferred, unattended execution.
- 1.5.4.11 Structured Query Language - The system **must** support the use of an industry standard structured query language (SQL); more specifically, support of the ANSI/ISO standard.
- 1.5.4.12 System Security - The system **must** integrate to the City's Microsoft Active Directory network security framework.

1.6 **IMPLEMENTATION PLAN**

1.6.1 Vendor is to provide an implementation plan in narrative format supported by an activity-level project plan that details how the proposed solution is to be implemented. This implementation plan **must** include the following elements:

- General Implementation Approach
- Project Management Approach
- Software Installation and Hardware Installation Coordination
- Data Conversion Plan
- Report Development, if applicable
- Integrations and Interfaces
- Training
- Testing
- System Documentation and Manuals
- Disaster Recovery Plan
- System Operations Knowledge Transfer
- Staffing Plan

The Vendor is not constrained or limited to including only the above items in the Vendor's proposal response if the Vendor feels that additional elements may add value to the overall implementation. The City requests that the Vendor provide its work plan in a Gantt chart format as part of the proposal response.

The Vendor must lead the efforts in each of the implementation areas described below unless stated otherwise. Further details on what is to be provided as part of the Vendor's proposed implementation plan are included in the following subsections. The costs for the services identified in this section shall be part of the Vendor's proposal.

1.6.2 General Implementation Approach

- 1.6.2.1 Vendor **shall** provide a general overview of the implementation approach it plans to use for the City that addresses the following items:
- 1.6.2.2 Describe how you transition from the sales cycle to the implementation phase of the project.
- 1.6.2.3 Describe key differentiators of the approach as it relates to implementing a solution on time, within budget and with the ability to meet the needs of a diverse client like the City.
- 1.6.2.4 Describe how you conclude a preferred implementation phasing of software modules.

- 1.6.2.5 Describe your approach towards running parallel systems for a period of time.
- 1.6.2.6 Describe any unique tools, techniques, or methods that you use during implementation.
- 1.6.3 Project Management Approach
- 1.6.3.1 Provide project management resources leading to the successful deployment of the system.
- 1.6.3.2 The Vendor's Project Manager will act as a single point of contact for management and coordination of Vendor's work.
- 1.6.3.3 All project management and coordination on behalf of the City shall be through a single point of contact designated as the City Project Manager.
- 1.6.3.4 All work performed pursuant to this contract shall be coordinated between the City Project Manager and the Vendor Project Manager.
- 1.6.3.5 During the course of the project, the City will require that the Vendor provide and maintain a project plan.
- 1.6.3.6 Vendor **must** provide a high-level work plan for achieving the successful deployment of the proposed system.
- 1.6.4 Software Installation and Hardware Installation Coordination
- 1.6.4.1 Vendor **must** specify, furnish, deliver, install, and support all system software.
- 1.6.4.2 When practical, the City will procure any required third-party software (for example, Microsoft SQL Server) for the project directly with software vendors. The software will be licensed directly to the City of Shreveport.
- 1.6.4.3 The City will procure any required hardware for the project directly with hardware vendors.
- 1.6.4.4 Vendor will assist with designing the hardware configuration and providing and specifying minimum and recommended hardware configurations and coordinate all City hardware installation activities.
- 1.6.4.5 Describe your process for hardware design, coordinating hardware purchase and installation and subsequent process for software installation.
- 1.6.5 Data Conversion Plan
- 1.6.5.1 Data conversion will occur when migrating to the new application. The successful vendor(s) will assist the City in the conversion of both electronic data; as well as, the coordination and planning related to manual data conversion (e.g. hand keying) to the new system.
- 1.6.5.2 For electronic data conversion, the successful Vendor will be responsible for data extraction from the City's current systems.
- 1.6.5.3 City will provide the Vendor controlled access to systems which will be replaced.
- 1.6.5.4 City staff will be available for data scrubbing and data pre-processing.
- 1.6.5.5 The successful Vendor will be responsible for overall data conversion coordination, definition of file layouts, and automated data import and validation into the new software.
- 1.6.5.6 City will be responsible for any manual data conversion (e.g. hand keying), as agreed upon.
- 1.6.5.7 Describe your scope of data conversion services and approach of how the services will be provided. Please detail the scope of data to be converted.
- 1.6.5.8 Describe the roles and responsibilities between your team and the City related to data conversion activities.
- 1.6.6 Report Development
- 1.6.6.1 For specific reporting requirements, the Vendor will take the lead on developing any reports required as part of the initial deployment of the system.
- 1.6.6.2 Vendor will provide specialized knowledge and information to the City staff during the development of needed reports, via technical training on the tools used for report development, database schema, and architecture, etc.
- 1.6.6.3 Provide information on your reporting approach including the description of various methods of reporting and methods for the City to identify, specify, and develop required custom City reports during the implementation.

1.6.7 Integrations and Interfaces

1.6.7.1 It is expected that information generally would need to be entered only once into the system, whether typed, scanned, or through data supplied by other systems. Modules within the system are to be integrated in real-time with each other such that batch processes are not required to transfer information from one area of the system to another unless that is the preference of the SPD.

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1.6.7.2 The following table contains a listing of applications that will require or possibly require an interface with the proposed system.

System	Description
Intergraph CAD	The CAD system resides at Caddo 911 which is on the City's WAN. There is currently a vendor interface that imports Calls for Service information into RMS/JMS.
Kologik	The Kologik server directly queries RMS/JMS to provide information to other law enforcement agencies.
Tyler Logos/HRMS	The Tyler (Accounting, Payroll, HRMS, Position Control) system. All money currently collected is manually entered.
Tyler Odyssey Court System	The City Courts have just began the implementation of a new Courts Management System. There is not currently an interface between the RMS/JMS and City Courts systems. The Jail personnel have access to a courts module and enters information into both systems. Courts keeps up with court dates and manually notifies the jail of anyone that need to appear for arraignment. In most cases, arraignments are over the Video Arraignment system. An internally developed system (PoliceNet) is used to simultaneously search for Court bench warrants (City Courts System) and City warrants (RMS/JMS).
ERSI ArcGIS	SPD uses ArcMap and ArcGIS services to create maps.
LA Crash	All traffic tickets are currently entered in the statewide crash system. It is preferred to be able to access this information within the proposed system.
Summit	There is currently a separate commissary management system. It is preferred that the commissary functionality be incorporated into the proposed system.
LiveScan	Inmates are fingerprinted and their information entered into the LiveScan system for positive identification. There is not an interface with the current JMS system which requires duplicate data entry.
Vines	The Victim Information and Notification Everyday (VINES) system directly queries the JMS system to notify citizen when someone is released from jail.
False Alarms	The current False Alarm system is an internally developed application that directly queries the CAD system and RMS system. All payments collected are processed manually into the Logos system.
Securus	Inmate information is directly queried from the JMS system and FTPed to the Securus Inmate Telephone System.
WarrantNow	A secure online service that enables officers and judges to produce and sign warrants.

- 1.6.7.3 The selected Vendor will provide a plan to interface with current applications, when feasible, as part of the implementation of the proposed system or propose an alternative solution within its software to satisfy the desired end result.
- 1.6.7.4 Describe your approach towards interfacing and integration with other solutions including use of specific tools, methods, and standards.
- 1.6.7.5 Describe data exchange standards (e.g. NEIM, XML, Web Services, etc.) supported or provided by your product.
- 1.6.7.6 As it pertains to the City's current technical environment described previously, identify potential issues for integrating with specific technologies that are used within the City.
- 1.6.7.7 If local customized integrations are developed, do you provide any tools or assistance to easily incorporate customizations into new version/releases of your software?

- 1.6.8 Training
- 1.6.8.1 All end-user and technical training will be performed on-site through implementation and be performed by the Vendor.
- 1.6.8.2 End user implementation training will be provided by the Vendor and include joint participation by the relevant City process owner team lead supporting the process area in the new software system.
- 1.6.8.3 Management training for reporting and system configuration/administration will be provided by the Vendor.
- 1.6.8.4 Technical Implementation training will be provided by the Vendor and will include training for City IT staff on the technologies required to support the new Police Software System.
- 1.6.8.5 Report writing training will be provided by the Vendor. Recommended tool and pricing should be included.
- 1.6.8.6 The Vendor should provide an overall description of its training approach, including the general timeframes in which training will be conducted.
- 1.6.8.7 Vendor **must** list the nature, level, and amount of training to be provided in each of the following areas: User training, Management/Administration training and Technical training, including the maximum number of attendees at each training class.

- 1.6.9 Testing
- 1.6.9.1 Describe the recommended approach to the following types of testing that are anticipated to be performed on the project and the type of assistance it anticipates providing to the City related to such testing:
 - a) System Testing.
 - b) Integration Testing.
 - c) Stress/Performance Testing.
 - d) User Acceptance Testing (UAT)

- 1.6.10 System Documentation and Manuals
- 1.6.10.1 Provide user manuals and online help for use by the City as part of the initial training and on-going operational support. Additionally, the Vendor will provide technical documentation.
- 1.6.10.2 Describe what documentation (user guide, technical guide, training materials, etc.) is available on the system proposed and any related costs.

- 1.6.11 Disaster Recovery Plan
- 1.6.11.1 Describe the backup and/or disaster recovery plan suggested as part of its proposed solution.

