

**INVITATION TO SUBMIT
PROPOSAL**

REQUEST FOR PROPOSAL NO. P10-24-6

JUDICIAL CIRCUIT DATA EXCHANGE SYSTEM WITHIN CHATHAM COUNTY

MANDATORY PRE-PROPOSAL CONFERENCE 2:00 P.M. JUNE 29, 2010

PROPOSAL RECEIPT DUE BY 2:00 P.M. JULY 13, 2010

THE COMMISSIONERS OF CHATHAM COUNTY, GEORGIA

PETE LIAKAKIS, CHAIRMAN

COMMISSIONER HELEN L. STONE

COMMISSIONER JAMES J. HOLMES

COMMISSIONER PATRICK O. SHAY

COMMISSIONER PATRICK K. FARRELL

COMMISSIONER HARRIS ODELL, JR.

COMMISSIONER DAVID M. GELLATLY

COMMISSIONER DEAN KICKLIGHTER

COMMISSIONER PRISCILLA D. THOMAS

R. JONATHAN HART, COUNTY ATTORNEY

CHATHAM COUNTY, GEORGIA

**CHATHAM COUNTY, GEORGIA
DOCUMENT CHECK LIST**

The following documents, when marked, are contained in and made a part of this Package or are required to be submitted with the proposal. It is the responsibility of the Proposer to read, complete and sign, where indicated, and return these documents with his/her Proposal. FAILURE TO DO SO MAY BE CAUSE FOR DISQUALIFYING THE PROPOSAL.

 X GENERAL INFORMATION

 X PROPOSAL

 X PROPOSAL SCHEDULE

 X ATTACHMENTS

 X LEGAL NOTICE

RECEIPT IS HEREBY ACKNOWLEDGED OF ADDENDA NUMBERS:

Chatham County has established goals to increase participation of minority and female owned businesses. In order to accurately document participation, businesses submitting bids or proposals are strongly encouraged to report ownership status. A minority or female owned business is defined as a business with 51% or greater minority or female ownership. Please check ownership status as applicable:

African-American _____ Asian American _____ Hispanic

Native American or Alaskan Indian _____ Female

In the award of "Competitive Sealed Proposals", minority/female participation may be one of several evaluation criteria used in the award process when specified as such in the Request for Proposal.

The undersigned bidder certifies that he/she has received the above listed and marked documents and acknowledges that his/her failure to return each, completed and signed as required, may be cause for disqualifying his/her proposal.

BY: _____
SIGNATURE:

DATE:

TITLE: _____

COMPANY: _____

CHATHAM COUNTY, GEORGIA
OFFICE OF THE PURCHASING AND CONTRACTING
POST OFFICE BOX 15180
SAVANNAH, GEORGIA 31416
(912) 790-1621

Date: JUNE 9, 2010

RFP NO. P10-24-6

GENERAL INFORMATION FOR REQUEST PROPOSAL

This is an invitation to submit a bid or proposal to supply Chatham County with equipment, supplies and/or services as indicated herein. Sealed proposals will be received at the Office of the Purchasing Agent, **located in The Chatham County Citizens Service Center, 1117 Eisenhower Drive, Suite C, Savannah Georgia. At 2:00 P.M. July 13, 2010,** at which time they will be opened. The Purchasing Agent reserves the right to reject any and all proposals and to waive formalities.

Instructions for preparation and submission of a proposal are contained in this Request For Proposal package. Please note that specific forms for submission of a proposal are required. Proposals be typed or printed in ink. If you do not submit a proposal, return the signed invitation sheet and state the reason; otherwise, your name may be removed from our bidders list.

A MANDATORY PREBID CONFERENCE has been scheduled to be conducted **2:00 P.M. at the Chatham County Purchasing & Contracting Office located at The Chatham County Citizens Service Center, 1117 Eisenhower Drive, Suite C, Savannah Georgia** to discuss the specifications and resolve any questions and/or misunderstanding that may arise. An accompanied site visitation will follow. Attendance is Mandatory. Bids will not be accepted from any firm that is not represented at the Mandatory Pre-Bid Conference.

Any changes to the conditions and specifications must be in the form of a written addendum to be valid; therefore, the Purchasing Agent will issue a written addendum to document each approved change. Generally when addenda are required, the bid opening date will be changed.

Chatham County has an equal opportunity purchasing policy. Chatham County seeks to ensure that all segments of the business community have access to supplying the goods and services needed by County programs. The County affirmatively works to encourage utilization of disadvantaged and minority business enterprises in our procurement activities. The County provides equal opportunity for all businesses and does not discriminate against any persons or businesses regardless of race, color, religion, age, sex, national origin or handicap. The terms "disadvantaged business," "minority business enterprise," and "minority person" are more specifically defined and explained in the Chatham County Purchasing Ordinance and Procedures Manual, Article VII - Disadvantaged Business Enterprises Program

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PART I
INSTRUCTIONS TO PROPOSERS

1.1 PURPOSE: The purpose of this document is to provide general and specific information for use in submitting a proposal to supply Chatham County with services as described herein. All proposals are governed by the Code of Chatham County, Chapter 4, Article IV, and the laws of the State of Georgia.

1.2 HOW TO PREPARE PROPOSALS: All proposals shall be typewritten or completed with pen and ink, signed by the business owner or authorized representative, with all erasures or corrections initialed and dated by the official signing the proposal. **ALL SIGNATURE SPACES MUST BE SIGNED IN BLACK OR BLUE INK.**

Proposers are encouraged to review carefully all provisions and attachments of this document prior to submission. Each proposal constitutes an offer and may not be withdrawn except as provided herein.

1.3 HOW TO SUBMIT PROPOSALS: All proposals shall be:

- A. Submitted in sealed opaque envelopes, plainly marked with the proposal number and title, date and time for submission, and company name.
- B. Mailed or delivered as follows in sufficient time to ensure receipt by the Purchasing Agent on or before the time and date specified above.

- 1. **Mailing Address: Purchasing Agent, Post Office Box 15180, Savannah, Georgia 31416.**
- 2. **Hand Delivery: Purchasing Agent, Chatham County Citizens Service Center, 1117 Eisenhower Drive, Suite C, Savannah, Georgia 31406.**

Chatham County will not accept telegraphic or electronically transmitted proposals.

PROPOSALS NOT RECEIVED BY THE TIME AND DATE SPECIFIED WILL NOT BE OPENED OR CONSIDERED.

1.4 HOW TO SUBMIT AN OBJECTION: Objections from Offerors to this Request for Qualification Proposals and/or these specifications should be brought to the attention of the County Purchasing Agent in the following manner:

- A. When a pre-proposal conference is not scheduled, the Proposer shall object in writing not less than five (5) days prior to the Date for submission.
- B. The objections contemplated must pertain both to form and substance of the Request for Proposal documents. Failure to object in accordance with the above procedure

will constitute a waiver on the part of the business to protest this Request for Proposal.

- C. The objections contemplated must pertain both in form and substance to the Request for Proposal documents. Failure to object in accordance with the above procedure will constitute a waiver on the part of the business to protest this Request for Proposal.
- 1.5 **FAILURE TO OFFER:** If a Proposal is not submitted, the business should return this Request for Proposal, stating reason therefore, and indicate whether the business should be retained or removed from the County's bidders list.
- 1.6 **ERRORS IN PROPOSALS:** Proposers or their authorized representatives are expected to fully inform themselves as to the conditions, requirements, and specifications before submitting proposals. Failure to do so will be at the Proposer's own risk.
- 1.7 **STANDARDS FOR ACCEPTANCE OF PROPOSERS FOR CONTRACT AWARD:** The County reserves the right to reject any or all Proposals and to waive any irregularities or technicalities in Proposals received whenever such rejection or waiver is in the best interest of the County. The County reserves the right to reject the Offer of a Proposer who has previously failed to perform properly or complete on time contracts of a similar nature, whom investigation shows is not in a position to perform the contract.
- 1.8 **PROPOSER:** Whenever the term "Proposer" is used it shall encompass the "person", "business", "firm", or other party submitting a proposal to Chatham County in such capacity before a contract has been entered into between such party and the County.
- 1.9 **COMPLIANCE WITH LAWS:** The Proposer shall obtain and maintain all licenses, permits, liability insurance, workman's compensation insurance and comply with any and all other standards or regulations required by federal, state or County statute, ordinances and rules during the performance of any contract between the Proposer and the County. Any such requirement specifically set forth in any contract document between the Proposer and the County shall be supplementary to this section and not in substitution thereof.
- 1.10 **CONTRACTOR:** Contractor or subcontractor means any person, firm, or business having a contract with Chatham County. The Contractor of goods, material, equipment or services certifies that the firm will follow equal employment opportunity practices in connection with the awarded contract as more fully specified in the contract documents.
- 1.11 **LOCAL PREFERENCE:** The contractor agrees to follow the local preference guidelines as specified in the contract documents, which state "The CONTRACTOR hereby agrees, as part of the consideration to Chatham County for making this Contract, that the CONTRACTOR in the carrying out of this contract will give the citizens of Chatham County preference for employment to perform all labor required by this

contract; that the rate of wages to be paid shall not be less than legally required; and that in the purchase of materials to be used in the Work of the Project, preference shall be given to sources from within Chatham County to the maximum extent possible. The CONTRACTOR will cause the forgoing provisions to be inserted in all subcontracts so that provisions will be binding upon each subcontractor.”

