

**ESCAMBIA COUNTY FLORIDA**

**REQUEST FOR PROPOSALS**

**CASE MANAGEMENT SOFTWARE PROGRAM  
FOR CORRECTIONS**

**SPECIFICATION NUMBER PD 16-17.025**

PROPOSALS WILL BE RECEIVED UNTIL: **2:00p.m., CDT, TUESDAY, MARCH 14, 2017**

Office of Purchasing, Room 11.101  
213 Palafox Place, Pensacola, FL 32502  
Matt Langley Bell III Building  
Post Office Box 1591  
Pensacola, FL 32591-1591

**Attention:** Claudia Simmons, Manager, Office of Purchasing

- A Pre-Solicitation Conference and Walkthrough will be held at 9:00 a.m., CST  
Thursday, February 23, 2017 at the Department of Community Corrections  
at 2251 N. Palafox Street, Pensacola, FL 32501 Conference Room #125

**ALL PROPOSERS ARE ENCOURAGED  
TO ATTEND**

**Board of County Commissioners**

Douglas B. Underhill, Chairman  
Gary Bergosh, Vice Chairman  
Steven Barry  
Lumon J. May  
Grover C. Robinson IV

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All requests for assistance should be made in writing when possible. Responses will be provided to all known submitters in writing. No verbal responses will be provided.

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**Assistance:**

Claudia Simmons  
Manager  
Office of Purchasing  
Matt Langley Bell III Building  
213 Palafox Place  
2<sup>nd</sup> Floor, Room 11.101  
Pensacola, FL 32502  
T: 850.595.4987  
F: 850.595.4805  
e-mail: [casimmon@co.escambia.fl.us](mailto:casimmon@co.escambia.fl.us)

**SPECIAL ACCOMMODATIONS:**

**Any person requiring special accommodations to attend or participate, pursuant to the Americans with Disabilities Act, should call the Office of Purchasing, (850) 595-4980 at least five (5) working days prior to the solicitation opening.**

**NOTICE**

**It is the specific legislative intent of the Board of County Commissioners that NO CONTRACT under this solicitation shall be formed between Escambia County and the awardee vendor until such time as the contract is executed by the last party to the transaction.**

**ESCAMBIA COUNTY FLORIDA  
REQUEST FOR TO PROPOSALS  
PROPOSER'S CHECKLIST**

**CASE MANAGEMENT SOFTWARE PROGRAM  
FOR CORRECTIONS  
SPECIFICATION PD 16-17.025**

**HOW TO SUBMIT YOUR PROPOSAL**

- PLEASE REVIEW THIS DOCUMENT CAREFULLY. OFFERS THAT ARE ACCEPTED BY THE COUNTY ARE BINDING CONTRACTS. **INCOMPLETE PROPOSALS ARE NOT ACCEPTABLE.** ALL DOCUMENTS AND SUBMITTALS SHALL BE RECEIVED BY THE OFFICE OF PURCHASING ON OR BEFORE DATE AND HOUR FOR SPECIFIED FOR RECEIPT. LATE PROPOSALS WILL BE RETURNED UNOPENED.

*\* Documents submitted with Proposals are to be on the forms provided in the Request for Proposal and photocopies of other required documents*

**THE FOLLOWING DOCUMENTS SHALL BE RETURNED WITH PROPOSAL:**

- SOLICITATION AND OFFER FORM WITH ORIGINAL SIGNATURE and ONE (1) CD OR FLASH DRIVE CONTAINING THE COMPLETE RESPONSE
- PROPOSAL FORMS (WITH ORIGINAL SIGNATURE)

**THE FOLLOWING DOCUMENTS SHOULD BE RETURNED WITH PROPOSAL:**

- SWORN STATEMENT PURSUANT TO SECTION 287.133(3)(A), FLORIDA STATUTES, ON ENTITY CRIMES
- DRUG-FREE WORKPLACE FORM
- CERTIFICATE OF AUTHORITY TO DO BUSINESS FROM THE STATE OF FLORIDA OCCUPATIONAL LICENSE

**BEFORE YOU SUBMIT YOUR PROPOSAL, HAVE YOU:**

- PLACED YOUR PROPOSAL WITH ALL REQUIRED SUBMITTAL ITEMS IN A SEALED ENVELOPE CLEARLY MARKED FOR SPECIFICATION NUMBER, PROJECT NAME, NAME OF PROPOSER, AND DUE DATE AND TIME OF PROPOSAL RECEIPT?

**THE FOLLOWING SUBMITTALS ARE REQUIRED UPON NOTICE OF AWARD:**

- CERTIFICATE OF INSURANCE

**HOW TO SUBMIT A NO PROPOSAL**

- IF YOU DO NOT WISH TO PROPOSE AT THIS TIME, PLEASE REMOVE THE PROPOSAL DER SOLICITATION, OFFER AND AWARD FORM FROM THE PROPOSAL SOLICITATION PACKAGE AND ENTER NO PROPOSAL IN THE "**REASON FOR NO PROPOSAL**" BLOCK, YOUR COMPANY'S NAME, ADDRESS, SIGNATURE, AND RETURN THE PROPOSAL SOLICITATION, OFFER AND AWARD FORM IN A SEALED ENVELOPE. THIS WILL ENSURE YOUR COMPANY'S ACTIVE STATUS IN OUR PROPOSER'S LIST.

**THIS FORM IS FOR YOUR CONVENIENCE TO ASSIST IN FILLING OUT YOUR PROPOSAL ONLY.**

**DO NOT RETURN WITH YOUR PROPOSAL**

**CASE MANAGEMENT SOFTWARE PROGRAM  
FOR CORRECTIONS**

**PD 16-17.025**

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**Forms marked with an (\* Asterisk) must be returned with Offer.**

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**SIGN AND RETURN THIS FORM WITH YOUR PROPOSALS\*\***

**SOLICITATION AND PROPOSAL OFFER FORM**

ESCAMBIA COUNTY FLORIDA

SUBMIT OFFERS TO:

CLAUDIA SIMMONS  
MANAGER

**Request for Proposal**

Office of Purchasing, 2nd Floor, Room 11.101  
213 Palafox Place, Pensacola, FL 32502  
Post Office Box 1591, Pensacola, FL 32591-1591  
Phone No: (850)595-4878 Fax No: (850) 595-4807

**CASE MANAGEMENT SOFTWARE  
PROGRAM FOR  
CORRECTIONS  
SOLICITATION NUMBER: PD 16-17.025**

**SOLICITATION**

MAILING DATE: Monday, February 13, 2017

**PRE-PROPOSAL CONFERENCE: NON MANDATORY AT 9:00 am CST on Thursday, February 23,2017 at the Department of Corrections, 2251 N.Palafox Street, Pensacola, FL 32501**

**All Proposers Are Encouraged to Attend.**

OFFERS WILL BE RECEIVED UNTIL: 2:00 p.m., CDT, Tuesday, March 14, 2017 and may not be withdrawn within **90** days after such date and time.

**POSTING OF SOLICITATION TABULATIONS**

Solicitation tabulations with recommended awards will be posted for review by interested parties at the County Office of Purchasing and will remain posted for a period of two (2) business days. Failure to file a protest in writing within two (2) business days after posting of the solicitation tabulation shall constitute a waiver of any protest relating to this solicitation. All protests must be filed with the Office of Purchasing. They will be handled according to the Escambia County Purchasing Ordinance.

