



## LEGAL NOTICE

**REQUEST FOR PROPOSAL  
SEALED PROPOSAL 13-116**

**For**

**Jail Management System**

**For**

**ST. CHARLES COUNTY GOVERNMENT  
ST. CHARLES, MISSOURI**

St. Charles County is seeking proposals for **Jail Management System**. The county reserves the right to terminate the contract for any violation, by the successful bidder, of any term or condition of the contract by giving thirty (30) days written notice stating the reasons therefore and giving the party time to remedy any deficiencies. All bid prices submitted must be guaranteed for ninety (90) days.

## PROPOSAL INSTRUCTIONS

One original and one [1] signed copy of the proposal must be received in a sealed envelope plainly marked “ **Sealed Proposal 13-116 Jail Management System**” with the date and time of the proposal opening in the lower left corner of the envelope.

An authorized representative of the company/person submitting the proposal must sign the proposal, in blue ink.

Proposals must be submitted to the St. Charles County Finance Department, 201 North Second Street Room 541 St. Charles MO 63301 prior to **7/9/2013 at 10:00 am**.

St. Charles County reserves the right to accept and/or reject any and all proposals.

Proposal results may be obtained by emailing a request to the St. Charles County Purchasing Manager at [purchasing@sccmo.org](mailto:purchasing@sccmo.org), **no phone calls please**. Include the name and number of the proposal and date of the proposal opening when requesting the results. The time it takes for final proposal results to be made public depends on the complexity of the project and the cost of the project.

## PROPOSAL INQUIRIES

Any questions or clarifications concerning this Request for Proposal must be submitted in writing via E-mail (preferred), mail or fax to:

Kurt Mandernach, Purchasing Manager  
St. Charles County Government  
Finance Department  
201 North Second Street  
St. Charles, Missouri 63301  
Fax: (636)949-7589  
[purchasing@sccmo.org](mailto:purchasing@sccmo.org)

**Technical inquiries concerning the specifications should be made to:**

Patty Steevens  
St. Charles County Government  
Information Systems  
201 North Second St  
St. Charles, Missouri 63301  
Phone (636) 949-7900 Ext 4488  
[psteevens@sccmo.org](mailto:psteevens@sccmo.org)

- The request number and title shall be referenced on all correspondence.
- All questions must be received no later than **5:00 PM** on **07/03/13**.
- . Any question received after this deadline may not be answered.

**Responses to questions/clarifications will be placed on the County's website <http://finance.sccmo.org/finance>. Check this website frequently for updates and any addendum that are issued.**

## **Prohibited Communication**

**Contact with any representative, other than through the procedure outlined in the section titled "Bid (or Proposal) Inquiries", concerning this request is prohibited PRIOR TO BID (OR PROPOSAL) OPENING. Representative shall include, but not be limited to, all elected and appointed officials, and employees of St. Charles County and the Agencies within St. Charles County.**

**Any Offeror engaging in such prohibited communications prior to Bid (or Proposal) Opening may be disqualified at the sole discretion of St. Charles County.**

## TERMS AND CONDITIONS

- St. Charles County reserves the right to reject any and all proposals or parts of a proposal and waive technicalities, and to adjust quantities.
- All proposals will be considered final. No additions, deletions, corrections, or adjustments will be accepted after the time of proposal opening.
- All delivery costs or charges must be included in the F.O.B. destination proposal price.
- City, County and State of Missouri Sales Tax and Federal Taxes are not applicable to sales made to St. Charles County and must be excluded.
- The contract shall be effective for the approximate twelve (12) month period from the date of the notice of award.
- The electronic version of this bid/RFP is available upon request. The document was entered into WORD for Microsoft Windows. The Purchasing Office does not guarantee the completeness and accuracy of any information provided on the electronic version. Therefore, respondents are cautioned that the hard copy of this bid/RFP on file in the Purchasing Office governs in the event of a discrepancy between the information contained in or on the electronic version and that which is on the hard copy.
- Vendors are required to clearly identify any deviations from the specifications in this document.
- An authorized officer of the company submitting the proposal must sign all proposals, in blue ink.
- Vendors must submit two [2] signed copies of their proposal; one is to be an original and so marked.
- All prices and notations must be in blue ink or typewritten on the attached form. Mistakes must be crossed out, corrections typed adjacent and must be initialed in blue ink by the person signing the proposal.
- St. Charles County will not award any proposal to an individual or business having any outstanding amounts due from a prior Contract or business relationship with the County or who owes any amount(s) for delinquent Federal, State or Local taxes, fees and licenses.
- Sealed proposals received after the designated time of the receipt of the sealed proposals will be considered as "Void" and will not be opened.
- The successful firm is specifically denied the right of using in any form or medium the names of St. Charles County or any other public entity within the St. Charles County for public advertising unless express written permission is granted.
- All vendors must possess the necessary and appropriate business and/or professional

licenses in their field.

- Award will be made to the low responsive, responsible vendor, or to the offeror whose proposal is most advantageous to the County, price and other factors considered. When payments are to be made to the County, award will be made to the most advantageous offer.
- County reserves the right to accept any item or group of items offered, unless the vendor qualifies his proposal by specific limitations. The proposal can be on an "all or none" basis if wording in the proposal so states and if all items solicited are included in the proposal.
- When applicable, provide unit prices and extension prices. Where there is disagreement in the unit and extension prices, the unit price shall govern.

**Employment of Unauthorized Aliens Prohibited (Missouri Revised Statutes Section 285.530)**

As a condition for the award of any contract or grant in excess of five thousand dollars by St. Charles County to a business entity, the business entity shall, by sworn affidavit and provision of documentation\*\*, affirm its enrollment and participation in a federal work authorization program (**E-Verify**) with respect to the employees working in connection with the contracted services. Every such business entity shall sign an affidavit affirming that it does not knowingly employ any person who is an unauthorized alien in connection with the contracted services. [RSMO 285.530 (2)]

An employer may enroll and participate in a federal work authorization program (**E-Verify**) and shall verify the employment eligibility of every employee in the employer's hire whose employment commences after the employer enrolls in a federal work authorization program. The employer shall retain a copy of the dated verification report received from the federal government. Any business entity that participates in such program shall have an affirmative defense that such business entity has not violated subsection 1 of this section. [RSMO 285.530 (4)]

Any entity contracting with St. Charles County shall only be required to provide the referenced affidavit on an annual basis. A copy of the affidavit is included in this bid request. Vendors may choose to send the required documentation using one of the following options:

- Send the notarized affidavit and E-Verify MOU signature page to: St. Charles County, Attn: Purchasing Manager, 201 N Second Street, Room 541, St. Charles, MO 63301 prior to responding to any solicitations; **OR**
- Send the notarized affidavit and E-Verify MOU signature page along with a bid solicitation response.

These documents will be kept on file. The notarized affidavit and E-Verify MOU signature page will remain current for **one year** from the date of the notarized affidavit.

**\*\* PLEASE NOTE:**

**Acceptable enrollment and participation documentation consists of a valid copy of the signature page of the E-Verify Memorandum of Understanding, completed and signed by the Contractor, and the Department of Homeland Security - Verification Division**  
**The online address to enroll in the E-verify program is:**

<https://e-verify.uscis.gov/enroll/StartPage.aspx?JS=YES>

**Open Records**

Any and all information contained in or submitted with the bid becomes a public record subject to the Missouri Sunshine Law when the bids are opened. If the bidder believes that any information contained in or submitted with the bid is protected from disclosure by the Missouri Sunshine Law, the bidder must clearly identify what information the bidder believes is so protected and must also clearly identify the legal basis therefor.

# REQUEST FOR PROPOSAL

## **Jail Management System**

St. Charles County Government (County) Department of Corrections (subsequently referred to as the SCC DOC was built in 1989, and has a capacity for 500 – 650 inmates. It is a maximum security 2nd generation jail. Current population distribution consists of inmates awaiting trial, committed/sentenced, state inmates and holds for other jurisdictions including local municipalities as well as Federal inmates. Individuals are held here on a wide variety of offenses ranging from misdemeanor traffic offenses to murder in the first degree. The maximum sentence anyone can serve at this facility is one year per individual case; however, some individuals have been held here longer waiting to go to trial.

### **1 Statement of Work**

#### **1.1 Purpose**

The SCC DOC is seeking to acquire a comprehensive application that will provide functionality for booking, work release, inmate movement, cell management, dietary, fingerprinting integration, camera integration, Victim Information and Notification Everyday (VINE) information, Sex Offender information, reporting, security, search engine, ability to attach images, retain historical data, provide alerts, accounting, commissary management, medical management (medication, treatment administration, medical orders, documentation, pharmacy, radiology and laboratory), and MULES. The solution should also be aimed at achieving a “paperless” environment while providing authorized staff quick and easy access to inmate information. Software will need to be integrated with several other vendor applications for various items (i.e. Tech Friends or another financial vendor, VINE, PAYTEL or other phone vendor, pharmacy, lab, eMAR, radiology etc.).

The solution should seek to not only meet the current requirements of the SCC DOC Section, but also to allow for expansion to meet future needs. The solution must also be compatible with Windows XP and 7 Professional client computers, as well as, local and remote clients. All software must meet or exceed the majority of following specifications to be considered. Vendors are required to clearly identify any deviations from the following proposal specifications. Qualified technical support must be readily available.

