City of Albuquerque

Request for Proposals

Solicitation Number: P2019000055

Property Information Management and Laboratory Information Management Systems

Deadline for Receipt of Proposals: April 24, 2019: 4:00 p.m. (Mountain Time)
The City eProcurement System will not allow Proposals to be submitted after this date and time.

City of Albuquerque
Department of Finance and Administrative Services
Purchasing Division

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INTRODUCTION

The Albuquerque Police Department (APD) is soliciting proposals for a combined Property and Laboratory Information Management System (PIMS/LIMS) solution. The Request for Proposals (RFP) seeks to identify a single successful Offeror, who will implement a fully integrated solution including software, installation, training and support services that meet the City's needs as described in the specifications associated with this RFP.

The proposed PIMS/LIMS solution must be capable of organizing and storing all records associated with property/evidence and laboratory work typically performed by a forensic laboratory operating in accordance with accreditation standards promulgated by the Lab's accrediting body. The records must be associated with a unique case identifier.

PART 1
INSTRUCTIONS TO OFFERORS

1.1   RFP Number and Title: P2019000055, "**Property Information Management and Laboratory Information Management Systems**"

1.2   Proposal Due Date: April 24, 2019, 4:00 PM (Mountain Time)
The time and date Proposals are due shall be strictly observed**.**

1.3   Purchasing Division: This Request for Proposals ("RFP") is issued on behalf of the City of Albuquerque by its Purchasing Division, which is the sole point of contact during the entire procurement process.

1.4   Authority: Chapter 5, Article 5 of the Revised Ordinances of the City of Albuquerque, 1994, ("Public Purchases Ordinance"). The City Council, pursuant to Article 1 of the Charter of the City of Albuquerque and Article X, Section 6 of the Constitution of New Mexico, has enacted this Public Purchases Ordinance as authorized by such provisions and for the purpose of providing maximum local self-government. To that end, it is intended that this Public Purchases Ordinance shall govern all purchasing transactions of the City and shall serve to exempt the City from all provisions of the New Mexico Procurement Code, as provided in Section 13-1-98K, NMSA 1978.

1.5   Acceptance of Proposal: Acceptance of Proposal is contingent upon Offeror's certification and agreement by submittal of its Proposal, to comply and act in accordance with all provisions of the following:

    1.5.1   City Public Purchases Ordinance

    1.5.2   City Purchasing Rules and Regulations: These Rules and Regulations ("Regulations") are written to clarify and implement the provisions of the Public Purchases Ordinance. These Regulations establish policies, procedures, and guidelines relating to the procurement, management, control, and disposal of goods, services, and construction, as applicable, under the authority of the Ordinance.

    1.5.3   Civil Rights Compliance: Acceptance of Proposal is contingent upon the Offeror's certification and agreement by submittal of its Proposal, to comply and act in accordance with all provisions of the Albuquerque Human Rights Ordinance, the New Mexico Human Rights Act, Title VII of the U.S. Civil Rights Act of 1964, as amended, and all federal statutes and executive orders, New Mexico statutes and City of Albuquerque ordinances and resolutions relating to the enforcement of civil rights and affirmative action. Questions regarding civil rights or affirmative action compliance requirements should be directed to the City of Albuquerque Human Rights Office.

    1.5.4   Americans with Disabilities Act Compliance: The Offeror certifies and agrees, by submittal of its Proposal, to comply and act in accordance with all applicable provisions of

the Americans With Disabilities Act of 1990 and federal regulations promulgated thereunder.

1.5.5   Insurance and Bonding Compliance: Acceptance of Proposal is contingent upon Offeror's ability to comply with the insurance requirements as stated herein. Please include a certificate or statement of compliance in your Proposal and bonds as required.

1.5.6   Ethics:

>   **1.5.6.1 Fair Dealing.**   The Offeror warrants that its Proposal is submitted and entered into without collusion on the part of the Offeror with any person or firm, without fraud and in good faith. Offeror also warrants that no gratuities, in the form of entertainment, gifts or otherwise, were, or will be offered or given by the Offeror, or any agent or representative of the Offeror to any officer or employee of the City with a view toward securing a recommendation of award or subsequent contract or for securing more favorable treatment with respect to making a recommendation of award.

>   **1.5.6.2 Conflict of Interest.**   The Offeror warrants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of services required under the contract resulting from this RFP. The Offeror also warrants that, to the best of its knowledge, no officer, agent or employee of the City who shall participate in any decision relating to this RFP and the resulting contract, currently has, or will have in the future, a personal or pecuniary interest in the Offeror's business.

1.5.7   Participation/Offeror Preparation: The Offeror may not use the consultation or assistance of any person, firm company who has participated in whole or in part in the writing of these specifications or the Scope of Services, for the preparation of its Proposal or in the management of its business if awarded the contract resulting from this RFP.

1.5.8   Debarment or Ineligibility Compliance: By submitting its Proposal in response to this RFP, the Offeror certifies that (i) it has not been debarred or otherwise found ineligible to receive funds by any agency of the federal government, the State of New Mexico, any local public body of the State, or any state of the United States; and (ii) should any notice of debarment, suspension, ineligibility or exclusion be received by the Offeror, the Offeror will notify the City immediately.

Any Proposal received from an Offeror that is, at the time of submitting its Proposal or prior to receipt of award of a contract, debarred by or otherwise ineligible to receive funds from any agency of the federal government, the State of New Mexico, any local public body of the State, or any state of the United States, shall be rejected.

Upon receipt of notice of debarment of an Offeror awarded a contract as a result of this RFP ("Contractor"), or other ineligibility of the Contractor to receive funds from any agency of the federal government, the State of New Mexico, any local public body of the State, or any

state of the United States, the City shall have the right to cancel the contract with the Contractor resulting from this RFP for cause in accordance with the terms of said contract.

1.5.9   Goods Produced Under Decent Working Conditions: It is the policy of the City not to purchase, lease, or rent goods for use or for resale at City owned enterprises that were produced under sweatshop conditions. The Offeror certifies, by submittal of its Proposal in response to this solicitation, that the goods offered to the City were produced under decent working conditions. The City defines "under decent working conditions" as production in a factory in which child labor and forced labor are not employed; in which adequate wages and benefits are paid to workers; in which workers are not required to work more than 48 hours per week (or less if a shorter workweek applies); in which employees are free from physical, sexual or verbal harassment; and in which employees can speak freely about working conditions and can participate in and form unions. [*Council Bill No. M-8, Enactment No. 9-1998*]

1.5.10 Graffiti Free: When required, the Contractor will be required to furnish equipment, facilities, or other items required to complete these services, that are graffiti-free. Failure of Contractor to comply with this requirement may result in cancellation of the contract resulting from this RFP.

1.6   City Contact: The sole point of contact for this RFP is the City of Albuquerque Purchasing Division.   Questions regarding this RFP should be directed to the following Purchasing representative unless otherwise specified in the solicitation:

- Emily Maestas, Senior Buyer, Department of Finance and Administrative Services, Purchasing Division
- Phone: (505) 768-3377 or E-Mail: emilymaestas@cabq.gov
- Post Office Box 1293, Albuquerque, New Mexico 87103

1.7   Contract Management: The contract resulting from this RFP will be managed by the Albuquerque Police Department, Scientific Evidence Division.

1.8   Clarification: Any explanation desired by an Offeror regarding the meaning or interpretation of this RFP must be requested in writing not less than ten (10) working days prior to the deadline for the receipt of Proposals to allow sufficient time for a reply to reach all Offerors before the submission of their Proposals. No extension of time will be granted based on submission of inquiries subsequent to the required date nor will such inquiries be answered. All inquiries must be directed to the Purchasing Division as stated herein. Oral explanations or instructions given before the award of the contract or at any time will not be binding. Purchasing shall prepare answers to questions in the form of Addenda to this RFP and shall post all such Addenda to the online eProcurement System.

1.9   Submission of Proposals. The Offeror's sealed Proposal must be submitted **electronically** through the eProcurement system (see Section 1.9.1) , and in **hard and soft copies** (see Sections 1.9.2 and 1.9.3) in the format outlined in Part 2 of this RFP and mailed or delivered (See Sections 1.9.5 and 1.9.6) pursuant to the following requirements:

1.9.1   Electronic Copy. Submit your complete Proposal including all forms, attachments, exhibits, Technical Proposal, Cost Proposal, etc. using the eProcurement System at http://www.cabq.gov/dfa/purchasing/solicitations/solicitations. If you do not have a username and password, please register as this is the only method to submit electronically on Sicomm.net. For assistance, please contact the Sicomm.net technical support at (800) 614-0563.

1.9.2   Hard Copy. In addition to the electronic submittal, the Offeror must also submit one (1) original and six (6) copies of its Technical Proposal. The original Proposal shall be clearly marked as "Original" on the cover of the Proposal. In addition, in a separate envelope, clearly marked as "Cost Proposal," submit one (1) original and six (6) copies of your Cost Proposal for this RFP.

1.9.3   Soft Copy. In addition to the electronic copy submitted through the City's eProcurement System in Section 1.91, include with your original hard copy Proposal submission, on a CD, DVD, or other media compatible with the City's system, an electronic file of your Technical and Cost Proposals as well as all forms, attachments, exhibits, etc.

1.9.4   Proposal Package Preparation. Proposals and modifications thereof shall be enclosed in sealed envelopes and have the following identifying information on the outside:

> ✈Name and Address of Offeror
> ✈Closing Date and Time of RFP
> ✈RFP Number
> ✈RFP Title

1.9.5   Ship, Deliver, or Hand-Carry Sealed Proposals to: City of Albuquerque Purchasing Division, One Civic Plaza Dr. NW, City Hall- 7th Floor, Room 7012, Albuquerque, New Mexico 87102. **Mark all packages as stated above**. Use this address for packages delivered via non United States Postal Service carriers.