**OFFER (SHALL BE COMPLETED BY OFFEROR)**

FEDERAL EMPLOYER IDENTIFICATION NUMBER ORS.S. NUMBER:

TERMS OF PAYMENT:

\_\_\_\_\_

\_\_\_\_\_

DELIVERY DATE WILL BE \_\_\_\_\_ DAYS AFTER RECEIPT OF PURCHASE ORDER.

VENDOR NAME: \_\_\_\_\_

REASON FOR NO OFFER:  
\_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, ST. & ZIP: \_\_\_\_\_

PHONE NO.: (\_\_\_\_) \_\_\_\_\_

PROPOSAL BOND ATTACHED TOLL

FREE NO.: (\_\_\_\_) \_\_\_\_\_

\$     N/A    

FAX NO.: (\_\_\_\_) \_\_\_\_\_

I certify that this offer is made without prior understanding, agreement, or connection, with any Corporation, firm or person submitting an offer for the same materials, supplies, or equipment, and is in all respects fair and without collusion or fraud. I agree to a Proposal by all conditions of this offer and certify that I am authorized to sign this offer for the offeror and that the offeror is in compliance with all requirements of the solicitation, including but not limited to certification requirements. In submitting an offer to Escambia County Florida, the offeror agrees that if the offer is accepted, the offeror will convey, sell, assign or transfer to Escambia County Florida all rights title and interest in and to all causes of action it may now or hereafter acquire under the Anti-trust laws of the United States and the State of Florida for price fixing relating to the particular commodities or services purchased or acquired by Escambia County Florida. At the County's discretion such assignment shall be made and become effective at the time the County tenders final payment to the offeror.

NAME AND TITLE OF PERSON AUTHORIZED TO SIGN OFFER

(TYPED OR PRINTED)

\*\* \_\_\_\_\_

SIGNATURE OF PERSON AUTHORIZED TO SIGN OFFER  
(MANUAL)

**\*\*Failure to execute this Form binding the Proposal der/proposer's offer shall result in this Proposal/proposal being rejected as non-responsive.**

**PROPOSAL FORM**  
**Specification Number PD 16-17.025**  
**CASE MANAGEMENT SOFTWARE PROGRAM**  
**FOR CORRECTIONS**

In accordance with your "Request for Proposals" and "Instructions to Proposers" as described and listed in this Request for Proposals and subject to all conditions thereof, I, undersigned, hereby propose to provide **CASE MANAGEMENT SOFTWARE PROGRAM FOR CORRECTIONS.**

**NOTE**

Acknowledgment is hereby made of receipt of the following addenda issued during the Proposal period:

Addendum No. \_\_\_\_\_ Date \_\_\_\_\_ Addendum No. \_\_\_\_\_ Date \_\_\_\_\_  
Addendum No. \_\_\_\_\_ Date \_\_\_\_\_ Addendum No. \_\_\_\_\_ Date \_\_\_\_\_

(PLEASE TYPE INFORMATION BELOW)

**SEAL IF PROPOSAL IS BY CORPORATION**

State of Florida Department of State Certificate of Authority  
Document Number \_\_\_\_\_

Person authorized to sign this proposal:

Occupational License No. \_\_\_\_\_

Signature \_\_\_\_\_

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

Title \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Phone and/or Cell #: \_\_\_\_\_

**SWORN STATEMENT PURSUANT TO SECTION 287.133(3)(a),  
FLORIDA STATUTES, ON ENTITY CRIMES**

1. This sworn statement is submitted to \_\_\_\_\_  
(print name of the public entity)
- by \_\_\_\_\_  
(print individual's name and title)
- for \_\_\_\_\_  
(print name of entity submitting sworn statement)

whose business address is

\_\_\_\_\_  
\_\_\_\_\_

and (if applicable) its Federal Employer Identification Number (FEIN) is:

\_\_\_\_\_

(If the entity has no FEIN, include the Social Security Number of the Individual signing this sworn statement: \_\_\_\_\_)

2. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), **Florida Statutes**, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any Proposal or contract for goods or services to be provided to any public entity or an agency or political subdivision or any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), **Florida Statutes**, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.
4. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), **Florida Statutes**, means:
- a. A predecessor or successor of a person convicted of a public entity crime; or
  - b. An entity under the control any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

- c. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into binding contract and which Proposals or applies to Proposal on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.
- d. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. **(indicate which statement applies.)**

\_\_\_\_\_ Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

\_\_\_\_\_ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

\_\_\_\_\_ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. **(attach a copy of the final order)**

**I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THOROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.**

\_\_\_\_\_  
(signature)

Sworn to an subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

Personally known \_\_\_\_\_

OR produced identification \_\_\_\_\_ Notary Public - State of \_\_\_\_\_

\_\_\_\_\_ My commission expires \_\_\_\_\_

(Type of identification)

\_\_\_\_\_  
(Printed typed or stamped commissioned name of notary public)



**Drug-Free Workplace Form**

The undersigned vendor, in accordance with Florida Statute 287.087 hereby certifies that \_\_\_\_\_ does:

\_\_\_\_\_  
Name of Business

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, employee assistance programs and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under Proposal a copy of the statement specified in Paragraph 1.
4. In the statement specified in Paragraph 1, notify the employees that, as a condition of working on the commodities or contractual services that are under Proposal, the employee will Propose by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of Paragraphs 1 through 5.

**Check one:**

\_\_\_\_\_ As the person authorized to sign this statement, I certify that this firm complies fully with above requirements.

\_\_\_\_\_ As the person authorized to sign this statement, this firm **does not** comply fully with the above requirements.

\_\_\_\_\_  
**Offeror's Signature**

\_\_\_\_\_  
**Date**

**Information Sheet  
for Transactions and Conveyances  
Corporation Identification**

The following information will be provided to the Escambia County Legal Department for incorporation in legal documents. It is, therefore, vital all information is accurate and complete. Please be certain all spelling, capitalization, etc. is exactly as registered with the state or federal government.

**Is this a Florida Corporation** (Please Circle One)  
Yes or No

**If not a Florida Corporation,**  
In what state was it created: \_\_\_\_\_  
Name as spelled in that State: \_\_\_\_\_

**What kind of corporation is it:** "For Profit" or "Not for Profit"

**Is it in good standing:** Yes or No

**Authorized to transact business  
in Florida:** Yes or No

State of Florida Department of State Certificate of Authority Document No.: \_\_\_\_\_

**Does it use a registered fictitious name:** Yes or No

**Names of Officers:**  
President: \_\_\_\_\_ Secretary: \_\_\_\_\_  
Vice President: \_\_\_\_\_ Treasurer: \_\_\_\_\_  
Director: \_\_\_\_\_ Director: \_\_\_\_\_  
Other: \_\_\_\_\_ Other: \_\_\_\_\_

**Name of Corporation** (As used in Florida): \_\_\_\_\_  
(Spelled exactly as it is registered with the state or federal government)

**Corporate Address:**  
Post Office Box: \_\_\_\_\_  
City, State Zip: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_

(Please provide post office box and street address for mail and/or express delivery; also for recorded instruments involving land)

(Please continue and complete page 2)

