Request for Proposal
UK-1807-18
Proposal Due Date - 01/17/18

Police CAD/RMS/MDC Project
REQUEST FOR PROPOSAL (RFP)

ATTENTION: This is not an order. Read all instructions, terms and conditions carefully.

<table>
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<tr>
<th>PROPOSAL NO.:</th>
<th>UK-1807-18</th>
<th>RETURN ORIGINAL COPY OF PROPOSAL TO:</th>
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<tbody>
<tr>
<td>Issue Date:</td>
<td>12/15/2017</td>
<td>UNIVERSITY OF KENTUCKY</td>
</tr>
<tr>
<td>Title:</td>
<td>Police CAD/RMS/MDC Project</td>
<td>PURCHASING DIVISION</td>
</tr>
<tr>
<td>Purchasing Officer:</td>
<td>Joyce French</td>
<td>411 S LIMESTONE</td>
</tr>
<tr>
<td>Phone:</td>
<td>859-257-9104</td>
<td>ROOM 322 PETERSON SERVICE BLDG.</td>
</tr>
<tr>
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<td></td>
<td>LEXINGTON, KY 40506-0005</td>
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IMPORTANT: PROPOSALS MUST BE RECEIVED BY: 01/17/2018 3 P.M. LEXINGTON, KY TIME.

NOTICE OF REQUIREMENTS

1. The University’s General Terms and Conditions and Instructions to Bidders, viewable at www.uky.edu/Purchasing/terms.htm, apply to this RFP. When the RFP includes construction services, the University’s General Conditions for Construction and Instructions to Bidders, viewable at www.uky.edu/Purchasing/cophile.htm, apply to the RFP.
2. Contracts resulting from this RFP must be governed by and in accordance with the laws of the Commonwealth of Kentucky.
3. Any agreement or collusion among offerors or prospective offerors, which restrains, tends to restrain, or is reasonably calculated to restrain competition by agreement to bid at a fixed price or to refrain from offering, or otherwise, is prohibited.
4. Any person who violates any provisions of KRS 45A.325 shall be guilty of a felony and shall be punished by a fine of not less than five thousand dollars nor more than ten thousand dollars, or be imprisoned not less than one year nor more than five years, or both such fine and imprisonment. Any firm, corporation, or association who violates any of the provisions of KRS 45A.325 shall, upon conviction, be fined not less than ten thousand dollars or more than twenty thousand dollars.

AUTHENTICATION OF BID AND STATEMENT OF NON-COLLUSION AND NON-CONFLICT OF INTEREST

I hereby swear (or affirm) under the penalty for false swearing as provided by KRS 523.040:

1. That I am the offeror (if the offeror is an individual), a partner, (if the offeror is a partnership), or an officer or employee of the bidding corporation having authority to sign on its behalf (if the offeror is a corporation);
2. That the attached proposal has been arrived at by the offeror independently and has been submitted without collusion with, and without any agreement, understanding or planned common course of action with, any other Contractor of materials, supplies, equipment or services described in the RFP, designed to limit independent bidding or competition;
3. That the contents of the proposal have not been communicated by the offeror or its employees or agents to any person not an employee or agent of the offeror or its surety on any bond furnished with the proposal and will not be communicated to any such person prior to the official closing of the RFP;
4. That the offeror is legally entitled to enter into contracts with the University of Kentucky and is not in violation of any prohibited conflict of interest, including, but not limited to, those prohibited by the provisions of KRS 45A.330 to .340, and164.390;
5. That the offeror, and its affiliates, are duly registered with the Kentucky Department of Revenue to collect and remit the sale and use tax imposed by Chapter 139 to the extent required by Kentucky law and will remain registered for the duration of any contract award;
6. That I have fully informed myself regarding the accuracy of the statement made above.

SIGNED STATEMENT OF NON-SEGREGATED FACILITIES

In accordance with KRS454A.110 (2), the undersigned hereby swears under penalty of perjury that he/she has not knowingly violated any provision of the campaign finance laws of the Commonwealth of Kentucky and that the award of a contract to a bidder will not violate any provision of the campaign finance laws of the Commonwealth of Kentucky.

CERTIFICATION OF NON-SEGREGATED FACILITIES

The contractor, by submitting a proposal, certifies that he/she is in compliance with the Code of Federal Regulations, No. 41 CFR 60-1.8(b) that prohibits the maintaining of segregated facilities.

SIGNATURE REQUIRED: This proposal cannot be considered valid unless signed and dated by an authorized agent of the offeror. Type or print the signatory's name, title, address, phone number and fax number in the spaces provided. Offers signed by an agent are to be accompanied by evidence of his/her authority unless such evidence has been previously furnished to the issuing office.

<table>
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<tr>
<th>DELIVERY TIME:</th>
<th>NAME OF COMPANY:</th>
<th>DUNS #</th>
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<tbody>
<tr>
<td>PROPOSAL FIRM THROUGH:</td>
<td>ADDRESS:</td>
<td>Phone/Fax:</td>
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<tr>
<td>PAYMENT TERMS:</td>
<td>CITY, STATE &amp; ZIP CODE:</td>
<td>E-MAIL:</td>
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<tr>
<td>SHIPPING TERMS: F. O. B. DESTINATION PREPAID AND ALLOWED</td>
<td>TYPED OR PRINTED NAME:</td>
<td>WEB ADDRESS:</td>
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<tr>
<td>FEDERAL EMPLOYER ID NO.:</td>
<td>SIGNATURE:</td>
<td>DATE:</td>
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Table of Contents

1.0 DEFINITIONS ........................................................................................................................... 6

2.0 GENERAL OVERVIEW ............................................................................................................ 7
   2.1 Intent and Scope .................................................................................................................. 7
   2.2 Background Information ................................................................................................... 7
   2.3 University Information ...................................................................................................... 7

3.0 PROPOSAL REQUIREMENTS ................................................................................................. 9
   3.1 Key Event Dates ................................................................................................................ 9
   3.2 Offeror Communication ..................................................................................................... 9
   3.3 Offeror Presentations ......................................................................................................... 10
   3.4 Preparation of Offers ....................................................................................................... 10
   3.5 Proposed Deviations from the RFP ................................................................................... 10
   3.6 Proposal Submission and Deadline ................................................................................... 10
   3.7 Modification or Withdrawal of Offer .................................................................................. 11
   3.8 Acceptance or Rejection and Award of Proposal ............................................................. 11
   3.9 Rejection ........................................................................................................................... 12
   3.10 Addenda ............................................................................................................................ 12
   3.11 Disclosure of Offeror’s Response ....................................................................................... 12
   3.12 Restrictions on Communications with University Staff .................................................. 12
   3.13 Cost of Preparing Proposal ............................................................................................. 13
   3.14 Disposition of Proposals ................................................................................................ 13
   3.15 Alternate Proposals ........................................................................................................ 13
   3.16 Questions .......................................................................................................................... 13
   3.17 Section Titles in the RFP .................................................................................................. 13
   3.18 No Contingent Fees ........................................................................................................ 13
   3.19 Proposal Addenda and Rules for Withdrawal ................................................................. 13

4.0 PROPOSAL FORMAT AND CONTENT .................................................................................. 14
   4.1 Proposal Information and Criteria ..................................................................................... 14
   4.2 Signed Authentication of Proposal and Statements of Non-Collusion and Non-Conflict of Interest Form .................................................................................................................. 14
   4.3 Transmittal Letter ............................................................................................................. 14
   4.4 Executive Summary and Proposal Overview ...................................................................... 15
6.26 Personal Service Contract Policies........................................................................................................ 37
6.27 Copyright Ownership and Title to Designs and Copy........................................................................ 38
6.28 University Brand Standards.................................................................................................................. 38
6.29 Printing Statutes.................................................................................................................................. 39

7.0 FINANCIAL OFFER SUMMARY .......................................................................................................... 40
7.1 Mandatory Services .......................................................................................................................... 40
7.2 Alternate Pricing .................................................................................................................................. 40
1.0 DEFINITIONS

The term "addenda" means written or graphic instructions issued by the University of Kentucky prior to the receipt of proposals that modify or interpret the RFP documents by additions, deletions, clarifications and/or corrections.

The term "competitive negotiations" means the method authorized in the Kentucky Revised Statutes, Chapter 45A.085.

The terms "offer" or "proposal" mean the offeror's/offerors' response to this RFP.

The term "offeror" means the entity or contractor group submitting the proposal.

The term "contractor" means the entity receiving a contract award.

The term "purchasing agency" means the University of Kentucky, Purchasing Division, Room 322 Peterson Service Building, Lexington, KY 40506-0005.

The term "purchasing official" means the University of Kentucky's appointed contracting representative.

The term "responsible offeror" means a person, company or corporation that has the capability in all respects to perform fully the contract requirements and the integrity and reliability that will assure good faith performance. In determining whether an offeror is responsible, the University may evaluate various factors including (but not limited to): financial resources; experience; organization; technical qualifications; available resources; record of performance; integrity; judgment; ability to perform successfully under the terms and conditions of the contract; adversarial relationship between the offeror and the University that is so serious and compelling that it may negatively impact the work performed under this RFP; or any other cause determined to be so serious and compelling as to affect the responsibility of the offeror.

