



JEFFERSON COUNTY
DEPARTMENT OF ADMINISTRATIVE SERVICES
729 MAPLE ST / PO BOX 100
HILLSBORO MO 63050
WWW.JEFFCOMO.ORG

Request for Proposal: JUVENILE RECORD KEEPING AND ACCESS SYSTEM 2016 **Date Issued:** 8-17-16

PROPOSALS SHALL BE ACCEPTED UNTIL: TUESDAY, SEPTEMBER 20, 2016, AT 2:00 P.M. LOCAL TIME.

**Specification
Contact:**

INFORMATION TECHNOLOGY
Department of Information Technology
636-797-5592
rmuller@jeffcomo.org

**Contract
Contact:**

VICKIE PRATT
Department of Administrative Services
636-797-5380

**Mail (3) Three
Complete Copies
With Vendor And
Proposal
Information As
Shown In Sample:**

SAMPLE ENVELOPE

VENDOR NAME
VENDOR ADDRESS
CONTACT NUMBER **DEPARTMENT OF THE COUNTY CLERK**
 JEFFERSON COUNTY MISSOURI
 729 MAPLE ST / PO BOX 100
 HILLSBORO MO 63050-0100
SEALED PROPOSAL: (PROPOSAL NAME)

Contract Term:
**upon approval by
the County Council
and County
Executive**

The undersigned certifies that he/she has the authority to bind this company in an agreement/contract to supply the commodity or service in accordance with all terms, conditions, and pricing specified. This Proposal, if accepted, will constitute an Agreement and Contract with Jefferson County, Missouri, upon approval of the County Council and County Executive. Prices are firm during this agreement term, unless agreed upon in writing by the County. The County has the option to renew this agreement at the same terms and conditions as the original agreement for one additional one-year term with the written consent of the successful bidder. Price increases for renewals are not authorized unless approved in writing by the County.

**Vendor
Information:**

Company Name	Authorized Agent (Print)	
Address	Signature	
City/State/Zip Code	Title	
Telephone #	Date	Tax ID #
E-mail	Fax #	

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REQUIRED DOCUMENTS

- 1. Current and valid Certificate of Insurance or binder showing required insurance coverage must be provided with each bid.
(County must be added as additional insured if awarded)**
- 2a. Proof that Bidder does not owe delinquent real or personal property in Jefferson County (tax receipts for past 3 years)
Obtain receipts at <http://jeffersonmo.devnetwedge.com>
Or**
- 2b. A notarized affidavit stating that the applicant does not own any real or personal property in Jefferson County on company letterhead.**
- 3. A Notarized affidavit of work authorization and current business entity status with E-verification documentation (pages 9 & 10).**
- 4. Agreement to be executed by the County upon approval by the County Council and County Executive (Bidder is required to complete company information and execute signature).**
- 5. Cooperative Bid Form (last page)**
- 6. All pages of the Invitation for Bid/Request for Proposal must be used when submitting your bid/proposal response along with initialing each page with the bid/proposal. Additional information may be included separately.**
- 7. Bid deposits/bonds must be in the exact amount as stipulated in the bid. (if required)**

***BIDS WILL BE REJECTED IF REQUIRED DOCUMENTATION IS NOT INCLUDED OR COMPLETED**

PROPOSAL REQUIREMENTS

Bidder shall initial all pages and return where the Bid Document denotes

“BIDDER”S INITIALS: _____”

A. PROPOSAL SUBMISSION:

Submit bid form in original (one original) and two (two copies) with all specification pages, if applicable. No facsimile or electronic proposals shall be accepted and shall be rejected. A fully executed Affidavit is required by Section 285.530 RSMo and shall be submitted with the proposal form. A copy of the Affidavit is attached hereto. Failure to execute the Affidavit shall result in the proposal being rejected. Vendor shall comply with the requirements of Sections 285.525 to 285.555 of the Revised Statutes of the State of Missouri. If any part of the work is subcontracted, each subcontractor shall comply with the same requirements of this specification. No contractor shall knowingly employ, hire for employment, or continue to employ an unauthorized alien to perform work within the State of Missouri. Vendor and any of its subcontractors, shall, by sworn affidavit and provision of documentation, affirm their enrollment and participation in a federal work authorization program with respect to the employees working in connection with the contracted services. Vendor and its subcontractors shall also sign an affidavit affirming that they do not knowingly employ any person who is an unauthorized alien.

Prevailing Wage Vendor and its subcontractors shall pay not less than the prevailing hourly rates of wages, as determined by the Labor and Industrial Relations Commission of Missouri. Vendor shall abide by the most current Annual Wage Order published by the Missouri Department of Labor and Industrial Relations or other similar resources and publications. Failure to comply with any provision, provide any required documentation, insurance forms or deposits or bonds in exact amounts or any other term or condition that is not in strict conformance shall result in the bid being rejected.

B. BASIS OF PROPOSAL AWARD:

Award may be made on an item-by-item basis to the lowest and best proposals or award may be made to the lowest and best proposal total, whichever is in the best interest of the County. County may reject any or all proposals for any reason and may waive any informality. Proposals submitted from a Missouri State Contract shall include a copy of the State Contract with the proposal.

It is further agreed that the Contract shall not be valid and binding upon the County until approved by the County Counselor, as to legal form and is subject to the Ordinances, Resolutions and Orders of Jefferson County, Missouri, and State and Federal Law. If no proposal or proposals have been awarded by the County Council within forty-five (45) days following the opening of the proposal then all proposals will be deemed rejected.