**Federal Identification Number:** \_\_\_\_\_  
(For all instruments to be recorded, taxpayer's identification is needed)

**Contact person for company:** \_\_\_\_\_ E-mail: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_ Facsimile Number: \_\_\_\_\_

**Name of individual who will sign the instrument on behalf of the company:**

\_\_\_\_\_  
(Upon Certification of Award, Contract shall be signed by the President or Vice-President. Any other officer shall have permission to sign via a resolution approved by the Board of Directors on behalf of the company. Awarded contractor shall submit a copy of the resolution together with the executed contract to the Office of Purchasing)

(Spelled exactly as it would appear on the instrument)

**Title of the individual named above who will sign on behalf of the company:**

\_\_\_\_\_

END

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(850) 488-9000      Verified by: \_\_\_\_\_ Date: \_\_\_\_\_

**ESCAMBIA COUNTY , FLORIDA GENERAL TERMS and CONDITIONS**

**The following General Terms and Conditions are incorporated by reference and have the same legal effect as if printed in its entirety.**

A full textual copy of these conditions may be obtained by visiting the Office of Purchasing Home Page (see Proposal Information), by telephoning the Office of Purchasing at (850) 595-4980 or by Fax at (850)595-4805.

**NOTE:** Any and all Special Terms and Conditions and specifications referenced within the solicitation which vary from these General Terms and Conditions shall have precedence. Submission of the Proposer/Proposal Solicitation, Offer and Award Form and Proposal/Proposal Form(s) in accordance with these General Terms and Conditions and Special Terms and Conditions constitutes an offer from the offeror. If any or all parts of the offer are accepted by Escambia County Florida, an authorized representative of the county shall affix his signature hereto, and this shall then constitute a written agreement between parties. The conditions incorporated herein become a part of the written agreement between the parties.

**Proposal Information** See Home Page URL: <http://www.myescambia.com>  
Click on **ON-LINESOLICITATIONS**

1. **Sealed Solicitations**
2. **Execution of Solicitation**
3. **No Offer**
4. **Solicitation Opening**
5. **Prices, Terms and Payment**
  - 5.1 **Taxes**
  - 5.2 **Discounts**
  - 5.3 **Mistakes**
  - 5.4 **Condition and Packaging**
  - 5.5 **Safety Standards**
  - 5.6 **Invoicing and Payment**
  - 5.7 **Annual Appropriations**
6. **Additional Terms and Conditions**
7. **Manufacturers ' Name and Approved Equivalents**
8. **Interpretations/Disputes**
9. **Conflict of Interest**
  - 9.1 **County Procedure on Acceptance of Gifts**
  - 9.2 **Contractors Required to Disclose any Gift Giving**
  - 9.3 **Gratuities**
10. **Awards**
11. **Nonconformance to Contract Conditions**
12. **Inspection, Acceptance and Title**
13. **Governmental Restrictions**
14. **Legal Requirements**
15. **Patents and Royalties**
16. **Price Adjustments**
17. **Cancellation**
18. **Abnormal Quantities**
19. **Advertising**
20. **Assignment**
21. **Liability**
22. **Facilities**
23. **Distribution of Certification of Contract**

**ESCAMBIA COUNTY , FLORIDA GENERAL TERMS and CONDITIONS**  
**The following General Terms and Conditions are incorporated by reference (continued).**

24. **The Successful Proposer(s) must Provide**
25. **Addition/deletion of Items**
26. **Ordering Instructions**
27. **Public Records**
28. **Delivery**
29. **Samples**
30. **Additional Quantities**
31. **Service and Warranty**
32. **Default**
33. **Equal Employment Opportunity**
34. **Florida Preference**
35. **Contractor Personnel**
36. **Award**
37. **Uniform Commercial Code**
38. **Contractual Agreement**
39. **Payment Terms/Discounts**
40. **Improper Invoice; Resolution of Disputes**
41. **Public Entity Crimes**
42. **Suspended and Debarred Vendors**
43. **Drug-Free Workplace Form**
44. **Information Sheet for Transactions and Conveyances**
45. **Copies**
46. **License and Certifications** - For access to Certification/Registration Form for doing Business in Florida go to the Department of State, Division of Corporations, URL:<http://ccfcorp.dos.state.fl.us/corpweb/inquiry/search.html>
47. **Execution of Contract**
48. **Purchase Order**
49. **No Contingent Fees**
50. **Solicitation Expenses**
51. **On-Line Auction Services**

## **SPECIAL TERMS AND CONDITIONS**

The Board of County Commissioners, Escambia County, Florida, invites your company to submit a sealed offer on the item(s) as listed in this solicitation request.

All terms and conditions below are a part of this request, and no offer will be accepted unless all these conditions have been complied with. The County reserves the right to waive informalities in any offer; to reject any or all offers, in whole or in part, and/or to accept the offer(s) that in its judgment is from the lowest and most responsible and responsive offeror(s).

### **Instructions to Offerors**

#### **General Information**

All offers to be considered shall be in the possession of the Office of Purchasing prior to the time of the solicitation closing. Offers may be mailed to 213 Palafox Place, Room 11.101, Pensacola, Florida 32502 or delivered to the Office of Purchasing, 2nd floor, Room 11.101, Matt Langley Bell, III Bldg., 213 Palafox Place, Pensacola, Florida 32502, in a sealed envelope clearly marked:

**Specification Number PD16-17.025 Case Management Software for Corrections”, Name of Submitting Firm, Time and Date due.  
Note: If you are using a courier service; Federal Express, Airborne, UPS, etc., you must mark airbill and envelope or box with Specification Number and Project Name.**

Regardless of the method of delivery, each offeror shall be responsible for his offer(s) being delivered on time as the County assumes no responsibility for same. Offers offered or received after the time set for solicitation closing will be rejected and returned unopened to the offeror(s).

**The following policy will apply to all methods of source selection:**

#### **Conduct of Participants**

After the issuance of any solicitation, all Proposals/proposers/protestors or individuals acting on their behalf are hereby prohibited from **lobbying** as defined herein or otherwise attempting to persuade or influence any elected County officials, their agents or employees or any member of the relevant selection committee at any time during the **blackout period** as defined herein; provided, however, nothing herein shall prohibit Proposals/proposers/protestors or individuals acting on their behalf from communicating with the purchasing staff concerning a pending solicitation unless otherwise provided for in the solicitation or unless otherwise directed by the purchasing manager.

## **Definitions**

***Blackout period*** means the period between the time the Proposals/proposals for invitations for Proposal or the request for proposal, or qualifications, or information, or requests for letters of interest, or the invitation to negotiate, as applicable, are received at the Escambia County Office of Purchasing and the time the Board awards the contract and any resulting Proposal protest is resolved or the solicitation is otherwise canceled.

***Lobbying*** means the attempt to influence the thinking of elected County officials, their agents or employees or any member of the relevant Selection Committee for or against a specific cause related to a pending solicitation for goods or services, in person, by mail, by facsimile, by telephone, by electronic mail, or by any other means of communication.

## **Sanctions**

The Board may impose any one or more of the following sanctions on a nonemployee for violations of the policy set forth herein:

- (a) Rejection/disqualification of submittal
- (b) Termination of contracts; or
- (c) Suspension or debarment as provided in Sec. 46-102 of the Escambia County Code of Ordinances.

