



**CAMERON COUNTY
PURCHASING DEPARTMENT
REQUEST FOR PROPOSAL**

RFP NUMBER: 140202

RFP TITLE: ELECTRONIC HEALTH RECORDS SOFTWARE SYSTEM (JAIL & JUVENILE PROBATION DEPTS.)

DATE DUE: MARCH 25, 2014 DUE NO LATER THAN 10:00 A.M.

Bids/ RFP's / RFQ's will be opened at the Cameron County Courthouse, 1100 East Monroe Street, Brownsville, Texas in the Purchasing Department – 3rd Floor – Room # 345 at 10:01 a.m. (as per Purchasing Dept. time clock) on deadline due date.

RFPs received later than the date and time above will not be considered.

Please return RFP **ORIGINAL AND SIX (6) COPIES** in sealed envelope. Be sure that return envelope shows the RFP Number, Description and is marked "SEALED RFP".

RETURN RFP TO:

by U.S. mail or delivered to the office of Purchasing Dept., **County Courthouse (Dancy Bldg.)**
1100 E. Monroe St, 3rd Floor, Room 345, Brownsville, Texas 78520.

PRE PROPOSAL MEETINGS SCHEDULE:

(Vendors / Proposers must submit question (in advance) **3 working days prior** to each pre RFP meeting date)

Meeting – March 7, 2014 at 8:30 A.M.

PRE PROPOSAL MEETING LOCATION: Cameron County Sheriff's Dept. – 7300 Old Alice Rd, Olmito, Tx.

CONTACT PERSON: Dean Garza at 956-554-6701

For additional information or to request addendum contact: Mike Forbes or Beverly Findley at (956) 544-0871, E-mail: mforbes@co.cameron.tx.us or purchasing@cameroncounty.com. To ask specific questions on project requirements, please call: Michael Forbes at 956-544-0871 or e-mail.

You must sign below in INK; failure to sign WILL disqualify the offer. All prices must be typewritten or written in ink.

Company Name: _____

Company Address: _____

City, State, Zip Code: _____

Telephone No. _____ Fax No. _____ e-mail _____

Historically Underutilized Business (State of Texas) Certification VID Number: _____

Print Name: _____ Signature: _____

How did you find out about this RFP? _____ (ex: Newspaper, Web, Mail)

Is Proposer's principal place of Business within Cameron County? Yes - No

(Your signature attests to your offer to provide the goods and/or services in this RFP according to the published provision of this RFP. When an award letter is issued, this RFP becomes the contract. If a RFP required specific Contract is to be utilized in addition to this RFP, this signed RFP will become part of that contract. When an additional Contract is required a RFP award does not constitute a contract award and RFP / Contract is not valid until contract is awarded by Commissioners Court (when applicable) signed by County Judge) and Purchase Order is issued.

CHECK LIST

Offerors are asked to review the package to be sure that all applicable parts are included. If any portion of the package is missing, notify the Purchasing Department immediately. It is the Offeror's responsibility to be familiar with all the Requirements and Specifications. Be sure you understand the following before you return your RFP packet.

Cover Sheet

Your company name, address and your signature (**IN INK**) should appear on this page.

Instructions to Proposers

You should be familiar with all of the Instructions to Bidders.

Special Requirements

This section provides information you must know in order to make an offer properly.

Specifications / Scope of Work

This section contains the detailed description of the product/service sought by the County.

Attachments

Attachments A, B, C, D, E, F, G, H

Be sure to complete these forms and return with packet.

Other - Final Reminders To double check before submitting BID/RFP/RFQ

___ Is your RFP sealed with RFP #, title, Proposer's Name, & return address, on outside?

___ Did you complete, sign and submit page 1?

___ Did you provide the number of copies as required on the cover page?

___ Did you visit our website www.co.cameron.tx.us/purchasing/specs_notices.htm for any addendums?

If not interested in Bidding please let us know why by feedback at:
www.co.cameron.tx.us/purchasing/feedback.htm

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Cover Sheet

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CAMERON COUNTY BACKGROUND INFORMATION

Cameron County, named for Mier expedition member Capt. Ewen Cameron, is bordered on the north by Willacy County, on the west by Hidalgo County, on the east by the Gulf of Mexico, and on the south by Mexico. The county's largest town and county seat is Brownsville. Cameron County covers 905 square miles.

The most recent census figure lists the county population at 335,446.

CAMERON COUNTY SHERIFF'S OFFICE BACKGROUND INFORMATION

Our Sheriff's Office operates a 1,746 Max. bed detention facility – 1,341 current census as of 2-3-14 - located in Olmito. With a diverse and growing population in the jail population, and a growing staff, our IT solutions must be scalable and flexible.

INTENT:

The objective of this RFP is to obtain medical software, along with supporting software, which will best serve the present and future needs of Cameron County to support inmate medical care and reporting requirements. Appropriate software support must be included to achieve this goal. To assure the most cost effective purchase with a minimal level of operational disruption, it is mandatory that the equipment and software proposal meet or exceed the requirements specified in this RFP.

This RFP contains information necessary for the submittal of proposals for Jailal Electronic Health recording. This RFP provides for either a purchase or subscription service. The objective for this project is to ensure that the Purchaser has an effective EHR system to more effectively manage individual patient treatment.

If additional items or services are needed that are not on this proposal, but fits the scope of this proposal, we can get a quote from the awarded vendor and consider the purchase as part of this proposal.

SECTION 1: INSTRUCTIONS AND REQUIREMENTS FOR SUBMITTING RFP'S

These General Instructions apply to all offers made to Cameron County, Texas (herein after referred to as "County") by all prospective vendors (herein after referred to as "Proposers") on behalf of Solicitations including, but not limited to, Invitations to RFP and Requests for Quotes.

Carefully read all instructions, requirements and specifications. Fill out all forms properly and completely. Submit your RFP with all appropriate supplements and/or samples. Prior to returning your sealed RFP response / submittal, all Addendums - if issued - should be reviewed and downloaded by entering the County Purchasing web http://www.co.cameron.tx.us/purchasing/specs_notices.htm Addendums Column (updated Addendums). These Addendums must be signed and returned with your RFP in order to avoid disqualification. All Tabulations can also be viewed and downloaded at this site. Annual RFP award information can be accessed at: <http://www.co.cameron.tx.us/purchasing/awards.htm> Review this document in its entirety. Be sure your RFP is complete, and double check your Bid / RFP for accuracy.

Cameron County is an Equal Employment Opportunity Employer. Review this document in its entirety. Be sure your RFP is complete, and double check your RFP for accuracy.

GOVERNING FORMS: In the event of any conflict between the terms and provisions of these requirements and the specifications, the specifications shall govern. In the event of any conflict of interpretation of any part of this overall document, Cameron County's interpretation shall govern. Where substitutions are used, they must be of equivalent value or service, and specified by the Proposer as such, in the columns to the right on the "Minimum Specifications' Forms". The County's specifications may be exceeded and should be noted by the Vendor as such. Any RFP NOT MEETING the Minimum Requirements specified will be rejected.

GOVERNING LAW: This invitation to RFP is governed by the competitive RFP requirements of the County Purchasing Act, Texas Local Government Code, §262.021 et seq., as amended. Offerors shall comply with all applicable federal, state and local laws and regulations. Offeror is further advised that these requirements shall be fully governed by the laws of the State of Texas and that Cameron County may request and rely on advice, decisions and opinions of the Attorney General of Texas and the County Attorney concerning any portion of these requirements.

Questions requiring only clarification of instructions or specifications will be handled verbally. If any questions results in a change or addition to this RFP, the Change(s) and addition(s) will be forwarded to all vendors involved as quickly as possible in the form of a written addendum only.

Verbal changes to Bids/RFP's/RFQ's must be backed-up by written addendum or written Q/A clarifications which would be posted on County Purchasing Web site. Without written Addendum or written Q / A clarification, verbal changes to Bids / RFP / RFQ will not apply.

Sign the Vendor's Affidavit Notice, complete answers to Attachments A,B, C, D, E, F, G, H and return all with your RFP.

REDUNDANT QUESTIONS AND SPECIFIC REQUIREMENT ARE INTENTIONAL AND INCLUDED FOR THE PURPOSE OF IDENTIFYING POTENTIAL INCONSISTENT RESPONSES AS SUBMITTED.

CONFLICT OF INTEREST QUESTIONNAIRE:

For vendor or other person doing business with local governmental entity

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

By law this questionnaire must be filed with the records administrator (County Clerk's Office) of the local government not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed.

See Section 176.006, Local Government Code.

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

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

Please review this entire document, if for any reason there is any information to disclose, relative to any questions in this Conflict of Interest form, you must file with County Clerk's Office subject to above instructions.

can be downloaded at the following web site:

<http://www.co.cameron.tx.us/purchasing/docs/conflictinterest.pdf>

DISCLOSURE OF INTERESTS:

This questionnaire must be filed with the records administrator (County Clerk's Office) of the local government and no later than the 7th business day after the person becomes aware of facts that require this statement to be filed. Cameron County, Texas requires all persons or firms seeking to do business with the County to **provide the following information if the person becomes aware of facts that require this statement to be filed**. Every question must be answered. If the question is not applicable, answer with "N/A."

Please review this entire document, if for any reason there is any information to disclose, relative to any questions in this disclosure of interest form, you must file with County Clerk's Office subject to above instructions.

can be downloaded at the following web site:

<http://www.co.cameron.tx.us/purchasing/docs/DisclosureofInterest.pdf>

PROPOSER SHALL SUBMIT RFP ON THE FORM PROVIDED, SIGN THE VENDOR AFFIDAVIT, AND RETURN ENTIRE RFP PACKET.

In the event of inclement weather and County Offices are officially closed on a RFP deadline day, RFP's will be received until 2:00 p.m. of the next business day, for opening at upcoming Commissioner's Court meeting.

RFP's SUBMITTED AFTER THE SUBMISSION DEADLINE SHALL BE RETURNED UNOPENED AND WILL BE CONSIDERED VOID AND UNACCEPTABLE.

SUCCESSFUL VENDOR WILL BE NOTIFIED BY MAIL. All responding vendors will receive written notification regarding the outcome of the award.

BIDDERS / PROPOSERS MAY ATTEND PUBLICLY HELD COMM COURT MEETING FOR AWARD OF THIS SOLICITATION. All responding bidders/ proposers are welcome to attend the publicly held Commissioners Court meeting relative to the outcome / award of this solicitation. Court Meeting agenda date and times may be obtained at the following web site:

<http://www.co.cameron.tx.us/judge/agenda.htm>

OPEN RECORDS ACCESS TO ALL INFORMATION SUBMITTED. All information included will be open to the public, other proposers, media as per the Open Records Act and not be confidential in nature. If you deem any information as confidential, it should not be made part of your RFP package.

PLEASE NOTE CAREFULLY

THIS IS THE ONLY APPROVED INSTRUCTION FOR USE ON YOUR RFP. ITEMS BELOW APPLY TO AND BECOME A PART OF TERMS AND CONDITIONS OF RFP. ANY EXCEPTIONS THERETO MUST BE IN WRITING.

1. **ORIGINAL AND SIX (6) COPIES OF RFP's MUST BE SUBMITTED** Each RFP shall be placed in a separate envelope completely and properly identified with the name and number of the RFP. RFP's must be in the Purchasing Department BEFORE the hour and date specified.
2. RFP's **MUST** give full firm name and address of the Proposer. Failure to manually sign RFP will disqualify it. Person signing RFP should show **TITLE** or **AUTHORITY TO BIND THE FIRM IN A CONTRACT**.
3. RFP's **CANNOT** be altered or amended after deadline time. Any alterations made before deadline time must be initiated by Proposer or his authorized agent. No RFP can be withdrawn after opening time without approval by the Commissioners Court based on a written acceptable reason.
4. The County is exempt from State Sales Tax and Federal Excise Tax. **DO NOT INCLUDE TAX IN RFP**. Cameron County claims exemption from all sales and/or use taxes under Texas Tax Code §151.309, as amended. Texas Limited Sales Tax Exemption Certificates will be furnished upon written request to the Cameron County Purchasing Agent.
5. Any Catalog, brand name or manufacturer's reference used in a RFP invitation is descriptive-NOT restrictive-it is to indicate type and quality desired. RFP's on brand of like nature and quality will be considered. If RFP is based on other than reference specifications, proposal must show manufacturer, brand or trade name, lot number, etc., of article offered. If other than brand(s) specified is offered, illustrations and complete descriptions should be made part of the RFP. If Proposer takes no exception to specifications or reference data, he will be required to furnish brand names, numbers, etc. as specified.
6. Samples, when requested, must be furnished free of expense to the County. If not destroyed in examination, they will be returned to the Proposer on request, at his expense. Each sample should be marked with Proposer's name, address, and County RFP number. **DO NOT ENCLOSE OR ATTACH SAMPLE TO RFP**. County user Dept.(s) reserves the right to make the final determination as to equivalents.
7. Written and verbal inquires pertaining to RFP's must give RFP Number and Company.

8. NO substitutions or cancellations permitted without written approval of Purchasing Agent.
9. The County reserves the right to accept or reject all or any part of any RFP, waiver minor technicalities. The County of Cameron reserves the right to award by item category or by total RFP. Prices should be itemized. County also reserves the right to award either with or without trade-in, if applicable. Cameron County retains the option to re-bid at any time if in its best interest and is not automatically bound to renewal or re-bid.
10. RFP unit price on quantity specified – extend and show total. In case or errors in extension, UNIT prices shall govern. RFP's subject to unlimited price increase will not be considered.
11. This is a RFP inquiry only and implies no obligation on the part of Cameron County.
12. Acceptance of and final payment for the item will be contingent upon satisfactory performance of the product received by Cameron County.
13. Partial RFP's will not be accepted unless awarded by complete category or line item. **To be awarded by total RFP or Combined RFP's 140202 and 140203 award.**
14. It is expected that the Proposer will meet all state and federal safety standards and laws in effect on the date of the RFP for the item(s) being specified, and the particular use for which they are meant.
15. It is the responsibility of the bidder or proposer to ask any and all questions the bidder or proposer feels to be pertinent to the bid or proposal. Cameron County shall not be required to attempt to anticipate such questions for bidders or proposers. Cameron County will endeavor to respond promptly to all questions asked.

PURCHASE ORDER AND DELIVERY: The successful offeror shall not deliver products or provide services without a Cameron County Purchase Order, signed by an authorized agent of the Cameron County Purchasing Department. Any special information concerning delivery should also be included, on a separate sheet, if necessary. All items shall be shipped **F.O.B. INSIDE DELIVERY** unless otherwise stated in the specifications.

This shall be understood to include bringing merchandise to the appropriate room or place designated by the using department. Every tender or delivery of goods must fully comply with all provisions of these requirements and the specifications including time, delivery and quality. Nonconformance shall constitute a breach which must be rectified prior to expiration of the time for performance. Failure to rectify within the performance period will be considered cause to reject future deliveries and cancellation of the contract by Cameron County without prejudice to other remedies provided by law. **Where delivery times are critical, Cameron County reserves the right to award accordingly.**

NO PLACEMENT OF DEFECTIVE TENDER: Every tender or delivery of goods must fully comply with all provisions of this contract as to time of delivery, quality and the like. If a tender is made which does not fully conform, this shall constitute a breach and Seller shall not have the right to substitute a conforming tender provided, where the time for performance has not yet expired, the Seller may seasonably notify Buyer of their intention to cure and may then make a conforming tender within the contract time but not afterward.

PLACE OF DELIVERY: The place of delivery shall be that set forth on the purchase order. Any change thereto shall be effected by modification as provided for in clause 20, "Modifications", hereof. The terms of this agreement are "no arrival, no sale".

DELIVERY TERMS AND TRANSPORTATION CHARGES: RFP must show number of days required to place material in receiving agency's designated location under normal conditions. Failure to state delivery time obligates Proposer to complete delivery in 14 calendar days. A five day difference in delivery promise may break a tie. Unrealistically short or long delivery promises may cause RFP to be disregarded. Consistent failure to meet delivery promises without valid reason may cause removal from Proposer list.

An accurate delivery date must be quoted on the "RFP Form". When there are various items, a delivery date must be included with each item quoted. Freight and shipping charges to Cameron County must be included in the RFP price. Final location will be supplied to the vendor on award of RFP, F.O.B. destination. Delivery locations will be: Various County Building locations. Delivery days after receipt of order (ARO). Specify all (various) dates by categories or item if different _____.

If delay is foreseen, contractor shall give written notice to Director of Purchasing. The County has the right to extend delivery date if reasons appear valid. Contractor must keep County advised at all times of status of order. Default in promised delivery (without accepted reasons) or failure to meet specifications, authorized the County to purchase supplies elsewhere and charge full increase in cost and handling to defaulting contractor. Delivery shall be made during normal working hours only, 8:00 a.m. to 5:00 p.m. unless otherwise noted in RFP.

VARIATION IN QUANTITY: The County assumes no liability for commodities produced, processed or shipped in excess of the amount specified herein.

SELLER TO PACKAGE GOODS: Seller will package goods in accordance with good commercial practice. Each shipping container shall be clearly and permanently packed as follows: (a) Seller's name and address; (b) Consignee's name, address and purchase order or purchase release number and the supply agreement number if applicable; (c) Container number and total number of containers, e.g. box 1 of 4 boxes; and (d) the number of the container bearing the packing slip. Seller shall bear cost of packaging unless otherwise provided. Goods shall be suitably packed to secure lowest transportation costs and to conform with requirements of common carriers and any applicable specifications. Buyer's count or weight shall be final and conclusive on shipments not accompanied by packing lists.

SHIPMENT UNDER RESERVATION PROHIBITED: Seller is not authorized to ship the goods under reservation, and no tender of a bill of lading will operate as a tender of goods.

INSPECTION: Upon receiving item(s), they will be inspected for compliance with the RFP Specifications. If the item(s) do not pass inspection, the vendor will be required to pick up the rejected item(s) at the delivery point, provide the necessary replacement, and return the item(s) to the original point of delivery.

All items proposed shall be new, in first class condition, including containers suitable for shipment and storage (Cameron County prefers recycled packaging whenever possible), unless otherwise indicated in RFP. Verbal agreements to the contrary will not be recognized. All materials and services shall be subject to Purchaser's approval. Unsatisfactory material will be returned at Seller's expense.

Cameron County reserves the right to inspect any item(s) or service location for compliance with specifications and requirements and needs of the using department. If an offeror cannot furnish a sample of a RFP item, where applicable, for review, or fails to satisfactorily show an ability to perform, the County can reject the RFP as inadequate.

TESTING: Cameron County reserves the right to test equipment, supplies, material and goods Proposed for quality, compliance with specifications and ability to meet the needs of the user. Demonstration units must be available for review. Should the goods or services fail to meet requirements and/or be unavailable for evaluation, the RFP is subject to rejection. During contract negotiations Cameron County would like to conduct a test phase to confirm the following 1) County users test software and develop an understanding of the capabilities and functionality of the software/system 2) County users test devices and develop an understanding of the capabilities, functionality and response time and other crucial parameters 3) County's IT Dept. in conjunction with the Jail Dept conduct a pilot test of the Odyssey data extract batch from the Jail's Odyssey system and verify that the transition and utilization of same within the proposed software functions without issues and is converted and interfaced in timely manner (within 1 day).

SPECIAL TOOLS AND TEST EQUIPMENT: If the price stated on the face hereof includes the cost of any special tooling or special test equipment fabricated or required by Seller for the purpose of filling this order, such special tooling equipment and any process sheets related thereto shall become the property of the Buyer and to the extent feasible shall be identified by the Seller as such.

INVOICES AND PAYMENTS: (a) Seller shall submit separate invoices, in duplicate, on each purchase order after each delivery. Invoices shall indicate the purchase order number, shall be itemized and transportation charges, if any, shall be listed separately. A copy of the bill of lading and the freight weigh bill when applicable, should be attached to the invoice. Mail to: Cameron County, ATTN: Auditor's Office, 1100 East Monroe Street, Brownsville, Texas 78520. Payment shall not be due until the above instruments are submitted after delivery or services rendered. Suppliers should keep the Finance Department advised of any changes in your remittance addresses. (b) Buyer's obligation is payable only and solely from funds available for the purpose of the purchase. Lack of funds shall render this contract null and void to the extent funds are not available and any delivered buy unpaid for goods will be returned to Seller by Buyer. (c) Do not include Federal Excise, State or City Sales Tax. County shall furnish tax exemption certificate if required.

Any invoice, which cannot be verified by the contract price and/or is otherwise incorrect, will be returned to the offeror for correction. Under term contracts, when multiple deliveries and/or services are required, the offeror may invoice following each delivery and the County will pay on invoice. Contracts providing for a monthly charge will be billed and paid on a monthly basis only. Prior to any and all payments made for good and/or services provided under this contract, the offeror should provide his Taxpayer Identification Number or social security number as applicable. This information must be on file with the Cameron County Auditor's office. Failure to provide this information may result in a delay in payment and/or back-up withholding as required by the Internal Revenue Services.

PAYMENT SCHEDULE: Payment will be in full upon successful completeness of installation and training of all necessary Cameron County Sheriff Office's staff.

Proposer shall submit two (2) copies of an itemized invoice showing RFP number and purchase order number to:

**CAMERON COUNTY AUDITOR
ACCOUNTS PAYABLE
1100 EAST MONROE ST.,
BROWNSVILLE, TEXAS 78520**

Please note that any payment due under this RFP award will be applied towards any debt, including but not limited to delinquent taxes that is owed to Cameron County.

PAYMENT DISCOUNT: Indicate the payment discount (s) available depending on the when invoices are paid. For example, 1/30 means a 1% discount if paid within 30 days, 2/15 means a 2% discount if paid within 15 days, etc.

Payment in full will be made within thirty (30) days of delivery, inspection, training, and receipt of invoice.

All costs quotations must include all the various features needed to satisfy the requirements. Note: No amounts will be paid for the items in this RFP in excess of the amounts quoted.