- 1.6.12 System Operations Knowledge Transfer
- 1.6.12.1 Describe its process for ensuring that a transfer of knowledge occurs back to City staff during implementation such that City staff are capable of supporting and maintaining the application in the most proficient manner once the Vendor implementation engagement is complete.

1.6.13 Staffing Plan

- 1.6.13.1 Detail the type and amount of implementation support to be provided (e.g., number of personnel, level of personnel, time commitment, etc.). Include resumes for all personnel that will be assigned to the project or at minimum their qualifications and experience.
- 1.6.13.2 City IT Department will provide oversight for all aspects of hardware and software configured on the servers.
- 1.6.13.3 SPD will provide an internal project manager for all operational parts of configuration to include a build team, data conversion team, training team, and other users or groups as necessary to successfully complete the replacement of the RMS/JMS and Mobile suite.
- 1.6.13.4 Vendor will provide its recommended team sizes, and what experience is preferred for successful implementation

1.7 ONGOING SUPPORT SERVICES

- 1.7.1 Specify the nature and conditions of any post-implementation support options including:
 - a. Onsite support (e.g. system tuning, application configuration, interface issues, report development, network optimization, user training, and tips to optimize the user experience).
 - b. Version upgrade/enhancement support.
 - c. Telephone, e-mail, and fax support.
 - d. Help Desk services (If there is a Service Level Agreement for your help desk, please provide a copy with your RFP response.).
 - e. Remote diagnostics.
 - f. Toll-free support line with 24/7 support to include remote diagnostics and ability to escalate for higher level software and database support.
 - g. Users Group (i.e. - information about it, where it is held, and when). If no, are you planning one?
 - h. Annual user conferences.
 - i. Training opportunities (at installations, periodic local, regional, national, etc.).
 - j. Documentation.
 - k. Online knowledgebase (i.e. – how it is accessed, who updates it, etc.).
- 1.7.2 Provide a complete and detailed process customers would follow in the following situations:
 - a. Reporting a problem with the software.
 - b. Obtaining instruction/clarification on specific system features.
 - c. Requesting customized reports or services.
 - d. Obtaining technical assistance in making changes in the system coding to achieve a specific objective.
 - e. Obtaining professional law enforcement advice due to a change in the structure or political setting.
 - f. Requesting and arranging an increase/decrease in the number of workstations.
 - g. Requesting additional instruction or on-site services.

- 1.7.3 Describe your maintenance programs and options with associated pricing.

1.8 FUNCTIONAL REQUIREMENTS

1.8.1 **Mobile Field Reporting**

- 1.8.1.1 System **must** be compatible with existing vehicle computers, software, and network configurations as listed in section 1.3.4 Current Police Vehicle Communications Environment.
- 1.8.1.2 Software **must** be able to function simultaneously with other loaded software.
- 1.8.1.3 If a mobile client is installed, software should allow for automatic software updates when new versions of software are pushed without intervention by a technician. Software updates should require a car to be out of service for no more than 30 minutes.
- 1.8.1.4 Software **must** be compatible with personal computers, tablets, and smartphones.
- 1.8.1.5 Software **must** be compatible with existing Caddo 911 CAD System.
- 1.8.1.6 Applications for mobile devices should be compatible with IOS, Android and Microsoft Windows operating systems.
- 1.8.1.7 Users **must** be able to start/enter a report regardless of vehicle connectivity to the network.

- 1.8.1.8 Software **must** allow officers to extract electronic data from existing records to populate report information as much as possible.
- 1.8.1.9 Software **must** allow officers to populate reports with person information by extracting data from State-issued ID cards.
- 1.8.1.10 Software should minimize entries as much as possible for the user.
- 1.8.1.11 Software **must** prompt user when an IBR required entry is missing or incorrect.
- 1.8.1.12 Upon selection of a charge, software **must** automatically choose the fields required for entry by user.
- 1.8.1.13 Software **must** be able to auto populate reports with data from CAD system as much as possible.
- 1.8.1.14 Software **must** be capable of conducting RMS, LETS, and NCIC queries.
- 1.8.1.15 Software **must** allow officers to start booking process and collect booking images.
- 1.8.1.16 Software should enable officers to issue citations and summons in both electronic and printed forms.
- 1.8.1.17 Software **must** be NIBRS and LIBRS compliant with continuing updates to maintain this compliance throughout software service life without additional charges beyond maintenance.
- 1.8.1.18 Software **must** enable officers to initiate a warrant for both property searches and arrests.
- 1.8.1.19 Software should allow for pin mapping of offenses.
- 1.8.1.20 Software should allow for address verification.
- 1.8.1.21 Software should enable collection of crime scene images and video without storing images on city cellular devices.
- 1.8.1.22 System **must** be capable of generating a report, issuing a parking ticket, issuing a traffic ticket, extracting data from state issued IDs through bar codes and capturing an electric signature for forms, tickets, and summons.
- 1.8.1.22.1 Application **must** also allow queries of existing names and case files to allow auto population of required report fields while building a report. Queries **must** include access to NCIC.
- 1.8.1.23 Users **must** be able to do a basic query of suspect/victims by name. Officers **must** also have an address history query available in vehicle. Finally, officers **must** be able to query local warrants.
- 1.8.1.24 Software should enable queries of local city databases to include water billing, property standards, tax information, etc.
- 1.8.1.25 System **must** contain two working environments: one operational, one training to support training of officers in field operations.
- 1.8.1.26 System **must** allow officers to create field interviews.
- 1.8.1.27 System **must** allow for the use of speech recognition tools.
- 1.8.2 **Records Management System**
- 1.8.2.1 Software **must** alert users when making duplicate entries of incident numbers.
- 1.8.2.2 Software **must** auto-populate records with an incident number from Call Module.
- 1.8.2.3 Software **must** alert records technicians when a report is in the system but incomplete.
- 1.8.2.4 Software **must** allow for retrieval and export of all reported data.
- 1.8.2.5 Software **must** enable redaction for exported data, forms, and reports.
- 1.8.2.6 Software **must** enable expungement.
- 1.8.2.7 Software **must** allow extraction and export of bulk data requests in the following formats: .xlsx, .csv, and .dbf
- 1.8.2.8 Software should allow for extraction of individual reports in the following formats: .pdf or .docx.
- 1.8.2.9 Software **must** allow for electronic routing of all records to supervisory and investigative elements of the department.
- 1.8.2.10 Software **must** enable investigative elements to add supplements to reports.

- 1.8.2.11 System **must** automatically associate evidence, arrests, and name data within each report.
- 1.8.2.12 System **must** have a simple visualization tool to enable personnel reviewing of a report to see all associated supplements, vehicles, property, arrests, and people for a single incident.
- 1.8.2.13 System **must** contain two working environments: one operational and one training environment.
- 1.8.2.14 System **must** be NIBRS and LIBRS compliant, and updates of system to maintain compliance **must** be included in the maintenance costs for the software.
- 1.8.2.15 If client software is installed, software updates **must** be automated without technician intervention and allow for no more than 30 minutes of down time while updating operating software and **must** not require user to have administrative privileges or be profile specific.
- 1.8.2.16 System **must** have the ability to maintain a detailed audit trail of all changes made to the database. The log shall include the user identifier, the database and tables accessed, the action performed (add, change, delete, print), date, time, workstation identifier, and data before and after the changes. Logs **must** be maintained for a minimum of 1 year.
- 1.8.2.17 Vendor will include in the costs the conversion of existing record data currently in electronic format based on Current Database Size and Record Counts in section "1.3.5 Current Technical Environment".
- 1.8.2.18 System **must** enable designated users to control read/write privileges on a record.
- 1.8.2.19 System **must** enable designated users to lock a record, control record visibility, and limit ability to change items in a record.
- 1.8.2.20 System **must** allow for designated users to sensitize reports. Sensitized reports **must** be visible in a report listing but only designated users can access the report.
- 1.8.2.21 System should allow the agency to make any field searchable including those added by the agency.
- 1.8.2.22 System **must** allow the agency to change the printed output of any form without vendor assistance.
- 1.8.2.23 System **must** have the ability to define user and group access rights to records and the functions that can be performed by each user or group of users.
- 1.8.2.24 System **must** allow designated users to add or modify fields and field names without vendor assistance.
- 1.8.2.25 Names
- 1.8.2.25.1 System should capture name data for each individual involved in an incident as a unique name record.
- 1.8.2.25.2 System **must** provide automated tools for identifying names to merge and should allow simplistic merging process for a single individual to maintain name database integrity.
- 1.8.2.25.3 Name data **must** be searchable and easily imported into reports, booking, arrest records, and jail management system.
- 1.8.2.25.4 All existing Name data will be converted. A process for merging duplicate name records will be implemented during the conversion process.
- 1.8.2.25.5 System should have a tool to allow visualization of a person's associations with another person, place, incident, vehicle, or gang.
- 1.8.2.25.6 System **must** allow for output of name associations in a format compatible with common Social Network Analysis tools.
- 1.8.2.25.7 The following data **must** be captured in the name table for each individual or business:
- name and address (need to list at least last 5 addresses)
 - home, cellphone, and work phones
 - email address
 - social media names
 - date of birth, age range
 - place of birth: city, state, country

- adult/juvenile
- social security number
- driver's license number: type, state, country, expiration date
- descriptive information: sex, race, hair color, eye color, height, weight, hair style, complexion, speech, teeth, build, ethnicity, scars, marks, and tattoos (need enough space for description of each)
- school
- medical status (example HIV status)
- emergency contact information
- relationships (known associates)
- pseudonyms
- employment information (business, phone number, address, shift, workdays)
- state ID number
- FBI ID number
- unlimited user-defined ID numbers
- probation officer
- attorney
- monikers
- alias/aliases
- gang affiliations
- associated vehicles (make, model, color, license plate and VIN)

1.8.2.26 Calls for Service

- 1.8.2.26.1 System **must** enable cataloging of all calls for service from Caddo 911 CAD system of record.
- 1.8.2.26.2 System should log all data associated with a call including the activity script.
- 1.8.2.26.3 System **must** allow for periodic automated and manual updates to call records.
- 1.8.2.26.4 Vendor **must** be responsible for converting existing call data.