### **2 General Information & Expectations**

The SCC DOC’s primary objectives in implementing the Jail Management System are as follows:

1. Reduce liability and exposure to the SCC DOC and its providers.
2. Improve quality of medical care for inmates.
3. Enforce and measure compliance of SCC DOC with enterprise reporting.
4. Ensure that all inmate and medical information is easily manageable and readily accessible to authorized staff members.
5. Reduce overall operational costs throughout the SCC DOC.

The anticipated software needs to meet the requirements of this RFP which include the following but is not limited to the below:

- Booking/Release
- Financials
- Inmate Medical
- Biometrics - Fingerprinting and camera integration; including attaching images
- Incidents and Discipline
- Visitation
- Employee Records/Events/Reporting
- Inmate programs/work release
- Classifications
- Cell management
- VINE
- MULES
- Sick Calls
- Med Pass/Pill Call
- Calendar/Scheduling
- Inmate Movement/Transport/Tracking
- User level based security
- Billing
- Alerts/Wants
- Inventory Management
- Document Management
- Customizable Reports
- Integration with MULES, VINE, pharmacy, laboratory, radiology, phone and financial systems

**2.1** The County shall not be held responsible for any oral instructions. Any changes to this Request for Proposal (RFP) will be in the form of an addendum.

**2.2** The County reserves the right to reject any or all responses, to waive any informality or irregularity in any response received, and to be the sole judge of the merits of the respective responses received.



**2.3** The selected provider will be an integral member of the Project Team, consisting of the selected provider, representatives from the County and other consultants as required or designated.

### **3 Additional Terms and Conditions**

#### **3.1 Confidentiality**

All correspondence, documentation and information provided in response to or because of this RFP may be reproduced for the purposes of reviewing the Respondent's submission to this RFP. If a portion of a Respondent's Response is to be held confidential, such provisions must be clearly identified in the Response. All correspondence, documentation and information of any kind, provided to any Respondent, in connection with or arising out of this RFP or the acceptance of any Response:

- a) Remains the property of the County
- b) Must be treated as confidential to the extent permitted by law
- c) Must not be used for any purpose other than for replying to this RFP or for fulfillment
- d) Must be returned upon request

#### **3.2 Non-Disclosure Agreement**

The County reserves the right to require any Respondent to enter into a non-disclosure agreement satisfactory to the County.

### **4 Proposal Preparation Instructions**

#### **4.1 Vendor's Understanding of the RFP**

In responding to this RFP, the vendor accepts the full responsibility to understand the RFP in its entirety, and in detail, including making any inquiries to the County as necessary to gain such understanding.

#### **4.2 Good Faith Statement**

All information provided by the County in this RFP is offered in good faith. Individual items are subject to change at any time. The County makes no certification that any item is without error. The County is not responsible or liable for any use of the information or for any resulting claims.

## 5 Method of Award

### 5.1 Formal Presentation

The purpose of this RFP is to identify those suppliers that have the interest, capability, and financial strength to supply the County with a software solution identified in the Scope of Work. The County will evaluate each Proposal based upon the criteria listed below and upon the competence, compliance, format, and enterprise applicability demonstrated by the Proposal.

#### **Evaluation Criteria (no weighting is implied by order of listing):**

- General information about your organization including a description of the firm, organizational chart, and relevant firm experience.
- Responses to the specifications and other requirements detailed in sections 6, 7 and 8 below, including:
  - Functional Specifications
  - Vendor Commitment
  - Training
  - Technical Proposal
  - Support
  - Vendor qualifications and references
    - Experience with Government entities
  - Estimated cost and length of contract

### 5.2 Selection and Notification

Based upon its evaluation of the Proposals in accordance with section 5.1, the County will select finalists for a Short List for the project. The Short List firms may meet with the County for interviews. The purpose of the interview is to expand upon the information provided in the Proposal, not to repeat information already provided. The interview may include a site visit by County staff. Those firms selected for the Short List will be provided additional instruction by the County. Those firms not selected from the County will not be notified.

Following any interviews, the County will determine a ranking for each Short List firm in accordance with the criteria discussed in section 5.1. Consideration will be given to both the written Proposal and any oral presentations or interviews. No other factors or criteria will be considered.

The highest ranked firm will be recommended to the Finance Director and Director of Administration for contract award. The County will enter into negotiations with the selected firm and execute a contract upon completion of negotiations and approval by the County Executive. If the County is unsuccessful in negotiating a contract with the highest-ranked firm, it may then negotiate with the next-highest ranked firm until a contract is executed, or it may elect to terminate the selection process. If the County does not find a suitable vendor within the RFP process, the County is not obligated to award the project to any vendor.

## 6 Functional Specifications

Complete the following section by placing a check mark in the **Yes** or **No** column to indicate whether the proposed software meets the stated requirement. Mandatory requirements are marked with an R in the Required column. If your application does not currently meet the mandatory requirements; are you willing to add the functionality at no charge before implementation?

**Yes** = Vendor's software fully meets the described requirement

**No** = Vendor's software does **not** meet the described requirement, and cannot be made to do so

All "**No**" responses shall be explained on the exception sheet included in the proposal packet. For all "**No**" responses, please provide an explanation whether the requirement can be met in the future with the proposed software.

### Explanations and Exceptions

All variances to information required in the Functional Specifications section of this RFP must be listed in this section and a comprehensive explanation provided regarding the reason for the variance, whether the requirement can be met in the future with the proposed solution, and a definitive delivery date for the required functionality. Please refer to the RFP Functional Specifications section letters and numbers in each of your responses.

### 6.1 System Requirements

6.1 System Requirements					
Item	Requirements	Required	Yes	No	<u>Comments</u>
1.	Does your software support the simultaneous usage of the software by dozens of users assuming the hardware it runs on is capable of such volume?	R			
2.	Does your software support large capacity storage devices such as terabyte hard drives and/or SAN disk arrays?	R			

**6.1 System Requirements**

3.	Is your software scalable from an information management point-of-view, meaning that as our correctional facility grows in its needs your software is already capable, today, of meeting those needs? Examples would include complex disease management protocols; means of rapid data entry of sophisticated documentation; advanced reporting and trending for outcome- based medicine; tracking of new types of information using user definable records; etc.	R			
4.	If the JMS application is <u>not</u> web based; does the application require administrative rights to run on the PC?				
5.	If the JMS application is <u>not</u> web based the application must have an automated way to update the application on the PC. Explain the recommended method.				
6.	The JMS application must write error messages to the application log file and not directly to the console. Error messages must be in plain English and meaningful. The messages must not be cryptic code that only the solution provider understands.	R			

6.1 System Requirements					
7.	Does your software have any known functional issues with any antivirus solution?				
8.	Is your software HIPAA (Health Insurance Portability and Accountability Act) compliant?				
9.	Does your software provide the ability to record a grievance received from an inmate?				
10.	Does your software provide the ability to track a grievance (staff response and status)?				
11.	Does your software interfere with the operation of standard Microsoft applications (Word, Excel, and Outlook), Internet Explorer, Windows Operating Systems and or Windows Server Operating Systems?	R			
12.	Does your software 'lock up' or disable a user input or access during transactions or when executing queries to external system databases or interfaces?				
13.	Incidents should have a reference table defined by the SCC DOC. Does your system assign a system generated number to each incident?				
14.	Does the system provide the ability to add, review, edit and submit an incident report, including the identification of the severity of the violation?	R			

**6.1 System Requirements**

15.	Does the system support the work flow of an incident report by notifying appropriate personnel that an incident report is ready for review and allow approval/denial of the details or a recommendation?	R			
16.	Does the system support the classification of a violation as minor or major?	R			
17.	Does the system provide the ability to record an inmate's decision to waive his/her right to hearing before the Disciplinary Review Board?	R			
18.	Does the system provide the ability to record the staff assigned as the Disciplinary Review Board for each incident?	R			
19.	Does the system provide the ability to review an inmate's disciplinary history?	R			
20.	Does the system support scheduling of disciplinary hearings?	R			
21.	Does the system provide the ability to record details of staff and inmate interviews conducted by the Disciplinary Review Board?	R			
22.	Does the system provide the ability to record the results of a disciplinary hearing?	R			

6.1 System Requirements					
23.	Does the system provide the ability for an inmate to appeal a decision by the Disciplinary Review Board?	R			
24.	Does the system provide the ability to record an appeal decision?	R			
25.	Does the system provide status on incidents occurrences? (i.e. hearing date, hearing results etc.)	R			
26.	Can users operate the system using function keys and mouse point-and-click operations?	R			
27.	Can the vendor create templates for narrative fields on any screen?				
28.	Does the system include narrative fields of virtually unlimited length?				
29.	Does the system provide spell check for narratives?	R			
30.	Does the system provide cut, copy and paste functions?	R			
31.	Can users search on any field on any screen in any order within the system?	R			
32.	Can searches be performed within the data entry screens?				
33.	Can users search with wildcard characters?				

6.1 System Requirements					
34.	Can users search multiple criteria within the same table or search combined criteria across multiple tables?				
35.	Can the system display a list of all records matching "specific" criteria?				
36.	Does your system have a central name table used for all names entered?				
37.	Does your software provide the ability to book a subject that does not provide a name?	R			
38.	Does the system produce an Arrest Report Profile, and a Transport profile that contains inmate biographical information, charges, mug shot, transporting officer, receiving officer, date/time and mileage?				
39.	Does the system allow you to pre-book an individual with just a name? This would be for when the facility is busy and only needs to get the inmate on the jail roster and to open up the money account system to log the money.				
40.	Does the system permit any record to be expunged or merged by authorized personnel?	R			
41.	Can name records be accessed from all modules without the need to reenter search criteria?				



