

Request for Proposal

Date: April 14, 2008

Consultant Company to perform Information Technology Professional Services for the Dorchester County Sheriff's Office (DCSO)

Background:

DCSO is seeking proposals from consulting companies to provide professional services in the arena of information technology expertise where the primary focus of these services is the development and on-going maintenance for the line of business applications which directly support the law enforcement requirements of the DCSO. The DCSO is required by South Carolina law to maintain certain records and books regarding the law enforcement activities of the DCSO. Some of these records are incident reports, detention bookings, 911 calls, criminal histories, juvenile reports, victim information, radio dispatching, traffic tickets, warrants served, pending warrants, police actions, etc. The proper technology solutions enhance the ability of the Sheriff to carry out these responsibilities in an accurate, timely, legal and professional manner.

The Dorchester County ITS department provides support for the county network infrastructure and PC level support but the support of the DCSO line of business applications does not fall within the scope of the Dorchester ITS authority. DCSO maintains a completely independent domain for its operations and manages all the DCSO data according to the DCSO Computer Use Policy.

The successful proposer will be awarded a three year contract as the sole provider of these services in order to provide continuity and long strategic value to DCSO. The contract agreement may be terminated at any time on thirty (30) days advanced written notice by either party.

The primary software vendors for the line of business applications are SMART Public Safety Software, VisionAir and S&R Technology Group. SMART provides the systems for jail management, warrants and incident reporting. VisionAir provides the CAD (Computer Aided Dispatch) system. S&R Technology Group provides a comprehensive custom-written intranet system which is the main platform for collecting and analyzing all the DCSO operational information.

The proposers that apply to do the work of the Information Technology Professional must be able to perform and provide each of the following job description services:

- Establish and direct the strategic long term goals, policies and procedures for an information technology department. Determine the organization's long-term systems needs and hardware acquisitions to accomplish the DCSO law enforcement objectives.
- Be responsible for determining DCSO information security standards. Develop and implement information security standards and procedures. Ensure that all information systems are functional and secure.
- As the information services consultant, they will work with DCSO command staff and other DCSO employees to evaluate and solve technical problems. Evaluate existing systems and/or user needs to analyze, design, recommend, and implement system changes.
- Must be an Applications Developer who can design, modify, develop, write and implement software programming applications. Support and/or install software applications/operating systems. Participate in the testing process through test review and analysis, test witnessing and certification of software. Design, plan, and coordinate work teams. Provide technical support to project team members.
- Must be able to take the project lead and be an Applications Systems Programmer to design, plan, and coordinate work teams. Provide technical support to project team members. Handle complex application features and technical designs. Design and implement the components required for complex application features.
- Must be a business systems analyst who can review, analyze, and evaluate business systems, and user needs. Formulates systems to parallel overall law enforcement strategies. Writes detailed description of user needs, program functions, and steps required to develop or modify computer programs.
- Must be a business application delivery manager whose task will be to improve the business processes and support critical business strategies by managing the development, implementation, and maintenance of business applications systems. Leads multiple projects and oversees developers to ensure that specifications are met.

Requirements:

The successful firm for this proposal will need to have the following requirements within their organization:

1. Demonstrated proficiency related to information processing experience (Minimum 15 years experience)
2. More than 5 years of continued related work in a law enforcement agency
3. Available for on call support for DCSO 7 days a week, 365 days per year
4. Programming proficiency in Adobe Cold Fusion language in order to enhance and support the DCSO Intranet
5. Experience with structured cabling for data networks
6. Experience in installing and supporting Dell network servers and workstations
7. At least 5 years of experience with Microsoft SQL Server application development
8. At least 5 years of experience as a database administrator for MS SQL

9. At least 5 years of experience working with web based applications which are data driven
10. Demonstrated proficiency in scripting with Active PDF function calls
11. Demonstrated proficiency in training law enforcement employees to include admin and sworn officers
12. Demonstrated ability to interview end users to identify the real problems and sort through them to predict upcoming difficulties and implement system changes to address the problems
13. Able to demonstrate proficiency in testing, analyzing and implementation of system applications in a law enforcement environment
14. Demonstrate proficiency with the Records Management System and Jail Management System of Smart Public Safety Software as well as VisionAir CAD and web based Intranet technology
15. Demonstrate proficiency in web design and maintenance.
16. On-site work – each calendar year the DCSO will require a minimum of 4 weeks and a maximum of 12 weeks of on-site support. The length of on-site visits will be determined by the annual DCSO budget for these services

Proposal Criteria:

Each proposer should submit a complete portfolio or resume for the proposed consultant which shows the professional experience for the candidate. **(30 Max Points)**

The proposer will also provide details regarding the experience of the candidate for each requirement and for each various job description requirements. **(30 Max Points)**

The proposer will provide 3 references of work of a similar scope. **(20 Max Points)**

The proposer will also provide the daily fees to be charged to DCSO for remote and on-site work. The pricing can be different, depending upon the type of work being done for the customer. If travel/lodging fees are charged when on-site, submit those fees. **(20 Max Points)**

Proposal Instructions:

Proposer shall provide one (1) original and eight (8) copies of your submittal.

All proposals must be received by **April 28, 2008 at 11:00 AM** the Dorchester County Purchasing Department, 201 Johnston Street, St. George, South Carolina 29477.

The proposals will be reviewed by a committee consisting of Sheriff Ray Nash, Chief of Staff Barnes, Chief Claude Major, Major Paul Hartline, Major Turner, Sgt. Tilton, Linda Driggers, Michael Boatwright, IT Director and Sam Stephens, Jr., Procurement Director.

Firms shall submit their proposals and qualifications in the order/format of the sixteen (16) prerequisites stated above.