DATE: April 4, 2012

TO: All Proposers, Request For Proposals #112017: Law Enforcement Records Management Needs Assessment & Software Consulting Services

FROM: Carolyn Clow, Purchasing Agent

SUBJECT: ADDENDUM #1

Questions and answers provided below in response to questions received.

Question #1 Please identify the Executive Sponsor of this initiative (name and role within the organization).

Answer #1 There is no Executive Sponsor.

Question #2 Is there a Steering Committee for this initiative? If yes, please identify members by role/position in the County.

Answer #2 There is no Steering Committee.

Question #3 Please identify the outside auditor for the County. Please provide their most recent opinion statement.

Answer #3 The outside auditor is Baker Tilly. Annual reports are available at the following web site: http://www.countyofdane.com/controller/

Question #4 Has the outside auditor conducted an IT audit as part of their annual audit? If yes, please provide a copy of their most recent IT audit results.

Answer #4 N/A

Question #5 Has the County had a SAS70 conducted? If yes, please provide a copy of the most recent SAS70 report.

Answer #5 No.

Question #6 Please provide a copy of the County organization chart overall with a detail organization chart of the Sheriff’s Department and the IT organization.
Answer #6  A copy of the County’s organizational chart is available at the following link: http://pdf.countyofdane.com/budget/2012/adopted/Organization%20Chart.pdf

A copy of the Sheriff’s Office organizational chart is available at the following link: http://www.danesheriff.com/pdf/2010_organization_chart.pdf

Question #7  How is the IT staff distributed across the campuses, admin center, and the Health Sciences Institute (HIS)?

Answer #7  The Sheriff’s Office has a Systems Coordinator who liaisons with County IT.

Question #8  Which five Sheriff’s Departments does the County consider as peers/comparables for RMS benchmarking purposes?

Answer #8  That would be a topic for discussion with the contracted vendor.

Question #9  Please provide a high level network diagram for the County showing major node locations.

Answer #9  N/A.

Question #10  Has the Sheriff’s Department examined/reviewed the Spillman upgrade’s new functionality and features for applicability to the Department?

Answer #10  The Sheriff’s Office has viewed some modules of the upgrade.

Question #11  Has the County’s IT department examined/reviewed the Spillman upgrade’s technology requirements for technology environment fit?

Answer #11  IT has viewed some modules of the upgrade.

Question #12  Please provide an inventory of servers, desktops, printers, scanners, remote devices of the Sheriff’s Department.

Answer #12  N/A.

Question #13  Please provide the index of the current RMS policies and procedures documentation.

Answer #13  Dane County does not have a policies and procedures manual for Spillman.

Question #14  Page 5, Section 1.2.2 Objectives—The RFP states “An ability to interface with other software programs utilized by the Sheriff’s Office and other criminal justice agencies is also a priority.” Please provide a list of current software programs, including the names of the software vendors if known, the Sheriff’s Office and other agencies use that currently interface with the Spillman RMS.
Question #14 Please provide a list of other agencies the Sheriff’s Office expects to interface with/provide access to the upgraded or new RMS.

Answer #15 The agencies are the District Attorney’s Office, Clerk of Courts, State of Wisconsin Department of Justice, Dane County Public Safety Communications.

Question #16 By what date does the County expect to have the Phase One recommendation completed?

Answer #16 Dane County would like to move forward with this needs assessment at a reasonable pace, however, there is no specific deadline. Proposers are asked to provide a timeline as part of their proposal response to section 5.2.

Question #17 If the County issues a competitive RFP for RMS system acquisition, by what date does the County expect to have an RFP released to potential RMS vendors?

Answer #17 No date has been set.

Question #18 By what date, if the County upgrades with the current RMS vendor or conducts a competitive procurement for an RMS system, does the County expect to have the upgraded or new RMS cutover?

Answer #18 No date has been set.

Question #19 Please describe any significant issues with the current RMS.

Answer #19 This is a subject of phase one and what we would want the selected vendor to help answer.

Question #20 Is there any other information or are there any other reports and/or previous studies that the County has and can make available to prospective bidders relative to the planned consulting project that would assist in the Consultant’s ability to provide a responsive proposal?

Answer #20 No.

Question #21 What is the consulting budget for this project?

Answer #21 The budget has not been established.

Question #22 Re: 5.3.1 Needs Assessment - With regard to the statement "Sheriff’s Office staff representing all work areas and key staff from Department of Information
Management shall be included when assessing needs in order to obtain a complete analysis."

- How many Departments/Divisions and persons per Department/divisions does this represent?
- What are the names of the Departments/Divisions?
- Will each Department/Division require their own, individual interviews?

Answer #22 The Sheriff’s Office is divided into 4 Divisions (Support Services, Security Services, Field Services and Administrative Services). Sections within each Division will have separate, yet related, business tasks. Staff from areas with varied job responsibilities will be made available for the consultant to interview and observe. Criminal justice system partner agencies such as the District Attorney’s Office, Clerk of Courts and WI. Dept. of Justice should also be interviewed. Dane County Information Management staff will also have relevant information and perspective.

