

Appendix H - Required Proposal Forms

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Form A: Contractor/Sub-contractor Information

Complete a copy of this form for each Contractor and Sub-contractor.

1. Contractor/Sub-contractor Name:
2. Prime Contractor? Yes No
3. Describe the nature of the Contractor's organization ((individual, partnership or corporation; private or public; profit or non-profit).
4. Local address serving the Scott County:
5. Headquarters Address:
6. Identify the Contractor Representatives for this Proposal.

Name	Title	Contact Information

7. Provide the following information on the Proposer's authorized negotiator:

Name/Title

Contact Address

Phone Number

Email

8. In what year was the company formed?
9. For how many years has the company provided public safety systems?
10. List other businesses in which the company is involved.
11. How many employees does this company have?

Nationwide (total): _____

In the office serving Scott County _____

12. Briefly describe this Contractor's roles and responsibilities in conjunction with this proposal:

13. For what length of time is your proposal valid (minimum 180 days)?

Form B: Contractor Financial Qualifications

Complete a copy of this form for the Prime Contractor only.

1. What was the Prime Contractor's annual gross revenue and net profit percentage during the last three fiscal years?

	Annual Gross Revenue	Net Profit
Fiscal Year 2007		
Fiscal Year 2006		
Fiscal Year 2005		

2. Provide the following for at least one bank reference.

Bank Name: _____

Address: _____

Phone: _____

Contact: _____

3. Provide the Contractor's Dunn & Bradstreet Number: _____

Form C: Reference Form

Complete a copy of this form for each Contractor and Subcontractor. Add additional rows as needed.

	Agency Name, Address, Contact, Title, Phone Number, E Mail	Approximate Service Area Population	Configuration Installed	Operational Applications	Installation Dates	Number of Jurisdictions Served	Key Interfaces
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							

Form D: Proposed Server Configuration Forms

Provide the following information for each required and recommended server. *Make additional copies of this form as needed.*

	Server #1	Server #2	Server #3
Server Function (e.g. CAD, RMS Application, RMS Database, Field Reporting, Interface, etc.)			
Quantity			
Mfg/Model			
Processor Type/Speed			
Main Memory			
Disk Storage			
Disk Controller (Types)			
Multi-media Devices			
Network Interface			
Power Supply			
Backup Media Type/Capacity			
Operating System Software			
Recommended Total/Concurrent Users			
Maximum processor expansion capability (#/Type of processor)			
Maximum main memory expansion capability			
Maximum input/output expansion capability			
Maximum disk storage expansion capability			
Recommended number of maximum concurrent users			

Form E: Recommended Workstation Hardware Form

List recommended minimum specifications for the various workstation hardware components required or recommended for each application component (e.g. CAD, RMS desktop workstations, mobile computers, JMS desktop workstations, etc.). Minimum specifications should include CPU, RAM, hard disk capacity, video display capabilities, operating system and any other application hardware requirements. *Make as many copies of this form or add rows as needed.*

Hardware Description	Application Component (RMS, JMS, Field Reporting, etc.)	Manufacturer (if applicable)	Model/Style Number (if applicable)	Specifications

Form F: Recommended System Software Form

List all of the recommended and required software necessary to operate the Application Software (CAD/RMS/JMS/Field Reporting/Interfaces). Include the manufacturer, version and any hardware specifications. *Make as many copies of this form or add rows as needed.*

Description	Manufacturer	Version	Hardware Specification Requirements	Number of Licenses Required

Form G: Application Software Module Form

Use this form to list all Application software modules provided for each component of the System. *Make as many copies of this form or add rows as needed to fully describe the functionality provided by your system, as well as the module and application in which the functionality can be found.*

Application	Module	Functionality Provided	Version	Base or Optional	Developer	Development Language or Tool Used	Operational Status	Date First Installed	No. of Sites
CAD		Call Taking							
		Dispatching							
		Unit Management							
		Incident Management							
		Tow Management							
		Call Disposition							
		Mapping							
		BOLO/ATL							
		Messaging							
		CAD System Administration							
		Dispatch Supervisor Support							
		CAD Audit Logs							
		CAD Queries							

Application	Module	Functionality Provided	Version	Base or Optional	Developer	Development Language or Tool Used	Operational Status	Date First Installed	No. of Sites
		CAD Reporting							
		Other CAD Functionality (List, adding rows as needed)							
Mobile		Mobile Dispatching							
		Mobile Logon/Logoff							
		Emergency Key Functionality							
		Self-Initiating Dispatch							
		BOLOs/ATLs							
		Mobile Queries							
		Mobile Messaging							
		Mobile Mapping							
		Other Mobile Functionality (List, adding rows as needed)							
RMS		UCR Reporting							
		NIBRS Reporting							
		Master Name Index							
		Master Location Index							

