



**COLLIN COUNTY**

## **In-Car Video & Body Camera Replacement RFP No. 2018-153**

**Sara Hoglund, CPPB  
Jack Hatchell Administration Building  
2300 Bloomdale Road, Ste. 3160  
McKinney, TX 75071**

**(P) 972-548-4104 (F) 972-548-4694  
shoglund@collincountytx.gov**

Collin County exclusively uses IonWave Technologies, Inc. ([Collin County eBid](#)) for the notification and dissemination of all solicitations. The receipt of solicitations through any other means may result in your receipt of incomplete specifications and/or addendums which could ultimately render your bid/proposal non-compliant. Collin County accepts no responsibility for the receipt and/or notification of solicitations through any other means.

LEGAL NOTICE

By order of the Commissioners' Court of Collin County, Texas, proposals will be received by the County Purchasing Agent until **2:00 P.M., Thursday, March 15, 2018** for competitive proposals on **In-Car Video and Body Camera Replacement (RFP No. 2018-153)**. A pre-proposal conference will be conducted by Collin County on **Tuesday, March 6, 2018 at 2:00 p.m.** in the Sheriff's Office Training Room, Collin County Justice Center, 4300 Community Ave, McKinney, TX 75071. Proposers should use unit pricing. Proposers may secure copies of the RFP Documents at <https://collincountytx.ionwave.net>. Proposals will be opened by the Purchasing Agent in the Purchasing Conference Room, Collin County Administration Building, 2300 Bloomdale Road, Suite 3160, McKinney TX, 75071 on **Thursday, March 15, 2018 at 2:00 P.M.** The Commissioners' Court reserves the right to reject any and all proposals.

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**ATTENTION: CLASSIFIEDS**

**BILL TO: ACCOUNT NO 06100315-000  
COMMISSIONERS' COURT**

NOTICE TO PUBLISHERS: Please publish in your issue on **Thursday, February 15, 2018 and Thursday, February 22, 2018**. A copy of this notice and the publisher's affidavit must accompany the invoice when presented for payment.

**NEWSPAPER: Plano Star Courier  
February 23, 2018**

# Collin County, Texas

## Bid Information

Bid Owner Sara Hoglund, CPPB Buyer II  
Email shoglund@co.collin.tx.us  
Phone (972) 548 4104  
Fax (972) 548 4694

Bid Number 2018-153  
Title In-Car Video and Body Camera Replacement  
Bid Type RFP  
Issue Date 02/20/2018  
Close Date 3/15/2018 02:00:00 PM (CT)

## Contact Information

Address 2300 Bloomdale Rd.  
Ste. 3160  
McKinney, TX 75071

Contact Sara Hoglund, CPPB Buyer II  
Department Purchasing  
Building Admin. Building  
Floor/Room Ste.3160  
Telephone (972) 548 4104  
Fax (972) 548 4694  
Email shoglund@co.collin.tx.us

## Ship to Information

Address 4300 Community Ave.  
McKinney, TX 75071

Contact Receiving Dock  
Department Justice Center Warehouse  
Building Justice Center  
Floor/Room  
Telephone  
Fax  
Email

## Supplier Information

Company Name \_\_\_\_\_  
Contact Name \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Telephone \_\_\_\_\_  
Fax \_\_\_\_\_  
Email \_\_\_\_\_

## Supplier Notes

\_\_\_\_\_  
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\_\_\_\_\_

The undersigned hereby certifies the foregoing proposal submitted by the company listed below hereinafter called "offeror" is the duly authorized agent of said company and the person signing said proposal has been duly authorized to execute same. Offeror affirms that they are duly authorized to execute this contract; this company; corporation, firm, partnership or individual has not prepared this proposal in collusion with any other offeror or other person or persons engaged in the same line of business; and that the contents of this proposal as to prices, terms and conditions of said proposal 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 proposal.

Signature \_\_\_\_\_

Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

## Bid Notes

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Bid Activities

Date	Name	Description
3/6/2018 02:00 PM (CT)	Pre-Proposal Conference	A pre-proposal conference will be conducted by Collin County on Tuesday, March 6, 2018 at 2:00 p.m. in the Sheriff's Office Training Room, Collin County Justice Center, 4300 Community Ave, McKinney, TX 75071. Please sign in the lobby and wait for an escort. This is to provide an opportunity for all interested companies to ask questions, receive clarification and additional documentation and tour the facility.
3/9/2018 12:00 PM (CT)	Intent to Propose	Please state if you intend to respond to RFP.

## Bid Messages

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Bid Attachments

The following attachments are associated with this opportunity and will need to be retrieved separately

#	Filename	Description
Header	Legal Notice 2018-153.doc	Legal Notice
Header	General_Instructions_Proposals.docx	General_Instructions_Proposals
Header	Terms_of_Contract_Proposals.docx	Terms_of_Contract_Proposals
Header	Insurance_Requirements.rtf	Insurance Requirements
Header	Special Terms and Conditions draft 2-08-2018.docx	Special Terms and Conditions
Header	Attachment A - Minimum System Expectations.xlsx	Attachment A - Minimum System Expectations
Header	Attachment B - Pricing.xlsx	Attachment B - Pricing
Header	Appendix 1 - Cloud Services Level Agreement.docx	Appendix 1 - Cloud Services Level Agreement
Header	Appendix 2 - Texas Statute of Limitations-2017.pdf	Appendix - 2 - Texas Statute of Limitations 2017
Header	Appendix 3 - SO Patrol Units.xlsx	Appendix 3 - SO Patrol Units
Header	Appendix 4 - JCIT Supreme Court of Texas Recommended Technology-standards.pdf	Appendix 4 - JCIT Supreme Court of Texas Recommended Technology Standards
Header	HB89 Verification.docx	HB89/Chapter 2270 Verification
Header	Information_Regarding_Conflict_of_Interest_Questionnaire.docx	Information Regarding Conflict of Interest Questionnaire
Header	CIQ_113015.pdf	Conflict of Interest Questionnaire
Header	W9_2014.pdf	W-9

### Bid Attachments Requested

The following attachments are requested with this opportunity

#	Required	Specified Attachment
1	YES	Proposal response to section 6.0
2	YES	Upload Response to Attachment A
3	YES	Upload Response to Attachment B - Pricing
4	YES	HB89 Verification
5	YES	W9

### Bid Attributes

Please review the following and respond where necessary

#	Name	Note	Response
1	Delivery	Delivery will be F.O.B. inside delivery at Collin County designated locations and all transportation charges are to be paid by the supplier to destination.	_____ (Required)

Please state delivery in calendar days from date of order.

- 2 Exceptions Do you take exceptions to the specifications. If so, by separate attachment, please state your exceptions. Valid Responses: [Please Select], Yes, No \_\_\_\_\_ (Required)
- 3 Insurance I understand that the insurance requirements of this solicitation are required and a certificate of insurance shall be submitted to the Purchasing department if I am awarded all or a portion of the resulting contract. Please initial. \_\_\_\_\_ (Required)
- 4 Subcontractors State the business name of all subcontractors and the type of work they will be performing under this contract. If you are fully qualified to self-perform the entire contract, please respond with "Not Applicable-Self Perform". \_\_\_\_\_ (Required)
- 5 Reference No. 1 List a company or governmental agency where these same/like products /services, as stated herein, have been provided. Include the following: Company/Entity, Contact, Address, City/State/Zip, Phone, and E-Mail. \_\_\_\_\_ (Required)
- 6 Reference No. 2 List a company or governmental agency where these same/like products /services, as stated herein, have been provided. Include the following: Company/Entity, Contact, Address, City/State/Zip, Phone, and E-Mail. \_\_\_\_\_ (Required)
- 7 Reference No. 3 List a company or governmental agency where these same/like products /services, as stated herein, have been provided. Include the following: Company/Entity, Contact, Address, City/State/Zip, Phone, and E-Mail. \_\_\_\_\_ (Required)
- 8 Preferential Treatment The County of Collin, as a governmental agency of the State of Texas, may not award a contract to a nonresident bidder unless the nonresident's bid is lower than the lowest bid submitted by a responsible Texas resident bidder by the same amount that a Texas resident bidder would be required to underbid a nonresident bidder to obtain a comparable contract in the state in which the nonresident's principal place of business is located (Government Code, Title 10, V.T.C.A., Chapter 2252, Subchapter A). 1. Is your principal place of business in the State of Texas? 2. If your principal place of business is not in Texas, in which State is your principal place of business? 3. If your principal place of business is not in Texas, does your state favor resident bidders (bidders in your state) by some dollar increment or percentage? 4. If your state favors resident bidders, state by what dollar amount or percentage. \_\_\_\_\_ (Required)
- 9 Debarment Certification I certify that neither my company nor an owner or principal \_\_\_\_\_ (Required)

of my company has been debarred, suspended or otherwise made ineligible for participation in Federal Assistance programs under Executive Order 12549, "Debarment and Suspension," as described in the Federal Register and Rules and Regulations.

Please initial.

10 Immigration and Reform Act

I declare and affirm that my company is in compliance with \_\_\_\_\_ (Required) the Immigration and Reform Act of 1986 and all employees are legally eligible to work in the United States of America.

I further understand and acknowledge that any non-compliance with the Immigration and Reform Act of 1986 at any time during the term of this contract will render the contract voidable by Collin County.

Please initial.

11 Disclosure of Certain Relationships

Chapter 176 of the Texas Local Government Code \_\_\_\_\_ (Required) requires that any vendor considering doing business with a local government entity disclose the vendor's affiliation or business relationship that might cause a conflict of interest with a local government entity. Subchapter 6 of the code requires a vendor to file a conflict of interest questionnaire (CIQ) if a conflict exists. By law this questionnaire must be filed with the records administrator of Collin County no later than the 7th business day after the date the vendor becomes aware of an event that requires the statement to be filed. A vendor commits an offense if the vendor knowingly violates the code. An offense under this section is a misdemeanor.

By submitting a response to this request, the vendor represents that it is in compliance with the requirements of Chapter 176 of the Texas Local Government Code.

Please send completed forms to the Collin County County Clerk's Office located at 2300 Bloomdale Rd., Suite 2104, McKinney, TX 75071.

Please initial.

12 Anti-Collusion Statement

Bidder certifies that its Bid/Proposal is made without prior \_\_\_\_\_ (Required) understanding, agreement, or connection with any corporation, firm, or person submitting a Bid/Proposal for the same materials, services, supplies, or equipment and is in all respects fair and without collusion or fraud.

No premiums, rebates or gratuities permitted; either with, prior to, or after any delivery of material or provision of services. Any such violation may result in Agreement cancellation, return of materials or discontinuation of services and the possible removal from bidders list.

Please initial.

13 Disclosure of Interested Parties

Section 2252.908 of the Texas Government Code requires \_\_\_\_\_ (Required) a business entity entering into certain contracts with a governmental entity to file with the governmental entity a disclosure of interested parties at the time the business entity submits the signed contract to the governmental entity. Section 2252.908 requires the disclosure form (Form 1295) to be signed by the authorized agent of the contracting business entity, acknowledging that the disclosure is made under oath and under penalty of perjury. Section 2252.908 applies only to a contract that requires an action or vote by the governing body of the

governmental entity before the contract may be signed or has a value of at least \$1 million. Section 2252.908 provides definitions of certain terms occurring in the section.

Section 2252.908 applies only to a contract entered into on or after January 1, 2016.

Please initial.

14 Notification Survey

In order to better serve our offerors, the Collin County Purchasing Department is conducting the following survey. \_\_\_\_\_ (Required)  
We appreciate your time and effort expended to submit your bid. Should you have any questions or require more information please call (972) 548-4165.

How did you receive notice of this request?

Valid Responses: [Please Select], Plano Star Courier, Plan Room, Collin County eBid Notification, Collin County Website, Other

15 Proposer Acknowledgement

Proposer acknowledges, understands the specifications, \_\_\_\_\_ (Required)  
any and all addenda, and agrees to the proposal terms and conditions and can provide the minimum requirements stated herein. Offeror acknowledges they have read the document in its entirety, visited the site, performed investigations and verifications as deemed necessary, is familiar with local conditions under which work is to be performed and will be responsible for any and all errors in Proposal submittal resulting from Proposer's failure to do so. Proposer acknowledges the prices submitted in this Proposal have been carefully reviewed and are submitted as correct and final. If Proposal is accepted, vendor further certifies and agrees to furnish any and all products/services upon which prices are extended at the price submitted, and upon conditions in the specifications of the Request for Proposal.

Please initial.

16 Cooperative Contract

State the cooperative contract this quote is offered under. \_\_\_\_\_ (Required)

17 Cooperative Contract-Website

Please provide the website URL for the cooperative contract this quote is offered under. \_\_\_\_\_ (Required)

Line Items

#	Qty	UOM	Description	Response
1			Complete Attachment B - Pricing Sheet	\$ _____ (Optional) No Price

Supplier Notes: \_\_\_\_\_  
\_\_\_\_\_



## 1.0 GENERAL INSTRUCTIONS

### 1.0.1 Definitions

1.0.1.1 Offeror: refers to submitter.

1.0.1.2 Vendor/Contractor/Provider: refers to a Successful Vendor/Contractor/Service Provider.

1.0.1.3 Submittal: refers to those documents required to be submitted to Collin County, by an Offeror.

1.0.1.4 RFP: refers to Request for Proposal.

1.0.1.5 CSP: refers to Competitive Sealed Proposal

1.1 If Offeror does not wish to submit an offer at this time, please submit a No Bid.

1.2 Awards shall be made not more than ninety (90) days after the time set for opening of submittals.

1.3 Collin County is always conscious and extremely appreciative of your time and effort in preparing your submittal.

1.4 Collin County exclusively uses ionWave Technologies, Inc. (Collin County eBid) for the notification and dissemination of all solicitations. The receipt of solicitations through any other company may result in your receipt of incomplete specifications and/or addendums which could ultimately render your bid non-compliant. Collin County accepts no responsibility for the receipt and/or notification of solicitations through any other company.

1.5 A submittal may not be withdrawn or canceled by the offeror prior to the ninety-first (91<sup>st</sup>) day following public opening of submittals and only prior to award.

1.6 It is understood that Collin County, Texas reserves the right to accept or reject any and/or all Proposals/Submittals for any or all products and/or services covered in a Request For Proposal (RFP) and Competitive Sealed Proposal (CSP), and to waive informalities or defects in submittals or to accept such submittals as it shall deem to be in the best interest of Collin County.

1.7 All RFP's and CSP's submitted in hard copy paper form shall be submitted in a sealed envelope, plainly marked on the outside with the RFP/CSP number and name. A hard copy paper form submittal shall be manually signed in ink by a person having the authority to bind the firm in a contract. Submittals shall be mailed or hand delivered to the Collin County Purchasing Department.

1.8 No oral, telegraphic or telephonic submittals will be accepted. RFP's and CSP's may be submitted in electronic format via Collin County eBid.

1.9 All Request for Proposals (RFP) and Competitive Sealed Proposals (CSP) submitted electronically via Collin County eBid shall remain locked until official date and time of opening as stated in the Special Terms and Conditions of the RFP and/or CSP.

1.10 Time/date stamp clock in Collin County Purchasing Department shall be the official time of receipt for all Request for Proposals (RFP) and Competitive Sealed Proposals (CSP) submitted in hard copy paper form. RFP's, and CSP's received in the Collin County Purchasing Department after submission deadline shall be considered void and unacceptable. Absolutely no late submittals will be considered. Collin County accepts no responsibility for technical difficulties related to electronic submittals.

1.11 For hard copy paper form submittals, any alterations made prior to opening date and time must be initialed by the signer of the RFP/CSP, guaranteeing authenticity. Submittals cannot be altered or amended after submission deadline.

1.12 Collin County is by statute exempt from the State Sales Tax and Federal Excise Tax; therefore, the prices submitted shall not include taxes.

1.13 Any interpretations, corrections and/or changes to a Request for Proposal or Competitive Sealed Proposal and related Specifications or extensions to the opening/receipt date will be made by addenda to the respective document by the Collin County Purchasing Department. Questions and/or clarification requests must be submitted no later than seven (7) days prior to the opening/receipt date. Those received at a later date may not be addressed prior to the public opening. Sole authority to authorize addenda shall be vested in Collin County Purchasing Agent as entrusted by the Collin County Commissioners' Court. Addenda may be transmitted electronically via Collin County eBid.

1.13.1 Addenda will be transmitted to all that are known to have received a copy of the RFP/CSP and related Specifications. However, it shall be the sole responsibility of the Bidder/Quoter/Offeror to verify issuance/non-issuance of addenda and to check all avenues of document availability (i.e. **Collin County eBid** <https://collincountytx.ionwave.net/>, telephoning Purchasing Department directly, etc.) prior to opening/receipt date and time to insure Offeror's receipt of any addenda issued. Offeror shall acknowledge receipt of all addenda.

1.14 All materials and services shall be subject to Collin County approval.

1.15 Collin County reserves the right to make award in whole or in part as it deems to be in the best interest of the County.

1.16 Any reference to model/make and/or manufacturer used in specifications is for descriptive purposes only. Products/materials of like quality will be considered.

1.17 Offerors taking exception to the specifications shall do so at their own risk. By offering substitutions, Offeror shall state these exceptions in the section provided in the RFP/CSP or by attachment. Exception/substitution, if accepted, must meet or exceed specifications stated therein. Collin County reserves the right to accept or reject any and/or all of the exception(s)/substitution(s) deemed to be in the best interest of the County.

