

City of Isle of Palms, South Carolina
Request for Proposals (RFP 2020-05)
Records Management System (RMS) and Court Software System

In compliance with the City's Procurement Ordinance, the City of Isle of Palms, South Carolina is seeking proposals for a new integrated police Records Management System (RMS) and Court software system.

I. Scope of Work

The implementation will be completed in phases with the first phase anticipated to begin within 45 days of contract award. The software should include functionality for but not limited to court case management, mobile citations, records management, training/certification management, internal affairs case management, and a report writer.

As part of the project, the vendor must establish and implement a training program for City users to teach the skills and knowledge necessary to effectively use the technology being proposed. The vendor will also be required to provide ongoing technical support and documentation to implement system updates as they become available. Further, the vendor must indicate in the proposal the total cost to perform data conversion services and a detailed description of the conversion services proposed including programming. It is the vendor's responsibility to obtain the necessary information from the City to provide the conversion services. Mutually agreed specifications for the conversion services and testing procedures will be included in the contract.

II. Submission Requirements

Proposals will be reviewed for their completeness, attention to detail, content, qualifications, cost effectiveness, and overall presentation. The proposal should describe how the proposing firm is specially qualified to effectively perform the work.

To be considered during the evaluation of proposals, vendors are required to submit all requested information including pricing detail by module. Pricing should include all costs related to the software, required hardware, conversion of existing data, installation, training, final implementation, recurring fees, and convenience costs. Any vendor who chooses to submit a proposal by combining various software packages must submit a single proposal detailing the responsible vendor for each module as well as assuming the final responsibility for ensuring smooth integration of all software presented. Every topic and question listed in this request for proposal must be addressed.

The total project cost is a major factor in the decision process but not the only consideration. Other decision factors are the track record of the vendor with conversions at other organizations of similar size and complexity, vendor identification and understanding of the City's requirements, experience and qualifications of key vendor implementation support personnel and track record in providing quality customer support.

The City reserves the right to reject any or all proposals received and to request additional

information as deemed necessary and appropriate.

III. Proposal Requirements

Proposals should be submitted to the following:

Desirée Fragoso
City Administrator
City of Isle of Palms
1207 Palm Boulevard
Post Office Box 508
Isle of Palms, South Carolina 29451

Deadline for Questions: The deadline for questions is 2:00 p.m., August 28, 2020.

Deadline for Submission: The deadline for submission is 2:00 p.m., September 4th, 2020. Proposals must be received at 1207 Palm Boulevard, Isle of Palms, South Carolina 29451 in a sealed envelope. Sealed envelopes must be clearly marked "Request for Proposals (RFP) 2020-05 Police Department RMS" and include one (1) hard copy and one electronic copy in PDF format. It will be the responsibility of the proposers to verify and confirm receipt by the City.

Proposals may be delivered by hand or by mail, but no bid shall be considered which is not actually received by the City at the place, date and time appointed by the City and the City shall not be responsible for any failure, misdirection, delay or error resulting from the selection by any Proposer of any particular means of delivery of bids.

If an addendum is issued, proposers must acknowledge receipt of the addendum with their bids.

Proposers acknowledge and agree that the City will not be liable for any costs, expenses, losses, damages (including damages for loss of anticipated profit) or liabilities incurred by the respondent or any member of the respondent's organization as a result of, or arising out of, submitting a bid, negotiating changes to such bid, or due to the City's acceptance or non-acceptance of the bid or the rejection of any and all bids. Respondents are responsible for submission of accurate, adequate and clear descriptions of the information requests. Neither issuance of the RFP, preparation and submission of a response, nor the subsequent receipt and evaluation of any response by the City of Isle of Palms will commit the City to award a contract to any respondent even if all the requirements in the RFP have been met.

By signing its bid, Proposer certifies that it will comply with the applicable requirements of Title 8, Chapter 14 of the South Carolina Code of Laws and agrees to provide to the City upon request any documentation required to establish either: (a) that Title 8, Chapter 14 is inapplicable both to Proposer and its subcontractors or sub-subcontractors; or (b) that Proposer and its subcontractors or sub-subcontractors are in compliance with Title 8, Chapter 14. Pursuant to Section 8-14-60, "A person who knowingly makes or files any false, fictitious, or fraudulent document, statement, or report pursuant to this chapter is guilty of a felony, and, upon conviction, must be fined within the discretion of the court or imprisoned for not more than five years, or both." Proposer agrees

to include in any contracts with its subcontractors language requiring its subcontractors to (a) comply with the applicable requirements of Title 8, Chapter 14, and (b) include in their contracts with the sub-subcontractors language requiring the sub-subcontractors to comply with the applicable requirements of Title 8, Chapter 14.

If the Proposer is a corporation, state your correct corporate name and State of incorporation. If Proposer is a partnership, state names and addresses of partners. If Proposer is a trust or other legal entity, state correct names and addresses of trustees or names and address of those legally authorized to bid and enter into contracts.