The term "solicitation" means RFP.

The term "University" means University of Kentucky.
2.0 GENERAL OVERVIEW

2.1 Intent and Scope

The University of Kentucky Police Department seeks to purchase and institute a public safety-based Computer Aided Dispatch System, Mobile Data System, and Records Management System that will afford each of the four (4) pre-determined campus locations to be able to effectively share criminal justice and public safety incident information data between locations in a secure manner. The system network will be required to provide standard deliverables for a police computer aided dispatch that manages calls for service for law enforcement, fire, medical, emergency management, and facilities management (public works). Additionally, the University requires this product to meet the standards to integrate with Kentucky Uniform Crime Reporting System and provide immediate reporting to meet the requirements of the Federal Jeanne Clery Act.

2.2 Background Information

University of Kentucky Police Department’s mission is to promote a safe and secure campus environment for students, faculty, staff, and visitors. We provide quality police services ethically, fairly and equally in partnership with the members of our community. The Department is currently authorized for 63 KLEC certified, sworn police officers, 12 certified Police Telecommunications Officers, over 90 nonsworn security officers, and 16 support staff professionals. UKPD also maintains a certified PSAP and manages all calls for service on and about University of Kentucky Property. UKPD currently depends on a suite of public safety records and management systems to ensure all public safety incidents occurring on and about its jurisdiction are appropriately documented on recorded. In its current design there is a significant level or duplicated effort in order to ensure all records systems contain all relevant and required information. It is the goal of this initiative to create a system with a single data entry platform to record and manage all incidents on campus.

2.3 University Information

Since his arrival, President Eli Capilouto has set forth an ambitious agenda to extend and enhance our role as Kentucky’s land-grant and flagship research university. By focusing on infrastructure growth and improvement; creating opportunities for innovative teaching, learning, and academic excellence; fostering a robust research and creative scholarship enterprise; providing life-saving subspecialty care; empowering communities through service and outreach; and encouraging a transparent and shared dialogue about institutional priorities; the University of Kentucky will ensure a new century of promise for the people we impact.

Founded in 1865 as a land-grant institution adjacent to downtown Lexington, UK is nestled in the scenic heart of the beautiful Bluegrass Region of Kentucky. From its early beginnings, with only 190 students and 10 professors, UK’s campus now covers more than 918 acres and is home to more than 30,000 students and approximately 14,500 employees, including more than 2,300 full-time faculty. UK is one of a small number of universities in the United States that has programs in agriculture, engineering, a full complement of health colleges including medicine and pharmacy, law and fine arts on a single campus, leading to groundbreaking discoveries and unique interdisciplinary collaboration. The state’s flagship university consists of 17 academic and professional colleges where students can choose from more than 200 majors and degree programs.
at the undergraduate and graduate levels. The colleges are Agriculture, Food and Environment; Arts and Sciences; Business and Economics; Communication and Information; Dentistry; Design; Education; Engineering; Fine Arts; Graduate School; Health Sciences; Law; Medicine; Nursing; Pharmacy; Public Health; and Social Work. These colleges are supported by a modern research library system.

Research at the University of Kentucky is a dynamic enterprise encompassing both traditional scholarship and emerging technologies, and UK’s research faculty, staff and students are establishing UK as one of the nation’s most prolific public research universities. UK’s research enterprise attracted $285 million in research grants and contracts from out-of-state sources, which generated a $580 million impact on the Kentucky economy. Included in this portfolio is $153 million in federal awards from the National Institutes of Health, non-NIH grants from the Department Health and Human Services, the National Science Foundation, Department of Energy, Department of Agriculture and NASA, among others. The National Science Foundation ranks UK’s research enterprise 44th among public institutions.

With more than 50 research centers and institutes, UK researchers are discovering new knowledge, providing a rich training ground for current students and the next generation of researchers, and advancing the economic growth of the Commonwealth of Kentucky. Several centers excel in the services offered to the public. The Gluck Equine Research Center is one of only three facilities of its kind in the world, conducting research in equine diseases.

The Center for Applied Energy Research is pursuing groundbreaking discovery across the energy disciplines. CAER staff are pioneering new ways to sustainably utilize Kentucky natural resources through carbon-capture algae technology, biomass/coal to liquid products and the opening of UK’s first LEED-certified research lab to support the development of Kentucky’s growing alternative energy industry. Among the brightest examples of UK’s investment in transformative research is the Markey Cancer Center. As a center of excellence and distinction at UK, Markey’s robust research and clinical enterprise is the cornerstone of our commitment to Kentucky – fundamental to our success in uplifting lives through our endeavors and improving the general health and welfare of our state – burdened by the nation’s highest rate of cancer deaths per 100,000 people. In 2013, Markey earned the prestigious National Cancer Institute-designation (NCI) – one of 68 nationally and the only one in Kentucky.

The University of Kentucky was awarded a $20 million Clinical Translational Sciences Award (CTSA) from the National Institutes of Health (NIH). As one of only 60 institutions with this research distinction, UK was awarded the CTSA for its potential in moving research and discovery in the lab into practical field and community applications. The CTSA and NCI are part of a trifecta of federal research grants that includes an Alzheimer’s Disease Center. UK is one of only 22 universities in the country to hold all three premier grants from NIH.

Established in 1957, the medical center at UK is one of the nation’s finest academic medical centers and includes the University’s clinical enterprise, UK HealthCare. The 569-bed UK Albert B. Chandler Hospital and Kentucky Children’s Hospital, along with 256 beds at UK Good Samaritan Hospital, are supported by a growing faculty and staff providing the most advanced subspecialty care for the most critically injured and ill patients throughout the Commonwealth and beyond. Over the last several years, the number of patients served by the medical enterprise has increased from roughly 19,000 discharges to more than 36,000 discharges in 2014.

UK Chandler Hospital includes the only Level 1 Trauma Center for both adult and pediatric patients in Central and Eastern Kentucky. In addition, UK HealthCare recently opened one of the country’s
largest robotic hybrid operating rooms and the first of its kind in the region. While our new patient care pavilion is the leading healthcare facility for advanced medical procedures in the region, our talented physicians consult with and travel to our network of affiliate hospitals so Kentucky citizens can receive the best health care available close to their home and never need to leave the Bluegrass for complex subspecialty care.

UK’s agenda remains committed to accelerating the University’s movement toward academic excellence in all areas and gain worldwide recognition for its outstanding academic programs, its commitment to students, its investment in pioneering research and discovery, its success in building a diverse community and its engagement with the larger society. It is all part of the University’s fulfillment of our promise to Kentucky to position our state as a leader in American prosperity.

3.0 PROPOSAL REQUIREMENTS

3.1 Key Event Dates

<table>
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<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>Release of RFP</td>
<td>12/15/2017</td>
</tr>
<tr>
<td>Deadline for Written Questions</td>
<td>01/03/2018</td>
</tr>
<tr>
<td>RFP Proposals Due</td>
<td>01/17/2018 3 p.m. Lexington Time</td>
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<tr>
<td>Offeror Presentations*</td>
<td>01/29/2018</td>
</tr>
<tr>
<td>Contract Award*</td>
<td>02/05/2018</td>
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*projected dates

3.2 Offeror Communication

To ensure that RFP documentation and subsequent information (modifications, clarifications, addenda, Written Questions and Answers, etc.) are directed to the appropriate persons within the offeror’s firm, each offeror who intends to participate in this RFP is to provide the following information to the purchasing officer. Prompt, thorough compliance is in the best interest of the offeror. Failure to comply may result in incomplete or delayed communication of addenda or other vital information. Contact information is the responsibility of the offeror. Without the prompt information, any communication shortfall shall reside with the offeror.

- Name of primary contact
- Mailing address of primary contact
- Telephone number of primary contact
- Fax number of primary contact
- E-mail address of primary contact
- Additional contact persons with same information provided as primary contact

This information shall be transmitted via fax or e-mail to:
All communication with the University regarding this RFP shall only be directed to the purchasing officer listed above.

### 3.4 Offeror Presentations

All offerors whose proposals are judged acceptable for award may be required to make a presentation to the evaluation committee.

### 3.5 Preparation of Offers

The offeror is expected to follow all specifications, terms, conditions and instructions in this RFP.

The offeror will furnish all information required by this solicitation.

Proposals should be prepared simply and economically, providing a description of the offeror's capabilities to satisfy the requirements of the solicitation. Emphasis should be on completeness and clarity of content. All documentation submitted with the proposal should be bound in the single volume except as otherwise specified.