PART II GENERAL CONDITIONS

- 2.1 SPECIFICATIONS:** Any obvious error or omission in specifications shall not inure to the benefit of the bidder but shall put the Proposer on notice to inquire of or identify the same to the County.
- 2.2 MULTIPLE PROPOSALS:** No Proposer will be allowed to submit more than one offer. Any alternate proposals must be brought to the Purchasing Agent's attention during the Pre-proposal Conference or submitted in writing at least five (5) days preceding the date for submission of proposals.
- 2.3 GEORGIA OPEN RECORDS ACT:** The responses will become part of the County's official files without any obligation on the County's part. Ownership of all data, materials, and documentation prepared for an submitted to Chatham County in response to a solicitation, regardless of type, shall belong exclusively to Chatham County and will be considered a record prepared and maintained or received in the course of operations of a public office or agency and is subject to public inspection in accordance with the Georgia Open Records Act, Official Code of Georgia Annotated, Section 50-18-070, et. Seq., unless otherwise provided by law.
- 2.4 GEORGIA TRADE SECRET ACT OF 1990:** In the event that a Proposer submits trade secret information to the County, the information must be clearly labeled as a “Trade Secret”. The County will maintain the confidentiality of such trade secrets to the extent provided by law.
- 2.5 CONTRACTOR RECORDS:** The Georgia Open Records Act is applicable to the records of all contractors and subcontractors under contract with the County. This applies to those specific contracts currently in effect and those which have been completed or closed for up to three (3) years following completion. Again, this is contract specific to the County contracts only.
- 2.6 DEBARRED FIRMS, INDICTMENTS AND PENDING LITIGATION:** Any potential proposer/firm listed on the Federal, State of Georgia or any government entity, Excluded Parties Listing (Barred from doing business) **will not** be considered for contract award. Proposers **shall** disclose any record of pending criminal violations (Indictment) and/or convictions, pending lawsuits, etc., and any actions that may be a conflict of interest occurring within the last five (5) years. Any proposer/firm previously defaulting or terminating a contract with the County will not be considered.

** All proposers are to read and complete the **Disclosure of Responsibility Statement** enclosed as an Attachment to be returned with response. Failure to do so may result in you solicitation response being rejected as non-responsive.
Proposer acknowledges that in performing contract for the Board, proposer shall not utilize any firms that have been a party of any of the above actions. If Proposer has engaged any firm to work on this contract or project that is later

- 2.7 **OFFERS TO BE FIRM:** The Proposer warrants that terms and conditions quoted in his offer will be firm for acceptance for a period of ninety (90) days from bid date submitted, unless otherwise stated in the proposal. When requested to provide a fee proposal, fees quoted must also be firm for a sixty day period.
- 2.8 **COMPLETENESS:** All information required by the Request for Proposals must be completed and submitted to constitute a proper proposal.
- 2.9 **LIABILITY PROVISIONS:** Where Proposers are required to enter or go into Chatham County property to take measurements or gather other information in order to prepare the proposal as requested by the County, the Proposer shall be liable for any injury, damage or loss occasioned by negligence of the Proposer, his agent, or any person the Proposer has designated to prepare the Offer and shall indemnify and hold harmless Chatham County from any liability arising therefrom. The contract document specifies the liability provisions required of the successful Proposer in order to be awarded a contract with Chatham County.
- 2.10 **CERTIFICATION OF INDEPENDENT PRICE DETERMINATION:** By submission of this Offer, the Proposer certifies, and in the case of a joint offer each party thereto certifies as to its own organization, that in connection with this procurement:
1. Prices in this offer have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other competitor;
 2. Unless otherwise required by law, the prices which have been quoted in this offer have not been knowingly disclosed by the Proposer and will not knowingly be disclosed by the Proposer prior to opening, directly or indirectly to any other competitor; and;
 3. No attempt has been made or will be made by the Proposer to induce any other person or firm to submit or not submit an offer for the purpose of restricting competition.
- 2.11 **AWARD OF CONTRACT:** The contract, if awarded, will be awarded to that responsible Proposer whose proposal will be most advantageous to Chatham County, price and other factors considered. The Board of Commissioners will make the determination as to which proposal best serves the interest of Chatham County.
- 2.12 **PROCUREMENT PROTESTS:** Objections and protests to any portion of the procurement process or actions of the County staff may be filed with the Purchasing

Agent for review and resolution. The Chatham County Purchasing Procedures Manual, Article IX - Appeals and Remedies shall govern the review and resolution of all protests.

- 2.13 QUALIFICATION OF BUSINESS (RESPONSIBLE PROPOSER):** A responsible Proposer is defined as one who meets, or by the date of the acceptance can meet, all requirements for licensing, insurance, and service contained within this Request for Proposals. Chatham County has the right to require any or all Proposers to submit documentation of the ability to perform, the service requested.

Chatham County has the right to disqualify the proposal of any Proposer as being unresponsive or unresponsive whenever such Proposer cannot document the ability to deliver the requested service.

- 2.14 COUNTY BUSINESS LICENSE REQUIREMENT:** A current Chatham County or municipal business license (within the State of Georgia) is required unless otherwise specified. A firm need not have a Chatham County Business License prior to submitting a proposal. However, a license must be obtained by the successful vendor prior to award of contract. Please contact the Chatham County Department of Building Safety and Regulatory Services at (912) 201-4300 for additional information.

- 2.15 INSURANCE PROVISIONS:** The selected CONTRACTOR shall be required to procure and maintain for the duration of the contract insurance against claims and injuries to persons or damage to property which may arise from or in connection with the performance of work hereunder by the Contractor, his agents, representatives, employees, or subcontractors. The cost of such insurance shall be included in the Contractor's fee proposal. At all times while the contract is in force, the CONTRACTOR shall maintain Medical Professional "Malpractice" Liability Insurance with limits no less than:

- A. *Commercial General Liability:* Minimum \$1,000,000 combined single limit per occurrence for bodily injury and property damage.
- B. *Business Automobile:* \$1,000,000 Combined Single limit per accident for bodily injury and property damage, including Code 1- "Any Auto".
- C. *Worker's Compensation:* Statutory limits in compliance with the applicable State and Federal laws. Coverage must include Employer's liability with a minimum limit of \$500,000 per accident.

- 2.16 INDEMNIFICATION:** The CONTRACTOR agrees to protect, defend, indemnify, and hold harmless Chatham County, Georgia, its commissioners, officers, agents, and employees from and against any and all liability, damages, claims, suits, liens, and judgments, of whatever nature, including claims for contribution and/or indemnification, for injuries to or death of any person or persons, or damage to the property or other rights of any person or persons caused by the CONTRACTOR or its subcontractors. The CONTRACTOR's obligation to protect, defend, indemnify, and hold harmless, as set forth herein above shall include, but not be limited to, any matter arising out of any actual or alleged infringement of any patent, trademark, copyright, or service mark, or any actual or alleged unfair competition, disparagement of product or service, or other

business tort of any type whatsoever, or any actual or alleged violation of trade regulations. CONTRACTOR further agrees to investigate, handle, respond to, provide defense for, and to protect, defend, indemnify, and hold harmless Chatham County, Georgia, at his sole expense, and agrees to bear all other costs and expenses related thereto, even if such claims, suits, etc., are groundless, false, or fraudulent, including any and all claims or liability for compensation under the Worker's Compensation Act arising out of injuries sustained by any employee of the CONTRACTOR or his subcontractors or anyone directly or indirectly employed by any of them. The CONTRACTOR'S obligation to indemnify Chatham County under this Section shall not be limited in any way by the agreed-upon contract price, or to the scope and amount of coverage provided by any insurance maintained by the CONTRACTOR.

