

BIDDERS COMPANY NAME

REQUEST FOR PROPOSAL

#6278

DATA CONVERSION FOR CLEMIS

Prepared By:

Washtenaw County Purchasing
Administration Building
P.O. Box 8645
220 N. Main B-35
Ann Arbor, MI 48107

Anne Strieter
Senior Buyer
(734) 222-6760





WASHTENAW COUNTY

Finance Department

Purchasing Division

P.O. Box 8645, 220 N. Main, Ann Arbor, MI 48107-8645

Phone (734) 222-6760, Fax (734) 222-6764

REQUEST FOR PROPOSAL # 6278

June 2, 2006

Washtenaw County Purchasing Division on behalf of the Washtenaw County Department of Information Technology is accepting proposals for converting data from data systems used by several law enforcement agencies in Washtenaw County to the Courts and Law Enforcement Management Information Systems (CLEMIS).

Sealed Proposals: Vendor will deliver one (1) original and four (4) copies to the following address:

**Washtenaw County
Administration Building
Purchasing Division
220 N. Main St. Room B-35
P.O.Box 8645
Ann Arbor, MI. 48107**

By Thursday, July 6, 2006 at 3:00 pm

This submission shall include the entire Request For Proposal document and any amendments if issued.

Proposals received after the above cited time will be considered a late quote and are not acceptable unless waived by the Purchasing Manager.

- Please use the attached self-addressed label or the envelope must be clearly marked "SEALED RFP # 6278".
- Please direct purchasing and procedural questions regarding this RFP to Anne Strieter at (734) 222-6760 or email strietera@ewashtenaw.org
- Please direct specific technical questions regarding this RFP Susan A. Beecher at (734) 222-6648 or email beechers@ewashtenaw.org

Thank you for your interest.

RFP # 6278 CLEMIS Data Conversion

I. PROPOSAL

- Definitions:**
- “County”** - is Washtenaw County in Michigan.
 - “Bidder”** - an individual or business submitting a bid to Washtenaw County.
 - “Contractor”**- One who contracts to perform work or furnish materials in accordance with a contract.

Purpose of Proposal:

The purpose of this Request for Proposal (RFP) is to solicit proposals from qualified consultants to furnish professional services to convert law enforcement agency data from existing systems to the format required by the Courts and Law Enforcement Management Information System (CLEMIS) developed by Oakland County and used by the majority of police agencies in the Detroit metropolitan area.

The goal of the CLEMIS implementation in Washtenaw County is to greatly improve the data sharing between law enforcement agencies. Not only will this increase efficiency by reducing the amount of duplicative data entry, it is hoped that it will improve the public safety and officer safety by sharing local and regional information about criminals, warrants and crimes.

Project Details:

I. PROJECT BACKGROUND

- I. Purpose and Background
 - a. In 2004, Washtenaw County and the City of Ann Arbor Police Department were awarded a grant from the Federal Government’s Department of Homeland Security through the State of Michigan to establish sharing of data between police agencies in Washtenaw County. After considering some other options, the group of police agencies in Washtenaw County decided that the best solution was for all the police agencies in the county was not just to share information but to all use one system. The Courts and Law Enforcement Management Information System (CLEMIS) developed by Oakland County and used by the majority of police agencies in the Detroit metropolitan area was selected as the system to use.
 - b. The plan is for all of the agencies in the county to implement the CLEMIS system by the end of 2006. The agencies include: Ann Arbor Police Department, Chelsea Police Department, Eastern Michigan Public Safety Department, Milan Police Department, Saline Police Department, Northfield Police Department, Pittsfield Police Department, Saline Police Department, University of Michigan Public Safety Department, Ypsilanti Police Department and the Washtenaw County Sheriff’s Department.

RFP # 6278 CLEMIS Data Conversion

- c. Some of the agencies have data in their current computer systems that they want to convert to the CLEMIS system in order to have it available from the one system. The list below displays the departments that wish to convert existing data and the system currently in use:
 - i. Ann Arbor Police Department – VisionAir System from VisionAir
 - ii. Eastern Michigan Public Safety Department - DDP Police Services' Police Science System,
 - iii. Northfield Police Department- New World's Aegis (own database on shared computer with Sheriff),
 - iv. Pittsfield Police Department-New World's Aegis (own database on shared computer with Sheriff),
 - v. Ypsilanti Police Department- New World's Aegis
 - vi. Washtenaw County Sheriff's Department-New World's Aegis.