An electronic version of the RFP, in .PDF format only, is available through the University of Kentucky Purchasing Division web site: [www.uky.edu/purchasing/bidlist.htm](http://www.uky.edu/purchasing/bidlist.htm)

### 3.6 Proposed Deviations from the RFP

The stated requirements appearing elsewhere in this RFP shall become a part of the terms and conditions of any resulting contract. Any deviations therefrom must be specifically defined in accordance with the transmittal letter, Section 4.3 (d). If accepted by the University, the deviations shall become part of the contract, but such deviations must not be in conflict with the basic nature of this RFP.

Note: Offerors shall not submit their standard terms and conditions as exceptions to the University’s General Terms and Conditions. Each exception to the University’s General Terms and Conditions shall be individually addressed.

### 3.7 Proposal Submission and Deadline

Offeror must provide the following materials prior to 3 p.m. (Lexington, KY time) on the date specified in Section 3.1 and addressed to the purchasing officer listed in Section 3.2:
• **Technical Proposal:** Two (2) copies on an electronic storage device (CD or USB) clearly marked with the proposal number and name, firm name and what is included (Technical Proposal) and two (2) printed copies in a single package, separate from the Financial Proposal.

• **Financial Proposal:** Two (2) copies on an electronic storage device (CD or USB) clearly marked with the proposal number and name, firm name and what is included (Financial Proposal) and two (2) printed copies in a single package, separate from the Technical Proposal.

Note: Proposals received after the closing date and time will not be considered. In addition, proposals received via fax or e-mail are not acceptable.

The University of Kentucky accepts deliveries of RFPs Monday through Friday from 8 a.m. to 5 p.m. Lexington, KY time. However, RFPs must be received by 3 p.m. Lexington, KY time on the date specified on the RFP in order to be considered.

Proposals shall be enclosed in sealed envelopes to the above referenced address and shall show on the face of the envelope: the closing time and date specified, the solicitation number and the name and address of the offeror. The technical proposal shall be submitted in a sealed envelope and the financial proposal shall be submitted in a sealed envelope under separate cover. Both sealed envelopes shall have identical information on the cover, with the addition that one will state “Technical Information,” and the other, “Financial Proposal.”

Note: In accordance with the Kentucky Revised Statute 45A.085, there will be no public opening.

**3.8 Modification or Withdrawal of Offer**

An offer and/or modification of offer received at the office designated in the solicitation after the exact hour and date specified for receipt will not be considered.

An offer may be modified or withdrawn by written notice before the exact hour and date specified for receipt of offers. An offer also may be withdrawn in person by an offeror or an authorized representative, provided the identity of the person is made known and the person signs a receipt for the offer, but only if the withdrawal is made prior to the exact hour and date set for receipt of offers.

**3.9 Acceptance or Rejection and Award of Proposal**

The University reserves the right to accept or reject any or all proposals (or parts of proposals), to waive any informalities or technicalities, to clarify any ambiguities in proposals and (unless otherwise specified) to accept any item in the proposal. In case of error in extension or prices or other errors in calculation, the unit price shall govern. Further, the University reserves the right to make a single award, split awards, multiple awards or no award, whichever is in the best interest of the University.
3.10 **Rejection**

Grounds for the rejection of proposals include (but shall not be limited to):

- Failure of a proposal to conform to the essential requirements of the RFP.

- Imposition of conditions that would significantly modify the terms and conditions of the solicitation or limit the offeror’s liability to the University on the contract awarded on the basis of such solicitation.

- Failure of the offeror to sign the University RFP. This includes the Authentication of Proposal and Statement of Non-Collusion and Non-Conflict of Interest statements.

- Receipt of proposal after the closing date and time specified in the RFP.

3.11 **Addenda**

Any addenda or instructions issued by the purchasing agency prior to the time for receiving proposals shall become a part of this RFP. Such addenda shall be acknowledged in the proposal. No instructions or changes shall be binding unless documented by a proper and duly issued addendum.

3.12 **Disclosure of Offeror’s Response**

The RFP specifies the format, required information and general content of proposals submitted in response to this RFP. The purchasing agency will not disclose any portions of the proposals prior to contract award to anyone outside the Purchasing Division, the University’s administrative staff, representatives of the state or federal government (if required) and the members of the committee evaluating the proposals. After a contract is awarded in whole or in part, the University shall have the right to duplicate, use or disclose all proposal data submitted by offerors in response to this RFP as a matter of public record.

Any submitted proposal shall remain valid six (6) months after the proposal due date.

The University shall have the right to use all system ideas, or adaptations of those ideas, contained in any proposal received in response to this RFP. Selection or rejection of the proposal will not affect this right.

3.13 **Restrictions on Communications with University Staff**

From the issue date of this RFP until a contractor is selected and a contract award is made, offerors are not allowed to communicate about the subject of the RFP with any University administrator, faculty, staff or members of the board of trustees except: the purchasing office representative, any University purchasing official representing the University administration, others authorized in writing by the purchasing office and University representatives during offeror presentations. If violation of this provision occurs, the University reserves the right to reject the offeror’s proposal.
3.14 **Cost of Preparing Proposal**

Costs for developing the proposals and any subsequent activities prior to contract award are solely the responsibility of the offerors. The University will provide no reimbursement for such costs.

3.15 **Disposition of Proposals**

All proposals become the property of the University. The successful proposal will be incorporated into the resulting contract by reference.

3.16 **Alternate Proposals**

Offerors may submit alternate proposals. If more than one proposal is submitted, all must be complete (separate) and comply with the instructions set forth within this document. Each proposal will be evaluated on its own merits.

3.17 **Questions**

All questions should be submitted by either fax or e-mail to the purchasing officer listed in Section 3.2 no later than the date listed in Section 3.1.

3.18 **Section Titles in the RFP**

Section titles used herein are for the purpose of facilitating ease of reference only and shall not be construed to infer the construction of contractual language.

3.19 **No Contingent Fees**

No person or selling agency shall be employed or retained or given anything of monetary value to solicit or secure this contract, except bona fide employees of the offeror or bona fide established commercial or selling agencies maintained by the offeror for the purpose of securing business. For breach or violation of this provision, the University shall have the right to reject the proposal, annul the contract without liability, or, at its discretion, deduct from the contract price or otherwise recover the full amount of such commission, percentage, brokerage or contingent fee or other benefit.

3.20 **Proposal Addenda and Rules for Withdrawal**

Prior to the date specified for receipt of offers, a submitted proposal may be withdrawn by submitting a written request for its withdrawal to the University purchasing office, signed by the offeror. Unless requested by the University, the University will not accept revisions or alterations to proposals after the proposal due date.
4.0 PROPOSAL FORMAT AND CONTENT

4.1 Proposal Information and Criteria

The following list specifies the items to be addressed in the proposal. Offerors should read it carefully and address it completely and in the order listed to facilitate the University’s review of the proposal.

Proposals shall be organized into the sections identified below. The content of each section is detailed in the following pages. It is strongly suggested that offerors use the same numbers for the following content that are used in the RFP.

- Signed Authentication of Proposal and Statement of Non-Collusion and Non-Conflict of Interest Form
- Transmittal Letter
- Executive Summary and Proposal Overview
- Criteria 1 - Offeror Qualifications
- Criteria 2 - Services Defined
- Criteria 3 - Financial Proposal
- Criteria 4 - Evidence of Successful Performance and Implementation Schedule
- Criteria 5 - Other Additional Information

4.2 Signed Authentication of Proposal and Statements of Non-Collusion and Non-Conflict of Interest Form

The Offeror will sign and return the proposal cover sheet and print or type their name, firm, address, telephone number and date. The person signing the offer must initial erasures or other changes. An offer signed by an agent is to be accompanied by evidence of their authority unless such evidence has been previously furnished to the purchasing agency. The signer shall further certify that the proposal is made without collusion with any other person, persons, company or parties submitting a proposal; that it is in all respects fair and in good faith without collusion or fraud; and that the signer is authorized to bind the principal offeror.

4.3 Transmittal Letter

The Transmittal Letter accompanying the RFP shall be in the form of a standard business letter and shall be signed by an individual authorized to legally bind the offeror. It shall include:

- A statement referencing all addenda and written questions, the answers and any clarifications to this RFP issued by the University and received by the offeror (If no addenda have been received, a statement to that effect should be included.).

- A statement that the offeror’s proposal shall remain valid for six (6) months after the closing date of the receipt of the proposals.

- A statement that the offeror will accept financial responsibility for all travel expenses incurred for oral presentations (if required) and candidate interviews.
• A statement that summarizes any deviations or exceptions to the RFP requirements and includes a detailed justification for the deviation or exception.

• A statement that identifies the confidential information as described in Section 6.23.

4.4 Executive Summary and Proposal Overview

The Executive Summary and Proposal Overview shall condense and highlight the contents of the technical proposal in such a way as to provide the evaluation committee with a broad understanding of the entire proposal.

4.5 Criteria 1 - Offeror Qualifications

The purpose of the Offeror Qualifications section is to determine the ability of the offeror to respond to this RFP. Offerors must describe and offer evidence of their ability to meet each of the qualifications listed below.