- 2.17 COMPLIANCE WITH SPECIFICATION - TERMS AND CONDITIONS:** The Request for Proposals, Legal Advertisement, General Conditions and Instructions to Proposers, Specifications, Special Conditions, Proposers Offer, Addendum, and/or any other pertinent documents form a part of the Offeror's proposal and by reference are made a part hereof.
- 2.18 SIGNED RESPONSE CONSIDERED AN OFFER:** The signed Response shall be considered an offer on the part of the Proposer, which offer shall be deemed accepted upon approval by the Chatham County Board of Commissioners, Purchasing Agent or his designee. In case of a default on the part of the Proponent after such acceptance, Chatham County may take such action as it deems appropriate, including legal action for damages or lack of required performance.
- 2.19 SECURITY AND IMMIGRATION COMPLIANCE ACT:** On July 1, 2008, the Georgia Security and Immigration Compliance Act (SB529, Section 2) became effective. All contractors and subcontractors with 100 or more employees entering into a contract or performing work must sign an affidavit that he/she has used the E-Verify System. E-Verify is a no-cost federal employment verification system to insure employment eligibility. Affidavits are enclosed in this solicitation. You may download M-274 Handbook for Employers at <http://www.dol.state.ga.us/spotlight/employment/rules>. You may go to <http://www.uscis.gov>. To find the E-Verify information.
- 2.20 PROTECTION OF RESIDENT WORKERS:** Chatham County Board of Commissioners actively supports the Immigration and Nationality Act (INA) which includes provisions addressing employment eligibility, employment verification, and nondiscrimination. Under the INA, employers may hire only persons who may legally work in the United States (i.e., citizens and national of the U.S.) and aliens authorized to work in the U.S. The employer must verify the identity and employment eligibility of anyone to be hired, which includes completing the employment Eligibility Verification Form (I-9). The Contractor shall establish appropriate procedures and controls so no services or products under the Contract Documents will be performed or manufactured by any worker who is not legally eligible to perform such services or employment.

- 2.21 VENDOR PERFORMANCE EVALUATION:** On April, 2008, the Board of County Commissioners approved a change to the County Purchasing Ordinance requiring Vendor Performance Evaluation, at a minimum, annually, prior to the contract anniversary date. Should vendor performance be unsatisfactory, the appointed County Project Manager for the contract may prepare a Vendor Compliant Form or a Performance Evaluation to the Purchasing Agent.
- 2.22 NOTICE TO PROCEED:** The successful proposer shall not commence work under this Request for Proposal until a written contract is awarded and a Notice to Proceed is issued by the Purchasing Agent or his designee. If the successful Proposer does commence any work or deliver items prior to receiving official notification, he does so at his own risk.
- 2.23 PAYMENT TO CONTRACTORS:** Instructions for invoicing the County for service delivered to the County are specified in the contract document.
- A. Questions regarding payment may be directed to Mrs. Linda Cramer, Director, Chatham County Finance Department at (912) 652-7900.
 - B. Contractors will be paid the agreed upon compensation upon satisfactory progress or completion of the work as more fully described in the contract document.
 - C. Upon completion of the work, the Contractor will provide the County or contractor with an affidavit certifying all suppliers, persons or businesses employed by the Contractor for the work performed for the County have been paid in full.
 - D. Chatham County is a tax exempt entity. Every contractor, vendor, business or person under contract with Chatham County is required by Georgia law to pay State sales or use taxes for products purchased in Georgia or transported into Georgia and sold to Chatham County by contract. Please consult the State of Georgia, Department of Revenue, Sales and Use Tax Unit in Atlanta (404) 656-4065 for additional information.

2.24 VENDOR DEFAULT: Chatham County reserves the right, in case of vendor default, to procure the articles or services from other sources and hold the defaulting vendor responsible for any excess costs occasioned thereby. Should vendor default due to a failure to perform or because a request for price increase, Chatham County reserves the right to remove the vendor from the County's bid/proposal listing for twenty-four months.

2.25 RESTRICTIVE OR AMBIGUOUS SPECIFICATIONS OR REQUIREMENTS: It is the responsibility of the prospective proposer to review the entire request for proposal (RFP) packet and to notify the Purchasing Department if the specifications are formulated in a manner that would unnecessarily restrict competition. Any such protest or question regarding the specifications or bidding procedures must be received in the Purchasing Division not less than seventy-two (72) hours prior to the time set for proposal opening. These requirements apply to specifications that are ambiguous.

The undersigned proposer certifies that he/she has carefully read the preceding list of instructions and all other data applicable hereto and made a part of this invitation; and, further certifies that the prices shown in his/her proposal are in accordance with all documents contained in this Request for Proposals package, and that any exception taken thereto may disqualify his/her proposal.

This is to certify that I, the undersigned Proposer, have read the instructions to Proposer and agree to be bound by the provisions of the same.

This _____ day of _____ 20 ____.

BY: _____
SIGNATURE

TITLE

COMPANY

ADDRESS

PHONE NO.

PART III – RFP SCHEDULE

Release RFP	06/09/10
Pre Proposal Conference: Purchasing Conference Room, Citizen Service Center, 1117 Eisenhower Drive, Suite C Savannah, GA., 31406-1880	06/29/10
Addendum Release (If required)	07/01/10
PROPOSAL DUE (Prior to 2:00 PM)	07/13/10

PART IV – SELECTION CRITERIA

3.1 DESCRIPTION AND OBJECTIVES Chatham County is seeking proposals from firm's qualified and interested in providing professional consulting services for the judicial Circuit Exchange System within Chatham County. Joint venture proposals are acceptable and encouraged.

3.2 METHODOLOGY: The procurement described herein is being conducted as a Request for Proposals for professional services selection, a method of selecting professional services as provided in *The Chatham County Purchasing Ordinance and Procedures Manual*. This will be a three-step process, a summary as follows:

STEP ONE- ACCEPTANCE AND EVALUATION OF TECHNICAL PROPOSALS: All technical requirements, unless otherwise specified, must be met by the proponent or such proposal will be disqualified as being non-responsive. Proposals that are deemed to be incomplete as to substance and content may be returned without consideration. An evaluation committee will review and score the proposals. A shortlist of qualified firms will be developed and ranked. ***DO NOT DISCLOSE ANY FEES AS PART OF STEP ONE.***

STEP TWO- INTERVIEWS: Finalist ("shortlisted") firms may be interviewed by the evaluation committee. The interviews will be scored. ***DO NOT DISCLOSE ANY FEES AS PART OF STEP TWO.***

STEP THREE-FEE PROPOSALS: Sealed fee proposals from those firms that have been "short-listed", will be evaluated and ranked accordingly. "Fee Points" will be awarded with the maximum points awarded to the low offeror. Lesser points will be awarded to the firms with higher fee proposals, based on the percentage of difference between the low fee proposed and fees proposed by each of the other offerors. The aggregate "Not to exceed" amount, for the term of

this contract, will be used for ranking calculation. ***FEE PROPOSAL WILL BE SUBMITTED ON THE FORM PROVIDED, IN A SEPARATE #10 ENVELOPE, CLEARLY MARKED WITH THE RFP TITLE AND NUMBER, AND SUBMITTED WITH PROPOSAL. ONLY THE ORIGINAL (ONE) COPY OF THE FEE PROPOSAL IS REQUIRED. FEE PROPOSALS WILL ONLY BE CONSIDERED FROM THOSE FIRMS WHICH ARE "SHORT-LISTED".***

The County will consider only those proposals with a fee structure that is consistent with the format required by this Request for Proposal.

AWARD RECOMMENDATION: Selection of the winning firms will take into account both qualitative excellence of the team and firm to accomplish the specified work and fee proposal. The firm selected will have offered the best balance of high quality and reasonable fees. It is emphasized that the firm offering the lowest fee may not necessarily be the firm selected.

3.3 MANDATORY PRE-PROPOSAL CONFERENCE: A Mandatory pre-proposal conference will be conducted at **2:00 P.M. JUNE 29, 2010, at the Chatham County Purchasing & Contracting Office located at The Chatham County Citizens Service Center, 1117 Eisenhower Drive, Suite C, Savannah Georgia,** to discuss specifications and/or any misunderstandings that may arise. Representatives from Chatham County will be in attendance. Firms are required to attend. Proposals will not be accepted from any firm that is not represented at the Mandatory Pre-Proposal conference.

3.4 PROPOSAL DEADLINE: The response to the Request for Proposal must be received by the Chatham County Office of Purchasing and Contracting no later than **2:00 P.M. JULY 13, 2010.** Any proposal received after the time stipulated will be rejected and returned to the proponent. The County may, for good and sufficient reason, extend the response deadline, in which case all potential proponents will receive an addendum setting forth the new date and time.

3.5 WITHDRAWAL OF PROPOSAL: Proposals may be withdrawn by submitting a written request to the County prior to the stated deadline for the receipt of proposals. Withdrawal of a proposal by any firm will not prejudice the right of the proponent to submit a new proposal, providing the latter is received timely as provided herein.

