

**COUNTY OF MENDOCINO  
GENERAL SERVICES AGENCY/  
CENTRAL SERVICES DIVISION**

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**REQUEST FOR PROPOSAL (RFP)**

**INTEGRATED CRIMINAL JUSTICE/PUBLIC SAFETY CASE MANAGEMENT SOFTWARE**

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<b>RFP No.</b>	<b>01.10</b>
<b>RFP Issue Date:</b>	<b>February 5, 2010</b>
<b>RFP Submission Deadline:</b>	<b>May 7, 2010</b>
<b>Issued by:</b>	<b>General Services Agency</b>

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 PUBLIC SAFETY CASE MANAGEMENT SOFTWARE**  
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## **I. INTENT**

This Request for Proposal (RFP) announces the intent of the County of Mendocino to secure a replacement system for the County's Criminal Justice/Public Safety Case Management Software. The County intends to modernize the software systems that assist with maintaining public safety, encompassing jail/corrections, sheriff and police department operations, prosecution, public defender, victim witness, probation and collections. The optimal execution of this project would include a fully integrated Criminal Justice/Public Safety software suite implemented and operational by July 1, 2011.

The County of Mendocino is seeking vendors to provide proposals for the replacement and data migration from the existing software including the following:

Public Safety Dispatch:

- Computer Aided Dispatch
- State Interface (CLETS)
- Federal Interface (NLETS)
- Automated Vehicle Location
- Personnel
- Equipment
- Training
- Internal Affairs
- Civil Process
- Permits

Public Safety Field Operations:

- Records Management System
- Property & Evidence Management
- Digital Mug Shot
- Analog & Digital Media Storage
- Mobile Data Terminals
- Registrant Management
- Electronic Citations

District Attorney:

- Case Management
- Victim / Witness Assistance
- Investigations
- Asset Forfeiture

Public Defender & Alternate Defender:

- Case Management

Corrections:

- Jail Management
- Inmate Classification
- Inmate Property Management
- Commissary Interface
- Jail Medical Services
- Inmate Welfare Program
- IAFIS (LiveScan) Interface

Probation:

- Adult Probation
- Juvenile Probation
- Juvenile Hall (in custody)

Public Safety Administration:

The ideal system should provide the following:

- Efficient passage of data between software modules
- Efficient sharing of data between departments and allied agencies
- Single-log-in user identification
- Tiered access to information
- Role-based authentication and authorization
- Robust security protocols and audit trails
- Computer-Aided-Dispatch (CAD) and (California Law Enforcement Telecommunications Systems) CLETS uptime of no less than 99.99%

**II. DEFINITIONS**

**COUNTY** – The County of Mendocino.

**VENDOR** – A person, partnership, firm, corporation, or joint venture submitting a proposal to obtain a COUNTY contract.

**CONTRACTOR** – A vendor who signs a contract with the COUNTY to perform services.

**CCMS (COURT CASE MANAGEMENT SYSTEM)** – the proposed new system for the Superior Courts.

**JALAN** – Mendocino County’s current Criminal Justice/Public Safety/Court case management system.

**CLETS (CALIFORNIA LAW ENFORCEMENT TELECOMMUNICATIONS SYSTEMS)** – CLETS is the interface to the state criminal computer system and The National Crime Information Center, (NCIC).

**CAD** – Computer-Aided Dispatch.

**CRIMINAL JUSTICE/PUBLIC SAFETY PARTNERS** – The collection of departments and entities who will be users of this proposed suite of software, including the following:

<b>Criminal Justice Partners</b>
District Attorney & Victim Witness
Probation (Adult & Juvenile)
Juvenile Hall
Public & Alternate Defender
Collections
<b>Public Safety Partners</b>
Jail/Corrections
Sheriff
Police Departments (Willits, Ukiah, Fort Bragg)

**III. PROPOSAL SUBMISSION GUIDELINES**

- A. Vendors must submit 11 copies of their proposal: 10 complete paper copies with original Vendor signature, and one complete copy on CD. The proposal must be formatted in accordance with the instructions of this RFP. Promotional materials may be attached, but are not necessary, and will not be considered as meeting any of the requirements of this RFP. Proposals must be enclosed in a sealed envelope or package, clearly marked “Mendocino County RFP No. 01.10”, and delivered by 2:00 p.m. May 7, 2010 to:

Mendocino County General Services Agency  
Attn: Kristin McMenomey  
841 Low Gap Road  
Ukiah, CA 95482

**Late or facsimile proposals will not be accepted.** It is the proposer's responsibility to assure that its proposal is delivered and received at the location specified herein, on or before the date and hour set. **Proposals received after the date and time specified will not be considered.** Note: The unauthorized use of the County's official logo is strictly prohibited.

- B. Proposers are required to submit with their proposal:
- Attachment A – Proposal Summary and Statement of Responsibility (Signature Page)
  - Attachment B – Proposal Checklist/Table of Contents
  - Executive summary of proposal
  - Overview of future system enhancements (Roadmap)
  - Detail of prior history of updates/patches spanning the last three (3) years
  - Scope of services
  - Company background and experience
  - Proposal cost plan and narrative (as identified in Section XIV)
  - Timeline, implementation and training schedule(s)
  - Attachment C – Exceptions to RFP
  - Attachment D – Letters of Reference
  - Attachment E – Certificate of Non-collusion
  - Insurance coverage/certificate of insurance
  - A completed Functional and Technical Requirements Table (as identified in Section XII)
  - Acknowledgement of receipt of addenda, if applicable
- C. Proposers are expected to examine all provisions, specifications, and instructions included in this RFP. Failure to do so will be at the proposer's risk.
- D. All prices and proposals must be typed or written in ink. No erasures or white out are permitted. Errors may be crossed out; corrections may be printed in ink or typed adjacent to the error and initialed in ink by the person authorized to sign the bid. **Facsimile, telephone, electronic or verbal proposals will not be accepted.**
- E. Prices shall be stated in the format as requested herein. Where indicated, Vendor shall provide unit of issue and cost per unit. In the event of a discrepancy between the unit price and the extended price for any item, the unit price shall prevail.
- F. All proposals must be dated and signed by a representative authorized to enter into contracts for the proposing vendor.
- G. All proposals will remain in effect and legally binding for at least 90 days from the opening date.
- H. Expenses incurred in preparation of the proposal, site visits, or any other actions related to responding to this RFP shall be the responsibility of the Vendor. Any and all damages that

may occur due to packaging or shipping of the proposal will be the sole responsibility of the Vendor.

- I. All proposals, response inquiries, or correspondence relating to or in reference to this RFP, and all reports, charts, displays, schedules, exhibits and other documentation submitted by Vendor shall become the property of the County of Mendocino.
- J. Time when stated as a number of days, shall include Sundays through Saturdays, excluding legal holidays.
- K. Vendor must examine all information and materials contained in and accompanying its proposal. Failure to do so will be at the vendor's risk. This will include, but not be limited to, all relevant laws and regulations of the State of California and the United States Government.
- L. If proposed, the County reserves the right to obtain equipment items through its own purchase programs.
- M. This service has been selected to be made available for use by other local government agencies (piggy-back). The use of the contract, by the other government agencies, will be optional. Sales to these governmental agencies by the Contractor shall be optional. If bidders choose to extend prices offered on this proposal to other governmental agencies, any resulting contract will be solely between the supplier and the third party unit of government. Mendocino County shall not be responsible for any problems which may arise between other government agencies and the contractor as a result of any sales and/or purchases made.
- N. Vendors may propose on all aspects or on portions of the RFP. It is not mandatory for proposals to be turn-key, however, preference may be given to proposals that are all inclusive and meet all aspects of the RFP as described in Section XI Scope of Work and Section XII, Functional and Technical Requirements. Vendors may wish to explore collaboratives and/or partnerships in order to meet all the functional and technical requirements of the RFP. Vendors are also requested to disclose any collaborative and/or partnership in the Executive Summary of the submitted proposal.

#### **IV. PRE-SUBMITTAL INQUIRIES AND POINTS OF CONTACT**

- A. Pre-submittal inquiries and correspondence shall be directed to:
  - Kristin McMenomey  
GSA Director/Purchasing Agent  
(707) 463-4291  
[mcmenomk@co.mendocino.ca.us](mailto:mcmenomk@co.mendocino.ca.us)
- B. All questions regarding this RFP shall be submitted in writing (Email or Fax is acceptable).
- C. The questions and answers will be provided by the County in writing, in the form of an addendum to all known interested vendor(s) after the inquiry deadline. If any addenda are issued by the County, they shall be sent via facsimile and/or first class U.S. mail to the last known business address of each vendor known to have received a copy of this RFP.

Vendors must include in their proposals acknowledgement of receipt of any and all addenda issued.

- D. The deadline for submitting written inquiries regarding this RFP is indicated in **Section VI SCHEDULE OF ACTIVITIES**.
- E. Questions submitted after the inquiry deadline will not be answered. Only answers to questions communicated by formal written addenda will be binding.
- F. Mendocino County requires that other Mendocino County management and employees not be contacted by Vendors during the RFP process. **Failure to comply with this requirement may disqualify those proposals from further consideration. Contact is limited to the Mendocino County RFP Representatives listed above for any and all technical and procedural inquiries.**

**V. MODIFICATIONS OR WITHDRAWAL OF PROPOSALS**

- A. A proposal that is in the possession of the County may only be altered by letter or facsimile bearing the signature or name of the Vendor's authorized representative, provided it is received **prior to the deadline for submission of proposals**. Telephone, email or verbal alterations will not be accepted.
- B. A proposal that is in the possession of the County may be withdrawn by the proposer **up to the time of the deadline for submission of proposals**.

