

**AGREEMENT BETWEEN THE COUNTY OF SAN MATEO AND
Stanfield Systems Incorporated**

THIS AGREEMENT, entered into this ____ day of _____, 20____,
by and between the COUNTY OF SAN MATEO, hereinafter called "County," and Stanfield
Systems Incorporated hereinafter called "Contractor";

W I T N E S S E T H:

WHEREAS, pursuant to Government Code, Section 31000, County may contract
with independent contractors for the furnishing of such services to or for County or any
Department thereof;

WHEREAS, it is necessary and desirable that Contractor be retained for the purpose
of providing services and licensing for the installation of a jail management system
application (J-CORR) for use by County. The jail management system will replace the
Sheriff's Office use of CJIS and greatly extend and integrate the automated work of running
County's jail system.

**NOW, THEREFORE, IT IS HEREBY AGREED BY THE PARTIES HERETO
AS FOLLOWS:**

1. Exhibits and Attachments

The following exhibits and attachments are included hereto and incorporated by reference
herein:

Exhibit A—Statement of Work
Exhibit B—Payment Schedule, Pricing Schedule, Project Timeline, and Maintenance
Exhibit C—Contractor's RFP Response
Exhibit D—Interface Control Document
Exhibit E—Import Files and Databases
Exhibit F—Training Plan
Exhibit G—Acceptance Test Criteria and Plan
Attachment A—Contractor's Declaration
Attachment B—Contract Insurance Approval
Attachment C—W9
Attachment D—§504 Compliance

2. Services to be performed by Contractor

In consideration of the payments set forth herein and in Exhibit "B," Contractor shall
perform services for County in accordance with the terms, conditions and specifications set
forth herein and in Exhibit "A."

3. Payments

In consideration of the services provided by Contractor in accordance with all terms, conditions and specifications set forth herein and in Exhibit "A," County shall make payment to Contractor based on the rates and in the manner specified in Exhibit "B." The County reserves the right to withhold payment if the County determines that the quantity or quality of the work performed is unacceptable. Total specified obligation to Contractor under this Agreement is One Million One Hundred Sixty-Three Thousand Five Hundred Eleven Dollars and Zero Cents (\$1,163,511.00), as set forth in the Payment Schedule in Exhibit B. Additionally, County holds in reserve for contingencies the amount of eighty-nine thousand dollars (\$89,000.00), which may be used at County's sole discretion for unanticipated changes in products or services as may be required in the course of this Agreement. In no event shall the County's total fiscal obligation under this Agreement exceed One Million Two Hundred Fifty-Two Thousand Five Hundred Eleven Dollars and Zero Cents (\$1,252,511.00).

4. Term and Termination

Subject to compliance with all terms and conditions, the term of this Agreement shall be from October 1, 2009, through September 30, 2014.

This Agreement may be terminated by Contractor, the Sheriff or his/her designee at any time without a requirement of good cause upon thirty (30) days' written notice to the other party.

In the event of termination, all finished or unfinished documents, data, studies, maps, photographs, reports, and materials (hereafter referred to as materials) prepared by Contractor under this Agreement shall become the property of the County and shall be promptly delivered to the County. Upon termination, the Contractor may make and retain a copy of such materials. Subject to availability of funding, Contractor shall be entitled to receive payment for work/services provided prior to termination of the Agreement. Such payment shall be that portion of the full payment which is determined by comparing the work/services completed to the work/services required by the Agreement.

5. Availability of Funds

The County may terminate this Agreement or a portion of the services referenced in the Attachments and Exhibits based upon unavailability of Federal, State, or County funds, by providing written notice to Contractor as soon as is reasonably possible after the County learns of said unavailability of funding.

6. Relationship of Parties

Contractor agrees and understands that the work/services performed under this Agreement are performed as an independent Contractor and not as an employee of the County and that Contractor acquires none of the rights, privileges, powers, or advantages of County employees.

7. Hold Harmless

Contractor shall indemnify and save harmless County, its officers, agents, employees, and servants from all claims, suits, or actions of every name, kind, and description, brought for, or on account of: (A) injuries to or death of any person, including Contractor, or (B) damage to any property of any kind whatsoever and to whomsoever belonging, (C) any sanctions, penalties, or claims of damages resulting from Contractor's failure to comply with the requirements set forth in the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and all Federal regulations promulgated thereunder, as amended, or (D) any other loss or cost, including but not limited to that caused by the concurrent active or passive negligence of County, its officers, agents, employees, or servants, resulting from the performance of any work required of Contractor or payments made pursuant to this Agreement, provided that this shall not apply to injuries or damage for which County has been found in a court of competent jurisdiction to be solely liable by reason of its own negligence or willful misconduct.

The duty of Contractor to indemnify and save harmless as set forth herein, shall include the duty to defend as set forth in Section 2778 of the California Civil Code.

8. Assignability and Subcontracting

Contractor shall not assign this Agreement or any portion thereof to a third party or subcontract with a third party to provide services required by contractor under this Agreement without the prior written consent of County. Any such assignment or subcontract without the County's prior written consent shall give County the right to automatically and immediately terminate this Agreement.