II. SCOPE OF SERVICES

To complete the migration from the current systems to CLEMIS, the County will be acquiring the following services from a qualified consultant:

Data Conversion of Existing Systems' Data to the CLEMIS system:

- **Get Necessary Information from Agencies:** The consultant will gather the necessary information from the member agencies about their data systems and the data to be converted to the CLEMIS system. It is acceptable to contact and meet with agency representatives prior to completing this proposal in order to get needed information for making a bid. Names and contact information are included in Appendix A. Included here would be tasks such as:
 - Defining with member agency the number of years of data to be converted.
 - Defining with member agency which components of their data are to be converted to CLEMIS, such as tickets, person records, mug shots, etc.
 - Obtaining the database structure and file layouts of the member agency's data system
 - Identify the method to extract the data from the system, e.g., write extract program, use extract program within the software package, or use database procedure language, etc. Identify who will do the extract; member agency staff or vendor staff.
- **Develop Mapping of Agency System Codes to CLEMIS Codes** – The consultant will map the agency system data fields, data code values in a format compatible with the CLEMIS system. Contact information for the CLEMIS consortium is in Appendix A.
- **Conversion Program** – The consultant will produce a conversion program to reformat the data as necessary to be acceptable to CLEMIS.
- **Uploading of the Agency Data to CLEMIS** – The consultant will work with CLEMIS to upload the data. The process involves sending a test file to the CLEMIS test system and then working with CLEMIS and the member agency to resolve any errors. The

RFP # 6278 CLEMIS Data Conversion

consultant must, once the upload format is finalized, upload the data one year at a time to CLEMIS. The consultant will work with the members to resolve any issues around data that, for whatever reason, cannot be converted.

III. PROJECT SCHEDULE

- *Project Start:* July 2006
- *Project Completion:* November 31, 2006

II. PROPOSAL TERMS

- A. Washtenaw County reserves the right to reject any and all proposals received as a result of this RFP. If a proposal is selected, it will be the most advantageous regarding price, quality of service, the Contractor's qualifications and capabilities to provide the specified service, and other factors which Washtenaw County may consider. The County does not intend to award a contract fully on the basis of any response made to the proposal; the County reserves the right to consider proposals for modifications at any time before a contract would be awarded, and negotiations would be undertaken with that provider whose proposal is deemed to best meet the County's specifications and needs.
- B. The County reserves the right to reject any or all bids, to waive or not waive informalities or irregularities in bids or bidding procedures, and to accept or further negotiate cost, terms, or conditions of any bid determined by the County to be in the best interests of the County even though not the lowest bid.
- C. Proposals must be signed by an official authorized to bind the provider to its provisions for at least a period of 90 days. Failure of the successful bidder to accept the obligation of the contract may result in the cancellation of any award.
- D. In the event it becomes necessary to revise any part of the RFP, addenda will be provided. Deadlines for submission of the RFP's may be adjusted to allow for revisions. The entire proposal document with any amendments should be returned in triplicate. To be considered, original proposal and two copies must be at the County Purchasing Division on or before the date and time specified.
- E. Proposals should be prepared simply and economically providing a straightforward, concise description of the contractor's ability to meet the requirements of the RFP. Proposals shall be written in ink or typewritten. No erasures are permitted. Mistakes may be crossed out and corrected and must be initialed in ink by the person **signing** the proposal.

III. VENDOR INFORMATION

RFP # 6278 CLEMIS Data Conversion

The proposal shall include all of the following information. Failure to include all of the required information could result in disqualification of a Bidder.

- A. The responding vendor's qualifications, years in business, staff profile and experience specific to data conversion projects. List a minimum of two (2) CLEMIS data conversion projects that have been completed.
Attach as Appendix B
- B. References: List three (3) references from current corporate or government customers. Include name, contact name and phone number.
Attach as Appendix C
- C. A detailed description of the process that will be employed to complete each section of the scope of services. Include a description of proposed costs associated with the project broken down using the categories listed in the Scope of Services.
Attach as Appendix D
- D. Certification that the vendor can meet the project schedule listed on page 3.
Attach as Appendix E
- E. Review **IV. Terms and Conditions Section** (page 5) and concur that these provisions will be met.
Attach as Appendix F
- F. Review **V. Contract Provisions Section** (pgs. 6-10) and concur that these provisions will be met.
Attach as Appendix G

IV. TERMS AND CONDITIONS

AWARD: 1A

Washtenaw County reserves the right to reject any and all proposals received as a result of this RFP. If a proposal is selected it will be the most advantageous regarding price (See: "Low Bidder" following), quality of service, the Contractors' qualifications and capabilities to provide the specified service, and other factors which the County may consider. The County does not intend to award a contract fully on the basis of any response made to the proposal; the County reserves the right to consider proposals for modifications at any time before a contract would be awarded, and negotiations would be undertaken with that contractor whose proposal is deemed to best meet the County's specifications and needs.