C. PROPOSAL PREPARATION:

1. Vendors are responsible for examination of drawings, specifications, schedules and instructions.
2. Each Vendor shall furnish the information required by the invitation. The vendor shall sign all required documents. All deletions and erasures shall be initialed
3. Alternate proposals for supplies or services other than specified shall not be considered unless authorized by invitation.
4. Vendor shall state a definite time for delivery of goods or for performance of services unless otherwise specified in the Request for Proposal.
5. When specified, samples must be timely submitted and at no expense to the County.
6. Failure to adhere to all requirements may result in the response being disqualified as non-responsive.

D. MODIFICATION OR WITHDRAWAL OF PROPOSALS:

Proposals may be modified or withdrawn prior to the exact hour and date specified for receipt of proposals, provided the modification or withdrawal is in writing and is delivered in the same manner as a proposal submission.

E. LATE PROPOSALS:

It is the responsibility of the vendor to deliver his proposal or proposal modification on or before the date and time of the proposal closing to the Department of the County Clerk of Jefferson County. Proposals received late will be rejected and returned unopened to the vendor.

F. PROPOSAL DEPOSITS/BONDS:

Proposal Deposits/Bonds are not required unless specified in the Specifications. Proposal deposits/Bonds must be in the exact amount as stipulated in the bid.

G. MATERIAL AVAILABILITY:

Vendors must accept responsibility for verification of material availability, product schedules and other pertinent data prior to submission of proposal and delivery time. It is the responsibility of the vendor to notify the County immediately if the materials specified are discontinued, replaced, or not available for an extended period of time. All materials ordered by the County, shall be as needed. A sample of materials may be requested.

H. ALTERNATE PROPOSALS:

Where required, vendors must submit complete specifications on all alternate proposals with the proposal form. Alternate proposals without complete specifications may be rejected. Alternate proposals and exceptions to proposal clauses must be clearly noted on the proposal form. The County may accept or reject alternate proposals; whatever is most advantageous to the County.

I. INCORPORATION OF DOCUMENTS:

The terms of the proposal invitation, proposal specifications, proposal form are and shall be incorporated into the contract as if fully setout therein. The Proposal, if accepted and approved by the County Council and County Executive shall constitute the terms of a Contract or Agreement with Jefferson County, Missouri, subject to any further Amendments, Memoranda or other documents or specifications which must be set forth in writing and signed by all parties.

J. ADDENDA:

Addenda to proposal specifications are incorporated by reference as if fully setout herein. It is the responsibility of the vendor to insure and verify that they are in receipt of and completed all attached addenda's prior to submission of proposal forms. Verification is made by contacting the Department of Administrative Services or by reviewing the County Web Site. (www.jeffcomo.org).

K. INSURANCE:

The Vendor/Contractor shall purchase and maintain insurance with an insurance company licensed to do business in the State of Missouri or in the state where the vendor is incorporated or otherwise licensed to do business and which shall remain, at all times during the term of any contract with the County, in full force and effect. Preference will be given to a Vendor/Contractor who provides insurance with an insurance company licensed to do business in the State of Missouri, but in any event said Vendor/Contractor shall provide said insurance at it's own expense. Such insurance shall be provided as will protect the Vendor/Contractor from claims which may arise out of or result from the Vendor/Contractor's execution of the work, whether such execution be by himself, his employees, agents, or by anyone for whose acts any of them may be liable. If any such work covered by the Contract is to be performed on County owned or leased premises, the Vendor agrees to carry liability and workman's compensation insurance, satisfactory to the County, and to indemnify the County against all liability, loss, and damage arising out of any injuries to persons and property caused by the Vendor, his sub-contractors, employees or agents. The insurance coverage shall be such as to fully protect the County and the general public from any and all claims for injury and damage resulting by any actions on the part of the Vendor/Contractor or its' forces as enumerated above. All policies must name the County as an additional insured and provide for thirty (30) days written prior to any material changes or cancellation. Any disputes regarding a breach, insurance amounts, liability, coverage, lapse or otherwise shall be litigated in the Circuit Court of Jefferson County, Missouri and the same shall be incorporated into any Contract agreed to by the parties.

THE COUNTY REQUIRES A CURRENT AND VALID CERTIFICATE OF INSURANCE OR BINDER SHOWING REQUIRED INSURANCE COVERAGE MUST BE PROVIDED WITH EACH BID. JEFFERSON COUNTY MUST BE ADDED AS AN ADDITIONAL INSURED AFTER AWARD OF THE BID. ANY LAPSE IN INSURANCE COVERAGE OR CANCELLATION THEREOF BY THE CONTRACTOR OR SUB-CONTRACTORS DURING THE TERMS OF THE CONTRACT SHALL IMMEDIATELY BE DEEMED A MATERIAL BREACH UNDER THE TERMS OF ANY CONTRACT.

A. (X)Required () Not Required **Comprehensive General Liability Insurance**

The Vendor/Contractor shall maintain and keep in full force and effect during the terms of this Contract such comprehensive general liability insurance as shall protect them from claims which may arise from operations under this Contract, whether such operations be by themselves or by anyone directly or indirectly employed by them. The amounts of insurance shall be not less than \$1,000,000.00 combined single limit for any one occurrence covering both bodily injury and property damage, including accidental death.

B. (X)Required () Not Required **Professional Liability Insurance**

The Vendor/Contractor shall provide the County with proof of Professional Liability Insurance, which shall protect the County against any and all claims, which might arise as a result of the operation of the Vendor/Contractor in fulfilling the terms of this Contract during the life of the Contract. The minimum amounts of such insurance will be \$1,000,000.00. Should any work be subcontracted, these limits will also apply.

C. (X)Required () Not Required **Worker's Compensation Insurance:**
per Missouri Revised Statutes Chapter 287

The Vendor/Contractor or his sub-contractor or contractors, shall maintain and keep in force of this Contract such worker's compensation insurance limits as required by the statues of the State of Missouri and Employer's Liability with limits no less than \$500,000.00.

