



COUNTY OF EL PASO
500 East San Antonio, Suite PU500
El Paso, Texas 79901
(915) 546-2048 (915) 546-8180 Fax

Notice to Interested Parties

Sealed Request for Information will be received at the County Purchasing Department, 500 E. San Antonio, Suite PU500, El Paso, Texas 79901 before 2:00 p.m., **Tuesday, May 23, 2006**. Responses will be opened at the County Purchasing Office the same date for **E-Citations and E-Warrants for the County of El Paso**.

Request for Information must be in a sealed envelope and marked:
"RFI to be opened May 23, 2006
E-Citations and E-Warrants for the County of El Paso
RFI Number 06-029"

Any questions or additional information required by interested vendors must be submitted in writing to the attention of the County Purchasing Agent before Friday, May 12, 2006, at 12:00 p.m. Questions can be faxed to (915)-546-8180.

Said contract shall be let to the best qualified, and the **COMMISSIONER'S COURT RESERVES THE RIGHT TO REJECT ANY AND ALL RESPONSES AND WAIVE TECHNICALITIES**. Only responses that conform to specifications will be considered. Faxed responses will not be accepted.

In order to remain active on the El Paso County Vendor list, each vendor receiving this request for information must respond in some form. Vendors submitting requests for information must meet or exceed all requirements herein. Vendors not responding to the request must submit their reason in writing to the El Paso County Purchasing Department.

PITI VASQUEZ
County Purchasing Agent

SIGNATURE PAGE

<p>Description – RFI #06-029</p> <p>E-Citations and E-Warrants for the County of El Paso</p> <p>Vendor must meet or exceed specifications</p>
<p>Please submit one (1) original copy and two (2) duplicate copies of your response.</p>

Company

Address

Federal Tax Identification No.

City, State, Zip Code

CIQ Document Number (Required)

CIQ Sent Date

Representative Name & Title

Telephone & Fax Number

Signature

Date

**** THIS MUST BE THE FIRST PAGE ON RFI RESPONSE ****

COUNTY OF EL PASO, TEXAS

Solicitation Check List

**E-Citations and E-Warrants for the County of El Paso
RFI #06-029**

THIS CHECKLIST IS PROVIDED FOR YOUR CONVENIENCE

- _____ Responses should be delivered to the County Purchasing Department by 2:00 p.m., Tuesday, May 23, 2006. Did you visit our website (www.epcounty.com) for any addendums?

 - _____ Did you sign the Signature Page?

 - _____ Did you sign the "Certifications Regarding Lobbying, Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements; Federal Debt Status, and Nondiscrimination Status And Implementing Regulations" document?

 - _____ Did you sign the "Consideration of Insurance Benefits" form?

 - _____ Did you file a copy of the completed Conflict of Interest Questionnaire (Form CIQ) with the El Paso County Clerk (in person or by mail to 500 E. San Antonio, Suite 106, El Paso, TX 79901 or by fax to 915-546-2012 attention Joann) and write the confirmation number given as proof of filing on your bidding schedule?

 - _____ Did you provide one original and two (2) copies of your response?
-



E-Citations and E-Warrants for County Of El Paso

Request for Information

Law Enforcement Agencies

El Paso County, Texas

Introduction

The County of El Paso, Texas seeks information and qualifications from vendors and developers to define a system for Electronic Citations and Warrants for the Justices of the Peace, Constables, Sheriff, Courts, and the Texas Department of Public Safety. The goal of Electronic Citations and Warrants is to move toward a paperless process for the creation of citations and warrants. The migration to electronic citations and warrants will have several benefits to law enforcement and the courts, cutting down of storage space for paper warrants, immediate access to see and verify the original citation and warrant on the computer system, real time updates on the status of the warrant and viewing of the citation by judges.

In concept when a warrant is created in the new Electronic Citation and Warrant System, the Electronic Warrant will reflect it is the original warrant and a dispatcher or the peace officer will see this immediately, and either dispatch can communicate to the peace officer or the peace officer will be alerted through the citation device that a warrant exists and verification will not be needed. The enhancement to peace officer safety will be seen by alerts for warrants; this notification should happen in seconds versus minutes allowing the peace officer to be better prepared to react to a more dangerous situation. A dispatcher will not have to validate a warrant because the original is the actual electronic warrant in the Electronic Citation and Warrant System and this will save the dispatcher time in notifying the peace officer for a valid warrant in existence for the suspect. Alerts through the hand held citation device will alert the officer faster then dispatch will be able to normally communicate to the officer through the radio system. This will also greatly improve situations where a peace officer conducts an arrest on closed warrants that are shown to be open in the current Justice Information Management System. Saving money is another benefit that Electronic Warrants offers on law suits that are caused by the time it takes the courts to update warrants through the physical distribution of status changes from all the courts by a memo describing changes to warrants. Status changes will be almost immediately allowing a peace officer to conduct apprehension and arrest on valid warrants not bottlenecked in physical distribution processes.

On local warrants the Sheriff's Office retains all warrants and mans the office on seven by twenty four hour basis to validate that warrants are active and a warrant is actually on-hand. The verification will be reduced on electronic warrants from minutes to seconds. Saving on duplicate efforts made by the courts and the Warrant's Section of the Sheriff's Office to close warrants, the courts having the ability to change status on line or the changing of status on a warrant electronically in real time versus the manual process which often can take days or get lost in the distribution. The Electronic Warrant will also standardize the different courts to common warrant format(s). Warrants and citations will be more legible and no mistakes are made misinterpreting hand writing. Additionally, officers will be picking legitimate charges in the system when giving citations versus going by memory on charges and writing the incorrect charge which results in the immediate dismissal of a citation. Citations will no longer get lost in the distribution. Furthermore, setting up a payment web site for the public will reduce the public time showing up to the courts to pay ticket and reduce the staffing level required at the courts to accept payments for citations.

Another goal is to realize the ability to get a warrant created, and signed more quickly by a judge through electronic signature, by digital signature or usage of a fingerprint device. The courts will have the ability to electronically sign the warrants from a call from an officer on a computer or laptop from their home, instead of waiting for an officer to show up on his door step to sign the paper warrant or interrupt the judge on call while they are out. Developing the ability for incidents to transfer the same information that is needed for a warrant where an arrest is made, can be made simpler for the peace officer to create the warrant electronically, and transport the prisoner to the judges location for the electronic signature and the requirement for the judge to give the prisoner his Miranda warnings, that are required with a warrant.

The ability of Electronic Citations will include the capabilities of being able to swipe driver's license information from the magnetic strips on the back of most drivers' licenses. The ability for the person receiving a ticket to sign a ticket and paying for ticket via the internet if desired shortly after the ticket has been issued.

The information will be exported automatically to initiate a query to the Texas Law Enforcement Telecommunication System/National Law Enforcement Telecommunication System which identifies stolen vehicles or wanted individuals. Ex: "An officer will put in the plate number of the vehicle and the citation device will query TLETS/NLETS to verify if the vehicle is stolen or License Identification and Driving Record (LIDR) system if operator is the registered owner of the vehicle. The citation device should will alert the officer with the registered owner information and the vehicle information and if the vehicle is stolen or if nothing is found on the vehicle". The Electronic Warrant and Citation System will also be able to alert the ticketing officer on local warrants that the Texas Law Enforcement Telecommunication System/National Law Enforcement Telecommunication System does not alert on. The E-Citation and E-Warrant System will transfer the citation information in near real time through an import and export where as both systems are updated to and from the Justice Information Management System and Electronic Citation and Warrant System. This should reduce the amount of time citation information gets to the courts to allow for payment at the courts immediately or reduce the amount of tickets that are lost from the manual transporting of citations to the different courts.

