

**SECOND ADDENDUM
TO THE
PUBLIC NOTICE—REQUEST FOR PROPOSALS**

Purchase of Web-Based Record/Case Management System for the Warren County Prosecutor's
Office, Warren County Ohio

March 2, 2018

To All Potential Proposers:

In accordance with Section 4.1 of the Request for Proposals initially published February 4, 2018, the following is a list of questions received at least 5 days prior to the proposal submittal date and the corresponding responses or interpretations.

Q: Will the County waive the requirement of a Proposal Bond? If not, will the County lower the current 5% bond amount?

A: The proposal bond in the amount of 5% must remain in place.

Q: Will the County waive the requirement of a Performance Bond for the awarded vendor.

A: The performance bond must remain in place.

Q: May companies from outside USA apply?

A: There is nothing in the RFP or in Ohio law that would restrict a company from outside the USA from applying.

Q: Whether we need to come over there for meetings?

A: Top qualified firms may be requested to be onsite for interviews, and ultimately the selected firm would be expected to be onsite for eventual training.

Q: Can we perform the tasks (related to RFP) outside USA?

A: Tasks related to proposals may be performed outside USA.

Q: Can we submit the proposals via email?

A: Proposals cannot be submitted by email; they must be sealed and submitted by regular mail with all information and forms required by the RFP.

Q: Given that the proposer only supports a licensing model, is Section 15.0 open to negotiation?

A: The purpose of section 15 is not to avoid licensing models, but rather to avoid licensing models that come with an increase in fees each time we may upgrade or replace our equipment on our network. You may submit a sealed proposal that explains your model and the extent with which you may (or may not) comply with section 15.

Q: Section 7 – Application Software and Computing Environment requests narrative responses. Please indicate what section you prefer the narrative responses for 7.0-7.10 to be located in the proposal.

A: The narrative answers to 7.0-7.10 should appear in the RFP as indicated by section 18.0(e), as corrected by the First Addendum

Q: How many copies of the proposal are required?

A: The RFP does not require a specific amount, but 4 copies would be beneficial.

Q: The County identifies basic information on systems which may need to interface with our solution including BenchMark, JCS Case Management, Probate Case Management, and Tritech. Please identify the following: One way or bi-directional?

A: We are interested in knowing if both or either one are available or possible through your company, we would like to know what is possible and how that may affect the cost.

Q: Defined Specs for content and format will be provided?

A: This information has not been gather yet, but may be provided at a later date for top ranking proposers.

Q: Transformation required?

A: Yes

Q: The County states that you are currently utilizing "COPS IV" Criminal Offense Prosecution System by Justice Data Solutions for data conversion. Please identify the following in regards to data conversion: Number of records, size?

A: The COPS database is 400mb, with files on roughly 20,000 Defendants

Q: Data converted?

A: Yes

Q: Images converted?

A: Yes, meaning we currently scan documents into COPS IV as PDFs and RTFs this accounts for 92.5gb of data or 82,020 files.

Q: Please confirm that there is one source for data conversion

A: COPS is the only source for data conversion.

Q: Does the County wish to host the solution internally in their data center or externally in the cloud by the vendor?

A: We are seeking proposals for either hosting options.

Q: If either what is your preference?

A: There is not a preference at this time.

Q: What does the department store in TriTech Law Record Management today?

A: TriTech is not used by our office, rather it is used by fire/ems, law enforcement, dispatch, and the county jail. The suite is still being built to include computer aided dispatch, records management, field based reporting, and jail records for those named entities.

Q: Where do you store drafts of documents or work product that is in process?

A: Drafts are stored on our county owned and operated servers.

Q: Based on section 17.7 beside Microsoft Office what third party integrations are required for this RFP?

A: No additional 3rd Party integrations are required; however, we are interested to know what further integration is possible with the software system described in 17.7.

Q: There is a statement in the RFP section 2.0 that the product be compatible with Mac and Windows but the Technical Specifications section 17.0 state that Windows 7 and Internet Explorer 11 are the standards. Can you confirm which one is correct?

A: Our county system and computers in our offices are windows based, however, we also use iPhones, iPads, and given that request is for a web based system we would like the system to be accessible with Mac computers or Mac web browsers when employees may be working remotely on their own computers.

Q: Does this proposal require a proposal bond? If so, can you better describe what is required if you are the selected vendor? Section 11.1 does not seem to be complete.

A: Yes, a proposal bond is required in the amount of 5% of the proposal. The proposal bond of the selected vendor becomes null and void upon entering a contract with the county and entering a performance bond. The proposal bond with this language is included in the forms with the RFP. If you are not selected, the proposal bond is returned.

Q: Is there a performance bond as well? If so what is the purpose of it and what does it entail?

A: There is a requirement for a performance bond. The exact terms of the performance bond have not been drafted yet. The purpose is to secure the faithful performance of the contract per the terms of the contract. If the contractor were to be in default the Surety would make the funds available to the County to pay the cost of completing the performance of the contract with a newly selected company.