Application	Module	Functionality Provided	Version	Base or Optional	Developer	Development Language or Tool Used	Operational Status	Date First Installed	No. of Sites
		Master Vehicle Index							
		Master Organization Index							
		Public Release of Information							
		Animal Control							
		Case Management							
		Mugshots/ Photo Line-ups							
		Sex Offender Tracking							
		Intelligence							
		Narcotics							
		Gangs							
		Pawn							
		Warrants							
		Restraints/ Orders of Protection							
		Civil Service							
		Bicycle Permits							
		Gun Permits							
		Personnel							

Application	Module	Functionality Provided	Version	Base or Optional	Developer	Development Language or Tool Used	Operational Status	Date First Installed	No. of Sites
		Supplies & Equipment Inventory							
		Training							
		S.O.P. Management							
		Daily Bulletins							
		Officer Activity Log							
		Crime Analysis							
		Crime Mapping							
		RMS Queries							
		Other RMS Functionality (List, adding rows as needed)							
Field Reporting		Report Writing							
		Field Contacts							
		Citation Generation							
		Report Approval							
		Other Field Reporting Functionality (List, adding rows as needed)							

Application	Module	Functionality Provided	Version	Base or Optional	Developer	Development Language or Tool Used	Operational Status	Date First Installed	No. of Sites
JMS		Inmate Booking							
		Inmate Release							
		Mugshots							
		Sentencing							
		Inmate Tracking							
		Commissary							
		Inmate Property Tracking							
		Inmate Alerts and Hazards							
		Inmate Classification							
		Inmate Housing							
		Food Services							
		Medical Services							
		Inmate Accounting							
		Visitor and Mail Tracking							
		Inmate Programs							
		Inmate Incidents							
		Jail Activity Log							
		Other JMS Functionality							

Application	Module	Functionality Provided	Version	Base or Optional	Developer	Development Language or Tool Used	Operational Status	Date First Installed	No. of Sites
		(List, adding rows as needed)							

Form H: Interface Identification Form

Describe Proposer's approach toward and specific experience in supporting each interface. Include any assumptions or constraints regarding successful interface completion. Note whether the interface deployment is operational, under development or not available. Describe services provided and any assumptions regarding working with the interfacing organization to develop the interface.

Make a copy of this form for each interface. If a form is not included for an interface, it will be assumed that the Proposer cannot provide that interface.

Interface Name:		Interface Description:		
Number of Sites	Date Initially Installed	Operational Status	Direction (one-way, two-way)	Language or Tool Used
Proposed Approach /Assumptions/Constraints/Services Provided				

Form I: Training Hours Form

Indicate the on-site and off-site training hours for application software training, system software training, and hardware training that are included in this proposal. Provide a thorough description of the training, the recommended number of persons for the class, and the personnel expected to attend the training. Additionally, identify any optional training. The Cost Proposal must reflect the training hours proposed in this table, as well as any separately priced optional training. *Make as many copies of this form or add rows as needed.*

Description of Training	Recommended Number of Participants	Prerequisites	Personnel Expected to Attend Training	Hours	
				On-Site	Off-Site
TOTALS:					

Form J: Hardware Cost Form

As indicated in the Hardware and System Software Scope of Services, the Proposer will supply all necessary server hardware and system software to ensure that the application software provided by the Proposer will perform at its optimum capabilities for SECC users. SECC and SECC agencies will provide all workstation and peripheral hardware.

It is the expectation of SECC that the proposed pricing for all hardware and system software will be highly competitive and consistent with State of Iowa vendor agreements. SECC considers servers as commodities and typically acquires such standard devices at a significant discount. As such, SECC reserves the right to purchase hardware from sources other than the Proposer.