1.9.6   Mail Sealed Proposals to: City of Albuquerque Purchasing Division, Post Office Box 1293, Albuquerque, New Mexico 87103. (Certified Mail is recommended). The City shall not be responsible for the failure of mailed Proposals to actually be received by the Purchasing Department by 4:00 PM (Mountain Time) of the day of closing.

ALL SEALED PROPOSALS MUST BE RECEIVED BY THE CITY PURCHASING DIVISION AS SPECIFIED HEREIN. FAILURE TO COMPLY WITH THE SUBMISSION REQUIREMENTS SHALL BE CAUSE FOR THE CITY TO DEEM YOUR PROPOSAL NONRESPONSIVE.

1.9.7   No other methods of Proposal delivery. Neither telephone, facsimile, nor telegraphic Proposals shall be accepted.

1.9.8   Modification. Proposals may be modified or withdrawn only by written notice, provided such notice is received prior to the Proposal Due Date.

1.9.9   Receipt of Proposals. The only acceptable evidence to establish the time of receipt of Proposals at the City Clerk's Office is the time-date stamp of that Office on the Proposal wrapper or other documentary evidence of receipt maintained by that Office. Since both electronic and hard copy submission is required, the City will treat the time-stamp of the later of the two receipts as the official documentary evidence of receipt.

1.9.10   Acknowledgment of Addenda to the Request for Proposals. Receipt of Addenda to this RFP by an Offeror must be acknowledged a) by signing and returning the Addenda, or b) by letter. Such acknowledgment may be submitted with the Proposal. Such acknowledgment must be received prior to the hour and date specified for receipt of Proposal. **<u>Failure to submit such acknowledgment may be cause for the City to deem your Proposal nonresponsive.</u>**

1.10   Modifications to Scope of Services: In the event that sufficient funds do not become available to complete each task in the Scope of Services, the Scope of Services may be amended, based upon the cost breakdown required in the Cost Proposal.

1.11   Draft Agreement: A copy of the Draft Agreement to be entered into is included in the RFP. The Offeror certifies that it accepts the terms and conditions of the Draft Agreement, or has noted exceptions in its response. The City's receipt of exceptions in a response is not an acceptance of any requested changes to the Draft Agreement.   The Draft Agreement may differ from the final Agreement.

1.12   Contract Term: The contract resulting from this solicitation is anticipated to have a term of two (2) years with two (2) possible extensions of one (1) year each.

1.13   Evaluation Period: The City reserves the right to analyze, examine and interpret any Proposal for a period of ninety (90) days after the hour and date specified for the receipt of Proposals. The City reserves the right to extend the evaluation period if it feels, in its sole discretion, such an extension would be in the best interest of the City.

1.14   Evaluation Assistance: The City, in evaluating Proposals, reserves the right to use any assistance deemed advisable, including City contractors and consultants.

1.15   Rejection and Waiver: The City reserves the right to reject any or all Proposals and to waive informalities and minor irregularities in Proposals received.

1.16   Award of Contract:

1.16.1 When Award Occurs: Award of contract occurs when a Purchase Order is issued or other evidence of acceptance by the City is provided to the Offeror. A Recommendation of Award does not constitute award of contract.

1.16.2 Award: If a contract is awarded, it shall be awarded to the responsive and responsible Offeror whose Proposal conforming to this RFP will be most advantageous to the City as set forth in the Evaluation Criteria.

1.17   Cancellation: This RFP may be canceled for any reason and any and all Proposals may be rejected in whole or in part when it is in the best interests of the City.

1.18   Negotiations: Negotiations may be conducted with the Offeror(s) recommended for award of contract.

1.19   City-Furnished Property: No material, labor, or facilities will be furnished by the City unless otherwise provided for in this RFP.

1.20   Proprietary Data:

1.20.1 The file and any documents relating to this RFP, including the Proposals submitted by Offerors, shall be open to public inspection after the recommendation of award of a contract has been approved by the Mayor, or his designee. An Offeror may designate material as Trade Secrets, Proprietary Data, and/or other Confidential Data by separating that material from the Offeror's main Proposal, marking it as "Trade Secret", "Proprietary Data", or "Confidential Data" and uploading it separately from its main Proposal submitted in response to this RFP. **Pricing and makes and models or catalog numbers of items offered, delivery terms, and terms of payment shall not be so designated. Further, any Proposal in which a majority of pages are designated as Trade Secret, Proprietary Data, or Confidential Data may be deemed nonresponsive.**

1.20.2 The City will endeavor to restrict distribution of material separated, designated as "Trade Secret", "Proprietary Data", or "Confidential Data" and provided separately to only those individuals involved in the review and analysis of the Proposals. However, Offerors are advised that, if a request for inspection of records under the New Mexico Inspection of Public Records Act (Sections 14-2-1 et seq, NMSA 1978) ("Act") is received for such materials, and they are not exempt under the Act, the City is required to disclose those records. The City shall, to the extent possible under the Act, provide the Offeror with notice before any disclosure to allow the Offeror an opportunity, within the Act's fifteen (15) day deadline, to initiate legal action (such as an injunction or other judicial remedy) to prevent the release of Trade Secret, Proprietary Data, or Confidential Data, should the Offeror wish to do so. **Notwithstanding anything to the contrary herein, the City shall not be responsible to the Offeror for any disclosure of records required by the Act or an order of a court or other tribunal with jurisdiction over the City.**

1.21   Preferences: No preferences are available under the City of Albuquerque Public Purchases Ordinance for this procurement. See Part 5 of this RFP for additional information.

1.22   Request for Proposals Protest Process:

1.22.1 When: If the protest concerns the specifications for a competitive solicitation or other matters pertaining to the solicitation documents, it must be received by the Chief Procurement Officer no later than 5:00 p.m. of the tenth (10th) business day prior to the deadline for the receipt of Proposals.

1.22.2 Recommendation of Award: If the protest concerns other matters relating to this solicitation, the protest must be filed with the Chief Procurement Officer no later than 5:00

p.m. of the tenth (10th) business day after the receipt of notice of the Recommendation of Award.

1.22.3 Timely Protests: Protests must be received by the Chief Procurement Officer prior to the appropriate deadline as set out herein, or they will not be considered valid. The Chief Procurement Officer may waive the deadline for good cause, including a delay caused by the fault of the City. Late delivery by the U.S. Postal Service or other carrier shall not be considered good cause.

1.22.4 How to File: Any Offeror who is aggrieved in connection with a competitive solicitation or recommendation of award of a contract may protest to the City Chief Procurement Officer. The protest shall be addressed to the Chief Procurement Officer, must be submitted in written form and must be legible. Protests may be hand-delivered or mailed. Facsimile, telephonic, telegraphic or electronic protests will not be accepted.

1.22.5 Required Information: The protest shall contain at a minimum the following;

- The name and address of the protesting party;
- The number of the competitive solicitation;
- A clear statement of the reason(s) for the protest detailing the provisions believed to have been violated;
- Details concerning the facts, which support the protest;
- Attachments of any written evidence available to substantiate the claims of the protest; and
- A statement specifying the ruling requested.

1.22.6 Address Letters and Envelopes as Follows:

- City of Albuquerque   RFP Number
- Purchasing Division   PROTEST
- Attn: Chief Procurement Officer
- PO Box 1293
- Albuquerque, New Mexico 87103

1.22.7 Protest Response by Chief Procurement Officer: The Chief Procurement Officer will, after evaluation of a protest, issue a response. Only the issues outlined in the written protest will be considered by the Chief Procurement Officer.

1.22.8 Protest Hearing: If a hearing is requested, the request must be included in the protest and received within the time limit. The filing fee of twenty dollars ($20.00) must accompany the request for hearing. Only the issues outlined in the protest will be considered by the Chief Procurement Officer, or may be raised at a protest hearing. The granting of a hearing shall be at the discretion of the Chief Procurement Officer following review of the request.

1.23   Insurance:

1.23.1   General Conditions: The City will require the successful Offeror, referred to as the Contractor, to procure and maintain at its expense during the term of the contract resulting from the RFP, insurance in the kinds and amounts hereinafter provided with insurance companies authorized to do business in the State of New Mexico, covering all operations of the Contractor under the contract. Upon execution of the contract and on the renewal of all coverages, the Contractor shall furnish to the City a certificate or certificates in form satisfactory to the City as well as the rider or endorsement showing that it has complied with these insurance requirements. All certificates of insurance shall provide that thirty (30) days written notice be given to the Risk Manager, Department of Finance and Administrative Services, City of Albuquerque, P.O. Box 470, Albuquerque, New Mexico, 87103, before a policy is canceled, materially changed, or not renewed. Various types of required insurance may be written in one or more policies. With respect to all coverages required other than professional liability or workers' compensation, the City shall be named an additional insured. All coverages afforded shall be primary with respect to operations provided.

1.23.2 Approval of Insurance: Even though the Contractor may have been given notice to proceed, it shall not begin any work under the contract resulting from this RFP until the required insurance has been obtained and the proper certificates (or policies) filed with the City. Neither approval nor failure to disapprove certificates, policies, or the insurance by the City shall relieve the Contractor of full responsibility to maintain the required insurance in full force and effect. If part of the contract is sublet, the Contractor shall include any or all subcontractors in its insurance policies, or require the subcontractor to secure insurance to protect itself against all hazards enumerated herein, which are not covered by the Contractor's insurance policies.