**FIRST ADDENDUM
TO THE
PUBLIC NOTICE—REQUEST FOR PROPOSALS**

Purchase of Web-Based Record/Case Management System for the Warren County Prosecutor's
Office, Warren County Ohio

February 22, 2018

To All Potential Proposers:

The Request for Proposals initially published February 4, 2018, concerning the purchase of a web-based record/case management system for the Warren County Prosecutor's Office of Warren County, Ohio, contains one item that must be corrected at this time.

Section 18 details a list of required forms that shall be submitted with each proposal. Section 18(e) incorrectly refers to narrative answers to each question contained in Section 3.4 through 3.4.10.

The above reference to sections 3.4 through 3.4.10 is a typographical error.

The RFP at Section 18(e) is hereby amended to correctly state, Narrative answers to each question contained in **Section 7 through 7.11**.

PUBLIC NOTICE

Sealed proposals for the purchase of Web-based Record and Case Management System shall be received by the Warren County Prosecutor's Office, 520 Justice Drive, Lebanon, Ohio, 45036, until 4:30 p.m., March 5, 2018.

Proposal documents may be obtained by contacting Warren County Prosecutor's Office, 520 Justice Drive, Lebanon, Ohio 45036 at (513) 695-1325. Questions regarding the proposal should be directed to Adam Nice at (513) 695-1399, or by email at Adam.Nice@warrencountyprosecutor.com

Proposal documents may also be obtained on the Warren County Government internet site: <http://www.co.warren.oh.us/commissioners/Resources/Bids/Default.aspx>.

Please contact the Warren County Office of Management and Budget Financial Division at 513-695-1947 if you have trouble with this procedure or if you need additional information on accessing project information on our website.

A proposal bond or certified check, cashier's check or money order on a solvent bank or savings and loan association in the amount of five percent (5%) of the proposal, as per Section 307.88 of the Ohio Revised Code, must accompany the proposal.

The Board of Warren County Commissioners reserves the right to waive any informality, reject any or all proposals and to hold such proposals for a period of sixty (60) days before taking any action and to award a contract.

By order of the Board of County Commissioners, Warren County, Ohio.

PUBLIC NOTICE—REQUEST FOR PROPOSALS

Purchase of Web-Based Record/Case Management System for the Warren County Prosecutor's Office, Warren County Ohio

February 4, 2018

1.0 Introduction.

The Warren County Board of Commissioners is soliciting proposals on behalf of the Warren County Prosecutor's Office [hereinafter "County"] for the purchase of a Web-Based Record/Case Management System. The County is seeking proposals from firms that have proven experience with Case Management Systems in other counties and municipalities.

1.1 Background. The Warren County Prosecutor's Office handles roughly 7,000 criminal cases and 1,300 juvenile cases annually. The Warren County Prosecutor's Office provides representation in civil matters for all County Offices and 8 townships. Some documents and case files held by the Warren County Prosecutor's Office are confidential, while others are public record. The Office has 35 employees that regularly access case files and records, both at the office and remotely, to perform functions for case in-take, pre-trial preparation, trial, and appeal. The Warren County Prosecutor's Office is equipped with computers, tablets, and phones with both PC and Mac operating systems.

2.0 Scope of performance and functions.

The Warren County Prosecutor's Office requests proposals for a Web-Based Record/Case Management System to be used on an ongoing basis for active work flow processes, trial preparation, and document archiving. The system shall be functional for each individual division of the office but be applied to synchronize, cross reference, and share information amongst the several divisions of the Office. The system shall be accessible within the office and remotely, and shall be functional for PC and Mac operating systems, with both desktop and mobile device application.

2.1 Any employee of any division of the office may use the system for an intake process. Namely to receive and input police reports, documentary evidence, photographs, audio and video, written statements, court filings, or pleadings. These documents may be scanned into the system as PDFs, may be uploaded remotely via web-based portal, and uploaded as various computer file extensions for documentary, image, audio, and video files.

2.2 The Warren County Prosecutor's Office will consider systems that may be able to integrate with other criminal justice offices, such as police agencies, courts, crime laboratories, corrections facilities, community control office, and government clients on civil matters. A preferred interface would allow the ability to include electronic files, Police Reports, 911 audio recordings, mug shots, lab reports, crime scene photos from the existing TriTech Law Records Management System as well as a portal to provide submission from non-TriTech Law Records Management System sources. Data submission from TriTech Law Records Management System will be in XML format. The solution must support the ability to route between different network schemes

using routers and firewalls with databases being in geo-diverse locations. User authentication will not be the same on each system.

2.3 The system may be used for drafting complaints, search warrants, indictments, bills of information, subpoenas, letters/correspondence, notes, and activity logs. To be used in conjunction with such drafting, the Warren County Prosecutor's Office will consider systems that may contain databases of the Ohio Revised Code [or other State laws, rules, and codes] and may have auto-fill functions. The system may be used to draft and distribute Discovery Responses.

2.4 The system may identify and organize the personal information and contact information of interested parties, and an ability to identify an individual's role for each case as: plaintiffs, defendants, co-defendants, petitioners, respondents, witnesses, victims, social workers, and investigating agencies and officers.

2.5 The system may have additional functions for master calendaring, grand jury docketing, speedy trial calculation, or parole notification.