**VI. SCHEDULE OF ACTIVITIES**

The County intends to progress in this procurement in a series of orderly steps. The schedule that follows has been developed in order to provide adequate information for Vendors to prepare definitive proposals and to permit Mendocino County to fully consider various factors that may affect its decision. **This schedule is subject to change at the discretion of the County. The County will provide sufficient advance notice to vendors in the event of schedule changes.**

Scheduled Activity	Proposed Date
Letter of Interest and Request for Proposals mailed to prospective proposers	<b>February 5, 2010</b>
Written Vendor Inquiry Deadline	<b>March 5, 2010</b>
RFP Submission Deadline	<b>May 7, 2010</b>
Demonstration Period for Selected Vendors	<b>June 14-July 2, 2010</b>
RFP Selection and Notification	<b>July 23, 2010</b>
County Board of Supervisors Approval of Recommendation(s)	<b>August 17, 2010</b>
Approximate Contract Start Date	<b>August 17, 2010</b>

**VII. GENERAL SELECTION CRITERIA**

- A. The County reserves the sole right to judge the contents of the Vendors’ proposals. The selection process will be governed by the following criteria:
  - 1. The proposals must adhere to the instructions and format as specified in this RFP.
  - 2. The evaluation will include a review of all documents and information relating to the Vendor’s services, organizational structure, capabilities, qualifications, past performance, and costs. Refer to Section VIII Selection Criteria for more information.
  - 3. Vendors may be required to make an oral presentation, interview and/or product demonstration before final selection is made.
  - 4. The County may consider any information from any source it deems relevant to the evaluation.
  - 5. False, incomplete, or unresponsive statements in a proposal may be sufficient cause for its rejection.

**VIII. SELECTION PROCEDURES**

- A. The selection of Vendor(s) and subsequent contract award(s) will be based on the criteria contained in this RFP, and as demonstrated in the submitted proposal. Vendor(s) should submit information sufficient for the County of Mendocino to easily evaluate proposals with respect to the selection criteria. The absence of required information may cause the proposal to be deemed non-responsive and may be cause for rejection.
- B. Funding determinations for this RFP will be made through a competitive procurement process and shall be in accordance with all applicable federal, state, and local procurement laws and regulations.
- C. Competitive negotiations require that at least two (2) responsive proposals for the same scope of work and service area must be received in response to an RFP. A competition is considered failed if only one (1) responsive proposal is received. If a competition has been declared failed, the County of Mendocino then has the option to re-compete the procurement or enter into sole-source procurement.
- D. Proposal Review and Evaluation Process:
  - 1. Level 1 – Initial Screening: Mendocino County will perform an initial screening of each proposal that will include verification as to the responsiveness of the proposal(s) and the vendor’s compliance with all **mandated** instructions included within this RFP.
  - 2. Level 2 – Secondary Screening: Mendocino County will then perform a second level screening on those proposals determined to be responsive, based upon the following **mandatory** proposal requirements:

<b>General Requirements</b>	
GR-1	The detailed cost proposal, as submitted by the Vendor, will play a crucial role in the critique of the proposed product.

GR-2	The proposed product(s) must be in production and fully operational in at least three (3) public agency sites.
GR-3	The proposed solution must meet the requirements as delineated in the Technical and Functional Requirements Table (Attachment I) in terms of service, support and system availability.
GR-4	The proposed solution must, at a minimum, facilitate a fully integrated system between the various Criminal Justice/Public Safety partners.
GR-5	Significant emphasis will be placed upon the Vendor’s description of training services to be provided pre and post implementation.
<b>Systems Integration and Implementation Services-Specific Criteria</b>	
SI-1	Significant emphasis will be placed upon the Vendor’s plan to provide conversion services for the County’s existing data.
SI-2	Significant emphasis will be placed upon the Vendor’s plan for implementing external application interfaces (refer to Technical and Functional Requirements Table Required Interfaces (Attachment I)).
SI-3	Significant emphasis will be placed on the Vendor’s description of the proposed system’s ability to provide robust reporting.

Proposals not meeting the preliminary screening factors described in Nos. 1 and 2 above will be disqualified.

- Level 3 – Committee Screening: The County will consider the results of the evaluation in Nos. 1 and 2 above and select the most desirable proposals for further evaluation based upon the following criteria:

Procurement Specific Evaluation Criteria	Weight
Cost	10%
Customer References and Site Visit(s)	10%
Data Conversion	10%
Functional and Technical Requirements	35%
Implementation Plan and Schedule	5%
Training, Support and Maintenance	10%
Vendor Qualifications/Relevant Experience and Company Viability	10%
Vendor/Product Presentation(s)	10%

**NOTE:** The County reserves the right to select the Vendor or Vendors believed to best meet Mendocino County’s overall needs.

- The County will invite the finalists to present demonstrations of their proposed systems.

5. During the demonstration period a list from the Functional and Technical Requirements Table (Attachment I), which will include expanded details relative to the specified functional and/or technical capabilities, will be provided. Vendors should be prepared to demonstrate the specified functionality.
  6. The County may invite the finalist or finalists to more fully demonstrate their systems (in addition to the first round of finalist demonstrations). The County will provide the specific requirements for such final demonstrations if necessary.
  7. If initial demonstrations and site visits do not prove conclusive, the County reserves the right to conduct additional demonstrations and/or site visits. Following Vendor demonstrations and site visits the County will identify a finalist or finalists, from whom it may request "Best and Final Proposals".
  8. At some point during demonstration sessions, the County prefers to meet the key project team members proposed by each finalist. Finalists shall arrange to have their proposed team members attend the demonstration session(s).
  9. The County may elect to send representatives at the County's cost to visit the Vendors' installation sites, company headquarters and/or client reference sites. The County will also conduct additional background and reference checks on finalists.
- F. Following the procedures described above, Mendocino County will make a decision regarding selection of the Vendor or Vendors with whom it wishes to enter into contract negotiations. The County may, at its sole discretion, reject all proposals submitted in response to this RFP (Refer to Section XVI – Rejection of Proposals).

## **IX. AWARD AND CONTRACT INFORMATION**

- A. The County hereby notifies all proposers that it will affirmatively ensure that minority business enterprises will be afforded full opportunity to submit proposals in response to this invitation, and that no proposer shall be discriminated against on the grounds of age, race, color, sex, religion, creed, national origin, marital status, political affiliation, or disability.
- B. The Vendor agrees that should it be awarded a contract, the Vendor shall not discriminate against any person who performs work thereunder because of age, race, color, sex, religion, creed, national origin, marital status, political affiliation, or disability.
- C. The County reserves the right to reject any or all proposals and to waive any irregularities if deemed in the best interest of the County to do so. The County will select the Vendor whose proposal is determined by the County to be the most responsive and responsible proposal and of the best advantage to the citizens of Mendocino County. The County shall be the sole judge in making such a determination.
- D. The successful Vendor will be required to enter into and sign a formal agreement with the County, which agreement will be in effect for the duration of the contract period. A sample contract is attached to this Request for Proposal as Attachment F. It is the Vendor's responsibility to review the contract's terms and conditions and to state any exceptions to those conditions in its response to the Request for Proposals (Attachment C). If no

exceptions are noted, the County will understand that the Vendor agrees to the terms and conditions as stated in the contract.

- E. The terms and conditions of this Request for Proposal as well as the Vendor's proposal, and any modifications to said proposal agreed to in writing by both parties shall become a part of the contract.
- F. Prior to final selection, Vendors may be required to submit any additional information that Mendocino County may deem necessary to determine the Vendor's qualifications. Should any of the information requested by Mendocino County be considered by the Vendor to be confidential, it must be so stated. Mendocino County will attempt to treat any information submitted by the Vendor as confidential if requested to do so; however, Mendocino County cannot ensure such confidentiality.

G. Open Procurement

- 1. The Vendor shall include any latitudes, prohibitions or limitations placed on the purchase of the items presented in the Vendor's Proposal. Items and/or services that the Vendor intends to be offered on a unit price basis must be so identified. [The County's objective is to clarify all purchase options.]
- 2. Mendocino County reserves the right to negotiate changes to the original Proposal(s), including changes in system cost and/or unit price.
- 3. Mendocino County reserves the right to accept or reject any or all Proposals in whole or in part.
- 4. Mendocino County reserves the right to negotiate a contract with more than one Vendor at the same time.

H. Local Vendor Preference:

- 1. The County of Mendocino has established a local vendor preference. All informal and formal Invitations to Bid and Request for Proposals for contracts are evaluated with a 5% preference for local vendors. The vendor must claim local vendor preference to be considered (refer to Attachment A – Summary and Statement of Responsibility (Signature Page), Certification No. 6). Please note the following exceptions:
  - a. Those contracts which State Law or, other law or regulation precludes this local preference.
  - b. Public Works construction projects.
- 2. "Local" vendor preference will be approved as such when, 1) Vendor conducts business in an office with a physical location within the County of Mendocino; 2) Vendor holds a valid business license issued by the County of Mendocino, and will provide the name of the Local Agency which issued the license; and 3) business has been conducted in such a manner for not less than six (6) months prior to being able to receive the preference, and said Vendor provides the business address and how many years the business has been at that location.

**X. BACKGROUND INFORMATION**

A. Current Environment

The current system was installed in 1992 and is now considered a legacy system. Mendocino County utilizes JALAN for the purposes of criminal justice, public safety and collections case management. The County’s current case management system has multiple users. (Refer to Attachment H – Public Safety/Criminal Justice User Matrix.)

The Public Safety/Criminal Justice Partners, as well as the Superior Court, each have separate JALAN installs that communicate with each other on a limited basis (please refer to Attachment G, Current Environment Diagram).

B. Current System Deficiencies

The County’s current system does not adequately meet the requirements of Mendocino County. Below are some examples of the current system’s deficiencies:

- The current system frequently requires duplicate data entry
- The current system uses a terminal based interface that is not intuitive to new users and does not take advantage of current operating systems features
- The current system does not contain accurate data validation methods
- The system’s reporting mechanism does not facilitate ease of use
- The current system does not have an adequate method of creating documents

C. Criminal Justice/Public Safety Partner Overview

1. Public Safety

a. Sheriff/Police Operations

The Mendocino County Sheriff’s Office, in conjunction with the county’s three police departments, Ukiah, Willits, and Fort Bragg, are responsible for most law enforcement within the County of Mendocino. The departments have field, administration, and investigative services. The Mendocino County Sheriff’s Office alone is responsible for the only jail facility within Mendocino County.