The Warrants Section in the Sheriff's Office currently stores over 40,000 warrants. The import of the current paper warrants into the Electronic Citation and Warrant System as an image, to include OCR scan of information to the system will provide the ability to see these warrants and validate the warrant on-line versus having to manually view and validate the warrant.

The information stored in a centralized system enhances the ability of the Sheriff's Office, Civil Section to identify current addresses to find individuals for the serving of civil subpoenas. Additionally, detectives can identify current addresses for suspects of other crimes and potentially reducing the amount of time and manpower spent in trying. Another benefit from the Warrant and Citation Electronic Systems would be the batch creation and printing of warrants for people who do not pay for tickets or show up to court to contest tickets. This batch creation will also reduce court resources from creating warrants from citations one at a time. The judge will still be required to view and digitally sign each warrant. Another functionality of

Electronic Citations is to create the ability for an officer to obtain a prosecution affidavit which is signed by a notary public normally part of the citation. Research of the law enables an officer to perform the notary public duties and another officer can electronically sign by digital signature. The process change for notary public will eliminate manual logs and save distribution time. Electronic Citations will eliminate the need for storage of paper citations.

Current Warrant Process

The warrant process consists of three functional areas that are involved with a warrant. The creation of the warrant by either a law enforcement officer, court, or other criminal justice agency. There are fifteen district courts plus associate courts, nine county courts and seven Justice of the Peace offices in the El Paso County.

Law Enforcement

The Sheriff's deputies and constables (OFFICERS) will generate an incident into the Record Management System. When an arrest is required the officer will type an affidavit and warrant for a judge's approval. The judge will sign the warrant and the officer will sign the affidavit swearing to the validation of the charge. The Officers will contact a judge that an offense was created in their precinct. During normal business hours the officer will go to the court where the judge presides to get the warrant signed. After normal business hours the judge may be anywhere and the officer will take the affidavit and warrant to the judge for signatory concurrence. The judge will also set a bond amount on the warrant and affidavit. The officer will then transport the arrestee to the county jail for booking.

When an officer is dealing with an individual due to an offense or traffic stop the person's name and/or vehicle will be checked for local and national warrants by the officer utilizing his/her radio in communication with a dispatcher. Vehicle or other property will also be checked in the national alerting system for being stolen. The national alerting system that will be checked is the Texas Law Enforcement Telecommunication System/National Law Enforcement Telecommunication System. The national alerting system is just an alerting system which all

law enforcement utilizes. In the case where the officer or deputy receives a positive hit with this system, dispatchers must verify warrants with the originating agency. The officer or deputy normally detains the person until verification has been accomplished. Hits from other geographical agencies must contact the dispatch office, who in turn contacts the warrants office for verification of original warrant and status.

Courts

The warrant is signed by a judge, a copy of the warrant and affidavit is kept by the court. The copies are stamped with the date received and copies are certified. The original warrant is forwarded to the Sheriff's Office, Warrants Office for retention. The court scans the documents and places them in the Justice Information Management System. The warrant information and affidavit information are entered into Justice Information management System by a clerk. If the warrant is processed as part of an arrest the warrant will be given the status of served. If the warrant is not associated with an arrest the status of pending is made. If a defendant pleas guilty to a citation a warrant will be recalled and placed in the status of closed. Whenever the court changes a status of a warrant a form is sent to the warrants office notifying them of the status change. Additionally all changes made to warrant by the different law enforcement offices send a form to the appropriate court of the status change. A warrant can have any of the following status:

1. Pending – A warrant that has been created and is pending signature by a judge.
2. Active – A warrant that has been signed by a judge and is a valid warrant against an individual for when a violation that has been committed.
3. Inactive – A warrant that has been recalled by the court due to administrative purposes, (warrant for the wrong person, charges dropped prior to an arrest, are some examples).
4. Served – A warrant where an arrest has been made and the person was arrested, and booked.
5. Closed – A warrant has a plea of guilty or a conviction has been made on the defendant.

Justice of the Peace

The warrant after being signed by the judge and a copy of the warrant and affidavit is kept by the Justices of the Peace. The copies are stamped with the date received and copies are certified. The original warrant is forwarded to the Sheriff's Office, Warrants Office for retention. The Justice of the Peace scans the documents and places them in the Justice Information Management System. The warrant information and affidavit information are entered into the Justice Information Management System by a clerk. The warrant information includes fees entered for processing the warrant as part of fine amounts. If the warrant is processed as part of an arrest the warrant will be given the status of served. If the warrant is not associated with an arrest the status of pending is made. If a defendant pleads guilty to the warrant a warrant will be recalled and placed in the status of closed. Whenever the Justice of the Peace changes a status of a warrant a form is sent to the warrants office as notification of the status change. Additionally all changes made to warrant by the different law enforcement offices send a form to the appropriate court of the status change. A warrant is placed in the status similar to those in the courts. The Justice of the Peace also generates warrants from citations.

Current Citation Process

The officer generates and processes the tickets in the same manner. The Sheriff's Office will serve about 24,000 traffic tickets per year. The El Paso County constables issue about 6000 per year. The ticket formats look different but the same information is required on the ticket but in different locations on the ticket. These law enforcement agencies must purchase ticket books on a regular basis to maintain stock. Eliminating the stocking and

acquisition of paper ticket books will also reduce man hours in the acquisition and storage requirements.

Citations Process by Law enforcement

When an officer writes a ticket he or she must write down the individual's information manually and the officer also records vehicle information. The officer then calls the information into the dispatch office for warrants or stolen vehicle. The Dispatch Office enters the information into the Texas Law Enforcement Telecommunication System/National Law Enforcement Telecommunication System for warrants or stolen vehicles from other jurisdictions. The dispatcher will enter the same information into the Justice Information Management System to check for local warrants. Local warrants normally not placed into the Texas Law Enforcement Telecommunication System/National Law Enforcement Telecommunication System are warrants generated from citations. If warrants for people are identified in the Texas Law Enforcement Telecommunication System/National Law Enforcement Telecommunication System, the dispatch officer must contact the originating agency to confirm the status of a warrant. When a local warrant is identified in the Justice Information Management System the dispatcher will contact the Sheriff's Office, warrant section to confirm the warrant status. The warrant information contained in the Justice Information Management System is an alerting feature only. Warrants not entered in the Texas Law Enforcement Telecommunication System/National Law Enforcement Telecommunication System are warrants that Law Enforcement do not normally put into the system because of the cost of extradition to prosecute a person for only a minor offense.

Citation Process by the Justice of the Peace

When a citation is received by the Justice of the Peace the citation is stamped on the date it was received from the law enforcement agency. The recipients of citations are mailed a court date. The court date is set with in the Justice Information Management System and the date is entered into the same record as the citation information, entered by clerk. If payment is received by the court date or the ticket is dismissed no further action is done in reference to the creation of a warrant. If payment is not received and the individual does not show up to court the ticket is flagged in the Justice Information Management System for the creation of a warrant. The Justice of the Peace clerks will then type out a warrant for the judge's signature, and affidavit is also typed out with a notary public (clerk who is a notary public). The warrants are then reviewed by the judge and signed. A copy of the warrant is placed in file with the Justice of the Peace. The

original warrant is carried to the Sheriff's Offices' warrant section. The Justice of the Peace then scans the warrants to be attached to the warrant information entered into the Justice Information Management System. The Justice of the Peace can process hundreds of warrants in a day from citations. Warrants generated from citations are also given the same status as a court.