9. Insurance

The Contractor shall not commence work or be required to commence work under this Agreement unless and until all insurance required under this paragraph has been obtained and such insurance has been approved by Risk Management, and Contractor shall use diligence to obtain such insurance and to obtain such approval. The Contractor shall furnish the County with certificates of insurance evidencing the required coverage, and there shall be a specific contractual liability endorsement extending the Contractor's coverage to include the contractual liability assumed by the Contractor pursuant to this Agreement. These certificates shall specify or be endorsed to provide that thirty (30) days' notice must be given, in writing, to the County of any pending change in the limits of liability or of any cancellation or modification of the policy.

- (1) **Worker's Compensation and Employer's Liability Insurance** The Contractor shall have in effect during the entire life of this Agreement Workers' Compensation and Employer's Liability Insurance providing full statutory coverage. In signing this Agreement, the Contractor certifies, as required by Section 1861 of the California Labor Code, that it is aware of the provisions of Section 3700 of the California Labor Code which requires every employer to be insured against liability for Worker's Compensation or to undertake self-insurance in accordance with the provisions of the Code, and I will comply with such provisions before commencing the performance of the work of this Agreement.

(2) **Liability Insurance** The Contractor shall take out and maintain during the life of this Agreement such Bodily Injury Liability and Property Damage Liability Insurance as shall protect him/her while performing work covered by this Agreement from any and all claims for damages for bodily injury, including accidental death, as well as any and all claims for property damage which may arise from contractors operations under this Agreement, whether such operations be by himself/herself or by any sub-contractor or by anyone directly or indirectly employed by either of them. Such insurance shall be combined single limit bodily injury and property damage for each occurrence and shall be not less than the amount specified below.

Such insurance shall include:

- (a) Comprehensive General Liability \$1,000,000
- (b) Motor Vehicle Liability Insurance \$1,000,000
- (c) Professional Liability \$1,000,000

County and its officers, agents, employees and servants shall be named as additional insured on any such policies of insurance, which shall also contain a provision that the insurance afforded thereby to the County, its officers, agents, employees and servants shall be primary insurance to the full limits of liability of the policy, and that if the County or its officers and employees have other insurance against the loss covered by such a policy, such other insurance shall be excess insurance only.

In the event of the breach of any provision of this section, or in the event any notice is received which indicates any required insurance coverage will be diminished or canceled, the County of San Mateo at its option, may, notwithstanding any other provision of this Agreement to the contrary, immediately declare a material breach of this Agreement and suspend all further work pursuant to this Agreement.

10. Compliance with laws; payment of Permits/Licenses

All services to be performed by Contractor pursuant to this Agreement shall be performed in accordance with all applicable Federal, State, County, and municipal laws, including, but not limited to, Health Insurance Portability and Accountability Act of 1996 (HIPAA) and all Federal regulations promulgated thereunder, as amended, and the Americans with Disabilities Act of 1990, as amended, and Section 504 of the Rehabilitation Act of 1973, as amended and attached hereto and incorporated by reference herein as Attachment “I,” which prohibits discrimination on the basis of handicap in programs and activities receiving any Federal or County financial assistance. Such services shall also be performed in accordance with all applicable ordinances and regulations, including, but not limited to, appropriate licensure, certification regulations, provisions pertaining to confidentiality of records, and applicable quality assurance regulations. Further, Contractor certifies that the Contractor and all of its subcontractors will adhere to all applicable provisions of Chapter 4.106 of the San Mateo County Ordinance Code, which regulates the use of disposable food service ware.

In the event of a conflict between the terms of this agreement and State, Federal, County, or municipal law or regulations, the requirements of the applicable law will take precedence over the requirements set forth in this Agreement.

Contractor will timely and accurately complete, sign, and submit all necessary documentation of compliance.

11. Non-Discrimination and Other Requirements

- A. *Section 504 applies only to Contractor who are providing services to members of the public.* Contractor shall comply with § 504 of the Rehabilitation Act of 1973, which provides that no otherwise qualified handicapped individual shall, solely by reason of a disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination in the performance of this Agreement.
- B. *General non-discrimination.* No person shall, on the grounds of race, color, religion, ancestry, gender, age (over 40), national origin, medical condition (cancer), physical or mental disability, sexual orientation, pregnancy, childbirth or related medical condition, marital status, or political affiliation be denied any benefits or subject to discrimination under this Agreement.
- C. *Equal employment opportunity.* Contractor shall ensure equal employment opportunity based on objective standards of recruitment, classification, selection, promotion, compensation, performance evaluation, and management relations for all employees under this Agreement. Contractor’s equal employment policies shall be made available to County of San Mateo upon request.
- D. *Violation of Non-discrimination provisions.* Violation of the non-discrimination provisions of this Agreement shall be considered a breach of this Agreement and subject the Contractor to penalties, to be determined by the County Manager, including but not limited to
 - i) termination of this Agreement;
 - ii) disqualification of the Contractor from bidding on or being awarded a County contract for a period of up to 3 years;
 - iii) liquidated damages of \$2,500 per violation;

- iv) imposition of other appropriate contractual and civil remedies and sanctions, as determined by the County Manager.

To effectuate the provisions of this section, the County Manager shall have the authority to examine Contractor's employment records with respect to compliance with this paragraph and/or to set off all or any portion of the amount described in this paragraph against amounts due to Contractor under the Contract or any other Contract between Contractor and County.