- Field Services Bureau  
The field services bureau includes patrol and operations for all listed public safety agencies within the County such as the Animal Control Unit, School Resource Officers, Special Investigative assignments, and special operations (SWAT).
- Jail/Corrections  
The Jail/Corrections division of the Mendocino County Sheriff’s Office includes all aspects of sentenced and unsentenced inmates housed at the Mendocino County Jail facility. The average daily inmate population is approximately 275.

- Investigative Services  
Investigative Services functions to provide investigative, analytical, and crime victim services that maximize high quality, efficiency, and coordination with the criminal justice system.
  - Administrative Services  
Administrative Services includes concealed weapons permit registration and tracking, the issuance of itinerant permits, parade permits, fire permits, taxi permits, and festival permits. Administrative Services also encompass professional standards and the information technology positions within the agencies, along with communications, which is responsible for police and fire dispatch and 911 calls.
  - Fire Departments  
Two of Mendocino County's incorporated cities have fire departments that work directly with the local police departments for various services, which include dispatch services.
  - Systems Background  
The Public Safety agencies listed currently run in separate environments with minor exceptions and currently have no integration between them. The Willits Police Department currently joins the Mendocino County Sheriff's Office in using the same software system for both dispatch and records management. The Ukiah and Fort Bragg Police Departments share dispatch functions (Ukiah Police dispatches for Fort Bragg Police). However, both agencies have independent records management systems.
- b. Public Safety Agency Demographics
- The Sheriff's Office dispatch, patrol and administrative operations have approximately 111 information system users. It logs approximately 44,000 CAD entries each year, generates 5,000 incident reports and 350 coroner's cases.
  - Ukiah Police Department has 42 information system users. It logs approximately 26,000 CAD entries each year and generates 4,600 incident reports.
  - Fort Bragg Police Department has 24 information system users. It logs approximately 13,500 CAD entries each year and generates 1,600 incident reports.
  - Willits Police Department has 20 information system users.
  - The Mendocino County Jail has 81 information systems users. It has a rated capacity of 300 beds and an average daily population of 275 inmates. Total bookings average 6,200 to 6,600 per year.

- The Sheriff's Office, Jail and three police departments utilize CrossMatch IAFIS fingerprint scanners for California DOJ LiveScan print capture of arrestees, registrants and applicants.

## 2. Criminal Justice

### a. District Attorney

The District Attorney is responsible for investigating crime, prosecuting criminals, assisting victims and survivors of crime and deterring juveniles from criminal activity. There are currently 46 full time employees of the District Attorney's Office housed in three different locations in Mendocino County with access to JALAN. The District Attorney's Office also includes a Victim Witness Office providing advocates for victims and witnesses of crimes. There are seven full time employees in the Victim Witness Office. Last year the District Attorney received 8,298 requests for prosecution with 6,969 complaint filings for adult matters; and 676 petition filings for juvenile matters.

### b. Public Defender

The Public Defender is responsible for representing any person financially unable to employ counsel. The Public Defender handles approximately 4,400 cases annually, with a staff of 23 in two jurisdictions in the County, all of whom use the case management system.

### c. Alternate Defender

The Alternate Defender's Office acts as a second Public Defender's Office. The Alternate Defender's Office is appointed by the court in cases where the Public Defender declares a conflict of interest.

### d. Probation

The Probation Department contributes to public safety by providing prevention, investigation, and supervision services and safe custodial care for juveniles. The Probation Department manages over 1600 active clients at any given time. There are currently 83 full time employees of the Probation Department housed in eight locations in Mendocino County as well as Juvenile Hall, all of whom have access to the current case management system.

### e. Collections and Probation Accounts Receivables

The Collections Department administers the Enhanced Collections Program for the collection, billing, monitoring, and enforcement of court orders relating to delinquent or installment plans for fines, fees, penalties, and restitution. In addition, the department collects fees to reimburse costs incurred by various governmental agencies including the Probation Department, Public Defender, and Superior Court. There are currently nine full time employees of the Collections Department. At the end of fiscal year 08/09, outstanding accounts receivables for 29,203 cases totaled \$28,950,176.

**XI. SCOPE OF WORK**

The scope of work for the project includes: Planning, Environment Preparation, Required Interfaces, Data Conversion, Acceptance Testing, Implementation, and Maintenance, for the software system described in Section XII below.

A. Planning – The purpose of Planning is to finalize the work plan and schedule timelines for implementation and to formalize the specifications for any required system modifications or software development.

1. County Responsibilities

- a. Provide all available relevant documentation on current automated and manual systems
- b. Provide Vendor with a general description of required system features and implementation considerations
- c. Clarify, at the Vendor's request, County policy, regulations and procedures
- d. Coordinate communications and meetings with the vendor

2. Vendor Responsibilities

- a. Become familiar with the existing County systems and requirements of the contract
- b. Conduct a detailed analysis of system requirements
- c. Develop a final specification report detailing the conversion of all automated and manual systems
- d. Finalize a work plan, which includes: a detailed schedule of effort for each task showing Vendor and County personnel assignments and efforts separately; schedule of expected on-site support provided by vendor staff for each phase of the project; and identify the critical path
- e. Finalize project organization and staffing including project team organization charts, estimation of staff hours to be provided by each person, and identification of key individuals and their roles for both implementation team members and end-users
- f. Report progress to the County using weekly status reports in a format approved by the County, and attend any scheduled meetings that may be required
- g. Outline anticipated problem areas and plans for resolution
- h. Finalize education and training plan, including class name, description, location, duration and cost

3. Deliverables

- a. Progress reports on a weekly basis
- b. Final specifications report
- c. Detailed work plan
- d. A Gantt chart showing the planned start and end dates of all tasks
- e. Outline of required hardware (servers, etc.)
- f. Installation plan
- g. Training plan
- h. Education and training material

B. Environment Preparation – will involve the validation of all required hardware, system software and the installation and configuration of the application software. This includes appropriate testing of each application, training of Mendocino County personnel and documentation of all system components. This task will be performed on the schedule developed during Planning.

1. Mendocino County Responsibilities

- a. Provide sufficient and appropriate test data and file layouts of existing data files
- b. Review system test results and recommend either acceptance or modifications and retest as necessary
- c. Provide staff time for orientation of Mendocino County personnel

2. Vendor Responsibilities

- a. Validate the installation of system hardware and software
- b. Prepare system design for enhancements
- c. Perform all required system enhancements and modifications
- d. Perform system tests to ensure that all required features have been incorporated
- e. Prepare system and user documentation
- f. Provide training to County personnel on the use of the system
- g. Review Criminal Justice/Public Safety Partners reporting, retention and documentation standards

3. Milestones

- a. Approval of system test results
- b. Validation of computer hardware and system software
- c. Installation of all software systems
- d. Delivery of systems and user documentation
- e. Assembly of implementation team and end-user trainers

4. Deliverables

- a. Progress reports on a weekly basis
- b. Computer hardware and system software specifications in accordance with Mendocino County IT standards
- c. Detailed system design documents
- d. Software applications including documentation
- e. Workstation components including installation, documentation, and training
- f. System and user documentation
- g. Report of all outstanding issues/bugs including description, date found, date assigned, and to whom the issue was assigned for resolution

C. Required Interfaces

1. Mendocino County Responsibilities

- a. Provide Vendor with a detailed list of necessary external interfaces.
- b. Provide use cases and/or examples of where the interfaces will be used when appropriate.
- c. Provide data definition libraries and/or data flow diagrams when applicable.

2. Vendor Responsibilities

- a. Develop/design the mechanism by which each interface will be implemented.
- b. Document the techniques used to satisfy each external interface requirement.

3. Milestones

- a. Approval of interface implementation methods.
- b. Demonstration of transfer of sample data via each external interface.

4. Deliverables

- a. Provide explanation/narrative detailing the mechanism by which each interface will be implemented.
- b. Provide documentation of techniques used to satisfy each external interface requirement.

D. Data Conversion

1. Mendocino County Responsibilities

- a. Provide Vendor with resources required, including but not limited to, logins, data definitions, etc.
- b. Provide a list of required and optional data elements to be brought into the new system.

2. Vendor Responsibilities

- a. Development of a plan by which data can be extracted from the County's legacy system and imported into the new system.

3. Milestones

- a. County approval of proposed techniques and data elements to be brought forward.

4. Deliverables

- a. Importation/validation of the County's legacy data into the new system.

E. Acceptance Testing – includes potential partial parallel testing and any other systems tests that the County deems necessary to accept the software applications and hardware configuration.

1. Mendocino County Responsibilities

- a. Design acceptance test procedures
- b. Prepare acceptance test data
- c. Perform acceptance test activities
- d. Perform acceptance testing on interfaces

- e. Validate results
- f. Inform Vendor of any problems
- g. Document results
- h. Approve results of acceptance testing

2. Vendor Responsibilities

- a. Install all software including, but not limited to; operating system, RDBMS, application, and utilities
- b. Complete interfaces to all required Mendocino County systems
- c. Complete interface to legacy Mendocino County Superior Court system
- d. Correct and resolve any problems found during acceptance testing
- e. Finalize systems and user documentation

3. Milestones

- a. Functional acceptance by Mendocino County of each application module
- b. Functional acceptance by Mendocino County of system hardware

4. Deliverables

- a. Written progress reports on a weekly basis
- b. Operational versions of all application system and hardware components per specifications
- c. Working interfaces to all required Mendocino County systems
- d. Final version of all system and user documentation
- e. As-built technical documentation (i.e., system configuration, directory structure, and system control files, etc)
- f. Functional acceptance per contract specifications

F. Implementation – during Implementation, the Vendor shall convert data and cut-over to the new system. This process will begin after all application modules have received functional acceptance by Mendocino County.