Relevant Laws Involving Warrants and Citations

County Attorney's office has found that affidavits do not have to be notarized before a notary public. The peace officer under law fills the capacity of a notary public; affidavits required by the courts for citations can be digitally signed as the swearing that all is true before another peace officer.

Proposal for E-Citations and E-Warrants

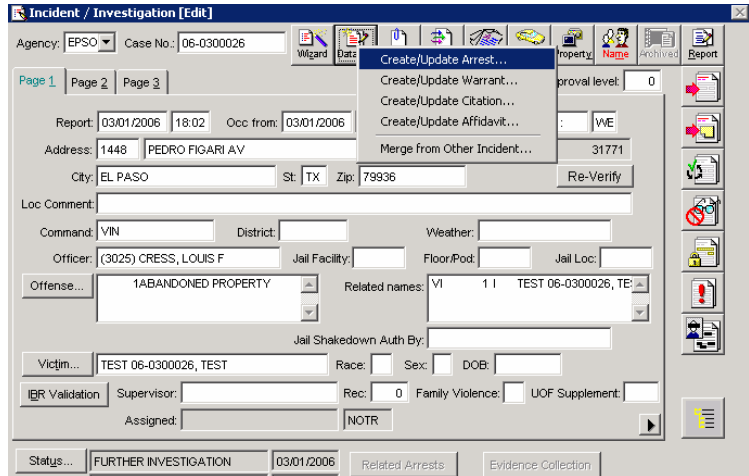
The proposal for this system is to partly utilize Justice Information Management System and The Records Management System, which are currently utilized by both the law enforcement agencies. The electronic warrant aspects will take advantage of the current Incident reporting system that both the Sheriff's Office and the Constables utilize. This system is known as the Records Management System. The E-Citation aspects utilize the Justice Information Management System. The courts currently utilize the Justice Information Management system to automate the documenting of court cases, payment processing of citations, and court scheduling. The rationale to design the system utilizing existing systems where possible is to maximize on investments already made by the County of El Paso. The vendor will recommend the hardware and server configuration.

RMS SYSTEM

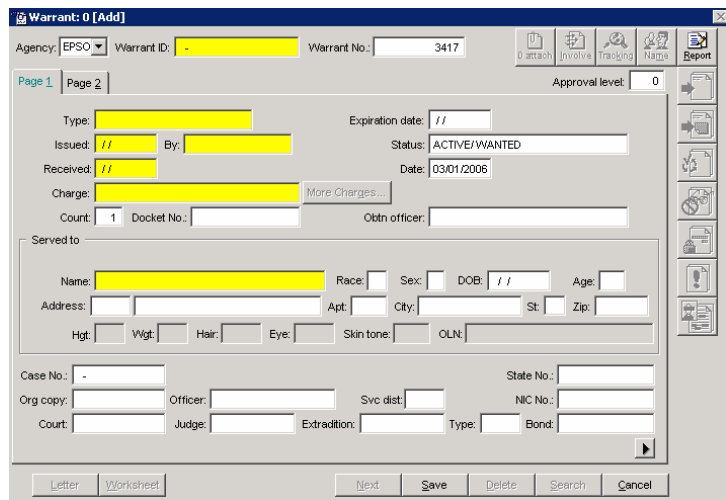
Record Management System (RMS) is designed for creating, querying, and managing law enforcement records, and National Incident-based Reporting System (NIBRS)/Uniform Crime Reporting (UCR) to state governments. RMS stores and retrieves information on incidents/offenses, arrests, warrants, property, case management, pawned property, field

interviews, and many other types of information required to manage a law enforcement agency. The following are some of the built in modules which data can be transferred from one module of the application to another:

- Incidents/offenses
- Arrests
- Warrants
- Affidavits
- Field interviews
- Case management
- Gang Data
- DWIs
- Accidents



The above picture is an illustration of the entry screen for an Incident report; other information is entered in the tabs 2 and 3 of this entry screen. In reflection of the above and below picture you can easily see the common fields of entry and the application has already built into the ability to transfer the information. There are many missing fields in the warrant module, plus interfaces will need to build into the newly proposed citation sub system and to the Justice Information Management System.



Proposed Electronic Warrant Process

The proposed Warrant and Citation Electronic System is intended to allow users to have an idea of the processes that will take place under the e-warrant concerning the handling of warrants through the arrest process as well as warrants issued based on incidents and citation information

in the new system while providing an interface through the Justice Information Management System and Records Management System.

Warrant Office

Offense based warrants may be requested by a law enforcement officer or by an individual other than a law enforcement officer. These warrants will originate from an incident report created in the Record Management System. The Record Management System will export information and create a warrant in the Warrant and Citation Electronic System. Warrants are also created from citation by the courts through a single citation or a batch of citations that need a warrant or warrants generated from the basic information. The Justice Information Management will export information and create a warrant or a batch of warrants. It is required that a complaint affidavit accompanies all warrants originating from an incident or citation the affidavit will also be created by the export. Incident reports and the various warrants generated from an incident will follow the following process.

1. The requesting party in the Records Management System will simply click an icon button to create a warrant through the export of a script that creates a warrant record. The required information used to initiate an incident record victim, offender, charge; etc will export to the Warrant and Citation Electronic System.
2. The selection of the icon button in the Records Management System will also export a script that will create the probable cause affidavit record, which will utilize the same data exported as part of the warrant information.
3. At the completion of the warrant and affidavit the individual will have the opportunity to approve the warrant and all information required (Probable Cause Affidavit) the judge may review for possible approval.
4. The judge approves by entering a digital password and the warrant and affidavit changes to locked document. Once the judge has reviewed and approved the warrant based on information provided in the probable cause affidavit, the status of the warrant will change status field to Active. The warrant will then be locked and it is now ready to be served by the requesting individual. The status field may be changed to reflect Active or Inactive.

5. The information in the warrant will then be exported to Justice Information System and Records Management Field for the purposes of displaying an active warrant or non-active warrant. If the warrant is paid thereby causing a warrant status change, then the status of the warrant will be exported to be changed in Justice Information Management System and the Records Management System.
6. Once the warrant is served or executed, the Booking office in the jail will then close the warrant. Detention Officer in the Booking office will change the warrant status to inactive.

Original paper warrants will be scanned into the Warrants and Citation Electronic System, as an attachment to a warrant record. Optical Character Recognition scanning will be setup to populate the data fields. Warrants scanned into the Warrant and Citation Electronic System will not be highlighted in the record as the “ORIGINAL WARRANT.” Warrants and Citations created in the Warrant and Citation Electronic System will have a warning banner in the viewing of the records “ORIGINAL ELECTRONIC WARRANT” or ORIGINAL ELECTRONIC CITATION.” Warrants scanned into the system will be verified for status to insure integrity of the system.

Courts

As judges preside over cases, individuals are scheduled to appear before the court at a specific date and time. Individuals may also be scheduled to meet with the probation department if mandated by the court. If the individual fails to appear in either case, the probation department or the court may issue paper work that a judge will review to determine whether a warrant will be issued. If a judge has enough reason to issue a warrant, the following process will take place in the Warrant and Citation Electronic System.

1. The warrant will be created by an individual within the court in the E-Citation and E-Warrants System.
2. Once the warrant is saved, the status of the warrant will be pending and the warrant will not be in locked mode. Pending will be the automatic setting of newly created warrants.