This policy is not intended to alter the procedure for Protested Solicitations and Awards as set forth in the Sec. 46-101 of the Escambia County Code of Ordinances.

### 1. **Pre-Solicitation Conference and On Site Visit**

All interested parties are encouraged to attend the Pre Solicitation Conference at the Department of Corrections, County Office Building 2251 N. Palafox Street, Pensacola, FL 32501 @ 9:00 am in conference room #125.

### 2. **Procurement Questions**

Procurement questions may be directed to Claudia Simmons, Purchasing Manager, 850-595-4987, Email [casimmon@co.escambia.fl.us](mailto:casimmon@co.escambia.fl.us) no later than Monday, March 6, 2017.

3. **Compliance with Governing Laws and Regulations**

The offeror or contractor will be required to fully comply with all applicable federal, state, and local regulations. The offeror should carefully review these requirements which are detailed in this solicitation.

4. **Licenses, Certifications, Registrations**

The offeror shall at any time of Proposal submission meet the license, certification, registration and any other requirements of the State, County, City and/or any other agency of authority with jurisdiction in such matters as necessary to perform the contractual services requested in this solicitation.

Copies of such licenses, certifications, registrations and any other requirements should be provided with the Proposal/proposal submission; and, the offeror shall provide follow-up evidence that as the contractor they maintain such credentials throughout the period of agreement.

5. **Termination**

A. The contract may be canceled by the contractor, for good cause, upon ninety (90) days prior written notice.

B. The County retains the right to terminate the contract, with or without good cause, upon thirty (30) days prior written notice.

6. **Contract Term/Renewal**

The contract resulting from this solicitation shall commence effective upon execution by both parties.

7. **Option to Extend the Term of the Contract**

The County may unilaterally extend the term of this contract by written notice to the contractor at least sixty (60) days before the expiration of any contract term.

8. **Interim Extension of Performance**

After all options have been exercised, and it is determined that interim performance is required to allow for the solicitation and award of a new contract, the County may unilaterally extend the contract for a maximum period of six months. Pricing, delivery and all other terms and conditions of the contract shall apply during this period.

9. **Changes - Service Contracts**

The County may at any time by issuance of an executed change order make changes within the general scope of the contract in any of the following areas:



- A. Description of services to be performed.
- B. Time of performance (i.e., hours of the day, days of the week, etc.).
- C. Place of performance of the services.

If additional work or other changes are required in the areas described above, an offer will be requested from the contractor. Upon negotiation of the offer, execution and receipt of the change order, the contractor shall commence performance of the work as specified.

10. **TERMINATION**

The purchase order or contract will be subject to immediate termination if either product or service does not comply with specifications as stated herein or fails to meet the county's performance standards. In the event that any of the provisions of the contract are violated by awarded vendor, Escambia County may serve written notice upon the awarded vendor of its intention to terminate the contract. Such notice is to state the reason(s) for such intention to terminate contract. The liability of the vendor for any and all such violation(s) shall not be affected by any such termination and his surety, if any, shall be forfeited.

11. **TERMINATION (PUBLIC RECORDS REQUEST)**

If the contractor refuses to allow public access to all documents, papers, letters, or other material subject to the provisions of Chapter 119, Florida Statutes, and made or received by the contractor in conjunction with this agreement then the county may, without prejudice to any right or remedy and after giving the contractor and his surety, if any, seven (7) days written notice, during which period contractor still fails to allow access, terminate the employment of the contractor and take possession of the site and of all materials, equipment, tools, construction equipment and machinery thereon, owned by the contractor, and may finish the project by whatever method it may deem expedient. In such case, the contractor shall not be entitled to receive any further payment until the project is finished. Reasonable terminal expenses incurred by the county may be deducted from any payments left owing the contractor (excluding monies owed the contractor for subcontract work.)

## **Insurance Requirements**

### **Standard Insurance Requirements and Certificates**

This offer contains an extensive insurance requirement. Offerors are encouraged to review these requirements with their insurance agents before submitting offers.

It is not necessary to have this level of insurance in effect at the time of submitting the offer.

A letter from the offeror's insurance carrier will be required as evidence that the offeror will be able to obtain the levels of insurance as required by the contract and indicated on the Sample Certificate of Insurance should your firm be awarded the contract.

### **Contractor Insurance Required**

The contractor shall procure and maintain the following described insurance, except for coverages specifically waived by the County. Such policies shall be from insurers with a minimum financial size of VII according to the latest edition of the AM Best Rating Guide. An A or better Best Rating is "preferred"; however, other ratings if "Secure Best Ratings" may be considered. Such policies shall provide coverages for any or all claims which may arise out of, or result from, the services, work and operations carried out pursuant to and under the requirements of the contract documents, whether such services, work and operations be by the contractor, its employees, or by subcontractor(s), or anyone employed by or under the supervision of any of them, or for whose acts any of them may be legally liable.

The contractor shall require, and shall be responsible for assuring throughout the time the agreement is in effect, that any and all of its subcontractors obtain and maintain until the completion of that subcontractor's work, such of the insurance coverages described herein as are required by law to be provided on behalf of their employees and others.

The required insurance shall be obtained and written for not less than the limits of liability specified hereinafter, or as required by law, whichever is greater.

These insurance requirements shall not limit the liability of the contractor.

The County does not represent these types or amounts of insurance to be sufficient or adequate to protect the contractor's interests or liabilities, but are merely minimums.

Except for workers compensation and professional liability, the contractor's insurance policies shall be endorsed to name Escambia County as an additional insured to the extent of its interests arising from this agreement, contract or lease.

The contractor waives its right of recovery against the County, to the extent permitted by its insurance policies.

The contractor's deductibles/self-insured retentions shall be disclosed to the County and may be disapproved by the County. They shall be reduced or eliminated at the option of the County. The contractor is responsible for the amount of any deductible or self-insured retention.

Insurance required of the contractor or any other insurance of the contractor shall be considered primary, and insurance of the county, if any, shall be considered excess, as may be applicable to claims obligations which arise out of this agreement, contract or lease.

### **Workers Compensation Coverage**

The contractor shall purchase and maintain workers compensation insurance for all workers compensation obligations imposed by state law and with employers liability limits of at least \$100,000 each accident and \$100,000 each employee/\$500,000 policy limit for disease, or a valid certificate of exemption issued by the state of Florida, or an affidavit in accordance with the provisions of Florida Workers Compensation law.

Contractor shall also purchase any other coverages required by law for the benefit of employees.

### **General, Automobile and Excess or Umbrella Liability Coverage**

The contractor shall purchase and maintain coverage on forms no more restrictive than the latest editions of the commercial general liability and business auto policies of the insurance services office.

Minimum limits of \$1,000,000 per occurrence for all liability must be provided, with excess or umbrella insurance making up the difference, if any, between the policy limits of underlying policies (including employers liability required in the workers compensation coverage section) and the total amount of coverage required.

### **General Liability Coverage - Occurrence Form Required**

Coverage A shall include bodily injury and property damage liability for premises, operations, products and completed operations, independent contractors, contractual liability covering this agreement, contract or lease, broad form property damage coverages, and property damage resulting from explosion, collapse or underground (x,c,u) exposures.

Coverage B shall include personal injury.

Coverage C, medical payments, is not required.