L. PROPOSAL OPENINGS:

Proposals will be publicly opened and read aloud at the time indicated on page 1. The vendors and the public are invited but not required to attend the formal opening of the proposals. No decisions relating to the award of a contract or agreement will be made at the opening.

M. PROPOSAL TABULATIONS:

Proposal Tabulations will be available 5 to 7 business days following the proposal opening. Proposal submissions are open for public review at the time of the proposal opening. Proposal tabulations are posted on the County's web-site address, www.jeffcomo.org, under the services tab, Invitation for Bid/Request for Proposal link. **NO COPIES** of proposal tabulations are sent to vendors.

PROPOSAL FORM AND CONTRACT

A. PROPOSAL REPRESENTATIONS:

The vendor, by executing the proposal form certifies that:

1. The proposal complies with Request for Proposal, Form and Proposal Specifications.
2. The vendor is not debarred or suspended from participation in Federal Assistance programs.

B. TAXES:

No bid or proposal shall be awarded by Jefferson County unless the prospective bidder provides proof that the bidder does not owe delinquent real or personal property taxes to Jefferson County. The prospective bidder may be required to provide proof in the form of an original paid tax receipt issued by the Jefferson County Collector or a verified affidavit stating that the applicant does not own any real or personal property in Jefferson County. Tax receipts for the past 3 years are required and may be obtained at <http://jeffersonmo.devnetwedg.com/> or a notarized affidavit stating that the applicant does not own any real or personal property in Jefferson County on company letterhead.

Section 135.040 of the Jefferson County Code of Ordinances (Ord. No. 10-0411) requires that no bid or proposal shall be awarded by Jefferson County unless the prospective bidder provides proof that the bidder does not owe delinquent real or personal property, or that the bidder does not own any real or personal property in Jefferson County. All delinquent real or personal property taxes shall be paid, in-full, prior to the award of any bid, or proof shall be provided that the bidder does not own any real or personal property in Jefferson County prior to the award of any bid. Jefferson County considers that the failure to pay any and all real or personal property taxes due Jefferson County, Missouri, the failure to report all real or personal property owned, held or used in Jefferson County, the failure to provide proof thereof, and/or the failure to keep said tax bills current shall be deemed a material breach of the contract and will subject the contract to immediate cancellation. All taxes, due and owing, must be paid in full at the time the bid is awarded by Jefferson County and remain paid during the entire term of the contract unless the prospective bidder provides proof that the bidder does not own real or personal property in Jefferson County. This requirement shall not apply to the award of bids for projects which are funded in whole or in part by Federal funds.

C. CERTIFICATION OF INDEPENDENT PRICE DETERMINATION:

1. The prices in the proposal shall be independently determined, without consultation, communication, or agreement for the purpose of restricting competition as to any matter relating to price with any Vendor or other person.
2. Unless otherwise required by law, the prices shall not have been knowingly disclosed by the Vendor prior to opening; or
3. No attempt has been made or will be made by the vendor to induce any other person or firm to submit or not to submit a proposal.

D. PRICE:

The price(s) specified in this proposal shall be firm and not subject to contingency or reservation. The vendor represents prices specified in the proposal do not exceed current selling price for the same or substantially similar good or service, and are the same as or lower than other prices charged to the vendor's most favored customer. In the event the stated prices are determined to be higher than the prices for which Supplier has sold the items, or services, to others, this contract price shall be reduced accordingly. **Proposal prices are ALL INCLUSIVE: (Shipping, Handling, Delivery, and Assembly to locations specified by the County). Prices shall be firm for ALL County departments and locations for term of the agreement.**

E. MISSOURI DOMESTIC PRODUCT PROCUREMENT ACT:

Vendor represents that the goods provided comply with Sections 34.350 to 34.359, RSMo, known as the Domestic Product Procurement Act. The act encourages the purchase of products manufactured or produced in the United States, State of Missouri, and Jefferson County, Missouri. Vendor shall include proof of compliance with the Act with the proposal.

F. NON-EXCLUSIVE AGREEMENT:

The contractor shall understand and agree that the contract shall not be construed as an exclusive agreement and further agrees that the County may secure identical and/or similar services or products from other sources at anytime in conjunction with or in replacement of the contractor's services.

G. DEFINITIONS:

1. The term "County" means the Jefferson County, Missouri and its designated representatives.
2. The term "Vendor" means Supplier, Contractor, and Seller and includes designated representatives.
3. The term "RFP" means Request for Proposal.
4. The term "Agreement/Contract" means Binding Agreement, Contract, Request for Purchase, Order.

H. INSPECTION, ACCEPTANCE AND APPROVALS:

Goods shall at all times and places, including the period of manufacture, are subject to inspection and test by County. County will accept or give notice of rejection of goods delivered within a reasonable time after receipt. Acceptance shall not waive any warranty. All goods supplied are subject to final inspection and acceptance by County notwithstanding payment, prior inspections or approvals. County may require prompt replacement or correction of rejected goods at Supplier's expense, including a reduction in price for rejected goods. Supplier shall not resubmit rejected goods to County without prior written approval and instructions

from County. In addition, Supplier shall identify resubmitted goods as previously rejected. Supplier shall provide and maintain a quality assurance and control system acceptable to County.

I. WARRANTY:

Unless otherwise agreed to in writing by the parties, Supplier warrants that items ordered to specifications will conform thereto and to any drawings, samples or other descriptions furnished or adopted by County, or, if not ordered to specifications will be fit and sufficient for the purpose intended, and that all items will be new, merchantable, of good material and workmanship, and free from defect. Such warranties, together with Supplier's service warranties and guarantees, if any, shall survive inspection, test, acceptance of, and payment for the items and shall run to County and its assigns. Except for latent defects, the County shall give notice of any nonconformity to the Supplier within one (1) year after acceptance. County may return for credit or require prompt correction or replacement of the defective or non-conforming goods or have the defective good corrected or replaced at Supplier's expense. Return to Supplier of any defective or non-conforming goods and delivery to County of any corrected or replaced goods shall be at Supplier's expense. Defective or non-conforming items shall not be corrected or replaced without written authorization by County. Goods required to be corrected or replaced shall be subject to the provisions of this clause and the clause hereof entitled "Inspection, Acceptance and Approvals" in the same manner and to the same extent as goods originally delivered under this contract.