1.18 Minimum Standards for Responsible Prospective Offerors: A prospective Offeror must meet the following minimum requirements:

1.18.1 have adequate financial resources, or the ability to obtain such resources as required;

1.18.2 be able to comply with the required or proposed delivery/completion schedule;

1.18.3 have a satisfactory record of performance;

1.18.4 have a satisfactory record of integrity and ethics;

1.18.5 be otherwise qualified and eligible to receive an award.

Collin County may request documentation and other information sufficient to determine Offeror's ability to meet these minimum standards listed above.

1.20 Vendor shall bear any/all costs associated with it's preparation of a RFP/CSP submittal.

1.21 Public Information Act: Collin County is governed by the Texas Public Information Act, Chapter 552 of the Texas Government Code. All information submitted by prospective bidders during the bidding process is subject to release under the Act.

1.22 The Offeror shall comply with Commissioners' Court Order No. 2004-167-03-11, County Logo Policy.

1.23 Interlocal Agreement: Successful bidder agrees to extend prices and terms to all entities that has entered into or will enter into joint purchasing interlocal cooperation agreements with Collin County.

1.24 Bid Openings: All bids submitted will be read at the county's regularly scheduled bid opening for the designated project. However, the reading of a bid at bid opening should be not construed as a comment on the responsiveness of such bid or as any indication that the county accepts such bid as responsive.

The county will make a determination as to the responsiveness of bids submitted based upon compliance with all applicable laws, Collin County Purchasing Guidelines, and project documents, including but not limited to the project specifications and contract documents. The county will notify the successful bidder upon award of the contract and, according to state law; all bids received will be available for inspection at that time.

1.25 Offeror shall comply with all local, state and federal employment and discrimination laws and shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, age, national origin or any other class protected by law.

## 2.0 TERMS OF CONTRACT

2.1 A proposal, when properly accepted by Collin County, shall constitute a contract equally binding between the Vendor/Contractor/Provider and Collin County. No different or additional terms will become part of this contract with the exception of an Amendment.

2.2 No oral statement of any person shall modify or otherwise change, or affect the terms, conditions or specifications stated in the resulting contract. All Amendments to the contract will be made in writing by Collin County Purchasing Agent.

2.3 No public official shall have interest in the contract, in accordance with Vernon's Texas Codes Annotated, Local Government Code Title 5, Subtitle C, Chapter 171.

2.4 The Vendor/Contractor/Provider shall comply with Commissioners' Court Order No. 96-680-10-28, Establishment of Guidelines & Restrictions Regarding the Acceptance of Gifts by County Officials & County Employees.

2.5 Design, strength, quality of materials and workmanship must conform to the highest standards of manufacturing and engineering practice.

2.6 Proposals must comply with all federal, state, county and local laws concerning the type(s) of product(s)/service(s)/equipment/project(s) contracted for, and the fulfillment of all ADA (Americans with Disabilities Act) requirements.

2.7 All products must be new and unused, unless otherwise specified, in first-class condition and of current manufacture. Obsolete products, including products or any parts not compatible with existing hardware/software configurations will not be accepted.

2.8 Vendor/Contractor/Provider shall provide any and all notices as may be required under the Drug-Free Work Place Act of 1988, 28 CFR Part 67, Subpart F, to its employees and all sub-contractors to insure that Collin County maintains a drug-free work place.

2.9 Vendor/Contractor/Provider shall defend, indemnify and save harmless Collin County and all its officers, agents and employees and all entities, their officers, agents and employees who are participating in this contract from all suits, claims, actions, damages (including personal injury and or property damages), or demands of any character, name and description, (including attorneys' fees, expenses and other defense costs of any nature) brought for or on account of any injuries or damages received or sustained by any person, persons, or property on account of Vendor/Contractor/Provider's breach of the contract arising from an award, and/or any negligent act, error, omission or fault of the Vendor/Contractor/Provider, or of any agent, employee, subcontractor or supplier of Vendor/Contractor/Provider in the execution of, or performance under, any contract which may result from an award. Vendor/Contractor/Provider shall pay in full any judgment with costs, including attorneys' fees and expenses which are rendered against Collin County and/or participating entities arising out of such breach, act, error, omission and/or fault.

2.10 Expenses for Enforcement. In the event either Party hereto is required to employ an attorney to enforce the provisions of this Agreement or is required to commence legal proceedings to enforce the provisions hereof, the prevailing Party shall be entitled to recover from the other, reasonable attorney's fees and court costs incurred in connection with such enforcement, including collection.

2.11 If a contract, resulting from a Collin County RFP/CSP is for the execution of a public work, the following shall apply:

2.11.1 In accordance with V.T.C.A. 2253.021, a governmental agency that makes a public work contract with a prime contractor shall require the contractor, before beginning work, to execute to the governmental entity a Payment Bond if the contract is in excess of

\$25,000.00. Such bond shall be in the amount of the contract payable to the governmental entity and must be executed by a corporate surety in accordance with Section 1, Chapter 87, Acts of the 56<sup>th</sup> Legislature, Regular Session, 1959 (Article 7.19-1 Vernon's Texas Insurance Code).

2.11.2 In accordance with V.T.C.A. 2253.021, a governmental agency that makes a public work contract with a prime contractor shall require the contractor, before beginning work, to execute to the governmental entity a Performance Bond if the contract is in excess of \$100,000.00. Such bond shall be in the amount of the contract payable to the governmental entity and must be executed by a corporate surety in accordance with Section 1, Chapter 87, Acts of the 56<sup>th</sup> Legislature, Regular Session, 1959 (Article 7.19-1 Vernon's Texas Insurance Code).

2.12 Purchase Order(s) shall be generated by Collin County to the vendor. Collin County will not be responsible for any orders placed/delivered without a valid purchase order number.

2.13 The contract shall remain in effect until any of the following occurs: delivery of product(s) and/or completion and acceptance by Collin County of product(s) and/or service(s), contract expires or is terminated by either party with thirty (30) days written notice prior to cancellation and notice must state therein the reasons for such cancellation. Collin County reserves the right to terminate the contract immediately in the event the Vendor/Contractor/Provider fails to meet delivery or completion schedules, or otherwise perform in accordance with the specifications. Breach of contract or default authorizes the County to purchase elsewhere and charge the full increase in cost and handling to the defaulting Vendor/Contractor/Provider.

2.14 Collin County Purchasing Department shall serve as Contract Administrator or shall supervise agents designated by Collin County.

2.15 All delivery and freight charges (FOB Inside delivery at Collin County designated locations) are to be included as part of the proposal price. All components required to render the item complete, installed and operational shall be included in the total proposal price. Collin County will pay no additional freight/delivery/installation/setup fees.

2.16 Vendor/Contractor/Provider shall notify the Purchasing Department immediately if delivery/completion schedule cannot be met. If delay is foreseen, the Vendor/Contractor/Provider shall give written notice to the Purchasing Agent. The County has the right to extend delivery/completion time if reason appears valid.

2.17 The title and risk of loss of the product(s) shall not pass to Collin County until Collin County actually receives and takes possession of the product(s) at the point or points of delivery. Collin County shall generate a purchase order(s) to the Vendor/Contractor/Provider and the purchase order number must appear on all itemized invoices.

2.18 Invoices shall be mailed directly to the Collin County Auditor's Office, 2300 Bloomdale Road, Suite 3100, McKinney, Texas 75071. All invoices shall show:

2.18.1 Collin County Purchase Order Number;

2.18.2 Vendor's/Contractor's/Provider's Name, Address and Tax Identification Number;

2.18.3 Detailed breakdown of all charges for the product(s) and/or service(s) including applicable time frames.

2.19 Payment will be made in accordance with V.T.C.A., Government Code, Title 10, Subtitle F, Chapter 2251.

- 2.20 All warranties shall be stated as required in the Uniform Commercial Code.
- 2.21 The Vendor/Contractor/Provider and Collin County agree that both parties have all rights, duties, and remedies available as stated in the Uniform Commercial Code.
- 2.22 The Vendor/Contractor/Provider agree to protect Collin County from any claims involving infringements of patents and/or copyrights.
- 2.23 The contract will be governed by the laws of the State of Texas. Should any portion of the contract be in conflict with the laws of the State of Texas, the State laws shall invalidate only that portion. The remaining portion of the contract shall remain in effect. The contract is performable in Collin County, Texas.
- 2.24 The Vendor/Contractor/Provider shall not sell, assign, transfer or convey the contract, in whole or in part, without the prior written approval from Collin County.
- 2.25 The apparent silence of any part of the specification as to any detail or to the apparent omission from it of a detailed description concerning any point, shall be regarded as meaning that only the best commercial practices are to prevail. All interpretations of the specification shall be made on the basis of this statement.
- 2.26 Vendor/Contractor/Provider shall not fraudulently advertise, publish or otherwise make reference to the existence of a contract between Collin County and Vendor/Contractor/Provider for purposes of solicitation. As exception, Vendor/Contractor/Provider may refer to Collin County as an evaluating reference for purposes of establishing a contract with other entities.
- 2.27 The Vendor/Contractor/Provider understands, acknowledges and agrees that if the Vendor/Contractor/Provider subcontracts with a third party for services and/or material, the primary Vendor/Contractor/Provider (awardee) accepts responsibility for full and prompt payment to the third party. Any dispute between the primary Vendor/Contractor/Provider and the third party, including any payment dispute, will be promptly remedied by the primary vendor. Failure to promptly render a remedy or to make prompt payment to the third party (subcontractor) may result in the withholding of funds from the primary Vendor/Contractor/Provider by Collin County for any payments owed to the third party.
- 2.28 Vendor/Contractor/Provider shall provide Collin County with diagnostic access tools at no additional cost to Collin County, for all Electrical and Mechanical systems, components, etc., procured through this contract.
- 2.29 Criminal History Background Check: If required, ALL individuals may be subject to a criminal history background check performed by the Collin County's Sheriff's Office prior to access being granted to Collin County. Upon request, Vendor/Contractor/Provider shall provide list of individuals to Collin County Purchasing Department within five (5) working days.
- 2.30 Non-Disclosure Agreement: Where applicable, vendor shall be required to sign a non-disclosure agreement acknowledging that all information to be furnished is in all respects confidential in nature, other than information which is in the public domain through other means and that any disclosure or use of same by vendor, except as provided in the contract/agreement, may cause serious harm or damage to Collin County. Therefore, Vendor agrees that Vendor will not use the information furnished for any purpose other than that stated in contract/agreement, and agrees that Vendor will not either directly or indirectly by agent, employee, or representative disclose this information, either in whole or in part, to any third party, except on a need to know basis for the purpose of evaluating any possible transaction. This agreement shall be binding upon Collin County and Vendor, and upon the directors, officers, employees and agents of each.

2.31 Vendors/Contractors/Providers must be in compliance with the Immigration and Reform Act of 1986 and all employees specific to this solicitation must be legally eligible to work in the United States of America.

2.32 Certification of Eligibility: This provision applies if the anticipated Contract exceeds \$100,000.00 and as it relates to the expenditure of federal grant funds. By submitting a bid or proposal in response to this solicitation, the Offeror certifies that at the time of submission, he/she is not on the Federal Government's list of suspended, ineligible, or debarred contractors. In the event of placement on the list between the time of proposal submission and time of award, the Offeror will notify the Collin County Purchasing Agent. Failure to do so may result in terminating this contract for default.

2.33 Notice to Vendors/Contractors/Providers delivering goods or performing services within the Collin County Detention Facility: The Collin County Detention Facility houses persons who have been charged with and/or convicted of serious criminal offenses. When entering the Detention Facility, you could: (1) hear obscene or graphic language; (2) view partially clothed male inmates; (3) be subjected to verbal abuse or taunting; (4) risk physical altercations or physical contact, which could be minimal or possibly serious; (5) be exposed to communicable or infectious diseases; (6) be temporarily detained or prevented from immediately leaving the Detention Facility in the case of an emergency or "lockdown"; and (7) subjected to a search of your person or property. While the Collin County Sheriff's Office takes every reasonable precaution to protect the safety of visitors to the Detention Facility, because of the inherently dangerous nature of a Detention Facility and the type of the persons incarcerated therein, please be advised of the possibility of such situations exist and you should carefully consider such risks when entering the Detention Facility. By entering the Collin County Detention Facility, you acknowledge that you are aware of such potential risks and willingly and knowingly choose to enter the Collin County Detention Facility.

2.34 Delays and Extensions of Time when applicable:

2.34.1 If the Vendor/Contractor/Provider is delayed at any time in the commence or progress of the Work by an act or neglect of the Owner or Architect/Engineer, or of an employee of either, or of a separate contractor employed by the Owner, or by changes ordered in the Work, or by labor disputes, fire, unusual delay in deliveries, unavoidable casualties or other causes beyond the Vendor/Contractor/Provider's control, or by delay authorized by the Owner pending mediation and arbitration, or by other causes which the Owner or Architect/Engineer determines may justify delay, then the Contract Time shall be extended by Change Order for such reasonable time as the Owner/Architect/Enginner may determine.

2.34.2 If adverse weather conditions are the basis for a Claim for additional time, such Claim shall be documented by data substantiating that weather conditions were abnormal for the period of time and could not have been reasonably anticipated, and that the weather conditions had an adverse effect on the scheduled construction.

2.35 Disclosure of Certain Relationships: Chapter 176 of the Texas Local Government Code requires that any vendor considering doing business with a local government entity disclose the vendor's affiliation or business relationship that might cause a conflict of interest with a local government entity. Subchapter 6 of the code requires a vendor to file a conflict of interest questionnaire (CIQ) if a conflict exists. By law this questionnaire must be filed with the records administrator of Collin County no later than the 7th business day after the date the vendor becomes aware of an event that requires the statement to be filed. A vendor commits an offense if the vendor knowingly violates the code. An offense under this section is a misdemeanor. By submitting a response to this request, the vendor represents that it is in compliance with the requirements of Chapter 176 of the Texas Local Government Code. Please send completed forms to the Collin County County Clerk's Office located at 2300 Bloomdale Rd., Suite 2104, McKinney, TX 75071.

2.36 Disclosure of Interested Parties: Section 2252.908 of the Texas Government Code requires a business entity entering into certain contracts with a governmental entity to file with the governmental entity a disclosure of interested parties at the time the business entity submits the signed contract to the governmental entity. Section 2252.908 requires the disclosure form (Form 1295) to be signed by the authorized agent of the contracting business entity, acknowledging that the disclosure is made under oath and under penalty of perjury. Section 2252.908 applies only to a contract that requires an action or vote by the governing body of the governmental entity before the contract may be signed or has a value of at least \$1 million. Section 2252.908 provides definitions of certain terms occurring in the section. Section 2252.908 applies only to a contract entered into on or after January 1, 2016.

2.37 Vendors/Contractors/Providers must be in compliance with the provisions of Section 2270.001 of the Texas Government Code which states a governmental entity may not enter into a contract with a company for goods or services unless the contract contains a written verification from the company that it: (1) does not boycott Israel; and, (2) will not boycott Israel during the term of the contract. By submitting a response to a Collin County solicitation, the vendor will be required to sign the Chapter 2270 Verification form prior to a recommendation of the contract. This Act is effective September 1, 2017.

2.38 Vendors/Contractors/Providers must be in compliance with the provisions of Section 2252.152 and Section 2252.153 of the Texas Government Code which states, in part, contracts with companies engaged in business with Iran, Sudan, or Foreign Terrorist Organizations are prohibited. A governmental entity may not enter into a contract with a company that is listed on the Comptroller of the State of Texas website identified under Section 806.051, Section 807.051 or Section 2253.253 which do business with Iran, Sudan or any Foreign Terrorist Organization. This Act is effective September 1, 2017.

**NOTE:** All other terms and conditions (i.e. Insurance Requirements, Bond Requirements, etc.) shall be stated in the individual RFP/CSP Solicitation documents as Special Terms, Conditions and Specifications.



**3.0 INSURANCE REQUIREMENTS**

3.1 Before commencing work, the vendor shall be required, at its own expense, to furnish the Collin County Purchasing Agent with certified copies of all insurance certificate(s) indicating the coverage to remain in force throughout the term of this contract.

3.1.1 **Commercial General Liability** insurance including but not limited to the coverage indicated below. Coverage shall not exclude or limit Products/Completed Operations, Contractual Liability, or Cross Liability. Coverage must be written on occurrence form.

- Each Occurrence: \$1,000,000
- Personal Injury & Adv Injury: \$1,000,000
- Products/Completed Operation Aggregate: \$2,000,000
- General Aggregate: \$2,000,000

3.1.2 **Workers Compensation** insurance as required by the laws of Texas, and Employers' Liability.

Employers' Liability

- Liability, Each Accident: \$500,000
- Disease-Each Employee: \$500,000
- Disease – Policy Limit: \$500,000

3.1.3 **Commercial Automobile Liability** insurance which includes any automobile (owned, non-owned, and hired vehicles) used in connection with the contract.

- Combined Single Limit – Each Accident: \$1,000,000

3.2 With reference to the foregoing insurance requirement, the vendor shall endorse applicable insurance policies as follows:

3.2.1 A waiver of subrogation in favor of Collin County, its officials, employees, volunteers and officers shall be provided for General Liability, Commercial Automobile Liability and Workers' Compensation.

3.2.2 The vendor's insurance coverage shall name Collin County as additional insured under the General Liability policy.

3.2.3 All insurance policies shall be endorsed to require the insurer to immediately notify Collin County of any decrease in the insurance coverage limits.

