

CITY OF DETROIT
OFFICE OF THE CHIEF FINANCIAL OFFICER,
OFFICE OF CONTRACTING AND PROCUREMENT

REQUEST FOR PROPOSALS

Full Integrated Public Safety Information Technology Solution
(Computer Aided Dispatch, Records Management System, Jail Management System and
Mobile Data System)

RFP NO. 49909

ADVERTISE DATE	01/23/2015
QUESTION DEADLINE	02/03/2015
	Submitted in writing via email to the attention of: Lorraine White Office of the Chief Financial Officer, Office of Contracting and Procurement City of Detroit E-mail: whitel@detroitmi.gov
PRE PROPOSAL CONFERENCE	NON MANDATORY 02/06/2015 at 2:00 PM Via Conference Call 1-866-494-5269, Access Code 3964948
SITE VISITS	N/A
PROPOSAL DUE DATE	02/23/2015 2:00 P.M. local time Office of the Chief Financial Officer Office of Contracting and Procurement Suite 1008, Coleman A. Young Municipal Center Two Woodward Avenue Detroit, Michigan 48226 <i>Note: Due to <u>increased security measures</u> at the Coleman A. Young Municipal Center, all persons entering the building are subject to search. Please allow <u>ample</u> time to pass through security and submit your sealed proposal in accordance with the proposal due date.</i>
DEMONSTRATIONS	TBD
PUBLIC RECORDING	2/23/2015 AT 2:30 P.M. To be held in the Office of the Chief Financial Officer, Office of Contracting and Procurement

Responses to this Request for Proposals (RFP) must be in the actual possession of the Office of Contracting and Procurement at the location indicated above on, or prior to, the exact date and time indicated above. Late proposals will not be accepted for any reason.

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1. INTRODUCTION

The City of Detroit (the “City”) Department of Innovation and Technology (“DoIT”) through the Office of the Chief Financial Officer, Office of Contracting and Procurement is seeking response to request for proposals (“RFP”) from qualified and experienced firms that are able to provide a fully-integrated and seamless public safety information technology (“IT”) solution which includes computer aided dispatch (“CAD”), records management system (“RMS”), Jail Management System (“JMS”) and Mobile Data System (“MDS”) solutions for the Detroit Police Department (“DPD”) and the Detroit Fire Department (“DFD”) including Emergency Medical Services (EMS).

The City is seeking a comprehensive, fully integrated solution for all police, fire and emergency medical service activities, but will consider proposals for individual, stand-alone components of a solution. The City will evaluate all proposals in order to develop the optimal strategy that provides the best overall efficiency and effectiveness for the City. Proposals for stand-alone components of the overall solution must include details on methodology and responsibility for overall integration and the associated costs of initial and continued integration.

The components (partitions) of the overall Public Safety IT solution that are to be considered in the RFP are:

1. Public Safety CAD
 2. Police Department RMS, JMS and MDS
 3. Fire Department RMS
- If a contract is awarded as a result of this RFP, **it will be a** contract which is negotiated with the awardee based on the model city **services contract**, a copy of which is attached in Appendix F¹. If any RFP Respondent requires modification (s) to the terms of the City’s model services contract, a statement of such required modification must and shall be included as an exhibit with your sealed proposal. This Statement will be reviewed as part of the evaluation process and may have an effect on the scoring of the proposal.
 - The successful RFP Respondent will be required to obtain approved clearances and affidavits (and insurances) from the Income Tax Division, Revenue Collections Division and Human Rights Department prior to approval of a contract. Approved clearances and insurances are not required when submitting a response to the RFP, but will be required of the successful RFP Respondent prior to approval.
 - The City expressly reserves the right to modify, add, or delete, any item(s) from the proposal it deems necessary prior to the issuance of an award.

¹ It shall be the responsibility of the RFP Respondent to thoroughly review the provisions of this RFP and the Services Contract. After executing the contract, no consideration will be given to any claim of misunderstanding. Respondents must state in their submission any clauses to which they take exception in the RFP and in the attached Contract. This will be factored in to the evaluation decision. Respondents are encouraged to review the entire contract, including, but not limited to the Assignment, Compliance with Laws, Termination, Insurance, Subcontracting, Indemnity, Payment and Waivers provisions.

- The term of the Public Safety IT contract (the “Contract”) will be for 5 years, with 2, two (2) year renewal options. The term of the Contract will commence on the date of the full implementation of the new solution. Any renewal option exercised under the Contract is effective only after the approval of the Detroit City Council and the Financial Review Commission.

2. MINIMUM QUALIFICATIONS

Proposals will only be accepted from those firms that meet the following minimum qualifications:

- A fully-integrated, seamless public safety IT system for the Public Safety operations, including Police, Fire, and EMS, in order to provide efficient data sharing, among the City’s public safety agencies and other law enforcement agencies including the State of Michigan.
- Proposed public safety IT solution must be:
 - A proven product which is currently in use within other municipalities of similar scope and size
 - Currently certified under a Federal Incident Crime Reporting entity
 - Fully compliant with Michigan Incident Crime Reporting (“MICR”) at time of contract
- RFP responding firms must have a:
 - Minimum of five (5) years of experience as a primary vendor and integrator providing the services requested in this RFP for projects of similar scope and size

3. SCOPE OF WORK

a. Objectives

The City desires to implement a fully-integrated, seamless public safety information technology system for the City’s Public Safety (DPD, DFD and EMS) operations in order to provide efficient data sharing, among the City’s public safety and other law enforcement agencies. The new fully-integrated public safety IT solution will, at a minimum, incorporate the following capabilities: Computer Aided Dispatch (CAD), Records Management System (RMS), Jail Management System (JMS), and Mobile Data System (MDS). The integrated solution will also encompass a consolidated dispatching operation. Overall the proposed solution is expected to meet the following criteria, among others:

1. Fully integrated system that provides DPD, DFD, and EMS with integrated data collection and reporting;
2. Anticipates and is capable of providing a regional solution that potentially integrates the City of Detroit with Detroit Public Schools, Wayne State University, Highland Park, Hamtramck, Detroit Department of Transportation, and other local entities;
3. Improves departments’ productivity by eliminating redundant tasks and data entry;
4. Reduces public safety response times by providing field access to crucial information;
5. Strengthens communications and relations with other agencies through integration, data sharing and communications tools;
6. Must be Next Generations 9-1-1 (NG-911) capable;

7. Interface with EMS's existing Safety Pad system;
8. Future vision of a "Communications Authority" (consolidated dispatching operation) that would encompass other City services such as DDOT and GSD;
9. Interface with DFD's engine alerting system and "Silent Night" or like digital dialing system; and
10. Integrate with DPD's current Iyetek E-ticketing and crash reporting systems.

b. Overview

The City's current public safety IT systems infrastructure is obsolete, unstable, fragmented, and largely unsupported. In the past, each public safety agency has evaluated its own respective IT solutions separately without a coordinated effort. As a result, the current systems are not integrated which results in performance issues and inefficiencies.

The City urgently needs to upgrade and replace its existing disparate infrastructures with a fully-integrated public safety IT solution. A fully-integrated public safety IT solution is critical to successfully restructuring and improving the City's public safety operations.

c. Background

Summary of Key Call Volumes and Statistical Information

City of Detroit

1. Population 688,701
2. 139 square miles

Public Safety

1. One (1) Public Safety Headquarters (houses Police, Fire and EMS leadership)
2. 1.3 million incoming calls and 780,000 dispatched calls for service per year for the City's public safety operations

DPD

1. 12 Precincts
2. 2,600+ users
3. 400 mobile clients
4. 20 Dispatchers
5. 105 call takers with 26 user stations
6. One (1) dispatch/call center with one (1) backup dispatch/call center
7. 250,000 RMS reports generated annually

DFD

1. 42 Fire Houses
2. 60 mobile clients
3. 10 Dispatch Stations
4. One (1) Dispatch Center (located in separate building than DPD)

5. Fire Dispatchers also dispatch for the Cities of Highland Park and Hamtramck with populations of 11,776 and 22,101 respectively. Covering areas of 2.87 and 2.11 square miles respectively
6. 35,000 RMS reports generated annually

EMS

1. 50 EMS mobile clients
2. 4 work stations and 8 computers required
3. 140,000 RMS reports generated annually

Current Technical Environment

The City has established technology standards and would prefer to adhere to them as part of the implementation of the system. The outline below provides vendors with a summary of the City's current network and computing environments, vendors, and standards;

1. VMWare environment
2. SAN
3. Omega CrimeView Desktop and CrimeView Dashboard
4. Fire View desktop, dashboard, and Advance Reporting Module (ARM)
5. CAD system is Tiburon
6. RMS
 - a. Police = Motorola (Crisnet)
 - b. Fire = Tiburon 24/7
 - c. EMS = Safety Pad
7. DFD utilizes multiple vendors for Pre Plan, Inspections, and Hydrant Livescan for ID Networks
8. Tracker Property and Evidence system
9. CORE for State and Federal Law Enforcement Data Access
10. Iyetek E-ticketing and crash reporting
11. Tidemark payment processing and budgeting software

As part of the proposal process vendors will be required to submit significant technical detail regarding the proposed solution. In preparing responses, vendors must note any known or potential conflicts between the vendor's proposed solution and the City's currently defined environment (excluding components of environment that are proposed). Also, it is expected that vendors provide recommendations of how best to implement and operate the proposed solution to interface with the City's remaining defined environment.

d. General Requirements

The solution must encompass the following technical foundation:

- Windows-based Client with multi-tasking capability
- Microsoft SQL 2014 Relational Database

- Integration to leverage desktop productivity tool such as Microsoft Office Suite
- Widely accepted, independent development foundation
- Multiple licenses to support multiple development server applications (i.e. test, back-up, and training servers)

Additionally DPD, DFD and EMS need an integrated software suite where all applications exchange and reuse data with the following functionality:

- CAD system must be able to handle a call volume of approximately 1.3 million calls per year with over 780,000 dispatched calls for service
- RMS must exchange information and data with CAD, including geospatial data, and the other applications within the Public Safety suite of IT products. The system must have data validation and exchange related to person and place information to provide officers with pertinent information in real-time.
- Data gateway component that allows for transfer of data in Global Justice XMC format
- Ability to submit information to MIDEX
- Property and Evidence systems must be fully integrated with CAD and RMS.
- Jail Management System must be integrated with RMS and ID Networks to ensure detainees are accurately identified and that other enforcement agencies receive complete, timely, and accurate information. The solution must also allow for data exchange with prosecutors and courts

[THIS SECTION INTENTIONALLY LEFT BLANK]

e. **Software Requirements**

MINIMUM REQUIREMENTS			
The following are minimum requirements. Special consideration will be accorded to vendors able to satisfy these requirements. Please answer all questions as stated.			
REQUIREMENTS		YES	NO
1.	The proposed public safety system must provide seamless integration between CAD, RMS, JMS, and MDS applications without the need for batch updates or data transfers.		
2.	The vendor must be a Certified Microsoft Solution Partner.		
3.	The proposed system should leverage Microsoft technology and operate on MS Windows server 2012 or newer operating system for its database and application execution.		
4.	The proposed system should use Microsoft's SQL Server 2014 database.		
5.	The proposed system must support virtualization software using VMware.		
6.	The software architecture must make extensive use of stored procedures for application scalability, security and integrity.		
7.	The proposed system must be able to support Windows 7 and 8 clients.		
8.	Application security should provide flexible access control down to the field level, allowing specific access permissions such as update, view-only, or prohibit-view.		
9.	Application should provide ability for users to tailor system provided reports, retaining application level security and performance.		
10.	The proposed system is currently in use within a similarly size municipality.		

MINIMUM REQUIREMENTS (cont.)	
Please answer each question with YES, NO and/or appropriate narrative.	
REQUIREMENT	RESPONSE
1. Is the proposed application developed with a widely accepted development environment such as Microsoft.Net, IBM WebSphere or Sun J2EE? Please describe all development languages utilized, including any proprietary toolsets.	
2. Does the system architecture support a multi-tier deployment? Please describe proposed solution architecture.	
3. Does the system provide global query function so that users can search system wide based on name, account, range of values, or partial & wild-cards?	
4. Please describe all 3 rd party software required or recommended for the solution, including Database, Operating Systems, report writers, GIS, compilers, etc.	
5. Does the system provide multiple levels of data security control access by station, terminal, or department and by transaction, function, and file?	
6. Does the system support local high availability through the use of redundant servers at different locations? Please describe proposed solution architecture.	
7. Does the system support off-site disaster recovery through the use of redundant servers? Please describe proposed solution architecture.	
8. Does the system provide Microsoft Active Directory integration? Please describe integration capabilities in detail.	

f. Public Safety CAD Requirements

See “CAD User Requirements” checklist attached in Appendix A

g. Police RMS Requirements

See “Police RMS User Requirements” checklist attached in Appendix B

h. Fire RMS Requirements

See “Fire RMS User Requirements” checklist attached in Appendix C

- NFIRS Compliance Reporting
- Activity Reporting and Scheduling
- Investigations (Arson)
- Business Registry
- Hazardous Materials
- GIS/Geo-file Verification
- Hydrant Inventory and Inspections
- Incident Tracking
- Personnel / Education
- Pre-Plans
- Station Activity Log
- BLS/ALS
- Data Analysis/Management Reporting
- Fire Permits
- Decision Support Software/Dashboards

i. MDS Requirements

Mobile Data System requirements include:

- In-Car Mapping
- In-Car Routing
- Automated Vehicle Location (AVL)
- Fire Inspections
- NFIRS

4. PRICE PROPOSAL

All proposals must respond with pricing detailing the costs associated with the following categories:

- a) Modification costs if denoted to satisfy requirements
- b) Implementation, Training and Support Services Costs
- c) Annual Software Maintenance costs by year for 5 years
- d) Projected annual costs for upgrades outside of maintenance costs, if any
- e) Conversion costs, costs to import historical data
- f) Other anticipated costs (e.g., travel, data file conversions, etc.)

5. EVALUATION CRITERIA

Responses to the RFP will be evaluated by an Evaluation Committee consisting of various stakeholders within the City. The City's intent is to acquire the solution that provides the best value to the City while meeting or exceeding both functional and technical requirements identified in this RFP. The City's initial evaluation criteria are listed below. Following this initial evaluation the top vendors will be chosen and invited back for subsequent rounds of consideration.

Initial Evaluation Criteria

<u>Criteria</u>	<u>Points</u>	<u>Proposal Content Section</u>
Direct Capabilities and Experience	60	1, 2, 3, 4, 5, 10
Proposed Plan	40	6, 7, 8, 9
Total Points	100	

6. EVALUATION PROCEDURE

All qualified Proposals, which meet the required format of this RFP, will be evaluated by a City designated Evaluation Committee. Any Proposal which is determined to be non-qualified and/or non-responsive to the specifications or other requirements of the RFP, including instructions governing submission and format, will be disqualified unless the City determines, in its sole discretion, that non-compliance is not substantial or that an alternative proposed by the RFP Respondent is acceptable. The City may also at its discretion, request oral presentations, make site visits at Respondent's and/or customer's facility and may request a demonstration of Respondent's product. If scheduled, a final determination will be made after the oral presentations and/or

demonstrations are complete. All decisions reached by the Evaluation Committee will be by consensus.

7. PROPOSAL CONTENT REQUIREMENTS

To be considered responsive to this RFP, each proposal must, at a minimum, respond to the following RFP sections in their entirety. A successful proposal submission will consist of six (6) binders and two (2) USB sticks. Information for pricing in Section 8 will be in a sealed envelope attached to the six (6) binders and included in a separate file on the two (2) USB sticks. All binders should be indexed and all pages of the submission must be numbered, except for exhibits, drawings and other supplemental information which may be added as Attachments. The instructions contained in this RFP must be strictly followed. Accuracy and completeness are essential.

a. Table of Contents

A table of contents must be provided with all RFP Submissions.

b. Signature Page (Form Attached)

c. Statement of Submission

In your Statement of Submission, please include, at a minimum, the following information and/or documentation:

1. A brief description of your firm, including the Federal Employer Identification Number, the age of the firm's business and the average number of employees during each of the last five (5) years;
2. The location of the firm's principal place of business and, if different, the location of the place of performance of the contract; and
3. The name and contact information of the firm's partner and or manager(s) that will be in charge of this project.

d. Scope of Work

Proposals must respond to all sections outlined in Scope of Work section and must be prepared in the following format:

Section 1 – Executive Summary

Provide a concise overview of the system proposed.

Section 2 – Vendor Background and Qualifications

Provide narrative responses to the following questions, including any necessary documentation, for each item listed below.

1. Specify the number of years the Vendor has been in the public sector software business. Provide public sector vs. private sector for number of clients, as well as revenue percentage comparisons.
2. Provide a chronology of the company’s growth, heritage, staff size and ownership structure.
3. Indicate whether the business is a parent or subsidiary in a group of companies or if there is outside investment participation.
4. Has the company or product being proposed ever been purchased by another company or acquired because of a merger or acquisition? If there have been multiple events, provide information on all transactions.
5. If yes, provide details regarding the name of the companies involved, specific products affected and when such merger or acquisition(s) took place.
6. What percentage of revenues does the proposed system provide verses other products/services provided by the company?
7. Provide a brief statement of the company’s background demonstrating longevity and financial stability.
8. Indicate if the company (or Public Safety division / segment) incurred an annual operating loss in the last 5 years.
9. Has the company (or Public Safety division / segment) had a workforce reduction during the past 5 years?
10. If so, provide details regarding workforce reductions: percentage or workforce, areas affected, senior management team changes, etc. for each event.
11. Describe the seniority, tenure and background of the senior management team.
12. Describe how your company measures customer satisfaction for software applications, project implementation and customer service & support.
13. For each of the applications being proposed, please provide the following background information.

	Original Development Organization	Date of First Release	Date of Most Recent Release
A. CAD			
B. Police RMS			
C. Fire RMS			
D. Other			

Note: If any of the proposed applications were not originally developed by the proposing vendor, please provide narrative details for the following subjects:

- Date of product merger / acquisition
- Name of the products and organizations involved
- Description of how integration / interfacing was accomplished (batch vs. real time, consolidated or separate databases, etc.)

- Description of the development technologies used for each product
- Status of the originating development team resources (retention rate, location)

Section 3 – Performance History

1. Identify in detail at least three (3) similar (size and scope of City of Detroit Public Safety) projects by municipality name, subject matter, location, services provided and the length of time services, software name, platform, and version number of all implemented systems. Include description of specific services provided and dates during which the services were provided. Also, include key performance indicator metrics. Also, include key contact names and numbers.
2. Identify vendor’s key personnel working on the projects as identified above.
3. Identify any projects in which the vendor’s contract was terminated for any reason.
4. Identify any claims or lawsuits that have been brought against your organization as a result of any products and/or services provided within the last five (5) years.
5. Provide an organization chart indicating the key personnel who will provide services resulting from this RFP. Also provide a resume for each of the key personnel.

Section 4 – Customer References

Please provide at least five (5) customer references that are representative of the proposed system with reference to size of implementation, installed device platforms, and scope of project. Additionally, please provide a complete listing of municipal clients/customers with contact information (name, phone number and email address).

Section 5 – Response to Functional Requirements

Vendors are instructed to complete the “User Requirements” provided in the Appendix of this RFP, by placing an X in the correct column for each requirement as described below:

- Fully Compliant - Indicates that the vendor’s standard software meets and/or exceeds the requirement.
- Modification/Custom Software - Indicates that a software modification or custom software is required to meet and/or exceed this requirement. If there is a cost associated with this, list the dollar amount in Comments.
- Not Available - Indicates that the vendor’s software does not and cannot meet this requirement.

Section 6 – Software Requirements and Descriptions

Provide narrative descriptions of the proposed software applications. Additionally, vendors are instructed to complete the “Software Requirements” tables provided in the Scope of Work section of this RFP, by placing an appropriate responses in the correct column for each requirement as described.

Section 7 – Implementation and Support

Answer the following questions and provide the necessary documentation for each item listed below:

1. Describe the approach and resources needed to implement the proposed software. Attach a proposed implementation schedule with key activities and estimated milestones.
2. If proposing a stand-alone component of the integrated solution, please provide proposed detail plans and responsibilities for integration with other system solution
3. Describe your overall user training approach. Provide a sample training plan in your response. If proposing a stand-alone component, provide proposal for training on overall system components' integration
4. Describe your company's service & support philosophy, how it is carried out and how success is measured.
5. The vendor must provide ongoing services and support, such as a toll free 24 x 7 customer service number, annual training classes, online customer service web site and online software maintenance. If support is provided by a third party, please provide a thorough description of the company, number of support personnel, and total number of current customers they support in the state.
6. Provide a thorough description of help desk services including dial-in, web support and ongoing maintenance.
7. How do you service and troubleshoot problems for your current clients?
8. Provide resumes of proposed project team demonstrating recent project management engagements
9. The vendor must provide software updates and enhancements on a regular basis. The vendor must communicate provisions and identify associated costs for new releases, for example, is there a cost associated with a move from Version 1 to Version 2.

Section 8 – Pricing Proposal

The following costs associated with these applications must be included in your response:

- Application software license fees
- Modification costs if denoted to satisfy a requirements
- Implementation, Training and Support Services Costs
- Annual Software Maintenance costs for 5 years
- Projected annual costs for upgrades outside of maintenance costs, if any
- Conversion costs, costs to import historical data
- Other anticipated costs (i.e., travel, data file conversions, support, etc.)

Section 9 – License Agreement

Provide a sample of the proposed License Agreement. Note that licensing must include multiple server licenses for training, testing, and back-up servers.

Section 10 - Respondent Financial and Operational Stability

1. Provide copies of the vendor's financial statements (CPA Certified) for the previous three (3) years;

2. Certificate of Good Standing (Corporation) or Certificate of Existence (Limited Liability Company) issued by the Michigan Secretary of State (if Respondent is a joint venture, a Certificate of Good Standing or Certificate of Existence, as applicable must be submitted for each entity comprising the joint venture.); and
3. Evidence of any licenses or registrations required to provide the services under this contract

8. SUBMITTAL INSTRUCTIONS AND OTHER KEY INFORMATION

1. Question Deadline and Response Dates: **January 30, 2105**
2. Pre-proposal Conference: **February 6, 2015**
3. Proposal Due Date: **February 23, 2015**
4. Site Visits: **TBD**
5. Demonstrations: **TBD**

9. PROPOSAL DISCLAIMERS AND CONDITIONS

a. REJECTIONS, MODIFICATIONS, CANCELLATIONS

The City of Detroit expressly reserves the right to: 1) accept or reject, in whole or in part, any and all proposals received; 2) waive any non-conformity; 3) re-advertise for proposals; 4) withhold the award for any reason the City determines; 5) cancel and/or postpone the request for proposals, in part or in its entirety, and/or, 6) take any other appropriate action that is in the best interest of the City. This RFP does not commit the City of Detroit to award a contract, to pay any cost incurred in the preparation of a proposal under this request, or to procure or contract for services.

b. NEWS RELEASES AND OTHER COMMUNICATIONS

News releases pertaining to these Proposals specifications or the provisions to which they relate shall not be made without prior approval of the City and then only in coordination with the City.

Respondents are advised that no oral interpretation, information or instruction by an officer or employee of the City of Detroit shall be binding upon the City of Detroit.

c. CONFIDENTIALITY OF PROPOSALS

Proposals shall be opened with reasonable precautions to avoid disclosure of contents to competing offers during the process of evaluation. Once proposals have been publicly recorded they are subject to disclosure as per the requirements of the Michigan Freedom of Information Act.

Appendix A: CAD User Requirements

City of Detroit

Public Safety RFP

User Requirements - Computer Aided Dispatch (CAD)

COMPUTER-AIDED DISPATCH (CAD) SPECIFICATION		Fully Compliant	Modification/ Custom Software	Not Available	Comments
LAW ENFORCEMENT					
GENERAL SYSTEM REQUIREMENTS					
1.	Include the following functions:				
	a. Resource management				
	b. Call taking				
	c. Call disposition				
	d. Location verification				
	e. Call prioritization				
	f. Call management				
	- Reopening calls				
	- Information retrieval				
	- Query				
	g. Queue management				
	h. Dispatching				
	- Unit recommendation				
	- Dispatch resource decision				
	- Unit assignment				
	- Unit status				
	- Caution notes and Be on the lookout (BOLO)				
	- Unit activity				
	i. Paging and messaging				
	j. Mapping functionality				
2.	Include the following interfaces:				
	a. With Mobile Data Computers (MDCs)				
	b. With external, local, state, and federal information systems				
	c. With RMS				
9-1-1 INTEGRATION					
3.	Support 9-1-1 telephony function integration without additional workstation hardware, keyboard, or mouse				
4.	Support 9-1-1 telephony system integration without additional software installation required at the workstation				
5.	Support 9-1-1 telephony integration into the same application as the CAD				
6.	Expandable to support an SMS messaging function				
BUSINESS CONTINUITY/DISASTER RECOVERY					
7.	In an emergency that requires that the dispatch center be moved to an offsite, secure location, support the creation of an offsite, real-time backup server at the relocated communication center with hardware and network connectivity				
8.	Agency can enter activity data performed during the interruption of service upon recovery from a CAD service interruption				
RESOURCE MANAGEMENT					
9.	Facilitate multiple resource types on a single resource (engine, quint, patrol, beat unit)				
10.	Incident recommendations must recognize when a unit meets the requirement for more than one resource type				
ROTATION FOR SERVICES					
11.	Provide a rotation provider module for services such as wrecker towing, locksmith, or private ambulance services				
12.	The rotation provider module must provide multiple service provider categories. Example: wrecker rotations support categories for heavy equipment wreckers and passenger vehicle wreckers				
13.	Support creation of custom rotations for services such as tow companies, private ambulance services				
14.	User can bypass a service provider without penalty and the service provider will remain on the top of the list				
15.	System administrator can configure multiple rotation provider lists for various services				
16.	Wrecker tow rotation can support multiple rotations				
17.	Automatically recommend the next available rotation provider in the correct rotation based on geography				
18.	If a service provider cannot respond, the user can note on record and recommend the next rotation provider				
19.	If a rotation request is cancelled, the user can place the service provider into the next spot in the rotation				
20.	The rotation provider module supports owner requests				
21.	The rotation provider module captures, the following data elements related to a tow request:				
	a. From location				
	b. To location				

City of Detroit

Public Safety RFP

User Requirements - Computer Aided Dispatch (CAD)

COMPUTER-AIDED DISPATCH (CAD) SPECIFICATION		Fully Compliant	Modification/ Custom Software	Not Available	Comments
c.	Requesting officer				
d.	Vehicle driver				
e.	Vehicle owner				
f.	Reason				
22.	If resources other than those recommended by the rotation are selected, allow the telecommunicator to capture the reason for the exception				
CALL TAKING					
23.	Call taking includes receiving the call, entering sufficient and accurate information from the caller, determining whether this is a duplicate of a call in progress, and recording or updating a call for service in the system				
24.	New calls for service are created using compiled information – both automatically by the system and manually by the user – during the call taking process				
25.	Assign a unique call number to each new call for service				
26.	Service both emergency and non-emergency priority calls				
27.	Provide a command line that allows users to easily create officer-initiated incidents				
28.	Support an environment where the call taker is different from the user				
29.	Provide a command line for quick and easy entry of traffic stops				
30.	Users can enter/create calls from within browser. The newly created calls for service are automatically displayed in the CAD and available for dispatching.				
31.	Minimum call information needed to open/initiate a call for service: type of call and location of the call for service				
32.	The user answers calls from the public from a 9-1-1 line, a 7- or 10-digit phone number				
33.	If the call is generated from the 9-1-1 system, the location is available from ANI/ALI, if interface exists				
34.	When ANI/ALI information is provided by the 9-1-1 controller, it is automatically populated in the CAD system into the correct fields				
35.	User can apply procedures and guidelines such as ProQA, PowerPhone™, or APCO Meds to verify, analyze, classify, and prioritize the call prior to routing the call for service to dispatch				
36.	A field-initiated incident can be generated from a CAD workstation or the mobile client device				
37.	User can create a call for service for future scheduled events				
38.	User can perform call taking, geo-validation, unit recommendation, and dispatch of units from a single screen				
39.	Display units assigned to an active call within the call taking screen				
40.	Display desired calls and units in specific areas				
41.	Display summary premise information, with the option to drill down to full details				
42.	Filter positions to view calls and/or units related to specific geographic areas, patrol zones, cities, and/or call discipline (police, fire, EMS)				
43.	Support multiple call taking screens within the same window				
44.	Provide a notification module to alert users of any applicable events occurring in the system				
45.	System administrator can configure the notifications within the system				
46.	System administrator can alias intersections for use in geo-verification entry				
47.	System administrator can alias streets for use in geo-verification entry				
48.	Can 'exact match' on the address point. If no matching address point is found, revert to the normal street/block range validation, and match on the block address, if appropriate				
49.	Provide the following call for service data update capabilities:				
a.	Automatic update as new information related to an open call becomes available				
b.	Multiple users can view and update the same call simultaneously				
c.	User entry of narrative data on any pending or active call for service				
d.	User entry of narrative data to a closed call for service without having to re-open the incident				
-	All narrative data entered is time and date stamped and the user adding the narrative is recorded with each comment				
-	Unauthorized users cannot modify narrative data				
-	Narrative data can be configured and sorted in ascending or descending order				
-	The user with rights can edit call information – excepting fixed times – after it has been closed and log the changes that were made				
50.	System administrator determines when to start the "response" clock (when the user has a valid address and nature/ problem)				
CALL DISPOSITION					
51.	User can open a call for service				
52.	User can close a call for service that does not require the dispatch of resources				
53.	Mobile data computers transactions can update CAD to record unit status and close the call for service				
54.	Prevent mobile data computer users from closing calls for service				
55.	If all mobile units are removed from the call via mobile data computers, then the call for service is placed in the pending dispatch queue for closure by the user				
56.	Call information collected during the call for service is available for use by the field reporting tool and RMS				
57.	Configurable to require a disposition by incident, by unit, or not at all				
58.	Configurable to enforce that a call disposition is required when the unit clears from the incident				