1.23.3   Coverage Required: The kinds and amounts of insurance required are as follows:

1.23.3.1 Commercial General Liability Insurance. A commercial general liability insurance policy with combined limits of liability for bodily injury or property damage as follows:

$1,000,000	Per Occurrence
$1,000,000	Policy Aggregate
$1,000,000	Products Liability/Completed Operations
$1,000,000	Personal and Advertising Injury
$ 50,000	Fire Legal
$ 5,000	Medical Payments

Said policy of insurance must include coverage for all operations performed for the City by the Contractor and contractual liability coverage shall specifically insure the hold harmless provisions of the contract resulting from this RFP.

1.23.3.2 Automobile Liability Insurance. A comprehensive automobile liability insurance policy with liability limits in amounts not less than $1,000,000 combined

single limit of liability for bodily injury, including death, and property damage in any one occurrence. The policy must include coverage for the use of all owned, non-owned, hired automobiles, vehicles and other equipment both on and off work.

1.23.3.3 Workers' Compensation Insurance. Workers' compensation insurance policy for the Contractor's employees, in accordance with the provisions of the Workers' Compensation Act of the State of New Mexico, (the "Act"). If the Contractor employs fewer than three employees and has determined that it is not subject to the Act, it will certify, in a signed statement, that it is not subject to the Act. The Contractor will notify the City and comply with the Act should it employ three or more persons during the term of the contract resulting from this RFP.

1.23.4 Increased Limits: During the life of the contract the City may require the Contractor to increase the maximum limits of any insurance required herein. In the event that the Contractor is so required to increase the limits of such insurance, an appropriate adjustment in the contract amount will be made.

1.23.5 Additional Insurance: The City may, as a condition of award of a contract, require a successful Offeror to carry additional types of insurance. The type and limit of additional insurance is dependent upon the type of services provided via the contract by the successful Offeror.

1.24   Pay Equity Documentation. All Proposals shall include a Pay Equity Reporting Form which can be accessed at http://www.cabq.gov/womens-pay-equity-task-force-instructions/albuquerque-pay-equity-initiative-instructions or in the Solicitation Instructions. Offerors who believe they are exempt because they are an out-of-state contractor that has no facilities and no employees working in New Mexico are not required to report data, but must check the box verifying their status on the Pay Equity Reporting Form. Any Proposal that does not include a Pay Equity Reporting Form shall be deemed nonresponsive, as stated in the Public Purchases Ordinance, 5-5-31 (A).

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PART 2
PROPOSAL FORMAT

2.1   Technical Proposal Format, Section One

2.1.1   Offeror Identification: State name and address of your organization or office and nature of organization (individual, partnership or corporation, private or public, profit or non-profit). Subcontractors, if any, must be identified in a similar manner. Include name and telephone number of person(s) in your organization authorized to execute the Draft Agreement. Submit a statement of compliance with all laws stated herein. Submit a statement of agreement of the terms and conditions of the Draft Agreement; state exceptions. Show receipt of Addenda if applicable. Provide a statement or show ability to carry the insurance specified.

The Offeror's PIMS/LIMS technical proposal must include the minimum technical specifications for all hardware required to operate and implement the system including database server(s), workstations, bar code hardware and any other hardware or software needed to meet the requirements of the proposed PIMS/LIMS. The Offeror may include their hardware prices in the proposal but these costs must be broken out separately and be clearly identifiable. However, it should be noted APD anticipates procuring much of the required hardware from current contracted vendors.

2.1.2   Experience: The Offeror must demonstrate that their PIMS/LIMS solution has been successfully installed and currently in use in combined Property/Evidence and Laboratory applications of similar size and scope that has met accreditation standards set by the ASCLD/LAB-International Program within the past five years.

Supporting documentation of the following experience must be submitted with your proposal:

2.1.2.1 Current Experience. The Offeror shall state relevant experience of the company and person(s) who will be actively engaged in the contract awarded under the RFP, including experience of subcontractors. The Offeror shall submit resumes for the individuals who will be performing the services for the City.

2.1.2.2 Past Experience.   The Offeror shall describe Law Enforcement projects of comparable scope and size, which are now complete and currently in use for a minimum of six (6) months. The provided information shall state for whom the work was performed, year completed, and a reference person who can be contacted regarding the work. References must be for work performed in the past three to five (3 to 5) years. In addition, the Offeror shall provide at least three letters of reference from agencies that are currently using both the Offeror's PIMS system and LIMS system.   The letters of reference must contain responses from the appropriate personnel to the questions listed in Appendix C. In addition, the City reserves the right to contact any references provided herein by regular mail, electronic mail, or telephone.

The Offeror should state other relevant experience with municipalities or government entities.

If the Offeror does not have experience with Law Enforcement projects of comparable scope and size their response must include a statement to that effect.

2.1.3   Proposed Approach to Specifications: Offerors shall fully complete and include with their proposals the Specifications at Section 3.4 below. Discuss fully your proposed approach to each of the Specifications described Section 3.4.

Offeror must address all components necessary for the proper operation of the proposed system including any and all items not identified in Section 3.4 which are necessary to effect operation of the system as described.

2.1.4   Expected Services. Offerors shall fully complete and include with their proposals the Expected Services at Section 3.5 below.

2.1.5 Project Management and Proposed Resources Plan and Management Summary: Describe individual staff and subcontractor's responsibilities with lines of authority and interface with the City of Albuquerque staff. Describe resources to be drawn from in order to complete tasks. Provide a project management and proposed resources plan. IF PIMS/LIMS modification is included as part of the offer, associated timelines for change implementation must be included in your plan.

2.1.6 Licensing Tiers. Please provide information about your licensing tiers. Please reference the licensing levels in the Cost Proposal.

2.1.7 Maintenance/Service Agreement.   Please describe your Maintenance/Service agreement, including the term and agreement provisions. Please also include information on your annual Maintenance/Service that occurs after the expiration of the initial Maintenance/Service agreement. Please reference the information in the Cost Proposal.

2.2   Cost Proposal Format, Section Two

2.2.1   Total Cost: Submit your Cost Proposal separately from your technical Proposal in the format set forth in Appendix B.

2.2.2   Reserved.

2.2.3   Reserved.

2.2.4   All Costs: All costs to be incurred and billed to the City should be described by the Offeror for each item, to allow for a clear evaluation and comparison, relative to other Proposals received. All costs should include any applicable gross receipts taxes. The

Offeror should understand that the City will not pay for any amounts not included in the cost Proposal -- for example, insurance or taxes -- and that liability for items not included remains with the Offeror.

2.2.5 The Cost Proposal submitted in response to this section will be used in performing a cost/price analysis.

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PART 3
SCOPE OF SERVICES

3.1 The PIMS/LIMS Solution

The PIMS/LIMS solution will be fully installed and configured for the APD by the successful Offeror. This installation and configuration must include the cost of labor necessary to perform the following tasks:

- a) On-site installation of software and hardware.
- b) On-site system configuration, including setup of codes and reports.
- c) On-site training for system administrators and users.
- d) On-site installation and configuration of any required server(s).

The proposed PIMS/LIMS solution shall provide automation of the property impound process, chain of custody control, lab requests and lab results reporting, workflows and process management tools unique to property control and laboratory environments.
The Offeror may propose a single application or multiple applications, that when combined to create the System, meet the City's specifications as detailed herein.

3.2 City of Albuquerque Department of Technology Innovation Requirements

The City of Albuquerque Department of Technology Innovation (DTI) requires that all software vendors meet the City of Albuquerque IT Policies, Standards and Procedures:
(http://eweb.cabq.gov/tools/Pages/IT_PoliciesStandardsProcedures.aspx?PageView=Shared)
And their Information Technology Commodities policy:
(http://eweb.cabq.gov/DTI_PoliciesProcedures/Standards/Hardware%20and%20Software/Information%20Technology%20Commodities.pdf).

Please include with your proposal information about how your software solution:
Supports Cloud implementation;
Provides Cloud hosting and maintenance of system;
Functions within the City's computer network (e.g. Oracle of Microsoft SQL Server);
Utilizes secure protocols (e.g. SSH, HTTPS, TLS, etc.) when transferring sensitive information;
Runs virus protection software (e.g. Trend AV software).

Please include with your proposal your confirmation that your software solutions shall not:
Utilize end-of-life software or applications (e.g. Windows XP, SQL 2000, etc.);
Store/hard-code application, service, or other passwords in code or in clear text;
Include back doors, or code that allow unauthorized access.

3.4 Specifications Chart

APD recognizes that currently available combined PIMS/LIMS solutions may not include all of the functionality included in the PIMS/LIMS specifications associated with this RFP. The specification table provides the Offeror the opportunity to address any feature that their PIMS/LIMS solution does

not currently include. In order to be considered responsive, the Offeror's proposal should note if a specification is a current standard feature of their PIMS/LIMS solution; if the feature can be added to their PIMS/LIMS solution with a change to base code or the addition of a secondary API; or if the feature is not able to be incorporated in their PIMS/LIMS solution.

The inability of an Offeror to incorporate a specification(s) will not in and of itself disqualify the technical portion of the proposal. Rather, each technical proposal will be evaluated based on what features are included and what features can/will be added. In order to be considered responsive, the Offeror's proposal must be marked with either S, M. or N for the listed specification. FAILURE TO COMPLETE EITHER S, M, or N ON THE CHART BELOW SHALL BE CAUSE TO DEEM YOUR PROPOSAL NONRESPONSIVE.

