



City of Sioux Falls, Minnehaha County, and Metro Communications

Addendum No. 2 – May 27, 2016

Request for Proposal for Software and Implementation Services for
Computer-Aided Dispatch (CAD) system, Law Enforcement Records
Management System (RMS), and Corrections Management System (CMS)

Date of Advertisement: May 3, 2016

Due Date and Time: June 14, 2016, 2:00 PM Central Time

City of Sioux Falls Purchasing Office
Scott Rust, Purchasing Manager
224 West Ninth Street
Sioux Falls, SD 57117-7402

Following the Pre-Proposal Vendor Conference held on Tuesday, May 17, 2016 at 2:00 PM Central Time, the City received additional questions from the vendor community. The questions received from the vendor community and responses provided by the City, County, and Metro Communications (Metro) appear in this addendum.

The following clarifications, amendments, additions, revisions, changes and modifications change the original Request for Proposals only in the amount and to the extent hereinafter specified in this Addendum.

Each Proposer shall acknowledge receipt of this Addendum in its proposal response.

1. Question: In Addendum #1 the City, County, and Metro list how many mobile units will be needed for the Sioux Falls Police Department, Minnehaha Sheriff's Office, and the City of Brandon Police Department. Do these numbers include the Sioux Falls Animal Control and Fire Departments? If not, will those agencies need mobiles, and if so, would the City, County, Metro please list how many for each agency and what software is needed (i.e., RMS, CAD, AVL, etc.)?

Response:

Table 05: City, County, and Metro Employees by Function within the RFP indicates that Sioux Falls Animal Control includes nine (9) staff with access to Records, Mobile, and CAD – Civilian. The Sioux Falls Fire Department requires 25



mobile vehicle licenses. The City requires 10 licenses with read-only access to CAD information.

2. Question: In Addendum #1 it is noted that the Brandon Police Department will need licensing for 6 mobiles. The Brandon Police Department (BPD) is not mentioned anywhere in the project scope of the original RFP. Would the City, County, Metro please clarify the scope of services required for the BPD (i.e., RMS, CAD, AVL, number of users, etc.)?

Response: The City of Brandon Police Department (BDP) currently uses 6 mobile devices with access to RMS, CAD, and AVL functionality.

3. Question: In reference to GPS pucks, would the City, County, and Metro please list which models are currently being used by each agency and if additional pucks or all new pucks are needed?

Response: The City Police Department and Sheriff's Office use GeTac ruggedized laptops with built in GPS. The City and County requests that the proposed solution work with the built in GeTac GPS.

4. Question: In reference to wristband printers, scanners, signature pads, and mugshot cameras, would the City, County, and Metro please list which pieces of hardware are needed and how many units of each are needed?

Response: The Minnehaha County Jail currently uses two wristband printers and three mugshot cameras. The Jail uses 10-15 document scanners. The Jail does not currently use signature pads, but if provided by the vendor the Jail would require 15-20. The Police Department has six printers and six scanners.

5. Question: In reference to property barcode printers and scanners, would the City, County, and Metro please list which pieces of hardware are needed and how many units of each are needed?

Response: The Minnehaha County Jail does not currently utilize property barcode printers/scanners, except for printing of wristbands. The Jail would like the availability of this feature to continue as if in the future it is decided to utilize it. The Police Department has six printers and six scanners.

6. Question: Would the City, County, and Metro please clarify if Automated Vehicle Location (AVL) playback is required?



Response: **The City, County, and Metro requires AVL playback functionality.**

7. Question: The City, County, and Metro requests Accident Reporting, but there is no requirement for accident reporting in the mobile tab. Does the City, County, Metro want mobile Accident Reporting included in bid response?

Response: **Yes.**

8. Question: In reference to the accident short forms, does the Minnehaha County Sheriff's Office and Sioux Falls Police Department use the same short form, or will there be two separate short forms?