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User Requirements - Computer Aided Dispatch (CAD)

COMPUTER-AIDED DISPATCH (CAD) SPECIFICATION		Fully Compliant	Modification/ Custom Software	Not Available	Comments
59.	Multiple dispositions can be added to individual units				
60.	Each call for service can have multiple dispositions assigned				
61.	Assign a disposition to the call for service different than the unit disposition				
62.	Automatically evaluate the call for service location to determine whether a call is a duplicate. The user compares the system information to the caller information to determine whether the call is a duplicate.				
63.	User can append an identified duplicate call to the original call for service or link it to an existing call				
64.	An officer can enter call for service disposition via optional MDT interface				
65.	Enable or disable multi-assign and call stacking				
66.	Custom time stamps can be built for use on the incident screen, such as Fire Under Control, Secondary Search Complete				
LOCATION VERIFICATION					
67.	Caller location is checked against current address listings in the system. The location format can be any of the following:				
a.	Street address				
b.	Intersection				
c.	Common place name. Location information for a common place, such as the City Hall, has a street address listing cross-reference that will provide the legal street address.				
68.	Geofile performs the following functions:				
a.	Validate the street name as an existing street in the geofile for the service area				
b.	Resolve ambiguities while accounting for spelling variations and duplications				
c.	Validate intersections				
d.	Validate address range				
e.	Relate common place names to actual addresses				
f.	Relate X, Y coordinates to an actual address				
g.	Transform latitude and longitude to map coordinates for display for Phase II calls				
h.	Determine call location to agency reporting area				
i.	Translate alias names to actual street names				
69.	Suggest matches as the user types prior to geo-validation for:				
a.	Addresses				
b.	Premise description				
c.	Premise code				
70.	Suggest geo-validation options as the user enters information into the call taking record				
71.	User can select an address via hotkey without taking focus from the current field within the call taking screen				
72.	Perform a duplicate check of any other active incidents within a specified radius of the new call upon geo-validation of an address				
a.	The radius of the duplicate check is configurable by the system administrator				
b.	The duplicate check also searches recently closed incidents				
CALL PRIORITIZATION					
73.	Prioritize calls based on call type, applying established guidelines and procedures to determine the appropriate dispatch and response needs				
74.	Support multiple different call priorities				
75.	Automatically update call for service priority upon call type modification				
76.	User can manually update call for service priority without call type modification				
77.	Display high priority caution note information to the user without taking focus from the current active field				
CALL MANAGEMENT					
78.	Manage the call by continuously updating the call for service data with any additional information reported by callers or officers on scene				
79.	Call for service data are displayed and monitored through CAD, including activities such as additional call information and activities reported by the officers				
a.	Call for service queue provides immediate access to all open calls, including unassigned				
b.	Automatic removal of a closed call from the call display				
80.	User can manually manage the call by continuously updating the DVS data with any additional information reported by callers or officers on scene				
81.	User can revise resource recommendations based on additional information				
82.	User can add or reassign resources based on additional information				
83.	Display additional call for service data and alert user once information is available				
84.	Make the following information available to view:				
a.	Recently closed calls (within no more than two actions)				
b.	An existing VFS that has been cleared				
c.	Changes to cleared calls for service are traced for audit purposes				
REOPENING A CALL					

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User Requirements - Computer Aided Dispatch (CAD)

COMPUTER-AIDED DISPATCH (CAD) SPECIFICATION		Fully Compliant	Modification/ Custom Software	Not Available	Comments
85.	User can reopen a call				
86.	When reopening a call, the incident is placed in the pending incident queue allowing the user to assign appropriate units				
INFORMATION RETRIEVAL					
87.	Ability to query RMS for the following Person information:				
a.	History				
b.	Warrants				
c.	Mental or health issues				
d.	Gang information				
e.	Narrative content				
88.	User can query master vehicle information. Any previous instance of the vehicle associated with a call for service will be displayed.				
89.	Automatically search internal files for information on premise locations and history of previous calls for that location				
a.	Automatically search for medical alerts entered as caution notes or premise comments at the call for service location				
b.	Automatically search for hazard information entered as caution notes or premise comments at the call for service location				
c.	Automatically search for contact information entered as caution notes, premise information or alarm information at the call for service location				
d.	Automatically search for fire plan information at the call for service location. Fire plan information can include, at a minimum, knock box location, contact information, sprinkler information, and provide free-text area for agency-defined information.				
QUERY					
90.	Run of records checks (Person, Vehicle, Article and Firearm) by entering the criteria in a mask or via a command line				
91.	Provide notification of 'hot' records check returns by visual and/or audio indicator				
92.	Query mask indicates which fields are required based on the query				
93.	Query mask indicates which fields will be submitted based on the query				
94.	Justice message switch allows connection to multiple databases				
95.	Incident screen provides visual notification of the following information without a query:				
a.	Hazardous material (hazmat) information on file				
b.	Premise information on file				
c.	Prior incidents to the address				
d.	Permit information on file				
e.	Supplemental information entered for the incident				
96.	Can add supplemental information (Person, Vehicle, Firearm and Property) and optionally submit a query				
REPORTABILITY					
97.	Can add a case number to indicate if the call for service requires a report				
98.	When the report number is assigned, it can be viewed by dispatch workstations and MDTs				
99.	Can assign case numbers by pulling them directly from the RMS				
QUEUE MANAGEMENT					
100.	User can create ad hoc queues				
101.	User can filter on any logical field in the incident and unit queue				
102.	User can sort on any logical field in the incident and unit queue				
103.	User can add any available columns to the queue display and save it to the user profile				
104.	User can re-order the displayed columns in the queue display and save it to the user profile				
105.	User can group by any column in the queue display and save it to the user profile				
106.	User can display any created ad hoc columns in a tab within the window				
107.	User can display any created ad hoc columns as a tiled window within the queue display window				
108.	User can display any created ad hoc columns as their own window				
109.	User can drill into unit or incident details from the queue management display without opening a separate window to display the information				
110.	User can execute any logical command line action against the incident or unit that has been selected, within the drill down display				
111.	User can display all assigned units on the incident on the incident drill down display				
112.	User can execute any appropriate status action from within the unit drill down display				
113.	User can rename any newly created queue tabs and save the name to the user profile				
114.	When a user takes control of a command sector, the incident and unit queue management display automatically add the appropriate incidents and units to the display				
115.	Drag-and-drop assignment within the queue management display of incidents to units				
116.	Default sort of events in the call queues by agency-defined priority				
UNIT RECOMMENDATION					
117.	Check location information obtained from the caller or ANI/ALI data spill and verify using the geofile to identify the patrol area assignment in which the call is located				

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User Requirements - Computer Aided Dispatch (CAD)

COMPUTER-AIDED DISPATCH (CAD) SPECIFICATION		Fully Compliant	Modification/ Custom Software	Not Available	Comments
118.	Determine unit proximity based on the unit's assigned area of responsibility and/or a GPS device attached to the unit				
119.	Dynamically recommend the closest appropriate resource for a call for service based on unit drive time, taking into account road speeds				
120.	Automatically recommend resources for the selected call for service based upon preset criteria for the response area, call for service type and priority. Preset criteria includes but is not limited to unit and personnel capabilities as well as unit resource designations.				
121.	Automatically recommended resources based on response plans that factor in unit capability with regard to skills and equipment required for the call for service, unit availability, and proximity of resources				
122.	Recommend resources based on the closest most appropriate units, based on response plan				
a.	Unit recommendation based on a station order, based on the response plan				
b.	Display the closest unit(s) based upon information received from GPS devices attached to the units				
123.	The system administrator can configure the system to automatically assign an incident number based on the jurisdiction				
124.	User can accept, override, or modify the recommended resources based on additional information provided by (or by request of) units on the scene				
125.	Apply multiple capabilities to a single resource (extrication tools, spike strip, Spanish speaker). Incident recommendations recognize when a unit meets the requirement for more than one capability.				
126.	Process way streets, elevations for bridges and tunnels, speed limits, road types, and road impedances for unit recommendations as well as driving directions for mobile users				
127.	Users can adjust road speeds, closures and detours in real time for specific road segments to dynamically alter unit recommendations and driving directions in responders' mobile computers. Additionally, dispatch maps visually indicate these road impedances.				
128.	Uses Intellisense to recommend location information				
129.	Recommend units that are currently assigned to a lower priority incident (but not yet on scene) for a higher priority incident				
130.	The system administrator can configure eligibility of unit status for recommendation				
DISPATCH RESOURCE DECISION					
131.	Automatically route the call to the correct user based on the call type and location				
132.	Display available resources based upon unit status, including "unassigned" and "assigned but available"				
133.	Show separate pending and assigned queues				
134.	User can re-sort the pending call queue and the assigned call queue based on any data column displayed in the queue				
a.	User can re-sort the data with a single action				
b.	User can re-sort the call queues as often as desired				
c.	User can re-sort based on the system default call order with a single action				
135.	User can assign the recommended resources or modify the recommendation and assign				
DISPATCH UNITS					
136.	Automatically assign and notify units of incidents based on the response area, nature/problem				
137.	Agency can perform dispatch and notify units manually (select and assign per incident type)				
138.	Units specifically recommended or selected for a call for service can be dispatched by one action				
139.	User can dispatch units without system recommendation by command line or drag-and-drop action				
140.	User can change the primary unit designation from the CAD workstation or from the mobile at any point during the call for service				
141.	Compare the travel time of the farthest assigned unit to the newly available unit to recommend to the user a "swap" of units				
142.	Swap calls with either drag-and-drop or via a command line. Information about the swap is recorded in the incident comments				
143.	Can restrict incident cancellation to the user controlling the area. Non-controlling users can submit a "request to cancel" to alert the controlling user				
144.	Non-controlling user can assign units not under their control. This option is set at the Agency level				
145.	User can view unassigned resources/vehicles for the incident if not all resources are available at the time of dispatch				
146.	Can designate a response area as primary if a specific location falls into more than one response area				
147.	Can edit the response areas by adding, moving, or deleting a node				
148.	Support radio channel assignment based on radio groups within a geographic area				
149.	Multiple incidents can be assigned to the radio channel				
150.	Support the creation of strike teams				
a.	The creator has the ability to name the strike team				
b.	Strike team status changes are applied to all units assigned to the strike team				
ASSIGN UNITS					
151.	User can remove Assigned by Available units from their assigned status based on priority levels and the resource needs of the call for service				
152.	A unit or units can be reassigned. The units are placed in an available status and the call for service returned to the Pending Incident queue				
153.	Can divert a unit en route while encountering an incident				
154.	Can stack a pending incident to a unit				
155.	Provide a visual status indicator that the unit is assigned to one call and stacked on another				
156.	Multiple calls for service can be stacked to a specific unit. Time stamps for multi-assigned calls are recorded at unit assignment				

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User Requirements - Computer Aided Dispatch (CAD)

COMPUTER-AIDED DISPATCH (CAD) SPECIFICATION		Fully Compliant	Modification/ Custom Software	Not Available	Comments
157.	When the unit takes an action related a multi-assigned call for service, the timestamp is recorded immediately				
158.	Prompt the user to cancel, multi-assign, or stack an incident if the incident is placed on a unit that is currently assigned				
159.	Continually monitor, update, and record unit status entered by the user and/or mobile units				
160.	Unit status change information is available for inclusion in predefined and agency-defined reports				
161.	Automatically update the call for service record to designate the dispatched unit(s) as responding units to the call				
UNIT STATUS					
162.	Continuously display information to reflect the current status of the units the user is monitoring				
163.	Continuously update information to reflect the current status of the units the user is monitoring				
164.	Unit activity report include, at minimum:				
	a. Time				
	b. Status				
	c. User updating status				
	d. Unit notes				
	e. Unit location				
165.	The unit status options include:				
	a. Dispatched				
	b. En route				
	c. Staged				
	d. Arrived at destination				
	- Prompt user to enter a destination and odometer reading				
	e. On scene				
	f. Left scene for secondary location				
	g. Arrived at secondary location				
	h. Depart scene				
	i. - Prompt user to enter a destination and odometer reading				
	j. Conditional availability				
	- Support the use of configurable conditional availability reasons				
166.	Reasons for conditional availability support unit delay settings. The system administrator sets a standard time delay for conditional availability reason and factors the unit delay into the unit estimated time of arrival when unit evaluation for recommendation takes place				
167.	Reasons for conditional availability support valid incident priorities for recommendation. The system administrator can make only selected incident priorities available for recommendation and dispatch when a unit has conditional availability reason with this option configured. (A unit is available for recommendation to priority 1 and 2 calls but not lower priority calls.)				
168.	Each agency-defined status assigned updates the unit log and records a time and date stamp				
169.	Capture and time-stamp any change in unit location				
170.	Maintain the elapsed time between status changes/checks and alert the user when agency-defined thresholds are met				
171.	Provide an elapsed timer that displays the total duration of the call				
172.	Display indicates unit status and assigned call for services, if any				
173.	Display indicates the last location entered for the unit				
174.	Location updates can performed manually or by use of an AVL feed				
175.	When the unit timer expires, display call for service type and priority for assigned units				
176.	Alert the user to the expiration of unit timers				
	a. Visual				
	b. Audible				
177.	System administrator can configure the amount of time before expiration of the timer, based on call for service priority				
178.	System administrator can configure an alert to the assigned units that the time required has expired				
179.	User can reset after the timer has expired				
180.	User can cancel the timer for the current call for service				
181.	Recorded unit status activity is updated to associate the dispatched unit(s) with the call for service, including location and time				
182.	When a unit has cleared from a scene and is no longer assigned to the call for service, the unit is assigned 'available' status				
	a. Data received from mobile data computer transmissions updates CAD and reflects the new status of the unit				
	b. Clearing the call clears all units assigned to the call for service and all units are reassigned to 'available' status				
183.	Can "reply" a units travel history or incident record for specific time period or incident				
CAUTION NOTES					
184.	Support a user with the correct permissions to enter a caution note to:				

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User Requirements - Computer Aided Dispatch (CAD)

COMPUTER-AIDED DISPATCH (CAD) SPECIFICATION		Fully Compliant	Modification/ Custom Software	Not Available	Comments
a.	Address/intersection or premise				
b.	Geographic area				
c.	Telephone number				
185.	User can enter a caution note containing a start date/time and an end date/time. The caution note displays only during the time it is valid.				
186.	Caution notes can be entered to the building and/or apartment level				
INCIDENT REVIEW					
187.	User can recreate a picture of the system at the time of unit assignment to an incident				
188.	The report displays:				
a.	Assigned units				
b.	Summary of other units and incidents				
c.	Status count summary				
d.	Incident count by priority				
e.	Active System Status Management (SSM) plan				
f.	Map of displayed units				
BE ON THE LOOKOUT (BOLO)					
189.	Authorized user can enter BOLOs and maintain the BOLO files				
190.	BOLO creator can assign an associated expiration date				
191.	BOLO file includes the following information:				
a.	Nature of BOLO				
b.	Priority				
c.	Date				
d.	Subject person				
e.	Subject vehicle information				
192.	Search BOLOs and print a report of the search results				
193.	Support BOLO creation and transmission				
PAGING AND MESSAGING					
194.	Paging system has a backup service provider				
195.	Paging system allows custom text messages using database fields to provide information to the field unit assigned the pager				
196.	Supports alpha-numeric paging using the following protocols:				
a.	PET/TAP				
b.	WCTP				
c.	SigTec				
d.	Motorola's Carbon Copy®				
e.	SMTP				
f.	SNPP				
197.	Messaging system supports all attachments				
198.	Support communication between communication center, web, and mobile client CAD applications				
199.	Can audit all messages based on:				
a.	Mailbox				
b.	Mailbox type				
c.	Keyword				
d.	Date/Time				
200.	Support portable radio assignment so that the name of the person assigned can be displayed to the user in the event of an emergency activation				
SYSTEM ADMINISTRATION MODULE					
CONFIGURATION					
201.	Multiple custom text fields can be built that can be used on the incident screen to collect agency-defined information				
202.	Configurable to include enforcement of agency SOPs (dispatch policies)				
203.	Configurable to determine, screen parameters, color choices, screen layout and user preferences				
204.	System administrator can prevent users from modifying status color schemes				
205.	System administrator can allow or prevent users from modifying the call entry form and/or the active call viewing form				
206.	System administrator can allow users to assign a primary and multiple secondary roles or resource types and multiple capabilities for the same units				
207.	Users can change dispatch levels manually, or via preset date and time to send pre-configured responses for heightened levels of activity				

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User Requirements - Computer Aided Dispatch (CAD)

COMPUTER-AIDED DISPATCH (CAD) SPECIFICATION		Fully Compliant	Modification/ Custom Software	Not Available	Comments
SECURITY					
208.	Allow access to information based on passwords				
209.	Support role-based authentication and authorization				
210.	Apply appropriate edits to all entered data to ensure data integrity and maintain activity logs and audit trails				
211.	Support Lightweight Directory Access Protocol (LDAP) to obtain directory information based upon the X.500 standard				
GENERAL					
212.	An unlimited number of telephone numbers can associated with personnel				
213.	A "person" can be added to the unit when the person is on duty on the unit				
214.	The system administrator can specify the format for:				
	a. Incident numbers				
	b. Confirmation numbers (prescheduled calls)				
	c. Response Numbers				
	d. Patient numbers				
	e. Case numbers				
	f. Rotation response numbers				
215.	The system administrator can specify the agency-defined number display to be:				
	a. Base response number				
	b. Master incident number				
	c. Primary case number				
216.	Can "cross-staff" units				
217.	When cross-staffing, the system administrator can determine if it is a single-direction or multiple-direction				
218.	When cross-staffing, the unit that is left in quarters is automatically placed in a status that indicates that the unit is not available				
GEOFILE MAINTENANCE					
219.	The geofile contains the following information:				
	a. Block range				
	b. Odd/even				
	c. Street quadrant				
	d. City				
220.	Contain a commonplace name file that the user can use for call entry rather than entering a street address				
221.	Contain a conversion table to convert street abbreviations into correct formats that match the feed from the 9-1-1 controller				
222.	Agency can enter and update all geofile data, including the physical address and X, Y coordinates				
223.	Support geofile creation and maintenance using an available mapping/GIS database based on the ESRI platform				
TABLE MAINTENANCE					
224.	The data used to support system recommendations or decisions is maintained in agency-modifiable tables				
225.	The system administrator can define table access for each individual user				
226.	The system administrator grants a user access to all tables				
227.	Examples of common tables include but are not limited to:				
	a. Units				
	b. Call types and priorities				
	c. Standard unit status plus the ability to input reasons for conditional availability				
	d. Personnel (including emergency contact information and current assignment)				
	e. Service providers				
	f. Patrol and command area definitions				
	g. Timers				
	h. commands				
	i. Fire run Cards				
	j. EMS run cards				
	k. Fire move-ups				
	l. Premise information				
TRAINING					
228.	Provide a training environment that allows users to work normally within the system without affecting the production system				
229.	The training environment mirrors the production system so that the table values are the same. The following items are included the training environment:				

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User Requirements - Computer Aided Dispatch (CAD)

COMPUTER-AIDED DISPATCH (CAD) SPECIFICATION		Fully Compliant	Modification/ Custom Software	Not Available	Comments
a.	Agency type definitions (Law, Fire, EMS)				
b.	Table definitions including unit names, recommendation patterns, premise information, personnel information, security permissions				
MAPPING					
230.	Calls addresses entered into CAD (as opposed to those populated from the ANI/ALI controller) automatically plot on the map display				
231.	Calls are automatically removed from the map display when cleared from the CAD system				
232.	Users can create a call from the map				
233.	When creating a call from the map, the X, Y coordinates are pulled from the map and converted into an address. Both the X and Y coordinates and the address are populated into the CAD system				
234.	The user can center the map on specific calls for service via the CAD user interface, without having to select any buttons on the map display				
235.	Integrated directly with the 9-1-1 CPE and be capable of capturing and extracting the pertinent information from the E9-1-1 data stream provided by the telephone company				
236.	Provide instantaneous call-plotting of wireline and wireless Phase I and Phase II calls on a digital map				
237.	Use ESRI Symbolology® and support multiple locators so that user can display a street centerline layer, a GPS point layer, lakes layer, and other layers simultaneously				
238.	Display map data in geo-database format without conversion (unless required based on projection data)				
239.	Display different map data sets with different map projections without conversion as long as projections are the same (such as aerials and centerlines)				
240.	Use a polygon layer to display Emergency Service Number (ESN)				
241.	Built on a Microsoft .NET framework				
242.	Support display of all active 9-1-1 calls at all answering positions in a multiple workstation environment				
243.	Support connection to a network for simultaneous display of 9-1-1 ANI/ALI data in a multiple workstation environment				
244.	Display all incoming 9-1-1 calls prior to answer as well as calls answered by other users at different workstations within the Public Safety Answering Point (PSAP)				
245.	Plot addresses with both standard and non-standard street designators to a map that contains standard street designators. Example: "AVE" and "AV" map "AVE"				
246.	Support the addition of other software modules (AVL, map maintenance, and ENS)				
247.	Support integration with Pictometry technology to utilize the Pictometry application within the CAD system				
248.	Read many supporting GIS layers, formats, projections, and coordinate systems				
249.	Support the addition of dynamic map services such as weather maps, fire locations, and satellite imagery				
250.	Create multiple ad hoc virtual boundaries or geographic areas on the map to set up geofencing alerts				
251.	Record when incidents or units have left/entered a user-created geofence and alert users				
252.	Able to specify geofence boundaries for the following statuses:				
a.	At scene				
b.	At scene second location				
c.	At destination				
253.	Able to notify the user when a unit has:				
a.	Moved 'x' miles/km away from an incident				
b.	Moved 'x' miles/km from the transport destination				
PHASE I and PHASE II WIRELESS COMPLIANCY					
254.	Wireless Phase I and Phase II mapping compliant				
255.	Display Phase I and Phase II wireless callers on the map to show their location				
256.	Zoom to and highlight the tower and cellular sector of an incoming wireless Phase I 9-1-1 call when it is answered by geocoding to the tower address and capturing the cell sector information from the ALI				
257.	Display location and list X, Y coordinates used to determine the callers' position for Phase II wireless calls				
258.	Geo-validate the x/y coordinate for Phase II wireless calls				
259.	Provide emergency responders a standard locatable address derived from the centerline in addition to the X, Y coordinates during a Phase II call				
260.	Provide emergency responders a standard locatable address derived from the x/y coordinates for a Phase II wireless call				
SYSTEM CONFIGURATION					
261.	The system administrator can add any set of features to the display and setup with desired symbols, text, selection method, and coordinate system				
262.	Provide the system administrator a customizable list of preset map view layers that can be accessed by the user				
263.	System administrator can configure the main map view to display multiple map views for either common or different map layers				
264.	System administrator can set different preset zoom levels for each map displayed when an E9-1-1 call is received or an address is manually located				
265.	System administrator can configure a different map view for each agency type				
266.	System administrators can specify jurisdictional, address information as well as response plan assignments to either the right or left side of the street for ultimate control in areas that border neighboring jurisdictions				
PREMISE INFORMATION, IMAGE LIBRARY					
267.	Support map features linked to one or more external documents such as Microsoft Word documents, PDF files, and TIFF images to quickly retrieve burn permits, event information, building plans, site photos, etc., based on attributes in a map feature and the file name				
268.	Store and retrieve premise information (JPEG, TIFF, PDF, MR SID) linked to a geographical location or address				

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User Requirements - Computer Aided Dispatch (CAD)

COMPUTER-AIDED DISPATCH (CAD) SPECIFICATION		Fully Compliant	Modification/ Custom Software	Not Available	Comments
269.	Premise database is built and maintained by the system administrator and viewable by the users				
270.	Store digital images				
MAP WINDOW FEATURES					
271.	User can resize the maps by clicking and dragging the map to the desired size				
272.	User can expand the map to the full screen size with the click of a mouse				
273.	Include a standard set of user tools accessible on the main user interface				
TOOLS/FUNCTIONS					
274.	Provide zoom-in, zoom-out, and pan capabilities in the map browser				
275.	Zoom-in to the extent of a "click-and-drag" defined box				
276.	Measure the distance from point A to point B				
277.	Calculate the cumulative distance from point-to-point-to-point, and beyond				
278.	Display distances in multiple formats (e.g., feet, miles, and meters)				
279.	Display coordinates in decimal degrees; degrees/minutes/seconds; degrees/decimal/minutes				
280.	Provide a status bar that displays information about the current mouse pointer location				
281.	The system administrator configures the status bar to show X, Y; UTM or MGRS notations				
282.	The information displayed on the status bar includes the zoom level and coordinates in decimal degrees, coordinates in degrees/ minutes/ seconds, coordinates in degrees/decimal/minutes				
283.	Print the active screen to a connected printer or plotter				
284.	Drill down through map layers and display the information contained in the multiple layers				
285.	Perform a query of map layers				
286.	Automatically allow for differing levels of map data detail based on the zoom level. For example, neighborhood streets, fire hydrants, and other detailed information are displayed when zoomed into a local area. Only freeways and major roads are displayed when viewing a large area.				
287.	Able to turn map layers off and on. The system administrator configures the list of user-controlled layers, assignable by individual or group				
288.	Provide an information tool to retrieve and display all attributes for a user-selected feature				
289.	Depict "entity" boundaries, such as school campuses				
290.	Search map layers to find closest features to a location (fire hydrants, fire departments, driveways, EMS departments)				
291.	Enter two street names and have the map display the intersection of the streets				
CALL DISPLAY FEATURES					
292.	Geographic coordinates of the current mouse position in latitude/longitude (degrees, minutes, and seconds and decimal degrees) as well as UTM and US State Plane, depending on user needs				
293.	Labels for attributes of a layer				
294.	Labels for multiple attributes in the same layer				
295.	Manually entered latitude/longitude coordinates				
296.	Change unit icons by status and incident icons by priority				
297.	Automatically clear call icons from the map after the incident has closed				
QUERY/SEARCH FUNCTIONS					
298.	Generate the closest possible address or intersection to the latitude/longitude coordinates (X, Y) on a Phase II call (reverse geocoding)				
299.	Accommodate potential street aliases for all street names and address searches				
300.	User can search by layer				
301.	User can search by multiple layers				
302.	User can search by physical address to pinpoint caller's exact location on the map				
ROUTING					
303.	Generate routes and driving directions between two locations either via mouse click selection or by entering a "to" and "from" address				
304.	Provide advanced routing capabilities, including:				
a.	Use of routing data to determine the most appropriate unit for dispatch				
b.	Route around restricted barriers, maintain road impedances when performing the route calculation				
GEO-VALIDATION					
305.	Suggest address matches based on the information supplied by the user				
306.	Query internet based search engines for address information such as Google or Bing				
307.	Upon execution of an internet address search, use a hotkey or mouse click to select an option from the internet address search results				
308.	Support address points				
309.	In the geo-validation algorithm, display address options with block range, street name, city, building, and apartment in the search results				
310.	User can search more results than initially returned				
311.	Upon selection of an address, display a thumbnail map on the call taking screen indicating the location of the address selected				

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User Requirements - Computer Aided Dispatch (CAD)

COMPUTER-AIDED DISPATCH (CAD) SPECIFICATION		Fully Compliant	Modification/ Custom Software	Not Available	Comments
RMS INTERFACE					
312.	Can assigning RMS incident numbers				
a.	Can assign case numbers at any point during the call for service				
b.	Maintain a unique number mask for each department				
313.	Incident data can be transferred to the agency records section for its use. The following data is available for transfer:				
a.	Report number				
b.	CAD call type				
c.	Nature of call				
d.	Date/time of call				
e.	Location of incident				
f.	Persons involved				
g.	Vehicles involved				
314.	Automatically transfer incident data as an incident report number is assigned and at the time of final disposition of the call for service				

Appendix B: Police RMS User Requirements

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Detroit Police Department User Requirements - Records

