

REQUEST FOR PROPOSAL
FOR
FURNISHING, DELIVERY, AND INSTALLATION
OF
POLICE RECORDS MANAGEMENT SYSTEM
FOR
JOLIET JUNIOR COLLEGE

OPENING DATE: MARCH 25, 2008

TIME: 2:00 PM, CDT



Dated: 3/07/08

INTRODUCTION

A. History of the College

Joliet Junior College is a comprehensive community college. The college offers pre-baccalaureate programs for students planning to transfer to a four-year university, occupational education leading directly to employment, adult education and literacy programs, work force and workplace development services, and support services to help students succeed.

JJC, America's oldest public community college, began in 1901 as an experimental postgraduate high school program. It was the "brain child" of J. Stanley Brown, Superintendent of Joliet Township High School, and William Rainey Harper, President of the University of Chicago. The college's initial enrollment was six students. Today, JJC serves more than 13,000 students in credit classes and 17,000 students in non-credit courses. JJC has approximately 1,000 full-time and part-time staff.

B. Calendar

The College expects to adhere to the following schedule in undertaking the selection process; however, the selection of the successful Vendor is subject to the approval of the College Board of Trustees, and this schedule is subject to modification at the sole and absolute discretion of the College:

Request for Proposal Issued:	March 7, 2008
Deadline for Proposers' Questions:	March 14, 2008 10:00 a.m.
Distribution of RFP Amendments:	March 17, 2008
Proposal Opening Time:	March 25, 2008 2:00 P.M., CDT
Anticipated Announcement of Award:	April 9, 2008

Inquires and Proposer questions concerning the RFP must be submitted in writing or via email to:

Ms. Judy Mitchell, Director, Business & Auxiliary Services
Joliet Junior College
1215 Houbolt Road
Joliet, Illinois 60431
Telephone: 815-280-6640
Fax: 815-280-6631
Email: jmitchel@jjc.edu

Oral communication with any College employee or representative is not binding on the College and in no way shall modify the RFP or the obligation of the College or the Proposer.

INFORMATION FOR RESPONDENTS AND GENERAL CONDITIONS

1. Proposals:

- a. All proposals **MUST BE SUBMITTED** with one (1) original and two (2) copies, and must be enclosed in a sealed envelope plainly marked "Proposal for Furnishing, Delivery, and Installation of Police Records Management System, and addressed, mailed and delivered to Judy Mitchell, Director of Business & Auxiliary Services, Joliet Junior College, 1215 Houbolt Road, Joliet, IL 60431. A mailing label is enclosed for your convenience. Respondents shall be responsible for actual delivery of proposals during business hours at the above address, and it shall not be sufficient to show that a proposal was mailed in time to be received before scheduled closing time for receipt of proposals.
- b. All respondents shall include prices in their proposal and shall assume and pay all taxes and contributions, State, Federal and Municipal which are payable by virtue of the furnishing and delivery of item(s) specified herein. Materials and services furnished the College are not subject to either the Federal Excise Tax or Illinois Sales Tax.
- c. The College reserves the right to waive informalities in proposals and to reject any and all proposals which may be in the best interests of the College.

2. Modification or Withdrawal of Proposals:

Any respondent may withdraw their proposal at any time prior to the scheduled closing time for the receipt of proposals but no respondent may withdraw their proposal for a period of ninety (90) days after the scheduled closing time for the receipt of proposals. Only written requests for the modification or corrections of a previously submitted proposal which are addressed in the same manner as proposals and are received by the College prior to the scheduled closing time for the receipt of proposals will be corrected in accordance with such written requests; provided that any such written request is to be contained in a sealed envelope which is plainly marked "Modifications of Proposal on Police Records Management System." Oral or telephonic modifications or corrections of proposals cannot be submitted after the scheduled closing time for the receipt of proposals.

3. Statement of Respondent's Qualifications:

- a. Each respondent submitting a proposal shall present evidence of experience, qualifications, financial responsibility and ability to carry out the terms of the contract by completing and submitting with proposal the

schedule of information set forth in the form furnished with the proposal form.

- b. Such statement, single copy required, will be treated as confidential information by the College.

4. Indemnification:

The College shall not accept any contract provisions which require the College to indemnify another party. Any indemnity language in proposed terms and conditions will be modified to conform to language that the College is able to accept.