3.2.4 All insurance policies shall be endorsed to the effect that Collin County will receive at least thirty (30) days notice prior to cancellation, non-renewal or termination of the policy.

- 3.2.5 All copies of Certificates of Insurance shall reference the project/contract number.
- 3.3 All insurance shall be purchased from an insurance company that meets the following requirements:
  - 3.3.1 A financial rating of A-VII or higher as assigned by the BEST Rating Company or equivalent.
- 3.4 Certificates of Insurance shall be prepared and executed by the insurance company or its authorized agent, and shall contain provisions representing and warranting the following:
  - 3.4.1 Sets forth all endorsements and insurance coverages according to requirements and instructions contained herein.
  - 3.4.2 Sets forth the notice of cancellation or termination to Collin County.

## **4.0 EVALUATION CRITERIA AND FACTORS**

- 4.1 The award of the contract shall be made to the responsible offeror, whose proposal is determined to be the best evaluated offer resulting from negotiation, taking into consideration the relative importance of price and other factors set forth in the Request for Proposals in accordance with Vernon's Texas Code Annotated, Local Government 262.030.

The Evaluation Committee will review all proposals received by the Opening date and time as part of a documented evaluation process. For each decision point in the process, the County will evaluate contractors according to specific criteria and will elevate a certain number of contractors to compete against each other. The proposals will be evaluated on the following criteria.

The County will use a competitive process based upon "selection levels." The County recognizes that if a contractor fails to meet expectations during any part of the process, it reserves the right to proceed with the remaining contractors or to elevate a contractor that was not elevated before. The selection levels are described in the following sections.

The first part of the elevation process is to validate the completeness of the proposal and ensure that all the RFP guidelines and submittal requirements are met. Offerors may, at the discretion of the County, be contacted to submit clarifications or additional information within two (2) business days. Incomplete or noncompliant RFPs may be disqualified.

### **Level 1 - Conformance with Mandatory Requirements**

Criteria assessed during Level 1:

- Conformance with RFP guidelines and submittal requirements to include proposal response to Section 6.0, Attachment A – Minimum System Expectations and Attachment B – Pricing Sheet

### **Level 2 – Detailed Proposal Assessment (Maximum 100 Points)**

The Evaluation Committee will conduct a detailed assessment of all proposals elevated to this Level. Criteria evaluated in Level 2:

Points	Evaluation Criteria
40	Fit to Product and Technical Requirements (6.3)
20	Qualifications of the Firm/Experience/ and Proposal Formatting (6.1, 6.2, 6.4)
15	Project Implementation and Training (6.5)
20	Maintenance, Warranty, and Service Level Agreement Response Requirements (6.6)

5	Attendance at Pre-Proposal Meeting
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It is anticipated that Collin County will elevate proposals scoring at least 70 points (70%) to Level 3.

**Level 3 – Cost (Maximum 25 Points)**

Offerors who are elevated to level 3 will have their points combined from level 2 for a maximum 125 points total.

Points	Evaluation Criteria
25	Cost of Solution (6.8)

**Level 4 – Demonstration of Solution (Maximum 50 Points)**

The following criteria are optional, at the County’s discretion, and will be used to evaluate those Offerors elevated for on-site product demonstrations and implementation interviews.

Points	Evaluation Criteria
30	Product Demonstration and Interview
20	References (6.7)

Product Demonstrations Interviews

During the demonstrations and interviews, the County will assess the “look and feel” of the proposed product using detailed scripts tailored to reflect County business processes. Several of the other evaluation criteria will be clarified and refined, including the implementation strategy and plan, technology compatibility, ability to meet business requirements, and cost. In addition to the scripted demonstrations, the County will request that all Offerors elevated to this level staff a product lab to allow County staff to “touch and feel” the product with Offeror staff available to respond to questions.

Experience and References

The County will contact the references. These references will be asked a series of questions regarding their satisfaction with the solution and the performance of the implementation supplier.

Proposals may be re-evaluated based upon Criteria in level 2.

**Level 4 –Best and Final Offer**

Offerors who are susceptible of receiving award may be elevated to Level 4 for Best and Final Offer. Offeror will be asked to respond in writing to issues and questions raised by the County as well as any other cost and implementation planning considerations in the

proposal, and may be invited to present their responses on-site. Proposals will be re-evaluated based upon Criteria in level 2 and 3.

Based on the result of the Best and Final Offer evaluation, a single offeror will be identified as the finalist for contract negotiations. If a contract cannot be reached after a period of time deemed reasonable by the County, it reserves the right to contact any of the other contractors that have submitted bids and enter into negotiations with them.

## **5.0 SPECIAL CONDITIONS AND SPECIFICATIONS**

- 5.1 Authorization: By order of the Commissioners' Court of Collin County, Texas sealed proposals will be received for In-Car Video and Body Camera Replacement.
- 5.2 Purpose: Collin County is seeking proposals from qualified offerors to provide a digital in-car video system and body camera video systems to replace an existing system in use today. The proposed system must include the in-car body camera hardware, software/licensing, servers, storage systems and related cost, along with a compatible/integrated body-cam video system that will be used by motorcycle patrol deputies. DVD burning equipment must be proposed due to the need for the County to distribute videos to requesting entities.
- 5.3 Term: Provide for a term contract commencing on the date of award until project is complete with the option of five (5) years of annual maintenance.
- 5.4 Pre-Proposal Conference: A pre-proposal conference will be conducted by Collin County on Tuesday, March 6, 2018 at 2:00 p.m. in the Sheriff's Office Training Room, Collin County Justice Center, 4300 Community Ave, McKinney, TX 75071. Please sign in the lobby and wait for an escort. This is to provide an opportunity for all interested companies to ask questions, receive clarification and additional documentation and tour the facility.
- 5.5 Point of Contact: Information regarding the purchasing process and contents of this RFP may be obtained from the Collin County Purchasing Department or via email to Sara Hogle, CPPB, Buyer II at [shogle@co.collin.tx.us](mailto:shogle@co.collin.tx.us).
- 5.6 Funding: Funds for payment have been provided through the Collin County budget approved by the Commissioners' Court for this fiscal year only. State of Texas statutes prohibit the County from any obligation of public funds beyond the fiscal year for which a budget has been approved.
- 5.7 Price Reduction: If during the life of the contract, the offeror's net prices to its customers for the same product(s) and/or services shall be reduced below the contracted price, it is understood and agreed that the County shall receive such price reduction.
- 5.8 Completion/Response Time: Offeror shall place product(s) and/or complete services at the County's designated location according to the schedule proposed by offeror in Section 6.5.

- 5.9 Delivery/Setup/Installation: Locations for delivery and installation will be stated on Collin County Purchase Order(s). Delivery shall include assembly, setup and installation and shall be included in proposal.
- 5.10 Freight/Delivery Charges: Any freight or delivery charges shall be included in the submitted pricing. No additional fees for delivery/freight/fuel surcharges or other fees shall be invoiced or paid by Collin County.
- 5.11 Testing: Testing may be performed at the request of Collin County, by an agent so designated, without expense to Collin County.
- 5.12 Samples/Demos: When requested, samples/demos shall be furnished free of expense to Collin County.
- 5.13 Approximate Value/Usage: Approximate usage does not constitute an order, but only implies the probable quantity the County will use. Estimated expenditure is \$500,000.
- 5.14 Background Checks: All Contractor employees that will be working on site or by VPN shall pass a criminal background check performed by Collin County before any work may be performed. The selected offeror shall be provided the required information for background checks.
- 5.15 Subcontractors: Offeror shall state names of all subcontractors and the type of work they will be performing. If an offeror fails to specify a subcontractor, then he shall be deemed to have agreed that he is fully qualified to perform the contract himself, and that he will fully perform the contract himself.

No bidder whose bid is accepted shall (a) substitute any subcontractor, or (b) permit a subcontract to be voluntarily assigned or transferred or allow it to be performed by anyone other than the original subcontractor listed in the original proposal without approval in writing from the Collin County Purchasing Department.

The successful bidder further agrees that Collin County and its agents, servants and employees shall not be liable for any loss or damage resulting from personal injury, physical loss, harassment of or discrimination against employee or other violations of the provisions of this contract occasioned by the acts or omissions of the successful bidder's sub-contractors, their agents or employees. The indemnification provisions of this contract shall apply to all sub-contractors.

5.19 Proposal Schedule

RFP Released	Tuesday, February 20, 2018
Pre-Proposal Conference	Tuesday, March 6, 2018 @ 2:00 p.m.
Deadline for submission of questions	Thursday, March 8, 2018
Proposals Due:	Thursday, March 15, 2018 @ 2:00 p.m.
Demos/Interviews:	Approx week of April 16-20, 2018
Award of RFP:	June 2018

Collin County reserves the right to change the schedule of events as it deems necessary.

## 5.20 Introduction/Background

- 5.20.1 Collin County is seeking proposals from qualified firms to provide a digital in-car video system and body cam video systems to replace an existing system in use today. The proposed system must include the in-car/body cam hardware, software/licensing, servers, storage systems and related cost, along with a compatible/integrated body-cam video system that will be used by motorcycle patrol deputies. DVD burning equipment must be proposed due to the need for the County to distribute videos to requesting entities.
- 5.20.2 The Collin County prefers a software solution that can be expanded to support additional digital video sources beyond in-car systems.
- 5.20.3 Collin County is requesting proposals for a cloud-based video storage solution or a storage solution hosted at Collin County to house all videos captured by the new video camera system. **Collin County prefers a cloud-based storage solution.**
- 5.20.4 In order to maintain one cloud based or Collin hosted repository for all County Sheriff's Office videos, we require that the proposal include the conversion of all current vendor's proprietary videos into the new vendor's non-proprietary video format (such as MP4) and stored into a single video repository. This will include all DVDs created as backups to the current server disk repository currently in place. There are approximately 1500 standard format DVDs currently in our video library.
- 5.20.5 Offeror will propose a plan to de-install (remove) existing in-car video equipment and a plan to install all proposed hardware and software.
- 5.20.6 Collin County's primary target is to replace all existing, mission-critical equipment that is failing at an increasing rate. Our long-term goal is to provide a platform to provide consistent access to digital video recordings as the department expands the utilization of these tools.
- 5.20.7 Collin County will view the proposed solution as an Enterprise Solution for the County. Collin County is seeking a contract that will allow additional departments within Collin County to take advantage of extending this contract's pricing for additional expansion of in-car and body-cam units. Future departments added to this contract shall have their data segregated (via security access rights and roles) from all other Collin County entities using the vendor proposed solution.
- 5.20.8 Collin County will also consider vendors that can offer other leading edge technologies that will complement the new system and enhance Law Enforcement capabilities and efficiencies throughout the County. Such efficiencies can include a central repository for security camera video, visitation room video, and interrogation room videos. Vendors should clearly differentiate between the primary scope of this RFP and any other capabilities or products that complement the new in-car and body-cam solution.
- 5.20.9 Collin County will supply a fully dedicated Project Manager for this project along with a senior level Sheriff's Office contact for the entire duration of this project.

5.20.10 Collin County will provide a service area where the vendor can install their in-car/solution or Offeror may propose location for their in-car/solution.

5.21 Project Objective – In-Car and Body Cam Business Processes

5.21.1 The Collin County Sheriff’s Office is seeking an in-car and body camera video system that allows recording of on-scene situations and encounters that must be recorded. The Sheriff’s office envisions the following business process scenarios to be recorded, along with the process to upload and recall videos uploaded to the system’s cloud-based or Collin hosted repository.

The in-car system shall be installed in 29 vehicles (see Appendix 3) for a listing of all vehicles in the current vehicle fleet (26 four wheel units and 2 motorcycle units along with 1 proposed vehicles to be purchased in 2018), six (6) body camera units (2 motorcycle patrol units listed in vehicle count and 4 body cameras for personnel assigned to the Child Advocacy Center) will also be in scope for this proposal.

The offeror must submit pricing for 84 microphones to be used with the new in-car system. All deputies assigned to any vehicle containing the new in-car system shall use their County issued microphone with the in-car unit.

The system should use a cloud-based or Collin County hosted video repository and must comply with federal Criminal Justice Information Services (CJIS) requirements. The cloud-based solution must comply with the Collin County Information Technology Cloud Services agreement located in Appendix 4.

5.21.2 Collin County envisions the sample business processes that will satisfy the Project Objective:

**Proposed Business Process 1: Standard Stop**

Camera triggered by engaging overhead lights, records for duration of the stop.

**Proposed Business Process 2: On-Scene Activation of Cameras**

Activate multiple cameras on-scene from one point, to provide multiple points of view of the incident.

**Proposed Business Process 3: Car/Motorcycle Patrol Roll-up On-Scene**

As new units arrive on-scene, cameras automatically turn on to record events going forward from that units point of view.

**Proposed Business Process 4: Uploading of Video from In-car or Motorcycle Patrol Units**

Videos uploaded wirelessly, no need to copy from any form of removable media or for the officer to be involved.



## 5.22 Current Environment

Overview of Collin County's current digital in-car and body camera video system:

### 5.22.1 Current System:

Collin County currently operates a digital in-car video system from L3 recording in standard definition. The system utilizes one (1) server, in-house data storage, and DVD burning devices located in an on-premises MDF (data closet) located within the Sheriff's Office in McKinney, Texas.

### 5.22.2 Current Network:

The system has dedicated wireless access points at the Collin County Sheriff's office in McKinney, Texas. The current wireless performance is reliable and consistent, and the system offloads videos recorded on the in-car vehicles continuously day and night once the deputies return to the Sheriff's Office.

### 5.22.3 Current Vehicle Count:

The current L3 camera system is installed in 24 vehicles and 6 body cam units. The County will be adding 5 additional vehicles to the fleet for a total of 29 vehicles and 6 body-cam units. Collin County does not anticipate increasing the number of systems installed at this time. All of the vehicles currently deployed upload video via a wireless access point located at the Collin County Sheriff's Office. All vehicles have MIFI cellular devices.

### 5.22.4 Current Data Storage:

5.22.4.1 Current disk storage for 60 days of video for 24 vehicles and 6 body cams is approximately 1.5 TB (terabytes) for existing camera recordings in standard definition.

5.22.4.2 Current standard DVD video storage is approximately 1500 DVDs at 4.6Gig per DVD.

5.23 – 5.36 – See Attachment A – Minimum Systems Expectations. Complete Attachment A and submit in accordance with section 6.0.

## **6.0 PROPOSAL FORMAT**

In accordance with the directions below, offeror shall provide a response for each item in Attachment A and Sections 6.2-6.6 in order and include item numbers in response. Answer all questions fully, clearly, and concisely, giving complete information. Do not skip items. Do not refer to other parts of your proposal for the answers. You may not modify either the order or language of the question. **Responses shall include a statement of “agree”, “confirmed”, “will provide”, “not applicable”, or “exception taken” along with any additional information.** If an item is “not applicable” or “exception taken”, offeror shall state that and refer to Section 7.0 Exceptions, with explanation.

Offeror shall adhere to the instructions in this request for proposals on preparing and submitting the proposal. If offeror does not follow instructions regarding proposal format, points will be deducted during the evaluation process.

6.1 **PROPOSAL DOCUMENTS:** To achieve a uniform review process and to obtain a maximum degree of comparability, the proposal shall, at a minimum include a Table of Contents detailing sections and corresponding page numbers.

6.1.1 Proposals may be submitted online via <http://collincountytx.ionwave.net> or submitted via CD-ROM or Flash Drive. Electronic submissions are preferred.

6.1.2 If submitting manually, proposal shall be submitted in a sealed envelope or box with RFP name, number, and name of firm printed on the outside of the envelope or box. Manual submittals shall be sent/delivered to the following address and shall be received prior to the date/time for opening:

Collin County Purchasing  
2300 Bloomdale, Suite 3160  
McKinney, TX 75071

Paper copies shall be printed on letter size (8 ½ x 11) paper and assembled using spiral type bindings, staples, or binder clips. Do not use metal-ring hard cover binders. Manual submittals shall include an electronic copy in a searchable format.

It shall be the responsibility of the offeror to insure that their proposal reaches Collin County Purchasing prior to the date/time for the opening no matter which submission method is used.

## 6.2 **FIRM OVERVIEW/ GENERAL QUESTIONS**

Offeror shall respond to the following questions:

6.2.1 A descriptive background of your company's history.

6.2.2 State your principal business location and any other service locations.

6.2.3 What is your primary line of business?

6.2.5 Give a brief description of the system you are proposing and state if you are submitting a cloud based solution or storage solution hosted at Collin County.

## 6.3 **PRODUCT AND TECHNICAL REQUIREMENTS**

6.3.1 What is the most current version of software being proposed?

6.3.2 How many years has the product that is being proposed for this project been commercially available?

6.3.3 Respond to Attachment A – Product & Technical tab

6.3.4 Describe your technology roadmap/business plan for the next 3-5 years related to in-car video and body cameras.

## 6.4 **STAFF QUALIFICATIONS/EXPERIENCE/CREDENTIALS & ADDITIONAL INFORMATION**

6.4.1 Offeror is requested to provide qualifications including resumes for staff who will be assigned to Collin County.

6.4.2 How many employees do you have that are dedicated to the proposed solution and technology?

## 6.5 **PROJECT IMPLEMENTATION**

6.5.1 Provide a detailed timeline/implementation plan that reduces risk. MS Projects is preferred.

6.5.2 State installation location of equipment. Collin County can provide a service area or Offeror may propose an installation location.