Contractor shall report to the County Manager the filing by any person in any court of any complaint of discrimination or the filing by any person of any and all charges with the Equal Employment Opportunity Commission, the Fair Employment and Housing Commission or any other entity charged with the investigation of allegations within 30 days of such filing, provided that within such 30 days such entity has not notified Contractor that such charges are dismissed or otherwise unfounded. Such notification shall include the name of the complainant, a copy of such complaint, and a description of the circumstance. Contractor shall provide County with a copy of their response to the Complaint when filed.

- E. *Compliance with Equal Benefits Ordinance.* With respect to the provision of employee benefits, Contractor shall comply with the County Ordinance which prohibits contractors from discriminating in the provision of employee benefits between an employee with a domestic partner and an employee with a spouse.
- F. The Contractor shall comply fully with the non-discrimination requirements required by 41 CFR 60-741.5(a), which is incorporated herein as if fully set forth.

12. Compliance with Contractor Employee Jury Service Ordinance

Contractor shall comply with the County Ordinance with respect to provision of jury duty pay to employees and have and adhere to a written policy that provides that its employees shall receive from the Contractor, on an annual basis, no less than five days of regular pay for actual jury service in San Mateo County. The policy may provide that employees deposit any fees received for such jury service with the Contractor or that the Contractor deduct from the employees' regular pay the fees received for jury service.

13. Retention of Records, Right to Monitor and Audit

(a) CONTRACTOR shall maintain all required records for three (3) years after the COUNTY makes final payment and all other pending matters are closed, and shall be subject to the examination and/or audit of the County, a Federal grantor agency, and the State of California.

(b) Reporting and Record Keeping: CONTRACTOR shall comply with all program and fiscal reporting requirements set forth by appropriate Federal, State and local agencies, and as required by the COUNTY.

(c) CONTRACTOR agrees to provide to COUNTY, to any Federal or State department having monitoring or review authority, to COUNTY's authorized representatives, and/or their appropriate audit agencies upon reasonable notice, access to and the right to examine all records and documents necessary to determine compliance with relevant Federal, State, and local statutes, rules and regulations, and this Agreement, and to evaluate the quality, appropriateness and timeliness of services performed.

14. Merger Clause

This Agreement, including the Exhibits attached hereto and incorporated herein by reference, constitutes the sole Agreement of the parties hereto and correctly states the rights, duties, and obligations of each party as of this document's date. In the event that any term, condition, provision, requirement or specification set forth in this body of the agreement conflicts with or is inconsistent with any term, condition, provision, requirement or specification in any exhibit and/or attachment to this agreement, the provisions of this body of the agreement shall prevail. Any prior agreement, promises, negotiations, or representations between the parties not expressly stated in this document are not binding. All subsequent modifications shall be in writing and signed by the parties.

15. Controlling Law and Venue

The validity of this Agreement and of its terms or provisions, as well as the rights and duties of the parties hereunder, the interpretation, and performance of this Agreement shall be governed by the laws of the State of California. Any dispute arising out of this Agreement shall be venued either in the San Mateo County Superior Court or the United States District Court for the Northern District of California.

16. Notices

Any notice, request, demand, or other communication required or permitted hereunder shall be deemed to be properly given when both (1) transmitted via facsimile to the telephone number listed below and (2) either deposited in the United States mail, postage prepaid, or when deposited for overnight delivery with an established overnight courier that provides a tracking number showing confirmation of receipt for transmittal, charges prepaid, addressed to:

In the case of County, to:

Greg Munks, Sheriff
400 County Center
SFH112AD
Redwood City, CA 94063
Fax: (650) 599-1327

In the case of Contractor, to:

David J. Doherty, CEO
Stanfield Systems Incorporated
718 Sutter Street, Suite 108
Folsom, CA 95630
Fax: (916) 608-0657

In the event that the facsimile transmission is not possible, notice shall be given both by United States mail and an overnight courier as outlined above.

IN WITNESS WHEREOF, the parties hereto, by their duly authorized representatives, have affixed their hands.

COUNTY OF SAN MATEO

By: _____
President, Board of Supervisors, San Mateo County

Date: _____

ATTEST:

By: _____
Clerk of Said Board

David J. Doherty

Contractor's Signature

Date: _____

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STATEMENT OF WORK

Purpose

The purpose of this document is to define the public safety information software and services being provided by Contractor pursuant to contract with County.

The following Statement of Work (SOW) defines the principal activities and responsibilities of all parties for the implementation of an integrated Jail Corrections Management Systems and connection to the CLETS messaging Switch to support County's inmate management system. The system will be composed of the following primary software components, with the installed software being the latest software release that is available at the time of installation of the base application to the server housing the application. Unless otherwise indicated from the context in which it is used, the word "system" will be used herein to refer to the compilation of the foregoing subsystems, interfaces, and ancillary systems.

Deliverables

Contractor will provide the following services and specific system component:

Project Management and Oversight for the planning, installation, and implementation of San Mateo County's Jail Management System, including:

Facilitation of the Planning and Pre-implementation Process;

Co-development of the Project Plan and the Project Schedule;

Management of the project in concordance with the Contractual Requirements, agreed upon Project Plan, and agreed upon Project Schedule;

Facilitation of communications and progress reporting for the project; and

Facilitation of the testing and acceptance of the project deliverables.

Jail Corrections Management System (J-CORR, v5.4) software and supporting applications.

Justice Data Exchange (JDx, v1.0) as a query tool for San Mateo County Sheriff's Office for J-CORR

Data Conversion of the files and databases in Exhibit E.