The contractor is required to continue to purchase products and completed operations coverage, at least to satisfy this agreement, contract or lease, for a minimum of three years beyond the County's acceptance of renovation or construction projects.

**Business Auto Liability Coverage**

Business auto liability coverage is to include bodily injury and property damage arising out of ownership, maintenance or use of any auto, including owned, non-owned and hired automobiles and employee nonownership use.

**Excess or Umbrella Liability Coverage**

Umbrella liability insurance is preferred, but an excess liability equivalent may be allowed. Whichever type of coverage is provided, it shall not be more restrictive than the underlying insurance policy coverages. Umbrella coverage shall drop down to provide coverage where the underlying limits are exhausted.

**Evidence/Certificates of Insurance**

Required insurance shall be documented in certificates of insurance. If and when required by the County, certificates of insurance shall be accompanied by documentation that is acceptable to the County establishing that the insurance agent and/or agency issuing the certificate of insurance has been duly authorized, in writing, to do so by and on behalf of each insurance company underwriting the insurance coverage(s) indicated on each certificate of insurance.

New certificates of insurance are to be provided to the County at least 30 days prior to coverage renewals. Failure of the contractor to provide the County with such renewal certificates may be considered justification for the County to terminate this agreement, contract or lease.

Certificates should contain the following additional information:

1. Indicate that Escambia County is an additional insured on the general liability policy.
2. Include a reference to the project and the Office of Purchasing number.
3. Disclose any self-insured retentions in excess of \$1,000.
4. Designate Escambia County as the certificate holder as follows:  
Escambia County  
Attention: Claudia Simmons Manager  
Office of Purchasing  
P.O. Box 1591  
Pensacola, FL 32591-1591  
Fax (850) 595-4807
5. Indicate that the County shall be notified at least 30 days in advance of cancellation.

Receipt of certificates or other documentation of insurance or policies or copies of policies by the county, or by any of its representatives, which indicate less coverage than required does not constitute a waiver of the contractor's obligation to fulfill the insurance requirements herein.

If requested by the County, the contractor shall furnish complete copies of the contractor's insurance policies, forms and endorsements, and/or such additional information with respect to its insurance as may be requested.

For commercial general liability coverage the contractor shall, at the option of the County, provide an indication of the amount of claims payments or reserves chargeable to the aggregate amount of liability coverage.

**Indemnification**

Contractor agrees to save harmless, indemnify, and defend County and Architect/Engineer and their, agents, officers and employees from any and all claims, losses, penalties, interest, demands, judgments, and costs of suit, including attorneys' fees and paralegals' fees, for any expense, damage or liability incurred by any of them, whether for personal injury, death, property damage, direct or consequential damages, or economic loss, including environmental impairment, arising directly or indirectly on account of or in connection with the Work done by Contractor under this Agreement or by any person, firm or corporation to whom any portion of the Work is subcontracted by Contractor or resulting from the use by Contractor, or by any one for whom Contractor is legally liable, of any materials, tools, machinery or other property of County. County and Contractor agree the first \$100.00 of the Contract Amount paid by County to Contractor shall be given as separate consideration for this indemnification, and any other indemnification of County by Contractor provided for within the Contract Documents, the sufficiency of such separate consideration being acknowledged by Contractor by Contractor's acceptance and execution of the Agreement. The Contractor's obligation shall not be limited by, or in any way to, any insurance coverage or by any provision in or exclusion or omission from any policy of insurance. The Contractor agrees to pay on behalf of Escambia County, as well as provide a legal defense for the County, both of which will be done only if and when requested by the County, for all claims made. Such payment on the behalf of the County shall be in addition to any and all other legal remedies available to the County and shall not be considered to be the County's exclusive remedy.

**REQUEST FOR PROPOSAL PD 16-17.025**  
**CASE MANAGEMENT SOFTWARE PROGRAM**  
**FOR CORRECTIONS**

**PART I GENERAL**

**INFORMATION**

**PURPOSE 1-1**

The Board of County Commissioners of Escambia County is seeking a Service Provider to implement evidence-based practices and outcome reporting capabilities including but not limited to, providing consulting services and necessary software for Agency administrators and Employees, Officers, Providers, Offenders and other affiliated Criminal Justice agencies.

**BACKGROUND 1-2**

The current software in use by the Escambia County Community Corrections Department is operating beyond its original capacity and life and as required by the Escambia County Board of Commissioners the Request for Proposal for Case Management Software Program is being distributed to solicit for a replacement to provide an “Innovative Supervision Solution for Community Corrections”

**1-3      OBJECTIVE**

The primary objective of this RFP is the selection of the most qualified and experienced Provider that is most advantageous to the County to provide the services and software program to meet the requirements detailed in Exhibit “A” attached to this solicitation.

**1.4      ISSUING OFFICER**

The project Director shall be Jack Brown, County Administrator. The Contract Administrator shall be Whitney Lucas, Finance Manager for Escambia County Corrections. . The contracting agency shall be the Escambia County Board of County Commissioners, c/o the Office of Purchasing, P.O. Box 1591, Pensacola, FL 32591-1591

**1-5            CONTRACT CONSIDERATION**

1.5.1 The initial contract will be for the purchase and implementation of the Case Management Software Program. A consideration may be given to annual software maintenance and training as proposed.

1.5.2 The contract shall conform to the requirements and specifications contained in the Request for Proposal PD 16-17.025 and all documents contained herein.

1.5.3 The contractor shall not transfer or assign its rights or obligations under the contract to pay any person or entity, nor merge or consolidate with any other entity, without prior written consent of Escambia County.

**1-6            REJECTION**

The right is reserved by the Board of County Commissioners to accept or reject any or all proposals or to waive any informality, existing in any proposal, or to accept the proposal which best serves the interest and intent of this project and is from the most responsive and responsible proposer. The County reserves the right, in its sole and absolute discretion, to accept or reject any and all proposals, to cancel or withdraw this solicitation at any time, to waive any minor irregularity or technicality existing in any proposal, and to waive any minor defects in the solicitation process. The County, in its sole and absolute discretion, also reserves the right to accept the proposal deemed to be in the County's best interest.

**1-7            INQUIRIES**

Technical questions and procurement questions may be directed to Claudia Simmons Purchasing Manager, Telephone (850) 595-4987, Email [casimmon@co.escambia.fl.us](mailto:casimmon@co.escambia.fl.us) .

**1-8        SITE INSPECTION**

**A pre-proposal conference and site visit shall be held on Thursday, February 23, 2017 at 9:00 am CST at the**

**County Office Building ( COB )  
2251 N. Palafox Street, Pensacola, Fl 32501  
Conference Room 125.**

**1.9        ADDENDA**

Any changes made in the Request for Proposal shall be brought to the attention of all of those who have provided the proper notices of interest in performing the services.



**1-10      SCHEDULE**

The following schedule is subject to change and will be adhered to in so far as practical in all actions related to this procurement:

Mailing date of proposals	Monday, February 13,2017
Mailing date of proposals	Monday, February 13,2017
Mandatory Pre-Solicitation Conference	Thursday, February 23, 2017@9:00 am CST
Final Date for Questions	Monday, February 27, 2017
Date for Responses to Questions	Friday, March 3, 2017
Receipt of proposals	2:00 p.m. Tuesday, March 14, 2017
Shortlisting Meeting	3:00 pm Thursday, March 23, 2017
Discussions / Selection Meeting	TBD
1 <sup>st</sup> Negotiations Meeting, if required	TBD
Board of County Commissioners approval	TBD

**1-11      PROPOSAL CONTENT AND SIGNATURE**

**One (1) copy** of the proposal shall be required and on **one (1) CD or Flash Drive** containing the complete response with The Original/Copy having been signed by a company official with the power to bind the company in its proposal, and shall be completely responsive to the RFP for consideration.

