

Contract # MA-060-17011616
with
The Act 1 Group, Inc. dba ATIMS
for
Integrated Jail Management System

This Contract# MA-060-17011616 (the "Contract") for the procurement of an Integrated Jail Management System, as further described herein is made and entered into as of the date of the last to sign of all necessary signatures below, and is by and between the County of Orange, a political subdivision of the State of California, hereinafter referred to as "County" and The ACT 1 Group, Inc., dba ATIMS, with a place of business at 9638 Topanga Canyon Place, Suite B, Chatsworth, CA 91311 hereinafter referred to as ("Contractor"), which are sometimes individually referred to as "Party", or collectively referred to as "Parties."

RECITALS

WHEREAS, Contractor responded to a Request for Proposal (RFP) to provide an Integrated Jail Management System, as further set forth herein; and

WHEREAS, Contractor responded and represented that its proposed services will meet or exceed the requirements and specifications of the Request for Proposals for an Integrated Jail Management System; and

WHEREAS, County's Board of Supervisors has authorized the Purchasing Agent or his designee to enter into a contract with Contractor for an Integrated Jail Management System.

NOW, THEREFORE, the Parties mutually agree as follows:

DEFINITIONS:

- a. **Acceptance Testing:** Following the Contractor's notification to the County that the Contractor has completed any component or Deliverable identified in this Contract, at a mutually agreed scheduled time thereafter, the County shall begin testing the component or Deliverable to determine whether such component or Deliverable conforms to the applicable specifications and/or standards (collectively, the "Acceptance Criteria"). After the County has completed such testing or upon expiration of the agreed-upon testing period (the "Acceptance Testing Period"), the County shall notify the Contractor in writing either that the component or Deliverable: (a) meets the Acceptance Criteria and that acceptance of such component or Deliverable has occurred ("Acceptance"); or (b) does not meet the Acceptance Criteria and the reasons therefor. If the component or Deliverable is identified as being part of a larger, integrated system being developed thereunder, then any Acceptance under the terms of this subsection shall be understood as being conditional acceptance ("Conditional Acceptance"), and such component or Deliverable shall be subject to Final Acceptance, as described below.
- b. **Cure:** If the County determines that a component or Deliverable does not conform to the applicable Acceptance Criteria, and that it is in the County's interest to allow the Contractor time to correct the problem, the County shall deliver to the Contractor a written exception report describing the nonconformity (the "Exception Report"). Within ten (10) calendar days following receipt of the Exception Report, the Contractor shall: (a) perform a Root Cause Analysis to identify the cause of the nonconformity; (b) provide the County with a written report detailing the cause of, and procedure

for correcting, such nonconformity; (c) provide the County with satisfactory evidence that such nonconformity will not recur; and (d) use best efforts to correct critical errors (as determined by the County) and use commercially reasonable efforts to correct all other errors reasonably requested by the County and accepted by the Contractor; provided, however, that if the nonconformity of critical errors is incapable of cure within such ten (10) calendar day period then, within such ten (10) calendar day period, the Contractor shall present to the County a mutually agreeable plan to cure such nonconformity within a reasonable amount of time. Upon the Contractor's notice to the County that the Contractor has cured any such nonconformity, the County shall re-test the defective component or Deliverable for an additional testing period of up to thirty (30) calendar days or such other period as the Parties may mutually agree upon in writing, at the end of which period the process described in subsections (a) through (c) above shall be repeated. In the event the County rejects the component or Deliverable a second time and the Contractor disagrees with such rejection, then the Parties shall escalate the issue(s) to senior management of both Parties for mutual resolution.

- a. Final Acceptance: Upon achievement of Conditional Acceptance for all identified components or Deliverables, the County shall begin testing the System that is comprised of such components or Deliverables using the applicable test procedures and standards to determine whether such System performs as an integrated whole in accordance with the Acceptance Criteria. After the County has completed such testing or upon expiration of the testing period (the "Final Acceptance Testing Period"), the County shall notify the Contractor in writing that the System, and all components and Deliverables that are a part thereof: (a) meet the Acceptance Criteria and that final acceptance of the System and such components and Deliverables has occurred ("Final Acceptance"); or (b) does not meet the Acceptance Criteria and the reasons therefor. If the County determines that the Acceptance Criteria have not been so met, the process described in subsection (b) above shall be initiated, with all references to "component or Deliverable" being references to the "System," and all references to the "Acceptance Testing Period" being references to the "Final Acceptance Testing Period." Neither Conditional Acceptance, Acceptance nor Final Acceptance by the County shall constitute a waiver by the County of any right to assert claims based upon defects not discernible through conduct of the applicable test procedures and subsequently discovered in a component or Deliverable or the System following the County's Final Acceptance thereof. Nothing else, including the County's use of the System, or any component thereof, shall constitute Final Acceptance, affect any rights and remedies that may be available to the County and/or constitute or result in "acceptance" under general contract law, any state uniform commercial code or any other law.
- b. Annual Maintenance and Support: The term "Annual Maintenance and Support Period" shall mean the twelve (12) month consecutive period commencing on the day of the County's acceptance of the Integrated Jail Management System. Each successive "Annual Maintenance and Support Period" shall commence at 12:00 a.m. (PT) midnight of the calendar day of the expiration of the prior period.
- c. Availability: The term "Availability" shall mean the percentage of time that a given Service or System is fully operational and available when its resources are called upon at a random point in time. Availability represents a measure of the fraction of time (expressed as a percentage) during a defined period when the Service or System is deemed to be equal to or better than a Designated Service Level.
- d. Commercial Hardware: The term "Commercial Hardware" shall mean Hardware developed or regularly used that: (i) has been sold, leased, or licensed to the general public; (ii) has been offered for sale, lease or license to the general public; (iii) has not been offered, sold, leased, or licensed to the public but will be available for commercial sale, lease, or license in time to satisfy the delivery requirements of this Contract.
- e. Commercial Software: The term "Commercial Software" shall mean Software developed or regularly used that: (i) has been sold, leased, or licensed to the general public; (ii) has been offered

for sale, lease or license to the general public; (iii) has not been offered, sold, leased, or licensed to the public but will be available for commercial sale, lease, or license in time to satisfy the delivery requirements of this Contract.

- f. **Deliverable:** The term “Deliverable” shall mean tangible and intangible information or material that must be provided by the Contractor to the County under the terms of this Contract.
- g. **Documentation:** The term “Documentation” shall mean, with respect to any particular items: (i) all of the written, printed, electronic, or otherwise formatted materials that relate to such items, or any component thereof; (ii) all user, operator, system administration, technical, training, support, and other manuals and all other written, printed, electronic, or other format materials that represent, demonstrate, explain or describe the functional, operational or performance capabilities of such items; and (iii) all specifications, materials, flow charts, notes, outlines, manuscripts, writings, pictorial or graphical materials, schematics, and other documents that represent, demonstrate, explain or describe such items.

ARTICLES

- A. **Governing Law and Venue:** This Contract has been negotiated and executed in the State of California and shall be governed by and construed under the laws of the State of California. In the event of any legal action to enforce or interpret this Contract, the sole and exclusive venue shall be a court of competent jurisdiction located in Orange County, California, and the Parties hereto agree to and do hereby submit to the jurisdiction of such court, notwithstanding Code of Civil Procedure section 394. Furthermore, the Parties specifically agree to waive any and all rights to request that an action be transferred for trial to another county.
- B. **Entire Contract:** This Contract, including all Attachments and Exhibits, which are attached hereto and incorporated herein by this reference, when accepted by the Contractor either in writing or by the shipment of any article or other commencement of performance hereunder, contains the entire contract between the Parties with respect to the matters herein and there are no restrictions, promises, warranties or undertakings other than those set forth herein or referred to herein. No exceptions, alternatives, substitutes or revisions are valid or binding on County unless authorized by County in writing. Electronic acceptance of any additional terms, conditions or supplemental contracts by any County employee or agent, including but not limited to installers of software, shall not be valid or binding on County unless accepted in writing by County’s Purchasing Agent or his designee.
- C. **Amendments:** No alteration or variation of the terms of this Contract shall be valid unless made in writing and signed by the Parties; no oral understanding or agreement not incorporated herein shall be binding on either of the Parties; and no exceptions, alternatives, substitutes or revisions are valid or binding on County unless authorized by County in writing.
- D. **Taxes:** Unless otherwise provided herein or by law, price quoted does not include California state sales or use tax.
- E. **Delivery:** Time of delivery of services is of the essence in this Contract. County reserves the right to refuse any goods or services and to cancel all or any part of the goods not conforming to applicable specifications, drawings, samples or description, or services that do not conform to the prescribed Scope of Work. Delivery shall not be deemed to be complete until all services have actually been received and accepted in writing by County.

- F. **Acceptance/Payment:** Unless otherwise agreed to in writing by County, 1) acceptance shall not be deemed complete unless in writing and until all the goods/services have actually been received, inspected, and tested to the satisfaction of County, ~~and 2) payment shall be made in arrears after satisfactory acceptance by the County and in accordance to Attachment E, Fee Summary.~~ and 2) payment shall be made either in advance or in arrears after satisfactory acceptance by the County and in accordance to Attachment E, Fee Summary. In the event the Contractor is terminated for any reason, County shall immediately receive one/twelfth (1/12) of all prepaid services (as listed in Attachment E, Fee Summary) for each month or portion thereof remaining for the applicable Contract term as listed in this Contract.
- G. **Warranty:** Contractor expressly warrants that the goods/services covered by this Contract are 1) free of liens or encumbrances, 2) merchantable and good for the ordinary purposes for which they are used, and 3) fit for the particular purpose for which they are intended. Acceptance of this order shall constitute an agreement upon Contractor's part to indemnify, defend and hold County and its indemnittees as identified in paragraph "HH" below, and as more fully described in paragraph "P", harmless from liability, loss, damage and expense, including reasonable counsel fees, incurred or sustained by County by reason of the failure of the goods/services to conform to such warranties, faulty work performance, negligent or unlawful acts, and non-compliance with any applicable state or federal codes, ordinances, orders, or statutes, including the Occupational Safety and Health Act (OSHA) and the California Industrial Safety Act. Such remedies shall be in addition to any other remedies provided by law.
- H. **Patent/Copyright Materials/Proprietary Infringement:** Unless otherwise expressly provided in this Contract, Contractor shall be solely responsible for clearing the right to use any patented or copyrighted materials in the performance of this Contract. Contractor warrants that any software as modified through services provided hereunder will not infringe upon or violate any patent, proprietary right, or trade secret right of any third party. Contractor agrees that, in accordance with the more specific requirement contained in paragraph "HH" below, it shall indemnify, defend and hold County and County Indemnittees harmless from any and all such claims and be responsible for payment of all costs, damages, penalties and expenses related to or arising from such claim(s), including, but not limited to, attorney's fees, costs and expenses.
- I. **Assignment or Sub-contracting:** The terms, covenants, and conditions contained herein shall apply to and bind the heirs, successors, executors, administrators and assigns of the Parties. Furthermore, neither the performance of this Contract nor any portion thereof may be assigned or sub-contracted by the Contractor without the express written consent of County. Any attempt by Contractor to assign or sub-contract the performance or any portion thereof of this Contract without the express written consent of County shall be invalid and shall constitute a breach of this Contract.
- J. **Non-Discrimination:** In the performance of this Contract, Contractor agrees that it will comply with the requirements of Section 1735 of the California Labor Code and not engage nor permit any subcontractors to engage in discrimination in employment of persons because of the race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, or sex of such persons. Contractor acknowledges that a violation of this provision shall subject Contractor to all the penalties imposed for a violation of Anti-Discrimination Law or regulation, including but not limited to, Section 1720 et seq. of the California Labor Code.
- K. **Termination:** In addition to any other remedies or rights it may have by law, County has the right to terminate this Contract without penalty immediately with cause or after thirty (30) days' written notice without cause, unless otherwise specified. Cause shall be defined as any breach of contract,

any misrepresentation or fraud on the part of the Contractor. Exercise by County of its right to terminate the Contract shall relieve County of all further obligation(s).

- L. **Consent to Breach Not Waiver:** No term or provision of this Contract shall be deemed waived and no breach excused, unless such waiver or consent shall be in writing and signed by the Party claimed to have waived or consented. Any consent by any Party to, or waiver of, a breach by the other, whether express or implied, shall not constitute consent to, waiver of, or excuse for any other different or subsequent breach.
- M. **Remedies Not Exclusive:** The remedies for breach set forth in this Contract are cumulative as to one another and as to any other provided by law, rather than exclusive; and the expression of certain remedies in this Contract does not preclude resort by either Party to any other remedies provided by law.
- N. **Independent Contractor:** Contractor shall be considered an independent contractor and neither the Contractor, its employees, nor anyone working for Contractor under this Contract shall be considered an agent or an employee of County. Neither the Contractor, its employees, nor anyone working for the Contractor under this Contract shall qualify for workers' compensation or other fringe benefits of any kind through County.
- O. **Performance:** Contractor shall perform all work under this Contract, taking necessary steps and precautions to perform the work to County's satisfaction. Contractor shall be responsible for the professional quality, technical assurance, timely completion and coordination of all documentation and other goods/services furnished by the Contractor under this Contract. Contractor shall perform all work diligently, carefully, and in a good and workman-like manner; shall furnish all labor, supervision, machinery, equipment, materials, and supplies necessary therefore; shall at its sole expense obtain and maintain all permits and licenses required by public authorities, including those of County required in its governmental capacity, in connection with performance of the work; and, if permitted to subcontract, shall be fully responsible for all work performed by subcontractors.
- P. **Insurance Provisions:** Prior to the provision of services under this Contract, the Contractor agrees to purchase all required insurance at Contractor's expense, including all endorsements required herein, necessary to satisfy the County that the insurance provisions of this Contract have been complied with. Contractor agrees to keep such insurance coverage, Certificates of Insurance, and endorsements on deposit with the County during the entire term of this Contract. In addition, all subcontractors performing work on behalf of Contractor pursuant to this Contract shall obtain insurance subject to the same terms and conditions as set forth herein for Contractor.

Contractor shall ensure that all subcontractors performing work on behalf of Contractor pursuant to this Contract shall be covered under Contractor's insurance as an Additional Insured or maintain insurance subject to the same terms and conditions as set forth herein for Contractor. Contractor shall not allow subcontractors to work if subcontractors have less than the level of coverage required by County from Contractor under this Contract. It is the obligation of Contractor to provide notice of the insurance requirements to every subcontractor and to receive proof of insurance prior to allowing any subcontractor to begin work. Such proof of insurance must be maintained by Contractor through the entirety of this Contract for inspection by County representative(s) at any reasonable time.

All self-insured retentions (SIRs) and deductibles shall be clearly stated on the Certificate of Insurance. If no SIRs or deductibles apply, indicate this on the Certificate of Insurance with a zero (0) by the appropriate line of coverage. Any self-insured retention (SIR) or deductible in an amount in excess of \$25,000 (\$5,000 for automobile liability), which shall specifically be approved by the

County Executive Office (CEO)/Office of Risk Management upon review of Contractor's current audited financial report.

If the Contractor fails to maintain insurance acceptable to the County for the full term of this Contract, the County may terminate this Contract.

Qualified Insurer

The policy or policies of insurance must be issued by an insurer with a minimum rating of A- (Secure A.M. Best's Rating) and VIII (Financial Size Category as determined by the most current edition of the **Best's Key Rating Guide/Property-Casualty/United States or ambest.com**). It is preferred, but not mandatory, that the insurer be licensed to do business in the state of California (California Admitted Carrier).

If the insurance carrier does not have an A.M. Best Rating of A-/VIII, the CEO/Office of Risk Management retains the right to approve or reject a carrier after a review of the company's performance and financial ratings.

The policy or policies of insurance maintained by the Contractor shall provide the minimum limits and coverage as set forth below:

Coverage	Minimum Limits
Commercial General Liability	\$1,000,000 per occurrence \$2,000,000 aggregate
Automobile Liability including coverage for owned, non-owned and hired vehicles	\$1,000,000 limit per occurrence
Workers' Compensation	Statutory
Employers' Liability Insurance	\$1,000,000 per occurrence
Professional Liability	\$1,000,000 per claims made \$1,000,000 aggregate
Network Security & Privacy Liability	\$1,000,000 per claims made
Technology Errors & Omissions	\$1,000,000 per claims made \$1,000,000 aggregate

Required Coverage Forms

The Commercial General Liability coverage shall be written on Insurance Services Office (ISO) form CG 00 01, or a substitute form providing liability coverage at least as broad.

The Business Auto Liability coverage shall be written on ISO form CA 00 01, CA 00 05, CA 0012, CA 00 20, or a substitute form providing coverage at least as broad.

Required Endorsements

The Commercial General Liability policy shall contain the following endorsements, which shall accompany the Certificate of Insurance:

- 1) An Additional Insured endorsement using ISO form CG 2010 or CG 2033 or a form at least as broad naming the County of Orange its elected and appointed officials, officers, agents and employees as Additional Insureds.
- 2) A primary non-contributing endorsement evidencing that the Contractor's insurance is primary and any insurance or self-insurance maintained by the County of Orange shall be excess and non-contributing.

The Network Security and Privacy Liability policy shall contain the following endorsements which shall accompany the Certificate of Insurance:

- 1) An Additional Insured endorsement naming the County of Orange, its elected and appointed officials, officers, agents and employees as Additional Insureds for its vicarious liability.
- 2) A primary and non-contributing endorsement evidencing that the Contractor's insurance is primary and any insurance or self-insurance maintained by the County of Orange shall be excess and non-contributing.

The Workers' Compensation policy shall contain a waiver of subrogation endorsement waiving all rights of subrogation against the County of Orange, its elected and appointed officials, officers, agents and employees.

All insurance policies required by this Contract shall waive all rights of subrogation against the County of Orange, its elected and appointed officials, officers, agents and employees when acting within the scope of their appointment or employment.

Contractor shall notify County in writing within thirty (30) days of any policy cancellation and ten (10) days for non-payment of premium and provide a copy of the cancellation notice to County. Failure to provide written notice of cancellation may constitute a material breach of the Contract, upon which the County may suspend or terminate this Contract.

If Contractor's, Technology Errors & Omissions and/or Network Security & Privacy Liability are "Claims Made" policy(ies), Contractor shall agree to maintain coverage for two (2) years following the completion of the Contract.

The Commercial General Liability policy shall contain a severability of interests clause also known as a "separation of insureds" clause (standard in the ISO CG 0001 policy).

Insurance certificates should be forwarded to the agency/department address listed on the solicitation.

If the Contractor fails to provide the insurance certificates and endorsements within seven (7) days of notification by CEO/Purchasing or the agency/department purchasing division, award may be made to the next qualified Contractor.

County expressly retains the right to require Contractor to increase or decrease insurance of any of the above insurance types throughout the term of this Contract. Any increase or decrease in insurance will be as deemed by County of Orange Risk Manager as appropriate to adequately protect County.

County shall notify Contractor in writing of changes in the insurance requirements. If Contractor does not deposit copies of acceptable Certificates of Insurance and endorsements with County incorporating such changes within thirty (30) days of receipt of such notice, this Contract may be in breach without further notice to Contractor, and County shall be entitled to all legal remedies.

The procuring of such required policy or policies of insurance shall not be construed to limit Contractor's liability hereunder nor to fulfill the indemnification provisions and requirements of this Contract, nor act in any way to reduce the policy coverage and limits available from the insurer.

- Q. **Bills and Liens:** Contractor shall pay promptly all indebtedness for labor, materials and equipment used in performance of the work. Contractor shall not permit any lien or charge to attach to the work or the premises, but if any does so attach, Contractor shall promptly procure its release and, in accordance with the requirements of paragraph "HH" below, indemnify, defend, and hold County and County Indemnities harmless and be responsible for payment of all costs, damages, penalties and expenses related to or arising from or related thereto.
- R. **Changes:** Contractor shall make no changes in the work or perform any additional work without County's specific written approval.
- S. ~~Change of Ownership: Contractor agrees that if there is a change or transfer in ownership of Contractor's business prior to completion of this Contract, the new owners shall be required under terms of sale or other transfer to assume Contractor's duties and obligations contained in this Contract and complete them to the satisfaction of County.~~ **Change of Ownership/Name, Litigation Status, Conflict with County Interests:** Contractor agrees that if there is a change or transfer in ownership of Contractor's business prior to completion of this Contract, and the County agrees to an assignment of the Contract, the new owners shall be required under the terms of sale or other instruments of transfer to assume Contractor's duties and Contractor obligations contained in this Contract and complete them to the satisfaction of the County.

County reserves the right to immediately terminate the Contract in the event the County determines that the assignee is not qualified or is otherwise unacceptable to the County for the provision of services under the Contract.

In addition, Contractor has the duty to notify the County in writing of any change in the Contractor's status with respect to name changes that do not require an assignment of the Contract. The Contractor is also obligated to notify the County in writing if the Contractor becomes a party to any litigation against the County, or a party to litigation that may reasonably affect the Contractor's performance under the Contract, as well as any potential conflicts of interest between Contractor and County that may arise prior to or during the period of Contract performance. While Contractor will be required to provide this information without prompting from the County any time there is a change in Contractor's name, conflict of interest or litigation status, Contractor must also provide an update to the County of its status in these areas whenever requested by the County.

The Contractor shall exercise reasonable care and diligence to prevent any actions or conditions that could result in a conflict with County interests. In addition to the Contractor, this obligation shall apply to the Contractor's employees, agents, and subcontractors associated with the provision of goods and services provided under this Contract. The Contractor's efforts shall include, but not be limited to establishing rules and procedures preventing its employees, agents, and subcontractors from providing or offering gifts, entertainment, payments, loans or other considerations which could be deemed to influence or appear to influence County staff or elected officers in the performance of their duties.

- T. **Force Majeure:** Contractor shall not be deemed in breach during any delay beyond the time named for the performance of this Contract caused by any act of God, war, civil disorder, employment strike or other cause beyond its reasonable control, provided Contractor gives written notice of the cause of the delay to County within thirty-six (36) hours of the start of the delay and Contractor avails himself of any available remedies.
- U. **Confidentiality:** Contractor agrees to maintain the confidentiality of all County and County-related records and information pursuant to all statutory laws relating to privacy and confidentiality that currently exist or exist at any time during the term of this Contract. All such records and information shall be considered confidential and kept confidential by Contractor and Contractor's staff, agents and employees.
- V. **Compliance with Laws:** Contractor represents and warrants that services to be provided under this Contract shall fully comply, at Contractor's expense, with all standards, laws, statutes, restrictions, ordinances, requirements, and regulations (collectively "laws"), including, but not limited to those issued by County in its governmental capacity and all other laws applicable to the services at the time services are provided to and accepted by County. Contractor acknowledges that County is relying on Contractor to ensure such compliance, and pursuant to the requirements of paragraph "HH" below, Contractor agrees that it shall defend, indemnify and hold County and County Indemnities harmless from all liability, damages, costs and expenses arising from or related to a violation of such laws.
- W. **Freight (F.O.B. Destination):** Contractor assumes full responsibility for all transportation, transportation scheduling, packing, handling, insurance, and other services associated with delivery of all products deemed necessary under this Contract.
- X. **Pricing:** The Contract price, as more fully set forth in Attachment E, shall include full compensation for providing all required goods in accordance with required specifications, or services as specified herein or when applicable, in the scope of services attached to this Contract, and no additional compensation will be allowed therefore, unless otherwise provided for in this Contract.
- Y. **Waiver of Jury Trial:** (Intentionally left blank).
- Z. **Terms and Conditions:** Contractor acknowledges that it has read and agrees to all terms and conditions included in this Contract.
- AA. **Headings:** The various headings and numbers herein, the grouping of provisions of this Contract into separate clauses and paragraphs, and the organization hereof are for the purpose of convenience only and shall not limit or otherwise affect the meaning hereof.
- BB. **Severability:** If any term, covenant, condition or provision of this Contract is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remainder of the provisions hereof shall remain in full force and effect and shall in no way be affected, impaired or invalidated thereby.
- CC. **Calendar Days:** Any reference to the word "day" or "days" herein shall mean calendar day or calendar days, respectively, unless otherwise expressly provided.
- DD. **Attorney's Fees:** In any action or proceeding to enforce or interpret any provision of this Contract, or where any provision hereof is validly asserted as a defense, each Party shall bear its own attorney's fees, costs and expenses.
- EE. **Interpretation:** This Contract has been negotiated at arm's length and between persons sophisticated and knowledgeable in the matters dealt with in this Contract. In addition, each Party has been

represented by experienced and knowledgeable independent legal counsel of their own choosing, or has knowingly declined to seek such counsel despite being encouraged and given the opportunity to do so. Each Party further acknowledges that they have not been influenced to any extent whatsoever in executing this Contract by any other Party hereto or by any person representing them, or both. Accordingly, any rule of law (including California Civil Code Section 1654) or legal decision that would require interpretation of any ambiguities in this Contract against the Party that has drafted it is not applicable and is waived. The provisions of this Contract shall be interpreted in a reasonable manner to affect the purpose of the Parties and this Contract.

FF. **Authority:** The Parties to this Contract represent and warrant that this Contract has been duly authorized and executed and constitutes the legally binding obligation of their respective organization or entity, enforceable in accordance with its terms.

GG. **Employee Eligibility Verification:** Contractor warrants that it fully complies with all Federal and State statutes and regulations regarding the employment of aliens and others and that all its employees performing work under this Contract meet the citizenship or alien status requirement set forth in Federal statutes and regulations. Contractor shall obtain, from all employees performing work hereunder, all verification and other documentation of employment eligibility status required by Federal or State statutes and regulations including, but not limited to, the Immigration Reform and Control Act of 1986, 8 U.S.C. §1324 et seq., as they currently exist and as they may be hereafter amended. Contractor shall retain all such documentation for all covered employees for the period prescribed by the law. Contractor shall indemnify, defend with counsel approved in writing by County, and hold harmless, the County, its agents, officers, and employees from employer sanctions and any other liability which may be assessed against Contractor or County or both in connection with any alleged violation of any Federal or State statutes or regulations pertaining to the eligibility for employment of any persons performing work under this Contract.

HH. **Indemnification:** The Contractor agrees to indemnify, defend (with counsel approved in writing by County; approval will not be unreasonably withheld) and save harmless the County, its elected and appointed officials, officers, employees, agents and those special districts and agencies which County's Board of Supervisors acts as the governing Board ("County Indemnitees") from any and all third party claims, costs (including without limitation reasonable attorneys' fees), and losses due to the injury or death of any individual, or the loss or damage to any real or tangible personal property, resulting from the willful misconduct or negligent acts or omissions of the Contractor or any of its affiliates, agents, subcontractors, employees, suppliers, or laborers furnishing or supplying work, services, materials, or supplies in connection with the performance of this Contract. Such defense and payment of third party claims will be conditional upon the following:

- a) The County will notify the Contractor of any such claim in writing and tender the defense thereof within a reasonable time; and
- b) The Contractor will have sole control of the defense of any action on such claim and all negotiations for its settlement or compromise; provided that (i) when substantial principles of government or public law are involved, when litigation might create precedent affecting future County operations or liability, or when involvement of the County is otherwise mandated by law, the County may participate in such action at its own expense with respect to attorneys' fees and costs (but not liability); (ii) where a settlement would impose liability on the County, affect principles of California government or public law, or impact the authority of the County, the County will have the right to approve or disapprove any settlement or compromise, which approval will not unreasonably be withheld or delayed; and (iii) the County will reasonably cooperate in the defense and in any related settlement negotiations.

- II. **Audits/Inspections:** Contractor agrees to permit the County's Auditor-Controller or the Auditor-Controller's authorized representative (including auditors from a private auditing firm hired by the County) access during normal working hours to all books, accounts, records, reports, files, financial records, supporting documentation, including payroll and accounts payable/receivable records, and other papers or property of contractor for the purpose of auditing or inspecting any aspect of performance under this contract. The inspection and/or audit will be confined to those matters connected with the performance of the contract including, but not limited to, the costs of administering the contract. The County will provide reasonable notice of such an audit or inspection.

The County reserves the right to audit and verify the contractor's records before final payment is made.

Contractor agrees to maintain such records for possible audit for a minimum of three years after final payment, unless a longer period of records retention is stipulated under this contract or by law. Contractor agrees to allow interviews of any employees or others who might reasonably have information related to such records. Further, contractor agrees to include a similar right to the County to audit records and interview staff of any subcontractor related to performance of this contract.

Should the contractor cease to exist as a legal entity, the contractor's records pertaining to this agreement shall be forwarded to the surviving entity in a merger or acquisition or, in the event of liquidation, to the County's project manager.

Additional Terms and Conditions

1. **Term of Contract:** ~~This Contract shall commence on the date of the last to sign of all necessary signatures below or upon approval of the County Board of Supervisors, whichever occurs later, and shall continue for two (2) consecutive year term, renewable for three (3) additional one year terms from that date, upon mutual agreement of both parties unless otherwise terminated by County. The County does not have to give reason if it decides not to renew.~~ This Contract shall commence upon execution of all necessary signatures, and shall be in effect from 11/1/17 through and including 10/31/20, unless otherwise terminated by COUNTY. The period of 11/1/17 through and including 10/31/20 shall be known as Contract Number MA-060-17011616. Contract may be renewed for two (2) separate additional, one-year term upon mutual written agreement of both Parties. Each renewal of this Contract may require approval by the County Board of Supervisors. The County does not have to give reason if it elects not to renew.
2. **Scope of Services:** This Contract, including any Attachments and Exhibits, specifies the contractual terms and conditions by which Contractor shall provide an Integrated Jail Management System, as described in Attachment A (Scope of Work), under a fixed price contract, as set forth herein.
3. **Fiscal Appropriation:** This Contract is subject to and contingent upon applicable budgetary appropriations being made by the County of Orange Board of Supervisors for each year during the term of this Contract. If such appropriations are not forthcoming, the Contract will be terminated without penalty. Contractor acknowledges that funding or portions of funding for this Contract may also be contingent upon the receipt of funds from, and/or appropriation of funds by, the state of California to County. If such funding and/or appropriations are not forthcoming, or are otherwise limited, County may immediately terminate or modify this Contract without penalty.

In addition, Contractor acknowledges that funding or portions of funding for this Contract may be contingent upon state budget approval; receipt of funds from, and/or obligation of funds by, the state

of California to County; and inclusion of sufficient funding for the services hereunder in the budget approved by County's Board of Supervisors for each fiscal year covered by this Contract. If such approval, funding or appropriations are not forthcoming, or are otherwise limited, County may immediately terminate or modify this Contract without penalty.

4. **Project Manager:** County and Contractor shall each appoint a Project Manager to act as liaison between each Party during the term of this Contract. County's Project Manager shall coordinate the activities of County staff assigned to work with Contractor. County may assign an additional Project Manager to coordinate the installation of the physical plant equipment.

County's Project Manager shall have the right to require the removal and replacement of Contractor's Project Manager and key personnel. County's Project Manager shall notify Contractor in writing of such action. Contractor shall accomplish the removal within fourteen (14) calendar days after written notice by County's Project Manager. County's Project Manager shall review and approve the appointment of the replacement for Contractor's Project Manager and key personnel. Said approval shall not be unreasonably withheld.

5. **Precedence** The Contract documents herein consist of this Contract and its attachments. In the event of a conflict between or among the Contract documents, the order of precedence shall be the provisions of the main body of this Contract, i.e., those provisions set forth in the recitals and articles of this Contract, and then the attachments.
6. **Conflict of Interest:** Contractor shall exercise reasonable care and diligence to prevent any actions or conditions that could result in a conflict with the best interests of County. This obligation shall apply to Contractor; Contractor's employees, agents, and relatives; sub-tier consultants; and third parties associated with accomplishing work and services hereunder. Contractor's efforts shall include, but not be limited to establishing precautions to prevent its employees or agents from making, receiving, providing or offering gifts, entertainment, payments, loans or other considerations which could be deemed to appear to influence individuals to act contrary to the best interests of County.
7. **Child Support Enforcement Requirements:** Contractor is required to comply with the child support enforcement requirements of County. Failure of Contractor to comply with all federal, state, and local reporting requirements for child support enforcement or to comply with all lawfully served Wage and Earnings Assignment Orders and Notices of Assignment shall constitute a material breach of the Contract. Failure to cure such breach within sixty (60) calendar days of notice from County shall constitute grounds for termination of the Contract.
4. **Publication/News/Information Release:** No copies of sketches, schedules, written documents, computer based data, photographs, maps or graphs, including graphic art work, resulting from performance or prepared in connection with this Contract, are to be released by Contractor and/or anyone acting under the supervision of Contractor to any person, partnership, company, corporation, or agency, without prior written approval by County, except as necessary for the performance of the services of this Contract. All press releases with either the award of this Contract or any subsequent amendment of, or effort under this Contract shall not be released without first obtaining review and written approval of said news releases from County through County's Project Manager.
9. **Reports/Meetings:** Upon County's request, Contractor shall develop reports and any other relevant documents necessary to complete the services and requirements as set forth in this Contract. County's Project Manager and Contractor's Project Manager will meet on reasonable notice to discuss Contractor's performance and progress under this Contract. If requested, Contractor's Project Manager and other project personnel shall attend all meetings. Contractor shall provide such information that is requested by County for the purpose of monitoring progress under this Contract.

10. **Breach of Contract:** The failure of Contractor to comply with any of the provisions, covenants or conditions of this Contract, shall constitute a material breach of this Contract. In such event County may, and in addition to any other remedies available at law, in equity, or otherwise specified in this Contract:
- a. Afford Contractor written notice of the breach and ten (10) calendar days or such shorter time that may be specified in this Contract within which to cure the breach;
 - b. Discontinue payment to Contractor for and during the period in which Contractor is in breach and offset against any monies billed by Contractor but yet unpaid by County those monies disallowed pursuant to the above.
 - c. Terminate the Contract immediately without penalty.
11. **Stop Work:** County may, at any time, by written stop work order to Contractor, require Contractor to stop all or any part of the work called for by this Contract for a period of ninety (90) working days after the stop work order is delivered to Contractor and for any further period to which the Parties may agree. The stop work order shall be specifically identified as such and shall indicate it is issued under this clause. Upon receipt of the stop work order, Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the stop work order during the period of work stoppage. Within a period of ninety (90) days after a stop work order is delivered to Contractor or within any extension of that period to which the Parties shall have agreed, County shall either: 1) Cancel the stop work order or 2) Terminate the Contract in whole or in part in writing as soon as feasible. County is not required to provide thirty (30) days' notice of the termination of the Contract to Contractor if a stop work has been issued by County.
12. **Termination ~ Orderly:** Upon termination or other expiration of this Contract, each Party shall promptly return to the other Party all papers, materials, and other properties of the other held by each for purposes of execution of the Contract. In addition, each Party will assist the other Party in orderly termination of this Contract and the transfer of all assets, tangible and intangible, as may be necessary for the orderly, non-disruptive business continuation of each Party.
13. **Errors and Omissions:** All reports, files and other documents prepared and submitted by Contractor shall be complete and shall be carefully checked by the professional(s) identified by Contractor as project manager and key personnel attached hereto, prior to submission to County. Contractor agrees that County review is discretionary and Contractor shall not assume that County will discover errors and/or omissions. If County discovers any errors or omissions prior to approving Contractor's reports, files and other written documents, the reports, files or documents will be returned to Contractor for correction. Should County or others discover errors or omissions in the reports, files or other written documents submitted by Contractor after County approval thereof, County approval of Contractor's reports, files or documents shall not be used as a defense by Contractor in any action between County and Contractor, and the reports, files or documents will be returned to Contractor for correction.
14. **Liquidated Damages:** It is agreed by and between the contractor and the County that if this contract is not fully and completely performed within the terms of the contract, damage will be sustained by the County. Said damage includes any additional costs resulting from a delay in scheduled time frames by the contractor. Since it is and will be impractical and extremely difficult to determine the actual damage which the County will sustain by reason of such delay, it is therefore agreed that contractor will pay to the County liquidated damages in a set amount of \$1,700.00 for each and every day of delay beyond the dates as set forth in this document for a fully functional IJMS.

In the event the liquidated damages as set forth herein are not paid by the contractor, the County will deduct the amount of liquidated damages from any monies due contractor under this contract.

This provision may be invoked at the sole option of the County by notification to the contractor by certified return receipt mail.

If contract is delayed by reason of changes or extra services ordered by the County or as a result of the County's failure to perform or delays caused by the County, the time of performance of this contract will be extended commensurate with the time required for the extra services and/or delays directly attributable to the County's failure to perform, and no liquidated damages will accrue during the period of such extension.

If this contract is not fully and completely performed within the time set forth herein, the County shall have the right to increase the time for such performance and to waive the liquidated damages. Nothing herein shall be construed as giving the contractor a right to extra time for performance.

15. **Notices:** Any and all notices, requests demands and other communications contemplated, called for, permitted, or required to be given hereunder shall be in writing, except through the course of the Parties' project managers' routine exchange of information and cooperation during the terms of the work and services. Any written communications shall be deemed to have been duly given upon actual in-person delivery, if delivery is by direct hand, or upon delivery on the actual day of receipt or no greater than four calendar days after being mailed by US certified or registered mail, return receipt requested, postage prepaid, whichever occurs first. The date of mailing shall count as the first day. All communications shall be addressed to the appropriate Party at the address stated herein or such other address as the Parties hereto may designate by written notice from time to time in the manner aforesaid.

County: Sheriff-Coroner/Info Systems
320 N. Flower St., 3rd Floor
Santa Ana, CA 92703
Attn: Kirk Wilkerson

cc: Sheriff-Coroner /Purchasing Services Bureau
Attn: Olivia Prudencio, DPA
320 N. Flower Street
Santa Ana, CA 92703
714-834-6687

Contractor: The ACT 1 Group Inc., dba ATIMS
9638 Topanga Canyon Place Suite B
Chatsworth, CA 91311
Attn: Merilee Hatfield
Ph: 818-425-5644

16. **Ownership of Documents:** County has permanent ownership of all directly connected and derivative materials produced under this Contract by Contractor. All documents, reports and other incidental or derivative work or materials furnished hereunder shall become, and remain, the sole property of County and may be used by County as it may require without additional cost to County. None of the documents, reports and other incidental or derivative work or furnished materials shall be used by Contractor without the express written consent of County.

17. **Title to Data:** All materials, documents, data or information obtained from County data files or any County medium furnished to the Contractor in the performance of this Contract will at all times remain the property of County. Such data or information may not be used or copied for direct or indirect use by Contractor after completion or termination of this Contract without the express written consent of County. All materials, documents, data or information, including copies, must be returned to County at the end of this Contract.
18. **Contractor's Records:** Contractor shall keep an accurate record of time expended by Contractor in the performance of this Contract. Such record shall be available for periodic inspection by County at reasonable times. Such records will be retained for three (3) years after the expiration or termination of this Contract.
19. **Conditions Affecting Work:** Contractor shall be responsible for taking all steps reasonably necessary to ascertain the nature and location of the work to be performed under this Contract, and to know the general conditions which can affect the work or the cost thereof. Any failure by Contractor to do so will not relieve Contractor from responsibility for successfully performing the work without additional cost to County. County assumes no responsibility for any understanding or representations concerning the nature, location(s) or general conditions made by any of its officers or agents prior to the execution of this Contract, unless such understanding or representations by County are expressly stated in the Contract.
20. **Gratuities:** Contractor warrants that no gratuities, in the form of entertainment, gifts or otherwise, were offered or given by Contractor or any agent or representative of Contractor to any officer or employee of County with a view toward securing the Contract or securing favorable treatment with respect to any determinations concerning the performance of the Contract. For breach or violation of this warranty, County shall have the right to terminate the Contract, either in whole or in part, and any loss or damage sustained by County in procuring on the open market any goods or services which Contractor agreed to supply shall be borne and paid for by Contractor. The rights and remedies of County provided in the clause shall not be exclusive and are in addition to any other rights and remedies provided by law or under the Contract.
21. **Contractor Safety Standards and Work Hours:** Contractor will ensure compliance with all safety and hourly requirements for employees in accordance with Federal, State, and County safety and health regulations and laws.
22. **Authorization Warranty:** Contractor represents and warrants that the person executing the Contract on behalf of and for Contractor is an authorized agent who has actual authority to bind Contractor to each and every term, condition, and obligation of this Contract and that all requirements of Contractor have been fulfilled to provide such actual authority.
23. **Usage:** No guarantee is given by County to Contractor regarding usage of this Contract. Usage figures, if provided, are approximate, based upon the last usage. Contractor agrees to supply services and/or commodities requested, as needed by County, at prices listed in the Contract, regardless of quantity requested.
24. **Licenses and Standards:** Contractor represents and warrants that it and all Contractor personnel providing services under this Contract have all necessary licenses, certifications and permits required by the laws of the United States, State of California, County of Orange and all other appropriate governmental agencies, and agrees to maintain these licenses and permits in effect for the duration of this Contract. Further Contractor represents and warrants that its employees, agents, interns, paid

or unpaid volunteers and consultants or agents shall conduct themselves in compliance with the laws applicable to sexual harassment and ethical behavior. County may terminate this Contract immediately without penalty in the event that any of Contractor personnel are found not to have any applicable or represented license.

25. Limitation of Liability:

- a) Except as may be otherwise approved by the County, Procurement Division or their designee, Contractor's liability for damages, excluding the liquidated damages contained herein above at paragraph 14, to the County for any cause whatsoever, and regardless of the form of action, whether in Contract or in tort, shall be limited to the Compensation as referenced in Attachment E. For purposes of this sub-section a), "Compensation" will mean the Contract price; except that, with respect to a Contract under which multiple orders will be issued, "Compensation" will mean the total price of the Contract (based on the five year term cumulative total) for the Deliverable(s) or service(s) that gave rise to the loss, such that the Contractor will have a separate limitation of liability for each purchase order.
- b) The County's liability for damages for any cause whatsoever, and regardless of the form of action, whether in Contract or in tort, shall be limited to the total Contract Price (based on the five year term cumulative total). Nothing herein shall be construed to waive or limit the County's sovereign immunity or any other immunity from suit provided by law.
- c) In no event will either the Contractor or the County be liable for consequential, incidental, indirect, special, or punitive damages, even if notification has been given as to the possibility of such damages, except (i) to the extent that the Contractor's liability for such damages is specifically set forth in the Scope of Work or (ii) to the extent that the Contractor's liability for such damages arises out of sub- section b)(i), b)(ii), or b)(iii).

26. Contractor's Liability for Injury to Persons or Damage to Property:

- a) Notwithstanding the foregoing limitation on liability, Contractor shall be liable for damages arising out of injury to the person and/or damage to the property of the County, employees of the County, persons designated by the County for training, or any other person(s) other than agents or employees of the Contractor, designated by the County for any purpose, prior to, during, or subsequent to delivery, installation, acceptance, and use of the Deliverables either at the Contractor's site or at the County's place of business, provided that the injury or damage was caused by the willful act or negligence of the Contractor and/or its employees or agents.
- b) The Contractor shall not be liable for damages arising out of or caused by any alteration or an attachment not made or installed by the Contractor, or for damage to alterations or attachments that may result from the normal operation and maintenance of the Deliverables provided by the Contractor during the Contract.

27. Contractor Personnel – Reference Checks: The contractor warrants that all persons employed to provide service under this contract have satisfactory past work records indicating their ability to accept the kind of responsibility anticipated under this contract. Contractor's employees assigned to this project must meet character standards as demonstrated by background investigation and reference checks, coordinated by the agency/department issuing this contract.

28. Security Requirements:

- A. With respect to all of Contractor's employees performing services hereunder Contractor shall:
1. Perform background checks as to past employment history.
 2. Inquire as to past criminal felony convictions.
 3. Ascertain that those employees who are required to drive in the course of performing services hereunder have valid California driver's licenses and no DUI convictions within two (2) years prior to commencement of services hereunder.
 4. Perform drug screening to determine that such employees are not users of illegal drugs or other substances.
- B. Contractor shall not assign to County property any Contractor personnel as to whom the foregoing procedures indicate:
1. Inability or unwillingness to perform in a competent manner.
 2. Past criminal convictions for theft, burglary or conduct causing property damage or mental or physical harm to persons.
 3. Where such employee's duties include driving a vehicle, absence of a valid California driver's license or a DUI conviction within the prior two (2) years.
 4. Usage of illegal drugs or abuse of any controlled substance.
- C. If any of the problems identified with respect to Contractor's employees are discovered after assignment of an employee to perform work under this Contract, or if County otherwise reasonably deems an assigned employee unacceptable, Contractor shall remove and replace such employee.
- D. Nothing herein shall render any employee of Contractor an employee of County.

THE CONTRACTOR'S PERSONNEL REQUIREMENTS:

All employees must pass the County's security clearance requirements and meet all requirements as set forth below:

1. All personnel to be employed in performance of the work under this Contract shall be subject to security clearance. Clearance must be updated and renewed every twelve (12) months from original date of clearance.
2. No person shall be employed on this work that has not received prior clearance from the Sheriff-Coroner Department.
3. Within fifteen (15) days of the effective date of this Contract, Contractor shall prepare and submit a complete and accurate "Contractor Security Clearance" information form for all Contractor's employee(s) who will perform work covered by this Contract. Contractor is also responsible for ensuring that anytime an employee is assigned to work under this Contract that a Security Clearance form is submitted and approved prior to that employee providing services under this Contract.