6.5.3 Describe your training plan.

6.5.4 Respond to Attachment A – Project Implementation, Training.

## 6.6 **MAINTENANCE, WARRANTY AND SERVICE LEVEL AGREEMENTS**

6.6.1 Respond to Attachment A – Maintenance, Warranty, & SLA tab

6.6.2 Provide your hours of operation.

6.6.3 State response time for a Major Emergency Failure.

6.6.3 Provide a copy of your Service Level Agreement.

## 6.7 **REFERENCES**

The offeror shall furnish the following reference information:

6.7.1 Provide a list of all law enforcement in-car video systems installed during the last three (3) years relevant to the specifications in the proposal.

6.7.1.1 Name of Customer, contact person with telephone and email address

6.7.1.2 Status of Project – In-Production, Pre-Production, Development

6.7.1.2.1 For In-Production system, how long has it been in production?

6.7.1.2.2 If Pre-Production or Development, when is it scheduled to go into production?

## 6.8 **PRICING/FEES**

6.8.1 Complete Attachment B – Pricing Sheet. All prices shall include shipping.

6.8.2 Attach itemization of exactly what is included.

6.8.3 Any travel expenses should be included in space provided on Attachment B. Travel expenses shall be a “Not to Exceed” amount.

6.8.4 State how long you are willing to hold the unit prices for future items to be purchased.

6.8.5 Does your installation price differ depending on type of vehicle?

6.8.6 Provide copy of your price list for all items. State % off of price list for future purchases and state how long your price list is valid.

**7.0 EXCEPTIONS**

Instructions for completing section:

The exception table shall be completed for any exception from requirements identified in this RFP. Please complete the following worksheet listing any and all exceptions from the information requested in the Request for Proposal. Attach additional pages as needed. If no exceptions are listed in Section 7.0 it is understood that the offeror has agreed to all RFP requirements, the response will be considered as confirmed even if it is listed elsewhere as an exception.

Section Number/ Question Number	Required Service You are Unable to Perform	Steps Taken to Meet Requirement

RFP No. 2018-153 In-Car Video Camera Replacement  
Attachment A - Minimum System Expectations

Item	Project and System Requirements	Yes System performs these functions and/or agree to requirement	No System does not perform this function and/or cannot agree to requirement	<u>Written Response</u> If additional comments are needed.
<b>5.23 General Project Expectations</b>				
5.23.1	Solution shall (either cloud-based or Collin hosted video repository) comply with federal Criminal Justice Information Services (CJIS) requirements.			
5.23.2	The cloud-based solution shall comply with the Collin County Information Technology Cloud Services agreement located in Appendix 1.			
5.23.3	The proposed system shall comply with all Federal Laws and laws set forth by the State of Texas.			
5.23.4	Solution shall comply with the federal CJIS Security Policy that provides guidance for the creation, viewing, modification, transmission, dissemination, storage, and destruction of Criminal Justice Information (CJI)			
5.23.5	Solution should use a cloud-based or Collin hosted video repository must comply with federal Criminal Justice Information Services (CJIS) requirements. The cloud-based solution must comply with the Collin County Information Technology Cloud Services agreement located in Appendix 4.			
5.23.6	Solution shall comply with CJIS two factor authentication			
5.23.7	Videos captured on in-car and bod camera units shall be uploaded directly to the proposed video storage repository			
5.23.8	System shall engage audio and video recording as needed.			
5.23.9	The video format used by the new propose system shall use an industry standard format. Collin County prefers that a vendor use a non-proprietary format for video.			
5.23.10	If the vendor proposes a proprietary video format, the vendor shall also propose a bulk video data file conversion tool that allows the County to convert proprietary format videos to a standard industry format.			
5.23.11	System should capture high-definition (HD) digital video and audio files that are shareable, exportable and burnable to DVD for distribution and later viewing as needed.			
5.23.12	Solution shall allow standard and panoramic recording options.			
5.23.13	Solution should capture and imprint metadata within each electronic evidence file of specific data elements for the purposes of tracking and organization.			
5.23.14	Solution should support metadata or properties to be associated with each digital evidence file in order to properly track and tag files for future legal proceedings.			
5.23.15	Solution should allow Sheriff's Office to tag files with the following data elements, at a minimum Operator,			
5.23.16	Solution should allow Sheriff's Office to tag files with the following data element, at a minimum: Operator, Unit/Vehicle Number/Date and Time/Case Number (if applicable)			
5.23.17	Administrators and supervisors should have the ability to modify the metadata or property values on electronic evidence files			
5.23.18	Solution shall be accessible by only authorized users.			
5.23.19	Solution shall include installation and a renewable maintenance contract.			
5.23.20	Solution shall include an uninterruptable electrical power back up plan solution shall sufficient to support Solution's servers for thirty (30) minutes.			
5.23.21	Solution shall meet all current law enforcement safety and security industry standards.			
5.23.22	Solution shall perform scheduled software upgrades as they become available at no additional cost to the County.			
5.23.23	Solution shall for the on-premise installation, install on a multi-tier virtualized environment consisting of VMware hosts running Windows 2012 R2 Servers connected to a shared enterprise MS SQL Server 2014 database			
5.23.24	Solution shall push configurations and firmware upgrades wirelessly and without any user intervention in the car. Settings must be group based to allow a single setting change to affect a large number of vehicles instantly.			
5.23.25	Solution shall supply an approximate time it will take for firmware upgrades or configurations take to update a unit			
5.23.26	Solution shall provide Solution users the choice to download the upgrade/configuration or postpone to a more convenient time for the user.			

RFP No. 2018-153 In-Car Video Camera Replacement  
Attachment A - Minimum System Expectations

Item	Project and System Requirements	Yes System performs these functions and/or agree to requirement	No System does not perform this function and/or cannot agree to requirement	<u>Written Response</u> If additional comments are needed.
5.24	<b>Minimum System Expectations</b>			
5.24.1	Solution should have the capacity to capture, organize and present various forms of supporting evidence as needed.			
5.24.2	Solution should provide a single management interface for all in-car and body-cam video data.			
5.24.3	The management interface must allow creation of different roles for administering, viewing, and sharing of video data.			
5.24.4	An audit trail of system activity shall be printable, exportable, searchable and readable.			
5.24.5	The audit trail shall provide proof that the video stored is the originally recorded video.			
5.24.6	System must record high-resolution video (720P or higher) with a 16:9 wide screen aspect ratio.			
5.24.7	The front facing camera should allow recorded events to be saved in high resolution or standard resolution. Solution should restrict the user from changing the resolution to a lower resolution. Collin County would prefer that all video be recorded in both resolutions simultaneously.			
5.24.8	Solution must allow for compression of all video.			
5.24.9	Solution must be able to simultaneously record and playback.			
5.24.10	Vendor shall make recommendations for a large capacity hard drive (greater than 200 gigabytes) for recording of HD video.			
5.24.11	Hard drives should offer maximum shock resistance			
5.24.12	All hard drives should be certified to perform in temperatures ranging from -32F to + 200F degrees			
5.24.13	In-car recording using shall provide rapid logon for each user. Solution shall be fully functional if the user does not initially log on to Solution.			
5.24.14	In-car units shall provide user to configure preference settings to include (but not limited to) screen brightness, volume, and front camera zoom features.			
5.24.15	The vendor shall recommend any brackets or mountings required for specific units specified in our vehicle fleet.			
5.24.16	Solution shall have integrated speakers on the in-car unit for full video playback in the vehicle.			
5.24.17	Solution shall provide an interface with the vehicle's MDS (Mobile Data Computer) allowing the user to log in and log out, activate the camera and microphone from the MDC, record and stop recording from the MDC, and provide categorization of event and to record event playback			
5.24.18	The camera recording system shall have lighted (LED preferred) indicators showing record, microphone, and camera activity			
5.24.19	In-car cameras shall be infrared capable.			
5.24.20	The camera shall be compact and should mount behind the rearview mirror to minimize interference from the user's line of site while driving			
5.24.21	The camera should provide capability of recording all forward facing HD video and an option to record panoramic video.			
5.24.22	The vehicle's forward facing camera should be capable of operation in light level zero (0) lux and able to simultaneously record\operate with the rear-facing camera. Vendor needs to propose recommendation for optimum forward view camera.			
5.24.23	Rear-facing camera should be capable of operation in light level zero (0) lux and able to simultaneously record\operate with the forward-facing camera. Vendor needs to propose recommendation for optimum rear view camera performance.			
5.24.24	Forward facing cameras should have zoom capability. The camera shall have auto-zoom, zoom in/out, and auto-focus.			
5.24.25	Rear facing camera should be high definition resolution and provide at least 1 lux sensitivity. The camera shall have the capability to record in total darkness. Black and white cameras are not acceptable.			

RFP No. 2018-153 In-Car Video Camera Replacement  
Attachment A - Minimum System Expectations

Item	Project and System Requirements	Yes System performs these functions and/or agree to requirement	No System does not perform this function and/or cannot agree to requirement	<u>Written Response</u> If additional comments are needed.
5.24.26	All cameras must turn on/off without user intervention.			
5.24.27	The front facing camera shall have a minimum of high resolution 720p but vendor can specify other resolutions if applicable			
5.24.28	The front facing camera shall provide best image capability under all lighting conditions. This includes optimization of any backlight lighting.			
5.24.29	In-car units should have at least one (1) audio transmitter unit.			
5.24.30	Collin County prefers that Solution offer two separate audio channels for wireless microphone and vehicle microphone recordings.			
5.24.31	Solution should have an integrated microphone capable of recording audio form both front and rear areas of the patrol vehicle.			
5.24.32	The in-car system shall have an integrated microphone that must have the ability to turn on the camera when the microphone is activated by the system user.			
5.24.33	When the vehicle is turned off, Solution shall have a configurable timer to control the shutdown interval for the camera.			
5.24.34	The in-car system should provide a screensaver time-out function.			
5.24.35	A minimum of two (2) Crash sensors per vehicle must be provided.			
5.24.36	Solution shall record a minimum of 60 seconds prior to a crash sensor alert. This applies to both crash sensors required for each vehicle.			
5.24.37	Crash sensor recording triggers shall include emergency lights, siren, auxiliary input, wireless microphone, vehicle speed, crash detection, or any sudden stops. This applies to both crash sesnor required for each vehicle.			
5.24.38	Solution should provide GPS capability including continuous and automatic update of the unit's date and time, along with speed.			
5.24.39	Solution should provide an on premise internal web accessible digital evidence management system.			
5.24.40	Solution must support cloud-based or Collin hosted storage for all videos captured with the new system.			
5.24.41	Solution should support synchronized playback of all cameras associated with a group or case.			
5.24.42	Solution should support policy driven automatic storage migration based on user definable criteria and retention rules.			
5.24.43	Solution should allow a time and date expiration on any shared digital evidence.			
5.24.44	Solution should allow the retrieval of at least 24 hours of cached video for review or evidentiary purposes regardless of the recording trigger being activated.			
5.24.45	Solution should support live streaming video to any Windows, iOS, or Android device.			
5.24.46	Solution should support mobile platform solutions for viewing recorded video, categorizing digital evidence, and adding custom tags from an iOS or Android device.			
5.24.47	Solution should have minimum of one (1) mile range for wireless microphone with at least 18 hours of talk/record time.			
5.24.48	Solution should have the ability to stream live audio and video to any desktop or portable device.			
5.24.49	Solution cameras should be able to rotate and tilt so video is still able to be captured if the officer's vehicle cannot be positioned as desired.			
5.24.50	Solution should run on the 64-bit version of the Microsoft operating system currently supported by Collin County.			
5.24.51	Solution should utilize Microsoft SQL Server 2014 or newer as the database platform.			
5.24.52	Solution should utilize Windows Server 2012 R2 or newer as the operating system for the server.			
5.24.53	Solution should allow System administrators to use industry standard and proven encryption algorithms.			
5.24.54	Solution should possess the capability to encrypt backups.			
5.24.55	Solution should ensure that cookie attributes are never used for authorization decisions.			

RFP No. 2018-153 In-Car Video Camera Replacement  
Attachment A - Minimum System Expectations

Item	Project and System Requirements	Yes System performs these functions and/or agree to requirement	No System does not perform this function and/or cannot agree to requirement	<u>Written Response</u> If additional comments are needed.
5.24.56	Solution should ensure that credentials are not stored in a cookie.			
5.24.57	Solution should not allow sensitive production system information such as database connection information, user ID, or passwords to be installed in configuration files in plain text. This information should be encrypted using a proven algorithm.			
5.24.58	Solution should protect all Personally Identifiable Information (PII) or other similar sensitive data (e.g., passwords) in transit and in storage.			
5.24.59	Solution should support Collin County preferred browsers, which are Internet Explorer, Firefox, and Google Chrome.			
5.24.60	Vendor should submit their recommended wireless security configuration for review.			
5.24.61	The Vendor should agree that all employees of the Vendor having access rights to Collin County's environment receive CJIS background checks by Collin County with signed authorization at no cost to the Vendor. COLLIN COUNTY RESERVES THE RIGHT TO DENY ANY EMPLOYEE OF THE VENDOR ACCESS TO ITS NETWORK; NO EXPLANATION FOR THIS DENIAL WILL BE GIVEN.			
5.24.62	The vendor should provide a notification to Collin County of any security breach within 24 hours of discovery.			
5.24.63	Vendor should describe their Data Loss Prevention Plan.			
5.24.64	Solution should allow logged-on users to send a link to a digital file for viewing by internal County personnel and external entities.			
5.24.65	The vendor shall allow Collin County to set an expiration date/time once the link is shared.			
5.24.66	The solution should allow video playback and sharing with specific County recipients from any computer with appropriate permissions.			
5.24.67	If vendor proposes a Collin County hosted video storage solution, then the vendor must supply specific details on how an outside entity (non-Collin County) can access a digital file if a link is supplied to that entity. Collin County will not allow entities outside of Collin County to access our IT network.			
5.24.68	When the vehicle is turned-on, the solution should record all audio and video. Specific triggers are requested for the creation of metadata and evidence files.			
5.24.69	In-Car system should allow up to two (2) transmitters to synchronize with a single control console.			
5.24.70	In-Car system should have one (1) control console with command buttons and a screen with the ability to view the live feed from all cameras.			
5.24.71	Solution should transfer (upload) video from the in-car storage device to the cloud-based repository. If a Collin hosted repository is recommended by the vendor, then videos must be uploaded via the county network when the vehicle is in range of a Collin County wireless network.			
5.24.72	In the event a vehicle drives off from or loses network connectivity, then the video upload should continue once the vehicle is in range of a County network.			
5.24.73	The in-car system recording device (hard drive) should preserve the buffered version of the event until the complete recorded event is received.			
5.24.74	Solution should either transfer current video and audio files into a format compatible with the new solution or retain the current infrastructure set-up to allow viewing of old files.			
5.24.75	Solution should be able to record in multiple formats simultaneously.			
5.24.76	Solution should provide redundancy (backup) of recordings.			
5.24.77	The vendor should provide a completed and updated Disaster Recovery (DR) plan for Solution for CCSO (Collin County Sheriff's Office) usage to support Solution, if their location(s) are impacted by a disaster.			
5.24.78	The vendor proposal must outline Disaster Recovery procedures to ensure the recovery of videos in event of the proposed cloud based or Collin hosted repository being incapacitated, offline, or destroyed.			
5.24.79	Solution shall provide redaction software for videos and audio.			



RFP No. 2018-153 In-Car Video Camera Replacement  
Attachment A - Minimum System Expectations

Item	Project and System Requirements	Yes System performs these functions and/or agree to requirement	No System does not perform this function and/or cannot agree to requirement	<u>Written Response</u> If additional comments are needed.
5.24.80	Solution should allow trimming/splicing of audio and video files			
5.24.81	The vendor must provide an explanation of the redaction process, including automatic redactions, or overlay redaction			
5.24.82	Redaction capability must be configurable by system administrators who will control who had access to the redaction function			
5.24.83	Software must support the ability to convert video native files into various formats to include but not limited to MP4, AVI and WMV.			
5.24.84	The vendor must provide functionality to allow videos to be manually deleted or deleted on a set schedule based on retention requirements.			
5.24.85	Solution shall provide the capability for system administrators to manually override the scheduled retention deletion date and set a new date for expiration/deletion. This ensures compliance with State of Texas Statute of Limitations for evidence retention (See Appendix 2).			
5.24.86	Collin County would entertain vendor suggestions related to any case management functionality that would make our County more efficient, including recommendations for managing other types of digital media and evidence retained by the Sheriff's Office.			
5.24.87	Solution should accept any electronic evidence file submission via the digital evidence management system.			
5.24.88	Solution should allow custom digital evidence file categorization and event linking.			
5.25	<b>Body Cam Unit Requirements</b>			
5.25.1	The video format used by the camera and any storage system must be in MP4, WMV, or another common video format without the use of proprietary software/codecs.			
5.25.2	Mounting (Chest, head, or shoulder)			
5.25.3	Video Resolution (minimum – 720 dpi)			
5.25.4	High Quality Microphone			
5.25.5	Vendor shall specify the range (minimum and maximum) of the microphone to the base in-car recording unit			
5.25.6	View Angle (120 degree vs 180 degree)			
5.25.7	Frame Rate			
5.25.8	Recording Time (8 vs. 12 hours or more)			
5.25.9	Recording Speed (frames per second)			
5.25.10	Still Photo Capability			
5.25.11	Stealth Mode Capability			
5.25.12	Video Stabilization (yes/no)			
5.25.13	Built in WiFi			
5.25.14	Water Resistant			
5.25.15	Charge Time			
5.25.16	Storage (in GB)			
5.25.17	Battery Type (removable vs. rechargeable)			
5.25.18	GPS Capability			
5.25.19	Automatic Activation			
5.25.20	Encrypted			
5.25.21	Redaction Ability			
5.25.22	In Car Docking availability			
5.25.23	Syncing of body cams and the activation of blue lights on the vehicle			
5.25.24	Vendor should supply a recommendation for proximity activation of any Collin County body cams or in-car units when a body cam is activated.			