1. Provide a brief narrative describing the history of your firm. Identify the number of years in the industry, the number of employees in your firm, the Ownership and if the company has ever filed for bankruptcy, been in loan default, or if there are pending liens, claims or lawsuits against the firm. If so, please describe.

2. Please describe the last three (3) installations of the software in your response.

3. Provide resumes for key personnel who will be assigned to this project.

4.6 Criteria 2 – Services Defined

The University of Kentucky is seeking a scalable, enterprise CAD, RMS, and MDC suite to upgrade or replace its existing software. Please briefly describe the ability to meet the services requested below.

*** RFP INSTRUCTIONS ***

PLEASE READ: Your answers to the questions below should be short and concise wherever possible (200 words or less). If you do provide lengthier information, provide a brief summary in the form below and include the longer answer to your question as a properly labeled attachment. Do NOT just state “see attachment” as a response.

<table>
<thead>
<tr>
<th>General Requirements</th>
<th>Vendor Response</th>
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<tbody>
<tr>
<td>The system should run in the most current Window OS and must remain compatible with future OS upgrades.</td>
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<tr>
<td>The system should provide secure information transmissions across the</td>
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<tr>
<td>Platform and to any necessary third party agencies (Kentucky State Police, NCIC, etc.)</td>
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<td>--------------------------------------------------------------------------------------------</td>
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<tr>
<td>The system should provide CAD, RMS, and MDC software from a single vendor that communicates seamlessly across programs. (all disparate software and vendors shall be identified in the response)</td>
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<tr>
<td>The system should be able to provide the University the ability to operate in a Cloud environment either on premises or off and option to install in hybrid configuration as well. Reoccurring costs must be identified clearly for the architecture described.</td>
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<tr>
<td>The system should be accessible via a standard web browser. The desired browser is Google Chrome (latest version). Please describe log-in client (i.e. thick or thin)</td>
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<tr>
<td>The system should be built in a manner to provide the end user access to all modules via multiple devices, PC computers, tablets and or smartphones. Web-based components, and components that are optimized to operate over wireless networks while still secure.</td>
<td></td>
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<tr>
<td>The architecture shall allow the system to be scalable to meet the needs of the different public safety and works allowing for volume of service, size, and mission (IE sworn law enforcement, non-sworn security, UK EMS).</td>
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<tr>
<td>The system shall allow for a single entry integrated systems (i.e., no duplicate data entry) for CAD and RMS</td>
<td></td>
</tr>
<tr>
<td>The system shall allow the transmission of selected data to external sources as defined by the agency.</td>
<td></td>
</tr>
<tr>
<td>The system shall have the ability to enter and query narrative text fields.</td>
<td></td>
</tr>
<tr>
<td>The system shall have the ability to access multiple instances/incidents from a single system workstation.</td>
<td></td>
</tr>
<tr>
<td>The data shall have the ability to be segregated per campus jurisdiction.</td>
<td></td>
</tr>
<tr>
<td>The system should ensure validation on data entry (i.e., logical edits, edit checks for all fields).</td>
<td></td>
</tr>
<tr>
<td>The system shall interface in to the KYOPS system maintained by Kentucky State Police through previously described single data entry requirement.</td>
<td></td>
</tr>
<tr>
<td>Feature</td>
<td></td>
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<tr>
<td>------------------------------------------------------------------------------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>System should have a single sign on for each unique user.</td>
<td></td>
</tr>
<tr>
<td>The system should allow auto-fill of 911 ALI information into CAD call creation window.</td>
<td></td>
</tr>
<tr>
<td>The system should be able to allow editing, or updating, of: event codes, unit information, unit numbers, commonplace name changes, updating of GIS information by administrative users.</td>
<td></td>
</tr>
<tr>
<td>All systems users are required to sign onto the system before being given access to any system function.</td>
<td></td>
</tr>
<tr>
<td>The log in screen shall include at least a user ID field and a password. The password shall not be displayed when entered.</td>
<td></td>
</tr>
<tr>
<td>After the password is verified, the system automatically attaches the user to his or her assigned security group with appropriate level of access.</td>
<td></td>
</tr>
<tr>
<td>Users, passwords, and permissions (security group) assignments are changeable by authorized personnel at the highest administrative permissions level. User access and security group permissions can be revoked natively.</td>
<td></td>
</tr>
<tr>
<td><strong>User Features</strong></td>
<td></td>
</tr>
<tr>
<td>The system recognizes and provides for simultaneous handling of multiple transactions.</td>
<td></td>
</tr>
<tr>
<td>Multiple simultaneous open application windows are supported (a user can have an incident, person, and vehicle record displayed simultaneously).</td>
<td></td>
</tr>
<tr>
<td>The system utilizes function keys for frequently used CAD transactions (incident initiation).</td>
<td></td>
</tr>
<tr>
<td>The system automatically checks reference data files during processing.</td>
<td></td>
</tr>
<tr>
<td>The system utilizes well organized, easy to read screen formats.</td>
<td></td>
</tr>
<tr>
<td>The system automatically validates entered data with automatic presentation of valid values when an invalid value is entered.</td>
<td></td>
</tr>
<tr>
<td>Call taker and dispatcher user privileges both allow easy research to prior calls at a location, or prior instances of license plate</td>
<td></td>
</tr>
<tr>
<td>entries, names, vehicle descriptions, driver licenses, etc.</td>
<td></td>
</tr>
<tr>
<td>------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>Call taker and dispatcher user privileges have print options of unit activity reports, end of shift reports, active/closed calls.</td>
<td></td>
</tr>
<tr>
<td>Call taker and dispatcher user privileges shall check vehicles and persons through NCIC and LINK via CAD and, in turn, enters the returned information into the appropriate locations within the call.</td>
<td></td>
</tr>
<tr>
<td>A separate log of all criminal history queries is available that meets all state requirements.</td>
<td></td>
</tr>
<tr>
<td>Responses can be printed.</td>
<td></td>
</tr>
<tr>
<td>The printout includes text of the associated query and the ID of the user who ran it.</td>
<td></td>
</tr>
<tr>
<td>The system should use four (4) methods of initiating a call: command entry, menu selection, function key, and mouse selection to accommodate user preferences.</td>
<td></td>
</tr>
<tr>
<td>Function key should have an option for a single retrieval of a blank incident form.</td>
<td></td>
</tr>
</tbody>
</table>

**Master Indices Module**

| The system should have basic master indices that correlate and aggregate information in the following areas: people, locations, property, conveyances (e.g., vehicles), and organizations. |
| The system should support the validation and linking of addresses, commonplace names, and street intersections. This data must be able to be modified by University authorities. |
| Linkages among information contained in the master indices (e.g., people to places or person to person) must be included in system. |

**Calls for Service (CFS) Module**

<p>| The system supports a call taker taking the call, filling the incident form, and routing to a dispatcher. |
| The system supports multiple users updating a call for service simultaneous. The call can be audited to determine which user performed each update to the call. |
| Dispatchers shall be able to update all calls for service once an incident is created |</p>
<table>
<thead>
<tr>
<th>Dispatchers should be able to update units, add and remove units, and updated status changes of assigned units until the incident is closed.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dispatches should be able to free all units from a call without closing the call in order to re-assign the units to a higher priority call.</td>
</tr>
<tr>
<td>Dispatches should be able to close each call for service regardless of where the incident was created in the system.</td>
</tr>
<tr>
<td>Dispatchers should be able to quickly obtain information regarding the call: called received time, time call was entered, time call dispatched, time unit is en route, time unit on scene, enforcement action time, and closed time.</td>
</tr>
<tr>
<td>Each additional comment shall be date, time, and user stamped.</td>
</tr>
<tr>
<td>All CFS are to be recorded in a structured records environment, providing the ability to run reports on the data, while also maintaining a historical record on all calls.</td>
</tr>
<tr>
<td>All CFS should be required to have an activating instance and ending event to close the call.</td>
</tr>
<tr>
<td>The data are either segmented or identifiable by the individual campus agencies.</td>
</tr>
<tr>
<td>The CFS module should allow for calls for service forms from the public and another for officer initiated activity.</td>
</tr>
<tr>
<td>The CFS should allow for entry of at least the following information: (incident location with apartment/room number, incident type, responding agency(s), responding unit(s) from agency, response priority, caller name, caller address, caller telephone number, incident details, vehicle information)</td>
</tr>
<tr>
<td>The CFS should validate against a geographical database of University property within one or two seconds.</td>
</tr>
<tr>
<td>The responses priority should be a function of the incident types, but also a field that can be updated by the call taker.</td>
</tr>
<tr>
<td>The officer MDC form should be designated to facilitate entry of traffic stops.</td>
</tr>
<tr>
<td>The officer form should allow easy entry of unit, location, and vehicle license information.</td>
</tr>
<tr>
<td><strong>The officer form should support other officer initiated incidents and not limited to traffic stops.</strong></td>
</tr>
<tr>
<td>---</td>
</tr>
<tr>
<td><strong>Upon entry of a vehicle license plate, the CAD system shall immediately search plate and retrieve make, model, year, and color information and automatically update call form with information.</strong></td>
</tr>
<tr>
<td><strong>Upon entry of a vehicle or person the CAD system shall immediately indicate a history of recent contacts.</strong></td>
</tr>
<tr>
<td><strong>Upon entry of a vehicle license plate, the CAD system should look up the person associated with the vehicle and display pertinent information about the person including, but not limited to recent contact history, officer safety notations, arrests, warrants, and suspect information.</strong></td>
</tr>
<tr>
<td><strong>The location information entered should validate against the geographical master index.</strong></td>
</tr>
<tr>
<td><strong>The location information should validate against department GPS information.</strong></td>
</tr>
<tr>
<td><strong>Multiple matches of the entered location should result in a matches list from which the user can select the correct location.</strong></td>
</tr>
<tr>
<td><strong>The system should automatically search its database for previous incident history and retrieve the last five (5) most recent incidents at the defined location.</strong></td>
</tr>
<tr>
<td><strong>When a user commits the transaction, the system should assign a system generated incident number to the incident and the record the date, time, and name of dispatcher handling the call.</strong></td>
</tr>
<tr>
<td><strong>When requested, a dispatcher or officer should be able to request a system generated case report number that includes the first four (4) character as the year the incident takes place follow by a system generated sequential four (4) digit number.</strong></td>
</tr>
<tr>
<td><strong>CFS should create an alert to remind the dispatcher to check the status of a responding unit when no communications or updates have occurred for an department defined timeframe.</strong></td>
</tr>
</tbody>
</table>