DEFINITION OF TERMS: The following terms are used in this RFP:

- 'Offeror' refers to the vendor, firm or team of firms, submitting a proposal for evaluation and possible selection by the Purchaser.
- 'Purchaser' refers to the Purchaser / Jails / Juvenile Probation - Cameron County .
- 'RFP' refers to the Request for Proposal. The entire proposal package.
- 'Proposal Contract' refers to the entire agreement or contracts created by the selection of the most advantageous proposal.
- 'Contractor' refers to the vendor, firm or team of firms, selected by the Purchaser to provide products and services.

This Request for Proposal is a single step sealed process consisting of a technical and price proposal. Offerors shall comply with all applicable federal, state and local laws and regulations.

All documentation shall be open for public inspection after a contract is awarded, except for trade secrets and confidential information so identified by firms. All confidential information should be clearly marked in red. Purchaser cannot guarantee that trade secrets, financial information, or information designated as confidential will be exempt from disclosure under the Public Information Act. However, should disclosure of such information be sought, the Purchaser will promptly notify the firm involved so that it may take steps to prevent disclosure. In addition, the Purchaser may also resist disclosure if reasonable grounds exist under the Public Information Act for doing so.

VENDOR SELECTION AND AWARD:

Award of contract will be made on a lump sum basis to the responsible vendor who submits the most favorable proposal to Purchaser. This award could be made without discussion with vendors after proposals are received; therefore proposals should be submitted on the most favorable terms.

SELECTION CRITERIA: Vendors can be assured that their efforts in preparing a proposal that responds to the information requested in these specifications will be appreciated. The timetable for receiving and analyzing proposals does not permit the Purchaser to devote much time to contacting the Offerors to request information that was not included in the proposal. Therefore, it is suggested that proposals be reviewed prior to submission to ensure they provide the information requested in these specifications.

All responses received in compliance with the terms and conditions will be evaluated. Evaluation criteria will be based on company experience, implementation method, past performance, and service ability. The County will review all accepted proposals with particular emphasis on the following – ranked in order by importance and final selection will be based on the following selection criteria:

1. Functionality, Flexibility, Scalability and ease of use as determined by the Project Team's evaluation of how well vendors product meets the requirements of RFP - **10 Points**
2. Current Technology, compatibility, and interoperability - **5 Points**
3. Observed Performance - **10 Points**
4. Cost and pricing structure for product, final proposal pricing, monthly support fees - **15 Points**
5. Experience and credibility of proposed implementation team – **6 Points**
6. Vendor capability, financial stability, demonstrated ability to meet commitments proposed in response to RFP - **10 Points**
7. Training - **4 Points**
8. Implementation strategy, methodology and plan, and technical support - **5 Points**
9. Customer references for product and implementation services - **5 Points**
10. Adherence to the criteria set forth in the specifications of the RFP - **5 Points**
11. Customization - **5 Points**
12. Customer Support - **10 Points**
13. Privacy and Security - **10 Points**

Proposal evaluations are the sole responsibility of the County and as such the County is the final authority on the evaluation process.

Pricing based on five (5) year scenario.
Best and final offer will be utilized.

MINIMUM STANDARDS FOR RESPONSIBLE PROSPECTIVE OFFERORS: A prospective Offeror must affirmatively demonstrate Offeror's responsibility. A prospective Offeror must meet the following requirements:

- be able to comply with the required or proposed completion schedule
- have a satisfactory record of performance
- have a satisfactory record of integrity and ethics

Purchaser may request representation and other information sufficient to determine Offeror's ability to meet the minimum standards listed above.

ALTERNATE COMBINED: Evaluation Committees Scores for RFP#140202 & 140203 will be combined and averaged. The scoring for alternate combined pricing will be used for the Price related score in this category.

SEVERABILITY: If any section, subsection, paragraph, sentence, clause, phrase or word of these requirements or the specifications shall be held invalid, such holding shall not affect the remaining portions of these requirements and the specifications; it is hereby declared that such remaining portions would have been included in these requirements and the specifications as though the invalid portion had been omitted.

PURCHASER'S RIGHTS:

1. Reject any/all proposals in whole or in part, and to accept the proposal which, in the judgment of the Purchaser, is in the best interest of the Purchaser.
2. Issue subsequent request for proposals.
3. Cancel the entire request for proposals.
4. Remedy technical errors in the request for proposal process.
5. Establish a short list of Offerors eligible for interviews after review of the written proposals.
6. Accept the written proposal as an "offer" without negotiation and issue a notice to proceed.

This Request for Proposal does not commit Purchaser to enter into a contract, nor does it obligate the Purchaser to pay any costs incurred in the preparation and submission of proposals or in anticipation of a contract. Purchaser reserves the right to contract with any Offeror responding to this Request for Proposal based solely upon the qualifications and capabilities of the vendor.

SCANNED OR RE-TYPED RESPONSE: If, in its response, the Offeror either electronically scans, re-types, or in some way reproduces the Purchaser's published proposal package, then in the event of any conflict between the terms and provisions of the Purchaser's published proposal package, or any portion thereof, and the terms and provisions of the response made by the Offeror, the Purchaser's proposal package as published shall control. Furthermore, if an alteration of any kind to the Purchaser's published proposal package is only discovered after the contract is executed and is or is not being performed; the contract is subject to immediate cancellation.

OFFEROR RESPONSE: Offeror shall provide with this proposal response, all documentation required by this Request for Proposal. Failure to comply may result in rejection of proposal. Proposals must be signed by an authorized representative and show full name and address of Offeror.

ALTERING PROPOSALS: Proposals cannot be altered or amended after opening time. Any alterations made before opening time must be signed by the Offeror or his agent.

WITHDRAWAL OF PROPOSAL: A proposal may not be withdrawn or cancelled by the Offeror without the permission of the Purchaser for a period of ninety (90) days following the date designated for the receipt of proposals, and Offeror so agrees upon submittal of their proposal. The Purchaser reserves the right to reject any or all proposals.

SUSPENSION & DEBARMENT: The "Vendor" certifies, to the best of its knowledge and belief, that the "Vendor" and/or any of its Principals:

- (a) Are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency;
- (b) Are not listed on the Excluded Parties List System (EPLS) maintained by the General Service Administration (GSA).
- (c) Have not, within a 3-year period preceding this offer, been convicted of or had a civil Judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state, or local) contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property;
- (d) Are not presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated above.
- (e) The Vendor has not, within a 3-year period preceding this offer, had one or more contracts terminated for default by any Federal agency.

OWNERSHIP OF MATERIALS: All material submitted by the vendor as part of the proposal shall be considered the property of Cameron County Sheriff / Jail Dept. & Juvenile Probation Dept. and shall not be required to be returned to vendor.

RIGHT TO ACCEPT, REJECT, OR NEGOTIATE: Cameron County reserves the right to reject any and/or all responses received and its decision in this matter shall be final. Cameron County reserves the right to accept or reject any portion of any response and to waive any or all formalities, or to accept any part of this proposal deemed to be the most advantageous to the County. This proposal is submitted subject to the existing written policies of the Cameron County Commissioner's Court which form a part of the contract. Cameron County's waiver of an immaterial deviation in the specifications shall in no way modify the Request for Proposal or excuse the successful vendor from full compliance with the terms and conditions as specified in the Request for Proposal.

Following RFP opening evaluation of proposals allow the County to negotiate with each vendor after receipt of offer; therefore, offers must be good for a period of not less than 60 days. It is the policy of Cameron County to purchase property and/or services on the basis of best offer, not low price alone. Price, quality, service, past performance of vendor/merchandise, long term cost to the County to acquire goods or service, probability of continuous availability and any other relevant factor that a private business entity would consider in selecting a vendor are the controlling factors. It is understood that Cameron County reserves the right to arrive at such determination by whatever means deemed appropriate and shall be the sole judge in the matter. No offer can be withdrawn after opening time without approval by the Cameron County Purchasing Agent.

LOWEST RESPONSE vs. BEST VALUE: Cameron County acknowledges that lowest price does not mean lowest cost in that the initial investment in procurement is not the only investment in obtaining, installing, using, training and maintaining an item used in Automated Information Systems and shall not award Automated Information Systems purchase orders solely on the basis of initial price.

Cameron County considers Automated Information Systems guidelines as set forth in Texas Government Code, Title 10, Subtitle D, CHAPTER 2157. PURCHASING: PURCHASE OF AUTOMATED INFORMATION SYSTEMS Sec. 2157.003, DETERMINING BEST VALUE

"Best value" means the lowest overall cost of an automated information system. In determining the lowest overall cost for a purchase or lease of an automated information system under this chapter, the County shall consider factors including:

- (1) the purchase price;
- (2) the compatibility to facilitate the exchange of existing data;
- (3) the capacity for expanding and upgrading to more advanced levels of technology;
- (4) quantitative reliability factors;
- (5) the level of training required to bring persons using the system to a stated level of proficiency;
- (6) The technical support requirements for the maintenance of data across a network platform and the management of the network's hardware and software.

Cameron County shall therefore select proposals for Automated Information Systems on information reasonably held to be valid as the Best Value for Cameron County at the time, based solely on Cameron County's interpretation and opinion.

FAILURE TO SUPPLY INFORMATION: Failure to supply any information requested is cause for rejection of the proposal as non-compliant. Cameron County Sheriff Department reserves the right to request additional information if clarification is needed but is not required to do so.

EXCEPTIONS / SUBSTITUTIONS: Vendors shall indicate any exceptions to any paragraph; otherwise, acceptance is assumed. Any exceptions stated by the vendor to any of the paragraphs herein may be cause for rejection of the proposal. All proposals meeting the intent of this RFP will be considered for award. Offerors taking exception to the specifications, or offering substitutions, shall state these exceptions in the section provided or by attachment as part of the proposal. The absence of such a list shall indicate that the Offeror has not taken exceptions and shall hold the Offeror responsible to perform in strict accordance with the specifications of the invitation. Purchaser reserves the right to accept any and all or none of the exceptions(s)/substitution(s) deemed to be in the best interest of the Purchaser.

Any exceptions to these guidelines should be noted in a detailed written explanation and attached to each copy of the RFP. Exceptions to the specifications will not necessarily exclude vendors from consideration.

CAUSES FOR VENDOR DISQUALIFICATION: The Purchasing Department of Cameron County is committed to creating a healthy and competitive atmosphere among a large number of vendors, since competition is in the best interest of the County; however, vendors may be removed from the various RFP's/proposal lists for the following reasons:

- Lack of response to RFP/proposal invitations.
- Non-competitive bidding/proposing (quoting on only a few items).
- Failure to adhere to terms and conditions of the bid/proposal.
- Substituting (without approval) items other than those actually bid/proposed.
- Illegal or inappropriate business behavior.

LEGAL CONSIDERATIONS: Cameron County, Texas assumes no responsibility for asserting legal arguments on behalf of Proposers. Proposers are advised to consult with their legal counsel concerning disclosure issues resulting from this proposal process and to take precautions to safeguard trade secrets and other proprietary information.

PERFORMANCE / PAYMENT BOND: Contractor shall furnish Cameron County a Performance Bond in the amount of one hundred percent (100%) of the contract amount (first year). Bond shall be delivered to Cameron County prior to the execution of the contract resulting from award.

When required, Payment Bonds or Performance Bonds shall be issued by a solvent surety company authorized to do business in the State of Texas, and shall meet any other requirements established by law or by owner pursuant to applicable law.

PROJECT TIMELINE (TENTATIVE) :

RFP Available to Vendors	February 17,2014
Pre Proposal Meeting & Site Visit	March 7, 2014
RFP Deadline	March 25, 2014
Evaluations, Vendor Presentations,	April 2, 2014
RFP Award	April 10, 2014

The County reserves the right to change the project timeline.

RFP COSTS: Those submitting Proposals do so entirely at their expense. There is no expressed or implied obligation by the County to reimburse any individual or firm for any costs incurred in preparing or submitting Proposals, providing additional information when requested by the County, or for participating in any selection interviews/demonstrations. Vendors agree that Cameron County will not be liable for any costs associated with the preparation, transmittal, or presentation of any proposals or materials submitted in response to this request for proposal nor any for the presentation of its proposal and/or participation in any discussions or negotiations.

ATTENTION TO DETAIL: Vendors should carefully review all elements of their RFPs. Once opened, Proposals may not be altered. Each response in regard to this RFP shall be complete, self-contained and meet the requirements of the RFP. The County may initiate clarifications after the RFP opening. However, these clarifications will not constitute an alteration of the RFP submitted.

STATE AND LEGAL REQUIREMENTS: The software proposed meets state, insurance and legal requirements including required reports and data storage. Cameron County strictly follows all proper software licensing use and distribution regulations as defined by the Software Publishers' Association, the manufacturer, and other relevant regulatory agencies. By submission of this RFP the vendor agrees to all terms and conditions stated therein. It is the proposer's responsibility to comply with all local, state and federal laws, regulations, codes, licensing, and other requirements. The proposer must be prepared to substantiate compliance upon request by the Purchasing Committee's representative.

LIABILITY AND INSURANCE: The selected vendor will save and hold harmless Cameron County from any and all legal liability arising out of the infringement of any copyright in respect to the normal use of proposed or installed equipment or software.

HARDWARE AND SOFTWARE CONSIDERATIONS:

- **THIS RFP EXCLUDES HARDWARE**
- **HARDWARE MUST BE INDEPENDENT OF THE SOFTWARE. CAMERON COUNTY RESERVES THE RIGHT TO SOURCE ITS OWN PROVIDERS FOR HARDWARE & OTHER DEVICES**
- **ALL SOFTWARE & EQUIPMENT MUST MEET HIPPA COMPLIANCE REQUIREMENTS**
- **CANNOT UTILIZE SOLE SOURCE DEVICES**
- Provide minimum and/or preferred server and workstation requirements. Software provided must be on electronic media capable of being used by basic IBM/PC type hardware. Prices shall be itemized on the cost worksheet and include all training necessary to create an operational system. Data should be stored in a Microsoft SQL Database.

SECTION 2: CONTRACT TERMS AND CONDITIONS

ADDENDA: When specifications are revised, the Cameron County Purchasing Department will issue an addendum addressing the nature of the change. Offerors must sign and include it in the returned RFP/RFQ package.

ADVERTISING: Seller shall not advertise or publish, without Buyer's Prior consent, the fact that Buyer has entered into this contract, except to the extent necessary to comply with proper request for information from an authorized representative of the federal, state or local government.

AWARD: Cameron County may hold all RFP/RFQ's for a period of sixty (60) days. Cameron County reserves the right to delete any item it considers too expensive. RFP/RFQ prices are to be F.O.B. Cameron County. All discounts will be considered in determining the lowest, responsible Proposer. Cameron County reserves the right to award this contract on the basis of EVALUATION CRITERIA (AS STATED IN RFP/RFQ) in accordance with the laws of the State of Texas, to waive any formality or irregularity, to make awards to more than one offeror, to reject any or all RFP/RFQ's. Commissioners Court reserves the right to determine the method and procedures for the final award of all RFP's/RFQ's at any time they so choose, regardless of the Point System used by the Evaluation Committee.

BONDS: If this RFP/RFQ requires submission of RFP/RFQ guarantee and performance bond, there will be a separate page explaining those requirements. RFP/RFQ's submitted without the required RFP/RFQ bond or cashier's check are not acceptable.

CANCELLATION AND TERMINATION: Buyer shall have the right to cancel for default all or any part of the undelivered portion of this order if Seller breaches any of the terms hereof, including warranties of Seller or if the Seller becomes insolvent or commits acts of bankruptcy. Such right of cancellation is in addition to, and not in lieu of, any other remedies which Buyer may have in law or equity.

CHANGE ORDERS: No oral statement of any person shall modify or otherwise change, or affect the terms, conditions or specifications stated in the resulting contract. All change orders to the contract will be made in writing by mutual consent of the Offeror and Purchaser.

TERMINATION: The performance of work under this order may be terminated in whole, or in part, by the Buyer in accordance with this provision. Termination of work hereunder shall be effected by the delivery to the Seller of a "Notice of Termination" specifying the extent to which performance of work under the order is terminated and the date upon which such termination becomes effective. Such right of termination is in addition to, and not in lieu of, rights of Buyer set forth. Cameron County reserves the right to terminate the contract for default if offeror breaches any of the terms therein, including warranties of offeror or if the offeror becomes insolvent or commits acts of bankruptcy. Such right of termination is in addition to and not in lieu of any other remedies which Cameron County may have in law or equity. Default may be construed as, but not limited to, failure to deliver the proper goods and/or services within the proper amount of time, and/or to properly perform any and all services required to Cameron County's satisfaction and/or to meet all other obligations and requirements. Cameron County may terminate the contract without cause upon thirty (30) days written notice.

CONTRACT RENEWALS: Renewals may be made ONLY by Commissioners Court approval and agreement between Cameron County and the offeror. **To determine Annual / Anniversary renewal status - if renewed by Commissioners Court or terminated-please contact Elisa Cisneros at 956-982-5405 e-mail: Elisa.Cisneros2@co.cameron.tx.us Purchasing Dept. or Dylbia Jeffries 956-550-1340 djefferies@co.cameron.tx.us Bruce Hodge at 956-550-7229 at bhodge@co.cameron.tx.us at County Legal Dept..** Any price escalations are limited to those stated by the original RFP/RFQ. Annual RFP/RFQ renewal – Price Increases: All Annual RFP/RFQ's with a one (1) year renewal option requires that the awarded Proposer must notify Cameron County of any anticipated price increases to the current Annual RFP/RFQ (in writing) at least two months prior to the annual renewal award date unless otherwise specified within the specific provisions of the RFP. This allows the County sufficient time to plan for re-advertising for Proposals due to a vendor required price increase. If Vendor fails to notify the County within time noted it shall be assumed that there will be no price increase for the following year's award period if renewed. This procedure does not apply to any Annual RFP/RFQ's which allow for Open Market Price increases or Cost allowance increases during the RFP/RFQ award period (as so specified in the RFP/RFQ documents).

DISCRIMINATION: In order to comply with the provisions of fair employment practices, the contractor agrees as follows: 1.) the contractor will not discriminate against any employee or applicant for employment because of race, sex, color, age, religion, handicap, or national origin; 2) in all solicitations or advertisements for employees, the contractor will state that all qualified applicants will receive consideration without regard to race, color, sex, age, religion, handicap or national origin; 3) the contractor will furnish such relevant information and reports as requested by the County for the purpose of determining compliance with these regulations; and 4) failure of the contractor to comply with these laws will be deemed a breach of contract and it may be cancelled, terminated or suspended in whole or in part.

DISQUALIFICATION OF OFFEROR: Upon signing this RFP/RFQ document, an offeror offering to sell supplies, materials, services, or equipment to Cameron County certifies that the offeror has not violated the antitrust laws of this state codified in Texas Business and Commerce Code 15.01, et seq., as amended, or the federal antitrust laws, and has not communicated directly or indirectly the RFP/RFQ made to any competitor or any other person engaged in such line of business. Any or all RFP/RFQ's may be rejected if the County believes that collusion exists among the offerors. RFP/RFQs in which the prices are obviously unbalanced may be rejected. If multiples are submitted by an offeror and after the RFP/RFQ's are opened, one of the RFP/RFQ's are withdrawn, the result will be that all of the RFP/RFQs submitted by that offeror will be withdrawn; however, nothing herein prohibits a vendor from submitting multiples for different products or services.

EVALUATION: All proposals will be evaluated in accordance with law and reviewed to assure they are in the best interest of Cameron County. Evaluations shall be based on criteria, bearing on price, and performance of the items/services in the user environment. Any specific criteria section or sections identified elsewhere in this request for proposals may be evaluated by one or more evaluators once the basis and details of this process has been approved by the Purchasing Officer and acknowledged by the Evaluation Committee. Detailed information pertaining to this selective evaluation process is available to offerors and the Commissioners Court upon request. Evaluation sheets and summary of all RFP/RFQ's are subject to review by the Cameron County Purchasing Department and Evaluation Committee's recommendation to Cameron County Commissioners Court. Compliance with all RFP/RFQ requirements, delivery and needs of the using department are considerations in evaluating RFP/RFQ's. Pricing is NOT the only criterion for making a recommendation (see criteria and relative importance of price and other evaluation factors, if any, specified elsewhere in this request for proposals.). The Cameron County Purchasing Department reserves the right to contact any offeror, at any time, to clarify, verify or request information with regard to any RFP/RFQ. The Cameron County Purchasing Department further reserves the right to hold negotiation discussions with any responsible offeror submitting proposals determined to be reasonably susceptible of being selected for award in accordance with law.

PROTEST PROCEDURES: Procedure - This protest procedure is available to vendors responding to this RFP requesting a debriefing conference.

Debriefing Conference – A debriefing conference must be requested in writing to the Purchasing Department within five (5) business days from the date of the RFP award by the Cameron County Commissioners' Court. Debriefing questions must be submitted (in writing - to the Purchasing Department) no later than two (2) business days before the scheduled date for the Debriefing Conference. These questions will be answered at the debriefing conference. Follow-up question must be submitted (in writing) no later than one (1) business day after the date of the Debriefing Conference and answered no later than two (2) business days after the date of the Debriefing Conference. Follow-up answers will be sent via e-mail or fax (if e-mail not available). For RFP/RFQ's proposers are given the opportunity to ask questions of the Evaluation Committee relative to their Proposal and scores received by their firm.

Protests are made -1. To the Purchasing Department after the debriefing conference. Vendor protests shall be received, in writing, by the Purchasing Department within five (5) business days after the vendor debriefing conference. 2. To the Protest Committee, only after the protest to the Purchasing Department was not resolved satisfactory to the protestor. Protests to the Protest Committee shall be made within five (5) business days after the vendor has received notification from the County Purchasing Department of his/her decision.

Grounds for protest – 1. Errors were made in computing the score. 2. The County failed to follow procedures established in the RFP, the Purchasing policy: Acquisition or applicable state or federal laws or regulations. 3. Bias, discrimination or conflict of interest on the part of an evaluator. Protests not based on these criteria shall not be considered.

Format and Content - Protesting vendors shall include, in their written protest to the Cameron County Purchasing Department, all facts and arguments upon which they rely. Vendors shall, at a minimum, provide: 1. Information about the protesting vendor; name of firm, mailing address, phone number and name of individual responsible for submission of the protest. 2. Information about the acquisition and the acquisition method. 3. Specific and complete statement of the County's action(s) protested. 4. Specific reference to the grounds for the protest. 5. Description of the relief or corrective action requested. 6. For protests to the Protest Committee, a copy of the Purchasing Department's written decision on the protest.