RECORDS MANAGEMENT SYSTEM (RMS) SPECIFICATIONS		Fully Compliant	Modification/ Custom Software	Not Available	Comments
GENERAL/GLOBAL REQUIREMENTS					
GENERAL SYSTEM					
1.	Can run in a web browser				
2.	Designed to leverage Microsoft SQL Server for the database				
3.	Supports all common Microsoft shortcut keystrokes; can be mouse-driven or a combination of keyboard and mouse functions				
4.	Includes rules to allow each user to define the order in which data is displayed in RMS records				
5.	Allows different users, agency information, and configurations for each jurisdiction				
6.	Provides agency-definable code tables that are available throughout the system for standardization				
7.	Retains all records entered for the life of the system, in order to enable comprehensive searching and information access				
8.	Provides help functions to assist the user in system navigation and use, including pop-up menus, online help, validation warnings, and automatic checks				
9.	Supports the record-keeping requirements of multiple agencies				
10.	Incorporates pull-down menus listing the valid values for a particular field				
11.	Quick search and export results to Microsoft Excel capabilities with no more than two keystrokes				
12.	Scrolling functions using scroll bars, arrow keys, on-screen buttons to access records or information within records				
13.	Scroll bars to enlarge or narrow the view of information contained within a particular screen				
14.	Provides common menu options to control window positioning				
15.	Provides an easy access toolbar that allows the user perform common functions such as exit current window, save current record, add a new report, view audit trail, modify or delete current record, find or print a record				
16.	Provides the following record user functions:				
17.	Issues a warning when the user attempts to close a form without saving it				
18.	Provides a summary function that allows the user to view information related to a record in outline form by applying one touch of a button. From this view, the user can navigate to all records displayed by simply selecting the record in the summary.				
19.	Provide the ability to configure data entry screens and allows the user to change the field order displayed on the user interface				
20.	Provide a main menu function that allows the user to exit the current screen without closing it and go to the main menu screen				
21.	Historical data function to view data from the historical information into the production RMS database with the click of one button				
22.	Provide entry of current date with the use of hot keys				
23.	Audit Trail function to view a detailed record of all changes that have been made to a record, including the date and time of the change, who made the change, and the before and after values of the changed field				
24.	The user can query NCIC and prefill the query screens with name and vehicle information available from the master indices record				
25.	Provide Master Name Alerts throughout RMS				
26.	Alert the user when selecting a master name with any unserved civil papers, currently confined, warrants or records				
27.	User can either view or ignore the visual warning regarding unserved papers, currently confined, warrants, or records				
28.	Able to use standard time or military time				
29.	Able to print any of the RMS screens directly to a printer				
SECURITY					
30.	Can configure the system to the owning jurisdictions, restricting file/information usage				
31.	Allow security at the table level through SQL server, ensuring that unauthorized users cannot access the data, even when using third-party software				
32.	Use of the system and modules is permission-based, allowing the designation of agency-defined roles				
33.	Support individual rights to view, edit, add, print, and/or delete specific types of records				
34.	Agency can use security to control access to incident and arrest records involving juveniles and sexual assault victims				
35.	Enable the enforcement of FBI CJIS password complexity requirements for system users				
36.	The system administrator defines the number of attempts a user can attempt to enter their password before preventing additional attempts				
NARRATIVES					
37.	User can add one or more narratives to a record				
38.	User can add, edit, delete, or print narratives in any part of a record				
39.	User can title narratives and display them in a browse list				
40.	Any authorized user can view the narrative associated with a record				
41.	Rich text formatting of narrative text, including font, size, bullets, align left, align right, align center, underline, bold, and italic				
42.	Cut, copy, paste, and undo functions within the narrative text				
43.	Standard spell checking of narrative				
44.	User can indicate if the narrative includes juvenile information				
VIEW MANAGEMENT					
45.	User can select from a list of available views to define a user-specific landing page				
46.	User can select the columns to display in the view				
47.	User can select default filter criteria for a view				

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RECORDS MANAGEMENT SYSTEM (RMS) SPECIFICATIONS		Fully Compliant	Modification/ Custom Software	Not Available	Comments
48.	User can configure the size and location of each view on their personalized landing page				
49.	User can select an event in the view and launch the event/report details				
50.	User can approve or reject an event in a view that is waiting for approval				
51.	User can add a comment to an event from a view				
DATA ENTRY					
52.	Enter key data elements that deliver a dynamic streamlined data entry screen that captures the data elements required for state reporting and by the department (agency-defined)				
53.	View visual indicators for data validations during data report entry				
54.	View data validations while completing data entry				
55.	Select CAD call for service data to populate the data entry screen				
56.	Add a description to an attachment				
57.	View a thumbnail of an attachment				
58.	Navigate report entry from the at a glance section navigation tool				
59.	Duplicate data entry sections during report entry to streamline the data entry process				
CONFIGURABLE DATA ENTRY FIELDS					
60.	Authorized users can add/set/modify data entry screen configurations				
61.	Authorized user can disable or remove agency-defined fields for use at a later date				
62.	User can search the data in an agency-defined field				
63.	User can create ad hoc reports and include agency-defined fields				
64.	The system administrator can unhide additional fields for data collection beyond those provided with the vendor's baseline forms				
IMAGING					
65.	User can select an image of a suspect then retrieve the suspect's name and pertinent information				
66.	User can store and link images				
67.	Witnesses can view images with reordering for positive identification				
68.	View feature includes information regarding the case number, jurisdiction, description, first name, middle name, last name, and social security number associated with the image				
69.	Display a visual indicator informing the user that an image(s) is attached to the selected record				
RMS SEARCH					
70.	Search on any data field or any combination of data fields from any database, table, or index				
71.	Search or query for exact matches of specific data or data meeting a range of parameters including greater than, less than, between, sounds like, and contains				
72.	User can search for record(s) based on the information in one field				
73.	Display a list of all records meeting the search criteria				
74.	User can filter the records displayed in a view				
75.	User can search for items using multiple criteria				
76.	User can choose fields, define their sort order, and apply filters for records displayed in a view				
HELP					
77.	Help menu for all screens and forms, accessible via the mouse or a keyboard command				
78.	Provide online Help documentation on how to use the software				
79.	Provide examples, reference information about using the software, and links to other related help topics				
80.	Provide an Index category containing a comprehensive online Help index				
81.	Provide a find category that allows the user to search for particular words and phrases in Help topics instead of searching for information by category				
82.	Provide a Help tool menu, which provides shortcuts to any other helpful program to initiate from within the module				
83.	Provide several ways to search for help, including search for specific words, help topics, and the contents of the help file itself				
ADDRESS VERIFICATION AND MAPPING					
84.	ESRI-based address verification				
85.	Any location in any record (incident, person, adult arrest, juvenile detention, organization, vehicle, or property/evidence) within the political boundaries of all supported agencies/jurisdictions is checked for validity using an available Esri-conformant data source (shape, point, and centerline files)				
86.	Pin valid addresses on a map from within the RMS				
87.	Retrieve and store additional address data including X, Y coordinates of validated addresses				
88.	Provide a visual indicator of address validation				
89.	Provide a list of the closest addresses if an invalid address is entered				
90.	Provide a link from the event address record to the master address record				
91.	Can schedule the automatic resolution of addresses within the Master Address file based on an agency-defined confidence score and resolution schedule				
92.	Provide a log of the actions taken by the automatic address resolution utility				

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Detroit Police Department User Requirements - Records

RECORDS MANAGEMENT SYSTEM (RMS) SPECIFICATIONS		Fully Compliant	Modification/ Custom Software	Not Available	Comments
WORKFLOW					
93.	Authorized users can create agency-customized report workflows				
94.	Automatically send notification of report approval or rejection				
ATTACHMENTS					
95.	Associate multiple digital images, documents, or other attachments with each record				
96.	The actual number of images, documents, or other attachment is limited only by the hardware, operating system, and/or database platform sizing restrictions				
MASTER INDICES					
97.	The Master Indices feature correlates and aggregates name, location, vehicle, and property information during routine data processing functions so that subsequent queries return all matching records				
98.	Unique master indices provided for each major data type				
99.	The Master Index function links name, location, vehicle, and property data from every RMS entry (e.g., incident report, arrest report, field interview, accident report, etc.) to a single master record for each unique entity				
100.	Each entered name is linked to an existing Master Name record or, generates a new Master Name record				
101.	If the same person or organization is subsequently involved in another event, the newer data is added to the single Master Name record and is linked to all associated events				
102.	Produce a comprehensive response to each query and retrieval by name, vehicle, location, organization, and/or property and display all related records in the system				
103.	Maintain lists of all the names, property, addresses, and vehicles entered into an agency's records from any module				
104.	Automatically searches the database(s) for matches when a new record is added and alerts the user of any match in any Master Index module				
105.	The Master Indices eliminate redundant data entry by allowing the reuse of previously stored information				
106.	If a match is found when entering any master index information, the user can select the matching record from a list and fill in corresponding text entry fields automatically with the same information				
MASTER NAME RECORDS					
107.	Each Master Name record contains the most recent data for a person or organization, including:				
a.	Name Type (Person or Organization)				
b.	Person Name (First, Middle, Last, Suffix, Moniker) or Organization Name				
c.	Person Demographics				
d.	Person Identification				
e.	Primary Address (Street Address, Apartment, PO Box, City, State, Postal Code, County, Country)				
f.	Telephone Numbers (Home, Cell, Work, Other)				
g.	Employment (Occupation, Employer, Employer Address, City, State, Postal Code, Telephone Number)				
h.	Miscellaneous Information (Resident Status, Marital Status, Attorney of Record)				
i.	NCIC Fingerprint Identification (HPC Codes)				
108.	Accommodates person names and business names in the Master Name Index and distinguish between the two types in queries or, alternately, provides a separate Master Organization Index for business names				
109.	User can add Name records directly into the Master Name Index without any other associated record				
110.	User can note scars, marks, tattoos, and other body identifiers using front and back body diagrams				
111.	An unrestricted number of alias names can be associated with a Master Name record				
112.	An unrestricted number of known associates can be linked to a Master Name record				
113.	Gang affiliations can be recorded within or associated with a Master Name record				
114.	Modus Operandi (MO) information for a person can be recorded within or associated with a Master Name record				
115.	User is alerted to any special circumstances associated with a Master Name record upon query				
116.	All law enforcement involvements can be viewed on a timeline				
117.	An event on the timeline can be selected for view of the event/report details				
118.	All versions of a Master Name record can be viewed				
119.	Multiple addresses can be stored for a person				
120.	Multiple contact numbers can be stored for a person				
NAME MATCHING					
121.	Person or organization record and report entries generate a system match query for existing Master Name records				
a.	The system presents a list of possible matches with existing Master Name records so the user can decide whether the new information should be associated with an existing Master Name record or if a new Master Name record should be created				
b.	The list presentation does not interrupt the report/record input process				
NAME QUERY AND RESPONSE					
122.	A Master Name Index query produces a summary of all known contacts in RMS for the person or organization and allows the user to "drill down" into specific reports and records				
123.	The following detailed records can be accessed directly from a response to a Master Name Index query:				
a.	Person or organization details				
b.	Associated RMS events (e.g., incident report, arrest report, field interview, accident report, etc.)				

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RECORDS MANAGEMENT SYSTEM (RMS) SPECIFICATIONS		Fully Compliant	Modification/ Custom Software	Not Available	Comments
c.	Alias names				
d.	Known associates				
e.	Gang affiliations				
f.	Known Modus Operandi				
g.	Monikers				
h.	Digital images and/or multimedia documents				
124.	Automatic notification of any active warnings, alerts, warrants, or civil papers associated with a name upon Name record addition or update				
REMOTE CJIS QUERY					
125.	State CJIS, NCIC, and Accident Person queries can be initiated from the Master Name record or at the individual report or record level				
MASTER NAME MAINTENANCE					
126.	Authorized users can manipulate Master Name record associations in cases where the normal processes do not meet special requirements, and/or to correct user errors or omissions				
127.	Two Master Name records can merged into a single record				
128.	Two or more Master Name records can be linked without being merged				
129.	Authorized users can perform Master Name Index maintenance functions separate from authorizations for other RMS or name-related transactions				
130.	A summary feature displays an individual's history throughout the RMS				
131.	Person History report includes a person's image, previous address history, and all involvements tracked in the system				
132.	User can navigate to the Civil and Warrant modules directly from a Person record in Master Name Index				
133.	User can view the Warrant records associated with a Master Name directly from the Master Name Index				
134.	User can view the Civil records associated with a Master Name directly from the Master Name Index				
135.	User can add alerts to a Master Name record that can be viewed throughout RMS when the name is entered or updated				
MASTER LOCATION INDEX (MLI) RECORDS					
136.	Master Location records can be captured and stored for any location within the political jurisdiction of the supported agencies/jurisdictions				
137.	Each Master Location record includes the most recent data and a chronological history for all RMS interactions with a location, including:				
a.	Primary Address (see below for further definition)				
b.	Apartment, Suite, Building, etc.				
c.	City				
d.	State				
e.	Postal Code				
f.	Country				
138.	Master Location index supports the following primary address formats:				
a.	Street Address				
b.	Hundreds block range				
c.	Intersections				
d.	Limited Access Roadways (freeways, expressways, divided highways, etc.)				
e.	PO Box (in select instances)				
f.	X, Y coordinates and/or latitude/longitude measurements				
139.	System administrator can engage/disengage the optional address validation				
140.	User can add Location records directly into the Master Location Index without any other associated record				
141.	All location information being processed in RMS is subject to stringent formatting rules				
142.	The geovalidation process accepts an address, even if it does not appear in the geofile				
143.	Unverified addresses are flagged for possible review				
144.	The Master Location Index allows information aggregation for a specific address				
145.	All addresses within the jurisdiction are available in the Master Location Index				
146.	Automatically updates the master indices upon entry of report information				
147.	A summary feature displays address history throughout the RMS				
MASTER VEHICLE INDEX (VHI)					
148.	The Master Vehicle Index is the central data point that links all Vehicle records entered into RMS				
149.	Each Master Vehicle record contains the most recent data and a chronological history for all RMS interactions with a vehicle (or other item of conveyance) including:				
a.	Vehicle Identification Number (VIN)				
b.	Vehicle License (License Number, State of Issuance, Expiration Date)				
c.	Vehicle Description (Vehicle Type, Make, Model, Style, Color)				
d.	Person Name (First, Middle, Last, Suffix, Moniker)				

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Detroit Police Department User Requirements - Records

RECORDS MANAGEMENT SYSTEM (RMS) SPECIFICATIONS		Fully Compliant	Modification/ Custom Software	Not Available	Comments
e.	Person Address (Street Address, Apartment, PO Box, City, State, Postal Code, County, Country)				
f.	Person Telephone Number				
150.	User can add Vehicle records directly into the Master Vehicle Index without any other associated record				
151.	Automatically attempts to match any newly entered vehicles with a corresponding Master Vehicle record and provides alert to user upon verification of a match				
152.	User can link newly entered records to the existing Master Vehicle record or create a new Master Vehicle record				
153.	User can query the Master Vehicle Index using one or any combination of data fields				
154.	Summary feature displays a vehicle's history throughout the RMS with the option to drill down into individual records				
155.	Master Vehicle Index is integrated with the RMS Property and Evidence module, Citation module, Crash Reports, Towed Vehicles module, Impounded Vehicles module, and Stolen and Recovered Vehicle information				
156.	User can initiate State, CJIS, NCIC, and Accident queries from the Master Vehicle record, individual report, or record level				
MASTER PROPERTY INDEX (MPI)					
157.	The Master Property Index (MPI) is the central data point that links all Property records entered into RMS				
158.	Each Master Property record contains the most recent data and a chronological history and case history for all RMS interactions with an article of property, including:				
a.	Property Category				
b.	Quantity				
c.	Make or Brand				
d.	Model				
e.	Serial Number				
f.	Description and Distinguishing Characteristics				
g.	Article Status (stolen, lost, found, etc.)				
h.	Transaction Date				
i.	Value				
159.	User can add Property records directly into the Master Property Index without any other associated record				
160.	Automatically attempt to match any newly entered property with a corresponding Master Property record				
161.	User can link newly entered records to the existing Master Property record or create a new Master Property record				
162.	User can query the Master Property Index using one or any combination of data fields				
163.	Summary feature displays an article's records, history and links throughout the RMS with the option to drill down into individual records				
164.	Master Property Index is integrated with the RMS Property and Evidence module, Pawn module, Arrest Property, Incident Property, etc., to identify the status and location of each article that is currently in custody				
165.	User can initiate State, CJIS, and NCIC property queries from the Master Property record, the individual report, or record level				
CASE ORGANIZATION MODULE					
166.	The RMS includes a distinct module that enables each agency/jurisdiction to organize and access all data associated with a case, including:				
167.	Case module provides a portal for authorized users to access and/or interact with all information for a single case, including:				
168.	User can associate multiple notes with each Case record				
169.	The number of Case records allowed to be active at any time or stored in the system at any time is limited only by the hardware, operating system, and/or database platform sizing restrictions				
170.	Authorization records define which users can view, add, modify, delete, or print Case records for each agency/jurisdiction				
CASE IDENTIFICATION					
171.	Each case is assigned a unique case number that can be the same as the original Incident Case File number or be from a unique numbering series				
172.	User can change an assigned case number from within the Case module				
173.	Contain a commonplace name file that the user can use for call entry rather than entering a street address				
CASE CLASSIFICATION					
174.	User can indicate if a case is to be included in/excluded from subsequent state- and/or federally-mandated crime statistics reports				
175.	User can place an alert on a case with a visual indicator				
INCIDENT PROCESSING					
176.	User can navigate to the Incident record to view, add, modify, delete, print, validate, and approve Incident records from the Case module				
177.	User can enter information related to a crime or non-criminal event in an Incident record				
178.	When the Incident record in the Case module is created from data originally captured on a field incident report or combination of field incident and supplement(s) reports, the system permanently adds a facsimile of the original report in .pdf or similar format to the Incident record				
179.	An existing Incident record can be the basis for initializing a new Case record				
180.	A new Incident record can be created directly in the Case module				
181.	An Incident record is directly linked to other records related/associated exclusively to the incident				
182.	User can associate multiple narratives with each Incident record				
183.	A validation process within the Case module verifies the incident data from a reportable case conforms to the validation rules imposed by state and federal agencies responsible for setting crime statistic reporting standards				

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Detroit Police Department User Requirements - Records

RECORDS MANAGEMENT SYSTEM (RMS) SPECIFICATIONS		Fully Compliant	Modification/ Custom Software	Not Available	Comments
184.	Once an Incident record is set to "approved" status, only an authorized user may modify, delete, or print the original Incident record				
185.	Authorization records define which users can view, add, modify, delete, or print Incident records for each agency/jurisdiction				
SUPPLEMENTAL PROCESSING					
186.	User can navigate to the Incident record to view, add, modify, delete, validate, approve, and print Supplement records from within the Case module for an active case				
187.	Supplement record is used to add data in an approved Incident record from within the Case module				
188.	Data changed or added to an Incident record is entered directly into the existing approved Incident form and saved to generate a Supplement record				
189.	User can associate multiple narratives with each Supplement record				
190.	Summary view of the entire Incident includes all supplement reports or an individual view of each report				
191.	The validation process is re-executed within the Case module after each supplement transaction from a reportable case				
192.	Authorized users can approve a Supplement record from within the Case module in order to "lock" the Supplement record and prevent any direct changes to the associated data				
193.	User can view all changes that have been made to any incident data after an Incident record has been approved within the Case module				
OFFENSE PROCESSING					
194.	User can navigate to the Incident to view, add, modify, delete, or print Offense records associated with a case from within the Case module for any active case				
195.	Each case contains distinct Offense records and/or Offense records that are subordinate to the Incident, Adult Arrestee and/or Juvenile Detention record(s)				
196.	Offense record can be directly linked to other associated records related to the case, including:				
197.	Offense codes can be defined as unique to an individual agency/jurisdiction				
198.	The table of valid offense codes includes additional data that may define business rules for setting data dependencies and other case reporting requirements necessary to satisfy mandated statistical reporting functions				
199.	User can associate multiple narratives with each Offense record				
200.	Authorization records define which users can view, add, modify, delete, or print Offense records for each agency/jurisdiction				
PERSON PROCESSING					
201.	User can navigate to the Incident to view, add, modify, delete, or print from within the Case module for any active case				
202.	Each case can contain distinct Person records and/or Person records that are subordinate to the Incident, Offense, Adult Arrestee and/or Juvenile Detention record(s)				
203.	Person record can be directly linked to other records related to the case				
204.	Associate the data captured with a Person record with the data included in the Master Name Index or equivalent				
205.	User can query the Master Name Index (or equivalent) from within the Case module when entering names and apply or import any additional data from a known person to the Case record without reentering the same additional data				
206.	When entering or editing a name within the Case module, the system notifies the user of any existing outstanding warrants, active civil papers, or alerts in the RMS for that person				
207.	Add each person entered as an element of a case to the Master Name Index or equivalent				
208.	Subsequent queries of the Master Name Index (or equivalent) identify any matching Case records				
209.	User can associate multiple narratives with each Person record				
210.	User can associate multiple Person records with a single case				
211.	Specially authorized users can expunge a Person record from within the Case module as described in separately documented specifications for the Expunge function				
212.	Authorization records define which users can view, add, modify, delete, or print Person records for each agency/jurisdiction				
ADULT ARREST PROCESSING					
213.	Arrest records associated with a case can be viewed, added, modified, deleted, or expunged from within the Case module for any active case				
214.	User can initiate an Arrest record from the Incident record by simply selecting a named suspect as an arrestee and the associated person and charge data will be imported into the Arrest record without reentering the available data				
215.	An Adult Arrestee record can be directly linked to other records related to the case				
216.	User can associate multiple narratives with each Adult Arrest record				
217.	User can associate multiple Adult Arrest records with a single case				
218.	User can execute a validation process from within the Case module to verify that the arrest data from a reportable case conforms to the validation rules imposed by state and federal agencies responsible for setting crime statistic reporting standards				
219.	Each record allows for the recording of an arrest disposition				
220.	Specially authorized users can expunge an Arrest record from within the Case module				
221.	Authorization records define which users can view, add, modify, delete, or print Adult Arrest records for each agency/jurisdiction				
222.	Uniquely authorized users can view, add, modify, delete, or print charges to any existing Adult Arrest record from within the Case module				
JUVENILE DETENTION PROCESSING					
223.	Juvenile Detention records can be viewed, added, modified, deleted, expunged, or printed from within the Case module for any active case				
224.	Distinguish Juvenile Detentions from adult arrests to facilitate unique security rules for the display and dissemination of juvenile identification data				
225.	User can directly link a Juvenile Detention record to other "child" records related exclusively to the detained juvenile				
226.	User can associate multiple narratives with each Juvenile Detention record				
227.	Distinguish Narrative records as related to juvenile data, in which case the Narrative record can have a separate and distinct list of users authorized to view the Narrative				

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228.	User can associate multiple digital images, documents, or other attachments with each Juvenile Detention record (as described in separately documented specifications for the Images function)				
229.	The actual number of images, documents, or other attachments is limited only by the hardware, operating system, and/or database platform sizing restrictions				
230.	User can associate multiple Juvenile Detention records with a single case				
231.	Execute a validation process from within the Case module to verify that the detention data from a reportable case conforms to the validation rules imposed by state and federal agencies responsible for setting crime statistic reporting standards				
232.	Each Juvenile Detention record allows for the recording of a detention disposition that uses codes separate from the adult arrest disposition codes				
233.	Specially authorized users can expunge a Juvenile Detention record from within the Case module				
234.	Authorization records define which users can view, add, modify, delete, or print Juvenile Detention records for each agency/jurisdiction				
235.	Authorized users can view, add, modify, delete, or print charges to any existing Juvenile Detention record from within the Case module				
ORGANIZATION PROCESSING					
236.	Organization records associated with a case can be viewed, added, modified, deleted, or printed from within the Case module for any active case				
237.	User can directly link Organization records to other records related exclusively to the organization				
238.	Associate data captured with an Organization record with data included in the Master Name Index				
239.	User can associate multiple narratives with each Organization record				
240.	User can associate multiple Organization records with a single case				
241.	Authorization records define which users can view, add, modify, delete, or print Organization records for each agency/jurisdiction				
VEHICLE PROCESSING					
242.	Vehicle records associated with a case can be viewed, added, modified, deleted, or printed from within the Case module for any active case				
243.	Each case can contain distinct Vehicle records and/or Vehicle records that are subordinate to the Incident, Offense, Adult Arrestee and/or Juvenile Detention record(s)				
244.	User can directly link a Vehicle record to other records related to the case				
245.	Associate data captured with a Vehicle record with the data included in the Master Vehicle Index or equivalent				
246.	When the user enters or edits a Vehicle record, the system automatically queries the Master Vehicle Index (or equivalent) from within the Case module and provides a warning of any active records, enabling the user to easily apply or import any additional data from a known vehicle to the Case record without reentering the same additional data				
247.	Add each vehicle entered as an element of a case to the Master Vehicle Index or equivalent				
248.	Subsequent queries of the Master Vehicle Index (or equivalent) identify any matching Case records				
249.	User can associate multiple narratives with each Vehicle record				
250.	User can associate multiple Vehicle records with a single case				
PROPERTY PROCESSING					
251.	Property records associated with a case can be viewed, added, modified, deleted, or printed from within the Case module for any active case				
252.	Each case can contain distinct Property records and/or Property records that are subordinate to the Incident, Adult Arrestee and/or Juvenile Detention record(s)				
253.	User can directly link a Property record to other records related to the case				
254.	Associate the data captured with a Property record to the data included in the Master Property Index or equivalent				
255.	When the user enters or edits a Property record, the system automatically queries the Master Property Index (or equivalent) from within the Case module and provides a warning of any active records, enabling the user to easily apply or import any additional data from a known property to the Case record without reentering the same additional data				
256.	User can query the Master Property Index or equivalent from within the Case module when entering articles of property and apply or import any additional data from a known article to the Case record without reentering the same additional data				
257.	Add each article of property entered as an element of a case to the Master Property Index or equivalent				
258.	Subsequent queries of the Master Property Index or equivalent identify any matching Case records				
259.	User can associate multiple narratives with each Property record				
260.	User can associate multiple Property records with a single case				
261.	Authorization records define which users can view, add, modify, delete, or print Property records for each agency/jurisdiction				
DRUG PROCESSING					
262.	Drug records associated with a case can be viewed, added, modified, deleted, or printed from within the Case module for any active case				
263.	Each case can contain distinct Drug records and/or Drug records that are subordinate to the Incident, Adult Arrestee and/or Juvenile Detention record(s)				
264.	User can directly link a Drug record to other records related to the case				
265.	Drug records with fields for capturing data unique to documenting information about illegal or illicit drugs associated with a case				
266.	User can associate a multiple narratives with each Drug record				
267.	User can associate multiple Drug records with a single case				
268.	Authorization records define which users can view, add, modify, delete, or print Drug records for each agency/jurisdiction				
EVIDENCE PROCESSING					
269.	Evidence records associated with a case can be viewed, added, modified, deleted, or printed from within the Case module for any active case				
270.	Evidence records are for items confiscated or recovered that do not fit into any of the other physical case entity categories (vehicles, property)				
271.	Support all functionality described in separately documented specifications for the Evidence module from within the Case module				
272.	Each case can contain distinct Evidence records and/or Evidence records that are subordinate to the Incident, Adult Arrestee and/or Juvenile Detention record(s)				

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273.	User can directly link an Evidence record to other records related to the case				
274.	User can associate multiple narratives with each Evidence record				
275.	User can associate multiple Evidence records with a single case				
LOCATION PROCESSING					
276.	Locations (addresses) can be validated from within the Case module for any active case				
DISPOSITION PROCESSING					
277.	The system assigns each case a disposition before being closed				
278.	User can record a disposition that clears (clear by arrest, unfounded) and closes a case				
CRIMES AGAINST THE PEOPLE OR THE STATE					
279.	Certain offenses (driving under the influence, disorderly conduct) are committed against "society" as opposed to a named victim and the system must support the identification of the People of the State or similar as a valid victim name				
VALIDATION					
280.	Evaluate Case data at various stages of the data collection process for compliance with validation rules imposed by state and federal agencies responsible for setting crime statistic reporting standards				
281.	Interdependencies between data elements in multiple separate forms within a single record type and multiple separate records within a single case can impact the validation rules that are applied, necessitating record-level and case-level validations in addition to form-level validation				
282.	User can invoke form-level validation for cases that have been defined as qualifying for mandatory statistical reporting				
283.	User can initiate incident-level validation to examine all related data in a single Incident record, including the "parent" form and all "child" forms that capture associated offense, person, organization, vehicle, drugs, and property, along with any rules to be applied based on the relationship between data in the subject incident records				
284.	User can initiate adult arrest-level validation and juvenile detention-level validation to examine all related data in a single Arrest or Detention record, including the "parent" form and all "child" forms that capture associated charges, vehicles, drugs, and property, along with any rules to be applied based on the relationship between related data in the subject Arrest or Detention records				
285.	User can initiate case-level validation to examine all related incident, adult arrest, and juvenile detention data, along with any rules applied based on the relationship between related data in the subject Incident, Arrest, and Detention records				
286.	Present any error(s) detected during validation in sequence and navigate directly to the source of the error for easy correction				
287.	Support all form, record, and case validation functionality described in separately documented specifications for the crime reporting function from within the Case module				
288.	Authorization records define which users can validate forms, records, and/or cases for each agency/jurisdiction				
DISSEMINATION LOG					
289.	Maintain a log of all persons who were provided a printed report for any element of a Case record				
290.	Support a dissemination log documenting the verbal release of case data				
291.	Print an Information Release form to document the release and obtain a signature from the recipient				
CASE MANAGEMENT MODULE					
292.	The Case Management module is used to record and track case activity, assignment, and status information				
293.	The Case Management component is an extension of the Case Module				
294.	The Case Management module provides facilities that track case management activity such as investigator case assignment and monitoring status of investigative assignments				
295.	Restrict access to the Case Management component so that only authorized users can access and view the information in the Case Management module				
296.	Populate the Case Management module with relevant data entered as part of the incident				
297.	Supervisors can update investigative status and case disposition				
298.	User can configure views for quick navigation				
299.	Include a summary function that allows the user to review a list of all people and events associated with the case				
300.	Include a Narrative function that allows the user to attach multiple notes/memos to forms				
301.	Include an Audit trail function that displays the specifics of each change made to a record, including the date and time of the change, the user who made the change, and the before and after value of the field				
302.	Quick navigation capability to specific parts of a case, includes:				
a.	Incident Record				
b.	Offense Record				
c.	Name Record				
d.	Property Record				
e.	Vehicle Record				
f.	Drug Record				
g.	Evidence Associated				
h.	Narratives				
i.	Images				
j.	Attachments (streaming video, hand-written confessions, governors' warrants)				
k.	Arrest Record				
l.	Field Interviews				
m.	Warrants				