5. Award of Contract:

In awarding the contract, the College may take into consideration relevant factors, including but not limited to the skill, facilities, capacity, cost of and compatibility with existing systems and operations when major changes of practice would be required, experience, ability, responsibility, previous work, the financial standing of the bidder(s); the amount of other work being carried on by the bidder; the quality, efficiency, and construction of equipment proposed to be furnished; the period of time within which the equipment or service is to be provided, and necessity of prompt delivery of the items herein described. The inability of any bidder to meet the requirement mentioned above may be cause for rejection of their proposal.

6. Execution and Form of Contract:

The successful respondent shall, within ten (10) days after the receipt of formal notice of award of the contract, enter into a written contract, prepared by the College.

7. Assignment of Contract:

The contract to be awarded and any amount to be paid there under shall not be transferred, sublet or assigned without the prior approval of the College.

8. Patent and Copyright:

- a. The Contractor and its Surety shall pay for all royalties, license fees and patent or invention rights or copyrights and defend all suits or claims for infringements of any patent or invention right or copyrights involved in the items furnished hereunder.
- b. The Contractor and its Surety shall hold and save the College and its officers, agents, servants and employees harmless from liability of any

nature or kind, including cost and expenses, for, or on account of, any patented invention, process, article or appliance furnished in the performance of the contract, including its use by the Owner, unless otherwise specifically stipulated.

- c. Copyrights for any item(s) developed for the College shall be the property of the College and inure to its benefit, and Contractor shall execute such documents as College may require for the perfection thereof.

9. Confidentiality of Information:

All data made available to the Contractor by the College are and remain the property of the College and must be treated as confidential information. All listings which may reveal names or identification numbers of individuals or employees, etc., if not returned to the College, must be properly destroyed so as to keep such information confidential.

All records received from a Contractor will be deemed public records and presumed to be open. If the contractor submits with the proposal any information claimed to be exempt under the Illinois Statutes, this information must be placed in a separate envelope and marked with:

"This data shall not be disclosed outside the College or be duplicated, used, or disclosed in whole or in part for any purpose other than to evaluate the proposal; however, if a contract is awarded to this Contractor as a result of or in connection with the submission of such information, the College shall have the right to duplicate, use, or disclose this information to the extent provided in the contract. This restriction does not limit the College's right to use information contained herein if it is obtained from another source."

12. Vendor Audit:

In the event that time and materials are a portion of this proposal, the College reserves the right to audit vendor's records concerning this proposal.

13. Right of College to Terminate Contract:

In the event any provisions of contract are violated by Contractor, the College may serve written notice upon Contractor and Surety setting forth the violations and demanding compliance with the contract. Unless within ten (10) days after serving such notice, such violations shall cease and satisfactory arrangements for correction be made, the College may terminate the contract by serving written notice upon the Contractor; but the liability of Contractor and Surety for such violation; and for any and all damages resulting there from, as well as from such termination, shall not be affected by any such termination.

14. Delivery:

Delivery shall be accomplished in the manner and to the place and at the time required of the Detailed Specifications.

15. Payment:

Payment will be made at the time and in the manner as specified in the Detailed Specifications.

The College may withhold payment or make such deductions as may be necessary to protect the College from loss or damage on account of defective work, claims, or damages, or to pay for repair or correction of existing equipment..

16. Any agreement which results from the RFP will be governed and construed accordingly to the laws of the State of Illinois. This agreement is performable in Will County. Any disputes arising from the agreement shall be adjudicated in the Circuit court of the 12th Judicial Circuit, Will County, Illinois.

17. Detailed Specifications and Special Conditions:

Detailed Specifications and Special Conditions should be consulted for additional provisions and amendments to the General Conditions.

18. Proposal Documents:

The Proposal Documents shall include Introduction, Advertisement for Proposals, Specifications and Addenda, Exhibits, Response Time and Proposal.

DETAILED SPECIFICATIONS AND SPECIAL CONDITIONS

1. GENERAL

Joliet Junior College proposes to contract, hereinafter referred to as “College” with the successful vendor (referred to as “Contractor”) to provide a Police Records Management System as described herein.