Legend for completing the following specifications
S = Standard functionality out-of-the-box
M = Modification required - customization to the base code/API required
N = Not able to provide this feature

#	User	Specifications	S	M	N
1	Management	PIMS/LIMS should have the capacity to set workflow protocol designations and prioritization (latent prints first, then firearms, etc.).			
2	Management	PIMS/LIMS should have the capacity to generate statistical reports from all data fields.			
3	Management	PIMS/LIMS should have the capacity to generate performance measures of case turnaround time and of case backlog.			
4	Management	PIMS/LIMS should have the capacity to track the completion of individual aspects of a process related to a single piece of evidence completed by multiple personnel.			
5	Management	PIMS/LIMS should have the capacity to allow supervisors the ability to assign and reassign work to individual personnel and manage workload.			
6	Management	PIMS/LIMS should have the capacity to manually or automatically assign analysts to a laboratory request using standard method and workflow.			
7	Management	PIMS/LIMS should have the capacity to flag cases that are outside of laboratory-established analysis or review turn-around time goals at the case level.			
8	Management	PIMS/LIMS should have the capacity to establish TAT goals at the discipline, analysis type, and/or personnel level.			
9	Management	PIMS/LIMS should have the capacity to track the assignment and completion of each case, and generate reports of all tests assigned to and completed by each user, as well as produce a pending completion record.			
10	Management	PIMS/LIMS should have the capacity to maintain records of all cases outsourced or analyzed as a result of federal grant funding.			

11	QAQC	PIMS/LIMS should have the capacity to retain calibration data (i.e. – date, time, technician, analyst, information, instrumentation, requirements).			
12	QAQC	PIMS/LIMS should have the capacity to generate a master document inventory for all standardized forms and documents used in the laboratory.			
13	QAQC	PIMS/LIMS should have the capacity to enter, store, retrieve and print external documentation.			
14	QAQC	PIMS/LIMS should have the capacity to maintain supplier information lists.			
15	QAQC	PIMS/LIMS should have the capacity to log chemical reagents by reagent solution (drop down list of reagents).			
16	QAQC	PIMS/LIMS should have the capacity to maintain inventory control and track reagent supply threshold, and generate notification when re-order is necessary.			
17	QAQC	PIMS/LIMS should have the capacity to enter laboratory accreditation data.			
18	QAQC	PIMS/LIMS should have the capacity to send accreditation expiration notification.			
19	QAQC	PIMS/LIMS should have the capacity to document audit results and corrective action plans.			
20	QAQC	PIMS/LIMS should have the capacity to assign audit corrective action plans/tasks.			
21	QAQC	PIMS/LIMS should have the capacity to assign due dates and completion dates on audit corrective action plans.			
22	QAQC	PIMS/LIMS should have the capacity to document and track Laboratory Analyst certifications, training and continuing education.			
23	QAQC	PIMS/LIMS should have the capacity to select random sample data (based on individual, test, date, etc.) for internal audits.			
24	QAQC	PIMS/LIMS should have the capacity to audit chain of custody (e.g. person, date, time, notations on any corrections made, who, when why).			
25	General	PIMS/LIMS should allow for data sharing, attachment, inquiry, correction and display to and from CAD/RMS of any case related and generated documentation to and from PIMS/LIMS.			
26	General	PIMS/LIMS should have the capacity to share data with RMS.			
27	General	PIMS/LIMS should have the capacity to use APD unique case identifiers (case number) along with retaining APD nomenclature.			
28	General	PIMS/LIMS should have the capacity to utilize bar coding for evidence receiving, tracking, and inventory, and allow for the use of Radio-Frequency Identification (RFID) technology (i.e. RFID ready).			

29	General	PIMS/LIMS should have the capacity to print to variably-sized generic labels.			
30	General	PIMS/LIMS should have the capacity to allow users to view information on the screen, print information, and save files.			
31	General	PIMS/LIMS should have the capacity to allow case biographical information maintenance (i.e. delete, modify).			
32	General	PIMS/LIMS should have the capacity to import case-related information provided by the requesting officer on the request for analysis.			
33	General	PIMS/LIMS should have the capacity to execute case related or item related queries.			
34	General	PIMS/LIMS should have the capacity to generate ad hoc and/or automated reporting using a tool within the system to create, save and run simple reports/queries based on data entered.			
35	General	PIMS/LIMS should have the capacity to search the system by any one or combination of data fields including text content, time ranges, etc.			
36	General	PIMS/LIMS should have the capacity to electronically track evidence items throughout property evidence/analysis processing.			
37	General	PIMS/LIMS should have the capacity to track analysis within each discipline (where the tech is in the process of their analysis).			
38	General	PIMS/LIMS should have the capacity to view case related data by greater than one user simultaneously without data integrity or performance issues.			
39	General	PIMS/LIMS should have the capacity to document access to any/all data within the system (e.g. - User, Time Date).			
40	General	PIMS/LIMS should have the capacity to capture an electronic chain of custody throughout possession (Impound -testing - disposition) including the generation of child sub-items.			
41	General	PIMS/LIMS should have the capacity to note reasons for exchange of custody of property items (View, Court, Transport, etc.).			
42	General	PIMS/LIMS should have the capacity to incorporate internal electronic signatures subject to two factor authentication and via signature pad for external signatures.			
43	General	PIMS/LIMS should have the capacity to create and print a receipt for secure transfer of possession of property items.			
44	General	PIMS/LIMS should have the capacity to link/unlink cases by case number to show related / unrelated evidence.			
45	General	PIMS/LIMS should have the capacity to batch transfers of evidence to or from locations or personnel.			
46	General	PIMS/LIMS should have the capacity to review all log entry and evidence storage data for items prior to or after assignment per security access level.			

47	General	PIMS/LIMS should have the capacity to allow law enforcement personnel to remotely research their case data via the web, based on user roles and permissions.			
48	General	PIMS/LIMS should have the capacity to generate a configurable item history with text describing chain of custody, transfers generation of child sub-items and names of assigned individuals.			
49	General	PIMS/LIMS should have the capacity to track electronic changes, to backup records stored electronically and to prevent unauthorized access or amendments to data as per ISO/IEC 17025:2017 Standards.			
50	General	PIMS/LIMS should have the capacity to allow supervisors to review all previous assigned and unassigned work.			
51	General	PIMS/LIMS should have the capacity to cross-reference and search cross-referenced case numbers.			
52	General	PIMS/LIMS should have the capacity to create work product (sub/child items) from parent item as new property item.			
53	General	PIMS/LIMS should have the capacity to generate unique identifiers on child items denoting which section generated it.			
54	General	PIMS/LIMS should have capacity to accept upload of digital records (photos, emails etc.) to case files.			
55	General	PIMS/LIMS should have the capacity to limit data update to one user at a time for the same record.			
56	General	PIMS/LIMS should have the capacity to generate an "in use by" warning when attempts are made to update the same record simultaneously.			
57	General	PIMS/LIMS should have the capacity to accept and store scanned documents related to impound or analysis.			
58	General	PIMS/LIMS should have the capacity to manage location and storage of specimen samples/cuttings that may be retained in the lab.			
59	General	PIMS/LIMS should have the capacity to print the final report by Property or Laboratory personnel.			
60	General	PIMS/LIMS should have the capacity to retain an electronic copy of the case file including final report.			
61	General	PIMS/LIMS should have the capacity to electronically distribute documents and case status (item history reports, analysis reports etc.) via email of a secure link and/or via e-mail.			
62	General	PIMS/LIMS should have the capacity to incorporate APD logo/letter on printed documentation.			
63	General	PIMS/LIMS should have the capacity to create a final non-editable (PDF) case file document.			
64	General	PIMS/LIMS should have the capacity to spell check free form text fields.			
65	General	PIMS/LIMS should have the capacity to create free form reports.			

66	General	PIMS/LIMS should have the capacity to automatically annotate documents and images with the case number, item number, page number, date of examination, or other text as specified by the laboratory.			
67	General	PIMS/LIMS should have the capacity to populate all case related work forms and reports from information previously entered into the system (e.g. with service requests, RMS or related systems). Redundant data entry should be minimized.			
68	General	PIMS/LIMS should have the capacity to generate system notifications to RMS of corrections or changes (e.g. correction to serial numbers entered).			
69	General	PIMS/LIMS should have the capacity to provide alerts to supervisors regarding timelines required for court or investigative deadlines.			
70	General	PIMS/LIMS should have the capacity to generate manual and automated e-mail notifications to designated parties regarding the disposition of the case. Including evidence/property disposition notifications (e.g. past due) and the availability of final case reports.			
71	General	PIMS/LIMS should have the capacity to re-open a case by the addition of samples or new testing performed on previously completed cases (e.g. additional suspect reference samples).			
72	General	PIMS/LIMS should have the capacity to prevent data entries or transfers prior to all steps in a workflow being properly executed without supervisor approval. For instance, a set of conditions must be satisfied in order: Evidence Reception, Item Entry, Assignment, Analysis, Test Result, and Report.			
73	General	PIMS/LIMS should have the capacity to add additional evidence after the case is created.			
74	General	PIMS/LIMS should have the capacity to support Sealed or Expunged Case requirements including the securing of biographical data.			
75	Property Evidence	PIMS/LIMS should have the capacity to permit users to enter and submit evidence via a web application in a mobile environment, or be able to accept data input from an external source via API or web service.			
76	Property Evidence	PIMS/LIMS should have the capacity to produce Chain of Custody Reports (for example exchanges of evidence, who was in possession, where it was stored, date/time of exchange, totals of items by status or activity, by date range, by division impounded, complaint #, control #, item #, item type, make, model, serial #, comment, seized location, seized from name, person in possession, date/time range).			