Response: **The RFP and requirements did not make reference to accident short-forms. However, the City Police Department and County Sheriff's Office expect the same accident short-form.**

9. Question: Would the City, County, and Metro please list the number of dispatch seats requiring CLIPS (full terminal NCIC)? Will any other full-terminal access be needed? If so, how many and for which agencies?

Response: **The City, County, and Metro expect full terminal access to NCIC for all users listed by function.**

10. Question: In reference to CC.42 and GT.39, would the City, County, and Metro please specify what needs to be converted?

Response: **The City, County, and Metro do not have available the necessary details to indicate all data conversions elements. The City, County, and Metro expect offerors to judge estimated costs and level of effort associated with data conversion activities based on experience migrating customers from legacy systems. Additionally, the City, County, and Metro will apply the following updates: (1) in Attachment C – Cost Worksheet vendor must now only provide a flat conversion cost for each module rather than separate conversion costs for items marked 'Critical' and items marked 'Desired', (2) requirement CC.42 now requests offerors to "convert all existing data into vendor provided system," and (3) RFP Section 2.6 "Implementation Project Plan" Section #5 no longer requires offerors to use the "following data table created by the City, County, and Metro when responding to capabilities and cost models for data conversion."**



11. Question: In reference to CO.136, would the City, County, and Metro please clarify what software behaviors they expect to be included when an Emergency Plan is enacted?

Response: The County expects that the software will trigger the workflow process for the Emergency Plan.

12. Question: In reference to CO.207, would the City, County, and Metro please provide an example of this scenario and the expected notification process?

Response: This notification process is no longer requested. The City, County, and Metro have removed this requirement.

Please note the following changes to the bid:

Currently reads:

Table 05: City, County, and Metro Employees by Function

Employees by Function	Statistics
Sworn Officers – Records and Mobile	252
Airport - Records	5
Crime Lab - Records	12
Animal Control – Records, Mobile and CAD Civilian	9
Civilian - Records	18
DCI – Records	13
City IT – Support for all modules	11
City Attorneys – Records	8
Jail Staff – Corrections	150
Jail Medical – Corrections	26
JDC – Corrections	17
Sheriff’s Office – Records	20
Sheriff’s Office Civil – Records and Civil	10
Sheriff’s Office Patrol – Records and Mobile	30
County Attorneys – Records	83
24-7 Staff – Corrections/Records	14
Metro 911 – CAD and Records	51
Fire - CAD	40
Total	769

Change to:



Table 05: City, County, and Metro Employees by Function

Employees by Function	Statistics
Sworn Officers – Records and Mobile	252
Airport - Records	5
Crime Lab - Records	12
Animal Control – Records, Mobile and CAD Civilian	9
Civilian - Records	18
DCI – Records	13
City IT – Support for all modules	11
City Attorneys – Records	8
Jail Staff – Corrections	150
Jail Medical – Corrections	26
JDC – Corrections	17
Sheriff’s Office – Records	20
Sheriff’s Office Civil – Records and Civil	10
Sheriff’s Office Patrol – Records and Mobile	30
County State’s Attorney – Records and Corrections	43
County Public Defender/Advocate – Corrections	40
24-7 Staff – Corrections/Records	14
Metro 911 – CAD and Records	51
Fire - CAD	40
Total	769

Currently reads:

Attachment C – Cost Worksheet

Cost Area (Tab No. from Attachment B - Functional and Technical Requirements)
Software License Costs
Software Customization Costs



Interfaces/Integration Costs - Items marked CRITICAL
Interfaces/Integration Costs - Items marked DESIRED
Data Conversion Costs - Items marked CRITICAL
Data Conversion Costs - Items marked DESIRED

Change to:

Cost Area (Tab No. from Attachment B - Functional and Technical Requirements)
Software License Costs
Software Customization Costs
Interfaces/Integration Costs - Items marked CRITICAL
Interfaces/Integration Costs - Items marked DESIRED
Data Conversion Costs – Flat Fee
Data Conversion Costs - Items marked DESIRED