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Item	Project and System Requirements	Yes System performs these functions and/or agree to requirement	No System does not perform this function and/or cannot agree to requirement	<u>Written Response</u> If additional comments are needed.
<b>5.26 Video Retention Requirements</b>				
5.26.1	By statute, the State of Texas mandates retention of all videos for 90 days from date of creation.			
5.26.2	By statute, the State of Texas mandates that all videos related to a first degree/capital murder case are retained until the inmate is released from prison, deceased, or executed. Upon release from prison, death, or execution, the videos can be destroyed.			
5.26.3	By internal policy, the Collin County Sheriff's office retains video for 2 years from date of creation.			
<b>5.27 System Security Expectations</b>				
5.27.1	The delivered System should provide security to protect the integrity, confidentiality, and availability of the data and should be compatible with Collin County systems software.			
5.27.2	Solution design should allow all components, database and system access to operate under the least privilege principle, which requires that each user is assigned the most restrictive set of privileges required for the performance of authorized tasks.			
5.27.3	Solution should limit access to System video and statistical data and functionality from integrated systems based on authenticated logon accounts.			
5.27.4	Based upon the user's assigned rights and roles and assigned group, permissions and organizational assignment, Solution should control which menus, screens and functions within screens are available to that specific user.			
5.27.5	Solution should control which menus, screens and functions within screens are available to that specific user based upon user role.			
5.27.6	Solution should allow Collin County to create and define customized user rights, roles, and groups.			
5.27.8	Solution should notify the Collin County system administrator of unauthorized attempts to access Solution.			
5.27.9	Solution should prevent a user account from being deleted from Solution.			
5.27.10	Solution should allow a user account to be retired/disabled without deleting it.			
5.27.11	Solution should allow a retired/disabled user account to be reactivated.			
5.27.12	Solution should maintain user access audit logs, documenting the date and time of user login and logout and the workstation identification.			
5.27.13	Solution should ensure that the user access logs include successes and failures.			
5.27.14	Solution should not transmit user identification or authorization credentials over the network unless encrypted or hashed.			
<b>5.28 Technical and Security Requirements</b>				
5.28.1	Cloud based proposals should provide rules of engagement to Collin County for the performance of penetration testing on a yearly basis			
5.28.2	All proposals should encrypt transmission of all data that is in transit, or at rest.			
5.28.3	All proposals should hash data at rest, in support of ensuring data integrity			
5.28.4	All proposals should log access, at any administrative level, to all stored video data.			
5.28.5	All proposals should log administrative tasks to Solution.			
5.28.5	All proposals should support the automated export of relevant system actions (including, but not, limited to system authentication) to the County's SIEM platform			
5.28.6	Cloud based proposals should provide Collin County two options for user ID management			
5.28.7	A cloud based repository of user ID's and password or ability to federate Collin County user repositories into the solution			
5.28.9	Collin County hosted proposals should provide system administration access via a web console, and not require client software.			
5.28.10	Cloud based proposals should not require VPN client software on patrol cars for the upload of video data.			

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Attachment A - Minimum System Expectations

Item	Project and System Requirements	Yes System performs these functions and/or agree to requirement	No System does not perform this function and/or cannot agree to requirement	<u>Written Response</u> If additional comments are needed.
5.29	<b>Technical Environment</b>			
5.29.1	The following technical requirements are specific to on premise installations. Cloud based or hosted solutions should identify the technical framework in place to support the proposal and identify the security measures taken to maintain integrity of county data.			
5.29.2	Solution shall operate in a VMware vSphere virtualized server environment.			
5.29.2	The software shall operate on Microsoft Windows Server 2012 R2 servers running on VMware ESXi 5.5, 6.0, or 6.5 hosts connected to a NetApp based NAS storage system.			
5.29.3	The standard application server deployment consists of dual vCPUs with 4GB of vRAM, and 75GB disk space. The proposal shall identify server configuration specifications for all servers required for the proposed solution.			
5.29.4	The county will soon begin to update servers to Microsoft Windows Server Standard 2016 and VMware ESXi 6.5.			
5.29.5	The solution shall operate within an enterprise Microsoft SQL Server 2014 environment.			
5.29.6	The software will have dedicated database space within a shared database instance.			
5.29.7	The Enterprise SQL Server environment consists of physical clustered servers connected via fibre channel to an EMC ExtremIO SAN.			
5.29.8	System Administrator privileges are restricted to the Collin County DBA team. The proposal shall identify the required SQL Server permission levels.			
5.29.9	The proposed solution shall identify the required storage space to support the database along with growth estimates.			
5.29.10	The proposed solution shall not store scanned images, pictures, or video in the Microsoft SQL Server database. Image/video files shall be stored on a segregated storage environment dedicated to those file types. The proposed solution shall maintain a pointer to the storage location. Image data backup uses a storage mirror utilizing NetApp CDOT SnapMirror and SnapVault technology. Note: Current in-car/body camera video is not stored in this solution			
5.29.11	The primary design shall support simultaneous users, without system performance degradation as user access increases incrementally.			
5.29.12	The proposed solution shall be capable of supporting multiple concurrent user logins with no performance decrease.			
5.29.13	The proposal shall identify the maximum recommended number of concurrent connections capable with the recommended server configuration specifications.			
5.29.14	Proposed solutions should be through a web based application with no client side code installed or required for either end user or administrator access.			

Item	Project and System Requirements	Yes System performs these functions and/or agree to requirement	No System does not perform this function and/or cannot agree to requirement	Written Response If additional comments are needed.
5.30	<b>Implementation Requirements</b>			
5.30.1	The deployment of all video units (in-car and body cam) should be installed, operational, and completed in six (6) months after contract is signed by both the vendor and Collin County			
5.30.2	The vendor will perform all work consistent with Collin County standards and industry best practices. Where the two diverge the Collin County IT Project Manager will be responsible for making the decision on which to use.			
5.30.3	The vendor will identify opportunities to optimize system benefits			
5.30.5	The Collin County Sheriff's Office will officially identify the date "Beneficial Use" of the entire system is achieved.			
5.30.6	The vendor will provide technology architecture diagrams to show Solution architecture including a cloud based or a Collin hosted repository.			
5.30.7	The vendor's recommendation will demonstrate a commitment to user training and knowledge transfer.			
5.31	<b>Training Requirements</b>			
5.31.1	All training shall be provided at no additional cost to Collin County.			
5.31.2	The vendor will provide detailed system documentation and training materials that describe all system administration functions.			
5.31.3	The vendor will propose a training plan in sufficient detail to address each training requirement			
5.31.4	Vendor shall provide on-site instruction and training sessions to Collin County Sheriff's Office staff covering the administration, operation, and management of the entire system and associated equipment during the installation process or sooner.			
5.31.5	All vendor training will ensure that all users can adequately perform all basic system related administrative, diagnostic, and proactive management functions within Solution.			
5.31.6	Vendor shall include training on the reporting functions of Solution.			
5.31.7	Follow up instruction and training shall be provided to the County as needed, upon request.			
5.32	<b>Production Implementation and Post Implementation Support</b>			
5.32.1	The vendor will supply a dedicated Project Manager who will work with the County for the duration of this project. Vendor proposal should include recommendation for a full or part time Project Manager.			
5.32.2	The vendor shall perform detailed formal site surveys accompanied by Collin County Sheriff's Office staff and IT staff so vendor may document the current in-car and body-cam environment			
5.32.4	After the project begins, the vendor's assigned technicians shall be dedicated to the project through completion.			
5.32.5	The vendor shall supply a project plan outlining key project milestones and their respective durations. A project plan should in in MS Project if at all possible.			
5.32.6	The vendor Project Manager will be onsite during the first week of implementation and one week after			
5.32.7	The vendor shall provide schematic diagrams showing the installation of the equipment for each vehicle type.			
5.32.8	The vendor must notify the Collin County Sheriff's Office immediately when equipment and hardware installed under this agreement is discontinued or not supported any longer by the vendor. A plan to upgrade existing equipment shall be submitted to the Collin County Sheriff's office upon vendor notification to the Sheriff's Office that any equipment is discontinued or deemed obsolete by the vendor.			
5.33	<b>Installation and Collin County Environment Considerations</b>			
5.33.1	Vendor will be responsible for de-installation of existing video equipment from all vehicles.			
5.33.2	Solution should not require Collin County to upgrade currently used software application/systems versions identified in this document to a more recent version or a currently available release.			
5.33.3	Solution should use current and supported Microsoft operating system software.			
5.33.4	Solution, if on premise, should be compatible with existing technical infrastructure installed at Collin County, as described below.			

Item	Project and System Requirements	Yes System performs these functions and/or agree to requirement	No System does not perform this function and/or cannot agree to requirement	<u>Written Response</u> If additional comments are needed.
5.34	<b>Maintenance, Warranty, and Service Level Agreement Response Requirements</b>			
5.34.1	The Vendor should agree to a service level agreement (SLA) as part of the award contract. Please submit a copy of your proposed SLA with your RFP response.			
5.34.2	Vendor shall provide all necessary maintenance services for hardware and software.			
5.34.3	Vendor shall provide Collin County with all required State of Texas statutory requirements (hardware and software) at no cost (including all software upgrades) at no cost to Collin County for the duration of the contract.			
5.34.4	Vendor shall provide Collin County a 24x7 escalation call list and shall keep the escalation call list updated as time passes			
5.34.5	The vendor shall provide a live Help Desk support function that shall be located within the continental United States. The Help Desk services must be provided to Collin County at no cost to the County during the term of the contract. The Help Desk function shall be capable of providing support via telephone to designated Collin County personnel 24-hours a day, 7-days a week.			
5.34.6	Collin County shall be notified of any discontinuation or upgrade replacements of any components of Solution as soon as it is made known to the Vendor.			
5.34.7	Vendor shall propose a maintenance and serviceability plan for all in-car and body-cam units deployed at the Collin County Sheriff's Office, including response time to turn around any broken or defective units in order to have the deputy back in the field with functioning equipment.			
5.34.8	Vendor shall explain how triage of issues will be done, either remotely to the unit in the field, or if the vehicle will be required to return to the vendor or Collin County to complete the triage and fix.			
	Vendor shall provide a maintenance agreement that included, but is not limited to the following:			
5.34.9	Defective parts			
5.34.10	Software upgrades and patches, including how the vendor will supply and assist with applying any in-unit software upgrades and patches.			
5.34.11	Technical telephone support, 8am-9pm, 7 days a week.			
5.34.12	Location of Vendor's closest service center			
5.34.13	Escalation procedure for service related issues			
5.35	<b>Major Emergency Failures</b>			
5.35.1	A failure of the cloud based or Collin hosted repository to store, recall, write video from the proposed repository to DVD burners			
5.35.2	If a cloud storage solution is proposed, then any failure of the Cloud Storage facility itself would be considered a major emergency			
5.35.3	Response to major emergencies shall be available 24-hours a day, 7-days a week, throughout the term of the contract.			
5.36	<b>Minor Failures</b>			
5.36.1	Minor Failure shall be defined as any request for service when a major failure does not exist.			
5.36.2	When a minor failure occurs, Vendor agrees to send qualified background-checked technicians, as required, to arrive at the affected County facility within twenty-four (24) clock hours of request, 8:00 A.M. to 5:00 P.M. Central Time, Monday through Friday, excluding weekends and County holidays.			
5.36.3	If Vendor successfully corrects a minor failure within the required response period remotely, and no Vendor on-site presence is required to restore the system to proper performance levels, the 24-hour on-site response requirement shall be waived.			

**RFP 2018-153, In-Car Video Body Camera Replacement  
Attachment B - Pricing Sheet**

Description	Quantity	Each Price	Total Price
<b>Hardware: In-Car &amp; Body Cam Pricing</b>			
Required Hardware Cost/Price per Vehicle (including one (1) year warranty)	27		\$ -
Required Hardware Cost/Price per Motorcycle (including one (1) year warranty)	2		\$ -
Required Body Cams (including one (1) year warranty)	6		\$ -
Required Microphones (including one (1) year warranty)	84		\$ -
Additional Required Hardware Costs (including one (1) year warranty)	1		\$ -
<b>Total for Hardware In-Car &amp; Body Cam</b>			\$ -
<b>Software: In-Car Video &amp; Body Cam Pricing</b>			
Required Software Costs – Price Per Vehicle (including one (1) year warranty)	29		\$ -
Required Software Costs – Price Per Body Cam (including one (1) year warranty)	6		\$ -
Additional Required Software Costs (including one (1) year warranty)	1		\$ -
<b>Total for Software In-Car &amp; Body Cam</b>			\$ -

**RFP 2018-153, In-Car Video Body Camera Replacement  
Attachment B - Pricing Sheet**

Description	Quantity	Each Price	Total Price
<b>Total Installation/Testing/Configuration Costs – Price per Vehicle</b>			
Installation of Hardware/Software per Vehicle	27		\$ -
Installation of Hardware/Software per Motorcycle	2		\$ -
Installation of Hardware/Software per Body Cam	6		\$ -
Any Additional Required Installation/Testing/Configuration Costs – Price per Vehicle	1		\$ -
<b>Total for Installation</b>			\$ -
<b>Storage Solution</b>			
Option 1 - Cloud Based Storage with Data Backup (if Cloud Storage is proposed) (One Time cost for 1 year of cloud data storage with Data Backup)	1		\$ -
Option 2 - Collin County on Premise Solution	1		\$ -
Vendor must anticipate a 20% annual growth rate during contract duration			
Based on current storage of 1.5 to 2.0 TB for 29 total fleet units in 2018 and 6 body cam units			
Any Additional Required Installation/Testing/Configuration Costs For Storage System	1		\$ -
<b>Total for Storage Solution</b>			\$ -

**RFP 2018-153, In-Car Video Body Camera Replacement  
Attachment B - Pricing Sheet**

Description	Quantity	Each Price	Total Price
<b>Training Costs</b>	<b>1</b>		\$ -
<b>Any Additional required Services not listed above</b>	<b>1</b>		\$ -
<b>Travel Expenses (if required)</b>	<b>1</b>		\$ -
Attach a breakdown of Travel Expenses. <b>Must include a "not to exceed amount" for these expenses.</b>			
<b>Conversion of current videos from L3 proprietary format to cloud hosted or Collin County hosted data storage in non-proprietary vendor proposed format</b>	<b>1</b>		\$ -
<b>License/Maintenance Fees – (Vehicle Related Only)</b>			
License/Maintenance Fees – Year 1	29		\$ -
License/Maintenance Fees –Year 2	29		\$ -
License/Maintenance Fees – Year 3	29		\$ -
License/Maintenance Fees – Year 4	29		\$ -
License/Maintenance Fees – Year 5	29		\$ -
<b>Total Vehicle Hardware Maintenance</b>			\$ -
<b>License/Maintenance Fees – (Body Cams)</b>			
License/Maintenance Fees – Year 1	6		\$ -
License/Maintenance Fees – Year 2	6		\$ -
License/Maintenance Fees – Year 3	6		\$ -
License/Maintenance Fees – Year 4	6		\$ -



**RFP 2018-153, In-Car Video Body Camera Replacement  
Attachment B - Pricing Sheet**

Description	Quantity	Each Price	Total Price
License/Maintenance Fees – Year 5	6		\$ -
Total BodyCam Hardware Maintenance			\$ -
<b>Software License Maintenace Fees</b>			
License/Maintenance Fees – Year 1	1		\$ -
License/Maintenance Fees – Year 2	1		\$ -
License/Maintenance Fees – Year 3	1		\$ -
License/Maintenance Fees – Year 4	1		\$ -
License/Maintenance Fees – Year 5	1		\$ -
Total Software Maintenance Fees			

## Recommended Collin County Cloud Services Level Agreement

### 1. Access to the Subscription Services.

- 1.1. The Software is located on servers that are controlled by "VENDOR NAME". Collin County may access the software and have the right to place the software object code in escrow.
- 1.2. Collin County will provide high speed Internet connection, and hardware and software that is compatible with the Subscription Services.
- 1.3. Collin County will be responsible for regular upgrades to the Subscription Services and will be required to schedule with Collin County prior to the update. If upgrades require Collin County to upgrade its technical environment, "VENDOR NAME" will notify Collin County 90 days in advance.
- 1.4. Collin County expects levels of cloud services provided in 1.4.1 through 1.4.6.
  - 1.4.1. "VENDOR NAME" will provide 90% uptime to Collin County software application during Collin County's business operating hours. The operating hours will be identified by the Collin County and is subject to change as required. Collin County will provide a 30 day notification to "VENDOR NAME" of any changes.
  - 1.4.2. "VENDOR NAME" will provide Collin County Sheriff's Office the required level of performance and response time to the cloud services in order for the County to conduct their business efficiently and effectively.
  - 1.4.3. "VENDOR NAME" will notify, two weeks in advance, Collin County for all scheduled outages. All scheduled outage notification must include the start and completion dates, time, impact, risk, back out plan of the schedule outages, and any technology updates that impacts the County at any time.
  - 1.4.4. "VENDOR NAME" will notify Collin County for all unscheduled outages immediately when it occurs. "VENDOR NAME" will provide the Collin County within two hours the details of the unscheduled outages, to include, impact to the County and resolution. Unscheduled outages should always be minimalized and should not occur any more than four times in a twelve month fiscal year.
  - 1.4.5. "VENDOR NAME" will provide the proper infrastructure and security to properly maintain access to Collin County's data and "VENDOR NAME" software.
  - 1.4.6. "VENDOR NAME" is required to provide Collin County of any outsourced services under this contract. If "VENDOR NAME" uses any other than "VENDOR NAME" owned cloud services environments "VENDOR NAME" must get written approval from Collin County.