77	Property Evidence	PIMS/LIMS should have the capacity to produce audit reports (for example lists items by stored location, item entered by, date/time entered, assigned to, disposed by, date/time disposed, complaint #, control #, item #, item type search by person entered by, person assigned to, date/time range entered, date/time range disposed).			
78	Property Evidence	PIMS/LIMS should have the capacity to produce Disposition Status Reports (for example list items by their disposition status including complaint #, control #, item #, item type, comments, officer assigned to, division assigned to, current disposition status, related case offense type).			
79	Property Evidence	PIMS/LIMS should have the capacity to use existing wireless scanners.			
80	Property Evidence	PIMS/LIMS should have the capacity to set unique identifier (control number) for each property item impounded.			
81	Property Evidence	PIMS/LIMS should have the capacity to assign evidence to specific locations (user defined).			
82	Property Evidence	PIMS/LIMS should have the capacity to reject property/evidence submitted with automatic notification to appropriate investigative personnel.			
83	Property Evidence	PIMS/LIMS should have the capacity to place holds on evidence.			
84	Property Evidence	PIMS/LIMS should have the capacity to reassign property (e.g. – by Officer, Unit, Case Type, Property item).			
85	Property Evidence	PIMS/LIMS should have the capacity to permit entry of multiple items as a set (e.g. – purse with contents).			
86	Property Evidence	PIMS/LIMS should have the capacity to restrict evidence/property packaging (gun cannot be packaged with drugs, etc.).			
87	Property Evidence	PIMS/LIMS should have the capacity to track the completion of pre-specified rules for confirmation/verification of noted items during impound (e.g. Money recounted by second party to confirm).			
88	Property Evidence	PIMS/LIMS should have the capacity to allow automated routing of serial numbers entered for property evidence impounded to the NCIC for a stolen property check.			
89	Property Evidence	PIMS/LIMS should have the capacity to allow for exceptions to verification rules of noted items during impound.			
90	Property Evidence	PIMS/LIMS should have the capacity to incorporate both inventory creation and item information entry on the same screen view.			
91	Property Evidence	PIMS/LIMS should have the capacity to conduct inventory reconciliation of evidence assignments to a specific person or location and provide reconciliation reports including discrepancies.			

92	Property Evidence	PIMS/LIMS should have the capacity to maintain inventory control of evidence contained in property room, external lockers, and storage locations external to main property control locations.			
93	Property Evidence	PIMS/LIMS should have the capacity to produce system generated notifications to specified parties when additional property/evidence related to a case has been submitted.			
94	Property Evidence	PIMS/LIMS should have the capacity to bundle non-case related items for disposition.			
95	Property Evidence	PIMS/LIMS should have the capacity to schedule and documenting approval for evidence/specimen/property disposition.			
96	Property Evidence	PIMS/LIMS should have the capacity to allow item disposal to be indicated by authorized users based on disposition requested (e.g. return to owner, return to finder, release to school board, etc.).			
97	Property Evidence	PIMS/LIMS should have the capacity to facilitate case and evidence management by sending alerts to supervisors using pre-defined or customized timelines and follow-up date(s).			
98	Laboratory	PIMS/LIMS should have the capacity to allow the investigator to request laboratory services via front end service request entry.			
99	Laboratory	PIMS/LIMS should have the capacity to generate and track requests for additional information from service requestor.			
100	Laboratory	PIMS/LIMS should have the capacity to designate priority on laboratory requests.			
101	Laboratory	PIMS/LIMS should have the capacity to notify users of a change in priority on laboratory requests.			
102	Laboratory	PIMS/LIMS should have the capacity to enter outside agency evidence for tracking and testing at the laboratory level (bypassing PIMS).			
103	Laboratory	PIMS/LIMS should have the capacity to allow for the canceling, deleting or denial of a request for analysis with automatic notification to the appropriate laboratory and or investigative personnel.			
104	Laboratory	PIMS/LIMS should have the capacity to allow the submitter to save request at any point and return to complete at a later time.			
105	Laboratory	PIMS/LIMS should allow supervisor override of standard laboratory processing order for multi-discipline cases.			
106	Laboratory	PIMS/LIMS should have the capacity to allow supervisors to view and assign or reassign laboratory personnel work queues.			
107	Laboratory	PIMS/LIMS should have the capacity to allow the reassignment or self-assignment of laboratory request items.			
108	Laboratory	PIMS/LIMS should provide a means of defining rules for the ability to reassign or self-assign laboratory request items.			

109	Laboratory	PIMS/LIMS should have the capacity to allow the entry of and access to analyst case notes.			
110	Laboratory	PIMS/LIMS should have the capacity to print analyst case notes.			
111	Laboratory	PIMS/LIMS should have the capacity to generate a user specific case and sample queue.			
112	Laboratory	PIMS/LIMS should have the capacity to open or close cases individually or by batch.			
113	Laboratory	PIMS/LIMS should have the capacity to allow evidence to be queued for testing by multiple discipline units and allow for the notification of these units when the work has been completed by previous units.			
114	Laboratory	PIMS/LIMS should have the capacity to include data importation for instruments commonly used by the laboratory.			
115	Laboratory	PIMS/LIMS should have the capacity to import and export results of individual characteristic database searches conducted during the course of analysis (CODIS, AFIS, NIBIN).			
116	Laboratory	PIMS/LIMS should have the capacity to generate a final report only upon completion of administrative and technical review.			
117	Laboratory	PIMS/LIMS should allow for "draft" watermark to be incorporated on printed documents from the PIMS/LIMS prior to the completion and release of the final laboratory result report and "copy" watermark to be incorporated on electronic versions printed by outside agencies (DA/Public Defender etc.).			
118	Laboratory	PIMS/LIMS should have the capacity to generate a full analysis report by case.			
119	Laboratory	PIMS/LIMS should have the capacity to automatically annotate all case records with the unique case identifier page number and date of examination where appropriate.			
120	Laboratory	PIMS/LIMS should have the capacity to generate unit specific analysis reports.			
121	Laboratory	PIMS/LIMS should have the capacity to assign unique identifiers for initial, supplemental and amended reports.			
122	Laboratory	PIMS/LIMS should have the capacity to allow analyst, reviewer, and/or quality manager to issue amended reports, and automatically notify the submitter of the request.			
123	Laboratory	PIMS/LIMS should have the capacity to track and document electronic Administrative/Technical review of laboratory results.			
124	Laboratory	PIMS/LIMS should have the capacity to track evidence transfer between individuals within the laboratory.			

125	Laboratory	PIMS/LIMS should have the capacity to track cases that must be outsourced to other laboratories.			
126	Laboratory	PIMS/LIMS should have the capacity to track case file/folder, location/possession from point of creation through scan/store/retrieve and disposition process.			
127	Laboratory	PIMS/LIMS should have the capacity to record court/depo/discovery orders/PTI time by case number.			
128	Laboratory	PIMS/LIMS should have the capacity to, over the course of the installation/implementation, allow the connection of laboratory equipment and for the ability to import analysis data, instrument calibration results, etc.			
129	Laboratory	PIMS/LIMS should have the capacity to link current instrument calibration results to cases upon the completion of testing.			
130	Laboratory	PIMS/LIMS should have the capacity to implement future laboratory modules for Latent, Chemistry, Blood Alcohol and Firearms.			
131	Laboratory	PIMS/LIMS should have the capacity to customize future modules (computer forensics, digital photography, multimedia).			
132	Laboratory	PIMS/LIMS should have the capacity to, over the course of the installation/implementation, allow the upload/download of data to/from external databases (e.g. CODIS, NIBIN, AFIS).			
133	DNA Module	PIMS/LIMS should have the capacity to incorporate a fully functional DNA module (for at least 10 dedicated users) that utilizes data from custom worksheets to allow real-time tracking of the status of each item's analysis.			
134	DNA Module	The DNA module should include automated sample data entry/transfer.			
135	DNA Module	The DNA module should include documentation and tracking of the completion of all processing steps.			
136	DNA Module	The DNA module should include documentation and tracking of screening.			
137	DNA Module	The DNA module should include documentation and tracking of extraction.			
138	DNA Module	The DNA module should include documentation and tracking of quantitation.			
139	DNA Module	The DNA module should include documentation and tracking of amplification.			
140	DNA Module	The DNA module should include documentation and tracking of analysis/review.			
141	DNA Module	The DNA module should allow sample batching from multiple cases.			
142	DNA Module	The DNA module should allow the re-queue of out of range samples.			
143	DNA Module	The DNA module should allow the import of sample data directly into analysis reports.			

144	DNA Module	The DNA module should manage supplies/reagents/instruments.			
145	DNA Module	The DNA module should prevent expired reagents from being used.			
146	System Administrator	PIMS/LIMS should have the capacity to create user defined roles and access permissions and allow single user to have multiple roles.			
147	System Administrator	PIMS/LIMS should have the capacity to specify a single log-in to access to all assigned modules.			
148	System Administrator	PIMS/LIMS should have the capacity to manage access in a centralized fashion. The City prefers integration with our current Active Directory system to allow for a single sign on.			
149	System Administrator	PIMS/LIMS should have the capacity to set permissions settings for the printing/viewing/changing of reports.			
150	System Administrator	PIMS/LIMS should have the capacity to specify who will receive case reports, include distribution lists of personnel designated for receipt of selected report.			
151	System Administrator	PIMS/LIMS should have the capacity to enforce strong passwords, password change interval and rotation.			
152	System Administrator	PIMS/LIMS should have the capacity to produce custom user-defined reports/forms including variable parameters (e.g. Laboratory numbers, Section, Case agency, Completion date ranges, and Received date ranges, etc.). Reporting may require specific formatting, data retrieval, data calculations, photographs and charts/graphs.			
153	System Administrator	PIMS/LIMS should have the capacity to update existing fields and formats by the system administrator.			
154	System Administrator	PIMS/LIMS should have the capacity to add future data fields by the APD Administrator (no less than double the existing number of data fields).			
155	System Administrator	PIMS/LIMS should have the capacity to customize drop down menus for data entry fields.			
156	System Administrator	PIMS/LIMS should have the capacity to specify mandatory data elements.			
157	System Administrator	PIMS/LIMS should have the capacity to add test categories without the successful Offeror's assistance.			
158	System Administrator	PIMS/LIMS should have the capacity to add analytical units to include processes to modify data fields, worksheets, report templates or settings for various fields without the successful Offeror's assistance.			
159	System Administrator	PIMS/LIMS should have the capacity to create user defined workflows.			
160	System Administrator	PIMS/LIMS should have the capacity to centrally log all user and administrative actions that access, input, modify or delete data, the data that was accessed, input, modified, or deleted. The system should have a configurable audit trail functionality to track changes made.			