The interfaces as agreed on in Exhibit D.

System configuration and customizations as indicated in Exhibit A.

Implementation of the above software programs on County's network.

Training as agreed in Exhibit F Training Plan.

Specified System documentation, including user manuals, application notes, and machine-readable manuals with rights to reproduce within the agencies:

Administrator Manual, including Database Schema;

Training Documentation;

User Manual; and,

All documentation/manuals will be delivered in an electronic form by loading into the software.

System Implementation

Contractor will provide on-site implementation of all software. Implementation includes the following:

1. Installation of database management software, network and workstation operating system software where required and specifically requested, and installation of all Contractor supplied application software.
2. County and Contractor Project Management Team will work together on the configuration of all data tables, routing tables, access lists, and other parameters needed for successful start-up and operation with the individual agencies.
3. Administrator Training.
4. Train the Trainer Training for all County designated J-CORR Trainers.
5. User training for all users of the system within the agencies. See the Implementation Plan for a list of recommended courses and implementation procedures.

Implementation Plan

A final implementation plan will be developed in conjunction with County Project Manager. It is estimated that the full implementation will require approximately six months from date of a signed contract. Due to the scope, the implementation may be phased to accommodate individual County schedules and Project Management Team resources.

Software License and Maintenance

Upon final acceptance, Contractor will grant County a perpetual license for Contractor's software. County may subsequently contract for annual maintenance with Contractor. County has contracted for an initial three (3) years of maintenance to start following the one year warranty period.

Contractor will place the software in an escrow account with County as the protected party.

Project Management

Contractor will provide overall program management for all aspects of the project. Contractor will designate a senior experienced manager that will be assigned for the duration of the project as the J-CORR implementation manager. These positions provide a direct point of contact for County and work with County Project Manager as the "Project Management Team." The Project Management Team will coordinate and conduct the Project Kickoff Meeting, develop and maintain the joint Project Plan including the Responsibility Matrix, and coordinate and oversee the completion of all the line items in this contract according to the SOW and Project Plan.

Contractor will be responsible for all work and deliverables of all subcontractors doing work for Contractor. Contractor's project manager will manage all work of Contractor's subcontractors. County will deal directly with Contractor's project manager for all issues and work of the project.

Project Plan

The Program Manager and Implementation Manager shall manage all activities through the Project Plan. The Project Plan shall describe tasks, estimated duration, task dependencies, and estimated completion dates for tasks defined within the Statement of Work. The Project Plan shall describe the elements and define associated deliverables and resources. The Project Plan will also contain details of the on-site work Contractor will perform at County's location(s), timing, and any requirements of the Contractor to accomplish these tasks.

The Project Management team shall coordinate with County assigned Project Manager by regularly providing an up-to-date Project Plan to maintain and manage the master project

Exhibit A

schedule including the development of schedules, determination and assignment of tasks, and schedule adjustments and may be made available for online viewing.

The initial Project Plan shall be developed in conjunction with County Project Manager upon project commencement and shall be submitted for acceptance. The activities that are scheduled to begin between submission of the initial Project Plan and acceptance thereof shall not be delayed before acceptance of the initial Project Plan.

Software/System Change Control Request Form

Contractor reserves the right, as part of the requirements stated herein, to provide products and services of equal or better quality, of comparable value and certified for operations with Contractor systems that are available at the time of the installation or delivery. These substitutions will be at no additional cost to County, unless the scope of the project is modified by change order. Deviations and changes to this SOW are subject to mutual agreement between the Contractor and County.

Either party can initiate change requests. Using the Software/System Change Control Request form, the receiving party will review any change requests, conduct an impact analysis, propose alternative approaches, if any, and advise the initiating party of the findings with all associated additional fees and schedule impacts within a reasonable timeframe of the receiving party's receipt of any such Software/System Change Control Request form. Changes shall be made as amendments to the Statement of Work and shall set out the nature of the change, the new fee and schedule, and any other agreed upon services. Amendments shall only be effective when signed by County and Contractor.

All change orders must only come from the Project Manager of the requesting party directly to the Project Manager of the receiving party.

The Project Software/System Change Control Request form will be developed by the Project Management Team for use as required. Once received and reviewed, the receiver will make a determination as to how to proceed with the request:

If the change can be implemented with no substantial change to the scope of the project, the change can be approved at no charge and forwarded to the Project Manager for implementation

If the change is outside the original design and scope of the project, the change can be approved with an additional charge (if approved) and forwarded to the Project Manager for implementation

Save the change as a future release (specified date or unspecified date).

Disapprove the change, as there is no implementation path supported by the software.

Software/System Change Control Request forms will be received and returned within ten (10) days to the initiating party with comments from receiving party.

Training Room

County shall provide a training location with about twelve (12) workstations for training. The training location will be free of distractions and scheduling of staff will be uninterrupted for the duration of the training.

The training schedule will be drawn up as part of the implementation plan with assistance from County Project Manager.

Training assignments will be the responsibility of County with input from Contractor staff on who should be trained on which modules. County will have full control over who attends which training sessions.

Exhibit A

Other Issues

All interfaces with products not provided by Contractor will be completed as quickly as possible; however, without the cooperation of the third party software vendors or interface owners, implementation could be delayed. This would not be the responsibility of Contractor and outside the SOW if so determined.