2.6 For civil cases the system should perform functions stated above with customizable workflows and case management for managing children services, adult protective services, foreclosures, general civil litigation, and administrative hearings.

2.7 The system must be capable of generating reports, statistics, and case type tracking. The County will consider both, systems that are hosted by the offeror's servers and/or systems that are hosted by County servers.

3.0 Submittal Instructions and Guidelines. All proposals submitted for consideration must comply with these instructions. These instructions set forth minimum requirements as to the terms and conditions of the purchase. Therefore, if any time frames, proposal bond or other surety requirements set forth herein are in conflict with stated requirements in the specifications, the specification requirement shall prevail. By virtue of submitting a proposal, interested parties are acknowledging the necessity to comply with the stated requirements and instructions.

3.1 Multiple Party Proposals. The County acknowledges it may receive responses from a combination of implementation firms and software firms. A software firm may be in more than one proposal. However an implementation firm can only be in one proposal. If a separate software firm exists, the software firm must provide a letter stating that it is a party to the proposal and that the implementation firm is certified to implement the software. The County will only accept proposals from software firms and not from third-party resellers. The County may enter into a software licensing agreement with the software firm and an implementation services agreement with an implementation firm if it is separate and apart from the software firm.

3.2 Third Party Software. All third party software solutions offered as part of this package are subject to the same guidelines of this RFP, unless otherwise stated. The primary software proposer will serve as the prime contact for the proposal evaluation phase of this RFP.

3.2.1 The proposer should explicitly state the name of any third-party products. For each third-party product, proposals must include a statement surrounding whether the proposer's contract will encompass the third-party product and/or whether the County will have to contract on its own for the product. The County prefers that the software proposer serve as the administrator for all third-party software contracts. Finally, the proposer should provide proof that they have access to the third-party software source code (own or in escrow) and that the proposer has the ability to provide long-term support for the third-party software components of their system.

3.3 Price Proposal Guarantee. All proposers agree that their pricing is valid for a minimum of one year after contract execution. The County will negotiate with the proposer who submits a proposal that the County determines is the most advantageous to the County based upon rankings of the County. Proposer's are strongly encouraged to submit the most competitive proposals possible up-front since the County will use the costs as a major determinant of its short listing for negotiation and contract award criteria.

4.0 Receipt of Proposals. Sealed proposals for the purchase of Web-based Record and Case Management System shall be received by the Warren County Prosecutor's Office, 520 Justice Drive, Lebanon, Ohio, 45036, until 4:30 p.m., March 5, 2018. Proposals shall be made on the forms attached hereto, all blanks of which must be appropriately filled in. Envelopes containing the proposals must be sealed, addressed to Warren County Prosecutor's Office at 520 Justice Drive, Lebanon, Ohio 45036, and shall be clearly marked:

**PROPOSAL TO SUPPLY WEB-BASED RECORD AND CASE MANAGEMENT
SYSTEM FOR WARREN COUNTY PROSECUTOR'S OFFICE, MARCH 5, 2018, AT
4:30 PM**

Any proposal may be withdrawn prior to the above scheduled submittal time or authorized postponement thereof. Any proposal received after the time and date specified shall not be considered.

4.1 Addenda and Interpretations: Questions regarding the information contained in this Request for Proposal shall be submitted in writing and emailed to:

Adam M. Nice
Assistant Prosecuting Attorney, Civil Division
Adam.Nice@warrencountyprosecutor.com

To be given consideration questions must be received at least five days prior to the proposal submittal date. All such interpretations and any supplemental instructions will be in the form of written addenda to the Request for Proposal, which if issued, will be posted on the Warren County Commissioner's website, no later than three days prior to the submittal date. Failure to receive any such addenda or interpretations shall not relieve the submitter from any obligations under their proposal as submitted.

4.2 Qualification Investigation: In addition to the qualification and selection criteria described below, the County may make such investigations as they deem necessary to determine the ability of the proposer to perform the work, services, or functions, and the proposer shall furnish to the County all such information and data for the purpose as the County may request.

4.3 Right to Reject Bids: In accordance with ORC 307.862, the County reserves the right to reject any proposal in which the offeror takes exception to the terms and conditions of the Request for Proposals, fails to meet the terms and conditions of the request for proposals, including but not limited to, the standards, specifications, and requirements contained in the request for proposals, or submits prices that the County considers to be excessive, compared to existing market conditions, or determines exceed the available funds of the County.

4.4 The County reserves the right to reject, in whole or in part, any proposal that the County has determined using the factors and criteria the County has developed herein, would not be in the best interest of the County.

4.5 Discussions for Clarification Purposes: In accordance with ORC 307.862, the County may conduct discussions with offerors who submit proposals for the purpose of clarifications or corrections regarding a proposal to ensure full understanding of, and responsiveness to, the requirements specified in the request for proposals.

4.6 Contract Schedule: The following is the anticipated schedule for the evaluation of proposals, contract execution, and purchase. The schedule is based on best available data and failure to meet any of the dates contained herein shall not affect the proposal.