**1-12      NEGOTIATIONS**

The contents of the proposal of the successful firm shall become a basis for contractual negotiations.

**1-13      RECOMMENDED PROPOSAL PREPARATION GUIDELINES**

All contractors shall provide a straight forward and concise description of their ability to meet the RFP requirements. There shall be avoidance of fancy bindings and promotional material within. The proposal shall clearly show the technical approach to include work tasks, estimated time phasing and the proposed approach rational. The County discourages overly lengthy or costly proposals.

**1-14      PRIME CONTRACT RESPONSIBILITIES**

The selected contractor shall be required to assume responsibility for all services offered in his proposal. The selected contractor shall be

the sole point of contact with regard to contractual matters including payments of any and all changes resulting from the contract.

**1-15      DISCLOSURE**

All information submitted in response to this RFP shall become a matter of public record, subject to Florida Statutes regarding public disclosure.

**1-16      DELAYS**

The Project Director reserves the right to delay scheduled due dates if it is to the advantage of the project.

**1-17      WORK PLAN CONTROL**

Control of the work plan to be developed under the RFP shall remain totally with the Escambia County Board of Commissioners.

## PART II

## INFORMATION REQUIRED FROM CONTRACTORS

### ALL PROPOSALS SHALL INCLUDE THE FOLLOWING: TECHNICAL AND COST PROPOSAL

#### 2-1 PROPOSAL FORMAT AND CONTENT

The County discourages overly lengthy and costly proposals, however, in order for the County to evaluate proposals fairly and completely, proposers should follow the format set out herein and provide all of the information requested.

The information provided shall be organized in the manner specified herein and shall be contained in the proposal document in the sections of the proposal labeled as follows:

TAB 1 - **Required documents** specified in the Proposers' Checklist as THESE DOCUMENTS SHALL BE RETURNED WITH THE PROPOSAL

TAB 2 – **Cost Proposal**: Include (not necessarily limited to) the following.

- a) Outline of daily cost to offenders for monitoring, include any and all potentially applicable costs.
- b) List of compatible Hardware Devices
- c) Highlight of security features included in the software
- d) Description and or outline of interface for Offenders, other Agencies and the Department.

TAB 3 – **Required Information**: complete response to Section 5 of Exhibit "A" attached to the solicitation and demonstration of meeting the criteria for selection detailed in Part III 3.1 of this document.

#### 2-2 INTRODUCTION

Proposals shall include the complete name and address of their firm and the name, mailing address, and telephone number of the person the County should contact regarding the proposal.

Proposals shall confirm that the firm will comply with all of the provisions in this RFP; and, if applicable, provide notice that the firm qualifies as a County proposer. Proposals shall be signed by a company officer empowered to bind the company. A proposer's failure to include these items in their proposals may cause their proposal to be determined to be non-responsive and the proposal may be rejected.

**2-3            UNDERSTANDING OF THE PROJECT**

The following conditions must be met as a minimum and addressed in the proposal using corresponding paragraph numbers

- 2.3.1    The firm must be of sufficient size and expertise to furnish the resources needed to provide the services detailed in this proposal.
- 2.3.2    The firm must be licensed to do business in the State of Florida or indicate the ability to obtain the necessary licensing.

**2-4            EXPERIENCE AND QUALIFICATIONS**

Each interested company shall furnish as part of the proposal a complete general description of experience in the field of food service management. Included shall be the following:

- 2.4.1    Name address of the company.
- 2.4.2    The duration and extent of experience in providing case management software programs and services.

**PART III                      CRITERIA FOR SELECTION**

**3.1**                      The following factors will be used in evaluation of proposals and award of contract:

1.                      System Design – 20%
2.                      Software Design and Development – 20%
3.                      Understanding and Methodology of the Project – 20%
4.                      Customer Service and Support – 20%
5.                      Integrity of Technology Infrastructure of the Vendor – 20%

Definition of Selection Criteria:

- **System Design**—enhanced utility, ease of use, functionality, flexibility, innovation
- **Software Design and Development**-- software capabilities with the requirements of this RFP
- **Understanding and Methodology of project**—demonstrate grasp of pertinent issues/potential problems—expected deliverables—timeline objectives
- **Customer Service And Support** -- resources required to operate and maintain the system, --- convenience, responsiveness and technical expertise of vendor
- **Integrity Of Technology Infrastructure Of Vendor**—demonstrate the sustainability of product offered

**PART IV                      SCOPE AND REQUIREMENTS – CONTAINED IN EXHIBIT “A”**



**BOARD OF COUNTY COMMISSIONERS  
ESCAMBIA COUNTY, FLORIDA  
Escambia County Corrections**



***Scope of Services for an  
Innovative Supervision Solution for Escambia County Community  
Corrections***

**Title:** Scope of Service for Escambia County Department of Corrections, Community Corrections Division Contractors/Providers for an Innovative Supervision Solution for Escambia County Community Corrections.

**Background:**

Escambia County Department of Corrections, Community Corrections is seeking Professional Services to implement evidence-based practices and outcome reporting capabilities including, but not limited to, providing consulting services and necessary software for Agency administrators and Employees, Officers, Providers, Offenders and other affiliated Criminal Justice agencies.

As required by the Escambia County Board of County Commissioners, we anticipate that we may spend more than 50,000.00 with the Contractor/Provider during 2015-16, and therefore, we are putting out for RFP for a Contractor/Provider to provide an "Innovative Supervision Solution for Community Corrections".

**Scope:**

The Contractor/Provider shall provide an innovative Supervision Solution for Community Corrections. The proposed solution shall be operational 24 hours a day, 7 days per week, supporting the Community Corrections functions of Misdemeanor Probation, Pre-Trial Release, Pre-Trial Diversion, Check Diversion, Work Release, Accounting, and Community Service.

There will be a minimum of 50 users, and our emphasis is on an innovative Supervision Solution that is designed to interface with and share data with other local agencies, i.e., our Clerk of Court and our Jail, along with other calendar based systems. Community Correction employees are based primarily in three buildings/locations and are connected by the Escambia County computer network. The Community Corrections Division serves a minimum of 4500 to 5000 offenders daily. The case management part of the Supervision Solution should have the capability to accommodate a single name record entry and be able to track all case management, accounting, Community Service, Offender Services and detention management activities for that name record. It shall also be able to provide file storage, electronic email, calendaring, network printing, electronic document imaging, auditing, and management services. Both On-Premises and Cloud based software components will be entertained.