5. Mendocino County Responsibilities

- a. Coordinate and monitor cut-over activities

- b. Coordinate and monitor conversion activities
- c. Review the Vendor's transfer of all required files from the old system to the new system
- d. Determine disposition, if appropriate, of old hardware and software
- e. Validate and correct, as necessary, converted data

6. Vendor Responsibilities

- a. Ensure that all data, programs and files are successfully installed and operational on the new system
- b. Convert data from old system to new system
- c. Manage the cutover process to ensure that there is no break in service between operating on the old system and the new system
- d. Correct any problems identified during the conversion effort

7. Milestones

- a. Conversion of data for all application modules
- b. Final acceptance per contract specifications
- c. Preparation for Go-Live

8. Deliverables

- a. Written progress reports on a weekly basis
- b. Converted data per specifications

G. Maintenance – Maintenance provides for the ongoing support and maintenance of the system.

1. Mendocino County Responsibilities

- a. Coordinate maintenance activities
- b. Test and approve new versions of programs in non-production environment
- c. Provide feedback to vendor regarding on-going system needs

2. Vendor Responsibilities

- a. Keep systems current with Federal, State, and Mendocino County processing and reporting requirements
  - b. Keep systems compatible with current operating systems
  - c. Distribute system updates to Mendocino County
  - d. Install new versions of programs in test environment
  - e. Move new versions of programs, once tested and approved, into production environment
  - f. Manage required enhancements
  - g. Continue training and support for any enhancements
3. Milestones
- a. Preventive and remedial maintenance
  - b. Annual renewal
  - c. Acceptance testing on new versions of programs
4. Deliverables
- a. Appropriate application software updates and related documentation

**XII. FUNCTIONAL AND TECHNICAL REQUIREMENTS**

The Functional and Technical Requirements table (Attachment I) identifies and describes the various requirements for the Mendocino County system that must be included or described within your proposal. **This form must be completed and included with the proposal.** In sections where the proposer is requested to or must include additional information in the Implementation Module and Method field that requires further written detail, proposers may either enter the appropriate response in the table or make reference to the inclusion of additional information in the table (i.e. *see attached*) and include the relevant documentation at the end of table identified by the Module No. Reference contained within the Functional and Technical Requirements table.

When completing the Functional and Technical Requirements table, proposers MUST enter one of the following codes in the "Response Code" column for each of the rows identified:

F	Fully provided "out-of-the-box" feature. (Note: If F is indicated, note the required software package in the Comments column. If specific requirement to be available in a future release, specify the release number and expected release date.)
C	Configuration feature (no change at source code)
CU	Customization feature (requires a change to source code)
R	Provided with reporting tool

TP	Third party software required (provide license information for any third party software proposed for this project)
NA	Not Available

**XIII. PROPOSAL FORMAT AND CONTENT**

**Proposals submitted in response to this RFP should include the following elements and are to be completed in accordance with the information and outline contained in Attachment B – Proposal Check List/Table of Contents:**

- A. An executive summary and written narrative, including a detailed description of your organization’s experience, qualifications and commitment to the project, addressing the below listed elements at a minimum: Experience, stability & growth, commitment, product integration, standards, conversion, and services.
- B. An overview and roadmap of any and all future system enhancements.
- C. Detail of prior history of updates/patches spanning the last three (3) years encompassing the following (if applicable): Application Server OS, DB server OS, Web Server updates, DB Version, DB schema, Server Application, Client Application.
- D. A description of the process/approach to be used in providing the services described in Sections XI – Scope of Work and XII – Functional and Technical Requirements of this RFP. Be specific and address all elements, including but not limited to, descriptions for all system modules.
- E. A description of company/Vendor background experience in providing the requested services.
- F. A description of the experience/qualifications of all persons who may perform services under contract that cover all experience and educational background. All personal information provided will be maintained in confidence as allowed by law.
- G. Upon specific request of the County, Vendor shall provide consent and waiver forms permitting County to obtain personal employment/professional qualification information about Vendor who may perform services under this contract from third parties, and releasing third parties from any and all liability for disclosing such information to County.
- H. A detailed cost plan and written narrative in relation to the software system proposal (must be a separate document) (refer to Section XIV – Format of Cost Proposal).
- I. Timelines indicating implementation and training schedule.
- J. Any exceptions to the terms and conditions as specified in Attachment F to this RFP (must be listed and included on Attachment C – Exceptions to the RFP). The terms and conditions not specifically identified will be considered acceptable to Vendor.

- K. Two (2) letters of reference for the County to contact, including contact name, phone number, and address (to be listed in Attachment D of this RFP). These references should be organizations with which Contractor has worked to provide services.
- L. Completed and signed Certification of Non-Collusion (Attachment E).
- M. Certificate of Insurance.
- N. Completed Functional and Technical Requirements table (Attachment I) with detailed supporting information as necessary.
- O. Additional documents or other material, as appendices, in support of the proposal. The proposal, however, must reference any additional material or documentation on Attachment B – Proposal Checklist/Table of Contents.

#### **XIV. FORMAT OF COST PROPOSAL (Must be a separate document)**

The Vendor must itemize all costs, including per hour costs, chargeable to the County as described in this Section, in the separate Cost Proposal. Prices quoted shall be valid for at least ninety (90) days following the proposal submission deadline and if a contract is entered into as a result of this RFP, shall become fixed for the term of the contract.

- A. Vendor is required to submit itemized costs for Purchase, Implementation, Conversion, Maintenance, and Training for each of the system's modules, as well as other costs the Vendor will charge or pass through to the County.
  - 1. Software Costs  
Software costs are those costs that are projected to be paid by the County to the Vendor for software purchase. Any special discounts offered by the Vendor should be reflected in the appropriate unit purchase costs.  
  
The County will use the system 24 hours per day, 7 days per week; therefore, Proposal costs must allow for unlimited use of the system and equipment.
  - 2. Hardware Requirements  
Hardware requirements that software vendors recommend; broken down by server, client, other.
  - 3. Conversion Costs  
Conversion costs are one-time costs which are projected to be paid by the County to the Vendor for conversion of data from the old system to the new system.
  - 4. Implementation Costs  
Implementation costs are costs necessary to install and provide initial configuration for each system application module and its associated required interface(s).
  - 5. Training Costs  
The Vendor shall clearly state the cost for training courses listed. Vendor shall quote separately any available training or technical assistance not normally included in the basic

- package. Vendors may quote an hourly rate for such services if no contract price is available. At a minimum, training costs must include: initial user training for each system module, user system administrator training, technical system administrator training, ad-hoc inquiry/reporting package training, and new release/upgrade training.
6. Maintenance Costs  
Maintenance costs are projected to be paid by the County on a recurring basis. Provide a specific list of the services that will and will not be provided in the support costs. Indicate what support costs are projected to occur following any warranty period, and the reasonable duration for these costs. Define to what extent upgrades are covered by the annual maintenance fees.
- B. The County shall be the sole arbiter in the determination of equality. The County reserves the right to reject any proposals and to accept the proposal or proposals which in its sole and absolute judgment shall, under all circumstances, best serve the interests of the County.

## **XV. CONTRACT**

- A. Time is of the essence in awarding the contract. The County reserves the right to cancel any intent to award and proceed to the next Vendor if the selected Vendor has not signed the agreement within two (2) weeks after the notification of intent of award.
- B. Execution of Contract
1. Upon the acceptance of a Vendor's Proposal, County will prepare and submit a contract to the successful Vendor for signature. (See sample contract, as Attachment F, which contains required contractual language.) In the event that the successful Vendor fails, neglects or refuses to execute the contract within two (2) weeks after receiving a copy of the contract from County, County may at its option terminate and cancel its action in awarding the contract and the contract shall become null and void and of no effect.
  2. Incorporated by reference into the contract which is to be entered into by County and the successful Vendor pursuant to this Proposal will be (a) all of the information presented in or with this Proposal and the Vendor's response thereto, and (b) all written communications between County and the successful Vendor whose Proposal is accepted.
- C. No Assignment
- Assignment by the successful Contractor to any third party of any contract based on the Proposal or any monies due shall be absolutely prohibited and will not be recognized by County unless approved in advance by County in writing.
- D. Force Majeure
- Neither party shall be liable to the other for any failure or delay in rendering performance arising out of causes beyond its control and without its fault or negligence. Such causes may include, but not be limited to, acts of God or the public enemy, freight embargoes, and unusually severe weather; but the failure or delay must be beyond its control and without its fault or negligence.

Dates or times of performance will be extended to the extent of delays excused by this section, provided that the party whose performance is affected notifies the other promptly of the existence and nature of such delay.

E. Contract Term

The term of the AGREEMENT(s) will be for a period of two (2) year(s) with the option to extend the AGREEMENT(s) up to one (1) additional one-year period.

F. Insurance

Prior to commencement of this AGREEMENT, the VENDOR(s) shall provide a "Certificate of Insurance" certifying that coverage as required herein has been obtained. Individual endorsements executed by the insurance carrier shall accompany the certificate. In addition, the CONTRACTOR(s) upon request shall provide a certified copy of the policy or policies. Refer to Exhibit C (Insurance Requirements) of Attachment F, Sample Mendocino County Contract.

**XVI. REJECTION OF PROPOSALS**

The RFP does not commit the County to award a contract, to pay any costs incurred in the preparation of the proposal to this request, or to procure or contract for services or supplies. The County reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with any qualified source, or to cancel the RFP in part or in its entirety, if it is in the best interest of the County to do so. The County may require the proposer selected to participate in negotiations, and to submit such proposal as may result from negotiations.

Any proposal submitted during this RFP process becomes the property of the County. The County will not be liable for nor pay costs incurred by the respondent in the preparation of a response to this RFP or any other costs involved including travel. The selected contractor will be required to obtain a County business license if not already held.

**XVII. GENERAL CONDITIONS**

While the intent of the County is to award the contract to the selected Vendor, it reserves the right to both either withdraw and/or not award a contract at any time it so desires. Costs incurred in the preparation of response to this RFP will not be reimbursed.

The County has a standard contract service agreement. The successful firm will be required to agree to the terms contained within. Any issues with the insurance coverage or terms of the standard contract service agreement should be mentioned in the response to the Request for Proposals and documented in detail in Attachment C – Exceptions to RFP.

Limitations

- 1) The Vendor should expect to have access only to the public records and public files of local government agencies in preparing the proposal or reports. The Vendor should not anticipate any compilation, tabulation, or analysis of data, definition or opinion, etc., unless volunteered by a responsible official of that agency.