It is the intention of the County to award the entire bid to one contractor.

CRITERIA: 1B

Bidder will be evaluated based on criteria; experience, references, timelines, and cost.

TERM OF CONTRACT: 1C

The contract is for the duration of the project outlined in the proposed project schedule.

COST OF RFP: 1D

The County will not be liable for any costs associated with the preparation, transmittal, or presentation of any materials submitted in response to this RFP.

INSPECTION OF FACILITIES: 1E

The Manager of the Purchasing Division reserves the right before making an award to have the premise of the bidder inspected, or to take any other action necessary to determine fitness, reliability and ability to perform. The inspection could check the physical location, facilities, equipment, spare parts and/or equipment for ability to comply with conditions of the bid.

V. CONTRACT PROVISIONS

If a contract is awarded, the selected vendor will be required to adhere to a set of general contract provisions, which will become a part of any formal agreement. These provisions are general principles, which apply to all contractors of service to Washtenaw County such as the following:

ARTICLE III - REPORTING OF CONTRACTOR

Section 1 - The Contractor is to report to Information Technology Services/Office of the Sheriff and will cooperate and confer with him/her as necessary to insure satisfactory work progress.

Section 2 - All reports, estimates, memoranda and documents submitted by the Contractor must be dated and bear the Contractor's name.

Section 3 - All reports made in connection with these services are subject to review and final approval by the County Administrator.

Section 4 - The County may review and inspect the Contractor's activities during the term of this contract.

Section 5 - When applicable, the Contractor will submit a final, written report to the County Administrator.

Section 6 - After reasonable notice to the Contractor, the County may review any of the Contractor's internal records, reports, or insurance policies.

ARTICLE IV - TERM

This contract begins on (MONTH, DAY, YEAR) and ends on (MONTH, DAY, YEAR).

ARTICLE V - PERSONNEL

Section 1 - The contractor will provide the required services and will not subcontract or assign the services without the County's written approval.

Section 2 - The Contractor will not hire any County employee for any of the required services without the County's written approval.

Section 3 - The parties agree that the Contractor is neither an employee nor an agent of the County for any purpose.

Section 4 - The parties agree that all work done under this contract shall be completed in the United States and that none of the work will be partially or fully completed by either an offshore subcontractor or offshore business interest either owned or affiliated with the contractor. For purposes of this contract, the term, "offshore" refers to any area outside the contiguous United States, Alaska or Hawaii.

ARTICLE VI - INDEMNIFICATION AGREEMENT

The contractor will protect, defend and indemnify Washtenaw County, its officers, agents, servants, volunteers and employees from any and all liabilities, claims, liens, fines, demands and costs, including legal fees, of whatsoever kind and nature which may result in injury or death to any persons, including the Contractor's own employees, and for loss or damage to any property, including property owned or in the care, custody or control of Washtenaw County in connection with or in any way incident to or arising out of the occupancy, use, service, operations, performance or non-performance of work in connection with this contract resulting in whole or in part from negligent acts or omissions of contractor, any sub-contractor, or any employee, agent or representative of the contractor or any sub-contractor.

ARTICLE VII - INSURANCE REQUIREMENTS

The Contractor will maintain at its own expense during the term of this Contract, the following insurance:

1. Workers' Compensation Insurance with Michigan statutory limits and Employers Liability Insurance with a minimum limit of \$100,000 each accident for any employee.
2. Comprehensive/Commercial General Liability Insurance with a combined single limit of \$1,000,000 each occurrence for bodily injury and property damage. The County shall be added as "additional insured" on general liability policy with respect to the services provided under this contract.
3. Automobile Liability Insurance covering all owned, hired and non-owned vehicles with Personal Protection Insurance and Property Protection Insurance to comply with the provisions of the Michigan No Fault Insurance Law, including residual liability insurance with a minimum combined single limit of \$1,000,000 each accident for bodily injury and property damage.