Use this form to list all hardware that the Proposer will include with the system (exclude installation and freight). *Make as many copies of this table or add rows as needed to ensure all costs are included.*

Component Description	Make/Model, Part #	Qty	Total Purchase Cost	Annual Maintenance Cost
Total Cost:				

Form K: System Software Cost Form

Use this form to list all system software being proposed for the System. All software included in the System Software Form must be detailed individually in this form. *Make as many copies of this table or add rows as needed to ensure all costs are included.*

Description	Release/Level	Cost	Annual Maintenance Cost
Total Cost:			

Form L: Application Software Cost Form

Use this form to identify costs associated with each module included in the system. This form is divided into seven (7) tables and each must be completed. Costs for each module must be individually detailed to be considered responsive. In addition, the total Application Software Cost must be provided below. *Make additional copies of each table or add rows as needed to ensure that all costs are provided for all Application software.*

Table 1: CAD Application Costs

CAD Application Component	Package Name	Number of User Licenses	Package Cost	Customization Modification Cost	Total Cost	Annual Maintenance Cost
<i>CAD Subtotal:</i>						

Table 2: Mobile Application Costs

Mobile Application Component	Package Name	Number of User Licenses	Package Cost	Customization Modification Cost	Total Cost	Annual Maintenance Cost
<i>Mobile Subtotal:</i>						

Table 3: Law RMS Application Costs

RMS Application Component	Package Name	Number of User Licenses	Package Cost	Customization Modification Cost	Total Cost	Annual Maintenance Cost
<i>Law RMS Subtotal:</i>						

Table 4: Field Reporting Application Costs

Field Reporting Application Component	Package Name	Number of User Licenses	Package Cost	Customization Modification Cost	Total Cost	Annual Maintenance Cost
Field Reporting Subtotal:						

Table 5: JMS Application Costs

JMS Application Component	Package Name	Number of User Licenses	Package Cost	Customization Modification Cost	Total Cost	Annual Maintenance Cost
JMS Subtotal:						

Table 6: Interface Costs

Interface	Number of User Licenses	Package Cost	Customization Modification Cost	Total Cost	Annual Maintenance Cost
<i>Interface Subtotal:</i>					

Table 7: Other Module/Component Costs

Module/Component	Package Name	Number of User Licenses	Package Cost	Customization Modification Cost	Total Cost	Annual Maintenance Cost
<i>Other Subtotal:</i>						

Table 8: Total Application Software Cost

	Total One-Time Cost	Total Annual Maintenance Cost
Total CAD Application Cost (From Table 1)		
Total Mobile Application Cost (From Table 2)		
Total Law RMS Application Cost (From Table 3)		
Total Field Reporting Application Cost (From Table 4)		
Total JMS Application Cost (From Table 5)		
Total Interface Cost (From Table 6)		
Total Other Module/Component Cost (From Table 7)		
Total Application Software Cost		

Form M: Implementation Cost Form

Use this form to describe and list all other costs that would be associated with implementation of your System. Costs not identified will not be accepted in a final Contract. *Make additional copies of this form or add rows as necessary to include all costs.*

Item	Cost
Installation of Hardware/Software/Applications	\$<xxx>
System Integration of Hardware/Software/Applications	\$<xxx>
Project Management of Hardware/Software/Applications	\$<xxx>
Training of Hardware/Software/Applications	\$<xxx>
Out of Pocket Expenses (Travel, Per Diem, etc.)	\$<xxx>
Other: (describe)	\$<xxx>
Total Implementation Costs:	\$<xxx>

Form N: Optional Costs

Use this form to describe and list all optional cost items that could be associated with implementation of the System. Where applicable, identify the section of the Proposal that refers to the listed optional item.

Optional Items	Proposal Section Reference	Cost
Total Optional Costs:		\$<xxx>

Form O: Total One Time Cost Form

Provide a summary of all one-time costs for the proposed System. Any subtotals carried forward to this page should agree with the corresponding detail pages.

Item	One Time Cost
Hardware	\$<xxx>
System Software	\$<xxx>
Application Software	\$<xxx>
Implementation	\$<xxx>
Total Not To Exceed One Time Cost (Excluding Options)	\$<xxx>
Subtotal One Time Cost (Options)	\$<xxx>
Total Not To Exceed One Time Cost (Including Options)	\$<xxx>

Form P: Recurring Costs Summary Form

Use this form to provide a summary of all recurring costs for the proposed System. Any subtotals carried forward to this page should agree with the corresponding detail pages.

Item	Recurring Cost
Hardware Maintenance	\$<xxx>
System Software Maintenance	\$<xxx>
Application Software Maintenance	\$<xxx>
Other Recurring Costs	\$<xxx>
Total Annual Recurring Costs (Excluding Options)	\$<xxx>
Subtotal Recurring Costs (Options)	\$<xxx>
Total Annual Recurring Costs (Including Options)	\$<xxx>