**Mapping Module**
<table>
<thead>
<tr>
<th>Requirement</th>
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</thead>
<tbody>
<tr>
<td>Map module should provide real-time mapping software to show location of units and incidents.</td>
</tr>
<tr>
<td>Map module should integrate with E-911 to auto-populate calls for service without dispatcher interaction.</td>
</tr>
<tr>
<td>Map should incorporate GPS information requested to be displayed by the department.</td>
</tr>
<tr>
<td>Map should allow dispatchers to view only University IP cameras from icons on a map.</td>
</tr>
<tr>
<td>Map is completely integrated into CAD and RMS.</td>
</tr>
<tr>
<td>Map can be configured to include building floor plans.</td>
</tr>
<tr>
<td>The map displays the locations of all signed on units equipped with GPS.</td>
</tr>
<tr>
<td>A map of sex offender addresses can be generated.</td>
</tr>
<tr>
<td>Maps can be printed.</td>
</tr>
<tr>
<td>Mapping is available on MDCs.</td>
</tr>
<tr>
<td>Should be able to indicate patrol zones and University properties on or off campus.</td>
</tr>
<tr>
<td>Mapping software must identify current calls for service visibly and allow users to access the CAD call by clicking on the visible indicator.</td>
</tr>
<tr>
<td>Mapping software should allow users to chart routes, utilize geobubbles for analytics and crime statistics, and view active AVL vehicle/officer information such as location, speed, vehicle number, unit number, etc. AVL information should be kept in an easily searchable database for administrative use</td>
</tr>
<tr>
<td><strong>Incident Reporting Module</strong></td>
</tr>
<tr>
<td>The incident reporting function collect sufficient information to satisfy the Uniform Crime Reports (UCR) or the National Incident-Based Reporting System (NIBRS).</td>
</tr>
<tr>
<td>The incident reporting module to integrate reporting the Kentucky State Police KYOps portal (i.e. e-call, e-crash, eNIBRS, e-citation, e-courtesy notice, e-crisis intervention, e-disposition, e-JC3, e-missing person, e-NCCS (supplement))</td>
</tr>
<tr>
<td>The CFS record in RMS shall be linked to the incident and should be easily accessible from the incident report.</td>
</tr>
<tr>
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</tr>
<tr>
<td>The data captured in this module must support the preparation and submission of all required federal crime reporting (i.e., Jeanne Clery Act).</td>
</tr>
<tr>
<td>This module should provide the capability to print a copy of both the completed department’s incident report and the redacted incident report.</td>
</tr>
<tr>
<td>Incident reports must have free-text field which allow the collection of unlimited amount of narrative information.</td>
</tr>
<tr>
<td>The system should have the capability to search the narrative for a specific word or phrase.</td>
</tr>
<tr>
<td>The incident report should be able to be locked from further edits at a point determined by the agency.</td>
</tr>
<tr>
<td>RMS must allow supervisors to receive, review, and approve incident reports online and to electronically respond to submitting officers regarding report quality and accuracy issues.</td>
</tr>
</tbody>
</table>

**Mobile Data Computer Module**

<table>
<thead>
<tr>
<th>Secure digital communications should exist between vehicles, the system, and other users.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communication should meet Kentucky and Federal data encryption requirements.</td>
</tr>
<tr>
<td>Module should support touch screen computers and tablets.</td>
</tr>
<tr>
<td>Module should have state approved access to state and national vehicle and person information databases.</td>
</tr>
<tr>
<td>The system should automatically transmit pertinent call information once unit is assigned a call.</td>
</tr>
<tr>
<td>The system should have an emergency, duress, officer needs assistance button assessable at all times.</td>
</tr>
<tr>
<td>Officers should be able to complete incident reporting module with integrated reporting to Kentucky State Police KYOps portal (i.e. e-call, e-crash, eNIBRS, e-citation, e-courtesy notice, e-crisis intervention, e-disposition, e-</td>
</tr>
<tr>
<td>JC3, e-missing person, e-NCCS (supplement))</td>
</tr>
<tr>
<td>------------------------------------------------</td>
</tr>
<tr>
<td>Each officer should have a unique user login, password, and pre-assigned officer security level. (Responses shall include recurring fees associate with this module [e.g. per officer, per device])</td>
</tr>
<tr>
<td>Upon officer initiated event module should collect GPS location of the officer and display information in CAD.</td>
</tr>
<tr>
<td>MDC module should have a day-time and night-time mode.</td>
</tr>
<tr>
<td>MDC module should provide suggested route to unit based on unit’s current GPS location and display other units’ locations.</td>
</tr>
<tr>
<td>MDC module should allow those with similar security levels to view all active calls for service (i.e. an officer should be able to see all calls for service other officers are actively assigned as well as all pending calls for service)</td>
</tr>
<tr>
<td>CAD and MDC systems should allow sharing of information, such as licenses, photos, and protection orders, in an instant messaging-type format. These systems should also allow text-based messages for interaction between all users. Administrative users should have the ability to audit these messages to ensure no policy violations occur.</td>
</tr>
<tr>
<td>MDC module should all barcode scanning to driver’s licenses and populate e-citations.</td>
</tr>
<tr>
<td><strong>Investigative Case Management Module</strong></td>
</tr>
<tr>
<td>The system should be able to assign case responsibility and task responsibility.</td>
</tr>
<tr>
<td>Case management functions should include, but not be limited to, capturing and storing investigation date, conducting interviews and photo lineups, and producing supplemental reports.</td>
</tr>
<tr>
<td>The department should be able to define its specific activities, including time allocations for each activity, so the system can generate alerts for both the investigator and supervisor.</td>
</tr>
<tr>
<td>All calls for service should require a case disposition.</td>
</tr>
</tbody>
</table>
**Property and Evidence Management Module**

This module should be able to track property or evidence that is collected by the agency from the time it is seized or collected until it is destroyed, released, or returned to the owner.

*Reports that this module should be able to compile include, but are not limited to:*

- Chain of custody
- Property summary reports
- Property item detail
- Released property reports
- Property inventory reports
- Property disposition reports
- Form letters to inform the property owner of the pending disposition of property with instructions for filing a claim
- Vehicle impound forfeiture reports
- Case closed evidence reports
- Evidence location summary reports
- Evidence/property audits

**Warrants Module**

The warrant module should be able to create a warrant affidavit requesting the court issue a warrant.

*This module should be able to track warrants requested or served by the agency. Reports this module should be able to compile include, but are not limited to:*

- Warrants issued
- Warrants served or cancelled
- Warrant summary based on varying search criteria
- Attempts to serve by date or date range
- Warrant aging report

This module should establish internal links to the following modules, Booking, Master Name Index, Master Vehicle Index, and Master Property Index.

**Arrest Module**

*The system should generate the following reports:*
| Daily arrests by day and time and date range |  |
| Arrest reports |  |
| Arrests by location |  |
| Arrest log |  |
| Reporting for arrests include at a minimal searches for type, classification, and charge. |  |

**Juvenile Contact Module**

The system should accommodate the need to access juvenile data distinctly from adult information.

Information about juveniles disseminated externally also requires information entered into the system to be expunged when ordered by the court or statute.

Access to juvenile records must be restricted to law enforcement personnel with special privileges.

**Citation Module**

When a citation’s data is entered into or uploaded into the RMS, the appropriate links should be made to the master index records.

The citation module should capture the court data and record the court’s disposition of the citation.

The citation module should be integrated with KYOps as a single point of entry for citations issued.

The citation module should allow for queries and data retrieval.