- 2) The County has the authority to terminate the contract upon written notice to the Vendor at any time during the period of the project if the County finds that the Vendor's performance is not satisfactory (as specified in Attachment F – Sample Mendocino County Contract, paragraph 20).
- 3) Contract payments will be made on the basis of satisfactory performance by the Vendor as determined by the County. Final payment to the Vendor will only be made when the County finds that the work performed by the Vendor to be satisfactory and the final work product and documents submitted meet the tasks of the project and is accepted by the County.

**XVIII. LIST OF ATTACHMENTS**

- Attachment A – Proposal Summary and Statement of Responsibility (Signature Page)
- Attachment B – Proposal Checklist/Table of Contents
- Attachment C – Exceptions to RFP
- Attachment D – Letters of Reference
- Attachment E – Certificate of Non-collusion
- Attachment F – Sample Mendocino County Contract
- Attachment G – Current Environment Diagram
- Attachment H – Public Safety/Criminal Justice User Matrix
- Attachment I – Functional and Technical Requirements Table

**ATTACHMENT A  
PROPOSAL SUMMARY AND STATEMENT OF RESPONSIBILITY (SIGNATURE PAGE)**

County of Mendocino  
General Services Agency

 **RFP No. 01.10  
Criminal Justice/Public Safety Case Management Software**

<b>RFP No.</b>	<b>01.10</b>
<b>RFP Issue Date:</b>	<b>February 5, 2010</b>
<b>RFP Submission Deadline:</b>	<b>May 7, 2010</b>

Proposals must be enclosed in a sealed envelope or package, clearly marked "Mendocino County RFP No. 01.10", and delivered by 2:00 p.m. May 7, 2010, to: Mendocino County General Services Agency, Attn: Kristin McMenomey, 841 Low Gap Road, Ukiah, CA 95482.

**Questions regarding this RFP should be directed to:**

- Kristin McMenomey  
GSA Director/Purchasing Agent  
(707) 463-4291  
mcmenomk@co.mendocino.ca.us

**This Proposal Summary and Statement of Responsibility (Signature Page) must be included with your submittal in order to validate your proposal. Proposals submitted without this page will be deemed non-responsive.**

**Vendor Authorized Representative**

Company Name: \_\_\_\_\_ Date: \_\_\_\_\_

Representative: \_\_\_\_\_

Title: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Fax: \_\_\_\_\_

Federal Tax ID No.: \_\_\_\_\_ Email: \_\_\_\_\_

**RFP Contact Information (if different than above)**

Contact Person: \_\_\_\_\_

Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

**Certifications:**

- 1. Do you agree to comply with specifications, RFP instructions, draft contract requirements and other pertinent references contained in this RFP?  
 YES     NO
- 2. Do you agree that the proposal will stand firm and will not be withdrawn for a period of 90 days after the proposal is opened?  
 YES     NO
- 3. Do you certify that all statements in the proposal are true? This shall constitute a warranty, the falsity of which shall entitle the County to pursue any remedy authorized by law, and shall include the right, at the option of the County, of declaring any contract made as a result thereof to be void.  
 YES     NO
- 4. Do you agree to provide the County with any other information the County determines is necessary for accurate determination of your qualifications to provide services?  
 YES     NO
- 5. Do you agree that the proposal amount includes all costs incident to the proposed contract?  
 YES     NO
- 6. The County of Mendocino has adopted a Local Vendor Preference. Does your company meet the criteria for the five percent cost preference as a local vendor for the County of Mendocino, as described in Section IX(H)(2) Award and Contracting Information?  
 YES     NO

If yes, please list the name of local agency that issued the license and the business name, address and number of years at the location:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

To the best of my knowledge and belief, the information provided in this initial determination of responsibilities is true and correct.

Authorized Representative:	_____
	(Printed name)
Signature:	_____
Date:	_____

**ATTACHMENT B  
PROPOSAL CHECK LIST/TABLE OF CONTENTS**

This proposal checklist identifies the various components that must be submitted with your proposal. This form is to be completed and included in the proposal and must be located directly behind Attachment A.

Follow this sequence in presenting your proposal with the checklist serving as your table of contents.

<b>Proposal Check List/Table of Contents</b>	<b>Page No.</b>
Proposal Summary and Statement of Responsibility - signed by authorized representative (RFP Attachment A)	
Proposal Check List/Table of Contents (RFP Attachment B)	
Executive Summary	
Overview of Future System Enhancements (Roadmap)	
Detail of prior history of updates/patches spanning the last three (3) years encompassing the following (if applicable): <ol style="list-style-type: none"> <li>1. Application Server OS</li> <li>2. DB server OS</li> <li>3. Web Server updates</li> <li>4. DB Version</li> <li>5. DB schema</li> <li>6. Server Application</li> <li>7. Client Application</li> </ol>	
Scope of Services (in relation to providing services described in Section XI, Scope of Work and XII Functional and Technical Requirements)	
Company Background and Experience	
Proposal Cost Plan and Narrative	
Timeline, Implementation and Training Schedule	
Exceptions to the RFP (RFP Attachment C)	
Letters of Reference (minimum of two (2) (List on RFP Attachment D and attach)	
Certificate of Non-Collusion, signed by authorized representative (RFP Attachment E)	
Insurance Coverage (Certificate of Insurance)	
Functional and Technical Requirements Table <i>(Including additional written support documentation)</i> (RFP Attachment I)	
Acknowledgement of Receipt of Addenda (if applicable)	



**ATTACHMENT D  
LETTERS OF REFERENCE**

Please list the references (minimum of two (2) in the section provided below and attach corresponding letters to this form.

Agency	Contact Name/Address	Phone No.	Dates Services Provided (From/Through)

**ATTACHMENT E  
CERTIFICATE OF NON-COLLUSION**

The undersigned certifies, under penalty of perjury, that this proposal has been made in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

\_\_\_\_\_  
(Name of Proposer)

\_\_\_\_\_  
(Signature of Authorized Agent)

\_\_\_\_\_, 2010  
Date

**ATTACHMENT F – SAMPLE AGREEMENT**

This Agreement, dated as of \_\_\_\_\_, 2010, is by and between the COUNTY OF MENDOCINO, hereinafter referred to as the “COUNTY”, and \_\_\_\_\_, hereinafter referred to as the “CONTRACTOR”.

**WITNESSETH**

WHEREAS, pursuant to Government Code Section 31000, COUNTY may retain independent contractors to perform special services to or for COUNTY or any department thereof; and,

WHEREAS, COUNTY desires to obtain \_\_\_\_\_ (“Services”); and

WHEREAS, CONTRACTOR is professionally qualified to provide such services and is willing to provide same to COUNTY; and

NOW, THEREFORE it is agreed that COUNTY does hereby retain CONTRACTOR to provide the services described in Exhibit “A”, and CONTRACTOR accepts such engagement, on the General Terms and Conditions hereinafter specified in this Agreement, the Additional Provisions attached hereto, and the following described exhibits, all of which are incorporated into this Agreement by this reference:

- Exhibit A      Definition of Services
- Exhibit B      Payment Terms
- Exhibit C      Insurance Requirements

The term of this Agreement shall be from \_\_\_\_\_, 2010 through \_\_\_\_\_, 20\_\_\_\_.

**The compensation payable to CONTRACTOR hereunder shall not exceed \_\_\_\_\_ Dollars (\$) for the term of this Agreement.**

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year first above written.

**COUNTY OF MENDOCINO**

**CONTRACTOR/COMPANY NAME**

By: \_\_\_\_\_  
CHAIR, Board of Supervisors

By: \_\_\_\_\_  
Signature

Title: \_\_\_\_\_

KRISTI FURMAN, Clerk of said Board

**NAME AND ADDRESS OF CONTRACTOR:**

By \_\_\_\_\_  
Deputy

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**INSURANCE REQUIREMENTS:**

KRISTIN McMENOMEY, Director  
General Services Agency

By \_\_\_\_\_  
**RISK MANAGER**

**APPROVED AS TO FORM:**

JEANINE B. NADEL, County Counsel

By signing above, signatory warrants and represents that he/she executed this Agreement in his/her authorized capacity and that by his/her signature on this Agreement, he/she or the entity upon behalf of which he/she acted, executed this Agreement

By: \_\_\_\_\_

**GENERAL TERMS AND CONDITIONS**

1. **INDEPENDENT CONTRACTOR:** No relationship of employer and employee is created by this Agreement; it being understood and agreed that CONTRACTOR is an Independent Contractor. CONTRACTOR is not the agent or employee of the COUNTY in any capacity whatsoever, and COUNTY shall not be liable for any acts or omissions by CONTRACTOR nor for any obligations or liabilities incurred by CONTRACTOR.

CONTRACTOR shall have no claim under this Agreement or otherwise, for seniority, vacation time, vacation pay, sick leave, personal time off, overtime, health insurance medical care, hospital care, retirement benefits, social security, disability, Workers' Compensation, or unemployment insurance benefits, civil service protection, or employee benefits of any kind.

CONTRACTOR shall be solely liable for and obligated to pay directly all applicable payroll taxes (including federal and state income taxes) or contributions for unemployment insurance or old age pensions or annuities which are imposed by any governmental entity in connection with the labor used or which are measured by wages, salaries or other remuneration paid to its officers, agents or employees and agrees to indemnify and hold County harmless from any and all liability which COUNTY may incur because of CONTRACTOR's failure to pay such amounts.

In carrying out the work contemplated herein, CONTRACTOR shall comply with all applicable federal and state Workers' Compensation and liability laws and regulations with respect to the officers, agents and/or employees conducting and participating in the work; and agrees that such officers, agents, and/or employees will be considered as Independent Contractors and shall not be treated or considered in any way as officers, agents and/or employees of COUNTY.

CONTRACTOR does, by this Agreement, agree to perform his/her said work and functions at all times in strict accordance with all applicable federal, state and County laws, ordinances, regulations, titles, departmental procedures and currently approved methods and practices in his/her field and that the sole interest of COUNTY is to insure that said service shall be performed and rendered in a competent, efficient, timely and satisfactory manner and in accordance with the standards required by the County agency concerned.