1.8.2.27 Warrants

- 1.8.2.27.1 System **must** have the ability to create a warrant for routing through E-warrant application.
- 1.8.2.27.2 System **must** have the capability to query warrants.
- 1.8.2.27.3 System should have the capability to pin-map warrants.
- 1.8.2.27.4 System should have the ability to output warrants to a csv file.

1.8.2.28 Mapping

- 1.8.2.28.1 System **must** allow for automated geocoding of an address with minimal user intervention.
- 1.8.2.28.2 System **must** alert creator of any invalid address.
- 1.8.2.28.3 System **must** automatically assign a district, area, and neighborhood to each incident at time of geocoding.
- 1.8.2.28.4 System **must** generate an X,Y coordinate for each incident using a definable geographic process which includes projection and datum details. All coordinates should be exported in feet using the Louisiana North State Plane.
- 1.8.2.28.5 System **must** enable export of coordinates as an X and Y data field for use in external software.

1.8.2.29 Queries

- 1.8.2.29.1 Users should be able to conduct user defined queries on any data field in the system.
- 1.8.2.29.2 System **must** be able to export query results as a bulk data file.
- 1.8.2.29.3 System **must** allow query language based on normal SQL commands
- 1.8.2.29.4 Queries **must** allow for search of data via character strings for text data fields
- 1.8.2.29.5 Queries should be saved in system for future use by the same user for a minimum of 90 days.

1.8.3 **Evidence Management System**

1.8.3.1 Property

- 1.8.3.1.1 System **must** allow all categories of property to be tracked, released, and disposed.
- 1.8.3.1.2 System **must** auto assign property identification numbers.
- 1.8.3.1.3 System **must** allow agency to modify bar code labels and property receipts to meet agency's requirements.
- 1.8.3.1.4 System **must** have the ability to track the location of all evidence related to a given report number.
- 1.8.3.1.5 System **must** enable evidence audits.
- 1.8.3.1.6 System **must** allow for electronic chain of custody updates for all property.
- 1.8.3.1.7 System should provide automated alerts when updates are needed to NCIC.
- 1.8.3.1.8 System should enable NCIC property status audits based on user define rules for different types of property.
- 1.8.3.1.9 System **must** allow for links to existing computer storage devices holding digital evidence.
- 1.8.3.1.10 System **must** allow designated users to store crime scene photos associated with incidents.
- 1.8.3.1.11 System **must** be able to log digital evidence in its original form without changing the data.
- 1.8.3.1.12 System **must** allow user to search for a property item by descriptive data (make, model, serial number) and case number.
- 1.8.3.1.13 System **must** allow the user to select one or several property items within a case for movement, check-out, check-in, or disposal.
- 1.8.3.1.14 System **must** allow all property and personal information from a case to be pulled into a property sheet without data reentry.
- 1.8.3.1.15 System **must** allow users to create a property sheet in the Mobile Field Based Reporting system.
- 1.8.3.1.16 System **must** allow agency to customize property sheet to agency's requirements.
- 1.8.3.1.17 System **must** allow users to create a property sheet on-scene without network connectivity.
- 1.8.3.1.18 System should allow items entered into the property sheet to be automatically added to the master property table.
- 1.8.3.1.19 System **must** provide the ability to send a notification to officers or others as defined by the agency.
- 1.8.3.1.20 System **must** allow users to print bar code labels individually or in a batch based on property sheet or case number.
- 1.8.3.1.21 System **must** allow the agency to modify recovery letters and disposal notification letters.
- 1.8.3.1.22 System **must** allow users to print chain of custody report individually or in a batch based on property sheet or case number.
- 1.8.3.1.23 System **must** allow users to print recovery letters and disposal notification letters individually or in a batch based on property sheet or case number.
- 1.8.3.1.24 System **must** allow users to configure property and evidence printouts and reports.
- 1.8.3.1.25 System **must** allow users to mass lock all property items entered instead of individually locking each property item when a large number of property items are entered.

1.8.3.2 Vehicles

- 1.8.3.2.1 System **must** allow vehicles to be tracked, released, and disposed.
- 1.8.3.2.2 System **must** auto assign property identification numbers.
- 1.8.3.2.3 System **must** allow agency to modify bar code labels and property receipts to meet agency's requirements.
- 1.8.3.2.4 System **must** have the ability to track the location of all vehicles related to a given report number.
- 1.8.3.2.5 System **must** enable vehicle audits.
- 1.8.3.2.6 System **must** allow for electronic chain of custody updates for all vehicles.
- 1.8.3.2.7 System should provide automated alerts when updates are needed to NCIC.
- 1.8.3.2.8 System should enable NCIC property status audits based on user define rules for vehicles.
- 1.8.3.2.9 System should generate and transmit via email reports of vehicles impounded to assigned tow companies
- 1.8.3.2.10 System **must** digitize the existing tow sheets and automate the notification of tow companies.
- 1.8.3.2.11 System **must** be capable of holding digital signatures on vehicle associated paperwork (tow sheets, affidavits, etc.).
- 1.8.3.2.12 System **must** provide users with the ability to create customized forms related to vehicle tows and impounds.

1.8.4 **Officer Equipment**

- 1.8.4.1 System **must** enable logging and tracking of all equipment issued to an individual officer.
- 1.8.4.2 System **must** be able to capture all data on department issued weapons and equipment including: make, model, color, serial number, quantity, date of issue, etc.
- 1.8.4.3 System **must** allow for query of all gear issued to a single officer.
- 1.8.4.4 System **must** allow for a query of gear by type.
- 1.8.4.5 System **must** allow for output of queries in the following formats: .xlsx, .csv, or .pdf (only for single officer).
- 1.8.4.6 System **must** enable equipment audits.
- 1.8.4.7 System **must** alert property managers upon changes in property status (example: officer weapon is stolen.)

1.8.5 **Case Management**

- 1.8.5.1 System **must** allow for automated routing of cases to investigative sections.
- 1.8.5.2 System **must** allow supervisory investigators to assign investigations to subordinates and route electronically.
- 1.8.5.3 System **must** provide ongoing status updates as investigators make additions to cases.
- 1.8.5.4 System **must** allow for automated updates of cases to victims via email or text messages.
- 1.8.5.5 System **must** log communications with victims for duration of requirement to hold case data.
- 1.8.5.6 System **must** allow for query of cases by assigned detective, date range, investigation type, or charge.
- 1.8.5.7 System **must** allow for output of queries in the following formats: .xlsx, .csv, or .dbf.
- 1.8.5.8 System **must** contain a dashboard for each supervising user that allows officer to monitor performance of assigned investigators.

1.8.6 **E-Tickets**

- 1.8.6.1 System **must** allow for electronic issue of traffic tickets.
- 1.8.6.2 System **must** be configured to resemble existing paper tickets in use.
- 1.8.6.3 System should be compatible with City and District court electronic systems.
- 1.8.6.4 System **must** allow issuance of multiple violations under a single citation number.

- 1.8.6.5 System **must** allow for capture of electronic signatures.
- 1.8.6.6 System **must** allow for automatic distribution of citations to suspect via email.
- 1.8.6.7 System **must** allow for printing of citations.
- 1.8.6.8 System **must** associate issued tickets with either accidents or criminal offenses, as required.
- 1.8.7 **Traffic Accidents**
 - 1.8.7.1 System **must** be compatible with LA Crash.
 - 1.8.7.2 System **must** log traffic accident data based on data available in LA Crash.
 - 1.8.7.3 System **must** be able to do all required items in the mapping section for any traffic accident.
 - 1.8.7.4 System **must** allow for query of crashes by location or name of individuals involved.
 - 1.8.7.5 System **must** allow for output of bulk crash data for use in other applications.
- 1.8.8 **Parking Tickets**
 - 1.8.8.1 System **must** allow for electronic issue of parking tickets.
 - 1.8.8.2 System **must** be configured to resemble existing paper tickets in use.
 - 1.8.8.3 System should be compatible with City and District court electronic systems.
 - 1.8.8.4 System should be compatible with Downtown Parking Unit databases.
 - 1.8.8.5 System **must** allow issuance of multiple violations under a single citation number.
 - 1.8.8.6 System **must** allow for capture of electronic signatures.
 - 1.8.8.7 System **must** allow for automatic distribution of citations to suspect via email.
 - 1.8.8.8 System **must** allow for printing of citations.
- 1.8.9 **Field Interview**
 - 1.8.9.1 Software **must** enable officer to collect field interview data without creating a report.
 - 1.8.9.2 Software **must** enable automated geocoding of all field interviews. See mapping section for additional requirements.
 - 1.8.9.3 Software **must** allow pin mapping of all field interviews.
 - 1.8.9.4 Software should enable queries of field interviews by name, location, date and time, or general descriptions.
 - 1.8.9.5 Software **must** allow output of bulk results of a query in the follow formats: .csv or .xlsx.
 - 1.8.9.6 Software **must** enable collection of a photo of person interviewed with a field interview.
 - 1.8.9.7 Software should allow officers to choose name data for an individual from existing name ids on file to populate field interview data.
- 1.8.10 **Reporting**
 - 1.8.10.1 Statistical Reports
 - 1.8.10.1.1 Tool **must** be available to create user defined statistical reports for data in each module.
 - 1.8.10.1.2 Reports **must** include the ability to set up user-defined queries, conditional formatting, calculated field values, and graphical displays of information associated with SPD defined user groups.
 - 1.8.10.1.3 Data report results **must** be exportable in following format: .xlsx.
 - 1.8.10.1.4 Reports should automatically update with changes in data within the modules of the records systems.
 - 1.8.10.1.5 Report development **must** be enabled by vendor, but the software should allow SPD officers and analysts to configure reports to support each user.
 - 1.8.10.1.6 Reporting tools **must** work with any module, and tools should enable to users to pull data from multiple data tables to build output.