3.6 CONFIDENTIALITY OF DOCUMENTS: Upon receipt of a proposal by the County the proposal shall become the property of the County without compensation to the proponent, for disposition or usage by the County at its discretion. **The particulars of the proposal documents will remain confidential until final award of the contract. Only final points and ranking of proposals will be openly disclosed prior to approval by the Board of Commissioners. Proponent shall have no contact with any Department Representative or Evaluation Committee Members during and after the evaluation process. All open record requests must be submitted in writing to the attention of the Purchasing Agent. Any information contained in proposal that is considered by Proponent as "proprietary" and is to remain confidential shall be clearly identified and justified.**

3.7 NOT USED.

3.8 REJECTING PROPOSALS: The County reserves the right to reject any or all proposals and is not bound to accept any proposal if that proposal is contrary to the best interest of Chatham County. Similarly, the County is not bound to accept the lowest dollar proposal if the offer is not considered in the County's best interest.

3.9 COST TO PREPARE RESPONSES: The County assumes no responsibility or obligation to the respondents and will make no payment for any costs associated with the preparation or submission of the proposal.

3.10 EQUAL EMPLOYMENT OPPORTUNITY: During the performance of this contract, the CONTRACTOR agrees as follows:

The Contractor will not discriminate against any employee or applicant for employment because of race, creed, color, sex, age, national origin, place of birth, physical handicap, or marital status.

PART V - PROPOSAL RESPONSE FORMAT

In order to facilitate the analysis of responses to this RFP, Proposers are required to prepare their proposals in accordance with the instructions outlined in this section. A proposal, which deviates from these instructions, may be considered non-responsive and may be disqualified at the discretion of Chatham County.

Proposals should be presented bounded on 8 ½ x 11 paper, single spaced with an easily legible font size. Proposals should be prepared as simply as possible and provide a straightforward, concise description of the Proposer's capabilities to satisfy the requirements of the RFP. Expensive bindings, color display, promotional material, etc., are not necessary. *EMPHASIS SHOULD BE CONCENTRATED ON ACCURACY, COMPLETENESS, AND CLARITY OF CONTENT.* All parts, pages, figures, and tables should be numbered and labeled clearly. The proposal should be organized into the following major parts, which are further described here in Section 3.

EXECUTIVE SUMMARY (Response Section A)

This part of the response to the RFP must include the Proposer's name, address, and all contact information. The summary must be submitted on company letterhead with a clear and legible signature of a representative authorized to bind the company. The Executive Summary must not include price quotations.

The content of the summary must be limited to a brief narrative, describing the proposed system solution and certifying the following:

- A. The proposal is genuine and is not made in the interest of, or in the behalf of, any undisclosed person, firm, or corporation;
- B. The Proposer has not directly or indirectly induced or solicited any other Proposer to

submit a false or sham proposal;

C. The Proposer has not sought by collusion to obtain for themselves any advantage over any other Proposer or over the County;

D. The Proposer will comply with the laws of the State of Georgia, applicable portions of the Federal Civil Rights Act of 1964, the Equal Employment Opportunity Act and the regulations issued thereunder by the federal government; and that activities provided to the general public under the resulting contract are in conformance with the Americans with Disabilities Act of 1990 and the regulations issued thereunder by the federal government.

E. Neither the Proposer nor any individuals working on the contract has a possible conflict of interest (such as those defined by the County's procurement ordinance or by state law, e.g., employed by the County) and, if so, the nature of that conflict. Chatham County reserves the right to cancel the award if any interest disclosed from any source could either give the appearance of a conflict or cause speculations to the objectivity of the program to be developed by the Proposer. Chatham County determination regarding any questions of conflict of interest shall be final.

F. The Proposer acknowledges the funding for this project is provided by a grant from the American Recovery and Reinvestment Act and that all certification forms provided and requested herein are completed and submitted along with the proposal response.

COMPANY BACKGROUND (Response Section B)

Each Proposer must provide in Response Section B the following information about their company so the County can evaluate the Proposer's stability and ability to support the commitments set forth in response to the RFP. Chatham County may require additional documentation to support and/or clarify requested information.

- A. Describe the company's experience in creating custom SharePoint solutions utilizing workflows and records management in an extranet scenario.
- B. A brief description of the company, including past history, present status, future plans, etc.
- C. Company size and organization
- D. Disclose any history of defaults, contract terminations, and bankruptcies
- E. Listing of all customers implemented by the proposer and currently using the proposed system
- F. Geographic area covered
- G. Indicate the number of employees for your organization and the distribution of those employees as follows:

Research and development

Training

Support

Location and description of the company office and the support centers

Designated to provide primary support for the proposed system

HARDWARE AND OPERATING SYSTEM ENVIRONMENT (Response Section C)

In this RFP, Chatham County has described its environment, functional requirements, and provided information on the deployed operating hardware and software. The proposed hardware and systems software must fully support the proposed application software.

The Proposer must provide the hardware, with the exception of the client workstations and servers, and system software required for the proposed application software to meet the described requirements of the County. The description must identify each individual component the Proposer believes the County must have and the purpose of that component.

County shall procure the server and workstation hardware required to operate the project software as specified by the Contractor. Chatham County will install the hardware at each workstation and make it ready for the Contractor to install the project software on site. Proposals shall include specifications for the required hardware that will optimally operate all project software (as appropriate to the activities at the workstation) as well as operate any additional hardware that is required by the job activity of the persons at the workstations. Proposals shall include a detailed general description (i.e. IBM PC, hard drive(s), CD, floppy or other drives, memory, processor speed, number, type and size of monitors, etc.) of all hardware required for each workstation to optimally support the full range of activities that each person involved in this project must perform at their workstation.

DOCUMENTATION (Response Section D)

The Proposer must provide an overview of the documentation that will be provided with the software applications and any provided hardware. Chatham County will require the successful Contractor to provide documentation that describes the features, use, administration, and maintenance of all applications and hardware. The documentation must be provided for both users and the technical personnel who will administer and maintain the system. It is desirable that differing levels of documentation (user documentation and technical documentation) exist. This documentation shall be provided in digital form for each application module or hardware item, with a minimum of three (3) CD-ROM copies in a standard format of each documentation type for each application module or hardware item being provided. Please also describe what provisions are available to update documentation of applications as the applications are modified.

OTHER SOFTWARE AND HARDWARE (Response Section E)

The Proposer should provide a description of any other software or hardware products that enhance the system, which are not specifically requested in this RFP. Consideration may be given to such other products that the County believes to be of significant value. The Proposal Pricing Form provides for the submission of the Proposer's price for these other products. Additionally in response to this section, the Proposer must include, at a minimum, a description of other applications it can provide the County that integrates with the system requested in this RFP. Include in the response a brief description of these products and the advantages you believe they afford County.

PROJECT SYSTEM REQUIRMENTS, FUNCTIONALITY AND IMPLEMENTATION REQUIREMENTS (Response Section F)

Part VII provides the requirements for this project. The Proposer must submit its response to these requirements on the form following the instructions provided in Part VII.

IMPLEMENTATION PROJECT ORGANIZATION (Response Section G)

The Proposer must provide an overview of the implementation methodology used for the installation of the system. At a minimum, provide a Microsoft Project file demonstrating the task-time relationships and incorporating the resource requirements for each task. The overview shall include the following:

A. Timetable — the implementation plan must include the projected timetable and identify the deliverables and details of the processes for each stage of implementation. A payment schedule based upon the milestones.

B. Project Resources — specify the project team to be provided by the contractor including employee names, their roles, level of effort on the project, and provide a resume for each of these team members. The successful Contractor cannot change any of the team members without the County's approval of equal replacements.

IMPLEMENTATION SUPPORT – INSTALLATION, TESTING, AND TRAINING (Response Section H)

Chatham County expectation is for the Proposer to work closely with ICS during all phases of implementation, and fulfill certain specific responsibilities. The Proposer must give a detailed description of the level and extent of all services and support to be provided during the implementation of the proposed software including but not limited to the following.

A. The Proposer shall comply with all specific implementation plan responsibilities, the plan having been developed consistent with this RFP response and the executed contract.

B. The Proposer shall describe the installation of the system, and all related software on the hardware. The cost of installation of the hardware to be provided by the Contractor, software and other project components shall be included in the proposal. The Contractor will install all project equipment and software at a time and location acceptable to the County. Equipment and software installation that may be disruptive to County employee / departments during normal operation shall be planned to take place after work or on weekends.

C. Proposals shall include a detailed Testing Plan that describes how all components and capabilities will be tested to verify that all are operating according to project design and that the system is performing effectively and as required by the County. As a minimum testing will include the following:

1) Post delivery and installation testing shall be performed by the Contractor at the other municipal courts once the system has been installed and initially checked out but prior to it going operational. This test will constitute an initial demonstration of all the features and functions of the system in order to verify that all aspects of the system are prepared and functioning according to design and project requirements. Any problems or deficiencies must be corrected prior to the system going on line.