6.1 System Requirements					
42.	Can a user view all associated information based on a name search? (i.e. tattoo's, incident reports, charges etc.)	R			
43.	What information can users capture regarding an individual in the name record besides the basic name and address information? Please list in detail.				
44.	Can users enter and view alerts for any name in the system?	R			
45.	Does an alert appear if a name is associated with alias?				
46.	Can a name be associated with an unlimited amount of aliases along with descriptions of each alias?	R			
47.	Can the system transfer data required by the FBI or another organization from the name records to a LiveScan fingerprinting system?	R			
48.	Does the system provide a VINE interface?	R			
49.	VINE: Does the interface provide a custody status?	R			
50.	VINE: Does the interface generate court scheduling information?	R			
51.	Does the system provide a MULES interface?	R			

6.1 System Requirements					
52.	MULES: Can users simultaneously perform real time searches and or queries of multiple state systems?	R			
53.	MULES: Can users perform query, enter, modify, locate, clear, cancel transactions without re-entering information? If not, please identify which transactions cannot.				
54.	MULES: Does the interface have a confirmation hit request?				
55.	MULES: Does the interface have a confirmation hit reply?				
56.	MULES: Does the system display photos when a query is returned?				
57.	MULES: Can users perform query on a name without re-entering driver's license, driver history, and criminal history?				
58.	MULES: Can user's forward queried information to other users?				
59.	Are mug shot and profile images available on all main screens, including arrest, offense, sentence and bond screens?				

6.1 System Requirements					
60.	Does the system provide the ability to record bond information; including different court divisions and outside courts, dollar amounts, and types of bonds (i.e. professional, 10%, and cash only)?	R			
61.	Does the system provide the ability to enter keep-aways and the type (rival gang members, codefendant, witness etc.)?	R			
62.	Does the system provide the ability to record holds, warrants and detainers?	R			
63.	Does the system provide a dashboard for users to access recent active bookings, non-custody bookings, and released inmate data?				
64.	Are there required fields to be completed before users can continue the booking process?	R			
65.	Does the system have a booking checklist?	R			
66.	Can users enter multiple arrests with multiple offenses per arrest?				
67.	Can users duplicate offenses to save time (copy functionality)?				
68.	Can users link historical arrests or offense records to the current booking?				
69.	During any data entry if interrupted can you continue later without losing data?				

6.1 System Requirements					
70.	Can users schedule any type of event? (i.e. booking, releases, transports, meals, visits etc.)	R			
71.	Can users view future events and filter them on specific criteria?				
72.	Does the system provide the ability to record all visits made to an inmate, including the visitor name, date/time and location?				
73.	Does the system provide the ability to record visits made by probation officers and attorneys?				
74.	Can users link visitor names and descriptions to an inmate's record or multiple inmate records?				
75.	If a visitor has an existing want does the system alert the user?				
76.	Can users view available lockers and assign inmates to the same property locker?				
77.	Does the vendor accommodate predefining jail cells and capacity?				
78.	Can users restrict housing assignments based on gender, security classifications, handicap accessibility and cell capacity?	R			

6.1 System Requirements					
79.	Can the system maintain history of the inmate's cell and bed assignments for current and past periods of incarceration?	R			
80.	Does the system provide the ability to create a list of inmates requiring special diets, including types of diets?	R			
81.	Can users create an inmate cash account, print receipts and track authorizations for withdrawals?				
82.	Can the system automatically compute the billing amount for housing another agency's inmate?				
83.	Can users enter both consecutive and concurrent sentences?				
84.	Does your system allow for different release types (i.e. end of sentence, released to prison, bond release etc.)?	R			
85.	Can the system calculate an inmate's release date based on the sentence and or multiple sentences?	R			
86.	Does the system provide scheduling of for inmates serving their sentences on weekends or work release programs?				

6.1 System Requirements					
87.	Can the system automatically create a hold for an inmate who requires conditional release based on the offense, judicial status and or disposition?				
88.	Does the system provide release documents?				
89.	Does the system provide a timesheet for all Correctional personnel?				

## 6.2 Security

6.2 Security					
Item	Requirements	Required	Yes	No	Comments
1.	Does your software contain security features?				
2.	Does your software enforce username and password checking before the user can begin using the software?				
3.	Does the proposed software have the capability of authentication using Active Directory?				
4.	Can users be assigned to a group where each department is then assigned specific privilege?				
5.	Does your system recognize administrator or super-users that can administer the security routines?				
6.	Can administrator or super-users be prevented from accessing medical information?				

**6.2 Security**

Item	Requirements	Required	Yes	No	Comments
7.	Is every change in user and group settings recorded in an audit log?				
8.	Is every log in and log out of the system recorded in an audit log?				
9.	Does your system have the ability to prevent a given user from seeing some inmates? (i.e. prevent users from seeing medical information)				
10.	Can user access be defined per screen, record, field, and function (view, add, modify, delete etc.)? Please list each available.				
11.	Can users be members of more than one group at the same time?				
12.	Does your system support an unlimited number of users and departments?				
13.	Does your system include audit trails of data creation and modification for sensitive and critical data such as provider dictation, medication administration, sensitive user definable fields, etc.?				
14.	Does your system support keeping audit logs indefinitely? Is this option configurable to administrators/super-users?				

6.2 Security					
Item	Requirements	Required	Yes	No	Comments
15.	Does your software support fingerprint readers, for identification of inmates upon entry and exiting the facility?	R			
16.	Does your system support running client software in a terminal services environment?				
17.	Is Microsoft Windows your systems preferred operating system for workstations and servers?				

### 6.3 Server

6.3 Server					
Item	Requirements	Required	Yes	No	Comments
1.	Server Function: SQL, IIS, Application or Batch				
2.	What is your latest supported OS (operating system)?				
3.	Is your software SQL based (Microsoft SQL 2008 R2 or higher)?				
4.	Processor recommendations				
5.	RAM recommendations				
6.	Storage size recommendations				
7.	Can the application be virtualized?				



**6.3 Server**

Item	Requirements	Required	Yes	No	Comments
8.	The software application on the server must run as a service using a dedication service account; and not under a system account. The application must not run in a disk operating system (DOS) window or under a user account left logged into the server.	R			
9.	Will there be additional hardware required?				
10.	Is the application a thick client or a web interface?				
11.	What is the licensing structure?				
12.	If thick client, what is the latest desktop OS the application will run on?				
13.	Will the application run on 32 bit or 64 bit Windows?				
14.	If web interface, what are your supported browsers and versions?				
15.	Does the application require Java and if so what version?				
16.	Does the application require Silverlight and if so what version?				
17.	What type of connections will be required for desktop PC's (i.e. ODBC)?				
18.	Does the application have Adobe or Flash dependencies?				

6.3 Server					
Item	Requirements	Required	Yes	No	Comments
19.	Will any credit card holder data be stored on site?				
20.	Are you PCI compliant? If so, please provide documentation				
21.	Does the software have any other special requirements?				

#### 6.4 Database

6.4 Database					
Item	Requirements	Required	Yes	No	<u>Comments</u>
1.	Is the data stored in the cloud? If so, additional questions will need to be answered.				
2.	Who owns the data stored in JMS? (if vendor hosts)				
3.	What are your policies for protecting our data? (if vendor hosts)				
4.	All proposed database solutions must enforce referential integrity.				

#### 6.5 Workstation

6.5 Workstation					
Item	Requirements	Required	Yes	No	<u>Comments</u>
1.	Does your software support standard, off the shelf, Microsoft Windows based workstations?				
2.	Does your software support desktop computers?				
3.	Does your software support laptops?				

**6.5 Workstation**

Item	Requirements	Required	Yes	No	<u>Comments</u>
4.	Does your software support iPads or equivalent tablets?				
5.	Does your software support thin-client machines as workstations?				
6.	Does your software support non-standard computers if used as a thin client workstation?				
7.	If web interface, what are your supported browsers and versions?				
8.	Does the application require Java and if so what version?				
9.	Does the application require Silverlight and if so what version?				
10.	What type of connections will be required for desktop PC's (i.e. ODBC)?				
11.	Does the application have Adobe or Flash dependencies?				
12.	Is the application a thick client or a web interface?				
13.	For non-thin-client workstations do you offer minimum specifications for those workstations?				

**6.6 Peripherals**

**6.6 Peripherals**

Item	Requirements	Required	Yes	No	<u>Comments</u>
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6.6 Peripherals					
1.	Does your software support most standard Microsoft compatible peripherals?				
2.	Does your software support Microsoft compatible printers?				
3.	Does your software support Microsoft compatible scanners?				
4.	Does your software support Microsoft compatible keyboards, mice, and alternative data input devices (such as track balls, pen tablets, etc.)?	R			
5.	Does your software support bar code data entry devices?	R			
6.	Does your software support signature capture devices?	R			

### 6.7 Disaster Recovery

6.7 Disaster Recovery					
Item	Requirements	Required	Yes	No	<u>Comments</u>
1.	Can you offer recommendations for backup policies and procedures to our IT staff?				
2.	In the event of a disaster recovery scenario, will you be willing to travel to the location of our choosing for assistance in bringing our system back online?				
3.	If Cloud based; Do you have a disaster recovery plan? If yes, please describe in detail.				