Review Process – 1. Upon receipt of a vendor protest, the Purchasing Department shall postpone further steps in the acquisition process until the vendor protest has been resolved. 2. The Department's internal protest review procedures consist of the following: a) The Purchasing Department shall perform an objective review of the protest by individuals not involved in the acquisition protested. The review shall be based on the written protest material submitted by the vendor. b) A written decision will be delivered to the vendor within five business days after receipt of the protest, unless more time is needed. The protesting vendor shall be notified if additional time is necessary.

Final Determination - The final determination shall 1. Find the protest lacking in merit and uphold the agency's action; or 2. Find only technical or harmless errors in the agency's acquisition process conduct, determine the agency to be in substantial compliance, and reject the protest; or 3. Find merit in the protest and provide the agency options which may include a) Correct its errors and reevaluate all proposals, and/or b) Reissue the vendor solicitation document; or c) Make other findings and determine other courses of action as appropriate.

Protest Committee Review Process - Protests to the Protest Committee may be made only for Protest Committee approved acquisitions, and only after review by County Purchasing Department. Protests of the decisions of County Purchasing Department shall be made by letter to the Protest Committee, who may establish procedures to resolve the protest. Protests shall be received by the Protest Committee, within five business days after the decision of Purchasing Department in order to be considered. The resulting decision is final, with no further administrative appeal available.

FISCAL FUNDING: A multi-year lease or lease/purchase arrangement (if requested by the Special Requirements/Instructions), or any contract continuing as a result of an extension option, must include fiscal funding out. If, for any reason, funds are not appropriated to continue the lease or contract, said lease or contract shall become null and void on the last day of the current appropriation of funds. After expiration of the lease, leased equipment shall be removed by the offeror from the using department without penalty of any kind or form to Cameron County. All charges and physical activity related to delivery, installation, removal and redelivery shall be the responsibility of the offeror.

GRATUITIES AND PROHIBITION AGAINST PERSONAL INTEREST IN CONTRACTS: Any elected or appointed official who has any substantial interest, either direct or indirect, in any business entity seeking to contract with the County, shall, before any vote or decision on any matter involving the business entity, file an affidavit stating the nature and extent of interest and shall abstain from any participation in the matter. This is not required if the vote or decision will not have any special effect on the entity other than its effect on the public. However, if a majority of the governing body is also required to file, and do file similar affidavits, than the member is not required to abstain from further participation. Attached and included is a disclosure of all of this Company's business or pecuniary financial relationships with officers or employees of Cameron County or County entities (if any such relationships exists) must be attached and included with RFP/RFQ submitted. The Buyer may, by written notice to the Seller, cancel this contract without liability to Seller if it is determined by Buyer that gratuities, in the form of entertainment, gifts, or otherwise, were offered or given by the Seller, or any agent, or representative of the Seller, to any officer or employee of Cameron County with a view toward securing a contract or securing favorable treatment with respect to the awarding or amending or the making or any determinations with respect to the performing of such a contract. In the event this contract is cancelled by Buyer pursuant to this provision, Buyer shall be entitled, in addition to any other rights and remedies, to recover or withhold the amount of the cost incurred by Seller in providing such gratuities. Consistent and continued tie RFP's/RFQ's could cause rejection of RFP/RFQ's by the County and/or investigation for Anti-Trust violations. Proposer guarantees that he has not retained a person to solicit or secure this contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, except for retention of bona fide employees or bona fide established commercial selling agencies maintained by the contractor for the purpose of securing business.

HISTORICALLY UNDERUTILIZED BUSINESS (HUB) CERTIFICATION: If Proposer is a Certified Historically Underutilized Business (HUB), please include a copy of your HUB Certificate with your Proposal. This information will assist Cameron County in the percentage tracking of HUB utilization.

INSURANCE : The vendor shall secure and maintain, throughout the duration of the Contract, insurance of such types and in such amounts as may be necessary to protect the vendor and the interests of the Purchaser against all hazards or risks of loss as hereinafter specified. The form and limits of such insurance, together with the insurer, shall be acceptable to the Purchaser. It shall be the responsibility of the vendor to maintain adequate insurance coverage at all times. Failure of the vendor to maintain adequate coverage shall not relieve the vendor of any contractual responsibility or obligation.

MAINTENANCE: Maintenance required for equipment RFP/RFQ should be available in Cameron County by a manufacturer authorized maintenance facility. Costs for this service shall be shown on the Pricing/Delivery Information form. If Cameron County opts to include maintenance, it shall be so stated in the purchase order and said cost will be included. Service will commence only upon expiration of applicable warranties and should be priced accordingly.

MATERIAL SAFETY DATA SHEETS: Under the "Hazardous Communication Act", commonly known as the "Texas Right To Know Act", an offeror must provide to the County with each delivery, material safety data sheets which are applicable to hazardous substances defined in the Act. Failure of the offeror to furnish this documentation will be cause to reject any RFP/RFQ applying thereto.

NAME BRANDS: Specifications may reference name brands and model numbers. It is not the intent of Cameron County to restrict these RFP/RFQs in such cases, but to establish a desired quality level of merchandise or to meet a pre-established standard due to like existing items. Offerors may offer items of equal stature and the burden of proof of such stature rests with offerors. Cameron County shall act as sole judge in determining equality and acceptability of products offered.

PRICING: Prices for all goods and/or services shall be firm for the duration of this contract and shall be stated on the Pricing/Delivery Information form. Prices shall be all inclusive: No price changes, additions, or subsequent qualifications will be honored during the course of the contract,. All prices must be written in ink or typewritten. Pricing on all transportation, freight, drayage and other charges are to be prepaid by the contractor and included in the RFP/RFQ prices. If there are any additional charges of any kind, other than those mentioned above, specified or unspecified, offeror MUST indicate the items required and attendant costs or forfeit the right to payment for such items. Where unit pricing and extended pricing differ, unit pricing prevails.

RECYCLED MATERIALS: Cameron County encourages the use of products made of recycled materials and shall give preference in purchasing to products made of recycled materials if the products meet applicable specifications as to quantity and quality. County will be the sole judge in determining product preference application.

SCANNED RE-TYPED RESPONSE - FLOPPY DISK: If in its RFP/RFQ response, offeror either electronically scans, re-types, or in some way reproduces the County's published RFP/RFQ package, then in event of any conflict between the terms and provisions of the County's published RFP/RFQ specifications, or any portion thereof, and the terms and provisions of the RFP/RFQ response made by offeror, the County's RFP/RFQ specifications as published shall control. Furthermore, if an alteration of any kind to the County's published RFP/RFQ specifications is only discovered after the contract is executed and is or is not being performed, the contract is subject to immediate cancellation.

SILENCE OF SPECIFICATIONS: The apparent silence of specifications as to any detail, or the apparent omission from it of a detailed description concerning any point, shall be regarded as meaning that only the best commercial practice is to prevail and that only material and workmanship of the finest quality are to be used. All interpretations of specifications shall be made on the basis of this statement. The items furnished under this contract shall be new, unused of the latest product in production to commercial trade and shall be of the highest quality as to materials used and workmanship. Manufacturer furnishing these items shall be experienced in design and construction of such items and shall be an established supplier of the item RFP/RFQ. Substitute items will not be accepted unless approved (in advance).

SUPPLEMENTAL MATERIALS: Offerors are responsible for including all pertinent product data in the returned RFP/RFQ package. Literature, brochures, data sheets, specification information, completed forms requested as part of the RFP/RFQ package and any other facts which may affect the evaluation and subsequent contract award should be included. Materials such as legal documents and contractual agreements, which the offeror wishes to include as a condition of the RFP/RFQ, must also be in the returned RFP/RFQ package. Failure to include all necessary and proper supplemental materials may be cause to reject the entire RFP/RFQ.

TITLE TRANSFER: Title and Risk of Loss of goods shall not pass to Cameron Count until Cameron County actually receives and takes possession of the goods at the point or points of delivery. Receiving times may vary with the using department. Generally, deliveries may be made between 8:30 a.m. and 4:00 p.m., Monday through Friday. Offerors are advised to consult the using department for instructions. The place of delivery shall be shown under the "Special Requirements/Instructions" section of this RFP/RFQ package and/or on the Purchase Order as a "Deliver To:" address.

USAGE REPORTS: Cameron County reserves the right to request, and receive at no additional cost, up to two (2) times during the contract period, a usage report detailing the products and/or services furnished to date under a contract resulting from this RFP. The reports must be furnished no later than five (5) working days after written request and itemize all purchases to date by Cameron County department, description of each item purchased, including manufacturer, quantity of each item purchased, per unit and extended price of each item purchased, and total amount and price of all items purchased.

WARRANTY PRICE: (a) The price to be paid by the Buyer shall be that contained in Seller's RFP which Seller warrants to be no higher than Seller's current prices on orders by others for products of the kind and specification covered by this agreement for similar quantities under similar or like conditions and methods of purchase. In the event Seller breaches this warranty, the prices of the items shall be reduced to the Seller's current prices on orders by others, or in the alternative, Buyer may cancel this contract without liability to Seller for breach or Seller's actual expense. (b) The Seller warrants that no person or selling agency has been employed or retained to solicit or secure this contract upon an agreement or understanding for commission, percentage, brokerage, or contingent fee excepting bona fide employees of bona fide established commercial or selling agencies maintained by the Seller for the purpose of securing business. For breach or violation of this warranty, the Buyer shall have the right in addition to any other right or rights to cancel this contract without liability and to deduct from the contract price, or otherwise recover the full amount of such commission, percentage, brokerage or contingent fee. Offerors shall furnish all data pertinent to warranties or guarantees which may apply to items in the RFP. Offerors may not limit or exclude any implied warranties. Offeror warrants that product sold and services provided to the County shall conform to the standards and laws established by the U.S. Department of Labor, U.S. Department of Homeland Security, Occupational Safety and Health Administration and O.S.H.A. Act of 1970. In the event product does not conform to OSHA Standards, where applicable, Cameron County may return the product for correction or replacement at the offeror's expense. If offeror fails to make the appropriate correction within a reasonable time, Cameron County may correct at the offeror's expense.

Offeror warrants that product sold and services provided to the County shall conform to the standards and laws established by the U.S. Department of Homeland Security, Occupational Safety and Health Administration and O.S.H.A. Act of 1970.

WARRANTY ITEMS/PRODUCTS: Seller shall not limit or exclude any implied warranties and any attempt to do so shall render this contract voidable at the option of the Buyer. Seller warrants that the goods furnished will conform to the specifications, drawings and descriptions listed in the RFP/RFQ invitation and to the sample(s) furnished by Seller, if any. In the event of a conflict between the specifications, drawings and descriptions, the specifications shall govern. All items must be new, in first class condition, unless otherwise specified. The design, strength, and quality of materials must conform to the highest standards of manufacturing practice. Items supplied under this contract shall be subject to the Purchaser's approval. Successful Offeror shall warrant that all items/services shall conform to the proposed specifications and/or all warranties as stated in the Uniform Commercial Code and be free from all defects in material, workmanship and title. Any items found defective or not meeting specifications shall be picked up and promptly replaced by the successful Offeror at no expense to the Purchaser.

SAFETY WARRANTY: Seller warrants that the product sold to Buyer shall conform to the standards promulgated by the U.S. Department of Labor under the Occupational Safety and Health Act of 1970. In the event the product does not conform to OSHA standards, Buyer may return the product for correction or replacement at the Seller's expense. In the event Seller fails to make the appropriate correction within a reasonable time, correction made by Buyer will be at Seller's expense. Have you attached the required warranty information to the RFP/RFQ (if applicable)? Yes, No.

APPLICABLE LAW

This agreement shall be governed by the Uniform Commercial Code. Wherever the term "Uniform Commercial Code" is used, it shall be construed as meaning "the Uniform Commercial Code" as adopted in the State of Texas as effective and in force on the date of this agreement.

ASSIGNMENT DELEGATION: No right or interest in this contract shall be assigned or delegation of any obligation made by Seller without the written permission of the Buyer. Any attempted assignment or delegation by Seller shall be wholly void and totally ineffective for all purposes unless made in conformity with this paragraph. Any contract entered into pursuant to this request is not assignable, nor the duties thereunder, by either party, without the written consent of the other party in the contract County Judge and County Auditor.

CONTRACT OBLIGATION: Cameron County Commissioners Court must award the contract and the County Judge or other person authorized by the Cameron County must sign the contract before it becomes binding on Cameron County or the offerors. Department heads are NOT authorized to sign agreements for Cameron County. Binding agreements shall remain in effect until all products and/or services covered by this purchase have been satisfactorily delivered and accepted.

ERRORS AND OMISSIONS: Errors and Omissions in the RFP / RFQ of any provision herein described will not be construed as to relieve the Vendor of any responsibility or obligation, requisite to the complete and satisfactory implementation, operation, and support of any and all equipment, systems or services.

FORCE MAJEURE: If, by reason of Force Majeure, either party hereto shall be rendered unable wholly, or in part, to carry out its obligations under this agreement, then such party shall give notice and full particulars of Force Majeure in writing to the other party within a reasonable time after occurrence of the event or cause relied upon, and the obligation of the party giving such notice, so far as it is affected by such Force Majeure, shall be suspended during the continuance of the inability then claimed, except as hereinafter provided, but for no longer period, and such party shall endeavor to remove or overcome such inability with all reasonable dispatch. The term "Force Majeure" as employed herein, shall mean acts of God, strikes, lockouts, or other industrial disturbances, act of public enemy, orders of any kind of government of the United States or the State of Texas or any civil or military authority, insurrections, riots, epidemics, landslides, lightening, earthquakes, fires, hurricanes, storms, floods, washouts, droughts, arrests, restraint of government and people, civil disturbances, explosions, breakage or accidents to machinery, pipelines or canals, or other causes not reasonably within the control of the party claiming such inability. It is understood and agreed that the settlement of strikes and lockouts shall be entirely with the discretion of the party having the difficulty, and that the above requirement that any Force Majeure shall be remedied with all reasonable dispatch shall not require the settlement of strikes and lockouts by acceding to the demands of the opposing party or parties when such settlement is unfavorable in the judgement of the party having the difficulty.

HOLD HARMLESS AGREEMENT: Contractor, the successful offeror, shall indemnify and hold Cameron County harmless from all claims for personal injury, death and/or property damage resulting directly or indirectly from contractor's performance. Contractor shall procure and maintain, with respect to the subject matter of this RFP/RFQ, appropriate insurance coverage including, as a minimum, public liability and property damage with adequate limits to cover contractor's liability as may arise directly or indirectly from work performed under terms of this RFP/RFQ. Certification of such coverage must be provided to the County upon request.

INFRINGEMENTS: There will be no warranty by buyer against infringements. As part of this contract for sales, Seller agrees to ascertain whether goods manufactured in accordance with the specifications attached to this agreement will give rise to the rightful claim of any third person by way of infringement or the like. Buyer makes no warranty that the production of goods according to the specification will not give rise to such a claim, and in no event shall Buyer be liable to Seller for indemnification in the event that Seller is sued on the grounds of infringement or the like. If Seller is of the opinion that an infringement or the like will result, he will notify Buyer to this effect in writing within two (2) weeks after the signing of this agreement. If Buyer does not receive notice and is subsequently held liable for the infringement or the like, Seller will hold Buyer harmless. If Seller in good faith ascertains that production of the goods in accordance with the specifications will result in infringement or the like, this contract shall be null and void, except that Buyer will pay Seller the reasonable cost of his/her search as to infringement. The contractor agrees to protect the County from claims involving infringement of patents or copyrights.

INTERPRETATION PAROLE EVIDENCE: This writing is intended by the parties as a final expression of their agreement and is intended also as a complete and exclusive statement of the terms of their agreement. No course of prior dealings between the parties and no usage of the trade shall be relevant to supplement or explain any term used in the agreement. Acceptance or acquiescence in a course of performance rendered under this agreement shall not be relevant to determine the meaning of this agreement, even though the accepting or acquiescing party has knowledge of the performance and opportunity for objection. Whenever a term defined by the Uniform Commercial Code is used in this agreement, the definition contained in the Code is to Control.

LATE PROPOSALS: Proposals must be received by the Purchaser before the hour and date specified. Proposals received after the time and date specified will be disqualified and may be returned to sender. Purchaser is not responsible for lateness or non-delivery of mail, delivered to wrong office, carrier, etc.

MODIFICATIONS: This contract can be modified or rescinded only by a writing signed by both of the parties or their duly authorized agents.

O.S.H.A.: Offeror must meet all Federal and State OSHA requirements.

REMEDIES: The successful Offeror and Purchaser agree that both parties have all rights, duties, and remedies available as stated in the Uniform Commercial Code.

RIGHT TO ASSURANCE: Whenever one (1) party to this contract in good faith has reason to question the other party's intent to perform, he/she may demand that the other party give written assurance of their intent to perform. In the event that a demand is made, and no assurance is given within five (5) days the demanding party may treat this failure as an anticipatory repudiation of the contract.

SEVERABILITY: If any section, subsection, paragraph, sentence, clause, phrase or word of these requirements or the specifications shall be held invalid, such holding shall not affect the remaining portions of these requirements and the specifications and it is hereby declared that such remaining portions would have been included in these requirements and the specifications as though the invalid portion had been omitted.

VENUE: Both parties agree that venue for any litigation arising from this contract shall lie in Cameron County, Texas. These General Terms and Conditions shall be incorporated in this proposal. The Offeror shall specifically state acceptance of these terms and conditions as a basis for providing the Purchaser with the proposed commodities. The Offeror shall state exceptions to these terms and conditions and may suggest alternate wording that addresses the intent of the term or condition. The Purchaser may accept or reject any suggestions based on lawful and fair bidding practice.

SECTION 3: PROPOSAL SUBMISSION PROCEDURES

PROPOSAL SUBMISSION PROCEDURES: This is a single step proposal. The Offeror shall submit the required information on the Jailal Electronic Health Records Software System requirements as outlined in this proposal. The Offeror will also submit the pricing proposal on the software, delivery, installation, interface and service as outlined.

Proposal Submission Requirements: The following administrative requirements shall govern the preparation and submission of proposals.

Offerors shall submit proposals which are concise and which specifically respond to the questions and technical requirements posed in this RFP. In their response, Offerors may reference appendices or attachments that elaborate (but do not replace) specific responses to the RFP items. Any appendices or attachments provided with the proposal shall be clearly identified and labeled.

If the Offeror wishes to offer an alternative or option in response to a specific RFP requirement, that alternative or option should be clearly identified, and a discussion of advantages and disadvantages shall be provided so that Purchaser reviewers may compare them.

Proposal format shall consist of the following sections:

PART I RFP NAME AND NUMBER

Cover letter signed by an authorized signature(s) (on form provided – see page 1).

PART II PROPOSER INFORMATION

- name
- address
- contact person
- telephone number
- fax number
- years in business
- nature of business
- location(s) of business
- number of employees
- nature of business plan (in relation to continued growth)

Offeror Description and Experience

Offeror shall provide a full response to the items in **Section 4**: Offeror Description and Experience of the RFP, to be considered for selection.

PART III RESPONSE TO CONTRACT TERMS AND CONDITIONS

Offerors shall indicate their acceptance or exceptions they propose for each of the terms and conditions in **Section 2**: Contract Terms and Conditions of the RFP. Offeror shall include copies of their contract, software license agreements and other forms required to facilitate business.

PART III PROPOSAL

Detail your proposal here.

PART IV

CLIENT REFERENCES: (Attachment A)

Provide the organization name and address of clients currently using the proposed software.

Offerors shall identify and describe at least three references with similar type of requirements. Local government clients should be included if these references are functioning with similar software package. The Purchaser reserves the right to contact any of the references provided by any media. The following information shall be included for each reference site:

- **Company Name**
- **Address**
- **Contact Name and Title**
- **Phone Number**
- **Platform being used.**

The EHR vendor, upon our request, will provide us with testimonials from facilities using their software.

PART V

RESPONSES TO FUNCTIONAL REQUIREMENTS

Responses to the requirements listed in Section 6 of this RFP must be provided in the vendor's response. Vendors should use the format provided and add explanation details as necessary. The following answer key should be used when responding to the requirements:

- Y = This feature is provided.
- U = The proposed user tools can be used to include this feature.
- F = There is a plan to provide this feature. (Include release date)
- M = Modification would be required at an additional cost.
- N = This feature is not provided.

Desired Functionality/Minimum Requirements

Offerors shall provide technical details about proposed software system. To be considered for selection, Offerors must provide a full response to items in **Section 6** : Desired Functionality/Minimum Requirements. The checklist must be thoroughly completed as well. Supporting documents or notes should be referenced as appendices or attachments.

PART VI

RESPONSES TO IMPLEMENTATION METHODS / SERVICES AND TECHNICAL SUPPORT

Offerors shall provide technical details about proposed software system. To be considered for selection, Offerors must provide a full response to items in **Section 7** : Implementation Methods/Services and Technical Support. The checklist must be thoroughly completed as well. Supporting documents or notes should be referenced as appendices or attachments.

PART VII PRICING AND OTHER ECONOMIC CONSIDERATIONS

Offerors shall use the form provided in **Section 8 & 9**: Pricing Information of the RFP to present prices for the proposed system(s) and associated products. This price proposal, accompanied by any explanatory text, shall be submitted with the RFP along with a formal price proposal on offeror's letterhead.

PART VIII FORM CONTRACT

- Submit form contract as part of RFP response.
- ATTACHMENTS: B, C, D, E, F, G, H (**Section 10**)

SECTION 4: OFFEROR DESCRIPTION AND EXPERIENCE

Offerors should provide the following information:

- **Name of office locations of all firms participating in this proposal.**
- **Brief description of the history of the company(s), size and volume of business, years in business, etc.**
- **Overview of products and services provided in the area of computer technology.**

Key Individuals: The Offeror shall identify the dedicated representative's name and phone number who will be responsible for the contract should the Offeror be selected by the Purchaser.