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RECORDS MANAGEMENT SYSTEM (RMS) SPECIFICATIONS		Fully Compliant	Modification/ Custom Software	Not Available	Comments
n.	Master Indices				
CASE INVESTIGATION					
303.	Authorized users can create agency-defined case workflows based on case type				
304.	Automatically route cases to a supervisor for review and assignment based on case type				
305.	Automatically assign multiple investigators to a case based on case type				
306.	Automatically assign follow up activities on a case based on case type				
307.	Assign completion date for follow up activities on a case based on case type				
308.	View key investigative updates from a single location				
309.	Authorized users can override automatic investigator assignment on a case				
310.	Authorized users can override automatic follow up assignments on a case				
311.	Authorized users can override automatic follow up assignment completion dates on a case				
312.	View cases by investigator, status, or case type in a queue				
E-MAIL NOTIFICATIONS					
313.	Automatic generation of e-mails at when a case is due/overdue to provide quick exchange of information				
314.	Email notification to a supervisor when a task is updated				
315.	Email notification to a supervisor if a due date passes without an update				
SOLVABILITY FUNCTIONS					
316.	Case Management provides solvability functions that identify the likelihood of solving a case based on agency-defined criteria				
317.	Allows for collection of pertinent data, such as:				
a.	Jurisdiction				
b.	Folder Number and/or Case Number				
c.	Solvability Factor(s)				
d.	Assigned Weight to solvability Factor(s)				
CORRESPONDENCE					
318.	Include Correspondence functionality that allows the user to create, generate, and print form letters for specific persons involved in an incident				
319.	Track the mailing history of correspondence produced, such as Date Received/Returned and Date Mailed				
AVAILABILITY					
320.	Include a Case Management module to track the status and availability of detectives and other investigation resources				
321.	Supervisors can view and update which officers are available for task assignment related to a case and the date officer is assigned within the Officer Availability form				
322.	The Officer Availability form includes unique data fields to record, at minimum, the following information for each investigator:				
a.	Squad, Section and Shift (value as defined by each agency/jurisdiction)				
b.	Officer ID and Name				
c.	Case Number				
d.	Assignment (value as defined by each agency/jurisdiction)				
e.	Date Assigned				
f.	Date Anticipated Clear/Available				
g.	Date Actually Clear/Available				
ASSIGNMENT					
323.	The Case Management module is used by investigation supervisors to assign cases requiring follow up to detectives and other investigation resources				
324.	Supervisors can assign tasks to investigators and monitor the progress of assignments through completion				
325.	Task assignment allows officers the ability to update progress on assigned tasks				
326.	The Task Assignment form includes unique data fields to record, at minimum, the following information for each assigned task:				
a.	Case Number				
b.	Assignment Task (value as defined by each agency/jurisdiction)				
c.	Assignment Status (complete/incomplete)				
d.	Officer ID and Name				
e.	Assigned Date and Time				
f.	Planned Assignment Start Date				
g.	Review Date and Time				
h.	Suspense Date and Time				
i.	Date Actually Complete				
j.	Assignment Narrative				

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RECORDS MANAGEMENT SYSTEM (RMS) SPECIFICATIONS		Fully Compliant	Modification/ Custom Software	Not Available	Comments
STATE REPORTING					
327.	Capture and validate offense and arrest data required to produce state- and/or federal-mandated crime report statistics				
328.	Include validation rules in the RMS designed to enforce LIBRS data collection mandates				
329.	The validation rules engine provides notification of missing data elements required by state and/or federal guidelines				
330.	Provide validation from the case level the incident level, and the arrest level				
331.	The system's validation process alerts/warns the user during validation if data elements are missing or incorrect based on the criminal				
332.	User can select a validation error from the list and be taken to the field that requires modification				
333.	Produce an electronic extract of statistical reporting data that can be submitted to state and/or federal agencies				
334.	Support the printing and/or saving of a statistical summary file that includes the data from the state reporting extract				
335.	The software warranty and extended service agreements include timely software updates to satisfy subsequent changes to state-mandated data capture				
336.	The following requirements are state- specific and should be evaluated on a state-by-state basis for inclusion in a sample specification:				
338.	Provide case involvement reports that include details on the cases included in the UCR report statistics				
ARREST MANAGEMENT MODULE					
339.	The Arrest Management module is used to record and track information documenting an arrest				
340.	include a distinct module for each agency/jurisdiction to manage the arrest process for their jurisdiction including:				
a.	Arrest Entry				
b.	Arrest Correction				
341.	The Arrest forms include unique data fields to record, at a minimum, the following information for each arrest				
342.	The Arrest forms capture any state-mandated data elements or data elements required for state and federal reporting				
343.	Code edits and business logic are included to ensure that appropriate codes are used to satisfy the version of Uniform Crime Reporting and/or Incident Based Reporting mandated by the state at time of system initialization				
344.	User can associate multiple narratives with each Arrest record				
345.	User can associate multiple Arrest records with a single RMS case				
346.	Authorization records define which users can view, add, modify, delete, or print Arrest records for each agency/jurisdiction				
CHARGES					
347.	Each Arrest record transaction records details on the charges, violations and/or court orders that precipitated the arrest				
348.	include a Charge form or equivalent with unique data fields to record, at a minimum, the following information for each arrest:				
a.	Statute(s)				
b.	Violation Classification				
c.	Number of Counts				
d.	UCR or UCR Classification Code Disposition				
e.	Disposition Date				
f.	Sentence				
349.	An extension to the Charge Form is provided to capture common data unique to drug-related arrests				
ARREST PROCESSING					
358.	Record each arrest as a unique record (e.g., an arrest based on a warrant or other court order) or associate the arrest with an RMS incident/case (e.g., for a probable cause arrest)				
350.	User can validate an entire record including arrest, charge, drug, property, and/or vehicle in a single transaction or validate upon completion of each form				
351.	Automatically link arrest data to the associated case when a case file number is included				
JUVENILE CUSTODY PROCESSING					
352.	The system administrator can define the maximum age limit for Juvenile records				
353.	Restrict Juvenile records to authorized users				
PERSON PROCESSING					
354.	Person records can be viewed, added, modified, deleted, or printed from within the Arrest module				
355.	User can initiate a query of the Master Name Index (or equivalent) from within the Arrest record to determine if the person has previously been entered into RMS or is associated with an active RMS Want or Warrant record without reentering any data and will notify the user of any positive or potential matches				
356.	Allow configuration so that each Person record transaction initiated from the Adult Arrest module automatically generates a query of the Master Name Index or equivalent				
357.	User can apply or import any additional data from an existing Master Name Index (or equivalent) record to the new Person record being entered in the Adult Arrest module without reentering the same additional data				
358.	User can associate multiple narratives with each Person record in the Arrest module				
359.	add or link all Person records entered into the Arrest module to the Master Name Index or equivalent				
360.	Subsequent queries of the Master Name Index or equivalent identify any matching Person records from the Arrest module				
361.	Authorization records define which users can view, add, modify, delete, or print Person records in the Arrest module for each agency/jurisdiction				
VEHICLE PROCESSING					
362.	Vehicle records can be viewed, added, modified, deleted, or printed from within the Arrest module				

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363.	Associate data captured with a Vehicle record in the Arrest module with the data included in the Master Vehicle Index or equivalent				
364.	User can initiate a query of the Master Vehicle Index (or equivalent) from within the Vehicle record for the Arrest module to determine if the vehicle has previously been entered into RMS or is associated with an active RMS Want or Warrant record without reentering any data and will notify the user of any positive or potential matches				
365.	Upon entry of each Vehicle with a VIN, the system automatically generates a query of the Master Vehicle Index or equivalent				
366.	User can apply or import any additional data from an existing Master Vehicle Index (or equivalent) record to the new Vehicle record being entered in the Arrest module without reentering the same additional data				
367.	User can associate multiple narratives with each Vehicle record in the Arrest module				
368.	Authorization records define which users can view, add, modify, delete, or print records in the Arrest module for each agency/jurisdiction				
LOCATION PROCESSING					
369.	Check Locations associated with the person's Arrest record for format and validity using a geographic database and location verification service or routine				
370.	If any location in an Arrest record is validated, the system links the Arrest record the Master Location Index or equivalent				
371.	Subsequent queries of the Master Location Index (or equivalent) identifies any matching Arrest records				
FIREARM PROCESSING					
372.	Each Arrest record transaction automatically records or associates any firearms from the arrest with the Master Property Index or equivalent				
373.	Subsequent queries of the Master Property Index identify any matching Property records that included a firearm				
PROPERTY AND EVIDENCE PROCESSING					
374.	Each Arrest record automatically records or associates any confiscated property and/or evidence from the arrest with the Master Property Index				
375.	The property and evidence seized as the result of an arrest is separate and apart from any personal property confiscated from the arrestee during booking, which is recorded using Jail				
376.	Subsequent queries of the Master Property Index identify any matching Property records				
377.	Confiscated Property records can be viewed, added, modified, deleted, or printed from within the Adult Arrest module				
378.	Associate the data captured with a Property record in the Arrest module with the data included in the Master Property Index or equivalent				
379.	User can initiate a query of the Master Property Index (or equivalent) from within the Property record to determine if the article of property has previously been entered into RMS or is associated with an active RMS Want record for the Arrest module without reentering any data and will notify the user of any positive or potential matches				
380.	When a user enters a Property record, the system automatically generates a query of the Master Property Index or equivalent				
381.	User can apply or import any additional data from an existing Master Property Index (or equivalent) record to the new Property record being entered in the Arrest module without reentering the same additional data				
382.	User can associate multiple narratives with each Property record in the Arrest module				
383.	Add or link all serialized Property records entered into the Arrest module to the Master Property Index or equivalent				
384.	Subsequent queries of the Master Property Index (or equivalent) identify any matching Property records from the Arrest module				
385.	Authorization records define which users can view, add, modify, delete, or print Property records in the Arrest module for each agency/jurisdiction				
FIELD-BASED REPORTING					
386.	The system must support a field based reporting component of RMS for Incident, Arrest, Citation, Field Interview and Accident				
PROPERTY AND EVIDENCE MODULE					
387.	The RMS includes a distinct module for each agency/jurisdiction to manage the complete chain-of-custody for each item of property and evidence that it processes				
388.	Provide numerous data collection fields to manage information associated with each item of property and evidence taken into custody, and associated an RMS case				
389.	The Property and Evidence screens include unique data fields to record, at a minimum, the following information for each item of property and evidence:				
a.	Law Enforcement Agency/Jurisdiction				
b.	Unique Property or Evidence Item Number				
c.	Associated Case File Number(s)				
d.	Property and Evidence Record Action (View, Add, View then Correct)				
e.	Property and Evidence Add Transaction Types (Intake, Move, View then Schedule, View then Checkout, View then Release, View then Dispose)				
f.	Article (Property Type Code, Quantity, Description, Make, Model, Color, Serial Number, Owner-Applied or Other Identifying Number and Value)				
g.	Associated Person Name (First, Middle, Last, Suffix, Moniker)				
h.	Associated Person Demographics (Date of Birth, Gender, Ethnicity, Height, Weight, Hair Color, Eye Color, Scars/Marks/Tattoos)				
i.	Associated Person Identification (Single Social Security Number Record, Single Driver's License Record with DL Number, DL Issuing State and DL Expiration Date or Multiple Miscellaneous Identification Records with ID Type, ID number and ID Issuer for each Miscellaneous Identification Record)				
j.	Associated Person Home Address (Street Address, Apartment, PO Box, City, State, Postal Code, County, Country)				
k.	Associated Person Telephone Numbers (Home, Cell, Work, Other)				
PROPERTY IDENTIFICATION					
390.	Assign each item of property and evidence a unique identification number for tracking purposes and identification for the chain of custody				
391.	Allow the property identification number format selected by each agency/jurisdiction to be a suffix to its associated case number or a unique sequential numbering series				
392.	Support a numbering scheme with a secondary suffix (-A, -B) for instances where property is received as one item but is subsequently divided into multiple units (e.g., a small amount of a drug is removed and sent to a laboratory for testing)				
393.	Provides a drag-and-drop function to assign evidence to a temporary or permanent location				
394.	The agency can generate a formatted file that contains all firearms entered into the evidence module that can be sent to the Bureau of Alcohol, Tobacco, Firearms and Explosives				
395.	Capture the officer and evidence location on the main evidence screen and allow the same data to be captured per individual evidence item and sub item record				

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PRIMARY INTAKE (FIELD REPORTING)					
396.	The initial record documenting the chain-of-custody for an item of property or evidence is commonly an incident or supplement report that is created using an integrated field reporting software application				
397.	Include features for recording details about each item of property taken into custody				
398.	Officers in the field can enter property and name data on the incident report and then transfer the property and name data into the evidence module with no redundant data entry				
399.	Information concerning property or evidence newly taken into custody is accessible from RMS as soon as the associated report is stored in the RMS database irrespective of the report status				
SECONDARY INTAKE (RECORDS MANAGEMENT)					
400.	A named individual is recorded as the official custodian for all items of property and evidence				
401.	The property and evidence custodian can create records directly in cases where the item has not been previously processed or entered into RMS				
402.	The property and evidence custodian can receive items that have been previously entered as part of an incident report or other documented process				
403.	The custodian only needs to update the Property and Evidence record to indicate any changes to the storage location of the item				
404.	The property and evidence custodian can receive notification of items in primary intake status that need to be recovered and brought into a permanent property and evidence facility				
405.	Initial intake data captured in the field is available for incorporation in the RMS Property and Evidence record. The initial chain-of-custody includes:				
a.	Associated Case Number				
b.	Date and Time Taken into Custody				
c.	Location Taken into Custody				
d.	Item Details				
e.	Item Disposition (Temporary Storage Location)				
f.	Officer Identification				
TEMPORARY CHECKOUT					
406.	An item of property or evidence can be released to an authorized individual or entity for official purposes (e.g., District Attorney Smith, Genetics Lab, etc.).				
407.	Authorized users of the Property and Evidence module and the lead investigator for the associated case can maintain a list of persons and entities authorized temporary custody of an item of property or evidence				
408.	The lead investigator can access and update the list of persons and entities authorized temporary custody of an item of property or evidence from within the Case module				
PROPERTY AND EVIDENCE BARCODING					
411.	Agencies can barcode all evidence items and sub-items				
412.	The barcode can be created from the case number and attached to the Case				
413.	Items can be assigned, moved, reviewed, or disposed of by barcode				
414.	Items and sub-items can be checked in and out by barcode				
415.	The agency can set up a calendar option for review				
ACCIDENT REPORTING MODULE					
416.	The Accident Reporting module records and manages accident-related data				
PROPERTY AND EVIDENCE BARCODING					
417.	The Accident form includes unique data fields to record, at a minimum, the following information:				
a.	Location				
b.	Vehicles Involved				
c.	Persons Involved				
d.	Scene Diagram				
e.	Officer Notes				
f.	Witnesses				
418.	When the Accident record is created from data originally captured on an accident report in the field reporting system, an image of the original report in .pdf (or similar format) is added to the Accident record and is unchanged by any additions or updates to the Accident record in RMS or updates from field reporting				
419.	Directly link an Accident record to other records related exclusively to the accident				
420.	Associate multiple narratives with each Accident record				
421.	Authorization records define which users can view, add, modify, delete, or print Accident records for each agency/jurisdiction				
422.	Support integration with a third-party accident diagramming applications				
VEHICLE PROCESSING					
432.	Vehicle records associated with an Accident record can be viewed, added, modified, deleted, or printed from within the Accident module				
433.	User can directly link a vehicle to Person records related to the Accident record				
434.	Associate data captured with a Vehicle record with data included in the Master Vehicle Index or equivalent				
435.	When the user enters or edits a Vehicle record, the system automatically queries the Master Vehicle Index (or equivalent) from within the Accident module and provides a warning of any active records, enabling the user to easily apply or import any additional data from a known vehicle to the Accident record without reentering the data				
436.	Add each vehicle entered as an element of an Accident record to the Master Vehicle Index or equivalent				
437.	Subsequent queries of the Master Vehicle Index (or equivalent) identify any matching Accident records				

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438.	User can associate multiple narratives with each Vehicle record				
439.	User can associate multiple Vehicle records with a single Accident record				
PROPERTY PROCESSING					
440.	Property records associated with an Accident record can be viewed, added, modified, deleted, or printed from within the Accident module				
441.	Each Accident record can contain distinct Property records and/or Property records that are subordinate to the Incident, Adult Arrestee and/or Juvenile Detention record(s)				
442.	User can directly link Property to other records related to the Accident record				
443.	Associate data captured with a Property record with data included in the Master Property Index or equivalent				
444.	When entering a piece of property, the system the system automatically queries the Master Property Index (or equivalent) from within the Accident module and provides a warning of any active records, enabling the user to easily apply or import any additional data from a known vehicle to the Accident record without reentering the data				
445.	User can query the Master Property Index (or equivalent) from within the Accident module when entering articles of property and apply or import any additional data from a known article to the Accident record without reentering the data				
446.	Add each article of property entered as an element of an Accident to the Master Property Index or equivalent				
447.	Subsequent queries of the Master Property Index or equivalent identify any matching Accident records				
448.	User can associate multiple narratives with each Property record				
449.	User can associate multiple Property records with a single Accident record				
BICYCLE MODULE					
CITATION MODULE					
467.	The Citation module documents the issuance of traffic and criminal citations				
CITATION MODULE					
468.	Includes a distinct module for each agency/jurisdiction to document the citations issued and manage the citation resolution, either as an extension of an Incident, Traffic, Arrest and/or Case record, or to document a citable violation independent of any other transaction				
469.	The Citation module includes three distinct functions:				
a.	Document Citations Issued				
b.	Track Total Fees Due for each Citation				
c.	Record Payments Received for each Citation				
470.	Citation record can be added to a Case folder, as described in the separately documented specifications for Case requirements, from within the Citation module				
CITATION DATA					
471.	Use a Citation form to collect data to document the basic circumstances for a traffic or criminal citation				
473.	User can associate multiple narratives with each Citation record				
474.	User can associate multiple Citation records with a single Incident or Case record				
475.	Authorization records define which users can view, add, modify, delete, or print Citation records for each agency/jurisdiction				
PERSON PROCESSING					
476.	Person records associated with a citation can be viewed, added, modified, deleted or printed from within the Citation module				
477.	Each Citation can contain Person records that are subordinate to the Citation record				
478.	Associate data captured with a Person record with the data included in the Master Name Index or equivalent				
479.	User can query the Master Name Index (or equivalent) from within the Citation module when entering names and apply or import any additional data from a known person to the Citation record without reentering the same additional data				
480.	When the user is entering or editing a name and performs a query of the Master Name Index from within the Citation module, the system informs the user of any outstanding warrants, active civil papers, or alerts in the RMS for that person				
481.	Notify the user if the person is currently incarcerated according to the Jail (assumes integration with Jail)				
482.	Add each person entered as an element of a Citation record to the Master Name Index or equivalent				
483.	Subsequent queries of the Master Name Index (or equivalent) identify any matching Citation records				
484.	User can associate multiple narratives with each Person record				
485.	User can associate multiple Person records with a single Citation record				
486.	Authorization records define which users can view, add, modify, delete, or print Person records for each agency/jurisdiction				
VEHICLE PROCESSING					
487.	Vehicle records associated with a Citation can be viewed, added, modified, deleted, or printed from within the Citation module				
488.	Each Citation can contain Vehicle records that are subordinate to the Citation record				
489.	Associate data captured with a Vehicle record with the data included in the Master Vehicle Index or equivalent				
490.	User can query the Master Vehicle Index (or equivalent) from within the Citation module when entering vehicles and apply or import any additional data from a known vehicle to the Citation record without reentering the same additional data				
491.	When the user is entering a vehicle and performs a query of the Master Vehicle Index from within the Citation module, the system informs the user if any outstanding warrants, active civil papers, or alerts exist in the RMS for that vehicle				
492.	Add each vehicle entered as an element of a citation to the Master Vehicle Index (or equivalent)				

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RECORDS MANAGEMENT SYSTEM (RMS) SPECIFICATIONS		Fully Compliant	Modification/ Custom Software	Not Available	Comments
493.	Subsequent queries of the Master Vehicle Index or equivalent identify any matching Vehicle records				
494.	User can associate multiple narratives with each Vehicle record				
495.	User can associate multiple Vehicle records with a single Citation record				
LOCATION PROCESSING					
496.	Check the location(s) associated with a Citation record for format and validity using a geographic database and location verification service or routine				
497.	If any location in a Citation record is validated, the system links the associated Citation and/or Person record to the Master Location Index (MLI) or equivalent				
498.	Subsequent queries of the Master Location Index (or equivalent) identify any matching Location records				
VIOLATION PROCESSING					
499.	Violation records associated with a Citation can be viewed, added, modified, deleted, or printed from within the Citation module				
500.	Each Citation can contain Violation records that are subordinate to the Citation record				
503.	User can associate multiple Violation records with a single Citation record				
FEE PROCESSING					
504.	The Citation module supports the calculation and recording of fees assessed for the violations associated with each citation				
PAYMENT PROCESSING					
506.	The Citation module records payments received for the violations associated with each citation				
507.	The Citation module forms include unique data fields to record, at a minimum, the following information for each citation:				
a.	Date Received				
b.	Reference/Citation Number				
c.	Receipt Number				
d.	Amount Received				
e.	Balance Due (system-calculated subtraction)				
ELECTRONIC SUBMISSION					
508.	External systems can supply Citation records for upload in any supported digital format, including:				
a.	Extensible Markup Language (XML)				
b.	Comma-Separated Values (CSV)				
c.	Fixed Length Text				
509.	Automatically transform new records from their native format to the format required for import by the RMS				
510.	Validate data from new records using the same business logic that is used when records are entered manually and the system generates a notification identifying any errors or conflicts that prevent a record from being created in the RMS database				
511.	Apply person, vehicle, and location information included in each new record to the corresponding master indices				
512.	The system administrator, or other authorized user, can initiate an upload of any file that was not uploaded successfully				
513.	Automatically delete a file after the Citation records are successfully processed				
CITATION ADMINISTRATION					
514.	The Citation module administration forms include unique data fields to record, at a minimum, the following information:				
a.	Law Enforcement Agency/Jurisdiction				
b.	Citation Type				
c.	Driver's License Classes				
d.	Weather Conditions				
e.	Visibility Conditions				
f.	Special Safety Zones and Associated Enhanced Fees				
g.	Impaired Driving Test Types				
h.	Impaired Driving Test Results				
i.	Violation Code Sections/Types and Associated Base Fees				
j.	Violation Dispositions				
k.	Violation Sentences				
515.	The number of Citation records that can be stored is limited only by hardware, operating system, and/or database platform sizing restrictions				
516.	Authorization records define which users can view, add, modify, delete, or print Citation records for each agency/jurisdiction				
517.	User can pin map Citation records with valid addresses from within the RMS				
NARRATIVE FUNCTION MODULE					
COURT ORDER (WARRANT) FUNCTION MODULE					
EQUIPMENT MAINTENANCE MODULE					
551.	The Equipment Maintenance module allows the user to track details related to equipment, maintenance and vendors (for equipment service and repairs)				

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RECORDS MANAGEMENT SYSTEM (RMS) SPECIFICATIONS		Fully Compliant	Modification/ Custom Software	Not Available	Comments
552.	Include a distinct module for each agency/jurisdiction to manage data relating to equipment				
553.	The Equipment form includes unique data fields to record, at a minimum, the following equipment information:				
a.	Law Enforcement Agency/Jurisdiction				
b.	Equipment ID Number				
c.	Equipment Type				
d.	Manufacturer; Model/Type				
e.	Serial Number				
f.	Year				
g.	Description				
h.	Vehicle Type				
i.	Purchase Order Number				
j.	Date Acquired				
k.	Meter Reading				
l.	Barcode				
m.	Cost				
n.	Estimated Useful Life				
o.	Under Warranty; Warranty Type; Warranty Length; Warranty Basis				
p.	Date Placed in Service				
q.	Department/Owner				
r.	Disposed Of; Disposal Date				
s.	Responsible Officer				
t.	Location of Equipment				
u.	Agency-Definable Fields for additional information				
554.	User can associate multiple narratives with each Equipment record				
555.	Authorization records define which users can view, add, modify, delete, or print Equipment records for each agency/jurisdiction				
MAINTENANCE TRACKING					
556.	Provides facilities that record the following types of information:				
a.	Daily Entries: Equipment Reading, Fuel Tickets, Fluid Servicing, Walk-around Inspection, Vehicle Damage				
b.	Maintenance: Assign Maintenance Schedules, Issue Maintenance Tickets, Edit Maintenance Tickets, Print Maintenance Tickets, View Maintenance History				
c.	Purchase Orders				
d.	Current Equipment Information				
557.	Provides a Browse List from which the user can select the desired Equipment record and view the associated maintenance details				
558.	Track daily equipment readings for items requiring maintenance on an hourly or counter basis				
559.	Tracks fuel consumption, with equipment ID, date fueled, odometer reading at time of fueling, gallons, cost, fueled by, vendor, and invoice number				
560.	Track fluid servicing data, including equipment ID, date serviced, servicing person, meter reading, fluid type, quantity, and quantity type (gallon, liter, ounce, pint, or quart)				
561.	Record vehicle damage information, including highest meter/odometer reading, date of odometer reading, entered from module, equipment ID, date reported, reporting person, meter reading, whether or not accident related, accident report number, damaged area, type of damage, whether or not repaired, date repaired, purchase order number, invoice number, and vendor who repaired the damage				
562.	User can add more than one damaged area to Vehicle Damage reports				
563.	User can define maintenance schedules by equipment ID, meter start reading, maintenance start date, primary maintenance period, alternate maintenance period, and user-defined fields				
564.	Support scheduling maintenance tickets by percent of meter/odometer reading before due or number of days before due				
565.	Maintenance tickets include information detailing equipment ID, type of inspection due, current meter/odometer reading, meter/odometer reading when next inspection is due, date inspection due, whether or not a ticket was issued, issue date, purchase order number, and vendor to perform maintenance				
566.	User can view completed tickets, non-completed tickets, and all tickets, including details such as date completed, completed meter/odometer reading, invoice number, total cost, equipment ID, type of inspection performed, date issued, issued meter/odometer reading, vendor who performed inspection, phone number, contact person, date service completed, item service cost, whether or not completed, type service performed, and item serviced				
567.	User can view tickets not printed, all tickets printed, and print maintenance tickets, including details such as equipment ID, type of inspection performed, date issued, issued meter/odometer reading, vendor assigned to perform maintenance, phone number, contact person, type of service performed, and item serviced				
568.	Maintain maintenance history data, including equipment ID details, type of inspection performed, total cost, date issued, issued meter/odometer reading, date completed, completed meter/odometer reading, vendor who performed inspection, contact person, phone number, service performed, type of service, service item, date completed, and cost of item				
569.	Record repairs and maintenance/parts episodes for each vehicle, including inspections, various maintenance procedures performed per maintenance episode, costs, a list of parts, person performing the maintenance, and current meter/odometer reading				