J. PAYMENT:

County will pay Supplier for goods upon delivery to, submission of certified invoices and acceptance. The County will not be responsible for articles or services furnished without a purchase order. Price is tax-exempt.

K. CHANGE ORDER:

County may make changes within the general scope of this contract. If any such changes cause an increase or decrease in the cost of or the time required for the performance of any part of the work, whether changed or not changed by any such order, an equitable adjustment shall be made in the price or delivery schedule or both, and any change order shall be in writing. Any claim by a Supplier for adjustment under this clause shall be asserted within fifteen (15) days from the date of receipt of this written order directing the change, provided, however, County, if it decides that the facts justify such action, may receive and act upon such claim asserted at any time prior to final payment.

L. DELIVERIES:

Deliveries shall be made in strict accordance with any delivery schedule contained in the proposal specification or contract and in the exact quantity ordered. Failure to adhere to delivery schedule is reason for termination in accordance with the "termination" clause. Deliveries are to be made at locations specified by the County at time of Order.

M. RESPONSIBILITY FOR SUPPLIES:

Pursuant to Section 290.560 RSMo, Supplier/Contractor shall employ only Missouri laborers and laborers from nonrestrictive states except that other laborers may be used when Missouri laborers or laborers from nonrestrictive states are not available, or are incapable of performing the particular type of work involved, if so certified by the contractor and approved by the County. Except as otherwise provided, Supplier shall be responsible and bear all risks for loss and damage to goods until delivery at County's facilities, regardless of F.O.B. point, point of inspection or acceptance; and if the goods are rejected.

N. SUBCONTRACTS:

Supplier shall not enter into any subcontract(s) in excess of \$25,000 or 20% of this contract price; whichever is less, for any goods without County's prior written approval.

O. CHOICE OF LAW:

This proposal and contract shall be governed and interpreted according to the laws of the State of Missouri. Venue for any court action shall be in Jefferson County, Missouri.

P. TERMINATION:

1. General: Performance of work may be terminated by the County in whole, or from time to time in part, whenever County shall determine that such termination is in the best interests of County. Termination shall be affected by delivery to Supplier of a Notice of Termination specifying the extent to which performance of work is terminated and the date upon which such termination becomes effective. If such notice does not state termination is pursuant to subparagraph 2, 3, or 4 of this paragraph, County shall have the right to so indicate within thirty (30) days. If no notice is delivered within the thirty (30) day period, or such longer periods as is mutually agreed to by the parties, the original Notice of Termination shall be deemed to be issued pursuant to subparagraph 1 of this paragraph.
2. Bankruptcy or Insolvency: In the event bankruptcy proceedings are commenced by or against Supplier or under any provisions of the United States Bankruptcy Act or for the appointment of a receiver or trustee or a general assignment for the benefit of creditors of either party, County shall be entitled to terminate without further cost or liability.
3. **Section 135.040 of the Jefferson County Code of Ordinances (Ord. No. 10-0411) requires that no bid or proposal shall be awarded by Jefferson County unless the prospective bidder provides proof that the bidder does not owe delinquent real or personal property, or that the bidder does not own any real or personal property in Jefferson County. All delinquent real or personal property taxes shall be paid, in-full, prior to the award of any bid, or**

proof shall be provided that the bidder does not own any real or personal property in Jefferson County prior to the award of any bid. Jefferson County considers that the failure to pay any and all real or personal property taxes due Jefferson County, Missouri, the failure to report all real or personal property owned, held or used in Jefferson County, the failure to provide proof thereof, and/or the failure to keep said tax bills current shall be deemed a material breach of the contract and will subject the contract to immediate cancellation. All taxes, due and owing, must be paid in full at the time the bid is awarded by Jefferson County and remain paid during the entire term of the contract unless the prospective bidder provides proof that the bidder does not own real or personal property in Jefferson County. This requirement shall not apply to the award of bids for projects which are funded in whole or in part by Federal funds.

4. Default: County may terminate the whole Contract or any part in either of the following circumstances:
- If supplier fails to deliver the items required by the contract within the time specified; or
 - If supplier fails to perform any of the other provisions of the contract, or so fails to make progress as to endanger performance of the contract in accordance with its terms, and in either of these two circumstances does not cure such failure within a period of ten (10) days after notice from County specifying such failure. In the event of termination under subparagraph 1, County shall have the right to procure, on such terms and in such manner as it may deem appropriate, items similar to those terminated, and to recover from Supplier the excess cost for such similar items provided, however, Supplier shall not be liable for such excess costs where the failure upon which the termination is based has arisen out of causes beyond the control of Supplier and without the fault or negligence of Supplier. Such causes shall be deemed to include fires, floods, earthquakes, strikes, and acts of the public enemy. The rights of County provided in subparagraph 1 shall be in addition to any other rights provided by law or the contract.
 - In the event of the Supplier's non-compliance with the provisions as set forth. This Contract may be cancelled, terminated or suspended in whole or in part and the supplier may be declared ineligible for further County contracts. The rights and remedies of the County provided in this paragraph shall not be exclusive but are in addition to any remedies provided in this Contract or as provided for by law.

Q. NOTICE AND SERVICE THEREOF:

Any notice from the County shall be in writing and considered delivered and the service thereof completed when said notice is posted, by certified or regular mail, to the Supplier, at the address stated on the proposal form.