Key Clients over the past 5 years: List at least three (3) of which your firm is providing similar type of software and services as proposed. The Offeror shall identify the dedicated representative's name and phone number who will be responsible for the contract should the Offeror be selected by the Purchaser.

Key Clients in the State of Texas: List at least three(3) of which your firm is providing similar type of software and services as proposed. The Offeror shall identify the dedicated representative's name and phone number who will be responsible for the contract should the Offeror be selected by the Purchaser.

SECTION 5: FACILITY INFORMATION

FOR EACH FACILITY, PROVIDE THE FOLLOWING INFORMATION:

JAILS

Carrizales – Rucker Jail

7100 Old Alice Rd,

Olmito, Tx. 78575

(956)554-6755

886 current - number of inmates housed

Ruben Torres

Detention Center # 1

1145 East Harrison St.,

Brownsville, Tx. 78520

234 current - number of inmates housed

(956) 574-8158

Detention Center # 2

1054 East Harrison St.,

Brownsville, Tx. 78520

115 current - number of inmates housed

(956) 574-8161

Old County Jail

954 East Harrison St.,

Brownsville, Tx. 78520

196 current - number of inmates housed

(956) 574-8165

We house federal, state and county inmates. Medical care is provided to the inmate population by county employees. Currently, medical documentation is done on paper. We have an estimated number of paper charts currently stored at our facility.

Medication passes are performed usually two (2) times but at times can increase up to four (4) times during a 24 hour period. Our medical staff is on site 24 hours a day. The medical department remains open 24 x 7 .

Our staff is comprised of the following: NO PART TIME EMPLOYEES

Title	# of FTE	
Physicians	1 ea MD & 1 ea Psychiatrist	covers all 4 locations
Nurses	3	Carrizales – Rucker Jail
Nurses	2 floating & 1 jumps	1 DC1 / 1 OldJail / 1 help all 3 sites
Med Tech	2	Carrizales – Rucker Jail
Med Tech	2 floating & 1 jumps	1 DC1 / 1 OldJail / 1 help all 3 sites
Administration	1	covers all 4 locations
Clerks	3	Carrizales – Rucker Jail
Clerks	2	1 DC1 / 1 OldJail / turns @ DC 2

Roughly total of 44 ea - number of users (total for all 4 locations) will utilize the EHR application after deployment.

CO's will not access the system.

We do have onsite IT personnel and are looking for a hosted model.

JUVENILE PROBATION

FOR EACH FACILITY, PROVIDE THE FOLLOWING INFORMATION:

Darrell B. Hester Juvenile Detention Center
2310 W. Highway 77
San Benito, Texas 78586
(956) 361-4603
34 juveniles house currently – maximum of 77

Amador R. Rodriguez Juvenile Boot Camp & Educational Center
2330 W. Highway 77
San Benito, Texas 78586
(956) 361-3509
27 juveniles housed currently – maximum of 32

We house juveniles mainly from Cameron and Willacy Counties but are capable of handling juveniles from out of county and out of state. Medical care is provided to the inmate population by Primary Care Physician under contract and county employees. Currently, medical documentation is done on paper. We have an estimated 100 paper charts currently stored at our facility.

Medication passes are performed usually two (2) times but at times can increase up to four (4) times during a 24 hour period. Our medical staff is on site through 9:00 pm every day. The medical department remains open 24 x 7 through on-call.

Our staff is comprised of the following: **NO PART TIME EMPLOYEES**

Title	# of FTE	Contract	
Physicians	-0-	2 – PCP and Psychologist	Covers both locations
Nurses	1 - LVN	1 - RN	Covers both locations
Med Tech	2	-0-	Covers both locations

Roughly total of 6 ea - number of users (total for both locations) will utilize the EHR application after deployment.

CO's will not access the system.

We do have onsite IT personnel and are looking for a hosted model.

The successful EHR system will provide comprehensive EHR functionality and interoperability. The system must provide easy and efficient means for medical staff to more effectively manage individual patient treatment. Functionalities will include: Patient Management Capabilities, Computerized Provider Order Entry, flexible Reporting and Querying. Interoperability with current offender management system, conformance to existing and emerging national vocabulary format and reporting, are key objectives. The vendor will provide software system, installation, integration, training, implementation support and ongoing technical support of the EHR system.

SECTION 6: DESIRED FUNCTIONALITY/MINIMUM REQUIREMENTS

IN YOUR RESPONSE, PROVIDE A DETAILED NARRATIVE TO ADDRESS EACH TOPIC IN THIS SECTION OF THE RFP. ADDRESS THE IDENTIFIED REQUIREMENTS OF EACH TOPIC.

Vendor Hosted Solution:

Cameron County is requiring a vendor hosted solution for this software system.

Interface/Interoperability Requirements:

The EHR software must interface with our offender management software, providing new bookings, moves, and releases along with other demographic information including pictures. The EHR software must interface with our pharmacy, providing orders of new medications entered into the EHR directly to our pharmacy vendor. The EHR software must interface with our lab vendor, providing orders to and/or results from our lab vendor containing lab values to populate directly into the inmate's chart.

Purchaser's OMS is **Odyssey offender management software (OMS)** and detail any pertinent details. Lab company is Lab Quest. Pharmacy vendor is Westwood. We **do/do not** require interface to our commissary application.

Describe and demonstrate the effectiveness of the proposed approach to:

- Standards
- Integration and Interfaces
- Results Capturing and Tracking
- Document Imaging

For each item below, place a mark in the column that best describes your products available functionality. If currently available, place a mark in the YES column. If currently available with restrictions/contingencies or if the functionality will be available in future releases, place a mark in the Qualified YES column and explain in the Comments column. If the functionality is not available and there are no plans to make it available in future versions of the software, place a mark in the NO column.

EHR Software Capabilities Integration — Offender Management	YES	Within 1 Year	Never	Comments
Does your software support integration with offender management software?				
Does your software support a bi-directional interface with offender management software?				
Does your software support the automatic importation of inmate demographic data from offender management software?				
Does your software support the automatic creation of new inmates in your system based on the demographic data sent from offender management software?				
Does your software support the automatic update of inmate demographic fields for existing inmates in your system based on the demographic data sent from offender management software?				
Does your software support the automatic importation of inmate movement records from offender management software?				
Does your software maintain the current location of inmates based on the importation of inmate movement records from offender management software?				
Does your software support the automatic importation of inmate photographs from offender management software?				
Does your software maintain an audit trail of the raw data sent by the offender management software?				
Does your software support <i>real-time</i> importation of data from offender management software?				
Does your software support importation of data using the FTP protocol from offender management software?				
Does your software support importation of data using shared folders (SMB) from offender management software?				
Does your software support importation of data using web services from offender management software?				
EHR Software Capabilities Integration — HL7 Labs	YES	Within 1 Year	Never	Comments
Does your software integrate with HL7-compliant laboratory software systems?				
Does your software have the ability to receive laboratory results in an HL7 compliant file format?				
Does your software have the ability to send laboratory requisitions in an HL7 compliant file format?				

Are the lab results received by your software automatically assigned to the proper patient in the EHR database without any human involvement?				
Are the individual lab results values stored as discrete values for later reporting and graphing?				
If your EHR 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.				
If the lab vendor notes that a specific lab result is abnormal, does your system also note that fact?				
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?				
Are lab results fully integrated within your HER system and each inmate's chart? (In other words, the user does not have to invoke another third party program to view lab results.)				
EHR Software Capabilities Integration — Pharmacy	YES	Within 1 Year	Never	Comments
Does your software integrate with pharmacy software systems?				
Can your software automatically send medication orders or prescriptions to pharmacy software systems?				
Can your software automatically receive notification that a medication order or prescription has been filled or not filled?				
If your software includes inventory routines, can you automatically adjust inventory levels as medications are received from the pharmacy?				

IT Requirements:

Provide a general system diagram. Outline technical specifications of the proposed system, including database structure, network components and architecture and description of technologies used for implementation including a list of all other software and/or hardware needed to operate the system. Describe the overall EHR proposed system and requirements.

EHR system must run terminal services server for medical staff to access and input data via "Remote Desktop" on laptops (via wireless) and PC's in the medical facilities at the jail. Software must be able to run in a terminal service environment.

The EHR vendor will provide timely patches to provide solutions to any programming issues. The EHR vendor will provide at least a quarterly update with new features added to the software. The EHR vendor will assist our facility's IT staff with installing the new updates.

For each item below, place a mark in the column that best describes your products available functionality. If currently available, place a mark in the YES column. If currently available with restrictions/contingencies or if the functionality will be available in future releases, place a mark in the Qualified YES column and explain in the Comments column. If the functionality is not available and there are no plans to make it available in future versions of the software, place a mark in the NO column.

EHR Software Capabilities Scalability	YES	Within 1 Year	Never	Comments
Is your EHR software scalable from a capacity point-of-view, meaning that it supports an unlimited number of inmates and medical records and is only restricted by the natural constraints of existing hardware?				
Does your EHR software support the simultaneous usage of the software by dozens (even hundreds) of users assuming the hardware it runs on is capable of such volume?				
Does your software support large capacity storage devices such as terabyte hard drives and/or SAN disk arrays?				
Is your EHR software scalable from an information management point-of-view, meaning that as our Jail 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; and so on.				
Hardware Network Requirements Server	YES	Within 1 Year	Never	Comments
Does your EHR software run on standard off-the-shelf Microsoft Windows based servers?				
Do you recommend the use of RAID disk arrays?				
Can your EHR software run on terminal servers or Citrix servers in a thin-client environment to reduce workstation hardware costs?				

Hardware Network Requirements Workstation	YES	Within 1 Year	Never	Comments
Does your software support standard, off the shelf, Microsoft Windows based workstations?				
Does your software support desktop computers?				
Does your software support laptop/notebook computers?				
Does your software support tablet PC's?				
Does your software support thin-client machines as workstations?				
Does your software support non-standard computers if used as a thin client workstation?				
For non-thin-client workstations do you offer minimum specifications for those workstations?				
Hardware Network Requirements Peripherals	YES	Within 1 Year	Never	Comments
Does your software support most standard Microsoft compatible peripherals?				
Does your software support Microsoft compatible printers?				
Does your software support Microsoft compatible scanners?				
Does your software support Microsoft compatible keyboards, mice, and alternative data input devices (such as track balls, pen tablets, etc.)?				
Does your software support bar code data entry devices?				
Does your software support biometric (fingerprint) readers?				
Hardware Network Requirements Database	YES	Within 1 Year	Never	Comments
Is your database system SQL based (Microsoft SQL)?				
Hardware Network Requirements Disaster Recovery	YES	Within 1 Year	Never	Comments
Can you offer recommendations for backup policies and procedures to our I.T. staff?				
Hardware Network Requirements Services	YES	Within 1 Year	Never	Comments
Can you supply a resource to assist with network/hardware services?				
Can you supply a resource to supplement our I.T. staff if requested to do so?				
Can you supply a resource to coordinate network/hardware projects with our I.T. staff if requested to do so?				
Can you supply a resource to completely manage our I.T. needs if requested to do so?				
Do you offer hosted-based solutions?				

Security Requirements:

We must be able to suspend or grant software access to anyone who needs to access the EHR on either a temporary or permanent basis. The EHR must have password protected capability per user. We must have the ability to control what information is accessible to users in the software based on their assigned credentials. We must be able to record every log in and log out of the system by every user.

For each item below, place a mark in the column that best describes your products available functionality. If currently available, place a mark in the YES column. If currently available with restrictions/contingencies or if the functionality will be available in future releases, place a mark in the Qualified YES column and explain in the Comments column. If the functionality is not available and there are no plans to make it available in future versions of the software, place a mark in the NO column.

EHR Software Capabilities Security	YES	Within 1 Year	Never	Comments
Does your software contain security features?				
Does your software enforce username and password checking before the user can begin using the software?				
Should each user have a unique username?				
Can users be assigned to a group where each department is then assigned specific privileges or security clearances?				
Does your system recognize administrator or super-users that can administer the security routines?				
Can administrator or super-users be prevented from accessing clinical information?				
Is every change in user and group settings recorded in an audit log?				
Is every log in and log out of the system recorded in an audit log?				
Does your system have the ability to prevent a given user from seeing some inmates?				
Does your system have the ability to restrict access to each discrete record by group? (In other words, a user must be a member of a specific group to see a specific inmate's record such as a lab test or appointment.)				
Can users be members of more than one group at the same time?				
Does your system support an unlimited number of users?				
Does your system support an unlimited number of departments?				
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.?				
Does your system support keeping audit logs indefinitely? Is this option configurable to administrators/super-users?				
Does your system support running client software in a terminal services environment?				
Is Microsoft Windows your systems preferred operating system for workstations and servers?				

Desired Software Functionality:

1. ARRA Certification
 - a. The software must be certified as a “complete EHR.”
 - b. The software must hold the most current certification possible.

2. Orders/Tasks
 - a. The software must support the assignment of orders (tasks) to individuals or departments.
 - b. Both ad hoc and standing orders should be supported.
 - c. Orders must be assigned statuses such as ‘pending’, ‘in-process’, ‘complete’, ‘cancelled’, etc.
 - d. The orders routines must allow for the management of provider staff workflow.
 - e. The orders routines must allow for the tracking of compliance issues by user, department, shift, housing area, etc.
 - f. If possible, orders should direct the user to create the appropriate documentation for the given order. For example, an order to record vital signs should direct the user to create a vital signs record in the patient’s chart.
 - g. If possible, orders should have the ability to create new, subsequent orders based on the outcome of the first order. For example, if an order to give a TB test is successfully completed, then a second order should be automatically created to read the TB test at the appropriate date/time.

3. Intake
 - a. The software must support the ability to document the intake process for a new inmate in the facility.
 - b. All fields on the intake record should be reportable for statistical, workflow, compliance, and alert notification.
 - c. The facility should have the ability to modify the intake record to add/delete fields if desired.
 - d. Multiple intake records should be able to be created for one inmate.

4. History & Physical
 - a. The software must support the ability to document history and physical examinations for an inmate in the facility.
 - b. Rapid data entry such as templates and/or pick-lists should be available to speed the entry of the history and physical record.
 - c. Providers and staff should have the ability to electronically ‘sign off’ on documentation once complete.

5. Sick Call
 - a. The software should support the ability to track sick call requests.
 - b. The software should allow for statistical, workflow, and compliance reports to be run on sick call requests, and these reports should be able to be broken down by user, department, and housing area.
 - c. The software should also support the importation of sick call requests from another software system such as the offender management system or the commissary system.

6. Consent Forms
 - a. The software must have the ability to generate inmate consent forms.
 - b. The software should support the ability to allow 'electronic signatures' to be entered by the inmate to capture consent or refusal.
7. An Electronic MAR
 - a. Software must allow documentation of medication administration. This must be interactive by inmate location and current medication, allergies, photographic recognition, barcode recognition of inmate and medication identification, and the ability of biometric technology to verify inmate identification based on a fingerprinting system. The EHR will allow the medical staff to easily access the patient chart during a med pass without having to leave the individual's MAR.
 - b. Treatments and orders must be available for the medical staff to perform and document on the MAR by shift and location.
8. An Electronic TAR
 - a. Software must contain an electronic Treatment Administration Record that supports both standing and ad-hoc orders. The TAR shall be accessible during MedPass and will allow the user to view the patient chart without leaving the TAR.
 - b. Orders can be assigned to individuals or departments. Completed orders can trigger additional order creation. Supports approval and sign-off processes and the ability to insert clinical information within an order. All activity is recorded in the system by user and time.
9. Inventory Functionality
 - a. The software must have an integrated inventory function that allows our facility to track on-hand medications, sharps, and other medical equipment.
 - b. The software will be interactive with prescriptions, orders, and other procedures which utilize inventory items and deduct the appropriate amount.
 - c. Inventory items must be tracked by facility and in-facility locations.
 - d. The software must have a purchase order function that interfaces with the inventory function to track items ordered, purchased and received.
10. Financial Tracking
 - a. The software must have a built-in financial component that allows medical and administrative staff to track procedures, medications, and other chargeable items that are provided to the inmate and track account balances.
 - b. The software must allow for payments on inmates accounts.
 - c. The software must be able to interface with our facility's commissary software.
11. Fully Configurable Protocol Templates
 - a. The software must contain our facility-specific protocols in electronic form that allow the medical staff to interactively carry out the protocols.
 - b. The protocols must be able to be edited if needed by administrative staff without having to contact technical support.
 - c. The protocols must direct workflow based on the information entered such as automatically creating referrals, assigning tasks to other staff members, initiating or cancelling orders, etc.

- d. Providers must have the option of manually entering dictation or automatically entering dictation based on the configured protocol.
 - e. Medical staff must have ability to easily edit the patient’s chart from the protocol screen.
 - f. The EHR must provide the ability for the provider to easily access diagnosis and procedure codes while in the protocol screen.
12. User Defined Records
- a. For any module within the software that is not able to be configured directly to our specifications such as Word documents or protocols, the EHR software will provide us with a configurable user-defined record to track and/or record information based upon our criteria.
13. Compatibility with Microsoft Word and Microsoft Excel
- a. The EHR must be able to take the information medical staff enters and merge that information into our required Word and Excel Documents that we send offsite to other facilities, hospitals, etc.
 - b. The EHR must house our required forms and other documents that must be sent to other facilities such as transfer summaries, releases of information, or other applicable forms.
14. Document Management
- a. The EHR must house the patient’s chart and give medical staff easy access to old paper medical charts and other outside information that was scanned or entered via electronic fax.
15. Hosted and Server Model
- a. The software can be hosted or managed locally.
16. Pictures and Videos
- a. The EHR must be able to store within each inmate’s chart pictures applicable to their medical chart. For example, a picture to document an inmate’s injury or illness must be easily accessed in the inmate’s chart.
17. Navigation
- a. The EHR must allow for ease of navigation between screens.

For each item below, place a mark in the column that best describes your products available functionality. If currently available, place a mark in the YES column. If currently available with restrictions/contingencies or if the functionality will be available in future releases, place a mark in the Qualified YES column and explain in the Comments column. If the functionality is not available and there are no plans to make it available in future versions of the software, place a mark in the NO column.

EHR Software Capabilities Integration vs. Modular	YES	Within 1 Year	Never	Comments
Is the EHR software a totally integrated system? (In other words, it does not use modules, for example one module for medications, another module for the MAR, a third module for dictation, etc.)				
Is the vendor the sole developer of all routines, components, modules, etc.? (In other words, the vendor has not purchased software from other third parties and is dependent on those third parties for enhancements and problem fixes.)				
Is the vendor's software as demonstrated sold as one complete				

package at one price? (In other words, the software is not sold piecemeal where additional modules each have an additional cost.)				
EHR Software Capabilities Document Management	YES	Within 1 Year	Never	Comments
Does the software have document management capabilities?				
Can old medical records be scanned into the EHR system?				
Can outside medical records be scanned into the EHR system?				
Does the software support the automated importation of scanned images via bar code separator pages, file naming conventions, and/or web services?				
Does the software store scanned images in their native file format?				
Does the software support all major Microsoft Windows files formats such as .tif, .jpg, .pdf?				
Does the software support inmate identifying photographs?				
Does the software support digital photographs for things such as disease progression, abuse documentation, etc.?				
Does the software support the storage of sound files?				
Does the software support the storage of video files?				
Is the access of the document management files (e.g. scanned-in images and photographs), seamlessly integrated into the EHR system? (In other words, the user does not have to manually start up another program to view document management files.)				
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?				
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?				
Should we choose to discontinue and uninstall your EHR software, will the document management files still be available for use?				
EHR Software Capabilities Inmate Demographics	YES	Within 1 Year	Never	Comments
Does your software store inmate demographic fields such as name, address, city, state, zip, etc.?				
Does your software store Jail specific inmate demographic information such as booking numbers or tag identification numbers?				
Does your software store Jail specific inmate demographic information such as aliases, tattoos, and gang affiliations?				
Can inmates be 'searched' or 'queried' for based on standard demographic information (name, address, social security number)?				
Can inmates be 'searched' or 'queried' for based on Jail specific fields such as booking numbers or tag identification numbers?				

Can inmates be 'searched' or 'queried' for based on Jail specific fields such as aliases, tattoos, and gang affiliations?				
Can inmates be 'searched' or 'queried' for based on third party identification numbers such as hospital account numbers?				
Can inmate demographic information be automatically populated in the EHR software via integration with offender management software?				
Does your software store digital photographs to help identify inmates?				
If an inmate is re-admitted multiple times to our facility can your software assign the same Jail specific identification numbers to that inmate?				
If an inmate is re-admitted multiple times to our facility can your software assign a new Jail specific identification number to the same inmate but retain previous numbers assigned from previous incarcerations?				
Can ad-hoc reports be created to find all inmates with missing demographic information (such as missing ID numbers or last names)?				
If changes are made to inmate demographics, is a log kept of the changes made as well as who made the changes and when they were made?				
Can a 'guarantor' be entered and assigned to each inmate?				
Can mass communications be mailed or emailed to inmate guarantors for such things as inmate financial statements or general policy letters?				
Does your software keep track of an inmate's previous addresses and phone numbers?				
Does your software allow for an unlimited number of phone numbers to be assigned to one inmate?				
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?				
Does your software support the exportation of demographic information into other third party software systems such as offender management or laboratory testing systems?				
Does your software allow for users to easily distinguish between active inmates and discharged inmates?				
Can inmate demographic information be viewed in a read-only format by users not authorized to update the information?				
Does your software allow for the unlimited classifications of inmates for tracking such things as ICE inmates, federal inmates, state inmates, etc?				
EHR Software Capabilities Inmate Movement	YES	Within 1 Year	Never	Comments
Does your software track the movement of inmates within the Jail facility?				
Can your software track inmate movements in real-time?				
Can your software import inmate movements from the offender management system?				
Does your software display the current location of the inmate				

on any screen that displays the inmate name?				
Can your software automatically update the current location of the inmate in real-time as the inmate is moved in the facility?				
If an inmate is discharged, does your software automatically record that an inmate is discharged and note that the inmate's current location is out of the facility?				
Can your software run proximity reports based on inmate movements to determine which inmates have been in contact with other inmates to help with such things as the control of TB outbreaks and/or the movement of contraband?				
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?				
Does your software track a responsible party (e.g. Jail 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?				
If inmate movements are received out-of-sequence from the offender management software, does your EHR software auto-sequence them in the proper order based on time-of-day?				
Are logs kept in your EHR software of the raw data of the inmate movements so that any potential problems with the offender management software can be diagnosed?				
EHR Software Capabilities Medication Tracking (MAR)	YES	Within 1 Year	Never	Comments
Does your software include a Medication Administration Record (MAR) component?				
Is your MAR fully integrated within your EHR software so that EHR records are accessible from within the MAR at any time? (In other words, the MAR routines are not a separate software module potentially purchased and or developed by another vendor).				
Is all inmate information (e.g. demographic, financial, scheduling, clinical, and document management)) available from the MAR?				
Is your MAR fully paperless, that is, it does not require that any information be printed to paper to be used?				
Does your MAR track the administration of every medication dose or pill?				
Does your MAR support PRN or 'Keep On Person' medications?				
Is the underlying medication order or prescription available for access directly from the MAR?				
Does your MAR display the inmate's photograph on all inmate specific screens for easy confirmation of the proper inmate receiving the proper medication?				
Does your MAR use color to quickly identify such things as whether or not an inmate has received a required dose at a required time?				
Does your MAR display all medications and doses in a grid format similar to a paper-based layout of one month per page?				