County is responsible that all hardware meets the minimum requirements as outlined by Contractor. Contractor will provide documentation on the minimum hardware standards.

Exclusions

Contractor implementation is limited to software and services only. Any hardware, communications circuits, system software, or other third party components not explicitly itemized herein or on related purchase documents are excluded.

Task 1: Project Kickoff - Project Organizational Meeting

Objective:

Establish project schedules and procedures.

Task Description:

Project Planning and Organization tasks include the establishment of Contractor and County project team and the provision of a Project Kickoff/Pre-Implementation Meeting. This activity also identifies and communicates specific project tasks to be undertaken by Contractor and County. Timeframes shall be established for the development of project management deliverables under this Statement of Work, including Project Plan.

The initial project organization meeting is a facilitated work session designed to establish project organization and reporting and to set initial parameters on the overall project implementation. A key objective of this meeting is to provide implementation assistance to customer personnel and answer outstanding questions and concerns related to the project.

The project will be initiated with a Project Kickoff including all key County and Contractor project participants.

The objectives of this first multi-day task are:

To introduce all project participants

Answer key customer questions and address concerns related to the project

Review roles of key participants

Establish a clear chain of communication and authority

Establish a project action item log process

Review contractual requirements and overall scope of the project

Review resource and scheduling requirements

Review and collect API data (Application Programming Interface)

Functional Review

Finalize Hardware Requirements and review site survey/preparation

Establish an initial implementation schedule for the project.

Develop the following components of the Project Plan

- Project Schedule – Exhibit B in contract
- Implementation Plan
- Communication Plan
- Responsibility Matrix
- Training Plan – Exhibit F in contract
- Acceptance Test Criteria and Plan – Exhibit G in contract
- Interface Plan – see Exhibit D
- Conversion Plan – see Exhibit E

Exhibit A

- Implementation project schedule
- Establish an initial project organization and reporting procedure for the project
- Identify any known administrative delays that may affect project implementation

Responsibilities:

Contractor will designate a Project Manager who will direct Contractor's efforts and serve as the primary point of contact for County. The responsibilities of the Contractor Project Manager include:

- a. Maintain project communications with County's Project Manager.
- b. Manage the efforts of Contractor staff and coordinate Contractor activities with County's project team members.
- c. Measure, evaluate and report the progress against the Project Schedule
- d. Resolve deviations from the Project Schedule.
- e. Monitor the project to ensure that support resources are available as scheduled.
- f. Coordinate and oversee the installation of all licensed Contractor application software.
- g. Review and administer change control procedures through County's Project Manager, commonly referenced as a "Software Change Request" (SWCR), issued by the Contractor Project Manager.
- h. Conduct status meetings via telephone or email with County's Project Manager on a monthly basis, or as may otherwise be reasonably required to discuss project status. Contractor will schedule meetings to occur on-site every other month.
- i. Provide timely responses to issues related to project progress raised by County's Project Manager.
- j. Prepare and submit a monthly status report that identifies the activities of the previous month, as well as activities planned for the current month, including an updated Project Schedule.
- k. Work with County personnel in designing and approving of the format of an action item log to be used in conjunction with the Project Schedule. The purpose of the log is to identify outstanding issues, provide continual status updates on specific tasks and to identify responsibilities of the parties.
- l. Make available all Contractor personnel who must complete a County background check.
- m. Coordinate with County Project Manager all on-site Contractor work at least two weeks prior to occurrence. This will help to ensure that staff, space, and equipment are available when needed.

County will designate a Project Manager who will direct County's efforts and serve as the primary point of contact for the Contractor. The responsibilities of County Project Manager include:

- a. Maintain project communications with Contractor's Project Manager.
- b. Identify the efforts required of County staff to meet County's task requirements and milestones in the Statement of Work and Project Schedule.

Exhibit A

- c. Review the preliminary Project Schedule with Contractor's Project Manager and assist Contractor in developing a detailed Project Schedule defining the detailed tasks and a schedule of Contractor and County responsibilities.
- d. Measure and evaluate progress against the Project Schedule.
- e. Monitor the project to insure that support resources are available as scheduled.
- f. Attend status meetings with Contractor's Project Manager.
- g. Provide timely responses to issues related to project progress raised by Contractor's Project Manager.
- h. Liaison and coordinate with other County agencies, other governmental agencies and the Contractor's staff, subcontractors and common carriers.
- i. Review and administer change control procedures, hardware and software certification, and all related project tasks required to maintain the implementation schedule.
- j. Approve and release payments in a timely manner.
- k. Ensure that all appropriate County personnel attend and actively participate in the Project Kickoff Session and training sessions.
- l. Assign one or more personnel who will work with Contractor staff as needed for the duration of the project, including at least one system administrator, one database administrator and a representative from the sheriff's department.
- m. Ensure acceptable Standard Change Request and Approval Letter(s) are approved by authorized signatures.
- n. Work with Contractor personnel in designing and approving of the format of an action item log to be used in conjunction with the project schedule. The purpose of the log is to identify outstanding issues, provide continual status updates on specific tasks and to identify responsibilities of the parties.
- o. Provide building access to Contractor personnel to all facilities where the system is to be installed during the project. Identification cards should be issued to Contractor personnel if required for access to County facilities. **Access must be available 24 hours a day during the course of this project.**
- p. Provide workspace for Contractor personnel to include desks, chairs, worktables, telephone with long distance access, and DSL or faster internet connections.
- q. As applicable to Contractor's installation, assume responsibility for all fees for licenses and inspections and for any delays associated with inspections due to the required permits.
- r. Provide contact names and telephone numbers for the appropriate agencies who will use or interface with J-CORR in some capacity.
- s. Provide reasonable care to prevent equipment exposure to contaminants that cause damage to the equipment or interruption of service. Ensure a safe work environment for Contractor personnel. If problems are encountered with hazardous materials, Contractor will immediately halt work and County will be responsible for the abatement of the problem or Contractor and County will jointly come to a mutual agreement on an alternative solution. Contractor will be excused from timely performance of its obligations pending such resolution.