County Issues Request for Proposal : February 4, 2018

Proposals Due to Warren County : March 5, 2018

Presentation / Interviews: To be Determined, between March 19 – 23, 2018

Award of Proposal : March 27, 2018

Execute/Sign Contracts : April 10, 2018

5.0 Selection Process:

Each proposal will be evaluated by the Warren County Prosecutor's Office for responsiveness to the requirements of this request for proposal and the criteria described below.

5.1 The Warren County Prosecutor's Office will evaluate and rank the proposals and determine which proposal is most advantageous by applying the factors and criteria described herein. The rankings and proposals shall be presented to the Warren County Commissioners for authorization to enter contract negotiations with the top ranked firm. The selection of any proposal shall not imply acceptance by the County of all terms of the proposal, which may be subject to further negotiations and approvals before the County may be legally bound thereby. If a satisfactory contract cannot be entered into in a reasonable time the selection committee, in its sole discretion, may terminate negotiations with the highest ranked offeror and begin contract negotiations with the next highest ranked offeror.

5.2 Offerors submitting proposals may be requested to make a presentation to the Warren County Prosecutor's Office or County Commissioners to explain their proposal and to answer any questions.

6.0 Criteria and Qualifications:

To determine which proposal is most advantageous, the Warren County Prosecutor's Office shall evaluate the proposals with the following criteria and qualifications, and shall rank them accordingly. The County shall seek to award the contract to the offeror that is most advantageous according to ranking of the Warren County Prosecutor's Office. The Prosecutor's Office shall place relative importance on each factor and criteria as indicated with numeric values as follows:

6.1 Ability to reduce paper, streamline workflow, and increase efficiency and productivity- 15

6.2 The overall cost of the system, including ongoing monthly costs for maintenance, hosting, etc, if any - 15

6.3 The offeror may have a system that meets all or some of the Performance and Functions described above in Section 2, thus the ability to meet most of the Performance and Functions requested above shall be a significant factor - 15

6.4 Security of the system, including disaster planning - 10

6.5 Ease and efficacy of case tracking and other reporting – 10

6.6 Plan for installation, maintenance, software updates, and on-going training, - 10

6.7 System may include integration capabilities with other criminal justice offices or governmental offices – 5

6.8 Experience with other Prosecutor Offices and positive feedback and reviews of product and services from other offices – 5

6.9 Communication skills, responsiveness, and professionalism displayed during pre-selection discussions and presentations, if any – 5

6.10 Responsiveness and Compliance with RFP guidelines – 5

6.11 Compatibility with County's current and future technology architecture and equipment – 5

7.0 Application Software and Computing Environment. In addition to providing an overview of the criteria and qualifications above in Section 6, the proposer must present, in detail, the key features and capabilities of the application software as they relate to the County. In addition to the description, please provide in succinct narrative form (at least one paragraph per item) answers to the following questions:

7.1 Modular Integration. What modules are fully integrated (part of the base software) into the main application? What are the third-party applications? If there are third-party applications, how are they integrated into the main application (e.g., Do the third-party applications share security definitions and similar menu structures?)? What processes are handled in “real-time”? What processes require batch processes?

7.2 Technology Architecture. The County desires to explore its options with the purchase of a system. Therefore, describe the optimal network requirements for your software. In the event that there is more than one suitable network configuration, list all options, including the relative strengths and weaknesses (if any) of each. What are the optimal database requirements? In the event there is more than one suitable platform, list all options, indicating the relative strengths and drawbacks (if any) of each. What are the ideal server requirements? What are the ideal desktop (client) requirements? What are the hosting vs. onsite and the pros and cons related? Utilization of .NET technology? Describe capabilities in how future integration of technology can be utilized for future needs? What are the ISO standards? In the event there is more than one suitable operating system, list all options indicating the relative strengths and drawbacks (if any) of each.

7.3 Electronic Signatures. To fully obtain our goal of being paperless, electronic signatures are critical. How does your system account for the statutory needs of signatures both internally amongst county agencies and externally?

7.4 Disaster Recovery. Due to the critical nature of the future system, Warren County is interested in the proposer’s capabilities in the areas of business continuity and disaster recovery. This may include, for example, remote data backup and offsite storage capabilities. Proposers should comment on how County employees would work if the server on which the system resides were destroyed in a fire or by severe weather conditions, such as a tornado.

7.5 Reliance on Best Business Practices/Degree of Process Reengineering Imposed or Required. Please describe in detail the best business practices that are built into your software. How do these practices pertain to County operations in particular?

7.6 Workflow Capabilities. How does workflow (electronic routing of documents) in your system operate? How are workflow rules established? How does workflow interface with the County’s e-mail program, Microsoft Outlook? How is workflow maintained and/or upgraded?

7.7 Administration/Development Toolsets. What application toolsets are included with the software? What unique programming requirements are there? What tools are available to customize the software (e.g., add fields, create new tables, change menus, etc.)?

7.8 Security. What security tools are included with the software? How do restrictions apply to the following work: administrative tool access; application access; menu access;

record access; field access; web-based access outside of the network; and querying/reporting access? What is included in the user security profile? How is the security profile defined?

7.9 Upgrade tools. What is the upgrade frequency? How are patches and fixes deployed? How are patches and fixes applied? How are upgrades applied? What happens to software customizations (e.g., user-defined tables and fields) during the upgrade? How many versions of the software does your company support? How long does a typical upgrade take to implement, in an organization the size of the County?