2) The Contractor shall additionally test the system after the system has been operational for an agreed upon (between the County and the Contractor) period of time to determine that all aspects of the system continue to perform as required; i.e. that all components continue to operate reliably, no post installation problems have occurred that may not be readily detected in daily operation prior to failure, that data and voice communication are delivering the required level of service and that system back up and restoration are functioning properly. Any deficiencies found as a result of this testing or reported to the Contractor by the County prior to or during the test must be corrected and the system successfully re-tested prior to final project acceptance and payment. When Chatham County determines the test to be successful, the system will be

considered live and ready for general use.

D. The Proposer shall provide an overview of the proposed training for each of the items listed below. Include the number of days required for each area, resumes detailing trainer experience, available courses/training, and training materials. All training will be conducted on-site at County facilities.

- 1) Software applications for the proposed application
- 2) List the nature, level and amount of training to be provided in the following areas:
 - Technical training (e.g., programming, operations, etc.)
 - Key system user training
 - End users and other staff training (e.g., executive-level administrative staff)

Proposals shall include the cost of training all personnel who will be operating and supporting the equipment proposed. Proposals shall also include a detailed training schedule and curriculum outline and discuss how the proficiency of participants will be tested during the training program.

Training will take place at a Chatham County Facility. Each individual trained will be provided detailed operating manuals specific to their operational responsibilities describing correct operation of all features of the equipment they will be using, the applicability of these features to the actual work activities of this group of system operators, problem identification and troubleshooting. Spare manuals will be provided including one copy of each manual on reproducible CDR.

The time and detail of training will be as necessary to provide each person operating equipment supplied under this project the knowledge and expertise to be able to perform all tasks necessary for the area of responsibility to which the person is assigned as related to this project. Each individual must demonstrate the ability to correctly operate the equipment he or she will be operating on a daily basis; perform the routine tasks associated with the individual's role in the operation; a general overall knowledge of how the individual's operation of the equipment impacts and enhances the effectiveness of the project and how that has value to each individual; working knowledge of the maintenance and care of the equipment assigned to the individual; how to prevent damage, recognize problems, how and when to perform simple trouble shooting techniques; where to locate help with specific problems or to learn how to improve their proficiency with specific tasks. Supervisors and managers must additionally receive training to general competence in compiling and interpreting data, composing meaningful reports, operation of software and equipment specific to their workstations (fixed and mobile). Maintenance personnel must additionally receive training to enable them to change out in vehicle components as needed for repairs.

E. The Proposer shall provide continuing support to the County, upon commencement of live operations, consistent with the support and maintenance program.

CONTINUING SUPPORT AND MAINTENANCE PROGRAM (Response Section I)

Specify the nature of the post-implementation support provided by the Proposer. The following areas should be addressed:

- A. Problem reporting and resolution procedures
 - 1) Reporting method
 - 2) Response time requirement
 - 3) Hours of operation
- B. Support
 - 1) Toll-free access; hours of operation
 - 2) On-Line Support
 - 3) Error Corrections
- C. Modifications, upgrades, enhancements, etc.
 - 1) Define each type of release and requirements for implementations
 - 2) State policy for providing each type of release
 - 3) Delivery methods for each type of release
 - 4) Cost for each type of release
 - 5) Release schedules for the past two years and projected schedules as known
 - 6) Will Chatham County be required to implement each new release and if not, what is the Proposer's policy concerning this issue?
 - 7) Documentation updates
- D. Continuing education
- E. Describe the terms of the software license. Is the license a one-time fee or is there an ongoing fee?
- G. Availability of users groups

Each proposal shall include hardware and software warranty information for all equipment and software to be supplied by the Contractor as a part of this project; detailed instructions and specific resources for obtaining maintenance on hardware and software support; and list the annual cost of software support and periodic updates for each component following the first year of project operation. The cost proposal shall include the cost of all necessary licenses as well as the cost of software support and upgrades for the first year of operation as a minimum. The actual period of time for system maintenance, support services and periodic updates included in the initial procurement cost, the schedules and any deadlines for renewal will be fully described in the Cost Proposal.

WARRANTY (Response Section J)

Proposers must provide warranty information for all software and hardware system components and completely describe the process to receive warranty work and how shipping is handled if necessary.

REFERENCES (Response Section K)

Proposers must provide a list of 5 current vendor systems that are using the proposed system or a system comprised of similar components and processes in an environment similar in size and complexity to Chatham County. Information should include at the minimum:

- Name of organization
- Contact

- Title
- Address
- Contact telephone number
- Products purchased, implementation status, purchase date, and operation live date(s)

CONTRACT TERMS AND CONDITIONS (Response Section L)

The Proposer must state any exceptions to the conditions deemed important by the Proposer. Sample license and maintenance agreements shall also be provided in this part of the Proposer's response. This section is intended to form the basis for the development of a contract to be awarded as a result of the RFP.

PRICE PROPOSAL

The Proposal Pricing Form must be submitted, along with the **original** response to this RFP, in a separate sealed envelope clearly marked "PROPOSAL PRICING FORM". The additional copies of the proposal response must not include any copies of the Proposal Pricing Form.

All prices must be itemized to include all costs (e.g., business license fees, object code, modification, implementation and training, travel and per diem, documentation, maintenance, and hourly rates) for each item indicated and whether the cost is one-time, annual, or other (specify). In the event the product or service is provided at no additional charge to the County, the item should be noted as "no charge" or words to that effect.

SUBMISSION OF PROPOSALS

Final sealed proposals must be received by Procurement Services no later than 2:00 p.m. local time on the proposal closing date specified on the cover of this document. Late proposals will not be accepted nor considered.

All proposals must be sealed and clearly marked with the Proposer's name and labeled with the RFP# provided on the cover of this document and the name of the RFP, "JUDICIAL CIRCUIT DATA EXCHANGE SYSTEM WITHIN CHATHAM COUNTY". Proposers must allow sufficient lead-time to ensure receipt of their proposals by the time specified. Chatham County will not be responsible for a carrier's failure to deliver. **One (1) Original plus (5) five bound copies of the proposal and a cd of the complete proposal response must be delivered to the following:**

*Alton T. Peterson Jr.
Procurement Specialist
Chatham County Purchasing Dept.
1117 Eisenhower Drive ~ Suite C
Savannah, GA 31406
(912) 790-1621 phone
(912) 790-1627 fax*

Technical questions relating to the proposal may be directed to the County in writing through the Purchasing Agent. Telephone inquiries may be directed to Alton T Peterson Jr., Procurement Specialist, Purchasing at (912) 790-1621. *Please Note: The only official answer or position of Chatham County in response to any questions will be stated in writing.*

PART VI – TECHNICAL SPECIFICATIONS / SCOPE OF WORK

1.0 Summary

The digitization of criminal records generated by all of the courts in Chatham County, including the eight municipal courts, will have far reaching effects. The primary purpose is technology improvement but the improved data exchange among agencies will also make the administration of justice more efficient. The system will not only enable faster exchange of critical data and improved processing of cases but also the expedited apprehension of persons with outstanding warrants or sex offenders who have failed to register. Thus, law enforcement agencies will benefit; the District Attorney's office will have greater and improved access to law enforcement investigative materials; and cases will move through the courts with less delay. Crime victims will receive justice more expeditiously and the public will be safer as offenders are apprehended more swiftly. Of significant importance is the reduction of the opportunity for error, again benefitting every agency within the criminal justice system.

2.0 Project Scope

The Eastern Judicial Circuit Data Exchange (EJCDE) will address the inefficiencies in the administration of justice resulting from court and law enforcement documents stored in disparate systems used by each municipality.

2.1 Core Features

The project consists of five major feature areas detailed below.

2.1.1 Warrant Repository

The Warrant Repository will enable the creation and storage of criminal warrants in digital format. The system will store metadata about each criminal warrant including:

1. The full name, address, birth date, and any other available identifying information about the defendant.
2. The name and address of the deponent.
3. The charges or offenses.
4. The status (what signatures have been collected, whether the warrant has been served, etc.)