### 2. Collin County "DEPT NAME" Data.

## RFP No. 2018-153, In-Car Video and Body Camera Replacement

### Appendix 1

- 2.1. Collin County will provide all data for use in the Subscription Service. "VENDOR NAME" will not modify (add, delete, or update) data unless approved by Collin County.
- 2.2. Collin County's data is government property and owns all rights to the data in the cloud and "VENDOR NAME" makes no claim or any right of ownership in it.
- 2.3. "VENDOR NAME" is required to keep Collin County's data confidential, secure behind a firewall, and maintain regular backups based on best practices and approved by the County.
- 2.4. "VENDOR NAME" will not provide or use Collin County's data for corporate gain, statistical use, or provided to any other organization without the written permission of Collin County.
- 2.5. Collin County will have sole discretion to access and retrieve its data stored in the "VENDOR NAME" cloud services.
- 2.6. In an event of an emergency or time sensitive situation "VENDOR NAME" will allow full access to Collin County's data.
  - 2.6.1 Collin County will contact "VENDOR NAME" during any emergence or time sensitive event in order to access and retrieve its data stored in the "VENDOR NAME" cloud.
  - 2.6.2 "VENDOR NAME" is required to contact Collin County immediately in the event "VENDOR NAME" has an emergency.
  - 2.6.3 The use of FTP (File Transfer Portal) and/or other means of retrieving the data will be required to provide by "VENDOR NAME" to Collin County during an emergency or time sensitive situation.
- 2.7. "VENDOR NAME" will FTP (File Transfer Portal) all Collin County "DEPT NAME" data on a XX (recommend weekly) basis to Collin County.
- 2.8. "VENDOR NAME" will provide the ability to disposition data upon request of Collin County in order to meet required retention schedules allowable by the law. "VENDOR NAME" will not have additional copies of the disposition record residing in other locations or cloud environments making the record subject to disclosure upon any public record request or in the event of litigation.
- 2.9. In the event of contract termination "VENDOR NAME" will provide all of Collin County's data back to the County according to sections 2.9.1 through 2.9.4 requirements.
  - 2.9.1. Collin County's data will be provided back to the County through FTP (File Transfer Protocol) and/or other agreed upon technology 60 days prior to the termination date of the contract.
  - 2.9.2. Collin County data will be provided back to the County in a SQL database format and/or other agreed upon database technology.
  - 2.9.2. Collin County's data access will be provided to the County during the full term of the contract.
  - 2.9.3. All Collin County data will be destroyed by "VENDOR NAME" upon completion of the terminated

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### Appendix 1

contract. This includes all backups and/or copies of the County data in other environments or locations.

- 2.9.4. Collin County reserves the right to conduct an audit to ensure the data has been destroyed in the cloud and/or other environments or locations.
- 2.10. If “VENDOR NAME” experiences a data breach or unauthorized access to Collin County data “VENDOR NAME” will immediately notify Collin County. Within two weeks of the breach detail notification to Collin County is required and will include the nature of the breach, the data comprised, the involving parties, mitigation efforts, and corrective actions to be taken by Collin County. “VENDOR NAME” will be responsible for all expenses related to any data breach or unauthorized access to Collin County data and will be by liable for all damages, fines, to include litigation cost. Collin County will not be responsible for any expense associated with data breaches or unauthorized access while the county data is residing in “VENDOR NAME” cloud services.
- 2.11 “VENDOR NAME” is required to provide required disaster recovery and business continuity plan to Collin County. The plan must be agreed upon and plans must meet government requirements.

### **3. Right to Audit and Inspect.**

- 3.1 Collin County reserves the right to request third-party audits and/or certifications related to infrastructure and security, including penetration testing and vulnerability assessments. All reports from these audits will be provided to Collin County.
- 3.2 Collin County or a third-party provider selected by the County, has a right to perform an onsite inspection of “VENDOR NAME” cloud, infrastructure and security practices on a specified basis.
- 3.3 Collin County has the right to review the Infrastructure and security specifications in written format if it so chooses.
- 3.4 Collin County have the right to audit the performance records of “VENDOR NAME” cloud, as well as access to daily and weekly service quality statistics.



# No Limitation

- **Murder or Manslaughter**
- **Sexual assault (PC 22.011 (a)(2) & PC 22.021 (a) (1) (B))**
  - where DNA is present but does not match the victim or any Known individual
  - Continuous sexual abuse of child (PC 21.11)
- **Indecency w/Child (PC 21.11)**
- **Fail to Stop Render Aid Fatality (TC 550.021)**
- **Trafficking of Persons (PC 20A.02 (a)(7) or (8) or PC 20A.03)**
- **Compelling Prostitution (PC 43.05 (a)(2))**



## 5 Years

- Felony Theft or Robbery
- Kidnapping or Felony Burglary
- Injury to Elderly or Disabled (Less than F-1)
- Abandoned / Endangering a Child
- Insurance Fraud



## 7 Years

- Misapplication of fiduciary property
- Securing execution of document by deception
- Felony Violation under Tax Code Chapter 162
- False Statement to obtain property or credit (PC 32.32)
- Money Laundering
- Credit Card Abuse (PC 32.31)
- Fraudulent use or possession of identifying information (PC 32.51)
- Medicaid Fraud (PC 35A.02)
- Bigamy (PC 25.01)



# 10 Years

- Theft of Estate by executor with intent to defraud
- Theft by Public Servant of Government Property
- Forgery
- F-1 Injury to Elderly or Disabled (PC 22.04)
- Sexual Assault (where table A or E Does not apply)
- Arson
- Human Trafficking (PC 20A.02 (a) (1), (2), (3), or (4))
- Compelling Prostitution (PC 43.05(a)(1))





## 10 years from the 18<sup>th</sup> Birthday of the Victim

- Trafficking of persons (PC 20A.02 (a) (5 or 6))
- Injury to a child (PC 22.04)
- Bigamy (PC 25.01)



## 20 years from the 18<sup>th</sup> Birthday of the Victim

- Sexual performance by a child (PC 43.25)
- Aggravated kidnapping (PC 22.04 (a)(4))
- Burglary (PC 30.02)



## Other Offenses

- All other Felonies (3 year Statues)
- All Misdemeanors (2 year Statues)

## Vehicle Listing

Number	Type	Year	Make	Model	Notes
1	DIST PATROL UNIT	2014	FORD	EXPLORER	
2	DIST PATROL UNIT	2014	FORD	EXPLORER	
3	DIST PATROL UNIT	2014	FORD	EXPLORER	
4	DIST PATROL UNIT	2013	FORD	EXPLORER	
5	DIST PATROL UNIT	2015	FORD	EXPLORER	
6	DIST PATROL UNIT	2015	FORD	EXPLORER	
7	DIST PATROL UNIT	2015	FORD	EXPLORER	
8	DIST PATROL UNIT	2016	FORD	EXPLORER	
9	DIST PATROL UNIT	2016	FORD	EXPLORER	
10	DIST PATROL UNIT	2016	FORD	EXPLORER	
11	DIST PATROL UNIT	2016	FORD	EXPLORER	
12	DIST PATROL UNIT	2016	FORD	EXPLORER	
13	DIST PATROL UNIT	2016	FORD	EXPLORER	
14	DIST PATROL UNIT	2017	FORD	EXPLORER	
15	DIST PATROL UNIT	2016	FORD	EXPLORER	
16	DIST PATROL UNIT	2016	FORD	EXPLORER	
17	PATROL OTHER	2013	FORD	EXPLORER	
18	PATROL OTHER	2014	FORD	EXPLORER	
19	PATROL OTHER	2015	FORD	EXPLORER	
20	PATROL OTHER	2015	HD	MOTORCYCLE	Body Cam
21	PATROL OTHER	2015	HD	MOTORCYCLE	Body Cam
22	PATROL OTHER	2016	FORD	F150	
23	PATROL OTHER	2016	FORD	F150 XL	
24	PATROL OTHER	2016	FORD	PICK UP	
25	PATROL OTHER	2015	FORD	EXPLORER	Does not have L3 today
26	PATROL OTHER	2015	FORD	EXPLORER	Does not have L3 today
27	PATROL OTHER	2015	FORD	EXPLORER	Does not have L3 today
28	PATROL OTHER	2017	FORD	EXPLORER	Does not have L3 today
29	New Vehicle				To Be Purchased in 2018

# TECHNOLOGY STANDARDS

JUDICIAL COMMITTEE ON INFORMATION TECHNOLOGY

Version 4.5

Released: October 20, 2017

## Technology Standards v4.5

# 1 INTRODUCTION

## 1.1 PURPOSE

Pursuant to Texas Government Code, Chapter 77, Section 77.031, this document delineates standards for the technological needs of the judicial system. This document is approved by the Judicial Committee on Information Technology (JCIT) that was created by the 74<sup>th</sup> Texas Legislature. Changes to this document are effective 90 days after adoption and publication by the JCIT.

## 1.2 VERSIONS

Version	Action	Release Date
1.0	Initial Draft	April 11, 2012
1.1	Added Audio/Video Standards	July 25, 2012
1.2	Added eFiling Filing Types	November 12, 2013
1.3	Added additional eFiling Types	March 21, 2014
1.4	Added standards for Additional Services; Removed Digital Signature standard (covered in rules); Various changes to other standards	October 14, 2014
2.0	Small changes to codes per county feedback	February 20, 2015
2.5	Small changes to codes per county feedback	August 14, 2015
3.0	Changes to return for correction reasons, additional services	January 29, 2016
3.5	Addition of JP civil and criminal standards Additional codes in district/county criminal Addition of standard filer processes	August 26, 2016
4.0	Small changes per feedback	January 20, 2017
4.5	Small changes per feedback	October 20, 2017

## 1.3 DEFINITIONS

**Attachment** – any unique supporting document including exhibits and proposed orders that are not defined in Rule 21 (a) of the Texas Rules of Civil Procedure.

**Digital Media** – any files stored in an electronic format. This can include (but is not limited to) text, audio and video files.

**Document** – a pleading, plea, motion, application, request, exhibit, brief, memorandum of law, or other instrument in electronic form.

**DPI** – Dots per inch

**Lead Document** – a document as defined by Rule 21 (a) of the Texas Rules of Civil Procedure. If filing a single document, it is the lead document.

**NARA** - National Archives and Records Administration

**NIEM** – National Information Exchange Model – a partnership of the U.S. Department of Justice, the U.S. Department of Homeland Security, and the U.S. Department of Health and Human Services designed to develop, disseminate and support enterprise-wide information exchange standards and processes that can enable jurisdictions to effectively share critical information in emergency situations, as well as support the day-to-day operations of agencies

## Technology Standards v4.5

throughout the nation. NIEM was adopted formally by JCIT and is promulgated in data exchanges in Texas Administrative Code, Title 1, Part 8, Chapter 177.

**Electronic Court Filing (ECF) standards** – a set of non-proprietary extensible markup language (XML) and Web services specifications, along with clarifying explanations and amendments to those specifications that have been added for the purpose of promoting interoperability among electronic court filing vendors and systems.

**OCA** – Office of Court Administration

**OCR** – Optical Character Recognition

**PDF** – Portable Document Format – for the purpose of these standards this is PDF 1.4 (ISO 19005-1:2005 – Revised as ISP/NP 19005-1). This standard specifies how to use PDF for long-term preservation of electronic documents and is applicable to documents containing combinations of character, raster and vector data.

**PDF Distiller** – a program or application that converts files into PDF files so that the printed appearance of a document is preserved regardless of the application used to create it. This functionality is commonly seen as “Print to PDF”, “Save to PDF” or “Export to PDF”.

**PDF Software** – software that conforms to International Organization for Standardization (ISO) 32000-1:2008. This standard specifies standards for creating (writing), reading, displaying and interacting with PDF documents.

**JCIT** – Judicial Committee on Information Technology

### 1.4 REFERENCES

- NIEM – <http://www.niem.gov>
- OASIS LegalXML Electronic Court Filing (ECF) specifications – <http://www.oasis-open.org/committees/legalxml-courtfiling/>
- VLC media player supported formats – <http://www.videolan.org/vlc/features.html>
- Windows media player supported formats – <http://support.microsoft.com/kb/316992>

## 2 SYSTEM DATA EXCHANGE STANDARDS

In accordance with Texas Administrative Code, Title 1, Part 8, Chapter 177, information exchanges that occur between the various systems (electronic filing manager, case management, document management, etc.) should occur using the current OASIS LegalXML specifications. The OASIS LegalXML specification is a subset to NIEM.

## 3 DIGITAL MEDIA STANDARDS

In addition to content and formatting promulgated by the Texas Rules of Civil Procedure, Texas Code of Criminal Procedure, and Texas Rules of Appellate Procedure, the following standards apply to digital media filed electronically or scanned from source records (filed after the effective date of these standards) by the clerk.

### 3.1 DOCUMENTS

## Technology Standards v4.5

- A. An e-filed document must be in text-searchable PDF, using fonts specified in the PDF specification, on 8.5x11 page size, with the content appropriately rotated.
- B. When possible, the document should be generated directly from the originating software using a PDF distiller.
- C. Prior to being filed electronically, a scanned document must have a resolution of 300 DPI. Preferably, scanned documents should be made searchable using OCR technology.
- D. An e-filed document may not contain any security or feature restrictions including password protection or encryption and may not contain embedded multi-media video, audio, or programming.
- E. Documents may not contain package PDF's. PDF's should not be embedded inside of another PDF. Documents may not contain embedded fonts. Each document must be a single PDF. An appellate court may require that multiple PDF documents be combined into a single PDF document and bookmarks used to separate content appropriately. The content of the document should not depend on bookmarks.
- F. Any e-filed document filename should contain only alphanumeric characters that are part of the Latin1\_General character set. No special characters are allowed and the length of the filename should be restricted to 50 characters.

### 3.2 AUDIO/VIDEO

- A. The following media players are supported (specific audio/video formats can be found on each media player's website):
  - a. VLC media player (VideoLAN Organization)
  - b. Windows media player (Microsoft)
- B. When an audio/video file is natively supported by at least one media player listed in these standards, the file must not be converted into another format.
- C. If an audio/video file is not natively supported by at least one media player listed in these standards, the file must be converted to another format supported by at least one media player listed. The original, any hardware requirements, and software needed to view/hear the original must be submitted as well.
- D. If modifications are needed to enhance the native audio/video, a copy of the original must be made. The modified copy (submitted in addition to the original audio/video) must also be generated in a format supported by at least one media player listed in these standards.



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## 4 EFILING FILING CONFIGURATIONS

Below are the standard filing configurations to be used in the eFiling system for district, county court at law, probate, constitutional county, and justice of the peace courts. This list of filing configurations must be accepted in each court. Courts and clerks may not add to this configuration, but may eliminate codes if not needed in a particular jurisdiction.

It is important to note that these standards only apply to the electronic filing system which is a delivery system and are NOT standards for a county case management or document management system.