Notwithstanding the foregoing, if the COUNTY determines that pursuant to state and federal law CONTRACTOR is an employee for purposes of income tax withholding, COUNTY may upon two week's notice to CONTRACTOR, withhold from payments to CONTRACTOR hereunder federal and state income taxes and pay said sums to the federal and state governments.

2. **INDEMNIFICATION:** To the fullest extent permitted by law, CONTRACTOR shall hold harmless, defend and indemnify the County of Mendocino, its Board of Supervisors, employees and agents from and against any and all claims, losses, damages, liabilities and expenses, including but not limited to attorneys' fees, arising out of or resulting from the performance of services under this Agreement, provided that any such claim, loss, damage, liability or expense (1) is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of property, including the loss therefrom, or to any violation of federal, state or municipal law or regulation, and (2) is caused in whole or in part by any negligent act, omission or willful misconduct of CONTRACTOR, any subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, regardless of whether or not it is caused in part by any party indemnified hereunder. The COUNTY may participate in the defense of any such claim without relieving CONTRACTOR of any obligation hereunder.

3. **INSURANCE AND BOND:** CONTRACTOR shall at all times during the term of the Agreement with the COUNTY maintain in force those insurance policies and bonds as designated in the attached Exhibit C, and will comply with all those requirements as stated therein.
4. **WORKERS' COMPENSATION:** CONTRACTOR shall provide Workers' Compensation insurance, as applicable, at CONTRACTOR's own cost and expense and further, neither the CONTRACTOR nor its carrier shall be entitled to recover from COUNTY any costs, settlements, or expenses of Workers' Compensation claims arising out of this Agreement.
5. **CONFORMITY WITH LAW AND SAFETY:**
  - a. In performing services under this Agreement, CONTRACTOR shall observe and comply with all applicable laws, ordinances, codes and regulations of governmental agencies, including federal, state, municipal, and local governing bodies, having jurisdiction over the scope of services, including all applicable provisions of the California Occupational Safety and Health Act. CONTRACTOR shall indemnify and hold COUNTY harmless from any and all liability, fines, penalties and consequences from any of CONTRACTOR's failures to comply with such laws, ordinances, codes and regulations.
  - b. **Accidents:** If a death, serious personal injury or substantial property damage occurs in connection with CONTRACTOR's performance of this Agreement, CONTRACTOR shall immediately notify Mendocino County Risk Manager's Office by telephone. CONTRACTOR shall promptly submit to COUNTY a written report, in such form as may be required by COUNTY of all accidents which occur in connection with this Agreement. This report must include the following information: (1) name and address of the injured or deceased person(s); (2) name and address of CONTRACTOR's sub-contractor, if any; (3) name and address of CONTRACTOR's liability insurance carrier; and (4) a detailed description of the accident and whether any of COUNTY's equipment, tools, material, or staff were involved.
  - c. CONTRACTOR further agrees to take all reasonable steps to preserve all physical evidence and information which may be relevant to the circumstances surrounding a potential claim, while maintaining public safety, and to grant to the COUNTY the opportunity to review and inspect such evidence, including the scene of the accident.
6. **PAYMENT:** For services performed in accordance with this Agreement, payment shall be made to CONTRACTOR as provided in Exhibit B hereto.
7. **TRAVEL EXPENSES:** CONTRACTOR shall not be allowed or paid travel expenses unless set forth in this Agreement.
8. **TAXES:** Payment of all applicable federal, state, and local taxes shall be the sole responsibility of the CONTRACTOR.
9. **OWNERSHIP OF DOCUMENTS:** CONTRACTOR hereby assigns to the COUNTY and its assignees all copyright and other use rights in any and all proposals, plans, specification, designs, drawings, sketches, renderings, models, reports and related documents (including computerized or electronic copies) respecting in any way the subject matter of this Agreement, whether prepared by the COUNTY, the CONTRACTOR, the CONTRACTOR's subcontractors or third parties at the request of the CONTRACTOR (collectively, "Documents and Materials"). This explicitly includes the electronic copies of all above stated documentation.

CONTRACTOR also hereby assigns to the COUNTY and its assignees all copyright and other use rights in any Documents and Materials including electronic copies stored in CONTRACTOR's Information System, respecting in any way the subject matter of this Agreement.

CONTRACTOR shall be permitted to retain copies, including reproducible copies and computerized copies, of said Documents and Materials. CONTRACTOR agrees to take such further steps as may be reasonably requested by COUNTY to implement the aforesaid assignment. If for any reason said assignment is not effective, CONTRACTOR hereby grants the COUNTY and any assignee of the COUNTY an express royalty – free license to retain and use said Documents and Materials. The COUNTY's rights under this paragraph shall apply regardless of the degree of completion of the Documents and Materials and whether or not CONTRACTOR's services as set forth in Exhibit "A" of this Agreement have been fully performed or paid for. In CONTRACTOR's contracts with other contractors, CONTRACTOR shall expressly obligate its Subcontractors to grant the COUNTY the aforesaid assignment and license rights as to that CONTRACTOR's Documents and Materials. CONTRACTOR agrees to defend, indemnify and hold the County harmless from any damage caused by a failure of the CONTRACTOR to obtain such rights from its Contractors and/or Subcontractors.

CONTRACTOR shall pay all royalties and license fees which may be due for any patented or copyrighted materials, methods or systems selected by the CONTRACTOR and incorporated into the work as set forth in Exhibit "A", and shall defend, indemnify and hold the COUNTY harmless from any claims for infringement of patent or copyright arising out of such selection.

The COUNTY's rights under this Paragraph 9 shall not extend to any computer software used to create such Documents and Materials.

- 10. CONFLICT OF INTEREST; CONFIDENTIALITY: The CONTRACTOR covenants that it presently has no interest, and shall not have any interest, direct or indirect, which would conflict in any manner with the performance of services required under this Agreement. Without limitation, CONTRACTOR represents to and agrees with the COUNTY that CONTRACTOR has no present, and will have no future, conflict of interest between providing the COUNTY services hereunder and any other person or entity (including but not limited to any federal or state wildlife, environmental or regulatory agency) which has any interest adverse or potentially adverse to the County, as determined in the reasonable judgment of the Board of Supervisors of the County.

The CONTRACTOR agrees that any information, whether proprietary or not, made known to or discovered by it during the performance of or in connection with this Agreement for the County, will be kept confidential and not be disclosed to any other person. The CONTRACTOR agrees to immediately notify the COUNTY by notices provided in accordance with Paragraph 11 of this Agreement, if it is requested to disclose any information made known to or discovered by it during the performance of or in connection with this Agreement.

These conflict of interest and future service provisions and limitations shall remain fully effective five (5) years after termination of services to the County hereunder.

- 11. NOTICES: All notices, requests, demands, or other communications under this Agreement shall be in writing. Notices shall be given for all purposes as follows:

Personal delivery: When personally delivered to the recipient, notices are effective on delivery.

First Class Mail: When mailed first class to the last address of the recipient known to the party giving notice, notice is effective three (3) mail delivery days after deposit in a United States Postal Service office or mailbox. Certified Mail: When mailed certified mail, return receipt requested, notice is effective on receipt, if delivery is confirmed by a return receipt.

Overnight Delivery: When delivered by overnight delivery (Federal Express/Airborne/United Parcel Service/DHL WorldWide Express) with charges prepaid or charged to the sender's account, notice is effective on delivery, if delivery is confirmed by the delivery service.

Telex or facsimile transmission: When sent by telex or facsimile to the last telex or facsimile number of the recipient known to the party giving notice, notice is effective on receipt, provided that (a) a duplicate copy of the notice is promptly given by first-class or certified mail or by overnight delivery, or (b) the receiving party delivers a written confirmation of receipt. Any notice given by telex or facsimile shall be deemed received on the next business day if it is received after 5:00 p.m. (recipient's time) or on a non-business day.

Addresses for purpose of giving notice are as follows:

To COUNTY: COUNTY OF MENDOCINO  
General Services Agency  
841 Low Gap Road  
Ukiah, CA 95482  
Attn: Director

To CONTRACTOR:

Any correctly addressed notice that is refused, unclaimed, or undeliverable because of an act or omission of the party to be notified shall be deemed effective as of the first date that said notice was refused, unclaimed, or deemed undeliverable by the postal authorities, messenger, or overnight delivery service.

Any party may change its address or telex or facsimile number by giving the other party notice of the change in any manner permitted by this Agreement.

- 12. USE OF COUNTY PROPERTY: CONTRACTOR shall not use County property (including equipment, instruments and supplies) or personnel for any purpose other than in the performance of his/her obligations under this Agreement.
- 13. EQUAL EMPLOYMENT OPPORTUNITY PRACTICES PROVISIONS: CONTRACTOR certifies that it is in compliance with the Equal Employment Opportunity Requirement of Executive Order 11246, as amended by Executive Order 11375 and supplemented I 45CFR, Part 60, Title VII of the Civil Rights Act and any other federal or state laws pertaining to equal employment opportunity and that it shall not discriminate against any employee or applicant for employment on the basis of race, color, religion, age, sex, national origin, ancestry, marital status, political affiliation or physical or mental condition, in matters pertaining to recruitment, hiring, training, upgrading, transfer, compensation or termination.