161	System Administrator	PIMS/LIMS should have the capacity to produce varying sized barcode labels at multiple points in the handling process (Property and/or laboratory).			
162	System Administrator	PIMS/LIMS should have the capacity to print and reprint various sized user definable barcode content (e.g. sequential case and item numbers, item description, parent to child sample numbers, etc.).			
163	Tech	PIMS/LIMS should have the capacity to accommodate greater than **350** concurrent users.			
164	Tech	PIMS/LIMS database should be either Oracle or Microsoft SQL compatible.			
165	Tech	PIMS/LIMS should have the capacity to support a scalable architecture to allow for system expansion.			
166	Tech	PIMS/LIMS should have easy-to-use utilities for system set-up and management, and table maintenance.			
167	Tech	PIMS/LIMS should have the capacity to export case information in common use formats such as xls, pdf, doc, tif, txt, xml, etc.			
168	Tech	PIMS/LIMS should have the capacity to file objects (text, images, graphics, audio, video, etc.) to be linked with a case record and accessed from within the application.			
169	Tech	PIMS/LIMS should identify any special database backup considerations/requirements unique to the proposed system.			
170	Tech	PIMS/LIMS should have a disaster recovery and continuity of operations procedures in place. The successful Offeror procedures must guarantee high availability, and clearly identify approach (i.e., failover clusters, lockstep fault tolerance, application load balancers, etc.).			
171	Tech	PIMS/LIMS should provide customization options and exclusions related to future upgrades when allowing a customized/tailored installation.			
172	Tech	PIMS/LIMS should be compatible with the most stable version of the following browsers: IE, Firefox, Chrome, within 30 days of the browser upgrade/release, and patch.			
173	Tech	PIMS/LIMS should comply with applicable City Information Technology security policies and requirements, as well as other state and federal requirements (e.g. HIPAA, Privacy Act of 1974, PCI, CJIS, etc.).			
174	Tech	PIMS/LIMS should identify all computer resources (hardware, operating system, database, network, ports, protocols, services, etc.) required for installation and operation.			
175	Tech	PIMS/LIMS should identify who is responsible for the patching of software applications, and an agreed upon schedule to ensure software used on the network is the most current version of operating system, security patches, application patches, BIOS, etc.			

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176	Tech	PIMS/LIMS should have the capacity to log all success and failure of user authentication at all layers.		
177	Tech	PIMS/LIMS should have the capacity to utilize an automatic timeout of user sessions after a configurable amount of inactivity.		

3.5 Expected Services

The following section outlines services that the APD Scientific Evidence Division may require prior to, during and after PIMS/LIMS implementation.

APD recognizes that currently available PIMS/LIMS Offerors may not be able to provide all of the outlined services. The inability of an Offeror to provide a specific service will not in and of itself disqualify the proposal. Rather, the Offeror will be evaluated based on what post-award services they can provide. In order to be considered responsive, the Offeror's proposal must be marked with either a yes or no for the listed service. FAILURE TO COMPLETE EITHER YES OR NO ON THE CHART BELOW SHALL BE CAUSE TO DEEM YOUR PROPOSAL NONRESPONSIVE.

The Offeror may include additional detail about the services provided in a separate attachment. However, Offeror's technical proposal will only be scored on whether or not they can provide the service as noted.

#		Expected Services	Yes	No
178	Go-live/1st day/support/ training	The successful Offeror should provide the laboratory with an installation, validation, activation, transitioning plan, timeline and resourcing to meet all requirements defined in this document.		
179	Go-live/1st day/support/ training	The successful Offeror should provide support personnel (on-site and remote as appropriate) to assist in the transition, implementation and go-live of PIMS/LIMS.		
180	Go-live/1st day/support/ training	The successful Offeror should migrate existing data residing in the legacy PIMS/LIMS to the new system available for query at time of implementation. Migration must include table-for table; field for field, migration for administrative, evidence control, and testing data integrating all "old" data into the new database for searching, reporting, and data mining.		
181	Go-live/1st day/support/ training	The successful Offeror should complete and document on-site testing of all hardware and software prior to implementation.		
182	Go-live/1st day/support/ training	The successful Offeror should complete and document successful workstation and database server network configurations.		
183	Go-live/1st day/support/ training	The successful Offeror should complete and document testing of both backup and restore functions prior to implementation.		

184	Go-live/1st day/support/ training	The successful Offeror should complete and document system wide transaction integrity testing prior to implementation.		
185	Go-live/1st day/support/ training	The successful Offeror should complete and document dry run testing of the system on each laboratory unit's workflow prior to implementation.		
186	Go-live/1st day/support/ training	The successful Offeror should provide inventory listing of all installed software, hardware and licensing prior to implementation.		
187	Go-live/1st day/support/ training	The successful Offeror should provide hardware configuration (scanners, printers, signature pads, etc.).		
188	Go-live/1st day/support/ training	The successful Offeror should have the capacity to edit/modify existing laboratory and property data.		
189	Go-live/1st day/support/ training	The successful Offeror should provide system administrator level on-site training prior to implementation.		
190	Go-live/1st day/support/ training	The successful Offeror should provide on-site training and user training documentation (all training manuals, all operational user manuals) prior to implementation.		
191	Go-live/1st day/support/ training	The successful Offeror should provide ongoing on-line help screens and on-line training tutorials detailing processes for all users.		
192	Go-live/1st day/support/ training	The successful Offeror should provide access to FAQ's, system reference, up to date tech and user notes/comments, and user continuing education.		
193	Go-live/1st day/support/ training	The successful Offeror should be able to accommodate secure remote access in order to provide remote support.		
194	Go-live/1st day/support/ training	The successful Offeror should have a means of tracking and reporting to the department all support requests/activity and responses/resolutions.		
195	Go-live/1st day/support/ training	The successful Offeror proposal should provide clearly identified support options and availabilities (i.e., helpdesk, email, after hour and weekend support etc.) for high, medium, and low priority incidents and requests.		
196	Go-live/1st day/support/ training	The successful Offeror proposal should provide fixed costs for any proposed maintenance agreement including parts, software, labor, & travel (if applicable).		
197	Go-live/1st day/support/ training	The successful Offeror should provide system upgrades as they become available as part of the existing license agreement.		

198	Go-live/1st day/support/ training	The successful Offeror should provide a projected schedule of recommended or required upgrades or improvements. Address any known or planned changes to either software or hardware that may require expenditure of additional funds in order to maintain or improve functionality.		
199	Go-live/1st day/support/ training	The successful Offeror should specify the terms of additional customization should it be required after implementation.		
200	Go-live/1st day/support/ training	The successful Offeror should have programming services available to make custom changes to the system in order to meet the city business needs.		

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PART 4
EVALUATION OF PROPOSALS

4.1   Selection Process. The Mayor of Albuquerque shall name, for the purpose of evaluating the Proposals, an Ad Hoc Advisory Committee. On the basis of the evaluation criteria established in this RFP, the committee shall submit to the Mayor a list of qualified firms in the order in which they are recommended. Proposal documentation requirements set forth in this RFP are designed to provide guidance to the Offeror concerning the type of documentation that will be used by the Ad Hoc Advisory Committee. Offerors should be prepared to respond to requests by the Purchasing Office on behalf of the Ad Hoc Advisory Committee for oral presentations, facility surveys, demonstrations or other areas deemed necessary to assist in the detailed evaluation process. Offerors are advised that the City, at its option, may award this request on the basis of the initial Proposals.

4.2   Evaluation Criteria. The following general criteria, not listed in order of significance, will be used by the Ad Hoc Advisory Committee in recommending contract award to the Mayor. The Proposal factors will be rated on a scale of **0-1000** with weight relationships as stated below.

   4.2.1   Evaluation Factors:

   100-- The Offeror's general approach towards implementing their PIMS/LIMS solution at the APD Property/Evidence Unit and the APD Criminalistics Laboratory. While the City will entertain either cloud-based or on-premise architectures, solutions that include cloud-based architecture may receive higher scoring for this Evaluation Factor.

   150 -- The Offeror's project management and applied resources plan for implementing their PIMS/LIMS solution at the APD Property/Evidence Unit and the APD Criminalistics Laboratory.

   200 -- The Offerors response to the technical Specifications Chart and Expected Services outlined in Section 3.4 and 3.5 of the RFP.

   100 -- The Offeror's personnel experience and qualifications to perform and complete tasks outlined in the Scope of Services and specifications outlined in Part 3, as demonstrated by staff resumes.

   250--The Offeror's current and past performance on projects of similar scope and size as demonstrated by letters of reference specified in Part 2.