7.10 Interfacing with existing systems. Can the system interface with the County's existing TriTech Law Records Management System and/or have a portal to provide file submissions from non-Tritech Law Records Management System sources? Has the proposer interfaced prior to an RMS system? If so, which ones and what functionality? Does the proposer have experience with developing interfaces and exchanges that conform to the National Information Exchange Model Standard?

7.11 Reporting and Analysis Tools. What reporting tools are available? Do the same security definitions apply to the reporting tools as established in the main software? Are reporting tools also available via web-based applications? Please provide a list of standard reports, by module, that come "out of the box" with the software.

8.0 Incurred Costs. Those submitting proposals do so entirely at their expense. There is no expressed or implied obligation by the County to reimburse any individual or firm for any costs incurred in preparing or submitting proposals, for providing additional information when requested by the County, or for participating in any selection interviews, negotiations and/or Discovery. Furthermore, at their own cost, proposer finalists will be required to complete a detailed Statement of Work that will be part of the implementation contract before contract signing.

9.0 Assignment. The proposer may not reassign, transfer, convey, sublet, or otherwise dispose of any award made as the result of this RFP, without prior written consent from the Board of County Commissioners.

10.0 Withdraw of Proposal: An offeror may withdraw the offeror's proposal at any time prior to the award of a contract. The County may terminate negotiations with an offeror at any time during the negotiation process if the offeror fails to provide the necessary information for negotiations in a timely manner or fails to negotiate in good faith. If the County terminates negotiations with an offeror, the County shall negotiate with the offeror whose proposal is ranked the next most advantageous to the County according to the selection criteria and direction from County Commissioners.

11.0 Proposal Bond. Proposals must be accompanied by a certified check, cashier's check or money order drawn on a solvent bank or savings and loan association in the amount of five percent (5%) of the proposal, paid to the order of the Warren County Treasurer, or a Proposal

Bond surety of five percent (5%) of the amount proposal, pursuant to the provisions of 307.88 of the Ohio Revised Code.

11.1 Proposals may be rejected if all required papers are not returned with the proposal. The proposal bond shall be returned if said proposal shall be rejected; if said proposal shall be accepted and the principal shall execute and deliver contract properly completed in accordance with said proposal, and the successful proposer enters into a performance bond, guaranteeing performance of all requirements under the contract.

12.0 Indemnification. The successful proposer shall agree to indemnify and hold harmless the County, and its officers and employees, from and against all liability, claims, demands, and expenses, including court costs and attorney fees, on account of any injury, loss, or damage, which arises out of the work to be performed under this Agreement, if such injury, loss, or damage is due to the negligence of the respondent, any subcontractor of the respondent, or any officer, employee, or agent of the respondent.

13.0 Retention of Proposal. Any material submitted by a proposer shall become the property of the County.

14.0 Warranty. A warranty is required for both the software and implementation services, as specified below:

14.1 Software. The selected software proposer shall warrant that the software will conform to the requirements and specifications as stated in this RFP. That is, the detailed requirements as stated in this RFP will become part of the selected software proposer's contract and will be warranted as such. The selected respondent must warrant that the content of its proposal accurately reflects the software's capability to satisfy the functional requirements as included in this RFP. Furthermore, the warranty, at a minimum, shall be valid for a period of 24 months from the acceptance of the software. The County will look more favorably at respondents with warranty periods longer than the minimum specified herein.

14.2 Implementation Services. If applicable, the County also requires a warranty for implementation services (e.g., work products, developed modifications, and system configuration) for a minimum of 24 months after the system acceptance date of the respective modules. The implementation services warranty will also reference the proposer's response to the functional requirements matrix as the basis for the warranty.

15.0 License. The successful proposer will be required to grant to the County a perpetual, nontransferable, nonexclusive license under the terms of this Agreement to use the Application Software on its Network. The County shall have the absolute right to upgrade or replace any equipment in the Network and continue to use the Application Software on the Network. The County shall not be required to pay the proposer any additional licensing fee or other fees as a result of using the Application Software in conjunction with the upgraded or replacement equipment on the Network.

16.0 Additional Terms and Conditions.

16.1 Controlling Law. This RFP and any contract resulting therefrom shall be governed by and construed according to the laws of the State of Ohio.

16.2 Tax Exemption. Warren County is exempt from payment of Federal Excise Tax, Transportation Tax and Ohio State Tax. Prices shall not include these taxes.

16.3 Responsibility. The proposer shall be required to assume responsibility for all items listed in this Request for Proposals. The successful respondent shall be considered the sole point of contact for purposes of this contract.

16.4 Obligations of Proposer. At the time of opening of proposals, it shall be presumed that each proposer has reviewed the specifications to clear up any questions. The failure of any proposer to examine any proposal requirement shall in no way relieve the proposer of any obligation or condition of these contract documents.

16.5 Ownership of Information. All information pertaining to records, property, financial, or other information acquired under the scope of this contract shall be strictly confidential and shall be considered works for hire and become the property of the County. Any such works will not be stamped with the Proposers' proprietary marking. The proposer shall return all information to the County upon termination, and/or request and shall not utilize any of the information for purposes outside of the scope of this contract or without express approval of the County.