- 1.8.10.1.7 Reports **must** be able to be displayed on-screen or printed.
- 1.8.10.1.8 System should automatically generate report data model files to assist users in creating reports. These **must** be generated for all modules including those configured by the agency.
- 1.8.10.1.9 System **must** provide tools to generate user-defined, customized screens, forms and reports.
- 1.8.10.1.10 System **must** provide the ability to schedule reports to be run at a specified time.
- 1.8.10.2 Dashboards
 - 1.8.10.2.1 System **must** have capability to create a user defined dashboard to display data from any module based on user preferences and requirements.
 - 1.8.10.2.2 Once built, user dashboard **must** be available at user convenience without having to rebuild product during each login.
 - 1.8.10.2.3 Dashboard information **must** be limited based on user permissions within the system.
- 1.8.10.3 Mapping
 - 1.8.10.3.1 Geographic processes within the software **must** be clearly explained by the vendor.
 - 1.8.10.3.2 Coordinates generated by the system should use a projected state plane system using the North Louisiana State plane and the WGS-83 datum. All output coordinates should be in feet.
 - 1.8.10.3.3 System outputs should be compatible with ESRI ArcGIS software and allow for ingest into ESRI products with minimal processing.
 - 1.8.10.3.4 System mapping tools should include a density tool for quick display.
 - 1.8.10.3.5 System maps **must** allow for periodic ingest of ESRI formatted GIS files for information on police and neighborhood boundaries.
 - 1.8.10.3.6 System should generate a Block address for each incident based on Street Number and Street Name (example: 1234 Texas Ave = 1200 Block of Texas Ave) for each incident used in publically available data.
- 1.8.10.4 LIBRS/NIBRS Products
 - 1.8.10.4.1 System **must** be both NIBRS and LIBRS certified and compliant.
 - 1.8.10.4.2 Software **must** enable easy extraction of required data sets in LCLE and FBI determined formats.
 - 1.8.10.4.3 System **must** also alert reporting official of potential errors and allow simple identification of records with errors based on IBR requirements.
- 1.8.11 **Licenses and Permits**
 - 1.8.11.1 System should allow for issuance of city permits for certain activities.
 - 1.8.11.2 System should allow electronic copies of permits to be transmitted.
 - 1.8.11.3 System permit data tables should be searchable by name, date, and permit type.
 - 1.8.11.4 All query results should be exportable in the following formats: .csv or .xlsx.
- 1.8.12 **Public Portal**
 - 1.8.12.1 Public Crime Map
 - 1.8.12.1.1 System should be capable of interfacing with third party crime maps.
 - 1.8.12.1.2 System should provide updates of data to third party crime maps as designated by SPD.
 - 1.8.12.2 Public Statistical Reports
 - 1.8.12.2.1 System should be capable of serving a set of public reports to the SPD web site.
 - 1.8.12.2.2 System should have automatic updates of data feeding reports based on a user defined time period.
 - 1.8.12.2.3 System should have interface with SPD public web page.

- 1.8.12.2.4 System should be able to generate a Block Address for each incident (example: 1234 Texas Ave = 1200 Block of Texas Ave)
- 1.8.12.3 Public Data Downloads
- 1.8.12.3.1 System should offer an option to provide a set of publicly available data files for download in the following formats: .csv or .xlsx.
- 1.8.12.3.2 System should allow for period update of these files based on designated data queries.
- 1.8.12.4 Public Report Submission
- 1.8.12.4.1 System should offer option for a citizen to provide a citizen entered report for review and validation by an officer.
- 1.8.12.4.2 System should allow for citizen entry and notifications upon report status.
- 1.8.12.4.3 System should collect sufficient information to allow reviewing officer to contact victim.
- 1.8.12.4.4 System should allow for automated routing of citizen reports to the assigned duty officer.
- 1.8.12.4.5 System should notify citizen when a type of offense report requires an officer to respond.
- 1.8.12.5 Purchase of Crash Reports
- 1.8.12.5.1 System should allow interface with LA Crash to purchase crash reports.
- 1.8.12.6 Purchase of Police Reports
- 1.8.12.6.1 System should allow for purchase of police reports online.
- 1.8.12.6.2 System should enable report technicians to review status of requested reports.
- 1.8.12.6.3 System should enable automatic collection of funds from citizens using a credit card or Pay Pal.
- 1.8.12.7 Public Information Requests
- 1.8.12.7.1 System should enable public to submit a data request.
- 1.8.12.7.2 System should route requests to selected user group assigned Public Information duties.
- 1.8.12.8 Clery Reports
- 1.8.12.8.1 System should automate identification of data required for Clery Reports based on school address.
- 1.8.12.8.2 System should automatically generate report.
- 1.8.12.8.3 System should enable emailing of report to the designated requestor.
- 1.8.12.8.4 System should hold a copy of report sent to requestor.
- 1.8.12.9 Jail Bookings
- 1.8.12.9.1 System **must** enable web user to query jail bookings over a user designated period of time.
- 1.8.12.9.2 System **must** show basic information on the arrestee as designated by SPD.
- 1.8.12.9.3 System **must** show booking photo of arrestee.
- 1.8.12.10 Licenses
- 1.8.12.10.1 System should allow for public to enter license applications for liquor permits online.
- 1.8.12.10.2 System should allow businesses to pay for liquor permits online.
- 1.8.12.10.3 System should alert permit office about new requests and renewals for liquor permits.

1.8.13 Jail Management System (JMS)

- 1.8.13.1 System **must** provide a dashboard for users to access recent active bookings, non-custody bookings, and released inmate data.
- 1.8.13.2 System **must** allow the agency to define an unlimited number of suicide, medical, and risk assessment questions.
- 1.8.13.3 System **must** allow assessments to be determined so that each question is based on the inmate's answer to previous questions.
- 1.8.13.4 System **must** automatically flag inmate records based on assessment results.
- 1.8.13.5 System **must** allow an unlimited number of personal property items to be taken from the inmate and print a confirmation receipt.
- 1.8.13.6 System **must** allow standard jail property issue items to be defined by inmate gender, risk assessment, and security classification.
- 1.8.13.7 System **must** record the return of jail-issued property.
- 1.8.13.8 System **must** allow agency to pre-define jail cells and capacities.
- 1.8.13.9 System **must** allow users to restrict housing assignments based on gender, cell capacity, keep separates, security classification, and handicap accessibility.
- 1.8.13.10 System **must** track temporary and permanent inmate housing locations, both inside and outside the facility, with the ability to add narratives.
- 1.8.13.11 System **must** track inmate movement by keyboard or barcode device.
- 1.8.13.12 System **must** allow users to enter both consecutive and concurrent sentences.
- 1.8.13.13 System **must** calculate an inmate's scheduled release date based upon multiple sentences.
- 1.8.13.14 System **must** adjust inmate sentences for a single inmate or a group of inmates as needed.
- 1.8.13.15 System **must** provide automatic scheduling of commitments for inmates serving their sentence in increments, such as on weekends or work release programs.
- 1.8.13.16 System **must** safeguard against improper inmate release by notifying users of premature release dates, unpaid bonds, outstanding holds, etc.
- 1.8.13.17 System **must** allow users to record and track disciplinary actions.
- 1.8.13.18 System **must** track inmate work assignments.
- 1.8.13.19 System **must** provide commissary management or have the ability to interface with third party commissary management solutions.
- 1.8.13.20 System should allow a sequential auto generated number to be used for a Blotter Number for each charge and a different sequential auto generated number to be used for a Booking Number for each booking. Blotter Number is for court use, and Booking number is for Jail use.
- 1.8.13.21 System should not allow a Blotter Number to be issued during a Juvenile booking.
- 1.8.13.22 System **must** allow names to be modified or merged in the Master Name Index.
- 1.8.13.23 System **must** allow users to select a Bin Number for inmate personal property and clothing. System **must** release Bin Number upon inmate's release.
- 1.8.13.24 System **must** have a field for users to enter a badge number when an inmate is ready for bond.
- 1.8.13.25 System **must** have the Charge screen show charge type (misdemeanor/felony), court status (district, city), summons number, warrant number, warrant date, judge, complainant, and bond information (status, status date, amount and type).