3. Once the individual creates the warrant, the judge will review and digitally sign the warrant and place the warrant in active status.
4. The warrant will be locked upon digital signature and it is now ready to be served by a law enforcement entity.
5. The warrant will then be exported to Justice Information Management and the Records Management Systems for the purposes of tracking any payment on the warrant.
6. If the warrant is paid thereby causing a warrant status change, then the status of the warrant will have to be changed in Warrant and Citation Electronic System.
7. At some point within this entire process, it may be required that the warrant be recalled. The judge or the warrants office under direction from the court will have the ability to recall a warrant. To recall a warrant the judge can simply inactivate the warrant by changing the status to inactive.
8. Once the warrant is served or executed, the Booking office in the jail will then close it. A Detention Officer in the Booking office will change the status to served. The warrant status will then be exported to the Justice Information Management and Records Management Systems.

Justice of the Peace

Citations issued by various law enforcement entities within El Paso County will be exported to the Warrant and Citation Electronic System through a docking bay network connection. The citation information will also be exported to the Justice Information Management and Records Management Systems. The export should consist of the citation number, names, vehicles, charges, addresses, etc., so the Justice Information Management and Records Management Systems can link the information in the tables that already exist in these applications. As citations are processed within Justice Information Management System, Justice of the Peace personnel will check the status of citations to determine if certain criteria exist to generate a warrant record. If the citation requires a warrant for whatever reason, the clerk will create the warrant from the citations in the Warrant and Citation Electronic System and export those records. The following is a list of steps for the warrants process for a citation.

1. The citation required information is uploaded from the citation device by the law enforcement personnel. Digital signatures for notarization will be done by another officer. Citations will then be exported to the Justice Information Management and Records Management Systems.
2. Once citations have been exported, the JP's office will generate a list based on non-payment or no activity for a citation. This process can be done by both the Warrant and Citation Electronic System and the Justice Information Management System.
3. Once the list is generated, certain fields will be verified (DOB, TX resident etc) and the following citations can be checked through a checkbox in both the Justice Information Management System and the Warrant and Citation Electronic System.
4. An icon or button can be selected in the Warrants and Citation Electronic System that will accomplish the creation of the warrant(s), affidavit(s), and export data for the warrant record. A Function key command will accomplish this same function in the Justice Information Management System to include script which will create the warrant(s), affidavits(s), and then the exporting of the data to the Warrant and Citation Electronic System.
5. A warrant record will be generated for each citation record within the export file and its status will be set to pending.
6. As each warrant is reviewed, the judge will have the ability to verify information within the affidavits associated with each citation. Once the information has been verified, the judge will have the ability to approve the warrant and change the status from pending to active. The status change from pending to active is automatic once the warrant is approved by the judge
7. At some point within this entire process, it may be required that the warrant be recalled. The judge or the warrants office under direction from the court will have the ability to recall a warrant by changing the status to inactive.
8. Once the warrant is served or executed, execution means the individual on the warrant is arrested and taken to the county jail. The detention officer in the jail will then close it by changing the status to served.
9. Once the warrant is closed the status will be exported to both the Justice Information Management and the Records Management System.

In the warrants generated by citations, it is important to remember that citations must have one origin as the original electronic warrant and electronic citation existing in the Warrant and Citation Electronic System.

Proposed Electronic Citation Process for Law Enforcement

The proposed Warrant and Citation Electronic System will utilize handheld or laptop base hardware. The Electronic Citations through a mobile application as a client will enhance the ability of the Law Enforcement Officers to include the Constables to generate traffic tickets electronically on the scene when issuing a ticket. The ability of Electronic Citations will include the capabilities of being able to swipe driver's license information from the bar codes or magnetic strips which are on the back of most drivers' licenses nationwide. The information obtained from the driver's license will automatically fill in the ticket form. The driver's license information will also fill in a query that will be sent through the proposed mobile data system for a Texas Law Enforcement Telecommunication System/National Law Enforcement Telecommunication System check for warrants on the driver. These are normally felony type warrants and if there is positive check for a warrant the officer will detain the person until confirmation is made for potential arrest. The driver's license information will also be sent as a separate query to the Warrant and Citation Electronic System to check for local warrants. No additional confirmation is necessary as the Warrant and Citation Electronic System has the original warrant. When positive confirmation is received from the Warrant and Citation Electronic System the officer can offer the person to pay on the spot of the for the outstanding warrant and additional fees that are applied. If the person is unable to pay the amount then the officer can arrest the person.

Vehicle information must still be entered into the mobile application client and a query will be transmitted to the Texas Law Enforcement Telecommunication System/National Law Enforcement Telecommunication System to check for a stolen vehicle. Stolen vehicles are all entered into the Texas Law Enforcement Telecommunication System/National Law Enforcement Telecommunication System. If a hit is made through the Texas Law Enforcement

Telecommunication System/National Law Enforcement Telecommunication System then the officer will again detain the person until confirmation is made with originating agency. A separate query will be forwarded to the Records Management System which maintains the status on local stolen vehicles. If a hit is made locally through the Records management System confirmation is no longer necessary. The Records Management System maintains the status on stolen and recovered vehicles for Law Enforcement

Considering that in most cases when someone is pulled over for traffic violation, there is no warrant on the individual nor is the vehicle stolen. The Warrant and Electronic Citation System will transfer the citation information in near real time through an import and export where as both systems are updated to and from the Justice Information Management System and Warrant and Citation Electronic System. Reducing the amount of time citation information gets to the courts to allow for payment at the courts immediately or reduce the amount of tickets that are lost from the manual transporting of citations to the different courts. An estimated twenty five percent of tickets written are ineligible and the officer is contacted by the courts to verify information written on the ticket.

The mobile client application will contain the following features:

- Location of occurrence, including street, address, and cross street.
- Person information, including name and address, as well as physical descriptors.
- Vehicle information, with year, style, make, model, and color, and, most important, with license and VIN numbers.
- Particular citation, offender, and violation data, from reason for stop, disposition, duration, to search and seizure fields.
- A complete codes section that provides Texas Traffic Codes and El Paso City municipal codes with violation descriptions and the ability to input multiple codes and violations
- Court and any other fees are identified when selecting the district area for proper fine amounts charged to the person. (Each court defines these amounts)
- A print-preview screen which shows the citation as it will look when printed.

- A Notes and Narrative section for the officer's use, which allows input of information for such items as the defendant's statements, traffic control status, and roadway and vehicle conditions, as well as details of the offense.

Another functionality of Electronic Citations is to create the ability for an officer to obtain a prosecution affidavit which is signed by a notary public normally part of the citation. Research of the law enables an officer to perform the notary public duties while another officer can electronically sign by digital signature. The process change for the notary public will eliminate manual logs and save distribution time. Electronic Citations will eliminate the need for storage of paper citations.

Proposed Electronic Citation Process for Justice of the Peace Courts

The ability to receive immediate payment for citations reduces court resources to process and enter payments and a reduction in law enforcement resources to sort and carry the citations to different courts. Time taken by the courts to verify written information due to ineligible hand writing will also be reduced. The Warrant and Citation Electronic System will transfer payment to a separate system for transfer payments and the processing of the payments through the County's online banking system. The Warrant and Citation Electronic System will update the Justice Management System to reflect payment made and the closing of the citation. The closing of citation in the Justice Management system is done by the changing of the status of a citation to pay.

Citations information will be exported from the Warrant and Citation Electronic System to the Justice Information Management and Records Management Systems. The purpose of the citation updates in the Justice information Management System is so that full complete judicial case has all appropriate information to be linked for court dates and hearings. The Justice Information Management system is also utilized by the courts for payment and disposition of all cases for the courts. Two way interface needs to be setup between the systems for real time updates on status for citations. The courts utilize the Justice information Management System currently to track the disposition on all citations, linked into court calendars, and to view

other judicial information available on the defendant while in court. The justice of the peace will mark through a check box for each citation that will become a part of a batch creation of warrants. Court appearance dates for each of the court locations will be available on the mobile application client and the ticket will also print the location and time of court hearing with the capacity to update them regularly.