- The Contractor/Provider, if applicable and/or available, shall provide a fully integrated mobile communication component for offenders to communicate with Officers.
- The Contractor/Provider, if applicable and/or available, shall provide a fully integrated mobile communication component for Officers to communicate with Offenders.
- The service shall be inclusive of innovative technology, i.e., calendars, offender recognition via voice and/or visual identification, equipment, systems and related support services, data storage, real-time controls, live monitoring, continuous updates and support services, and shall be fully supported by twenty-four hour passive monitoring.
- The Contractor/Provider shall provide, at their own expense, all applicable on-premises systems and equipment. All services provided shall be in accordance with Florida Statute 815, or any other applicable Florida Statute, the Escambia County Board of County Commissioners, the Escambia County Department of Corrections, and the Community Corrections Division, rules, regulations, policies and procedures.
- The Contractor/Provider shall provide a general history and description of their firm/agency, including the number of years they have been engaged in developing and supporting criminal justice case management systems, number of employees, organizational structure, and background of principal personnel. In addition, they shall provide résumés for their personnel assigned to work with Escambia County denoting whether the person is an active employee of the Contractor/Provider.
- Provide Corrections staff with the opportunity to track an offender and be able to confirm the date, time, and location of a tracking event. In addition, these services may have the capability of being accessed through a secure internet connection and fully supported by a secure database for transactional records.
- The fully integrated mobile communication component shall ensure that if an offender tampers with the communications component or fails to comply with any rules of passive offender tracking (inclusive of exclusion and inclusion zones), that the proper notifications will be generated for offenders and staff
- Provision that a live person can respond to any Corrections Staff questions regarding notifications.
- It is also preferable for it to provide ability for Offenders to make credit card payment for fines, fees and restitution from a secure smart phone application,

Automatically provides date, time and location information for all offender activities, meetings, and appointments to offender via a secure native smart phone application; have the ability for offender to update their address and employment information from a secure native smart phone application; provide a native smart phone application for offenders which requires two factor authentication including server side bio-identification without the use of additional hardware add-ons to phone; provide functionality for monitoring offender location and curfew with the use of Geo-fencing; and provide the ability for offenders to submit a Contact based on agency administered questions, offender category and contact type.

- The Contractor/Provider shall provide the following regarding Case Management: Meets APPA Case Management functional standards; Unified assessment, case planning, and programs; Workflow driven system; Single application with common user interface for pretrial, diversion, probation case management and community corrections programs, and provider portals; Fully integrated offender smart phone application; Integration broker and standard API; Full text search of documents; Automated workflows, tasks, alerts, and work queues; Process driven Contacts with contact compliance; Weighted Caseload Management; Provide outcome reporting that includes recidivism rates, program effectiveness, and contact compliance; A confidentiality component; A system to manage data, analyze processes, and store best practices; and a system that collects Structured Data; A well-designed, automated system that provides the ability to measure outcomes; Provides role-based dashboards; Integration with Outlook for appointments and alerts; Provide ability to toll supervision term in compliance with federal, state, and local statutes, rules, or procedures, and calculate new end date; Provide the ability to track progress, compliance, and completion on referrals for services, programs and community service; Produce information that permits monitoring conformance with performance and offender behavior standards; System must be browser independent and require no client side plug-ins.
- While we understand that the innovative case management computer software program may need to be customized to meet our needs, and we prefer an off of the shelf solution that can provide excellence in case management, reduce rework, eliminate duplicate and repetitive input processes, reduce mistakes, and run accurate reports. This will allow for higher efficiency and accuracy, enhance customer service, and enhance the tracking of cases throughout the Community Corrections division.
- It is preferred that the innovative case management software computer program is user friendly, and that it provides a component for an Offender Risk Assessment to be completed for offenders for specific programs, i.e., the Florida Pre-Trial Risk Assessment. Another user friendly component that is preferred is for the innovative case management software computer program to provide a multi-language Court Appearance telephone notification system for offenders to



reduce the number of "failure to appears" for court and appointments, and to inform the offenders of any important alerts.

- It is preferred that the innovative computer software program will have the capability to provide a "Kiosk" or other form of offender check in for Community Corrections.
- It is preferred that the innovative case management software computer program is user friendly, and that it provides a component for an offender be notified of events and appointments. Examples of events and appointments include random substance abuse testing, Office Appointments, Court dates, and other ordered services.
- It is preferred that the innovative Supervision Solution is user friendly and can produce detailed and summary lists of financial transactions (e.g., fee, fine, restitution receipts, court cost assessments, fee assessments, monetary judgments, and voided transactions) for specific cases and offenders over specific periods, produce summary for each cashier including totals for each type of payment (e.g., cash, check, credit card, fee waiver, electronic funds transfer, lock box); allow full, partial, and installment payments by various methods (e.g., cash, check, credit card, fee waiver, electronic funds transfer, lock box).
- The Contractor/Provider shall provide the following reports immediately upon request, i.e., Violation Reports, Daily and Monthly Usage Reports, Offender Reports, inclusive of demographics, case notes, recidivist information, offense, type of offense, judges, case number, length of supervision, type of release from incarceration, type of discharge, i.e., successful or unsuccessful, etc., financial reports, offender payment sheets, monthly financial accounting reports reflective of daily, weekly, monthly and yearly collections and financial transactions; Officer specific caseload reports, Equipment/Inventory Reports, and any statistical and/or operational reports deemed necessary by Escambia County Community Corrections. They shall also provide the support of uploaded reports in Microsoft Word, or any other acceptable format.
- The Contractor/Provider shall provide Staff with extensive domain expertise in evidence based practices and outcome analysts; Ability to supply an integrated solution of professional services supported by software as services; technical expertise to perform data migrations and system-to-system integration.
- Regarding system implementation, if applicable, a software service level agreement is required, with clearly defined deliverables.
- The Contractor/Provider shall describe the system's overall functionality, components, services, abilities, and processes for information security,

auditability, server/desktop manageability/administration, and overall disaster recovery requirements and capabilities.

- The Contractor/Provider shall pay all costs associated with shipping (delivery and return) and for all of the equipment/supplies provided.
- The Contractor/Provider shall provide *24 hour technical support*, 7 days per week, and on holidays, via telephone, email, or cell phone.
- The Contractor/Provider shall provide on-site training for Escambia County Community Corrections staff.
- The Contractor/Provider shall ensure that qualified personnel are available to provide expert testimony as requested or subpoenaed, at their expense. They shall also notify Escambia County Community Corrections immediately of any testimony or subpoenas associated with Escambia County Community Corrections.
- All Contractor/Provider employees must satisfy all requirements for FBI and FDLE background/ security checks, and must have acceptable clearance by the Escambia County Board of County Commissioners.
- The Contractor/Provider shall provide a detailed cost proposal that includes: software license cost, all implementation costs, all annual maintenance costs, the hourly rate for any additional services, such as customizations, additional training and emergency response, basis for cost adjustments on subsequent years of a contract, cost estimates for up three software interfaces, including both one way and two way interfaces for each (CTS America JailSuite, pentamation, and BenchMark), additional cost projections over the next five years relating to product upgrades or major revisions, and any other cost considerations relative to the total cost of implementation of the proposed system.
- The Contractor/Provider shall provide any additional information about their agency/firm that would be helpful in evaluating your proposal.

**Applicable Documents/Technical Specifications:** The Escambia County Board of County Commissioners Information Technology Department will ensure that they are in compliance regarding technical specifications and their supporting documents.