- 1.8.13.26 System should allow for the following bond types and charge statuses:
- Bond types - Bond, Cash Bond, Civil Bond, Cash Fine Payment, Dropped Charges, Nol Pros, No Bond, No Probable Cause, Released on Own Recognizance (ROR), Sentenced, Summons Issued
- Charge statuses - Active, Cash Bond, Civil Bond, Completed, Charge Dropped, Fine (Cash Fine Payment), Nol Pors, Paid (Fine Paid), Pending, Posted, Released on Own Recognizance (ROR), Summons, Transfer, Time Served, Warrant Recalled, Material Witness
- 1.8.13.27 System **must** have an audit log of JMS field changes and record additions/deletions.
- 1.8.13.28 System **must** allow ALERTS to be displayed.
- 1.8.13.29 System **must** allow for DNA to be tracked (when taken and by whom).
- 1.8.13.30 System **must** allow for inmates to be moved to other jurisdiction facilities and have their bed space, personal property and clothing bins returned back to system.
- 1.8.13.31 System should define Adult and Juvenile booking based on Louisiana law and identify booking as such.
- 1.8.13.32 System **must** allow for inmate serving weekend time.
- 1.8.13.33 System **must** be able to print a weekender's schedule with dates to report and leave.
- 1.8.13.34 System **must** be able to capture AFIS Tracking Number (ATN).
- 1.8.13.35 System **must** allow users to chart doctor visits, symptoms, vitals, and medical orders.
- 1.8.13.36 System **must** require special permission to access, add, or modify medical records.
- 1.8.13.37 System **must** interface into existing systems as listed under section 1.6.7.2.

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PART IV- EVALUATION CRITERIA

RFP#: 19-820

Title of RFP: SPD Records & Jail Management Systems

Evaluator: _____

Phone #: _____

Date: _____ Company Name: _____

		POINT RANGE	POINTS ASSIGNED
1	Qualifications of project personnel and Offerors ability to commit a capable staff and support for a project of this size under the time constraints as listed in the RFP. Also, commitment to change computer system to accommodate the processing of data during the current year and beyond.	0-20	
2	Soundness of Offerors approach to the problems and needs presented by the project, including Offerors methodology for achieving specific tasks and objectives.	0-20	
3	Experience and capacity of Offeror, including recent and related experience.	0-20	
4*	Cost effectiveness and reasonableness of Offerors proposed fee.	0-20	
5	Demonstrated understanding of the problems and needs presented by the project.	0-15	
6	Offerors commitment to meet Fair Share Requirements.	0-5	

TOTAL POINTS: 100 Points

*The points for cost shall be furnished by the Purchasing Agent, based upon the standard formula as listed below: Fee schedules, including total life cycle costs (when applicable), will be scored by applying the maximum number of points permissible to the responsible firm submitting the lowest responsive fee. All other Offerors are prorated points, by determining the percentage of differential between the low Offerors responsive total and cost and each of the other Offerors total cost, and then applying the percentage of differential accordingly.

PART V

PROVIDE SUBMISSION REQUIREMENTS IN THE FOLLOWING FORMAT

Proposals submitted in the prescribed format and with properly completed exhibit forms, as provided herein, will be evaluated for contract award.

1.0 SUBMISSION REQUIREMENTS & CHECKLIST

1.1 To achieve a uniform review process and allow for adequate comparability, the proposals must be organized in the manner specified below:

- 1.1.1 A Table of Contents - clearly identify the material, by section and page number.
- 1.1.2 A Letter of Transmittal - **limit to four printed pages.**
- 1.1.3 Provide number of years in business, office location, email address, and financial stability of company.
- 1.1.4 Briefly state your firms understanding of the work to be done, and make positive commitment to perform the work.
- 1.1.5 Identify your proposals principal strengths and weaknesses.
- 1.1.6 Give the names of the persons who will be authorized to make representations for your firm, their titles, addresses, and telephone numbers.
- 1.1.7 State whether or not your firm has been involved in any litigation and/or has been disqualified by any agency within the past five (5) years, because of your performance. Explain fully if your firm has been involved in any litigation and/or has been disqualified.
- 1.1.8 Indicate the number and dates of amendments that you have received. **(end of transmittal letter)**

- 1.2 Provide narrative on the approach to the scope of work (proposed project plan) using the format of **Exhibit A.**
- 1.3 Submit Implementation Plan using the format of **Exhibit B.**
- 1.4 Document five of Offerors prior similar projects with name, address, and phone number of a contact with whom City can discuss Offerors past performance using the format of **Exhibit C.**
- 1.5 Submit qualifications of personnel that will work on this project using the format of **Exhibit D.**
- 1.6 Provide cost proposal using the format of **Exhibit E.**
- 1.7 Provide completed Fair Share forms (**Appendix 1**) which includes the amount and percentage of commitment.
- 1.8 **Submit Appendix #3 - FELONY CONVICTION STATEMENT.**
- 1.9 Provide documentation of CJIS compliant, per SOW 1.4.8.
- 1.10 Provide documentation software is NIBRS and LIBRS compliant for Mobile Field Reporting, per SOW 1.8.1.17.
- 1.11 Provide documentation software is NIBRS and LIBRS compliant for Records Management System, per SOW 1.8.2.14.
- 1.12 Submit Response Sheets, attachment.
- 1.13 List proposed warranty to include terms, conditions, length, location of repair facility, means of transport and etc.
- 1.14 List any exceptions to this RFP (and/or the enclosed City's Standard Agreement).
- 1.15 Provide list of sub consultants and state years of experience of your firm and each sub consultant for this type of work.
- 1.16 Other information and materials which the Offeror wishes to submit in support of his proposal, qualification, etc.

CITY OF SHREVEPORT

Section 40-Fair Share Requirements (Revised 3-14-2019)

Applies to IFB, RFP, RFS, and RFQ Documents except when a Commodity Purchase or if for the Airport.

1.0 DEFINITIONS

1.1 **Bid**-shall mean bid for IFBs, proposal for RFPs, and quote for RFQs.

1.2 **Contractor**-shall mean prime contractor for IFBs, RFPs, and RFQs. For RFSs, **Contractor** shall mean Prime Consultant.

1.3 **Offeror**-shall mean a person who submits an RFP.

1.4 **Subcontractor**-shall mean subcontractor for IFBs, and RFQs. For RFSs, Subcontractor shall mean Sub consultant.

1.5 **FSC**-is Fair Share Certified (specific to City-Funded Projects and included in the Fair Share computation). **Fair Share Certification applications may be obtained as follows:**

1.5.1 City of Shreveport Fair Share Office... 318-673-5009

1.5.2 505 Travis Street

1.5.3 Shreveport, LA 71101

1.5.4 FSC Application Affidavits maybe downloaded at::

http://www.shreveportla.gov/fair_share/pdf/Fairshare_download.pdf

1.6 **DBE**- is Disadvantaged Business Enterprise (specific to Federally-funded Projects - generally FAA, DOTD or FTA projects). DBE- a group that is defined by the Government as presumptively disadvantaged by provisions of CFR 49.

1.7 **DBE applications may be obtained as follows:** <http://www8.dotd.louisiana.gov/UCP/UCPdownloads.aspx>

1.8 MBE-is Minority Business Enterprise. The designation of MBE is obtained through the submission of a Vendors Application that can be obtained through the Purchasing Office. Vendor Applications may be downloaded at: <https://www.shreveportla.gov/140/Bids-RFPs>

2.0 PURPOSE OF THE PROGRAM

2.1 The City of Shreveport has implemented this program to ensure that their **construction and service** contracts provide employment and growth opportunities for small disadvantaged businesses.

2.2 Therefore, when the goal has not been met, prime contractors are required to submit proof showing that good faith efforts have been made to contract with FSC or DBE subcontractors.

2.3 All efforts must be documented.

2.4 Direct commodity purchases made by the City are exempt from the program.

3.0 FAIR SHARE CONTRACT CLAUSES

3.1 The following Fair Share Contract Clauses and Good Faith Effort Requirements are only a small part of the Fair Share Program.

3.1.1 The Fair Share Program full text and forms that will be needed are posted in the Purchasing Office, or available upon request, or available on our web site at www.shreveportla.gov, and are incorporated by reference in all solicitation documents with the same force and effect as if set forth in full text.

3.1.2 ANY DEVIATIONS FROM THE FAIR SHARE REQUIREMENTS LISTED HEREIN MUST BE CLEARLY IDENTIFIED WITH EACH SOLICITATION RESPONSE.

3.1.3 PLEASE CALL THE FAIR SHARE OFFICE AT (318) 673-5009 OR THE PURCHASING DIVISION AT (318) 673-5450 IF YOU HAVE ANY QUESTIONS.

3.2 Prompt Payment Clause

3.2.1 The City of Shreveport will, after acceptance of goods or services and the receipt of a proper invoice from the contractor, process request for payment, said payment to be paid within thirty (30) days.