Reporting for citations include at a minimum searches for type, classification, and charge.

*The citation module should be able to compile the following reports:*

Citation audit (e.g., missing/voided numbers)

**Field Information Module**

The data from filed contacts should also be available for analytical support.

The module also should allow the officer to collect data on the demographics of the people involved in order to collect statistics for reporting on bias-based policing evaluations.

**Protection Orders and Restraints Module**
**This module should generate the following reports or notices:**

- Expired/soon-to-expire orders
- Active orders
- Orders that have been served
- Orders received
- Cancelled orders
- No trespass orders

**Equipment and Asset Management Module**

**This module should address the following:**

- Record the receipt of the equipment
- Record the source of the equipment
- Record the issuing of equipment to the individual officer or organizational element
- Track equipment as it is checked-in or checked out

**Personnel Module**

- The personnel module should allow law enforcement or security managers to capture and maintain information on the individuals in their departments.

**RMS Reports Module**

- The system should be able to generate standardized reports and aggregate reports, as well as query the RMS to produce ad-hoc reports from the RMS reports module.
- The system should be able to generate reports to comply with the Federal Jeanne Clery Act, as well as the KY UCR Reporting Act.

**RMS System Administration Module**

- The administrative function should include, but not be limited to, RMS table maintenance, RMS configuration (e.g., parameters, defaults), security (e.g., user role, jurisdiction), and data management.

**CAD System Requirements**

- A user with proper permissions should be able to manage Dispatch and User Settings.
- The system should be able to handle Call Taker and Dispatcher Mode and allow user with permissions to switch between modes.
- The system should be able to allow the system admin to create Dispatch Plans that are user/agency definable.
### System Administrative Capabilities

Describe and provide documentation showing the profiles and role definitions, and how the system supports:

- Multiple administrators
- Multiple roles and user groups or departments (e.g., Supervisor, Telecommunications Officer, Security Post manager, University manager, etc.)
- Multiple campuses

Describe and provide an example activity that provides the requirement of the ability to allow authorized users to access the view of specified types of users/roles (i.e., to see what another user type would see).

**The system should generate the following administrative reports:**

- Report on users, sortable by names, access level, password age, and machine used.
- Report on RMS use, sortable by user log-in, frequency, total time in system, number of concurrent log-ins, machine used, and duration time-outs.
- Report on failed log-ins, sortable by log-in name, number of attempts, date/time of attempts, and machine used.
- Report on subsystem security violations.
- Alerts; user definable security violations, which generate an external message to predefined locations.

**Documentation - Please address the following areas:**

- Training Materials. Please describe all available training materials.
- User Guides and/or Operational Manuals. Please describe the standard documentation provided with your products.
- University of Kentucky requests permission to alter documentation provided by the Vendor only for the internal business purposes associated with training authorized users and providing system documentation. Is this permissible?
- What customizable reports does your program/service have the ability to generate? Please explain in detail and provide examples of these reports. To what
<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
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<tbody>
<tr>
<td>To what extent are reports exportable into common office programs, such as Excel, Word, etc.?</td>
<td></td>
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<tr>
<td>Describe the process by which a user accesses reports in your system.</td>
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</tr>
<tr>
<td>Do you have frequently generated reports preloaded as templates? Are there ways to create or build customized reports? How are these reports created?</td>
<td></td>
</tr>
<tr>
<td>Can reports be scheduled to run on a set frequency?</td>
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</tr>
<tr>
<td>Describe the ability of end users or system administrators to customize the format and delivery method of reports.</td>
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</tr>
<tr>
<td>Does your program provide any capabilities to generate emails to specific groups, as defined by the user? Can users customize what groups are targeted; e.g., search the database to create an e-mail to only those individuals who play Monday night IM basketball?</td>
<td></td>
</tr>
<tr>
<td><strong>System Infrastructure and Architecture</strong></td>
<td></td>
</tr>
<tr>
<td>What is the required hardware configuration for the system (server specifications, memory, operating systems, disk space, database, etc.)?</td>
<td></td>
</tr>
<tr>
<td>Describe or provide a diagram for the architecture for the system, to include interfaces to possible University Systems or to other third-party systems.</td>
<td></td>
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<tr>
<td>Describe the TCP/IP ports this application uses.</td>
<td></td>
</tr>
<tr>
<td>Fully describe the high-availability and redundancy aspects of this application.</td>
<td></td>
</tr>
<tr>
<td>Describe the scalability of the architecture with regard to an increasing number of concurrent users and active processes.</td>
<td></td>
</tr>
<tr>
<td>Describe what browsers are supported for Web-based applications.</td>
<td></td>
</tr>
<tr>
<td><strong>Training</strong></td>
<td></td>
</tr>
<tr>
<td>Please describe the training necessary to operate and maintain the software both initially and continuing.</td>
<td></td>
</tr>
<tr>
<td>What training program do you include and/or recommend for your system, considering the size and scope of our operation?</td>
<td></td>
</tr>
<tr>
<td>Please ensure that your response addresses both administrator (IT personnel) training as well as user training.</td>
<td></td>
</tr>
</tbody>
</table>
Please indicate the method of training recommended for staff located at Commonwealth campuses.

Is there an additional cost for on-site training? What different levels of training are available?

Include an itemized list of prices along with detailed description for the training recommendation.

### 4.7 Criteria 3 – Financial Proposal

The Financial Summary Form shall contain the complete financial offer made to the University using the format contained in Section 7.0. All financial information must be submitted in a sealed envelope under separate cover.

### 4.8 Criteria 4 – Evidence of Successful Performance and Implementation Schedule

1. Provide the following information regarding the Implementation Team that would be assigned to the University.
   a. Implementation Manager Name and Title:
   b. Implementation Manager Location:

2. General makeup and responsibilities of other Implementation team members:

3. Implementation Plan - Provide a high-level implementation plan that includes timelines, milestones, vendor responsibilities, and University responsibilities.

### 4.9 Criteria 5 – Other Additional Information

Please provide in detail the University resources required for an implementation including number of hours, skills sets required, and roles and responsibilities.

The offeror may present any creative approaches that might be appropriate. The offeror may also provide supporting documentation that would be pertinent to this RFP.
5.0 EVALUATION CRITERIA PROCESS

A committee of University officials appointed by the Director of Purchasing will evaluate proposals and make a recommendation to the Director of Purchasing. The evaluation will be based upon the information provided in the proposal, additional information requested by the University for clarification, information obtained from references and independent sources and oral presentations (if requested).

The evaluation of responsive proposals shall then be completed by an evaluation team, which will determine the ranking of proposals. Proposals will be evaluated strictly in accordance with the requirements set forth in this solicitation, including any addenda that are issued. The University will award the contract to the responsible offeror whose proposal is determined to be the most advantageous to the University, taking into consideration the evaluation factors set forth in this RFP.

The evaluation of proposals will include consideration of responses to the list of criteria in Section 4.0. Offerors must specifically address all criteria in their response. Any deviations or exceptions to the specifications or requirements must be described and justified in a transmittal letter. Failure to list such exceptions or deviations in the transmittal letter may be considered sufficient reason to reject the proposal.

The relative importance of the criteria is defined below:

**Primary Criteria**

- Offeror Qualifications
- Services Defined
- Financial Proposal
- Evidence of Successful Performance and Implementation

**Secondary Criteria**

- Other Additional Services

The University will evaluate proposals as submitted and may not notify offerors of deficiencies in their responses.

Proposals must contain responses to each of the criteria, listed in Section 4 even if the offeror’s response cannot satisfy those criteria. A proposal may be rejected if it is conditional or incomplete in the judgment of the University.
6.0 SPECIAL CONDITIONS

6.1 Contract Term

The contract resulting from this RFP shall be effective from date of award and is renewable for up to 4 additional one-year renewal periods. Annual renewal shall be contingent upon the University’s satisfaction with the services performed.

6.2 Effective Date

The effective date of the contract shall be the date upon which the parties execute it and all appropriate approvals, including that of the Commonwealth of Kentucky Government Contracts Review Committee, have been received.

6.3 Competitive Negotiation

It is the intent of the RFP to enter into competitive negotiation as authorized by KRS 45A.085.

The University will review all proposals properly submitted. However, the University reserves the right to request necessary modifications, reject all proposals, reject any proposal that does not meet mandatory requirement(s) or cancel this RFP, according to the best interests of the University.

Offeror(s) selected to participate in negotiations may be given an opportunity to submit a Best and Final Offer to the purchasing agency. All information received prior to the cut-off time will be considered part of the offeror’s Best and Final Offer.

The University also reserves the right to waive minor technicalities or irregularities in proposals providing such action is in the best interest of the University. Such waiver shall in no way modify the RFP requirements or excuse the offeror from full compliance with the RFP specifications and other contract requirements if the offeror is awarded the contract.

6.4 Appearance Before Committee

Any, all or no offerors may be requested to appear before the evaluation committee to explain their proposal and/or to respond to questions from the committee concerning the proposal. Offerors are prohibited from electronically recording these meetings. The committee reserves the right to request additional information.