Current Hardware

The County has the network infrastructure in place for data telecommunications that has the ability to handle any additional data transmission requirements required by this system through the land line communications, via lease lines and fiber. The Sheriff's office has the ability to utilize the 800 MHZ radio system to transfer digital data, but limitations have been expressed by Motorola engineering that files exceeding 2 kb would potentially see problems during transmission.

The Record Management System is being mirrored at the City Of El Paso Police department. Servers are housed at different site locations. The Sheriff's Department and the Police department have a Law Enforcement Domain which is setup with a two trust to each agency allowing for the network security authentication and agreements in place to facilitate the incorporation of this additional system under the Crime Records Information Management Enterprise Agreement. The County of El Paso has standardized on Dell EMC SANS and Servers, and Cisco for data communications.

Current Mobile Infrastructure

The Mobile Infrastructure currently in use is Motorola RF modems for voice (VHFS) and digital communications (800 MHZ) to dispatch and to the network infrastructure through a switch at the City. Two areas which need to be addressed are more clients (laptop and handheld) related to the infrastructure. Both the Sheriff's Office and the El Paso Police Department are utilizing and investing funding in the Panasonic Tough books for vehicles. The Tough books are seen as the preferred method to provide mobile reporting in the police vehicle, capitalizing on the

usage of these computers will save additional investment requirements for the implementation of hardware to promote a better wireless solution which will allow for mobile reporting, citations, and querying of TLETS/NLETS, and query of local electronic warrants. TX messenger application bought from Motorola allows for 19.6Kbps transmission of data.

PDA's

Proposed handheld devices must incorporate the ability to be able to swipe a driver's license, house the printer, and the ability to write the citation within one device. The device needs to be light enough to allow the officer to easily pitch the device at an assailant. The proposed device must conform to MIL Standard 810F for ruggedization. Paper utilized by the printer function must be easy to replace and the paper must be durable enough where it will not fade over time and is resistant to the heat requirements seen in El Paso Texas.

Wireless

The County of El Paso utilizes Cisco wireless access points as a standard inside and outside of the facilities. The expansion of the wireless capabilities is limited at this time to the County Courthouse and few sites located at the Sheriff's Office. The expansion of 802.11 b/g is expanding slowly to the point in the next couple of years for devices to utilize this as means of communications throughout most county facilities.

Server Database

The County of El Paso currently uses Microsoft SQL as a standard database. A significant investment has been made by the county to standardize databases and retain technical expertise.

2.0 RFI RESPONSE REQUIREMENTS

2.1 Submittal Deadline

Deadline for submittal of qualification packets is **2:00 PM (MDT), May 23, 2006.**

2.2 Submission Instructions

Responses may not be submitted by facsimile or electronic mail. Responses must be delivered, in triplicate, as defined in section 4.0, to:

Piti Vasquez, Purchasing Agent
County Purchasing Department
500 E. San Antonio, Suite 500
El Paso, TX. 79901

2.3 Questions Regarding RFI

Any questions regarding the RFI should be submitted via fax. Telephone inquiries will not be accepted. Questions should be addressed to:

Piti Vasquez, Purchasing Agent
County of El Paso Purchasing Department
Fax: (915) 546-8180

For general information about the County of El Paso Purchasing Department, please visit our Internet site at <http://www.epcounty.com/>.

2.4 Addenda to the RFI

The County may modify the request for information prior to the date fixed for submission of final responses by issuance of an addendum to all parties who are participating in the qualification process.

2.5 Confidential and Proprietary Data

All materials received relative to this RFI will be kept confidential, until such time an award is made or the RFI is canceled, at which time all materials received will be made available to the public.

If any part of the response is proprietary or confidential, the vendor must so identify and so state; however, any information that must be used by the evaluation team to aid in vendor selection cannot be restricted from the public.

2.6 Response Review and Evaluation

Information submitted will determine which vendors qualify for further evaluation and which vendors will receive copies of the E-Citations and E-Warrants RFP.

A. Validation

Responses will be checked for the required information to conform to this RFI. Absence of required information may be cause for rejection.

B. Evaluation

Using a weighted point rating system, responses shall be evaluated in accordance with, but not limited to, the following criteria:

1. Experience
The vendor's background and experience. Experience will also be evaluated in terms of sales and technical staff experience.
2. References
The vendor's record of successful performance with accounts of comparable size and similar environment.
3. Financial stability
Review of the vendor's financial data.
4. Overall support and service capabilities
The ability to meet support and administrative requirements.

2.7 RFI Disclaimers

- A. Receipt of the RFI or submission of an RFI response confers no rights upon the vendor, nor obligates the County Of El Paso in any manner.
- B. The County reserves the right to reject any or all responses.
- C. The County will be the sole judge in choosing the vendors who will proceed to the formal proposal stage.
- D. The County of El Paso will not be liable in any way for any costs incurred by vendors in the preparation and delivery of their responses to the RFI or for any subsequent discussions and/or product demonstrations.
- E. Any and all work performed for the El Paso County Agencies, including all documents associated with the project, shall become the exclusive property of the County of El Paso.
- F. The County will ask selected vendors to prepare a demonstration on their proposals.
- G. Any Vendor can break down Project scope into two parts: E-Citations and E-Warrants.

3.0 GENERAL REQUIREMENTS

Vendors may seek qualification in one or more categories (A-C below). To be considered as a qualified respondent to this RFI, vendors must possess prior experience and demonstrated competence in at least one of the following areas:

- A. Software Vendor (seeking qualification to use existing production software to meet the requirements of the County of El Paso).
- B. Software Integrator (seeking qualification to use customized and existing production software to meet the requirements of the County of El Paso Departments).
- C. Software Developer (seeking qualification to custom-develop software to meet the requirements of the Law Enforcement Community).

4.0 RESPONSE FORMAT AND CONTENT

This section defines the approach for the development and presentation of response data. Responses are to be prepared in such a way as to provide a straightforward and concise discussion of the vendor's ability to satisfy the requirements herein. Emphasis should be concentrated on conformance to the RFI instructions, responsiveness to the RFI requirements and on completeness and clarity of content.

In order to facilitate evaluation and comparison of responses, it is mandatory that all responses be submitted in the format described in this section. Format instructions must be adhered to; all requirements and requests for information in the RFI must be responded to; all requested data must be supplied. Failure to comply with this requirement may be cause for rejection.

Answer on 8 ½" X 11" sheets. Assemble your response in the order defined in section 4.1. Responses should be numbered in a manner, of the vendors own choosing, that allows for easy reference. Submit 3 (three) copies of your response. To conserve resources we ask that responses be duplexed if possible.

4.1 Information Packets

Each of the three copies of the Information Packets should be in a binder, and contain, in the order specified, the following information:

- A. Title Page. Shall be considered an integral part of the response, must be signed by at least one individual who is authorized to contractually bind the vendor. Provide a title page specifying the following:

Project Name: Request for Information #06-029, E-Citations and E-Warrants for the County of El Paso

Due Date: 2:00 PM (MDT), May 23, 2006.