   50 – The Offeror's ability to demonstrate the capacity to interface with the following external data exchanges NCIS, Tiburon CAD/RMS, AFIS (IDEMIA), CODIS whether through Application Program Interfaces ("API's") or equivalent methods.

   50 – The Offeror's ability to provide a solution that includes a combined or integrated PIMS/LIMS solution from a single Offeror.

   100-- The Offeror's Cost Proposal as described in Section 2.2 to address the

tasks/specifications listed in Part 3, Scope of Services. The evaluation of this section will occur after the technical evaluation, based on a cost/price analysis.

4.2.2   Cost/Price Factors: The evaluation of cost factors in the selection will be determined by a cost/price analysis using your proposed figures. Please note that the lowest cost is not the sole criterion for recommending contract award.

4.2.3   Cost Evaluation.   The cost/price evaluation will be performed by the City Purchasing Division or designee. A preliminary cost review will ensure that each Offeror has complied with all cost instructions and requirements. In addition, Proposals will be examined to ensure that all proposed elements are priced and clearly presented. Cost Proposals that are incomplete or reflect significant inconsistencies or inaccuracies will be scored accordingly or may be rejected by the Ad Hoc Advisory Committee if lacking in information to determine the value/price/cost relative to the services proposed.

{INTENTIONALLY LEFT BLANK}

**Part 5 - Notice of NO PREFERENCES
or NO SMALL AND LOCAL BUSINESS PREFERENCE**

RFP NO: P2019000001

NO PREFERENCES ARE AVAILABLE FOR THIS PROCUREMENT BECAUSE:

☒ THIS PROCUREMENT IS FOR A FEDERAL AID CONSTRUCTION PROJECT, OR INVOLVES THE EXPENDITURE OF FEDERAL FUNDS.

NO SMALL AND LOCAL BUSINESS PREFERENCES ARE AVAILABLE FOR THIS PROCUREMENT BECAUSE:

☐ IT IS EXPECTED THAT THE PURCHASE OR CONCESSION CONTRACT RESULTING FROM THIS PROCUREMENT SHALL BE IN EXCESS OF $5,000,000.

PART 6
DRAFT AGREEMENT

THIS AGREEMENT is made and entered into this ___ day of_____, 20__ by and between the City of Albuquerque, New Mexico a municipal corporation, ("City"), and _____, ("Contractor"), a _____, whose address is _____.

RECITALS

WHEREAS, the City issued a Request For Proposals for the _____ Department, P2019000055, titled "Property Information Management and Laboratory Information Management Systems, which is Exhibit A to this Agreement; and

WHEREAS, the Contractor submitted its Proposal, dated _____, in response to P2019000055, which Proposal is Exhibit B to this Agreement; and

WHEREAS, the City desires to engage the Contractor to render certain services in connection therewith, and the Contractor is willing to provide such services.

NOW, THEREFORE, in consideration of the premises and mutual obligations herein, the parties hereto do mutually agree as follows:

1.   **Scope of Services.** The Contractor shall perform the following services ("Services") in a satisfactory and proper manner, as determined by the City:

Provide **a Property and Laboratory Information Management System (PIMS/LIMS) solution,** in accordance with Exhibit A, Exhibit B and Exhibit C.

2.   **Time of Performance.** Services of the Contractor shall commence on the date of final execution of this Agreement and shall be undertaken and completed in such sequence as to assure their expeditious completion in light of the purposes of this Agreement; provided, however, that in any event, all of the Services required hereunder shall be completed within two (2) years of the date of execution of this Agreement. This Agreement may be extended for up to two (2) additional one-year periods upon written agreement of the parties

3.   **Compensation and Method of Payment.**

A.   **Compensation.** For performing the Services specified in Section 1 hereof, the City agrees to pay the Contractor up to the amount of _____ Dollars ($_____), which amount includes any applicable gross receipts taxes and which amount shall constitute full and complete compensation for the Contractor's Services under this Agreement,

including all expenditures made and expenses incurred by the Contractor in performing such Services.

    B. **Method of Payment.** Such amount shall be paid to the Contractor in installments, which include any applicable gross receipts taxes, as follows: TBD. Payments shall be made to the Contractor upon completion of each task, upon receipt by the City of a properly documented requisition for payment as determined by the budgetary and fiscal guidelines of the City and on the condition that the Contractor has accomplished the Services to the satisfaction of the City.

    C. **Appropriations.** Notwithstanding any other provisions in this Agreement, the terms of this Agreement are contingent upon the City Council of the City of Albuquerque making the appropriations necessary for the performance of this Agreement. If sufficient appropriations and authorizations are not made by the City Council, this Agreement may be terminated at the end of the City's then current fiscal year upon written notice given by the City to the Contractor. Such event shall not constitute an event of default. All payment obligations of the City and all of its interest in this Agreement will cease upon the date of termination. The City's decision as to whether sufficient appropriations are available shall be accepted by the Contractor and shall be final.

  4. **Independent Contractor.** The Contractor is considered as an independent contractor at all times in the performance of the services described in Section 1. The Contractor further agrees that neither it nor its employees are entitled to any benefits from the City under the provisions of the Workers' Compensation Act of the State of New Mexico, or to any of the benefits granted to employees of the City under the provisions of the Merit System Ordinance as now enacted or hereafter amended.

  5. **Personnel.**

    A. The Contractor represents that it has, or will secure at its own expense, all personnel required in performing all of the Services required under this Agreement. Such personnel shall not be employees of or have any contractual relationships with the City.

    B. All the Services required hereunder will be performed by the Contractor or under its supervision and all personnel engaged in the work shall be fully qualified and shall be authorized or permitted under state and local law to perform such Services.

    C. None of the work or Services covered by this Agreement shall be subcontracted without the prior written approval of the City. Any work or Services subcontracted hereunder shall be specified by written contract or agreement and shall be subject to each provision of this Agreement.

  6. **Indemnity.** The Contractor agrees to defend, indemnify and hold harmless the City and its officials, agents and employees from and against any and all claims, actions, suits or proceedings of any kind brought against said parties because of any injury or damage received or sustained by any person, persons or property to the extent arising out of or resulting from the

negligent acts, errors, omissions, and performance by the Contractor under this Agreement or by reason of any asserted act or omission, neglect or misconduct of the Contractor or Contractor's agents or employees or any subcontractor or its agents or employees. The indemnity required hereunder shall not be limited by reason of the specification of any particular insurance coverage in this Agreement.

7. **Bonds and Insurance.** The Contractor shall not commence any work under this Agreement until the insurances required in Exhibit A, Section 1.23 or the bonds per the attachments to Exhibit A have been obtained and the proper certificates and riders or endorsements (or policies) have been submitted to the City.

8. **Discrimination Prohibited.** In performing the Services required hereunder, the Contractor shall not discriminate against any person on the basis of race, color, religion, gender, sexual preference, sexual orientation, national origin or ancestry, age, physical handicap or disability, as defined in the Americans With Disabilities Act of 1990, as currently enacted or hereafter amended.

9. **ADA Compliance.** In performing the Services required hereunder, the Contractor agrees to meet all the requirements of the Americans With Disabilities Act of 1990 (the "ADA"), which are imposed directly on the Contractor or which would be imposed on the City as a public entity. The Contractor agrees to be responsible for knowing all applicable rules and requirements of the ADA and to defend, indemnify and hold harmless the City, its officials, agents and employees from and against any and all claims, actions, suits or proceedings of any kind brought against said parties as a result of any acts or omissions of the Contractor or its agents in violation of the ADA.

10. **Reports and Information.** At such times and in such forms as the City may require, there shall be furnished to the City such statements, records, reports, data and information, as the City may request pertaining to matters covered by this Agreement. Unless authorized by the City, the Contractor will not release any information concerning the work product including any reports or other documents prepared pursuant to the Agreement until the final product is submitted to the City.

11. **Open Meetings Requirements.** Any nonprofit organization in the City which receives funds appropriated by the City, or which has as a member of its governing body an elected official, or appointed administrative official, as a representative of the City, is subject to the requirements of §2-5-1 *et seq.* R.O.A. 1994, Public Interest Organizations. The Contractor agrees to comply with all such requirements, if applicable.

12. **Establishment and Maintenance of Records.** Records shall be maintained by the Contractor in accordance with applicable law and requirements prescribed by the City with respect to all matters covered by this Agreement. Except as otherwise authorized by the City, such records shall be maintained for a period of three (3) years after receipt of final payment under this Agreement.

13. **Audits and Inspections.** At any time during normal business hours and as often as

the City may deem necessary, there shall be made available to the City for examination all of the Contractor's records with respect to all matters covered by this Agreement. The Contractor shall permit the City to audit, examine, and make excerpts or transcripts from such records, and to make audits of all contracts, invoices, materials, payrolls, records of personnel, conditions of employment and other data relating to all matters covered by this Agreement. The Contractor understands and will comply with the City's Accountability in Government Ordinance, §2-10-1 et seq. and Inspector General Ordinance, §2-17-1 et seq. R.O.A. 1994, and also agrees to provide requested information and records and appear as a witness in hearings for the City's Board of Ethics and Campaign Practices pursuant to Article XII, Section 8 of the Albuquerque City Charter.

14. **Publication, Reproduction and Use of Material.** No material produced in whole or in part under this Agreement shall be subject to copyright in the United States or in any other country. The City shall have unrestricted authority to publish, disclose, distribute and otherwise use, in whole or in part, any reports, data or other materials prepared under this Agreement.

15. **Compliance with Laws.** In providing the Scope of Services outlined herein, the Contractor shall comply with all applicable laws, ordinances, and codes of the federal, State, and local governments.