R. CONTRACT TERM:

Performance shall be governed solely by the terms and conditions as set forth in the Request for Proposal, Proposal Specifications, Proposal Form and the Contract notwithstanding any language contained on any invoice, shipping order, bill of lading or other document furnished the Seller at any time and the acceptance by the County for any goods furnished.

S. COMPLIANCE WITH APPLICABLE LAWS:

Supplier warrants it has complied with all applicable laws, rules and ordinances of the United States, Missouri or any other Governmental authority or agency in the manufacture or sale of the goods, including but not limited to all provisions of the Fair Labor Standards Act of 1938, as amended.

T. ACTS OF GOD:

No party shall be liable for delays, nor defaults due to Acts of God or the public enemy, riots, strikes, fires, explosions, accidents, governmental actions of any kind or any other causes of a similar character beyond its control and without its fault or negligence.

U. SELLER'S INVOICES:

Invoices shall contain the following information. Contract number (if any), Purchase Order Number, Item number, contract description of goods or services, sizes, quantities, unit prices and extended totals. Invoices for and inquiries regarding payment should be addressed to the County Accounts Payable Clerk.

V. APPROVAL:

It is agreed the acceptance of a proposal shall not be valid and binding upon the County until approved by the County Purchasing Agent, County Council and County Counselor.

W. INDIVIDUAL, PARTNERSHIPS, CORPORATIONS:

Indicate: ☐ Individual: ☐ Partnership: ☐ Corporation.

Incorporated in the State of _____.

X. LITIGATION:

This agreement shall be interpreted under the laws of the State of Missouri. Any disagreements, questions, controversies, litigation or other causes of action whatsoever arising from or under the terms of this agreement shall be resolved in the trial courts of 23rd Judicial Circuit Court of the State of Missouri-Hillsboro, Missouri.

Y. LANGUAGE: Bids and all related documents will only be accepted in the English Language.

THE INVITATION FOR BID / REQUEST FOR PROPOSAL NOTICES ARE POSTED ON THE JEFFERSON COUNTY, MISSOURI WEBSITE AT WWW.JEFFCOMO.ORG LOCATED UNDER THE SERVICES TAB, INVITATION FOR BID / REQUEST FOR PROPOSAL LINK.

SPECIFICATION
CONTACT

RANDY MULLER– INFORMATION TECHNOLOGY DIRECTOR -
636 797 5592

AFFIDAVIT OF WORK AUTHORIZATION

The grantee, sub grantee, contractor or subcontractor who meets the section 285.525, RSMo definition of a business entity must complete and return the following Affidavit of Work Authorization.

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

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

Authorized Representative's Signature

Printed Name

Title

Date

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

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

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

Signature of Notary

Date

AFFIDAVIT OF WORK AUTHORIZATION

(Continued)

CURRENT BUSINESS ENTITY STATUS

I certify that _____ (Business Entity Name) **MEETS** the definition of a business entity as defined in section 285.525, RSMo pertaining to section 285.530, RSMo as stated above.

Authorized Business Entity
Representative's Name
(Please Print)

Authorized Business Entity
Representative's Signature

Business Entity Name

Date

As a business entity, the grantee, sub grantee, contractor, or subcontractor must perform/provide the following. The grantee, sub grantee, contractor, or subcontractor shall check each to verify completion/submission:

- ☐ Enroll and participate in the E-Verify federal work authorization program (Website: <http://www.dhs.gov/e-verify>; Phone: 888-464-4218; Email: e-verify@dhs.gov) with respect to the employees hired after enrollment in the program who are proposed to work in connection with the services required herein;

AND

- ☐ Provide documentation affirming said company's/individual's enrollment and participation in the E-Verify federal work authorization program. Documentation shall include a page from the E-Verify Memorandum of Understanding (MOU) listing the grantee's, subgrantee's, contractor's, or subcontractor's name and the MOU signature page completed and signed, at minimum, by the grantee, subgrantee, contractor, or subcontractor and the Department of Homeland Security – Verification Division; (if the signature page of the MOU lists the grantee's, subgrantee's, contractor's, or subcontractor's name, then no additional pages of the MOU must be submitted).

08/15/16

Juvenile Record Keeping and Access System

We are requesting the programming assistance to:

General Description	Comments
1. Rewrite the Juvenile programs that exist on an AS 400 to a client server system.	
2. The project will consist of writing the programs, converting the files, installing the new system, and training on the use of the new system.	
3. The programs MUST be web based that can be initiated from either an ICON on the user's PC or it can be initiated from the Intranet. I do not want any software loaded on the user's PC.	
4. The new system MUST be an exact reconstruction of the current system. (at least as close as possible)	
5. The new system MUST include basic functionality as described in the specifications plus creation of the SQL data base and COMPLETE conversion of existing data.	
6. The new system MUST include internal security which allows single password by user code, Plus MUST have a 'privilege table' which can be set up to restrict functional access based on user without additional internal password entry.	
7. The system MUST have the capability to know who the valid users are within the County's intranet environment.	
8. The system MUST have the capability to fully function when no web access is available.	