- 3.2.2 Prime contractors shall then be required to ensure payment is made to any designated small or disadvantaged business (subcontractors), within fifteen (15) business days of receipt of payment to the prime contractor from the City.
- 3.2.3 Upon satisfactory completion of a contract, the City and/or prime contractor will ensure that any retainage payments are returned within thirty (30) business days.
- 3.2.4 Failure to comply with the terms of this requirement may be grounds for termination of the contract by the City.
- 3.3 **Affirmative Action Clause**
- 3.3.1 The contractor, sub recipient, or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract.
- 3.3.2 The contractor shall carry out applicable requirements of the appropriate funding guidelines for each contract. Failure by the contractor to carry out these requirements is a material breach of the contract which may result in the termination of this contract or such other remedy as the City deems appropriate.
- 3.4 **Participation of Small Disadvantaged Business Concerns**
- 3.4.1 It is the policy of the City of Shreveport that all prime contractors and service providers utilize qualifying small disadvantaged business concerns.
- 3.4.2 The City has set a goal of 25% for participation of these said business concerns in all City-let contracts and/or purchases.
- 3.4.3 Specific goals are set on federally funded contracts as determined by the regulating federal agency and language to that effect shall be included in those contracts.
- 3.4.4 Failure by a contractor or service provider to include these designated businesses could constitute breach of contract and result in remedial action.
- 3.4.4.1 Assurance of utilization of FSC and DBE subcontractors is given through FSC FORM 4, Letter of Intent.
- 3.5 **Subcontractor Payment Certification**
- 3.5.1 Every contract by the City for the performance of work will contain a provision requiring the prime contractor to certify in writing that all subcontractors and suppliers have been paid for work and materials from previous progress payments received (less any retainage) by the prime contractor prior to receipt of any further progress payments.
- 3.5.2 In the event a contractor is unable to pay subcontractors or suppliers until it has received a progress payment from the City, the prime contractor shall pay all subcontractors or suppliers funds due, from said progress payments within forty-eight hours of receipt of payment from the City.
- 3.5.3 During the contract and upon completion of the contract, the City may request documentation to certify payments to subcontractors or suppliers. This provision in no way creates any contractual relationship between any subcontractor and the City or any liability on the City for the contractor's failure to make timely payment to the subcontractor.
- 3.6 **Fair Share Certified (FSC) or DBE PARTICIPATION-GOOD FAITH EFFORT REQUIREMENTS**
- 3.7 **PRE-BID EFFORTS REQUIRED REGARDING FSCs or DBEs**
- 3.8 Bidders are **required** to contact, and make good faith efforts to contract with City and Louisiana Unified Certification Program (LAUCP) Certified FSC or DBE firms for each division of work identified in these documents which will be performed by a subcontractor.
- 3.9 A list of FSC or DBE contractors specializing in the divisions of work identified for subcontracting on this project can be found at the following Web Sites...City Projects: <http://www.shreveportla.gov/Forms/Fairshare/index.asp> Federal Projects: <http://www8.dotd.louisiana.gov/ucp/>
- 3.10 These requirements are contractual obligations and are included in all contracts.
- 3.11 Failure to comply may result in a finding of breach of the contract, disqualification of the bidder to bid on future contracts, or a claim for damages.
- 3.12 Who to contact
- 3.12.1 For each division of work identified in these documents that will be performed by a subcontractor, Bidders

must contact:

3.12.2 Every FSC or DBE firm that attended the pre-bid meeting (if one was held) which specializes in a division of work that will be subcontracted, and

3.12.3 In addition to the above, a minimum of five (5) other FSC or DBE firms.

3.12.4 If there are less than 5 firms listed for a particular division of work, all of the subcontractors in that division must be contacted.

3.13 When to contact

3.13.1 All Bidders must provide project information to FSC or DBE firms in sufficient time to permit the firm to have an equal opportunity to compete for work that the successful bidder will subcontract together with the date and time that subcontractors bids are due.

3.13.2 The first documented contact with each FSC or DBE firm must be at least seven (7) working days before bid opening.

3.14 How to contact

3.14.1 First contact: Bidders shall contact FSC or DBE subcontractors by letter or fax to advise them of potential subcontracting opportunities.

3.14.2 Follow-up: Bidders shall follow up with telephone calls to each FSC or DBE firm contacted to determine if a bid will be submitted or if further information is required.

3.14.3 A firm need not be contacted if that firm responds to the first contact with a statement that the firm will not bid on this project.

3.15 What information must be provided

3.15.1 **The apparent lowest construction/service provider bidder shall be required to complete/submit Fair Share Forms 1 through 4 within 72 hours after notification. If additional information is needed, it must be turned in within 24 hours or the bid will be declared as non-responsive when additional time is not approved by the Fair Share office.**

4.0 **ADDITION/REPLACEMENT OF SUBCONTRACTORS AFTER SUBMISSION**

4.1.1 The successful bidder will not be permitted to add or replace a subcontractor without the consent of the DBE Compliance Manager and/or the Fair Share Office and the Originating Department.

4.1.2 If any subcontractor is added or replaced after the contract award, the contractor shall make good faith efforts to contract with another FSC or DBE for the work to be performed by that subcontractor.

4.1.3 Documentation of these efforts is required, and must be submitted to the Purchasing Agent and the Fair Share Office **on FSC FORM 2.**

5.0 **DOCUMENTATION OF GOOD FAITH EFFORTS**

5.1 **FAIR SHARE DOCUMENTS TO BE SUBMITTED BY THE APPARENT LOWEST CONSTRUCTION/SERVICE PROVIDER BIDDER.**

5.1.1 **COMPLIANCE AGREEMENT-FSC FORM 1.** Submit completed **FSC FORM 1.**

5.1.2 **UTILIZATION/CONTRACT TRACKING-FSC FORM 2.** Submit **FSC FORM 2** showing all subcontractors/all sub-subcontractors to be used on this contract and use for any changes also. **Note:** Construction Bidders, including 100% Fair Share/DBE, must turn in this form showing all subcontractors to be used on this contract.

5.1.3 **PROJECT CONTACT SHEET-FSC FORM 3.** Submit **FSC FORM 3** showing a completed log of contacts with FSC or DBE firms.

5.1.4 **LETTER OF INTENT-FSC FORM 4.** Submit a signed **FSC FORM 4**, Letter of Intent indicating FSC and DBE Subcontractors and Sub-Subcontractors along with the scope of work to be performed and price/cost of goods or services to be performed by the Subcontractor. There must be a separate Letter of Intent for each FSC or DBE Subcontractor or Sub-subcontractor. This **letter of Intent** must be submitted within 72 hours of the bidder being designated as the apparent lowest construction/service provider bidder, or his/her bid **will** be declared non-responsive.

5.1.5 Failure to submit these documents shall make a bid non-responsive and the apparent lowest bidder ineligible to receive an award of the contract.

- 5.1.6 The Purchasing Agent and/or the DBE Compliance Manager and/or the Fair Share Office shall have the right to seek clarification to assure good faith effort compliance.
- 6.0 **DOCUMENTS TO BE SUBMITTED AFTER CONTRACT AWARD.**
- 6.1.1 **MONTHLY SUBCONTRACTOR PAYMENT UTILIZATION REPORT-FSC FORM 5:** All subcontractors (including FSC or DBE firms) and second tier subcontractors shall be reported on the FSC **FORM 5** as well as contract amounts and payments.
- 6.1.2 **Copy of letter or fax sent to FSC or DBE firms:** *When requested, provide one copy of the letter or fax sent to FSC or DBE firms to solicit bids for this project. If more than one form of letter or fax was sent, submit a copy of each form sent.*
- 6.2 **Optional Good Faith Efforts**
- 6.2.1 Contractors should consider efforts such as:
- 6.2.2 Did the contractor advertise in general circulation, trade association, and small disadvantaged-focus media concerning subcontracting opportunities?
- 6.2.3 Did the contractor provide written notice to a reasonable number of specific FSCs or DBEs that interest in the contract was being solicited, in sufficient time to allow the FSCs or DBEs to participate effectively?
- 6.2.4 Did the contractor follow up initial solicitations of interest by contacting FSCs or DBEs to determine certainty whether the FSCs or DBEs were interested?
- 6.2.5 Did the contractor select portions of the work to be performed by FSCs or DBEs, including, where appropriate, breaking down contracts into economically feasible units to facilitate participation?
- 6.2.6 Did the contractor provide interested FSCs or DBEs with adequate information about the plans, specifications, and requirements of the contract?
- 6.2.7 Did the contractor negotiate in good faith with interested FSCs or DBEs, not rejecting them as unqualified without sound reasons based on a thorough investigation of their capabilities?
- 6.2.8 Did the contractor make efforts to assist interested FSCs or DBEs in obtaining bonding, lines of credit, or insurance required by the recipient or contractor?
- 6.2.9 Did the contractor effectively utilize the services of available community organizations; contractors groups; local, state, and federal business assistance offices; and other organizations that provide assistance in the recruitment and placement of FSCs or DBEs?

END

PART VI
RFP NO. 19-820

EXHIBIT A

PAGE _____ of _____

NARRATIVE ON THE APPROACH TO THE SCOPE OF WORK

Briefly respond to the Scope of Work introduction and project goals.

IMPLEMENTATION PLAN

The Offeror is to provide an implementation plan in narrative format supported by an activity-level project plan that details how the proposed solution is to be implemented as described in the SOW 1.6.

The proposed plan of action **must** include the elements listed and described in SOW 1.6 in a sequential manner, identifying the specific assignment of key personnel and the time required to complete each step. This form should be completed, in addition to the Offerors narrative description of its proposed plan of action.