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RECORDS MANAGEMENT SYSTEM (RMS) SPECIFICATIONS		Fully Compliant	Modification/ Custom Software	Not Available	Comments
570.	Track warranty and useful life based on counter, day, hour, mile, month, week, or year				
571.	Record service information, including date placed in service, department/owner, responsible officer, location of equipment, whether or not the equipment has been disposed, and date of disposal				
572.	Provides user-definable Maintenance Report forms				
573.	User can produce reports detailing all maintenance performed and all equipment usage				
574.	Alerts the user when scheduled maintenance is due				
575.	Provides a user-definable maintenance schedule based on time and/or usage				
576.	Records and tracks usage and maintenance of vehicles and other equipment				
577.	Tracks vehicle mileage and cost of operation				
578.	User can create and maintain user-defined codes for entering Service and Repair records				
579.	Maintains purchase order information, including purchase order number, jurisdiction, requesting officer, department, date of request, equipment ID, vendor, date issued, date approved, approving officer, approved amount, date completed, and invoice number				
580.	Maintains specific items detailed in a purchase order, including equipment type, item part number, brand name, model, item description, number of items, cost per item, and total item cost				
581.	User can view and print purchase orders				
INSPECTIONS PROCESSING					
582.	Provides capability to establish incremental and chronological inspection/maintenance schedules and issue maintenance tickets that include details on the items to be inspected and the inspections to be performed. The system records the following details with the entry of an Inspections record:				
a.	Cycle Count				
b.	Cycle Base				
c.	Equipment Type				
d.	Equipment Subcategory				
e.	Description				
f.	Type of Service				
g.	Item				
VENDOR TRACKING					
EXPUNGING RECORDS MODULE					
FIELD INTERVIEW (FI) MODULE					
593.	The RMS Field Interview module is used to record and track field contacts with persons and/or vehicles so that the information is available in subsequent queries, investigations and analysis				
594.	The Field Interview module can also be used to produce reports and analysis to identify potential racial profiling or other possible biased enforcement practices				
595.	Include a distinct module for each agency/jurisdiction to document and manage contacts with persons and/or vehicles				
596.	Record each field interview as a unique record or associate with an RMS case or other type of RMS record, such as citation				
597.	Allow for a configuration for a system-generated interview record number to be assigned automatically when a new interview record is completed or for the user to enter a number manually				
598.	The number of Field Interview records that can be stored is limited only by hardware, operating system, and/or database platform sizing restrictions				
INTERVIEW PROCESSING					
599.	User can view, add, modify, delete, or print Interview records from within the Field Interview module				
601.	User can associate multiple narratives with each interview record in the Field Interview module				
602.	Authorization records define which users can view, add, modify, delete, or print Field Interview records for each agency/jurisdiction				
PERSON PROCESSING					
603.	User can view, add, modify, delete, or print Person records from within the Field Interview module				
604.	Associate data captured with a person record in the Field Interview module with the data included in the Master Name Index or equivalent				
605.	User can initiate a query of the Master Name Index or equivalent to determine if the person has previously been entered into RMS or is associated with an active RMS want or warrant record from within the person record of the Field Interview module without the user reentering any data, and the system notifies the user of any positive or potential matches				
606.	Automatically generate a query of the Master Name Index (or equivalent) for each person record entered in the Field Interview module				
607.	User can apply or import any additional data from an existing Master Name Index or equivalent record to the new person record being entered in the Field Interview module without reentering the same additional data				
608.	Add or link all person records entered into the Field Interview module to the Master Name Index or equivalent				
609.	Subsequent queries of the Master Name Index (or equivalent) identify any matching Person records from the Field Interview module				
610.	Authorization records define which users can view, add, modify, delete, or print Person records in the Field Interview module for each agency/jurisdiction				
ORGANIZATION PROCESSING					
611.	User can view, add, modify, delete, or print Organization records from within the Field Interview module				
612.	Associate data captured with an Organization record in the Field Interview module with the data included in the Master Organization Index (MOI) or equivalent				
613.	Accept recording organization names in the same index as person names				
614.	User can initiate a query of the MOI or equivalent to determine if the organization has previously been entered into RMS from within the Organization record for the Field Interview module without reentering any data and will notify the user of any positive or potential matches				

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RECORDS MANAGEMENT SYSTEM (RMS) SPECIFICATIONS		Fully Compliant	Modification/ Custom Software	Not Available	Comments
615.	Allow a configuration so that each Organization record transaction initiated from the Field Interview module automatically generates a query of the Master Organization Index or equivalent				
616.	User can apply or import any additional data from an existing Master Organization Index (or equivalent) record to the new Organization record being entered in the Field Interview module without reentering the same additional data				
617.	The length or amount of narrative that can be associated with each Organization record in the Field Interview module is not limited				
618.	There are no imposed limits on the type or number of images or other attachments (as described in separately documented specifications for the Images function) that can be associated with each Organization record in the Field Interview module				
619.	Add or link all Organization records entered into the Field Interview module to the Master Organization or equivalent				
620.	Subsequent queries of the Master Organization Index (or equivalent) identify any matching person records from the Field Interview module				
621.	Authorization records define which users can view, add, modify, delete, or print Organization records in the Field Interview module for each agency/jurisdiction				
VEHICLE PROCESSING					
622.	User can view, add, modify, delete Vehicle records from within the Field Interview module				
623.	Associate data captured with a Vehicle record in the Field Interview module with the data included in the Master Vehicle Index or equivalent				
624.	User can initiate a query of the Master Vehicle Index (or equivalent) to determine if the vehicle has previously been entered into RMS or is associated with an active RMS Want or Warrant record from within the Vehicle record for the Field Interview module without reentering any data, and the system will notify the user of any positive or potential matches				
625.	Automatically generate a query of the Master Vehicle Index (or equivalent) for each vehicle record entered into the Field Interview module				
626.	User can apply or import any additional data from an existing Master Vehicle Index (or equivalent) record to the new Vehicle record being entered in the Field Interview module without the user reentering the same additional data				
627.	Add or link all Vehicle records entered into the Field Interview module to the Master Vehicle Index or equivalent				
628.	Subsequent queries of the Master Vehicle Index (or equivalent) identify any matching Vehicle records from the Field Interview module				
629.	Authorization records define which users can view, add, modify, delete, or print Vehicle records in the Field Interview module for each agency/jurisdiction				
LOCATION PROCESSING					
630.	The location where the field interview was conducted, along with any locations associated with the persons, organizations, and vehicles documented with a Field Interview record, can be checked for format and validity using a geographic database and location verification service or routine				
631.	If any location in a Field Interview record is validated, the system links the Field Interview record to the Master Location Index or equivalent				
632.	Subsequent queries of the Master Location Index (or equivalent) identify any matching Field Interview records				
REPORTS					
633.	Include a combination of baseline reports and ad hoc reporting capabilities				
634.	A report query measures and compares contacts with persons based on combinations of factors most commonly attributed to potential racial or ethnic profiling as a factor in selective enforcement actions				
635.	Provide a commercial report generator for defining custom reports and executing or scheduling ad hoc queries				
INTERVIEW ADMINISTRATION					
636.	Maintain edit values and business logic used for recording field interview data using the general RMS code table utilities				
637.	Field Interview administration includes facilities for administering Field Interview record numbers				
FIREARM PERMITS AND REGISTRATION MODULE					
IMPOUND VEHICLES MODULE					
IMAGES FUNCTION MODULE					
ATTACHMENTS FUNCTION MODULE					
OFFICER ACTIVITY MODULE					
831.	Include a distinct module for each agency/jurisdiction to manage data relating to officer activity and every aspect of calls received, regardless of how calls are received				
832.	The Officer Activity Log form includes unique data fields to record				
833.	Automatically assign sequential log numbers based on the number mask established by the system administrator				
834.	Provide a browse list from which the user can select the desired Log record and view the associated details				
835.	User can associate multiple narratives with each Officer Activity record				
836.	Authorization records define which users can view, add, modify, delete, or print Officer Activity records for each agency/jurisdiction				
NAME PROCESSING					
837.	Record the following details with the entry of an Officer Activity Log record:				
a.	Involvement Type				
b.	Entry Type				
c.	Name Fields: First Name, Middle Name, Last Name, Suffix, Moniker, (or Business Name/Contact)				
d.	Address Fields: Address, Apartment, PO Box, City, State, Zip Code				
e.	Contact Fields: Contact Phone, SSN, Date Of Birth				
838.	User can add names pertaining to log records only if the prerequisite Activity Log record has been completed				
839.	User can make Log entries from the folder master menu with one mouse click				
840.	User can transfer log calls into Case records to increase data entry efficiency				
841.	Identify cases generated from Log records as and indicate the corresponding log number				

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RECORDS MANAGEMENT SYSTEM (RMS) SPECIFICATIONS		Fully Compliant	Modification/ Custom Software	Not Available	Comments
842.	User can generate detailed case reports from the Log records				
843.	record the following details with for all officers involved in the call:				
a.	Officer ID and Name				
b.	Role				
c.	Date/Time Dispatched				
d.	Date/Time Arrived				
e.	Date/Time Cleared				
REPORTS					
844.	Include a combination of baseline reports and ad hoc reporting capabilities				
PAWN MODULE					
PERSONNEL ADMINISTRATON MODULE					
847.	A distinct module for each agency/jurisdiction to manage data relating to personnel, including:				
a.	Classifications				
b.	Courses				
c.	Training				
d.	Equipment Information and Tracking				
e.	Shift Information				
f.	Personnel Information				
g.	Time Codes				
h.	Days Off				
848.	The Personnel form includes unique data fields to record, at a minimum, the following information:				
a.	Law Enforcement Agency/Jurisdiction				
b.	Bar Code				
c.	Social Security Number				
d.	Contact Information: Name and Suffix, Address, City, State, Zip Code, Home Phone, Work Phone, Cell Phone				
e.	Date of Birth				
f.	Marital Status				
g.	Physical Characteristics: Hair, Height, Weight, Sex, Race, Ethnicity				
h.	Blood Type				
i.	Certificate				
j.	Classification				
k.	Shift Preference				
l.	Days Working				
m.	Language 1, Language 2, Language 3				
n.	Officer ID				
o.	Hire Date and Termination Date				
p.	Region				
q.	Division				
r.	Section				
s.	Department				
t.	Team				
u.	Crew				
v.	Weapon serial number				
w.	SS Shirt/LS Shirt				
x.	Pants				
y.	Shoes				
z.	Coat				
aa.	Hat				
bb.	Next of Kin				
cc.	Agency-Definable Fields for additional information				
849.	User can associate multiple narratives with each Personnel record				
850.	Authorization records define which users can view, add, modify, delete, or print Personnel records for each agency/jurisdiction				

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Detroit Police Department User Requirements - Records

RECORDS MANAGEMENT SYSTEM (RMS) SPECIFICATIONS		Fully Compliant	Modification/ Custom Software	Not Available	Comments
CLASSIFICATION PROCESSING					
851.	A Classifications option allows the system administrator to manage the agency's equipment and training needs by setting up classifications based on the various staff positions				
852.	Once the system administrator sets up the classifications, the classifications are applied when the user adds personnel, equipment items, and/or training courses				
853.	Each staff position is assigned a single classification				
854.	Equipment items and training courses can have multiple classifications and be assigned to more than one type of position/employee				
855.	The Classification form includes unique data fields to record, at a minimum, the following Classification information:				
a.	Law Enforcement Agency/Jurisdiction				
b.	Classification Code				
c.	Classification Name				
d.	Description				
e.	Agency-Definable Fields for additional information				
COURSE PROCESSING					
856.	A Course option allows the system administrator to maintain information about the various training courses available to employees				
857.	The Course form includes unique data fields to record, at a minimum, the following Course information:				
a.	Law Enforcement Agency/Jurisdiction				
b.	Course Code				
c.	Category				
d.	Description of Training Course				
e.	Class 1, Class 2, Class 3, Class 4				
f.	Class Duration				
g.	Required (Y/N)				
h.	Take Only Once (Y/N)				
i.	Agency-Definable Fields for additional information				
TIME CODE PROCESSING					
858.	A Time Codes option allows an authorized user to track staff days off by establishing codes for the reasons for days off				
859.	The Time Code form includes unique data fields to record, at a minimum, the following Time Code information:				
a.	Law Enforcement Agency/Jurisdiction				
b.	Time Code				
c.	Category				
d.	Description of Time Code				
e.	Default Work Time				
f.	Paid				
g.	Default Off Time				
h.	Agency-Definable Fields for additional information				
EQUIPMENT CODE PROCESSING					
860.	Equipment option allows the user to add Inventory records for the various types of equipment used at the agency				
861.	Equipment Tracking function allows the user to easily assign a specific equipment item to a specific employee				
862.	User can record each piece of equipment issued to an employee and the system automatically subtracts the issued equipment from the inventory				
PARKING TICKETS MODULE					
863.	The Parking Tickets module of the RMS records and tracks information regarding parking tickets, violations, permits, and payments				
864.	The RMS includes a distinct module for each agency/jurisdiction to manage data relating to parking tickets, including:				
i.	Parking Violations				
j.	Permits Issued				
k.	Payments				
865.	The agency can establish codes from a number of code classes, including violation and fee, payment method, permit class, permit type, and ticket disposition				
866.	User can associate multiple narratives with each Parking Ticket record				
PARKING PERMIT PROCESSING					
867.	The agency can create different permits for various parking designations				
868.	Provide a Home Address form that includes unique data fields to record, at a minimum, the following information for each Home Address associated with a Parking Permit:				
a.	Permit				
b.	Permit Type				
c.	Vehicle Number				

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RECORDS MANAGEMENT SYSTEM (RMS) SPECIFICATIONS		Fully Compliant	Modification/ Custom Software	Not Available	Comments
d.	Permit Contact (First Name, Middle Name, Last Name, Suffix, Phone, Address, Apartment, City, County, Zip Code)				
e.	Narrative				
869. The Parking Permits form includes unique data fields to record, at a minimum, the following, information for each Parking Permit:					
a.	Law Enforcement Agency/Jurisdiction				
b.	Permit				
c.	Permit Type				
d.	Vehicle Number				
e.	Permit Contact (First Name, Middle Name, Last Name, Suffix, Phone, Address, Apartment, City, County, Zip Code)				
f.	Vehicle Identification Number				
g.	Type of Vehicle				
h.	Vehicle Details: Year, Make, Model, Style, Color, License Plate Number, Plate Year, Plate Country, Plate State, Plate Expiration Date, Student Year, Banned				
i.	Narrative				
j.	Agency-defined fields for additional information				
PARKING TICKET PROCESSING					
870. Capture of parking tickets associated with a specific parking permit number and tracks other parking tickets					
871. The Tickets form includes unique data fields to record, at a minimum, the following information for each Ticket:					
a.	Ticket Number				
b.	Law Enforcement Agency/Jurisdiction				
c.	Officer ID				
d.	Officer Name				
e.	Fine Due Date				
f.	Number				
g.	Notice Printed (Y/N)				
h.	Violation				
i.	Violation Date/Time				
j.	Violation Location				
k.	Fine, Fine Disposition, Fine Type, Fine Paid, Fine Amount Owed				
l.	Permit Type				
m.	Permit Number				
n.	Vehicle Number				
o.	Vehicle Identification Number				
p.	Plate Number, Plate Year, Plate Country, Plate State, Plate Expiration Date				
q.	Vehicle Details: Type, Year, Make, Model, Style, Color				
r.	Vehicle Owner Details: First Name, Middle Name, Suffix, Address, Apartment, City, Country, State, Zip Code, Phone Number				
s.	Narrative				
t.	Agency-Definable Fields for additional information				
872. Authorization records define which users can view, add, modify, delete, or print Parking Ticket records for each agency/jurisdiction					
TICKET PAYMENT PROCESSING					
873. The Payment form includes unique data fields to record, at a minimum, the following information for each Payment for a specific ticket:					
874. User can print payment receipts with one button					
875. Provide several options for the agency to create different Official Notices of Delinquent Parking Citations, including text layout, body text, and narrative					
876. The agency can configure and select the text layout of different Official Notices of Delinquent Parking Citations					
TOWED VEHICLES MODULE					

Appendix C: Fire RMS User Requirements

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Detroit Fire Department User Requirements - Records

RECORDS MANAGEMENT SYSTEM (RMS) SPECIFICATIONS		Fully Compliant	Modification/ Custom Software	Not Available	Comments
GENERAL/GLOBAL REQUIREMENTS					
GENERAL SYSTEM					
1.	Fire Records must fully integrate with the CAD software solution. Full integration must include automatic, seamless transfer of critical information between CAD and Mobile Computing. Examples include transfer of CAD incident information to Fire Records and transfer of hazard information on persons and locations to alert dispatchers of potentially threatening situations for Fire Department personnel.				
2.	The software must have multi-jurisdictional environment capabilities.				
3.	The system must be capable of receiving, formatting, and storing all Fire Department CAD (E-911) dispatch tickets on a real time basis.				
4.	On a real time basis, the system must be capable of receiving dispatch tickets from the CAD Emergency (E911) dispatch system to be used in the generation of significant activities, analysis and statistical reporting by authorized Fire Department personnel.				
5.	The software must have a tabular design, allowing access to multiple layers of the system from the same screen.				
6.	Ability for multiple users to be logged onto the system and use the same applications simultaneously.				
7.	There must be a standardized Windows-compliant, mouse-driven Graphical User Interface (GUI) for all modules.				
8.	All software modules must have the ability to access the same master name records.	-			
9.	Authorized agency staff must be able to modify or adjust commonly altered variables such as codes, tables, report parameters, etc., without the services of a professional programmer.	-			
10.	Standard toolbar functionality must include buttons that allow users to do the following:	-			
	Create new records				
	Open existing records				
	Save records	-			
	Delete records	-			
	Copy records	-			
	Print records	-			
	Access online Help	-			
11.	The software must utilize self-cleansing windows, allowing users to open and use multiple (minimum of 20) child windows simultaneously and be able to tile and cascade the child windows.	-			
12.	The software must be able to associate codes to more than one location or panel when the same validation table entries are used in multiple locations.				
13.	The system must use consistent validation table processing.				
14.	The system must allow for agency-defined validation tables.				
15.	Ability to assign alternate values to validation set values in order to tie the specific data elements to various software functions, including, but not limited to, report generation and data matching with other ORs and third-party software.				
16.	All applications must integrate tightly with each other to permit the greatest operator and system efficiency.				
17.	The software must provide a one-time, single-point system of data entry that allows information to be accessed from other applications.				
18.	The software must provide a basis, such as a report wizard, for preparing and generating a variety of statistical and analytical reports.				
19.	The software must allow users to create and store ad-hoc reports.				
20.	The software must directly output from a data search to a printer upon user request.				
21.	The software must provide the capability to add unlimited narrative to records, to ensure all critical information is captured.				
22.	The system administrator must be able to identify the individual who last entered or updated any transaction as well as the date and time of the modification.				
23.	The software must have the ability to use standard PC word processing applications in modules where needed.				
24.	The software must track user activity (i.e., the addition, modification, viewing, and deletion of records) and record the following for each incidence of such activity: user name, access type, date, time, record key and device.				
25.	The software must provide inquiry capability for all employees based on profile and password security.				
26.	The system must allow the appropriate Fire Department staff to search on a person, address or incident number, and display information specific to the item inquired on.				
27.	The system must be capable of performing an internal scan against the CAD Master Address database and display all available data including, owner/occupant information, address information, (HZM) hazardous materials, Hydrant information, Utility disconnect information, optional photos or other pertinent current/historical data, etc.				
28.	The system must allow the Fire Stations to enter the Fire incident reports.				
29.	The system must allow the Fire Stations to enter the Fire incident reports by providing keyword or partial keyword inquiry searches on all data fields within the incident report. Examples of such data fields include NFIRS Number, alarm information, station information, location data, casualty data, date/time, etc.				
30.	The system will import the CAD dispatch ticket, if one had been called in, and pre-fill all data that is available from the dispatch ticket. The system must provide for over-ride capability for any CAD pre-filled data.				
31.	The base Fire Records software must support the following:				
	Activity Reporting and Scheduling				
	Incident Tracking				
	Basic Life Support / Advanced Life Support				
	Investigations				
	Inspection Tracking				
	Business Registry				
	Hazardous Materials				
	GIS/Geo-File Verification				
	Hydrant Inventory and Inspections				
	Personnel/Training				
	Pre-Plans				

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RECORDS MANAGEMENT SYSTEM (RMS) SPECIFICATIONS		Fully Compliant	Modification/ Custom Software	Not Available	Comments
	Station Activity Log				
	NFIRS Electronic Reporting				
	NEMESIS Electronic Reporting				
31.	The following optional modules must also be available:				
	Data Analysis & Mapping				
	Equipment Tracking & Maintenance				
	Fire Permits				
	Inventory				
	LOSAP Tracking & Reporting				
	Vehicle Tracking & Maintenance				
SECURITY					
1.	The software must provide component (e.g., modules, entry screens) and report (e.g., incident reports, EMS reports) security to permit and restrict user/user group rights.				
2.	The system administrator must have the ability to set up, grant or deny, user/user group permissions for all components, including add, change, delete, view/use, and print permissions.				
3.	The system administrator must have the ability to restrict security components by individual user or user group.				
4.	Security components cannot be changed or deleted by unauthorized users.				
5.	The system administrator must have the ability to create and maintain authorization templates (which are defined by name).				
6.	Authorizations must be tied to user login and corresponding confidential password.				
7.	Passwords must never be displayed.				
8.	The system administrator must have the ability to easily create system users.				
9.	The system administrator must have the ability to easily change passwords.				
10.	Although the administrator can change user passwords, the actual passwords must not be revealed to the system administrator.				
11.	User passwords must be encrypted when stored in the database.				
12.	Ability to require at least one number, symbol, and/or letter in user passwords.				
13.	Ability to require password expiration after an administrator-defined number of days.				
14.	Ability to define a minimum and maximum password length.				
15.	Ability to lock users out of the system after an administrator-defined number of invalid login attempts.				
16.	Ability to restrict user access by time of day, day of week, etc.				
17.	Ability to automatically log all security violations.				
18.	Ability to purge the security violation log.				
19.	Ability to purge the user and system login log.				
20.	The software must provide a flag to prompt a document's author that individual permissions must be set for a document when it is created.				
21.	The system administrator must have the ability to grant individual permissions to documents in the event that a document's author is unavailable to do so.				
22.	The software must provide the ability to restrict access to specific information/features.				
23.	The software must restrict access to specific records by review level.				
24.	The software must provide inquiry capabilities for all employees based on profile and password security.				
INCIDENTS					
1.	The system must be able to capture all of the necessary information required to complete NFIRS compliant incident reports.				
2.	Ability to assign separate user/group security permissions to incident entry components and reports.				
3.	Fire incident records can be created "from scratch," or originate from a CAD call for service (CFS).				
4.	A fire related call that is cleared in CAD generates an incident in Fire Records, and, for reporting purposes, passes the primary officer of each unit on the call to Fire Records.				
5.	Ability to build, preview and print fire incident data for a specific month and year, and prepare data for submission to NFIRS.				
6.	Ability for system administrator to enable functionality that automatically checks incident records for and displays NFIRS errors.				
7.	Ability for users to check NFIRS edits at any time during data entry.				
8.	Ability to include warnings in NFIRS edits.				
9.	Ability to enter and maintain fire incidents via a wizard that offers a streamlined process for entering incidents, including intuitive navigation (using mouse clicks or key combinations) and a logical workflow.				
10.	The wizard comes with a default set of categories and associated pages.				
11.	Pages in the incident entry wizard are categorized based on the NFIRS numbering categories.				
12.	Ability to customize the wizard based on incident type.				
13.	Ability for system administrators to determine wizard page order.				
14.	The wizard contains a tree view of NFIRS categories and associated pages.				
15.	Ability to see at-a-glance which wizard pages contain data and which do not.				
16.	Each page in the incident wizard includes a frame containing the following basic incident information:				

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RECORDS MANAGEMENT SYSTEM (RMS) SPECIFICATIONS	Fully Compliant	Modification/ Custom Software	Not Available	Comments
FDID				
Incident Date				
Station				
Incident Number				
Exposure Number				
State				
CFS Type				
17. Ability to enter and maintain fire incidents via a wizard that offers a streamlined process for entering incidents, including intuitive navigation (using mouse clicks or key combinations) and a logical workflow.				
18. Ability to enter and maintain "1 - Basic" category information, which includes information about the following:				
Incident Type				
Location				
Dates/Times				
Shifts				
Alarms				
Actions Taken				
Resources Used				
Estimated Dollar Losses & Values				
Casualties				
Hazardous Materials Released				
Aid Given/Received				
Special Studies				
Persons Involved				
Remarks (free-form narrative)				
Authorization				
19. Ability to enter and maintain "2 - Fire" category information, which includes general information about the fire, such as:				
Property Details				
Fire Origin & Ignition				
Local Use				
Indication of Fire Pre-Plan Availability				
Other Reports Availability				
On-Site Materials & Products				
Mobile Property Involved				
20. Ability to enter and maintain "3 - Structure Fire" category information, which includes information about:				
Involved Structure Type & Size				
Stories Damaged				
Items & Materials Contributing to Fire				
Detection				
Automatic Extinguishment Systems				
21. Ability to enter and maintain "4 - Civilian Casualty" category information, which includes information about all civilian casualties that occurred as a result of the fire.				
22. Ability to enter and maintain "5 - Fire Service Casualty" category information, which includes information about all fire service personnel who were injured or killed as a result of the fire, and any equipment failure relative to the injured personnel subject(s).				
23. Ability to enter and maintain "6 - EMS" category information, which includes information about:				
Emergency Medical Services (provided by the fire department)				
Patient Information (including link to master name files)				
Human Factors Contributing to Injury				
Other Factors				
Cause of Illness/Injury				
Procedures Used				
Safety Equipment				
Cardiac Arrest				
Injuries Sustained By Each Subject				
24. Ability to enter and maintain "7 - HazMat" category information, which includes information about all the hazardous materials involved in the incident, such as:				
HazMat IDs				

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RECORDS MANAGEMENT SYSTEM (RMS) SPECIFICATIONS		Fully Compliant	Modification/ Custom Software	Not Available	Comments
	Containers				
	Hazardous Materials Released				
	Hazardous Materials Exposure				
	Actions Taken				
	Factors Contributing to Release				
	Factors Affecting Mitigation				
	Equipment Involved in Release				
	Mobile Property Involved in Release				
25.	Ability to enter and maintain "8 - Wildland Fire" category information, which includes information about wildland fires, such as:				
	Type of Right-of-Way				
	Fire Behavior				
	Weather				
	Wildland Detail				
	Person Responsible for Fire				
	Area Burned				
	Property Management				
	Cause of Wildland Fire				
26.	Ability to enter and maintain "9 - Apparatus" category information, which includes information about the apparatus, or units (vehicles), that respond to an incident, such as:				
	Type of Responding Units				
	Actions Taken				
	All Related Apparatus Times (e.g., dispatch date/time, en route date/time, arrival at scene date/time, etc.)				
27.	Ability to enter and maintain "10 - Personnel" category information, which includes information about the responding apparatus personnel and the actions they took in regard to the incident.				
28.	Ability to enter and maintain "11 - Arson" category information, which includes additional information on fires that have been coded by the department as intentionally set, such as:				
	Case Status				
	Entry Method				
	Availability of Material First Ignited				
	Suspected Motivation				
	Apparent Group Involvement				
	Extent of Fire Involvement on Arrival				
	Incendiary Device Container				
	Ignition/Delay Device				
	Juvenile Subject Information				
29.	Ability to enter and maintain "12 - Additional Information" category information, which includes custom questions determined by agency administrator, associated numbers (e.g., CAD and law enforcement incident or case numbers and ORIs), and additional CAD information. You can also attach multiple supporting documents to the incident via this category.				
30.	Ability to search for incidents based on a variety of user-defined search criteria, such as the following:				
	Incident Type				
	Incident Number				
	Exposure Number				
	CAD Incident Type				
	Date/Date Range				
	Location/Area				
	Report Status				
	Current Review Level				
	Current Review Type				
	Member Making Report				
	EMS Provider Assessment				
31.	Ability to enter life support information for EMS patients in addition to that of the standard NFIRS form for each patient listed on the EMS page of the incident wizard.				
32.	Ability, as determined by the system administrator, to enter life support information for EMS patients via one of two windows, a Basic Life Support entry window, which captures general life support information, or an Advanced Life Support entry window, which captures more life support detail.				
33.	The Basic Life Support data entry window displays general patient information such as name, address, associated incident information, "arrived at patient" date/time and chief complaint at all times.				
34.	The Basic Life Support entry window allows users to enter detailed information in a series of tabs about the following:				
	Injuries				

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RECORDS MANAGEMENT SYSTEM (RMS) SPECIFICATIONS		Fully Compliant	Modification/ Custom Software	Not Available	Comments
	Vitals				
	Treatment				
	Patient History				
35.	The Advanced Life Support data entry window displays general patient information such as name and address, as well as associated incident information.				
36.	The Advanced Life Support data entry window allows users to enter and maintain detailed information via a series of tabs about the following:				
	Response				
	Patient Complaints				
	Injuries				
	Treatment/Procedures/Medications				
	Vital Signs/Measurements				
	Cardiac Arrest/CPR/Defibrillator				
	IV				
	Intubation				
	Obstetrician				
	Pediatrics				
	Final Treatment				
	Patient Medical History				
37.	Ability to enter, maintain and track information about incident EMS subjects without having to access the fire Incidents module.				
INVESTIGATIONS					
1.	Ability to enter, maintain and track information associated with new, ongoing and completed investigations of fire incidents.				
2.	Provides easy access to original incident information, including current and historical information about associated buildings and businesses.				
3.	Ability to enter and maintain information about the cause and origin of a fire, including the following general information:				
	FDID				
	Incident Number				
	Exposure Number				
	Incident Type				
	Alarm Date/Time				
	Location (Geo-Verified or overridden)				
	Disposition / Disposition Date				
	Investigation Started Date				
4.	Ability to enter and maintain information about personnel assignments.				
5.	Ability to enter and maintain information about the factors associated with the fire's ignition.				
6.	Ability to enter and maintain information about the scene of the incident when the investigation began.				
7.	Ability to enter and maintain information about other investigations that are believed to be related to the current investigation.				
8.	Ability to enter, maintain view information about the status of the investigation, including any free-form narrative entered by investigators.				
9.	Ability to enter basic information about all the subjects associated with the investigation, including name (linked to master name file, selected from incident or personnel), role, officer who interviewed subject and interview date/time.				
10.	Ability to enter, maintain and track information about all the evidence uncovered during the investigation				
11.	Ability to track the chain of custody for all evidence.				
12.	Ability to attach multiple supporting documents of various types to an investigation record.				
13.	Ability to search for investigation records based on a variety of user-defined search criteria, such as investigation number, incident type, incident number, exposure number, investigation date range, alarm date/date range, location, investigator assigned to, status, and more.				
INSPECTIONS					
1.	Ability to create, maintain and track fire inspections records.				
2.	Ability to create and maintain an unlimited number of inspection types, which are referenced in inspection entry records.				
3.	Ability to create and maintain an unlimited number of jurisdictional violations, which are referenced in inspection entry records.				
4.	Ability to create and maintain an unlimited number of code book records, which are referenced in inspection entry records.				
5.	Ability to enter and maintain the following general inspection information:				
	Inspection Type				
	Location				
	Personnel Subject Assigned to Inspection				
	Scheduled Date/Time				
	Inspected By (Personnel or Business)				