4. Contractor shall be responsible for ensuring to submit updated Security Clearance forms for renewal, in order to renew Security Clearance. Update forms shall be submitted at least ten (10) County working days prior to the expiration of an existing clearance; a security clearance is valid for twelve (12) months from the date of issuance.
5. If, after a security clearance is granted but prior to the time for renewal, the Contractor becomes aware of new information relevant to the security clearance, i.e., a new arrest or conviction of an employee, the Contractor shall provide an updated form to the County so the security clearance may be reviewed in light of the new information.
6. Contractor shall inform employees assigned to perform work under this contract of their duty to inform contractor of any change in information or new information that arises during the pendency of a security clearance.
7. Contractor Security Clearance information forms will be provided by County Project Manager upon request and will be screened by the Sheriff-Coroner's Department.
8. Contract Security Clearance information forms shall be thoroughly and accurately completed. Omissions or false statements, regardless of the nature or magnitude, may be grounds for denying clearance.
9. County will not give Contactor the reason an individual's clearance is denied, but will provide explanation to the individual affected via U.S. Mail.

E. GENERAL SECURITY REQUIREMENT-AT WORKSITE:

1. When performing work at a County facility, all work areas shall be secured prior to the end of each workday.
2. Workmen shall have no contact, either verbal or physical, with inmates in any facility while performing work under this Contract. Specifically:
 - a. Do not give names or addresses to inmates.
 - b. Do not receive any names or addresses from inmates.
 - c. Do not disclose the identity of any inmate to anyone outside the facility.
 - d. Do not give any materials to inmates.
 - e. Do not receive any materials from inmates (including materials to be passed to another individual or inmate).
3. Contractor's personnel shall not smoke or use profanity or other inappropriate language while on site.
4. Contractor's personnel shall not enter any County facility while under the influence of alcohol, drugs or other intoxicants (including marijuana) and shall not have such materials in their possession.

5. Failure to comply with these requirements is a criminal act and can result in prosecution.
6. Contractor's personnel shall plan their activities to minimize the number of times they must enter and exit a facility, i.e., transport all tools, equipment, and materials needed for the day at the start of work and restrict all breaks to the absolute minimum.
7. Contractor's personnel shall follow any special security requirements issued by the on-site contact person or escort Deputy.
8. Contractor's personnel shall report to the on-site contact person when leaving a County facility, temporarily or at the end of the workday.
9. Contractor's personnel shall immediately report all accidents, spills, damage, unusual conditions and/or unusual activities to the on-site contact person or if that person is unavailable to any Sheriff's Deputy.
10. Contractor's personnel shall securely close and check all gates and doors to ensure that they are tightly closed and locked as they enter and exit various areas of the County facilities.
11. Contractor's personnel shall restrict all activities to the immediate work site and adjacent assigned areas necessary to performing work under this Contract.
12. Contractor's personnel shall remain with the assigned escort at all times, unless otherwise directed by the on-site contact person.

F. POTENTIAL DELAYS/INTERRUPTIONS:

1. Contractor shall acknowledge that the primary purpose of the detention facilities is the safe and secure operation of those facilities.
2. Contractor's personnel who enter a Sheriff facility but have not passed the security screening, or who have falsified the security screening information are subject to immediate removal from the facility. Contractor's personnel who are assigned to work in a Sheriff facility who are determined to have outstanding wants or warrants may be detained by the Sheriff.
3. Contractor's personnel shall immediately comply with all directions and orders issued by Sheriff's personnel, other than changes regarding the quality or quantity of work, which will be controlled by County's project manager.
4. Contractor's personnel may be delayed or denied access to the facility due to unforeseen events that may affect the availability of security escorts.
5. Contractor's personnel may be ordered to leave a facility prior to the completion of their work or the end of the workday due to unforeseen incidents occurring within secure environments. Such unforeseen incidents may also cause Contractor's personnel to be held inside the facility until the incident is resolved by the Sheriff's personnel.

6. Contractor may be subject to an inventory requirement where the Contractor shall supply an inventory list of all tools. The Facility will use the list for verification of tools entering and exiting security. Any and all time required to comply with the tool inventory and control program will not be considered a compensable delay and no requests for equitable adjustment in time or additional compensation for this time will be considered.

Signature Page

The Parties hereto have executed this Contract# MA-060-17011616 for an Integrated Jail Management System, on the dates shown opposite their respective signatures below.

Contractor*: The ACT 1 Group Inc., dba ATIMS

By: _____ Title: _____

Print Name _____ Date: _____

Contractor*: The ACT 1 Group Inc., dba ATIMS

By: _____ Title: _____

Print Name _____ Date: _____

**If the contracting party is a corporation, (2) two signatures are required: (1) signature by the Chairman of the Board, the President or any Vice President; and one (1) signature by the Secretary, any Assistant Secretary, the Chief Financial Officer or any Assistant Treasurer. The signature of one person alone is sufficient to bind a corporation, as long as he or she holds corporate offices in each of the two categories described above. For County purposes, proof of such dual office holding will be satisfied by having the individual sign the instrument twice, each time indicating his or her office that qualifies under the above described provision.*

In the alternative, a single corporate signature is acceptable when accompanied by a corporate resolution demonstrating the legal authority of the signature to bind the company.

County Of Orange

A political subdivision of the State of California



Sheriff-Coroner Department

By: _____ Title: _____

Print Name _____ Date: _____

Approved as to Form
Office of the County Counsel
Orange County, California

by _____
Deputy

ATTACHMENT A SCOPE OF WORK

Purpose

The Orange County Sheriff's Department (OCSA) is replacing the current, outdated Unisys mainframe Jail Management System with a an Integrated Jail Management System (IJMS) that represents the most advanced technology and operation presently available within the operating environment. The contractor shall configure, customize, implement and provide ongoing support and maintenance of the IJMS that meets the requirements stated within this statement of work and Appendices A and B.

Background

The Orange County Sheriff's Department (OCSA) currently has a highly customized Automated Jail System that was developed in 1990 on a Unisys mainframe, utilizing Assembly/COBOL programming languages. OCSA is migrating off of the Unisys mainframe and requires a new Jail Management System that supports the functional and technical needs of the department now and into the future.

Statement of Work

Contractor shall implement an Integrated Jail Management System (IJMS) that represents the most advanced technology and operation within the operating environment.

Contractor shall provide the following to the Orange County Sheriff's Department:

- Software and hardware that meets the functional and technical requirements provided in Appendix A (Functional Requirements) and Appendix B (Technical Requirements)
- An Implementation Approach and Plan that shall include: requirements validation, customization/configuration of the software to meet the specific needs of OCSA, creation and installation of the required environments, installation of the software in each environment, data conversion, testing plan, interfaces identified in the technical requirements, user training, documentation and project management
- System Warranty of one (1) year after OCSA acceptance and annual maintenance, which shall begin upon final acceptance of the IJMS.

Project Objectives

Contractor shall implement an IJMS that meets all OCSA unit and business process needs, reduces inefficiencies, increases the timeliness and accuracy of information, reduces redundancy in workflows, and provides critical data and tools to OCSA users, Command and outside law enforcement agencies.

The IJMS shall achieve the following objectives:

- Provide users with a dependable, easily configurable IJMS
- Increase efficiency of available resources
 - System shall enable users to decrease time spent handling paper and hard files including stamping, stapling, copying, delivering, and filing documents.
- Simplify user accessibility:
 - System shall enable users to quickly select and access desired information through a uniform user interface in support of OCSA's 24/7 environment.

- Stability, Scalability, and Modularity:
 - System shall be secure and allow for the number of users and volumes of data to be increased without replacing primary system components.
 - System shall allow for interfaces and functions to be added or removed without harming the overall functionality of the system.
- Enhance day-to-day operations:
 - System shall combine report forms and the functions of multiple, standalone systems into a single comprehensive system.
- Support the availability of historical information for query.
- Maximize the benefits of new technologies with the least disruption to the business of administering a custodial facility.

Current Environment – OCSD Information Architecture

The OCSD is a Microsoft Enterprise Customer. The IJMS application shall run on current and supported versions of Microsoft Windows Server (version 2012 R2 at the time of this writing) and current and supported version of Microsoft SQL Server (version 2014 at the time of this writing), both 64-bit. The client side application shall run on current and supported versions of Microsoft Operating System (version Windows 7 at the time of this writing) and current and supported versions of Internet Explorer (version IE11 at the time of this writing). OCSD servers are virtualized and the client desktops are primarily Dell Windows Desktops. All desktops and servers shall be connected using Cisco Network Equipment. The network shall be connected over 10GB/fiber Cisco Class Catalyst Switch Layer 2 running on an HP Blade Infrastructure. SAN storage consists of an EMC VNX model 5700 with fiber backbone. Contractor's solution shall be compatible with these system requirements.

IJMS Software

Contractor's IJMS software shall:

- Meet OCSD jail management functional/technical requirements, specified in Appendix A and Appendix B.
- Include a maintenance/testing and training system with separate databases.
- Provide adequate redundancy to allow OCSD to perform pre-identified critical business continuity applications in the event of failure of any infrastructure component.
- Functionally enable the monitoring and control of resources, and demonstrate failover capability and redundancy.
- Configurable and modifiable to meet legislative and user need changes.

The IJMS software shall facilitate the following functions:

- | | |
|---------------------------------|---------------------------|
| 1. Intake | 15. Medical/Mental Health |
| 2. Property | 16. Release |
| 3. Classification | 17. Searches/Shakedowns |
| 4. Records/Sentence Calculation | 18. Grievances |
| 5. Housing | 19. Unit Management |
| 6. Visits | 20. Scheduling |
| 7. Mail | 21. Escapes |
| 8. Transitional Services | 22. Executive Management |
| 9. Accounts | 23. Reporting |
| 10. Incidents | 24. PREA |

- | | |
|--------------------|---------------------|
| 11. Investigations | 25. Callouts |
| 12. Transportation | 26. Food Services |
| 13. Movement | 27. Inmate Requests |
| 14. Count/Census | |

The requirements contained in the Appendices A and B combined constitute the formal statement of the system's functional (including reporting requirements), technical, and operational requirements as well as the overall project requirements.

IJMS Implementation

Contractor shall be responsible for the following tasks and activities during the IJMS implementation:

- In consultation with and subject to the approval of the County's Project Manager, develop a detailed Project Management Plan which shall include but may not be limited to:
 - Overall Project Plan
 - Communications Plan
 - Issue Management Plan
 - Change Management Plan
 - Risk Management Plan
 - Quality Assurance Plan

- In consultation with and subject to the approval of the County's Project Manager, develop a detailed implementation plan for the IJMS which shall include but not be limited to:
 - User Acceptance Test Plan (to be agreed to by OCSD)
 - Training Plan detailing Contractor-facilitated courses, on-line help features, training materials (documents/ videos)
 - Data Conversion Plan
 - Interface to the OCSD Microsoft Data Exchange Server
 - Product Implementation Plan to include
 - Implementation approach and transition strategy
 - Go-Live Checklist, Outline the Contingency Plan,
 - Resources needed for the implementation and transition period
 - Define acceptance and transition criteria
 - Post implementation review and support plan

- Conduct the Requirements Validation and Verification to validate the detailed requirements for the IJMS and development of a detailed requirements document
- Customize / Configure the IJMS to meet the detailed requirements identified in Appendix A (Functional) and Appendix B (Technical)
- Install the system in a test environment where User Acceptance Testing (UAT) may occur. OCSD will develop and provide the test cases for the UAT
- Conduct the User Training, Data Conversion and Implementation and Transition activities based on the Implementation Plan
- Support the system during the post implementation period for 3 months
- Conduct a post implementation review

Project Management Plan

Overview

In consultation with and subject to the approval of the County's Project Manager, Contractor shall provide a Project Management Plan that describes the project scope and objectives, success criteria, tasks, major deliverables, and constraints. It will clearly define all activities necessary to implement the project, including a summary of milestones, resources needed and timeline for completion. This plan will be created during the initial stages of the project and updated throughout the life of the project.

The Project Management Plan shall at minimum include:

1. Project Description
2. Project Development Strategy
3. Work Breakdown Structure
 - a. Project Schedule
 - b. Project Resources
4. Communications Plan
 - a. Communication management approach defining the communication strategy
 - b. Outline types of work sessions such kick-off, planning, management reviews and status meetings)
 - c. Define the formal reporting structure and escalation process
 - d. Describe the project documentation repository
5. Issue Management Plan
 - a. Describe the general process and procedures for managing issues within the project
 - b. Define the roles and responsibilities
 - c. List any tracking software or tools
6. Change Management Plan
 - a. Describe procedures related to: Initiation, review, authorization and resolution of change requests.
 - b. Define roles and responsibilities
7. Risk Management Plan

The Risk Management Plan shall provide a structured method to help manage risk. This plan will be created during the Planning Stage and updated throughout the life of the project. The Plan describes the risk management and control:

 - a. Workflows, assessment processes,
 - b. Supplementary tools and
 - c. Roles and responsibilities.
8. Quality Management Plan

The Quality Management Plan provides a framework for capturing the Quality approach and the predefined quality standards. This Quality Management Plan shall include the:

 - ~~a~~ Project's Management Approach,
 - ~~b~~ Quality Standards,
 - ~~c~~ Quality Team Roles and Responsibilities,
 - ~~d~~ Deliverable and Acceptance criteria, and

- e- Quality Management Assurance Process including:
 - Quality Assurance Activities - these shall define QA activities for the project including test and acceptance processes, test documentation and requirement verification processes,
 - Quality Management Control Process tracking acceptance metrics, and
 - Quality Audit Process defining quality assessment and reviews.

IJMS Implementation Plan

Contractor shall detail the manner in which the new IJMS will be implemented at the OCSD. The Implementation Plan shall be comprised of the component plans described below.

User Acceptance Test Plan

Contractor shall develop a User Acceptance Test Plan that is approved by OCSD. Acceptance Tests will be conducted by the OCSD user groups and the Contractor to ensure that the completed system meets all requirements of the Scope of Work and the requirements document-

User, Administrator and Train-the-Trainer Training Plan

The Contractor shall develop a Training plan addressing the operation and use of the IJMS. The plan will outline the objectives, needs, and curriculum to be addressed during training for end users. It will present the activities needed to support the development of training materials, coordination of training schedules, reservation of personnel and facilities, planning for training needs, and other training tasks that are necessary for the implementation of the inmate management system. It is expected that a "Train-the-Trainer" approach will be utilized for training the OCSD users. The Contractor will be expected to train the OCSD trainers.

The Contractor shall provide training manuals designed exclusively for OCSD. Training manuals will contain a system overview, description of procedures required to execute tasks for each workstation, an introduction to system screens and icons, and details of output messages with clear, easy to follow instructions. The Contractor shall provide copies of user manuals for each person in a training session as well as an electronic copy of the manuals on a CD. The training manuals will be kept up-to-date throughout the life of the proposed system, system warranty, and maintenance period.

Components of the training plan will be directed at (a) end users who will use the application functional modules, (b) administrative users who will administer and support the organization's use of the program and (c) train-the-trainer super-users who will be equipped to provide training to other OCSD users so that OCSD becomes self-sufficient with regards to the need for ongoing training.

Training materials should include sufficient self-service documentation, training and support resources such as context-sensitive help content, web resources, training videos and other information resources made available in real-time to all IJMS users as a first avenue of support and self-paced learning.

Data Conversion

Contractor shall convert the existing jail system data to the new IJMS solution. A detailed data conversion plan will be required as part of implementation. The Contractor shall migrate existing data and provide access to all historical AJS data and records from the new solution.

The Contractor shall describe their approach to data conversion (example iterative vs. one-time conversion) in their response to the RFP. The Data Conversion plan must address the approach, automated vs. manual data conversion, scheduling of data conversion tasks and activities, including development and testing of

data conversion routines, etc. A solution must be provided for access to any data that could not be converted.

System Transition Plan

The Contractor shall develop a system transition plan that details the manner in which the new system shall be introduced into the OCSD and the tasks, activities and schedules for this transition to occur. This plan shall also discuss contingency approaches in the event that there are issues with the new IJMS and the manner in which the rollback will occur so that there is no loss of productivity for the users.

Project Management

Contractor shall work with the Orange County Sheriff's Department Project Management Office (PMO) to execute all the plans documented during the planning section of this project.

Project Reporting

Contractor must outline all reporting processes in the communication section of the Project Management Plan. Status reports will be provided by the Contractor on both a weekly and monthly basis. OCSD will approve all templates for the reporting process.

Weekly Reports

Contractor's Project Manager shall provide weekly reports of the project which shall include accomplishments and tasks completed throughout the past week, tasks currently being worked on, issues log with action items and due dates, risk identification listing, personnel or staffing issues and plans for the upcoming week.

Monthly Reports

Monthly reports shall be provided by the Contractor's Project Manager to outline and roll up the events from each week throughout the past month. Monthly risk assessments must be completed and reported on any new or updated risks associated with the project. The identified risk should then have a detailed plan from the Contractor on how to mitigate that risk.

Status Meetings

Throughout the project Contractor shall be required to participate in weekly team status meetings to discuss the current status of the project, issues and risks associated with the project. These meetings will usually be scheduled for one hour. Contractor's Project Manager can teleconference into these meetings. Monthly, the Project Manager must be physically present at the County location to provide progress update on the project.

Requirements Validation and Verification

Contractor shall deliver the twenty-eight (28) core of functional modules and the requirements for each (Appendix A). During the validation activity, Contractor shall work closely with OCSD to validate the requirements and, where necessary, develop detailed requirements to enable the Contractor to customize/configure the system to meet the specific needs of OCSD.

Customization and Configuration

Contractor shall customize and configure the system to meet the detailed requirements of OCSD. In addition, it is expected that the Contractor shall conduct standard levels of testing and provide the results of the final internal testing to OCSD prior to turning over the IJMS for User Acceptance Testing (UAT).

Installation of Environment and UAT Support

Contractor shall install the UAT environment, and support the UAT testing that will be conducted by the OCSD testers. This will be based on the UAT plan submitted earlier in the planning phase of the project.

Implementation Activities

Contractor shall conduct implementation activities as defined by the implementation plan. These activities shall include but may not be limited to:

- Install, configure, customize as necessary to meet requirements, and test the production environment
- Conduct User and Administrator training
- Complete the historical data conversion (reference tables and operational data)
- Connect and Test Internal and External Interfaces
- Conduct Final Testing
- Complete System Initiation
- Create Needed Custom Reports (See Attachment 1 to Appendix A for list of reports)

All these activities will be conducted based on the plans developed during the planning stages of the project.

Post Implementation Support and Review

Contractor shall support OCSD and the IJMS for a period of three (3) months after system initiation. During this period, Contractor shall support the IJMS alongside the Administrative Services Command Support staff from OCSD. Contractor shall perform knowledge transfer activities to enable the OCSD support staff to be able to provide Level 1 support to the OCSD users.

IJMS Warranty and Maintenance

Contractor shall provide warranties on all work and all materials furnished by it or by its subcontractor(s) or representative(s) as a part of or in conjunction with the proposed systems. Specifically including but not limited to hardware, software, implementation, and documentation, all deliverables must be of good workmanship and quality, free from all defects in design, content, workmanship, or materials for a period of three (3) years from the date of full system acceptance and implementation at each County Sheriff's Office. Any upgrades of the software made during the warranty period are supplied at no additional cost.

Standard Manufacturer's Warranty, for all equipment proposed, is to be considered a part of these conditions. All defective items shall be replaced without any impact to the Orange County Sheriff's Department.

For all elements of the technology, the Contractor must notify OCSD at least ninety (90) days prior to the date on which the warranty expires and the maintenance begins. All applicable third party warranties for deliverables are assigned to OCSD.

Contractor shall be responsible for insuring the system during manufacture, shipment, installation, and until title passes to OCSD, which shall occur upon full system acceptance and the Contractor's receipt of payment in full.

Contractor shall expressly warrant that all items supplied under the contract are new, free from defects in design, materials, and workmanship. It will be deemed unacceptable that any obsolete, used or refurbished equipment be provided.

System Warranty, Maintenance and Support

The Warranty Period shall begin upon successful implementation of the system at OCSD and the system acceptance by OCSD. The warranty shall continue, without interruption, for one (1) year after the date of system acceptance in production by OCSD.

The annual Maintenance Period begins upon expiration of the warranty period.

Scope of services during Warranty and Maintenance

Contractor must perform all necessary actions to maintain the IJMS or restore it to good working order. The maintenance shall include but not be limited to preventative and remedial maintenance, technical support, installation of safety changes, and installation of engineering changes based upon the specific needs of any item of the host technology. Maintenance must include repair, replacement, or exchange deemed necessary to restore the System to proper working order.

Preventative or scheduled maintenance must be performed at an agreed upon date and time schedule at the convenience of the County. The system must be configured with up-to-date technology and in such a way that any upgrade or update would be performed without affecting system performance or impacting agency operations or user productivity. The system shall be able to be upgraded or updated without affecting established databases, the Relational Database Management System (RDMBS), the application software, external/internal interfaces, or the operating system. The transition should not cause system degradation or downtime.

Service Program

Contractors shall provide a service program under the warranty and maintenance periods. The program shall include but not be limited to the following:

- Dedicated personnel to support the integrated jail management system.
- Scheduled service events, including.
 - Standardized service schedule.
 - County Sheriff's staff requirements.
- Unscheduled service events, including:
 - The process for problem identification, notification, and resolution.
 - County Sheriff's staff roles and responsibilities.
 - Contractor's access requirements in controlled facilities.
 - Toll free telephone number to report problems and receive system technical support.
 - The hours and availability of system technical support.
- Reporting of service program activities and results.

Service Call Response Time

Contractor shall respond and acknowledge the report of a problem with the IJMS host technology (hardware, software, interfaces, workstations and peripherals) per **Attachment D, Annual Maintenance and Support, Section 2: Standard Operating Procedures.**

Software Corrections, Upgrades, Updates

During the warranty and maintenance periods, Contractor must be responsible for software corrections, upgrades, and updates. Any software upgrades necessary to maintain the inmate management system at the latest product revision must be included in the standard software maintenance fee with no additional charges. The Contractor must correct or replace any software module that experiences an operational problem for the duration of the warranty and maintenance periods.

Software upgrades refer to the availability and implementation of new versions or releases of any software delivered and/or installed in the Integrated Jail Management System as requested by the user or the Contractor.

For COTS Software Upgrades

For any software (Operating System, RDMS, GUI, etc.) provided with the IJMS and non-proprietary to the Integrated Jail Management System, the Contractor shall, at no cost to the County:

- Provide and install any new software version releases.
- Perform tuning.
- Provide training (user, technical, and management staff).
- Provide IJMS documentation (user and technical staff, management/administration staff).

Contractor shall provide this service within ninety (90) days of the software becoming commercially available by the actual software manufacturer. Contractor shall provide OCSD with a detailed and comprehensive analysis of the impact of the implementation of the upgrade and ensure minimum downtime. When an upgrade occurs, Contractor shall provide an implementation approach for upgrading the software without negatively impacting the functionality or reliability of the overall system. OCSD may choose to refuse or delay the implementation of any upgrade. Contractor shall provide the required training and documentation at least one (1) week before the implementation of the software upgrades.

IJMS Application Software

Contractor shall, at no cost to OCSD, perform any kind of proprietary software modification or enhancement to allow for the installation and optimum utilization of non-proprietary software in the operation of the Integrated Jail Management System. Should COTS upgrade installed by the Contractor negatively impact the optimum operation of the IJMS, Contractor must take action to restore the operation of the system.

Software Updates/Software Escrows

Software updates refer to the availability and implementation of modifications and/or corrections of any software delivered and/or installed in the inmate management system technology as requested by the user or the Contractor. Contractor shall provide to the using agency's technicians and managers updated software documentation and training upon delivery of updated software releases. Any updates, improvements, enhancements, or modifications to the source code must be escrowed in Orange County.

System Documentation

Contractor will be required to provide comprehensive description of the product, to include all functions of the system and interfaces between the IJMS different modules and internal/external systems/components.

Contractor will be required to provide a System Design Document of the IJMS. This document shall provide an overview of the system's overall design and architecture. The document shall be provided in narrative form supported by illustrations and diagrams, as appropriate.

Contractor shall provide a complete set of user and operations documentation for the IJMS. Contractor shall provide user manuals, including System Administration guides, maintenance guides, operations manuals, and all software release notes for all system components. User and System Administration manuals shall be included for aspects of the system.

Contractor shall outline to the County, a Plan that describes how the system will demonstrate failover and redundancy.

All system documentation shall be delivered to OCSD in an electronic format and with a minimum of two (2) bound hard copies.

System Maintenance, Test and Training System

Contractor shall supply a maintenance, test and training environment each having separate databases. This system will allow OCSD to perform maintenance, conduct training or testing without interrupting the normal operations.

ATTACHMENT B
COUNTY SUPPLIED ITEMS AND ASSISTANCE

At County's sole discretion, County may furnish Contractor the following items and resources. County may also consider other needs requested in the Contractor's proposal:

1. Project Manager to provide approval of all deliverables, Final Acceptance and any Change Orders
2. County Project team as required to support IJMS implementation
3. Network and power connections within each site. Customer will consider recommendations from Contractor for enhancements to existing network and power supplies.

ATTACHMENT C IMPLEMENTATION PLAN

Implementation Plan (to include high-level schedule), Acceptance and Testing Procedures

Project Inception shall begin within two weeks after execution of the contract. During the Inception Phase of the project, Contractor will develop a detailed project schedule, outlining the baseline start and end dates for all associated tasks. At a high level, the implementation of Contractor Online at the OCSD will take ~~twenty-four (24) months~~ **twenty-eight (28) months**. This will allow for all of the configuration and product enhancement needed to meet all functional requirements. The high-level schedule is outlined below:



~~HMS Implementation Tasks~~

~~The detailed implementation plan and schedule will be developed with the County Project Manager and shall adhere to the following Work breakdown structure:~~

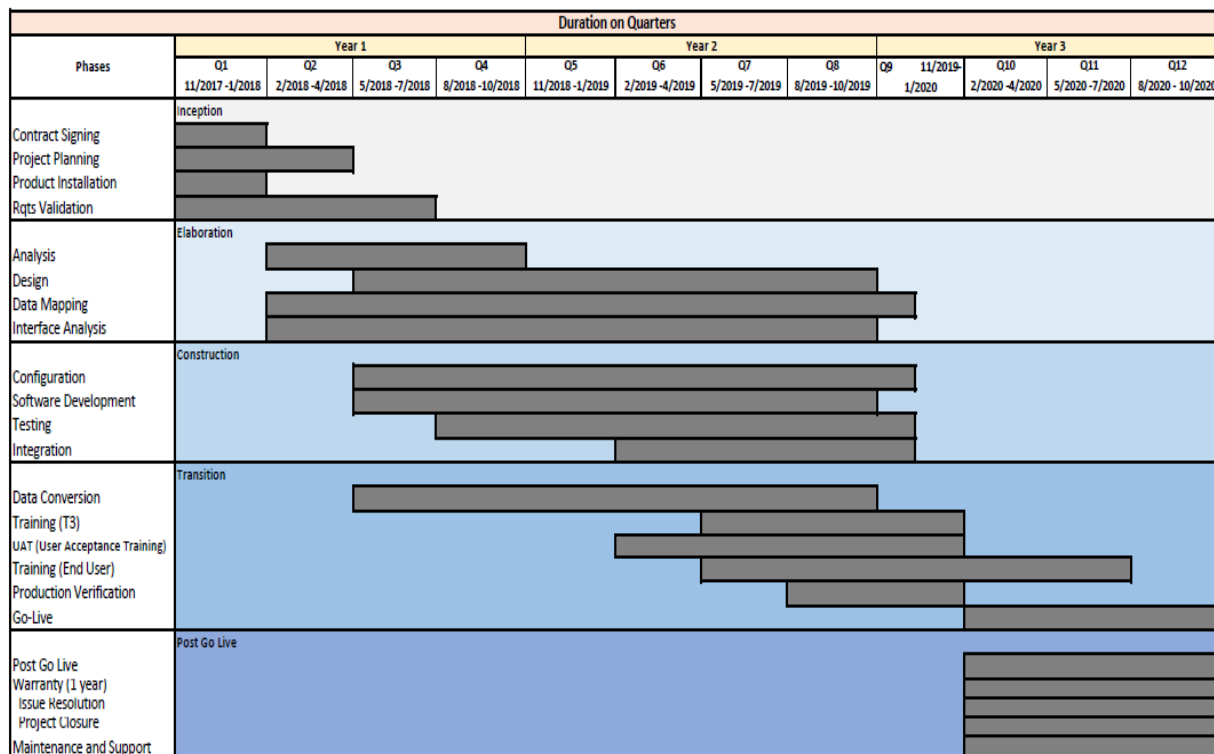
Task Name
1 Inception Phase
— Project Charter
— Kick Off Meeting — Facility Walkthrough / Business Analysis
Develop Project Management Plan (PMP)
— Prepare Draft PMP

— Deliver PMP to County
— County Review
Requirements Management Plan
— Prepare Requirements Management Plan
— Requirements Traceability Matrix (RTM)
— Deliver Requirements Management Plan to County
— County Review
System Testing Plan
— Prepare System Test Plan
— Deliver System Test Plan to County
— County Review
Data Migration Plan
— Prepare Data Migration Plan
— Deliver Data Migration Plan to County
— County Review
Interface Management Plan
— Prepare Interface Management Plan
— Deliver Interface Management Plan to County
— County Review
Transition Plan
— Prepare Transition Plan
— Deliver Transition Plan to County
— County Review
Project Management Plan Approval by County
Baseline Project Schedule Approval by County
Gate (Phase) Review
Lessons Learned
2 Elaboration Phase
Base System Installation
— Confirm Hardware Availability / System Readiness
— Install Product
— Remote Connection Testing
— Load / Configure Base System (initial)
— Create Test Data
— Walk through of Test System
Requirements Management Plan Approval by County
System Testing Plan Approval by County
Base Product Implementation and Acceptance: Training Environment
Pre-Implementation Analysis
— Functional Overview and Requirements Validation
— Document Findings
— Peer Review

Revisions
Deliverable: Updated RTM
Requirements Definition
Functional Requirements sessions for gaps / enhancements
Documentation of Requirements
Peer Review
Revisions
Deliverable: Functional Requirements Documents
Contractor Review
System Requirements / Modifications Documents Approval by County
Interface Requirements
ICD Preparation
ICD County Review
Discussions with Contractors
ICD Finalization
Interface Requirements Approval by County
Design Enhancements
Design Documentation
Peer Review
Revisions
Deliverable: Functional Requirements Documents
Contractor Review
System Preparation
Provide Paper Forms for Conversion Review
Provide Facility, Housing, and Location Information
Provide Housing Layout Drawings
Configuration of Facility, Housing, and Location
Definition of User Groups
Configuration of User Groups
Electronic Creation of Forms
Wizard Step Analysis & Configuration
Module Visibility Analysis & Configuration
Gate (Phase) Review
Lessons Learned
3 Construction Phase
Interface Development
Develop Interfaces
Interface Testing
Test Interfaces
Defect Resolution Cycle
Implement Interfaces: Production Environment
Enhancement Development & Testing

Work Package 1
Work Package 2
Work Package 3
Work Package 4
Work Package 5
Enhancement Testing (County)
Work Package 1
Work Package 2
Work Package 3
Work Package 4
Work Package 5
Custom Development Implementation
Gate (Phase) Review
Lessons Learned
8 Transition Phase
System Testing And Functionality Testing
User and Group Maintenance
Admin Settings Review (Dropdown, Default Values, etc.)
Set System Options and Configuration Settings
Review IJMS Functionality with Converted Data
User Acceptance Testing
County Acceptance of Functionality Testing
Data Conversion
Approval of Data Migration Plan by County
Data to be Converted Delivered to Contractor by County
Conversion Analysis and Field Level Mapping
Seed Database with Initial Data (continually updating)
Initial Data Conversion Installation
Testing (County)
Back and Forth Review
Initial Conversion Report to Contractor
Revisions and Finalization
Implement Data Migration: Training Environment
Initial Conversion Back & Forth Review
County Testing / Review
Conversion Revisions
Revised Conversion Installation
Conversion Approval
Implement Data Migration: Production Environment
County Staff Training
Training Plan
Prepare Training Plan

Deliver Training Plan to County
County Review
System Training Plan Approval by County
Scheduling of Training
Training
Additional User Training
Go-Live
Prepare Go-Live Plan
Deliver Go-Live Plan
County Review
Go-Live Plan Approval by County
Go/No-Go Decision by County and Contractor
Database Prepared for Go-Live
Data Conversion and Interfaces Run
System Roll-out Production
Go-Live
On Site Live Assistance Contractor Staff
System Acceptance Signoff by County
Gate (Phase) Review
Lessons Learned



IJMS Implementation Tasks

The detailed implementation plan and schedule will be developed with the County Project Manager and shall adhere to the following Tasks breakdown structure:

Tasks

Inception Phase

Contract Signing

Project Management Plan Approval by County

Baseline Project Schedule Approval by County

Project Charter

Kick Off Meeting - Facility Walkthrough / Business Analysis

Project Planning

Develop Project Management Plan (PMP)

Prepare Draft PMP

Deliver PMP to County

County Review

Requirements Management Plan

Prepare Requirements Management Plan

Requirements Traceability Matrix (RTM)

Deliver Requirements Management Plan to County

County Review

System Testing Plan

Prepare System Test Plan

Deliver System Test Plan to County

County Review

Data Migration Plan

Prepare Data Migration Plan

Deliver Data Migration Plan to County

County Review

Interface Management Plan

Prepare Interface Management Plan

Deliver Interface Management Plan to County

County Review

Transition Plan

Prepare Transition Plan

Deliver Transition Plan to County

County Review

Product Installation

Gate (Phase) Review

Lessons Learned

Base System Installation

Confirm Hardware Availability / System Readiness

Install Product

Remote Connection Testing

Load / Configure Base System (initial)
Create Test Data
Walk through of Test System
Requirements (Rqts) Validation
Requirements Management Plan Approval by County
System Testing Plan Approval by County
Elaboration Phase
Analysis
Base Product Implementation and Acceptance: Training Environment
Pre-Implementation Analysis
Functional Overview and Requirements Validation
Document Findings
Peer Review
Revisions
Deliverable: Updated RTM
Requirements Definition
Functional Requirements sessions for gaps / enhancements
Documentation of Requirements
Peer Review
Revisions
Deliverable: Functional Requirements Documents
Contractor Review
System Requirements / Modifications Documents Approval by County
Interface Requirements
ICD Preparation
ICD County Review
Discussions with Contractors
ICD Finalization
Interface Requirements Approval by County
Design
Design – Enhancements
Design Documentation
Peer Review
Revisions
Deliverable: Functional Requirements Documents
Contractor Review
Data Mapping
System Preparation
Provide Paper Forms for Conversion Review
Provide Facility, Housing, and Location Information
Provide Housing Layout Drawings
Configuration of Facility, Housing, and Location
Definition of User Groups
Configuration of User Groups
Electronic Creation of Forms

Wizard Step Analysis & Configuration
Module Visibility Analysis & Configuration
Gate (Phase) Review
Lessons Learned
Interface Analysis
Interface Development
Develop Interfaces
Interface Testing
Test Interfaces
Defect Resolution Cycle
Implement Interfaces: Production Environment
Construction Phase
Configuration and Software Development
Enhancement Development & Testing
Work Package 1
Work Package 2
Work Package 3
Work Package 4
Work Package 5
Testing
Enhancement Testing (County)
Work Package 1
Work Package 2
Work Package 3
Work Package 4
Work Package 5
Integration
System Testing And Functionality Testing
User and Group Maintenance
Admin Settings Review (Dropdown, Default Values, etc.)
Set System Options and Configuration Settings
Review IJMS Functionality with Converted Data
User Acceptance Testing
County Acceptance of Functionality Testing
Custom Development Implementation
Gate (Phase) Review
Lessons Learned
Transition Phase
Data Conversion
Data Conversion
Approval of Data Migration Plan by County
Data to be Converted Delivered to Contractor by County
Conversion Analysis and Field Level Mapping

Seed Database with Initial Data (continually updating)
Initial Data Conversion Installation
Testing (County)
Back and Forth Review
Initial Conversion Report to Contractor
Revisions and Finalization
Training T3
Implement Data Migration: Training Environment
Initial Conversion Back & Forth Review
County Testing / Review
Conversion Revisions
Revised Conversion Installation
Conversion Approval
User Acceptance Training (UAT) / Training End Users
Implement Data Migration: Production Environment
County Staff Training
Training Plan
Prepare Training Plan
Deliver Training Plan to County
County Review
System Training Plan Approval by County
Scheduling of Training
Training
Additional User Training
Go-Live
Go Live
Prepare Go-Live Plan
Deliver Go-Live Plan
County Review
Go-Live Plan Approval by County
Go/No-Go Decision by County and Contractor
Database Prepared for Go-Live
Data Conversion and Interfaces Run
System Roll out Production
Go-Live
On-Site Live Assistance Contractor Staff
System Acceptance Signoff by County
Gate (Phase) Review
Lessons Learned
Post Go Live
Warranty (1 Year)
Issue Resolution, Project Closure Maintenance and Support
Project Closure
Maintenance and Support

Implementation Deliverables

Contractor shall include the following deliverables as detailed below:

Deliverable	Description
Project Charter	The Project Charter is a statement of the scope, objectives, and participants in a project. It provides a preliminary delineation of roles and responsibilities, outlines the project objectives, identifies the main stakeholders, and defines the authority of the project manager.
Requirements Traceability Matrix (RTM)	A consolidated list of all County requirements to be used and managed throughout the project lifecycle.
Project Management Plan	The Project Management Plan, including subsidiary plans that define the approaches for <ul style="list-style-type: none"> • communication, • scope / change management, • schedule management, • risks / issues, • quality, • resources.
Project Schedule	The Project Schedule is a Microsoft Project Plan (.mpp) file that shall detail all the activities/tasks (with owners), durations, start/end dates, milestones, dependencies, and status (percentage complete) for the project.
System Testing Plan	The Test Plan describes the overarching test fundamentals for all testing activities of the project. It will outline test activity ownership, scope, roles and responsibilities, defect severity and priority definitions and entry and exit criteria.
User Acceptance Test Plan (UAT)	The UAT Plan describes the approach, the resources and roles/responsibilities as well as defines acceptance criteria for the user acceptance phase of the project.
Contractor Online Base Product Installation	Delivery of out-of-the-box Contractor Online COTS software which includes the following: <ul style="list-style-type: none"> • Software package • Entity Relationship Diagram • Data Model Dictionary
Fit-Gap Analysis Report/Updated RTM	Contractor shall document issues and any gaps identified for the functional areas that have identified enhancements. The results of this shall be an updated Requirements Traceability Matrix (“RTM”).

Deliverable	Description
Requirements Document	Contractor shall document the functional requirements for each logical product enhancement and prepare a conceptual design document. This design shall be provided to OCSD for review and feedback prior to finalization.
Interface Management Plan	An interface management plan shall be developed that establishes the methodology to be used for developing, controlling, testing, and managing the data interfaces between systems. The interface management process consists of planning, identifying, approving, auditing and closing-out interfaces.
Interface Control Document	A description for each interface between subsystems or to a system or subsystem.
Implement Interfaces	All interfaces have been configured and tested.
Custom Development Implementation	All work packages have been installed in the OCSD environment.
Configured Software	Once each portion of the system configuration is finalized, it is delivered to OCSD.
Data Migration Plan	Determine conversion and data integration P\plan deployment develop migration data quality plan; develop data migration test plan.
Implement Data Migration (training environment)	Data has been migrated to the training environment and data validation by OCSD has been completed.
Implement Data Migration (production environment)	Data has been migrated into the production environment and data validation by OCSD has been completed.
Third Party Licenses and Hardware	Relevant third party components such as; Biometric Server Software, Biometric Listener License Software, Biometric Readers, Signature Pads, etc.
UAT Complete	User Acceptance Testing has been completed; includes software modules, interfaces, and software customizations.

Deliverable	Description
Training Plan	The Training Plan document outlines the scope of training activities, lays out the project's training goals and objectives, outlines the project training approach, and specifies the curriculum details for each of the project's training activities. The training plan also establishes the roles and responsibilities pertaining to training, and contains a high-level work plan which identifies the project stage within which each training element will be delivered.
Go-Live Plan	Contractor, with the support of OCSD, shall create a detailed tactical deployment plan that shall serve as the formula for cutting over to the IJMS solution. The plan shall include detailed tasks, responsible parties, dependencies, and expected duration of the tasks (start time, end times). The cutover plan shall include contingencies and fallback strategies to be initiated should an unforeseen problem occur during cutover. Communication channels to be used during the cutover will be documented so that all key players and stakeholders are aware of cutover progress.
Go-Live	Moment at which time all users start to use, exclusively, Contractor's IJMS system.
System Acceptance	Sign off of System acceptance by OCSD.

ATTACHMENT D

Annual Maintenance and Support

Contractor shall provide Annual Maintenance and Support to County as follows:

Software Support and Maintenance is purchased along with the software package and renews on an annual basis. The Software Support and Maintenance shall provide County with fixes, upgrades and updates to licensed software released during the maintenance period. Software Support and Maintenance shall also provide County with all software upgrades for version releases, which shall provide an enhanced value for County's software system. Software Support and Maintenance shall allow County to stay compatible with upgrades and updates completed on County's local network.

1.1.1 Professional Services and Support & Maintenance Details

Contractor's Professional Service and Support (PSS) Program shall meet County's time and budget. Contractor has provided an overview of Contractor's PSS Program and the process for obtaining service:

1.1.2 Initial Engagement

Contractor shall accept requests for service only from the County's System Administrator, and/or his or her designee, whose identity will be provided by County to Contractor in advance of any service request.

1.1.3 Discovery

Contractor's Support Desk shall gather all of the necessary information from County to assess the situation. Contractor's support technician shall determine the appropriate course of action such as ask County to attempt various tasks or begin a remote session via an online connection. This Discovery Period shall be completed in 30 minutes or less of the Initial Engagement. If the Discovery period takes longer than 30 minutes and the issue is determined to be non-Contractor related, Contractor reserves the right to charge for this time. If a resolution has not been achieved at the end of the Discovery Period, then the support technician will open a ticket for further investigation of the issue.

If the issue is determined to be Contractor-related and falls within the coverage of a current Software Support and Maintenance Agreement, then there will be no additional charges for the discovery period. Contractor will provide the fix in accordance with the Severity and Response Matrix set forth in Section 2: Standard Operating Procedures. Please note that additional remote sessions via an online connection may be required during this period. If the engagement falls within a Professional Services agreement, the County will be given an estimated cost to complete the job and will be billed at the hourly rate listed in Appendix B. County will be updated on a regular basis on the status of an issue and will be provided resolution logs when a support ticket is successfully closed.

1.1.4 Maintenance Activities & Reporting

Contractor uses its Jira Tracking system to track all releases, upgrades, defects, and adhoc maintenance calls. As a standard course of action, Contractor support staff will also use Jira to track all details and disposition of a support request including caller information, any current corrective action taken, any future activity required and final status. The County's System Administrator or designee will also have access to Jira for this information.

1.1.5 Technical Resolution Guidance Chart

The technical resolution guidance chart below highlights the options provided within Contractor's Software Support & Maintenance agreement and the Professional Services agreement.

Description <i>*After Annual Allotment of Hours/Total is expended. See Table 1</i>	Software Support and Maintenance	Professional Services
Upgrades and Updates		
Supply new software version	●	
Install new software version	●	
System reinstall – application malfunction	●	
System reinstall – hardware / network problem		●
Support / Bugs / Errors		
Business hours Tier 1 support	●	
24/7 critical after-hour support	●	
Problem with application / malfunction	●	
Code testing and replication of errors	●	
Simulation of County environment	●	
Data discovery due to malfunction	●	
Problem with internal hardware / network		●
Environment		
DB optimization – indexing	●	
Creation of additional databases	●	
Replication of DB environment	●	
Installation of additional environments		●
Reinstallation – new server or configuration		●
Database maintenance – backups		●
Data mining / data discovery request		●
Customization / Enhancements		
Consultation for customization / enhancement beyond scope (up to one (1) hour)	●	
Software configuration utilizing DB settings	●	
Creation of additional custom forms		●*
Creation of additional custom reports		●*
County initiated customization / enhancement		●
Interfaces		
Consultation for third party software interface (up to one (1) hour)	●	
Consultation for third party software interface (beyond one (1) hour)		●*
Development of third party interfaces		●*
Training		
User manuals	●	
User group online webinars	●	
Additional County requested training		●*
Training on new software functionality		●*

1.2 Annual Software Support & Maintenance

Software Covered Under Contract

Contractor shall provide software support only on the items set forth in "Software Support and Maintenance Pricing."

Software Support Services

Software Support and Maintenance shall provide County with fixes, upgrades and updates to licensed Software released during the Maintenance period. Software Support and Maintenance is not an extension of the Warranty period but rather it runs concurrently with any Warranty. Additional services included in the annual fee are discussed below under Annual Training, Form, Report and Interface Development Services.

The Software Support and Maintenance shall provide County with fixes, upgrades and updates to licensed software released during the maintenance period.

Annual Training, and Development Services for Forms, Reports and Interfaces

In addition, training, and customized forms, report and interface development has been included in the Annual Fee for County. The value of a service category description can be used towards another category in that year's allotment, as long as the total cost does not exceed the allowable amount as shown (with the different hourly cost/value).

- ❖ Training: Training shall be performed online via a webinar or on-site; however, all on-site training shall be performed as a full 8-hour day and travel time shall be
- ❖ Form/Report Development: All custom form/report development shall be designed on a not-to-exceed hourly rate by Contractor's in-house Report Specialist/Designer per the specifications provided by County.
- ❖ Interface Development: All custom interface development shall be provided on a not-to-exceed hourly rate by the in-house Contractor's interface Designer per the specifications provided by County.

2. Standard Operating Procedures

Determining Severity and Response Commitments: When reporting an Incident, County shall make the initial determination of priority and include it in the request. Contractor's initial response to an incident shall be based on County's assessment of priority.

Contractor shall make reasonable efforts to respond to support requests within the timeframes outlined below, provide periodic status updates to County, and resolve incidents to the satisfaction of County. Contractor's inability to meet the response times set forth below due to County's availability (i.e. phone busy, no answer, out of the office, etc.) does not constitute a failure to comply with these Support Policies.