Exhibit A

- t. Facilitate the background checks of all Contractor personnel who must complete the process.

Completion Criteria:

This task is considered complete when the Project Kickoff Session has been held with Contractor representatives in attendance.

Task 2: Finalize Hardware Requirements and Review Site Survey/Preparation

Objective:

Validate and finalize County's hardware and third-party software requirements.

Task Description:

Contractor will evaluate the proposed hardware configuration for accuracy and completeness. This validation step will also include verification of hardware, operating system software, and third-party software. Task will be performed at the project organization meeting

Responsibilities:

Contractor will:

- a. Verify with County personnel the recommended computer processor(s), operating system software, third-party software, all associated workstations, printers, communications, and related components.
- b. Prepare a final hardware and operating system software deliverables list (if required), thus amending Project Deliverables, as appropriate.
- c. Pre-plan installation activities with County and prepare pre-implementation plan.
- d. Coordinate ordering and delivery of hardware components with County personnel, if required.

County will:

- a. Provide, upon request, information on existing hardware and operating system software components and terminal networks, as well as projected utilization statistics, and other information as is reasonably required to validate final hardware requirements.
- b. Review the final hardware and operating system software configuration with the Contractor project team.
- c. Order hardware as determined and notify Contractor as to delivery and installation schedules.
- d. Certify County provided hardware is installed and ready for use as determined in the project organization meeting.

Completion Criteria:

This task is considered complete when the final hardware and operating system software configuration is complete and approved by County and Contractor.

Task 3: Develop Project Schedule

Objective:

Establish and deliver the Project Schedule as a working document.

Task Description:

The objective of this task is to finalize the preliminary Project Schedule contained in the initial contract based upon the requirements identified and the associated project objectives, plans, schedules, approvals, priorities, and inter-dependencies among tasks. The Project Schedule will be finalized and mutually agreed upon between the parties within ten (10) days of the Project Kickoff Meeting. The resulting **Project Schedule** defines the specific project tasks to be completed and documents the final Project Schedule for each subsystem to be implemented.

Responsibilities:

Contractor will:

- a. Review with County personnel the identified implementation tasks, priorities, inter-dependencies and other requirements needed to establish the final Project Schedule.
- b. Prepare the final Project Schedule document and deliver the first version of the implementation to County Project Manager.
- c. Review the Project Schedule with County personnel and make changes and/or corrections that are mutually agreed upon.
- d. Assume accountability for all Contractor supplied tasks within the Project Schedule.
- e. Coordinate with County on the installation of shared system components.

County will:

- a. Analyze with Contractor project personnel the identified requirements and make such implementation decisions as are reasonably required to finalize the Project Schedule.
- b. Work with Contractor personnel to refine an acceptable Project Schedule.
- c. Notify Contractor of any known or anticipated events that may impact the schedule and work with Contractor to revise the Project Schedule to accommodate these events.

Completion Criteria:

This task is considered complete upon acceptance of the Project Schedule by both the Contractor and County.

Task 4: J-CORR Functional Review

Objective:

Review J-CORR Functional Design and define County Operational Requirements.

Task Description:

Contractor project staff shall meet with County assigned project team members and stakeholders to provide the project overview, to discuss project expectations, and to review intended outcomes. The purpose of this task is to review the functional capabilities of the system software and contracted services to insure that County personnel understand the conceptual details of the systems and have a grasp of the operational parameters. Discuss the intended use of each provided operational module with County personnel and define extended system parameters and other information that will be required to allow Contractor to configure the system for installation at the customer site. Review County operational procedures and identify County-specific requirements to meet general system level State Reporting requirements and other identified system operational requirements.

Responsibilities:

Contractor will:

- a. Review the operational and business requirements of County.
- b. Conduct a review with County of J-CORR functionality, based on current J-CORR Design Specifications.
- c. Obtain, with County's assistance, state standards, and requirements for jail reporting, if necessary.
- d. Provide system level personnel to facilitate the session to identify and plan for areas of the system or implementation that will require configuration, modification, and/or customization to suit the business requirements of the County.
- e. Summarize outstanding items and provide a definitive plan to narrow or close the gaps in an *Internal Reference Specification (IRS)* document.

County will:

- a. Provide Contractor with a copy of the "Current Environment Assessment, Version 3.0" and the "Future Environment Assessment, Version 2.0" reports.
- b. Arrange for the appropriate County personnel to attend the functional review sessions.
- c. Provide assistance to Contractor in obtaining the state standards and requirements for jail reporting, if required.
- d. Participate in the review of the functionality, based on the current J-CORR Design Specifications.
- e. Approve the IRS listing outstanding items and the plan to narrow or close the gaps.