2. OBJECTIVE

The Campus Police department of Joliet Junior College seeks proposals to acquire and implement a comprehensive computerized police records management system to fulfill the College’s need for documentation and management of its documents. Systems proposed by Respondents shall be the latest version, state of the art design and have a proven record of usage in other law enforcement agencies.

4. CONTRACT PERIOD

The contract shall be awarded as a one-time purchase of the software, installation and training. Additionally, the contract shall be automatically renewable for additional one-year periods to cover the annual maintenance, support and license fees, unless canceled by either party in writing with 60 days notice. All original terms and conditions shall apply for the renewal periods.

5. AWARD OF CONTRACT

Proposals will be awarded based upon the lowest cost and the criteria set forth under the Evaluation section of the proposal.

Joliet Junior College may award on the basis of the proposals initially submitted, without discussion, clarification or modification, or on the basis of negotiation with any of the Proposers or, at Joliet Junior College’s sole option and discretion.

Joliet Junior College may discuss or negotiate all elements of the proposal with selected Proposers that represent a competitive range of proposals. For purposes of negotiation, Joliet Junior College may establish a competitive range of acceptable or potentially acceptable proposals comprising the highest rated proposals. After the submission of a proposal, but before making an award, Joliet Junior College may permit a Proposer to revise its proposal in order to obtain the Proposer’s best final offer. In conducting such discussions, Joliet Junior College shall, to the extent permitted by law, not disclose any information derived from the proposals submitted by competing Proposers. If Joliet Junior College elects to accept a proposal, it will award the Proposer whose proposal provides the best value to the College, as determined by Joliet Junior College, based upon a thorough evaluation of all factors set forth in this RFP. The College Board of Trustees retains the right to modify the terms and conditions in the Proposal for

the records management system or reject terms and conditions proposed by the successful Proposer prior to the execution of the contract if it, in its sole discretion, deems necessary to ensure a plan satisfactory to it.

6. RESPONDENT'S PROPOSAL

In order to be considered for selection, respondents must submit a complete response to this Request for Proposal that complies with all the mandatory requirements as listed in sections 10 thru 16.

7. DELIVERY

All deliveries shall be FOB: Destination with all freight charges thereto included and fully prepaid. The seller bears and pays the freight costs.

Any package shipped under any order resulting from this RFP shall clearly reference the purchase order number and the equipment item name of which the package is a component. Delivery time shall be stated in the proposal response and may be taken into consideration in the award. Please state an accurate and realistic delivery and installation time frame from receipt of an order as requested.

8. PAYMENT

All proposals to be submitted on the basis of payment by College check, terms Net 30. Payment shall be made within thirty- (30) days after receipt of properly certified vendor's invoices, rendered in duplicate, as follows. The College may withhold payment or make deductions as may be necessary to protect the College from loss or damage on account of defective work, claims, damages, or to pay for repair or correction of products/services furnished hereunder. **Any different payment terms desired by the respondent must be clearly stated and may or may not be accepted by the College.** A payment schedule may be negotiated with the successful respondent.

9. PROPOSAL EVALUATION

From the total information requested below, determination shall be made of the prospective contractor's ability to furnish, deliver and install Police Records Management System to the College. All information requested below must be included as a part of the prospective contractor's proposal.

9.1 Evaluation of each proposal shall be made based on the following criteria:

- **Cost (40 points):**
Based upon initial and long-range costs of the system to include purchase price, installation, expansion, operation, training and maintenance costs.
- **Contractor Experience and Qualifications (10 points)**

- **Implementation Plan (10 points)**
 - **Training (5 points)**
 - **Warranty/Support (5 points)**
 - **Required Specifications (20 points)**
 - **Optional Requirements (10 points)**
- 9.2 Since respondent must comply with ALL mandatory requirements, proposals WHICH DO NOT MEET THE MANDATORY REQUIREMENTS, WILL BE ELIMINATED.
- 9.3 The College reserves the right to reject any and all proposals submitted.
- 9.4 Proposals shall remain open and subject to acceptance for 90 days from the date of proposal opening. During this period, respondents may not make material modifications, corrections, or changes (including pricing) to their proposal.