Submitted by: (Firm/Company Name)

Authorized by: (Signature of Authorized Representative)
(Printed name of Authorized Representative)
(Indicate the classification or position that the Authorized Representative holds in the company)

- B. Introduction: Clearly identify the firm's contact person with respect to this project, including:
- the person's title and level in the organization
 - office address
 - telephone and fax numbers
 - Email address at which the person can be reached
- C. Company profile/experience: Vendors shall state full name and address of the vendor's organization. Include the address of any branch office(s) that would be directly responsible for servicing this account. This should include the following facilities: sales, development, technical support, training support and implementation support.
- Provide a brief overview of your company's background, qualifications and experience. Indicate the number of years your firm has been providing, designing and/or supporting the type of software and/or services proposed hereunder. Vendors may use this section to provide a brief history of recent and current operations. Brochures and other published material may be attached to your response.
- D. Personnel: In this section, please describe your company's staffing, with specific regard to those resources that would be available for the successful completion of this project.
- Describe staffing availability.
 - Identify the number of appropriate staff by job function and/or project role.
- E. Sub-contractors: If you anticipate sub-contracting any work, in this section you must indicate the name and address of each firm, the type of work or tasks they will perform and their representative experience.
- F. Experience with Similar Project(s): In this section, describe successful projects of similar functionality and scope. Additionally, please describe any previous experience with similar law enforcement agency projects in this section. Also describe methodology used and experience with implementing projects on-time and within budget.
- G. Client References: Please indicate the names and addresses of three current customers for whom you are providing similar services as proposed hereunder, including a contact name, contact phone number and dollar value of the contract. Please include the software products and version numbers currently in use by each reference.
- H. Timeline: In this section, respondent is to clearly state any impediments or constraints the vendor may foresee that could impact the vendor's ability to successfully complete the project within a maximum of 12 months from the time

an agreement may be reached.

- I. Additional Information: Respondent may provide any other information the vendor deems helpful or appropriate. This section is not mandatory and may be left blank.
- J. Pricing Methodology. Respondent is asked to describe the pricing and/or licensing structure typically used on comparable projects. Pricing and cost estimates should be broken out, as applicable, by software, customization/development, professional services, implementation, and training.
- K. Samples of Work: In this section, include samples of work from technology projects similar to this project. A sample implementation and/or development workplan and final project report are preferred.
- L. Financial Statement: Provide a current financial statement or latest annual report. Vendors shall make a definitive statement regarding their financial ability to perform the requirements hereunder and willingness to post a performance bond.
- M. Support and Service Capabilities: Software vendors should complete and include the Software Vendors Questionnaire (Exhibit 'A'). Vendors may also use this section to identify other software or services offered.

Exhibit A

Software Vendor Questionnaire

Please answer all questions and include this questionnaire with your response.

1. System Information. Please provide the following information about your RMS product:

- the programming language(s) used in development of the system.
- the database management system (DBMS) typically used or supported.
- the supported client operating systems and the supported server operating systems
- the supported network systems
- the supported hardware platforms
- hardware requirements and limitations

- Does the system:
 - use client/server architecture (describe supported tiers)?
 - use web browser/intranet architecture?
 - provide a GUI interface?
 - provide ability to use keyboard in lieu of a mouse?
 - allow the user to choose real-time or batch processing on selected job processes?
 - provide for administrator-defined menus for a group of users?
 - provide users with the ability to customize their own menus?
 - provide an on-line help system using hyper-text links and/or context-sensitive help at the input field level and/or “bubble help” or “tool tips” at field level?
 - provide for administrator-defined add-on help at all levels?
 - provide complete user documentation, including documentation defining system errors and recovery procedures?
 - provide an on-line tutorial?

- Describe the security features of your application software in detail. Include information on the various levels and types of security.

- Describe the interaction between the application software security, database security and operating system security.

- What is the size of the installed base for the software under discussion? Please provide both the number and names of organizations using it, and number of copies installed.

- How many years has the software been available?

- What revision is the software currently in? If a new version or revision is currently being developed what is the projected date of its availability on the

market?

2. Third Party Application Integration.

- Has your company established professional partnering relationships with 3rd party vendors or system integrators? Please identify these partners.

3. Describe any unique features or capabilities that distinguish your product from other products in the marketplace.

COUNTY OF EL PASO, TEXAS

CERTIFICATIONS REGARDING LOBBYING, DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; DRUG-FREE WORKPLACE REQUIREMENTS; FEDERAL DEBT STATUS, AND NONDISCRIMINATION STATUS AND IMPLEMENTING REGULATIONS*

Instructions for the certifications:

General Requirements

The County of El Paso, Texas is required to obtain from all applicants of federal funds or pass-through certifications regarding federal debt status, debarment and suspension, and a drug free workplace. Institutional applicants are required to certify that they will comply with the nondiscrimination statutes and implementing regulations.

Applicants should refer to the regulations cited below to determine the certifications to which they are required to attest. Signature of the form provides for compliance with certification requirements under 21 CFR part 1405, "New Restrictions on Lobbying," 21 CFR part 1414, Government wide Debarment and Suspension (Non procurement), Certification Regarding Federal Debt Status (OMB Circular A-129), and Certification Regarding the Nondiscrimination Statutes and Implementing Regulations. The certifications shall be treated as a material representation of fact upon which reliance will be placed when the County of El Paso determines to award the covered cooperative agreement

1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented in 21 CFR part 1405, for persons entering into a cooperative agreement over \$100,000, as defined at 21 CFR Part 1405, the applicant certifies that;

(a) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, and officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement,

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal Grant or cooperative agreement, the undersigned shall complete and submit Standard Form -LLL, "Disclosure of Lobbying Activities," in accordance with its instructions;

(c) The undersigned shall require that the language of this certification be included in the award document for all sub-awards at all tiers (including sub-grants, contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.

1. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

As required by Executive Order 12549, Debarment and Suspension and implemented at 21 CFR Part 1404, for prospective participants in primary covered transactions

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or and a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public (Federal, State, or local) transaction or contract under a public transaction violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to the application.

2. DRUG-FREE WORKPLACE

As required by the Drug Free Workplace Act of 1988, and implemented at 21 CFR Part 1404 Subpart F.

A. The applicant certifies that it will or will continue to provide a drug free workplace by:

(a). Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the applicant's workplace and specifying the actions that will be taken against employees for violations of such prohibition;

(b) Establishing an on-going drug free awareness program to inform employees about:

(1) The dangers of drug abuse in the workplace;

(2) The applicant's policy of maintaining a drug free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violation occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a)

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee must

- (1) Abide by the terms of the statement; and
- (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction.

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such convictions. Employers of convicted employees must provide notice including position title, to: The County of El Paso, Texas, 500 East San Antonio Street, Suite 406, El Paso, Texas 79901. Notice shall include the identification number of each affected grant

(f) Taking one of the following actions within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted:

- (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
- (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal State, or local health, law enforcement, or other appropriate agency

(g) Making a good faith effort to continue to maintain a drug free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

3. CERTIFICATION REGARDING FEDERAL DEBT STATUS (OMB Circular A-129)

The Applicant certifies to the best of its knowledge and belief, that it is not delinquent in the repayment of any federal debt.

4. CERTIFICATION REGARDING THE NONDISCRIMINATION STATUTES AND IMPLEMENTING REGULATIONS

The applicant certifies that it will comply with the following nondiscrimination statutes and their implementing regulations: (a) title VI of the Civil right Act of 1964 (42 U.S.C. 2000D et seq.) which provides that no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of or be otherwise subjected to discrimination under any program or activity for which the applicant received federal financial assistance; (b) Section 504 of the rehabilitation Act of 1973, as amended (29

U.S.C. 794), which prohibits discrimination on the basis of handicap in programs and activities receiving federal financial assistance; (c) title IX of the Education Amendments of 1972m as amended (20 U.S.C. 1981 et seq.) which prohibits discrimination on the basis of sex in education programs and activities receiving federal financial assistance; and (d) the Age Discrimination Act of 1975, and amended (42 U.S.C. 6101 ec seq.) which prohibits discrimination on the basis of age in programs and activities receiving federal financial assistance, except that actions which reasonably take age into account as a factor necessary for the normal operation or achievement of any statutory objective of the project or activity shall not violate this statute.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

Business Name

Date

Name of Authorized Representative

Signature of Authorized Representative

* All four (4) pages of this document must be included in all responses.