### 6.8 Integration – Jail Management System

6.8 Integration — Jail Management System (JMS)					
Item	Requirements	Required	Yes	No	<u>Comments</u>
1.	Will your software allow us to import data from our current JMS with the initial Implementation in order for us to keep historical information?	R			

### 6.9 Integration – Radiology

6.9 Integration — Radiology					
Item	Requirements	Required	Yes	No	<u>Comments</u>
1.	<b><u>Does your software integrate with Radiology?</u></b>				

### 6.10 Integration – Pharmacy

6.10 Integration — Pharmacy					
Item	Requirements	Required	Yes	No	<u>Comments</u>
1.	Does your software integrate with pharmacy services?				
2.	Does your software integrate specifically with Diamond Pharmacy Services?				
3.	Does your software automatically send medication orders or prescriptions to pharmacies?				
4.	Does your software automatically receive notification that a medication order or prescription has been filled or not filled?				
5.	If your software includes inventory routines, can you				

6.10 Integration — Pharmacy					
Item	Requirements	Required	Yes	No	<u>Comments</u>
	automatically adjust inventory levels as medications are received from the pharmacy?				
6.	If the pharmacy offers an electronic MAR, can your software integrate with their MAR in real time?				

### 6.11 Integration – HL7 Labs

6.11 Integration — HL7 Labs					
Item	Requirements	Required	Yes	No	<u>Comments</u>
1.	Does your software integrate with HL7-compliant laboratory software systems?				
2.	Does your software have the ability to receive laboratory results in an HL7 compliant file format?				
3.	Does your software have the ability to send laboratory requisitions in an HL7 compliant file format?				
4.	Are the lab results received by your software automatically assigned to the proper patient in the database without any human involvement?				
5.	Are the individual lab results values stored as discrete values for later reporting and graphing?				

**6.11 Integration — HL7 Labs**

6.	If your system offers user definable fields and records, can you integrate user definable fields with lab results fields on the same report? This allows in-house lab results that may be stored as user definable fields to be combined with lab results that may come from outside laboratory testing vendors.				
7.	If the lab vendor notes that a specific lab result is abnormal, does your system also note that fact?				
8.	Does your system have a mechanism for tracking and reporting on whether or not follow-up has been done with the patient for each lab result set?				
9.	Are lab results fully integrated within your system and each inmate's chart? (E.g., the user does not have to invoke another third party program to view lab results.)				

**6.12 Integration – Financials**

**6.12 Integration — Financials**

Item	Requirements	Required	Yes	No	<u>Comments</u>
1.	Does your software integrate	R			

**6.12 Integration — Financials**

with Tech Friends or other financial software?				
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**6.13 Integration – Microsoft Office****6.13 Integration — Microsoft Office**

<b>Item</b>	<b>Requirements</b>	<b>Required</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>
1.	Does your software integrate with Microsoft Office components?				
2.	Does your software integrate with Microsoft Word to allow authorized users to do such things as perform mail merge functions, create patient consent forms, create inmate request forms, create patient education materials, etc.?				
3.	Is virtually every field in your system available for auto-insertion into a Microsoft Word document?				
4.	Can complex template document files and field relationships be set-up by authorized users so that other users can quickly perform the automatic creation of Word documents containing data with a minimum of effort and thinking?				



**6.13 Integration — Microsoft Office**

Item	Requirements	Required	Yes	No	Comments
5.	Does your system store in the inmate's chart where a Word document is created on behalf of that inmate?				
6.	Does your software integrate with Microsoft Excel so that authorized users may export report output into Excel spreadsheets?				
7.	Can complex 'template' spreadsheets be pre-created where output is imported into the spreadsheet, totals, graphs, etc. can be automatically computed and created based on the data exported from the system?				
8.	Does your software integrate with Microsoft Outlook?				
9.	If your software integrates with Microsoft Outlook, can emails be sent from within your system using SMTP?				
10.	If your software integrates with Microsoft Outlook, can multiple emails be sent based on report output data?				

**6.14 Integration – Communication with Other Correctional Facilities**

**6.14 Integration — Communication with Other Correctional Facilities**

Item	Requirements	Required	Yes	No	<u>Comments</u>
1.	Does your software have the ability to share inmate information electronically with other correctional facilities?				

**6.14 Integration — Communication with Other Correctional Facilities**

<b>Item</b>	<b>Requirements</b>	<b>Required</b>	<b>Yes</b>	<b>No</b>	<b><u>Comments</u></b>
2.	Can your software `export' all inmate medical information for one inmate into a commonly recognized file format such as HTML, RTF, PDF, or DOC for viewing on another computer that does not have your software installed?				
3.	Can your software export all inmate medical information for one inmate that can then be imported into another installation of your software to ensure continuity of care for that inmate?				
4.	Can your software electronically receive inmate information from other correctional facilities?				

**6.15 Integration vs. Modular**

**6.15 Integration vs. Modular**

<b>Item</b>	<b>Requirements</b>	<b>Required</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>
1.	Is the software a totally integrated system? (application does not use one module for medications, another module for the eMAR, and a third for booking etc.)				
2.	Is the vendor the sole developer of all routines, components, modules, etc.? (i.e. the vendor has not purchased software from other				

	third parties and is dependent on those third parties for enhancements and problem fixes.)				
3.	Is the vendor's software as demonstrated sold as one complete package at one price? (i.e. software is not sold piecemeal where additional modules each have an additional cost.)				
4.	Is the software compatible with Tech Friends?	R			
5.	Is the software compatible with PAYTEL?	R			
6.	Is the software compatible with an EMR software package?	R			
7.	Is the software compatible with a Pharmacy service software package?	R			
8.	Is the software compatible with a Commissary software package (i.e. Keefe)?	R			
9.	Is the software compatible with MULES?	R			
10.	Is the software compatible with VINE?	R			

### 6.16 Document Management

6.16 Document Management					
Item	Requirements	Required	Yes	No	<u>Comments</u>
1.	Does the software have document management capabilities?				

6.16 Document Management

Item	Requirements	Required	Yes	No	<u>Comments</u>
2.	Can archived medical records be scanned into the system?				
3.	Can outside medical records be scanned into the system?				
4.	Does the software support the automated importation of scanned images via bar code separator pages, file naming conventions, and/or web services?				
5.	Does the software store scanned images in their native file format?				
6.	Does the software support all major Microsoft Windows files formats such as .tif, .jpg and .pdf?				
7.	Does the software support inmate identifying photographs?				
8.	Does the software support digital photographs for things such as disease progression, abuse documentation, etc.?				
9.	Does the software support the storage of sound files?				
10.	Does the software support the storage of video files?				

6.16 Document Management					
Item	Requirements	Required	Yes	No	<u>Comments</u>
11.	Is the access of the document management files (i.e. scanned-in images and photographs) seamlessly integrated into the system? (i.e. the user does not have to manually start up another program to view document management files.)				
12.	Is there a path for unlimited growth of the number and size of document management files except for the natural limits imposed by hardware capacities?				
13.	Are the document management files stored and organized separately from the clinical database(s) such that backups and disaster recovery can be streamlined and implemented using common commercially available backup software?				
14.	Should we choose to discontinue and uninstall your software; will the document management files still be available for use?	R			
15.	Can the software capture images with a TWAIN compliant device from any terminal connected to the network?				
16.	Does the system provide a preview of the captured image prior to final acceptance?				

6.16 Document Management					
Item	Requirements	Required	Yes	No	<u>Comments</u>
17.	Can users crop, center, rotate and or resize images?				
18.	Can users create a lineup directly from a suspect's name record based on matching characteristics? (i.e. age, height, race, weight, hair color etc.)				

### 6.17 Inmate Demographics

6.17 Inmate Demographics					
Item	Requirements	Required	Yes	No	<u>Comments</u>
1.	Does your software store inmate demographic fields such as name, address, city, state, zip, SSN, hospital account #, booking number, tag id's, aliases, tattoos, gang affiliations, etc.?	R			
2.	Does your software store digital photographs to help identify inmates?	R			

6.17 Inmate Demographics

Item	Requirements	Required	Yes	No	<u>Comments</u>
3.	If an inmate is re-admitted multiple times to our facility can your software assign a new identification number to the same inmate but retain previous numbers assigned from previous incarcerations? (i.e. Inmate would have one master identification number with subsequent id's for each arrest)				
4.	Can ad-hoc reports be created to find all inmates with missing demographic information (missing ID numbers and/or last names)?				
5.	If changes are made to inmate demographics, is a history file and/or log kept of the changes made as well as who made the changes and when they were made?				
6.	Can a 'guarantor' be entered and assigned to each inmate?				
7.	Can mass communications be mailed, texted or emailed to inmate guarantors for such things as inmate financial statements or general policy letters?				
8.	Does your software keep track of an inmate's previous addresses and phone numbers?				

6.17 Inmate Demographics					
Item	Requirements	Required	Yes	No	<u>Comments</u>
9.	Does your software allow for an unlimited number of phone numbers to be assigned to one inmate?				
10.	If two inmates entered in your software are later discovered to be the same inmate, does your software allow for an easy consolidation of those two inmates into one?				
11.	Does your software support the exportation of demographic information into other third party software systems?				
12.	Does your software allow for users to easily distinguish between active inmates and released inmates?	R			
13.	Can inmate demographic information be viewed in a read-only format by users not authorized to update the information?	R			
14.	Does your software allow for the unlimited classifications of inmates for tracking such things as ICE inmates, federal inmates, state inmates, etc.?				