After the initial response, any changes to the incident priority shall be determined by Contractor's staff.

Below are guidelines used to establish severity and Contractor's response commitments:

Severity Level	Description
----------------	-------------

LEVEL ONE	An incident is classified as Severity 1 if the problem affects live operation and demands immediate attention. Normal service has been disrupted. Business risk is high. County shall receive a status report within the first hour. Incident should be <u>resolved within four hours</u> . For complex issues that require additional time for a resolution, County shall receive a status report every four business hours.
LEVEL TWO	An incident is classified as Severity 2 where the Incident affects production systems and demands immediate attention. Live operation is still possible at this time. Business risk is moderate to low. County shall receive a status report within four hours. Incident should typically be <u>resolved within two [calendar] days</u> . For issues requiring additional time, County shall receive a status report every four business hours.
LEVEL THREE	A Severity 3 Incident is defined as an Incident that has low impact. County has not been affected. Business risk is low. County shall receive a status report within one (1) working day. Incident should typically be <u>resolved within five [business] days</u> .
LEVEL FOUR	A Severity 4 Incident is one that has low to minimal impact. This involves system enhancements, upgrades and minor problems not impacting production. <u>Issues will be placed in a queue and will be resolved in order of importance</u> .

Figure 1: Severity & Response Matrix

In the event that Contractor receives a surplus of service requests simultaneously, County shall prioritize the requests.

Appointment of Contact

Contractor requires County to designate a primary contact and an alternate contact who shall become the authorized contacts able to submit Support and Service requests to Contractor.

Support Methods

Remote Diagnostics – Contractor utilizes GoToMeeting to enable remote diagnostic and support. Contractor executes on-line diagnostics from Contractor’s location to assist in the identification and isolation of suspected Software or Solution errors or malfunctions. In the event the customer requires the use of another remote diagnostic tool (e.g. LogMeIn, ShowMyPC, etc.) or service, the customer must provide access to the required tool at no cost to Contractor. Contractor will make every effort to comply with the security requirements of the customer. Any Security configuration(s) needed to achieve remote connectivity and/or access to customer’s computer network will be used only for the purposes of diagnosing the "error" or malfunction.

Email – County shall be able to request support services via email.

Telephone – Telephone support is provided during County’s normal business hours, 6:00 a.m. – 5:00 p.m.

ATTACHMENT E FEE SUMMARY

1. Compensation

This is a fixed price Contract between the County and the Contractor for Integrated Jail Management System as further described in this Contract. The Contractor agrees to supply all goods and services to provide and fully implement the Integrated Jail Management System including: Hardware, Software License, implementation, data migration, software training, documentation, as well as, annual software maintenance and support. The Contractor agrees to accept the specified compensation as set forth in this Contract as full remuneration for performing all services and furnishing all staffing and materials required, for any reasonably unforeseen difficulties which may arise or be encountered in the execution of the services until acceptance, for risks connected with the services, and for performance by the Contractor of all its duties and obligations hereunder. The County shall have no obligation to pay any sum in excess of the total Contract amount specified herein unless authorized by formal Amendment.

2. Payment

A. ~~Contract Costs~~

<u>First Contract Term Costs</u>	
Enterprise License/Subscription	
1. Perpetual License/Subscription	\$ 1,636,144
Software Implementation/Professional Services	\$ 546,629
Data Conversion	\$ 90,000
Software Customizations (agreed to by County)	\$ 689,400
Software Training, Manuals and Documentation	\$ 44,000
Annual Software Maintenance and Support Fee	\$ 390,911
Total:	\$ 3,397,084.00

<u>Year Three Costs</u>	
Annual License or Annual Software Maintenance and Support Fee	\$ 361,434
Cumulative (years 1-3) Total:	\$ 3,758,518.00

<u>Year Four Costs</u>	
Annual License or Annual Software Maintenance and Support Fee	\$ 372,277
Cumulative (years 1-4) Total:	\$ 4,130,795.00

<u>Year Five Costs</u>	
Annual License or Annual Software Maintenance and Support Fee	\$ 383,445
Cumulative (years 1-5) Total:	\$ 4,514,240

B. ~~Additional Service Fees — Hourly Rates~~

~~Service Description~~ _____ ~~Hourly Cost (0800-1700)~~

On-Site/Webinar Training	\$156.25
Custom Reports	\$150.00

Custom Forms	\$150.00
Interface Development	\$175.00

~~Once the parties agree that software updates, software customization and/or professional services should be used, this Contract may be amended to identify the software updates, software customization and/or professional services. Such technical amendments may occur administratively and will not require additional authorization from the County Board of Supervisors unless the cost associated with the changes exceeds 10% of the annual cost of the Contract.~~

~~The total Contract amount for the first two years shall not exceed: \$3,397,084.00 for the initial term.~~

A. Contract Costs

Initial Contract Term (Years One, Two, and Three)	Cost
1. Enterprise Perpetual License/Subscription	
a. Initial License Installation	\$818,072.00*
b. Final License Installation & Signoff	\$818,072.00
Subtotal:	\$1,636,144.00
2. Software Implementation/Professional Services	
a. Approved System Requirements Traceability Matrix, Requirements Management Plan & Testing Plan	\$60,737.00*
b. Approved AD-Intake, IP-Property, CL-Classification, IR-Records, IH-Housing Configuration	\$60,737.00*
c. Approved IV-Visits, IM-Mail, TS-Transitional Services, IAC - Accounts configuration	\$60,737.00*
d. Approved II-Incidents, INV-Investigations, TR-Transportation, MO-Movement Review:	\$30,369.00*
• II-Incidents, MO-Movement	\$10,122.00*
• INV-Investigations	\$10,122.00*
• TR-Transportation	\$10,122.00*
e. Approved CC-Count Census, MED - Medical, REL - Release, ISS-Searches/ Shakedowns Review	\$30,369.00 *
• CC-Count Census, REL-Release	\$10,123.00*
• MED-Medical	\$10,123.00*
• ISS-Searches/Shakedowns	\$10,123.00*
f. Approved IG-Grievances, UM-Unit Management, SCH-Scheduling, ESC-Escapes Review	\$30,369.00*
• IG-Grievances, ESC-Escapes	\$10,123.00
• UM-Unit Management	\$10,123.00
• SCH-Scheduling	\$10,123.00
g. Approved CO - Call Outs, FSS - Food Services, IR - Inmate Requests	\$30,369.00*
• CO-Call Outs	\$10,123.00
• FSS-Food Services	\$10,123.00
• IR-Inmate Requests	\$10,123.00
h. Approved EMS Executive Management, RPT-Reporting Review, GR - General Review	\$30,369.00*

• EMS–Executive Management	\$10,123.00
• RPT–Reporting Review	\$10,123.00
• GR–General Review	\$10,123.00
i. Approved Interfaces (Design and Implementation)	\$60,731.00
Subtotal:	\$546,629.00
3. Data Conversion	
a. Data Conversion Plan	\$10,000.00*
b. Data Conversion	\$80,000.00
Subtotal:	\$90,000.00
4. Software Customizations (agreed to by County)	
a. AD–Intake	\$6,750.00*
b. CL–Classification	\$20,250.00*
c. IH–Housing	\$9,000.00
d. IM–Mail	\$33,300.00
e. IAC–Accounts	\$9,000.00
f. MED–Medical	\$11,250.00
g. INV–Investigations	\$18,000.00
h. TR–Transportation	\$1,350.00
i. MO–Movement	\$56,250.00
j. CC–Count Census	\$21,150.00*
k. TS–Transitional Services	\$33,300.00
l. IG–Grievances	\$21,600.00
m. UM–Unit Management	\$38,250.00
n. SCH–Scheduling	\$13,500.00
o. RPT–Reporting	\$27,000.00
p. GR–General	\$29,250.00
q. ISS–Searches_ Shakedowns	\$13,500.00
r. IP–Property	\$55,350.00
s. IR–Records	\$54,000.00
t. II–Incidents	\$51,750.00
u. PR–PREA	\$87,750.00
v. IV–Visits	\$77,850.00
Subtotal:	\$689,400.00
5. Software Training, Manuals and Documentation	
a. Approved System Training Plan	\$10,000.00
b. Conduct System Training	\$14,000.00
c. Approved Go-Live Plan	\$10,000.00
d. System Rollout: Production - Go Live	\$10,000.00
Subtotal:	\$44,000.00
6. Annual Software Maintenance and Support Fee	

a. System Signoff & Initiation of Software Maintenance for Year 3	\$390,911.00
Subtotal:	\$390,911.00
Grand Total:	\$3,397,084.00

* Goods/service previously invoiced and paid.

Year Four Costs	Cost
Annual Software Maintenance and Support Fee	\$372,277.00
Cumulative (Years 1–4) Total:	\$3,769,361.00

Year Five Costs	Cost
Annual Software Maintenance and Support Fee	\$383,445.00
Cumulative (years 1–5) Total:	\$4,152,806.00

Once the parties agree that software updates, software customization and/or professional services should be used, this Contract may be amended to identify the software updates, software customization and/or professional services. Such technical amendments may occur administratively and will not require additional authorization from the County Board of Supervisors unless the cost associated with the changes exceeds 10% of the annual cost of the Contract.

The total Contract amount for the initial three (3) years shall not exceed \$3,397,084.00

3. Payment Terms

Invoices are to be submitted in arrears, unless otherwise directed below or elsewhere in this Contract, upon the satisfactory completion and acceptance of commodities/services in accordance with Paragraph F, "Acceptance/Payment."

- ~~a. One Time Costs: For all one-time charges, including perpetually licensed software, invoices are to be submitted to the address specified below, upon acceptance of the Software by County, in accordance with Paragraph F, "Acceptance," of this Contract.~~
- ~~b.~~ a. Software Implementation/Professional Services: Invoices will be paid upon completion and acceptance of services, in accordance with Paragraph F, "Acceptance" of this Contract.
- ~~c.~~ b. Data Conversion: Invoice will be paid upon completion and acceptance of data migration.
- ~~d.~~ c. Customizations: Invoices will be paid upon completion and acceptance of any customizations agreed to by County.
- ~~e.~~ d. Training, Manuals, and Documentation: Invoices will be paid upon completion of training services.
- ~~f.~~ e. Software Annual License or Annual Maintenance and Support: Invoices for Annual License with Maintenance and Support or perpetual license Software Annual Maintenance and Support costs will be submitted annually in advance to the address specified below.

~~Invoices are to be submitted in arrears, unless otherwise directed in this Contract, upon the satisfactory completion and acceptance of commodity/services in accordance with Paragraph F, Acceptance/Payment.~~

Contractor shall reference Contract number on invoice. Payment will be net thirty (30) days after receipt of an invoice in a format acceptable to County and verified and approved by the Sheriff-Coroner Department and subject to routine processing requirements. The responsibility for providing an acceptable invoice rests with Contractor.

Billing shall cover services and/or goods not previously invoiced. Contractor shall reimburse County for any monies paid to Contractor for goods or services not provided or when goods or services do not meet the Contract requirements. Payments made by County shall not preclude the right of County from thereafter disputing any items or services involved or billed under this Contract and shall not be construed as acceptance of any part of the goods or services.

4. Invoicing Instructions:

Payments and/or invoices are to be sent to:

County of Orange
Sheriff-Coroner/Info Systems
320 N. Flower St., 3rd Floor
Santa Ana, CA 92703
Attn: Kirk Wilkerson
714-834-6450

Contractor will provide an invoice for services rendered, not more frequently than monthly. Each invoice will have a number and shall include the following information:

1. Contractor's name and address
2. Contractor's remittance address
3. County Contract number
4. Contractor's Tax I.D. number
5. Date of Order
6. Product description, quantity, prices
7. Sales tax, if applicable
8. Brief description of services

5. Year End and Final Invoices

At the end of each term of the Contract, and upon final termination, Contractor shall submit final invoices for services rendered or goods accepted by County under the Contract term (typically one year) within ninety (90) days. For example, if the term of a Contract ends, or the Contract expires without being renewed on June 30th, any and all invoices for services rendered or goods accepted by County during the preceding term of the Contract shall be submitted to County on or before September 28. In the event the ninetieth (90th) day falls on a weekend or County holiday, the deadline for submission of invoices shall be extended to the next business day. County holidays include New Year's Day, Martin Luther King Day, President Lincoln's Birthday, Presidents' Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, Friday after Thanksgiving, and Christmas Day.

Contractor's failure to submit invoices pursuant to the deadlines established herein may be deemed a breach and shall be a basis for the County to refuse payment.

Exhibit I

County of Orange Child Support Enforcement

Contract Certification

INTRUCTIONS:
 UPON NOTIFICATION OF SELECTION FOR CONTRACT AWARD/REQUEST FOR RENEWAL, **COMPLETE PART I AND PART II.**
 RETURN COMPLETED FORM TO: SHERIFF-CORONER DEPARTMENT/PURCHASING SERVICES BUREAU, 320 N. FLOWER ST., SANTA ANA, CA 92703.

PART I

A. In case of an individual contractor, provide:
 His/her name, date of birth, Social Security number, and residence address:

B. In the case of contractor doing business in a form other than as an individual, provide:
 The name, date of birth, Social Security number, and residence address of each individual who owns an interest of 10 percent or more in the contracting entity; OR

C. *If your firm is a non-profit entity please indicate: "N/A, Non-Profit Organization" **OR** If no single person owns an interest of 10 percent or more please state this fact below.

(Please note: Part II "Certification" must also be signed and returned)

1. **Name:** _____
 D.O.B. _____
 SSN No: _____
 Residence Address: _____

2. **Name:** _____
 D.O.B. _____
 SSN No: _____
 Residence Address: _____

PART II

CERTIFICATION (PART I MUST ALSO BE COMPLETED)

I certify that The ACT 1 Group Inc., dba ATIMS is in full compliance with all applicable Federal and State reporting requirements regarding its employees and with all lawfully served Wage and Earnings Assignment Orders and Notices of Assignments and will continue to be in compliance throughout the term of Contract Number: MA-060-17011616 with the County of Orange.

I understand that failure to comply shall constitute a material breach of the contract and the failure to cure such breach within 60 calendar days of notice from the County shall constitute grounds for termination of the contract.

AUTHORIZED SIGNATURE _____

PRINTED NAME _____

TITLE _____

Appendix A Functional Requirements

1.0 Functional Requirements: Intake

Req #	Requirement Text	Included, Configurable, not Included	Estimated Hours to Customize	ATIMS Capabilities
AD-01	The solution shall support the intake and booking process in compliance with the OCSD policies and procedures.	I = Included		ATIMS has a state of the art JMS system that is installed in several California counties. Our intake and booking modules meets the policy and procedures of these agencies. We believe that the ATIMS JMS would also meet the policy and procedure of OCSD but without reviewing them we cannot guarantee this.
AD-02	The solution shall provide the capability for authorized users to enter basic information such as the date and time of arrival, agency, name of officer, name(s) of inmates and basic medical information. The system must also provide the capability to ingest information that is sent through an electronic data exchange upon approval from an authorized user.	I = Included		ATIMS provides all of these functions as part of the base system. If an interface is used to import Prebooking data a cost may be incurred.
AD-03	The solution shall enable users to assign a system-generated temporary (pre-booking) number to each inmate.	I = Included		This is a standard function of the ATIMS Prebooking module.
AD-04	The solution shall enable authorized users to send the information identified in AD-02 and AD-03 to the CHS medical system using an automated interface.	I = Included		ATIMS has an internal interface engine that can accomplish this function. All included interfaces have been quoted in the cost proposal.
AD-05	The solution shall trigger a notification to be sent to OCSD-designated staff if an inmate requires immediate medical or mental health attention.	C = Configurable		This is a standard configuration of the ATIMS event engine and can be configured.
AD-06	The solution shall support an interface with the CHS medical system to receive information after Triage activities have been conducted on the inmate and the inmate is ready to be booked. (Interface details are provided in the technical requirements.)	C = Configurable		This is a standard function of the ATIMS Interface engine. All included interfaces have been quoted in the cost proposal.

AD-07	The solution shall populate the booking officers queue with the name(s) of the inmates that have cleared the Triage process and are ready to be booked.	I = Included		This is a standard function of the ATIMS Intake and Booking Module.
AD-08	The solution shall enable users to update the facility and location count after the inmate has received a booking number in the system.	I = Included		This is a standard function of the ATIMS Intake and Booking Module.
AD-09	The solution shall enable users to create a new booking number for an inmate and the tie it to the OCN number (inmate number).	I = Included		This is a standard function of the ATIMS Intake and Booking Module.
AD-10	The solution shall enable users to enter information from multiple sources/documents such as the Statement of Booking Officer (SOBO), Pre-booking, PCD etc. As mentioned earlier, it is expected that this information will come in through an automated interface that will obtain data real-time and insert it into the inmate record.	I = Included		This is a standard function of the ATIMS Intake and Booking Module.
AD-11	The solution shall enable users to search for an inmate record based on multiple criteria such as, but not limited to: name, alias, SSN, and date of birth.	N = Not Included	80	ATIMS has all functions available in the base system with the exception of SSN. ATIMS will add this function as an enhancement.
AD-12	The solution shall enable users to add a booking number for each incarceration event. These booking numbers must be linked to the OCN number.	I = Included		This is a standard function of the ATIMS Intake and Booking Module.
AD-13	The solution shall consolidate inmate information into the original OCN#. A history of corrections must also be maintained.	I = Included		This is a standard function of the ATIMS Intake and Booking Module.
AD-14	The solution shall provide users with the ability to search an inmate's prior incarceration information and alerts. The system must prompt users to carry over prior alerts to the new record. It should also provide users with the ability to NOT carry over an alert (such as a medical alert that is no longer relevant) if so desired by OCSD.	I = Included		This is a standard function of the ATIMS Intake and Booking Module.
AD-15	The solution shall provide users with the ability to capture custody booking status including, but not limited to: a. Pre-trial b. Sentenced c. Detainer	I = Included		This is a standard function of the ATIMS Intake and Booking Module.

AD-16	The solution shall provide users with the ability to do a partial or full copy of inmate information from a previous booking. The solution shall maintain all previous booking information (e.g. photos, tattoos, classification, release, etc.)	I = Included		This is a standard function of the ATIMS Intake and Booking Module.
AD-17	The solution shall enable users to record inmate information including, but not limited to: a. Name (Last, Middle, MI, Suffix) b. Name Type (Legal, Committed, Alias, Nickname) c. Social Security Number	I = Included		This is a standard function of the ATIMS Intake and Booking Module.
AD-18	The solution shall provide users with the ability to record inmate demographic information including, but not limited to: a. Hair Color b. Hair Length c. Facial Hair The system shall enable users to add new questions/categories as needed.	I = Included		This is a standard function of the ATIMS Intake and Booking Module.
AD-19	The solution shall enable users to record inmate legal information including, but not limited to: a. Docket # b. Court c. Charges	I = Included		This is a standard function of the ATIMS Intake and Booking Module.
AD-20	The solution shall enable users to record additional inmate information including, but not limited to: a. Alias names (unlimited) b. Alias numbers (unlimited) c. city/state/country of birth, and citizenship It is expected that this information will be obtained automatically/ be pre-populated whenever possible to eliminate redundant data entry.	I = Included		This is a standard function of the ATIMS Intake and Booking Module.
AD-21	The solution shall enable users to identify/track inmates who have been identified as "Keep Separates".	I = Included		This is a standard function of the ATIMS Intake and Booking Module.
AD-22	The solution shall provide users with the ability to document and photograph an inmate in three positions: a. Full front b. Right profile c. Left profile The system must also enable users to	I = Included		This is a standard function of the ATIMS Intake and Booking Module.

	add/update record with additional photo(s).			
AD-23	The solution shall provide users with the ability to document and photograph an inmate's scars, marks and tattoos. Users must be able to enter text identifying the area of the body that the scar/mark/tattoo is located as well as a description. The solution must enable users to perform searches by tattoo type/design, location, etc. The solution should also utilize standardized nomenclature for naming of scars/marks/tattoos and body location as referenced in Cal ID.	I = Included		This is a standard function of the ATIMS Intake and Booking Module.
AD-24	The solution shall provide users with the ability to enter, retrieve, and compare data related to the inmate's employment and education history.	N = Not Included	16	Currently we do not do education level this will be added
AD-25	The solution shall enable users to complete an OCSD-defined PREA Screening questionnaire and create a flag that will be used during the housing/ cell assignment process based on the inmate being identified as a: <ul style="list-style-type: none"> a. Potential predator b. Known predator c. Potential victim d. Known victim 	C = Configurable		This is a standard configuration of the ATIMS Alerts subsystem
AD-26	The solution shall enable users to route PREA alerts to appropriate personnel including, but not limited to: <ul style="list-style-type: none"> - PREA Facility Compliance Manager (Deputy Warden of Administrations at each facility) - PREA Coordinator, Commissioner - Medical Director The alerts must include: Inmate Name, PID#, Age, Race, Facility, Housing, Census, Perpetrator (Male/Female), Victim (Male/Female).	C = Configurable		This is a standard configuration of the ATIMS event engine and can be configured.
AD-27	The solution shall enable users to notify the PREA Coordinator and the PREA Facility Compliance Manager at each facility every time an inmate who is identified as a "PREA inmate" is transferred from another facility, or following an in-house movement. The information that is sent must include, but not be limited to:	C = Configurable		This is a standard configuration of the ATIMS event engine and can be configured.

	Inmate Name, PID#, originating and receiving Facility and/or Housing Unit.			
AD-28	The solution shall provide users with the ability to record an inmate's selected phone PIN.	I = Included		This is a standard function of the ATIMS Intake and Booking Module.
AD-29	The solution shall provide users with the ability to record, review and edit an inmate's emergency contact/family information including name, phone number, and relationship.	I = Included		This is a standard function of the ATIMS Intake and Booking Module.
AD-30	The system must be able to differentiate between different inmate types: sentenced, pre-trial, male/female, juvenile/adult, etc.	I = Included		This is a standard function of the ATIMS Intake and Booking Module.
AD-31	The solution shall enable users to note that an inmate is a weekender arriving for the initial period of incarceration.	I = Included		This is a standard function of the ATIMS Intake and Booking Module.
AD-32	The solution shall provide users with the ability to record results of inmate searches and body scanners.	C = Configurable		Testing and or inmate notes
AD-33	The solution shall enable users to mark OCSA-defined fields as mandatory during the intake process.	C = Configurable		This is a standard part of the booking and person information screens
AD-34	The solution shall provide users with the ability to send an inmate to medical prior to being sent to a housing location.	I = Included		This is a standard function of the ATIMS Intake and Booking Module.
AD-35	The solution shall interface with an automated finger print identification solution in order to both send inmate information to the Livescan system as well as receive results from the live scan to record in the inmate's record.	C = Configurable		This is available via the ATIMS Interface engine. All included interfaces have been quoted in the cost proposal.
AD-36	The solution shall provide users with the capability to forward the name of an inmate to other areas such as Classification, Housing, Livescan, Property, Medical etc.	I = Included		This a standard function within the ATIMS intake and booking subsystems
AD-37	The solution shall provide users with the ability to record the arrival of an inmate from an outside agency.	C = Configurable		This would be accomplished using the ATIMS received method dropdown
AD-38	The solution shall provide users with the ability to record whether an inmate has sustained any injuries and if he/she was taken to a hospital prior to arrival.	C = Configurable		This is handled in the ATIMS Medical Pre Screening form
AD-39	The solution shall provide users with the ability to record an injury and which hospital the inmate was taken to.	C = Configurable		This is handled in the ATIMS Medical Pre Screening form

AD-40	The solution shall provide users with the ability to record whether an inmate has sustained any injuries from the police and if he/she was taken to a hospital prior to arrival.	C = Configurable		This is handled in the ATIMS Medical Pre Screening form
AD-41	The solution shall provide users with the ability to upload a photograph of any injuries.	I = Included		This is a standard function of the ATIMS Intake and Booking Module.
AD-42	The solution shall provide users with the ability to record the arrival of an inmate including agency, arrival date and time, and custody level.	I = Included		This is a standard function of the ATIMS Intake and Booking Module.
AD-43	The solution shall provide users with the ability to record the receipt of inmate arrest information to provide to Receiving.	I = Included		This is a standard function of the ATIMS Intake and Booking Module.
AD-44	The solution shall provide the capability to support an Intake/Booking Status monitor that shows the various processes in the Booking Loop and the inmate's progress/stage. Upon completion, an alert will be sent to an OCSD-defined recipient.	C = Configurable		This is a standard configuration of the ATIMS intake and booking wizards
AD-45	The solution shall allow users to enter alerts, cautions and restrictions with either a user-defined period of time or indefinitely. The system should also be able to ingest electronic restrictions from the medical system.	I = Included		This is a standard function of the ATIMS Intake and Booking Module.
AD-46	The solution shall provide users with the capability to print ID cards, wristbands, module cards and other documents that are part of the intake/booking process.	I = Included		This is a standard function of the ATIMS Intake and Booking Module.
AD-47	The solution shall enable users to print labels with bar codes for a variety of purposes such as inmate file, clothing and property tracking, etc.	I = Included		This is a standard function of the ATIMS Intake and Booking Module.
AD-48	The solution shall provide users with the capability to send out notifications and alerts to other external agencies such as Homeland Security, ICE, etc.	C = Configurable		ATIMS can configure to send emails based on system defined events that will meet this requirement.
AD-49	The solution shall provide the ability for a user with proper security privileges to force a statute at the time of booking for charges that do not exist in the statute code table.	I = Included		This is a standard function of the ATIMS Intake and Booking Module.

AD-50	The solution shall provide card reader related hardware. Card reader should be capable of capturing data from a driver's license, ID card, or county issued inmate ID card. Data should automatically populate fields in JMS. The solution must enable users to capture and validate visitor information by executing a search of external systems such as but not limited to CLETS, DMV, and DOH.	I = Included		All items listed with the exception of inmate id is included as a future release that is currently in development for a current client and will be available to OCSO. County issued id cards will be included as part of enchantment MO-03
AD-51	The solution shall enable users to book a subject that does not provide a name. i.e. John Doe.	I = Included		This is a standard function of the ATIMS Intake and Booking Module.
AD-52	The solution shall provide the ability for users to easily identify inmates that have had a previous DNA collection completed. For example; from the charge screen, staff could hover the mouse over an inmate's name to see specified alert types and/or other owner defined information.	I = Included		This is a standard function of the ATIMS Intake and Booking Module.
AD-53	The solution shall enable users to record DNA collection details on all subjects arrested and include information such as, but not limited to the date\time of collection, the staff member collecting the sample, and the date the sample is sent to the state crime lab.	I = Included		This is a standard function of the ATIMS Intake and Booking Module.
AD-54	The solution shall provide users with the ability to create an inmate trust account during booking. Users must be able to input amount of inmate's funds as well as track additional funds received/debited from the inmate's account and view/print statements.	I = Included		This is a standard function of the ATIMS Intake and Booking Module.
AD-55	The solution shall provide the capability to integrate with kiosks for Arresting Officer to submit arrestee funds prior to booking. These kiosks must provide a receipt and account information.	I = Included		This is a standard function of the ATIMS Intake and Booking Module.
AD-56	The solution shall support mobile/remote booking, and if proper or different identification is made at the jail, jail staff will be able to override the previously entered mobile data. Original data entered by arresting officer should be historically stored even if subsequently changed.	I = Included		This is a standard function of the ATIMS Intake and Booking Module.
AD-57	The solution shall provide the capability for users to book arrestees in the order they	I = Included		This is a standard function of the ATIMS Intake and Booking Module.

	deem necessary rather than in chronological format.			
AD-58	The solution shall provide the capability to support the use of future biometric technology for identifying inmates.	I = Included		This is a standard function of the ATIMS Intake and Booking Module.
AD-59	The solution shall provide a remote booking functionality that allows an arresting agency to enter inmate data that will pre-populate the booking record that will subsequently be used during intake.	I = Included		This is a standard function of the ATIMS Intake and Booking Module.
AD-60	The solution shall enable users to store, review, edit and approve individual bookings. Information may include, but is not limited to: arresting agency, charges, hold, bail, court dates, and inmate personal data. The system should not allow a booking that has not yet been reviewed/approved to be released. As part of the OCSD-defined workflow, the system should must provide a queue for all bookings that are ready for review/approval by a Records Supervisor.	I = Included		This is a standard function of the ATIMS Intake and Booking Module.
AD-61	The solution shall enable users to create a booking report that is both printable and available to view on screen. The booking report should include an inmate's personal data, photo, and all information related to his/her current booking.	I = Included		This is a standard function of the ATIMS Intake and Booking Module.
AD-62	The solution shall enable users to document an inmate/detainee's religious preference during the booking process. (This would be helpful later when determining the sincerity of religious diet requests.)	N = Not Included	24	ATIMS will add a field for religious affiliation as a dropdown to both the database and the UI.
AD-63	The solution shall generate a booking log that tracks/lists all arresting officers/agency defined input.	I = Included		This is a standard function of the ATIMS Intake and Booking Module.
AD-64	The solution shall provide users with the capability to create a "Photo Lineup" for a suspect who has not yet been incarcerated. (Users must be able to import photo(s) and complete the associated description.)	I = Included		This feature is available within the ATIMS DIPL system.
AD-65	The solution shall enable external authorized users from other agencies to access the "Photo Lineup" functionality. When external agencies save line-ups on the system, both the system	I = Included		This is a standard function of the ATIMS Intake and Booking Module.

	administrator and the agency must be able to view the line-up records.			
AD-66	The solution shall provide the capability for users to log various types of events as part of an inmate's booking history. System should allow for the addition of inmate event types by means of a user-configurable drop down field that allows for the addition of an unlimited amount of event types. Specified event types that require inmate transportation should automatically carry over to the appropriate transportations list. The system must allow users to enter free text narrative, and contain a date/time field. The system must record the user ID of the user who logged the event, as well as the date/time the event was logged.	I = Included		This is a standard function of the ATIMS Intake and Booking Module.
AD-67	The solution shall enable authorized users to obtain a holistic view of an offender. This view must be readily available and provide information such as, but not limited to: cautions, current restrictions, current housing, and other OCSD-configurable areas of interest. The information available may be restricted based on the OCSD-assigned security level of the user.	I = Included		This is a standard function of the ATIMS Intake and Booking Module.
AD-68	The solution shall allow multiple, OCSD-provisioned-users to input data as part of the inmate intake process.	I = Included		This is a standard function of the ATIMS Intake and Booking Module.
AD-69	The system must allow users to affix an inmate's most recent picture to any virtual jail document and designated printed documents. Mug shot photo should appear anytime screen relates to inmate.	I = Included		ATIMS includes pictures in designated (i.e. forms, summaries, labels, etc. where appropriate) Every report generated does not necessarily have a picture on it.
AD-70	If an inmate is rejected for intake by medical, the reason for rejection should be stored within the proposed IJMS and associated with a pre-booking number. Record must also include date/time stamp to facilitate future searches.	I = Included		This info would be included as part of the Pre Medical Form.

2.0 Functional Requirements: Property

Req #	Requirement Text	Included, Configurable, not Included (I, C, N)	Estimated Hours to Customize	ATIMS Capabilities
IP-01	The solution shall enable the documentation, storage and disposal of property.	I = Included		This is a standard function of the ATIMS property module
IP-02	The solution shall enable users to review a queue that shows inmates that have been accepted by OCS D whose property has not yet been collected. The property officer should be able to select an inmate from this list and be directed to the appropriate property screen(s).	I = Included		This is a standard function of the ATIMS property module
IP-03	The solution shall enable users to document property collected from an inmate during the booking/ intake process. The information collected must include, but not be limited to: a. Item name b. Item quantity c. Item description	I = Included		This is a standard function of the ATIMS property module
IP-04	The solution shall have the capability for users to store photographs of specific property items if taken by OCS D which may be attached to the specific property item.	I = Included		This is a future functionality that is currently in development and will be available to OCS D at NO COST
IP-05	The solution shall support the ability for a signature pad to be used in order for an inmate to sign an issued property receipt.	I = Included		This is a standard function of the ATIMS property module
IP-06	The solution shall have the ability to issue a hard copy receipt for any non-cash property that has been taken from an inmate. Property receipt must include data elements such as, but not limited to: inmate's name, booking number, property list/description, arresting officer/agency, booking officer, storage location, OCN number, DOB, barcoding, booking date/time, age, race, sex, money balance with receipt number(interface), space to allow for inmate/staff e-signatures.	N = Not Included	160	ATIMS has most of requested information is available via our stock forms. This is one of the few areas of the system where the output is not configurable. ATIMS will create an enhancement that will convert our current configuration to use the ATIMS forms engine for property receipt output. This will allow for a configurable and modifiable receipt.
IP-07	The solution shall enable users to document cash collected from the inmate.	I = Included		This is a standard function of the ATIMS property module
IP-08	The solution shall support the ability for a signature pad to be used in order for an inmate to sign an issued cash receipt.	N = Not Included	120	Similar to IP-06, for this enhancement ATIMS will convert current HTML formatted receipt to use the ATIMS forms engine allowing for a configurable receipt that can accept electronic signatures.

IP-09	The solution shall have the ability for a user to issue a hard copy receipt for the cash property that has been taken from an inmate.	I = Included		This is a standard function of the ATIMS property module
IP-10	The solution shall enable users to assigned all identified items to a container(s) as one transaction.	I = Included		This is a standard function of the ATIMS property module
IP-11	The solution shall enable users to generate labels with bar codes to track the movement of property containers across facilities.	I = Included		This is a standard function of the ATIMS property module
IP-12	The solution shall have an interface to kiosks to enable an Arresting Officer to directly deposit money. Following a deposit, an automatic notification must be routed to the cashier who must be able to both view the transaction and print a receipt.	I = Included		This is a standard function of the ATIMS property module
IP-13	The solution shall enable users to generate labels for property that may be stored in multiple containers Multiple labels must be able to be linked to a single booking number.	I = Included		This is a standard function of the ATIMS property module
IP-14	The proposed system must be flexible and configurable to enable the OCS D authorized users to add, modify and delete property storage locations in the OCS D facilities.	I = Included		This is a standard function of the ATIMS property module
IP-15	The solution shall enable users to document the issuance of OCS D items to an inmate.	I = Included		This is a standard function of the ATIMS property module
IP-16	The solution shall be configurable so that the list of OCS D items issued to the inmate(s) can be modified, as desired.	I = Included		This is a standard function of the ATIMS property module
IP-17	The solution shall allow for authorized users to view a list of property items that an inmate has been allowed to "keep on person."	I = Included		This is a standard function of the ATIMS property module
IP-19	The solution shall have the ability for users to retrieve information about non-consumable items purchased from the commissary. The information housed in the system should be pre-populated via an interface to the Commissary system and must include, but not be limited to: a. Type, quantity and description of item	C = Configurable		ATIMS will map the commissary interface input to the issued property subsystem as part of the interface.
IP-20	The proposed system should support the ability for lobby staff to digitally request inmate property via visitor ID swipe and have the system subsequently generate either: (a) Property Release form or (b) Clothing Exchange form.	N = Not Included	344	ATIMS will build an inmate property release request and approval system based on the requirements listed.
IP-21	The proposed system must enable users to route a completed property release form, via a user-configurable drop down list, to the appropriate Housing Deputy's queue.	N = Not Included		Included in IP-20

IP-22	The solution shall enable users (Housing Deputy) to view a Property Inventory Sheet electronically on screen as well as print a paper copy.	I = Included		This is a standard function of the ATIMS property module
IP-23	The solution shall enable users to obtain an inmate's signature either electronically or on a paper printout of the Property Inventory Form/ Clothing Exchange form, which will subsequently be scanned and then electronically attached to the associated inmate property record.	I = Included		This is a standard function of the ATIMS property module
IP-24	The solution shall enable a housing deputy to submit a property release form electronically and route it to a user-configurable authorized person's queue.	N = Not Included		Included in IP-20
IP-25	The solution shall enable an authorized person to attach a property release form to an inmate's property inventory sheet.	N = Not Included		Included in IP-20
IP-24	The solution shall enable an authorized person to add, remove or exchange items from an inmate's property inventory sheet.	I = Included		This is a standard function of the ATIMS property module
IP-25	The solution shall enable users to print a receipt showing any updates made to an inmate's property inventory.	I = Included		This is a standard function of the ATIMS property module
IP-26	The solution shall enable users to print a property receipt detailing the length of time an inmate has to pick up his/her excess property.	N = Not Included	40	ATIMS will add this to the base system as an enhancement. Note the enhancement for IP-20 must also be selected
IP-27	The solution shall enable an authorized property officer to see a "pre-release" list.	N = Not Included	24	ATIMS will rework the current property subsystem queuing system to meet this requirement
IP-28	The solution shall enable a property officer to open an inmate's property inventory screen to view his/her property.	I = Included		This is a standard function of the ATIMS property module
IP-29	The proposed system must enable users to find and document the return of an inmate's property to the inmate upon release.	I = Included		This is a future functionality that is currently in development and will be available to OCSD at NO COST
IP-30	The solution shall enable authorized property officers to update or release property items one by one or all together.	I = Included		This is a standard function of the ATIMS property module
IP-31	The solution shall enable an inmate to view the Property Inventory Sheet and sign it either electronically with a signature pad or on paper (which will subsequently be scanned and uploaded) for in-custody releases.	I = Included		This is a standard function of the ATIMS property module
IP-32	The solution shall enable users to document the chain of custody of a property container as it is transported among facilities.	I = Included		This is a standard function of the ATIMS property module

IP-33	The solution shall maintain and display the location of multiple property containers that may belong to an inmate, which may be stored in different locations.	I = Included		This is a standard function of the ATIMS property module
IP-34	The solution shall enable authorized users to identify the specific storage location of an inmate's property container within the storage location (eg Row 4, Shelf 2),	I = Included		This is a standard function of the ATIMS property module
IP-35	The solution shall enable users to scan documents such as a search warrants, as well as enable an authorized user to document the reason for the removal of a property item.	I = Included		This is a standard function of the ATIMS property module
IP-36	The solution shall enable users to attach a medical note to a record that grants permission for a property item to be provided to an inmate.	I = Included		This is a standard function of the ATIMS property module
IP-37	The solution shall enable users to document that an inmate was informed of a property disposal action. Documentation needs to include: date, time and who informed the inmate.	C = Configurable		This is a configuration of the ATIMS forms engine and would be a form attached to the inmate file.
IP-38	The solution shall maintain a history of released and disposed of property across all bookings for each inmate. Users must be able to append history with free text notes.	N = Not Included	2 weeks	ATIMS currently maintains all history for all property items. ATIMS does not currently have a section for the free forms notes. ATIMS will add this function as part of this enhancement.
IP-39	The solution shall enable users to generate reports, including: a. Available storage report (e.g. container list by name and container #) b. Pending disposal report c. Blank common items list d. List of all property currently in the possession of any inmate e. Transportation court list that includes garment container #	N = Not Included	24	ATIMS has 2 of the 5 reports. As part of this enhancement ATIMS will create all reports per this requirement
IP-40	The solution shall enable users to document the disposal of inmate property not returned upon release. The information documented should include, but not but limited to: a. Type, quantity and description of item b. When & by whom it was disposed c. Method of disposal	I = Included		This is a standard function of the ATIMS property module
IP-41	The solution shall have the ability to generate a notification identifying the disposed of property items and the manner in which they were disposed. This notification should be sent to a user-configurable pre-identified group using the notification system.	N = Not Included	40	This functionality will be created as an enhancement to the base ATIMS system to meet this requirement.

IP-42	The solution shall provide users with the capability to document an inmate's request for property release to a 3rd party, as well as the resulting approval or denial of the request and substantiating reason.	N = Not Included		Included in IP-20
IP-43	The solution shall allow users to generate reports and track any incidents of lost inmate property. This report should contain all inmate data including date of booking, date of property receipt by OCSO, any inmate transfer dates or dates the inmate left custody, and date request for property was made and by whom. It shall also allow for the entry of any information regarding any search for inmate property and what steps were taken to locate the property. The system shall be calibrated to distinguish when a claim for property is made after disposal	N = Not Included	160	ATIMS has an unclaimed property functionality (I.E. the Found property side) As part of this enhancement ATIMS will build the lost inmate property functionality as defined in this requirement.
IP-44	The solution shall notify staff that property and/or clothing items have exceeded their shelf life in such cases as when an inmate has been sent to the CDC or another agency and has not instructed someone to pick up his/her property in a timely manner.	N = Not Included	16	ATIMS will add this functionality to the base system as an enhancement to meet this requirement.

3.0 Functional Requirements: Classification

Req #	Requirement Text	Included, Configurable, not Included (I, C, N)	Estimated Hours to Customize	ATIMS Capabilities
CL-01	The solution shall provide users with the ability to identify and appropriately assess an inmate in order to provide safe and secure placement within the facility.	I = Included		This is standard functionality of the ATIMS Classification Module.
CL-02	The solution shall enable a user to generate an electronic list of all inmates waiting for classification review who have been processed through booking and are available for initial classification.	I = Included		This is standard functionality of the ATIMS Classification Module.
CL-03	The solution shall provide the ability for users to identify and assess an inmate with an objective validated tool to ensure an appropriate housing placement choice is made and programmatic mandates within the organization's jurisdiction are met. OCSO utilizes its own classification instrument. The solution shall be able to	I = Included		The ATIMS Classification Module uses our agency configurable forms engine to create an electronic form that can be configured to the needs of OCSO. Because this form is built on HTML and Javascript the functions available within the form are numerous

	support subjective, objective, as well as an external instrument.			
CL-04	The solution shall enable authorized external users, such as court staff, to view classification and booking alerts.	I = Included		This is standard functionality of the ATIMS Classification Module.
CL-05	The solution shall provide users with the ability to identify an inmate's custody status as unsentenced or sentenced.	I = Included		This is standard functionality of the ATIMS Classification Module.
CL-06	The solution shall notify classification users of any changes that could affect the classification of an inmate.	C = Configurable		This is a standard function available within the Classification module when used in conjunction with the request engine and event triggers.
CL-07	The solution shall provide the ability to clearly and quickly identify the custody status of an inmate (i.e. use of color coding in the header, etc.)	N = Not Included	16	ATIMS create a custody status in the header where data is displayed.
CL-08	The solution shall recommend classification levels based on responses to questions in the classification instrument.	I = Included		This is standard functionality of the ATIMS Classification Module.
CL-09	The solution shall provide the ability for authorized users and supervisory staff to override system-generated classifications as well as capture the new classification level, the staff ID making the change, and override reason.	I = Included		This is standard functionality of the ATIMS Classification Module.
CL-10	The solution shall provide Classification personnel with the ability to view current and historical information about an inmate providing a "360 degree view." The information should include, but not be limited to: a. Current charges including highest charge b. Criminal History "Rap Sheet" c. Behavior (disciplinary, other) d. Program participation	I = Included		This is standard functionality of the ATIMS Classification Module.

CL-11	<p>The solution shall enable authorized users to conduct additional queries of external systems to obtain more detailed information for Classification and/or Special Handling. The user should be able to execute these queries from within the proposed solution and have the ability to select one or multiple data sources. These system include but are not limited to:</p> <ul style="list-style-type: none"> a. ELETE, b. CII c. FBI d. LARS e. EZ Payment System – Inmate funds database (kiosk, online), f. VISION – Criminal and Traffic court database, g. COPLINK – inter-agency law enforcement contact database, h. CALGANGS – interagency state (CA) gang database, i. GTL - Global Telecommunications Link – Jail phone recording database, j. TAGRS – Orange County graffiti tracking/reporting system 	N = Not Included	320	<p>ATIMS will provide necessary interfaces as specified out in the interface section. Additional queries outside of interfaces will have to be examined on a case by case basis and costed out. ATIMS has included up to 2 months of programming to meet this requirement however this may not be enough and will need to be re-quoted after discussions with OCSO. As an additional option the county may provide a middleware solution to allow ATIMS to query the middleware and return the data. Each system will be a query that will be routed by the middle ware.</p>
CL-12	<p>The solution shall provide the ability to notify the classification user when an inmate has been in OCSO for a specific time period and not been classified, based on the time the inmate arrived in Receiving.</p>	I = Included		<p>The standard ATIMS work flow places the inmate in to the classification queue at the completion of the booking process. If this is not part of the work process a custom queue can be created for OCSO as well</p>
CL-13	<p>The solution shall provide the ability to automatically schedule an inmate for re-classification based rules to include but not limited to:</p> <ul style="list-style-type: none"> a. Pre-determined interval schedule b. Disciplinary action c. Program completion d. Court action such as bail change, conviction or additional charges. 	C = Configurable		<p>The system has a base queue available for those who have reached a defined number of days since the last classification based on either housing unit or classification level. Addition of the inmate to the queue based on events is available as a configuration of the event engine.</p>
CL-14	<p>The solution shall provide an electronic list of upcoming reclassifications required indicating the reason for the reclassification. These should include, but not be limited to:</p> <ul style="list-style-type: none"> a. Scheduled b. Disciplinary action c. Program completion d. Bail status e. Parole status f. Detainer status 	C = Configurable		<p>Result of action would be placed in separate queue Included in CL-13</p>

CL-15	The solution shall enable a classification user to reclassify an inmate and record the reclassification result. The system must identify the staff id for the user that has taken this action.	I = Included		This is standard functionality of the ATIMS Classification Module.
CL-16	The solution shall enable authorized users to override a re-classification. System must capture the staff ID when he/she adjusts the inmate record with the new classification level and override reason.	I = Included		This is standard functionality of the ATIMS Classification Module.
CL-17	The solution shall provide users with the ability track inmate classification appeals and results.	C = Configurable		This is accomplished as a configuration of the AITMS requested engine
CL-18	The solution shall provide users with the ability to perform and input results from an assessment designed to help determine appropriate security level and housing choice for an inmate. The assessment should be an interactive user-configurable question/answer form.	I = Included		This is standard functionality of the ATIMS Classification Module.
CL-19	The solution shall provide users with the ability to determine program eligibility and track program continuity based on information from prior incarcerations within OCSD.	I = Included		This functionality is currently in development for another AITMS client and will be available in a future release.
CL-20	The solution shall capture/retain all previous alerts from prior incarcerations in OCSD.	I = Included		This is standard functionality of the ATIMS Classification Module.
CL-21	The solution shall enable users to add/remove alerts based on information discovered during classification.	I = Included		This is standard functionality of the ATIMS Classification Module.
CL-22	The solution shall provide users with the ability to restrict inmate movement to housing from classification if an inmate is not both "Classified" and "Medically Cleared". This restriction must be able to be overridden.	N = Not Included	120	The current classified is currently available. To meet this requirement ATIMS will create a queue in medical to set a medically cleared flag and a new site option to allow this function. A conflict check will be done at time of housing to verify this.
CL-23	The solution shall maintain a complete history of all classification activity on all inmates, across multiple bookings.	I = Included		This is standard functionality of the ATIMS Classification Module.
CL-24	The solution shall display historical classification information in a concise manner to be easily viewed by a user.	I = Included		This is standard functionality of the ATIMS Classification Module.
CL-25	The solution shall enable users to generate a report of relevant classifications.	I = Included		This is standard functionality of the ATIMS Classification Module.
CL-26	The solution shall be capable of being integrated with a commercial off the shelf (COTS) classification system.	I = Included		This is standard functionality of the ATIMS Classification Module.