Exhibit A

Completion Criteria:

This task is considered complete when Contractor has provided a design review of J-CORR functionality and County has provided acceptance of related project IRS document and state reporting.

Task 5: Conduct J-CORR Pre-Configuration Workshop

Objective:

As part of the pre-implementation phase of the project, Contractor will conduct a pre-configuration administrative workshop with County designated system administrative personnel. This workshop provides an overview of the various J-CORR code tables and the requirements for gathering the data to build these files. Provide worksheets and review data import options to populate standardized tables. The session provides an overview of options available to County for performing J-CORR configuration and determining operational system parameters.

Task Description:

Contractor will meet with County personnel to provide information on the data elements that must be collected by the County prior to conducting the J-CORR System Administrator Training. Contractor will review with associated County personnel the configuration options available.

Responsibilities:

Contractor will:

- a. Provide the Contractor standard system implementation documents to County personnel.
- b. Conduct an overview of Contractor system functionality.
- c. Review with County personnel the specific J-CORR application functionality and code tables for which information must be collected to configure the system.
- d. Describe/demonstrate certain functionality that can be parameterized to meet the County's operations.

Discuss the ability to populate the system with existing data from either County provided external data sources or through the data conversion efforts from CJIS and other databases.

County will:

- a. Assign appropriate County personnel to attend the Subsystem Pre-Configuration workshop.
- b. Identify data sources for all system code tables and other County operational parameters.
- c. Collect all system table and validation data values, unless specified otherwise by mutual agreement.

Completion Criteria:

This task is considered complete when Contractor has concluded the Subsystem Pre-Configuration workshop and identified to the County the configurable options for the J-CORR application.

Task 6: CJIS System Data Conversion

Objective:

Convert specific CJIS data for use to the format required for use with the J-CORR database.

Notes:

County will be required to provide access to the raw data via either direct database access or an extracted data file. Data cleansing criteria must be provided by County and all electronic modifications to existing data must be approved by County's Project Manager. Contractor can only convert data into the new J-CORR system where useable data is provided by County and an appropriate related data element exists in the existing J-CORR database. For jail management based data in CJIS County wants converted to J-CORR but lacks a corresponding field in J-CORR, Contractor will make new fields in J-CORR to contain this data, County does not wish for Court, Probation, District Attorney, or other such data to be converted from CJIS to J-CORR. Data that cannot be reconciled according to the conversion plan will not be converted. Contractor makes no guarantee that all existing data can be converted.

Task Description:

Provide data conversion services to update the newly installed J-CORR with the active information contained within County's existing Criminal Justice Information System (CJIS). The objective of this task is to convert the extracted data from the existing jail inmate management system as presented by County into the data formats required by the new J-CORR applications per the data conversion plan derived between County and Contractor. Contractor will load the data provided by County, programmatically modify the data to conform to the conversion standards defined by County, and upload the converted data to the operational database on County's live J-CORR database server.

Responsibilities

Contractor will:

- a. Schedule and participate in meetings and/or teleconferences to define the data mapping process from CJIS to new Contractor J-CORR.
- b. Support the County's efforts to establish standard naming conventions for fields in the legacy system that conform to the Contractor database naming conventions.
- c. Develop a control document that describes agreed-upon mapping of data elements and the handling of exceptions.
- d. Develop the conversion code. Where possible, perform the data conversion according to the specifications in the control document with data provided by the County.
- e. A conversion is moving data from one system to another according to the data field mapping. Contractor is not responsible for scrubbing or modifying data from the original system. Any data that does not programmatically convert may be maintained in a notes field for historical reference.
- f. Deliver to County and upload converted data to County designated production server.
- g. Project Manager will assist in the data review with County and define Data Acceptance criteria.

Exhibit A

- h. Perform a final data conversion upon County's review and approval of the test data conversion.

County will:

- a. Participate in meetings and/or teleconferences to define the data mapping process from the CJIS system to J-CORR
- b. After completion, any changes to the data must be made by manual data entry by County or agree to a Change Order.
- c. Understand that the customer owns the data. The data being converted will only be modified to fit the format of the J-CORR system.
- d. Clean up existing databases based on the standard naming/data quality conventions agreed to with Contractor.
- e. Translate all existing pick lists in the existing system to the standards agreed to with Contractor.
- f. Extract data from existing jail inmate management system (CJIS) and provide legacy data to Contractor in common exchange format including ASCII, pipe-delimited files or in a common database structure (Oracle, MS SQL Server, Access, etc.).
- g. Review and approve results of test data conversion.
- h. Provide complete files for final data conversion.
- i. Verify the integrity of the conversion and notify Contractor of any conversion errors or anomalies.

Completion Criteria:

This task will be completed upon uploading into the new J-CORR databases the converted data records from the Department's existing jail inmate management system, as outlined in the Data Conversion and External Conversion sections of the Contractor provided project plan and County has accepted the data conversion as complete and ready for final data conversion.

Task 7: SWP.NET Data Conversion

Objective:

Convert specific SWP.NET data for use to the format required for use with the J-CORR database.