**6.18 Inmate Movement**

6.18 Inmate Movement					
Item	Requirements	Required	Yes	No	<u>Comments</u>



6.18 Inmate Movement

Item	Requirements	Required	Yes	No	<u>Comments</u>
1.	Does your software track the movement of inmates within the correctional facility; as well as, outside the facility?	R			
2.	Can your software automatically build a 'dictionary' of in-facility locations (inmate cells) based on inmate movement records imported from the JMS?				
3.	Does your software display the current location of the inmate on any screen that displays the inmate name?	R			
4.	Can your software automatically update the current location of the inmate in real-time as the inmate is moved within the facility?	R			
5.	If an inmate is discharged, does your software automatically record that an inmate was discharged and note that the inmate's current location is out of the facility?	R			
6.	Can your software run exhaustive proximity reports to not only determine which inmates have been in contact with each other, but which inmates have been in contact with each other via intermediary inmate contact?				

6.18 Inmate Movement					
Item	Requirements	Required	Yes	No	<u>Comments</u>
7.	Does your software track a responsible party (correctional officer) for each inmate movement so that ad-hoc reports can be created to see all inmate moves that a particular party has been responsible for?				
8.	Are logs kept in your system of the raw data of the inmate movements so that any potential problems with the software can be diagnosed?				

**6.19 Electronic Medication Administration Record (eMAR)**

6.19 Electronic Medication Administration Record (eMAR)					
Item	Requirements	Required	Yes	No	<u>Comments</u>
1.	Does your software include a Medication Administration Record (eMAR) component?				

**6.20 Orders/Treatment Administration Record (TAR)**

6.20 Orders / Treatment Administration Record (TAR)					
Item	Requirements	Required	Yes	No	<u>Comments</u>
1.	Does your software include an order-based Treatment Administration Record (TAR)?				
2.	Can orders be created for inmates within your system?				
3.	Does your system support both standing orders and ad-hoc orders?				
4.	Can orders be assigned to individual staff members?				
5.	Can orders be assigned to departments (groups of related staff members)?				
6.	Can the execution of orders automatically create other records in the system (i.e. if an order is given to take an inmate's vital signs, can the processing of that order automatically create a separate vital sign record for the inmate)?				
7.	Can the completion of one order automatically create another order (i.e. if an order is completed to 'Give a TB Test' can the completion of that order automatically create an order to 'Read a TB Test')?				

6.20 Orders / Treatment Administration Record (TAR)

Item	Requirements	Required	Yes	No	<u>Comments</u>
8.	Can the completion of one order have multiple possible endings, each of which may automatically create multiple additional orders (allowing for decision making support in such things as chronic disease management, admission of new inmates, etc.)?				
9.	Does your order system track best-case and worst-case target dates?				
10.	Does your order system allow for work to begin on an order immediately after it is created?				
11.	Does your order system prevent an order from being started until a specific timeframe occurs and/or a specific amount of time has passed from the creation of the order?				
12.	Can orders be cancelled?				
13.	Can ad-hoc order reports be created to see such things as all open orders for specific departments or all past-due orders?				
14.	Can dictionaries of standing order definitions be built and categorized for rapid order selection and creation?				
15.	Can order target dates be tied to the inmate's birth date?				

6.20 Orders / Treatment Administration Record (TAR)

Item	Requirements	Required	Yes	No	<u>Comments</u>
16.	Can other clinical records such as vital sign records, lab tests, or document management files be `inserted' into the order as documentation of the order?				
17.	Does your order system support the 'approval' or 'sign-off' of the order by the requesting authority such as the physician or supervisor?				
18.	Are all fields stored on the order available for display and filtering on ad-hoc and system reports?				
19.	Does your order system support the 'export' of the order definitions to other correctional facilities that also have your system installed?				
20.	Can staff members create orders on behalf of, and at the request of authority figures such as physicians or managers?				
21.	Does your order system contain an audit log that shows when every entry was created or modified, and by whom?				
22.	Can all orders (open or complete) for an individual inmate be accessed by the user from an eMAR system?				

**6.21 Alerts**

6.21 Alerts					
Item	Requirements	Required	Yes	No	<u>Comments</u>
1.	Does your software include an alert component to warn users of specific inmate conditions?	R			
2.	Can we customize alerts to be issued based on the inmate's age?				
3.	Can we customize alerts to be issued based on the inmate's sex?				
4.	Can we customize alerts to be issued based on the inmate's current problems (diabetes, hypertension, suicide risks)?				
5.	Can we customize alerts to be issued based on other classifications/categories that may have been assigned to the inmate?				
6.	Can we customize alerts to be issued based on laboratory values?				
7.	Can we customize alerts to be issued based on missing values such as no lab results, orders, diseases, or vital signs?				
8.	Can we customize alerts to be issued based on fields entered on intake screening forms, such as pregnancies, suicide risks, high-risk behavior, etc.?	R			

6.21 Alerts

Item	Requirements	Required	Yes	No	<u>Comments</u>
9.	Can we customize alerts based on any combination of one or more of the criterion listed above (Items 2-8)?				
10.	Can alerts be automatically checked and possibly issued based on creation of appointments, visits, inmate admissions, movements, etc.?				
11.	Are alerts that have been issued to an inmate highly visible and easily accessible?	R			
12.	Can alerts be department specific, meaning only certain departments can see or act upon specific alert types?				
13.	Can default orders be assigned when an issued alert is acted upon by an authorized staff member of the healthcare provider?				
14.	Can an authorized staff member of healthcare provider choose to ignore or cancel an alert?				
15.	Does your system track all alerts issued and the corresponding measures taken in support or denial of those alerts?				
16.	Can reports be created to track alerts issued and the outcome (if any) of those alerts?				

**6.21 Alerts**

Item	Requirements	Required	Yes	No	<u>Comments</u>
17.	For a single inmate can users enter multiple active warrants or multiple offenses per warrants?	R			
18.	Does the system automatically display any active wants for a name record?				
19.	Does a visual alert automatically display beside the person's name or alias?				
20.	Are alerts visible on all screens within the system?				
21.	Can users define the want alert verbiage?				
22.	Does an alert identify if a person is currently incarcerated?				

**6.22 Clinical Capabilities**

**6.22 Clinical Capabilities**

Item	Requirements	Required	Yes	No	<u>Comments</u>
1.	Does your software track active and inactive medications for inmates?				
2.	Does your software auto-update active and inactive medications automatically from medication orders/prescriptions created within the system?				



6.22 Clinical Capabilities

Item	Requirements	Required	Yes	No	<u>Comments</u>
3.	Does your software track active and inactive medications (over the counter drugs) from sources outside the correctional facility such as specialists, health departments and the inmate's family?				
4.	Does your software track current problems (i.e. diabetes, hypertension, dyslipidemia, etc.) for an inmate?				
5.	Does your software track current problems using a standardized coding system such as the ICD-9 disease classification system?				
6.	Does your software support start, continue, and stop dates for current problems?				
7.	If your software tracks current problems based on ICD-9 codes, can current problems be auto-assigned to patient visits for billing and reporting purposes?				
8.	Does your software track allergies for inmates?				
9.	Does your software support start, continue, and stop dates for allergies?				
10.	Can comments be entered for current medications, problems, and allergies?	R			

6.22 Clinical Capabilities

Item	Requirements	Required	Yes	No	<u>Comments</u>
11.	Does your software track a 'past medical history' for inmates?				
12.	Can the past medical history be updated by multiple data entry methods such as templates, voice dictations, and/or copy-paste from other software packages (Microsoft Word)?				
13.	Does your software support patient visits or encounters?				
14.	Does an encounter record provide documentation in free-text format?				
15.	Can encounter documentation be entered using pre-defined template phrases for rapid-data entry?				
16.	Can encounter documentation be entered using voice dictation software?				
17.	Can information such as vital signs, past medical history, active medications, etc. be auto-pasted into encounter documentation?				
18.	Can encounter documentation be searched and reported on?				
19.	Does the encounter documentation contain an audit log that shows when every entry was created or modified, and by whom?	R			

6.22 Clinical Capabilities

Item	Requirements	Required	Yes	No	<u>Comments</u>
20.	Can providers enter an electronic signature to note that the encounter documentation is valid and complete?				
21.	Can multiple providers electronically sign-off on the same encounter documentation?				
22.	Can templates be customized by authorized users to fit the documentation styles of each healthcare provider?				
23.	Can Medicare audit points be assigned to template phrases so the encounter documentation can be audited to ensure compliance with Medicare coding guidelines and level of Evaluation & Management (E/M) coding selection?				
24.	Can different providers use different sets of encounter documentation templates?				
25.	Can different providers share encounter documentation templates?				
26.	Can encounter documentation templates be exported from one correctional facility database to another correctional facility database?				
27.	Does the encounter record have fields for inmate vital signs?				

6.22 Clinical Capabilities

Item	Requirements	Required	Yes	No	<u>Comments</u>
28.	Can vital signs be recorded apart from an encounter record?				
29.	Can multiple vital sign records be entered for the same inmate on the same day?				
30.	Does your software track an inmate's weight?				
31.	Does your software track an inmate's height?				
32.	Does your software compute a body mass index (BMI) based on the inmate's weight & height?				
33.	Does your software compute a body surface area based on the inmate's weight & height?				
34.	Does your software track an inmate's blood pressure?				
35.	Does your software track an inmate's pulse?				
36.	Does your software track an inmate's respiration?				
37.	Does your software track an inmate's temperature?				
38.	Does your software allow for the possibility of non- recorded vital signs and allow for the failure reason to be noted?				
39.	Are vital signs reportable fields?				