16. **Changes.** The City may, from time to time, request changes in the Scope of Services of the Contractor to be performed hereunder. Such changes, including any increase or decrease in the amount of the Contractor's compensation, which are mutually agreed upon by and between the City and the Contractor, shall be incorporated in written amendments to this Agreement.

17. **Assignability.** The Contractor shall not assign any interest in this Agreement and shall not transfer any interest in this Agreement (whether by assignment or novation), without the prior written consent of the City thereto.

18. **Termination for Cause.** If, through any cause, the Contractor shall fail to fulfill in a timely and proper manner its obligation under this Agreement or if the Contractor shall violate any of the covenants, agreements, or stipulations of this Agreement, the City shall thereupon have the right to terminate this Agreement by giving five (5) days written notice to the Contractor of such termination and specifying the effective date of such termination. In such event, all finished or unfinished documents, data, and reports prepared by the Contractor under this Agreement shall, at the option of the City, become its property, and the Contractor shall be entitled to receive just and equitable compensation for any work satisfactorily completed hereunder. Notwithstanding the above, the Contractor shall not be relieved of liability to the City for damages sustained by the City by virtue of any breach of this Agreement by the Contractor, and the City may withhold any payments to the Contractor for the purposes of set-off until such time as the exact amount of damages due the City from the Contractor is determined.

19. **Termination for Convenience of City.** The City may terminate this Agreement at any time by giving at least fifteen (15) days' notice in writing to the Contractor. If the Contractor is terminated by the City as provided herein, the Contractor will be paid an amount which bears the

same ratio to the total compensation as the Services actually performed bear to the total Services of the Contractor covered by this Agreement, less payments of compensation previously made. If this Agreement is terminated due to the fault of the Contractor, the preceding section hereof relative to termination shall apply.

     20.   <u>**Construction and Severability.**</u> If any part of this Agreement is held to be invalid or unenforceable, such holding will not affect the validity or enforceability of any other part of this Agreement so long as the remainder of the Agreement is reasonably capable of completion.

     21.   <u>**Enforcement.**</u> The Contractor agrees to pay to the City all costs and expenses including reasonable attorney's fees incurred by the City in exercising any of its rights or remedies in connection with the enforcement of this Agreement.

     22.   <u>**Entire Agreement.**</u> This Agreement contains the entire agreement of the parties and supersedes any and all other agreements or understandings, oral or written, whether previous to the execution hereof or contemporaneous herewith. Exhibits A and B, attached hereto, are hereby made a part of this Agreement.

     24.   <u>**Applicable Law.**</u> This Agreement shall be governed by and construed and enforced in accordance with the laws of the State of New Mexico, and the laws, rules and regulations of the City of Albuquerque.

     25.   <u>**Debarment, Suspension, Ineligibility and Exclusion Compliance.**</u> The Contractor certifies that it has not been debarred, suspended or otherwise found ineligible to receive funds by any agency of the executive branch of the federal government, the State of New Mexico, any local public body of the State, or any state of the United States. The Contractor agrees that should any notice of debarment, suspension, ineligibility or exclusion be received by the Contractor, the Contractor will notify the City immediately.

     26.   <u>**Approval Required.**</u> This Agreement shall not become binding upon the City until approved by the highest approval authority of the City required under this Agreement.

IN WITNESS WHEREOF, the City and the Contractor have executed this Agreement as of the date first above written.

CITY OF ALBUQUERQUE   **CONTRACTOR:**

Approved By:

                                    By: _____

_____   **Title:** _____
Sarita Nair
Chief Administrative Officer

Date: _____   **Date:** _____

_____
Michael J. Geier
Chief of Police

Date: _____

_____
B. Jesse Muñiz, MBA
Chief Procurement Officer

APPENDIX A

CITY OF ALBUQUERQUE PROPOSAL SUBMISSION CHECKLIST

OFFEROR'S NAME:_____ **SOLICITATION NUMBER: P2019000055**

Please review the following and check each box to certify that you are in compliance with the requirements of this RFP. Failure to comply with the following may cause the City to deem your Proposal non-responsive. This checklist must be submitted as part of your Proposal.

☐ I acknowledge that I have examined the RFP documents and understand all requirements identified therein.

☐ I certify that I have received all addenda to the RFP.

☐ I certify that I accept the terms and conditions of the draft agreement in the RFP, or that I have noted the exceptions.

☐ I certify that I have attached all the required documentation identified in Part 2 of this RFP.

☐ I certify that I have submitted a completed Pay Equity Reporting Form.

☐ I certify that I have submitted the Mandatory Submittals and information in Appendix C.

☐ I understand that I must submit to the City of Albuquerque Purchasing Division: one (1) original and six (6) copies of the Proposal and one (1) soft copy of the proposal in CD or DVD format and that I have also uploaded a complete Proposal, including the Cost Proposal and any other documentation requested in Part 2 of the Technical Proposal, to the City's e-procurement system, Sicomm.net.

☐ I certify that I have clearly marked all confidential or proprietary information in the Proposal and have submitted both a full and redacted version. Additionally, I understand that items submitted to the City are subject to the Inspection of Public Records Act (IPRA) and may be disclosed in response to an IPRA request unless an appropriate legal remedy preventing disclosure is obtained. Note that identifying all Proposal content as confidential or proprietary may cause the Proposal to be deemed non-responsive.

☐ I certify that I have attached the Cost Proposal separately from the Technical Proposal.

☐ I certify that I have submitted evidence of the required bonding, insurance, required certifications, registration and/or licenses in the Proposal.

By submission of this Proposal, I certify that this Proposal is made in good faith and has been arrived at independently, without collusion, consultation, communication or agreement with any other Offeror as to any matter relating to this Proposal.

CERTIFIED BY:

Name: _____

Title: _____   Date: _____

APPENDIX B

COST PROPOSAL
Option 1 - Cloud

OFFERORS MUST FULLY COMPLETE THE COST PROPOSAL FORM IN ORDER FOR THEIR PROPOSAL TO BE DEEMED RESPONSIVE.

Item #	Description	Year 1 Cost	Year 2 Cost	Year 3 Cost	Year 4 Cost	Total Cost
1	PIMS/LIMS					
2	DNA Module					
3	Software Feature Addition (Modification/API)					
4	Hardware					
5	Installation and Configuration					
6	Implementation					
7	Provide the Per License Cost for the following License Tiers					
	Property/Evidence Technician					
	Forensic Analysts					
	Crime Scene Personnel					
	APD officer Investigator					
	Attorneys					
8	Maintenance/Service Agreement					

	Cost associated with initial Included maintenance/service agreement Included with Purchase. If no costs are associated with this section please indicate by marking "N/A". .				
	Annual Cost After Initial Included Period				
9	**Additional Vendor Specified Costs**				

APPENDIX B

COST PROPOSAL
Option 2 – On Premises

OFFERORS MUST FULLY COMPLETE THE COST PROPOSAL FORM IN ORDER FOR THEIR PROPOSAL TO BE DEEMED RESPONSIVE.

Item #	Description	Year 1 Cost	Year 2 Cost	Year 3 Cost	Year 4 Cost	Total Cost
1	**PIMS/LIMS**					
2	**DNA Module**					
3	**Software Feature Addition (Modification/API)**					
4	**Hardware**					
5	**Installation and Configuration**					
6	**Implementation**					
7	**Provide the Per License Cost for the following License Tiers**					
	Property/Evidence Technician					
	Forensic Analysts					
	Crime Scene Personnel					
	APD officer Investigator					
	Attorneys					
8	**Maintenance/Service Agreement**					
	Cost associated with initial Included maintenance/service agreement Included with Purchase. If no costs are associated with this section					

	please indicate by marking "N/A". .				
	Annual Cost After Initial Included Period				
9	**Additional Vendor Specified Costs**				

APPENDIX C

MANDATORY SUBMITTALS
FAILURE TO SUBMIT ANY OF THE MANDATORY SUBMITTALS OR INFORMATION IDENTIFIED BELOW WILL RESULT IN YOUR PROPOSAL BEING DEEMED NONRESPONSIVE

LIMS Administrator
1. Please provide a brief description of the project, including topics such as vendor's ability to stay on schedule and under budget.
2. Please comment on the vendor's responsiveness to requests for both major changes, such as a change to a unit's workflow, as well as minor changes after the completion of the initial project.

End User - Scientist
3. Please provide a brief description of the implementation of your LIMS system, including topics such as, integration of the LIMS system with existing instrumentation, user-friendliness of the LIMS system for both the initial set-up, current use, and when it is necessary to make changes to worksheets/reports.

End User - Unit Supervisor
4. Please provide a brief description of your ability to extract statistics and metrics from the LIMS system. Are you able to extract the same information now that you were tracking in a different manner, such as Excel, prior to the implementation of your LIMS system?
5. Please discuss your satisfaction with the ability of your current PIMS/LIMS program to generally adequately address all of your needs on both the Laboratory and Evidence side? Do you feel the program does a good job for both?
6. Does your current PIMS/LIMS program provide for automated email notification to scientists, officers, evidence personnel or admin, etc. for any of the following purposes:
   a. When additional evidence has been added to a case
   b. Alerts to supervisors using timelines and/or follow-up dates
   c. To notify users of a change in priority on lab requests
   d. Automated reject notification of an item submitted for evidence
   e. To schedule and document approval for evidence/property/specimen disposition (notification that items have met disposition dates and emails to officers requesting authorization to dispose)
   Please describe how your current system functions for these automated notifications.
7. Does your current system allow for ad hoc queries of any or all of the fields on various screens of your PIMS/LIMS program? How do you create the various reports used to identify items for disposition, inventories or other information your agency captures in lab or evidence reports?