Insurance companies, named insureds and policy forms shall be subject to the approval of the Washtenaw County Administrator. Such approval shall not be unreasonably withheld. Insurance policies shall not contain endorsements or policy conditions which reduce coverage provided to Washtenaw County. Contractor shall be responsible to Washtenaw County or insurance companies insuring Washtenaw County for all costs resulting from both financially unsound insurance companies selected by Contractor and their inadequate insurance coverage. Contractor shall furnish the Washtenaw County Administrator with satisfactory certificates of insurance or a certified copy of the policy, if requested by the County Administrator.

No payments will be made to the Contractor until the current certificates of insurance have been received and approved by the Administrator. If the insurance as evidenced by the certificates furnished by the Contractor expires or is canceled during the term of the contract, services and related payments will be suspended. Contractor shall furnish the County Administrator's Office with certification of insurance evidencing such coverage and endorsements at least ten (10) working days prior to commencement of services under this contract. Certificates shall be addressed to the County Administrator, P. O. Box 8645, Ann Arbor, MI, 48107, and shall provide for 30 day written notice to the Certificate holder of cancellation of coverage.

RFP # 6278 CLEMIS Data Conversion

ARTICLE VIII - COMPLIANCE WITH LAWS AND REGULATIONS

The Contractor will comply with all federal, state and local regulations, including but not limited to all applicable OSHA/MIOSHA requirements and the Americans with Disabilities Act.

ARTICLE IX - INTEREST OF CONTRACTOR AND COUNTY

The Contractor promises that it has no interest which would conflict with the performance of services required by this contract. The Contractor also promises that, in the performance of this contract, no officer, agent, employee of the County of Washtenaw, or member of its governing bodies, may participate in any decision relating to this contract which affects his/her personal interest or the interest of any corporation, partnership or association in which he/she is directly or indirectly interested or has any personal or pecuniary interest. However, this paragraph does not apply if there has been compliance with the provisions of Section 3 of Act No. 317 of the Public Acts of 1968 and/or Section 30 of Act No. 156 of Public Acts of 1851, as amended by Act No. 51 of the Public Acts of 1978, whichever is applicable.

ARTICLE X - CONTINGENT FEES

The Contractor promises that it has not employed or retained any company or person, other than bona fide employees working solely for the Contractor, to solicit or secure this contract, and that it has not paid or agreed to pay any company or person, other than bona fide employees working solely for the Contractor, any fee, commission, percentage, brokerage fee, gifts or any other consideration contingent upon or resulting from the award or making of this contract. For breach of this promise, the County may cancel this contract without liability or, at its discretion, deduct the full amount of the fee, commission, percentage, brokerage fee, gift or contingent fee from the compensation due the Contractor.

ARTICLE XI - EQUAL EMPLOYMENT OPPORTUNITY

The Contractor will not discriminate against any employee or applicant for employment because of race, creed, color, sex, sexual orientation, national origin, physical handicap, age, height, weight, marital status, veteran status, religion and political belief (except as it relates to a bona fide occupational qualification reasonably necessary to the normal operation of the business).

The Contractor will take affirmative action to eliminate discrimination based on sex, race, or a handicap in the hiring of applicant and the treatment of employees. Affirmative action will include, but not be limited to: Employment; upgrading, demotion or transfer; recruitment advertisement; layoff or termination; rates of pay or other forms of compensation; selection for training, including apprenticeship.

The Contractor agrees to post notices containing this policy against discrimination in conspicuous places available to applicants for employment and employees. All solicitations or advertisements for employees, placed by or on the behalf of the Contractor, will state that all qualified applicants will receive consideration for employment without regard to race, creed, color, sex, sexual orientation, national origin, physical handicap, age, height, weight, marital status, veteran status, religion and political belief.

RFP # 6278 CLEMIS Data Conversion

ARTICLE XII - LIVING WAGE

The parties understand that the County has enacted a Living Wage Ordinance that requires covered vendors who execute a service or professional service contract with the County to pay their employees under that contract, a minimum of either \$9.87 per hour with benefits or \$11.58 per hour without benefits. Contractor agrees to comply with this Ordinance in paying its employees. Contractor understands and agrees that an adjustment of the living wage amounts, based upon the Health and Human Services poverty guidelines, will be made on or before May 1, 2007 and annually thereafter which amount shall be automatically incorporated into this contract. County agrees to give Contractor thirty (30) days written notice of such change. Contractor agrees to post a notice containing the County's Living Wage requirements at a location at its place of business accessed by its employees

ARTICLE XIII - EQUAL ACCESS

The Contractor shall provide the services set forth in Article I without discrimination on the basis of race, color, religion, national origin, sex, sexual orientation, marital status, physical handicap, or age.