The system will provide a capability to create a warrant digitally by completing an online form hosted in the EJCDE portal website. The deponent's signature will be affixed to the digital document using a signature capture device. A county official will "witness" the deponent's signature by affixing his or her digital signature to the document using a Public Key Infrastructure (PKI) digital certificate. Each judge will be issued a PKI digital certificate so that he or she may sign warrants digitally. Any other county or municipal employees required to digitally sign documents will be issued PKI certificates as well. The system will allow for scanning and storage of paper warrants as well. Each scanned warrant will require the manual input of metadata if it is not already present in the system. For instance, a warrant that was created digitally as described in the paragraph above, but printed out and physically signed by a judge, could be scanned into the system after the judge signs the warrant. In this case, the scanned warrant would be

“attached” to the digital record which already contains the metadata. However, a warrant that was created on paper at its inception would not have a corresponding digital record. As such, metadata for the scanned warrant would need to be supplied by the user uploading the document.

2.1.2 Data Matching and Notification

The system will enable periodic matching of warrant data and National Sex Offender Registry data with available municipality-provided and county data such as public utility customer lists, business license applications, building permits, and so forth. This feature will facilitate the location of persons with outstanding warrants or sex offenders who have relocated to the area but have failed to register with the Sheriff’s office. The EJCDE will define a specification for data to be imported. The system will import the provided data on a periodic (e.g. nightly) basis and compare the data to outstanding warrants and sex offenders in the national registry. Positive (or near-positive) matches will be displayed on the EJCDE portal website. Local law enforcement agents may view the data on demand from this portal site and take action accordingly. It is likely that matching based on names or parts of names may produce false positives. As such, the user will have the ability to flag imported records as ‘not a match’ so that these records do not show on the match report. The system will make it possible for the user to subscribe to be notified when a nightly report has produced a match.

2.1.3 Digital Records Transfer and Workflow

The system will enable users in the municipal courts and law enforcement agencies to scan and upload documents so that they may flow to the trial courts and the District Attorney’s office. Each document will be tagged with metadata such as the Municipal Case Number or Traffic Citation number, the document type, and the source agency. When documents are received by the trial courts, court-specific metadata, such as defendant ID, trial court case number, will be added to the document. The metadata will enable users throughout the justice system to track documents relevant to a given case. For instance, a municipal user may enter a municipal case number into a search field and the results will include all documents, subdivided by type, tagged with that case number. Similarly, the documents may be retrieved by the trial court’s case number. Each trial court case will have a dedicated portal site that will show all the associated documents and defendant information. Users will also be able to subscribe to a trial court case site. That is, when a new document is associated with a given trial court case (or an existing document is changed), the user will receive an e-mail notification.

2.1.4 Digital Records and Case Management System Integration

The county’s case management systems will be modified to display links to documents stored in the EJCDE portal. The case management systems are based on an easily-customizable platform. The addition of fields to store these links to the portal sites can be completed with little effort. The EJCDE portal system will monitor the case management systems for creation of new court cases. When new court cases are created, a site will be automatically provisioned in the EJCDE portal.

2.1.5 Sentencing and Discharge Notification

Municipal workers, law enforcement agents, or any other employees will have the ability to subscribe to sentencing or disposition e-mail notification for a Defendant related to a given court case. The user may navigate to the court case’s portal site and request this subscription. Alternatively, after scanning or uploading a new document, the user will be prompted for subscription.

2.2 Limitations and Exclusions

The EJCDE is limited to the criminal side of the justice system. The civil systems and processes will not be considered in this phase of the project. Optical Character Recognition (OCR) of scanned paper warrants is excluded from this project because OCR is not 100% accurate and the lack of warrant form standardization throughout the municipal courts and agencies would be prohibitive.

PART VII – SYSTEM REQUIREMENTS, FUNCTIONALITY AND IMPLEMENTATION

The Proposer must submit a complete response in the format provided in this section for each minimum requirement, minimum functionality and implementation. The written responses must be in sufficient detail such that the County may evaluate the Proposer's ability to achieve the desired results. The Proposer is encouraged to provide, in its narrative response, any information it believes the County should consider in assessing the necessity of the requirement or the ability to achieve the same results by an alternate method. Proposers must indicate, where applicable, if the requirement is standard, available in an optional module, not available, or if a modification would be necessary.

	Description	(S)Standard (O)Optional (N)Not Available (M)Modification	Explain Solution to Each Requirement
3.1.1 Preferred Technology	The EJCDE system will use SharePoint 2010 for all portals and user interfaces. SQL Server 2008 will be used for data storage. SQL Server Integration Services will be used to import data from other applications (utility, sex offender registry, etc.)		
3.1.2 EJCDE Portal	The EJCDE System portal will be the root site of its own site collection. The portal will be hosted in a dedicated internet-facing SharePoint farm secured by forms-based authentication.		
3.1.3 Faceted Search	SharePoint's search functionality will be extended by using the Faceted Search open-source web parts.		
3.2.1 Warrant Site	The EJCDE Site Collection will contain a sub-site devoted to warrant record storage.		
3.2.2 Warrant List	The warrant site will house a list that stores the warrant records. Metadata will be stored for each warrant. Each warrant record may also contain an attachment (the scanned warrant or the completed digital warrant form.)		

3.2.3 Warrant Metadata	<p>A warrant record may contain the following data elements (required elements will be defined in a subsequent detailed requirements document):</p> <ol style="list-style-type: none"> 1. Defendant Name 2. Defendant Address 3. Defendant Date Of Birth 4. Defendant Race 5. Defendant Sex 6. Defendant Driver's License/State ID Number (if available) 7. List of Charges (Names and Numbers) 8. Deponent Name 9. Deponent Address 10. Deponent Date Of Birth 11. Creation Date 12. Originating Agency 13. Signing Judge's Name 14. Status (for instance Outstanding, Arrest, Dismissed, etc. The exhaustive list can be found in the Jail management system) 15. Serving Officer's Name 16. Warrant ID 17. Notes 		
3.2.4 Warrant Upload	The system must allow for paper warrants to be scanned and stored digitally. Upon scanning the paper warrant, the user will be prompted for the data elements described in 3.2.3.		
3.2.5 Municipal System Connections	Municipal case management systems will be modified (where possible) to transmit case warrant documents and metadata via SharePoint's native web services.		
3.2.6 Warrant Creation Form	A digital warrant may be created by completing a Microsoft Word 2007 form. The form captures the necessary metadata described in 3.2.3.		
3.2.7 Digital Signatures	Warrants created digitally (not scanned/uploaded) can use the digital signature features of Microsoft Word 2007. The County will issue a certificate to each user required to sign documents. A deponent required to sign the warrant will affix an electronic signature to the document using a signature capture device. A County employee or judge will sign the document with his or her certificate to certify that the deponent did actually sign the document.		
3.2.8 Records Management	The portal will contain a SharePoint Records Management site. Served warrants will be archived to this site after a specified amount of time.		

3.3.1 Warehouse for External Data	<p>External data (utility bill accounts, business licenses, building permits, civil cases, etc.) will be imported and stored in a warehouse that can be searched and compared to outstanding warrants and the national sex offender registry for potential matches. The following data elements from the external sources may be captured (required elements will be defined in a subsequent detailed requirements document):</p> <ol style="list-style-type: none"> 1. Name 2. Date Of Birth 3. Address 4. Driver's License/State ID Number (if available) 5. Account Number, Permit/License Number, or Other Identifier in the Source System 6. Source System 7. Creation Date of Record in the Source System 8. Last Modification Date of Record in the Source System 		
3.3.2 External Data Import Services	<p>External data will be imported on a periodic basis using SQL Server Integration Services packages. The source system data will be provided in CSV or another delimited text format. Each source system will have a dedicated import package.</p>		
3.3.3 National Sex Offender Registry Data	<p>The National Sex Offender Registry data will be imported and stored in a warehouse for comparison with external/utility data. The following data elements from the registry may be stored:</p> <ol style="list-style-type: none"> 1. Defendant Name 2. Defendant Address 3. Defendant Date Of Birth 4. Defendant Race 5. Defendant Sex 6. Defendant Driver's License/State ID Number (if available) 7. List of Charges (Names and Numbers) 8. State in which the offense occurred. 		
3.3.4 National sex Offender Registry Import Service	<p>National Sex Offender Registry data will be imported on a periodic basis using a SQL Server Integration Services package. The National Sex Offender Registry data will be provided in CSV or another delimited text format.</p>		

3.3.5 Data Matching	<p>Upon completing an import of external data, the data will be compared to the National Sex Offender Registry data and the outstanding warrants for potential matches. A Fuzzy Logic algorithm will be used to construct a set of potential matches based on first and last name.</p>		
3.3.6 Potential Match List	<p>The list of potential matches may contain the following data elements:</p> <ol style="list-style-type: none"> 1. Outstanding Warrant Defendant's Name 2. Outstanding Warrant Defendant's Date Of Birth 3. Outstanding Warrant Defendant's Driver's License/State ID Number (if available) 4. External Data Record Person's Name 5. External Data Record Person's Address 6. External Data Record Person's Date Of Birth 7. External Data Record Person's Driver's License/State ID Number (if available) 8. External Data Record Source System 9. External Data Record Identifier 10. Date Matched 		
3.3.7 Ignore List	<p>Portal users may add External Data Records to a list of "safe" entries. This list will used to filter the potential match list (i.e. the user may view the potential match list with or without these records.) This list may contain the following data elements:</p> <ol style="list-style-type: none"> 1. External Data Record Person's Name 2. External Data Record Person's Address 3. External Data Record Person's Date Of Birth 4. External Data Record Person's Driver's License/State ID Number (if available) 5. External Data Record Source System 6. External Data Record Identifier 7. Date Added to Ignore List 8. Added By Whom 		
3.3.8 Potential Matches Portal Web Part	<p>The portal home page will host a web part that shows the list of potential matches. The web part will have the following capabilities:</p> <ol style="list-style-type: none"> 1. Can toggle whether records in the ignore list should be shown. 2. Can add/remove records to/from the ignore list. 3. Can view the details of the external record by following a link. 4. Can view the details of the warrant or sex offender registry entry by following a link. 		