CL-27	The solution shall provide users with the ability to configure interview questions and receive an automated scoring and classification recommendation based on the answers to the questions without the need for additional programming.	I = Included		This is standard functionality of the ATIMS Classification Module.
CL-28	The solution shall maintain a record that tracks how an inmate classification was chosen even if the selection criteria options have subsequently been changed.	I = Included		This is standard functionality of the ATIMS Classification Module.
CL-29	The solution shall users to refer inmates to "Special Handling" or "ICE 287G" based on OCSO-defined criteria. The solution must automatically send an alert to the Deputy if these criteria are met.	C = Configurable		This is a configuration that can will be completed as part of implementation
CL-30	The solution shall enable users to easily change/configure criteria for "Special Handling" or "ICE 287G" without the need for programming.	C = Configurable		This is a standard configuration available within the ATIMS ADMIN module.
CL-31	The solution shall provide users with the ability to designate and maintain a list of classifications that will be allowed in each facility/ and of sector. The solution must also enable OCSO to easily change/configure criteria without the need for programming.	I = Included		This functionality is a future enhancement in that is currently in development for another client and will be available to OCSO at NO COST.
CL-32	The solution shall display the number of available beds at each facility based on classification levels and be able to be filtered using multiple rules such as low level/ADA.	I = Included		ATIMS is building as part of our current enhancement process and product evolution. This enhancement will be available to OCSO at NO COST
CL-33	The solution shall provide users with the ability to enter comments regarding an inmate. These comments should be able to be categorized by subjects such as, but not limited to: Gang Affiliation, Classification, Keep Separates, Escapes, Hostage, Assaults on Inmates, Assaults on Officers and General.	I = Included		This is standard functionality of the ATIMS Classification Module.
CL-34	The solution shall provide users with the ability to search comments fields to help identify all current inmates with a specific gang affiliation, classification, warning, etc.	I = Included		This is standard functionality of the ATIMS Classification Module.
CL-35	The solution shall generate automated triggers that indicate an inmate's classification needs review. These triggers include but are not limited to: a. Date of last classification b. New Identification information, c. Communications from an inmate (such as a request for cell change)	I = Included		This is standard functionality of the ATIMS Classification Module.

	d. Requests from Medical Health and Behavioral Health.			
CL-36	The solution shall provide users with the ability to generate and track a Classification Plan for an inmate in order to identify individual needs, reference previous classification decisions and monitor program assignments. The Classification Plan should include, but not be limited to information such as: a. Identifying information b. Parole eligibility c. Estimated end of sentence	N = Not Included	24	ATIMS will use the classification note to meet this requirement. ATIMS will add note type to the class note to allow for a configurable drop down for the types listed
CL-37	The solution shall enable users to enter chronological notes to an inmate's classification record to be archived.	I = Included		This is standard functionality of the ATIMS Classification Module.
CL-38	The solution shall enable users to easily review an inmate's custody status as well as associated cautions and alerts. The ability to add/view alerts must be based on OCSD-defined roles and associated permission levels.	I = Included		This is standard functionality of the ATIMS Classification Module.
CL-39	The solution shall enable users to electronically forward a case to ICE.	C = Configurable		This is a configuration within the ATIMS system. ATIMS will work with
CL-40	The solution shall enable users to receive and record an ICE detainer created by ICE.	I = Included		This is standard functionality of the ATIMS Classification Module.
CL-41	The solution shall enable users to filter classification and housing records based on user-defined criteria in order to create an inmate transfer list.	C = Configurable		This will be configured as part of implementation as a custom queue.
CL-42	The solution shall enable Classification users to send a notification about transfers to designated departments.	I = Included		This is standard functionality of the ATIMS Classification Module.
CL-43	The solution shall automatically remove an inmate who has been assigned as a worker from the transfer list.	C = Configurable		This is standard functionality of the ATIMS Classification Module.
CL-44	The solution shall send an alert and notification to Records if an inmate has been identified as meeting the ICE criteria. This should replace the current "Blue Sheet" process.	C = Configurable		This is a configuration of the ATIMS request engine.
CL-45	The solution shall enable users to forward information to ICE in order to create a detainer if an inmate meets the ICE criteria.	I = Included		ATIMS will allow the ability to email the included ICE form.
CL-46	The solution shall enable users to send an inmate record that has gone through the classification process to one or multiple queues such as, but not exclusively: housing, ICE (287 G) and Special Handling.	C = Configurable		ATIMS can make any number of custom queues available. Included in the cost is the configuration of 3 queues.

CL-47	The solution shall enable users to link key identifiers such as, but not exclusively "keep separates / keep always / stay aways" to an inmate record that will carry throughout the modules of the IJMS and be easily visible to all authorized viewers.	I = Included		This is standard functionality of the ATIMS Classification Module.
CL-48	The solution shall enable users to maintain a list of inmates who are assigned to inmate worker positions.	I = Included		This is standard functionality of the ATIMS Classification Module.
CL-49	The solution shall enable users to create a report that identifies state prisoners held in OC and include their sentences, ranked by severity of charge, with associated years.	C = Configurable		This would be a custom report designed to OCSO specs
CL-50	The solution shall provide users with the ability to display chronological notes on subjects and programs.	I = Included		This is standard functionality of the ATIMS Classification Module.
CL-51	The system should enable users to identify potential inmate gang affiliation. It should capture information such as, but not limited to: gang name, gang set, gang status.	I = Included		This is standard functionality of the ATIMS Classification Module.
CL-52	The solution shall enable users to add free text as well as modify/remove previously entered gang information while maintaining a historical record.	I = Included		This is standard functionality of the ATIMS Classification Module.
CL-53	The solution shall system must allow users to identify gang conflicts based on an OCSD-defined and configurable drop-down table.	I = Included		This is standard functionality of the ATIMS Classification Module.

4.0 Functional Requirements: Inmate Records

Req #	Requirement Text	Included, Configurable, not Included (I,C,N)	Estimated Hours to Customize	ATIMS Capabilities
IR-01	The solution shall support the documentation of inmate information in compliance with the OCSD policies and procedures.	I = Included		ATIMS has a state of the art JMS system that is installed in several California counties. Our records module meets the policy and procedures of these agencies. We believe that the ATIMS JMS would also meet the policy and procedure of OCSD but without reviewing them we cannot guarantee this.
IR-02	The solution shall enable a user to view a queue of inmates that have cleared the medical triage process.	I = Included		This is a standard function of the intake and booking modules

IR-03	The solution shall provide the capability to support the use of biometric techniques such as fingerprint readers to identify inmates that may have been previously incarcerated at OCSD.B5	I = Included		This is a standard function of the intake and booking modules
IR-04	The solution shall enable a user to search the database using multiple search parameters to determine if an inmate has been previously incarcerated at OCSD.	I = Included		This is a standard function of the intake and booking modules
IR-05	The solution shall enable the user to attach the information collected during initial entry and the medical triage, as well as other information such as, but not limited to: alerts and demographic information from the most recent booking to create a new booking record. This record must be tied to the inmate's OCN number. The system will also store the Pre Book number that was created during the Initial Entry process at Intake. In addition, the solution must also provide alerts for active booking numbers such as CWP, EMP, SEC, etc.	I = Included		This is a standard function of the intake and booking modules
IR-06	The solution shall support the capability to electronically ingest any additional information that may be received from other data sources to complete the newly created booking record.	I = Included		This is a standard function of the intake and booking modules
IR-07	The solution shall enable the records users to identify when the records process is completed so workflow may continue to the next process.	I = Included		This is accomplished as part of the booking wizard process.
IR-08	The solution shall provide users with the capability to update the facility and location count once a booking record has been created. This will signify that the inmate is now in OCSD custody.	I = Included		This is a standard function of the intake and booking modules
IR-09	The solution shall provide users with the ability to automatically query an arrestee for wants/warrants as well as other criminal history information once the booking number has been created. The system must check local AWSS, OC Probation, CLETS, and NCIC.	N = Not Included	640	ATIMS can assume middle ware solution similar to that discussed in CL-11 to retrieve the information from. ATIMS will query the system listed and will return the information in the ATIMS JMS for display.
IR-10	The solution shall interface with the live scan device to send the required information to the device once the booking process is completed.	C = Configurable		This is a standard function of the intake and booking modules

IR-11	The solution shall enable a user to add or modify inmate information such as, but not limited to: Name, Date of Birth, Booking Status, Arrest time and date, Alias, Medical Status, Court Jurisdiction, Warrant/ Detainer Information Place of birth, citizenship, SSN, phone number, SMT, Address, Next of Kin, Arraignment dates, next court dates, etc. This should be done prior to the assignment of the booking number. Specific fields cannot be changed once a booking number is assigned	N = Not Included	16	ATIMS believes the intent of this requirement is to lock down the edit of data by some personnel after the booking is set complete and not necessarily the creation of a booking number. Our current infrastructure does not support based on creation of the booking number. However we can modify the existing solution to meet this requirement off of booking complete. The solution would require the use of an edit mode and a new permission right to allow the edit of information after booking complete. Hence certain users can update only during the booking process, while other users, who have the permission right can modify before and after.
IR-12	The solution shall provide the capability to document the various requests and documents received from other agencies via teletype, fax or other mechanisms. This includes, but is not limited to: Probation Holds, Parole Holds, Out of County Warrants, Fugitive Warrants, US Marshal Warrants, Orange County Warrants, Revocation Hearings, Flash Incarcerations, Pick-up/Release Notifications, WIS Warrant Notifications, Fugitive Warrants, Immigration Holds, Court Paperwork.	I = Included		This is a standard function of the ATIMS Records Module
IR-13	The solution shall provide the capability to scan any faxes, teletypes or other paper documents that come in and attach/link to booking number.	I = Included		This is a standard function of the ATIMS Records Module
IR-14	The solution shall provide the capability to electronically ingest any information that may be sent through an electronic interface.	I = Included		This is a standard function of the ATIMS Records Module
IR-15	The solution shall have the capability to send notifications to appropriate staff based on the documents received by the Detail Desk.	I = Included		This is a standard function of the ATIMS Records Module

IR-16	The solution shall enable the Detail Desk to document the proposed pick-up time for inmates after coordination with the specific agency. This action should generate a notification to all appropriate departments requesting preparation of any required documents and information.	C = Configurable		This is a standard function and configuration of the ATIMS Request module
IR-17	The solution shall provide users with the capability to document information received from the court. This information can be received in a paper format or an electronic format. This will include, but not be limited to court orders, sentences, remands, go-backs, and court releases.	I = Included		This is a standard function of the ATIMS Records Module
IR-18	The solution shall automatically calculate an inmate's release date, including multiple release dates, concurrent and consecutive sentences, and the incorporation of good time/work time. The system must also provide the ability to override the calculation and enter a manual date with the reason for the override.	I = Included		This is a standard function of the ATIMS Records Module
IR-19	The solution shall provide the capability for users to enter new court documents. Any notifications that result from these should be sent to the appropriate personnel based on OCSD pre-defined business rules.	C = Configurable		This is a standard configuration of the ATIMS request and notification engine. ATIMS has allotted 7 days of configuration for this item.
IR-20	The solution shall provide the ability for the records staff to create a new supplemental case or a hold for those inmates that are court releases.	I = Included		This is a standard function of the ATIMS Records Module
IR-21	The solution shall provide the ability for the records staff to add a hold expiration date. The system must automatically bring up a alert for the records staff one day prior to the hold expiration date	I = Included		This is a standard function of the ATIMS Records Module
IR-22	The solution shall provide users with the capability to move an inmate to a pre-release status after the hold expiration date expires.	I = Included		This is a standard function of the ATIMS Records Module
IR-23	The solution shall provide the capability for the records staff to move inmates to a pre-release status. This action should automatically generate notifications that are routed to the appropriate departments.	I = Included		This is a standard function of the ATIMS Records Module
IR-24	The solution shall enable users to view and/or print the list of inmates being housed for other agencies (for example, California Department of Corrections and Rehabilitation, US Marshals Service, US Immigration Customs Enforcement).	I = Included		This is a standard function of the ATIMS Records Module

IR-25	The solution shall provide the capability to interface with the courts and other criminal justice entities to send and receive electronic information to include, but not limited to information such as paperless jackets/court orders/court paperwork, etc.	I = Included		This is a standard function of the ATIMS Records Module
IR-26	The solution shall support the capability to print OCS D Forms either without any data or with data already populated from the system.	I = Included		This is a standard function of the ATIMS Records Module
IR-27	The solution shall provide users with the capability to re-associate all records for an inmate or detainee under one OCN record.	I = Included		This is a standard function of the ATIMS Records Module
IR-28	The solution shall have the capability to produce .pdf forms that can also support e-signatures. These forms should be attached to the specific booking record.	I = Included		This is a standard function of the ATIMS Records Module
IR-29	The solution shall provide users with the ability to record the "book and release" of a subject.	I = Included		This is a standard function of the ATIMS Records Module
IR-30	The solution shall provide users with the ability to record details of contacts or attempted contacts with outside parties.	I = Included		This is a standard function of the ATIMS Records Module
IR-31	The solution shall provide users with the ability to record, review, and edit inmate court hearing information, including bail information.	I = Included		This is a standard function of the ATIMS Records Module
IR-32	The solution shall provide the ability for users to record chronological notes to identify the actions taken on extradition cases within/outside Orange County.	I = Included		This is a standard function of the ATIMS Records Module
IR-33	The solution shall provide users with the ability to create a failure to self-surrender letter and/or a "no-show" letter.	I = Included		This is a standard function of the ATIMS Records Module
IR-34	The solution shall provide users with the ability to add chronological notes to an inmate's booking record.	I = Included		This is a standard function of the ATIMS Records Module
IR-35	The solution shall provide users with the ability to add multiple Holds/Detainers and for the entry of a hold/detainer charge(s), hold agency, bail amount, expiration date, and hold disposition. These fields should be user-configurable. The system should not allow for the release of an inmate if the inmate has a hold(s) that does/do not have a releasable disposition.	I = Included		This is a standard function of the ATIMS Records Module
IR-36	The solution shall provide users with the ability to upload and attach the arresting officer's probable cause declaration to the booking record.	I = Included		This is a standard function of the ATIMS Records Module

IR-37	The solution shall provide users with the ability to add new charge(s), warrant(s), and place hold(s), on an inmate record to an existing booking number.	I = Included		This is a standard function of the ATIMS Records Module
IR-38	The solution shall provide users with the capability of sending an electronic notification to or receiving an electronic notification from the probation/PRCS staff if the inmate is on Supervised Release.	C = Configurable		This configuration is included in the associated interfaces.
IR-39	The solution shall provide users with the ability to create a list of subjects who failed to self-surrender as required.	I = Included		This is a standard function of the ATIMS Records Module
IR-40	The solution shall provide users with the ability to create a list of subjects booked during a given time period.	I = Included		This is a standard function of the ATIMS Records Module
IR-41	The solution shall provide users with the ability to maintain booking averages for each arresting agency.	I = Included		This is a standard function of the ATIMS Records Module
IR-42	The solution shall provide a fingerprint card that is printable and available to view on screen. The fingerprint sheet should include inmate name, DOB, race, sex, SSN, OCN number, booking number, booking date/time, and all current charges to include arresting agency, location of arrest, arrest date/time, arrest type, court case number, arresting officer, arresting agency case number, inmate photo, and a specified area to collect a ink thumb print.	I = Included		This is a standard function within the entire ATIMS system. It is available as the Inmate Summary with Fingerprint function.
IR-43	The solution shall provide users with the ability to enter booking information on special cases (civil commitments, witnesses with no charges and subjects serving out of County sentences).	I = Included		This is a standard function of the ATIMS Records Module
IR-44	The solution shall provide users with the ability to record victim information. The system should allow users to flag an inmate record if victim notification is required and provide an alert at time of release if notification has not yet been made.	I = Included		This is a standard function of the ATIMS Records Module
IR-45	The solution shall provide users with the ability to alert classification/special handling of additional charges or changes.	I = Included		This is a standard function of the ATIMS Records Module
IR-46	The solution shall provide users with the ability to enter information on a fugitive hold. i.e. title of charges...	I = Included		This is a standard function of the ATIMS Records Module

IR-47	The solution shall provide the capability to enable an authorized User to expunge or modify records by the booking, case or offense. The audit trail shall detail who and when the deletion was made.	I = Included		This is a standard function of the ATIMS Records Module
IR-48	The solution shall provide users with the capability to incorporate extensive validation checks to ensure that two separate records are not created for the same inmate. This will include, but not be limited to parameters such as: gender, height, weight, overlapping incarcerations, etc.	I = Included		This is a standard function of the ATIMS Records Module
IR-49	The solution shall provide users with the ability to record charge dispositions as releasable or non-releasable. Non-releasable dispositions must prevent the release of an inmate and provide an over-ridable warning message prior to release.	N = Not Included	24	ATIMS will add flagging of the charge disposition and a conflict check upon release. Certain reasons for release can be flagged to ignore the non-release flag. This will allow the current system to meet this requirement.
IR-50	The solution shall provide users with the ability to add, modify, and delete a final release.	I = Included		This is a standard function of the ATIMS Records Module
IR-51	The solution shall provide users with the ability to capture the agency name, officer name and badge number of the officer picking up an inmate for transfer to another agency.	I = Included		This is a standard function of the ATIMS Records Module
IR-52	The solution shall provide users with the ability to annotate that a detainer was provided to an outside agency.	I = Included		This is a standard function of the ATIMS Records Module
IR-53	The solution shall provide users with the ability to schedule releases. The system should enable authorized staff to view and/or print a list of all inmates scheduled for release based on user configurable parameters such as release types, predicted sentence expirations or policy decisions.	I = Included		This is a standard function of the ATIMS Records Module
IR-54	The solution shall provide users with the ability to add comments/approval/denial of court order. This must include the order type, date received, case number, free text notes field, and approval or denial of the order.	I = Included		This is a standard function of the ATIMS request engine
IR-55	The solution shall provide users with the ability to view and/or print rosters (i.e. court roster, weekend roster etc.)	I = Included		This is a standard function of the ATIMS request engine

IR-56	When updating arrest charges and/or court information, the proposed system should allow users to view court information directly from the court system's computer databases (VISION) for verification and corrections (i.e. multiple dispositions, remands, bail etc.)	N = Not Included		Included as part of the CL-11 enhancement.
IR-57	The solution shall provide users with the ability to record the court date, time, department, disposition, and bail to individual or multiple charges at one time, eliminating the need for redundant data entry.	I = Included		This is a standard function of the ATIMS Records Module
IR-58	The solution shall provide users with the ability to automatically recalculate release date(s) based on varying events such as program completion, disciplinary action, and amended sentences. The IJMS should provide users with the ability to manually override sentences.	I = Included		This is a standard function of the ATIMS Records Module
IR-59	The solution shall provide users with the ability to apply a specific sentence type to a court case or multiple court cases. Sentence types should be user-configurable and allow for the entry of a sentencing algorithm to be associated with each sentence type. The system should allow for the addition of unlimited sentence types. i.e. AB109	I = Included		This is a standard function of the ATIMS Records Module
IR-60	The solution shall provide users with the ability to apply a sentence for years, months, days or hours.	I = Included		This is a standard function of the ATIMS Records Module
IR-61	The solution shall provide the ability to support court recommendations such as, but not limited to: Day for day allowed, Alternatives To Custody recommended, Good Time, etc.	I = Included		This is a standard function of the ATIMS Records Module
IR-62	The solution shall provide the ability for a user to view the history of all changes made to a sentence and/or sentence calculation.	I = Included		This is a standard function of the ATIMS Records Module
IR-63	The solution shall provide the ability to calculate day for day work credits based on a sentence. The system should track the number of days worked by an inmate and provide a means to manually/automatically apply to the sentence, affecting the release date.	I = Included		This is a standard function of the ATIMS Records Module
IR-64	The solution shall provide users with the ability to note when an inmate is ineligible to receive day for day work credits, but continue to record the number of days worked.	I = Included		This is a standard function of the ATIMS Records Module
IR-65	The solution shall provide users with the ability to remove good time work credit from a previously entered sentence.	I = Included		This is a standard function of the ATIMS Records Module

IR-66	The solution shall provide users with the ability to add notes to a sentence calculation and track changes made to notes.	I = Included		This is a standard function of the ATIMS Records Module
IR-67	The solution shall provide users with the ability to support the recording of all judgment and sentence related data received from the court.	I = Included		This is a standard function of the ATIMS Records Module
IR-68	The solution shall provide users with the ability to document, edit, and review sentence information, including custody, fines, restitution, modifiable sentence and program recommendation.	I = Included		This is a standard function of the ATIMS Records Module
IR-69	The solution shall provide users with the ability to attach a release condition to a sentence, such as, report to Parole, Probation, Program. Release condition should be user-configurable and may or may not allow the release of an inmate.	I = Included		This is a standard function of the ATIMS Records Module
IR-70	The solution shall provide users with the ability to create and view a report that will provide the number of days an inmate has served in custody based on court case number, booking number, housing location, and other user-defined criteria.	I = Included		This is a standard function of the ATIMS Records Module
IR-71	The solution shall provide users with the ability to create a list of inmates that have completed a user-determined percentage of their sentence.	I = Included		This is a standard function of the ATIMS Records Module
IR-72	The solution shall provide users with the ability to record multiple codes that may make an inmate eligible or ineligible for certain release programs. Codes should be user-configurable and allow for unlimited code types.	I = Included		This is a standard function of the ATIMS Records Module
IR-73	The solution shall provide the ability for users to enter multiple charge levels for the same charge code into the JMS statute code table. (i.e. felony/misdemeanor)	I = Included		This is a standard function of the ATIMS Records Module
IR-74	The solution shall provide system administrators with the ability to expunge or seal a record. Both sealing or expunging a record will only be able to be viewed by users with proper system security permissions. The system should allow authorized users to expunge a specific booking and/or OCN number if no bookings are tied to it.	I = Included		This is a standard function of the ATIMS Records Module

IR-75	The solution shall provide users with the ability to enter a reason code for expunging a booking or OCN number. The system must also generate a report that lists booking /OCN numbers expunged, the reason, date/time expunged and user ID of the person that expunged the record by user-defined date range.	I = Included		This is a standard function of the ATIMS Records Module
IR-76	The solution shall provide system administrators with the capability to transfer a booking from one OCN number to a different OCN number. If a new OCN number is created through a system administrator, a booking record can be transferred to it.	I = Included		This is a standard function of the ATIMS Records Module
IR-77	The solution shall provide the ability to add, modify, merge, and seal subject records.	I = Included		This is a standard function of the ATIMS Records Module
IR-78	The solution shall provide users with the ability to add, modify, merge, and seal charges.	I = Included		This is a standard function of the ATIMS Records Module
IR-79	The solution shall provide users with the ability to add, modify, and merge inmate historical records (OCN number). If records are merged, all bookings associated with the OCN numbers must also be merged.	I = Included		This is a standard function of the ATIMS Records Module
IR-80	The solution shall provide users with the ability to schedule any report to be automatically sent via e-mail to an individual or group.	I = Included		This is a standard function of the ATIMS Records Module
IR-81	The solution shall provide system administrators with the ability to control access and distribution of inmate information in accordance with all applicable laws and regulations.	I = Included		This is a standard function of the ATIMS Records Module
IR-82	The solution shall provide users with the ability to add the Department Room Number for a specific court destination.	I = Included		This is a standard function of the ATIMS Records Module
IR-83	The solution shall generate different kinds of statistical views and reports.	I = Included		This is a standard function of the ATIMS Records Module
IR-84	The solution shall provide the records staff with the ability to redact information prior to printing.	N = Not Included	N/A	This can be done via an external PDF Editor. We do provide stock forms and reports with public info only on them but we do not offer the ability to redact from within the ATIMS solution.
IR-85	The solution shall provide the ability for records staff to change an inmate's status to release.	I = Included		This is a standard function of the ATIMS Records Module

IR-86	The solution shall enable users to work on multiple screens at one time.	I = Included		This functionality will be available in the version 2 of the ATIMS system. That is scheduled for client release in Q2 2019. OCSD would receive this upgrade for free as long as service and maintenance is current.
IR-87	The solution shall display the type of inmate hearing (prelim, jury...)	I = Included		This is a standard function of the ATIMS Records Module
IR-88	The solution shall provide the ability to display any comments attached to the court. i.e. court activity remarks such as JUTR and DO NOT TRANSPORT INMATE TO COURT etc. or Sentence remarks such as No Jackson Credits and Register etc.	I = Included		This is a standard function of the ATIMS Records Module
IR-89	The solution shall automate the pre-registration form (DOJ Form). In addition, it should auto-populate the inmate information on the DOJ form.	I = Included		This is a standard function of the ATIMS Records Module
IR-90	The solution shall provide the ability for a user to access and update several cases at once, preferably on the same screen (i.e. if booking through supplemental all went to court and they are all returning in two days, the current process requires staff to input each case individually with a return date.)	I = Included		This is a standard function of the ATIMS Records Module
IR-91	The solution shall provide a weekender screen which automatically inputs the in and out dates for weekenders instead of staff having to input each set of dates. Also, users must be able to vacate weekenders simultaneously or individually if for any reason the inmate is converted to straight time prior to finishing the weekends program.	N = Not Included	160	ATIMS currently allows for weekend processing but does not have the scheduling portion mentioned in this requirement. ATIMS will build this functionality in accordance with this requirement.
IR-92	The solution shall automate the Work Refusals/Agree to work process. Currently, if an inmate signs a work refusal, it can take days/weeks before Inmate Records receives the form and re-calculates the sentence. When the refusal/agree to work is signed it should be uploaded to the system and a notification sent to Records to perform the sentence recalculation.	I = Included		This is a standard function of the ATIMS Records Module
IR-93	The solution shall provide users with the ability to record, review, and add current and past employment for each street booking.	I = Included		This is a standard function of the ATIMS Records Module

IR-94	The solution shall enable users to record, review, and add subject family contact information.	I = Included		This is a standard function of the ATIMS Records Module
IR-95	The solution shall provide users with the ability to record and store multiple miscellaneous numbers for an inmate. Number types must be user-configurable and allow for unlimited number types (i.e. home, cell, social media etc.)	I = Included		This is a standard function of the ATIMS Records Module
IR-96	The solution shall provide users with the ability to make inmate name and information temporarily confidential.	N = Not Included	120	ATIMS will build this function based on the specifications provided in this requirement.
IR-97	The solution shall provide users with the ability to document inmate information such as, but not limited to: age, sex, ethnicity, proxy, recidivism, military experience, religion, family/relationships, substance abuse, education, housing, financial, employment and transportation.	I = Included		This is a standard function of the ATIMS Records Module
IR-98	The solution shall enable users to receive and access bail and offense code table updates from the providing entity.	I = Included		This is a standard function of the ATIMS Records Module
IR-99	The solution shall provide users with the ability to record, review, and add current and past addresses.	I = Included		This is a standard function of the ATIMS Records Module
IR-100	The solution shall enable users to create alerts/flags. i.e. DNA, Mental Health, X-ray, State Prison etc.	I = Included		This is a standard function of the ATIMS Records Module
IR-101	Solution shall provide user with the ability to record and track inmates who are sentenced with recommendations for program participation (alternatives to custody).	I = Included		This is a standard function of the ATIMS Records Module
IR-102	The solution shall enable users to produce a list of inmates whose sentences are modifiable making them eligible for a reentry/day reporting program.	I = Included		This is a standard function of the ATIMS Records Module
IR-103	The solution shall enable authorized users to make changes/corrections once an inmate has been placed in final release. Examples are change from "bond out" to "bail out".	I = Included		This can be done but in the case of the clear reason you must undo the clear reason and reenter.


5.0 Functional Requirements: Housing

Req #	Requirement Text	Included, Configurable, not Included (I, C, N)	Estimated Hours to Customize	ATIMS Capabilities
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IH-01	The solution shall provide users with the ability to manage inmate housing based on the Policies and Procedures of the OCSD.	I = Included		ATIMS has a state of the art JMS system that is installed in several California counties. Our housing module meets the policy and procedures of these agencies. We believe that the ATIMS JMS would also meet the policy and procedure of OCSD but without reviewing them we cannot guarantee this.
IH-02	The solution shall enable authorized OCSD users to configure and name facilities, housing sectors, location and bunks based on the physical layout. This layout can be modified without the need for programming	I = Included		This is a standard function of the ATIMS Administration module.
IH-03	The solution shall enable authorized OCSD-users to configure specific housing locations and/or bunks as "usable" or "unusable" based on various scenarios. An example of a scenario is where an inmate who has to be kept separate from other inmates is housed in a two bunk cell. The 2nd bunk will then need to be marked "unusable."	I = Included		This is called a total separation flag in ATIMS and is available as a standard configuration function.
IH-04	The solution shall provide the capability for cells to be labelled specifically for "ICE" detainees	I = Included		This functionality is currently in development as part of the ATIMS product evolution. This will be available to OCSD at NO COST and will be accessible by the use of inmate flags and housing flags.
IH-05	The solution shall allow appropriate users to take a cell offline, change the custody level, add new areas and beds for Emergency Assignments without the need for any programming.	I = Included		This is a standard function within the ATIMS Facility module.
IH-06	The solution shall provide appropriate users with the ability to view a current snapshot of all the facilities within OCSD. This should display the number of beds available by custody levels, facilities, etc.	I = Included		This is a standard function within the ATIMS Facility module.
IH-07	The solution shall support the ability for a user to assign an inmate to a housing unit. Ideally, a drag and a drop function would be desirable.	I = Included		All functions mentioned are currently available in the current ATIMS version with the exception of Drag and Drop. That feature will available in future versions of the software (Version 2)

IH-08	The solution shall provide the ability to warn staff of situations relating to Keep Separates, medical issues, mental health issues, and Victim/Predator status prior to assigning an inmate to a housing area.	I = Included		This functionality is currently in development as part of the ATIMS product evolution. This will be available to OCSD at NO COST and will be accessible by the use of inmate flags and housing flags. The Victim/Predator conflict check will be part of the PREA Module enhancement PR-01
IH-09	The solution shall provide the ability for a user to override a warning and to house an inmate in an area with a keep separate. It must record who authorized the move, the date and time the moved was authorized, and the reason for the move.	I = Included		This is a standard function within the ATIMS Facility module.
IH-10	The solution shall show a specific housing unit/bunk as "reserved" once an inmate has been assigned to it.	I = Included		This is a standard function within the ATIMS Facility module.
IH-11	The solution shall automatically schedule a movement for an inmate from his/her current housing location to the new housing location when a housing assignment is entered.	N = Not Included	160	ATIMS uses appointments to provide this functionality however based on this requirement and others listed ATIMS believes the best answer for OCSD is to build a movement officer module. ATIMS will build this module based on this requirement.
IH-12	The solution shall enable a user to display a list of expected returning Weekender inmates and allow the user to assign a new housing location to a Weekender each time the inmate returns to the facility after the initial Admissions process. The system must default to the previous week's list to minimize data entry for users.	N = Not Included		included in IR-91
IH-13	The solution shall maintain a complete history of every cell an inmate has been assigned to and their cell stay date and time, including cell mates as well as the staff member who entered the housing change, reason and comments. This history is critical to medical investigations (e.g. an infectious disease situation) or criminal investigations (e.g. witness confirmation).	I = Included		This is a standard function within the ATIMS Facility module.
IH-14	The solution shall enable the housing deputies to make changes to bunks in a very user friendly manner (drag and drop feature is preferred).	I = Included		This is a standard function within the ATIMS Facility module.

IH-15	The solution shall keep a history of housing changes for display. The system must track any changes as well as display the reason for and comments regarding the change (e.g. Pod move, Cell change, D Report #).	I = Included		This is a standard function within the ATIMS Facility module.
IH-16	The solution shall ensure that the housing module interfaces with the security module to view special management status of inmates, including start date and expected end date, for such Special Management areas including, but not limited to: a. Administrative Segregation b. Protective Custody c. Suicide Watch d. Disciplinary Detention e. Juvenile Status	I = Included		This is a standard function within the ATIMS Facility module.
IH-17	The solution shall provide the ability for a user to view and print housing history reports as follows: a. Inmate Housing History report showing every assignment and change, dates, reasons, comments and special management status over multiple booking. B. Inmate contact report showing every housing assignment and every other inmate the subject inmate was housed with over multiple bookings and/or date ranges.	I = Included		This is a standard function within the ATIMS Facility module.
IH-18	The solution shall enable staff to create an Emergency Housing assignment and move with the ability to override all warnings and restrictions. The system must capture the user ID who authorized the move as well as the date, time and override reason.	I = Included		This is a standard function within the ATIMS Facility module.
IH-19	The solution shall have the ability to "overbook" a bed or move inmates to a temporary location during assignment.	I = Included		This is a standard function within the ATIMS Facility module.
IH-20	The solution shall provide the ability for users to run a report describing cell activity for a proposed range of dates. This also may include adjacent cells or entire areas.	I = Included		This is a standard function within the ATIMS Facility module.
IH-21	The solution shall provide the ability to notify all appropriate areas (both sending and receiving) of all housing changes scheduled for a 24 hour period.	I = Included		This is a standard function within the ATIMS Facility module and will be accomplished via the scheduling of appointments.

IH-22	<p>The solution shall provide the ability to view, in real-time the state of a pod or group by cells (color coded).</p> 	I = Included		This is a standard function within the ATIMS Facility module.
IH-23	The solution shall support the ability to bring in weekenders easily and house them.	I = Included		This is a standard function within the ATIMS Facility module.
IH-24	The solution shall automatically release a bed once an inmate is ready to be released or transferred to another housing location.	I = Included		This is a standard function within the ATIMS Facility module.
IH-25	The solution shall provide users with the ability to enter, track and review a cell inventory of standard items with the option to print a completed checklist for the inmate to sign. The signature can be on paper and the document scanned or via a signature pad for the inmate to sign electronically.	I = Included		This is a standard function within the ATIMS Facility module.
IH-26	The solution shall allow a housing deputy to easily review basic information about an inmate including areas such as, but not limited to: Gang, Moniker, Universal Precautions, Mental, Level, Tran Code and Caution Codes.	I = Included		This is a standard function within the ATIMS Facility module.
IH-27	The solution shall users to print current reports utilized by OCS D including housing rosters. Additional reports will be defined by OCS D based on build-out.	I = Included		This is a standard function within the ATIMS Facility module.
IH-28	The solution shall identify an inmate as ADA based on the medical staff review. The ADA can either be for a specific period of time or for an indefinite period.	I = Included		This is a standard function within the ATIMS Facility module.
IH-29	The solution shall identify ADA-compliant housing options only within each facility when users are assigning housing for ADA designated inmates.	I = Included		This functionality is currently in development as part of the ATIMS product evolution. This will be available to OCS D at NO COST and will be accessible by the use of inmate flags and housing flags.
IH-30	The solution shall create an alert and send a notification to appropriate staff, if an ADA inmate is being housed in a non-ADA compliant cell/ bunk. The user should be able	I = Included		This functionality is currently in development as part of the ATIMS product evolution. This will be available to OCS D at NO COST and will be accessible by

	to override the alert and provide a reason for the override			the use of inmate flags and housing flags.
IH-31	The system must provide the ability to display the total bail amounts including "no bail" for each inmate.	I = Included		This is a standard function within the ATIMS Facility module.
IH-32	The system must enable deputies to very easily conduct bunk movements as well as record the reason for the bunk move such as, but not limited to: medical, inmate request, job update, prevent altercation and the date and time of the move.	I = Included		This is a standard function within the ATIMS Facility module.
IH-33	The system must provide users with the ability to record the approval/denial of special housing requests.	I = Included		This is a standard function within the ATIMS Facility module.
IH-34	The solution shall provide the capability to produce reports on housing such as, but not limited to the AB109 list.	I = Included		This is a standard function within the ATIMS Facility module.
IH-35	The solution shall allow a user to query inmate housing by bunk assignment.	I = Included		This is a standard function within the ATIMS Facility module.
IH-36	The solution shall not allow an inmate to be housed outside of booking prior to completing the initial classification process. However, the system must allow a user with proper restrictive access to override.	N = Not Included	40	WE have the ability to show a conflict based on a site option that will be set during implementation.
IH-37	The solution shall enable users to send a classified inmate to one or multiple queues after the classification process has been completed, including, but not limited to: the housing queue, ICE (287 G), Special Handling.	I = Included		This is a standard function within the ATIMS Facility module.
IH-38	The solution shall automatically send notifications to the appropriate departments such as medical, mental etc., after the housing assignment has been completed	I = Included		This is a standard function within the ATIMS Facility module.

6.0 Functional Requirements: Visits

Req #	Requirement Text	Included, Configurable, not Included (I, C, N)	Estimated Hours to Customize	ATIMS Capabilities
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IV-01	The solution shall allow users to document, manage and process the inmate visit process in compliance with the OCSD policies and procedures.	I = Included		ATIMS has a state of the art JMS system that is installed in several California counties. Our visitation module meets the policy and procedures of these agencies. We believe that the ATIMS JMS would also meet the policy and procedure of OCSD but without reviewing them we cannot guarantee this.
IV-02	The solution shall support visits for both Official Visitors and Public Visitors. Data that may be collected about the two types of visitors may vary and the system should be able to support collection for both.	I = Included		This is a standard function of the ATIMS visitation subsystem
IV-03	The solution shall enable users to document an expiration date for Official Visitors that automatically restricts the visit and provides an on-screen alert notifying the user that the visitor's registration has expired.	I = Included		This is a standard function of the ATIMS visitation subsystem
IV-04	The solution shall enable a visitor to schedule a visit online by visiting the OCSD website. This can be for a single person or multiple people (e.g. family). The information provided must include, but not be limited to: a. Visitor's Name b. Government Issued ID Number c. Type of Government Issued ID d. Visitor's Date of Birth	I = Included		This would be included in the interface to OCSD website with data provided by the Contractor. All included interfaces have been quoted in the cost proposal.
IV-05	The solution shall enable a potential visitor using the scheduling website to register themselves (if new visitor), select the inmate to be visited, and select the date and time desired based on availability.	I = Included		Included in interface as long as function is available from website Contractor
IV-06	The solution shall enable users to check if a visitor has a stop order and if so, must restrict the visitor from scheduling a visit via the website and provide a general explanation as to why.	I = Included		Included in interface as long as function is available from website Contractor
IV-07	The solution shall send a confirmation to a visitor and secure the selected timeslot for the visit.	I = Included		Included in interface as long as function is available from website Contractor
IV-08	The solution shall have the ability to support the use of a touch screen kiosk to enable visitors that have scheduled a visit online to check-in upon arrival. The solution must identify the current status and housing location of the inmate.	N = Not Included	240	ATIMS will build a lobby kiosk visitation registration module to meet the requirement.

IV-09	The solution shall alert the visitor at the time of check-in if there are any issues due to which this visit cannot be completed.	N = Not Included		Included in IV-08
IV-10	The solution shall enable a walk-in visitor to check-in via a touch screen kiosk or at the desk. In the event that the visitor is new, the solution must enable a user to create a new visitor record. The new visitor record must be subject to staff verification and approval prior to the visitor being approved to visit the inmate.	N = Not Included		Included in IV-08
IV-11	The solution shall be able to integrate with scanning and biometric devices to enable users at the visiting station to input visitor demographic information without the need for data entry.	N = Not Included	480	ATIMS assumes you are using the ATIMS biometric and visitors will only be able identify themselves if a prior biometric id exists if not Staff must enroll visitor
IV-12	The solution shall support the use of facial recognition or other biometric devices to identify a repeat visitor. If a visitor has previously visited an inmate, his/her historical information should be able to be searched by parameters such as, but not limited to: visitor identification number, name, or by scanning bar codes from government issued identification. This information may be used to pre-populate current visit request avoiding duplicate data entry.	N = Not Included		Included in IV-11
IV-13	The solution shall enable users to search for local warrants, state warrants, national warrants, perform automated criminal background checks and other local, state and national database checks (WPS CARPOS) prior to granting a visitor access to the facility. If a positive hit is found, the system must alert the officer at the visit station.	I = Included		This would be included in the interface to the mentioned systems. All included interfaces have been quoted in the cost proposal.
IV-14	The solution shall enable users to search the system during the visitor registration process and if an OCN is found, add that OCN number to the visitor's information.	I = Included		This is a standard function of the ATIMS visitation subsystem
IV-15	The solution shall provide an alert to users identifying inmates unavailable for visit due to segregation, no-visits restriction, court, medical or restraining order.	I = Included		This is a standard function of the ATIMS visitation subsystem
IV-16	The solution shall provide the ability to alert staff when inmates with "Keep Separate" orders may overlap in the visitation area or if there may be a rival gang member or co-defendant present. Users must be enabled to configure warnings for OCS-defined criteria	I = Included		This is a standard function of the ATIMS visitation subsystem

	including, but not limited to: specified caution codes, discipline and other flags.			
IV-17	The solution shall enable users to record when a visit is refused by an inmate.	I = Included		This functionality is currently in development as part of the ATIMS product evolution. This will be available to OCSJ at NO COST.
IV-18	The solution shall enable users to schedule inmate movement to/from the visiting area and the housing/work areas.	I = Included		This is a standard function of the ATIMS visitation subsystem
IV-19	The solution shall enable users to capture names of inmate-identified approved visitors during the admissions process.	I = Included		This is a standard function of the ATIMS visitation subsystem
IV-20	The solution shall enable users to verify that the visitor is on the inmate's approved visitor list and that registration has been approved prior to allowing the visit.	I = Included		This is a standard function of the ATIMS visitation subsystem
IV-21	The solution shall provide the ability to store search information and results about all public and official visitors, including, but not limited to: a. Search Date and Time b. Search Officer c. Contraband Found, if any	I = Included		This is a standard function of the ATIMS visitation subsystem
IV-22	The proposed solutions must allow users to record and report all visits including, but not limited to: a. Visitor Name (all visitors in a visit) b. Inmate Name and Booking# c. Visit Location (booth level) d. Type of Visit (Contact or Non-Contact)	I = Included		This is a standard function of the ATIMS visitation subsystem
IV-23	The solution shall provide authorized users with access to all Visitor/Visit information.	I = Included		This is a standard function of the ATIMS visitation subsystem
IV-24	The solution shall enable authorized users to view the visit history for a specific visitor and identify if the visitor has visited multiple inmates.	I = Included		This is a standard function of the ATIMS visitation subsystem
IV-25	The solution shall enable authorized users to view the visit history for a specific inmate and identify visitors who have visited him/her.	I = Included		This is a standard function of the ATIMS visitation subsystem
IV-26	The solution shall enable a housing/ mod deputy to receive a notification once the visitor has checked in.	I = Included		This is a standard function of the ATIMS visitation subsystem

IV-27	The solution shall display an alert for visitors who are banned from a facility. This alert should show the start and end date of the ban, and whether the visitor has been banned forever.	I = Included		This is a standard function of the ATIMS visitation subsystem
IV-28	The solution shall support the input and modification of visiting rules such as, but not limited to: a. length of the visit b. number of visits within a specific timeframe c. visiting days	I = Included		This is a standard function of the ATIMS visitation subsystem
IV-29	The solution shall alert the appropriate staff if a duplicate visitor exists in the visitor database.	I = Included		This is a standard function of the ATIMS visitation subsystem
IV-30	The solution shall be capable of being linked to a video visitation application.	I = Included		This is a standard function of the ATIMS visitation subsystem
IV-31	The solution shall enable authorized users to view and print a visitor history report. System should provide a means to search the IJMS database by visitor name, CDL or Government issued ID number, within a specified date range.	I = Included		This is a standard function of the ATIMS visitation subsystem
IV-32	The proposed system shall enable users to display and print visit schedules by facility, floor, mod, cell or inmate. It should also enable users to view which inmate and which visitor(s) are assigned to which visiting location at any certain time.	I = Included		This is a standard function of the ATIMS visitation subsystem
IV-33	The proposed system shall alert appropriate staff if a visitor is signed up to visit two inmates.	N = Not Included	24	ATIMS will build this functionality to meet this requirement. ATIMS is assuming that this is referring to 2 inmates at the same time to personal visits and not professional visits are being checked.
IV-34	The proposed system shall alert staff when allotted visit time slots are over and if any visitor remains that has not yet been checked out.	I = Included		This is a standard function of the ATIMS visitation subsystem
IV-35	The proposed system shall document both restrictions and reasons for restrictions associated with a visitor for either a user-defined period or indefinitely.	I = Included		This is a standard function of the ATIMS visitation subsystem
IV-36	The proposed system shall provide the ability for users to record special rules regarding inmate visiting and length of restriction (e.g. no children, no contact).	N = Not Included	120	ATIMS accomplishes this function via visitation notes but we do not have expiration dates on the notes (Restrictions). ATIMS will add it to meet this requirement.