OFFERORS EXPERIENCE

Vendor **must** have successfully implemented solution for a minimum of three (3) State or local government agencies of similar size and complexity to that of the City of Shreveport. (SOW 1.4.6)

1.0 OFFERORS EXPERIENCE

- 1.1 Contract Title: _____
- 1.1.1 Contract Period: From _____ To _____
- 1.1.2 Geographic Area Serviced: _____
- 1.1.3 Scope of Work: _____
- 1.1.4 References: _____
- 1.1.5 Contracting Office: _____
- 1.1.5.1 Title: _____
- 1.1.5.2 Address: _____
- 1.1.5.3 City: _____ State _____ Zip _____
- 1.1.5.4 Telephone # (s): _____

2.0 OFFERORS EXPERIENCE

- 2.1 Contract Title: _____
- 2.1.1 Contract Period: From _____ To _____
- 2.1.2 Geographic Area Serviced: _____
- 2.1.3 Scope of Work: _____
- 2.1.4 References: _____
- 2.1.5 Contracting Office: _____
- 2.1.5.1 Title: _____
- 2.1.5.2 Address: _____
- 2.1.5.3 City: _____ State _____ Zip _____
- 2.1.5.4 Telephone # (s): _____

3.0 OFFERORS EXPERIENCE

- 3.1 Contract Title: _____
- 3.1.1 Contract Period: From _____ To _____
- 3.1.2 Geographic Area Serviced: _____
- 3.1.3 Scope of Work: _____
- 3.1.4 References: _____
- 3.1.5 Contracting Office: _____
- 3.1.5.1 Title: _____
- 3.1.5.2 Address: _____
- 3.1.5.3 City: _____ State _____ Zip _____
- 3.1.5.4 Telephone # (s): _____

4.0 OFFERORS EXPERIENCE

- 4.1 Contract Title: _____
- 4.1.1 Contract Period: From _____ To _____
- 4.1.2 Geographic Area Serviced: _____
- 4.1.3 Scope of Work: _____
- 4.1.4 References: _____
- 4.1.5 Contracting Office: _____
- 4.1.5.1 Title: _____
- 4.1.5.2 Address: _____
- 4.1.5.3 City: _____ State _____ Zip _____
- 4.1.5.4 Telephone # (s): _____

PERSONNEL STAFFING

STAFF MEMBER	BACKGROUND AND EXPERTISE OF PERSONNEL
--------------	---------------------------------------

1.0 _____
(Name)

(Title)

2.0 _____
(Name)

(Title)

3.0 _____
(Name)

(Title)

4.0 _____
(Name)

(Title)

5.0 _____
(Name)

(Title)

COST PROPOSAL

	1 st Year Cost (Up Front)	2 nd Year Cost	Total Five Year Cost*
Software	\$	\$	\$
Implementation	\$	\$	\$
Training	\$	\$	\$
Travel/Accommodations	\$	\$	\$
Integrations and Interfaces	\$	\$	\$
Test/Training Environment	\$	\$	\$
Other Expenses (Specify)	\$	\$	\$
TOTALS	\$	\$	\$
Maintenance/Support**	\$	\$	\$
GRAND TOTALS	\$	\$	\$

***Total Five Year Cost** is the total cost for the 1st five years. This includes the 1st Year Cost (which is typically all implementation costs plus the 1st year Maintenance/Support) plus 4 additional years of reoccurring costs. Factor in any anticipated price increases.

Cost is based on requirements within the RFP. Depending on the costing model, use the information provided in section 1.33 *Agency Information*. As each vendor may have a different pricing format, it is not expected that all cells in the table will be utilized. The intent is to establish a comparable five year cost of the system.

** **Maintenance/Support** should represent the proposers charge for ensuring the software is up to date with the latest versions and compatible with future computer operating systems.

SOW 1.8.2.17

Vendor will include in the costs the conversion of existing record data currently in electronic format based on Current Database Size and Record Counts in section “1.3.5 Current Technical Environment”.

Data Conversion Cost Est.	\$	Hourly Rate	\$
---------------------------	----	-------------	----

The City of Shreveport will procure any third-party software and hardware required for this project based on the information provided in this proposal. This cost will be factored into the cost of the proposal.

The City of Shreveport will determine the cost of a Backup and/or Disaster Recovery Plan based on 1.6.11 *Disaster Recovery Plan* and City of Shreveport best practices. This cost will be factored into the cost of the proposal.

SOW 1.7.3

Describe your maintenance programs and options with associated pricing

COST PROPOSAL CONTINUED

OFFERORS CERTIFICATIONS

HAS A FEDERAL AGENCY OR A FEDERALLY CERTIFIED STATE OR LOCAL AGENCY PERFORMED ANY REVIEW OF YOUR ACCOUNTS OR RECORDS IN CONNECTION WITH ANY GRANT OR CONTRACT WITHIN ANY GRANT OR CONTRACT WITHIN THE PAST TWELVE MONTHS?

YES _____ NO _____ (IF YES GIVE NAME, ADDRESS, AND TELEPHONE NUMBER OF REVIEWING OFFICE.)

- 1.0 In compliance with this Request for Proposal, and subject to all conditions thereof, the undersigned agrees:
- 1.1 This proposal, as stated, is open for acceptance for a period of 120 calendar days from date of opening; and
- 1.2 To furnish all services, materials, and equipment necessary and incidental to perform the proposed project;
- 1.3 That this proposal is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a proposal for the same services, and is in all respects fair and without collusion or fraud. I agree to abide by all conditions of this proposal and certify that I am authorized to sign this proposal.
- 1.4 Acting on behalf of the Offeror, this is to attest that the undersigned is a duly authorized representative of the below captioned firm, corporation or business.
- 1.5 By signing this document, the Offeror understands and agrees that the identity of any Offeror or the contents of any proposal will not be public information until after the contract award is made.
- 1.6 If awarded a contract/purchase order, my company understands and agrees to provide the sub consultant information as listed in **GENERAL CONTRACT PROVISIONS (www.shreveportla.gov/bids/bids.htm)**, paragraph 16, **SUBCONTRACTOR TRACKING. I hereby certify that sub consultant(s) _____ (would/would not) be used.**
- 1.7 In accordance with the Fair Share Requirements of this RFP, the Offeror assures the City that he or she will meet or exceed the Fair Share goal, or if cannot meet the required goal, the Offeror will assure the City that he or she will document good faith efforts made toward meeting the goal requirement in accordance with the fair share requirements. Fair share goal for this project is 25%.

Signature Offerors Representative authorized to enter into contract with the City of Shreveport

Title

Company

Authorized Signature (typed/printed)

State Contractors License Number

Telephone

Fax Number

Emergency Number(s)

Date

Email Address

Offerors Federal Employer I.D. Number

FROM: _____

*License # _____

*State Contractors License Number or Insert EXEMPTION, IF NOT REQUIRED.

PLEASE RUSH TO:

CITY OF SHREVEPORT
OFFICE OF THE PURCHASING AGENT
505 Travis Street, Suite 610
SHREVEPORT, LOUISIANA 71101-3042

SEALED PROPOSAL FOR:

RFP Number: 19-820

Project Name: Police Records & Jail Management Systems

Opening Date/Time: _____

Attention: Use this format on the outside of your container when responding with a paper proposal.
We do not accept faxed responses for formal solicitations! Revised 12-15-11

EXHIBIT F

City of Shreveport

COMPLIANCE AGREEMENT-FSC FORM 1

RFP# 19-820 (Revised 9-10-07)

By signing this document, the bidder hereby certifies, understands, and affirms that:

- 1.0 It has not discriminated against any FSC, S/DBE, or DBE firms in awarding subcontracts for this project.
- 2.0 The good faith efforts requirements are contractual obligations that must be fulfilled whether or not listed on these forms.
- 3.0 **The apparent lowest construction/service provider bidder shall be required to complete/submit Fair Share Forms 1 through 4 within 72 hours after notification. If additional information is needed, it must be turned in within 24 hours or the bid will be declared as non-responsive when additional time is not approved by the Fair Share office.**
- 4.0 Failure to provide information may result in a loss of the bidder's bid bond.
- 5.0 Replacement of a subcontractor during contract performance without: a) obtaining the prior written consent of the DBE Compliance Manager and/or the Fair Share Office and the originating department; and b) subsequent good faith efforts in selection of a replacement; is prohibited and a breach of contract. **See UTILIZATION/CONTRACT TRACKING-FSC FORM 2 AS REQUIRED FOR ALL SUBS/SUB of SUBS.**
- 6.0 Consideration was given to waiving bonding requirements for FSC, S/DBE, or DBE subcontractors.

And, Executes this Compliance Agreement as:

Company Name: _____

Address: _____

Phone Number: _____ Fax Number: _____

By: _____

Signature of Authorized Owner or Representative

Title

Date

Print Name: _____

APPENDIX 1, Form 2

City of Shreveport
UTILIZATION/CONTRACT TRACKING-FSC FORM 2

This multipurpose form is used to list all types of subs and changes to their status for Fair Share and Contract Tracking Reporting. (Revised 8-30-07)

- 1. RFP # 19-820
2. Project Name Police Records & Jail Management Systems
3. Prime Contractor
4. Bid Amount of Total Project (\$)
5. Prime Contractor's Federal Tax ID #
Change Order? Yes or No C/O #

Table with 4 columns: List all Subcontractors (copy as needed), Status - Circle all that apply, Type of work to be performed, Subcontracted Amount \$ + or (--). Contains 4 rows of subcontractor information forms.

Prime Contractor's Signature Date: Phone:

Project Mgr. Signature: Date: Fair Share Office Approval: Date:

City of Shreveport

PROJECT CONTACT SHEET-FSC FORM 3

(Revised 8-30-07)

Name of Project: Police Records & Jail Management Systems Bid Number: 19-820

Bidder's Name: _____

Bidders should record their contacts with potential FSC or DBE subcontractors through use of this log. Additional forms may be copied if needed.