### 4.1 CIVIL CASES – DISTRICT AND COUNTY COURTS

#### 4.1.1 CASE CATEGORIES/TYPES

<b>Case Category Code</b>	<b>Case Type Codes</b>
<b>Civil – Contract</b>	Debt/Contract – Consumer/DTPA
	Debt/Contract – Debt/Contract
	Debt/Contract – Fraud/Misrepresentation
	Debt/Contract – Other
	Foreclosure – Home Equity-Expedited
	Foreclosure – Other
	Franchise
	Insurance
	Landlord/Tenant
	Non-Competition
	Partnership
	Other Contract
<b>Civil – Employment</b>	Discrimination
	Retaliation
	Termination
	Workers’ Compensation
	Other Employment
<b>Civil – Injury or Damage</b>	Assault/Battery
	Construction
	Defamation
	Malpractice – Accounting
	Malpractice – Legal
	Malpractice – Medical
	Malpractice – Other Professional Liability
	Motor Vehicle Accident
	Premises
	Product Liability – Asbestos/Silica
	Product Liability – Other
Other Injury or Damage	
<b>Civil – Other Civil</b>	Administrative Appeal
	Antitrust/Unfair Competition
	Bill of Review

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	Code Violations
	Communicable Disease
	Foreign Judgment
	Fraudulent Liens
	Garnishment
	Intellectual Property
	Judicial Review- Fraudulent Documents
	Lawyer Discipline
	Perpetuate Testimony
	Securities/Stock
	Tortious Interference
	Toll Road
	Transfer Structured Settlement Payment Rights
	Other Civil
<b>Civil – Real Property</b>	Condemnation
	Eminent Domain
	Partition
	Quiet Title
	Trespass to Try Title
	Other Property
<b>Civil – Related to Criminal Matters</b>	Expunction
	Judgment Nisi
	Non-Disclosure
	Occupational Driver’s License
	Seizure/Forfeiture
	Sexual Predator (Health & Safety Code 841)
	Writ of Habeas Corpus – Pre-indictment
	Other
<b>Civil – Tax</b>	Tax Appraisal
	Tax Delinquency
	Other Tax

**4.1.2 FILING TYPES**

<b>New Case</b>	<b>Subsequent Filings</b>
Affidavit of Indigency	Affidavit of Indigency
Application	Amended Filing
Petition	Answer/ Response
Proposed Order	Bond
Transfer (County Use Only)	Counter Claim/Cross
	Action/Interpleader/Intervention/Third Party
	Contest
	Filing of Action other than Original
	Garnishment
	Motion (No Fee)
	Motion for Contempt
	Motion for New Trial

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	Motion to Modify Motion to Reinstate Motion to Terminate Wage Withholding Motion to Transfer Notice Notice of Appeal No Fee Documents Proposed Order Request Transfer (County Use Only) Vital Statistics Forms
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**Technology Standards v4.5**

**4.2 CIVIL CASES – JUSTICE OF THE PEACE**

*4.2.1 CASE CATEGORIES/TYPES*

<b>Case Category Code</b>	<b>Case Type Codes</b>
<b>Civil</b>	Administrative
	Bill of Review
	Debt Claim
	Foreign Judgement
	Garnishment
	Handgun License
	Repair and Remedy
	Small Claims
	Tax Suit
	Tow Hearing
	Truancy
	Turnover
	Writ of Sequestration
	Writ to Revive Judgement
<b>Civil – Injury or Damage</b>	Cruelly Treated Animal
	Dangerous Dog
	Dog Causing Death or Serious Bodily Injury
<b>Civil – Real Property</b>	Eviction
	Order for Entry and Property Retrieval
	Writ of Re-Entry
	Writ of Restoration Utility
<b>Civil – Related to Criminal Matters</b>	Bond Forfeiture
	Driver’s License Suspension Hearing
	Occupational Driver’s License
	Stolen or Seized Property

*4.2.2 FILING TYPES*

<b>New Case</b>	<b>Subsequent Filings</b>
Affidavit	Abstract of Judgement
Application	Affidavit
Bill of Review	Amended Filing
Petition	Answer Filed
Proposed Order	Appeal Filed
	Application Filed
	Bankruptcy Filed
	Bond
	Counter Claim/Cross
	Action/Interpleader/Intervention/Third Party
	Contest
	Motion Filed
	Motion for Continuance

**Technology Standards v4.5**

	Motion for Default Judgment Motion for Discovery Motion for New Trial Motion to Dismiss Motion to Transfer No Fee Documents Notice Notice of Appeal Proposed Order Request Subpoena/Summons Writ of Execution
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**Technology Standards v4.5**

**4.3 FAMILY/JUVENILE CASES**

The Title IV-D Agency (Texas Office of the Attorney General – Child Support Division) will file its documents under the “Family/Juvenile – Title IV-D (OAG Use Only)” category and use only the case and filing types that begin with “(Title IV-D OAG Use Only) for all its new and subsequent filings.

**4.3.1 CASE CATEGORIES/TYPES**

<b>Case Category Code</b>	<b>Case Type Codes</b>
<b>Family/Juvenile – Marriage Relationship</b>	Annulment with Children
	Annulment without Children
	Declare Marriage Void
	Divorce with Children
	Divorce without Children
<b>Family/Juvenile – Other Family Law</b>	Adult Adoption
	Register Foreign Judgment
	Garnishment
	Habeas Corpus
	Name Change
	Protective Order
	Removal of Disabilities of Minority
	Temporary Authorization for Care of Child
	Unaccompanied Alien Child
	Other
<b>Family/Juvenile – Parent-Child Relationship</b>	Adoption/Adoption with Termination
	Child Protection
	Child Protection (Gov. Code 24.620)
	Child Support
	Custody or Visitation
	Gestational Parenting
	Grandparent Access
	Parentage/Paternity/Voluntary Legitimation
	Termination of Parental Rights
	Other Parent-Child
<b>Family/Juvenile – Post-judgment Actions</b>	Enforcement
	Modification – Custody
	Modification – Other
<b>Family/Juvenile – Title IV-D (OAG Use Only)</b>	(Title IV-D OAG Use Only) Establishment
	(Title IV-D OAG Use Only) Paternity
	(Title IV-D OAG Use Only) Interstate – No TX Cause
	(Title IV-D OAG Use Only) Interstate – Existing TX Cause
	(Title IV-D OAG Use Only) Enforcement
	(Title IV-D OAG Use Only) Intervention
	(Title IV-D OAG Use Only) Other – Billed
	(Title IV-D OAG Use Only) Other – Not Billed
	(Title IV-D OAG Use Only) Capias/Writ
	(Title IV-D OAG Use Only) Service Documents

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**4.3.2 FILING TYPES**

<b>New Case</b>	<b>Subsequent Filings</b>
Affidavit of Indigency	Affidavit of Indigency
Application	Amended Filing
Petition	Answer/Contest/Response/Waiver
Proposed Order	Bond
Transfer (County Use Only)	Counter Claim/Cross
(Title IV-D OAG Use Only)	Action/Interpleader/Intervention/Third Party
Establishment	Habeas Corpus (Continuing Jurisdiction)
(Title IV-D OAG Use Only) Paternity	Motion (No Fee)
(Title IV-D OAG Use Only) Interstate – No TX Cause	Motion for Contempt
(Title IV-D OAG Use Only) Interstate – Existing TX Cause	Motion for Enforcement
(Title IV-D OAG Use Only) Enforcement	Motion for New Trial
(Title IV-D OAG Use Only) Intervention	Motion to Modify
(Title IV-D OAG Use Only) Other – Billed	Motion to Modify and Enforce
(Title IV-D OAG Use Only) Other – Not Billed	Motion to Reinstate
(Title IV-D OAG Use Only) Capias/Writ	Motion to Revoke/Suspend/Withhold
(Title IV-D OAG Use Only) Service Documents	Motion to Stay
	Motion to Terminate Wage Withholding
	Motion to Transfer
	Notice
	Notice of Appeal
	Notice of Delinquency
	No Fee Documents
	Proposed Order
	Request
	Transfer (County Use Only)
	(Title IV-D OAG Use Only) Establishment
	(Title IV-D OAG Use Only) Paternity
	(Title IV-D OAG Use Only) Interstate – No TX Cause
	(Title IV-D OAG Use Only) Interstate – Existing TX Cause
	(Title IV-D OAG Use Only) Enforcement
	(Title IV-D OAG Use Only) Intervention
	(Title IV-D OAG Use Only) Other – Billed
	(Title IV-D OAG Use Only) Other – Not Billed
	(Title IV-D OAG Use Only) Capias/Writ
	(Title IV-D OAG Use Only) Service Documents

**4.3.3 PARTY TYPES**

For each Title IV-D case type, the court will list one (1) Petitioner and two (2) Respondents as required party types.

**Technology Standards v4.5**

**4.4 PROBATE CASES**

**4.4.1 CASE CATEGORIES/TYPES**

<b>Case Category Code</b>	<b>Case Type Codes</b>
<b>Probate</b>	Dependent Administration
	Independent Administration
	Foreign Will
	Letters Testamentary
	Muniment of Title
	Other Estate Proceedings
	Small Estate Proceedings
	Open Safety Deposit Box
<b>Probate – Guardianship</b>	Guardianship – Adult
	Guardianship – Minor
	Guardianship Management Trust
	Sale of Property
<b>Probate – Other</b>	Other Probate
	Condemnation/Eminent Domain (Bexar/Denton/Travis County Only)

**4.4.2 FILING TYPES**

<b>New Case</b>	<b>Subsequent Filings</b>
Affidavit on Indigency	Affidavit on Indigency
Application	Amended Filing
Application with Ad Litem	Annual Account
Guardianship Information	Annual Report
Letter	Answer/Response
Petition	Application for Removal
Proposed Order	Application in an Existing Estate
Will/Codicil	Application on Sale of Personal Property
Transfer (County Use Only)	Application on Sale of Real Property
	Bond
	Claim
	Counter Claim/Cross
	Action/Interpleader/Intervention/Third Party/Contest
	Final Account
	Final Report
	Inventory
	Inventory – (filed after the 90 <sup>th</sup> day after the date the personal rep has qualified)
	Motion (No Fee)
	No Fee Documents
	Notice
	Oath
	Proposed Order
	Request
	Will/Codicil



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**4.5 MULTI-DISTRICT LITIGATION (MDL) CASES**

The case categories and types below are updated upon an order from the Supreme Court creating or removing a MDL case type.

**4.5.1 CASE CATEGORIES/TYPES**

<b>Case Category Code</b>	<b>Case Type Codes</b>
<b>Multi-District Litigation (MDL)</b>	MDL – Asbestosis
	MDL – GM Ignition Switch
	MDL – Hailstorm
	MDL – Hurricane Ike
	MDL – Product Liability

**4.5.2 FILING TYPES**

<b>New Case</b>	<b>Subsequent Filings</b>
Affidavit of Indigency	Affidavit of Indigency
Application	Amended Filing
Petition	Answer /Response
Proposed Order	Bond
Transfer (County Use Only)	Counter Claim/Cross
	Action/Interpleader/Intervention/Third Party
	Contest
	Motion (No Fee)
	Motion for Contempt
	Motion for Enforcement
	Motion for New Trial
	Motion to Modify
	Motion to Reinstate
	Motion to Terminate Wage Withholding
	Motion to Transfer
	Notice
	Notice of Appeal
	No Fee Documents
	Proposed Order
	Request

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**4.6 CRIMINAL CASES – DISTRICT AND COUNTY COURTS**

**4.6.1 CASE CATEGORIES/TYPES**

<b>Case Category Code</b>	<b>Case Type Codes</b>
<b>Criminal – Misdemeanor</b>	Appeal from a Lower Court
	Misdemeanor <sup>1</sup>
	Misdemeanor A
	Misdemeanor B
	Misdemeanor C
	Magistrate Case
	Occupational Driver’s License
	Writ – Other
	Writ – Habeas Corpus - Other
	Writ – Habeas Corpus – 11.072
<b>Criminal – Felony</b>	Appeal from a Lower Court
	Acquittal Expunction
	Capital Felony
	Felony
	Felony 1
	Felony 2
	Felony 3
	Felony - State Jail
	Magistrate Case
	Occupational Driver’s License
	Sexual Predator (Health & Safety Code 841)
	Writ – Habeas Corpus - Other
	Writ – Habeas Corpus – 11.07 and 11.071
	Writ – Habeas Corpus – 11.072

**4.6.2 FILING TYPES**

<b>New Case</b>	<b>Subsequent Filings</b>
Complaint	Amended Filing
Indictment	Amended Filing for Occupational Driver’s License
Information	Affidavit
Petition	Answer/Response
Transfer Case (County Use Only)	Application
	Bill of Review
	Bond
	Election as to Punishment
	Letters
	Motion
	Motion for New Trial
	Motion to Revoke Probation/Adjudicate Guilt
	No Fee Documents

<sup>1</sup> For the “Misdemeanor” and “Felony” case types, the intent is that the clerk chooses either the broad case type (Misdemeanor) OR the detailed case types (Misdemeanor A, Misdemeanor B, Misdemeanor C).

**Technology Standards v4.5**

	Notice Notice of Non-Disclosure Pleas Proposed Order Reinstatement with Cost Request Report/Return Sanctions Toward Effective Probation (STEP) Statement of Facts Form Subpoena/Summons Warrants Writs
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**Technology Standards v4.5**

**4.7 CRIMINAL CASES – JUSTICE OF THE PEACE**

**4.7.1 CASE CATEGORIES/TYPES**

<b>Case Category Code</b>	<b>Case Type Codes</b>
<b>Criminal</b>	Complaint
	Citation

**4.7.2 FILING TYPES**

<b>New Case</b>	<b>Subsequent Filings</b>
Petition	Affidavit
Transfer Case (County Use Only)	Application
	Bond
	Motion
	Notice
	Other Documents Not Listed
	Pleas
	Proposed Order
	Request
	Subpoena/Summons
	Warrants
	Writs

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### 4.8 OTHER STANDARD ELECTRONIC FILING SYSTEM CONFIGURATIONS

#### 4.8.1 STANDARD FILER PROCESSES

All filers using the electronic filing system must follow the standard processes when filing particular items with the court. Clerks may not return a document for correction if the filer followed the processes outlined below.

##### 4.8.1.1 Proposed Orders

Proposed orders may not be combined into one computer file with a motion or other document.

A proposed order may not be the lead document in an envelope containing a motion or other document. When filed with a motion or other document, a proposed order must be filed as an attachment in the same envelope as the motion or other document.

If nothing is being filed along with the proposed order, the proposed order must be the lead document.

##### *Preferred Clerk Implementation*

1. Clerk includes the proposed order in the case management system for judicial review.
2. Judge modifies and then signs the proposed order (transforming it into an order) and returns it to the clerk for filing. Judges are encouraged, but not required, to electronically file an order back to the clerk's office.

##### 4.8.1.2 Request for Citations

When citation is needed, the filer must select "Issue Citation" as an additional service.

##### *Preferred Clerk Implementation*

1. Clerk accepts the lead document and attachments and then electronically prepares the citation.
2. Clerk sends the citation to the filer via
  - a. The eFileTexas system as a "eServe Only" filing,
  - b. Email to the party using the email address on file.

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**4.8.2 ACCEPTANCE OF DOCUMENTS TENDERED FOR FILING**

A clerk must accept a document tendered for e-filing unless specifically authorized not to accept the document(s) by statute, Texas Rules of Appellate Procedure, or by the Texas Rules of Civil Procedure for the reasons listed below.

<b>Category</b>	<b>Reason</b>	<b>Authority</b>
<b>Sealed Documents</b>	Documents filed under seal or presented to court <i>in camera</i> cannot be eFiled.	TRCP 21(f)(4) TRAP 9.10
<b>Vexatious Litigant</b>	Filer has been found to be a vexatious litigant and has not presented an order from the local administrative judge permitting the filing.	CPRC §11.103

**4.8.3 REQUEST FOR CORRECTION**

A clerk may request a filer to correct an e-filed document only for the following reasons. The request must state the reason and reference any supporting authority as follows:

<b>Category</b>	<b>Reason</b>	<b>Authority</b>
<b>Insufficient Fees</b>	Fees submitted are insufficient. Please resubmit your filing with the correct case type/filing type. <i>&lt;provide short summary as to what fees were not included&gt;</i>	TRCP 99(d) and Gov't Code, §51.318(b)(7) and (8) Gov't Code §51.317(a) Local Gov't Code §118.052; §118.121; or §118.131
<b>Insufficient Funds</b>	Credit Card was declined. Please resubmit with a valid method of payment.	TRCP 99(d) and Gov't Code, §51.318(b)(7) and (8) Gov't Code §51.317(a) Local Gov't Code §118.052; §118.121; or §118.131
<b>Document Addressed to Wrong Clerk</b>	The document is addressed to a court for which this clerk's office does not accept filings. Please correct or re-file with the appropriate clerk's office.	
<b>Duplicate New Case Filing</b>	The filing requesting a new case duplicates an existing case. Please file under the existing case.	
<b>Incorrect/Incomplete Information</b>	Please resubmit using the correct/complete information	Family Code

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	<ul style="list-style-type: none"> <li>• Cause number</li> <li>• Case Type</li> <li>• Case Category</li> <li>• Filing Code</li> <li>• Party names on document(s)</li> <li>• Attorney/Party email address(es)</li> <li>• Required forms</li> <li>• Information required by Statute</li> </ul>	<p>§102.008 and §105.006 require identification of children by name and DOB</p> <p>TRCP 79</p> <p>Civil Practices and Remedies Code 30.015</p>
<b>Incorrect Formatting</b>	<p>Please resubmit the document</p> <ul style="list-style-type: none"> <li>• By rotating the document so that the file mark will appear in the upper right corner</li> <li>• In text searchable PDF</li> <li>• Directly converted to PDF if possible.</li> <li>• With a 300dpi resolution</li> <li>• With a page size of 8.5"x11"</li> <li>• With no embedded fonts</li> </ul>	TRCP 21 (f)(8)
<b>PDF Documents Combined</b>	You have submitted multiple documents for filing in a single PDF. The file-mark will only appear on documents submitted as lead documents. Please file all lead documents as separate PDF documents.	
<b>Illegible/Unreadable</b>	Please resubmit in a format that is legible.	
<b>Sensitive Data</b>	<p>Please resubmit with all sensitive data redacted:</p> <ul style="list-style-type: none"> <li>• DL, SSN, Passport Number, Tax ID Number, Government Issued ID Number</li> <li>• Bank Account Number, Credit Card Number, Financial Account Number</li> <li>• Birth Date, Home Address and name of any person who was a minor when the suit was filed.</li> </ul>	TRCP 21c (a-f) TRAP 9.10
<b>Filer's Request</b>	The filer requested that this filing be returned.	
<b>Judge's Request</b>	The judge requested that this filing be returned	

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*4.8.4 ADDITIONAL SERVICES*

A clerk may offer additional services as outlined in statute that are charged in addition to any filing fees. The following additional services are allowed to be offered in the eFiling system. A clerk may choose not to offer a particular service and eliminate it from their local configuration, however, a clerk may not add a service not shown below.

If a clerk chooses to provide additional services functionality, all of the services listed below beginning with (Title IV-D OAG Use Only) must be made available to the Title IV-D Agency. The Title IV-D Agency will use only these additional services.