3.3.9 New Matches Subscription	A user may subscribe to the Potential Match list to be notified when a new match is made.		
3.4.1 Court Case Sites	Each court case generated in the case management system will have an accompanying portal site (the sites are created by a monitor service defined in Requirement 3.5.1). The court case site will contain a document library and web parts defined below that expose details of the events and people related to the court case.		
3.4.2 Court Case Site Template	Most court cases will have sites automatically created, but certain instances may require manual creation. The Court Case Template will contain the default web parts as described in the requirements below and activation event handlers that retrieve relevant data from the case management system. Designated users will have the capability to create court case sites manually using this template when necessary.		
3.4.3 Document Upload	Documents related to a given court case may be scanned or uploaded into the document library of the corresponding site.		
3.4.4 Document Metadata	Each document uploaded or scanned may contain the following metadata: <ol style="list-style-type: none"> 1. Court Case number (required) 2. Ticket/Citation Number 3. Source Agency/ORI 4. Source Agency Case Number/CRN 5. Uploaded By Whom 6. Date Uploaded 7. Document Type 		
3.4.5 Municipal Systems Connection	Municipal case management systems will be modified (where possible) to transmit case documents (arrest reports, citations, warrants, bonds, etc.) and metadata via SharePoint's native web services.		
3.4.6 Ask JIMS Web Part	The court case site home page will host a web part that has links to the cases related to the court case. Ask JIMS contains the court schedule, defendant information, case details, proceedings, and parties.		
3.4.7 Subscription and Notification	Users will be able to subscribe (using the native SharePoint functionality) to a court case site to be notified when a new document is uploaded or scanned.		
3.4.8 Records Management	The court case sites will be linked with a single SharePoint Records Management site. Uploaded documents will be archived to this site after a specified amount of time.		

3.4.9 Circuit Agency Sites	Each agency (municipal court, municipal police force, etc.) will have a dedicated portal site where users may scan or upload documents. Each document may contain the following metadata: <ol style="list-style-type: none"> 1. Case number (required) 2. Ticket/Citation Number (required if case number was not provided) 3. Source Agency 4. Uploaded By Whom 5. Date Uploaded 6. Document Type 7. Destination Trial Court (State or Superior) (required) 		
3.4.10 Trial Court Sites	Each trial court will have a dedicated portal site where users may review documents submitted by circuit agencies. Users will create cases in the case management system via the normal process. As each case is created, the corresponding documents will be moved to the specific court case site as described in 3.4.1.		
3.5.1 Court Case Monitor and Site Creation Services	A .NET service application will monitor the Case Management System for creation of court cases. When a new court case is created, the service will create an instance of the Court Case Site. The service will update the record in the source system with the full URL to the court case site in the EJCDE portal.		
3.5.2 Court Case Site Links in Case System	The Case Management System will be modified so that users can click on a link to navigate directly to the corresponding court case site in the EJCDE portal directly from the case record. The County will handle this requirement.		
3.6.1 Subscription and Notification	From the court case site, a user may subscribe to be notified when any of the charges associated with the defendant associated with the court case have been sentenced. Additionally, the user may select to be notified when the defendant is released from incarceration as well.		

Implementation Strategy

The EJCDE system will contain the following major technical components.

Warrant Repository

The Warrant Repository will use Microsoft SharePoint 2010 to store scanned warrants. The Warrant Repository's digital warrant capabilities will use Microsoft SharePoint 2010 and Microsoft Word 2007. Microsoft Word 2007 has native support for digitally signing documents.

Data Warehousing and Matching

The data imported from external sources (utility databases, business license databases, etc.) will be loaded into a Microsoft SQL Server 2008 database via SQL Server Integration Services. The subsequent matching of potential defendants or relocated sex offenders will occur in SQL Server Integration Services as well. The resultant list of potential matches will be exposed within the EJCDE Portal via SharePoint 2010's Business Connectivity Services feature.

EJCDE Portal

The portal, agency sites, and court case sites will be hosted in Microsoft SharePoint 2010

Subscription and Notification

The court case subscription and notification and sentencing and discharge subscription and notification features of the system will be built on Microsoft SharePoint 2010's notification engine.

Scanning

Microsoft SharePoint 2010 does not natively have scanning capabilities. However, a low-cost third-party solution exists for SharePoint. The EJCDE will use Scanning Enabler 2010 to enable scanning. This component works with any TWAIN-compliant scanner.

PART VIII EVALUATION AND AWARD

6.1 EVALUATION: Each response to this RFP shall be subject to the same review and assessment process. Qualification proposals will be evaluated and ranked on the basis of points awarded by an Evaluation Committee. A description of the factors which will be analyzed is provided below. The relative weight accorded each factor is indicated below.

Chatham County will be very selective when forming the Evaluation Committee for this Request for Proposals to assure that all proposals are scored objectively and to avoid any possible conflicts of interest. Each evaluation committee member will be required to sign a Certification and Assurances Form. IT IS EMPHASIZED that firms or individuals submitting proposals are not to discuss this Request for Proposal, their proposal or those of others or any other matter related to this procurement with any evaluation committee member or other County official other than those specifically named herein. Failure to abide by this prohibition may result in disqualification of a submitter's proposal.

<i>Evaluating Factor:</i>	<i>Points Possible:</i>
RESPONSIVENESS: A responsive proposer is defined as having submitted a proposal response in accordance with all requirements of this RFP. Any proposer deemed to be non responsive will be given no further consideration and the sealed Pricing Proposals will be returned unopened.	25

RESPONSIBILITY: Responsible proposer is defined as having the capacity and experience to perform the requirements of this contract. Chatham County will contact the references provided and review the qualifications of the proposed staff to be assigned to this RFP. Any proposer receiving 10.5 points or less will not be given further consideration and the sealed Pricing Proposals will be returned unopened.	25
TECHNICAL: Responsive and responsible proposals will then be technically evaluated in accordance with the understanding of the technical specifications/scope of work and system requirement, functionality, and implementation.	50

STEP 1: PROPOSAL SUBMITTAL (*TOTAL POSSIBLE POINTS: 100*)

STEP 2: INTERVIEWS/PRESENTATIONS- IF REQUIRED (*TOTAL POSSIBLE POINTS: 50*)

STEP 3: FEE PROPOSAL/COST DATA (*TOTAL POSSIBLE POINTS: 50*)

6.2 CONTRACT AWARD:

Successful Proponent will be asked to submit his/her firm's contractual issues for consideration in the Chatham County contract. Proposals will become part of the contract. Within their submittal, proposer will identify each deliverable, in sequence, in days/weeks/months. Time sequence to begin is ten (10) days from the "Notice to Proceed" date as issued by the County. Payments will be based upon deliverables.

No services shall be provided under the contract until a contract has been fully executed by both parties. A notice to proceed will be issued by Chatham County. The County shall not have no cost responsibility for any services prior to the effective date of the contract.

Proposers are to identify if any portion of product(s) that will be outsourced to another country other than the United States. List what portion, when, where, and to whom.

The Contractor will execute and deliver to the County, upon issue of a Notice to Proceed, a ***Performance Bond or Unconditional Irrevocable Letter of Credit*** payable to the County, in the face amount of one hundred thousand dollars (\$100,000.00) as surety for faithful performance under the terms and conditions of the contract. The Performance Bond must be executed by a surety company of recognized standing, authorized to do business in the State of Georgia, and having a resident agent. If a letter of credit is chosen, it must be in a form acceptable to the County, drawn on a bank acceptable to the County, and issued in favor of the County.