6.22 Clinical Capabilities

Item	Requirements	Required	Yes	No	<u>Comments</u>
40.	Can reports on vital signs be run for vital signs recorded both on and apart from encounter records?				
41.	Does the encounter record support the assignment of ICD-9 diagnosis codes?				
42.	Does the encounter record support the assignment of CPT procedure codes?				
43.	Does the encounter record support the assignment of mental health codes such as DSM?				
44.	Can diagnosis codes be 'linked' to procedure codes?				
45.	Can modifiers be assigned to CPT codes?				
46.	Can an attending provider be assigned to the encounter record?				
47.	Can a referring provider be assigned to the encounter record?				
48.	Can more than one referring provider be assigned?				
49.	Can a supervising provider be assigned to the encounter record?				
50.	Can an EMT/Paramedic be assigned to the encounter record?				

6.22 Clinical Capabilities

Item	Requirements	Required	Yes	No	<u>Comments</u>
51.	Can a sign-off provider be assigned to the encounter record?				
52.	Can a third party payer such as an insurance company, Medicare, or Medicaid be assigned to the encounter record?				
53.	Can multiple insurance companies ordered by priority be assigned to the encounter record?				
54.	Can dollar amounts be assigned to the procedure codes on the encounter record?				
55.	Can multiple fee schedules such as the Medicare fee schedule be assigned to procedure codes to document the cost of care provided by the correctional facility over a period of time?				
56.	Are the entire CPT / ICD-9 / HCPCS codes available for inclusion with your software?				
57.	Are you licensed by the AMA to legally distribute the CPT / ICD-9 / HCPCS codes?				
58.	Can a location be assigned to the encounter record?				

6.22 Clinical Capabilities

Item	Requirements	Required	Yes	No	<u>Comments</u>
59.	Does your software support referral records to track the referral of an inmate to another healthcare provider or organization for care?				
60.	Can a dictionary of referral types be created for the rapid entry of a new referral?				
61.	Does the referral record track both the 'referred to' and the 'referred by' healthcare provider?				
62.	Does your software support the creation of requisition records to track the request of a provider for services to be performed by another staff member?				
63.	Can requisitions be entered that automatically send lab orders to in-house or outside laboratory vendors?				
64.	Can a dictionary of requisition types be created for the rapid entry of a new requisition?				
65.	Does the requisition record track the ordering provider?				
66.	Does the requisition track the completion date and time?				

**6.22 Clinical Capabilities**

Item	Requirements	Required	Yes	No	<u>Comments</u>
67.	Can ad-hoc reports be run on any requisition fields to track such things as all pending requisitions, all requisitions of a specific type, all requisitions for a given inmate classification, etc.?				
68.	Does your system support the creation of treatment protocols for disease management?				

**6.23 Billing**

**6.23 Billing**

Item	Requirements	Required	Yes	No	<u>Comments</u>
1.	Does your software support patient or vendor billing?				
2.	Does your software generate invoices and statements?				
3.	Can invoices or patient statements be mailed to the patient's family or guarantor?				
4.	Can payments be recorded in your software?				
5.	Does your system support line item payment posting?				
6.	Does your software support the automatic posting of electronic remittance payments?				
7.	Does your software support the ability to enter adjustments or write-downs to specific line-item charges?				



6.23 Billing					
Item	Requirements	Required	Yes	No	<u>Comments</u>
8.	Does your software support contract schedules to ensure that all payments received on behalf of the patient are the proper amount?				
9.	Can the layout of patient statements be customized?				
10.	Does your software support the ability to use Microsoft Word's mail merge capabilities to generate patient statements?				
11.	Does your system retain a copy of every printed statement and invoice?				

## 6.24 Scheduling

6.24 Scheduling					
Item	Requirements	Required	Yes	No	<u>Comments</u>
1.	Does your software include scheduling capabilities for the creation of inmate appointments with healthcare providers and/or other appointments?	R			
2.	Does your scheduler include the ability to schedule both providers and equipment?				
3.	Does your scheduler support multiple providers at multiple locations?				

6.24 Scheduling

Item	Requirements	Required	Yes	No	<u>Comments</u>
4.	Does your scheduler support customizable appointment reason code lists?	R			
5.	Can appointment schedules be viewed in both a grid format and a list format?	R			
6.	Does your scheduler have the ability to find the next available appointment for a specific provider and/or reason and/or location?				
7.	Does your scheduler support an unlimited number of scheduling templates for each provider such as a Monday schedule, a Tuesday schedule, etc.?				
8.	If a provider's schedule changes, can your software automatically reassign multiple appointments to a different date/time as one operation?				
9.	Does your appointment scheduler provide the ability to track inmate flow within the facility such that the location (exam room, waiting room, class room etc.) of any inmate can be determined at any time?				
10.	Does your appointment scheduler track the amount of time that an inmate spent in any one location within the facility?				

6.24 Scheduling					
Item	Requirements	Required	Yes	No	<u>Comments</u>
11.	Can a 'no-show' of an inmate be documented within the appointment scheduler?				
12.	Can comments be entered on appointments?	R			
13.	In addition to the appointment reason, can the chief complaint for an encounter be entered on the appointment to be automatically copied to the encounter?				

## 6.25 Inventory

6.25 Inventory					
Item	Requirements	Required	Yes	No	<u>Comments</u>
1.	Does your software include inventory capabilities?				
2.	Are the inventory routines fully integrated within the system?				
3.	Can inventory items be directly tied to medication orders / prescriptions such that the creation and/or dispensing of a medication automatically reduces the inventory level for that item?				
4.	Can inventory items be directly tied to procedure codes such that the assignment of a procedure code to an encounter automatically reduces the inventory level for that item?				

6.25 Inventory

Item	Requirements	Required	Yes	No	<u>Comments</u>
5.	Are inventory levels re-order points supported?				
6.	Are inventory level minimum and maximum quantities supported?				
7.	Can vendors be assigned to inventory items?				
8.	Can a preferred vendor be assigned to an inventory item?				
9.	Can vendor quantity/cost breakdowns be maintained?				
10.	Can purchase orders be created for inventory items of a given vendor?				
11.	Are vendor item codes assignable to inventory items?				
12.	Can vendor lead times be tracked for each vendor's item?				
13.	Can ad-hoc and system reports be created to track all aspects of inventory management?				
14.	If a discrepancy is found between your system's count of inventory items and an actual physical count, can that discrepancy be noted and the amount in your system adjusted accordingly?				
15.	Can inmate property (i.e. wallet, purse etc.) inventory items be directly tied to an inmate record and print a confirmation receipt?				

6.25 Inventory

Item	Requirements	Required	Yes	No	<u>Comments</u>
16.	Can users print a receipt for the inmate to authorize the release of their personal property to a third party?				

**6.26 Customization**

6.26 Customization

Item	Requirements	Required	Yes	No	<u>Comments</u>
1.	Is your system flexible and customizable by the user?				
2.	Does your system offer the ability for authorized users to customize provider dictation templates?				
3.	Does your system offer the ability for authorized users to customize medication lists?				
4.	Does your system offer the ability for authorized users to customize order definitions?				
5.	Does your system offer the ability for authorized users to customize appointment reasons?				
6.	Does your system offer the ability for authorized users to customize procedure and diagnosis descriptions?				
7.	Does your system offer the ability for authorized users to customize inmate classifications?				

6.26 Customization

Item	Requirements	Required	Yes	No	<u>Comments</u>
8.	Does your system offer the ability for authorized users to customize a dictionary list of allergies?				
9.	Does your system offer the ability for authorized users to customize categories of document management file types and descriptions?				
10.	Does your software support the customization of new types of user definable fields and records (i.e. new intake screening records, facility property records, alcohol abuse records, drug use records, visitor log records, incident report records, etc. without ANY assistance or programming modifications by you the vendor whatsoever)?				
11.	If your software supports user definable fields and records, can those user defined records be fully integrated into the system such that they appear to be seamless to the end user?				
12.	If your software supports user definable fields and records, can ad-hoc reports be created to query on those records?				
13.	If your software supports user definable fields and records, can data entry screens be customized using an integrated screen design tool?				

**6.26 Customization**

Item	Requirements	Required	Yes	No	<u>Comments</u>
14.	Can the user definable fields include field types such as text, multi-line, date, numeric, monetary and other standard field types?				
15.	Can the user definable fields include computed fields that take values from other user definable fields (and/or system fields) and compute new values from existing fields?				
16.	Can the definitions of user definable records and fields be exported from one correctional database to another correctional database for standardization across multiple correctional facilities?				
17.	Does the vendor offer customization services as well as training for the correctional facility in how-to-do customization of your system?				
18.	Does your system offer an Officer Training (i.e. CPR) tracking method?				
19.	Can user definable fields and records be combined with system fields such as inmate demographics, etc. on ad-hoc and system reports?				

**6.27 Reporting**

**6.27 Reporting**

Item	Requirements	Required	Yes	No	<u>Comments</u>
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6.27 Reporting

Item	Requirements	Required	Yes	No	<u>Comments</u>
1.	Does the software include a fully-integrated report writer?	R			
2.	Is the integrated report writer designed and developed by your company? (i.e. the report writer was not purchased from another company and is not an add-on report writer such as Crystal Reports.)				
3.	Can reports be ran for one inmate, multiple inmates, or all inmates?	R			
4.	Can reports be ran for current inmates and inmates no longer housed in the correctional facility?				
5.	Is every field stored in the system a reportable field?	R			
6.	Can report designs be created and stored for later use?				
7.	Can users create ad hoc reports using third party writers, such as Microsoft Office and Crystal reports?				
8.	Does your system provide the ability to create a list of inmates to be released, or released for any given time period?	R			
9.	Can ad-hoc reports be created and run on-the-fly without the need to save a report definition?				