16.6 Foreign Corporations. If the Proposer to be awarded the Contract is a foreign corporation, the Secretary of State has certified that such corporation is authorized to do business in this state; and until if the Proposer so awarded the Contract, is a person or partnership has filed with the Secretary of State as its agent for the purpose of accepting service of summons in any action brought under Section 153.05 of the Revised Code or under Sections 4123.01 to 4123.94, inclusive of the Revised Code.

16.7 Implied Requirements. All products and services not specifically mentioned in the proposal, but which are necessary to provide the functional capabilities described by the vendor, shall be included in the vendor's base proposal.

16.8 Recommendations. Reference to a particular trade name, manufacturer's catalog, version or model number is made for descriptive purposes to guide the proposer in interpreting the requirements of the County.

16.9 Insurance. The proposer must obtain, for the contract term and any extension of it, insurance issued by a company or companies qualified to do business in the State of Ohio and provide the County with evidence of insurance. Insurance in the following types and amounts is required:

- Worker's Compensation Insurance covering all liability of the proposer arising under the Worker's Compensation Act and Worker's Occupational Disease Act.

- Comprehensive General (Public) Liability in a broad form, to include coverage for the following where exposure exists:
 - Premises/Operations, Independent Contractors,
 - Products/Completed Operations, Personal Injury and
 - Contractual Liability, limits of liability not less than:
 - \$ 1,000,000 each occurrence
 - \$ 2,000,000 general aggregate

16.10 Public Records Request of Proposals. In order to ensure fair and impartial evaluation, proposals and any documents of other records related to a subsequent negotiation for a final contract that would otherwise be available for public inspection and copying under section 149.43 of the Revised Code shall not be available until after the award of contract.

17.0 Technical Specifications.

17.1 Warren County requires the new software to run in a Microsoft SQL Server environment with the ability to integrate with 3rd party applications and to easily transmit data to local, state, and federal agencies. In addition, any proposed Software Package that is an on premise solution and it should be able to operate in a Virtual Machine environment (VM) using VMWare's virtualization platform. Warren County Currently utilizes Microsoft Windows 2012 R2 as its server operating system.

17.2 The system must provide tight security controls which meet regulatory, compliance and audit standards. Security must be role-based to the menu, screen, and field level. Microsoft Active Directory is preferred for single sign-on and global security administration.

17.3 Integration tools must be open and support a Microsoft Windows platform, e.g. .NET, Service Oriented Architecture, XML, Web Services, APIs, etc. Integration with the County's existing applications is important.

17.4 The system must support field automation tools such as smart phones, notebooks, laptops, or other devices for remote data acquisition and updates. Real time updates are preferred; the option to synchronize mobile devices with the system is required. The County wishes to remain hardware agnostic.

17.5 Workstations are currently running Windows 7 or above with applications for word processing, spreadsheets, Outlook, and presentation requirements. Internet Explorer 11 and above is the standard Web browser.

17.6 The County intends to generate its required reports from the new system and prefers flexible ad hoc query and reporting tools that are intuitive to users.

17.7 The following matrix provides some basic information on systems which may need to interface with the future system. Proposers should provide a detailed estimate of the level of

effort for implementation of these interfaces, with the assumption that the proposer shall take the lead on Interface Development with support from County personnel:

Application:	Functionality:	Vendor/Status:
BenchMark	Courts Case Management	Pioneer Technologies; Interface to new system
JCS Case Management	Juvenile Case Management	SoftecSystems; Interface to new system
Probate Case Management	Probate Case Management	Henschen Assoc.;; Interface to new system
Tritech	Law Enforcement, Fire/EMS, Dispatch	Interface to new system

17.8 Proposers should provide a detailed estimate of the level of effort for Data Conversion, with the assumption that the proposer shall take the lead on Data Conversion Development with support from County personnel and/or 3rd party vendor. For purposes of determining level of effort for data conversion, the County currently utilizes the “COPS IV” Criminal Offense Prosecution System by Justice Data Solutions.

18.0 Required Forms: Each offeror shall complete and submit the following forms and provide the following information with their proposal :

- a) Identification & Contact Information Sheet
- b) Cost Proposal
- c) Certificate of Compliance Non-Discrimination and Equal Employment Opportunity
- d) Affidavit of Findings for Recovery
- e) Narrative answers to each question contained in Section 3.4 through 3.4.10
- f) Qualifications – Each offeror shall summarize how they meet each qualification criteria and factors described above in Section 6
- g) Proposal Bond
- h) Non-Collusion Affidavit
- i) Affidavit affirming compliance with O.R.C. 5719.042 and O.R.C. 9.24

- j) Affidavit affirming compliance with O.R.C. 3517.13
- k) A letter of transmittal signed by the President, Vice President, or any other Officer or company official and accompanied by an affidavit of authority to bind the vendor

IDENTIFICATION & CONTACT INFORMATION

PROVIDER NAME:

AUTHORIZED REPRESENTATIVE:

AUTHORIZED REPRESENTATIVE TITLE:

ADDRESS:

PHONE NUMBER:

E-MAIL ADDRESS:

COST / RATE

Respondents should submit project costs for implementation. The cost proposal must include all costs related to implementing the detailed business requirements in this RFP whether such implementation requires customization to the software or not. The County may award a contract based on initial offers received without discussion of such offers. A proposer's initial offer should, therefore, be based on the most favorable terms available. The County reserves the right to contact proposers regarding cost and scope clarification at any time throughout the selection process. The County is asking proposers to state costs for all categories with the understanding that they may have to make assumptions. Such assumptions must be documented in each proposal. Failure to fully provide cost and work effort may lead to elimination prior to presentations. [Include Total Cost, and where possible also include separate costs of individual features or modules, initial installation, monthly maintenance, hosting, or storage]

Schedule 1: Summary**Schedule 2: Licensing Fees****Schedule 3: Professional Services, Installation, Monthly Maintenance****Schedule 4: Training Costs****Schedule 5: Hosting or Storage****Schedule 6: Travel and Other Costs**

**CERTIFICATE OF COMPLIANCE
NON-DISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY**

STATE OF _____ :

COUNTY OF _____ :

_____, being first duly SWORN, deposes and says that they are the _____ of _____ the party who made the foregoing proposal; that such party does not and shall not discriminate against any employee, applicant for employment, resident, or prospective resident, because of race, religion, color, sex, or national origin. If successful under the foregoing proposal, the party shall post nondiscrimination notices in conspicuous places available to employees and applications for employment setting forth the provisions of this affidavit.

Signature

Affiant

Company/Corporation

Address

City/State/Zip Code

The foregoing instrument was acknowledged before me this _____ day of _____, 2018, by _____, of _____, an Ohio Corporation, for and on behalf of said corporation.

Notary Public

FINDINGS FOR RECOVERY AFFIDAVIT

STATE OF _____
COUNTY OF _____, **SS:**

_____, Upon being duly cautioned and sword, hereby states the following based on personal knowledge:

- 1) That he/she is _____ (title), of _____ (name of bidder) and authorized to execute this affidavit; and,
- 2) That _____ (name of bidder) is not a person or entity against whom a finding for recovery has been issued by the Auditor of State, which finding for recovery is unresolved as defined in Ohio Revised Code [General Provisions] Section 9.24 (B); and,
- 3) That _____ (name of bidder) does not appear in the database of unresolved findings of recovery maintained by the Auditor of State pursuant to Ohio Revised Code [General Provisions] Section 9.24 (D)

Affiant

Sworn to and subscribed in my presence this _____ day of _____, 2018

Notary Public
My Commission Expires: _____

SUMMARY OF QUALIFICATIONS

Please summarize how the offeror meets each of the criteria and qualification factors.

Criteria and Qualifications:

Ability to reduce paper, streamline workflow, and increase efficiency and productivity

The overall cost of the system, including ongoing monthly costs for maintenance, hosting, etc, if any

The offeror may have a system that meets all or some of the Performance and Functions described above in Section 2, thus the ability to meet most of the Performance and Functions requested above shall be a significant factor

Security of the system, including disaster planning

Ease and efficacy of case tracking and other reporting

Plan for installation, maintenance, software updates, and on-going training

System may include interface capabilities with other criminal justice offices or governmental offices, or proposer may have proven ability to develop such an interface

Experience with other Prosecutor Offices and positive feedback and reviews of product and services from other offices

Communication skills, responsiveness, and professionalism displayed during pre-selection discussions and presentations, if any

Responsiveness and Compliance with RFP guidelines

Compatibility with County's current and future technology architecture and equipment

PROPOSAL GUARANTY BOND

FOR COUNTY PURCHASES WARREN COUNTY, OHIO

KNOW ALL MEN BY THESE PRESENTS, that we the undersigned

_____ as Principal, and _____, a corporation under the laws of the State of _____, having its principal place of business in the of _____, as Surety, are held and firmly bound unto Board of County Commissioners, Warren County, Ohio hereinafter called the Obligee, in the penal sum of \$ _____ Dollars, (five percent (5%) of proposal amount) lawful money of the United States of America, for the payment of which, well and truly to be made, we bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

SIGNED, sealed and dated this _____ day of _____, 20____.

WHEREAS, the said Principal is herewith submitting its proposal for:

THE CONDITION OF THE ABOVE OBLIGATION IS SUCH, that if the aforesaid Principal shall be awarded the contract upon said proposal and shall within the required number of days after the notice of such award enter into a contract and give bond for the faithful performance of the contract, then this obligation shall be null and void; otherwise the Principal and Surety will pay unto the Obligee the difference in money between the amount of the proposal of the said Principal and the amount for which the Obligee may legally contract with another party to perform the said work if the latter amount be in excess of the former or, if a contract is not entered into with another proposer and the project is resubmitted for proposal then the Principal and Surety will be liable for the costs in connection with the resubmission of printing new contract documents, required advertising, and printing and mailing notices to prospective proposers, whichever is less; but in no event shall the Surety's liability exceed the penal sum hereof.