IV-37	The solution shall maintain a history of unapproved visitors for each inmate.	I = Included		This is a standard function of the ATIMS visitation subsystem. This is accomplished via the reject visitor flag.
IV-38	The proposed system must enable users to deny visitation based on restrictions but allow an authorized user to perform a manual override. If there is an override, the system must capture the user id as well as the reason for the override.	N = Not Included	40	ATIMS will add this functionality to meet this requirement based on the functionality stated.
IV-39	The solution shall support the collection of visit information. This must include, but not be limited to: a. date/time of visit b. visitor data c. length of visit d. visit location e. visit type This data must be stored historically and available for data analysis/reporting.	I = Included		This is a standard function of the ATIMS visitation subsystem
IV-40	The solution shall enable users to access summary and detailed reports for visitors per inmate as well as inmates per visitor for both current and past bookings.	I = Included		This is a standard function of the ATIMS visitation subsystem
IV-41	The proposed system should alert authorized users if there is a restraining order or any other restrictions levied against a visitor.	I = Included		This is a standard function of the ATIMS visitation subsystem
IV-42	The proposed system must provide users with the ability to restrict visiting for certain or all inmates within a facility, mod, tank or cell for user-specified dates.	N = Not Included	320	ATIMS will build a housing restrictions module to include visitors to meet this requirement.
IV-43	The solution shall provide an alert to the staff if a visitor has already been scheduled.	I = Included		This is a standard function of the ATIMS visitation subsystem
IV-44	The propose solution must provide an alert when a scheduled visiting time has been met.	I = Included		This is a standard function of the ATIMS visitation subsystem
IV-45	The solution shall have the ability to alert staff if a visitor tries to visit any inmate while a restriction is in place, or if the visitor has signed up for multiple visits in one day at any facility.	N = Not Included		included in IV-33
IV-46	The proposed system must provide users with the ability to cancel a visit as well as automatically alert the housing unit of the cancellation.	I = Included		This is a standard function of the ATIMS visitation subsystem
IV-47	The proposed system must provide notification to a registered visitor if "scheduled" visit is cancelled.	N = Not Included	160	Notification would be done at the time of registration at the facility. We will add a cancel reason to the current system

IV-48	The proposed system must enable users to define visit locations by facility including video.	I = Included		This is a standard function of the ATIMS visitation subsystem
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7.0 Functional Requirements: Mail

Req #	Requirement Text	Included, Configurable, not Included (I, C, N)	Estimated Hours to Customize	ATIMS Capabilities
IM-01	The solution shall support the processing and documentation of inmate mail in compliance with the OCSD policies and procedures.	I = Included		ATIMS has a state of the art JMS system that is installed in several California counties. Our mail module is currently in development and is designed to meet the policy and procedures of these agencies. We believe that the ATIMS JMS would also meet the policy and procedure of OCSD but without reviewing them we cannot guarantee this.
IM-02	The solution shall enable users to authorize the source of any electronic mail that an inmate receives.	N = Not Included	160	An Interface is required with email Contractor. ATIMS will add ADMIN space for configuration and forward ability and or printed copy. Additionally ATIMS will add the functionality listed to meet this requirement.
IM-03	The solution shall provide users with the capability to flag inmates that are on the "mail cover list."	N = Not Included	40	ATIMS will add an internal flag against inmate that will show during show during the mail search process to meet this requirement. This enhancement is in addition to IM-02 and OCSD must select both of these enhancements to achieve this functionality
IM-04	The solution shall enable users to document the results of a search of incoming mail for inmates who are on the mail cover list.	I = Included		ATIMS is currently developing a complete mail module for another client that meets this requirement. This will be available to OCSD at NO COST.
IM-05	The solution shall enable users to document any contraband found after the search of incoming mail.	I = Included		ATIMS is currently developing a complete mail module for another client that meets this requirement. This will be available to OCSD at NO COST.

IM-06	The solution shall enable the mail staff to record any checks that were received for a specific inmate by mail.	I = Included		ATIMS is currently developing a complete mail module for another client that meets this requirement. This will be available to OCSD at NO COST.
IM-07	The solution shall provide the capability to notify appropriate staff if criminal contraband was discovered in the mail during the initiation of the DR process.	C = Configurable		ATIMS is currently developing a complete mail module for another client that meets this requirement. This will be available to OCSD at NO COST.
IM-08	The solution shall enable users to document the return of non-criminal contraband found in the mail.	I = Included		ATIMS is currently developing a complete mail module for another client that meets this requirement. This will be available to OCSD at NO COST.
IM-09	The solution shall enable users to document names and addresses found on incoming mail.	I = Included		ATIMS is currently developing a complete mail module for another client that meets this requirement. This will be available to OCSD at NO COST.
IM-10	The solution shall enable users to scan an inmate's mail and mail cover and forward a scanned copy, as well as an electronic message, to the requesting law enforcement agency.	N = Not Included	120	This functionality will be added to the ATIMS mail module to meet this requirement,
IM-11	The solution shall enable users to document any outgoing mail search.	N = Not Included	112	The current ATIMS mail module development does not include an out going mail module. To meet this requirement ATIMS will add an outgoing mail module.
IM-12	The solution shall allow users to send notifications to the appropriate personnel to start DR proceedings if criminal contraband is found in outgoing mail.	C = Configurable		ATIMS is currently developing a complete mail module for another client that meets this requirement. This will be available to OCSD at NO COST.
IM-13	The solution shall support the capability to keep a list of indigent ICE Detainees so that stamps can be provided to them. The exact amount to be deemed indigent needs to be configurable.	C = Configurable		ATIMS will configure a new report of this information and will add an indigent threshold in ADMIN to meet this requirement as a configuration at NO COST to OCSD.
IM-14	The solution shall provide the capability to scan outgoing mail and document the address details if an inmate is on the Mail Cover list.	N = Not Included		This is included IM-11
IM-15	The solution shall provide an "alert" function for special handling verifications on specific inmates when they send or receive mail.	I = Included		ATIMS is currently developing a complete mail module for another client that meets this requirement. This will be available to OCSD at NO COST.

IM-16	The solution shall provide enable users to add comments about individual correspondence (either inbound or outbound mail.)	I = Included		ATIMS is currently developing a complete mail module for another client that meets this requirement. This will be available to OCSD at NO COST.
IM-17	The solution shall provide the capability to digitize all incoming mail to be delivered electronically to inmates.	N = Not Included	160	ATIMS will add this functionality to the ATIMS mail module to meet this requirement. OCSD must also chose to do the enhancement for IM-11 as well.
IM-18	The solution shall provide users with the capability to provide digital readers to inmates for reading correspondence.	I = Included		This functionality can be made available via inmate kiosks. ATIMS does not provide inmate tablets. ATIMS can interface with a tablet provider or put our software on the Contractors tablets. Security for these tablets will be the responsibility of the tablet Contractor.
IM-19	The system shall allow investigations staff to flag an inmate for an inbound or outgoing mail hold.	I = Included		ATIMS is currently developing a complete mail module for another client that meets this requirement. This will be available to OCSD at NO COST.
IM-20	The system shall track and catalog mail sent to and received from an inmate, including logging legal and official mail. Users must be able to run reports showing mail sent and received by inmates, including the address of the sender for outgoing mail - This is especially important for Legal Mail for ICE detainees.	I = Included		included in IM-11
IM-21	The solution shall allow users to record the discovery of contraband found in incoming or outgoing mail.	I = Included		ATIMS is currently developing a complete mail module for another client that meets this requirement. This will be available to OCSD at NO COST.
IM-22	The solution shall enable users to record the names of inmates subscribing to defined periodicals.	I = Included		ATIMS is currently developing a complete mail module for another client that meets this requirement. This will be available to OCSD at NO COST.

8.0 Functional Requirements: Transitional Services

Req #	Requirement Text	Included, Configurable, not Included (I, C, N)	Estimated Hours to Customize	ATIMS Capabilities
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TSV-01	The solution shall support the management of all inmate program and education activities in compliance with the OCSJ policies and procedures.	I = Included		ATIMS has a state of the art JMS system that is installed in several California counties. Our visitation module meets the policy and procedures of these agencies. We believe that the ATIMS JMS would also meet the policy and procedure of OCSJ but without reviewing them we cannot guarantee this.
TSV-02	The solution shall support the ingestion of message slips from inmates through a kiosk or enable deputies to manually enter a request for inmate worker programs.	I = Included		This is a standard function of the ATIMS request engine
TSV-03	The solution shall enable users to approve/deny inmate worker requests/programs and create a list of inmates that have been approved for either based on user-defined parameters.	I = Included		This is a standard function of the ATIMS request engine
TSV-04	The solution shall enable a deputy to create a consolidated list that displays inmates in their housing unit and identifies those who have requested inmate worker positions. This list must be sortable by multiple parameter such as, but not limited to housing unit.	C = Configurable		This will be a custom queue configured as part of implementation.
TSV-05	The solution shall enable a deputy to delete inmates from the candidacy list that do not meet the OCSJ criteria. To facilitate this process, the system must enable the deputy to review prior information without having to go to different pages/screens.	C = Configurable		This will be a custom queue configured as part of implementation.
TSV-06	The solution shall enable users to send a list of potential workers to the Medical and Mental Health teams, via the TechCare system, for screening.	I = Included		This would be part of an interface to the TechCare system, All included interfaces have been quoted in the cost proposal.
TSV-07	The solution shall enable a user to receive an inmate list that includes any restrictions/disqualification resulting from the Medical and Mental health screening.	I = Included		This would be accomplished via the use of flags within eligibility of display in ATIMS.
TSV-08	The solution shall automatically send a notification to ICE if a candidate for the worker position is an ICE detainee who needs ICE approval.	N = Not Included	32	To meet this requirement ATIMS will build a new event in the system based on the inmate worker request and configure the system to send an email when triggered.
TSV-09	The solution shall enable users to capture an inmate's signature on a work status form either	C = Configurable		This is standard functionality of the ATIMS forms engine

	electronically or on a printed copy that can be scanned and uploaded to the IJMS.			
TSV-10	The solution shall enable staff to note an inmate's refusal to sign a work status form.	C = Configurable		This is standard functionality of the ATIMS forms engine
TSV-11	The solution shall send an electronic notification to Classification, Records and Housing when an inmate is assigned a worker position.	C = Configurable		This is a standard configuration of the ATIMS request engine.
TSV-12	The solution shall enable users to easily assign inmates to worker positions.	I = Included		This is a standard function of the work crew subsystem
TSV-13	The solution shall enable the appropriate staff to add, modify, or deactivate inmate worker positions by housing location, work schedule and maximum capacity of inmate workers.	I = Included		This is a standard function of the work crew subsystem
TSV-14	The solution shall enable a user to assign an inmate to a waiting list if there are no current worker position openings.	I = Included		This is a standard function of the work crew subsystem
TSV-15	The solution shall automatically update the inmate's schedule once the inmate has been assigned to a specific worker position.	I = Included		This is a standard function of the work crew subsystem
TSV-16	The solution shall automatically send an alert to a deputy who is assigning an inmate to a worker position if separation issues exist that should preclude him/her from taking that position.	I = Included		This is a standard function of the work crew subsystem
TSV-17	The solution shall enable users to print/view the relevant work-related documents so that they can be either be digitally signed by an inmate or signed/scanned/uploaded to IJMS.	I = Included		This is a standard function of the work crew subsystem
TSV-18	The solution shall enable a user to easily assign an inmate to a program.	I = Included		This is a standard function of the ATIMS Programs module.
TSV-19	The solution shall enable appropriate staff to add, modify, or de-activate programs by housing location, schedule and maximum capacity limits. It must enable users to maintain program and program session characteristics (e.g. facility location, instructor/facilitator, room location and capacity).	I = Included		This is a standard function of the ATIMS Programs module.
TSV-20	The solution shall enable a user to assign an inmate to a program waiting list if the there are no available openings remaining and automatically update the waiting list based upon a change to an inmate's status.	I = Included		This is a standard function of the ATIMS Programs module.

TSV-21	The solution shall automatically update an inmate's schedule once he/she has been assigned to a specific program.	I = Included		This is a standard function of the ATIMS Programs module.
TSV-22	The solution shall automatically send an alert to a deputy who is assigning an inmate to a program if separation issues exist that should preclude him/her from attending.	I = Included		This is a standard function of the ATIMS Programs module.
TSV-23	The solution shall enable deputies at housing units to see a list of inmates scheduled for various programs.	I = Included		This is a standard function of the ATIMS Programs module.
TSV-24	The solution shall enable a user to log/update attendance by scanning inmates as they arrive and depart.	N = Not Included	240	ATIMS will add this functionality to meet this requirement. OCSD must also chose to do enhancement MO-03 as well
TSV-25	The solution shall enable an instructor to add notes to the attendance list.	I = Included		This is a standard function of the ATIMS Programs module.
TSV-26	The solution shall enable an instructor to remove an inmate from a program as well as document the reason for removal.	I = Included		This is a standard function of the ATIMS Programs module.
TSV-27	The solution shall automatically update an inmate's schedule once he/she is removed from a specific program.	I = Included		This is a standard function of the ATIMS Programs module.
TSV-28	The solution shall enable users to assign instructors for user-defined programs for user-defined periods of time.	I = Included		This is a standard function of the ATIMS Programs module.
TSV-29	The solution shall enable a user to create Community Work Programs (CWP.)	I = Included		This is a standard function of the ATIMS alternative sentencing module.
TSV-30	The solution shall enable CWP personnel to view a list of Friday night bookings as well as in-custody inmates who are eligible for the CWP program based on specific, user-defined criteria.	C = Configurable		This will be configured as a custom queue or a custom report based on the needs of OCSD.
TSV-31	The solution shall enable users to schedule checks of external systems such as, but not limited to: a. LARS b. ELETE c. OCN d. VISION	N = Not Included		Included in CL-11
TSV-32	The solution shall enable CWP personnel to delete inmates that are not eligible in order to create a list of those who are eligible.	I = Included		This is a standard function of the ATIMS alternative sentencing module.
TSV-33	The solution shall enable users to print CWP packets and either have inmates sign electronically or on paper that can be scanned into the IJMS.	C = Configurable		This is a standard function of the ATIMS alternative sentencing module.

TSV-34	The solution shall automatically alert CWP staff if separation issues exist when assigning the inmate to the CWP program.	I = Included		This is a standard function of the ATIMS alternative sentencing module.
TSV-35	The solution shall enable CWP staff to assign inmates to CWP programs and view the inmates assigned to a particular employer.	I = Included		This a standard function of the ATIMS alternative sentencing module. ATIMS does make the assumption the employer is the work site assignment employer and not inmate's personal employer
TSV-36	The solution shall automatically notify the booking staff to expedite the booking process for inmates that are "Friday night bookings."	I = Included		This is a standard function of the ATIMS court commit subsystem.
TSV-37	The solution shall enable an inmate to be included on the property return list in order for his/her property to be returned.	I = Included		This is s standard function of the ATIMS release subsystem
TSV-38	The solution shall update an inmate's status who is released from an OCS D facility to participate in CWP programs.	I = Included		This is s standard function of the ATIMS release subsystem
TSV-39	The solution shall reduce the facility count when an inmate is released from the OCS D facility.	I = Included		This is s standard function of the ATIMS release subsystem
TSV-40	The solution shall allow users to notify and update both Records and Classification staff when an inmate leaves a facility.	C = Configurable		This is a standard configuration of the ATIMS request engine
TSV-41	The solution shall allow users to route the list of qualified CWP inmates that are in-custody to Records for processing.	C = Configurable		This is a standard function of the ATIMS alternative sentencing module.
TSV-42	The solution shall allow users to create a list of qualified in-custody CWP candidates after a review by the Records staff.	C = Configurable		This is a standard function of the ATIMS alternative sentencing module.
TSV-43	The solution shall enable users to initiate the release process for CWP-approved in-custody inmates, once they are assigned to the CWP program.	I = Included		This is a standard function of the ATIMS system. In the Actually not a relapse but a transfer to CWP
TSV-44	The solution shall enable users to scan inmates at the CWP location. The solution must automatically mark the inmate as present once the inmate is scanned into the location.	N = Not Included	160	ATIMS will develop batch entry for our Alt Sent work sites to meet this requirement. OCS D must also choose the enhancement for TSV-24 and MO-03. ATIMS assumes the ATIMS solution will be running at the CWP site. Scanning would be done via mag strip read.
TSV-45	The solution shall enable users to scan inmates out of a location.	N = Not Included		Included in TSV-44

TSV-46	The proposed solution automatically send a notification to the appropriate personnel if an inmate is absent from the CWP program.	I = Included		This functionality is currently in development as part of the ATIMS product evolution. This will be available to OCSD at NO COST.
TSV-47	The solution shall provide the capability for appropriate personnel to terminate an inmate's CWP assignment.	I = Included		This is a standard function of the ATIMS alternative sentencing module.
TSV-48	The solution shall provide users with the ability to notify appropriate personnel and departments if an inmate has been terminated from the CWP.	I = Included		This is a standard function of the ATIMS alternative sentencing module.
TSV-49	The solution shall automatically notify Records and Accounts if an inmate has not been terminated but allowed to continue so that Records can modify and update the sentence and Accounts can charge the inmate \$90.	I = Included		This functionality is currently in development as part of the ATIMS product evolution. This will be available to OCSD at NO COST.
TSV-50	The solution shall enable users to create a list of in-custody inmates who are eligible for the Electronic Monitoring Program based on specific, user-configurable criteria.	C = Configurable	16	ATIMS will configure a customer queue to provide this solution
TSV-51	The proposed solution enable users to conduct a query of external systems and review the returned information. These systems include, but are not limited to : a. LARS b. ELETE c. VISION d. OCN	N = Not Included		Included in CL-11
TSV-52	The solution shall enable users to create a final list of qualified candidates for the EMP program based on the results of the external checks.	C = Configurable		This is a standard function of the ATIMS alternative sentencing module with the use of inmate flags.
TSV-53	The solution shall enable users to document the results of staff interviews with the qualified candidates.	I = Included		This is a standard function of the ATIMS alternative sentencing module.
TSV-54	The solution shall enable users to document residential checks conducted by EMP personnel.	I = Included		This is a standard function of the ATIMS alternative sentencing module.
TSV-55	The solution shall enable users to generate EMP paperwork that can be digitally signed by an inmate or signed/scanned into the IJMS.	C = Configurable		This is a standard function of the ATIMS alternative sentencing module using the forms engine.
TSV-56	The solution shall support the initiation of the release process for those inmates that have been assigned to the EMP program.	I = Included		This is a standard function of the ATIMS alternative sentencing module.

TSV-57	The solution shall enable EMP staff to assign qualified inmates to the EMP program.	I = Included		This is a standard function of the ATIMS alternative sentencing module.
TSV-58	The solution shall enable EMP staff to document the EMP tracking alarm and related actions that occur if the alarm is triggered	I = Included		This is a standard function of the ATIMS alternative sentencing module.
TSV-59	The solution shall send a notification to the appropriate staff, if a decision is made to return an EMP inmate back to custody	I = Included		This is a standard function of the ATIMS alternative sentencing module.
TSV-60	The solution shall enable a user to document the results of a compliance visit to an inmate on the EMP program	I = Included		This is a standard function of the ATIMS alternative sentencing module.
TSV-61	The solution shall track recidivism rates for inmates participating in programs or volunteer groups.	C = Configurable		ATIMS will configure a custom report to provide this solution
TSV-62	The solution shall track the programs and services in which an inmate has participated while in-custody so staff can determine which classes best reduce recidivism.	I = Included		This is a standard function of the ATIMS programs module
TSV-63	The solution shall enable users to record an inmate's appeal of a program denial decision.	N = Not Included	160	ATIMS will add this functionality to the base product to meet the requirement.
TSV-64	The solution shall provide users with the capability to maintain a field visit calendar for subjects in OCSD programs.	I = Included		This is a standard function of the ATIMS programs module
TSV-66	The solution shall automate court screening forms.	C = Configurable		This is a standard function of the ATIMS programs module using the forms engine.
TSV-67	The solution shall provide the ability for users to author letters regarding inmates' participation in programs to include, but not be limited to: program noncompliance, program completion, or the cancellation/termination of an inmate's participation in the program.	C = Configurable		This is a standard function of the ATIMS programs module using the forms engine.
TSV-62	The solution shall provide the ability for users to record an inmate's baseline skill level prior to entering a program as well as his/her new skill level upon program completion (e.g. an inmate's literacy level before and after program.)	C = Configurable		Usually done via forms but ATIMS will be putting these fields in to the base system as an enhancement for another client. These new field will be provided at NO COST to OCSD.
TSV-63	The solution shall support the capability for users to generate CWP paperwork that can either be digitally signed by the inmate or hard copy signed/scanned into IJMS.	C = Configurable		This is a standard function of the ATIMS programs module using the forms engine.
TSV-64	The solution shall enable users to track the status of equipment issued by the EMP program, i.e. returned/issued/serviced, etc.	I = Included		This is a standard function of the ATIMS programs module

TSV-65	The proposed system must support an OCSD-defined risk assessment tool to assist users with identifying inmates who may be eligible for work programs, in-custody treatment programs, educational programs, vocational training. The criteria for these assessments should be user defined and configurable.	C = Configurable		This is a standard function of the ATIMS programs module
TSV-66	The proposed system should allow users to track and manage inmate who are on alternative custody, work furlough, and work release programs. The system should also provide users with the ability to separate these inmates from those who are "in custody".	I = Included		This is a standard function of the ATIMS programs module
TSV-67	The proposed system must provide users with the ability to record field visit notes about inmates participating in programs.	I = Included		This is a standard function of the ATIMS programs module
TSV-68	The solution shall enable instructors to record progress notes on inmates who are participating in programs.	I = Included		This is a standard function of the ATIMS programs module
Total				73

9.0 Functional Requirements: Inmate Accounts, Cashier

Req #	Requirement Text	Included, Configurable, not Included (I, C, N)	Estimated Hours to Customize	ATIMS Capabilities	Hours that should be in Column D
IAC-01	The solution shall have the capability to support all inmate related accounting transactions at the OCSD based on OCSD policies and procedures.	C = Configurable		ATIMS has a state of the art JMS system that is installed in several California counties. Our accounting module meets the policy and procedures of these agencies. We believe that the ATIMS JMS would also meet the policy and procedure of OCSD but without reviewing them we	

				cannot guarantee this.	
IAC-02	The solution shall follow generally accepted accounting principles.	I = Included		This is standard in the ATIMS accounting module	
IAC-03	The solution shall enable an inmate to open an account upon being booked into the OCSD. If the inmate has a old booking number, any credits and debits should transfer over to the new account.	I = Included		This is standard in the ATIMS accounting module	
IAC-04	The solution shall provide users with the ability to establish and administrate parameters under the following categories: a. Preset Restrictions b. Automatic Posting c. Automatic Post History d. Batch Deposits e. Batch Withdrawals f. Cash Drawer (i) Assignment (ii) Deposit/Withdrawal (iii) Reconciliation (iv) Billing (v) Billing History	N = Not Included		We believe we have all but some of the batch processes functionality will need to be added to meet this requirement.	160
IAC-05	The solution shall provide functionality to define and administer a General Ledger and its components including, but not limited to the following features: a. Chart of Accounts b. Payees c. Deposit Types d. Withdrawal Types (i) General Withdrawals (ii) Cost Recovery Withdrawals e. Inmate Funds Payable f. Billing Agencies g. Contractors h. Sales Tax	C = Configurable		This is standard in the ATIMS accounting module	

IAC-06	<p>The solution shall provide functionality to create, document and track General Ledger Transactions, including, but not limited to, the following:</p> <ul style="list-style-type: none"> a. Deposits <ul style="list-style-type: none"> (i) Receive (ii) Prepare b. Write Checks <ul style="list-style-type: none"> (i) Check Register c. Transfer Funds d. Bank Reconciliation e. Year-end Close f. Print Bond Checks 	C = Configurable		This is standard in the ATIMS accounting module	
IAC-07	<p>The solution shall provide the ability for users to process and document deposits of monies as a result of activities such as:</p> <ul style="list-style-type: none"> a. Receiving b. Mail c. Visits d. Prison Payrolls g. Kiosk i. Work Release/Direct Deposit Checks j. Grievances Receivable k. Refunds for all Accounts w/Revenue Fees Untouched (Check Fees, Commissary Fees, Notary Fees) 	C = Configurable		This is standard in the ATIMS accounting module	
IAC-08	<p>The solution shall support the ability to accept or reject payment of bail through multiple methods such as, but not limited to:</p> <ul style="list-style-type: none"> a. Kiosk b. On-line c. Cashier's window d. Phone call 	C = Configurable		The Kiosk and online functions would be an interface to the Contractors of those systems. All other functionality is available. All included interfaces have been quoted in the cost proposal.	
IAC-09	<p>The solution shall check the mode of payment and accept or reject the transaction. (For example, Kiosk, On-line and Phone calls can only be done for misdemeanors.)</p>	I = Included		Per the example can be accomplished restriction flags would be put in an interface for phone calls, kiosk, On-line.	
IAC-10	<p>The solution shall support the ability of users to record details about the person posting bail.</p>	I = Included		This is standard in the ATIMS accounting module	

IAC-11	The solution shall enable a user to print a bail/bond receipt both initially and at later date.	I = Included		This is standard in the ATIMS accounting module	
IAC-12	The solution shall allow users to record bail payments for one/multiple charges/cases.	I = Included		This is standard in the ATIMS accounting module	
IAC-13	The solution shall allow users to record and maintain bail information on each subject booked into the jail, including the stacking of bail if the subject is booked on multiple charges.	C = Configurable		This is standard in the ATIMS accounting module	
IAC-14	The solution shall notify personnel that a bail/bond has been posted.	I = Included		This is standard in the ATIMS accounting module	
IAC-15	The solution shall be capable of interfacing with a variety of kiosk and on-line systems to enable payment transactions to be ingested into the system	N = Not Included		Included in IAC-08	
IAC-16	The solution shall support the ability to create a pending transaction list for all the bail amounts that have been posted through different channels. This list should be viewable by the cashier or an authorized person.	C = Configurable		As part of the interface ATIMS would create the bail posting and create a request engine item to show those items to be review.	
IAC-17	The solution shall enable the cashier to view and approve each transaction. The cashier should also have the ability to process multiple transactions at one time, if these are similar transactions	I = Included		This is standard in the ATIMS accounting module	
IAC-18	The solution shall provide a notification to records once bail/bond is paid so that the release process can be initiated.	I = Included		This is standard in the ATIMS accounting module	
IAC-19	The solution shall enable the cashier to process a bond payment.	I = Included		This is standard in the ATIMS accounting module	
IAC-20	The solution shall support the capability to record bond postings and the name of the bonding company. It must include the ability to store entered bond company addresses for future utilization.	I = Included		This is standard in the ATIMS accounting module	

IAC-21	The solution shall enable an authorized user to perform transactions through multiple means such as, but not limited to: a) Money for Commissary use b) CWP Payment c) Weekender Payment d) Bail or Self Bail e) ICE Work Program f) CJAF Payments	I = Included		This is standard in the ATIMS accounting module	
IAC-22	The solution shall enable an authorized user to reconcile the transactions and the money collected with the actual cash/ other monies in the lock box.	I = Included		This is standard in the ATIMS accounting module	
IAC-23	The solution shall support the capability to deposit money into an inmate's account once it has been approved.	I = Included		This is standard in the ATIMS accounting module	
IAC-24	The solution shall display an inmate's cash balance on the property receipt at the time of release.	N = Not Included	16	ATIMS will make this change to the base system to meet this requirement.	
IAC-25	The solution shall display inmate account information upon release. (An inmate signs a request form for the balance of their account at time of release.)	I = Included		This is standard in the ATIMS accounting module	
IAC-26	The solution shall support the capability to assess fees for an inmate and/or arresting agency/hold agency. Fee schedule should allow for a one-time fee or recurring fees and should calculate the fee(s) based on a date range. System should allow for setting fee payment schedule. Recording a payment should debit the inmate account.	N = Not Included	40	ATIMS will provide for a one time fee that is triggered off the booking event and will insert a fee against the inmates account. Should the inmate have any money on his account it will attempt to repay. Reoccurring fees will be done on a nightly run based by provided rules.	
IAC-27	The solution shall support the capability for users to create an unlimited number of fee types with an associated fee amount that are user-configurable.	I = Included		This is standard in the ATIMS accounting module	
IAC-28	The solution shall support the capability to enter arresting agency information including agency name, agency type, fee types, fee amounts, etc.	I = Included		This is standard in the ATIMS accounting module	

IAC-29	The solution shall support use of digital signatures for the release of money to either an inmate or an approved third party. Use of biometrics is also desired.	N = Not Included	80	ATIMS does not currently collect signatures for the release of money. This functionality will be added based on this requirement.	
IAC-30	The solution shall support the capability to generate alerts when inmates transfer user-defined amounts of money or x number of transactions. Users must be able to set limits.	N = Not Included	120	ATIMS will create an internal event for transaction and create admin rules to allow for notification via the request engine.	
IAC-31	The solution shall support audits and procedures used for balancing a cash drawer.	I = Included		This is standard in the ATIMS accounting module	
IAC-32	The solution shall enable an inmate to review debits/deposits to his/her account via a kiosk.	I = Included		This is standard in the ATIMS accounting module	
IAC-33	The solution shall notify users of missed payments for programs (i.e. work release, electronic monitoring, or any future programs.)	I = Included		This is a future functionality that is currently in development for another client and will be available to OCSD at NO COST	
IAC-34	The solution shall enable users to print inmate bank account disbursement payments automatically for an inmate for release or transfer to another facility. This must include debit payment.	I = Included		This is standard in the ATIMS accounting module	
IAC-35	The solution shall display inmate bank account and transaction history by name or booking OR OCN number.	I = Included		This is standard in the ATIMS accounting module	
IAC-36	The solution shall provide accounting reports.	I = Included		This is standard in the ATIMS accounting module	
IAC-37	The solution shall enable users to record details of persons depositing money into an inmate account.	I = Included		This is standard in the ATIMS accounting module	
IAC-38	The solution shall provide authorized users with the ability to correct inmate bank account transaction errors.	I = Included		This is standard in the ATIMS accounting module	

IAC-39	<p>The solution shall support the capability to generate a list of the following for the Cashiers group:</p> <ul style="list-style-type: none"> a) Inmates that need to pay Med Co-Pay (daily) b) Detainee roster for ICE Work Program (daily) c) TCPP releases (daily) d) Community Work Program participants e) Weekender Program participants f) Collection of CJAF (Criminal Justice Administrative Fees) payable to OCSD. g) Electronic Monitoring Program participants h) All inmates being transferred to Federal & State Prisons, and other Law Enforcement entities i) Money Orders/Checks received through the mail j) Pre-Release Roster 	C = Configurable		These items will be configured as either custom queues or as custom reports depending on OCSD needs.	
IAC-40	<p>Create a digital input to replace the following current items requested by the Cashier Group:</p> <ul style="list-style-type: none"> a) Jail Cash receipts b) Cash Withdrawal Slip c) Master Daily Cash Activity Report d) Shift Cash Activity Sheet e) Bail Receipt f) Bond Receipt g) A/C Cash Receipt Upload Form h) Commissary Deposit Transmittal Report i) Unclaimed Funds Transfer Report j) Weekender Transmittal Report k) CWP Transmittal Report l) Account Closeout/ Release Sheet 	C = Configurable		These items will be configured as either custom queues or as custom reports depending on OCSD needs.	
IAC-41	<p>The solution shall support the capability to interface with the Court systems to enable a digital record to be sent to the courts for Bails & Bonds received in any given period.</p>	C = Configurable		This is available within the ATIMS interface engine. All included interfaces have been quoted in the cost proposal.	

IAC-42	The solution shall support the need to share Cashier Group information with Financial Group (read only access) relating to: a) Bails and Bonds b) Kiosk Deposits c) Commissary Deposits d) WEK & CWP Deposits e) Transfer of Funds from Jail Cashiering to Financial and vice versa f) Transfer of Funds to and from Jail Cashiering Trust Fund	C = Configurable		This is standard in the ATIMS accounting module	
IAC-43	The solution shall have the capability of creating detailed billings for federal, state, and other agencies.	I = Included		This is standard in the ATIMS accounting module	
IAC-44	The solution shall have the capability to bill back ICE for detainee activities including, but not limited to the tracking of escort guard rates, stationary guards and work programs.	C = Configurable		These items will be configured as either custom queues or as custom reports depending on OCSD needs.	
IAC-45	The solution shall enable users to enter events that may or may not have a cost associated with them (including co-payments) and report them to an external accounting system. Users should have the option of reporting when this occurs.	I = Included		This is standard in the ATIMS accounting module	
IAC-46	The solution shall have the capability to record the receipt and return of welfare (SSI) checks and child support checks.	I = Included		This is standard in the ATIMS accounting module	
IAC-47	The solution shall interface with the Commissary Group regarding: a) Daily sales and revenue b) Sales reversals c) Welfare charges and reimbursements d) Claims	I = Included		This is available within the ATIMS interface engine. All included interfaces have been quoted in the cost proposal.	

IAC-48	The solution shall provide the capability to document and track all funds withdrawn from inmate accounts such as but not limited to: a) Bail or Self Bail b) Medical Co-Pay c) Release of cash to a third party d) Correctional Programs e) Commissary Purchase f) In Custody Release g) Release/Close account h) CWP i) Weekenders	I = Included		This is standard in the ATIMS accounting module	
IAC-49	The solution shall interface with external systems/ agencies to send forms electronically to agencies such as, but not limited to:: a) Financial – Auditor-Controller accounting forms b) Commissary – Transmittals/ Deposits c) CMS/HCA – copy of Transmittal - Med Co-Pay Collections d) Jail Records – Bail and Bond Receipts e) CWP/WEK deputies – Fee Collections f) Courts	I = Included		This is standard in the ATIMS accounting module	
IAC-50	The solution shall support the capability to enable the records staff to flag an inmate that may be eligible for self bail so that the inmate may be provided with that option.	I = Included		This is standard in the ATIMS accounting module	
IAC-51	The solution shall support the capability to provide inmate account balances in real-time. Balance must be linked to the inmate's active booking number.	I = Included		This is standard in the ATIMS accounting module	

10. Functional Requirements: Incidents

Req #	Requirement Text	Included, Configurable, not Included (I, C, N)	Estimated Hours to Customize	ATIMS Capabilities
II-01	The solution shall provide users with the ability to record incidents identifying specific incident types, dates, name, location and narrative and any legal processes that are in effect as well other criteria to assist institutions in data collection, in compliance with OCSD policy and procedures.	I = Included		ATIMS has a state of the art JMS system that is installed in several California counties. Our incident module meets the policy and procedures of these agencies. We believe that the ATIMS JMS would also meet the

				policy and procedure of OCSD but without reviewing them we cannot guarantee this.
II-02	The solution shall provide the capability for users to document both minor and major incidents.	I = Included		This is a standard function of the ATIMS incident subsystem
II-03	The solution shall provide users with the capability to capture information about a minor incident such as, but not limited to: <ul style="list-style-type: none"> a. Date and Time of Incident b. Reporting Deputy c. Location d. Narrative e. Recommendation 	I = Included		This is a standard function of the ATIMS incident subsystem
II-04	The solution shall provide the capability to forward a report to the supervisor for review, approval and digital signature once the report has been completed.	I = Included		This is a standard function of the ATIMS incident subsystem
II-05	The solution shall provide the ability to enable a supervisor to re-route a report for corrections with comments. It must include the ability to capture electronic signatures.	I = Included		This is a standard function of the ATIMS incident subsystem
II-06	The solution shall enable a user to print the report and scan/upload once the inmate has signed, or allow inmate to sign digitally.	I = Included		This is a standard function of the ATIMS incident subsystem
II-07	The solution shall provide users with the ability to route notifications to the appropriate departments once the inmate accepts the report	I = Included		This is a standard function of the ATIMS incident subsystem
II-08	The solution shall provide users with the ability to convert a minor incident into a major incident based on the inmate becoming a habitual offender.	I = Included		This is a standard function of the ATIMS incident subsystem
II-09	The solution shall provide users with the ability to copy the same incident report to multiple inmate records by quickly identifying the inmates that had the same report to be written.	I = Included		This is a standard function of the ATIMS incident subsystem
II-10	The solution shall provide the capability to document the inmate's appeal to the minor disciplinary notice. The system should support the use of a kiosk for submitting this appeal.	N = Not Included	320	At other clients ATIMS has always used the grievance module for submitting an appeal of an incident. To meet this requirement ATIMS will add

				appeals to the incident module based on this requirement
II-11	The solution shall provide the capability for the appeal to appear in the sergeant's queue.	N = Not Included		Included in II-10
I-12	The solution shall enable the sergeant to document the official response to an appeal.	N = Not Included		Included in II-10
II-13	The solution shall enable users to print the response and then upload the signed / scanned copy. Inmate may also digitally sign the report.	N = Not Included		Included in II-10
II-14	The solution shall provide the capability to check whether an appeal to a minor incident was submitted within 48 hours after the inmate was notified. If the time is greater, the solution must alert the user that the appeal is no longer valid. *NOTE: 48 hour time should be user-definable	N = Not Included		Included in II-10
II-15	The solution shall provide the capability to document a major incident. The user should capture fields such as, but not limited to: a. Date and Time b. Location c. Incident narrative d. Type of incident (criminal, non-criminal) f. Other witnesses g. DR number h. Office information and other information	I = Included		This is a standard function of the ATIMS incident subsystem
II-16	The solution shall provide the capability to send the required information, via an interface, to the computer aided dispatch (CAD) system to obtain a disciplinary report number.	N = Not Included	120	ATIMS will create an event trigger or nightly run to retrieve the number needed. We will create a new field for disciplinary report number that will be view only within the ATIMS system to meet this requirement
II-17	The solution shall be able to receive the disciplinary report number from the CAD system.	N = Not Included		Included in II-16
II-18	The solution shall store the disciplinary report number along with the incident number that was provided when the incident was initiated.	N = Not Included		Included in II-16
II-19	The solution shall provide the capability to forward a report to the supervisor for review, approval and digital signature after the report has been completed.	I = Included		This is a standard function of the ATIMS incident subsystem

II-20	The solution shall provide the ability for a supervisor to review, approve and digitally sign the report. If there are errors, the supervisor can re-route the report to the initiator until the error is corrected and the approval process is completely executed.	I = Included		This is a standard function of the ATIMS incident subsystem
II-21	The solution shall enable users to print out a notice of violation which must be signed by the inmate then scanned, or digitally signed by the inmate using a handheld device.	I = Included		This is a standard function of the ATIMS incident subsystem. The digital signature is not supported on a handheld device at this time. That functionality will be available in Version 2 of the ATIMS system
II-22	The solution shall support the capability of a user to forward the violation to the sergeant's queue once the action is completed by the supervisor.	I = Included		This is a standard function of the ATIMS incident subsystem
II-23	The solution shall enable sergeants to schedule hearings.	I = Included		This is a standard function of the ATIMS incident subsystem
II-24	The solution shall enable users to document hearing results.	I = Included		This is a standard function of the ATIMS incident subsystem
II-25	The solution shall enable a sergeant to create a disciplinary package which can be previewed.	C = Configurable		This is a standard function of the ATIMS incident subsystem
II-26	The solution shall enable a sergeant to route the violation to the disciplinary sergeant's queue for review and further action.	I = Included		This is a standard function of the ATIMS incident subsystem
II-27	The solution shall enable the disciplinary sergeant to send the packet back to the sergeant for any necessary modifications.	I = Included		This is a standard function of the ATIMS incident subsystem
II-28	The solution shall enable the disciplinary sergeant to apply the punishment (sanctions) to the violation and then forward it to the watch commander for approval	I = Included		This is a standard function of the ATIMS incident subsystem
II-29	The solution shall enable the watch commander to return the disciplinary packet and the notice of punishment back to the disciplinary sergeant for any required modifications.	I = Included		This is a standard function of the ATIMS incident subsystem
II-30	The solution shall enable the housing deputy to print out the advisement of punishment to provide to the inmate. The solution must enable a user to scan and store a signed copy of the advisement of punishment or have the ability to obtain the inmate's signature digitally	I = Included		This is a standard function of the ATIMS incident subsystem
II-31	The solution shall support the capability to notify all appropriate departments of an advisement of punishment and create appropriate alerts.	I = Included		This is a standard function of the ATIMS incident subsystem

II-32	The solution shall support the capability to track timeframes to ensure that the hearing occurs within 72 hours of an inmate being served a notice of violation. The IJMS must create an alert or notification at pre-determined times to let appropriate personnel know that the time is lapsing.	I = Included		This is a standard function of the ATIMS incident subsystem. In the ATIMS this is handled by queries and not alerts.
II-33	The solution shall apply an automatic 24 hour delay to the hearing time unless waived by the inmate. Should the inmate choose to waive the 24 hour delay, this waiver must be documented in the IJMS. *Note Time period should be user-configurable.	N = Not Included	80	ATIMS will add this functionality based on this requirement.
II-34	The solution shall enable a user to document that an inmate has appealed an advisement of punishment.	N = Not Included		Included in II-10
II-35	The solution shall support the capability to check whether the date of appeal is within the 14 day period after the advisement of punishment was handed to the inmate. *Note Time period should be configurable.	N = Not Included		Included in II-10
II-36	The solution shall support the capability to reject an appeal if outside the 14 day period. However, the solution must provide the capability to enable the appropriate staff to override the rejection after documenting the reason and the user id of the person that has overridden the rejection.	N = Not Included		Included in II-10
II-37	The solution shall support the capability to suspend a punishment after the appeal has been accepted.	I = Included		This is a standard function of the ATIMS incident subsystem
II-38	The solution shall support the capability to route an appeal to the facility commander's queue.	N = Not Included		Included in II-10
II-39	The solution shall support the capability to document the response to an appeal.	N = Not Included		Included in II-10
II-40	The solution shall enable users to print out the advisement of appeal, scan and store a copy signed by the inmate and/or support the capability to get the advisement of appeal signed digitally by the inmate.	N = Not Included		Included in II-10
II-41	The solution shall generate a unique number for each report and identify whether it is a minor or major one.	I = Included		This is a standard function of the ATIMS incident subsystem
II-42	The solution shall enable a user to lock a report once it has been closed.	I = Included		This is a standard function of the ATIMS incident subsystem

II-43	The solution shall support the capability to create dashboards and reports that enable management to view trends and patterns filtered by multiple criteria such as, but not limited to facilities, date range, types of incidents, locations, inmates.	N = Not Included	120	ATIMS will create a custom report for OCS D to meet this requirement.
II-44	The solution shall support the capability to display the current status of the incident - adjudicated or appeal pending.	I = Included		This is a standard function of the ATIMS incident subsystem
II-45	The solution shall enable users to execute a query based on parameters such as, but not limited to: Jail Incident number (JI), Disciplinary Report number (DR) that shows historical information about incidents as well as prior incarceration history.	I = Included		This is a standard function of the ATIMS incident subsystem
II-46	The solution shall support the capability of linking an incident to the source as the result of inmate searches.	I = Included		This is a standard function of the ATIMS incident subsystem
II-47	The solution shall enable users to link incident reports related to any event that occurs within the facility/floor/unit/cell. This information will include details of the incident, parties involved, responsibility of each party, and immediate action taken. An unlimited number of narratives can be saved or linked to a single incident by a single user identification or multiple users identifications.	I = Included		This is a standard function of the ATIMS incident subsystem
II-48	The solution shall enable users to record details of staff and inmate interviews.	I = Included		This is a standard function of the ATIMS incident subsystem
II-49	The solution shall provide the ability to apply multiple violations and violation severity to a single incident report.	I = Included		This is a standard function of the ATIMS incident subsystem
II-50	The solution shall enable users to add new narratives to Incident reports that have been previously approved. Adding a narrative after approval must cause the incident to be re-submitted for approval.	I = Included		This is a standard function of the ATIMS incident subsystem
II-51	The solution shall enable users to enter privilege restrictions resulting from a hearing. This should include a start date/time and should link to any associated modules within the system (visiting, commissary, etc.). Sanctions should automatically expire on the end date/time. System must allow for the unlimited number of user-configurable sanction types.	I = Included		This is a standard function of the ATIMS incident subsystem

II-52	The solution shall provide a means for users to search and track incidents by inmate, OCN number, charge code, incident location, incident number, or other incident descriptors (use of force, facility damage, contraband, inmate violence, violence against staff, etc.)	I = Included		This is a standard function of the ATIMS incident subsystem
II-53	The solution shall enable users to submit incident reports using a OCSD-provided form format. Certain data elements on this form must be configurable with drop down menus. Data entered into certain fields should be searchable for reporting requirements and administrative review.	N = Not Included	160	ATIMS current structure uses predefined formats for all incident reports. To meet this requirement ATIMS will revamp of incident forms and printing to make them configurable on a per agency basis.
II-54	The solution shall support the capability to restrict access to any Incident reports of a sensitive or personal nature.	N = Not Included	120	ATIMS will use incident flags and apply user rights to review and edit incidents flagged as such
II-55	The proposed system must support the capability to track the sources of incident reports such as, but not limited to: use of force, violence against staff, inmate to inmate violence, contraband, facility damage, disciplinary action, and hearing requirements.	I = Included		This is a standard function of the ATIMS incident subsystem
II-56	The solution shall be configurable to include the report control number on all of the printed reports within the incident reporting module. This includes, but is not limited to, an Incident Report, Disciplinary Report and Appeals form.	N = Not Included		Included in II-53

11. Functional Requirements: Investigations (Special Handling)

Req #	Requirement Text	Included, Configurable, not Included (I, C, N)	Estimated Hours to Customize	ATIMS Capabilities
INV-01	The solution shall provide users with the ability to process and document investigations in compliance with OCSD policy and procedures.	I = Included		ATIMS has a state of the art JMS system that is installed in several California counties. Our classification module is used for investigative functions and meets the policy and procedures of these agencies. We believe that the ATIMS JMS would also meet the policy and procedure of OCSD but without reviewing

				them we cannot guarantee this.
INV-02	The solution shall provide users with the ability to initiate an investigation based on: <ul style="list-style-type: none"> a. Inmates referred from other departments for Special Handling b. Roster that lists inmates scheduled for release 	I = Included		This is a standard function of the ATIMS system
INV-03	The solution shall provide users with the ability to record initial information including, but not limited to: <ul style="list-style-type: none"> a. Referral source/ department b. Date and time received 	N = Not Included	320	ATIMS will create a new module under under classification titled investigation will be buit. This module will include attachments and forms as well as other investigative functions.
INV-04	The solution shall enable authorized personnel to conduct queries of other databases such as, but not limited to: <ul style="list-style-type: none"> a. AJS b. ELETE c. LARS, d. EZ Payment System – Inmate funds database (kiosk, online), e. VISION – Criminal and Traffic court database, f. COPLINK – inter-agency law enforcement contact database, g. CALGANGS – interagency state (CA) gang database. h. GTL - Global Telecommunications Link – Jail phone recording database, i. TAGRS – Orange County graffiti tracking/reporting system 	N = Not Included		Included in CL-11
INV-05	The solution shall organize search results in a manner that is easy for an investigator to understand.	I = Included		This is a standard function of the ATIMS system
INV-06	The solution shall enable an investigator to click on a specific result and retrieve further details.	I = Included		This is a standard function of the ATIMS system

INV-07	The solution shall enable an investigator to automatically create and route an OCSD-defined report of inmates scheduled for release to the Command Staff and/or Classification.	C = Configurable		This is a standard function of the ATIMS system
INV-08	The solution shall support the ability for an authorized user to forward the report created in the prior requirement to the appropriate Command Staff and/or Classification.	I = Included		This is a standard function of the ATIMS system
INV-09	The solution shall enable authorized users to add an inmate to the mail cover list.	N = Not Included		Included in IM-10
INV-10	The solution shall provide users with the ability to notify mail staff and other appropriate personnel if an inmate is included in the mail cover list.	N = Not Included		Included in IM-10
INV-11	The solution shall provide the ability for an authorized user to modify the status of an investigation and capture the user id, modification, date, time and reason.	I = Included		This is a standard function of the ATIMS system
INV-12	The solution shall enable a user to generate a monthly report of ongoing investigations.	N = Not Included		Included in INV-03
INV-13	The solution shall provide the ability for a user to create, capture, and retain a paper report of the investigation.	N = Not Included		Included in INV-03
INV-14	The solution shall be capable of storing pictures related to specific investigations when the results are returned from multiple sources.	I = Included		This is a standard function of the ATIMS system

3. Functional Requirements: Movement

Req #	Requirement Text	Included, Configurable, not Included (I, C, N)	Estimated Hours to Customize	ATIMS Capabilities
MO-01	The solution shall have the ability to regulate inmate movement in compliance with the OCSD policies and procedures.	I = Included		ATIMS has a state of the art JMS system that is installed in several California counties. Our Facilities module meets the policy and procedures of these agencies. We believe that the ATIMS JMS would also meet the policy and procedure of OCSD but without reviewing them we cannot guarantee this.