Can you access previous and future months of information on the MAR easily and quickly?				
Can you "drill down" within the MAR to access all dosage or detailed medication information without leaving the MAR?				
Does your MAR support 'pill box' dispensing of medications? That is, the inmates must all come to a centralized location to receive their medications.				
Does your MAR support 'med-pass' dispensing of medications? That is, the inmates remain in their cells and a staff member moves from cell to cell to dispense medications.				
If your MAR supports 'med-pass' dispensing, can you easily organize the MAR information (either from a report or by other means) for all inmates such that the order that inmates are accessed in the MAR corresponds to the order of the inmates in their cells?				
If your MAR supports 'med-pass' dispensing, but the inmate is not in the cell or refuses to take the medication, can you quickly record the reason why the medication was not given?				
If your MAR supports 'med-pass' dispensing, can you also perform and record other tasks (such as taking vitals, administering TB tests, drawing blood, etc.) in the EHR system without leaving the MAR screens?				
If your MAR supports 'med-pass' dispensing, can you enter inmate requests, 'To-Do' requests, Orders, etc. in the EHR system without leaving the MAR screens?				
Does your MAR support off-shift dispensing?				
Does your MAR allow for an unlimited number of shifts and shift descriptions?				
When a new medication order or prescription is entered, can your MAR automatically assign a dispensation time frame and shift(s)?				
Does your MAR support non-consecutive or unusual dispensation patterns such as Monday, Wednesday, Friday, or once per week, or twice per month, etc.?				
Does your MAR support the dispensation of medications outside of the assigned dispensation pattern?				
Does your MAR automatically compute a stop date based on the medication start date?				
Does your MAR allow for the discontinuation of a medication and is it color coded as such for easy viewing by the user?				
Can your MAR integrate with outside pharmacies for automated medication orders?				
Can your MAR update inventory levels as medications are dispensed?				
Can your MAR track inmate signatures for medication orders and individual medication doses?				
Does your MAR contain an audit log that shows who and when every entry was created and modified?				
Can ad-hoc reports be created to track any and all medication and dosage fields?				
Can ad-hoc exception reports be created to see which inmates				

did not receive a medication for a given time frame?				
Can ad-hoc reports be created to see which inmates are due to have their medications (prescriptions) renewed or refilled?				
EHR Software Capabilities Orders / Treatment Administration Record (TAR)	YES	Within 1 Year	Never	Comments
Does your software include an Order-based Treatment Administration Record (TAR)				
Can orders be created for inmates within your EHR system?				
Does your system support both standing orders and ad-hoc orders?				
Can orders be assigned to individual staff members?				
Can orders be assigned to departments (groups of related staff members)?				
Can the execution of orders automatically create other records in the EHR system? For example, 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?				
Can the completion of one order automatically create another order? For example, 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'?				
Can the completion of one order have multiple possible endings, each of which may automatically create multiple additional orders? Such as system allows for decision making support in such things as chronic disease management, admission of new inmates, etc.				
Does your order system track best-case and worst-case target dates?				
Does your order system allow for work to begin on an order immediately after it is created?				
Does your order system prevent an order from being started until a specific time frame occurs and/or a specific amount of time has passed from the creation of the order?				
Can orders be cancelled?				
Can ad-hoc order reports be created to see such things as all open orders for specific departments or all past-due orders?				
Can dictionaries of standing order definitions be built and categorized for rapid order selection and creation?				
Can order target dates be tied to the inmate's birth date?				
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?				
Does your order system support the 'approval' or 'sign-off' of the order by the requesting authority such as the physician or supervisor?				
Are all fields stored on the order available for display and filtering on ad-hoc and system reports?				
Does your order system support the 'export' of the order definitions to other Jail facilities that also have your EHR system installed?				

Can staff members create orders on behalf of, and at the request of authority figures such as physicians or managers?				
Does your order system contain an audit log that shows who and when every entry was created and modified?				
Can all orders (open or complete) for an individual inmate be accessed by the user from within the MAR system?				
EHR Software Capabilities Alerts	YES	Within 1 Year	Never	Comments
Does your EHR software include an alert component to warn users of specific inmate conditions?				
Can we configure alerts to be issued based on the inmate's age?				
Can we configure alerts to be issued based on the inmate's sex?				
Can we configure alerts to be issued based on the inmate's current problems (e.g. diabetes, hypertension)?				
Can we configure alerts to be issued based on other classifications/categories that may have been assigned to the inmate?				
Can we configure alerts to be issued based on laboratory values?				
Can we configure alerts to be issued based on missing values such as no lab results, orders, diseases, or vital signs?				
Can we configure alerts to be issued based on fields entered on intake screening forms, such as pregnancies, suicide risks, high-risk behavior, etc.?				
Can we configure alerts based on any combination of one or more of the criterion listed above (specific conditions, age, sex, current problems, classification, lab results, missing values, or specific intake entries)?				
Can alerts be automatically checked and possibly issued based on creation of appointments, visits, inmate admissions, movements, etc.?				
Are alerts that have been issued to an inmate highly visible and easily accessible?				
Can alerts be department specific, meaning only certain departments can see or act upon specific alert types?				
Can default orders be assigned when an issued alert is acted upon by an authorized staff member of the healthcare provider?				
Can an authorized staff member of healthcare provider choose to ignore or cancel an alert?				
Does your system track all alerts issued and the corresponding measures taken in support or denial of those alerts?				
Can reports be created for track alerts issued and the outcome (if any) of those alerts?				
EHR Software Capabilities Clinical Capabilities	YES	Within 1 Year	Never	Comments
Does your software track active and inactive medications for inmates?				
Does your software auto-update active and inactive medications automatically from medication orders/prescriptions created				

within the system?				
Does your software track active and inactive medications from sources outside the Jail facility such as specialists, health departments and the inmate's family (over the counter drugs)?				
Does your software track current problems (e.g. diabetes, hypertension, dyslipidemia, etc.) for an inmate?				
Does your software track current problems using a standardized coding system such as the ICD-9 disease classification system?				
Does your software support start, continue, and stop dates for current problems?				
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?				
Does your software track allergies for inmates?				
Does your software support start, continue, and stop dates for allergies?				
Can comments be entered for current medications, problems, and allergies?				
Does your software track a 'past medical history' for inmates?				
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 (e.g. Microsoft Word)?				
Does your software support patient visits or encounters?				
Does an encounter record provider documentation in free-text format?				
Can encounter documentation be entered using re-defined template phrases for rapid-data entry?				
Can encounter documentation be entered using voice dictation software?				
Can information such as vital signs, past medical history, active medications, etc. be auto-pasted into encounter documentation?				
Can encounter documentation be searched and reported on?				
Does the encounter documentation contain an audit log that shows who and when every entry was created and modified?				
Can providers enter an electronic signature to note that the encounter documentation is valid and complete?				
Can multiple providers electronically sign-off on the same encounter documentation?				
Can templates be configured by authorized users to fit the documentation styles of each healthcare provider?				
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?				
Can different providers use different sets of encounter documentation templates?				
Can different providers share encounter documentation templates?				
Can encounter documentation templates be exported from Jail facility database to another Jail facility database?				

Does the encounter record have fields for inmate vital signs?				
Can vital signs be recorded apart from an encounter record?				
Can multiple vital sign records be entered for the same inmate on the same day?				
Does your software track an inmate's weight?				
Does your software track an inmate's height?				
Does your software compute a body mass index (BMI) based on the inmate's weight & height?				
Does your software compute a body surface area based on the inmate's weight & height?				
Does your software track an inmate's blood pressure?				
Does your software track an inmate's pulse?				
Does your software track an inmate's respiration?				
Does your software track an inmate's temperature?				
Does your software allow for the possibility that vital signs cannot be recorded and allows for the failure reason to be noted?				
Are vital signs reportable fields?				
Can reports on vital signs be run for vital signs recorded both on and apart from encounter records?				
Does the encounter record support the assignment of ICD-9 diagnosis codes?				
Does the encounter record support the assignment of CPT procedure codes?				
Does the encounter record support the assignment of mental health codes such as DSM?				
Can diagnosis codes be 'linked' to procedure codes?				
Can modifiers be assigned to CPT codes?				
Can an attending provider be assigned to the encounter record?				
Can a referring provider be assigned to the encounter record?				
Can more than one referring provider be assigned?				
Can a supervising provider be assigned to the encounter record?				
Can an EMT/Paramedic be assigned to the encounter record?				
Can a sign-off provider be assigned to the encounter record?				
Can a third party payer such as an insurance company, Medicare, or Medicaid be assigned to the encounter record?				
Can multiple insurance companies ordered by priority be assigned to the encounter record?				
Can dollar amounts be assigned to the procedure codes on the encounter record?				
Can multiple fee schedules such as the Medicare fee schedule be assigned to procedure codes to document the cost of care provided by the Jail facility over a period of time?				
Are the entire CPT / ICD-9 / HCPCS codes available for inclusion with your software?				
Are you licensed by the AMA to legally distribute the CPT / ICD-9 / HCPCS codes?				
Can a location be assigned to the encounter record?				

Does your software support referral records to track the referral of an inmate to another healthcare provider or organization for care?				
Can a dictionary of referral types be created for the rapid entry of a new referral?				
Does the referral record track both the 'referred to' and the 'referred by' healthcare provider?				
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?				
Can requisitions be entered that automatically send lab orders to in-house or outside laboratory vendors?				
Can a dictionary of requisition types be created for the rapid entry of a new requisition?				
Does the requisition record track the ordering provider?				
Does the requisition track the completion date and time?				
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.?				
Does your system support the creation of treatment protocols for disease management?				
EHR Software Capabilities Patient / Insurance Billing	YES	Within 1 Year	Never	Comments
Does your software support patient billing?				
Does your software generate invoices and patient statements?				
Can invoices or patient statements be mailed to the patient's family or guarantor?				
Can payments be recorded in your software?				
Does your system support line item payment posting?				
Does your software support insurance billing?				
Can your software print standard insurance claim forms such as the CMS-1500 & UB-04?				
Can your software file insurance claims electronically?				
Does your software adhere to all HIPAA file formats for the submission of electronic claims?				
Does your software support the automatic posting of electronic remittance payments?				
Does your software adhere to all HIPAA file formats for the posting of electronic claims?				
Does your software support the assignment of primary, secondary, tertiary, and other insurance companies to inmates?				
Does your software support the ability to enter adjustments or write-downs to specific line-item charges?				
Does your software support fee schedules to ensure that all charges are billed to the patient or insurance company at the proper rate?				
Does your software support contract schedules to ensure that all payments received on behalf of the patient are the proper amount?				
Can the layout of patient statements be configured?				

Does your software support the ability to use Microsoft Word's mail merge capabilities to generate patient statements?				
Does your software have the ability to submit insurance claims to financial clearinghouses such as Gateway EDI, Zirmed, or WebMD?				
Does your system retain a copy of every printed claim, every electronic claim, and every electronic remittance file?				
EHR Software Capabilities Inventory	YES	Within 1 Year	Never	Comments
Does your software include inventory capabilities?				
Are the inventory routines fully integrated within the EHR system?				
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?				
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?				
Are inventory level re-order points supported?				
Are inventory level minimum and maximum quantities supported?				
Can vendor quantity/cost breakdowns be maintained?				
Can purchase orders be created for inventory items of a given vendor?				
Are vendor item codes assignable to inventory items?				
Can ad-hoc and system reports be created to track all aspects of inventory management?				
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?				
EHR Software Capabilities Customization	YES	Within 1 Year	Never	Comments
Does your system offer the ability for authorized users to configure provider dictation templates?				
Does your system offer the ability for authorized users to configure medication lists?				
Does your system offer the ability for authorized users to configure order definitions?				
Does your system offer the ability for authorized users to configure appointment reasons?				
Does your system offer the ability for authorized users to configure procedure and diagnosis descriptions?				
Does your system offer the ability for authorized users to configure inmate classifications?				
Does your system offer the ability for authorized users to configure a dictionary list of allergies?				
Does your system offer the ability for authorized users to configure categories of document management file types and descriptions?				

Does your software support the configuration of new types of user definable fields and records, for example 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?				
If your software supports user definable fields and records, can those user defined records be fully integrated into the EHR system such that they appear to be seamless to the end user?				
If your software supports user definable fields and records, can ad-hoc reports be created to query on those records?				
Can the user definable fields include field types such as text, multi-line, date, numeric, monetary and other standard field types?				
Can the user definable fields include computed fields that take values from other user definable fields (and/or system fields in the EHR) and compute new values from existing fields?				
Can the definitions of user definable records and fields be exported from one Jail database to another Jail database for standardization across multiple Jail facilities?				
Does the vendor offer configuration services as well as training for the Jail facility in how-to-do configuration of your system?				
Can user definable fields and records be combined with system fields such as inmate demographics, etc. on ad-hoc and system reports?				
EHR Software Capabilities Reporting	YES	Within 1 Year	Never	Comments
Does the EHR software include a fully-integrated reports writer?				
Was the integrated report writer designed and developed by your company? (In other words the report writer was not purchased from another company and is not an add-on report writer such as Crystal Reports.)				
Can reports be run for one, some inmates, or all inmates?				
Can reports be run for current inmates and inmates no longer housed in the Jail facility?				
Is every field of importance stored in the EHR system a reportable field?				
Can report designs be created and stored for later use?				
Can time-frame reports be saved in such a way that they always run for given time frames (such as the current day, the previous month, etc.) without having to re-enter a start and stop date?				
Can reports be run at any time?				
Can ad-hoc reports be created and run on-the-fly without the need to save a report definition?				
Can report definitions be saved and scheduled to run at specific times and regular intervals?				
Can report output be saved within the EHR system for viewing at a later time?				
Can users `drill-down' on reports to the underlying records represented by the report output?				

Can information on reports be exported to text files?				
Can information on reports be printed?				
Can numeric information on reports be graphed with an integrated graphing component?				
Can information on reports be exported to Microsoft Excel?				
Can information on reports be exported to Microsoft Word?				
Can report definitions be exported to other Jail databases for standards across multiple Jail facilities?				
Can management-by-exception reports be created by filtering report output on specific field values such as 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, etc.?				
Can summary reports be created that hide detail but display such things as how many inmates with a specific condition are in the Jail 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.?				
Can output on reports be color-coded based on specific criteria to highlight items of interest?				
Can reports be categorized by user created categories?				
Can report creation & execution be restricted by Dept & security clearance?				
EHR Software Capabilities Microsoft Office	YES	Within 1 Year	Never	Comments
Does your software integrate with Microsoft Office components?				
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.?				
Is virtually every field in your EHR system available for auto-insertion into a Microsoft Word document?				
Can complex template document files and EHR field relationships be set-up by authorized users so that other users can quickly perform the automatic creation of Word documents containing EHR data with a minimum of effort and thinking?				
If your EHR system supports user definable fields and records, can data from those user definable records be auto-inserted into Word documents?				
Does your system store in the inmate's chart every Word document created on behalf of that inmate?				
Does your software integrate with Microsoft Excel so that authorized users may export report output into Excel spreadsheets?				
Can complex 'template' spreadsheets be pre-created so that after report output is imported into the spreadsheet, totals, graphs, etc. can be automatically computed and created based on the data exported from the EHR system?				
Does your software integrate with Microsoft Outlook?				

If your software integrates with Microsoft Outlook, can emails be sent from within your EHR system?				
If your software integrates with Microsoft Outlook, can multiple emails be sent based on report output data?				
EHR Software Capabilities Communication With Other Jail Facilities	YES	Within 1 Year	Never	Comments
Does your software have the ability to share inmate information electronically with other Jail facilities?				
Can your software `export' all inmate medical information for one inmate into a commonly recognized file format such as HTML, RTC, or DOC for viewing on another computer that does not have your EHR software installed?				
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?				
Can your software electronically receive inmate information from other Jail facilities?				
Does your software support the ability to send and receive inmate information to/from a Health Information Exchange?				
EHR Software Capabilities Certification	YES	Within 1 Year	Never	Comments
Is your software certified (2014) as a "Complete EHR" capable of supporting achievement of meaningful use for the Medicare/Medicaid EHR incentive programs?				

ADDITIONAL QUESTIONS:

1. Will the proposed software be compatible with Cameron County Sheriff's Office existing hardware, network, and database standards?
2. The EMR software is a totally integrated system. For example, it does not use different modules for different functions. E.g. one module for medications, another module for the MAR, a third module for dictation.
3. Does system allow specific employees ability to access records from any outside computer using VPN Software?
4. Does system allow the user to select and default a specific printer?
5. Does system have user definable setup file for company information?
6. With multiple sources used for data entry, does system guarantee data integrity?
7. Does system allow all users can be logged on at all times?
8. Does system allow for multiple user security configurations?
9. Does system utilizes pick-lists, drop-down boxes, or other easy-to-use options to assist users in correctly entering data?
10. Does system include standard "canned" reports with the ability to alter report design and create custom reports?
11. Does system allow the for user configurable queries from which reports will be printed?
12. Does system allow pictures to be imported from the existing jail management software?
13. Does system allow pictures to be taken and attached to inmate's medical records?
14. System must not be required to interact with Microsoft Word, Excel or other products to create reports, patient charts, or forms.
15. Does system allow for an unlimited number of patient entries?
16. Does system allow for attachment of files downloaded from a voice recorder?
17. Does system allow a scanned image to be attached to an inmate's record?
18. Does system track the entire life cycle of treatment of the inmate including initial health screening, nurse visits, prescriptions, refusals of treatment, special diets, and a discharge plan?
19. Does system allow for data to be pulled from the existing jail management software (XXXX) into the new system on a transactional basis?
20. Does system offer a fully functional Medication Administration Record (MAR) that integrates the medication orders with the administration of those medications to the inmates?
21. Does system EMR track the administration of medications on a single-dose basis as well as on a per-prescription basis?
22. Does system offer a fully functional Order component that tracks such things as Authorizing Individual, Responsible Department, target date, completion date, etc.?
23. Does the system's order component report in a multitude of ways to track such things as overdue orders, unsuccessful orders, pending orders (by department or employee), and orders assigned on behalf of one inmate or a subgroup of inmates (e.g. all inmates housed in a specific POD)?
24. Does system allow for the recording of both nurses notes and physician's notes?

25. Does system allow for a nurse or physician to review all of an inmate's medical records while in the process of entering his/her notes?
26. Does system have the capability to interface to outside Lab Vendors and pharmacy using a standard HL7 protocol?
27. Does system offer a way for authorized "super-users" to create new 'User Defined Records' to allow for the creation of such things as intake forms, visitor logs, incident logs, etc. without the need for programmer involvement?
28. Does system offer a way for authorized "super-users" to design customized data entry screens (without the need for programmer involvement) to record data electronically that mimics information previously recorded on paper?
29. Does system offer an integrated report writer that tracks and reports on all data stored in the system. Authorized "super-users" will have the ability to create report definitions without the need for programmer involvement?
30. Does the EMR software includes a fully-integrated reports writer? Is the report writer e company based and not an add on report writer. e.g. Crystal Reports?
31. Does system offer a way to customize the "workflow" of information to fit the existing procedures of the Cameron County Sheriff's Office?
32. Does system allow on-site administrators to assign permission Levels to other users within the system to restrict access.
33. Was system designed from the ground-up for use in a Jail Setting. The system cannot be a derivative of a hospital based system?
34. Is system a true web-based system? It cannot require a thin-client To interact with the jail system. System must be accessed from a web-browser.
35. Does system allow integration with pharmacies?
36. Does system allow sharing of resident's information with other facilities?
37. Does system provide for audit trails of records, documentation, dictation, data, medication administration, etc.?
38. Does system support standard, off the shelf, Microsoft based workstations, desktop computers, laptop/notebook and tablet PC's?
39. Does system support Microsoft compatible peripherals, Microsoft compatible printers, scanners, keyboards, mice, Data input devices, and support bar code data entry devices?
40. Is Database system SQL based (either Microsoft SQL)?
41. Does system contain scheduling capabilities for the creation of resident's appointments with health care providers and be able to support an unlimited number of scheduling templates?
42. Does order system contain an audit log that shows who entered the system and identifies details of all transactons each and every employee enters and or all changes made by employee?????????
43. Does system include an alert component to warn users of specific inmate conditions (e.g. abnormal vital signs, breath)?
44. Does software track active and inactive medications and automatically update as deemed necessary?