6.5 Additions, Deletions or Contract Changes

The University reserves the right to add, delete, or change related items or services to the contract established from this RFP. No modification or change of any provision in the resulting contract shall be made unless such modification is mutually agreed to in writing by the contractor and the Director of Purchasing and incorporated as a written modification to the contract. Memoranda of understanding and correspondence shall not be interpreted as a modification to the contract.
6.6 **Contractor Cooperation in Related Efforts**

The University reserves the right to undertake or award other contracts for additional or related work to other entities. The contractor shall fully cooperate with such other contractors and University employees and carefully fit its work to such additional work. The contractor shall not commit or permit any act which will interfere with the performance of work by any other contractor or by University employees. This clause shall be included in the contracts of all contractors with whom this contractor will be required to cooperate. The University shall equitably enforce this clause to all contractors to prevent the imposition of unreasonable burdens on any contractor.

6.7 **Entire Agreement**

The RFP shall be incorporated into any resulting contract. The resulting contract, including the RFP and those portions of the offeror’s response accepted by the University, shall be the entire agreement between the parties.

6.8 **Governing Law**

The contractor shall conform to and observe all laws, ordinances, rules and regulations of the United States of America, Commonwealth of Kentucky and all other local governments, public authorities, boards or offices relating to the property or the improvements upon same (or the use thereof) and will not permit the same to be used for any illegal or immoral purposes, business or occupation. The resulting contract shall be governed by Kentucky law and any claim relating to this contract shall only be brought in the Franklin Circuit Court in accordance with KRS 45A.245.

6.9 **Kentucky’s Personal Information Security and Breach Investigation Procedures and Practices Act**

To the extent Company receives Personal Information as defined by and in accordance with Kentucky’s Personal Information Security and Breach Investigation Procedures and Practices Act, KRS 61.931, 61.932 and 61.933 (the “Act”), Company shall secure and protect the Personal Information by, without limitation: (i) complying with all requirements applicable to non-affiliated third parties set forth in the Act; (ii) utilizing security and breach investigation procedures that are appropriate to the nature of the Personal Information disclosed, at least as stringent as University’s and reasonably designed to protect the Personal Information from unauthorized access, use, modification, disclosure, manipulation, or destruction; (iii) notifying University of a security breach relating to Personal Information in the possession of Company or its agents or subcontractors within seventy-two (72) hours of discovery of an actual or suspected breach unless the exception set forth in KRS 61.932(2)(b)2 applies and Company abides by the requirements set forth in that exception; (iv) cooperating with University in complying with the response, mitigation, correction, investigation, and notification requirements of the Act, (v) paying all costs of notification, investigation and mitigation in the event of a security breach of Personal Information suffered by Company; and (vi) at University’s discretion and direction, handling all administrative functions associated with notification, investigation and mitigation.
6.10 **Termination for Convenience**

The University of Kentucky, Purchasing Division, reserves the right to terminate the resulting contract without cause with a thirty (30) day written notice. Upon receipt by the contractor of a “notice of termination,” the contractor shall discontinue all services with respect to the applicable contract. The cost of any agreed upon services provided by the contractor will be calculated at the agreed upon rate prior to a “notice of termination” and a fixed fee contract will be pro-rated (as appropriate).

6.11 **Termination for Non-Performance**

**Default**

The University may terminate the resulting contract for non-performance, as determined by the University, for such causes as:

- Failing to provide satisfactory quality of service, including, failure to maintain adequate personnel, whether arising from labor disputes, or otherwise any substantial change in ownership or proprietorship of the Contractor, which in the opinion of the University is not in its best interest, or failure to comply with the terms of this contract;

- Failing to keep or perform, within the time period set forth herein, or violation of, any of the covenants, conditions, provisions or agreements herein contained;

- Adjudicating as a voluntarily bankrupt, making a transfer in fraud of its creditors, filing a petition under any section from time to time, or under any similar law or statute of the United States or any state thereof, or if an order for relief shall be entered against the Contractor in any proceeding filed by or against contractor thereunder. In the event of any such involuntary bankruptcy proceeding being instituted against the Contractor, the fact of such an involuntary petition being filed shall not be considered an event of default until sixty (60) days after filing of said petition in order that Contractor might during that sixty (60) day period have the opportunity to seek dismissal of the involuntary petition or otherwise cure said potential default; or

- Making a general assignment for the benefit of its creditors, or taking the benefit of any insolvency act, or if a permanent receiver or trustee in bankruptcy shall be appointed for the Contractor.

**Demand for Assurances**

In the event the University has reason to believe Contractor will be unable to perform under the Contract, it may make a demand for reasonable assurances that Contractor will be able to timely perform all obligations under the Contract. If Contractor is unable to provide such adequate assurances, then such failure shall be an event of default and grounds for termination of the Contract.

**Notification**

The University will provide ten (10) calendar days written notice of default. Unless arrangements are made to correct the non-performance issues to the University’s satisfaction within ten (10)
calendar days, the University may terminate the contract by giving forty-five (45) days notice, by registered or certified mail, of its intent to cancel this contract.

6.12 **Funding Out**

The University may terminate this contract if funds are not appropriated or are not otherwise available for the purpose of making payments without incurring any obligation for payment after the date of termination, regardless of the terms of the contract. The University shall provide the contractor thirty (30) calendar days' written notice of termination under this provision.

6.13 **Prime Contractor Responsibility**

Any contracts that may result from the RFP shall specify that the contractor(s) is/are solely responsible for fulfillment of the contract with the University.

6.14 **Assignment and Subcontracting**

The Contractor(s) may not assign or delegate its rights and obligations under any contract in whole or in part without the prior written consent of the University. Any attempted assignment or subcontracting shall be void.

6.15 **Permits, Licenses, Taxes**

The contractor shall procure all necessary permits and licenses and abide by all applicable laws, regulations and ordinances of all federal, state and local governments in which work under this contract is performed.

The contractor must furnish certification of authority to conduct business in the Commonwealth of Kentucky as a condition of contract award. Such registration is obtained from the Secretary of State, who will also provide the certification thereof. However, the contractor need not be registered as a prerequisite for responding to the RFP.

The contractor shall pay any sales, use, personal property and other tax arising out of this contract and the transaction contemplated hereby. Any other taxes levied upon this contract, the transaction or the equipment or services delivered pursuant hereto shall be the responsibility of the contractor.

The contractor will be required to accept liability for payment of all payroll taxes or deductions required by local and federal law including (but not limited to) old age pension, social security or annuities.

6.16 **Attorneys’ Fees**

In the event that either party deems it necessary to take legal action to enforce any provision of the contract and in the event that the University prevails, the contractor agrees to pay all expenses of such action including attorneys' fees and costs at all stages of litigation.
6.17 Royalties, Patents, Copyrights and Trademarks

The Contractor shall pay all applicable royalties and license fees. If a particular process, products or device is specified in the contract documents and it is known to be subject to patent rights or copyrights, the existence of such rights shall be disclosed in the contract documents and the Contractor is responsible for payment of all associated royalties. To the fullest extent permitted by law the Contractor shall indemnify, hold the University harmless, and defend all suits, claims, losses, damages or liability resulting from any infringement of patent, copyright, and trademark rights resulting from the incorporation in the Work or device specified in the Contract Documents.

Unless provided otherwise in the contract, the Contractor shall not use the University’s name nor any of its trademarks or copyrights, although it may state that it has a Contract with the University.

6.18 Indemnification

The contractor shall indemnify, hold and save harmless the University, its affiliates and subsidiaries and their officers, agents and employees from losses, claims, suits, actions, expenses, damages, costs (including court costs and attorneys’ fees of the University’s attorneys), all liability of any nature or kind arising out of or relating to the Contractor’s response to this RFP or its performance or failure to perform under the contract awarded from this RFP. This clause shall survive termination for as long as necessary to protect the University.

6.19 Insurance

The successful Contractor shall procure and maintain, at its expense, the following minimum insurance coverages insuring all services, work activities and contractual obligations undertaken in this contract. These insurance policies must be with insurers acceptable to the University.

<table>
<thead>
<tr>
<th>COVERAGES</th>
<th>LIMITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Workers’ Compensation</td>
<td>Statutory Requirements (Kentucky)</td>
</tr>
<tr>
<td>Employer’s Liability</td>
<td>$500,000/$500,000/$500,000</td>
</tr>
<tr>
<td>Commercial General Liability including operations/completed operations, products and contractual liability (including defense and investigation costs), and this contract</td>
<td>$1,000,000 each occurrence (BI &amp; PD combined)</td>
</tr>
<tr>
<td>Business Automobile Liability covering owned, leased, or non-owned autos</td>
<td>$1,000,000 each occurrence (BI &amp; PD combined)</td>
</tr>
</tbody>
</table>

The successful contractor agrees to furnish Certificates of Insurance for the above described coverages and limits to the University of Kentucky, Purchasing Division. The University, its trustees and employees must be added as additional insured on the Commercial General Liability policy with regard to the scope of this solicitation. Any deductibles or self-insured retention in the above-described policies must be paid and are the sole responsibility of the contractor. Coverage is to be primary and non-contributory with other coverage (if any) purchased by the University. All of these required policies must include a Waiver of Subrogation (except Workers’ Compensation) in favor of the University, its trustees and employees.
6.20 Method of Award

It is the intent of the University to award a contract to the qualified offeror whose offer, conforming to the conditions and requirements of the RFP, is determined to be the most advantageous to the University, cost and other factors considered.