6.27 Reporting

Item	Requirements	Required	Yes	No	<u>Comments</u>
10.	Can users create and schedule reoccurring reports to run at a defined time and date on a regular basis?				
11.	Can report output be saved within the system for viewing at a later time?	R			
12.	Can users 'drill-down' on reports to the underlying records represented by the report output?	R			
13.	Can information on reports be exported to text files?	R			
14.	Can information on reports be printed?	R			
15.	Can numeric information on reports be graphed with an integrated graphing component?				
16.	Can information on reports be exported to Microsoft Excel?	R			
17.	Can information on reports be exported to Microsoft Word?	R			
18.	Can report definitions be exported to other correctional databases for standards across multiple correctional facilities?				

6.27 Reporting

Item	Requirements	Required	Yes	No	<u>Comments</u>
19.	Can management-by-exception reports be created by filtering report output on specific field values? (i.e. lab values greater or less than certain values, systolic or diastolic blood pressure values that are too high or too low, medication orders that are past a target date, inmate requests that have not been honored that are several days past due)?				
20.	Can summary reports be created that hide detail but display such things as how many inmates with a specific condition are in the correctional facility, the amount of work performed by a specific nursing department, the number of medication orders of specific drug type prescribed by a specific doctor, etc.?				
21.	Can output on reports be color-coded based on specific criteria to highlight items of interest?				
22.	Can report creation and execution be restricted by department and security clearance?	R			
23.	Can reports be categorized by user created categories?				
24.	Can users generate a report identifying possible duplicate name records and information be merged into one record?				

## 7. Vendor Commitments

### Implementation, Training, Technical Proposal and Customer Service

The Vendor must provide a high level of technical and business support. Some of the criteria to be included in this section of the proposal are as follows:

#### Installation/Implementation

The Vendor must describe what is entailed in the initial software installation process as well as any future installations (add-on purchases and or upgrades). All expectations and/or requirements of the County must be fully outlined in the proposal. An estimated installation time must be included in the proposal.

- Has the vendor ever failed to complete and implementation? If so, please describe in detail.
- Attach an implementation plan that outlines timeline, deliverables and milestones.

#### Training

The Vendor must describe the type of training that is provided and required with the initial software purchase and with any future application/module purchases and or upgrades thereafter. The training requirements must be clearly defined in the proposal and must identify the following:

- What is the location and method of training (e.g., phone, web or on-site at St. Charles County)?
- What is the length of the training provided?
- What key objectives are identified during the training program?
- Is there a limitation on the number of participants?
- What is required of end-users and system administrator(s)?
- Describe all training documentation and instructional support available.
- Who are the key individuals providing the training?
- What travel expenses (transportation, lodging and meal costs) are required?

#### Technical Proposal

Clearly state the technical aspects of your proposal and describe how they conform to the requirements of the RFP. Be sure to include all information required in the Functional Specifications section of this RFP document. St Charles County does not anticipate purchasing hardware through this RFP. However, vendors should submit optimal hardware requirements, desktop requirements, network requirements, operating system and platform requirements and other sizing information when submitting responses to this proposal.

## 7.1 Transition to JMS – Implementation

7.1 Transition to JMS - Implementation					
Item	Requirements	Required	Yes	No	<u>Comments</u>
1.	Does the vendor supply staff on-site during the implementation phase of the software?	R			
2.	Will the vendor staff assist during off hour shifts during the implementation phase?				
3.	Will the vendor staff remain on-site during weekends and for two or more consecutive weeks if needed?				
4.	Will the vendor coordinate integration of the software with vendors of the phone system and financial system, the network/hardware staff and any other third party vendors?				
5.	If modifications are needed to the software during the implementation phase, will the vendor install new versions during this phase?				
6.	Prior to the implementation phase, will the vendor customize the database to accommodate our unique information (i.e. intake forms, consent forms, request forms, etc.)?				

7.1 Transition to JMS - Implementation

Item	Requirements	Required	Yes	No	<u>Comments</u>
7.	Prior to the implementation phase, will the vendor customize the database to accommodate our unique needs (i.e. Medication and formulary)?				
8.	Prior to the implementation phase, will the vendor assist our staff in scanning in old inmate records by setting up scanners and scanning policies?				
9.	Prior to the implementation phase, will the vendor customize the database to accommodate the dictation/documentation needs of healthcare provider's and their staff?				
10.	Can the vendor bring a computer network (servers, workstations, printers, scanners, etc.) to our site for initial training?				
11.	Does the vendor offer a training database in addition to the production database?				
12.	Prior to the initial training, will the vendor perform an on-site "walk-through" and assessment, including interviews of key staff?				
13.	Does the vendor have experience with training numerous correctional facilities? Please explain.				

7.1 Transition to JMS - Implementation

Item	Requirements	Required	Yes	No	<u>Comments</u>
14.	Will the vendor customize the training to meet the specific needs of our correctional facility?				
15.	Will the vendor customize training content by user group and include scenario-based training?				
16.	Does the vendor have existing training materials and manuals to provide?				
17.	Does the vendor provide on-site coaching during the first 48 hours of "go live?"				
18.	Will the vendor train staff during off hour shifts (i.e. 2 <sup>nd</sup> shift)?	R			
19.	Will the vendor supply training on weekends or for two or more consecutive weeks if needed?				
20.	Does the vendor employ a "train-the-trainer" model?				
21.	Does the vendor train correctional officers as well as the medical staff?	R			
22.	Does the vendor offer Internet-based training?				
23.	Does the vendor offer both classroom and individualized training?				
24.	Does the vendor offer specialized training for physicians, nurses, dentists, and mental health specialists?				

**7.1 Transition to JMS - Implementation**

<b>Item</b>	<b>Requirements</b>	<b>Required</b>	<b>Yes</b>	<b>No</b>	<b><u>Comments</u></b>
25.	Will the vendor train outside specialists such as part-time physicians who may only work a limited number of hours a week or month?				
26.	Is the vendor's training staff employed by the vendor? (i.e. vendor does not out-source its training.)				
27.	Does the vendor offer training in customization routines so that our staff can perform the customization as opposed to the vendor's staff?				

**7.2 Transition to JMS – Follow up Training and Customization**

**7.2 Transition to JMS – Follow Up Training & Customization**

<b>Item</b>	<b>Requirements</b>	<b>Required</b>	<b>Yes</b>	<b>No</b>	<b><u>Comments</u></b>
1.	Does the vendor offer follow-up training after the implementation phase of the software?				
2.	Will the vendor perform follow-up training on-site at our facility?				
3.	Will the vendor perform follow-up training for as few as one or two individuals?				
4.	Does the vendor offer Internet-based follow-up training?				
5.	Does the vendor offer customization services after the implementation phase?				

**7.2 Transition to JMS – Follow Up Training & Customization**

<b>Item</b>	<b>Requirements</b>	<b>Required</b>	<b>Yes</b>	<b>No</b>	<b><u>Comments</u></b>
6.	Does the vendor offer follow-up training in customization routines so that our staff can perform the customization as opposed to the vendor's staff?				

**7.3 Transition to JMS – On-going Technical Support**

**7.3 Transition to JMS - On-Going Technical Support**

<b>Item</b>	<b>Requirements</b>	<b>Required</b>	<b>Yes</b>	<b>No</b>	<b><u>Comments</u></b>
1.	Does the vendor have the capability to remotely 'view' our data?				
2.	If there are problems between the software and other third party software (Tech Friends, PAYTEL, Pharmacies etc.), will the vendor coordinate the resolution of that problem?				

**7.4 Transition to JMS – Version Upgrades**

**Transition to JMS - Version Upgrades**

<b>Item</b>	<b>Requirements</b>	<b>Required</b>	<b>Yes</b>	<b>No</b>	<b><u>Comments</u></b>
1.	Can our staff make recommendations for enhancements to the software?				

**7.5 Transition to JMS – Services**

**Transition to JMS - Services**

<b>Item</b>	<b>Requirements</b>	<b>Required</b>	<b>Yes</b>	<b>No</b>	<b><u>Comments</u></b>
1.	Do you offer any type of network/hardware services?				



Transition to JMS - Services					
Item	Requirements	Required	Yes	No	<u>Comments</u>
2.	Can you coordinate network/hardware projects with our IT staff if requested to do so?				
3.	Can you supplement our IT staff if requested to do so?				
4.	Can you completely manage our IT needs if requested to do so?				

### Customer Service

The Vendor must describe the level of customer support that is provided with the initial software purchase and implementation. Any service plans that are available beyond this must also be outlined in the proposal. Describe in detail service and maintenance agreements. Include a copy of the Maintenance Agreement with this proposal. Customer support may include, but is not limited to the following:

- **Technical Support Services**

- Is there a cost for on-going technical support?
- What types of support (telephone, on-line, knowledgebase, etc.) are offered?
- What percentage of the vendors support staff is dedicated to public safety software?
- For telephone support does the vendor supply 24/7 support?
- What is the vendor's average support call duration?
- What is the vendor's average time to resolve issues?
- What is the vendor's first call resolution percentage?
- Does the vendor provide an on-line educational database? If so, please describe in detail.
- What are the hours of availability for each type of support?
- What are the Vendor's Service Level Agreements (SLAs)?
- What are the consequences of the Vendor's failure to meet SLAs?
- What are the problem reporting and escalation procedures?
- Is the Vendor's support staff employed directly by the Vendor?