Name of Subcontractor	Type of Contact(s)	Date & Time of Contact	Person making/receiving call or other communications	Contact made? Yes/No	Quote received Amount (\$)	Quote accepted Or rejected?	Comments

APPENDIX 1, Form 4



Bid # 19-820 PROJECT# _____ FSC FORM 4

Fair Share / Disadvantaged Business Enterprise Compliance Management

LETTER OF INTENT TO PERFORM AS A PRIME CONTRACTOR AND UTILIZE A SUBCONTRACTOR/SUBCONSULTANT

[NOTE: Pursuant to the City of Shreveport's Fair Share Program for Equal Business Opportunity, established by Ordinance No. 105, 1999, 7-27-99, DBE firms participating in the Program must have current certification status prior to award of a contract where they are counted towards subcontracting participation. If the City of Shreveport determines that a firm is not an eligible DBE firm, that firm is advised to immediately submit a completed certification application to the State of Louisiana, Department of Transportation and Development, LAUCP Section, P.O. Box 94245, Baton Rouge, LA 70804-9245 for consideration on subsequent projects.

- 1. Name of Project: Police Records & Jail Management Systems
2. Name of offeror/prime contractor _____
3. The undersigned is prepared to perform the following described work and/or supply the material listed in connection with the above project (where applicable specify "supply", "install" or "perform particular services"):

_____ at the price of \$ _____

(Name of DBE/FSC Firm) (Date)

Circle one (Owner/Authorized Agent of DBE/FSC firm) Type or Print Name (Signature of Owner or Authorized Agent of DBE /FSC Firm)

(Phone Number) (Fax Number)

AFFIDAVIT OF PRIME CONTRACTOR

I HEREBY DECLARE AND AFFIRM that I, _____ am the duly authorized representative of (Circle one-Owner/Authorized Agent)

_____ and that I have personally reviewed the material and Name of Prime Contractor

facts set forth in this Letter of Intent to Perform. To the best of my knowledge, information, and belief, the facts in this form are true, and no material facts have been omitted.

Pursuant to the City of Shreveport Ordinance, No. 105, 1999, 7-27-99, Sec. 2-414, Intentional failure by a contractor or service provider to include these designated businesses could constitute breach of contract and result in remedial action. Further, any person [entity] who makes a false or fraudulent statement in connection with participation of a DBE or FSC in any City of Shreveport contract may be referred for debarment procedures from subsequent contracts with the City of Shreveport.

I do solemnly swear or affirm that the signatures contained herein and the information provided by the Prime Contractor are true and correct, and that I am authorized on behalf of the Prime Contractor to make this affidavit.

Circle One (Owner/ Authorized Agent) Type or Print Name

(Name of Prime Contractor company/firm -Print or Type)

(Signature of Owner or Authorized Agent)

(Date)

(Phone Number)

(Fax Number) (Revised 8-30-07)

APPENDIX 1, Form 6

City of Shreveport

RFP# 19-820 **PROJECT:** Police Records & Jail Management Systems

CONTRACT VERIFICATION-DBE/FSC FORM 6

To be used for Architecture/Engineering, Construction & Service Contracts. This document must be furnished within five (5) working days after the City executed contract is picked up by the prime contractor. **The Notice to Proceed will not be issued until this form is received by the Project Manager for the City.** Project Manager sends copy to the Fair Share Office and Purchasing Division.

Is there a possibility other subs will be reported at a later date? Yes/No (circle one). Revised 6-2-10.

By signing this document, the contractor hereby certifies, understands, and affirms that he/she has signed a contract (includes signed proposal, signed purchase order, or written contract) with the following subcontractors:

LIST ALL SUBCONTRACTORS WITH SIGNED CONTRACTS	*ALREADY LISTED ON FORM 2 (YES OR NO)	REPLACES THIS SUB THAT WAS LISTED ON FORM 2	SIGNED CONTRACT AMOUNT \$

***If answer is no list sub they replaced in the next column and attached a revised Form 2.**

The City reserves the right to require the contractor to produce or provide copies of any/all contracts listed. Pursuant to the City of Shreveport Ordinance, No. 105, 1999, 7-27-99, Sec. 2-414, Intentional failure by a contractor or service provider to include these designated businesses could constitute breach of contract and result in remedial action. Further, any person [entity] who makes a false or fraudulent statement in connection with participation of a **DBE** or **FSC** in any City of Shreveport contract may be referred for debarment procedures from subsequent contracts with the City of Shreveport.

I do solemnly swear or affirm that the signatures contained herein and the information provided by the Prime Contractor are true and correct, and that I am authorized on behalf of the Prime Contractor to make this affidavit.

(Circle One (Owner/ Authorized Agent) Type or Print Name)

(Name of Prime Contractor company/firm -Print or Type)

(Signature of Owner or Authorized Agent)

(Physical Address)

(Phone Number)

(Date)

(Email Address)

(Fax Number)

APPENDIX 2



AFFIDAVIT

ATTESTING THAT ENTITY OR PERSON DOES NOT OWN ADJUDICATED OR LIEN PROPERTY AND DOES NOT OWE OUTSTANDING DEBT TO CITY

** This affidavit is submitted to document compliance with Shreveport City Code 26-211. **

BEFORE ME, the undersigned Notary Public duly qualified and commissioned, came and appeared

_____ authorized representative of:

_____ with a Federal Tax Identification Number (EIN) of:

_____ and with a current email address of:

_____ who does hereby state as follows, to-wit:

- 1 Business Entity or Person does not own any property which is adjudicated to the City of Shreveport, Louisiana or which has demolition liens, grass cutting liens, or any other Property Standards liens on it. For purposes of this subsection, the term "own" shall mean to be the last record owner of the property prior to a tax sale or adjudication.
2 Business Entity or Person does not own more than twenty-five percent (25%) of a legal entity that owns any property which is adjudicated to the City or which has demolition liens, grass cutting liens, or any other Property Standards liens on it.
3 Business Entity or Person has paid all taxes, licenses, fees, fines and other charges which are outstanding and due to the City. E.g. false alarm fees, property standard fines, over-due water bills.
4 Business Entity or Person will provide written notification to the City's Purchasing Agent no later than the next work day after any of the above statements becomes invalid.
5 Upon request of the Purchasing Agent the City reserves the right to require a newly dated/issued Affidavit.

BY: _____

Printed Name: _____

Title: _____

SWORN TO AND SUBSCRIBED BEFORE ME, this ____ day of _____, 20____.

Notary Public

Notary Identification Number or LA Bar Roll Number

Mail original affidavit via U.S. mail to:

or

Deliver via other carrier or hand-delivery to:

Purchasing Division
P.O. Box 31109 | Shreveport, LA 71130

Purchasing Division
505 Travis St., Suite 610 | Shreveport, LA 71101

Affidavit must be on file in the Purchasing Office before a contract, purchase order or check is issued.

** Form Revised 02-08-2017 **

APPENDIX 3

City of Shreveport
FELONY CONVICTION STATEMENT

This document should be furnished with your proposal. Failure to submit at the specified time may result in the proposal being declared as non-responsive.

RFP Number: 19-820

By signing this document in accordance with La. R.S. 38:2227, the appearer, as a proposer on the above project, does hereby attest that:

- 1.0 No sole proprietor or individual partner, incorporator, director, manager, officer, organizer, or member who has a minimum of a ten percent (10%) ownership in the bidding entity named below has been convicted of, or has entered a plea of guilty or nolo contendere to any of the following state crimes or equivalent federal crimes:
 - 1.1 Public bribery (R.S. 14:118)
 - 1.2 Extortion (R.S. 14:66)
 - 1.3 Corrupt influencing (R.S. 14:120)
 - 1.4 Money laundering (R.S. 14:23)
- 2.0 Within the past five years from the project proposal date, no sole proprietor or individual partner, incorporator, director, manager, officer, organizer, or member who has a minimum of a ten percent (10%) ownership in the proposing entity named below has been convicted of, or has entered a plea of guilty or nolo contendere to any of the following state crimes or equivalent federal crimes, during the solicitation or execution of a contract or proposal awarded pursuant to the provisions of Chapter 10 of Title 38 of the Louisiana Revised Statutes:
 - 2.1 Theft (R.S. 14:67)
 - 2.2 Identity Theft (R.S. 14:67.16)
 - 2.3 Theft of a business record (R.S.14:67.20)
 - 2.4 False accounting (R.S. 14:70)
 - 2.5 Issuing worthless checks (R.S. 14:71)
 - 2.6 Bank fraud (R.S. 14:71.1)
 - 2.7 Forgery (R.S. 14:72)
 - 2.8 Contractors; misapplication of payments (R.S. 14:202)
 - 2.9 Malfeasance in office (R.S. 14:134)

If evidence is submitted substantiating that a false attestation has been made and the project must be readvertised or the contract cancelled, the awarded entity making the false attestation shall be responsible to the public entity for the cost of rebidding, additional costs due to increased cost of proposal and any and all delay costs due to the readvertisement or cancellation of the contract.

And, executes this document as:

Company Name: _____

Address: _____

Phone Number: _____ FAX Number: _____

By: _____
Signature of Authorized Owner or Representative Title Date

Print Name: _____ Email Address: _____

Fax to: 318-673-5408 OR Email to: Jeanette.watson@shreveportla.gov (12-05-17)