45. NCCHC Supporting software. Complies with and helps facilities achieve accreditation.
46. Does Software support AJA and NSA standards?
47. Does Software include HL-7 Pharmacy Interface to send medications to eliminate pharmacy transposition resulting in medication errors as opposed to FAX ordering systems?
48. Does Software include HL-7 Pharmacy Interface confirmation from the pharmacy to indicate the order was received?
49. Does Software include ability to order “Stat” Medications and automatically populate E-MAR has having been received?
50. Does Software include “Stat + continuation” feature for medications. Gives the ability to dose “now” and have it continue on MedPass as per Doctor’s orders?
51. Infirmiry module. Does Software include a feature that allows for distinct and separate charting, yet embedded within the patient chart, when an inmate is placed in medical infirmiry. (As per NCCHC Requirement)?
52. Infirmiry module. Does Software include ability to track doctor ordered level changes. (such as level 1,2,3, observatory, etc. which determines level of care required)?
53. Infirmiry module. Does the software allow end-users to create customized care levels?
54. Infirmiry module. Are visual color displays available for quick user recognition of an inmates care level?
55. Infirmiry module. Does Software include Forms available that are only available within the infirmiry setting as opposed to the general jail population?
56. Infirmiry module. Does the software support a customizable infirmiry admittance and discharge process?
57. Does Software include ability to schedule Tasks by user and user type?
58. Does Software include ability to prevent over-scheduling of any particular user or user type?
59. Does Software include ability to view complete task (appointment) list by day, week, month and sort by provider type?
60. Does Software include ability to use barcode scanning on inmate wristbands, ID badges to identify inmates and record results for MedPass?
61. Does Software include a completely integrated document scanning feature that uses no other software (such as word documents) to store, sort and categorize scanned documents within the patient chart?
62. Does Software include Automatic Snap Orders or Medication Protocols for typical recurring protocols such as used for Alcohol detox?
63. Does Software include ability for nurses to assign medications to MedPass from a pre-determined macro or drop down list?
64. Does Software include the ability for end-users (administrator’s only) to create Medication distribution schedules?
65. Does Software include ability to customize MedPass for facility medication distribution times?
66. Does Software include ability for end-users to create medication titration schedules?
67. Does Software include Inmate compliance to medications report based on percentage?
68. Does Software include Inmate compliance to medications report based on number of times missed with threshold options set by the end-user?
69. Can the system provide users with the ability to have nurses “note-off” doctors orders and have all notes documented to the proper person doing the work?
70. Does Software include the ability to allow end-users to manage and edit their own medical intake, exam, history and other forms on-site?

71. For all questions on forms, does Software have the capability of automatically generating a task, series of tasks, alerts or other events based upon the answer given to the question?
72. Can the software gather “agency” from the JMS system such as ICE, US Marshall, county, federal etc. which can then be used to generate billing reports for pharmacy and sick call?
73. Is the software web-based?

This allows for a single point of upgrade (no disks required to install software updates on individual machines).

Individual machines don’t hold patient data so laptops taken out of a facility will not have patient data stored that could result in a security breach.
74. Does Software include tools available which allow end-users to configure task categories?
75. Does the software have the ability to create Chargeable SOAPE note reports for clinic visits?
76. Can the software automatically provide medical management reports to Jail Administrators, Sheriff’s and other staff, on a monthly or routine basis?
77. Can Medical Alerts be activated on a patient with end-users have the ability to enter an automatic end date?
78. HL-7 Pharmacy. Does the software support secure transmission of orders in real time as opposed to a batch order of queued messages?
79. HL-7 Pharmacy. Does the system allow medical staff to use a barcode scanner to check-in medications received from the pharmacy?
80. Does Software display all incarceration book-in and book-out dates?
81. Can the software automatically track PPD scenarios. Yearly tests, test placements and reading as per NCCHC requirements?
82. Can patient records be “blocked” from other users being able to access them (such as in a death, or a prominent inmate)?
83. Is the Med Pass module is a software feature developed by the vendor? (Not a third party product)?

MANDATORY:

1. The proposed software is compatible with Cameron County Sheriff's Office existing hardware, network, and database standards.
2. The Vendor must offer a money back guarantee.
3. The Vendor's senior technical/and or executive staff must travel to the Cameron County Sheriff's Office at the Vendor's cost at our request.
4. Prior to initial training, the Vendor must perform an on-site walk through and interview key staff to customize the training.
5. The Vendor will customize the training to meet the specific needs of the Cameron County Sheriff's Office.
6. The Vendor will provide internet-based training, on-site training to all staff deemed necessary on all shifts, including week-ends.
7. When modifications are needed to the EMR software during the implementation phase, the Vendor will install any necessary software at no additional cost to Cameron County.
8. Prior to the implementation phase, the Vendor will customize the database to accommodate our unique information needs such as intake forms, consent forms, request forms, etc.
9. Prior to the implementation phase, the Vendor will customize the database to accommodate our unique medication times, formulary and any other unique documentation procedures.
10. Post installation, the Vendor will offer phone support 24/7.
11. The Vendor will resolve any problems between the EMR software and any other third party software (e.g. offender management).
12. The Vendor must include all required upgrades at no additional charge, outside the annual maintenance fee.
13. The EMR software is a totally integrated system. For example, it does not use different modules for different functions. E.g. one module for medications, another module for the MAR, a third module for dictation.
14. Specific employees will be able to access records from any outside computer using VPN Software.
15. System allows the user to select and default a specific printer.
16. User definable setup file for company information.
17. With multiple sources used for data entry, the system will guarantee data integrity.
18. All users can be logged on at all times.
19. The system will allow for multiple user security configurations.
20. The system utilizes pick-lists, drop-down boxes, or other easy-to-use options to assist users in correctly entering data.
21. System must include standard "canned" reports with the ability to alter report design and create custom reports.
22. System must allow the for user configurable queries from which reports will be printed.

23. System must allow pictures to be imported from the existing Jail management software,.
24. System must allow pictures to be taken and attached to inmate's medical records.
25. System must not be required to interact with Microsoft Word, Excel or other products to create reports, patient charts, or forms.
26. System must allow for an unlimited number of patient entries.
27. System must allow for attachment of files downloaded from a voice recorder.
28. System must allow a scanned image to be attached to an inmate's record.
29. System must track the entire life cycle of treatment of the inmate including initial health screening, nurse visits, prescriptions, refusals of treatment, special diets, and a discharge plan.
30. System will allow for data to be pulled from the existing jail management software (XXXX) into the new system on a transactional basis.
31. The system must offer a fully functional Medication Administration Record (MAR) that integrates the medication orders with the administration of those medications to the inmates.
32. The MAR can track the administration of medications on a single-dose basis as well as on a per-prescription basis.
33. The system will offer a fully functional Order component that tracks such things as Authorizing Individual, Responsible Department, target date, completion date, etc.
34. The Order component will report in a multitude of ways to track such things as overdue orders, unsuccessful orders, pending orders (by department or employee), and orders assigned on behalf of one inmate or a subgroup of inmates (e.g. all inmates housed in a specific POD).
35. The system will allow for the recording of both nurses notes and physician's notes.
36. The system will allow for a nurse or physician to review all of an inmate's medical records while in the process of entering his/her notes.
37. The system will have the capability to interface to outside Lab Vendors and pharmacy using a standard HL7 protocol.
38. The system will offer a way for authorized "super-users" to create new 'User Defined Records' to allow for the creation of such things as intake forms, visitor logs, incident logs, etc. without the need for programmer involvement.
39. The system will offer a way for authorized "super-users" to design customized data entry screens (without the need for programmer involvement) to record data electronically that mimics information previously recorded on paper.
40. The system will offer an integrated report writer that tracks and reports on all data stored in the system. Authorized "super-users" will have the ability to create report definitions without the need for programmer involvement.
41. The EMR software includes a fully-integrated reports writer. The report writer must be company based and not be an add on report writer. E.g. Crystal Reports.
42. The system will offer a way to customize the "workflow" of information to fit the existing procedures of the Cameron County Sheriff's Office.
43. The system will allow on-site administrators to assign permission Levels to other users within the system to restrict access.

44. The system was designed from the ground-up for use in a Jail Setting. The system cannot be a derivative of a hospital based system.
45. The system must be a true web-based system. It cannot require a thin-client to interact with the jail system. System must be accessed from a web-browser.
46. The system will allow integration with pharmacies.
47. The system must allow sharing of resident's information with other facilities.
48. The system must provide for audit trails of records, documentation, dictation, data, medication administration, etc.
49. The software must support standard, off the shelf, Microsoft based workstations, desktop computers, laptop/notebook and tablet PC's.
50. The software must support Microsoft compatible peripherals, Microsoft compatible printers, scanners, keyboards, mice, Data input devices, and support bar code data entry devices.
51. Database system is SQL based (either Microsoft SQL).
52. Software will contain scheduling capabilities for the creation of resident's appointments with health care providers and be able to support an unlimited number of scheduling templates.
53. The order system must contain an audit log that shows who entered the system and identifies details of all transactions each and every employee enters and or all changes made by employee??????????
54. EMR software will include an alert component to warn users of specific inmate conditions (e.g. abnormal vital signs, breath).
55. Software must track active and inactive medications and automatically update as deemed necessary.
56. The Vendor will offer software version upgrades as part of the on-going maintenance fee.
57. The software needs to be a hosted solution. The facility will not permit connection with the hosted solution. All communication needs to be FIPS compliant with AES encryption.
58. The EMR shall have the ability to work inside the facility without internet connectivity. Our facility is not wireless, functional use of nursing features shall be available on an Android tablet application which works within the facility without internet connectivity.
59. Ability to use Medpass with fingerprint and barcode technologies connectivity.
60. Ability for digital signatures on the tablet without third party hardware.
61. Ability to do drug-drug interaction.
62. Ability to do eMAR and eTAR in the field.
63. Drag & drop forms can be developed by facility and be available on tablets without server connectivity.
64. Ability to do business intelligent (B I) reports, using SQL analytics and SQL reporting engine.
65. Web-Based Electronic Medical Records Solution for Jail Facility.
66. Successful Proposer must be Certified.

67. Reports capability to access Historic usage by selected time period for description and quantity of Lab & X-Ray procedures rendered, description and quantity of pharmaceuticals ordered and used. This usage information should have reporting capability for analysis by County Auditor's Dept. if necessary for budgetary analysis purposes.

68. **MUST BE FULLY INTERFACED WITH ODYSSEY SYSTEM BY THIS PROPOSER AT NO COST TO THE COUNTY , PROVIDE REFENCES WHERE THIS WAS DONE, THIS INTERFACE FULL / COMPLETE PROCESS WILL BE COMPLETED, UP AND FULLY FUCTIONAL BY NOT TO EXCEED XXXX DAYS.**

69. **CONVERSION OF OLD RECORDS IS NOT A REQUIREMENT OF THIS RFP.**

70. **JUVENILE DATA MUST BE ENCRYPTED (ENCRPTION IN TRANSMISSION HTTPS), DATA BASE MUST BE ENCRYPED.**

ADDITIONAL MANDATORY FEATURES:

Inmate Registration - Intake

This module must be used to enter, update, and maintain an Inmate's demographic and Past Medical History related information. Inmates can be searched by different criteria. Integration with Current Jail Management System will enable the user to obtain all inmate information booked under that software.

Available in current software system Yes No Partial (explain): _____

Requires modification and a) will modify at no cost to Cameron County b) will modify at extra cost \$ _____

Language Independent Forms

All of our forms can be created in English, Spanish or any other language for the inmate to understand. The facility can use the same form in multiple languages and thus meet the needs of the inmate population without any effort.

Available in current software system Yes No Partial (explain): _____

Requires modification and a) will modify at no cost to Cameron County b) will modify at extra cost \$ _____

HIP AA Compliant

The software must be HIP AA compliant.

Available in current software system Yes No Partial (explain): _____

Requires modification and a) will modify at no cost to Cameron County b) will modify at extra cost \$ _____

Intranet or Cloud Based

The software must be technology based and it can be deployed on the intranet or in a datacenter.

Available in current software system Yes No Partial (explain): _____

Requires modification and a) will modify at no cost to Cameron County b) will modify at extra cost \$ _____

Secure

The software must use AES encryption for all communication.

Available in current software system Yes No Partial (explain): _____

Requires modification and a) will modify at no cost to Cameron County b) will modify at extra cost \$ _____

Digital Signatures

The system must use FBI approved signature technology for inmate and staff signatures. This is one of the components to make the software paperless.

Available in current software system Yes No Partial (explain): _____
Requires modification and a) will modify at no cost to Cameron County b) will modify at extra cost \$ _____

Paperless System

The system must be completely paperless from the intake of inmates to inmate discharge. All data with external systems can be exchanged electronically. External systems include Pharmacy, Laboratory's, Jail Management System (JMS), and other vendors.

Available in current software system Yes No Partial (explain): _____
Requires modification and a) will modify at no cost to Cameron County b) will modify at extra cost \$ _____

Medical Charts

This feature must allow the facility to create an inmate's medical chart, where-in all medical information will be recorded during the course of an inmate's residence at facility. Facilities must be able to view the graphical charts of progress in major vital signs of Inmates.

Available in current software system Yes No Partial (explain): _____
Requires modification and a) will modify at no cost to Cameron County b) will modify at extra cost \$ _____

Health Summaries

Summary is where the user can have a view of entire medical information of an inmate at a glance. It must provides information on all Medical problems, Treatments, Medications, Labs, Care plans regarding an inmate on a single page.

Available in current software system Yes No Partial (explain): _____
Requires modification and a) will modify at no cost to Cameron County b) will modify at extra cost \$ _____

TB Screening

Must provide a comprehensive TB screening form, to record every detail obtained during the assessment. It must also alerts the user on positive induration results of an inmate, and prompts to capture an X-Ray for such cases. TB screening forms must be fully customizable through Form designer tool.

Available in current software system Yes No Partial (explain): _____
Requires modification and a) will modify at no cost to Cameron County b) will modify at extra cost \$ _____

Medical Assessment

Feature must allow for recording every vital detail during an Inmate's primary medical assessment exercise. Medical assessment forms must be also customizable to accommodate facility-specific requirements.

Available in current software system Yes No Partial (explain): _____
Requires modification and a) will modify at no cost to Cameron County b) will modify at extra cost \$ _____

Mental Assessment

Mental assessment forms must enable the user to record psychiatric evaluation details during screening. three stage assessment forms provide the user ease and ability to capture every detail.

Available in current software system Yes No Partial (explain): _____
Requires modification and a) will modify at no cost to Cameron County b) will modify at extra cost \$ _____

Dental Assessment

This feature must allow the facility to do dental assessment for the inmate. The agency should be able to create different type of forms to deal with different types of inmates.

Available in current software system Yes No Partial (explain): _____
Requires modification and a) will modify at no cost to Cameron County b) will modify at extra cost \$ _____

Inmate Screening/Intake Screenings

EMR must import the inmate screenings done by the booking person and allow for pdf to be attached to the document management system in real time.

Available in current software system Yes No Partial (explain): _____
Requires modification and a) will modify at no cost to Cameron County b) will modify at extra cost \$ _____

Clinical Alerts

This feature must allow for the facility to set up clinical alerts and monitoring of inmates based on these alerts. These alerts should be set based on facility's Standard Operating Procedures (SOP) and are highly configurable.

Available in current software system Yes No Partial (explain): _____
Requires modification and a) will modify at no cost to Cameron County b) will modify at extra cost \$ _____

Clinical Pathways

This feature must allow for determining the appropriate treatment for the inmate based on prior conditions, laboratory results, age and other factors. The agency must have the ability to configure these treatment based on site conditions.

Available in current software system Yes No Partial (explain): _____
Requires modification and a) will modify at no cost to Cameron County b) will modify at extra cost \$ _____

Order sets

This feature must allow the facility/agency to customize the treatment for a person based on agency's SOP. The order sets allow the agency to customize medications, treatment, procedures, laboratory orders, alerts, inmate education, privileges, and diet restrictions.

Available in current software system Yes No Partial (explain): _____
Requires modification and a) will modify at no cost to Cameron County b) will modify at extra cost \$ _____

Allergies and Adverse Reaction Center

This feature must allow the facility to document allergies for an inmate for drugs, food and other elements. This data must also be used to verify a prescription for an inmate.

Available in current software system Yes No Partial (explain): _____
Requires modification and a) will modify at no cost to Cameron County b) will modify at extra cost \$ _____

Check in

This feature must allow the facility to check in the inmates for appointments. The check in process must allow to complete all the required forms by the facility like HIPPA authorization, medical information release form etc. The forms must be done in English, Spanish or any other language for the inmate to read and understand.

Available in current software system Yes No Partial (explain): _____
Requires modification and a) will modify at no cost to Cameron County b) will modify at extra cost \$ _____

CheckOut

This feature must allow for the facility to check out h inmate after an appointment and complete all the required documentation, forms, etc. The forms must be done in English, Spanish or any other language for the inmate to read and understand.

Available in current software system Yes No Partial (explain): _____
Requires modification and a) will modify at no cost to Cameron County b) will modify at extra cost \$ _____

Appointment Calendar

The software must offer a very customizable appointment calendar customized for a Jail facility. It should offer a wealth of features like bulk inmate appointment transfers, ability to see appointments by facility, building, or dorm and ability see booked and cancelled appointments. All appointments of released inmates are cancelled automatically.

Available in current software system Yes No Partial (explain): _____
Requires modification and a) will modify at no cost to Cameron County b) will modify at extra cost \$ _____

Work Orders

The software must have a very sophisticated work order system. The work orders must be generated based on a person or a clinic. Overdue tasks must be escalated for resolution and supervisor intervention.

Available in current software system Yes No Partial (explain): _____
Requires modification and a) will modify at no cost to Cameron County b) will modify at extra cost \$ _____

Sick Call

The feature must allow sick call requests for inmates to be entered. The user must also refer specific sick calls to a different group of users or to a specific user, i.e. Nurse or Medical Assistant, and must allow to create appointments at the same time.

Available in current software system Yes No Partial (explain): _____
Requires modification and a) will modify at no cost to Cameron County b) will modify at extra cost \$ _____

PREACall

The software must have the ability to record and act on PREA (Prison Rape Elimination System) calls. It must have an ability to send the supervisors notification based on calls received.

Available in current software system Yes No Partial (explain): _____
Requires modification and a) will modify at no cost to Cameron County b) will modify at extra cost \$ _____

REA Follow up Automation

The software must have a unique ability to meet all the required steps for dealing with the PREA call. The agency must be able to set up the SOP for dealing with the PREA calls and all the steps identified in the SOP will be automatically be scheduled and managed with the software.

Available in current software system Yes No Partial (explain): _____
Requires modification and a) will modify at no cost to Cameron County b) will modify at extra cost \$ _____

Nurse Call

A Nurse call must allow the user, Nurse, or Medical Assistant to identify the sick calls referred to them, on a priority basis and enable them to capture Primary medical information and assessment at their level. At the same time, they must also refer the inmate to a doctor, if required, creating appointment on the same page.

Available in current software system Yes No Partial (explain): _____
Requires modification and a) will modify at no cost to Cameron County b) will modify at extra cost \$ _____

Doctor Calls and Encounter Entries

The Doctor Call module must be used for recording physical evaluation findings in the form of Chief Complaint, Vital signs, Lab order, Treatment Plan. Doctors can also maintain notes on each inmate, and assign orders to their subordinates.

Available in current software system Yes No Partial (explain): _____

Requires modification and a) will modify at no cost to Cameron County b) will modify at extra cost \$ _____

SOAP Notes

The software must provide a point and click SOAP notes functionality.

Available in current software system Yes No Partial (explain): _____

Requires modification and a) will modify at no cost to Cameron County b) will modify at extra cost \$ _____

Progress Notes

Health condition of an inmate receiving treatment must be tracked timely, through progress note features, which must allow the user to record vital signs and notes at multiple times in a day. Inmates having critical conditions must be placed under segregate progress notes.

Available in current software system Yes No Partial (explain): _____

Requires modification and a) will modify at no cost to Cameron County b) will modify at extra cost \$ _____

Vital Signs

Vital Signs module must be used to record major vital health-related statistics of an inmate. This includes, Height, Weight, Temperature, Pulse Rate, Blood Pressure (BP), Blood Oxygen Level, Glucose, Respiration, and Saturation of Peripheral Oxygen (SP02) detail. User can also set the Normal range for all vitals through the administrator login.

Available in current software system Yes No Partial (explain): _____

Requires modification and a) will modify at no cost to Cameron County b) will modify at extra cost \$ _____

Prescription and Medications

Doctors can order medications and generate a prescription for an Inmate with this module. Offers a comprehensive Medication database to search and choose from. The user can specify quantity, doses, refills, and other necessary details.

Available in current software system Yes No Partial (explain): _____

Requires modification and a) will modify at no cost to Cameron County b) will modify at extra cost \$ _____

Phone Medication Ordering

Phone medication ordering allows the user to take the order of medicines for an inmate over the phone, and enter prescription detail when the doctor is away.

Available in current software system Yes No Partial (explain): _____

Requires modification and a) will modify at no cost to Cameron County b) will modify at extra cost \$ _____

Drug Interactions

The software must have the ability to check for drug-drug interaction, drug allergies interaction and dose recommendations based on past information, patient profile and medications to be prescribed.

Available in current software system Yes No Partial (explain): _____

Requires modification and a) will modify at no cost to Cameron County b) will modify at extra cost \$ _____

Privilege Management

The software must allow the facility to document and grant privileges to an inmate like lower bunk privilege, double mattress privilege etc. The information can be sent to the JMS.

Available in current software system Yes No Partial (explain): _____
Requires modification and a) will modify at no cost to Cameron County b) will modify at extra cost \$ _____

Alerts Management

The software must manage all the inmate related alerts that can also be sent and exchanged with the JMS system.

Available in current software system Yes No Partial (explain): _____
Requires modification and a) will modify at no cost to Cameron County b) will modify at extra cost \$ _____

Infectious Disease

The software must flag the transportation system for any infectious disease. This must be done in a HIPPA compliant manner.

Available in current software system Yes No Partial (explain): _____
Requires modification and a) will modify at no cost to Cameron County b) will modify at extra cost \$ _____

MAR

This feature must allow order, cart assigning for the order and efficient pill run. User will have daily list of pending orders and list of inmates for which Pill run is to be completed. Tracking and maintaining inventory of medicine will also be easy.

Available in current software system Yes No Partial (explain): _____
Requires modification and a) will modify at no cost to Cameron County b) will modify at extra cost \$ _____

Meal Plan Management

This module must help facilities administer Meal plans assigned to inmates.

Available in current software system Yes No Partial (explain): _____
Requires modification and a) will modify at no cost to Cameron County b) will modify at extra cost \$ _____

Care Plan Management

This module must enable the user to easily administer care plans for inmates. It must provide a list of all inmates for whom care plans are pending to run. A care plan report similar to MAR must be generated for every element of the Care Plan.