- **Upgrades & Maintenance**

- Are version upgrades included as part of the maintenance fee?
- Are product enhancements included as part of the version upgrades?
- Are problem fixes and patches included in the version upgrades?
- How frequently are version upgrades provided?
- Can version upgrades be installed remotely by the Vendor?
- Can our staff make recommendations for enhancements to the software?

- Are there standard scheduled maintenance windows? If so, how often and what is the duration of down time?

**References**

Identify and describe at least three government correctional facilities references where you have implemented the proposed solution. Include the customer organization’s name, address, contact name and title, email address and phone number. Also, include the installation date of the proposed solution.

**Project Schedule**

Provide an estimated time frame for the proposed work, including project milestones. The final project schedule will be developed between St. Charles County and the selected Vendor. Identify the project manager and his/her major project responsibilities. Provide resumes for members of the proposed project team.

**8 Cost Estimates**

If you are confident that you can meet the requirements of the County in this project, please respond below and be sure to include all costs associated with implementation of the software and training of both users and technical personnel in the daily use, operation, and maintenance of the St Charles County Government Jail Management System. Show estimated costs for each of the three years for each cost element, if applicable. Any costs associated with other products required to implement and efficiently operate the new software solution should be included in the exception sheet. Vendor shall provide cost estimates for both on-premise and hosted solutions when available. Any discounts for multi-year contracts must be provided in the exception sheet.

<b>Cost Estimates</b>						
	<b>Up Front Costs</b>	<b>Recurring Costs</b>	<b>Annual Costs</b>			
	One Time	Monthly	Year 1	Year 2	Year 3	Total
Consulting Services						
Software Licensing						
User licensing						
View Only licensing						

Implementation						
Customization						
Report Writing						
Interface for EMR						
Interface for HL7 Labs						
Interface for HL7 Uni-Directional Integration with a Pharmacy						
Interface for Radiology						
Interface for Commissary						
Interface for PAYTEL or other phone system Integration						
Interface for Tech Friends or other financial system Integration						
Interface with VINE (statute 595.209) Missouri MOVANS system						
Interface with MULES						
Import of existing JMS data to vendors application						
Ongoing Maintenance						
Ongoing Technical Support						

Ongoing Upgrades						
Hosting Services (per device, per month)						
Training						
Travel Costs (Transportation, Lodging and Meals)						
<b>Grand Total Per Year</b>						

**Exception Sheet**

If the item(s) and/or services proposed in the response to this bid is in any way different from that contained in this proposal or bid, the bidder is responsible to clearly identify all such differences in the space provided below. Otherwise, it will be assumed that the bidder's offer is in total compliance with all aspects of the proposal or bid.

Below are the exceptions or differences to the stated specifications (attach additional sheets as needed):

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Company: \_\_\_\_\_

**THIS FORM MUST BE COMPLETED AND ENCLOSED WITH THE PROPOSAL**

**Audit Clause for Contracts**

Examination of Records

The Contractor's records must include, but not be limited to, accounting records (hard copy, as well as computer readable data), written policies and procedures, subcontractor files, indirect cost records, overhead allocation records, correspondence, instructions, drawings, receipts, vouchers, memoranda, and any other data relating to this contract shall be open to inspection and subject to audit and/or reproduction by the County Auditor, or a duly authorized representative from the County, at the County's expense. The contractor must preserve all such records for a period of three years, unless permission to destroy them is granted by the County, or for such longer period as may be required by law, after the final payment. Since the Contractor is not subject to the Missouri Sunshine Law (Chapter 610, RSMo), information regarding the Contractor's operations, obtained during audits, will be kept confidential.

The Contractor will require all subcontractors under this contract to comply with the provisions of this article by including the requirements listed above in written contracts with the subcontractors.

Vendor Information

Company Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

\_\_\_\_\_

Business Hours: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

(Indicates acceptance of all bid terms and conditions)

Date: \_\_\_\_\_

**AFFIDAVIT OF WORK AUTHORIZATION**

The bidder/contractor who meets the section 285.525, RSMo definition of a business entity must complete and return the following Affidavit of Work Authorization.

Comes now \_\_\_\_\_ (Name of Business Entity Authorized Representative) as  
\_\_\_\_\_(Position/Title) first being duly sworn on my oath, affirm  
\_\_\_\_\_(Business Entity Name) is enrolled  
and will continue to participate in the E-Verify federal work authorization program with respect to  
employees hired after enrollment in the program who are proposed to work in connection with the  
services related to contract(s) with the County for the duration of the contract(s), if awarded in  
accordance with subsection 2 of section 285.530, RSMo. I also affirm that \_\_\_\_\_  
\_\_\_\_\_(Business Entity Name) does not and will not knowingly  
employ a person who is an unauthorized alien in connection with the contracted services provided to  
the contract(s) for the duration of the contract(s), if awarded.

In Affirmation thereof, the facts stated above are true and correct. (The undersigned understands that false statements made in this filing are subject to the penalties provided under section 575.040, RSMo.)

\_\_\_\_\_  
**Authorized Representative's Signature**

\_\_\_\_\_  
**Printed Name**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**E-Mail Address**

Subscribed and sworn to before me this \_\_\_\_\_ of \_\_\_\_\_. I am  
(DAY) (MONTH, YEAR)

commissioned as a notary public within the County of \_\_\_\_\_, State of  
(NAME OF COUNTY)

\_\_\_\_\_, and my commission expires on \_\_\_\_\_.  
(NAME OF STATE) (DATE)

\_\_\_\_\_  
**Signature of Notary**

\_\_\_\_\_  
**Date**

**American Made:**

In accordance with the Domestic Product Procurement Act (hereinafter referred to as the Buy American Act) RSMo 34.350-34.359, the bidder is advised that any goods purchased or leased by any public agency where the purchase, lease or contract involves the expenditure of twenty-five thousand dollars (\$25,000) or more, shall be manufactured or produced in the United States. Section 34.350.2(1) of that Act specifies that the term “public agency” includes all political subdivisions of the State of Missouri, which definition includes counties.

The requirements of the Buy American Act shall not apply if other exceptions to the Buy American mandate in RSMo 34.353 are met.

If the bidder claims there is only one line of the good manufactured or produced in the United States, RSMo 34.353 (2), or that one of the exceptions of RSMo 34.353 (3) applies, the Department Head or Elected Official bears the burden of certification as required prior to the award of a contract.

In accordance with the Buy American Act, the bidder must provide proof of compliance with RSMo 34.353. Therefore the bidder should complete and return Exhibit A, certification regarding proof of compliance, with the bid. This document must be satisfactorily completed prior to an award of a contract.



**EXHIBIT A**

**ST. CHARLES COUNTY  
DOMESTIC PRODUCTS PROCUREMENT ACT (BUY AMERICAN)**

The Missouri Domestic Products Procurement Act (34.350-34.359 RSMo) requires that for all bids with a value of \$25,000 or more, the goods or commodities purchased by any public agency (which definition includes all political subdivisions of the State, including counties) or used or supplied in the construction, alteration, repair, or maintenance of any public works must be **manufactured or produced** in the United States. As defined in 34.350 RSMo, United States means the United States of America, the District of Columbia, and all territories and possessions subject to the jurisdiction of the United States. The law also requires that the bidder must provide proof of compliance. **Note: In general, if an import tariff is applied to an item, it does not qualify for the Buy American preference. In addition, Most Favored Nation status does not allow application of the preference.**

**Section A – All Products Are Manufactured or Produced In U.S.**

If all products bid qualify as domestic products under Missouri law, complete only Section A.

I hereby certify that all products qualify as domestic, that the information provided is true and correct, and complies with all provisions of Sections 34.350-34.359 RSMo. I understand that any misrepresentation herein constitutes the commission of a class A misdemeanor pursuant to Section 34.355 of the Revised Statutes of Missouri.
SIGNATURE
COMPANY NAME

**If Section A is completed, do not complete Section B.**

**Section B – Only One Product Line or No Products Are Manufactured or Produced In U.S.**

If only one product line or no products are manufactured or produced in the U.S. complete only section B.

I hereby certify that there is only one product line or no product manufactured or produced in the U.S., that the information provided is true and correct, and complies with all provisions of Sections 34.350-34.359 RSMo. I understand that any misrepresentation herein constitutes the commission of a class A misdemeanor pursuant to Section 34.355 of the Revised Statutes of Missouri.
SIGNATURE
COMPANY NAME

**Section C – Products May Qualify Because of Qualifying Treaty**

If some or all products bid qualify for domestic status because of a trade treaty, etc., then the bidder must identify each product, country and qualifying treaty, etc. below. The bidder must list ALL products which are or may qualify as domestic below. If more space is needed, please copy this form and submit as an attachment.

BID ITEM NUMBER(S)	COUNTRY WHERE MANUFACTURED OR PRODUCED	QUALIFYING TREATY, LAW, AGREEMENT, OR REGULATION

**SECTION C**

I hereby certify that the specific items listed above are domestic, that the information provided is true and correct, and complies with all provisions of Sections 34.350-34.359 RSMo. I understand that any misrepresentation herein constitutes the commission of a class A misdemeanor pursuant to Section 34.355 of the Revised Statutes of Missouri.
SIGNATURE
COMPANY NAME