<b>Additional Service</b>	<b>Statute</b>
Additional Plaintiffs (11-25)	Government Code 51.317 (b-1)(1)
Additional Plaintiffs (26-100)	Government Code 51.317 (b-1)(2)
Additional Plaintiffs (101-500)	Government Code 51.317 (b-1)(3)
Additional Plaintiffs (501-1000)	Government Code 51.317 (b-1)(4)
Additional Plaintiffs (1001+)	Government Code 51.317 (b-1)(5)
Adoptive Child VSU	Health and Safety Code 191.0045(d)
Adoptive Child DPW	Health and Safety Code 191.0045(d)
Authenticated Certificate	Local Government Code 118.060
Background Check	Local Government Code 411.1386
Bill of Cost	Local Government Code 118.011(c) Government Code 51.319(3)
Bond Approval Fee	Government Code 51.318(b)(6)
Certificate Issuance	Local Government Code 118.060
Certificate of Name Change	Family Code 45.106(c)
Certificate of No Appeal	Local Government Code 118.060 Government Code 51.318(b)(4)
Copies – Certified	Local Government Code 118.011(3)(B) Government Code 51.318(b)(7)
Copies – Exemplified	Government Code 51.519(3)
Copies – Non-Certified	Local Government Code 118.011(3)(C) Government Code 51.318(b)(8)
Copies – Service	Rules of Civil Procedure 99(a)
Document over 25 pages after 120 days or upon approving order	Local Government Code 118.052(2)(B)(vi)
Issue Abstract of Judgment	Local Government Code 118.052(1)(C)(i) Government Code 51.318 (b)(5)
Issue Bench Warrant	Local Government Code 118.059 Government Code 51.318 (b)(2)
Issue Capias	Local Government Code 118.059 Government Code 51.318 (b)(2)
Issue Citation	Local Government Code 118.059 Government Code 51.318(b)(2)
Issue Citation - Certified Mail	Local Government Code 118.059 Government Code 51.318(b)(2)
Issue Citation – Hague Convention	Texas Rules of Civil Procedure 108a.
Issue Citation – Insurance Commission	Government Code 118.131(a)
Issue Citation - Publication	Local Government Code 118.059



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Additional Service	Statute
	Government Code 51.318(b)(2)
Issue Citation – Registered Mail	Local Government Code 118.059 Government Code 51.318(b)(2)
Issue Citation – Secretary of State	Local Government Code 118.059 Government Code 405.031(a) Civil Practice and Remedies Code 17.091
Issue Citation – State Highway Commission	Government Code 118.131(a)
Issue Commission to Take Deposition	Local Government Code 118.059
Issue Expunction – Certified Mail	Code of Criminal Procedure 102.006(a)(2 and 3)
Issue Expunction – Electronic	Local Government Code 118.059 Government Code 51.318(b)(2)
Issue Letter Rogatory	Local Government Code 118.011(c) Government Code 51.319(3)
Issue Letters Testamentary, Guardianship, or Administration	Local Government Code 118.052(3)(D)
Issue Notice of Order Suspending License	Family Code 232.008(d)
Issue Order of Sale	Local Government Code 118.052(1)(C)(ii) Government Code 51.318(b)(2)
Issue Order Staying Suspended License	Family Code 232.008(d)
Issue Order Vacating Suspended License	Family Code 232.013(b)
Issue Precept/Notice	Local Government Code 118.059 Government Code 51.318(b)(2)
Issue Precept – Secretary of State	Local Government Code 118.059 Government Code 51.318(b)(2)
Issue Protective Order	Family Code 82.042
Issue Show Cause	Local Government Code 118.059
Issue SR42 (Transcript of Civil Proceedings)	Local Government Code 118.059 Texas Administrative Code
Issue Subpoena	Local Government Code 118.059 Government Code 51.318(b)(1)
Issue Summons	Code of Criminal Procedure 23.03(9)
Issue Tax Warrant	Local Government Code 118.059
Issue Temporary Restraining Order	Local Government Code 118.059
Issue VS-165 (Information for SAPCR)	Family Code 105.008
Issue Warrant	Government Code 51.318(b)(2)
Issue Writ	Local Government Code 118.059 Government Code 51.318(b)(2)
Issue Writ – Secretary of State	Government Code 51.318(b)(2)
Issue Writ of Attachment	Government Code 51.318(b)(2)
Issue Writ of Execution	Government Code 51.318(b)(2)
Issue Writ of Garnishment	Government Code 51.318(b)(2)
Issue Writ of Scire Facias	Local Government Code 118.059
Issue Writ of Sequestration	Government Code 51.318(b)(2)
Issue Writ of Withholding	Family Code 110.004
Judge Signatures	Local Government Code 118.101(11)

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<b>Additional Service</b>	<b>Statute</b>
Jury Fee	Rules of Civil Procedure 216 Government Code 51.604(a)
OPR Double Recording Fee 1 <sup>st</sup> Page	Local Government Code 191.007
OPR Double Recording Fee for Additional Pages	Local Government Code 191.007
OPR Recording Fee 1 <sup>st</sup> Page	Local Government Code 118.013
OPR Recording Fee for Additional Pages	Local Government Code 118.013
Postage (1-5 Pages)	Civil Practice and Remedies Code 17.025
Postage (6-10 Pages)	Civil Practice and Remedies Code 17.025
Postage (11-15 Pages)	Civil Practice and Remedies Code 17.025
Postage (16-20 Pages)	Civil Practice and Remedies Code 17.025
Postage (21-25 Pages)	Civil Practice and Remedies Code 17.025
Postage (26-30 Pages)	Civil Practice and Remedies Code 17.025
Postage (31-35 Pages)	Civil Practice and Remedies Code 17.025
Postage (36-40 Pages)	Civil Practice and Remedies Code 17.025
Postage (41-45 Pages)	Civil Practice and Remedies Code 17.025
Postage (46-50 Pages)	Civil Practice and Remedies Code 17.025
Postage (51-150 Pages)	Civil Practice and Remedies Code 17.025
Postage (151-1300 Pages)	Civil Practice and Remedies Code 17.025
Postage (1300+ Pages)	Civil Practice and Remedies Code 17.025
Postage (1oz Letter to Canada/Mexico)	Civil Practice and Remedies Code 17.025
Postage (1oz Letter International)	Civil Practice and Remedies Code 17.025
Postage (Large APO/DPO/FPO Box)	Civil Practice and Remedies Code 17.025
Post Judgment – Issue Citation	Local Government Code 118.052(1)(C)(ii)
Post Judgment – Issue Citation – Certified Mail	Local Government Code 118.052(1)(C)(ii)
Post Judgment – Issue Citation - Publication	Local Government Code 118.052(1)(C)(ii)
Post Judgment – Issue Citation – Secretary of State	Local Government Code 118.052(1)(C)(ii)
Post Judgment – Issue Commission to Take Deposition	Local Government Code 118.052(1)(C)(ii)
Post Judgment – Issue Letters	Local Government Code 118.052(1)(C)(ii)
Post Judgment – Issue Order of Sale	Local Government Code 118.052(1)(C)(ii)
Post Judgment – Issue Precept/Notice	Local Government Code 118.052(1)(C)(ii)
Post Judgment – Issue Show Cause	Local Government Code 118.052(1)(C)(ii)
Post Judgment – Issue Subpoena	Local Government Code 118.052(1)(C)(ii)
Post Judgment – Issue Tax Warrant	Local Government Code 118.052(1)(C)(ii)
Post Judgment – Issue Temporary Restraining Order	Local Government Code 118.052(1)(C)(ii)
Post Judgment – Issue Writ	Local Government Code 118.052(1)(C)(ii)
Record Search	Local Government Code 118.011(c) Government Code 51.318 (b)(3)
Service – Additional Copy	Texas Rules of Civil Procedure 736.3 (c)
Service – Certified Mail	Local Government Code 118.063 Government Code 51.319(2)
Service – Certified Mail – Expedited Foreclosure	Texas Rules of Civil Procedure 736.3 (b)

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<b>Additional Service</b>	<b>Statute</b>
Service – Constable – Certified Mail	Local Government Code 118.131(a)
Service – Constable – Fraudulent Liens	TRCP 12.005(b)(2)
Service – Constable – Order of Sale/Writ of Execution	Local Government Code 118.131(a)
Service – Constable – Personal Service	Local Government Code 118.131(a)
Service – Constable – Posting	Local Government Code 118.131(a)
Service – Constable – Publication	Local Government Code 118.131(a)
Service – Constable – Subpoena – More than five days	Local Government Code 118.131(a)
Service – Constable – Subpoena – Less than five days	Local Government Code 118.131(a)
Service – Constable – Tax Sale	Local Government Code 118.131(a)
Service – Constable – Writ- (Precinct) - (List writ type if applicable) <sup>2</sup>	Local Government Code 118.131(a)
Service – Constable – All Other	Local Government Code 118.131(a)
Service – Publication	Local Government Code 118.011(c) Government Code 51.319(3)
Service – Registered Mail	Local Government Code 118.063 Government Code 51.319(2)
Service – Sheriff – Certified Mail	Local Government Code 118.131(a)
Service – Sheriff – Fraudulent Liens	TRCP 12.005(b)(2)
Service – Sheriff – Order of Sale	Local Government Code 118.131(a)
Service – Sheriff – Personal Service	Local Government Code 118.131(a)
Service – Sheriff - Posting	Local Government Code 118.131(a)
Service – Sheriff – Publication	Local Government Code 118.131(a)
Service – Sheriff – Subpoena – More than five days	Local Government Code 118.131(a)
Service – Sheriff – Subpoena – Less than five days	Local Government Code 118.131(a)
Service - Sheriff – Writ – (List writ type if applicable) <sup>3</sup>	Local Government Code 118.131(a)
Service - Sheriff - All Other	Local Government Code 118.131(a)
(Title IV-D OAG Use Only) Citation Issuance	Family Code 231.202(1)
(Title IV-D OAG Use Only) Citation Issuance – TRCP R 106 Sub Service	Rules of Civil Procedure 106
(Title IV-D OAG Use Only) Citation Issuance – Publication	Rules of Civil Procedure 116
(Title IV-D OAG Use Only) Citation Issuance – Certified Mail	Family Code 231.202(4)(A)
(Title IV-D OAG Use Only) Precept Issuance	Family Code 231.202(1)

<sup>2</sup> Local Government Code 118.131(a) allows a commissioners court to set fees for the services of sheriffs and constables. In instances where the commissioners court sets different amounts for different types of writs, clerks may designate the type of writ and have multiple “Service-Constable-Writ” services available.

<sup>3</sup> Local Government Code 118.131(a) allows a commissioners court to set fees for the services of sheriffs and constables. In instances where the commissioners court sets different amounts for different types of writs, clerks may designate the type of writ and have multiple “Service-Sheriff-Writ” services available.

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<b>Additional Service</b>	<b>Statute</b>
(Title IV-D OAG Use Only) Precept Issuance - TRCP R 106 Sub Service	Rules of Civil Procedure 106
(Title IV-D OAG Use Only) Precept Issuance - Publication	Family Code 231.202(1)
(Title IV-D OAG Use Only) Precept Issuance - Certified Mail	Family Code 231.202(4)(A)
(Title IV-D OAG Use Only) Subpoena Issuance by Clerk	Family Code 231.202(6)
(Title IV-D OAG Use Only) Service of Process through Law Enforcement	Family Code 231.202(4)(A)
Z-(County Use Only) - Service - Constable - (List service type) - (List precinct number) <sup>4</sup>	

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<sup>4</sup> In some counties, clerks use additional services to route money to the appropriate general ledger accounts. In these cases, clerks can use "Z-(County Use Only) - Service - Constable" additional services to route to the appropriate account. In these cases, the services listed should be associated with an existing "Service - Constable" type of additional service that the filer would normally use.

## **INFORMATION REGARDING CONFLICT OF INTEREST QUESTIONNAIRE**

During the 79<sup>th</sup> Legislative Session, House Bill 914 was signed into law effective September 1, 2015, which added Chapter 176 to the Texas Local Government Code. Recent changes have been made to Chapter 176 pursuant to HB23, which passed the 84<sup>th</sup> Legislative Session. Chapter 176 mandates the public disclosure of certain information concerning persons doing business or seeking to do business with Collin County, including family, business, and financial relationships such persons may have with Collin County officers or employees involved in the planning, recommending, selecting and contracting of a vendor for this procurement.

For a copy of Form CIQ and CIS:

[http://www.ethics.state.tx.us/filinginfo/conflict\\_forms.htm](http://www.ethics.state.tx.us/filinginfo/conflict_forms.htm)

The vendor acknowledges by doing business or seeking to do business with Collin County that he/she has been notified of the requirements under Chapter 176 of the Texas Local Government Code and that he/she is solely responsible for complying with the terms and conditions therein. Furthermore, any individual or business entity seeking to do business with Collin County who does not comply with this practice may risk award consideration of any County contract.

For a listing of current Collin County Officers:

<http://www.collincountytexas.gov/government/Pages/officials.aspx>

The following County employees will be involved in the planning, recommending, selecting, and contracting for the attached procurement:

**Department:**

Caren Skipworth, Director of IT	Sheriff Jim Skinner
Mike Malak, IT Senior Manager	Commander Pam Palmisano
Ben White, Project Manager	Commander Glenn Meeks
Casey Stone, Infrastructure Supervisor	AJ Jumper, Criminal Investigator
Maurice Fitzgerald, Network Administrator	Lieutenant Tully Yount
	Greg Martin, Public Services Officer

**Purchasing:**

Michalyn Rains, Purchasing Agent  
Michelle Charnoski, Assistant Purchasing Agent  
Sara Hoglund, Buyer II

**Commissioners' Court:**

Keith Self – County Judge  
Susan Fletcher – Commissioner Precinct No. 1  
Cheryl Williams – Commissioner Precinct No. 2  
John Thomas – Commissioner Precinct No. 3  
Duncan Webb – Commissioner Precinct No. 4

# CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

## FORM CIQ

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

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

### OFFICE USE ONLY

Date Received

**1** Name of vendor who has a business relationship with local governmental entity.

**2**  Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

**3** Name of local government officer about whom the information is being disclosed.

\_\_\_\_\_  
Name of Officer

**4** Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

Yes       No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

Yes       No

**5** Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.

**6**  Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

**7**

\_\_\_\_\_  
Signature of vendor doing business with the governmental entity

\_\_\_\_\_  
Date

## **CONFLICT OF INTEREST QUESTIONNAIRE**

### **For vendor doing business with local governmental entity**

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

**Local Government Code § 176.001(1-a):** "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

**Local Government Code § 176.003(a)(2)(A) and (B):**

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

\*\*\*

(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

- (i) a contract between the local governmental entity and vendor has been executed;
- or
- (ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.

**Local Government Code § 176.006(a) and (a-1)**

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

- (1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);
- (2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or
- (3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

(1) the date that the vendor:

- (A) begins discussions or negotiations to enter into a contract with the local governmental entity; or
- (B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

- (A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);
- (B) that the vendor has given one or more gifts described by Subsection (a); or
- (C) of a family relationship with a local government officer.

## CHAPTER 2270 VERIFICATION

I, \_\_\_\_\_, the undersigned representative of  
(PRINT NAME)

\_\_\_\_\_  
(COMPANY)

do hereby verify that the company named-above, under the provisions of Subtitle F, Title 10, Government Code Chapter 2270:

1. Does not boycott Israel currently; and
2. Will not boycott Israel during the term of the contract.

*Pursuant to Section 2270.001, Texas Government Code:*

1. *“Boycott Israel” means refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory, but does not include an action made for ordinary business purposes; and*
2. *“Company” means a for-profit sole proprietorship, organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, or any limited liability company, including a wholly owned subsidiary, majority-owned subsidiary, parent company or affiliate of those entities or business associations that exist to make a profit.*

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OF COMPANY REPRESENTATIVE

\_\_\_\_\_  
TITLE



# Request for Taxpayer Identification Number and Certification

Give Form to the  
requester. Do not  
send to the IRS.

**1** Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

**2** Business name/disregarded entity name, if different from above

**3** Check appropriate box for federal tax classification; check only **one** of the following seven boxes:  
 Individual/sole proprietor or single-member LLC  
 Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ \_\_\_\_\_  
**Note.** For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner.  
 Other (see instructions) ▶ \_\_\_\_\_  
 C Corporation  
 S Corporation  
 Partnership  
 Trust/estate

**4** Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):  
 Exempt payee code (if any) \_\_\_\_\_  
 Exemption from FATCA reporting code (if any) \_\_\_\_\_  
*(Applies to accounts maintained outside the U.S.)*

**5** Address (number, street, and apt. or suite no.)  
 Requester's name and address (optional)

**6** City, state, and ZIP code

**7** List account number(s) here (optional)

**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

**Note.** If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

**Social security number**

			-			-					
--	--	--	---	--	--	---	--	--	--	--	--

or

**Employer identification number**

		-									
--	--	---	--	--	--	--	--	--	--	--	--

**Part II Certification**

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

**Sign Here**      Signature of U.S. person ▶      Date ▶

## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at [www.irs.gov/fw9](http://www.irs.gov/fw9).

### Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
  - Form 1099-C (canceled debt)
  - Form 1099-A (acquisition or abandonment of secured property)
- Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.
- If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding?* on page 2.
- By signing the filled-out form, you:
1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
  2. Certify that you are not subject to backup withholding, or
  3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
  4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.