Proposers should include a plan for the needs assessment as part of their proposal response.

Question #23 Re: 5.3.3 Needs Assessment - With regard to the statement "Facilitate an on-site process to allow the Sheriff’s Office an opportunity to review the identified needs and propose additional needs that may not have been identified."

- Does the County have specific expectations for the "an on-site process?" or will the consultant recommend it?
- Who will perform the review?
- How would "additional needs" be determined?

Answer #23 The process would be agreed upon by County and the selected vendor. Proposers should provide documentation regarding their proposed process as part of the RFP response. Review would be done by Sheriff’s Office administration and County IT staff. “Additional Needs” would be determined by Review panel after evaluation.

Question #24 Re: 5.3.4 Needs Assessment - With regard to the statement "How well would the upgrade to Spillman Sentryx 6.1 meet our needs"

- Does the County maintain a current list or inventory of issues and concerns relating to its use of the Spillman Sentryx v6.1 software?
- What role will Sheriff’s/County staff have in the Assessment vs. services expected from the consultant?
- Has the County maintained current version/release levels of Spillman software throughout its lifecycle license?
- Will the County provide the selected consultant with authority to request information from Spillman concerning past, current, and future software release information?
Answer #24  The Sheriff’s Office is not yet using Sentryx 6.1. The Sheriff’s Office role will be providing information to the consultant. They have implemented current software releases with exception of the latest version, Sentryx 6.1. They would encourage the consultant to contact Spillman about past, present, and future software releases.

Question #25  Re: Project Business T&C

- Has the County established a specific budget for the project software replacement/upgrade and related professional services and, if so, what is that budget amount?

Answer #25  See answer #21.

Question #26  Can the County provide more detailed information on their existing system to better assess the scope of Phase I? Specifically, what application modules are currently in use:

   a. Calls for Service Module
   b. Incident Reporting (UCR vs NIBRS)
   c. Arrests – integrated with the jail module?
   d. Citations
   e. Warrants
   f. Field Interviews
   g. Intelligence
   h. Property/Evidence – barcoding interface?
   i. Pawn shop
   j. Bicycle/Gun registrations
   k. Ad Hoc Reporting module or separate application for custom reports
   l. Crime Analysis module with pin mapping
   m. Geo-file for address verification
   n. Jails Mgt system – including commissary, cell assignments, work release, etc.

Answer #26  a.-Yes, b.-Yes, c.-Yes, d.-Yes, e.-Yes, f.-No, but available in Spillman, g.-No, but available in Spillman, h.-Yes, i.-No, but available in Spillman, j.-No, but available in Spillman, k.-Yes SYFORMAT in Spillman and Crystal Reports outside the application, l.-No, m.-No, n.-Yes, we use the jail management module to include cell assignments and work release tracking but commissary is a separate interface to Canteen Manager software.

Question #27  Is the S.O. currently using a mugshot system and interfacing to LiveScan?

Answer #27  The Sheriff’s Office currently uses Spillman Imaging. They have an interface that pulls photo, name and charge data into the FingerRoll software on our Live Scan device.

Question #28  Does Dane Co. SO have an NCIC/State interface to their current RMS system?

Answer #28  Yes, they have a TIME interface.
Question #29  How long has the Spillman system been in use? How many years of data are available on the current system and potentially will require conversion?

Answer #29  The Sheriff’s Office has been using the Spillman RMS for 15 years. Prior to that they used a mainframe system commonly referred to as RUMBA, which was a custom application written by our Information Management staff. They used RUMBA for approximately 10 years. The data from RUMBA was converted into the Spillman system, so we have approximately 25 years of data in our current Spillman system. Accurate and timely data migration from Spillman to any future alternative RMS would be crucial.

Question #30  Does the County have a Spillman CAD system and does it integrate with the Spillman RMS currently in use.

Answer #30  The Dane County 911 Center is in the process of migrating to TriTech CAD.

Question #31  How is this project being funded? Through grants, budget appropriations? Is there appropriate funding to select a new system if that is resulting recommendation?

Answer #31  The project is funded by a Capital Budget appropriation.

Question #32  Does the County have a specific timeframe for completion of each phase? Is so, what is it?

Answer #32  See answer #16.

Question #33  What is the budget for the consulting? Expectations and deliverables range widely in the industry?

Answer #33  See answer #21.

Question #34  What is the budget for the entire implementation from start to finish?

Answer #34  There is currently $2,000,000 appropriated in the capital budget.

Question #35  Can you advise if a budget appropriation has been established for this project? If so, would you be able/willing to provide the budget allocation for this project?

Answer #35  See answer #34.

Question #36  Finally, can you advise, from the schedule, resource and staffing perspective, if there are project timeline/schedule requirements, constraints or expectations? Is there an anticipated project start date from which to plan?

Answer #36  See answer #16.

Please acknowledge receipt of this addendum by noting “Addendum #1 Received” on the bottom of the Signature Affidavit when you submit your proposal.