MO-02	The solution shall provide for the real time recording of an inmate's departure or arrival at any number of user-defined locations throughout the jail/court system.	I = Included		This is a standard function of the ATIMS facility module.
MO-03	The solution shall support various mechanism for tracking inmate movement including, but not limited to: <ul style="list-style-type: none"> a. Bar code b. ID Cards c. RFID (Radio Frequency Identification Device) d. Manual entry of departures and arrivals e. Biometric techniques 	N = Not Included	640	ATIMS will built the functionality to meet this requirement. Barcodes and Id cards would be a keyboard reader attached to a work station. Biometrics would use ATIMS biometrics and be attached to a work station. In all 3 cases the system would go into a read mode and scan inmates as they pass. Manual entry is currently available. RFID would be an interface with a 3rd part RFID Contractor. The interface to an RFID Contractor was not quoted as there was no specified Contractor.
MO-04	The solution shall support real time movement tracking.	I = Included		This is a standard function of the ATIMS facility module.
MO-05	The solution shall record, and maintain the history of, all movement of an inmate (inmate, date and time, location). The history starts with the arrival of the inmate at the receiving/booking area and ends with release.	I = Included		This is a standard function of the ATIMS facility module.
MO-06	The solution shall remove an inmate from the physical facility count when the inmate departs the OCS D facilities. The inmate may still remain on the count as long as the inmate has not been released.	I = Included		This is a standard function of the ATIMS facility module.
MO-07	The system should support business rules including, but not limited to: <ul style="list-style-type: none"> a. An inmate's departure from an OCS D-defined location will remove the inmate from the count in that location and place the inmate in an "in-transit" count location b. The arrival of an inmate at any OCS D-defined location will remove the inmate from the 'in-transit' count location and add 	C = Configurable		This is a standard function of the ATIMS facility module.

	the inmate to the system count for that location			
MO-08	The solution shall provide users with the ability to move a group of inmates and allow for exceptions.	I = Included		This is a standard function of the ATIMS facility module.
MO-09	The solution shall allow for "in-transit" time which is defined as the time elapsed between when an inmate departs from one location and arrives at a destination.	N = Not Included		ATIMS does not currently display this information. ATIMS will make changes to show elapsed on the check out displays to meet this requirement at NO COST to OCSD
MO-10	The system must provide for the ability to define the acceptable length of time for an inmate to be 'in transit'.	N = Not Included	160	ATIMS will build this as a configurable item per location in the ADMIN module.
MO-11	The system must send an alert/notification whenever an inmate is 'in transit' longer than a pre-defined period that has been determined to be acceptable.	N = Not Included		Included MO-10 Notification would be by color coding in a viewer
MO-12	The proposed solution shall provide the ability for non-scheduled inmate movements. The system must minimize the number of necessary transactions for staff to facilitate a move.	I = Included		This is a standard function of the ATIMS facility module.
MO-13	The solution shall ensure that locations are OCSD-defined. These may include internal locations (i.e. housing units, classrooms, program rooms, visiting rooms), or external locations (i.e. court, hospital, outside work crew).	C = Configurable		This is a standard function of the ATIMS facility module.

MO-14	<p>The solution shall provide accurate reports to include parameters such as, but not limited to:</p> <ul style="list-style-type: none"> a. The inmate's name, date, time, location and arrival and departure from the reported location b. The movement of a single inmate during a defined period of time c. The movement of a selected set of inmates during a defined period of time d. The movement of all inmates to and/or from a single location during a defined period of time; and e. The movement of a selected set of inmates to and/or from a single location during a defined period of time 	N = Not Included	40	ATIMS will build these reports as described to meet this requirement
MO-15	The solution shall ensure that all inmates' movements are integrated with the count module to provide for the real time system count of inmates at all locations.	I = Included		This is a standard function of the ATIMS facility module.
MO-16	The solution shall issue an alert/flag should inmates with active separation orders be moved to the same location. User must be able to override and input the reason.	I = Included		This is a standard function of the ATIMS facility module.
MO-17	The solution shall have an integrated movement, count and scheduling modules within the IJMS.	I = Included		This is a standard function of the ATIMS facility module.
MO-18	The solution shall provide the ability for an inmate to swipe his/her ID card to signify checking out of an originating location.	N = Not Included		Included in Mo-03
MO-19	The solution shall enable a user to check the scheduling module and identify the event that an inmate is attending, such as, but not limited to: programs, visits, etc.	I = Included		This is a standard function of the ATIMS facility module.

MO-20	The solution shall enable a deputy to view the inmate's destination. The solution must display the inmate's name, destination location, any caution codes and alerts.	I = Included		This is a future functionality that is currently in development as part of the ATIMS system evolution and will be available to OCSD at NO COST
MO-21	The solution shall enable a deputy to verify the provided information and confirm that the inmate's destination is valid. If it is not valid, then an alert must be generated. If the inmate is scanned into an erroneous destination, the system should alert the user.	I = Included		At the time of a check out ATIMS validates the destination by checking for conflicts with Keep separates, Gender and privileges.
MO-22	The solution shall enable a user to check an inmate out of a location, decrease the location count, and place the inmate in an "in-transit" status.	I = Included		This is a standard function of the ATIMS facility module.
MO-23	The solution shall provide enable an inmate to swipe his/her ID card once he/she has arrived at their destination to confirm arrival.	N = Not Included		Included in Mo-03
MO-24	The solution shall provide the capability to move an inmate from an "in-transit" location status to the destination location upon arrival.	I = Included		
MO-25	The solution shall provide the capability to update the location count at the destination location once an inmate has swiped his/her ID card.	N = Not Included		Included in Mo-03
MO-26	The solution shall provide the capability to send an alert to the appropriate personnel if an inmate has not been scanned for a given period of time. This period must be configurable and can be modified to exclude certain events and timeframes.	N = Not Included		Included in Mo-03. Time is defined by the appointment time and in transit time.
MO-27	The solution shall enable an inmate to swipe an ID card upon departure for external trips.	N = Not Included		Included in MO-03
MO-28	The solution shall enable the deputies to check out either a	I = Included		This is a standard function of the ATIMS facility module.

	single inmate or a group of inmates simultaneously.			
MO-29	The solution shall enable a user to decrease the facility count and location count from where the inmate departed, and change the status of the inmate to a user-defined location such as, but not limited to "out to court/ medical/ etc."	I = Included		This is a standard function of the ATIMS facility module.
MO-30	The solution shall enable an inmate that returning from an external location to swipe an ID card to signify his/her arrival.	N = Not Included		Included in MO-03
MO-31	The solution shall enable users to update counts upon inmate return for both the external location as well as the facility.	I = Included		This is a standard function of the ATIMS facility module.
MO-32	The solution shall provide a user with the capability to change an inmate's status from user-defined parameters such as "out to court/medical/etc." to signify that the inmate is back in the facility.	I = Included		This is a standard function of the ATIMS facility module.
MO-33	The solution shall send an alert if an inmate is not back within a specified time limit based on the inmate's schedule.	N = Not Included		This governed by appointment duration and included in MO-03
MO-34	The solution shall enable a user to document if an inmate refuses to attend his/her scheduled events. It must also have the capability to capture an inmate's signature documenting their refusal.	I = Included		This is a standard function of the ATIMS facility module.
MO-35	The solution shall enable deputies to view an inmate's schedule for to see daily and weekly activities.	I = Included		This is a standard function of the ATIMS facility module.
MO-36	The solution shall provide a user with the capability to check an inmate into a specific, user-defined court and specific, user-defined court holding tank.	I = Included		This is a standard function of the ATIMS facility module.
MO-37	The solution shall record the movement of an inmate among	I = Included		This is a standard function of the ATIMS facility module.

	the holding tanks and the various courtrooms.			
MO-38	The solution shall provide the capability to alert appropriate personnel if an inmate is being moved to a courtroom or a holding tank where "keep separate" issues may exist.	I = Included		This is a standard function of the ATIMS facility module.
MO-39	The solution shall enable deputies to use a handheld device to conduct movements or view inmates' profiles in the courts	I = Included		This functionality is available in the mobile version of ATIMS. Mobile device must have continuous network connectivity
MO-40	The solution shall enable the bailiffs to notify the deputies in the holding tank when an inmate is ready to be moved to/from the courtroom.	N = Not Included	160	This functionality will be added to the current enroute function in development to meet this requirement
MO-41	The solution shall provide the capability for a user to verify court paperwork that has been sent to records electronically. (This replaces the need for delivering paper documents to records via transportation bus.)	C = Configurable		This is a standard feature of the ATIMS external attachments subsystem.
MO-42	The solution shall auto-generate a list of inmates to "keep separate" for each court.	I = Included		This is a standard function of the ATIMS facility module.
MO-43	The solution shall provide the capability to view information about "keep separates" in the courtroom via handheld devices.	I = Included		This functionality is available in the mobile version of ATIMS. Mobile device must have continuous network connectivity
MO-44	The solution shall automatically track inmates between court and jail. This can be done using an ID card, RFID and/or barcode or biometric devices.	N = Not Included		Included in Mo-03
MO-45	The solution shall provide the user with the capability to create activity reports for facility management as designated by each facility.	I = Included		This is a standard function of the ATIMS facility module.
MO-46	The solution shall enable a user to direct an electronic notification to an individual or group when an inmate with a specified alert code has moved	C = Configurable		This is a standard configuration of the ATIMS request engine

	housing assignments (i.e. special handling, pre release etc.)			
MO-47	The solution shall automatically generate a list of in-custody inmates by: courtroom, name, sex, classification that may be user-customized to include visual differentiators such as color.	I = Included		This is a standard function of the ATIMS facility module.
MO-48	The solution shall enable a user to electronically "add-on" inmates into a court schedule at court.	I = Included		This is a standard function of the ATIMS facility module.

14. Functional Requirements: Facility Count and Daily Population Report

Req #	Requirement Text	Included, Configurable, not Included (I, C, N)	Estimated Hours to Customize	ATIMS Capabilities
CC-01	The solution shall provide the ability to document the physical count of inmates in compliance with the OCS D policies and procedures. Note: OCS D has two main types of counts - Statistical Body Count (counting bodies) and Module Book Count (face to photo).	I = Included		ATIMS has a state of the art JMS system that is installed in several California counties. Our headcount subsystem meets the policy and procedures of these agencies. We believe that the ATIMS JMS would also meet the policy and procedure of OCS D but without reviewing them we cannot guarantee this.
CC-02	The solution shall provide the capability to support a Statistical Body Count. This is a count that verifies the total number of inmates that are supposed to be within the facility at the statistical body count time.	I = Included		This is a standard function of the headcount subsystem
CC-03	The solution shall support a Module Book Count. The purpose of this count is to verify that the inmates who are expected to be present in the OCS D facility at the time of the Module Book Count are actually present.	N = Not Included	80	The current ATIMS headcount subsystem includes a list of inmates to provide for the module book count. ATIMS will add check boxes to verify the individual inmate

CC-04	The solution shall enable appropriate personnel to identify the type of count to be performed (Statistical/Module).	N = Not Included	120	ATIMS will add this functionality to the current headcount subsystem to meet this requirement
CC-05	For a Statistical Body Count, the solution shall provide the ability for users to enter the official count of inmates in a specific count location/housing unit during count times.	I = Included		This is a standard function of the headcount subsystem
CC-06	For a Module Book Count, the solution shall provide the ability for a deputy to check-off the offender as present based on a physical verification of the offender.	N = Not Included		Included in CC-03 This is not biometric or RFID etc.
CC-07	For an Module Book Count, the solution shall provide the ability for a deputy to utilize a handheld device and biometric techniques such as a fingerprint reader to ensure that the correct inmate is present at the facility.	I = Included		This is a standard function of the headcount subsystem
CC-08	The solution shall autofill the unit location and restrict the Correction Officer in that unit from changing to another unit.	I = Included		This is a standard function of the headcount subsystem
CC-09	The solution shall enable users to perform a count at any time throughout the day and capture the date and time the count is cleared and verified, as well as provide a "free text area" for notes.	I = Included		This is a standard function of the headcount subsystem
CC-10	The solution shall enable users to enter/perform a count at predetermined (per OCSD policy) or unspecified times (in response to any event that may occur).	I = Included		This is a standard function of the headcount subsystem
CC-11	The solution shall provide the ability to determine/mark which locations in a facility are designated as Count Location Areas.	I = Included		This is a standard function of the headcount subsystem
CC-12	The solution shall auto-fill field with the officer's name who completed a particular location count for auditing purposes.	I = Included		This is a standard function of the headcount subsystem

CC-13	The solution shall provide the ability to add/modify the count location tables by facility.	I = Included		This is a standard function of the headcount subsystem
CC-14	The solution must ensure that the officer enters the count without any prior knowledge of what the system has as the actual count.	C = Configurable		This is a standard function of the headcount subsystem
CC-15	The proposed system must have the ability to verify the count and freeze the screen if the officer entered an incorrect count (to eliminate guesswork). Only a supervisor can change a location count after a count has already been saved or enter a count for an offline location. (This is for statistical counts.)	N = Not Included	40	The current ATIMS headcount subsystem does not have this functional permission right. ATIMS will create the new permission right to meet this requirement
CC-16	The solution shall provide a process for the officer to enter a recount figure. The solution must have a reported count field that is locked after first attempt, but a corrected count field that can be changed if necessary.	N = Not Included	40	The current ATIMS headcount subsystem does not have this functional permission right. ATIMS will create the new permission right to meet this requirement
CC-17	The solution shall provide users with the ability to create and print a "temp-out" count report. This report would list all inmates who are out of the facility and show where they are, including, but not limited to: court, hospital, work crew, etc., at the time the report is run.	I = Included		This is a standard function of the headcount subsystem
CC-18	The solution shall have the ability to verify the count by comparing the system-generated number to the officer's input.	I = Included		This is a standard function of the headcount subsystem
CC-19	The solution shall have the ability to display the count verification process in the form of a matrix, showing number in housing units vs. number in out-count locations, and to tally with the census.	I = Included		This is a standard function of the headcount subsystem
CC-20	The solution shall auto-fill the time/date fields for count	I = Included		This is a standard function of the headcount subsystem

	entered as well as count cleared data fields.			
CC-21	The solution shall provide the ability for agencies to produce historical reports regarding area and facility counts.	I = Included		This is a standard function of the headcount subsystem
CC-22	The solution shall provide the ability to conduct a nightly census of all inmates in all OCSD Facilities. This must be used to produce the Daily Population Report.	I = Included		This is a standard function of the headcount subsystem
CC-23	The solution shall identify the custody level for all inmates included in the census. Custody levels include, but are not limited to: <ul style="list-style-type: none"> a. Pre-trial b. Sentenced c. AB 109s (SPOC, parole violators, flash incarceration, etc.) 	I = Included		This is a standard function of the headcount subsystem
CC-24	The solution shall include all inmates that are in the custody of OCSD (including those that have moved in and moved out) in the census.	I = Included		This is a standard function of the headcount subsystem
CC-25	The solution shall have the ability to display the census verification process in the form of a matrix, showing number in housing units vs. number in out-count locations, and totals included in the census.	I = Included		This is a standard function of the headcount subsystem
CC-26	The solution shall capture all status types and include in the census.	I = Included		This is a standard function of the headcount subsystem
CC-27	The solution shall provide the ability to include inmates who are in admissions and have not yet been assigned to a housing location.	I = Included		This is a standard function of the headcount subsystem
CC-28	The solution shall include all discharges up to the actual time of the census.	I = Included		This is a standard function of the headcount subsystem
CC-29	The solution shall provide the ability for users to view scheduled events in order to	I = Included		This is a standard function of the headcount subsystem

	determine inmate location during census.			
CC-30	The solution shall provide the ability for users to view the list of inmates admitted (admission date and time) and released (release date and time) over the last 24 hours up to the current time of the census.	I = Included		This is a standard function of the headcount subsystem
CC-31	The solution shall provide the ability to report the results of the census by individual facility and by all facilities in OCSJ.	N = Not Included	16	ATIMS will build this as a custom report to handle multi facility as ATIMS counts are all facility specific.
CC-32	The solution shall be able to provide the length of stay and average length of stay for inmates that are in the custody of OCSJ.	I = Included		This is a standard function of the headcount subsystem
CC-33	The solution shall provide the user with the ability to view daily head count for ICE detainees for billing ICE, daily head count of AB109 inmates for funding purposes, and other user-defined categories.	I = Included		This is a standard function of the headcount subsystem
CC-34	The solution shall be able to automatically send alerts to appropriate individuals if an inmate has not been scanned for a user-defined time period.	N = Not Included	80	ATIMS will create a background process to run based on OCSJ needs to report this information.
CC-35	The solution shall produce the Daily Population Report automatically from the data available in the IJMS.	I = Included		This is a standard function of the headcount subsystem
CC-36	The solution shall enable users to view the population count for each mod and facility in real-time.	I = Included		This is a standard function of the headcount subsystem

15. Functional Requirements: Medical, Mental Health

Req #	Requirement Text	Included, Configurable, not Included (I, C, N)	Estimated Hours to Customize	ATIMS Capabilities
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MED-01	The solution shall provide the capability to interface to other systems via the Data Exchange Server (DES) currently in place at OCSO including HIPAA requirements.	I = Included		This is available via the ATIMS Interface engine. All included interfaces have been quoted in the cost proposal.
MED-02	The solution shall provide the ability to display medical alerts for inmates. Alert types should be owner-configurable and unlimited(i.e. ADA or Communicable Disease.)	I = Included		This is a standard function of the ATIMS medical system
MED-03	The solution shall provide the ability to support the generation of defined alerts arising from health and psychological screenings via the interface with the TechCare system.	I = Included		This is a standard function of the ATIMS medical system
MED-04	The solution shall provide the ability to enter expiration dates for alerts. Once the expiration date is reached, the solution must alert the appropriate person so that the cause for the alert can be reviewed/renewed/cancelled.	C = Configurable		ATIMS will build a custom queue to show those alerts that are expiring
MED-05	The solution shall provide the ability to receive and store medical alerts, watches and special diets from the TechCare system via an interface.	I = Included		This is a standard function of the ATIMS medical system
MED-06	The solution shall provide the ability to receive and store health or suicide-alerts.	I = Included		This is a standard function of the ATIMS medical system
MED-07	The solution shall provide the ability to record inmate movement to the clinic or other medical appointments.	I = Included		This is a standard function of the ATIMS medical system
MED-08	The solution shall provide users with the ability to prepare inmate identification (badge or similar document) with a bar coded patient identifier that records medication received by the inmate, medical visit/interaction and/or after-incident medical evaluation.	N = Not Included	160	ATIMS will add functionality to use a scanner to read the barcode to log these functions.

MED-09	The solution shall provide the ability for a user to notify the medical unit based on key correctional data such as, but not limited to: segregation, discipline, and close observation status identified by the Classification department.	C = Configurable		This is a standard function of the ATIMS medical system
MED-10	The solution shall be able to receive stop/expiration dates from the TechCare system through the interface and deactivate the alert/diet in the solution.	C = Configurable		This is a standard function of the ATIMS medical system
MED-11	The solution shall provide the ability to enable the Food Services module users to filter on meal requirements by facility, jail location and meal type. Dietary restriction shall be tracked for both medical and religious requirements.	I = Included		This is a standard function of the ATIMS medical system
MED-12	The solution shall provide the user with the ability to override a pre-scheduled medical appointment from IJMS and send an electronic notification to medical staff. i.e. ERT or exigent circumstance requiring the rescheduling of the appointment.	I = Included		This is a standard function of the ATIMS medical system
MED-13	The solution shall support automated exchange of HIPAA compliant information between the solution and the CHS medical system (TechCare) as well as other cooperating correctional or healthcare institutions.	C = Configurable		This is a standard function of the ATIMS medical system
MED-14	The solution shall provide the ability to record the need for a wheelchair, prosthetic appendage, or other medically approved devices.	I = Included		This is a standard function of the ATIMS medical system
MED-15	The solution shall provide the ability for inmates to view responses to medical requests from the kiosk.	C = Configurable	-	This is a standard function of the ATIMS medical system

MED-16	The solution shall provide the capability to send real time updates on all changes in inmate location (admits, discharges, transfers) through the interface to the medical system. This can also include current information (medical or discharge summary) contained in the "letter" from the hospital.	C = Configurable		This is a standard function of the ATIMS medical system
MED-17	The solution shall be able to send a list of inmates who are being discharged to the TechCare system so that meds for the inmates can be provided, or in the case of ICE, provided to the transportation officer. This list must also include ICE detainees that are released to ICE.	C = Configurable		This is a standard function of the ATIMS medical system
MED-18	The solution shall be able to receive and record medical approvals for placement at a particular facility.	C = Configurable		This is a standard function of the ATIMS medical system
MED-19	The solution shall provide the ability to capture and store injury photographs or video.	I = Included		This is a standard function of the ATIMS medical system
MED-20	The solution shall allow CHS/appropriate staff to review active medical alerts for an inmate.	I = Included		This is a standard function of the ATIMS medical system
MED-21	The solution shall provide the ability to schedule the referral/follow-up appointments with healthcare professionals in the TechCare system and record them in the inmate's schedule. The solution should send an alert if there is a conflict so that conflict resolution may be performed.	I = Included		This is a standard function of the ATIMS medical system
MED-22	The solution shall provide the ability to link medical screening with the mobile / jail booking process.	I = Included		This is a standard function of the ATIMS medical system
MED-23	The solution shall provide the ability to move the inmate to the	C = Configurable		This is a standard function of the ATIMS medical system

	medical queue after the pre-booking checklist is completed.			
MED-24	The solution shall support the automation of the medical screening process by sending the inmate information through a medical interface and enabling the medical staff to review any medical data entered by the arresting officer as well as the intake nurse's assessment.	C = Configurable		This is a standard function of the ATIMS medical system
MED-25	The solution shall provide the ability to reject the intake of a subject and document the reason.	C = Configurable		This is a standard function of the ATIMS medical system
MED-26	The solution shall provide the ability to record an emergency room physician's approval for detention.	C = Configurable		This is a standard function of the ATIMS medical system
MED-27	The solution shall provide the ability for a user to create and print a report of inmates with Infectious Diseases per H&S 121050 & 121070.	C = Configurable		This is a standard function of the ATIMS medical system
MED-28	The solution shall provide the ability to notify users that a prior medical alert exists for an inmate that is a repeat offender.	I = Included		This is a standard function of the ATIMS medical system
MED-29	The solution shall provide the ability for staff with the appropriate security levels to view medical restrictions, watches and medical orders placed on an inmate.	I = Included		This is a standard function of the ATIMS medical system
MED-30	The solution shall provide the ability to identify inmates with medical alerts as high priority in the intake medical screening queue.	N = Not Included	40	ATIMS will configure flags to sort these inmates to the top of the intake and booking queues
MED-31	The solution shall provide the ability to display special medical notices on all inmate information screens to alert users to special conditions.	I = Included		This is a standard function of the ATIMS medical system

MED-32	The solution shall enable medical staff to view inmate information. This should include, but not be limited to: a. Housing history b. Current location c. Reports, such as inmates with specific medical alerts	I = Included		This is a standard function of the ATIMS medical system
MED-33	The solution shall provide the ability to search Behavioral Health Referrals (BHRs) by inmate name, booking # and date range.	I = Included		This is a standard function of the ATIMS medical system
MED-34	The solution shall provide the ability to track and report on the status of Behavioral Health Referrals (BHRs).	I = Included		This is a standard function of the ATIMS medical system
MED-35	The solution shall provide the ability for users to verify that Behavioral Health Referrals (BHRs) have been completed prior to the release of the inmate. If not completed, an alert must be sent and the release workflow may not proceed until this requisite exam has been completed.	I = Included		This is a standard function of the ATIMS medical system
MED-36	The solution shall restrict the assignment of KOP medications if the inmate has a "Seriously Mentally Ill" designation. It should enable an override but should capture the name of the person who is doing the override along with the reason for the override.	I = Included		This is a standard function of the ATIMS medical system
MED-37	The solution shall provide the ability to store pictures related to inmate injuries.	I = Included		This is a standard function of the ATIMS medical system

6. Functional Requirements: Release

Req #	Requirement Text	Included, Configurable, not Included (I, C, N)	Estimated Hours to Customize	ATIMS Capabilities
REL-01	The solution shall have the ability to support all releases including, but not exclusive to: bail bond, transfer to another facility, and system definition of other release types such as ICRE and SE.	I = Included		This is a standard function of the ATIMS release subsystem.
REL-02	The solution shall provide the ability to display a warning message prior to releasing an inmate if the inmate record has been flagged for DNA collection and the collection has not occurred. It must also flag for alerts such as, but not limited to those pertaining to Mental Health issues. Administrator override must be required prior to continuation of workflow.	I = Included		This is a standard function of the ATIMS release subsystem.
REL-03	The solution shall provide the ability for a user to record extradition of inmates both to/from Orange County. This update must be included in custody release.	I = Included		This is a standard function of the ATIMS release subsystem.
REL-04	The solution shall support the capability to positively identify an inmate who is due for release by using biometric methods such as fingerprint identification.	I = Included		This is a standard function of the ATIMS release subsystem.
REL-05	The solution shall provide the capability for a user to print the DOJ JUS 8715 form based on arrest type and/or arresting agency.	C = Configurable		This is a standard function of the ATIMS release subsystem.
REL-06	The solution shall provide the capability to document the return of the inmate's wristband / identification card.	C = Configurable		This is a standard function of the ATIMS release subsystem. ATIMS assumes the use of inmate supply item for the ID/wristband.

REL-07	The solution shall provide the ability to print a release certificate for subjects released pursuant to 849 (b) (2).	C = Configurable		This is a standard function of the ATIMS release subsystem.
REL-08	The solution shall provide the user with the capability to ensure that all charges against an inmate have been disposed of prior to release.	I = Included		This is a standard function of the ATIMS release subsystem.
REL-09	The solution shall verify the validity of a release by performing an automatic query to ensure that all fields have the proper disposition.	I = Included		This is a standard function of the ATIMS release subsystem.
REL-10	The solution shall display the inmate's most current image throughout the entire release process.	I = Included		This is a standard function of the ATIMS release subsystem.
REL-11	The solution shall provide the user with the ability to create an inmate's release paperwork.	C = Configurable		This is a standard function of the ATIMS release subsystem.
REL-12	The solution shall provide the ability to create a list of inmates to be released, or those who were released, for a given time period. Released list must display release disposition type.	I = Included		This is a standard function of the ATIMS release subsystem.
REL-13	The solution shall provide the capability to have an authorized person process the final release. The solution must record the date, time and the name of the person that is processing the final release in the system.	I = Included		This is a standard function of the ATIMS release subsystem.
REL-14	The solution shall support the capability to enable an authorized user to put an inmate into a "pre-release" status	C = Configurable		ATIMS will create a flag for inmates that will denote pre release status and will build a custom queue for display of these inmates
REL-15	The solution shall enable a user to send out notifications to the appropriate departments as soon as the inmate's status has been changed to "pre-release." This will enable each department to prepare for the release of the inmate.	C = Configurable		Notifications can be sent based on REL-14

REL-16	The solution shall provide the capability to display a list of the inmates that are being released to the housing deputies for in-custody inmates.	I = Included		This is a standard function of the ATIMS release subsystem.
REL-17	The solution shall enable a user to document both the release of inmate clothing and the return of OCS D property.	I = Included		This is a standard function of the ATIMS release subsystem.
REL-18	The solution shall provide the capability for a user to check an in-custody inmate out of his/her cell/bed subsequent to being checked out of the housing unit via the movement module.	I = Included		This is a standard function of the ATIMS release subsystem.
REL-19	The solution shall provide the capability for the housing deputy to update the unit log once an in-custody inmate has checked out of the housing unit and been moved to the release processing area.	I = Included		This is a standard function of the ATIMS release subsystem.
REL-20	The solution shall provide the capability to release inmates that are in the hospital and not on OCS D property. The solution must allow authorized personnel to conduct all the release actions remotely and release the inmate from the hospital.	I = Included		This is a standard function of the ATIMS release subsystem.
REL-21	The solution shall support the "Cite and Release" process which requires supervisor approval.	I = Included		This is a standard function of the ATIMS release subsystem.
REL-22	The solution shall support the recording of all remaining inmate property in the final release processing area.	I = Included		This is a standard function of the ATIMS release subsystem.
REL-23	The solution shall provide the capability to print all paperwork that needs to be completed by the inmate and scan/ store the documents with the inmate's signature. The solution must also provide the capability to record digital signatures of the inmate.	I = Included		This is a standard function of the ATIMS release subsystem.

REL-24	The solution shall support the capability to upload release photographs and fingerprints of the inmate being released.	I = Included		This is a standard function of the ATIMS release subsystem.
REL-25	The solution shall document the return of money to the inmate after release.	I = Included		This is a standard function of the ATIMS release subsystem.
REL-26	The solution shall run a check to determine that all the required process steps, in accordance with the OCS D policies and procedures, have been completed prior to releasing an inmate. In the event that step(s) have not been completed, the solution shall not allow the release workflow to continue without authorized user override (i.e. Records Supervisor.)	I = Included		This is a standard function of the ATIMS release subsystem.
REL-27	The solution shall allow a user to record the transfer of an inmate to another agency.	I = Included		This is a standard function of the ATIMS release subsystem.
REL-28	The solution shall support the capability to decrease the inmate count/census once an inmate has been released from OCS D.	I = Included		This is a standard function of the ATIMS release subsystem.
REL-29	The solution shall support the capability to change an inmate's status to "released" once the inmate has been released from OCS D.	I = Included		This is a standard function of the ATIMS release subsystem.
REL-30	The solution shall be able to cancel a release in the event of an error.	I = Included		This is a standard function of the ATIMS release subsystem.
REL-31	The solution shall provide the ability to interface with the court system to receive court activity information in real time. (Please see TI-2 for further details)	C = Configurable		This is a standard function of the ATIMS release subsystem.
REL-32	The solution shall have the ability to incorporate a release checklist that is configurable by facility, to ensure that all actions required by OCS D policy are completed prior to release.	I = Included		This is a standard function of the ATIMS release subsystem.

REL-33	The solution shall allow the user to specify the release type.	I = Included		This is a standard function of the ATIMS release subsystem.
REL-34	The solution shall be able to capture information regarding warrants checks or database searches conducted prior to an inmate's release.	I = Included		This is a standard function of the ATIMS release subsystem.
REL-35	The solution shall automatically update the scheduling modules with release authorization information.	I = Included		This is a standard function of the ATIMS release subsystem.
REL-36	The solution shall provide the ability to record any Conditions of Release.	I = Included		This is a standard function of the ATIMS release subsystem.
REL-37	The solution shall provide an authorized user with the ability to temporarily release user-definable types of inmates such as, but not limited to weekenders, without performing a final release.	I = Included		This is a standard function of the ATIMS release subsystem.
REL-38	The solution shall provide an authorized user with the ability to perform a final release for an inmate with a weekend sentence.	I = Included		This is a standard function of the ATIMS release subsystem.

7. Functional Requirements: Searches and Shakedowns

Req #	Requirement Text	Included, Configurable, not Included (I, C, N)	Estimated Hours to Customize	ATIMS Capabilities
ISS-01	The solution shall provide the ability for users to define and document processes related to required types of searches in accordance with the OCSD policies and procedures.	C = Configurable		ATIMS has a state of the art JMS system that is installed in several California counties. Our documentation process meets the policy and procedures of these agencies. We believe that the ATIMS JMS would also meet the policy and procedure of OCSD but without reviewing them we cannot guarantee this.
ISS-02	The solution shall provide the ability to search by cell and common area as well as add other user-defined searches.	I = Included		This is handled via the use of the cell log function

ISS-03	The solution shall enable the user to recommend additional searches that need to be conducted based on the results of the current searches and provide the ability to override pre-defined search areas.	N = Not Included	240	ATIMS currently does not have this function and will add it based on this requirement as an enhancement to the base system
ISS-04	The solution shall provide the ability for the facility to manage cell and other area searches by creating a random list of cells, by shift, to be searched based on OCSD defined-policy.	N = Not Included		Included in ISS-03
ISS-05	The solution shall support the ability for a user to reconcile and ensure that all cells or other areas have been searched based on OCSD policies and procedures within a given timeframe.	N = Not Included		Included in ISS-03
ISS-06	The solution shall provide the ability to document the results of the cell or other area searches. Results must include the list of the officers that conducted the search as well as the supervisor. The information must include, but not be limited to: a. Cell number b. Officer/ Search team name c. Results	N = Not Included		Included in ISS-03. Search team name will be a shift drop down.
ISS-07	The solution must enable an authorized user to add common areas to the search schedule.	N = Not Included		Included in ISS-03
ISS-08	The solution shall provide the ability to document any contraband that is found during the cell and common area searches.	I = Included		This is handled via the use of the cell log function
ISS-09	The solution shall track the disposition of seized contraband.	N = Not Included		Included in ISS-03
ISS-10	The solution shall provide the ability to notify appropriate personnel (user-configurable) and initiate an incident report	N = Not Included		Included in ISS-03

	based on the results of the search.			
ISS-11	The solution shall provide the ability to initiate a disciplinary report based on the results of search.	N = Not Included		Included in ISS-03
ISS-12	The solution shall allow user to enter search results by individual cells/locations or by group of cells/locations. (Note: this is especially useful when nothing is found in any cell in an entire housing unit.)	I = Included		This is handled via the use of the cell log function
ISS-13	The solution shall enable a user to document a search and create a report based on housing unit, cell, inmate name, or common area.	I = Included		This is handled via the use of the cell log function
ISS-14	The solution shall generate reports that are relevant to searches based on user-specified, configurable time periods (i.e. 30 days, daily, yearly.)	I = Included		This is handled via the use of the cell log function
ISS-15	The solution shall provide the ability for a user to record the pre-approval of a strip search to include: reasonable suspicion narrative, approving supervisor, deputy conducting search and date/time.	C = Configurable		This is handled via the ATIMS forms engine and can be attached to the inmate file
ISS-16	The solution shall provide the ability for a user to record information about the strip search including, but not limited to: a. date and time of search b. deputy/ deputies conducting search c. search results	C = Configurable		This is handled via the ATIMS forms engine and can be attached to the inmate file

ISS-17	The solution shall support the capability to automate all OCSD forms that may be completed by the arresting agency or jail staff (JI's, strip search, etc.). Forms should be pre-populated with known data and allow for free text entry. Editing of pre-populated data as well as selected fields must be possible. Any future changes to State or Federal required form should be able to be updated in the system for no additional cost.	C = Configurable		This is handled via the ATIMS forms engine and can be attached to the inmate file
ISS-18	The solution shall provide the ability for the user to write a single report and route copies to identified inmate(s) or staff.	C = Configurable		This is a standard configuration of the incident and request engine.

8. Functional Requirements: Grievances

Req #	Requirement Text	Included, Configurable, not Included (I, C, N)	Estimated Hours to Customize	ATIMS Capabilities
IG-01	The solution shall provide the ability to track inmate grievances by a system-generated number in order to keep track of details and decisions rendered in compliance with OCSD policies and procedures.	I = Included		ATIMS has a state of the art JMS system that is installed in several California counties. Our grievance subsystem meets the policy and procedures of these agencies. We believe that the ATIMS JMS would also meet the policy and procedure of OCSD but without reviewing them we cannot guarantee this.
IG-02	The solution shall enable a user to create and track inmate grievances.	I = Included		This is a standard function of the ATIMS grievance subsystem.
IG-03	The solution shall be able to create a new grievance based on data entered by an inmate from an external kiosk.	I = Included		This is a standard function of the ATIMS grievance subsystem.
IG-04	The solution shall enable an authorized user to create a grievance from a paper grievance form.	I = Included		This is a standard function of the ATIMS grievance subsystem.

IG-05	The solution shall assign a unique number to each grievance.	I = Included		This is a standard function of the ATIMS grievance subsystem.
IG-06	The solution shall date stamp the receipt of a grievance to support proper and timely processing.	I = Included		This is a standard function of the ATIMS grievance subsystem.
IG-07	The solution shall provide the user with the capability to document information such as, but not limited to the: type of grievance, date received and details of the grievance.	I = Included		This is a standard function of the ATIMS grievance subsystem.
IG-08	The solution shall provide the ability for a user to enter the type of grievance. Grievance types must be both user-configurable and unlimited.	I = Included		This is a standard function of the ATIMS grievance subsystem.
IG-09	The solution shall list the details of grievances (including type) filed by specific inmates, mods, floor, and facilities.	I = Included		This is a standard function of the ATIMS grievance subsystem.
IG-10	The system must allow users to both document and track the progress of an inmate grievance including, but not limited to information regarding hearings, investigations, notifications, outstanding issues.	I = Included		ATIMS uses a wizard step process to track the progress.
IG-11	The solution shall enable users to query grievance records to generate reports for statistical purposes.	I = Included		This is a standard function of the ATIMS grievance subsystem.
IG-12	The solution shall enable a user to document grievances, grievance responses, grievance reviews, appeals and decisions about appeals (approval process.)	I = Included		This is a standard function of the ATIMS grievance subsystem.
IG-13	The solution shall provide the ability for an inmate to withdraw an already filed grievance.	N = Not Included	24	ATIMS will add the ability to enter a delete reason when deleting a grievance from the system.
IG-14	The solution shall allow a user to configure the workflow in order to send notifications to the appropriate person/s for review/approval. Notifications	N = Not Included	120	ATIMS will add functionality to meet this requirement. Thus will require a review with OCSD staff to define OCSD business rules.

	could be sent by email or via the IJMS.			
IG-15	The solution shall enable an authorized individual to perform trend analysis for grievances by user-defined, configurable parameters such as, but not limited to: grievance type, location and date range.	C = Configurable		ATIMS will configure this as a custom report
IG-16	The solution shall list grievances filed against specific staff members and include a field that shows the type of grievance.	I = Included		This is a standard function of the ATIMS grievance subsystem.
IG-17	The solution shall enable a user to record a grievance received from an inmate, assign a sequential number to the grievance, link the grievance to the inmate record/records, and produce a printable receipt.	I = Included		This is a standard function of the ATIMS grievance subsystem.
IG-18	The solution shall display trends tracking the time taken to respond to grievances entered by inmates.	C = Configurable		Included in IG-15
IG-19	The solution shall support the capability to display active grievances and their respective status. The grievances should no longer show once a decision has been finalized and/or the appeal has been decided or the appeal time has expired.	I = Included		This is a standard function of the ATIMS grievance subsystem.
IG-20	The solution shall provide the ability for a user to print grievance responses.	I = Included		This is a standard function of the ATIMS grievance subsystem.
IG-21	The solution shall enable a user to search for grievances by parameters such as, but not exclusively: receipt number, inmate name, date range, OCN number, booking number, location, grievance type, etc.	I = Included		This is a standard function of the ATIMS grievance subsystem.
IG-22	The solution shall provide the user with the ability to forward the grievance to appropriate	I = Included		This is a standard function of the ATIMS grievance subsystem. This is done via the ATIMS grievance queuing system

	Sergeant once the grievance is created in the system.			
IG-23	The solution shall provide the ability for the Sergeant to route the grievance to the appropriate destination based on the type of grievance.	I = Included		This is a standard function of the ATIMS grievance subsystem. This is done via the ATIMS grievance queuing system based on queue and the grievance type
IG-24	The solution shall support business rules such as, but not limited to: <ul style="list-style-type: none"> a. For conditions of confinement, the grievance should be forwarded to the Deputy for action b. For staff misconduct, the Watch Commander should be notified, the recommendation documented and then forwarded to the Administrative Lieutenant and then the Captain for approval c. For Medical/ Inmate Services, the grievance should be forwarded to the administrative sergeant who will then forward it to the correct department for processing 	N = Not Included	160	ATIMS will add this functionality based on a cross reference of type to assigned queues.
IG-25	The proposed solution enable a user to modify business rules without the need for programming.	N = Not Included		Included in IG-24
IG-26	The solution shall enable a user to print grievance responses as well as scan and store the grievance with the inmate's signature. The solution shall also support the ability for an inmate to view and sign the grievance response digitally.	I = Included		This is a standard function of the ATIMS grievance subsystem.
IG-27	The solution shall enable an inmate to appeal the grievance response.	I = Included		This is a standard function of the ATIMS grievance subsystem.

IG-28	The solution shall automatically check the appeal date. If the appeal date is more than 14 days after the date that the grievance response was served to the inmate, the system must recommend that the user reject the appeal. Rejections must be able to be overridden as long as an authorized person provides the reason for the override. The number of days must be configurable.	N = Not Included	80	ATIMS will add this functionality to meet this requirement
IG-29	The solution shall provide the ability for an inmate to file an appeal to the grievance decision via a message slip or an external kiosk.	I = Included		This is a standard function of the ATIMS grievance subsystem.
IG-30	The solution shall support the ability to route the grievance appeal using the same business rules as a grievance.	N = Not Included		Included in IG-24
IG-31	The solution shall provide the capability to document the response to the appeal.	I = Included		This is a standard function of the ATIMS grievance subsystem.
IG-32	The solution shall provide the capability to print the response to the appeal, scan and store the inmate signature to depict receipt of the response and/or support the ability for the inmate to sign digitally.	I = Included		This is a standard function of the ATIMS grievance subsystem.