COUNTY OF EL PASO PURCHASING DEPARTMENT

COUNTY COURTHOUSE, 500 EAST SAN ANTONIO,
ROOM PU500, EL PASO, TEXAS 79901
(915) 546-2048, FAX: (915) 546-8180

PITI VASQUEZ, PURCHASING AGENT
JOSE LOPEZ, JR. ASST. PURCHASING AGENT
CLAUDIA SEPULVEDA, BID CLERK/BUYER

BIDDING CONDITIONS

This is the only approved instruction for use on your invitation to bid. Items below apply to and become a part of the terms and conditions of the bid.

1. BY SUBMITTING A BID, EACH BIDDER AGREES TO WAIVE ANY AND ALL CLAIMS IT HAS OR MAY HAVE AGAINST THE COUNTY OF EL PASO, AND ITS OFFICERS, AGENTS AND EMPLOYEES, ARISING OUT OF OR IN CONNECTION WITH: THE DOCUMENTS, PROCEDURES, ADMINISTRATION, EVALUATION, OR RECOMMENDATION OF ANY BID; THE WAIVER BY EL PASO COUNTY OF ANY REQUIREMENTS UNDER THE BID DOCUMENTS OR THE CONTRACT DOCUMENTS; THE ACCEPTANCE OR REJECTION OF ANY BIDS; AND THE AWARD OF THE CONTRACT.
2. Bids must be in the Purchasing Department **BEFORE** the hour and date specified. Faxed bids will not be accepted.
3. Late bids properly identified will be returned to bidder unopened. Late bids will not be considered under any circumstances.
4. All bids are for new equipment or merchandise unless otherwise specified.
5. Quotes F.O.B. destination. If otherwise, show exact cost to deliver.
6. Bid unit price on quantity specified-extend and show total. In case of error in extension, unit prices shall govern. Bids subject to unlimited price increases will not be considered.
7. Bids must give full firm name and address of bidder. Failure to manually sign bid will disqualify it. Person signing should show title or authority to bind his firm in a contract.
8. No substitutions or cancellations permitted without written approval of County Purchasing Agent.
9. The County reserves the right to accept or reject all or any part of any bid, waive minor technicalities and award the bid to the lowest responsible bidder. The County of El Paso reserves the right to award by item or by total bid. Prices should be itemized.
10. Bids \$100,000.00 and over, the bidder shall furnish a certified cashiers check made payable to the County of El Paso or a good and sufficient bid bond in the amount of 5% of the total contract prices and execute with a surety company authorized to do business in the State of Texas. The bid bond must be included with the bid at the time of the opening.
11. This is a quotation inquiry only and implies no obligation of the part of the County of El Paso.
12. The County of El Paso reserves the right to reject any proposal due to failure of performance on deliveries. The County Purchasing Agent will justify this.

13. Brand names are for descriptive purposes only, not restrictive.
14. The County of El Paso is an Equal Opportunity Employer.
15. Any proposal sent via express mail or overnight delivery service must have the proposal number and title clearly marked on the outside of the express mail or overnight delivery service envelope or package. Failure to clearly identify your proposal may be cause for disqualification.
16. PURSUANT TO TEXAS GOVERNMENT CODE SECTION 2253.021, A PRIME CONTRACTOR WHO IS AWARDED A PUBLIC WORKS CONSTRUCTION CONTRACT SHALL, PRIOR TO BEGINNING THE WORK, EXECUTE TO THE COUNTY:
 - 1) A PERFORMANCE BOND, IN THE FULL AMOUNT OF THE CONTRACT, IF THE CONTRACT IS IN EXCESS OF \$100,000; AND
 - 2) A PAYMENT BOND, IN THE FULL AMOUNT OF THE CONTRACT, IF THE CONTRACT IS IN EXCESS OF \$25,000.
17. PURSUANT TO TEXAS LOCAL GOVERNMENT CODE SECTION 262.032(b), ANY SUCCESSFUL BIDDER WHO IS AWARDED ANY CONTRACT IN EXCESS OF \$50,000 MAY BE REQUIRED TO EXECUTE A PERFORMANCE BOND TO THE COUNTY. SAID BOND SHALL BE IN THE FULL AMOUNT OF THE CONTRACT AND MUST BE FURNISHED WITHIN 30 DAYS AFTER THE DATE A PURCHASE ORDER IS ISSUED OR THE CONTRACT IS SIGNED AND PRIOR TO COMMENCEMENT OF THE ACTUAL WORK. ANY PERFORMANCE BOND REQUIRED PURSUANT TO THIS SECTION SHALL BE NOTED IN THE ATTACHED DETAILED BID SPECIFICATIONS OR SCOPE OF WORK. THIS SECTION DOES NOT APPLY TO A PERFORMANCE BOND REQUIRED BY CHAPTER 2253, TEXAS GOVERNMENT CODE.
18. "Beginning January 1, 2006, in order to implement HB 914 (adding new Local Government Code Chapter 176), ALL VENDORS MUST SUBMIT A CONFLICT OF INTEREST QUESTIONNAIRE (Form CIQ) disclosing its affiliations and business relationships with the County's Officers (County Judge and Commissioners Court) as well as the County employees and contractors who make recommendations for the expenditure of County funds. The names of the County Officers and of the County employees and contractors making recommendations to the County Officers on this contract are listed in the Specifications.

THE CONFLICT OF INTEREST QUESTIONNAIRE MUST BE FILED WITH THE COUNTY CLERK AND A COPY OR PROOF OF FILING MUST BE ATTACHED TO THE BIDDER'S RESPONSE SUBMITTED TO THE PURCHASING DEPARTMENT.

Bidders should be aware that this bidding condition is not intended to cover or to advise you about all situations in which Local Government Code Chapter 176 would require you to file a Form CIQ. You should consult your private attorney with regard to the application of this law and your compliance requirements. Failure to comply is punishable as a Class C misdemeanor.

NOTICE:

ALL COMMUNICATIONS BY A VENDOR TO THE COUNTY, ITS OFFICIALS, AND DEPARTMENT HEADS REGARDING THIS PROCUREMENT SHALL BE DONE THROUGH THE EL PASO COUNTY PURCHASING DEPARTMENT. **THE EL PASO COUNTY CODE OF ETHICS PROHIBITS ALL PRIVATE COMMUNICATION BETWEEN VENDORS AND CERTAIN COUNTY OFFICIALS AND EMPLOYEES AS DESCRIBED BELOW:**

No vendor, its representative, agent, or employee shall engage in private communication with a member of the El Paso County Commissioners Court or county department heads regarding any procurement of goods or services by the County from the date that the bid, RFP, or RFQ is released. No private communication regarding the purchase shall be permitted until the procurement process is complete and a purchase order is granted or a contract is entered into. Members of the commissioners court are required to make a reasonable effort to inform themselves regarding potential procurements and have a duty to inquire of vendors, their representatives or employees, the nature of any private communication being sought prior to engaging in any communication. "Private Communication" means communication with any vendor outside of a posted meeting of the governing body, a regular meeting of a standing or appointed committee, or a negotiation with a vendor which has been specifically authorized by the governing body.