PROPOSAL REQUIREMENTS

10. MANDATORY REQUIREMENTS

- Police Records Management System for the Joliet Junior College Police Department must be installed by June 30, 2008
- System must be web based and operate on a Windows platform.
- Vendor must provide required hardware specs.
- Vendor must be able to convert data from existing, in house, Microsoft Records System
- System must have a CAD system as an optional feature.
- System must be capable of accepting computer generated case reports.
- System must be capable of customizing fields, drop boxes and reports to meet customer's needs.
- System must be capable of storing scanned documents in electronic case files.
- System must have secure modules and sub modules.
- System must have time stamps and user ID to show by whom and when report was edited
- System must have spell check
- System must be able to minimally input and retrieve data in the following fields.

CASE REPORTS

- Name and full demographic data on persons
- Addresses
- Mug shots & evidence photo electronic uploads & attachment to report files
- Nicknames
- Identifying marks
- Gang information
- SID & other identifying numbers
- Emergency contacts
- Cautions
- Vehicle information including make, model, registration information
- Court Dispositions
- Customizing of data boxes must be included
- Must be able to add supplemental reports and edit reports
- Must have ability to establish secure user and supervisor approval groups
- Must have a Property & Evidence module

TICKETS / TRAFFIC

- All fields on traffic ticket including issuing officer, type of offense, location, vehicle information, disposition
- Same as above for parking tickets and also generate automated late notices/letters.

- Must also be able to support department custom parking tickets.
- Automated Stop Card data entry and upload to IDOT

REPORTS / SEARCHES

Must be able to produce automated reports in the following areas

- Customized Reports as needed at no additional cost
- Types of Crime
- Monthly crime / incident reports by area or location
- Person or vehicular descriptions
- Stop Card data (Racial profiling)
- Tickets
- Student Code Referrals
- Warrants
- Recovered/ Found Property
- Juvenile arrests
- State UCR reports
- Clery Act annual reports
- Will County transfer listing report
- Daily Log

11. PRICING

- List the base price of your system
- Provide a detailed summary of the capabilities and features / modules included in the base price of the system.
- List all optional features / modules that are available with your system.
 - Include costs for each option.
 - Include cost expiration
 - Include how cost increase would be calculated in the future

12. WARRANTY

- List duration of warranty and coverage
- List any cost or fees during warranty period

13. LICENSING

- How many licenses are included in basic cost?
- How many workstations/access points permitted per license?
- Are separate licenses needed for Mobile Data Terminals?
- Are separate licenses needed for remote campuses?
- What is the cost for additional licenses not included in the basic cost?
- Are license fees included in the annual maintenance contract cost?

14. ASSURANCE OF SERVICE

- Annual Maintenance / Service Contract

Contract must include version updates, new releases enhancements; repair of system problems, customization of reports, drop boxes and creation of new reports.

- List cost of Annual Maintenance / Service Contract
- How many years will this price be valid for?
- What is the cost escalation process after that?
- Detail what is included in contract.
- List any repairs not covered in the service contract.
- List labor costs not included in the service contract.
- Onsite repairs or trouble shooting. Regular Business Hours vs. After Hours & Weekends
- Remote repairs or trouble shooting Regular Business Hours vs. After Hours & Weekends
- Training on new updates Regular Business Hours vs. After Hours & Weekends
- What is your service response time?

15. INSTALLATION

- Installation of the system must be completed by June 30, 2008
- List any travel and/or housing costs for installers or trainers

Labor Costs

Installation: \$ per hour _____ x estimated # of hours _____ = total cost

Training: \$ per hour _____ x estimated # of hours _____ = total cost

Data Conversion \$ per hour _____ x estimated # of hours _____ = total cost

16. TROUBLE SHOOTING/IMPLEMENTATION

- Will vendor provide personnel on site during roll out and implementation period?
- Cost per hour / per day for this service
- Number of staff assigned

CERTIFICATION OF CONTRACT/BIDDER

The below signed contractor/bidder hereby certifies that it is not barred from bidding on this or any other contract due to any violation of either Section 33E-3 or 33E-4 of Article 33E, Public Contracts of the Illinois Criminal Code of 1961, as amended. This certification is required by Public Act 85-1295. This Act relates to interference with public contracting, bid rigging and rotating, kickbacks and bribery.

Name of Contractor/Bidder

Title

Date

THIS FORM **MUST** BE RETURNED WITH YOUR PROPOSAL TO:

Joliet Junior College
Illinois Community College District #525
Director of Business & Auxiliary Services, H-1018
1215 Houbolt Road
Joliet, IL