- a. CONTRACTOR shall, in all solicitations or advertisements for applicants for employment placed as a result of this Agreement, state that it is an "Equal Opportunity Employer" or that all qualified applicants will receive consideration for employment without regard to their race, creed, color, disability, sex, sexual orientation, national origin, age, religion, Vietnam era Veteran's status, political affiliation, or any other non-merit factor.
  - b. CONTRACTOR shall, if requested to so do by the COUNTY, certify that it has not, in the performance of this Agreement, discriminated against applicants or employees because of their race, creed, color, disability, sex, sexual orientation, national origin, age, religion, Vietnam era Veteran's status, political affiliation, or any other non-merit factor.
  - c. If requested to do so by the COUNTY, CONTRACTOR shall provide the COUNTY with access to copies of all of its records pertaining or relating to its employment practices, except to the extent such records or portions of such records are confidential or privileged under state or federal law.
  - d. Nothing contained in this Agreement shall be construed in any manner so as to require or permit any act, which is prohibited by law.
  - e. The CONTRACTOR shall include the provisions set forth in paragraphs A through E (above) in each of its subcontracts.
14. DRUG-FREE WORKPLACE: CONTRACTOR and CONTRACTOR's employees shall comply with the COUNTY's policy of maintaining a drug-free workplace. Neither CONTRACTOR nor CONTRACTOR's employees shall unlawfully manufacture, distribute, dispense, possess or use controlled substances, as defined in 21 U.S. Code § 812, including, but not limited to, marijuana, heroin, cocaine, and amphetamines, at any COUNTY facility or work site. If CONTRACTOR or any employee of CONTRACTOR is convicted or pleads nolo contendere to a criminal drug statute violation occurring at a County facility or work site, the CONTRACTOR, within five days thereafter, shall notify the head of the County department/agency for which the contract services are performed. Violation of this provision shall constitute a material breach of this Agreement.
15. ENERGY CONSERVATION: CONTRACTOR agrees to comply with the mandatory standards and policies relating to energy efficiency in the State of California Energy Conservation Plan, (Title 24, California Administrative Code)
16. COMPLIANCE WITH LICENSING REQUIREMENTS: CONTRACTOR shall comply with all necessary licensing requirements and shall obtain appropriate licenses and display the same in a location that is reasonably conspicuous, as well as file copies of same with the County Executive Office.
17. AUDITS; ACCESS TO RECORDS: The CONTRACTOR shall make available to the COUNTY, its authorized agents, officers, or employees, for examination any and all ledgers, books of accounts, invoices, vouchers, cancelled checks, and other records or documents evidencing or relating to the expenditures and disbursements charged to the COUNTY, and shall furnish to the COUNTY, its authorized agents, officers or employees such other evidence or information as the COUNTY may require with regard to any such expenditure or disbursement charged by the CONTRACTOR.

The CONTRACTOR shall maintain full and adequate records in accordance with County requirements to show the actual costs incurred by the CONTRACTOR in the performance of this Agreement. If such books and records are not kept and maintained by CONTRACTOR within the

County of Mendocino, California, CONTRACTOR shall, upon request of the COUNTY, make such books and records available to the COUNTY for inspection at a location within County or CONTRACTOR shall pay to the COUNTY the reasonable, and necessary costs incurred by the COUNTY in inspecting CONTRACTOR's books and records, including, but not limited to, travel, lodging and subsistence costs. CONTRACTOR shall provide such assistance as may be reasonably required in the course of such inspection. The COUNTY further reserves the right to examine and reexamine said books, records and data during the four (4) year period following termination of this Agreement or completion of all work hereunder, as evidenced in writing by the COUNTY, and the CONTRACTOR shall in no event dispose of, destroy, alter, or mutilate said books, records, accounts, and data in any manner whatsoever for four (4) years after the COUNTY makes the final or last payment or within four (4) years after any pending issues between the COUNTY and CONTRACTOR with respect to this Agreement are closed, whichever is later.

18. DOCUMENTS AND MATERIALS: CONTRACTOR shall maintain and make available to COUNTY for its inspection and use during the term of this Agreement, all Documents and Materials, as defined in Paragraph 9 of this Agreement. CONTRACTOR's obligations under the preceding sentence shall continue for four (4) years following termination or expiration of this Agreement or the completion of all work hereunder (as evidenced in writing by COUNTY), and CONTRACTOR shall in no event dispose of, destroy, alter or mutilate said Documents and Materials, for four (4) years following the COUNTY's last payment to CONTRACTOR under this Agreement.
19. TIME OF ESSENCE: Time is of the essence in respect to all provisions of this Agreement that specify a time for performance; provided, however, that the foregoing shall not be construed to limit or deprive a party of the benefits of any grace or use period allowed in this Agreement.
20. TERMINATION: The COUNTY has and reserves the right to suspend, terminate or abandon the execution of any work by the CONTRACTOR without cause at any time upon giving to the CONTRACTOR prior written notice. In the event that the COUNTY should abandon, terminate or suspend the CONTRACTOR's work, the CONTRACTOR shall be entitled to payment for services provided hereunder prior to the effective date of said suspension, termination or abandonment. Said payment shall be computed in accordance with Exhibit B hereto, provided that the maximum amount payable to CONTRACTOR for its services shall not exceed \$ payment for services provided hereunder prior to the effective date of said suspension, termination or abandonment.
21. CHOICE OF LAW: This Agreement, and any dispute arising from the relationship between the parties to this Agreement, shall be governed by the laws of the State of California, excluding any laws that direct the application of another jurisdiction's laws.
22. WAIVER: No waiver of a breach, failure of any condition, or any right or remedy contained in or granted by the provisions of this Agreement shall be effective unless it is in writing and signed by the party waiving the breach, failure, right or remedy. No waiver of any breach, failure, right or remedy shall be deemed a waiver of any other breach, failure, right or remedy, whether or not similar, nor shall any waiver constitute a continuing waiver unless the writing so specifies.
23. ENTIRE AGREEMENT: This Agreement, including all attachments, exhibits, and any other documents specifically incorporated into this Agreement, shall constitute the entire agreement between COUNTY and CONTRACTOR relating to the subject matter of this Agreement. As used herein, Agreement refers to and includes any documents incorporated herein by reference and any exhibits or attachments. This Agreement supersedes and merges all previous understandings, and all other agreements, written or oral, between the parties and sets forth the

entire understanding of the parties regarding the subject matter thereof. The Agreement may not be modified except by a written document signed by both parties.

- 24. HEADINGS: herein are for convenience of reference only and shall in no way affect interpretation of the Agreement.
- 25. ADVERTISING OR PUBLICITY: CONTRACTOR shall not use the name of County, its officers, directors, employees or agents, in advertising or publicity releases or otherwise without securing the prior written consent of COUNTY in each instance.
- 26. MODIFICATION OF AGREEMENT: This Agreement may be supplemented, amended or modified only by the mutual agreement of the parties. No supplement, amendment or modification of this Agreement shall be binding unless it is in writing and signed by authorized representatives of both parties.
- 27. ASSURANCE OF PERFORMANCE: If at any time COUNTY believes CONTRACTOR may not be adequately performing its obligations under this Agreement or that CONTRACTOR may fail to complete the Services as required by this Agreement, COUNTY may request from CONTRACTOR prompt written assurances of performance and a written plan acceptable to COUNTY, to correct the observed deficiencies in CONTRACTOR's performance. CONTRACTOR shall provide such written assurances and written plan within ten (10) calendar days of its receipt of COUNTY's request and shall thereafter diligently commence and fully perform such written plan. CONTRACTOR acknowledges and agrees that any failure to provide such written assurances and written plan within the required time is a material breach under this Agreement.
- 28. SUBCONTRACTING/ASSIGNMENT: CONTRACTOR shall not subcontract, assign or delegate any portion of this Agreement or any duties or obligations hereunder without the COUNTY's prior written approval.
  - a. Neither party shall, on the basis of this Agreement, contract on behalf of or in the name of the other party. Any agreement that violates this Section shall confer no rights on any party and shall be null and void.
  - b. CONTRACTOR shall use the subcontractors identified in Exhibit A and shall not substitute subcontractors without COUNTY's prior written approval.
  - c. CONTRACTOR shall remain fully responsible for compliance by its subcontractors with all the terms of this Agreement, regardless of the terms of any agreement between CONTRACTOR and its subcontractors.
- 29. SURVIVAL: The obligations of this Agreement, which by their nature would continue beyond the termination on expiration of the Agreement, including without limitation, the obligations regarding Indemnification (Paragraph 2), Ownership of Documents (Paragraph 9), and Conflict of Interest (Paragraph 10), shall survive termination or expiration.
- 30. SEVERABILITY: If a court of competent jurisdiction holds any provision of this Agreement to be illegal, unenforceable, or invalid in whole or in part for any reason, the validity and enforceability of the remaining provisions, or portions of them, will not be affected, unless an essential purpose of this Agreement would be defeated by the loss of the illegal, unenforceable, or invalid provision.

31. PATENT AND COPYRIGHT INDEMNITY: CONTRACTOR represents that it knows of no allegations, claims, or threatened claims that the materials, services, hardware or software (“CONTRACTOR Products”) provided to COUNTY under this Agreement infringe any patent, copyright or other proprietary right. CONTRACTOR shall defend, indemnify and hold harmless COUNTY of, from and against all losses, claims, damages, liabilities, costs expenses and amounts (collectively, “Losses”) arising out of or in connection with an assertion that any CONTRACTOR Products or the use thereof, infringe any patent, copyright or other proprietary right of any third party.
- a. COUNTY will: (1) notify CONTRACTOR promptly of such claim, suit or assertion; (2) permit CONTRACTOR to defend, compromise, or settle the claim; and, (3) provide, on a reasonable basis, information to enable CONTRACTOR to do so. CONTRACTOR shall not agree without COUNTY’s prior written consent, to any settlement, which would require COUNTY to pay money or perform some affirmative act in order to continue using the CONTRACTOR Products.
  - b. If CONTRACTOR is obligated to defend COUNTY pursuant to this Section 31 and fails to do so after reasonable notice from COUNTY, COUNTY may defend itself and/or settle such proceeding, and CONTRACTOR shall pay to COUNTY any and all losses, damages and expenses (including attorney’s fees and costs) incurred in relationship with COUNTY’s defense and/or settlement of such proceeding.
  - c. In the case of any such claim of infringement, CONTRACTOR shall either, at its option, (1) procure for COUNTY the right to continue using the CONTRACTOR Products; or (2) replace or modify the CONTRACTOR Products so that that they become non-infringing, but equivalent in functionality and performance.
  - d. Notwithstanding this Section 31, COUNTY retains the right and ability to defend itself, at its own expense, against any claims that CONTRACTOR Products infringe any patent, copyright, or other intellectual property right.

**32. OTHER AGENCIES:**

Other tax supported agencies within the State of California who have not contracted for their own requirements may desire to participate in this contract. The CONTRACTOR is requested to service these agencies and will be given the opportunity to accept or reject the additional requirements. If the CONTRACTOR elects to supply other agencies, orders will be placed directly by the agency and payments made directly by the agency.