19. Functional Requirements: Unit Management

Req #	Requirement Text	Included, Configurable, not Included (I, C, N)	Estimated Hours to Customize	ATIMS Capabilities
UM-01	The solution shall enable OCSO facility staff to log every event and activity that occurs in a unit in accordance with OCSO policies and procedures.	C = Configurable		ATIMS has a state of the art JMS system that is installed in several California counties. Our note logging functionality meets the policy and procedures of these agencies. We believe that the ATIMS JMS would also meet the policy and procedure

				of OCSD but without reviewing them we cannot guarantee this.
UM-02	The solution shall provide users with the capability to document any activity that occurs in a unit. The information captured must include, but is not limited to: a. Unit location b. Staff member making the entry c. Date and Time (should automatically be recorded)	I = Included		This is a standard function to the ATIMS logging functions
UM-03	The solution shall allow users to search logs by a number of configurable parameters including, but not limited to: a. Date and time b. Staff name c. Inmate name d. Date range e. Search terms	I = Included		This is a standard function to the ATIMS logging functions
UM-04	The solution shall provide System Administrators with the ability to provision users with various levels of access at the field level.	I = Included		This is a standard function to the ATIMS logging functions
UM-05	The solution shall support the generation of reports for given time periods including, but not limited to: a. Monthly b. Weekly c. Daily d. Ad-hoc	I = Included		This is a standard function to the ATIMS logging functions
UM-06	The solution shall enable authorized personnel to access the logs and search both structured and unstructured data such as narratives.	N = Not Included	40	ATIMS has structured included in the current version of the software. Atims will add unstructured to the search viewers
UM-07	The solution shall allow a user to mark a location as a "log location" in order to signify that	I = Included		This is available as part of the both the ATIMS safety check and observation log subsystems.

	a log will be utilized at that location.			
UM-08	The solution shall provide users with the capability to record all real-time entry of jail staff activities such as, but not limited to sector and inmate welfare checks.	I = Included		This is available as part of the both the ATIMS safety check and observation log subsystems.
UM-09	The solution shall allow staff to record all inmate activities/events for each booking. This should be stored historically. Activities/events are to be identified by owner and must be configurable. Events must be able to be configured to either automatically create a historical log (OCSD defined) or be manually entered.	I = Included		This is a standard function to the ATIMS logging functions
UM-10	The solution shall allow users to record activities of inmates including, but not limited to: use of the shower, telephone and television, recreation time, and yard time. Activity types should be both user-configurable and unlimited.	I = Included		This is a standard function to the ATIMS logging functions
UM-11	The solution shall provide a supply check list to support staff inventory tracking of items that are assigned to a housing location. Checklist must be user-configurable, unlimited and allow for barcode scanning of items.	N = Not Included	320	The current ATIMS inventory supply subsystem has all functionality listed with the exception of the barcode tracking. ATIMS will add barcoding functionality. Barcode scanning would be a wired solution
UM-12	The solution shall provide configurable time limits for the length of time that an item can be checked out from the supply checklist. If an item has been checked out for longer than the allowed time, an electronic notification should be sent to identified staff. The system should also provide a report displaying all items that are checked out and due for return	I = Included		This standard functionality of the ATIMS inmate supply subsystem

	to support the staff inventory tracking process.			
UM-13	The solution shall enable the deputy/deputies to log in at the beginning of each shift so that an auditable record of the person/s responsible for a given time period is created.	I = Included		This is a standard function to the ATIMS logging functions
UM-14	The solution shall enable the staff entering the information to add the name of the staff performing the activity.	N = Not Included	320	ATIMS will add optional new fields to all activities including cell logs, safety check, head count, observation logs. Etc. to meet this requirement.
UM-15	The solution shall record the user ID, date and time of an entry for audit logging purposes. Staff must be able to log in an activity that was conducted in the past, but not an activity that is scheduled to occur in the future.	I = Included		This functionality is available within the ATIMS logging functionality where appropriate.
UM-16	The solution shall provide an inventory function that supports the check-in/check-out of the equipment, as well as the maintenance and reordering of the inventory. It must also allow for barcode scanning of items for both check-in and check-out.	N = Not Included		Included in UM-11
UM-17	The solution shall be able to be user-configured to create an alert that may be targeted to appropriate personnel if safety checks are not completed within a specified period of time. This period should be configurable by location.	I = Included		This is standard functionality of the ATIMS safety check subsystem.

20. Functional Requirements: Scheduling

Req #	Requirement Text	Included, Configurable, not Included (I, C, N)	Estimated Hours to Customize	ATIMS Capabilities
SCH-01	The solution shall provide a Scheduling Module that captures information about an inmate's appointments, scheduled inmate activities within the facility (programs, education, etc.), and external trips.	I = Included		This is standard functionality of the ATIMS appointment subsystem
SCH-02	The solution shall provide the ability to display a complete list of scheduled activities by criteria such as, but not limited to: housing unit, inmate, date, destination, and/or activity type.	I = Included		This is standard functionality of the ATIMS appointment subsystem
SCH-03	The solution shall provide the ability to display a list of external trips scheduled for inmates.	I = Included		This is standard functionality of the ATIMS appointment subsystem
SCH-04	The solution shall provide the ability to conduct schedule conflict resolution. In some cases, the conflict resolution could be done manually, in other cases the system could do the conflict resolution. The specific scenarios will be finalized in conjunction with the Orange County Sheriff's department.	I = Included		This is standard functionality of the ATIMS appointment subsystem
SCH-05	The solution shall provide the ability to select an activity (internal or external) from a drop-down table.	I = Included		This is standard functionality of the ATIMS appointment subsystem
SCH-06	The solution shall provide the ability to print individual trip sheets for inmates. The trip sheet will include a picture of the inmate, demographic detail and trip information. The trip sheet should also include 'Precautionary information' – STG, medical, restraining order,	C = Configurable		This is a standard configuration available in the ATIMS appointment subsystem

	“keep-separates”.) The solution should allow for the printing of one trip sheet, or the ability to print multiple sheets with one click of the mouse. It should also allow for the addition of detainees and other holds as well as holds for other courts.			
SCH-07	The solution shall provide the ability to create activity rosters with start and end dates, add inmates and schedule the activity. All enemy and keep-away issues must be incorporated.	I = Included		This is standard functionality of the ATIMS appointment subsystem
SCH-08	The solution shall enable the integration of the inmate's schedule with relevant IJMS modules. For example, when a new court date is created/updated, the inmate's schedule is also created/updated to reflect the inmate's upcoming court dates. This applies for actions including, but not limited to: add court date, create schedule, modify inmate work and program schedules and add medical appointments.	I = Included		This is standard functionality of the ATIMS appointment subsystem
SCH-09	The solution shall enable users to view inmate schedules (past, current and future) based on multiple parameters including, but not limited to: a. Time based view (daily view, weekly view, monthly view, custom date range view) b. Activity type (medical, court, program, day room, etc.)	I = Included		This is standard functionality of the ATIMS appointment subsystem
SCH-10	The solution shall provide the ability to produce, view and/or print past, current and future schedule reports. These reports must include, but not be limited to: a. Activity b. Activity and time period c. By inmate	I = Included		This is standard functionality of the ATIMS appointment subsystem

SCH-11	The solution shall enable a user to cancel all scheduled activities for an inmate if the inmate is released, as well as send any necessary notifications.	I = Included		This is standard functionality of the ATIMS appointment subsystem
SCH-12	The solution shall provide the user with a calendar view that shows all activities. The user should be able to click a button to modify the view. These views should include, but not be limited to: <ul style="list-style-type: none"> a. Internal Activity/Activities view b. External Activity/Activities view c. Specific Time period view 	I = Included		This is standard functionality of the ATIMS appointment subsystem
SCH-13	The solution shall enable users to view facility schedules based on multiple parameters including, but not limited to: <ul style="list-style-type: none"> a. Time-based view (daily view, weekly view, monthly view, custom date range view) b. Activity type (medical, court, program, day room, etc.) The proposed solution also must allow for the user to drill down on a specific event such as a program, etc. to see the names of inmates that are attending.	I = Included		This is standard functionality of the ATIMS appointment subsystem
SCH-14	The solution shall provide the ability to display scheduled events that are past due with an option to send an electronic alert. Event types and overdue times should be configurable by an identified administrator. If an event is overdue, supervisor must acknowledge and notate why (administrator optional feature).	N = Not Included	240	ATIMS will add this functionality as specified in this requirement.
SCH-15	The solution shall provide the user with the ability to run an "activity roster" report displaying all inmates scheduled for court. Report should have the capability to be run by date/time range, event type,	I = Included		This is standard functionality of the ATIMS appointment subsystem

	court, court department, facility, floor, mod and/or cell location. OCSD will define how report will be displayed (i.e. name, alerts, housing location, booking number, etc.) and sorted.			
SCH-16	The solution shall provide the ability to schedule and record all transfers to/from OCSD facilities, including those inmates being picked up by CDCR staff.	I = Included		This is standard functionality of the ATIMS appointment subsystem
SCH-17	The solution shall provide the ability to run a report displaying all inmates scheduled for an event. Report should have capability to be run by date/time range, event type, facility, floor, and/or cell location. OCSD will define details of how the report will be displayed and sorted.	I = Included		This is standard functionality of the ATIMS appointment subsystem
SCH-18	The solution shall be able to generate a list of inmates' work schedule on any given day.	I = Included		This is standard functionality of the ATIMS appointment subsystem
SCH-19	The solution shall enable a user to annotate when an inmate declines to go to a scheduled event/appointment.	I = Included		This is standard functionality of the ATIMS appointment subsystem
SCH-20	The solution shall allow a system administrator to enter county holidays, court furlough days, or any other required days into a calendar. Staff who attempt to schedule specified events on these dates should be alerted of the conflict and be able to override.	I = Included		This is standard functionality of the ATIMS appointment subsystem

21. Functional Requirements: Escapes

Req #	Requirement Text	Included, Configurable, not Included (I, C, N)	Estimated Hours to Customize	Contractor Response
ESC-01	The solution shall provide the ability to document an offender's security risk as it pertains to escapes. It should track offenders whom are suspected of planning or assisting others in an escape attempt, an offender's history of escapes, and the seriousness of the escape(s). The solution must also provide alerts which would indicate if an offender is currently an escape risk and increased supervision is required.	I = Included		This is a standard function of the ATIMS alerts subsystem
ESC-02	The solution shall provide the ability to generate alerts as a way of flagging inmates as "escape risks."	I = Included		This is a standard function of the ATIMS alerts subsystem
ESC-03	The solution shall enable an authorized user to confirm an escape. This action should automatically trigger other actions such as, but not limited to: <ul style="list-style-type: none"> a. Change the inmate status from "active" to "On Escape" b. Reduce the facility count c. Update bed availability 	I = Included		This would be accomplished as a use of and alert flag for escaped inmate
ESC-04	The solution shall support the capability to send notifications to appropriate departments as soon as the escape is confirmed.	C = Configurable		This is configurable based on the based on escaped inmate flag.
ESC-05	The solution shall provide the capability to create "wanted posters" that can be transmitted electronically to various external agencies such as local police, state police, California DOJ, etc.	C = Configurable		This can be configured in the ATIMS forms engine

ESC-06	The solution shall provide the capability to send out notifications to external agencies regarding the inmate as soon as the escape is confirmed.	C = Configurable		Included in ESC-04
ESC-07	The solution shall provide the capability to document the fact that the inmate's property and documents have been seized.	I = Included		This is available in both the logging and inmate property subsystem
ESC-08	The solution shall provide the ability to provide inmate-related demographic, housing and visitor information and to generate notification and routing alerts to various departments when there is an active event (escape, riot, fire, etc.) in progress per the agency's documented Emergency Plan.	C = Configurable		This is available as an email or request engine configuration
ESC-09	The solution shall provide the ability to document an inmate's status as a fugitive from OCSO or from another agency (local, other county, state, or federal.)	C = Configurable		This is a standard function of the ATIMS alerts subsystem
ESC-10	The solution shall provide the ability for the fugitive staff to search inmate records.	I = Included		This is available as part of the ATIMS system
ESC-11	The solution shall provide information to the fugitive staff from the courts on new warrants and warrant status changes in a queue to initiate action and track warrant notes.	I = Included		ATIMS allow for the entry of information on released inmates based on user rights
ESC-12	The solution shall provide the ability to electronically capture, store, view, and remove warrant and detainer information.	I = Included		This is available as part of the ATIMS system
ESC-13	The solution shall provide the ability to print and transmit electronically warrant and detainer information.	I = Included		This can be configured in the ATIMS forms engine
ESC-14	The proposed solutions must provide the ability to record and view incoming extradition information.	I = Included		This is a standard function of the ATIMS logging subsystem

ESC-15	The proposed solutions must provide the ability to record and view outgoing extradition information.	C = Configurable		This is a standard function of the ATIMS logging subsystem
ESC-16	The solution shall support the capability to send out cancellation notifications once the inmate's status changes from "On Escape" to "Active."	I = Included		This is a standard function of the ATIMS logging subsystem

22. Functional Requirements: Executive Management

Req #	Requirement Text	Included, Configurable, not Included (I, C, N)	Estimated Hours to Customize	ATIMS Capabilities
EMS-01	The solution shall provide dashboard views OCSD operations for various levels of management.	I = Included		ATIMS provides dashboards in various areas of the system for this purpose.
EMS-02	The solution shall enable a user to personalize the dashboard view to a certain degree. For example, a dashboard view for a Facility Commander of a OCSD facility may be different from that of the Undersheriff or Sheriff.	I = Included		ATIMS provides dashboards in various areas of the system for this purpose.
EMS-03	The solution shall support the ability for each Facility Commander or other authorized users to view the key activities in their facility over the past 24 hours. This would include information such as, but not limited to: <ul style="list-style-type: none"> a. Number of new admissions b. Number of incidents c. Number of searches 	I = Included		This is standard reports available within the ATIMS system
EMS-04	The solution shall enable the information identified in the requirement EMS-03 to be viewed at an enterprise level, facility level, or regional level.	I = Included		This is standard reports available within the ATIMS system

EMS-05	The solution shall allow authorized users of the dashboards to drill down to a specific incident or item in order to view it in detail.	I = Included		ATIMS provides dashboards in various areas of the system for this purpose.
EMS-06	The solution shall support a real time view of the key performance indicators (KPI) that are identified by OCSD.	I = Included		Based on the examples provides the ATIMS monitor module and reports fulfils this requirement.
EMS-07	The solution shall provide the ability for a user to analyze data and identify key trends and outliers in any of the KPIs identified above. These should be displayed in an easy to understand visual manner.	I = Included		Based on the examples provides the ATIMS monitor module and reports fulfils this requirement.
EMS-08	The solution shall support the collection, analysis and display of information in alignment with defined executive management process and reporting requirements	I = Included		ATIMS provides common filters for all reports that allow for the tailoring of data on returned reports. As well ATIMS support the ability to imbed custom written Crystal Reports in the software front-end.
EMS-09	The solution shall have the ability to support the printing of the STAR report.	I = Included		This is available in onscreen and reporting functions.
EMS-10	The solution shall provide the capability to support ad-hoc management reports such as management statistics by, but not limited to: user defined elements, inmate, race, gender, gang status, medical status, cell, facility, movements, all classification criteria, forecasting, total inmate population by cell, sector, module, facility, etc. System should have capability to generate a jail roster on these core objects based on a range defined by management and should include migrated historical data.	I = Included		ATIMS provides common filters for all reports that allow for the tailoring of data on returned reports. As well ATIMS support the ability to imbed custom written Crystal Reports in the software front-end.
EMS-11	The solution shall provide the capability to create the Jail Dashboard.	I = Included		The ATIMS system allows for the creation of custom queues system wide and can be create by ATIMS or OCSD IT staff

EMS-12	The solution shall have the ability to model effects of legislative law changes to inmate population, i.e. what would the effect on jail population be if there were to be a mandated increase in average length of stay for REVH booked inmate from current 38 days to 68 days.	I = Included		As part of custom reports via Crystal reports
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23. Functional Requirements: Reporting

Req #	Requirement Text	Included, Configurable, not Included (I, C, N)	Estimated Hours to Customize	ATIMS Capabilities
RPT-01	The solution shall support the creation and printing of various reports that are used by OCSD from an operational and statistical perspective.	I = Included		This is available in stock reports as well as custom reports and custom queues
RPT-02	The solution shall display and allow for printing of statistical reports such as arrests and bookings by agency, type, date, time, charge, percent inmates in custody by (defined field), number of bookings by shift, by facility, by ethnicity, ranges for booking recaps, arrest recaps, bail ranges, etc.	I = Included		These are available as stock reports within the system
RPT-03	The solution shall support real-time or near real-time data replication to an SQL server that will be utilized for generating multiple types of reports in addition to the reporting capability of the system.	I = Included		This would be a function of DB mirroring and can be handled by OCSD
RPT-04	The solution shall enable the OCSD technical users to create new, customized, integrated reports.	I = Included		ATIMS allows for the imbedding in the system front end of custom written Crystal Reports.
RPT-05	The solution shall be able to generate all types of reports identified by OCSD to include, but not limited to, the list in	I = Included		This is available in stock reports as well as custom reports and custom queues

	Appendix I (OCSD Glossary of Visuals). The Contractors are encouraged to provide a list of the reports that they have included in their solution.			
RPT-06	The solution shall enable users to create and print ad hoc reports.	I = Included		ATIMS provides common filters for all reports that allow for the tailoring of data on returned reports. As well ATIMS support the ability to imbed custom written Crystal Reports in the software front-end.
RPT-07	The solution shall enable the user to export data to an Excel spreadsheet or other program for further analysis.	I = Included		This is a standard function of crystal reports. In addition the ATIMS front end has an export function from all return grids system wide.
RPT-08	The solution shall provide the capability for all reports and forms generated to include a user-defined header and report/form title. User should be able to upload an image to the header.	N = Not Included	480	ATIMS will add this function to the base software as an enhancement. ATIMS assumes the image header would be in a fixed location. The cost would be to place this function in the current version of the software. If OCSD wishes to go to version 2 it is included at no cost.
RPT-09	The solution shall support the capability for all reports and forms to be printed and/or saved as a PDF file.	I = Included		This is available as part of the reporting system and the forms engine
RPT-10	The solution shall provide the ability for a multi-level sorting feature for data elements in on-screen reports at the user level and save sorting preferences for reports at the user level.	I = Included		The current ATIMS printing system allows for single level sorting and saving. Multi level will be in version 2.
RPT-11	The solution shall provide the ability to produce summary reports of the agency roster and access rights. (Admin, classification...)	I = Included		This is part of the stock reporting system
RPT-12	The solution shall provide an inmate contact history report. Report should list all inmates with whom a user-identified inmate may have come into contact within a specified date range. This can include biometric inmate tracking technology.	I = Included		This is part of the stock reporting system

RPT-13	The solution shall be a configurable reporting system that displays details for all inmates currently in custody including, but not limited to: photo, name, booking number, OCN number, housing location, alerts, race, sex, and classification level. User must be able to filter data by facility, floor, housing unit, cell and bunk. The system must provide a total count (in and out) for all inmates listed and their status. Users must be able to sort the data both alphabetically by inmate name and numerically by booking number.	I = Included		This is part of the stock reporting system
RPT-14	Any document produced/printed from the system must display the date and time the document was printed as well as the name and user ID of the individual that printed it.	I = Included		This is part of the stock reporting system

24. Functional Requirements: PREA

Req #	Requirement Text	Included, Configurable, not Included (I, C, N)	Estimated Hours to Customize	ATIMS Capabilities
PR-01	The solution shall support all the PREA requirements as defined by federal law as well as support the policies and procedures of OCSD.	N = Not Included	1560	While ATIMS has the architecture and several of the functions listed for PREA, we believe the scattered locations of the functions would not be conducive to staff use and propose to build a PREA module to allow for all the requirements of PREA

PR-02	The solution shall provide for a PREA Screening questionnaire and create a flag for use in housing/ cell assignment based on the inmate being identified as a: <ul style="list-style-type: none"> a. Potential predator b. Known predator c. Potential victim d. Known victim 	N = Not Included		Included in PR-01
PR-03	The solution shall provide the ability for the user to modify the questionnaire (add, modify or delete questions) and change any of the question weighting without the need for programming.	N = Not Included		Included in PR-01
PR-04	The solution shall route the alert to the appropriate personnel including, but not limited to: <ul style="list-style-type: none"> a. PREA Facility Compliance Manager (Admin Sergeant at each facility) b. PREA Coordinator, Commissioner c. All Deputy Commissioners, d. Medical Director Sent information must include: Inmate Name, Booking #, Age, Race, Facility, Housing, Census, Perpetrator (Male/Female), Victim (Male/Female)	N = Not Included		Included in PR-01
PR-05	The solution shall be integrated with the medical system so that pertinent fields on the PREA Questionnaires that will be utilized by the medical department are pre-populated.	N = Not Included		Included in PR-01
PR-06	The solution shall support the guidelines defined in the PREA Act as defined by the Bureau of Justice Statistics (http://www.bjs.gov/).	N = Not Included		Included in PR-01
PR-07	The solution shall provide the capability to monitor any retaliatory acts on the person who reported the allegation. This will include monitoring any housing location changes, etc.	N = Not Included		Included in PR-01

PR-08	The solution shall enable the incident module to be integrated with the classification module so that any instances of PREA allegations can be identified.	N = Not Included		Included in PR-01
PR-09	The solution shall provide the capability to flag both the inmate and staff if there has been an inmate-on-inmate or a staff-on-inmate incident which has PREA associations.	N = Not Included		Included in PR-01
PR-10	The solution shall enable users to print required federal reports and create data files to be sent to the Bureau of Justice Statistics.	N = Not Included		Included in PR-01
PR-11	The solution shall record both the incident and the actions that were taken after the incident for the victim as well as the predator. These actions should be user-defined.	N = Not Included		Included in PR-01
PR-12	The solution shall be integrated with the case management system (investigative system) to ensure that all information is shared.	N = Not Included		Included in PR-01
PR-13	The system must flag user according to user-defined criteria for the purpose of monitoring the victim or suspect for events associated with victims including: housing changes, disciplinary incidents, etc. Example: more than 5 housing changes within a short period of time following a PREA incident.	N = Not Included		Included in PR-01

25. Functional Requirements: Call Outs/Cell Extractions

Req #	Requirement Text	Included, Configurable, not Included (I, C, N)	Estimated Hours to Customize	ATIMS Capabilities
CO-01	The solution shall provide the capability for OCSD facility staff to log every call out (cell extraction) event and activity that occurs in accordance with OCSD policies and procedures.	C = Configurable		This functionality is available as part of the incident module.
CO-02	The solution shall support the capability for the incident/watch commander to authorize a call out/cell extraction. This must include, but is not limited to, the date/time of the authorization.	C = Configurable		This is available as part of the ATIMS forms engine
CO-03	The solution shall enable a user to document the team members and their respective roles.	C = Configurable		This is available as part of the ATIMS forms engine
CO-04	The solution shall enable user to assign equipment to the team members based on their roles.	I = Included		This is available as part of the ATIMS forms engine
CO-05	The solution shall support the capability to document any use of force that was required, as well as the equipment that was deployed. It must also enable users to send notifications to the appropriate staff.	I = Included		This functionality is available as part of the incident module.
CO-06	The solution shall support the capability for a user to document an incident in a narrative format.	I = Included		This functionality is available as part of the incident module.
CO-07	The solution shall be able to store and/or allow user to reference any video related to the call out.	I = Included		This functionality is available as part of the incident module.
CO-08	The solution shall enable a user to search the call out incidents based on multiple and user-configurable parameters such as, but not limited to: date range, team members, etc.	I = Included		This functionality is available as part of the incident module.

CO-09	The solution shall support the capability for a user to document any medical attention that was provided to the staff and/or the inmate.	I = Included		This functionality is available as part of the incident module.
CO-10	This module must be integrated with CRM-Use of Force, Reporting, through the Data Exchange Server (DES). (See technical specification TI-1 for further details.)	C = Configurable		This would be a use of the interface engine and can be configured. All included interfaces have been quoted in the cost proposal.

26. Functional Requirements: Food Services (Medical, Special Diets)

Req #	Requirement Text	Included, Configurable, not Included (I, C, N)	Estimated Hours to Customize	Contractor Response
FSS-01	The solution shall have the ability to support the processes pertaining to medical, religious and other special diets based on the OCSD policies and procedures.	I = Included		This is available as part of the diet alert subsystem
FSS-02	The solution shall have the ability to ingest a court order for religious diets via either an electronic interface or scan.	I = Included		This is available as part of the attachment subsystem
FSS-03	The solution shall have the ability to ingest inmate requests for medical/religious diets.	C = Configurable		This is a configuration of the ATIMS request engine
FSS-04	The solution shall support the capability for the appropriate personnel to review new diet requests received from court or inmates and compare to existing medical restrictions to determine if there are conflicts.	C = Configurable		This is a configuration of the ATIMS request engine
FSS-05	The solution shall support the capability for the appropriate personnel to forward diet requests to the Nutritionist for secondary review once it has been determined that there are no conflicts between existing medical/religious restrictions and the new diet request.	C = Configurable		This is a configuration of the ATIMS request engine

FSS-06	The solution shall support the capability for the Nutritionist to document the results of an inmate interview, complete the findings and notes, and route the record back to the Religious Diet Coordinator.	C = Configurable		This is a configuration of the ATIMS request engine
FSS-07	The solution shall enable the appropriate personnel to reject an inmate special diet request and send the denial back to the inmate.	C = Configurable		This is a configuration of the ATIMS request engine
FSS-08	The solution shall enable an inmate to sign the denied special request via an inmate signature pad or by scanning the inmate denial form after the inmate has signed it. If the inmate refuses to sign, the solution must enable appropriate personnel to mark the denial with "inmate refused to sign."	C = Configurable		This is a configuration of the ATIMS request engine
FSS-09	The solution shall support the capability for the Religious Diet Coordinator to forward a special diet request to the Inmate Services Division Administrative Manager after approval.	C = Configurable		This is a configuration of the ATIMS request engine
FSS-10	The solution shall provide the capability to add an inmate to the Religious Diet list. This list must be able to be reviewed by the appropriate personnel including, but not limited to the Head Cook.	C = Configurable		This is available as part of the diet alert subsystem
FSS-11	The solution shall provide a user with the capability to record whether an inmate is receiving the religious diet or refusing it via digital or paper/scanned signature.	C = Configurable		This is available via the ATIMS attachments subsystem and forms engine
FSS-12	The solution shall provide the capability to generate a "Warning of Non-Compliance" that can be printed and given to the inmate. It must also enable the user to record the receipt of	C = Configurable		This is a configuration of the ATIMS forms engine

	the "Warning of Non - Compliance by the inmate.			
FSS-13	The solution shall provide the capability to track the refusal of the inmate to take the religious diet for a specified amount of time after the inmate has received the Warning of Non Compliance and alert the appropriate personnel.	C = Configurable		This is a configuration of the ATIMS forms engine
FSS-14	The solution shall enable the Religious Diet Coordinator to send a special diet request to the appropriate department based on whether it is a court order or inmate request.	C = Configurable		This is a configuration of the ATIMS request engine
FSS-15	The solution shall enable authorized personnel to remove an inmate from the religious diet list if the request was not ordered by the court.	I = Included		This is available as part of the diet alert subsystem
FSS-16	The solution shall support the capability to ingest a "set aside order" from the court for the religious diet.	I = Included		This is available as part of the attachment subsystem
FSS-17	The solution shall provide a user with the ability to run a report displaying inmates with special diet requirements. This report should be able to be run by search criteria such as, but not limited to: diet type, all diets, facility, all facilities, floor, module, cell, inmate name, and diet expiration date.	I = Included		This is available as part of the diet alert subsystem
FSS-18	The solution shall provide the user with the ability to capture exact headcounts for/from both dining hall and in-cell/module feeding. Users must be able to note when an inmate refuses food.	I = Included		This is available as part of the ATIMS logging subsystem

FSS-19	The solution shall provide the ability to notify Food Services when inmates on special diets are scheduled for court, transferred to another housing location/facility or released from custody. Presently staff are required to run each religious diet recipient every day to verify on their status.	I = Included		This is available as part of the diet alert subsystem
FSS-20	The solution shall support the ability to use wristband, ID card or fingerprint to verify receipt, by individual, of special diets.	I = Included		included as a future release in Version 2 of our mobile product in Q2 of 2019
FSS-21	The solution shall provide the ability for a user to compile and run a variety of reports to include: medical/religious diets by recipient (distinguish between ICE/Inmate or CDCR transfer)/type/facility, court dates, and release dates.	I = Included		This is available as part of the diet alert subsystem
FSS-22	The solution shall provide the ability to notify appropriate personnel when inmate/detainee is added to, or removed from, medical/religious diet.	I = Included		This is available as part of the diet alert subsystem
FSS-23	The solution shall provide the capability to display the daily updated schedule to the Head Cook in order to identify inmates on the medical/religious diet list that are scheduled for court, other trips or release.	I = Included		This is available as part of the diet alert subsystem

27. Functional Requirements: Inmate Requests (Message Slips)

Req #	Requirement Text	Included, Configurable, not Included (I, C, N)	Estimated Hours to Customize	ATIMS Capabilities
IR-01	The solution shall support all the inmate request requirements based on the policies and procedures of OCSD.	C = Configurable		This functionality is a standard configuration of the ATIMS request engine

IR-02	The solution shall provide the capability to enable an inmate to initiate a request using an external kiosk.	C = Configurable		This functionality is a standard configuration of the ATIMS request engine
IR-03	The solution shall be able to accept a message from an external kiosk and display it in a queue for the housing deputy.	C = Configurable		This functionality is a standard configuration of the ATIMS request engine
IR-04	The solution shall capture inmate information such as, but not limited to, the following data elements: a. Date and time of request b. Type of request (commissary, barber request, sentence calculation request, grievance, etc.) c. Narrative about the nature of the issue	C = Configurable		This functionality is a standard configuration of the ATIMS request engine
IR-05	The solution shall provide the capability to record the date and time that a request was received (whether by paper or via an automated manner).	C = Configurable		This functionality is a standard configuration of the ATIMS request engine
IR-06	The solution shall enable a user to create an inmate request by scanning a paper form.	C = Configurable		This functionality is a standard configuration of the ATIMS request engine
IR-07	The solution shall provide the capability to record a disposition if handled internally. The solution must record the date and time when the inmate was notified of the disposition and record the inmate's signature (either digitally or via a scanned form).	C = Configurable		This functionality is a standard configuration of the ATIMS request engine
IR-08	The solution shall provide the housing deputy with the ability to route requests that cannot be handled locally to the appropriate department. The solution must track the date and time that the request was routed.	C = Configurable		This functionality is a standard configuration of the ATIMS request engine
IR-09	The solution shall provide the capability for the housing deputy to input additional notes to the inmate request.	C = Configurable		This functionality is a standard configuration of the ATIMS request engine

IR-10	The solution shall return the response to the request from the appropriate department to the housing deputy and enable him/her to print the response in order to notify the inmate and obtain the inmate's signature (either digitally or via scanned form).	C = Configurable		This functionality is a standard configuration of the ATIMS request engine
IR-11	The solution shall enable users to view and/or print statistical reports on parameters such as, but not limited to: a. Types of requests b. Average time between request and disposition	C = Configurable		This functionality is a standard configuration of the ATIMS request engine
IR-12	The solution shall provide the capability for users to view additional trends and analysis based on additional parameters.	C = Configurable		This functionality is a standard configuration of the ATIMS request engine

28. Functional Requirements: General System Requirements

Req #	Requirement Text	Included, Configurable, not Included (I, C, N)	Estimated Hours to Customize	ATIMS Capabilities
GR-01	The solution shall provide the ability to query both structured and unstructured data. This should also include key word and soundex-based searches.	I = Included		This available within the ATIMS JMS system wide.
GR-02	The solution shall enable data to be collected/captured at the point of origin and then used and displayed across the system for other subsequent activities and functions.	I = Included		This available within the ATIMS JMS system wide.
GR-03	The solution shall provide the ability for all on-screen queues to be interactive. The information for these screens will be defined by OCS (i.e. information such as inmate name, booking number, OCN number etc.)	I = Included		ATIMS has a custom queue section in each module. There can be an unlimited number of queues and the data listed in the queue can be any data base information.

GR-04	The solution shall enable the system to automatically check spelling and grammar for all reports, forms, and screens that have free text fields and/or free text narratives. IJMS should provide a visual indicator on screen to identify errors.	I = Included		ATIMS has an internal spell checker but modern browsers have this as an automatic function and most agencies use the built in browser spell check.
GR-05	The solution shall provide the ability to support formatting actions such as, but not limited to: bold, underline, italics, font, size, font color, etc. for all user defined free text narratives.	C = Configurable		Bold, underline and italics available in incident, grievance narratives. All narratives will be added in Version 2
GR-06	The solution shall enable authorized users to make any non state-mandated field within the system mandatory or optional.	I = Included		This is available within all person and booking fields. Additional fields required would need to be identified by OCSD
GR-07	The solution shall provide users with the ability to auto insert a date/time for selected fields.	I = Included		VIA F11 key
GR-08	The solution shall allow users to view, edit, or delete information in an inmate record at any time based on security privileges.	I = Included		This available within the ATIMS JMS system wide.
GR-09	The solution shall provide the ability to allow for emergency check list procedures to be completed in jail system. Checklists should be user-configurable and should record the date/time events were logged. Certain fields may trigger an automatic e-mail notification such as, but not limited to: escape, emergency procedures manual, death ...	N = Not Included	160	ATIMS will build the functionality in the header of the ATIMS webpage. User defined actions will be administered with the ability to trigger and action and make notifications. Reports will be written based on these triggers and event.
GR-10	The solution shall enable an authorized user to configure all forms. In addition, all original form data should be stored even if questions have been changed. IJMS should allow for a Systems Administrator to add an unlimited number of additional forms.	I = Included		This available within the ATIMS forms engine

GR-11	The solution shall allow for multi-part forms that can be completed in stages. Each stage should display in a queue. Upon completing the final stage, form should be electronically stored as part of the inmate file. Stages may or may not require e-signatures and should be configurable by a system administrator.	C = Configurable		This available within the ATIMS forms engine
GR-12	The solution shall provide the ability to support the use of kiosk functionality to provide OCSD-defined inmate information to the public. The public should be able to search for active inmates by name or OCN/booking number.	N = Not Included	240	ATIMS will build a lobby kiosk functionality to meet this requirement.
GR-13	The solution shall provide users with the ability to export custody information to Orange County's website.	C = Configurable		This is available via the ATIMS interface engine. All included interfaces have been quoted in the cost proposal.
GR-14	The solution shall provide users with the ability to scan documents and attach to an inmate booking record. Scanned documents should be stored in the IJMS.	I = Included		This is available as part of the ATIMS attachments subsystem
GR-15	The solution shall enable users to modify fields for situations such as, but not limited to, inmates with long names, etc.	C = Configurable		Field lengths are stored in the database so changes can be made if needed
GR-16	The solution shall display multiple screens of information at the same time.	N = Not Included		This functionality will be available in Version 2 of the ATIMS but is not available in the current version due to the limitations of web forms.
GR-17	The solution shall interface with LPR License Plate Reader technology at security access points such as delivery points and the front gate at the JAMF facility for visitors. The IJMS would automatically read and log plates of vehicles entering and exiting the facility.	N = Not Included	80	ATIMS would need to make some changes to the general notes section of the system to allow for the storage of this information. In addition an interface would be required to a LPR Contractor as well. All included interfaces have been quoted in the cost proposal.

GR-18	The solution shall interface with CDL or ID readers in conjunction with LRP technology to capture information about delivery drivers.	N = Not Included		ATIMS does not provide this function but are willing to interface with any Contractors who provide this service.
GR-19	The solution shall provide users with the ability to import/export external files (i.e. JPEG, AVI, PDF, etc.)	I = Included		This is a standard function of the ATIMS external attachments subsystem
GR-20	The solution shall provide users with the ability to display, update, and manage static information, such as manuals, study guides, codified laws, website links, and contact information.	I = Included		This is a standard function of the ATIMS Reference subsystem.
GR-21	The solution shall provide the ability to a training and testing environment to enable the training of staff and testing of new software releases.	I = Included		ATIMS allows for an unlimited number of instances of the ATIMS system to be used for test and training. Most installations have 3 instances: Production, Testing, and Training.
GR-22	The solution shall provide users with a guided, web based training of all modules within the system for the purposes of training new hires. The IJMS should also track completion of training by user ID.	N = Not Included		ATIMS does not have this functionality but will provide manuals and customized training guides. ATIMS can integrate with your LMS system.
GR-23	The solution shall provide users with the ability to upload, retrieve, and view files stored with an inmate record. For example, pictures of an inmate tattoo should be only uploaded while working in the tattoo data entry area, and only visible from the tattoo data entry area. Other uploaded files should not be visible from the tattoo data entry area.	I = Included		This is available as part of the photo subsystem
GR-24	The solution shall provide authorized users with the ability to configure workflows.	I = Included		This is part of the ATIMS configurable wizard step system
GR-25	The solution shall provide authorized users with the ability to add /remove existing screens from a workflow.	I = Included		This is part of the ATIMS configurable wizard step system

GR-26	The solution shall provide authorized users with the ability user to restrict access to specific fields based on user ID.	I = Included		This is available as part of the ATIMS person subsystem
GR-27	The solution shall enable authorized users to set up user rights by groups and allow for the addition of an unlimited number of user groups. The IJMS should also allow for the addition of unlimited privileges to be assigned to each group.	I = Included		This is standard function of the ATIMS admin system
GR-28	The solution shall enable a unique user to log in with a unique user ID and password. In addition, the solution must also provide the ability for users or an authorized person to change passwords. System should document date/time user ID was created.	I = Included		This is standard function of the ATIMS admin system
GR-29	The solution shall provide system administrators with the ability to deactivate a user from Active Directory (AD), preventing the ability to log on. The solution should continue to recognize all inactive IDs for the purposes of maintaining accurate, searchable historical records. When staff member is separated from county, AD access is de-activated.	I = Included		This is standard function of the ATIMS admin system
GR-30	The solution shall provide users with the ability to assign an expiration date to a user ID.	I = Included		This is standard function of the ATIMS admin system
GR-31	The solution shall provide users with the ability to restrict access to screens and functions based on user ID.	I = Included		This is standard function of the ATIMS admin system
GR-32	The solution shall enable authorized users to add/delete/modify visiting location conditions and restrictions for each facility	I = Included		This is standard function of the ATIMS admin system
GR-33	The solution shall provide users with the ability to manage (add, edit, delete) electronic	I = Included		This is standard function of the ATIMS admin system

	notifications for individuals and groups.			
GR-34	The solution shall provide barcoding functionality to support routine checks for specific cells (safety cell/sobering cell) and to record inmate's behavior.	N = Not Included		This functionality is not available in the current version of the ATIMS JMS. This can be accomplished via an interface with a barcoding Contractor. ATIMS has done this at other facilities. This function will be stock in version 2 of the ATIMS system
GR-35	The solution shall enable authorized users, located outside of the Sheriff's Office network, to upload/transfer documents. These documents should be in a queue. Authorized users at OCSD should have the ability to take action (review/delete/attach to the appropriate inmate record) items from the queue and link the document/file to an inmate record. Document/file should automatically store to the appropriate location within the inmate record. Document types must be user configurable, allow for the addition of unlimited document types and allow a system administrator to define the document storage location for each document type. User must have the ability to view /print items and/or attachments from the queue. System should notify users when documents are successfully uploaded / linked to an inmate record.	N = Not Included	40	All functions are available as part of the ATIMS external attachments system. The user allowing the attachments in the system route the document to where it would be appropriate. ATIMS will have to create a new event to make the notification listed in this requirement.
GR-36	The proposed system should provide a System Administrator with the ability to retitle fields within the system. If a field name is changed, the change should carry over to all applicable screens and reports.	I = Included		ATIMS has this function available in a set number of screens in the current version, however reports are not supported for the renaming. This function will be standard as part of version 2.

Appendix B
Technical Requirements

1.0 Architectural Requirements for System

Req #	Requirement Text	Included, Configurable, not Included (I, C, N)	Estimated Hours to Customize	Contractor Response
TA-01 Overall	The OCSJ is a Microsoft Enterprise Customer. The Integrated Jail Management System (IJMS) application will be required to run on current and supported version of Microsoft Windows Server (version 2012 R2 at the time of this writing) and current and supported version of Microsoft SQL Server (version 2014 at the time of this writing), both 64-bit. The client side application will be required to run on current and supported version of Microsoft Operating System (version Windows 7 at the time of this writing) and current and supported version of Internet Explorer (version IE11 at the time of this	I = Included		ATIMS JMS is Microsoft-focused application. It is developed on IIS and SQL Server. We support and test our application with the most recent infrastructure solution. As a business application, it is not dependent on hardware or networking infrastructure. New version (currently in development) is designed to be "Single Page Application", based on Angular 2, ASP.NET Core, and Web Services

	<p>writing). Servers will be virtualized and the client desktops will be primarily Dell Windows desktops. All desktops and servers will be connected using Cisco Network Equipment. Network connected over 10gb/fiber Cisco Class Catalyst Switch Layer 2- running on HP Blade Infrastructure. SAN storage EMC VNX model 5700 with fiber backbone.</p>			
TA-02 Overall	<p>The solution architecture shall support the goals and objectives as specified in the business requirements.</p>			
				Included
TA-03 Overall	<p>The solution shall provide: secure interoperability; flexibility; adaptability; and scalability. It must also utilize common, secure, industry-wide, open-standards-based technologies for the delivery of information services.</p>	I = Included		<p>Current version supports Web standards like HTTP(s) and SOAP; new version will expand those to include REST for interoperability, OAuth2 / OpenID Connect for authentication and authorization, HTML5, CSS3 and TypeScript for responsiveness and mobile support</p>

<p>TA-04 Standards</p>	<p>The solution shall follow industry-standard protocols and open systems technology. The technologies are identified by the following industry standards organizations:</p> <ul style="list-style-type: none"> - American National Standards Institute (ANSI) - National Committee for Information Technology Standards (NCTIS) - Object Management Group (OMG) - Organization for the Advancement of Structured Information Standards (OASIS) 	<p>I = Included</p>		<p>(OMG and OASIS standards for interoperability are now obsolete)</p>
<p>TA-05 Overall</p>	<p>The solution shall follow the OCSD Technical and Architectural standards for the utilization of technology as defined in TA-01.</p>	<p>I = Included</p>		<p>Please refer to response in TA-01 for more details</p>
<p>TA-06 Standards</p>	<p>The architecture shall be compatible with existing and planned OCSD IT infrastructure as defined in TA-01.</p>	<p>I = Included</p>		<p>Please refer to response in TA-01 for more details</p>

TA-07 Standards	The solution shall conform to: -The American Correctional Association Accreditation Standards -California statutes and regulations -American Jail Association and California Department of Correction operational standards	I = Included		ATIMS has been designed to meet ACA and California Title 15 requirements. We believe we are also in compliance with AJA standards as well. As ATIMS currently only delivers to the county jail market we have never been held to a CDCR standards but are happy to evaluate them if provided and look at possible needs.
TA-08 Report	The architecture shall support the creation of both standard and ad hoc reports.	I = Included		ATIMS JMS includes sophisticated reporting engine and close to 200 configurable reports. Additionally, clients can design custom reports as needed. Finally, users can define ad hoc reports ("queues" in JMS) that allow them to retrieve information they require
TA-09 Business Continuity	The architecture shall enable the monitoring and control of resources, and must permit the creation and implementation of disaster recovery procedures, specifically the demonstration of failover capability and redundancy. The system should be available for 99.999% of the time.	I = Included		ATIMS JMS relies on Cluster and Always-On capabilities built into MS SQL Server, as well as on failover and load balancing capabilities of IIS
TA-10 Business Continuity	The solution shall have adequate redundancy to allow OCSD to perform pre-identified critical	I = Included		ATIMS implementation team works with agency IT organization to define RPO and RTO and ways to achieve those. JMS is not on the critical path of accomplishing those goals

	business continuity applications in the event of failure of any infrastructure component.			
TA-11 Business Continuity	The system shall be able to tolerate simple failures without disruption of service, viz., application errors in some of the components and/ services.	I = Included		
TA-12 Business Continuity	The solution shall provide for continuity of critical business functions in the face of catastrophic failure of infrastructure.	I = Included		ATIMS implementation team works with agency IT organization to define RPO and RTO and ways to achieve those. JMS is not on the critical path of accomplishing those goals
TA-13 Data/Application Integrity	The architecture shall provide a stable and secure environment in which data and application integrity is maintained.	I = Included		
TA-14 Databases	The solution shall be able to run on any ODBC compliant database running under Windows.	I = Included		JMS requires MS SQL Server due to dependency on SQL Server -specific features and stored procedures
TA-15 Configurability	The solution shall be capable of utilizing business rules to enhance maintainability. Maintainability includes new	I = Included		ATIMS is a highly configurable wizard based system designed to allow for agency business rules and legislative changes. ATIMS designs all new enhancements to be used by clients but we go to great lengths to design in a way that does not interrupt current work flow or require the use of any new functionality.

	changes and configurability enhancements wherever possible.			
TA-16 Reporting	The solution shall incorporate near real-time synchronization of data between the production database and reporting database. This should meet the same security levels identified in other parts of the technical requirements document.	I = Included		ATIMS team will work with OCSD to set up replication and synchronization procedures. Nothing in JMS prevents OCSD IT team setting this up
TA-17 Architecture	The solution shall utilize sound Service Oriented Architecture (SOA) practices. The product should have an application integration layer to permit interaction with external systems using GRA standards (NIEM / Web Services). Specifically, the product should expose Web Services to permit external systems to interact with the IJMS.	I = Included		ATIMS Interface Engine provides application integration layer for interaction with external systems. Current version relies on SOAP Web Services. Next version, currently in development, will support ReST as well.