System Specifications

Following are some anticipated questions and answers:

1. The Associate ID field in the Associate file is really a control number and that is why it is unique.	
2. In the INCIDENT file, the Case Number is noted as 'not used'. But, in the INCIDENT CHARGE/DISPOSITION file, the Case Number is used. Is this correct? Yes	
3. In the INCIDENT file, the Incident Time is noted as 'military time'. In the JUVENILE CASE file, the Hearing Time is noted as 'regular time'. Are these the same thing? No, they are different.	
4. In the ASSOCIATE file, we have Associate ID and Incident Number. On the assumption that the same Associate could be involved in multiple Incidents, should the Associate ID <u>not</u> be unique? It must be unique.	
5. In the INCIDENT CHARGE/DISPOSITION file, the note indicates that the file should be sorted by Incident Number, Client Number, Charge Number. However, the order of the data fields is Incident Number, Charge Number, Client Number. Is there any problem with rearranging the order of the fields to match the desired sort order when the data is transferred? As long as the fields are mapped correctly in the conversion.	
6. In the INCIDENT CHARGE/DISPOSITION file, on the assumption that, for a given Incident, there could be multiple Charges and multiple Clients, should the Incident Number + Client Number + Charge Number represent a unique set? Yes	
7. In the JUVENILE CASE PARTY file, we have a Case Number and a Party Number. Is this intended to handle multiple parties to the same case? Yes	

Following are the Detail specifications, file layouts and inquiry screens:

The Jefferson County Juvenile Department currently has two old systems on the AS/400. One system is for the Juvenile Incident File and the other is for the Juvenile Case File.

The Juvenile Incident File system uses the Incident File, Associate File, Face Sheet File, and Incident Charge/Disposition File.

The Juvenile Case File system uses the Juvenile Case File, Juvenile Case Party File, and Charge/Disposition File.

Juvenile Incident File System

Search by Associate Name or Incident Number

* VIEW ONLY *	*** INCIDENT RECORD *** SEARCH	F1= Return to Menu
Search by Assoc. Name.. <u> </u> by Incident #..... <u>33333333-</u>		

Displays the results of the Associate Name or Incident Number search.

* VIEW ONLY *	*** INCIDENT RECORD *** SEARCH	F1= Return to Menu		
Search by Assoc. Name.. <u> </u> by Incident #..... <u>33333333-</u>				
Incident#	Date	Ref Number	Ref Source	Associate File Name
- 66666666	6666-66-66	000000000000	0000000000000000	000000000000000000000000
- 66666666	6666-66-66	000000000000	0000000000000000	000000000000000000000000
- 66666666	6666-66-66	000000000000	0000000000000000	000000000000000000000000
- 66666666	6666-66-66	000000000000	0000000000000000	000000000000000000000000
- 66666666	6666-66-66	000000000000	0000000000000000	000000000000000000000000
- 66666666	6666-66-66	000000000000	0000000000000000	000000000000000000000000
- 66666666	6666-66-66	000000000000	0000000000000000	000000000000000000000000
- 66666666	6666-66-66	000000000000	0000000000000000	000000000000000000000000
- 66666666	6666-66-66	000000000000	0000000000000000	000000000000000000000000
- 66666666	6666-66-66	000000000000	0000000000000000	000000000000000000000000
- 66666666	6666-66-66	000000000000	0000000000000000	000000000000000000000000
- 66666666	6666-66-66	000000000000	0000000000000000	000000000000000000000000

The user can mark the Incident record they want to view, press Enter and the Incident record will be displayed.

- known associates to the incident
- charges to incident

If the user presses F5 a window will appear with the Associates to the Incident.

The user can mark the Associates record they want to view, press Enter and the Associate record will be displayed.

The Associate record allows the user to view:

- Face Sheet
- **Note:** PD Rpt. No field come from the Incident file (JUV08P), it is the Referral Number field.

* VIEW ONLY *		*** ASSOCIATE RECORD ***		F03= Cancel F07= Face Sheet	
SEARCH					
Associate Cntl No..	666666666				
Client#	00000	Incident#	666666666	PD Rpt. No	000000000000
				Relation	00000000
Name.....	00000000000000000000000000000000				
Address Line One...	00000000000000000000000000000000				
Address Line Two...	00000000000000000000000000000000				
City/State Zip....	00000000000000000000000000000000				
Home Telephone....	000000000000	Work Phone	000000000000		
Assoc. Birthdate...	6666-66-66				
Last Grade Attended	0000000000				
School.....	00000000000000000000000000000000				
Occupation.....	00000000000000000000000000000000				
Employer / Title...	00000000000000000000000000000000				
Status.....	0				
Category.....	00000000				
Findings.....	0000000000000000				
Child Resides With.	000				

If the user presses F3 they will go back to the Incident record.

If the user presses F7 the Juvenile Face Sheet will be displayed.

* VIEW ONLY *		*** JUVENILE FACE SHEET ***		F03= Cancel	
SEARCH					
Client Number....	00000				
Surname.....	0000	Name	00000000000000000000000000000000		
Social Sec. Number	666-66-6666	Date of Birth	6666-66-66		
Client Status....	0000000000000000				
Gender.....	00000000				
Race.....	00000000				
Weight.....	666				
Height.....	0000				
Build.....	00000000				
Hair Color.....	00000000				
Hair Style.....	00000000				
Complexion.....	00000000				
Eye Color.....	00000000				
County Resident...	0	US Citizen	0	Insurance Coverage	0
Ini. Dep. Juv. Off	0000000000				
Serv. Dep Juv. Off	0000000000				

If the user presses F3 they will go back to the Associate record.

If the user presses F8 a window will appear with the Charges to the Incident.

Select Charges to Case			
<u>Client</u>	<u>Charge</u>	<u>Incident</u>	<u>Case No</u>
- 00000	00000	666666666	0000000000
- 00000	00000	666666666	0000000000
- 00000	00000	666666666	0000000000
- 00000	00000	666666666	0000000000
- 00000	00000	666666666	0000000000

The user can mark the Charge record they want to view, press Enter and the Incident Charge/Disposition record will be displayed.

[illegible]

If the user presses F3 they will go back to the Incident record.