FEE PROPOSAL FORM

RFP NO. P10-24-6 JUDICIAL CIRCUIT DATA EXCHANGE SYSTEM WITHIN CHATHAM COUNTY, GEORGIA

I have read and understand the requirements of this proposal, RFP #P10-24-6 Judicial Circuit Data Exchange System Within Chatham County, Georgia and agree to provide the required services in accordance with this proposal and all attachments, exhibits, etc. I agree to furnish the services as described below for the following fees:

TOTAL COST OF SERVICES _____

FIRM NAME _____

PROPOSER: _____

SIGNATURE: _____

NAME (PRINTED): _____

ADDRESS:

Street Address/P.O. Box _____

City/State/Zip _____

TELEPHONE: _____

FAX NUMBER: _____

BUSINESS TAX CERTIFICATE-

(BUSINESS LICENSE) NO.: _____

CITY/COUNTY/STATE: _____

MINORITY ENTERPRISE? _____ /YES _____ /NO

MBE CLASSIFICATION:

ATTACHMENT "A"

DRUG FREE WORKPLACE CERTIFICATION

The undersigned certifies that the provisions of Code Sections 50-24-1 through 50-24-6 of the Official Code to Georgia Annotated, related to the Drug Free Workplace have been complied with in full.

A drug-free workplace will be provided for the employees during the performance of the contract; and;

Each sub-contractor under the direction of the Contractor shall secure the following written certification:

_____ (Contractor) certifies to Chatham County that a drug-free workplace will be provided for the employees during the performance of this contract known as

RFP #P10-24-6 JUDICIAL CIRCUIT DATA EXCHANGE SYSTEM WITHIN FOR CHATHAM COUNTY, GEORGIA

pursuant to paragraph (7), of subsection (B) of Code Section 50-24-3. Also, the undersigned further certifies that he/she will not engage in the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana during the performance of the contract.

CONTRACTOR:

DATE:

NOTARY:

DATE:

ATTACHMENT "B"

PROMISE OF NON-DISCRIMINATION STATEMENT

Know All Men By These Presents, that I (We), _____
Name Title Name of Bidder

(herein after "Company") in consideration of the privilege to bid/or propose on the following Chatham

County project procurement **RFP #P10-24-6 JUDICIAL CIRCUIT DATA EXCHANGE SYSTEM WITHIN CHATHAM COUNTY, GEORGIA).**
hereby consent, covenant and agree as follows:

No person shall be excluded from participation in, denied the benefit of or otherwise discriminated against on the basis of race, color, national origin or gender in connection with the bid submitted to Chatham County or the performance of the contract resulting therefrom;

That it is and shall be the policy of this Company to provide equal opportunity to all business persons seeking to contract or otherwise interested with the Company, including those companies owned and controlled by racial minorities, and women;

In connection herewith, I (We) acknowledge and warrant that this Company has been made aware of, understands and agrees to take affirmative action to provide minority and women owned companies with the maximum practicable opportunities to do business with this Company on this contract;

That the promises of non-discrimination as made and set forth herein shall be continuing throughout the duration of this contract with Chatham County;

That the promises of non-discrimination as made and set forth herein shall be and are hereby deemed to be made a part of and incorporated by reference in the contract which this Company may be awarded;

That the failure of this Company to satisfactorily discharge any of the promises of non-discrimination as made and set forth above may constitute a material breach of contract entitling the County to declare the contract in default and to exercise appropriate remedies including but not limited to termination of the contract.

Signature

Date

ATTACHMENT "C"

LETTER OF INTENT TO PERFORM AS A MINORITY/WOMEN BUSINESS
ENTERPRISE
SUBCONTRACTOR/JOINT VENTURE PARTNER

*THIS FORM MUST BE COMPLETED BY THE SUCCESSFUL SUB-CONTRACTOR AND
SUBMITTED BY THE APPARENT SUCCESSFUL BIDDER OR PROPOSER BEFORE
APPROVAL OF CONTRACT AWARD IS REQUESTED BY COUNTY STAFF FROM THE
BOARD OF COMMISSIONERS.*

PROJECT: RFP #P10-24-6 JUDICIAL CIRCUIT DATA EXCHANGE SYSTEM WITHIN
CHATHAM COUNTY, GEORGIA

PROPOSER: _____

DATE: _____

The undersigned has agreed to perform work in connection with the above project as:

_____ a sole proprietorship (individual) _____ a corporation
_____ a partnership _____ a joint venture

Detailed description of work items to be performed:

at the following price \$_____.

Type or Print Name of M/WBE Sub-Contractor

By: _____

Title: _____

Printed Name: _____

The undersigned will enter into a written agreement with the above M/WBE Contractor for the
work described upon award and execution of a contract with Chatham County.

Typed or Print Name of Firm

Signature: _____

Title: _____

Printed Name: _____

Date: _____

ATTACHMENT "D"

CONFIDENTIALITY AND NONDISCLOSURE AGREEMENT

The undersigned (Recipient) hereby agrees that all financial and all information it has or may come in contact with is not generally visible to the public. All Information pertaining to Chatham County and other area municipalities' (I.E. court case data, defendant, and other data, names, addresses, identification numbers) is confidential and will not be disclosed to any individual or entity without prior written consent.

The Recipient shall limit disclosure of Confidential Information within its own organization to its directors, officers, partners, members, employees and/or independent contractors (collectively referred to as "affiliates") having a need to know. The Recipient and affiliates will not disclose the confidential information obtained from the discloser unless required to do so by law.

If there is a breach or threatened breach of any provision of this Agreement, it is agreed and understood that Discloser shall have no adequate remedy in money or other damages and accordingly shall be entitled to injunctive relief; provided however, no specification in this Agreement of any particular remedy shall be construed as a waiver or prohibition of any other remedies in the event of a breach or threatened breach of this Agreement.

This Agreement states the entire agreement between the parties concerning the disclosure of Confidential Information and supersedes any prior agreements, understandings, or representations with respect thereto. Any addition or modification to this Agreement must be made in writing and signed by authorized representatives of both parties. This Agreement is made under and shall be construed according to the laws of the State of Georgia, U.S.A. In the event that this agreement is breached, any and all disputes must be settled in a court of competent jurisdiction in the State of Georgia, U.S.A.

If any of the provisions of this Agreement are found to be unenforceable, the remainder shall be enforced as fully as possible and the unenforceable provision(s) shall be deemed modified to the limited extent required to permit enforcement of the Agreement as a whole.

WHEREFORE, the recipient acknowledges that they have read and understand this Agreement and accept the duties and obligations set forth herein.

Name (Print or Type): _____ Title: _____

Company: _____

Address: _____

City, State & Zip: _____

Signature: _____ Date: _____

LEGAL NOTICE

CC NO. 164221

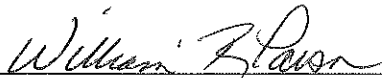
Chatham County, Georgia is seeking proposals from firms or individuals interested in providing a ***JUDICIAL DATA EXCHANGE SYSTEM WITHIN CHATHAM COUNTY, GEORGIA***, ***Request for Proposals No. P10-24-6***.

A MANDATORY PREBID CONFERENCE has been scheduled to be conducted **2:00 P.M. JUNE 29, 2010** at the **Chatham County Purchasing & Contracting Office located at The Chatham County Citizens Service Center, 1117 Eisenhower Drive, Suite C, Savannah Georgia.** to discuss the specifications and resolve any questions and/or misunderstanding that may arise. An accompanied site visitation will follow. Attendance is Mandatory. Bids will not be accepted from any firm that is not represented at the Mandatory Pre-Bid Conference.

Proposals are due by 2:00 P.M. JULY 13, 2010 and must be mailed or hand delivered to the Chatham County Purchasing & Contracting Department, at The Chatham County Citizens Service Center, 1117 Eisenhower Drive, Suite C, Savannah, Georgia 31406.

A copy of this Request for Proposal is available at the address above. **All firms requesting to do business with Chatham County must also register with the County.** Registration and specifications are also available on and can be downloaded from the County's website at <http://purchasing.chathamcounty.org> For additional information concerning specifications and vendor registration, please contact Mr. Alton T. Peterson Jr., Procurement Specialist, at (912) 790-1621

CHATHAM COUNTY RESERVES THE RIGHT TO REJECT ANY/AND ALL BIDS AND TO WAIVE ALL FORMALITIES. "CHATHAM COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER, M/F/H, ALL BIDDERS ARE TO BE EQUAL OPPORTUNITY EMPLOYERS".



**WILLIAM R. PARSON, CPPO, PURCHASING AGENT
CHATHAM COUNTY, GEORGIA**

- Savannah News- INSERT: June 16, 24, and July 8, 2010
NEWS ONLY-
Please send two copies of affidavit to:
Chatham County Purchasing Department
P.O. Box 15180
Savannah, GA 31416
(912) 790-1618