ARTICLE XIV - OWNERSHIP OF DOCUMENTS AND PUBLICATION

All documents developed as a result of this contract will be freely available to the public. None may be copyrighted by the Contractor. During the performance of the services, the Contractor will be responsible for any loss of or damage to the documents while they are in its possession and must restore the loss or damage at its expense. Any use of the information and results of this contract by the Contractor must reference the project sponsorship by the County. Any publication of the information or results must be co-authored by the County.

ARTICLE XV - ASSIGNS AND SUCCESSORS

This contract is binding on the County and the Contractor, their successors and assigns. Neither the County nor the Contractor will assign or transfer its interest in this contract without the written consent of the other.

ARTICLE XVI - TERMINATION OF CONTRACT

Section 1 - Termination without cause. Either party may terminate the contract by giving thirty (30) days written notice to the other party.

ARTICLE XVII - PAYROLL TAXES

The Contractor is responsible for all applicable state and federal social security benefits and unemployment taxes and agrees to indemnify and protect the County against such liability.

ARTICLE XVIII - PRACTICE AND ETHICS

The parties will conform to the code of ethics of their respective national professional associations.

RFP # 6278 CLEMIS Data Conversion

ARTICLE XIX- CHANGES IN SCOPE OR SCHEDULE OF SERVICES

Changes mutually agreed upon by the County and the Contractor, will be incorporated into this contract by written amendments signed by both parties.

ARTICLE XX - CHOICE OF LAW AND FORUM

This contract is to be interpreted by the laws of Michigan. The parties agree that the proper forum for litigation arising out of this contract is in Washtenaw County, Michigan.

ARTICLE XXI - EXTENT OF CONTRACT

This contract represents the entire agreement between the parties and supersedes all prior representations, negotiations or agreements whether written or oral.

BID SHEET

PRICING

Include price breakdown for each project phase as described in Scope of Services on page 2-3 (further detail is acceptable) by attaching a separate page. List totals below for each location.

\$ _____	Ann Arbor Police Department	# of hours included _____
\$ _____	Eastern Michigan Public Safety	# of hours included _____
\$ _____	Northfield Police Department	# of hours included _____
\$ _____	Pittsfield Police Department	# of hours included _____
\$ _____	Ypsilanti Police Department	# of hours included _____
\$ _____	Washtenaw County Sheriff Dept.	# of hours included _____
\$ _____	Total cost for all locations	
\$ _____	Price per hour charged for above hours.	
\$ _____	Price per hour charged for anything beyond the Scope of Services	

ADDENDA

Attach requested **Appendices B** through **F** to the balance of this RFP. See page 4 for information to include.

SIGNATURE PAGE

_____ Signature	_____ Company Name
_____ Print Name	_____ Company Address
_____ Title	_____ City St. Zip
_____ Telephone #	_____ Fax #
_____ Email Address	
_____ Federal Tax ID #	<u>CHECK ONE</u> Partnership _____ Non Profit Corp. _____ Profit Corp. _____ Other _____

The above individual is authorized to sign on behalf of company submitting proposal.

Proposals must be signed by an official authorized to bind the provider to its provisions for at least a period of 90 days.

RFP # 6278 CLEMIS Data Conversion

Appendix A

CLEMIS: Jamie Hess, CLEMIS Chief, 248-858-7674, hessj@co.oakland.mi.us
Vickie Aldred, CLEMIS Supervisor, 248-858-0824, aldredv@co.oakland.mi.us

Washtenaw County Police Agencies Needing Data Conversion:

- Ann Arbor Police Department: Deputy Chief Greg Bazick 996-3230,
(IT): Jackie Steinaway 994-2062, jsteinaway@ci.ann-arbor.mi.us
- Eastern Michigan Public Safety Department: Lt. Jeff Nesmith 487-0892,
jnesmith@emich.edu
- Northfield Police Department: Sgt. Tim Greene 449-9911, greenet@twp.northfield.mi.us
- Pittsfield Police Department: Deputy Dir. Lisa McGuire 734-944-4911 x102
mcquiree@pittsfielddps.org
- Ypsilanti Police Department: Lt. Mark Angott 734-482-9832
mangott@cityofypsilanti.com
- Washtenaw County Sheriff's Department: Lt. Troy Bevier, 973-4889,
beviert@ewashtenaw.org
(IT): Susan Beecher 222-6648, beechers@ewashtenaw.org