Notwithstanding the above, this RFP does not commit the University to award a contract from this solicitation. The University reserves the right to reject any or all offers and to waive formalities and minor irregularities in the proposal received.

6.21 Reciprocal Preference

In accordance with KRS 45A.494, a resident offeror of the Commonwealth of Kentucky shall be given a preference against a nonresident offeror. In evaluating proposals, the University will apply a reciprocal preference against an offeror submitting a proposal from a state that grants residency preference equal to the preference given by the state of the nonresident offeror. Residency and non-residency shall be defined in accordance with KRS 45A.494(2) and 45A.494(3), respectively. Any offeror claiming Kentucky residency status shall submit with its proposal a notarized affidavit affirming that it meets the criteria as set forth in the above reference statute.

6.22 Reports and Auditing

The University, or its duly authorized representatives, shall have access to any books, documents, papers, records or other evidence which are directly pertinent to this contract for the purpose of financial audit or program review.

6.23 Confidentiality

The University recognizes an offeror’s possible interest in preserving selected information and data included in the proposal; however, the University must treat such information and data as required by the Kentucky Open Records Act, KRS 61.870, et seq.

Information areas which normally might be considered proprietary, and therefore confidential, shall be limited to individual personnel data, customer references, formulae and company financial audits which, if disclosed, would permit an unfair advantage to competitors. If a proposal contains information in these areas and the offeror declares them to be proprietary in nature and not available for public disclosure, the offeror shall declare in the Transmittal Letter the inclusion of proprietary information and shall noticeably label as confidential or proprietary each sheet containing such information. Proposals containing information declared by the offeror to be proprietary or confidential, either wholly or in part, outside the areas listed above may be deemed non-responsive and may be rejected.

The University’s General Counsel shall review each offeror’s information claimed to be confidential and, in consultation with the offeror (if needed), make a final determination as to whether or not the confidential or proprietary nature of the information or data complies with the Kentucky Open Records Act.
6.24 Conflict of Interest

This Request for Proposal and resulting Contract are subject to provisions of the Kentucky Revised Statutes regarding conflict of interest and the University of Kentucky’s Ethical Principles and Code of Conduct (www.uky.edu/Legal/ethicscode.htm). When submitting and signing a proposal, an offeror is certifying that no actual, apparent or potential conflict of interest exists between the interests of the University and the interests of the offeror. A conflict of interest (whether contractual, financial, organizational or otherwise) exists when any individual, contractor or subcontractor has a direct or indirect interest because of a financial or pecuniary interest, gift or other activities or relationships with other persons (including business, familial or household relationships) and is thus unable to render or is impeded from rendering impartial assistance or advice, has impaired objectivity in performing the proposed work or has an unfair competitive advantage.

Questions concerning this section or interpretation of this section should be directed to the University purchasing officer identified in this RFP.

6.25 Extending Contract

The offeror’s response to this RFP must state whether or not the offeror will permit the use of this contract by other Universities, state agencies, public and private institutions in the Commonwealth of Kentucky. An answer to this issue must be submitted within the response.

6.26 Personal Service Contract Policies

Pursuant to the Kentucky Model Procurement Code (Code), the Government Contract Review Committee (GCRC) of the Kentucky General Assembly may establish policies that govern personal service contracts. Under the Code, a personal service contract is an agreement whereby an individual, firm, partnership or corporation is to perform certain services requiring professional skill or professional judgment for a specified period of time at an agreed upon price.

A. Professional Service Rate Schedules:

The GCRC has established rate schedules for certain professional services and may impact any contract established under the Code. These rate schedules are located on the GCRC website at www.lrc.ky.gov/statcomm/Contracts/homepage.htm.

B. Invoicing of Personal Service Contracts:

The Kentucky Model Procurement Code was recently amended to establish conditions for invoicing for fees for personal service contracts. It states, “No payment shall be made on any personal service contract unless the individual, firm, partnership, or corporation awarded the personal service contract submits its invoice on a form established by the committee.” The Government Contract Review Committee has adopted a personal service contract invoice form that must be submitted as a condition of payment. A copy of the form is located on the GCRC website at www.lrc.ky.gov/statcomm/contracts/PSC%20INVOICE%20form.pdf.
6.27 Copyright Ownership and Title to Designs and Copy

The contractor and University intend this RFP to result in a contract for services, and both consider the products and results of the services to be rendered by the contractor hereunder to be a work made for hire. The contractor acknowledges and agrees that the work and all rights therein, including (without limitation) copyright, belongs to and shall be the sole and exclusive property of the University. For any work that is not considered a work made for hire under applicable law, title and copyright ownership shall be assigned to the University.

Title to all dies, type, cuts, artwork, negatives, positives, color separations, progressive proofs, plates, copy and any other requirement not stated herein required for completion of the finished product for use in connection with any University job shall be the property of and owned by the University. Such items shall be returned to the appropriate department upon completion and/or delivery of work unless otherwise authorized by the University. In the event that time of return is not specified, the contractor shall return all such items to the appropriate University department within one week of delivery.

6.28 University Brand Standards

The contractor must adhere to all University of Kentucky Brand Standards. University Brand Standards are maintained by the University Public Relations Office (UKPR) and can be viewed at http://www.uky.edu/pmarketing/brand-standards. Non-adherence to the standards can have a penalty up to and including contract cancellation. Only the UKPR Director or designee can approve exceptions to the University standards.

Graphics standards for the UK HealthCare areas are governed by UK HealthCare Clinical Enterprise Graphic Standards, found at: https://ourbrand.ukhealthcare.org.

Contractor warrants that its products or services provided hereunder will be in compliance with all applicable Federal disabilities laws and regulations, including without limitation the accessibility requirements of Section 255 of the Federal Telecommunications Act of 1996 (47 U.S.C. § 255) and Section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794d), and its implementing regulations set forth at Title 36, Code of Federal Regulations, Part 1194. For purposes of clarity, updated regulations under Section 508 standards now incorporate WCAG 2.0, and for purposes of this agreement WCAG 2.0 Level AA compliance is expressly included. Contractor agrees to promptly respond to, resolve and remediate any complaint regarding accessibility of products or services in a timely manner and provide an updated version to University at no cost. If deficiencies are identified, University reserves the right to request from Contractor, a timeline by which accessibility standards will be incorporated into the products or services provided by Contractor and shall provide such a timeline within a commercially reasonable duration of time. Failure to comply with these requirements shall constitute a material breach of this Agreement and shall be grounds for termination of this Agreement.

Where any customized web services are provided, Contractor represents that it has reviewed the University’s Web Policy and all products or services will comply with its published standards.

Contractor will provide University with a current Voluntary Product Accessibility Template (VPAT) for any deliverable(s). If none is available, Vendor will provide sufficient information to reasonably assure the University that the products or services are fully compliant with current requirements.
6.29 **Printing Statutes**

The purchase of printing services for all state agencies is governed by Chapter 57 of the Kentucky Revised Statutes. Specifically, all printing must be awarded to the lowest responsive bidder and approved by the Governor of Kentucky. In compliance with these statutes, all printing must be provided by a contract established by the Purchasing Division.
7.0 **FINANCIAL OFFER SUMMARY**

Offerors are to provide a fixed price for the services offered.

7.1 **Mandatory Services**

Please complete the following financial offer summary for the enterprise solution. Make sure to include any additional required costs that may not be listed in this section. There shall be no hidden fees. Costs shall include all travel and living expenses. Attach additional pages if necessary.

1. Implementation Services (including Project Planning)
   
   Number of Days ________ Rate/Day ________ Total: _________

2. Training System Administrator/Technical
   
   Number of Days ________ Rate/Day ________ Total: _________

   End Users
   
   Number of Days ________ Rate/Day ________ Total: _________

3. Software License (if applicable, identify costs by module and licensing options)
   
   Total: _________

   Third Party Software and Licensing, if applicable. Specify and indicate if purchase is made from the Offeror or the Third Party Vendor.
   
   Total: _________

4. Maintenance, Support, and Enhancements Specify by levels for all modules.
   
   Total: _________

   Hardware Specify the type of hardware to support the system. Specify and indicate if purchase is made from the Offeror or the Third Party Vendor.
   
   Total: _________

5. Additional cost not listed. Please identify all costs.

7.2 **Alternate Pricing**

In addition to the above financial offer, the offeror may submit alternative financial proposals, however the information requested above must be supplied and will be used for proposal evaluation purposes.