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RECORDS MANAGEMENT SYSTEM (RMS) SPECIFICATIONS		Fully Compliant	Modification/ Custom Software	Not Available	Comments
	Inspection Date/Time				
	Status				
	Disposition / Disposition Date				
	Remarks (free-form narrative)				
6.	Ability to enter and maintain information about all violations associated with the inspection, including the following:				
	Violation Details				
	Fines				
	Statuses				
	Remarks				
	"Referred To" Name				
	"Referred To" Date				
	"Corrected By" Name				
	"Corrected By" Date				
7.	Ability to enter and maintain answers to customized questions established by the agency/department.				
8.	Ability to attach multiple supporting documents of various types to an inspections record.				
9.	Ability to generate multiple inspections related reports.				
HAZARDOUS MATERIALS					
1.	Ability to enter, maintain and track records of hazardous materials.				
2.	Ability to track the following general information for every hazardous material record created:				
	Chemical Name				
	Chemical Formula				
	DOT/NA/UN Number				
	DOT Label				
	RTECS Number				
	National Fire Protection Agency Codes				
	Regulatory Information				
	Level of Concern				
	Physical State				
	Liquid Factors				
3.	Ability to track the material's CAS Number.				
4.	Ability to track the material's STCC Number.				
5.	Ability to enter and maintain information about the amount of time various protective materials can withstand a hazardous material.				
6.	Ability to enter and maintain response suggestions to various aspects of the hazardous material, including the following:				
	General Description				
	Health Hazards				
	Protective Clothing				
	First Aid				
	Reactivity				
	Properties				
	Fire Hazards				
	Fire Fighting				
	Non-Fire Response				
7.	Ability to track a hazardous material's synonyms and regulatory names.				
8.	Ability to attach multiple supporting documents of various types to a hazardous material record.				
9.	Ability to generate a data sheet on a given chemical based on chemical name, NOAA number, DOT/NA/UN number, or CAS Number.				
HYDRANT INVENTORY					
1.	Ability to enter, maintain and track records on all hydrants within a given FDID.				
2.	Ability to indicate a hydrant's location via a standard GEO control or, if the agency is set up for it, by using a GIS map viewer.				
3.	Ability to enter the following general information for each hydrant:				
	Nearest Location				
	Location Description				
	Side of Street				

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RECORDS MANAGEMENT SYSTEM (RMS) SPECIFICATIONS		Fully Compliant	Modification/ Custom Software	Not Available	Comments
	Distance from Street				
	In Service				
	Date/Time				
	Reason				
	Comment (free-form narrative)				
	Make/Model				
	Type				
	Year Made				
	Color				
	Number of Outlets				
	Opening Sizes				
	Serial Number				
	Water Main Type/Number/Size				
	Source of Water				
	Shutoff Location/Description				
	Assigned Station				
4.	Ability to enter and maintain any hydrant maintenance activity, such as cleaning, painting, repairs and replacement parts.				
5.	Ability to enter and maintain flow test results.				
6.	Ability to track a hydrant's service history.				
7.	Ability to quickly and easily locate hydrant records based on user-defined search criteria, such as:				
	Assigned Station				
	Hydrant Number Range				
	Location				
	Nearest				
	Make/Model				
	Type				
	Year Made				
	Color				
	Serial Number				
8.	Ability to attach multiple supporting document of various types to a hydrant record.				
9.	Ability to update multiple hydrant records at once via batch hydrant entry.				
ACTIVITY REPORTING AND SCHEDULING					
1.	Ability to create and maintain department-specific schedule activities.				
2.	Ability to create and maintain personnel shifts and schedules.				
3.	Ability to view FDID-specific schedules for stations, shifts, and individual personnel subjects.				
4.	Ability to easily toggle between two different schedule layouts, one that displays daily schedule detail and one that displays monthly schedule detail.				
5.	Ability to document and track personnel hours.				
6.	Ability to automatically update schedule from training module.				
7.	The module must be integrated with CAD and have the ability to update CAD with units and personnel.				
8.	Ability to add personnel to specific units.				
9.	Ability to create a rotating schedule.				
10.	Ability to record attendance of personnel subjects assigned to a specific shift for a specific date.				
11.	Ability to view roll call history.				
12.	Ability to document the reason for a personnel absence.				
13.	Ability to see at-a-glance all personnel subjects who are on-shift and off-shift.				
14.	Ability to easily move on-shift personnel off-shift, and vice versa.				
15.	Ability to easily change a personnel subject's shift status.				
16.	Ability to easily change a personnel subject's shift assignment.				
17.	Ability to mass on-shift/off-shift personnel.				
18.	Ability to generate a Daily Unit Assignment Report.				
19.	Ability to generate an Other Shift Assignment Listing.				
20.	Ability to generate Roll Call Listing.				

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RECORDS MANAGEMENT SYSTEM (RMS) SPECIFICATIONS		Fully Compliant	Modification/ Custom Software	Not Available	Comments
21.	Ability to generate a Scheduled Hours Listing.				
BUSINESS REGISTRY REQUIREMENTS					
1.	Ability to enter and maintain detailed information on all businesses located within a given jurisdiction.				
2.	Ability to track the following information on businesses:				
	Business Name, Address, Phone				
	Structure Size				
	Contents				
	License Type				
	Alarm Company				
	Alarm Model				
	Hours of Operation				
	Owner's Information				
	Maintenance Companies				
	Hazards				
	Basic Floor Plans				
	Prior Addresses				
	Contact Information				
3.	Ability to search for business records based on business name, building name, building number, district, zone, class and sub-class.				
4.	Ability to interface with the alarm tracking and billing module to automatically process alarm calls for service.				
5.	Ability to easily access the fire pre-plan associated with a given business, should one exist.				
PRE-PLANS					
1.	Ability to easily access and quickly view all available fire pre-plan information and supporting pre-plan documents on a business or building location.				
2.	Ability to attach multiple supporting documents of various types to a pre-plan (e.g., Microsoft Word, Excel, PDF, .bmp, .jpg, .gif, video, etc.).				
3.	For buildings, ability to view general information on building location, building structure, and property use.				
4.	For buildings records, ability to view detail information on the following:				
	Nearest Hydrant				
	Contain a commonplace name file that the user can use for call entry rather than entering a street address				
	Associated Businesses				
	Fire Flow				
	Inspections				
	Fire Alarms				
	Sprinklers				
	Specs				
	Automatic Extinguishment Systems				
	Stand Pipes				
	Fire Pumps				
	Factors				
	Storage Tanks				
	LP Tanks				
	Hazardous Materials				
	Hose Cabinets				
	Permit History				
5.	For business/place records, ability to view detail information on the following:				
	Contacts				
	Nearest Hydrant				
	Factors				
	Fire Alarms				
	Automatic Extinguishment Systems				
	Hazardous Materials				
	Permit History				
6.	Ability to enter and maintain pre-plan review records.				
7.	Ability to apply user/user group level security to the pre-plan viewer.				

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RECORDS MANAGEMENT SYSTEM (RMS) SPECIFICATIONS		Fully Compliant	Modification/ Custom Software	Not Available	Comments
STATION ACTIVITY LOG					
1.	Ability to enter, maintain and track fire station activities, such as hydrant inventory, in-station equipment tests, fire drills, etc.				
2.	Ability to log station activities involving maintenance and other scheduled activities within the fire station.				
3.	Logged activities are FDID and station specific.				
4.	Ability to enter and maintain an unlimited number of activity types that may then be referenced in a station activity log.				
5.	Ability to enter and maintain the following information about each station activity log entry:				
	Station				
	Activity Type				
	Activity Code				
	Unit (one or multiple)				
	Personnel (one or multiple)				
	Start Date/Time				
	End Date/Time				
	Remarks (free-form narrative)				
6.	Ability to search for station activity log records using a variety of search criteria, such as the following:				
	FDID				
	Station				
	Activity Date/Time Range				
	Unit(s)				
	Personnel (active and/or inactive)				
7.	Ability to further limit search results to the following activities:				
	Activity Log				
	Vehicle Maintenance				
	Incidents				
	Training				
	Equipment Maintenance				
PERSONNEL MANAGEMENT					
1.	Ability to display a photograph of an employee within the personnel record, whether by capturing an image with a digital camera or by uploading an image from a camera, computer disk or any TWAIN32-compliant imaging device.				
2.	Ability to link a personnel record with a personnel record(s) associated with another ORI.				
3.	Ability to enter and maintain the following general personnel information on every employee:				
	Employee Full Name				
	Employee Address				
	Employee Badge and/or ID Number				
	Social Security Number				
	Home Phone Number				
	Department Number and Extension				
	Date of Birth				
	Place of Birth				
	Citizenship				
	Current Rank				
	Rank History				
	Hire Date				
	Termination Date				
	Education, including Degrees, Certifications				
	Special Skills				
	Medical Information				
	Department Injuries				
	Blood Type				
	Emergency Notification Information				
	Employee Status or Promotions				
	Reprimands				

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RECORDS MANAGEMENT SYSTEM (RMS) SPECIFICATIONS		Fully Compliant	Modification/ Custom Software	Not Available	Comments
	Commendations				
	Spouse's Name				
	Driver's License Number				
	Employee Demographic Information				
	Disciplinary Actions				
	Contact Information				
4.	Ability to enter and maintain information about an employee's current assignment, as well as maintain a history of assignments.				
5.	Ability to track information about the equipment issued to each employee, including the following:				
	Item Type				
	Quantity				
	Inventory Number				
	Date Issued				
	Condition of Item				
	Returned Date				
	Condition Returned				
6.	Ability to enter and maintain information about an employee's education and training, including, but not limited to, the following:				
	Courses (e.g., Firearms Training, Hazmat Technician Training, etc.)				
	Programs				
	Certifications				
	Automatically Re-Schedules Re-Certification Classes				
	Basic Academy Training				
	Military Training				
	College Classes				
7.	The software must maintain the following training related data elements:				
	Employee ID Number				
	Training Course Title				
	Training Location				
	Re-certification Date				
	Length of the Course				
	Course Completion Date				
	Course Comments				
	Course Expenses				
	College Credit Hours				
8.	Ability to enter and maintain information about any special skills an employee may have, including, but not limited to:				
	Foreign Language				
	Public Relations Training				
	Bomb Disposal Training				
	First Aid Training				
	SWAT Training				
	Breathalyzer Training				
9.	Ability to perform weekly or monthly scheduling of employees for a minimum of 6 months.				
10.	The software must provide the ability to print a summary report detailing all employees and all training conducted within a specified date range.				
11.	The software must provide the ability to print a summary report of all training received by an employee during his/her course of employment.				
12.	The software must provide the ability to print a detailed employee report with all fields of data in the personnel record.				
13.	The software must provide the ability to print a summary department personnel listing sorted by Employee Name.				
14.	The software must provide the ability to print a detailed department personnel listing sorted by Employee Name.				
15.	Ability to display an photograph of an employee within the personnel record, whether by capturing an image with a digital camera or by uploading an image from a camera, computer disk or any TWAIN32-compliant imaging device.				
TRAINING					
1.	Ability to create and maintain records on all the training courses for which fire personnel can register.				
2.	Ability to enter and maintain the following basic information for each course:				
	Course Title				
	Category				

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RECORDS MANAGEMENT SYSTEM (RMS) SPECIFICATIONS		Fully Compliant	Modification/ Custom Software	Not Available	Comments
	Keyword				
	Description				
	Active/Inactive				
	Instruction Method				
	Recertification Period				
	Recertification Units				
	Equivalent Courses				
3.	Ability to enter and maintain course information regarding hours and default provider, including the following:				
	Duration				
	Units				
	Number of Days				
	Credit Hours				
	Other				
	LOSAP Category Type				
	LOSAP Category				
	LOSAP Points				
	Default Provider Name, Address and Phone				
4.	Ability to enter and maintain course information regarding default costs, including the following detail:				
	Expense Type				
	Amount				
	General Ledger Account				
	Percentage				
5.	Ability to view course history and the scheduling of a given course, including the following information:				
	Course Title				
	Category				
	Start Date/Time				
	End Date/Time				
	Provider				
	Address				
	Location				
	Phone Number				
6.	Ability to create and maintain course objectives.				
7.	Ability to attach multiple supporting documents of various types to each course record.				
8.	Ability to search for existing course records based on the following user-defined search criteria:				
	FDID				
	Course Code				
	Title				
	Category				
	Keyword				
	Active/Inactive/All				
	Program				
9.	Ability to create, maintain and track scheduled course records, i.e., schedules for individual courses.				
10.	Ability to enter and maintain the following basic information for each scheduled course record:				
	Start Date/Time				
	End Date/Time				
	Provider				
	Course Required/Not Required				
	Course				
	Course Location				
	Address				
	Phone Number				
	Activity Code				

City of Detroit

Public Safety RFP

Detroit Fire Department User Requirements - Records

RECORDS MANAGEMENT SYSTEM (RMS) SPECIFICATIONS		Fully Compliant	Modification/ Custom Software	Not Available	Comments
	Days of the Week				
	Class Format				
	Training Type				
	Level of Training				
	Remarks (free-form narrative)				
11.	Ability to enter and maintain the following cost related information for each scheduled course record:				
	Expense Type				
	Amount				
	General Ledger Account				
	Percentage				
12.	Ability to indicate all subjects associated with the scheduled course, including instructor and attendees.				
13.	Ability to select scheduled course attendees by entering individual personnel subjects, linking to master name files, entering names in free-form narrative, or by group, which displays all subjects associated with a selected FDID, Station, Shift or Unit. Individuals from group lists can be selected for inclusion or exclusion.				
14.	Ability to enter and maintain information about the registered attendees' course results (grade/score), see at-a-glance all of the objectives associated with a current scheduled course, and track which objectives have been completed by which attendees.				
15.	Ability to attach multiple supporting documents of various types to each scheduled course record.				
16.	Ability to search for existing scheduled course records based on the following user-defined search criteria:				
	FDID				
	Course Code				
	Course Number				
	Provider				
	Location				
	Instructor				
	Program				
	Course Start Date/Time Range				
17.	Ability to create, maintain and track training program records.				
18.	Ability to associate multiple required courses with a training program.				
19.	Ability to associate personnel with a training program by selecting individual personnel subjects or a group, which displays all personnel associated with a selected FDID, Station, Shift or Unit. Individuals associated with a group can be selected for inclusion or exclusion.				

Appendix D: Signature Page

UNSIGNED BIDS CANNOT BE CONSIDERED***

A Contractor shall not assign any Purchase Order or Contract or any monies due therefrom without prior approval of the Chief Procurement Officer, the Chief Financial Officer and in some cases the City Council. Contact the Purchasing Agent for proper procedure.

IN THE FURTHER DESCRIPTION OF THIS PROPOSAL, WE SUBMIT INFORMATION IDENTIFIED AS FOLLOWS:

BIDDING UNDER THE NAME OF: _____

(PRINT FULL LEGAL NAME)

(PURCHASE ORDER WILL BE ISSUED AND PAYMENT WILL BE MADE ONLY IN THE NAME ABOVE. ALL PAYMENTS ARE TO BE MAILED. VENDOR PICK-UP OF PAYMENT IS NOT ACCEPTABLE)

MAILING ADDRESS: _____

(ZIP CODE)

PAYMENT MAILING ADDRESS: _____

(IF DIFFERENT FROM ABOVE) _____

(ZIP CODE)

BUSINESS ADDRESS: _____

(CHECK ONE):

LEASE ____ RENT ____ OWN ____

(ZIP CODE)

FEDERAL EMPLOYER ID #: _____

CHECK ONE:

() CORPORATION, Incorporated Under The Laws Of The State Of _____

If Other Than Michigan Corporation, Licensed To Do Business In Michigan? ____ YES ____ NO

() PARTNERSHIP, Consisting of (List Partners)

() ASSUMED NAME (Register No.) _____

() INDIVIDUAL

IF NOT SIGNED BY OFFICER OF FIRM, THE PERSON SIGNING MUST HAVE AUTHORITY TO COMMIT THE FIRM CONTRACTUALLY TO THIS BID.

The authorized signature affirms that the proposal will remain firm for a period of one hundred twenty (120) days from its due date and thereafter until withdrawn, in writing, or a contract is executed, or the procurement is terminated by the City of Detroit, whichever occurs first.

E-MAIL _____

AUTHORIZED SIGNATURE:

DATE _____

SIGNED: _____

TELEPHONE NO. _____

PRINTED _____

FAX NO. _____

TITLE _____

CELL PHONE NUMBER _____

TITLE/POSITION _____

ALTERNATE COMPANY CONTACT

***THIS FORM MUST BE FILLED IN ITS ENTIRETY. FAILURE TO COMPLETE FORM WILL BE CAUSE FOR REJECTION.**

Appendix E: Clearance Forms

CLEARANCE NOTIFICATION

Any bidder or vendor may apply for clearance certificates. Before the City can award a contract to a successful bidder, that bidder must obtain and provide clearance certificates to the City of Detroit Purchasing Division.

ALL BIDDERS AND POTENTIAL VENDORS ARE ADVISED TO OBTAIN PRE-APPROVALS UTILIZING THE ATTACHED CLEARANCE REQUEST FORMS SO AS NOT TO DELAY OR JEOPARDIZE CONTRACT AWARD.

Clearance certificates are statements of bidder compliance with applicable City of Detroit Ordinances and are required prior to award of contracts. The clearance certificates must be obtained from each of the following departments and divisions:

1. **Income Tax Division**, Finance Department
512 Coleman A. Young Municipal Center
Detroit, MI 48226
Telephone: (313) 224-3329
2. **Revenue Collection Division**, Finance Department
1012 Coleman A. Young Municipal Center
Detroit, MI 48226
Telephone: (313) 224-4087

FAILURE TO PROVIDE ALL REQUIRED CLEARANCES WITHIN THE TIME ALLOWED MAY RESULT IN THE REJECTION OF QUOTES, BIDS AND/OR PROPOSALS.

After the evaluation of quotes, bids or proposals the City will send (via E-MAIL or by First Class mail to the E-MAIL or MAILING ADDRESS indicated on the signature page of the bid form) notifications to the two lowest responsive and responsible bidders that they must obtain and provide the Purchasing Division with clearance certificates within ten (10) business days after date of request. The vendor and/or bidder shall be responsible for any mailing delays or failure of the U. S. Postal Service to deliver.

3. **Human Rights Department Affidavit (effective 12/1/2010)** must be completed in its entirety, notarized and submitted with your bid. Failure to submit completed affidavit with your bid will (disqualify your bid for non-compliance) or (will be cause for rejection).
4. **Slavery Era Affidavit:** Require all bidders to submit a signed and notarized Slavery Era Records and Insurance Disclosure Affidavit per Chapter 18, Article V of the Purchasing Ordinance. The Ordinance requires the Vendor to disclose any records within its possession or knowledge relating to investments or profits from the slave industry, including insurance policies issued to slave holders that provided coverage for injury, death or other loss related to slaves who were held during the slavery era in the US.
5. **Hiring Policy Compliance (Effective 7/1/2012):** All Bid responses to this Request For Proposal (RFP) or responses to this Request For Qualifications (RFQ) must include the attached Hiring Policy Compliance Affidavit executed by the same individual who signs the Bid. A Bid submitted without this Affidavit and a copy of their application to verify compliance will be deemed non-responsive and will not be evaluated.



REQUEST FOR INCOME TAX CLEARANCE

REQUESTING DEPARTMENT/DIVISION: _____

E-MAIL ADDRESS: _____

CONTACT NAME: _____ PHONE: _____ FAX: _____

Type of Clearance: New Renewal (Please submit 30 days prior to submitting bid or expiration date)

<p>To: A. City of Detroit Income Tax Division Coleman A. Young Municipal Center 2 Woodward Avenue, Ste. 1220 Detroit, MI 48226</p> <p>Phone: (313) 224-3328 or 224-3329 Fax: (313) 224-4588</p>	<p>For: Individual or Company Name _____</p> <p>Address _____</p> <p>_____</p> <p>City _____</p> <p>State _____ Zip Code _____</p> <p>Telephone _____ Fax # _____</p> <p>E-mail Address _____</p>
---	---

B. Name of Chief Financial Officer/Authorized Contact Person (include address if different from above)	Telephone # _____
	Fax # _____
Employer Identification or Social Security Number	Spouse Social Security Number

Nature of Contract _____ **BID CONTRACT AMOUNT (if known):**
Labor: \$ _____ **Material: \$** _____

_____ **Contract # (if known)** _____

C. ALL QUESTIONS MUST BE ANSWERED TO EXPEDITE APPROVAL PROCESS. ANY QUESTION NOT ANSWERED MAY RESULT IN A DENIAL OF INCOME TAX CLEARANCE.

Check One: Individual Corporation Partnership Estate & Trust

INDIVIDUALS ANSWER QUESTIONS 1,2,3,4.

- Have you filed joint returns with spouse during the last seven (7) years? (If yes, include spouse SSN above) Yes No
- Are you a student, and/or claimed as a dependent on someone else's tax return? Yes No
- Were you employed in the City of Detroit during the last seven (7) years? Yes No
- Were you a resident of Detroit during the last seven (7) years? Yes No

CORPORATIONS AND PARTNERSHIPS ANSWER QUESTIONS 5,6,7.

- Is the company a new business in Detroit? If yes, attach Employer Registration (Form DSS-4). Yes No
- Will the company have employees working in Detroit? Yes No
- Will the company use sub-contractors or independent contractors in Detroit? Yes No

D. FOR INCOME TAX USE ONLY

Has the contractor complied with the provisions of the City Income Tax Ordinance?

<input type="checkbox"/> Yes	<input type="checkbox"/> No	Signature _____	Date _____	Expires _____
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Signature _____	Date _____	Expires _____
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Signature _____	Date _____	Expires _____

VISIT OUR WEBSITE FOR INFORMATION AND TAX FORMS AT: www.detroitmi.gov

NOTE: An approved Income Tax Certificate may be used in multiple city wide departments that require a bid. Please e-mail your completed request form (preferably in pdf format) to: IncomeTaxClearance@detroitmi.gov.

Requirements For Income Tax Clearance

Background. The City of Detroit is authorized to levy an income tax under the Uniform City Income Tax Ordinance (No.900-F) set forth in Chapter 2 of Act 284 of the Public Acts of 1964, known as the "City Income Tax Act." "No bid shall be accepted from or contract awarded to any person who is in arrears to the City..." see Detroit codes: Sec.18-5-13, Sec. 18-10-25 and General Conditions# 28.

What Is An Income Tax Clearance? An **approved** Income Tax Clearance states that an individual, business or subcontractor seeking employment or contracts with the City of Detroit has complied with all the provisions of the City Income Tax Ordinance. Contractors (individuals, businesses or Subcontractors) cannot be awarded a contract and are not authorized to perform services until they are in compliance with the City Income Tax Ordinance. **The "Request for Income Tax Clearance" form should be submitted 30 days prior to the submission for new bids or renewals of contract extensions.** Please e-mail your completed request form (preferably in pdf format) to: IncomeTaxClearance@detroitmi.gov

Requirements For Individuals. Individuals must file returns and pay income taxes, and not have any unpaid assessments. Detroit residents must file form D-1040(R). If a taxpayer claims a non-resident status, proof will be required (copy of lease, mortgage closing statements, drivers license, voter's registration, ect.). If an individual seeking a tax clearance reside within the City, but claimed dependent status on another person's tax return, or received assistance, proof may be required.

Requirements For Businesses. Businesses must file Corporation (D-1120) or Partnership (D-1065) returns, regardless of net profit or loss. Non-profit organizations are required to file D-1120 tax return based on non-related income. All employers located in the City or "doing business within the City" must withhold City of Detroit income taxes from employees' compensation. Employers subject to withholding tax must file monthly or quarterly forms D-941/501, as well as, form DW-3 (Annual Reconciliation) with W2's. All assessments must be paid. New employers must request an Employer's Package and register with the City by completing and submitting an Employer's Withholding Registration form DSS-4. Contractors must supply a list of subcontractors with federal identification numbers or social security numbers. Contractors must also supply the federal identification numbers used for their leased employees.

Income Tax Clearance Denials. Income Tax Clearances are denied based on one or more of the following reasons:

1. Missing withholding payments, DW-3 Annual Reconciliation with W2's,
2. Unpaid assessments
3. Missing tax returns

Related data regarding taxpayers are confidential, therefore, reasons for denial are given only to the taxpayer or authorized representative with power of attorney. Taxpayers with denied clearances may visit our office to obtain information about their account or to submit requested information.

Appointments are not necessary. For additional information contact the Clearance Section at (313) 224-3328 or (313) 224-3329. Our office is located in the Coleman A. Young Municipal Center, 2 Woodward Avenue, Suite 1220. Office hours are 8:00 a.m. to 4:00 p.m., Monday through Friday.

PURCHASING DIVISION VENDOR CLEARANCE REQUEST

REVENUE COLLECTION CLEARANCE

All Purchasing Division vendors in compliance with Ordinance 52-H (No outstanding obligations to the City of Detroit) requirements will receive an approved Revenue Collection Clearance. Copies of the approved clearance may be submitted with bid packages until the clearance expiration date. Revenue Collection Unit clearances may have various validity dates--usually within the same fiscal year.

VENDOR CLEARANCE REQUESTS

Purchasing Division clearance requests will be called Purchasing Division Vendor Clearance Request.

The vendor request provides for submission of all pertinent data relating to the business or individual seeking the contract. It must be filled out in its entirety and submitted along with any additional documentation, such as:

- (1) Copies of lease and/or rental agreements, if the real property does not belong to the applicant
- (2) Federal I.D. number or SS#, if a sole proprietor.
- (3) Personal Property tax I.D. number, if applicable. If you do not know your number or need to apply for one, you must go to Room 607 for this information.

Missing and/or inaccurate information may result in processing delays.

INTERNAL PROCESSING

DOCUMENT REVIEW TAKES FIVE (5) WORKING DAYS. IT IS THE VENDOR'S RESPONSIBILITY TO PROVIDE REQUIRED DOCUMENTATION IN TIME FOR A REVIEW AND RECOMMENDATION PRIOR TO THE BID ENDING DATE.

CLEARANCE REQUESTS MAY BE DROPPED OFF ON ALL NORMAL WORK DAYS BETWEEN 8:30 A.M. AND 4:30 P.M. IN ROOM 1012 OF THE COLEMAN A. YOUNG MUNICIPAL CENTER. A TRAY LABELED VENDOR CLEARANCES WILL BE AVAILABLE ON THE FRONT COUNTER. PICKUP OF COMPLETED FORMS CAN BE MADE AFTER 8:30 A.M. THE FIFTH WORKING DAY (NO SATURDAYS OR SUNDAYS) AFTER SUBMISSION

NO ONE WILL BE AVAILABLE TO ANSWER QUESTIONS AT THE TIME OF SUBMISSION.

DENIED REQUESTS WILL INCLUDE THE REASON FOR DENIAL.

VENDORS IN POSSESSION OF AN EXPIRED APPROVED CLEARANCE SHOULD SUBMIT THE EXPIRED CLEARANCE WITH THEIR REQUEST.