<p>TA-18 Hardware</p>	<p>The browser-based front end (UI) shall be capable of running on the IJMS existing workstations (current and supported windows desktop operating system currently Windows 7). The Contractor should describe the minimum system requirements for the terminals accessing the product.</p>	<p>I = Included</p>		<p>Processor: Intel I3 or Equivalent Memory: 4 GB RAM Hard Disk: Not applicable Video: Video Card that Supports resolution of at least 1024 X 768 Network: Network card Operating System: Microsoft Windows 7 or higher. Browser: Internet Explorer 11 or higher,</p>
<p>TA-19 Virtualization</p>	<p>The solution shall support virtualization for a quick provisioning of the SDLC environment, and include a Multi-Tier architecture: 1. Front End: Web-based using standard browser 2. Middleware such as IIS 3. Database: Must be ODBC compliant relational database. OCS currently utilizes and has expertise with MS SQL server databases.</p>	<p>I = Included</p>		

<p>TA-20 Environments</p>	<p>The proposed architecture should support multiple environments – testing, training, pre-production and production. The Contractor shall describe the approach that will be utilized to provide these environments, as well as any additional that may be required. The solution shall provide a non-production training environment including the ability to periodically copy the production database to a training database. The solution shall allow both production and training databases to be accessed simultaneously without cross linking or cross contamination.</p>	<p>I = Included</p>		<p>OCSD can have as many environments as necessary.</p>
<p>TA-21 Environments</p>	<p>The solution shall include a development database for testing activities specific to program changes. The solution shall allow both production and testing databases to be accessed simultaneously without cross</p>	<p>I = Included</p>		<p>OCSD can have as many environments as necessary.</p>

	linking or cross contamination.			
TA-22 Environments	The solution shall support the easy migration of application code between technical environments (i.e., development, testing, training, production, etc.).	I = Included		Application code is deployed "into" environment. Configuration data are migrated between environments using "from-to" scripts
TA-23 Source Code	The solution shall provide a method of ensuring customer access to source code. The Contractor must agree to provide source code with initial implementation and with each software update/upgrade release or, in lieu of this not being a current capability, propose a plan of action for enhancements and modifications, to include the expedited response for changes needed to address legal and safety concerns.	I = Included		Source code for core production can be provided to escrow holder and is usually part of the contract. Source code for agency-specific customizations (stored procedures, interfaces and configuration items) is provided to the clients as part of implementation
TA-24 Software Products	The Contractor shall provide detailed descriptions of the proposed software products, software versions,	I = Included		See product description, 3.1.b in Part III

	<p>manufacturer’s names and costs. Software upgrades or updates should not adversely impact the OCSD IJMS operations, database integrity, remote site operations or user productivity. In an effort to reduce costs through competition, OCSD wishes to avoid proprietary products wherever practical. The Contractor shall provide a list describing all of the proprietary subsystems or components of the subsystems of the proposed IJMS.</p>			

2.0 Security Requirements for Proposed System

Req #	Requirement Text	Included, Configurable, not Included (I, C, N)	Estimated Hours to Customize	Contractor Comments
TS-01 Access Control	<p>The solution shall permit authenticated users <i>only</i> to access the IJMS. If OCSD decides to leverage the ADFS as a means of single sign on, the solution must support this to determine user identification. The</p>	<p>I = Included</p>		<p>ATIMS JMS supports the decisions listed in the requirement. Note, however, that if ADFS or similar approach is chosen (which ATIMS recommends), CJIS compliance and two-factor authentication are provided by AD or similar solution</p>

	solution should also be compliant with CJIS and OCSD IT Policy with regards to two-factor authentication.			
TS-02 Access Control	The solution shall support a role-based security framework.	I = Included		ATIMS JMS allows role-based functionality permissions
TS-03 Access Control	The solution shall support the notification of the appropriate personnel if security breach is detected.	C = Configurable		The system can be configured to notify staff via email when a number unsuccessful attempts exceeds a pre determined value. Additional events that can be construed "security breach" can be defined as part of implementation
TS-04 Audit Logging	The solution shall have audit logging capabilities. At a minimum, the logs should provide details surrounding the identity of the users, the date/time of the interaction, details about the actions performed by users, and status of the interaction (success / failure). Current OCSD policy is to retain log files for a duration of 5 years.	I = Included		ATIMS JMS logs the information listed in the requirement. Retention period can be set up during implementation
TS-05 Audit Logging	The solution shall have the capability to enable authorized users to view the security	I = Included		

	logs for investigative and other purposes.			
TS-06 Audit Logging	The solution shall have the capability to enable authorized users to view the name of the user that created the record and the last person that updated the record.	I = Included		
TS-07 Encryption	The product shall ensure that the information stored in the database is encrypted. The Contractor should describe the specific levels of encryption used (consistent with the database).	I = Included		For highly configurable encryption we recommend SQL Server 2016 "Always Encrypted" feature. We also support Transparent Data Encryption for compatibility purposes
TS-08 Encryption	The product shall support SOAP, Web API over HTTPS when interacting with external systems.	I = Included		ATIMS interface Engine supports SOAP protocol over HTTP(S)
TS-9 Logging	The product shall report failed identification/authentication checks to the system logs.	I = Included		ATIMS JMS logs the information listed in the requirement.
TS-10 Access Control	The Contractor shall provide detailed descriptions of proposed solution to tie the IJMS into	C = Configurable	100	JMS is using application-defined groups. The recommended solution to replicate groups from AD to the application via system interface.

	active directory and group policy.			
TS-11 Access Control	The solution shall be able to provide authorization by device/location element (e.g. MAC address, IP address, physical location).	I = Included		
TS-12 Audit Logging	The solution shall enable authorized users to monitor the security/transaction logs, including log access attempts, as well as audit user activities functionally in the application (e.g. searches, access certain records).	I = Included		
TS-13 Mobile	The Contractor shall provide detailed descriptions of proposed security solution for mobile devices.	I = Included		ATIMS JMS mobile module is web-based and therefore does not dictate any security solutions for mobile devices. As business application we utilize OAuth2 and OpenID Connect standard for authentication and authorization.
TS-14 Access Control	The solution shall support integration with technologies such as electronic signature pads. This will provide the ability for inmates and staff to electronically sign incident and disciplinary reports which will then be archived.	I = Included		ATIMS JMS allows the clients to define signature fields on any form

TS-15 Access Control	The solution shall provide the capability to restrict access to specific fields based on user ID. While default set up should allow access to all fields, the systems administrator must have the ability to restrict access to identified users.	I = Included		Functionality included for relevant fields. ATIMS will set up additional fields for restriction as part of implementation
TS-16 Inmate Management	The system shall provide a unique user ID and password for each user. System must provide for the addition of an unlimited number of user IDs. System must also provide a means for users or system administrators to change passwords. System should document date/time user ID was created. System needs to interface with the OCSD active directory.	I = Included		ATIMS recommends to use AD authentication, in which case password maintenance belongs in AD. If OCSD elects to use application-based authentication, changing passwords is supported out of the box
TS-17 General	The system shall have the ability to lock a user's access within active directory after a determined number of login	I = Included		N/A - this is AD functionality

	failures. System should continue to recognize all inactive IDs for the purposes of maintaining accurate historical records, and the searching of historical records even when AD has deemed those users no longer active.			
TS-18 Inmate Management	The system shall have the capability to assign an expiration date to a user ID.	I = Included		N/A - this is AD functionality
TS-19 General	The system shall provide the ability to restrict access to screens and functions based on user ID.	I = Included		JMS functionality permissions allow the administrators to restrict access as needed

3.0 Interface and Integration Requirements for Proposed System

Req #	Requirement Text	Included, Configurable, not Included (I, C, N)	Estimated Hours to Customize	Contractor Comments
TI-1 System Interfaces	The solution shall interface with external database systems through the Orange County Sheriff's Dept Middleware, also known as the Data Exchange Server (DES), via web services using NIEM-compliant XML format.	I = Included		ATIMS interface engine allows for integrating with a wide variety of software system. ATIMS has integrated with numerous systems through web services

	(Examples include: Law Enforcement Information Exchange (LinX) system, AMM Medical Billing system, CWP (Community Work Program) Management Program system, EZ Bail and Balance Information system)			
TI-2 System Interfaces	The Contractor shall provide detailed descriptions of proposed solution to interface with the external systems including the Orange County Automated Telecommunications Systems (OCATS) which connects to NCIC, Nlets, California State DMV, the automated warrant service system.	I = Included		The ATIMS interface engine allows integration with any contemporary system (export to file, FTP/SFTP; import from file, folder watch, bidirectional SOAP). Additionally, ATIMS can develop custom interfaces with legacy TCP/IP systems like original NCIC.
TI-3 System Interfaces	The solution shall interface with the external Microsoft Dynamics Great Plains. This is the OCSO Commissary system. Transaction items include trust account balance, housing location, activity rosters, etc.	I = Included		Microsoft Dynamics provides robust integration layer that is very easy to interface with - both on transactional and batch level

TI-4 System Interfaces	The solution shall interface with the external Victim Information and Notification Everyday (VINE) system or state system to support victim notification.	I = Included		Interface with VINE is part of almost any implementation
TI-5 System Interfaces	The solution shall interface with the external Meal Prep System as a web service. This is an internal system that is transactional based.	I = Included		
TI-6 System Interfaces	The solution shall be able to interface with the Sheriff's public website to provide visitors the ability to schedule a visit from the Sheriff's public website.	I = Included		Interface with Sheriff website is part of almost any implementation
TI-7 System Interface	The solution shall be able to integrate with other systems through industry standard interfaces without significant cost to Orange County.	I = Included		ATIMS interface engine allows for integrating with a wide variety of software system. ATIMS has integrated with numerous systems through web services
TI-8 Internal Systems	The solution shall support custom views in the replicated database for the intent to promote information sharing with other	I = Included		ATIMS JMS design encourages information sharing between systems

	systems. (Example: COPLINK)			
TI-9 Integration Internal Systems	The solution shall have an integration layer that allows the third party Contractors the ability to integrate. Examples of these applications include, but not limited to, AFIS machines, iris scans for authentication, and RFID and bar coding for movement tracking. It should be noted that some 3rd party applications might require specific plug-ins to be built and configured in the solution in order to integrate, however, the solution shall permit this at the integration layer.	I = Included		Included. ATIMS Interface Engine provides application integration layer for interaction with external systems. Integration with some external hardware (biometrics scanners, signature pads) is built into the application, and can be extended to add additional hardware
TI-10 Integration External Systems	The solution shall have the capability to integrate with other providers that are normally utilized in a jail setting. Examples of these are: commissary service systems, food service systems, payment systems, health care systems, banking systems (a list of internal interfaces	I = Included		Interface with the listed providers is part of almost any implementation

	<p>is provided in the functional requirements). The Contractor shall provide a list of systems with which they have already developed interfaces. The Contractor should also provide the interface details as needed.</p>			
<p>TI-11 Integration External Systems</p>	<p>The solution shall be able to interact with an Enterprise Service Bus to publish information to and receive information from external systems. The solution shall be compliant with pertinent CJIS and OCSD ITP requirements for system-to-system interaction.</p>	<p>I = Included</p>		<p>ATIMS interface engine allows for integrating with a wide variety of software system. ATIMS has integrated with numerous systems through web services. We are confident that once OCSD ITP requirements are provided, the solution will be compliant</p>
<p>TI-12 Integration External Systems</p>	<p>The product shall provide the capability to export information to potential external systems in the existing data formats that are utilized such as CSV and XML files. The system shall also be compliant with pertinent CJIS requirements for data formats, information security during these interactions.</p>	<p>I = Included</p>		<p>Included. ATIMS interface engine allows file export in any format. Format definition can and should be CJIS compliant.</p>

TI-13 Integration	<p>The product's integration layer should support the publishing of notifications when certain pre-identified events occur (such as the booking of an inmate). These interactions shall be permitted without exposing the product's database to external systems.</p>	<p>I = Included</p>		<p>This is a standard function within the ATIMS subscription engine</p>
TI-14 Integration	<p>Subject to the offering and availability of the core services published by CJIS, the solution shall be able to automatically query national, state and crime information databases for key transactions and events regarding subjects, events, and cases.</p>	<p>I = Included</p>		<p>Interface with CJIS to the extent this information is made available by CJIS is part of almost any implementation</p>
TI-15 Integration	<p>The Contractor shall provide detailed descriptions of proposed software and hardware integration. At a minimum, the solution must include integration of special-purpose hardware in use (e.g. barcode</p>	<p>I = Included</p>		<p>ATIMS interface engine allows for integrating with a wide variety of software system. ATIMS has integrated with most items listed in prior installs. Some hardware such as time clocks, etc. would need further research based on the hardware in place at OCSD</p>

	scanners, RFID, printers, scanners, time clocks, photo/video capturing devices, fingerprint machines, etc.) and mobile devices.			
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4.0 Mobile Requirements for Proposed System

Req #	Requirement Text	Included, Configurable, not Included (I, C, N)	Estimated Hours to Customize	Contractor Comments
TM-1 Mobile Platform	The solution shall provide mobility with IOS, Android, and/or Microsoft Windows mobile devices.	I = Included		Mobile solution is web-based, and therefore is OS-independent
TM-2 Mobile Application	The Contractor shall provide detailed descriptions of proposed software applications in mobile devices. At a minimum, mobile devices should provide a software solution similar to desktop computers.	Included		ATIMS is recommending our Mobile solution for OCSD. This solution allows for limited functions to be performed by housing unit staff while on the security floor. The mobile solution is a mobile browser based solution so will run on IOS or Android platforms. Access to the mobile solution is controlled by OC IT staff. Additionally, the ATIMS desktop system can be run on any mobile device however the screen size may make some functions difficult to perform.
TM-3 Mobile Platform	Mobile devices shall be compliant with the latest Wi-Fi standard with backward compatibility with legacy standards (i.e. 802.11n, 802.11g).	I = Included		As the ATIMS system is browser based we are not effected by WI-FI standards and will run on agency provided mobile devices as long as they have network connectivity.
TM-4 Mobile Application	Mobile devices must automatically save the user data to internal permanent memory	N = Not Included		Native application development is on the roadmap; however, this is not available in the current version

	when Wi-Fi signal or power is lost.			
TM-5 Mobile Application	Mobile device must be able to seamlessly run applications when the Wi-Fi signal is lost and automatically resynch applications when the Wi-Fi signal is restored.	N = Not Included		Native application development is on the roadmap; however, this is not available in the current version

5.0 Application Requirements for Proposed System

Req #	Requirement Text	Included, Configurable, not Included (I, C, N)	Estimated Hours to Customize	Contractor Comments
TAP-01 Configuration	The solution shall provide the ability for a system administrator to modify system lookup tables for purposes of modifying codes such as: offender programs, facility codes, cell codes/designations, locations, rosters, gangs, priority list for movement, disciplinary offenses, classification levels, billing rates etc. This activity shall be able to be performed by the administrator without requiring the need for Contractor	I = Included		ATIMS provides an ADMIN module to allow for configuration of all these options. They can be changed at any time by OCSD

	assistance. This configurability must be provided at the facility level.			
TAP-02 Configuration	The solution shall enable the administrator to configure workflows in all business functional areas without the need for programming.	I = Included		The ATIMS system has multiple configurable workflow wizards with in the software for Intake, Booking, Release, Pre-booking, Incidents, and Grievances. These are configurable by admin operators at OCSD at any time.
TAP-03 Configuration	The solution shall provide a logical sequence of screens and fields enabling users to quickly access, modify, skip or jump to other areas of interest for data entry based on the customized user-defined specific workflow.	I = Included		ATIMS has agency definable work flows but also allows for direct entry of data to any screen at any time based on user rights
TAP-04 Configuration	The solution shall enable the administrator to configure notifications to appropriate users without the need for programming.	I = Included		The ATIMS request engine and subscription engine are both handle these type of functions. Both of these engines are configurable by admin users with in OCSD at any time.
TAP-05 Configuration	The solution shall be capable of providing administrator-defined time-outs	I = Included		ATIMS has agency defined user timeouts; other features listed are not applicable to web server based architecture

	for user sessions, server threads, and other persistent features within the environment as well as provide a capability for managing and handling record locking and releasing of locks.			
TAP-06 Configuration	For user-initiated system actions that may take considerable time to complete (e.g., long reports), the solution must provide internal thresholds to prevent the system/infrastructure/client resources from getting overwhelmed. The solution shall also support a separate database that will be used for reporting purposes.	I = Included		ATIMS has timeout functionality for possible long running tasks. ATIMS in the current version does not support a separate database for application reporting. This function will be available in the version 2 release.
TAP-07 Browser Support	The solution shall be capable of using Internet Explorer 11 or greater.	I = Included		
TAP-08 Help Documentation	The solution shall provide user help documentation (manuals and on-line). The system should also provide useful	I = Included		

	prompts when the user hovers over controls.			
TAP-09 Help Documentation	The solution shall provide context-sensitive online user help documentation. The system shall also support the ability to link to a policy and post order that governs that specific business functions. This may reside in another system that IJMS currently utilizes.	I = Included		ATIMS provides online help. ATIMS has a reference function where OCSD can post current policy and procedure documents for staff to review at any time.
TAP-10 Usability	The solution shall provide the ability to enable the users to navigate through the system with a minimum number of clicks.	I = Included		
TAP-11 Usability	The solution shall provide the ability to enable users to easily retrieve information without having to go through multiple screens.	I = Included		
TAP-12 Usability	The solution shall provide basic word processing functionality with rich text (bold, underline, italics, font, size, font color, etc.),	I = Included		ATIMS uses rich text for our narrative fields for incidents and grievances. This includes: bold, underline and italics. All rich text functions will be available in the release of version 2 of our platform as standard functions.

	<p>including word wrap and spell check for the entry and manipulation of text data. It must also be searchable, printable, reportable. All notes should have audit files with timestamps detailing who created/updated the document or notes field.</p>			
<p>TAP-13 Usability</p>	<p>The solution shall minimize data entry efforts by: - Providing default values for fields based on previous input, referential lookup or other mechanisms - Providing lookup tables for the values for fields</p>	<p>I = Included</p>		
<p>TAP-14 Usability</p>	<p>The solution shall auto fill date/time entry fields but allow for manual date change. The solution must have the ability to display a calendar to select from to populate the date fields. Additionally, the system should support the ability to enter the date by using shortcuts but also allow for manual overrides.</p>	<p>I = Included</p>		<p>Stamped date time fields are not editable but entry fields are editable where appropriate. For entry fields users may use F11 as a hot key to auto insert the current date and time.</p>

TAP-15 Usability	The solution shall provide data quality editing, consistency and validity checks on data elements at the point of data entry. The solution shall display a meaningful error message and prevent entry of data that does not pass edit checks.	I = Included		
TAP-16 Usability	The solution shall comply with Section 508 (b) of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794d), pertaining to visually or hearing impaired employees.	I = Included		The current version of the application is built on Microsoft webforms foundation that has limited ADA capabilities. Version 2 of the ATIMS product will incorporate HTML5 including aria-tags that are ADA compliant. Specific compliance 508(b) will be addressed as part of implementation.
TAP-17 Device Integration	The solution shall support application extensions that use bar codes or RFID technology to track offenders and documents and permit scanning and the use of bar codes to accomplish data entry. At minimum, this requirement includes: 1. Generate bar code for inmate identification and	I = Included		ATIMS provides some of these functions in the current versions. Functions not met have been addressed in the functionality requirements spreadsheet.

	<p>movement tracking. The system must offer functionality to update inmate movement with barcode tracking. The system must be able to record inmate movements by inmate or by group of inmates.</p> <p>2. Use of bar codes to inventory and manage offender personal property and match property to the offender.</p> <p>3. Provide RFID and/or barcode functionality for: Property storage, tracking, and release of inmate property, commissary delivery, medical medication delivery, appointments and Inmate movement.</p> <p>4. Wrist bands/ID cards must identify religious or medical special diet recipients.</p>			
<p>TAP-18 Device Integration</p>	<p>The solution shall support other interaction modes for specific business functions such as: tablets, kiosks, and IVRs. The solution shall be able to seamlessly</p>	<p>I = Included</p>		<p>These interactions are typically handheld as native part of the ATIMS platform (Inmate Kiosks or staff tablets for example) or via an interface to outside Contractors (IVR systems, etc.)</p>

	integrate with these devices.			
TAP-19 Action	The solution shall allow the system administrators to select the time of expiry of the system password. The system administrator shall be able to define length and complexity parameters for user passwords.	C = Configurable		ATIMS provides this functionality when configured for application based authentication (Not recommended). Most agencies prefer to use AD authentication which handles all these rules internally.
TAP-20 Action	The solution shall allow the system administrators to perform operations based on OCSD policies and procedures . Some of the actions are identified below: 1. Merge two inmates 2. Merge two visitors 3. Expunge a booking 4. Delete a booking 5. Reverse a release 6. Delete reports such as an Inmate Misconduct 7. Charge maintenance for released inmates	I = Included		All functions are provided within the base software.
TAP-21 Action	The solution shall be able to support	I = Included		ATIMS JMS is a COTS (off the shelf) products and ATIMS conducts system and regression

	quality assurance processes such as stress testing, system testing and regression testing.			testing as part of normal software development lifecycle. ATIMS implementation team will work with OCSD to set up performance testing as well as additional testing of customizations as required.
TAP-22 Action	The solution shall be ODBC Compliant. It is preferred that the proposed solution include integration with Microsoft SQL Server Reporting Services (SSRS) for Ad-Hoc Reporting.	I = Included		ATIMS JMS is using native SQL Server drivers for connectivity between webserver and the database. We also support legacy ODBC drivers for compatibility purposes, if required. ATIMS current version uses Crystal reports for built in reports. However clients can use any Ad-Hoc reporting solution such as SSRS. ATIMS will be transitions to SSRS in version 2 of our platform as a built in solution.
TAP-23 Reports	The solution shall provide the ability to add customized reports to be run at the user level.	I = Included		Custom written crystal reports can be imbedded in the ATIMS systems by OCSD admins
TAP-24 Reports	The solution shall support the replication of data on a reporting server that will be utilized for ad-hoc and regular analytical reports covering multiple activities such as the prison statistical software programs.	I = Included		ATIMS supports replication of data on a reporting server.
TAP-25 General	The solution shall support data retention requirements per OCSD policies. The Contractor shall provide the data dictionary for the database to OCSD and grant access at no additional cost.			ATIMS does not impose any data retention policies. ATIMS implementation team will work with OCSD to implement OCSD retention policies. Data dictionary is provided and OCSD way access data at any time.

<p>TAP-26 General</p>	<p>In the event that OCSD and the Contractor decide to part ways, the Contractor must describe the termination strategy ensuring that OCSD has ownership of the data (as well as source code if solution has been custom developed).</p>	<p>I = Included</p>		<p>OCSD retains all right to their data during the operations of the system and is free to retain, backup and copy such data as OCSD sees fit.</p>
<p>TAP-27 Population Management</p>	<p>The solution shall have the ability to provide a total facilities population count, as well as provide the total count for each facility, floor, module, and cell. Count inquiries should display the number of inmates currently in the facility, as well as the number of inmates out of the facility, including their status and/or location. The solution must be able to provide the count in real-time at any given time. These count queries must be able to be printed and/or saved as a PDF file.</p>	<p>I = Included</p>		

<p>TAP-28 Population Management</p>	<p>The solution shall have the ability to identify specific inmates that should be kept separate from each other. An alert should be issued if "keep separate" inmates are selected to be housed together.</p>	<p>I = Included</p>		
<p>TAP-29 Population Management</p>	<p>The solution shall allow for the tracking and management of inmates that are on alternative custody, work furlough, and work release programs. The system must have the ability to separate these inmates from "in custody" inmates.</p>	<p>I = Included</p>		
<p>TAP-30 Configuration</p>	<p>The system shall have the ability to make on-screen fields mandatory or non-mandatory (required/not required).</p>	<p>I = Included</p>		<p>This functionality is available on all booking info and persons screens.</p>
<p>TAP-31 Population Management</p>	<p>The solution shall provide the ability for a user to view daily head count for ICE detainees for billing purposes and daily head count of AB109 inmates for funding purposes. The system must provide ability to</p>	<p>I = Included</p>		<p>Some of these items are not within and have been cost quoted as part of the functional requirements document</p>

	view ICE detainee activities in order to substantiate billing reimbursement requests to ICE as well as track escort guard rate, stationary guard and work program.			
TAP-32 Configuration	The solution shall provide a rich querying environment. The query capability should include a text-based search engine and at least one SOUNDEX type option. The solution shall have the ability for a user to query any field within the IJMS. The solution shall perform Google-like keyword search on any text field within the IJMS.	I = Included		All items listed are available in the current version of the ATIMS platform with the exception of the "Google-like" search. This function will be available in the release of version 2 of the ATIMS platform
TAP-33 User GUI	All on-screen queues shall contain OCSD-defined information that is interactive such as inmate name, booking number, OCN number, etc.	I = Included		

<p>TAP-34 User GUI</p>	<p>The solution shall be able to display a dashboard with metrics of interest to the command staff. The IJMS should provide summary statistical information about the performance, capacity, and other key performance indicators in a easy visual display. The system shall support the user-defined queries for management statistics by: inmate, race, gender, gang status, medical status, cell, facility, movements, all classification criteria, forecasting, total inmate population by cell, sector, module, facility, etc. The solution must be able to generate a jail roster based on these core objects and the range set by management. All reports and forms shall be able to be printed and/or saved as a PDF file.</p>	<p>I = Included</p>		

<p>TAP-35 User GUI</p>	<p>The solution shall provide a fingerprint sheet that is printable and available to view on screen. At minimum, the fingerprint sheet should include: inmate name, DOB, race, sex, SSN, Orange County Number (OCN*), booking number, booking date/time, and all current charges to include: arresting agency, location of arrest, arrest date/time, arrest type, court case number, arresting officer, arresting agency case number, inmate photo, and a specified area to collect a ink thumb print. (<i>*OCN is a fingerprint verified identification number used by the County</i>).</p>	<p>I = Included</p>		
<p>TAP-36 User GUI</p>	<p>The solution shall provide a user with the ability to display and work on multiple screens concurrently.</p>	<p>N = Not Included</p>		<p>This is not available in the current version of the ATIMS platform but is on the roadmap for version 2 of our software</p>
<p>TAP-37 User GUI</p>	<p>The solution shall display a warning message prior to releasing an inmate if the</p>	<p>I = Included</p>		<p>The supervisor wizard can be used to authorize the release. If the supervisor does not allow the release then the staff will not be allowed to release the inmate.</p>

	inmate record has been flagged for DNA collection and the collection has not occurred. The warning shall require an Administrator override in order to continue the release process.			
TAP-38 Visitor Management	The solution shall provide a user with the ability to restrict visitors from visiting a specific inmate, multiple inmates, or all inmates. These restrictions shall be able to be tailored to have either no expiration date or an expiration date that automatically expires. The solution shall also track the reason for restriction; reason field must be configurable and allow for unlimited restriction types.	I = Included		
TAP-39 Visitor Management	The solution shall provide the ability for a user to easily identify and select visitor's historical information from previous visits by using: visitor identification number, name, inmate's booking	I = Included		

	number, OCN or by scanning bar codes from government-issued identification.			
TAP-40 Forms	The solution shall automate auto fill for all OCSD forms that are completed by the arresting agency or jail staff (JI's, Strip Search, etc.). Forms should be pre-populated with known data as well as allow for free text entry and the editing of pre-populated data and selected fields. Any future changes to State or Federal required forms should be able to be updated in the system at no additional cost. All forms will be defined in the functional requirements.	I = Included		
TAP-41 Inmate Processing	The solution shall be extensible to support the use of future biometric technology for identifying inmates.	I = Included		
TAP-42 Inmate Processing	The system shall allow the booking process to be initiated with or	I = Included		

	without the use of biometrics.			
TAP-43 Document Management	The solution shall enable incident reporting for the import/export of external files (JPEG, AVI, PDF, etc.) Incident reports of a sensitive or personal nature must be kept out of normal view and only designated to staff members, units, and departments who based on OCSD-defined permissions.	N = Not Included		ATIMS has all functions but the restriction of sensitive reports. This functionality has been quoted out in the functional requirements document.
TAP-44 Document Management	The solution shall provide the ability to display, update, and manage static information such as: manuals, study guides, codified laws, website links, and contact information.	I = Included		This is available in the reference section of the ATIMS platform and is available system wide.
TAP-45 Population Management	The solution shall track use of force, violence against staff, inmate-to-inmate violence, contraband, facility damage, disciplinary action and hearing requirements.	I = Included		

<p>TAP-46 Inmate Processing</p>	<p>The solution shall automatically query the arrestee for wants/warrants. The system must check local warrant system, local RMS (Tritech), CLETS, and NCIC. System Administrator should be able to configure where in the booking and release processes this check occurs. The solution must automatically run, and subsequently notify both Records and Release departments for warrants before inmate is released.</p>	<p>I = Included</p>		
<p>TAP-47 Inmate Processing</p>	<p>The solution shall allow for recording of all judgment and sentence-related data received from the court. User must be able to record, edit, and review sentence information including: custody, fines, restitution, modifiable sentence and program recommendation.</p>	<p>I = Included</p>		

<p>TAP-48 Forms</p>	<p>The solution shall allow the DOJ JUS form 8715 to be automated and linked to IJMS system so it may be pre-populated by the pre-registration form. The form must be able to be printed based on arrest type and/or arresting agency. The solution must allow this form to be updated at no additional cost each time DOJ puts out a new version.</p>	<p>I = Included</p>		
<p>TAP-49 Inmate Processing</p>	<p>The solution shall be able to generate a report of inmates with Infectious Diseases per H&S 121050 & 121070.</p>	<p>I = Included</p>		
<p>TAP-50 Inmate Management</p>	<p>The solution shall be capable of sending an electronic notification to an individual or group when an inmate with a specified alert code has moved housing assignments (e.g. Special Handling, prerelease, etc.).</p>	<p>I = Included</p>		
<p>TAP-51 Inmate Processing</p>	<p>The solution shall provide a remote booking capability that allows the</p>	<p>I = Included</p>		

	arresting agency to enter inmate data that will be used to auto-populate the booking record during the intake process.			
TAP-52 Inmate Management	The solution shall allow staff members to electronically forward incident reports to their immediate supervisor. The supervisor must be able to sign or send back for necessary changes/corrections as part of the workflow. If the immediate supervisor approves the incident, it must be forwarded for assessment. If the incident report is disapproved, it must be sent back to the initiating staff member for review. The system will not track changes to an incident report until it is approved by the supervisor. The solution must provide the ability for staff to print the report.	N = Not Included		This functionality was listed in the functionality requirements document and was costed there.
TAP-53 General	The solution shall provide the "Go	I = Included		This function is available in most areas if the software.

	Back" capability to last screen.			
TAP-54 Inmate Management	The solution shall support the use of kiosks to provide OCSD-defined inmate information to the public. The public should be able to search for active inmates by name or OCN/booking number. Links to the following must be included: visitation provider, VINE, and all other future links that may be required.	N = Not Included		This functionality was listed in the functionality requirements document and was costed there.
TAP-55 Kiosk	The Contractor shall propose detention-grade touchscreen kiosks for inmate use and public visiting lobby. Kiosks should incorporate the use of biometric identification.	N = Not Included		These items will be listed in the cost proposal as optional equipment
TAP-56 Configuration	The IJMS application shall permit the addition or removal of user-defined jail facilities from the application as well as support modification of details due to the expansion of any existing jail facility.	I = Included		

TAP-57 Configuration	The system shall allow the user to set the bed capacity for each facility as well as configure attributes at the facility level.	I = Included		
TAP-58 Configuration	The system must permit up to four user-defined levels of housing within a facility, down to the bed level, including: multiple, permanent and temporary beds within a location.	I = Included		
TAP-59 General	The system shall allow users to print to multiple printers in separate locations such as: receiving, clothing, medical, housing.	I = Included		ATIMS uses standard windows printer control functions any connected printer may be used at any time.
TAP-60 Population Management	The IJMS shall allow named individuals and/or OCSD-defined roles/groups request and receive specific information as it becomes available or as events occur.	C = Configurable		This is a standard configuration available within the ATIMS request and subscription engines.
TAP-61 Configuration	User shall be able to configure data entry questionnaire screens in order to identify questions and responses that will direct an	C = Configurable		This is available within the ATIMS forms engine used throughout the system.

	automatic notification be sent to a defined recipient/group (i.e. PREA, victim of crime).			
TAP-62 Inmate Management	A single entry/update made to a data field that exists in multiple modules within the IJMS should update all instances, eliminating the need for entering same data twice.	I = Included		
TAP-63 General	Any documents produced/printed from the system must display the date and time the document was printed as well as the name and user ID of the individual that printed it.	I = Included		
TAP-64 Inmate Management	The system shall provide barcoding functionality to conduct routine checks for specific cells (safety cell/sobering cell). It should also allow user to notate inmate's behavior.	I = Included		This is available via an enhancement in the current version of the ATIMS system and was cost quoted as part of the functional requirements document. This function will be available as part of the base product for version 2 of our platform.
TAP-65 Configuration	The system shall permit any non State-mandated field within the application to be made mandatory or optional	I = Included		This is available in all person and booking information screens. Other areas would need to be defined by OCSD. This function will be available system wide in version 2

	through user configuration.			
TAP-66 General	The IJMS solution shall provide a centralized location which allows users to view, edit, or delete information in an inmate record at any time based on security privileges.	I = Included		
TAP-67 General	The system shall provide the user with the ability to export custody information to Orange County's website.	I = Included		Will require an interface.
TAP-68 Inmate Management	The system shall provide the user with the ability to scan documents and attach to an inmate booking record. Scanned documents should be stored in IJMS.	I = Included		
TAP-69 General	The system shall index all records and maintain the current status and location of original jail documents. (Need to have all records in a digital format for archiving).	N = Not Included	120	ATIMS will display of internal key and will allow entry of a drop down location and free from text to be entered for attached documents.
TAP-70 General	The system shall provide the ability to manage records	I = Included		

	archiving and disposal.			
TAP-71 General	The system administrator shall have the ability to apply data entered in a code table to individual facilities or all facilities. Data entered in system administration tables for drop down menus should be able to be defined for all or individual facilities.	I = Included		ATIMS does this for specified dropdowns such as property bins, work flows, etc. Crime codes and appropriate are for all facilities.
TAP-72 Inmate Management	The system shall be customer configurable where appropriate. (Examples: drop-down fields or configurable work-flows).	I = Included		
TAP-73 General	The system shall retain visitor history for a configurable amount of time.	C = Configurable		Currently AITMS retains all visitation information, if a schedule needs to be set up to remove old information that can be set up as a external batch process.
TAP-74 Inmate Management	The solution shall t incorporate License Plate Reader (LPR) technology at security access points such as delivery points and front gate at the JAMF facility for visitors. System would	I = Included		This would be an interface to a LPR Contractor and the additional functionalities were quoted in the functional requirements document.

	automatically read and log plates of vehicles entering and exiting the facility.			
TAP-75 General	The system shall incorporate CDL (Commercial Driver's License) or ID readers to capture information about delivery drivers. This should work in conjunction with LPR technology.			This would be an interface to a CDL Contractor and the additional functionalities were quoted in the functional requirements document.
TAP-76 Inmate Management	The system shall permit the incorporation (attach, view, etc.) of electronic media to reports. For instance, the system must permit the addition of video surveillance footage to a report if needed.	I = Included		This is available as part of the incident module.
TAP-77 Inmate Management	The IJMS shall provide a logical/organized method for uploading and retrieving/viewing of files stored to an inmate record. For example, pictures of an inmate tattoo should be only uploading while working in the tattoo data entry area, and only	I = Included		

	visible from the tattoo data entry area. Other uploaded files should not be visible from the tattoo data entry area.			

6.0 System Management Requirements for Proposed System

Req #	Requirement Text	Included, Configurable, not Included (I, C, N)	Estimated Hours to Customize	Contractor Comments
TSM-01 Configuration Management	The solution shall have a defined and formal release management procedure and process for the release and distribution of upgrades, patches, and end-of-lifecycle.	I = Included		ATIMS development team follows best SDLC practices that includes formal release management procedure and process for the release and distribution of upgrades, patches
TSM-02 Configuration Management	The solution shall provide a centralized repository for all error messages. This repository must be accessible and exportable by support staff for easy alteration.	I = Included		Error messages are saved in folder and a new file is created daily
TSM-03 System Operations	The solution shall provide well-defined and documented procedures and processes to restart system components and recover and restore incomplete transactions that are in appropriate states.	I = Included		Where applicable, ATIMS JMS offers administrator screen to retry or cancel incomplete transaction
TSM-04 System Operations	The solution shall support the capability to create, administer and modify help screens and online manuals.	C = Configurable		ATIMS will work with OCSD to customize help screens and online manuals as required.

TSM-05 System Operations	The solution shall record all errors and warnings to a system log that is easily accessible to and exportable by OCSD support staff.	I = Included		Error messages are saved in folder and a new file is created daily
TSM-06 System Operations	The solution shall report application errors and resource limitations through suitable system management abstractions so that standards-based systems management tools can effectively monitor and manage the IJMS.	I = Included		ATIMS JMS can integrate with standard enterprise tools monitoring like Tivoli or New Relic
TSM-07 System Operations	The solution shall allow for maintenance and support performance activities (such as "hot" backup procedures) to be carried out while the application and supporting systems are on line.	C = Configurable		While not a functionality of business system, ATIMS JMS does not prevent database administrators from accomplishing listed tasks
TSM-08 System Operations	The solution shall provide application and system usage reports to help plan system resource utilization.	C = Configurable		While not a functionality of business system, ATIMS JMS does not prevent system monitoring tools from collecting relevant metrics
TSM-09 System Operations	The solution shall immediately notify the system administrator when definable thresholds are exceeded. When the occurrence or accumulation of these relevant events continues, the system must take the least disruptive action to terminate the event.	C = Configurable		While not a functionality of business system, ATIMS JMS does not prevent system monitoring tools from conducting described operations
TSM-10 System Operations	The system administrator shall be able to independently select and review the actions of any one or more users, including privileged users, based on	I = Included		Audit log allows authorized administrator to perform described tasks

	individual user identity. The system should also provide extensive logging capability, including but not limited to: screens visited, terminal IDs, changes performed, date and timestamps. The basic intent is to be able to reconstruct a user's actions from an investigative point of view.			
TSM-11 System Operations	The solution shall limit the loss of un-saved data in the event of a system problem or software/hardware crash. The users' sessions must be ended gracefully.	I = Included		
TSM-12 Configuration Management	In order to support smooth and seamless changes to the system when in production, the system shall have robust configuration management capabilities. Specifically, the Contractor must describe the following aspects of configuration management: <ul style="list-style-type: none"> - Migration of application code between technical environments (i.e., development, testing, training, production, etc.) - Software management principals to be followed during the project (e.g., version control of software) - Configuration Management software tools to be used 	I = Included		ATIMS JMS is capable to apply changes to production with minimal downtime, as defined during implementation. ATIMS development team follows best SDLC practices
TSM-13 System Operations	The product shall run on standard server hardware running typical operating system such as the Windows Server OS. The Contractor should describe	I = Included		Web Server: Processor: Quad Core E7310 Xeon, 1.6GHz or higher Memory: 8 GB RAM Hard Disk: 1 TB 10K RPM Network: Network card, Internet

	the required OS and the version required. The Contractor should provide hardware requirements.			access for remote ATIMS support staff access. Operating System: Microsoft Windows 2008 Server R2 or higher with Windows IIS 7.0 Remote Access: Microsoft Windows Terminal Services or any compatible solution for support Database Server: Processor: Quad Core E7310 Xeon, 1.6GHz or higher Memory: 8 GB RAM (16 GB recommended) Hard Disk: 1 TB 10K RPM Network: Network card, Internet access for remote ATIMS support staff access. Operating System: Microsoft Windows 2008 Server R2 or higher Database: Microsoft SQL Server 2008 R2 Remote Access: Microsoft Windows Terminal Services or any compatible solution for support
TSM-14 System Operations	The product shall be compatible with standard enterprise-grade system monitoring tools. OCSD currently utilizes Team Foundation Server (TFS) for systems management.	I = Included		ATIMS JMS can integrate with standard enterprise monitoring tools like Microsoft Operations Manager or New Relic.
TSM-15 Operations Support	The Contractor shall provide a tiered-level of technical support up to and including 24 x 7 x 365.	I = Included		24x7x365 support is part of contract
TSM-16 System	The solution shall be able to archive the sending, receiving and logging of each transaction through all interfaces. This archive	I = Included		ATIMS Interface engine is capable of logging either all or erroneous transactions, depending on the settings. The transactions are searchable based on variety of criteria,

	shall be searchable and support reporting capabilities by inmate, transaction type, date range, facility and various other statistics for trend analysis.			including but not limited to the ones listed in the requirements
TSM-17 System	The application shall have the ability to archive interface transactions (sent, received, failed, logged, etc.). These transactions must be completely viewable and searchable by date, user and keyword via a system dashboard or from the system archive area directly by the system administrator.	I = Included		ATIMS Interface engine is capable of logging either all or erroneous transactions, depending on the settings. The transactions are searchable based on variety of criteria, including but not limited to the ones listed in the requirements
TSM-18 System Configuration	The solution shall provide the system administrator with the ability to define, configure and customize the drop down fields anywhere within the IJMS. Drop down fields should be configurable and allow for the addition of unlimited data choices.	I = Included		Ability to define configure and customize drop down fields are part of standard system.
TSM-19 System Configuration	The solution shall provide system administrator the ability to add or fix fields within the system. If a field name is changed, the change should carry over to all applicable screens and reports.	I = Included		In the current version only the filed name on the screen changed will be affected and reports are not changed in version 2 of our software this will be a standard feature.
TSM-20 System Configuration	The solution shall provide the ability to restrict access to specific fields based on user ID. Set up would automatically allow access to all fields but provide system administrator the	I = Included		

	ability to change to restrict access to identified users.			
TSM-21 System Configuration	The solution shall allow a system administrator to make a user on the active directory inactive, preventing the ability to log on to the IJMS. The system must continue to recognize all inactive IDs for the purposes of maintaining accurate historical records, and the searching of historical records. When staff member is separated from county, AD access will be inactivated.			Once the user is disabled in AD, ATIMS JMS will behave in the way described in the requirement
TSM-22 System Configuration	The solution shall enable users to index all records and maintain the current status and location of original jail documents. (Need to have all records in a digital format for archiving).	N = Not Included		Included in TAP-69
TSM-23 System Configuration	The solution shall provide the ability for users to manage records archiving and disposal.	I = Included		
TSM-24 System Configuration	The solution shall allow a system administrator to apply data entered in a code table to individual facilities or all facilities. Data entered in system admin tables for drop down menus should be able to be defined for all or individual facilities.	I = Included		See TAP-71
TSM-25 System Configuration	The solution shall provide the ability for users to	I = Included		

	manage records archiving and disposal.			
TSM-26 System Configuration	The solution shall allow a system administrator to apply data entered in a code table to individual facilities or all facilities. Data entered in system admin tables for drop down menus should be able to be defined for all or individual facilities.	I = Included		See TAP-71

7.0 Performance Management Requirements for Proposed System

Req #	Requirement Text	Included, Configurable, not Included (I, C, N)	Estimated Hours to Customize	Contractor Comments
TPM-01 Configuration Management	The solution shall utilize a robust system architecture capable of accommodating a baseline of 9,000 incarcerated, 100,000 annual admissions, with an estimated annual growth rate of 2 – 5 percent per annum.	I = Included		ATIMS JMS supports the expected number of inmates and admissions
TPM-02 Configuration Management	The solution shall be able to support a concurrent user size per shift of: - 0700 – 1500 – Concurrent Users (450-600) - 1500 – 2300 – Concurrent Users (250-300) - 2300 – 0700 – Concurrent Users (200-250) The solution must be able to support overlaps of shifts during shift change with no drop in performance.	I = Included		ATIMS JMS supports the expected number of users

<p>TPM-03 Configuration Management</p>	<p>With the exception of planned infrastructure maintenance and system upgrades, the solution shall be operational, reliable, and available (24x7x365) for essential business processes and mission-critical business operations. Application uptime availability is 99.999%.</p>	<p>I = Included</p>		<p>ATIMS JMS supports expected uptime</p>
<p>TPM-04 Configuration Management</p>	<p>IJMS is a round-the-clock system (24 x 7 x 365) that must have reliability and high availability. The system may operate in a reduced capacity should an issue such as hardware failure occur. In such a case, no data is lost or corrupted and the user can perform all system functionality, albeit with slower response times. The Contractor shall describe how their proposed solution and system configuration will meet the high availability requirement.</p>	<p>C = Configurable</p>		<p>ATIMS JMS supports expected reliability and availability. ATIMS implementation team will work with OCSD IT to establish failover and load balancing infrastructure to achieve HA expectations. Typically, We employ Web Server farm behind a load balancer and SQL Server cluster. However, there are different solutions available, including hybrid cloud. ATIMS JMS will support any infrastructure that OCSD decides</p>
<p>TPM-05 Configuration Management</p>	<p>The proposed IJMS must be easily managed through graphical user interfaces. The system must allow for secure remote administration as well as on-site administration. The administration functions must include at a minimum:</p> <ul style="list-style-type: none"> - User account and password management - System security management - System log review and maintenance - System reports - Notification management 	<p>I = Included</p>		<p>ATIMS JMS provides GUI to manage most of these administration functions, with the exception of:</p> <ul style="list-style-type: none"> - Software threshold parameter management is functionality of system monitoring tools; - Backup initiation is the function of database and/or backup management tools

	<ul style="list-style-type: none"> - Software threshold parameter management - System and database backup initiation 			
TPM-06 Configuration Management	The system shall maintain a historical record of all changes made to its components. It shall ensure that system errors and events for software, hardware, interfaces, operating system, and network are written to a system event log accessible and searchable by a system administrator. The system administrator shall be able to easily monitor the system status directly or remotely.	I = Included		System includes this functionality
TPM-07 Configuration Management	The proposed IJMS shall include a backup system that allows backups to be performed for both the system and databases without interfering with inmate management operations. Backup system must also be able to be used to restore the IJMS and its databases in the event of system or database failure.			While not a functionality of business system, ATIMS JMS does not prevent database administrators from accomplishing listed tasks

8.0 Analysis and Support Requirements for Proposed System

Req #	Requirement Text	Included, Configurable, not Included (I, C, N)	Estimated Hours to Customize	Contractor Comments
TAS-01 Configuration Management	The solution shall support defined roles, processes, and responsibilities for views, updates, data marts, and extracts.	I = Included		
TAS-02 Reports	The solution shall support data replication to a datamart SQL server that will be utilized for data analytics, trend reports, tracking performance metrics and performance indicators, enable automated generation of the jail statistical reports.	I = Included		