Currently reads:

RFP – 2.6: Implementation Project Plan

Section #5 – Data Conversion Approach: As part of the Implementation Project Plan, the selected offeror will develop and provide a detailed Data Conversion Plan that describes how files will be converted to the proposed system (e.g., through software conversion aids/utility programs or special programs that must be written, the actual conversion procedures, etc.). The City, County, and Metro would like to understand how the selected offeror will approach developing the data conversion plan, and what processes will be undertaken by the selected offeror’s project team to convert existing data, as well as to interface with identified source systems. A conversion schedule, to be included in the Project Schedule, should identify planned conversion steps, estimated hours, and what resources will be required (by City, County, and Metro staff as well as the selected offeror) for all pertinent legacy data. The selected offeror is expected to assist the City, County, and Metro in the conversion of electronic files and data to



the new system. It is expected that the City, County, and Metro will be responsible for data extraction from current systems and data scrubbing. If the City, County, and Metro deems that internal resources are not available, the City, County, and Metro may request the offeror to provide the service using the rates provided in the rate table included in the Cost Worksheet as a part of Attachment C. The selected offeror shall be responsible for overall data conversion coordination, definition of file layouts, and data import. City, County, and Metro will be responsible to validate data conversion into the new system. Selected offerors should plan to have converted data ready for the User Acceptance Testing phase of the project. A data dictionary of the current technical environment does not exist. The offeror is required to provide a data dictionary for future use by the City, County, and Metro. The offeror will use the following data table created by the City, County, and Metro when responding to capabilities and cost models for data conversion:

Change to:

RFP – 2.6: Implementation Project Plan

Section #5 – Data Conversion Approach: As part of the Implementation Project Plan, the selected offeror will develop and provide a detailed Data Conversion Plan that describes how files will be converted to the proposed system (e.g., through software conversion aids/utility programs or special programs that must be written, the actual conversion procedures, etc.). The City, County, and Metro would like to understand how the selected offeror will approach developing the data conversion plan, and what processes will be undertaken by the selected offeror's project team to convert existing data, as well as to interface with identified source systems. A conversion schedule, to be included in the Project Schedule, should identify planned conversion steps, estimated hours, and what resources will be required (by City, County, and Metro staff as well as the selected offeror) for all pertinent legacy data. The selected offeror is expected to assist the City, County, and Metro in the conversion of electronic files and data to the new system. It is expected that the City, County, and Metro will be responsible for data extraction from current systems and data scrubbing. If the City, County, and Metro deems that internal resources are not available, the City, County, and Metro may request the offeror to provide the service using the rates provided in the rate table included in the Cost Worksheet as a part of Attachment C. The selected offeror shall be responsible for overall data conversion coordination, definition of file layouts, and data import. City, County, and Metro will be responsible to validate data conversion into the new system. Selected offerors should plan to have converted data ready for the User Acceptance Testing phase of the project. A data dictionary of the current technical environment does not exist. The offeror is required to provide a data dictionary for future use by the City, County, and Metro. ~~The offeror will use the following data table created by the City, County, and Metro when responding to capabilities and cost models for data conversion:~~

Currently Reads:



CO.207	The system has the ability to notify required entities of an offender’s failure to comply with established movement business rules.	Critical		
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Change to:

CO.207	The system has the ability to notify required entities of an offender’s failure to comply with established movement business rules.	Critical		Removed
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Currently reads:

CC.42	The system has the ability to convert all existing data into vendor provided system as indicated in the data conversion tab.	Critical		
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Change to:

CC.42	The system has the ability to convert all existing data into vendor provided system as indicated in the data conversion tab.	Critical		
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Proposers are instructed to return a copy of this addendum form signed by an authorized firm agent as part of proposal responses.

SIGNATURE

COMPANY

DATE