CITY OF DETROIT

ACCOUNTS RECEIVABLE CLEARANCE APPLICATION
2 WOODWARD AVENUE, SUITE 105, COLEMAN A YOUNG MUNICIPAL CENTER
REVENUE COLLECTIONS UNIT (313) 224-4087 / FAX: 224-4238 / RevenueCollections@DetroitMi.gov

SECTION A: BUSINESS LICENSE BUDGET CITY COUNCIL DDOT DPW FINANCE FIRE HEALTH
HUMAN RIGHTS LAW MAYOR OMBUDSMAN PLANNING& DEVELOPMENT POLICE PURCHASING
RECREATION WATER & SEWAGE OTHER _____

ADDRESS OF DEPARTMENT _____

DATE SENT _____ CONTACT PERSON _____

PHONE NUMBER _____ FAX NUMBER _____ EMAIL _____

CONTRACT AMOUNT \$ _____

SECTION B: CORPORATION LICENSE TYPE _____

CORPORATION NAME _____

ADDRESS _____ CITY/STATE/ZIP _____ OWN LEASE

CITY PERSONAL PROPERTY NUMBER _____ **FID / EIN NUMBER** _____

OTHER CITY-OWNED PROPERTY PARCELS _____

CONTACT PERSON _____ PHONE NUMBER _____ **EMAIL ADDRESS** _____

SECTION C: PARTNERSHIP LICENSE TYPE _____

BUSINESS NAME _____

BUSINESS ADDRESS _____ CITY/STATE/ZIP _____ OWN LEASE

CITY PERSONAL PROPERTY NUMBER _____ **FID / EIN NUMBER** _____

A: PARTNER'S NAME _____ **PHONE NUMBER** _____

HOME ADDRESS _____ CITY/STATE/ZIP _____ OWN LEASE

DRIVER'S LICENSE # _____ OTHER CITY-OWNED PROPERTY PARCELS _____

B. PARTNER'S NAME _____ **PHONE NUMBER** _____

HOME ADDRESS _____ CITY/STATE/ZIP _____ OWN LEASE

DRIVER'S LICENSE # _____ OTHER CITY-OWNED PROPERTY PARCELS _____

CONTACT PERSON _____ PHONE NUMBER _____ **EMAIL ADDRESS** _____

SECTION D: SOLE PROPRIETORSHIP LICENSE TYPE _____

BUSINESS NAME _____

BUSINESS ADDRESS _____ CITY/STATE/ZIP _____ OWN LEASE

CITY PERSONAL PROPERTY NUMBER _____ **FID / EIN NUMBER** _____

OWNER'S NAME _____ DRIVER'S LICENSE # _____ PHONE NUMBER _____

HOME ADDRESS _____ CITY/STATE/ZIP _____ OWN LEASE

OTHER CITY-OWNED PROPERTY PARCELS _____

EMAIL ADDRESS _____

SECTION E: PERSONAL SERVICES

NAME _____ ADDRESS _____ OWN LEASE

CITY/STATE/ZIP _____

PHONE NUMBER _____ DRIVER LICENSE # _____

OTHER PROPERTY ADDRESSES OWNED IN WITHIN DETROIT _____

SOCIAL SECURITY NUMBER _____ **EMAIL ADDRESS** _____

FOR TREASURY COLLECTION USE ONLY:

APPROVED _____	DENIED _____	DENIED WITH ATTACHMENTS _____
SIGNATURE _____	DATE _____	CLEARANCE VALID UNTIL _____

REVISED 7-12-2012
COVENANT OF EQUAL OPPORTUNITY
(Application for Clearance – Terms Enforced After Contract is Awarded)

I, being duly authorized representative of the _____, (hereinafter "Contractor"), am hereby authorized to enter into a Covenant of Equal Opportunity, (hereinafter "Covenant") with the City of Detroit, ("hereinafter" City); obligating the Contractor and all sub-contractors not to discriminate against any employee or applicant for employment, training, education, or apprenticeship connected directly or indirectly with the performance of the contract, with respect to his/her hire, promotion, job assignment, tenure, terms, conditions or privileges of employment because of race, color, religious beliefs, public benefit status, national origin, age, marital status, disability, sex, sexual orientation, or gender identity or expression; except as otherwise exempted under City Code, Ordinance No. 27-2-12.

Contractor will ensure that the City of Detroit Human Rights Department shall receive notification of all potential sub-contractors and a copy of their Covenant prior to the commencement of work on any City of Detroit contract. Contractor further agrees that the City of Detroit reserves the right to require additional information prior to, during, and at any time after the Covenant is fully executed.

Furthermore, Contractor agrees that this Covenant is valid for the life of the contract and/or for a specified period of time as indicated below and that a breach of this Covenant shall be deemed a material breach of contract and be subject to damages pursuant to City Code, Ordinance No. 27-3-2, Section (e).

RFQ / PO No.: (if applicable) _____

Duration of Covenant _____

Printed Name of Contractor/Organization _____
(Type or Print Legibly)

Contractor Address: _____, _____, _____
(City) (State) (Zip)

Contractor Phone/E-mail _____ / _____

Printed Name & Title of Authorized Representative _____

Signature of Authorized Representative _____

Date _____

*** This document MUST be notarized ***

Signature of Notary: _____

Printed Name of Seal of Notary: _____

My Commission Expires: _____ / _____ / _____

FOR CONTRACTING DEPARTMENT USE ONLY:

Date Rec'd: ___/___/___ Received by: _____ Title: _____

Please fax a copy of the notarized Covenant and Award Letter to the Human Rights Department (313) 224-3434

SLAVERY ERA RECORDS AND INSURANCE DISCLOSURE ORDINANCE

NOTICE OF ENACTMENT OF ORDINANCE
TO: THE PEOPLE OF DETROIT, MICHIGAN
(On June 23, 2004, the City of Detroit adopted the following Ordinance)

ORDINANCE NO. 20-04
CHAPTER 18
ARTICLE V

AN ORDINANCE TO AMEND CHAPTER 18, ARTICLE V, OF THE 1984 DETROIT CITY CODE, TITLED "PURCHASES AND SUPPLIES." BY ADDING DIVISION 7. TITLED "SLAVERY ERA RECORDS AND INSURANCE DISCLOSURE." WHICH SHALL CONSIST OF SECTIONS 18-5-91 THROUGH 18-5-93, TO REQUIRE, AS PART OF THE CONTRACTING PROCESS, THAT EACH CONTRACTOR WITH WHICH THE CITY ENTERS INTO A CONTRACT SEARCH ITS RECORDS AND THOSE OF ANY PREDECESSOR ENTITY, AND SUBMIT AN AFFIDAVIT DISCLOSING ANY RECORDS WITHIN ITS POSSESSION OR KNOWLEDGE RELATING TO INVESTMENTS OR PROFITS FROM THE SLAVE INDUSTRY, INCLUDING INSURANCE POLICIES ISSUED TO SLAVE HOLDERS THAT PROVIDED COVERAGE FOR INJURY, DEATH OR OTHER LOSS RELATED TO SLAVES WHO WERE HELD DURING THE SLAVERY ERA IN THE UNITED STATES.

AN ORDINANCE to amend Chapter 18, Article V, of the 1984 Detroit City Code, titled "Purchases and Supplies." by adding Division 7. titled "Slavery Era Records and Insurance Disclosure." which shall consist of Sections 18-5-91 through 18-5-93, to require, as part of the contracting process, that each contractor with which the City enters into a contract search its records and those of any predecessor entity, and submit an affidavit disclosing any records within its possession or knowledge relation to investments or profits from the slave industry, including insurance policies issued to slave holders that provided coverage for injury, death or other loss related slaves who were held during the slavery era in the United States.

IT IS HEREBY ORDAINED BY THE PEOPLE OF THE CITY OF DETROIT THAT:

Section 1. Chapter 18, Article V, of the 1984 Detroit City Code, titled "Purchases and Supplies." by adding Division 7. titled "Slavery Era Records and Insurance Disclosure." which shall consist of Sections 18-5-91 through 18-5-93, to read as follows:

DIVISION 7. SLAVERY ERA RECORDS AND INSURANCE DISCLOSURE.

Sec. 18-5-91. Scope.

- (a) This division shall apply to each contractor for goods or services with which the City enters into a contract, whether or not the contract is subject to competitive bid.
- (b) Each contractor shall be responsible for searching and disclosing records of the entity which proposes to enter into a contract with the City as well as all records of any predecessor entity that are within the possession or knowledge of the contractor regarding records of Investments or profits from the slave Industry, including records of any insurance policies issued to slave holders which provided coverage for injury, death, or other loss related to slaves who were held during the slavery era in the United States.

SLAVERY ERA RECORDS AND INSURANCE DISCLOSURE ORDINANCE

Sec. 18-5-92. Affidavit of disclosure required.

- (a) As part of its contract package, each contractor with which the City enters into a contract shall submit to the Finance Department Purchasing Division prior to the submission to City Council or approval of such contract, an affidavit that discloses the information indicated in Subsection (b) and (c) of this section. The affidavit shall be on a form provided by the Finance Department Purchasing Division.
- (b) The affidavit shall verify that the contractor has searched all records of the entity which proposes to enter into a contract with the City, as well as all records of any predecessor entity, that are within the possession or knowledge of the contractor regarding records of investments or profits from the slave industry, including records of any insurance policies issued to slave holders which provided coverage for injury, death, or other loss related to slaves who were held during the slavery era in the United states.
- (c) The affidavit shall disclose ay information discovered during the search regarding investments or profits from slavery or slave holder insurance policies which accrued to the current entity or to any predecessor entity, including the names of any slaves or slave holders that are described in such records or are otherwise within the knowledge of the contractor.

Sec 18-5-93. Voidability of contract.

- (a) Failure to comply with this division shall render the contract voidable by the City.
- (b) A determination to void the contract for failure to comply with this division shall be made by the Director of the Finance Department at any time after reviewing, or become aware of, information which indicates that a contractor has failed to comply with this division.

Sec 18-5-94—18-5-100. Reserved.

Section 2. All ordinances, or parts of ordinances, that conflict with this ordinance are repealed.

Section 3. This ordinance is declared necessary for the preservation of the public peace, health, safety, and welfare of the People of the City of Detroit.

Section 4. In the event that this ordinance is passed by a two-thirds majority of City Council Members serving, it shall be given immediate effect and shall become effective upon publication in accordance with Section 4-116 of the 1997 Detroit City Charter,. Where this ordinance is passed by less than a two-thirds (2/3) majority of City Council Members serving., it shall become effective no later that thirty (30) days after enactment, or on the first business day thereafter in accordance with Section 4-115 of the 1997 Detroit City Charter.

(J.C.C.p.) May 5, 2004
Passed: June 23, 2004
Published: July 19, 2004
Effective: July 19, 2004
 JACKIE L. CURRIE
 City Clerk

CITY OF DETROIT
SLAVERY ERA RECORDS AND INSURANCE DISCLOSURE AFFIDAVIT

1. Name of Contractor: _____

2. Address of Contractor: _____

3. Name of Predecessor Entities (if any): _____

4. Prior Affidavit submission? ___ No ___ Yes, on: _____
(Date of prior submission)

If "No", complete Items 5 and 6.

If "Yes", list date of prior submission above, go to Item 6 and execute this Affidavit.

5. ___ Contractor was established in _____ (year) and did not exist during the slavery era in the United States, is not a successor in interest to any entity that existed during such time, and therefore has no relevant records to search, or any pertinent information to disclose.

___ Contractor has searched their records and those of any predecessor entity, and has found no records that they or any predecessor(s) made any investments in, or derived profits from the slave industry or from slave holder insurance policies.

___ Contractor has found records that they or their predecessor(s) made investments in, or derived profits from, the slave industry or slave holder insurance policies. The nature of the investment, profits, or insurance policies, including the names of any slaves or slave holders, is disclosed in the attached document(s).

6. I declare that the representations made in this Affidavit are accurate to the best of my knowledge and are based upon a diligent search of records in the Contractor's possession or knowledge. All documentation attached to this Affidavit reflects full disclosure of all records that are required to be disclosed to the City of Detroit. I also acknowledge that any failure to conduct a diligent search, or to make a full and complete disclosure, shall render this contract voidable by the City of Detroit.

_____ (Printed Name) _____ (Title)

_____ (Signature) _____ (Date)

Subscribed and sworn to before me
this _____ day of _____

Notary Public, _____ County, Michigan
My Commission expires: _____

Hiring Policy Compliance

Summary

City of Detroit Ordinance No. 29-11 approved by the City Council on November 22, 2011 amends, the City's Purchasing Ordinance, Chapter 18 of the 1984 Detroit City Code, *Finance and Taxation*, Article V, *Purchases and Supplies*, by adding Division 6, *Criminal Conviction Questions for City Contractors*, which consists of Sections 18-5-81, 18-5-82, 18-5-83, 18-5-84, 18-5-85 and 18-5-86. This added language provides for prohibiting City contractors from inquiring regarding criminal conviction questions for applicants to fulfill City contracts until the contractor interviews the applicant or determines the applicant is qualified. It further provides for certain exceptions to the prohibition and requires City contractors to submit an affidavit with a copy of their application to make bids or proposals. Bids which do not comply with this division are deemed non-responsive and the City is permitted to deem contractor(s) in breach.

Appendix F: Services Contract (Sample)

PROFESSIONAL SERVICES CONTRACT

BETWEEN

CITY OF DETROIT, MICHIGAN

AND

CONTRACT NO.

CONTRACT PROVISIONS

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Article 2.	Engagement of Contractor	3
Article 3.	Contractor's Representations and Warranties	4
Article 4.	Contract Effective Date and Time of Performance.....	5
Article 5.	Data to Be Furnished Contractor	5
Article 6	Personnel and Contract Administration	5
Article 7.	Compensation	6
Article 8.	Maintenance and Audit of Records.....	7
Article 9.	Indemnity	8
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Article 11.	Default and Termination	11
Article 12.	Assignment	14
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**CITY OF DETROIT
PROFESSIONAL SERVICES CONTRACT**

This Professional Services Contract (“Contract”) is entered into by and between the City of Detroit, a Michigan municipal corporation, acting by and through its _____ (name of department) Department (“City”), and _____, a _____, with its principal place of business located at _____, with its principal place of business located at _____ (“Contractor”).
(name of contractor) (state of the union)
(form of business, e.g. corporation, LLC)
(complete address)

Recitals:

Whereas, the City desires to engage the Contractor to render certain software and technical or professional services (“Services”) as set forth in this Contract; and

Whereas, the Contractor desires to perform the Services as set forth in this Contract; and

Accordingly, the parties agree as follows:

**Article 1.
Definitions**

1.01 The following words and expressions or pronouns used in their stead shall be construed as follows:

"Additional Services" shall mean any services in addition to the services set forth in Exhibit A that are related to fulfilling the objectives of this Contract and are agreed upon by the parties by written Amendment.

"Amendment" shall mean modifications or changes in this Contract that have been mutually agreed upon by the City and the Contractor in writing and approved by the City Council.

"Associates" shall mean the personnel, employees, consultants, subcontractors, agents, and parent company of the Contractor or of any Subcontractor, now existing or subsequently created, and their agents and employees, and any entities associated, affiliated, or subsidiary to the Contractor or to any subcontractor, now existing or subsequently created, and their agents and employees.

"City" shall mean the City of Detroit, a municipal corporation, acting through the office or department named in the Contract as contracting for the Services on behalf of the City.

"City Council" shall mean the legislative body of the City of Detroit.

"Contract" shall mean each of the various provisions and parts of this document, including all attached Exhibits and all Amendments, as executed and approved by the appropriate City departments or offices and by the City Council.

"Contractor" shall mean the party that contracts with the City by way of this Contract, whether an individual, sole proprietorship, partnership, corporation, or other form of business organization, and its heirs, successors, personnel, agents, employees, representatives, executors, administrators and assigns.

"Exhibit A" is the Scope of Services for this Contract and sets forth all pertinent data relating to performance of the Services.

"Exhibit B" is the Fee Schedule for this Contract and sets forth the amount of compensation to be paid to the Contractor, including any Reimbursable Expenses, and any applicable hourly rate information.

"Records" shall mean all books, ledgers, journals, accounts, documents, and other collected data in which information is kept regarding the performance of this Contract.

"Reimbursable Expenses" shall mean only those costs incurred by the Contractor in the performance of the Services, such as travel costs and document reproduction costs, that are identified in Exhibit B as reimbursable.

"Services" shall mean all work that is expressly set forth in Exhibit A, the Scope of Services, and all work expressly or impliedly required to be performed by the Contractor in order to achieve the objectives of this Contract.

"Subcontractor" shall mean any person, firm or corporation, other than employees of the Contractor, that contracts with the Contractor, directly or indirectly, to perform in part or assist the Contractor in achieving the objectives of this Contract.

"Technology" shall mean any and all computer-related components and systems, including but not limited to computer software, computer code, computer programs, computer hardware, embedded integrated circuits, computer memory and data storage systems, whether in the form of read-only memory chips, random access memory chips, CD-ROMs, floppy disks, magnetic tape, or some other form, and the data retained or stored in said computer memory and data storage systems.

"Unauthorized Acts" shall mean any acts by a City employee, agent or representative that are not set forth in this Contract and have not been approved by City Council as part of this Contract.

"Work Product" shall mean the originals, or copies when originals are unavailable, of all materials prepared by the Contractor under this Contract or in anticipation of this Contract, including but not limited to Technology, data, studies, briefs, drawings, maps, models, photographs, files, records, computer printouts, estimates, memoranda,

computations, papers, supplies, notes, recordings, and videotapes, whether such materials are reduced to writing, magnetically or optically stored, or kept in some other form.

Article 2. Engagement of Contractor

- 2.01 By this Contract, the City engages the Contractor and the Contractor hereby agrees to faithfully and diligently perform the Services set forth in Exhibit A, in accordance with the terms and conditions contained in this Contract.
- 2.02 The Contractor shall perform in a satisfactory manner as shall be determined within the sole discretion of the City. In the event that there shall be any dispute between the parties with regard to the extent, character and progress of the Services to be performed or the quality of performance under this Contract, the interpretation and determination of the City shall govern.
- 2.03 The Contractor shall confer as necessary and cooperate with the City in order that the Services may proceed in an efficient and satisfactory manner. The Services are deemed to include all conferences, consultations and public hearings or appearances deemed necessary by the City to ensure that the Contractor will be able to properly and fully perform the objectives as set forth in this Contract.
- 2.04 All Services are subject to review and approval of the City for completeness and fulfillment of the requirements of this Contract. Neither the City's review, approval nor payment for any of the Services shall be construed to operate as a waiver of any rights under this Contract, and the Contractor shall be and will remain liable in accordance with applicable law for all damages to the City caused by the Contractor's negligent performance or nonperformance of any of the Services furnished under this Contract.
- 2.05 The Services shall be performed as set forth in Exhibit A, or at such other locations as are deemed appropriate by the City and the Contractor for the proper performance of the Services.
- 2.06 The City and the Contractor expressly acknowledge their mutual understanding and agreement that there are no third party beneficiaries to this Contract and that this Contract shall not be construed to benefit any persons other than the City and the Contractor.
- 2.07 It is understood that this Contract is not an exclusive services contract, that during the term of this Contract the City may contract with other firms, and that the Contractor is free to render the same or similar services to other clients, provided the rendering of such services does not affect the Contractor's obligations to the City in any way.

Article 3. Contractor's Representations and Warranties

3.01 To induce the City to enter into this Contract, the Contractor represents and warrants that the Contractor is authorized to do business under the laws of the State of Michigan and is duly qualified to perform the Services as set forth in this Contract, and that the execution of this Contract is within the Contractor's authorized powers and is not in contravention of federal, state or local law.

3.02 The Contractor makes the following representations and warranties as to any Technology it may provide under this Contract:

- (a) That all Technology provided to the City under this Contract shall perform according to the specifications and representations set forth in Exhibit A and according to any other specifications and representations, including any manuals, provided by the Contractor to the City;
- (b) That the Contractor shall correct all errors in the Technology provided under this Contract so that such technology will perform according to Contractor's published specifications;
- (c) That the Contractor has the full right and power to grant the City a license to use the Technology provided pursuant to this Contract;
- (d) That any Technology provided by Contractor under this Contract is free of any software, programs or routines, commonly known as "disabling code," that are designed to cause such Technology to be destroyed, damaged, or otherwise made inoperable in the course of the use of the Technology;
- (e) That any Technology containing computer code and provided under this Contract is free of any known or discoverable computer program, code or set of instructions, commonly known as a "computer virus," that is not designed to be a part of the Work Product and that, when inserted into the computer's memory: (i) duplicates all or part of itself without specific user instructions to do so, or (ii) erases, alters or renders unusable any Technology with or without specific user instructions to do so, or (iii) that provide unauthorized access to the Technology; and
- (f) That all Technology shall be delivered new and in original manufacturer's packaging and shall be fully warranted for repair or replacement during the term of this Contract as amended or extended.
- (g) That any Technology that it is provided to the City shall:

- (1) Accurately recognize and process all time and date data including, but not limited to, daylight savings time and leap year data, and
- (2) Use accurate same-century, multi-century, and similar date value formulas in its calculations, and use date data interface values that accurately reflect the correct time, date and century.

Article 4.

Contract Effective Date and Time of Performance

- 4.01 This Contract shall be approved by the required City departments, approved by the City Council, and signed by the City's Purchasing Director. The effective date of this Contract shall be the date upon which the Contract has been authorized by resolution of the City Council.
- 4.02 Prior to the approvals set forth in Section 4.01, the Contractor shall have no authority to begin work on this Contract. The Finance Director shall not authorize any payments to the Contractor, nor shall the City incur any liability to pay for any services rendered or to reimburse the Contractor for any expenditure, prior to such award and approvals.
- 4.03 The City and the Contractor agree that the commencement and duration of the Contractor's performance under this Contract shall be determined as set forth in Exhibit A.

Article 5.

Data To Be Furnished Contractor

- 5.01 Copies of all information, reports, records, and data as are existing, available, and deemed necessary by the City for the performance of the Services shall be furnished to the Contractor upon the Contractor's request. With the prior approval of the City, the Contractor will be permitted access to City offices during regular business hours to obtain any necessary data. In addition, the City will schedule appropriate conferences at convenient times with administrative personnel of the City for the purpose of gathering such data.

Article 6.

Contractor Personnel and Contract Administration

- 6.01 The Contractor represents that, at its own expense, it has obtained or will obtain all personnel and equipment required to perform the Services. It warrants that all such personnel are qualified and possess the requisite licenses or other such legal qualifications to perform the services assigned. If requested, the Contractor shall supply a résumé of the managerial staff or consultants it proposes to assign to this Contract, as well as a dossier on the Contractor's professional activities and major undertakings.
- 6.02 The City may interview the Contractor's managerial staff and other employees assigned to this Contract. The Contractor shall not use any managerial staff or other employees to

whom the City objects and shall replace in an expedient manner those rejected by the City. The Contractor shall not replace any of the personnel working on this Contract with new personnel without the prior written consent of the City.

- 6.03 When the City deems it reasonable to do so, it may assign qualified City employees or others to work with the Contractor to complete the Services. Nevertheless, it is expressly understood and agreed by the parties that the Contractor shall remain ultimately responsible for the proper completion of the Services.
- 6.04 The relationship of the Contractor to the City is and shall continue to be that of an independent contractor and no liability or benefits, such as workers' compensation, pension rights or liabilities, insurance rights or liabilities, or other rights or liabilities arising out of or related to a contract for hire or employer/employee relationship shall arise or accrue to either party or either party's agent, Subcontractor or employee as a result of the performance of this Contract. No relationship other than that of independent contractor shall be implied between the parties or between either party's agents, employees or Subcontractors. The Contractor agrees to indemnify, defend, and hold the City harmless against any claim based in whole or in part on an allegation that the Contractor or any of its Associates qualify as employees of the City, and any related costs or expenses, including but not limited to legal fees and defense costs.
- 6.05 The Contractor warrants and represents that all persons assigned to the performance of this Contract shall be regular employees or independent contractors of the Contractor, unless otherwise authorized by the City. The Contractor's employees' daily working hours while working in or about a City of Detroit facility shall be the same as those worked by City employees working in the facility, unless otherwise directed by the City.
- 6.06 The Contractor shall comply with and shall require its Associates to comply with all security regulations and procedures in effect on the City's premises.

Article 7. Compensation

- 7.01 Compensation for Services provided shall not exceed the amount of _____ Thousand and 00/100 Dollars (_____.____), inclusive of expenses, and will be paid in the manner set forth in Exhibit B. Unless this Contract is amended pursuant to Article 16, this amount shall be the entire compensation to which the Contractor is entitled for the performance of Services under this Contract.

The City employee responsible for accepting performance under this Contract is:

(Name)
(Title)
(Address)
Detroit, Michigan _____ (ZIP Code)
Telephone: (313) _____
Facsimile: (313) _____

The City employee from whom payment should be requested is:

(Name)
(Title)
(Address)
Detroit, Michigan _____ (ZIP Code)
Telephone: (313) _____
Facsimile: (313) _____

**Article 8.
Maintenance and Audit of Records**

- 8.01 The Contractor shall maintain full and complete Records reflecting all of its operations related to this Contract. The Records shall be kept in accordance with generally accepted accounting principles and maintained for a minimum of three (3) years after the Contract completion date.
- 8.02 The City and any government-grantor agency providing funding under this Contract shall have the right at any time without notice to examine and audit all Records and other supporting data of the Contractor as the City or any agency deems necessary.
- (a) The Contractor shall make all Records available for examination during normal business hours at its Detroit offices, if any, or alternatively at its facility nearest Detroit. The City and any government-grantor agency providing funds for the Contract shall have this right of inspection. The Contractor shall provide copies of all Records to the City or to any such government-grantor agency upon request.
- (b) If in the course of such inspection the representative of the City or of another government-grantor agency should note any deficiencies in the performance of the Contractor's agreed upon performance or record-keeping practices, such deficiencies will be reported to the Contractor in writing. The Contractor agrees to promptly remedy and correct any such reported deficiencies within ten (10) days of notification.

- (c) Any costs disallowed as a result of an audit of the Records shall be repaid to the City by the Contractor within thirty (30) days of notification or may be set off by the City against any funds due and owing the Contractor, provided, however, that the Contractor shall remain liable for any disallowed costs exceeding the amount of the setoff.
- (d) Each party shall pay its own audit costs. However, if the dollar amount of the total disallowed costs, if any, exceeds three percent (3%) of the dollar amount of this Contract, the Contractor shall pay the City's audit costs.
- (e) Nothing contained in this Contract shall be construed or permitted to operate as any restriction upon the powers granted to the Auditor General by the City Charter, including but not limited to the powers to audit all accounts chargeable against the City and to settle disputed claims.

8.03 The Contractor agrees to include the covenants contained in Sections 8.01 and 8.02 in any contract it has with any Subcontractor, consultant or agent whose services will be charged directly or indirectly to the City for Services performed pursuant to this Contract.

Article 9. Indemnity

9.01 The Contractor agrees to indemnify, defend, and hold the City harmless against and from any and all liabilities, obligations, damages, penalties, claims, costs, charges, losses and expenses (including, without limitation, fees and expenses for attorneys, expert witnesses and other consultants) that may be imposed upon, incurred by, or asserted against the City or its departments, officers, employees, or agents by reason of any of the following occurring during the term of this Contract:

- (a) Any negligent or tortious act, error, or omission attributable in whole or in part to the Contractor or any of its Associates, except for an act, error or omission wholly attributable to the negligence of the City; and
- (b) Any failure by the Contractor or any of its Associates to perform their obligations, either express or implied, under this Contract; and
- (c) Any and all injury to the person or property of an employee of the City where such injury arises out of the Contractor's or any of its Associates performance of this Contract.

9.02 The Contractor shall examine all places where it will perform the Services in order to determine whether such places are safe for the performance of the Services. The Contractor undertakes and assumes all risk of dangerous conditions when not performing Services inside City offices. The Contractor also agrees to waive and release any claim or liability against the City for personal injury or property damage sustained by it or its

Associates while performing under this Contract on premises that are not owned by the City.

9.03 In the event any action shall be brought against the City by reason of any claim covered under this Article 9, the Contractor, upon notice from the City, shall at its sole cost and expense defend the same.

9.04 The Contractor agrees that it is the Contractor's responsibility and not the responsibility of the City to safeguard the property that the Contractor or its Associates use while performing this Contract. Further, the Contractor agrees to hold the City harmless for any loss of such property used by any such person pursuant to the Contractor's performance under this Contract.

9.05 The indemnification obligation under this Article 9 shall not be limited by any limitation on the amount or type of damages, compensation, or benefits payable under workers' compensation acts or other employee benefit acts.

9.06 The Contractor agrees that this Article 9 shall apply to all claims, whether litigated or not, that may occur or arise between the Contractor or its Associates and the City and agrees to indemnify, defend and hold the City harmless against any such claims.

**Article 10.
Insurance**

10.01 During the term of this Contract, the Contractor shall maintain the following insurance, at a minimum and at its expense:

<u>TYPE</u>	<u>AMOUNT NOT LESS THAN</u>
(a) Workers' Compensation	Michigan Statutory minimum
(b) Employers' Liability	\$500,000.00 minimum each disease \$500,000.00 minimum each person \$500,000.00 minimum each accident
(c) Commercial General Liability Insurance (Broad Form Comprehensive)	\$1,000,000.00 each occurrence \$2,000,000.00 aggregate
(d) Automobile Liability Insurance (covering all owned, hired and non-owned vehicles with personal and property protection insurance, including residual liability insurance under Michigan no fault insurance law)	\$1,000,000.00 combined single limit for bodily injury and property damage

- 10.02 The commercial general liability insurance policy shall include an endorsement naming the "City of Detroit" as an additional insured. The additional insured endorsement shall provide coverage to the additional insured with respect to liability arising out of the named insured's ongoing work or operations performed for the additional insured under the terms of this Contract. The commercial general liability policy shall state that the Contractor's insurance is primary and not excess over any insurance already carried by the City of Detroit and shall provide blanket contractual liability insurance for all written contracts.
- 10.03 Each such policy shall contain the following cross-liability wording: "In the event of a claim being made hereunder by one insured for which another insured is or may be liable, then this policy shall cover such insured against whom a claim is or may be made in the same manner as if separate policies had been issued to each insured hereunder."
- 10.04 All insurance required by this Contract shall be written on an occurrence-based policy form, if the same is commercially available.
- 10.05 The Commercial General Liability policy shall be endorsed to have the general aggregate apply to the Services provided under this Contract only.
- 10.06 If during the term of this Contract changed conditions or other pertinent factors should, in the judgment of the City, render inadequate the insurance limits, the Contractor shall furnish on demand such additional coverage or types of coverage as may be required under the circumstances. All such insurance shall be effected at the Contractor's expense, under valid and enforceable policies, issued by insurers licensed to conduct business in Michigan and are otherwise acceptable to the City.
- 10.07 All insurance policies shall name the Contractor as the insured and shall provide a commitment from the insurer that such policies shall not be canceled or reduced without at least thirty (30) days prior written notice to the City. Certificates of insurance evidencing the coverage required by this Article 10 shall, in a form acceptable to the City, be submitted to the City prior to the commencement of the Services and at least fifteen (15) days prior to the expiration dates of expiring policies.
- 10.08 If any work is subcontracted in connection with this Contract, the Contractor shall require each Subcontractor to effect and maintain the types and limits of insurance set forth in this Article 10 and shall require documentation of same, copies of which documentation shall be promptly furnished the City.
- 10.09 The Contractor shall be responsible for payment of all deductibles contained in any insurance required under this Contract. The provisions requiring the Contractor to carry the insurance required under this Article 10 shall not be construed in any manner as waiving or restricting the liability of the Contractor under this Contract.