**Location of Work:** Escambia County Community Corrections  
2251 N. Palafox Street, Pensacola, Florida, 32501

Escambia County Residential Probation/Work Release Program  
1211 West Fairfield  
Pensacola, Florida 32501

Escambia County Misdemeanor Probation Intake Office

190 Governmental Center  
Pensacola, Florida 32501

**Minimum Compliance Standards:** During the term of the contract, the Escambia County Department of Corrections, Escambia County Community Corrections Division may unilaterally require, in writing, changes to the contract, provided that such changes are within and/or associated with the general scope of the contract.

**Proposals:** Please make sure the proposal includes (not necessarily limited to) to the following information:

- a) Outline of daily costs to offenders for monitoring, please be sure to include any and all potentially applicable charges
- b) List of compatible hardware devices
- c) Highlight of security features that are included in the software
- d) Description and/or outline of interface for offenders, other agencies and the department

## **ESCAMBIA COUNTY REQUIREMENTS FOR COMPUTER SYSTEMS AND NETWORKING**

### **Computing Environment**

Escambia County provides Network services to most county buildings. Network speeds range from 1GB to 10MB in major buildings to Asynchronous DSL in remote sites. Specific sites are listed below. Included in these services are DNS Name Resolution, IP Address management, DHCP, NTP, remote access using SSL/VPN, and SSL termination. All buildings, with Network services, have CAT5, CAT5 enhanced, or Cat6 UTP wiring and professional quality switches. Secured, wireless (802.11b/g/n) access to the county network exists in many buildings

The central hub of network services resides in the Escambia County datacenter. This datacenter also contains primary file, database and application servers used throughout the county. Most of these servers are maintained in a virtual environment.

Workstation hardware is standardized on Dell Optiplex and Latitude 64bit equipment. All workstations have a Minimum of 2GB RAM and 17 inch monitors. The minimum monitor resolution is 1024x768. Wide screen monitors are in use. Laptop screens could be smaller. Current Microsoft Windows is the standard workstation operating system.

The standard software profile includes Anti-Virus, Microsoft Office and Libre Office, Adobe Acrobat, and Internet Explorer. The County has line of business applications which are not part of the standard workstation application profile. These applications may reside or be used on workstations that will be using the proposed solution.

The system should be engineered with good system security to ensure Confidentiality of the system operations, Integrity of both transactional and at resting system data, and Availability of the data to the system and its users.

Software must have the capability to be used on a network with multiple simultaneous seats.

Escambia County will not store any Credit Card information. Any proposed Credit Card component must be fully disclosed for vetting by the County.

### **Technology requirements**

- TCP/IP must be used for communications across the Escambia County Network
- One Common Hardware/software developer – consistent technology.
- Central database server must be MS SQL server 2012 or newer (on-Premises)
- Provided Software must run on Windows Operating Systems. Servers: MS server 2012R2, or newer. (on-Premises)
- Workstations: Windows 7 and Windows 10.
- All Browser Based clients must operate on currently supported Microsoft Internet Explorer
- Windows Authentication (Active Directory domain)
- Multi-user
- Graphic User Interface

- REST API

**Technology preferences** – other solutions are acceptable with a description of why the solution better meets the functional requirements.

- Client/Server or Web Based architecture
- Commercial Off The Shelf software
- Microsoft .NET framework
- HTML5
- Concurrent or Site licensing
- No Java, Flash, or Silverlight
- Internet Explorer 11 – Compatibility view acceptable
- Application server notifications (database connection lost/ app server start)
- Certified for use in a Virtual Machine Environment. VMware is preferred. (on-Premises)
- Delivery as a Virtual Machine Appliance (on-Premises)
- Web-based reporting
- Database access using SQL Server Management Studio
- Access for reporting services

### **Possible Interfaces**

- Clerk of Court's eFin – SunGuard's Pentamantion ( Financial export)
- Clerk of Court's Benchmark for Court Docket information
- Caliber Systems, SmatCop (Formerly CTS America) Jail management system.

### **Data Conversion and Imports**

- There will no data conversion.

### **Documentation deliverables**

- Complete data dictionary
- System configuration
- Application configuration
- Entity Relationship diagram
- User guide
- Application Administration guide
- System Administration guide
- Continuity of Operations Action Plan
- Back-up and recovery
- Graphical Network System overview.
- REST API documentation.

**Maintenance and upkeep**

- 3% maximum annual support cost escalation.

**PART 5 QUESTIONS FOR BIDDER/VENDOR RESPONSE**

1. Please specify any computer system hardware or software or other products required to properly operate proposed solution which is in addition to the vendor's application.
2. Describe how the proposed solution is licensed. Please incorporate what is not included in the licensing and provide the anticipated costs for the next three years license and/or maintenance renewals.
3. Please provide the network specifications required for the proposed solution to function optimally. Please include DHCP and DNS readiness and TCP/IP Port requirements.
4. Please discuss how reports are created and generated by the proposed system. Please include a description of the reporting tool and any other options or software that may be needed or desired for the proposed solution. Additionally, include a description of any reports that are delivered with the proposed system and a description any report writing features would allow for the easy construction of reports without technical or basic programming knowledge.
5. Please specify any custom reports required by the proposed solution. Please define 'Custom Report' and provide, in the cost schedule, a line item for additional custom reports and modifying an existing report.
6. Please describe any Graphical Performance Indicators, such as dashboards, that the proposed solution would provide as quick views of system overall status. If provided, please discuss the configurability of the Performance Indicators.
7. Please describe any system notification features that do not require an end user to access the proposed solution.
8. Please describe the Import/Export Capabilities and available file formats of the proposed solution.
9. Please provide an estimated system load and storage growth for the proposed system's application and database servers.
10. Please describe a typical software upgrade for the proposed system. Include an anticipated release schedule or Normal periodicity for required actions to keep the proposed solution up to date.

11. Please provide recommended actions or configurations for the proposed system, such as, Back-up and recovery steps or loss of a host server, which would be suitable for a Continuity of Operations Action Plan.
12. Please describe any system testing performed. Please include the results and any industry or government Certifications or compliance – both Petroleum industry and Information security certifications desired.
13. Please describe the audit ability of the proposed system. Please include dipping and reconciliation operations.
14. Describe the scalability of the product and what would be necessary to expand the system.
15. What equipment, software, training, settings, etc,... would the County reasonably need to provide for the optimum environment
16. Describe a typical Go-Live process. Will a technical support liaison be on-site for Go-live?
17. Discuss the application implementation methodology including vendor requirements for on-site and off-site resources, standard practices, anticipated timeline, and incident reporting requirements, escalation procedures, billing, and description of a standard work week. Detail any additional costs related to reporting, scripting, or travel. Also, provide statements regarding implementation team composition and expected County participation. Will the vendor's implementations manager be involved in the final contract negotiation?
18. Please describe how human input errors are resolved, such as duplicate manual entries, and how they are logged for auditing purposes.

**QUESTIONS and TOPICS to be specifically addressed:**

1. Provide detailed description of the ownership and access by Escambia County Corrections to data and information collected by the proposed software solution both during and after contracted service.
2. Provisions for Software Escrow.
3. Access by Escambia County Officials, to review corporate financial statements.
4. Service interruptions
5. Software and System Updates and Maintenance
6. Access to new functionality as it becomes available
7. Incident Response
8. Company policy regarding the handling of Personally Identifying Information (PII)
9. Security of Software/data/datacenter/ physical security
10. Cost of any Credit card services proposed.