AS/400 Files for the Juvenile Incident File System

INCIDENT FILE (JUV08P)

<u>AS/400 Name</u>	<u>Length</u>	<u>Field</u>	
HINCNO	N9	INCIDENT NUMBER	
HREFSO	A15	REFERRAL SOURCE	
HREFNO	A12	REFERRAL NUMBER	
HCASEN	A10	CASE NUMBER	(NOT USING)
HJURGR	A8	JURISD. GROUNDS	
HDTREF	DT (10)	REFERRAL DATE	YYYYMMDD
HDTINC	DT (10)	INCIDENT DATE	YYYYMMDD
HINCTM	A4	INCIDENT TIME	Military Time
HDTTRA	DT (10)	TRANSACTION DATE	(NOT USING)
HTRATM	A4	TRANSACTION TIME	(NOT USING)
HTRANO	A11	TRANSACTION NO.	(NOT USING)
HLOCTN	A60	LOCATION	
HLOCTY	A1	LOCATION TYPE	
HINCTY	A8	INCIDENT TYPE	(NOT USING)
HINCST	A12	INCIDENT STATUS	
HRPSUR	A4	REPORT BY SURNAME	
HRPNAM	A30	REPORT FIRSTNAME	
HHMTEL	A12	HOME TELEPHONE	
HWKTEL	A12	WORK TELEPHONE	
HARSOF	A30	ARREST OFFICER	
HDSN	A9	POLICE OFFICER NO	
HASDJO	A15	ASSIGN DEP JVOFF	
HCOMM1	A60	COMMENT 1	
HCOMM2	A60	COMMENT 2	
HCOMM3	A60	COMMENT 3	

Note: Must use the Incident Number in the Incident file to chain to the Associate file.

ASSOCIATE FILE (JUV21P)

<u>AS/400 Name</u>	<u>Length</u>	<u>Field</u>	
UCNTLN	N9	ASSOCIATE ID	
UINCNO	N9	INCIDENT NUMBER	
UCLINT	A5	CLIENT NUMBER	
UASCDT	DT (10)	ASSOC BIRTHDATE	YYYYMMDD
UCTGRY	A8	CATEGORY	
URLATN	A8	RELATION	
UNAME	A30	NAME	
UADDR1	A30	ADDRESS LINE 1	
UADDR2	A30	ADDRESS LINE 2	
UCIST	A20	CITY STATE	
UZIP	A5	ZIP CODE	
UHMTEL	A12	HOME TELEPHONE	
UWKTEL	A12	WORK TELEPHONE	
ULASGR	A9	LAST GRADE	
USCHOL	A30	SCHOOL	
UOCPIN	A30	OCCUPATION	
UEMPTL	A30	EMPLOYER / TITLE	
UFIND	A15	FINDINGS	
USTAT	A1	ASSOC. STATUS	
URESID	A3	CHILD RESIDES WITH	

Note: Must use the Client Number in the Associate file to chain to the Face Sheet file.

FACE SHEET FILE (JUV20P)

<u>AS/400 name</u>	<u>Length</u>	<u>Field</u>	
TCLINT	A5	CLIENT NUMBER	
TSOCSC	N9	SOCIAL SEC. NO.	
TDTBIR	DT (10)	DATE OF BIRTH	YYYYMMDD
TSTANO	A25	STATE & NUMBER	(NOT USING)
TSURNM	A4	SURNAME	
TNAME	A30	NAME	
TCLTST	A15	CLIENT STATUS	
TTRANO	N11	TRANSACTION NO	(NOT USING)
TTRADT	DT (10)	TRANSACTION DATE	(NOT USING)
TTRATM	N6	TRANSACTION TIME	(NOT USING)
TRACE	A8	PEDIGREE RACE	
TWEGHT	N3	PEDIGREE WEIGHT	
THRCLR	A8	PDGREE HAIR COLOR	
THRSTY	A8	PDGREE HAIR STYLE	
THEGHT	A4	PDGREE HEIGHT	
TCMPLX	A8	PDGRE COMPLEXION	
TEYCLR	A8	PDGREE EYE COLOR	
TSEX	A8	PDGREE GENDER	
TBUILD	A8	PDGREE BUILD	
TINDJO	A9	INV DEP JUV OFF	
TSEDJO	A9	SERV. DEP JUV OFF	
TFINPR	N25	FINGERPRINT NO	(NOT USING)
TINSCV	A1	INSURANCE COV-AGE	
TUSCIT	A1	US CITIZEN	
TCNTRS	A1	COUNTY RESIDENT	

Note: Must use the Incident Number in the Incident file to chain to the Incident Charge/Disposition file.

INCIDENT CHARGE/DISPOSITION FILE (JUV24P)

<u>AS/400 Name</u>	<u>Length</u>	<u>Field</u>	
XINCNO	N9	INCIDENT NUMBER	
XCHRGN	A5	CHARGE #	
XCLINT	A5	CLIENT NUMBER	
XCASEN	A10	CASE NUMBER	
XFILNO	N2	FILING NUMBER	
XCHARG	A60	CHARGE DESC	
XCDDIS	A6	DISPOSITION CODE	
XDIDIS	DT (10)	DISP DATE	YYYYMMDD
XCONTS	A1	CONTESTED	(NOT USING)
XCOMM1	A60	COMMENT	
XCOMM2	A60	COMMENT	
XCOMM3	A60	COMMENT	

Note: The Incident Charge/Disposition file is sorted by the Incident Number, Client Number, and Charge Number.

Juvenile Case File System

Search by Case Title, Party, or Case Number

```

* VIEW ONLY *
*** JUVENILE CASE FILE ***
                                F1= Return to Menu
                                SEARCH

Search by Case Title ..... |||||
      by Party ..... |||||
      by Case Number ..... |||||

```

Displays the results of the Case Title, Party, or Case Number search.

[illegible]

The user can mark the Case record they want to view, press Enter and the Case record will be displayed.