Article 11.
Default and Termination

11.01 This Contract shall remain in full force and effect until the end of its term unless otherwise terminated for cause or convenience according to the provisions of this Article 11.

11.02 The City reserves the right to terminate this Contract for cause. Cause is an event of default.

- (a) An event of default shall occur if there is a material breach of this Contract, and shall include the following:
- (1) The Contractor fails to begin work in accordance with the terms of this Contract; or
 - (2) The Contractor, in the judgment of the City, is unnecessarily, unreasonably, or willfully delaying the performance and completion of the Work Product or Services; or
 - (3) The Contractor ceases to perform under the Contract; or
 - (4) The City is of the opinion that the Services cannot be completed within the time provided and that the delay is attributable to conditions within the Contractor's control; or
 - (5) The Contractor, without just cause, reduces its work force on this Contract to a number that would be insufficient, in the judgment of the City, to complete the Services within a reasonable time, and the Contractor fails to sufficiently increase such work force when directed to do so by the City; or
 - (6) The Contractor assigns, transfers, conveys or otherwise disposes of this Contract in whole or in part without prior approval of the City; or
 - (7) Any City officer or employee acquires an interest in this Contract so as to create a conflict of interest; or
 - (8) The Contractor violates any of the provisions of this Contract, or disregards applicable laws, ordinances, permits, licenses, instructions or orders of the City; or
 - (9) The performance of the Contract, in the sole judgment of the City, is substandard, unprofessional, or faulty and not adequate to the demands of the task to be performed; or

- (10) The Contractor fails in any of the agreements set forth in this Contract; or
 - (11) The Contractor ceases to conduct business in the normal course; or
 - (12) The Contractor admits its inability to pay its debts generally as they become due.
- (b) If the City finds an event of default has occurred, the City may issue a Notice of Termination for Cause setting forth the grounds for terminating the Contract. Upon receiving a Notice of Termination for Cause, the Contractor shall have ten (10) calendar days within which to cure such default. If the default is cured within said ten (10) day period, the right of termination for such default shall cease. If the default is not cured to the satisfaction of the City, this Contract shall terminate on the tenth calendar day after the Contractor's receipt of the Notice of Termination for Cause, unless the City, in writing, upon detailed written request from the Contractor, gives the Contractor additional time to cure the default. If the default is not cured to the satisfaction of the City within the additional time allowed for cure, this Contract shall terminate for cause at the end of the extended cure period.
- (c) If, after issuing a Notice of Termination for Cause, the City determines that the Contractor was not in default, the rights and obligations of the parties shall be the same as if the Notice of Termination had been issued as a Notice of Termination for Convenience. Alternatively, in the City's discretion, the Notice of Termination for Cause may be withdrawn and the Contract, if terminated, may be reinstated.
- (d) The Contractor shall be liable to the City for any damages it sustains by virtue of the Contractor's breach or any costs the City might incur in enforcing or attempting to enforce this Contract. Such costs shall include fees and expenses for attorneys, expert witnesses and other consultants. However, if the Contractor makes a written offer prior to the initiation of litigation or arbitration, then the City shall not be entitled to such attorney fees unless the City declines the offer and obtains a verdict or judgment for an amount more than ten percent (10%) above the amount of the Contractor's last written offer prior to the initiation of litigation or arbitration. The City may withhold any payment(s) to the Contractor, in an amount not to exceed the amount claimed in good faith by the City to represent its damages, for the purpose of setoff until such time as the exact amount of damages due to the City from the Contractor is determined. It is expressly understood that the Contractor shall remain liable for any damages the City sustains in excess of any setoff.
- (e) The City's remedies outlined in this Article 11 shall be in addition to any and all other legal or equitable remedies permissible.

11.03 The City shall have the right to terminate this Contract at any time at its convenience by giving the Contractor five (5) business days written Notice of Termination for Convenience. As of the effective date of the termination, the City will be obligated to pay the Contractor the following: (a) the fees or commissions for Services completed and accepted in accordance with Exhibit A in the amounts provided for in Exhibit B; (b) the fees for Services performed but not completed prior to the date of termination in accordance with Exhibit A in the amounts set forth in the Contractor's rate schedule as provided in Exhibit B; and (c) the Contractor's costs and expenses incurred prior to the date of the termination for items that are identified in Exhibit B. The amount due to the Contractor shall be reduced by payments already paid to the Contractor by the City. In no event shall the City pay the Contractor more than maximum price, if one is stated, of this Contract.

11.04 After receiving a Notice of Termination for Cause or Convenience, and except as otherwise directed by the City, the Contractor shall:

- (a) Stop work under the Contract on the date and to the extent specified in the Notice of Termination;
- (b) Obligate no additional Contract funds for payroll costs and other costs beyond such date as the City shall specify, and place no further orders on subcontracts for material, services, or facilities, except as may be necessary for completion of such portion of the Services under this Contract as is not terminated;
- (c) Terminate all orders and subcontracts to the extent that they relate to the portion of the Services terminated pursuant to the Notice of Termination;
- (d) Preserve all Records and submit to the City such Records and reports as the City shall specify, and furnish to the City an inventory of all furnishings, equipment, and other property purchased for the Contract, if any, and carry out such directives as the City may issue concerning the safeguarding or disposition of files and property; and
- (e) Submit within thirty (30) days a final report of receipts and expenditures of funds relating to this Contract, and a list of all creditors, Subcontractors, lessors and other parties, if any, to whom the Contractor has become financially obligated pursuant to this Contract.

11.05 After termination of the Contract, each party shall have the duty to assist the other party in the orderly termination of this Contract and the transfer of all rights and duties arising under the Contract, as may be necessary for the orderly, un-disrupted continuation of the business of each party.

Article 12.
Assignment

12.01 The Contractor shall not assign, transfer, convey or otherwise dispose of any interest whatsoever in this Contract without the prior written consent of the City; however, claims for money due or to become due to the Contractor may be assigned to a financial institution without such approval. Notice of any assignment to a financial institution or transfer of such claims of money due or to become due shall be furnished promptly to the City. If the Contractor assigns all or any part of any monies due or to become due under this Contract, the instrument of assignment shall contain a clause stating that the right of the assignee to any monies due or to become due shall be subject to prior liens of all persons, firms, and corporations for Services rendered or materials supplied for the performance of the Services called for in this Contract.

Article 13.
Subcontracting

13.01 None of the Services covered by this Contract shall be subcontracted without the prior written approval of the City and, if required, any grantor agency. The City reserves the right to withhold approval of subcontracting such portions of the Services where the City determines that such subcontracting is not in the City's best interests.

13.02 Each subcontract entered into shall provide that the provisions of this Contract shall apply to the Subcontractor and its Associates in all respects. The Contractor agrees to bind each Subcontractor and each Subcontractor shall agree to be bound by the terms of the Contract insofar as applicable to the work or services performed by that Subcontractor.

13.03 The Contractor and the Subcontractor jointly and severally agree that no approval by the City of any proposed Subcontractor, nor any subcontract, nor anything in the Contract, shall create or be deemed to create any rights in favor of a Subcontractor and against the City, nor shall it be deemed or construed to impose upon the City any obligation, liability or duty to a Subcontractor, or to create any contractual relation whatsoever between a Subcontractor and the City.

13.04 The provisions contained in this Article 13 shall apply to subcontracting by a Subcontractor of any portion of the work or services included in an approved subcontract.

13.05 The Contractor agrees to indemnify, defend, and hold the City harmless against any claims initiated against the City pursuant to any subcontracts the Contractor enters into in performance of this Contract. The City's approval of any Subcontractor shall not relieve the Contractor of any of its responsibilities, duties and liabilities under this Contract. The Contractor shall be solely responsible to the City for the acts or defaults of its

Subcontractors and of each Subcontractor's Associates, each of whom shall for this purpose be deemed to be the agent or employee of the Contractor.

Article 14.
Conflict of Interest

14.01 The Contractor covenants that it presently has no interest and shall not acquire any interest, direct or indirect, that would conflict in any manner or degree with the performance of the Services under this Contract. The Contractor further covenants that in the performance of this Contract no person having any such interest shall be employed by it.

14.02 The Contractor further covenants that no officer, agent, or employee of the City and no other public official who exercises any functions or responsibilities in the review or approval of the undertaking or performance of this Contract has any personal or financial interest, direct or indirect, in this Contract or in its proceeds, whether such interest arises by way of a corporate entity, partnership, or otherwise.

14.03 The Contractor warrants (a) that it has not employed and will not employ any person to solicit or secure this Contract upon any agreement or arrangement for payment of a commission, percentage, brokerage fee, or contingent fee, other than bona fide employees working solely for the Contractor either directly or indirectly, and (b) that if this warranty is breached, the City may, at its option, terminate this Contract without penalty, liability or obligation, or may, at its option, deduct from any amounts owed to the Contractor under this Contract any portion of any such commission, percentage, brokerage, or contingent fee.

14.04 The Contractor covenants not to employ an employee of the City for a period of one (1) year after the date of termination of this Contract without written City approval.

Article 15.
Confidential Information

15.01 In order that the Contractor may effectively fulfill its covenants and obligations under this Contract, it may be necessary or desirable for the City to disclose confidential and proprietary information to the Contractor or its Associates pertaining to the City's past, present and future activities. Since it is difficult to separate confidential and proprietary information from that which is not, the Contractor shall regard, and shall instruct its Associates to regard, all information gained as confidential and such information shall not be disclosed to any organization or individual without the prior consent of the City. The above obligation shall not apply to information already in the public domain or information required to be disclosed by a court order.

15.02 The Contractor agrees to take appropriate action with respect to its Associates to ensure that the foregoing obligations of non-use and non-disclosure of confidential information shall be fully satisfied.

Article 16.
Compliance With Laws

- 16.01 The Contractor shall comply with and shall require its Associates to comply with all applicable federal, state and local laws.
- 16.02 The Contractor shall hold the City harmless with respect to any damages arising from any violation of law by it or its Associates. The Contractor shall commit no trespass on any public or private property in performing any of the Services encompassed by this Contract. The Contractor shall require as part of any subcontract that the Subcontractor comply with all applicable laws and regulations.
- 16.03 The Contractor shall comply with the Detroit Living Wage Ordinance and execute the Detroit Living Wage Ordinance Contractor Certification, attached as Exhibit C.

Article 17.
Amendments

- 17.01 The City may consider it in its best interest to change, modify or extend a covenant, term or condition of this Contract or require the Contractor to perform Additional Services that are not contained within the Scope of Services as set forth in Exhibit A. Any such change, addition, deletion, extension or modification of Services may require that the compensation paid to the Contractor by the City be proportionately adjusted, either increased or decreased, to reflect such modification. If the City and the Contractor mutually agree to any changes or modification of this Contract, the modification shall be incorporated into this Contract by written Amendment.
- 17.02 Compensation shall not be modified unless there is a corresponding modification in the Services sufficient to justify such an adjustment. If there is any dispute as to compensation, the Contractor shall continue to perform the Services under this Contract until the dispute is resolved.
- 17.03 No Amendment to this Contract shall be effective and binding upon the parties unless it expressly makes reference to this Contract, is in writing, is signed and acknowledged by duly authorized representatives of both parties, is approved by the appropriate City departments and the City Council, and is signed by the Purchasing Director.
- 17.04 The City shall not be bound by Unauthorized Acts of its employees, agents, or representatives with regard to any dealings with the Contractor and any of its Associates.

Article 18.
Fair Employment Practices

18.01 The Contractor shall comply with, and shall require any Subcontractor to comply with, all federal, state and local laws governing fair employment practices and equal employment opportunities.

18.02 The Contractor agrees that it shall, at the point in time it solicits any subcontract, notify the potential Subcontractor of their joint obligations relative to non-discrimination under this Contract, and shall include the provisions of this Article 18 in any subcontract, as well as provide the City a copy of any subcontract upon request.

18.03 Breach of the terms and conditions of this Article 18 shall constitute a material breach of this Contract and may be governed by the provisions of Article 11, "Default and Termination."

Article 19.
Notices

19.01 All notices, consents, approvals, requests and other communications ("Notices") required or permitted under this Contract shall be given in writing, mailed by postage prepaid, certified or registered first-class mail, return receipt requested, and addressed as follows:

If to the _____ Department on behalf of the City:

City of Detroit
Department of _____

Detroit, MI _____
Attention: Mr./Ms. _____

If to the Contractor:

Attention: Mr./Ms. _____

19.02 All Notices shall be deemed given on the day of mailing. Either party to this Contract may change its address for the receipt of Notices at any time by giving notice of the address change to the other party. Any Notice given by a party to this Contract must be signed by an authorized representative of such party.

19.03 The Contractor agrees that service of process at the address and in the manner specified in this Article 19 shall be sufficient to put the Contractor on notice of such action and waives any and all claims relative to such notice.

Article 20.
Proprietary Rights and Indemnity

- 20.01 The Contractor shall not relinquish any proprietary rights in its intellectual property (copyright, patent, and trademark), trade secrets or confidential information as a result of the Services provided under this Contract. Any Work Product provided to the City under this Contract shall not include the Contractor's proprietary rights, except to the extent licensed to the City.
- 20.02 The City shall not relinquish any of its proprietary rights, including, but not limited to, its data, privileged or confidential information, or methods and procedures, as a result of the Services provided under this Contract.
- 20.03 The parties acknowledge that should the performance of this Contract result in the development of new proprietary and secret concepts, methods, techniques, processes, adaptations, discoveries, improvements and ideas ("Discoveries"), and to the extent said Discoveries do not include modifications, enhancements, configurations, translations, derivative works, and interfaces from the Contractor's intellectual property, trade secrets or confidential information, said Discoveries shall be deemed "Work(s) for Hire" and shall be promptly reported to the City and shall belong solely and exclusively to the City without regard to their origin, and the Contractor shall not, other than in the performance of this Contract, make use of or disclose said Discoveries to anyone. At the City's request, the Contractor shall execute all documents and papers and shall furnish all assistance requested in order to establish in the City all right, title and interest in said Discoveries or to enable the City to apply for United States patents or copyrights for said Discoveries, if the City elects to do so.
- 20.04 Any Work Product provided by the Contractor to the City under this Contract shall not be disclosed, published, copyrighted or patented, in whole or in part, by the Contractor. The right to the copyright or patent in such Work Product shall rest exclusively in the City. Further, the City shall have unrestricted and exclusive authority to publish, disclose, distribute and otherwise use, in whole or in part, any of the Work Product. If Work Product is prepared for publication, it shall carry the following notation on the front cover or title page: "This document was prepared for, and is the exclusive property of, the City of Detroit, Michigan, a municipal corporation."
- 20.05 The Contractor warrants that the performance of this Contract shall not infringe upon or violate any patent, copyright, trademark, trade secret or proprietary right of any third party. In the event of any legal action related to the above obligations of the Contractor filed by a third party against the City, the Contractor shall, at its sole expense, indemnify, defend and hold the City harmless against any loss, cost, expense or liability arising out of such claim, whether or not such claim is successful.
- 20.06 The making of payments, including partial payments by the City to the Contractor, shall vest in the City title to, and the right to take possession of, all Work Product produced by the Contractor up to the time of such payments, and the City shall have the right to use said Work Product for public purposes without further compensation to the Contractor or to any other person.

20.07 Upon the completion or other termination of this Contract, all finished or unfinished Work Product prepared by the Contractor shall, at the option of the City, become the City's sole and exclusive property whether or not in the Contractor's possession. Such Work Product shall be free from any claim or retention of rights on the part of the Contractor and shall promptly be delivered to the City upon the City's request. The City shall return all of the Contractor's property to it. The Contractor acknowledges that any intentional failure or unreasonable delay on its part to deliver the Work Product to the City will cause irreparable harm to the City not adequately compensable in damages and for which the City has no adequate remedy at law. The Contractor accordingly agrees that the City may in such event seek and obtain injunctive relief in a court of competent jurisdiction to compel delivery of the Work Product, to which injunctive relief the Contractor consents, as well as seek and obtain all applicable damages and costs. The City shall have full and unrestricted use of the Work Product for the purpose of completing the Services.

Article 21.
Force Majeure

21.01 No failure or delay in performance of this Contract, by either party, shall be deemed to be a breach thereof when such failure or delay is caused by a force majeure event including, but not limited to, any Act of God, strikes, lockouts, wars, acts of terrorism, riots, epidemics, explosions, sabotage, breakage or accident to equipment, the binding order of any court or governmental authority, or any other cause, whether of the kind herein enumerated or otherwise, not within the control of a party. In the event of a dispute between the parties with regard to what constitutes a force majeure event, the City's determination shall be controlling.

Article 22.
Waiver

22.01 The City shall not be deemed to have waived any of its rights under this Contract unless such waiver is in writing and signed by the City.

22.02 No delay or omission on the part of the City in exercising any right shall operate as a waiver of such right or any other right. A waiver on any one (1) occasion shall not be construed as a waiver of any right on any future occasion.

22.03 No failure by the City to insist upon the strict performance of any covenant, agreement, term or condition of this Contract or to exercise any right, term or remedy consequent upon its breach shall constitute a waiver of such covenant, agreement, term, condition, or breach.

Article 23.
Miscellaneous

- 23.01 If any provision of this Contract or its application to any person or circumstance shall to any extent be invalid or unenforceable, the remainder of this Contract shall not be affected and shall remain valid and enforceable to the fullest extent permitted by law.
- 23.02 This Contract contains the entire agreement between the parties and all prior negotiations and agreements are merged into this Contract. Neither the City nor the City's agents have made any representations except those expressly set forth in this Contract, and no rights or remedies are, or shall be, acquired by the Contractor by implication or otherwise unless expressly set forth in this Contract. The Contractor waives any defense it may have to the validity of the execution of this Contract.
- 23.03 Unless the context otherwise expressly requires, the words "herein," "hereof," and "hereunder," and other words of similar import, refer to this Contract as a whole and not to any particular section or subdivision.
- 23.04 The headings of the sections of this Contract are for convenience only and shall not be used to construe or interpret the scope or intent of this Contract or in any way affect the same.
- 23.05 This Contract and all actions arising under it shall be governed by, subject to, and construed according to the law of the State of Michigan. The Contractor agrees, consents and submits to the exclusive personal jurisdiction of any state or federal court of competent jurisdiction in Wayne County, Michigan, for any action arising out of this Contract. The Contractor also agrees that it shall not commence any action against the City because of any matter whatsoever arising out of or relating to the validity, construction, interpretation and enforcement of this Contract in any state or federal court of competent jurisdiction other than one in Wayne County, Michigan.
- 23.06 If any Associate of the Contractor shall take any action that, if done by a party, would constitute a breach of this Contract, the same shall be deemed a breach by the Contractor.
- 23.07 The rights and remedies set forth in this Contract are not exclusive and are in addition to any of the rights or remedies provided by law or equity.
- 23.08 For purpose of the hold harmless and indemnity provisions contained in this Contract, the term "City" shall be deemed to include the City of Detroit and all other associated, affiliated, allied or subsidiary entities or commissions, now existing or subsequently created, and their officers, agents, representatives, and employees.
- 23.09 The Contractor covenants that it is not, and shall not become, in arrears to the City upon any contract, debt, or other obligation to the City including, without limitation, real property, personal property and income taxes, and water, sewage or other utility bills.

- 23.10 This Contract may be executed in any number of originals, any one of which shall be deemed an accurate representation of this Contract. Promptly after the execution of this Contract, the City shall provide a copy to the Contractor.
- 23.11 As used in this Contract, the singular shall include the plural, the plural shall include the singular, and a reference to either gender shall be applicable to both.
- 23.12 The rights and benefits under this Contract shall inure to the City of Detroit and its agents, successors, and assigns.
- 23.13 The City shall have the right to recover by setoff from any payment owed to the Contractor all delinquent withholding, income, corporate and property taxes owed to the City by the Contractor, any amounts owed to the City by the Contractor under this Contract or other contracts, and any other debt owed to the City by the Contractor.
- 23.14 All parts of the Contract are intended to be construed consistently with each other. In the event of an irreconcilable conflict between any of the parts of the Contract, the following are the controlling parts of the Contract, in descending order: the Legal Terms and Conditions (which are set forth from the first page of the Contract up to and including the signature page of the Contract), Exhibit A, Exhibit B, and then any other Exhibit or part that is expressly referenced in the Contract as attached to, or incorporated by reference into, the Contract.

(Signatures appear on next page)

The City and the Contractor, by and through their duly authorized officers and representatives, have executed this Contract as follows:

Witnesses:

Contractor:

1. _____
Name

By: _____
Name

2. _____
Name

Its: _____
Title

Witnesses:

City of Detroit

_____ Department:

1. _____
Name

By: _____
Name

2. _____
Name

Its: _____
Title

THIS CONTRACT WAS APPROVED
BY THE CITY COUNCIL OR E.M. ON:

APPROVED BY LAW DEPARTMENT
PURSUANT TO § 7.5-206 OF THE
CHARTER OF THE CITY OF DETROIT

Date

Purchasing Director Date

Corporation Counsel Date

**THIS CONTRACT IS NOT VALID OR AUTHORIZED UNTIL APPROVED BY
RESOLUTION OF THE CITY COUNCIL OR EMERGENCY MANAGER AND
SIGNED BY THE PURCHASING DIRECTOR.**

EXHIBIT A

SCOPE OF SERVICES

I. Notice to Proceed

The term of this Contract shall begin on _____, 20____ and shall terminate on _____, 20____. The Contractor shall commence performance of this Contract upon receipt of a written “Notice to Proceed” from the City and in the manner specified in the Notice to Proceed.

II. Services to be Performed

Project Description

Project Objective

Project Schedule

Project Materials

Project Coordination

Project Location

Project Deliverables

EXHIBIT B

FEE SCHEDULE

I. General

(a) The Contractor shall be paid for those Services performed pursuant to this Contract a maximum amount of _____ Thousand and 00/100 Dollars (_____), for the term of this Contract as set forth in Exhibit A, Scope of Services.

(b) Payment for the proper performance of the Services shall be contingent upon receipt by the City of invoices for payment. Each invoice shall certify the total cost, itemizing costs when applicable. Each invoice must be received by the City not more than thirty (30) days after the close of the calendar month in which the services were rendered and must be signed by an authorized officer or designee of the Contractor.

II. Project Fees

III. Project Billing

CITY ACKNOWLEDGMENT

STATE OF _____)
)SS.
COUNTY OF _____)

The foregoing contract was acknowledged before me the _____ day of _____,
20____, by _____,
(name of person who signed the contract)
the _____,
(title of person who signed the contract as it appears on the contract)
of _____,
(complete name of the City department)
on behalf of the City.

Notary Public, County of _____
State of _____
My commission expires: _____

CORPORATION CERTIFICATE OF AUTHORITY

I, _____, Corporate Secretary of
(name of corporate secretary)

_____, a _____
(complete name of corporation) (state of incorporation)

_____ corporation (the "Corporation"), **DO HEREBY CERTIFY** that the
(non-profit or for profit)

following is a true and correct excerpt from the minutes of the meeting of the Board of Directors

duly called and held on _____, and that the same is now in full force and effect:
(date of meeting)

"RESOLVED, that the Chairman, the President, each Vice President, the Treasurer, and the Secretary and each of them, is authorized to execute and deliver, in the name of and on behalf of the Corporation and under its corporate seal or otherwise, any agreement or other instrument or document ('Contract') in connection with any matter or transaction that shall have been duly approved; and the execution and delivery of any Contract by any of the aforementioned officers shall be conclusive evidence of such approval."

FURTHER, I CERTIFY that _____ is Chairman,
_____ is President,
_____ is (are) Vice President(s),
_____ is Treasurer,
_____ is Secretary,
_____ is Executive Director, and
_____ is _____.

FURTHER, I CERTIFY that any of the aforementioned officers or employees of the Corporation are authorized to execute and commit the Corporation to the conditions, obligations, stipulations and undertakings contained in the foregoing Contract between the City and the above-referenced Corporation and that all necessary corporate approvals have been obtained in relationship thereto.

IN WITNESS THEREOF, I have set my hand this _____ day of _____, 20 _____.
CORPORATE SEAL
(if any)

Corporation Secretary

PLEASE NOTE THAT THE PERSON WHO SIGNS THE CONTRACT ON BEHALF OF YOUR CORPORATION MUST BE ONE OF THE INDIVIDUALS LISTED ABOVE AS A PERSON AUTHORIZED TO EXECUTE CONTRACTS IN THE NAME OF AND ON BEHALF OF THE CORPORATION.

**LIMITED LIABILITY COMPANY
CERTIFICATE OF AUTHORITY**

I, _____, a Manager or Member of
(name of manager)

_____, L.L.C., a limited liability company (the "Company"), **DO HEREBY**
(name of company)

CERTIFY that I am a Manager or Member of the Company who has the authority to act as an agent of the Company in executing this Certificate of Authority. I further certify that the following individuals are Managers or Members of the Company who have the authority to execute and commit the Company to the conditions, obligations, stipulations and undertakings contained in the foregoing Contract between the City and the Company:

FURTHER, I CERTIFY that all necessary approvals by the Managers or Members of the Company have been obtained with respect to the execution of said Contract.

IN WITNESS THEREOF, I have set my hand this ____ day of _____, 20 ____.
CORPORATE SEAL
(if any)

Manager or Member

PLEASE NOTE THAT THE PERSON WHO SIGNS THE CONTRACT ON BEHALF OF YOUR LIMITED LIABILITY COMPANY MUST BE ONE OF THE INDIVIDUALS LISTED ABOVE AS A PERSON AUTHORIZED TO EXECUTE CONTRACTS IN THE NAME OF AND ON BEHALF OF THE LIMITED LIABILITY COMPANY.

PARTNERSHIP
CERTIFICATE OF AUTHORITY

I, _____, a General Partner in _____,
(name of general partner) (complete name of partnership)

a _____ County, _____ Partnership (the "Partnership")
(county of registration) (state in which county lies)

DO HEREBY CERTIFY that I am a General Partner in the Partnership formulated pursuant to
a Partnership Agreement dated _____, and that the following is a true and
(date of meeting)

correct excerpt from the minutes of the meeting of the General Partnership held on _____
and that the same is now in full force and effect:

"RESOLVED, that each General Partner is authorized to execute and deliver, in the
name and on behalf of the Partnership, any agreement or other instrument or document
(‘Contract’) in connection with any matter or transaction that shall have been duly
approved; and the execution and delivery of any Contract by a general partner shall be
conclusive evidence of such approval."

FURTHER, I CERTIFY that the following persons are General Partners:

_____	_____
_____	_____
_____	_____
_____	_____

FURTHER, I CERTIFY that any of the aforementioned General Partners of the
Partnership are authorized to execute and commit the Partnership to the conditions, obligations,
stipulations and undertakings contained in the foregoing Contract between the City and the
above-referenced partnership and that all necessary approvals have been obtained in relationship
thereto.

IN WITNESS THEREOF, I have set my hand this _____ day of _____, 20 ____.
CORPORATE SEAL
(if any)

General Partner

**PLEASE NOTE THAT THE PERSON WHO SIGNS THE CONTRACT ON BEHALF OF
YOUR PARTNERSHIP MUST BE ONE OF THE INDIVIDUALS LISTED ABOVE AS A
PERSON AUTHORIZED TO EXECUTE CONTRACTS IN THE NAME OF AND ON
BEHALF OF THE PARTNERSHIP.**

**UNINCORPORATED ASSOCIATION
CERTIFICATE OF AUTHORITY**

I, _____, Secretary of _____,
(name of association secretary) (complete name of association)

an unincorporated association (the "Association"), **DO HEREBY CERTIFY** that the following is a true and correct excerpt from the minutes of the meeting of the Board of Directors duly called and held on _____, and that the same is now in full force and effect:
(date of meeting)

"RESOLVED, that the Chairman, the President, each Vice President, the Treasurer, and the Secretary and each of them, is authorized to execute and deliver, in the name of and on behalf of the Association and under its Association seal or otherwise, any agreement or other instrument or document ('Contract') in connection with any matter or transaction that shall have been duly approved; and the execution and delivery of any Contract by any of the aforementioned officers shall be conclusive evidence of such approval."

FURTHER, I CERTIFY that _____ is Chairman,
_____ is President,
_____ is (are) Vice President(s),
_____ is Treasurer,
_____ is Secretary,
_____ is Executive Director, and
_____ is _____.

FURTHER, I CERTIFY that any of the aforementioned officers of the Association are authorized to execute or guarantee and commit the Association to the conditions, obligations, stipulations, and undertakings contained in the foregoing Contract between the City and the above-referenced Association and that all necessary Association approvals have been obtained in relationship thereto.

IN WITNESS THEREOF, I have set my hand this _____ day of _____, 20 ____.
CORPORATE SEAL
(if any)

Association Secretary

PLEASE NOTE THAT THE PERSON WHO SIGNS THE CONTRACT ON BEHALF OF YOUR ASSOCIATION MUST BE ONE OF THE INDIVIDUALS LISTED ABOVE AS A PERSON AUTHORIZED TO EXECUTE CONTRACTS IN THE NAME OF AND ON BEHALF OF THE ASSOCIATION.