Proposal For:

PRINCIPAL Signature _____

By: _____

Title: _____

SURETY Signature: _____

By: _____
Attorney/Attorney-in-Fact

SURETY COMPANY ADDRESS:

Street:

City/State/Zip:

Agency Name:

Street:

City/State/Zip:

Telephone Number:

SURETY AGENT'S INFORMATION:

Agency Name

Street

City State Zip

Telephone Number

NON-COLLUSION AFFIDAVIT OF PRIME PROPOSER

STATE OF _____)

COUNTY OF _____)

_____, being first duly sworn, deposes and says that:

1. They are _____ of _____ the Proposer
(owner, partner, officer, representative, or agent)

that has submitted the attached Proposal:

2. They are fully informed respecting the preparation and contents of the attached Proposal and of all pertinent circumstances respecting such Proposal:

3. Such Proposal is genuine and is not a collusive or sham Proposal:

4. Neither the said Proposer nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this Affidavit, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other Proposer, firm or person to submit a collusive or sham Proposal in connection with the Contract for which the attached Proposal has been submitted or to refrain from proposing in connection with such Contract or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Proposer, firm or person to fix the price or prices in the attached Proposal or of any other Proposer or to fix any overhead, profit or cost element of the Proposal price or Proposal price of any other Proposer, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the Board of County Commissioners of Warren County or any person interested in the proposed Contract: and

5. The price or prices quoted in the attached Proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Proposer or any of its agents, representatives, owners, employees, or parties in interest, including this Affidavit.

Signature

Title

Sworn to before me and subscribed in my presence this ____ day of _____, 20__ .

Notary Public

My Commission Expires

**AFFIDAVIT IN COMPLIANCE WITH SECTION 5719.042 AND 9.24
OF THE OHIO REVISED CODE**

STATE OF OHIO

COUNTY OF _____

SS:

Personally appeared before me the undersigned, a bidder in a competitive bidding

for _____
(Name of Firm)

for a _____ contract let by the County of Warren, who, being
(Type of Product or Service)

duly cautioned and sworn, makes the following statement with respect to the personal property taxes on the general tax list of personal property of Warren County, Ohio:

1. That the undersigned at the time of making this bid on the aforementioned contract was not charged with any delinquent personal property taxes on the general tax list of personal property of Warren County.

2. That this statement is made in compliance with Section 5719.042 to be incorporated into the contract between the parties as provided in that Section of the Ohio Revised Code.

3. That pursuant to §9.24 of the Ohio Revised Code, if the project for which this bid is submitted has been identified as being funded in whole or in part with funds from the State of Ohio, the affiant further certifies that the bidder, if an individual, or if a corporation, any principal owning more than 10% equitable interest in the corporation, does not have a finding for recovery issued by the Auditor of State which remains unresolved as defined in §9.24 ORC.

Signature _____

Title _____

Subscribed and sworn before me this ___ day of _____, 20__.

Notary Public _____

Printed Name of Notary _____

My Commission expires _____

- a. myself;
- b. any partner or owner or shareholder of the partnership (if applicable);
- c. any owner of more than 20% of the corporation or business trust (if applicable);
- d. each spouse of any person identified in (a) through (c) of this section;
- e. each child seven years of age to seventeen years of age of any person identified in divisions (a) through (c) of this section.

3. That this representation is made to induce the County to enter into a contractual relationship with the Contractor, and with the knowledge that County officials will rely on the authenticity of statements made herein in awarding and administering such contracts.

Signature _____

Title: _____

Sworn to before me and subscribed in my presence this ____ day of _____, 20____.

Notary Public _____

Notary Public Printed Name _____

My Commission Expires _____



BOARD OF COUNTY COMMISSIONERS

WARREN COUNTY, OHIO

406 Justice Drive, Lebanon, Ohio 45036

www.co.warren.oh.us

commissioners@co.warren.oh.us

Telephone (513) 695-1250

Facsimile (513) 695-2054

TOM GROSSMANN

SHANNON JONES

DAVID G. YOUNG

REQUEST FOR PROPOSALS FOR PROSECUTOR'S OFFICE WEB-BASED RECORD AND CASE MANAGEMENT SYSTEM

Sealed proposals for the Prosecutor's Office Web-based Record and Case Management System will be received by the County until March 5, 2018, at 4:30 p.m.

Proposal documents may be obtained by contacting Adam Nice at the Warren County Prosecutor's Office at 513-695-1325 or by email at Adam.Nice@warrencountyprosecutor.com. Questions regarding the proposal or requests for information should be directed to Adam Nice as well.

Proposal documents may also be obtained on the Warren County Government internet site: <http://www.co.warren.oh.us/commissioners/Resources/Bids/Default.aspx>.

This notice is posted on the Warren County Government internet site. The Warren County Government Web Site can be accessed by logging onto the internet and typing in the following address <http://www.co.warren.oh.us/>. To access proposal information, under the "County Departments" heading click on the "Commissioners" tab, then click on the "County Bid Projects" tab and choose the project you wish to obtain information about. Please contact the Warren County Office of Management and Budget Financial Division at 513-695-1947 if you have trouble with this procedure or if you need additional information on accessing bid project information on our website.

By order of the Board of County Commissioners, Warren County, Ohio.

Tina Osborne, Clerk