- all parties to the case
- all charges to case

[illegible]

To view the additional parties to the Case the user just presses enter.
To view Previous Charges the user enters a "Y" and presses enter.

If the user presses F3 they will go back to the Search screen.

AS/400 Files for the Juvenile Case File System

JUVENILE CASE FILE (JUV01P)

<u>AS/400 Name</u>	<u>Length</u>	<u>Field</u>	
CCASEN	A10	CASE NUMBER	
CFILNO	N2	FILING NUMB	
CTYPE	A3	CASE TYPE	
CFLTYP	A3	TYPE OF FILING	(NOT USING)
CITITLE	A30	CASE TITLE	
CNPART	N3	NUMB OF PARTIES	
CCONSO	A10	CASE CONSOLO FRM	(NOT USING)
CTRLJU	A1	TRIAL JUDGE	
CPHRJU	A1	PRILIM HEAR JUDGE	(NOT USING)
CSECLV	A1	SECURITY LEVEL	(NOT USING)
CDTFIL	DT (10)	DT FILED	YYYYMMDD
CDTNHR	DT (10)	DT NEXT HEARING	YYYYMMDD
CDTTRL	DT (10)	DT TRIAL	YYYYMMDD
CDTCLO	DT (10)	DT CASE CLOSED	YYYYMMDD
CDTBIR	DT (10)	DT OF BIRTH	YYYYMMDD
CHTYPE	A4	HEARING TYPE	
CHTIME	N4	HEARING TIME	Regular Time
CHNUMB	N3	HEARING NUMBER	(NOT USING)

Note: Must use the Case Number in the Juvenile Case file to chain to the Juvenile Case Party file.

JUVENILE CASE PARTY FILE (JUV04P)

<u>AS/400 Name</u>	<u>Length</u>	<u>Field</u>	
DCASEN	A10	CASE NUMBER	
DPARTY	N3	PARTY NUMBER	
DDTCLO	DT (10)	DT CLOSED	(NOT USING)
DNAME	A30	PARTY NAME	
DADDR1	A30	ADDRESS 1	
DADDR2	A30	ADDRESS 2	
DCITS	A20	CITY STATE	
DZIP	A5	ZIP	
DZIP4	A4	ZIP PLUS 4	(NOT USING)
DCLINT	A5	CLIENT NUMBER	(NOT USING)
DATTOR	A6	ATTORN BAR#	
DATTNM	A30	ATTORNEY NAME	
DRELA	A3	RELATION TO CASE	

Note: Must use the Case Number in the Juvenile Case file to chain to the Charge/Disposition file.

CHARGE/DISPOSITION FILE (JUV09P)

<u>AS/400 Name</u>	<u>Length</u>	<u>Field</u>	
ICLINT	A5	CLIENT #	(NOT USING)
ICASEN	A10	CASE NUMBER	
IFILNO	N2	FILING NUMBER	
IDTFIL	DT (10)	FILING DATE	YYYYMMDD
ICHARG	A60	CHARGE DESC	
ICDDIS	A4	DISPOSITION CODE	
IDTDIS	DT (10)	DISP DATE	YYYYMMDD
ICONTS	A1	CONTESTED	
ICOMM1	A60	COMMENT	
ICOMM2	A60	COMMENT	
ICOMM3	A60	COMMENT	

In Witness thereof, the parties hereto have executed this Agreement, in triplicate, as of this _____ day of _____ 2016:

Company Name

County of Jefferson, State of Missouri

Signature

Kenneth B. Waller County Executive

Print

Company Address: _____

Phone: _____

I hereby certify under section 50.660 RSMo there is either: (1) a balance of funds, otherwise unencumbered, to the credit of the appropriation to which the obligation contained herein is chargeable, and a cash balance otherwise unencumbered, in the treasury, to the credit of the funds from which payment is to be made, each sufficient to meet the obligation contained herein; or (2) bonds or taxes have been authorized by vote of the people and there is a sufficient unencumbered amount of the bonds yet to be sold or of the taxes levied and yet to be collected to meet the obligation in case there is not a sufficient unencumbered cash balance in the treasury.

County Auditor

APPROVED AS TO FORM

County Counselor

COOPERATIVE BID FORM

Bid Name: _____

INSTRUCTIONS: Bidders **MUST** fill out this form as part of the bidding process and attach to your bid response to Jefferson County, Missouri.

COOPERATIVE PROCUREMENT CONTRACT

This is a cooperating supply contract in accordance with Chapter 130, Section 130.020. K.3., of the Procurement Policy and Procedures, Jefferson County Code of Ordinances.

Will you extend bid prices, cash terms, and all other terms and conditions of any contract resulting from this bid with Jefferson County, Missouri, to any Jefferson County, Missouri, Municipality, government agency, district, sub-district or other tax-supported entity?

Yes _____ No _____

Although agreeing to the extension of the terms of this contract to municipalities or other tax-supported entities, *is not a prerequisite for award*, Jefferson County, Missouri, may take this factor into consideration if tie bids are received, in addition to the normal Terms and Conditions of the Invitation for Bid, enclosed herewith as a part of this bid.

**Bidders are encouraged to extend contract prices to
Municipalities and any other tax-supported entities.**

If agreeable to the above, state the **minimum** dollar value *per order* you will require from a Municipality or any other tax-supported entity (**this shall not apply to Jefferson County, Missouri Government, Departments or Divisions**):

MINIMUM DOLLAR VALUE PER ORDER: \$ _____

BY: _____

TITLE: _____

COMPANY: _____

CONTACT INFORMATION FOR COOPERATIVE AGREEMENT

Phone _____ **E-mail** _____

**THIS FORM WILL BECOME PART OF THE BID DOCUMENT PACKAGE SUBMITTED TO
JEFFERSON COUNTY, MISSOURI**