**[END OF GENERAL TERMS AND CONDITIONS]**

**EXHIBIT A**

DEFINITION OF SERVICES

To be determined upon award of contract.

**EXHIBIT B**

PAYMENT TERMS

To be determined upon award of contract.

**EXHIBIT C**

**INSURANCE REQUIREMENTS**

Insurance coverage in a minimum amount set forth herein shall not be construed to relieve CONTRACTOR for liability in excess of such coverage, nor shall it preclude COUNTY from taking such other action as is available to it under any other provisions of this Agreement or otherwise in law.

CONTRACTOR agrees to indemnify and hold harmless COUNTY, its elected or appointed officials, employees or volunteers against any claims, actions, or demands against them, or any of them, and against any damages, liabilities or expenses, including costs of defense and attorneys' fees, for personal injury or death, or for the loss or damage to the property, or any or all of them, to the extent arising out of the performance of this Agreement by CONTRACTOR.

CONTRACTOR affirms that s/he is aware of the provisions of Section 3700 of the California Labor Code which requires every employer to be insured against liability for the Workers' Compensation or to undertake self insurance in accordance with the provisions of the Code and CONTRACTOR further assures that s/he will comply with such provisions before commencing the performance of work under this Agreement. CONTRACTOR shall furnish to COUNTY certificate(s) of insurance evidencing Worker's Compensation Insurance coverage to cover its employees, and CONTRACTOR shall require all subcontractors similarly to provide Workers' Compensation Insurance as required by the Labor Code of the State of California for all of CONTRACTOR'S and subcontractors' employees.

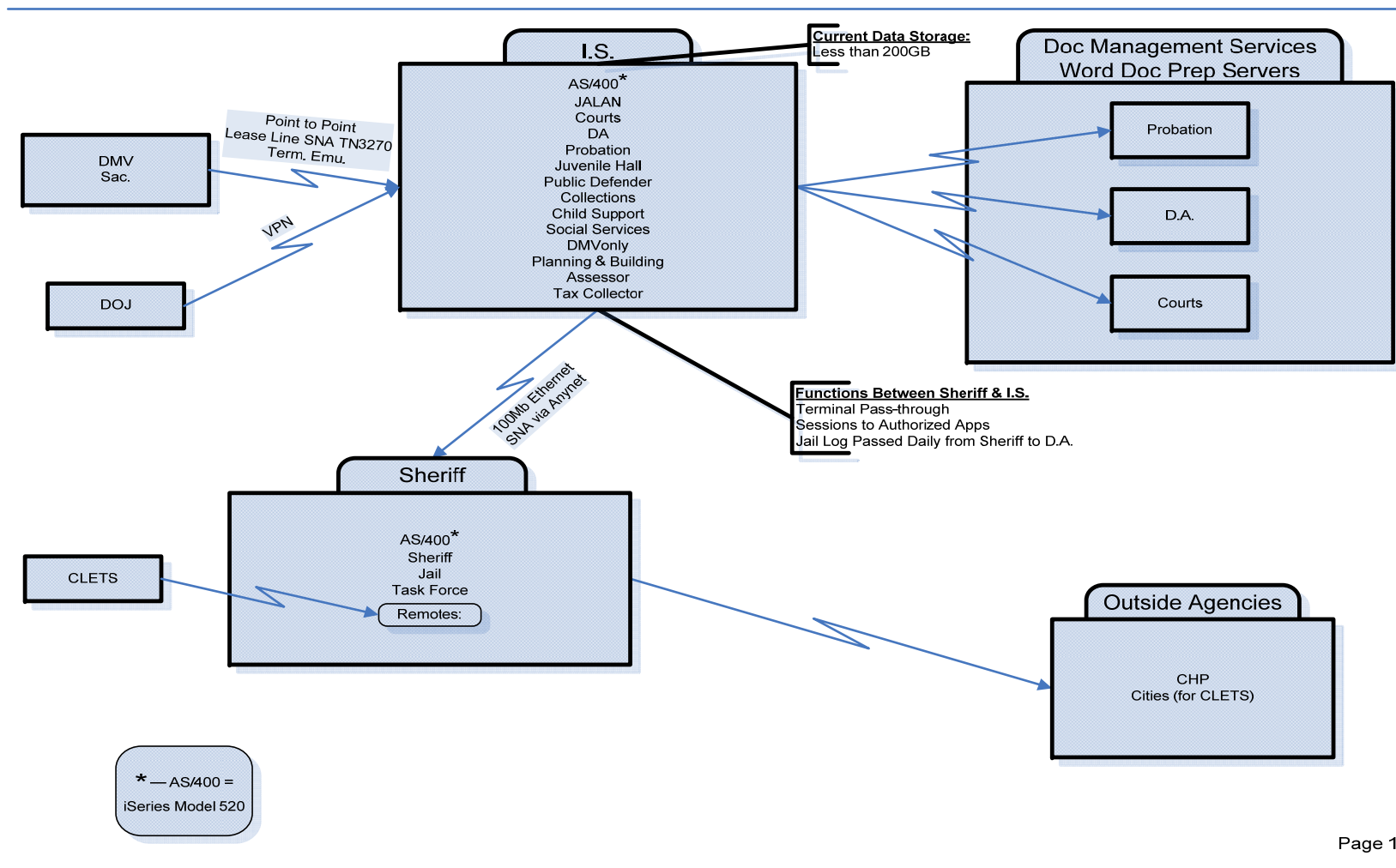
CONTRACTOR shall furnish to COUNTY certificates of insurance with Automobile Liability/General Liability Endorsements evidencing at a minimum the following:

- a. Combined single limit bodily injury liability and property damage liability - \$1,000,000 each occurrence.
- b. Vehicle / Bodily Injury combined single limit vehicle bodily injury and property damage liability - \$500,000 each occurrence.

ATTACHMENT G – CURRENT ENVIRONMENT DIAGRAM

Mendocino County CJS Computer Environment

Friday, January 22, 2010



**ATTACHMENT H – PUBLIC SAFETY/CRIMINAL JUSTICE USER MATRIX**

Mendocino County Public Safety & Justice Overview (Population Served & Access Requirements)														
	Personnel	MDC Units	I = Inquiry Only; U = Update/Change Authority											
			Required Access											
			MCSO CAD	MCSO RMS	MCSO JMS	WPD CAD	WPD RMS	FBPD CAD	FBPD RMS	UPD CAD	UPD RMS	Booking Photos	CLETS (State Interface)	DA, PD, AD, Probation & Collections
<b>MCSO</b>	Sworn: Admin. (Lt. & above)	13	I	U	I		I		I		I	U	U	I
	Sworn: Patrol Deputies	72	I	U	I		I		I		I	U	U	I
	Sworn: Corrections Deputies	65		I	U							U	U	I
	Communications Supervisors	2	U	U	I	U	I	U	I	U	I	I	U	I
	Communications Dispatchers	12	U	I	I	U	I	U	I	U	I	I	U	I
	Technical Services (IT Support)	2	U	U	U	U	U	U	U	U	U	U	U	I
	Corrections Admin. Support Personnel	6		I	U							U	U	I
	Field Ops. Admin Support Personnel	5	I	U	I							U	U	I
	Other Admin Support Personnel	5		I	I							U		I
	Jail Medical (CFMG)	10			U							I		I
	Proposed mobile units	42	I	U	U	I	I	I	I	I	I	I	U	I
<b>MCSO Totals</b>	<b>192</b>	<b>42</b>												
<b>WPD</b>	Sworn: Officers	12	I	I	I	U	U		I		I	U	U	I
	Communications Dispatchers	7	U	I	I	U	U	U	I	U	I	I	U	I
	Administrative Support Personnel	1	I	I	I	U	U		I		I	U	U	I
	Proposed mobile units	3	I	I	I	I	U	I	I	I	I	I	U	I
<b>WPD Totals</b>	<b>20</b>	<b>3</b>												
<b>FBPD</b>	<i>(Contracted to have UPD Dispatch)</i>													
	Sworn: Officers	17	I	I	I		I		U		I	U	U	I
	Administrative Support Personnel	7	I	I	I		I	U	U		I	U	U	I
	Proposed mobile units	10	I	I	I		I	I	U		I	I	U	I
<b>FBPD Totals</b>	<b>24</b>	<b>10</b>												
<b>UPD</b>	Sworn: Officers	27		I	I		I		I		I	U	U	I
	Administrative Support Personnel	8		I	I		I		I	U	U	U	U	I
	Communications Dispatchers	15	U	I	I	U	I	U	I	U	U	I	U	I
	Mobile units	25		I	I		I		I		U	I	U	I
<b>UPD Totals</b>	<b>42</b>	<b>7</b>												
<b>MMCTF</b>	Task Force (MMCTF)	7	2		I	I		I		I		I	U	I

Mendocino County Public Safety & Justice Overview (Population Served & Access Requirements)														
		Personnel	MDC Units	I = Inquiry Only; U = Update/Change Authority										
				Required Access										
				MCSO CAD	MCSO RMS	MCSO JMS	WPD CAD	WPD RMS	FBPD CAD	FBPD RMS	UPD CAD	UPD RMS	Booking Photos	CLETS (State Interface)
<b>Criminal Justice</b>	District Attorney's Office	69			I	I			I		I		U	C
	Probation	54			I	I			I		I		U	C
	Juvenile Hall	33		I	I	I			I		I		U	C
	Public Defender	23				I							I	C
	Alternate Defender	6				I							I	C
	Collections	9				I								C
	Courts	25				I							U	I
	<b>CJ Totals</b>	<b>227</b>	<b>0</b>											
<b>Other</b>	H&HS - DSS Investigators	4				I							U	U
	Child Support Services	6				I							I	I
	CHP	3				I							I	I
	Technical Services (IT Support)	2		I	I	I	I	I	I	I	I	I	I	C
	AODP	10				I								I
	County Counsel	3		I	I	I								I
	Department of Justice	10			I	I			I		I			I
	<b>Other Department Totals</b>	<b>38</b>	<b>0</b>											
<b>Countywide Totals</b>		<b>550</b>	<b>64</b>											