Available in current software system Yes No Partial (explain): _____
Requires modification and a) will modify at no cost to Cameron County b) will modify at extra cost \$ _____

Internal Appointments

Appointment module must be used to schedule an appointment of an inmate with different users of the facility such as a nurse, doctor, Jail administrator, Captain, etc.

Available in current software system Yes No Partial (explain): _____
Requires modification and a) will modify at no cost to Cameron County b) will modify at extra cost \$ _____

External Referrals

If an inmate requires care of a Specialist or other Medical facility, External referrals feature must aid the user to create such appointment for an inmate.

Available in current software system Yes No Partial (explain): _____
Requires modification and a) will modify at no cost to Cameron County b) will modify at extra cost \$ _____

Task Management

This module must be used to assign tasks to the users in facility. Overdue tasks must have the capability of being tracked, and users must also get an idea of progress of overall activities assigned to them individually as well as to a group.

Available in current software system Yes No Partial (explain): _____

Requires modification and a) will modify at no cost to Cameron County b) will modify at extra cost \$ _____

Immunization and Vaccines

This module must be used to record details on Immunization and Vaccines administered to inmates. It is a configurable module where in the user can set the due time for each immunization, and therefore the system must alert the user when an inmate is due for a specific immunization.

Available in current software system Yes No Partial (explain): _____

Requires modification and a) will modify at no cost to Cameron County b) will modify at extra cost \$ _____

Lab orders and Results

Lab order must allow users to record lab requisition data related to inmates. Doctors can assign orders through the Task management tool to nurses or assistants. Nurses can then work on those orders, and enter details like Type of order, test name, specimen and other required details. Upon arrival, Results are scanned and attached to a specific order.

Available in current software system Yes No Partial (explain): _____

Requires modification and a) will modify at no cost to Cameron County b) will modify at extra cost \$ _____

Intra Messaging and Notification

This module must allow intra communication between users. Users can send messages internally and also to external entities at their respective E-mail addresses. Notifications can also be sent to different users through the configuration utility. All communication must be HIP AA compliant, AES encrypted and secure.

Available in current software system Yes No Partial (explain): _____

Requires modification and a) will modify at no cost to Cameron County b) will modify at extra cost \$ _____

Document Management System

Document management system must allow users to attach and update documents in the system. Documents can be uploaded under pre-classified categories that an Inmate's health information may have.

Available in current software system Yes No Partial (explain): _____

Requires modification and a) will modify at no cost to Cameron County b) will modify at extra cost \$ _____

Customized Form and Report Designer

This module must be used to design different forms which may be used in facilities. Users can design and customize forms as per facility requirements. Editing of pre-installed forms is quick step as well. Medical assessment, mental assessment, Specific disease protocol forms, etc., are some of the examples of customized forms. The same feature must be used to build reports for a facility.

Available in current software system Yes No Partial (explain): _____

Requires modification and a) will modify at no cost to Cameron County b) will modify at extra cost \$ _____

Inmate Watch list

The module adds inmates to a list of favorites of a particular user. If the user needs to work on a particular inmate more frequently, he/she can simply add that inmate to the Watch list, so that they don't have to search for that inmate every time their record is required to work upon.

Available in current software system Yes No Partial (explain): _____

Requires modification and a) will modify at no cost to Cameron County b) will modify at extra cost \$ _____

Inmate Suicide List

The software must allow the medical staff to put the inmate on suicide watch. The flag can be shared with the JMS system. A complete history of suicide watch is maintained in the system.

Available in current software system Yes No Partial (explain): _____

Requires modification and a) will modify at no cost to Cameron County b) will modify at extra cost \$ _____

Diet management

Diet management module must allow the user manage daily Diets of all inmates in the facility. It must also allow the addition of new diet plans.

Available in current software system Yes No Partial (explain): _____

Requires modification and a) will modify at no cost to Cameron County b) will modify at extra cost \$ _____

Discharge/Release Management

The system must allow for management of discharge process for an inmate for other facilities or to general public. The agency must be able to configure the number of days that they want to plan ahead of the discharge and the software must allow for release planning and print the required documentation.

Available in current software system Yes No Partial (explain): _____

Requires modification and a) will modify at no cost to Cameron County b) will modify at extra cost \$ _____

OPTIONAL:

Fingerprint Enroll

The system must use fingerprint for enrolling the inmate, MAR, TAR, and many other features to reduce liability and increase the accuracy of the system. It is an optional item but highly recommended.

Available in current software system Yes No Partial (explain): _____

Requires modification and a) will modify at no cost to Cameron County b) will modify at extra cost \$ _____

Barcode Support

The system can also use barcode for enrolling the inmate, MAR, TAR and many other features to reduce liability and increase the accuracy of the system. It is an optional yet recommended item.

Available in current software system Yes No Partial (explain): _____

Requires modification and a) will modify at no cost to Cameron County b) will modify at extra cost \$ _____

Inmate Accounting

This feature must allow the facility to bill the inmate for sick calls, nurse calls doctor calls, prescription drugs copay and many other features. The interface to Jail Management System must make this a paperless solution.

Available in current software system Yes No Partial (explain): _____
Requires modification and a) will modify at no cost to Cameron County b) will modify at extra cost \$ _____

Keep On Self

The software must allow to issue a Keep on Self contact with an inmate for various items and have the ability to send this information to the Jail Management System (JMS)

Available in current software system Yes No Partial (explain): _____
Requires modification and a) will modify at no cost to Cameron County b) will modify at extra cost \$ _____

Pill Cart Auditing

The Pill Cart Auditing feature must provide the user the ability to track the status of the total number of pills administered or not administered for that time. The user must easily track the status of inventory of Medicines for a cart.

Available in current software system Yes No Partial (explain): _____
Requires modification and a) will modify at no cost to Cameron County b) will modify at extra cost \$ _____

Drug Inventory

This module must be used to record, manage and maintain inventory of drugs in a facility. This will be directly related to Pharmacies and MAR.

Available in current software system Yes No Partial (explain): _____
Requires modification and a) will modify at no cost to Cameron County b) will modify at extra cost \$ _____

Equipment Inventory

Equipment inventory module must allow the user to enter and update information regarding any medical equipment purchased.

Available in current software system Yes No Partial (explain): _____
Requires modification and a) will modify at no cost to Cameron County b) will modify at extra cost \$ _____

Narcotic Inventory

Drugs that are defined under the Narcotic category must have ability for update under the Narcotic Inventory module.

Available in current software system Yes No Partial (explain): _____
Requires modification and a) will modify at no cost to Cameron County b) will modify at extra cost \$ _____

Automated Pill Return

This unique feature must give the user updated information regarding inmates who will be released sooner and at the same time are under treatment. It must provide a list of medicines that have already been ordered for such inmates, and must allow the user to return particular medicines back to the pharmacy, if an inmate is not going to continue to take that.

Available in current software system Yes No Partial (explain): _____
Requires modification and a) will modify at no cost to Cameron County b) will modify at extra cost \$ _____

Automated Pill Ordering

Automated Pill Ordering must be mainly for inmates who are undergoing treatment for a chronic disease, and require the same medications over a longer period of time. This module must allow ordering refills of such medications, and actually generates automatic orders when the refill IS over.

Available in current software system Yes No Partial (explain): _____

Requires modification and a) will modify at no cost to Cameron County b) will modify at extra cost \$ _____

Privilege management

This module must be used to record privileges for an inmate. It also retrieves details on privileges from Jail management software, if properly integrated.

Available in current software system Yes No Partial (explain): _____

Requires modification and a) will modify at no cost to Cameron County b) will modify at extra cost \$ _____

Inmate Billing

The system must integrate with the inmate accounting system to bill for inmates for the services used. The type of billable services and amounts must be determined by the facility.

Available in current software system Yes No Partial (explain): _____

Requires modification and a) will modify at no cost to Cameron County b) will modify at extra cost \$ _____

Medical Billing

Medical Billing at EMR is based on ICD09 and CPT -based coding system, which is standard prevailing all across the nation. It gives users an option to assign customized charges for every CPT which is going to be charged for an Inmate. EMR must be able to bill the insurance company in case an inmate has insurance.

Available in current software system Yes No Partial (explain): _____

Requires modification and a) will modify at no cost to Cameron County b) will modify at extra cost \$ _____

Insurance Verification

EMR must have the ability to check the insurance credentials of an inmate against 400 insurance companies in real time.

Available in current software system Yes No Partial (explain): _____

Requires modification and a) will modify at no cost to Cameron County b) will modify at extra cost \$ _____

Digital Approval

All the form, encounters, charts etc. must have ability to be routed for different entities in the facility for digital approval. Multiple forms must be able to be signed at the same time, thus saving on valuable staff time.

Available in current software system Yes No Partial (explain): _____

Requires modification and a) will modify at no cost to Cameron County b) will modify at extra cost \$ _____

SECTION 7: IMPLEMENTATION METHODS/SERVICES AND TECHNICAL SUPPORT

Implementation Method/Services:

An ideal implementation plan is detailed below. Describe in detail how Offeror will provide the services described or recommend an alternate implementation plan that best fits your EHR.

The EHR vendor must, upon our request, provide onsite, job-specific, interactive training to our medical staff. The vendor is responsible for supplying and setting up the onsite training equipment, provided that we, the facility, provide the onsite training space.

The EHR vendor will provide an introductory video and online pre-coursework training to medical staff to ensure comprehension of the software prior to onsite training.

The EHR vendor will work with our project team to ensure the software is being configured to our recommendations and requirements. These quality assurance meetings will occur via online meetings and thoroughly cover our facility specific information to ensure accuracy. Prior to our go live, the EHR vendor will work with our project team to ensure the correct information is being populated in our interfaces and other facility specific reports.

EHR vendor will provide trainers and other resources during our initial go live to assist medical staff with our transition to EHR.

EHR training and support staff must know medical terminology and correction-specific procedures such as H&P and intake screening. EHR staff must also be up to date with requirements for certifications of Jail health practitioners and NCCCH/ACA guidelines.

EHR vendor must provide a dedicated project manager that is our focal point of contact throughout the entire implementation and will guide and direct our staff through the steps of the implementation process. As part of the project plan, the project manager and the project lead trainer will perform a facility assessment in which information will be shared and gathered by the project manager with our project team. The EHR vendor will provide a project plan with milestones and guidelines that we will collectively and interactively discuss and complete on a weekly basis.

The EHR vendor will also provide a lead trainer who works hand in hand with the project manager and our project team to ensure all goals are met and issues are addressed. The lead trainer will also be the facility expert, if requested, during training and onsite go live.

The EHR vendor will work with our project team to provide a weekly conference call to discuss any outstanding issues from the go live and/or any other problems medical staff is having using the software. EHR vendor will provide an onsite visit to our facility 3-6 months after the go live to consult staff on even more effective uses of the software.

For each item below, place a mark in the column that best describes your products available functionality. If currently available, place a mark in the YES column. If currently available with restrictions/contingencies or if the functionality will be available in future releases, place a mark in the Qualified YES column and explain in the Comments column. If the functionality is not available and there are no plans to make it available in future versions of the software, place a mark in the NO column.

EHR Vendor Commitments Transition to EHR - Training	YES	Qualified YES	NO	Comments
Does the vendor offer on-site training at our facility?				
Can the vendor bring a computer network (servers, workstations, etc.) to our site for initial training?				
Does the vendor offer a training database in addition to the production database?				
Prior to the initial training, will the vendor perform an on-site "walk-through" and interview key staff?				
Will the vendor configure the training to meet the specific needs of our Jail facility?				
Will the vendor train staff during off-shift hours?				
Will the vendor supply training on weekends if needed?				
Does the vendor train Jail officers who will use the software as well as the medical staff?				
Will the vendor train every medical staff member if asked to do so?				
Does the vendor offer both classroom and individualized training?				
Does the vendor offer specialized training for physicians, dentists, and medical health specialists?				
Will the vendor train outside specialists such as part-time physicians who may only work a limited number of hours a week or month?				
Does the vendor offer training at their local facility (as opposed to training at our facility)?				
Is the vendor's training staff employed by the vendor? (In other words, the vendor does not out-source its training.)				
Does the vendor offer training in configuration routines so that our staff can perform the configuration as opposed to the vendor's staff?				
EHR Vendor Commitments Transition to EHR — Implementation	YES	Qualified YES	NO	Comments
Does the vendor supply staff on-site during the implementation phase of the EHR software?				
Will the vendor staff assist during off-shift hours during the implementation phase?				
Will the vendor staff remain on-site during weekends if needed?				
Will the vendor proactively work with the vendors of the offender management software, the lab software, the network/hardware staff, and any other third party vendors to integrate the EHR software?				
If modifications are needed to the EHR software during the implementation phase, will the vendor install new versions during this phase?				
Prior to the implementation phase, will the vendor configure the database to accommodate our unique information needs such as intake forms, consent forms, request forms, etc.?				
Prior to the implementation phase, will the vendor configure the database to accommodate our unique medication and formulary needs?				

Prior to the implementation phase, will the vendor configure the database to accommodate the dictation/documentation needs of healthcare provider's and their staff?				
EHR Vendor Commitments Follow Up Training & Configuration	YES	Qualified YES	NO	Comments
Will the vendor perform a follow-up assessment with recommendations after the software has been implemented for a period of time?				
Can additional training be purchased after the implementation phase of the EHR software?				
Does the vendor offer internet-based follow-up training?				
Does the vendor offer onsite follow-up training?				
Does the vendor offer follow-up training at their facilities?				
Does the vendor offer configuration services after the implementation phase?				
Does the vendor offer follow-up training in configuration routines so that our staff can perform the configuration as opposed to the vendor's staff?				

Technical Support:

The EHR vendor must supply 24-hour technical support to assist all medical staff.

The EHR vendor must supply the facility with updates on open and closed support cases and provide solutions with prompt response times.

Describe in detail service and maintenance agreements. Include a copy of a typical Maintenance Agreement with this proposal if not included in the main Software Contract.

For each item below, place a mark in the column that best describes your products available functionality. If currently available, place a mark in the YES column. If currently available with restrictions/contingencies or if the functionality will be available in future releases, place a mark in the Qualified YES column and explain in the Comments column. If the functionality is not available and there are no plans to make it available in future versions of the software, place a mark in the NO column.

EHR Vendor Commitments On-Going Support	YES	Qualified YES	NO	Comments
Does the vendor offer 24/7 (24 hours per day, 7 days per week)) telephone support?				
Does the vendor have the capability to remotely 'view' our EHR data?				
Is the vendor's support staff employed by the vendor? (In other words the vendor does not contract out its support services.)				
If there are problems between the EHR software and other third party software (e.g. offender management), will the vendor proactively work with the other vendors to resolve the problem?				

EHR Vendor Commitments Version Upgrades	YES	Qualified YES	NO	Comments
Does the vendor offer software version upgrades as part of the on-going maintenance fee?				
Does the vendor include all enhancements to the EHR software in the version upgrades?				
Does the vendor include all problem fixes/patches to the EHR software in the version upgrades?				
Does the vendor provide version upgrades on a regular basis?				
Does the vendor provider version upgrades on an as-needed basis?				
Can the vendor coordinate installation of version upgrades with the network/hardware vendor or staff?				
Can our staff make recommendations for enhancements to the EHR software?				

ADDITIONAL REQUIREMENTS

1. Vendor must offer a money back guarantee.
2. The Vendor's senior technical/and or executive staff must travel to the Cameron County Sheriff's Office at the Vendor's cost at our request.
3. Prior to initial training, the Vendor must perform an on-site walk through and interview key staff to customize the training.
4. The Vendor will customize the training to meet the specific needs of the Cameron County Sheriff's Office.
5. The Vendor will provide internet-based training, on-site training to all staff deemed necessary on all shifts, including week-ends.
6. When modifications are needed to the EMR software during the implementation phase, the Vendor will install any necessary software at no additional cost to Cameron County.
7. Prior to the implementation phase, the Vendor will customize the database to accommodate our unique information needs such as intake forms, consent forms, request forms, etc.
8. Prior to the implementation phase, the Vendor will customize the database to accommodate our unique medication times, formulary and any other unique documentation procedures.
9. Post installation, the Vendor will offer phone support 24/7.
10. The Vendor will resolve any problems between the EMR software and any other third party software (e.g. offender management).
11. The Vendor must include all required upgrades at no additional charge, outside the annual maintenance fee.
- 12.. The Vendor will offer software version upgrades as part of the on-going maintenance fee.
13. Training will be conducted on site, utilizing the actual hardware and software accepted by Cameron County. Chosen Administrative Staff and frequent medical software users shall be trained. Once training is complete and system is operational the Cameron County Sheriff's Office would require a representative from Vendor to be present for first week. The training will be complete when staff can comfortably maintain the new system. Upon delivery and installation of the system, the Vendor and CAMERON County shall certify that the installation/connectivity for all of the equipment is complete and fully functional, and that the system has been certified to be operational.
14. To safeguard data files, it is required that software provisions be made for daily unattended backup.
15. Software and application support must be provided by vendor's certified technical support staff to include telephone support, including toll-free access and hours of operation; delivery method of future upgrades and product enhancements; problem reporting and resolution procedures. What are your average and maximum response times, in hours, by severity level, for a telephone response to an initial call from a user site?
16. Manuals describing all aspects of the operation of the system (including application software) must be provided.
17. An annual maintenance contract is required by CAMERON County for all proposed software. All additional functionality developed by vendor, all enhancements developed by vendor, bug fixes, and updated user and system documentation should be in the annual maintenance agreement at **no additional charge**. Please provide hours of operation and average response times for the support center.
18. The system must operate on IBM/PC compatible hardware running 32 bit operating system or better. The application should be capable of operating on Microsoft Windows Servers.
19. All users must have a logon and password. Security settings have the ability to be tailored to each individual user account. System application permissions are definable at the department level.
20. There will be no data conversion required.

21. The proposed system must provide all components necessary for complete functionality for all users. Please detail the licensing methodology of the software and detail any additional pricing per workstation.
22. Cameron County's data files and the data contained therein shall be and remain the Cameron County's property and all existing data and data files shall be returned to the Cameron County by the Vendor at the Expiration Date or upon earlier termination of this Agreement in a comma delimited flat file text format on magnetic or optical medium to be specified by the Cameron County. Cameron County's data shall not be utilized by the Vendor for any purpose other than that of rendering services to the Cameron County under this Agreement, nor shall Cameron County's data or any part thereof be disclosed, sold, assigned, leased or otherwise disposed of to third parties by the Vendor or commercially exploited by or on behalf of the Vendor, its employees or agents. Data must be stored in an ODBC compliant, enterprise class relational database format.
23. It is expected that medical data entry will be done 24 hours a day. Daily inquiries into all files through workstations can be expected by doctors, nurses, and administrative personnel.
24. The installation and training should be completed and the system be fully operational in a **timely manner**.

REQUIREMENTS COMMON TO ALL APPLICATION SOFTWARE GROUPS

At the end of the application software contract the vendor must provide Cameron County with all County data used by that application software in an ASCII text format on CD-R media or other format agreed to by both parties. Documentation must also be provided that explains how each data field is used and must be detailed enough to allow conversion from the application system. The data and the documentation must be provided at no additional cost to Cameron County.

All software provided to Cameron County must adhere to all Cameron County, State of Texas, and Federal Laws, regulations and guidelines as published at all times at no additional cost to the County.

In all cases where monetary transactions are processed and recorded by the application software, the software provided to Cameron County must adhere to and reinforce generally accepted accounting practices.

CUSTOMIZATION REQUIREMENTS

Cameron County expects that the application software selected will require customization to fulfill the county's needs. Companies must include in their proposals hourly pricing for customization requests which may not be included in the proposed price of the fully installed application software solution. This may be presented as a flat or broken down by possible request types, such as programming, configuration, training, or consultation. If any additional costs are to be applied for customization, then a schedule of those costs must be included in the proposal.

SOFTWARE LICENSE

Please provide information on how the license is calculated, will it be on an enterprise, per user, concurrent users, transaction or some other basis.

PROJECT MANAGEMENT

The vendor shall be responsible for all aspects of project planning and implementation to ensure a successful installation of application software selected by the County and any prerequisite hardware or system software. The vendor shall provide up to date status reports, in writing, to the assigned county representative on a bi-weekly basis from the time of the contract signing until the acceptance of the system and all its components by the County.

TRAINING REQUIREMENTS

All Sheriff's Office users of the application software shall be trained on-site by the vendor in all aspects of use of the application software. Sheriff's Office technical staff shall be trained on-site, unless otherwise agreed in writing, in all aspects of setup, configuration, and/or modification of the software and any prerequisite systems required to ensure successful operation and maintenance of the software.

Please include in your proposal how additional training will be provided after the initial start-up, and will it include training for employee turnover, remedial training, and additional training as new or modified modules are implemented.

SOFTWARE INSTALLATION / IMPLEMENTATION

The County anticipates that installation and configuration of software may be required at both the workstation locations. The vendor will install the required software on the server(s) and train County personnel in the backup/restore and system maintenance activities. It is the vendor's responsibility to provide the County with sufficient documentation and training to accomplish the workstation installation and configuration to perform this backup/restore and system maintenance.

The vendor must provide a detailed plan for implementing the proposed system, including any necessary testing. This information must include:

1. Project implementation plan for the entire project. The plan should identify major milestones, related time frames for accomplishing these tasks and deliverable for each stage of the project. Vendor and County responsibilities should be clearly identified.
2. Describe the implementation project team (project manager, etc.) and supporting personnel anticipated to be employed on the project by the vendor. A resume should be submitted for each person to be assigned to the project.
3. Level of expertise required of County staff for implementation, database and other system component maintenance, and for implementation and maintenance of hardware and software.
4. County facilities needed for project training, etc.

DATA MIGRATION, CONVERSION, INTEGRATION

EXTRACTS FROM THE COUNTY'S CURRENT ODYSSEY JAIL MGMT SYSTEM MUST BE INTERFACED AND UTILIZED WITHIN YOUR PROPOSED SOFTWARE ON AN ONGOING BASIS (THROUGHOUT THE DAY).