Health Insurance Benefits Provided By Bidder

Consideration of Health Insurance Benefits*

1. Do you or your subcontractor(s) currently offer health insurance benefits to your employees?

If so, please describe those health insurance benefits that you or your subcontractor(s) currently provide/offer to your employees.

2. What percentage, if any, of your of your subcontractor's employees are currently enrolled in the health insurance benefits program?

El Paso County may consider provision of health insurance benefits as part of the overall "best value" determination. Failure to provide health insurance benefits will not disqualify you from participating in this bid selection process.

Business Name

Date

Name of Authorized Representative

Signature of Authorized Representative

*

* This page must be included in all responses.



COUNTY OF EL PASO
County Purchasing Department
500 East San Antonio, Suite PU500
El Paso, Texas 79901
(915) 546-2048
(915) 546-8180 Fax

RE: RFI #06-029, E-Citations and E-Warrants for the County of El Paso

Dear Vendor:

As of January 1, 2006, the Texas Local Government Code Chapter 176 requires all vendors and potential vendors who contract or seek to contract for the sale or purchase of property, goods, or services with any local government entity to complete and submit a Conflicts of Interest Questionnaire. A copy of the requirements regarding vendors is attached. Also attached is a copy of the Questionnaire which needs to be filed and was prepared and approved for statewide use by the Texas Ethics Commission.

In filing out the Questionnaire, the following are the County Officers that will award the bid and the employees which will make a recommendation to the Commissioners Court:

County Officers: County Judge Dolores Briones
Commissioner Larry Medina
Commissioner Betti Flores
Commissioner Miguel Teran
Commissioner Dan Haggerty

County Employees: Piti Vasquez, Purchasing Agent
Jose Lopez, Jr., Assistant Purchasing Agent
Claudia Sepulveda, Bid Clerk/Buyer
Peter Cooper, Chief Technology Officer, ITD
Art Armas, Director Information Technology

Please note that the state law requires that the Questionnaire be filed with the **COUNTY CLERK** no later than **the 7th business day after submitting an application, response to an RFP, RFQ or bid** or any other writing related to a potential agreement with the County. Failure to file the questionnaire within the time provided by the statute is a Class C misdemeanor

Tex. Local Gov't Code § 176.006 (2005)

§ 176.006. Disclosure Requirements for Vendors and Other Persons; Questionnaire

(a) A person described by Section 176.002(a) shall file a completed conflict of interest questionnaire with the appropriate records administrator not later than the seventh business day after the date that the person:

(1) begins contract discussions or negotiations with the local governmental entity; or

(2) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential agreement with the local governmental entity.

(b) The commission shall adopt a conflict of interest questionnaire for use under this section that requires disclosure of a person's affiliations or business relationships that might cause a conflict of interest with a local governmental entity.

(c) The questionnaire adopted under Subsection (b) must require, for the local governmental entity with respect to which the questionnaire is filed, that the person filing the questionnaire:

(1) describe each affiliation or business relationship the person has with each local government officer of the local governmental entity;

(2) identify each affiliation or business relationship described by Subdivision (1) with respect to which the local government officer receives, or is likely to receive, taxable income from the person filing the questionnaire;

(3) identify each affiliation or business relationship described by Subdivision (1) with respect to which the person filing the questionnaire receives, or is likely to receive, taxable income that:

(A) is received from, or at the direction of, a local government officer of the local governmental entity; and

(B) is not received from the local governmental entity;

(4) describe each affiliation or business relationship with a corporation or other business entity with respect to which a local government officer of the local governmental entity:

(A) serves as an officer or director; or

(B) holds an ownership interest of 10 percent or more;

(5) describe each affiliation or business relationship with an employee or contractor of the local governmental entity who makes recommendations to a local government officer of the local governmental entity with respect to the expenditure of money;

(6) describe each affiliation or business relationship with a person who:

(A) is a local government officer; and

(B) appoints or employs a local government officer of the local governmental entity that is the subject of the questionnaire; and

(7) describe any other affiliation or business relationship that might cause a conflict of interest.

(d) A person described by Subsection (a) shall file an updated completed questionnaire with the appropriate records administrator not later than:

(1) September 1 of each year in which an activity described by Subsection (a) is pending; and

(2) the seventh business day after the date of an event that would make a statement in the questionnaire incomplete or inaccurate.

(e) A person is not required to file an updated completed questionnaire under Subsection (d)(1) in a year if the person has filed a questionnaire under Subsection (c) or (d)(2) on or after June 1, but before September 1, of that year.

(f) A person commits an offense if the person violates this section. An offense under this subsection is a Class C misdemeanor.

(g) It is a defense to prosecution under Subsection (f) that the person filed the required questionnaire not later than the seventh business day after the date the person received notice of the violation.

Tex. Local Gov't Code § 176.001 (2005)

§ 176.001. Definitions

In this chapter:

(1) "Commission" means the Texas Ethics Commission.

(2) "Family member" means a person related to another person within the first degree by consanguinity or affinity, as described by Subchapter B, Chapter 573, Government Code.

(3) "Local governmental entity" means a county, municipality, school district, junior college district, or other political subdivision of this state or a local government corporation, board, commission, district, or authority to which a member is appointed by the commissioners court of a county, the mayor of a municipality, or the governing body of a municipality. The term does not include an association, corporation, or organization of governmental entities organized to provide to its members education, assistance, products, or services or to represent its members before the legislative, administrative, or judicial branches of the state or federal government.

(4) "Local government officer" means:

(A) a member of the governing body of a local governmental entity; or

(B) a director, superintendent, administrator, president, or other person designated as the executive officer of the local governmental entity.

(5) "Records administrator" means the director, county clerk, municipal secretary, superintendent, or other person responsible for maintaining the records of the local governmental entity.

CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For vendor or other person doing business with local governmental entity

This questionnaire is being filed in accordance with chapter 176 of the Local Government Code by a person doing business with the governmental entity.

By law this questionnaire must be filed with the records administrator of the local government not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code.

A person commits an offense if the person violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.

OFFICE USE ONLY

Date Received

1 Name of person doing business with local governmental entity.

2

Check this box if you are filing an update to a previously filed questionnaire.

(The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than September 1 of the year for which an activity described in Section 176.006(a), Local Government Code, is pending and not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)

3

Name each employee or contractor of the local governmental entity who makes recommendations to a local government officer of the governmental entity with respect to expenditures of money AND describe the affiliation or business relationship.

4

Name each local government officer who appoints or employs local government officers of the governmental entity for which this questionnaire is filed AND describe the affiliation or business relationship.

CONFLICT OF INTEREST QUESTIONNAIRE

For vendor or other person doing business with local governmental entity

FORM CIQ

Page 2

5

Name of local government officer with whom filer has affiliation or business relationship. (Complete this section only if the answer to A, B, or C is YES.

This section, item 5 including subparts A, B, C & D, must be completed for each officer with whom the filer has affiliation or other relationship. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer named in this section receiving or likely to receive taxable income from the filer of the questionnaire?

Yes

No

B. Is the filer of the questionnaire receiving or likely to receive taxable income from or at the direction of the local government officer named in this section AND the taxable income is not from the local governmental entity?

Yes

No

C. Is the filer of this questionnaire affiliated with a corporation or other business entity that the local government officer serves as an officer or director, or holds an ownership of 10 percent or more?

Yes

No

D. Describe each affiliation or business relationship.

6

Signature of person doing business with the governmental entity

Date