The County currently has a jail management system and in-house developed judicial system. The vendor will develop a custom interface to the County's judicial system to maintain data uniformity and consistency. It is the vendor's responsibility to provide the County with an on-line and off-line mode for independent system maintenance and support.

WARRANTY / MAINTENANCE / SUPPORT

The Vendor will be required to provide ongoing technical support and documentation to implement system updates as they become available.

If for any reason the vendor is no longer able to provide continuing support for the software, they will provide full system documentation and source code to the County. To facilitate this requirement, the vendor must maintain current documentation and source code in escrow.

1. Describe what the maintenance and support agreement covers and what maintenance and support alternatives exist for the software.
2. Describe the length of the maintenance and support period and whether the maintenance and support period can be extended.
3. Describe the procedure for filing a trouble call.
4. Describe the procedure for escalating a trouble call.
5. Describe the average response time to a trouble call and the average response time to an escalated trouble call.
6. Describe the procedure for developing custom modifications.
7. Describe the procedure for correcting software defects.
8. Describe the frequency of new releases of the software.
9. Describe the procedure for installing new releases of the software.
11. Describe your post implementation onsite support.

DEVICE REQUIREMENTS

IDENTIFY THE SPECIFICS AS TO HARDWARE DEVICES THAT IS RECOMMENDED FOR USE WITH YOUR PROPOSED SOFTWARE AND BASED ON THE WORK ENVIRONMENT AS IDENTIFIED IN THIS RFP.

Specific Features Include:

Completely offline mode application:

Most the Jail do not have wireless communication within the facility due to infrastructure, security concerns and other factors. This in turn creates a culture of either using paper, thus sacrificing the accuracy of the data and increasing the cost.

Devices must work completely in a disconnected mode and allow the facility to do most of the day to day tasks & upload at end of shift.

- a. TB Test. Administer tests and take reading.
- b. Sick Call
- c. PREA Call
- d. Inmate Search with Pictures
- e. Fingerprint identification of inmate
- f. Digital signatures
- g. MAR
- h. TAR
- i. Consent form in English, Spanish or any other language.
- j. Witness forms
- k. Barcode readers and printers and support
- l. Signatures via fingerprint for additional security and compliance.
- m. All data must be encrypted on the device and in transmission.

Major component in making the system paperless and saving the facilities many hours of redundant data entry, errors in data entry and missing documentation.

SECTION 8: PRICING

ITEMIZED DESCRIPTION AND COST

This section provides all the itemized pricing information and description for the proposed software and services that meet the specifications of this RFP. Please provide any and all pricing and description information for any additional cost that Cameron County did not include that is necessary for the system to run efficiently.

Complete the fields below as a quick synopsis of your pricing model. Include an official price proposal on company letterhead with your response. Define your pricing model, number of licensed users, etc..

Electronic Health Records System Software \$ _____

Installation, Implementation and Training \$ _____

Interface Fees \$ _____

Database Set-up (configuration) Fees \$ _____

Monthly service and support fee \$ _____

State any additional fees not listed above: _____

The undersigned by his/her signature represents that he/she is authorized to bind the Offeror to fully comply with the terms and conditions of the attached Request for Proposal, Specifications, and Special Provisions for the amount(s) shown on the accompanying proposal sheet(s). By signing below, you have read the entire document and agreed to the terms therein.

NAME & ADDRESS OF OFFEROR ALL UNSIGNED RESPONSES WILL BE DISQUALIFIED

FIRM'S REPRESENTATIVE _____
(Signature)

TITLE: _____

NAME OF PROPOSER _____

ADDRESS OF PROPOSER _____

TELEPHONE: _____

ECONOMIC CONSIDERATION SECTION

Please submit included with your RFP response the following on a separate sheet of paper marked with the RFP number and name of your company, information on the following in a format which reflects 1-year, 3-year, and 5-year costs:

- _____ Cost of software license
- _____ Costs for modifications/customizations of software
- _____ Additional costs for interfaces with third party applications
- _____ Projected maintenance fee schedule for the next five years
- _____ Cost of initial training
- _____ Cost of additional training after initial start-up
- _____ Costs for data conversion of current County data to format required by the proposed system
- _____ Estimated additional costs due to staff growth over the next five years.
- _____ Costs of additional Jail EMR Software modules that are not specified in this RFP but the County may want to acquire later. How will acquiring these additional modules affect the maintenance costs over five years.
- _____ Any other costs involving purchasing, implementation and maintenance of this software.

ANNUAL MAINTENANCE:	<u>JAILS</u>	<u>JUVENILE</u>
Yr 1 Annual Maintenance Cost:	\$_____.	\$_____.
Yr 2 Annual Maintenance Cost:	\$_____.	\$_____.
Yr 3 Annual Maintenance Cost:	\$_____.	\$_____.
Yr 4 Annual Maintenance Cost:	\$_____.	\$_____.
Yr 5 Annual Maintenance Cost:	\$_____.	\$_____.

Optional Items

Integration Cost Hourly rate: _____

All other costs not previously identified: _____

TRAINING:	<u>ON COUNTY SITE</u>	<u>AT VENDOR'S SITE</u>
1 Training per /day (Project) (unit price)	\$_____.	\$_____.
2 Training total hours _____ Total Training Price	\$_____.	\$_____.
3 On going support per / year	\$_____.	\$_____.
4 On going training support price per /day	\$_____.	\$_____.

ALL COSTS

JAILS

JUVENILE

First Year TOTAL:	\$ _____.	\$ _____.
Second Year TOTAL:	\$ _____.	\$ _____.
Third Year TOTAL:	\$ _____.	\$ _____.
Fourth Year TOTAL:	\$ _____.	\$ _____.
Fifth Year TOTAL:	\$ _____.	\$ _____.

VENDOR COST SUMMARY

JAILS

JUVENILE

Total Cost:	\$ _____.	\$ _____.
Software:	\$ _____.	\$ _____.
Installation:	\$ _____.	\$ _____.
Training:	\$ _____.	\$ _____.
Licensing	\$ _____.	\$ _____.
Other:	\$ _____.	\$ _____.

NAME & ADDRESS OF OFFEROR ALL UNSIGNED RESPONSES WILL BE DISQUALIFIED

FIRM'S REPRESENTATIVE _____
(Signature)

TITLE: _____

NAME OF PROPOSER _____

ADDRESS OF PROPOSER _____

TELEPHONE: _____

SECTION 9: PRICING

ALTERNATE COMBINED PROPOSAL PRICING

RFP 140202 & RFP 140203 combined and offering Cameron County a ONE (1) Vendor solution for both may possibly be considered for award in Alternate Combined RFP pricing if found to be more advantageous to the County.

Pricing for both RFP 140202 & RFP 140203 with a combined Total Price for both would be required here as Category B pricing.

RFP # 140202 Total Price \$_____.

RFP # 140203 Total Price \$_____.

GRAND TOTAL PRICE FOR BOTH PROPOSALS \$_____.

SECTION 10: ATTACHMENTS

RFP Title _____

Proposer's Name _____

Attachment A

REFERENCES

Please list three (3) references of current customers who can verify the quality of service your company provides. The County prefers customers of similar size and scope of work to this RFP/RFQ.

THIS FORM MUST BE RETURNED WITH YOUR RFP/RFQ.

REFERENCE ONE

Government/Company Name: _____

Address: _____

Contact Person and Title: _____

Phone: _____ e-mail address: _____

Contract Period: _____ Scope of Work _____

REFERENCE TWO

Government/Company Name: _____

Address: _____

Contact Person and Title: _____

Phone: _____ e-mail address: _____

Contract Period: _____ Scope of Work _____

REFERENCE THREE

Government/Company Name: _____

Address: _____

Contact Person and Title: _____

Phone: _____ e-mail address: _____

Contract Period: _____ Scope of Work _____

STATE OF TEXAS
COUNTY OF CAMERON

AFFIDAVIT

The undersigned certifies that the RFP/RFQ prices contained in this RFP/RFQ have been carefully checked and are submitted as correct and final and if RFP/RFQ is accepted (within 60 days), agrees to furnish any and/or all items upon which prices are offered, at the price(s) and upon the conditions contained in the Specifications.

BEFORE ME, the undersigned authority, A Notary Public in and for the State of _____, on this day personally appeared

_____ who, after having first been duly sworn, upon oath did depose and say;

That the foregoing RFP/RFQ submitted by _____ hereinafter called "Proposer" is the duly authorized agent of said company and that the person signing said proposal has been duly authorized to execute the same. Proposer affirms that they are duly authorized to execute this contract, that this company, corporation, firm, partnership or individual has not prepared this RFP/RFQ in collusion with any other Proposer. The Proposer is not a member of any trust, pool, or combination to control the price of products or services RFP/RFQ on, or to influence any person to RFP/RFQ or not to RFP/RFQ thereon. I further affirm that the Proposer has not given, offered to give, nor intends to give, at any time hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discounts, trip, favor, or service to a public servant in connection with the submitted RFP/RFQ. The contents of this RFP/RFQ as to prices, terms or conditions of said RFP/RFQ have not been communicated by the undersigned nor by any employee or agent to any other person engaged in this type of business prior to the official opening of this RFP/RFQ.

Name and Address of Proposer :

Telephone number _____

Fax number _____

Signature

Name: _____

Title: _____

SWORN TO AND SUBSCRIBE BEFORE ME THIS _____ day of _____ 20_____.

Notary Public in and for County _____ State _____

THIS FORM MUST BE RETURNED WITH YOUR RFP

RESIDENCE CERTIFICATION

Pursuant to Texas Government Code §2252.001 *et seq.*, as amended, Cameron County requests Residence Certification. §2252.001 *et seq.* of the Government Code provides some restrictions on the awarding of governmental contracts; pertinent provisions of §2252.001 are stated below:

- (3) “Nonresident Proposer ” refers to a person who is not a resident.
- (4) “Resident Proposer ” refers to a person whose principal place of business is in this state, including a contractor whose ultimate parent company or majority owner has its principal place of business in this state.

I certify that _____ is a Resident
(Company Name)
Proposer of Texas as defined in Government Code §2252.001.

I certify that _____ is a Nonresident
(Company Name)
Proposer as defined in Government Code §2252.001 and our principal place of business is

(City and State)

THIS FORM MUST BE RETURNED WITH YOUR RFP

CAMERON COUNTY EXPRESSLY REQUESTS THAT BIDDERS / PROPOSERS NOT DISCUSS THIS ENGAGEMENT OR THIS BIDDER'S / PROPOSER'S PLANS, EXPERIENCE OR CREDENTIALS WITH OTHER BIDDERS / PROPOSERS OR ANY MEMBER OF COMMISSIONERS' COURT, ANY COUNTY OFFICIAL, OR ANY EVALUATION COMMITTEE MEMBER APPOINTED BY COMMISSIONERS COURT. EXCLUDED ARE PRE-BID OR PRE-PROPOSAL CONFERENCES, EVALUATION COMMITTEE SCHEDULED VENDOR PRESENTATIONS OR VENDOR INTERVIEWS, OR EVALUATION COMMITTEE SCHEDULED EQUIPMENT OR SERVICES DEMONSTRATIONS. YOU MAY CONTACT THE PURCHASING AGENT /PURCHASING DEPARTMENT AT ANY TIME.

FROM RFP OPENING DATE THROUGH COMMISSIONERS COURT MEETING FOR SELECTION, VENDORS WILL NOT APPROACH THE COUNTY JUDGE OR COMMISSIONERS TO DISCUSS MATTERS PERTAINING TO THIS RFP.

- 01. Has any individual with the firm submitting this Proposal/Bid/Response made any contact with any member of Commissioners Court, any County Official, or an Evaluation Committee member concerning this Invitation to Bid/RFP/RFQ, other than questions to the Assistant County Auditor/Purchasing Officer?

- 02. Has any individual with the firm submitting this Proposal/Bid/Response made any contact with any other Bidder or Proposer concerning this Invitation to Bid/RFP/RFQ?

Signature of person submitting this RFP

Date

THIS FORM MUST BE RETURNED WITH YOUR RFP

ORDER NO. 2007O2005

THE STATE OF TEXAS §
COUNTY OF CAMERON §

ORDER ADOPTING CONTRACTING RULES FOR PERSONS INDEBTED TO COUNTY

WHEREAS, pursuant to V.T.C.A., Local Government Code, Section 262.0276, a commissioners court is authorized to adopt rules permitting a county to refuse to enter into a contract or other transaction with a person indebted to the county;

WHEREAS, the Commissioners Court of Cameron County finds it is in the best interest of Cameron County to adopt such rules;

NOW THEREFORE, BE IT ORDERED by the Commissioners Court of Cameron County, that the following rules be adopted regarding Cameron County and persons interested in doing business with Cameron County:

- 1. Cameron County may refuse to enter into a contract or other transaction with a person with a past due debt to Cameron County, including delinquent ad valorem taxes, even if the person is the lowest bidder or successful proposer; and
2. For purposes of this Order, a debt is past due if it is not received in the County Treasurer's Office by the due date in a written agreement or notice, and ad valorem taxes are past due if not received in the County Tax Assessor/Collector's Office by February 1st following the January 1st on which the ad valorem taxes are due.
3. For purposes of this Order, a person includes an individual, sole proprietorship, corporation, nonprofit corporation, partnership, joint venture, limited liability company, and any other entity that proposes or otherwise seeks to enter into a contract or other transaction with Cameron County requiring approval by the Commissioners Court.

ADOPTED this 13 day of March, 2007.

Taxpayer Identification Number (T.I.N.):

Cameron County Acct #'s : Real Estate Personal Property

01. Is the person or the firm submitting this RFP current with all local and State taxes?

Signature of person submitting this RFP

Date

THIS FORM MUST BE RETURNED WITH YOUR RFP

Certification Regarding Debarment, Suspension Ineligibility

As is required by the Federal Regulations Implementing Executive Order 12549, Debarment and Suspension, 45 CFR Part 76, Government-wide Debarment and Suspension, in the applicant certifies, to the best of his or her knowledge and belief, that both it and its principals:

- a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency;
- b. Have not within a three-year period preceding this bid/proposal and/or application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction, violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- c. Are not presently indicted for or otherwise criminally or civilly charged by a government entity with commission of any of the offenses enumerated herein; and
- d. Have not within a three-year period preceding this bid/proposal and/or application had one or more public transactions terminated of cause or default.

Signature: _____

Print Name: _____

Title: _____

Telephone Number: _____

Date: _____

If the Bidder / Proposer is unable to certify to all of the statements in this Certification, such Bidder / Proposer should attach an explanation to this Bid / Proposal.

THIS FORM MUST BE RETURNED WITH YOUR RFP

CONFLICT OF INTEREST QUESTIONNAIRE

MUST BE FILLED OUT AND SUBMITTED WITH THE BID/RFP/RFQ
IF DISCLOSING: BIDDER / PROPOSER MUST ALSO FILE WITH THE COUNTY CLERK'S OFFICE
THE PURCHASING DEPT. WILL NOT BE FILING ON THE BIDDER'S BEHALF

For vendor or other person doing business with local governmental entity

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

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

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

1. **Name of person doing business with local governmental entity.**

OFFICE USE ONLY Date Received:

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

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

3. **Describe each affiliation or business relationship with an employee or contractor of the local governmental entity who makes recommendations to a local government officer of the local governmental entity with respect to expenditure of money .**

4. **Describe each affiliation or business relationship with a person who is a local government officer and who appoints or employs a local government officer of the local governmental entity that is the subject of this questionnaire.**

CONFLICT OF INTEREST QUESTIONNAIRE

For vendor or other person doing business with local governmental entity

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

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

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

Yes No

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

Yes No

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

Yes No

D. Describe each affiliation or business relationship.

6. **Describe any other affiliation or business relationship that might cause a conflict of interest.**

7. Does any individual with the firm submitting BID, RFP, RFQ have any business relationship with any County Official or County employee within the third degree of Consanguinity kinship or the second degree of Affinity kinship? (see attached Nepotism Chart)

Signature of person doing business with the governmental entity

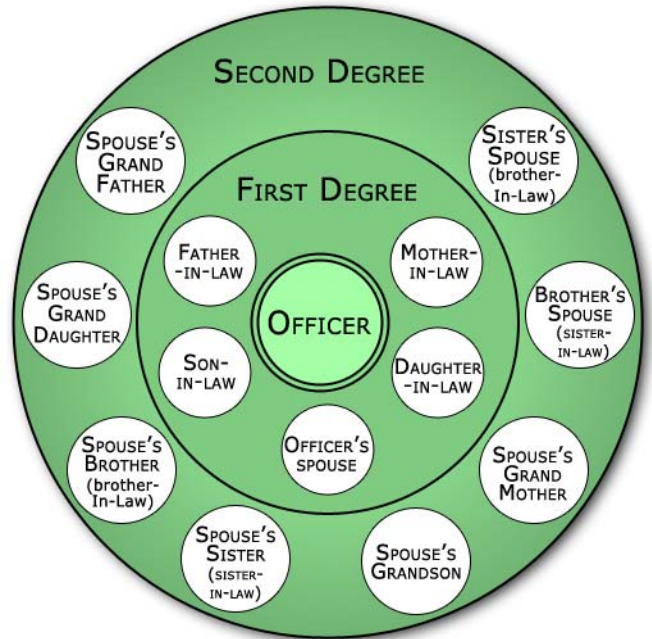
Date

NEPOTISM CHART

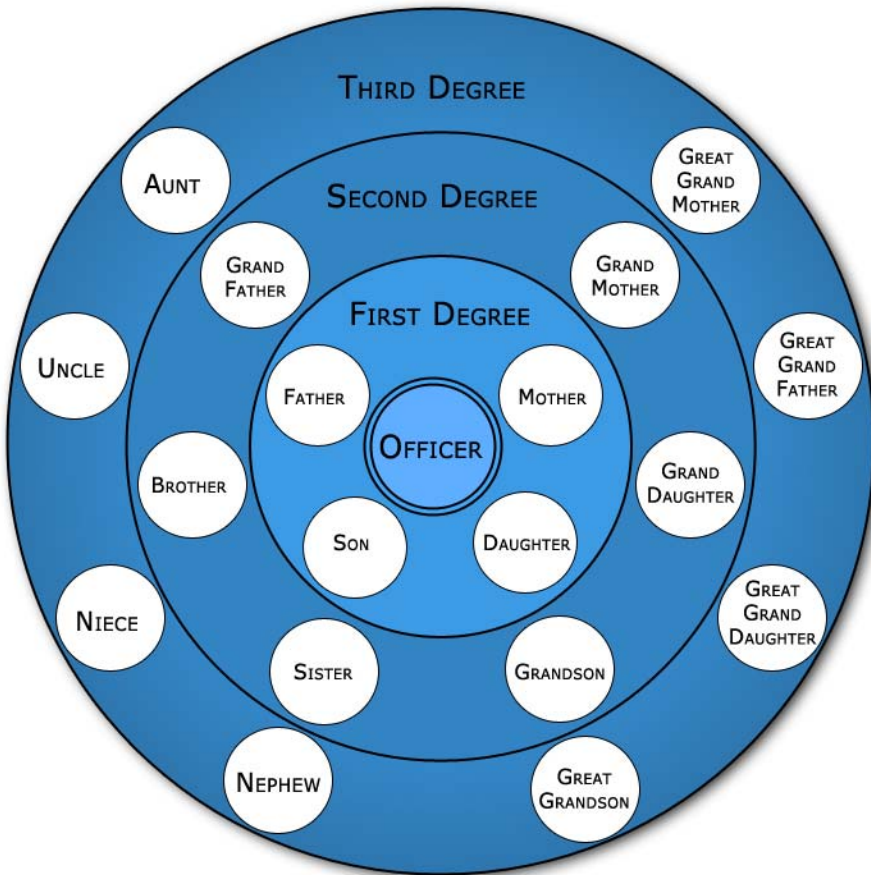
The chart below shows

- **Affinity Kinship** (relationship by marriage)
- **Consanguinity Kinship** (relationship by blood) for purposes of interpreting nepotism as defined in VTCA Government Code, Chapter 573, §§573.021 - .025

AFFINITY KINSHIP Relationship by Marriage



CONSANGUINITY KINSHIP Relationship by Blood



DISCLOSURE OF INTERESTS

MUST BE FILLED OUT AND SUBMITTED WITH THE BID/RFP/RFQ
IF DISCLOSING: BIDDER / PROPOSER MUST ALSO FILE WITH THE COUNTY CLERK’S OFFICE
THE PURCHASING DEPT. WILL NOT BE FILING ON THE BIDDER’S BEHALF

Cameron County, Texas requires all persons or firms seeking to do business with the County to provide the following information. Every question must be answered. If the question is not applicable, answer with “N/A.” By law this questionnaire must be filed with the records administrator (County Clerk’s Office) of the local government.

Date _____

FIRM NAME: _____

ADDRESS: _____

FIRM is: 1. Corporation () 2. Partnership () 3. Sole Owner ()
4. Association () 5. Other () _____

DISCLOSURE QUESTIONS

If additional space is necessary, please use the reverse side of this page or attach separate sheet.

1. State the names of each “employee, elected official, or member of Commissioners Court” of Cameron County having Substantial Interest in Business Entity **Local Govt. Code 171.002**

DISCLOSURE OF INTERESTS (CONTINUED)

- a) For purpose of this chapter, a person has a substantial interest in a business entity if :
 - (1) the person owns 10 percent or more of the voting stock or shares of the business entity or owns either 10 percent or more or \$15,000 or more of the fair market value of the business entity; or
 - (2) funds received by the person from the business entity exceeds 10 percent of the person’s gross income for the previous year.
- b) A person has a substantial interest in real property if the interest is an equitable or legal ownership with a fair market value of \$2,500 or more.
- c) A local public official is considered to have a substantial interest under this section if a person related to the official in the first degree by consanguinity or affinity, as determined under Chapter 573, Government Code, has a substantial interest under this section.

Name	Title	Department

CERTIFICATE

I certify that all information provided is true and correct as of the date of this statement, that I have not knowingly withheld disclosure of any information requested; and that supplemental statements will be promptly submitted to the Cameron County as changes occur.

Certifying Person: _____ Title: _____
 (Type or Print)

Signature of Certifying Person: _____ Date: _____