Notes:

County will be required to provide access to the raw data via either direct database access or an extracted data file. Data cleansing criteria must be provided by County and all electronic modifications to existing data must be approved by County's Project Manager. Contractor can only convert data into the new J-CORR system where useable data is provided by County and an appropriate related data element exists in the existing J-CORR database. Data that cannot be reconciled according to the conversion plan will not be converted. Contractor makes no guarantee that all existing data can be converted.

Task Description:

Provide data conversion services to update the newly installed J-CORR with the active information contained within County's existing SWP.NET system. The objective of this task is to convert the extracted data from the existing Sheriff's Work Program system (SWP.NET) as presented by County into the data formats required by the new J-CORR applications per the data conversion plan derived between County and Contractor. Contractor will load the data provided by County, programmatically modify the data to conform to the conversion standards defined by County, and upload the converted data to the operational database on County's live J-CORR database server.

Responsibilities

Contractor will:

- a. Schedule and participate in meetings and/or teleconferences to define the data mapping process from the SWP.NET system to new J-CORR.
- b. Support the County's efforts to establish standard naming conventions for fields in the legacy system that conform to the Contractor database naming conventions.
- c. Develop a control document that describes agreed-upon mapping of data elements and the handling of exceptions.
- d. Develop the conversion code. Where possible, perform the data conversion according to the specifications in the control document with data provided by the County.
- e. A conversion is moving data from one system to another according to the data field mapping. Contractor is not responsible for scrubbing or modifying data from the original system. Any data that does not programmatically convert may be maintained in a notes field for historical reference.
- f. Deliver to County and upload converted data to County designated production server.
- g. Project Manager will assist in the data review with County and define Data Acceptance criteria.
- h. Perform a final data conversion upon County's review and approval of the test data conversion.

Exhibit A

County will:

- a. Participate in meetings and/or teleconferences to define the data mapping process from the SWP.NET system to J-CORR
- b. After completion, any changes to the data must be made by manual data entry by County or agree to a Change Order.
- c. Understand that the customer owns the data. The data being converted will only be modified to fit the format of the J-CORR system.
- d. Clean up existing databases based on the standard naming/data quality conventions agreed to with Contractor.
- e. Translate all existing pick lists in the existing system to the standards agreed to with Contractor.
- f. Extract data from existing SWP.NET database and provide legacy data to Contractor in common exchange format including ASCII, pipe-delimited files or in a common database structure (Oracle, MS SQL Server, Access, etc.).
- g. Review and approve results of test data conversion.
- h. Provide complete files for final data conversion.
- i. Verify the integrity of the conversion and notify Contractor of any conversion errors or anomalies.
- j. Audit the financial data between the existing SWP.NET database and the converted financial data in the J-CORR database and certify to its correctness.

Completion Criteria:

This task will be completed upon uploading into the new J-CORR databases the converted data records from the Department's existing SWP.NET system, as outlined in the Data Conversion and External Conversion sections of the Contractor provided project plan and County has accepted the data conversion as complete and ready for final data conversion.

Task 8: COMICS Data Conversion

Objective:

Convert specific COMICS data for use to the format required for use with the J-CORR database.

Notes:

County will be required to provide access to the raw data via either direct database access or an extracted data file. Data cleansing criteria must be provided by County and all electronic modifications to existing data must be approved by County's Project Manager. Contractor can only convert data into the new J-CORR system where useable data is provided by County and an appropriate related data element exists in the existing J-CORR database. Data that cannot be reconciled according to the conversion plan will not be converted. Contractor makes no guarantee that all existing data can be converted.

Task Description:

Provide data conversion services to update the newly installed J-CORR with the active information contained within County's existing COMICS system. The objective of this task is to convert the extracted data from the existing Computerized Inmate Cash System (COMICS) as presented by County into the data formats required by the new J-CORR applications per the data conversion plan derived between County and Contractor. Contractor will load the data provided by County, programmatically modify the data to conform to the conversion standards defined by County, and upload the converted data to the operational database on County's live J-CORR database server.

Responsibilities

Contractor will:

- a. Schedule and participate in meetings and/or teleconferences to define the data mapping process from the COMICS system to new Contractor J-CORR.
- b. Support the County's efforts to establish standard naming conventions for fields in the legacy system that conform to the Contractor database naming conventions.
- c. Develop a control document that describes agreed-upon mapping of data elements and the handling of exceptions.
- d. Develop the conversion code. Where possible, perform the data conversion according to the specifications in the control document with data provided by the County.
- e. A conversion is moving data from one system to another according to the data field mapping. Contractor is not responsible for scrubbing or modifying data from the original system. Any data that does not programmatically convert may be maintained in a notes field for historical reference.
- f. Deliver to County and upload converted data to County designated production server.
- g. Project Manager will assist in the data review with County and define Data Acceptance criteria.
- h. Perform a final data conversion upon County's review and approval of the test data conversion.

Exhibit A

County will:

- a. Participate in meetings and/or teleconferences to define the data mapping process from the COMICS system to J-CORR
- b. After completion, any changes to the data must be made by manual data entry by County or agree to a Change Order.
- c. Understand that the customer owns the data. The data being converted will only be modified to fit the format of the J-CORR system.
- d. Clean up existing databases based on the standard naming/data quality conventions agreed to with Contractor.
- e. Translate all existing pick lists in the existing system to the standards agreed to with Contractor.
- f. Extract data from existing COMICS database and provide legacy data to Contractor in common exchange format including ASCII, pipe-delimited files or in a common database structure (Oracle, MS SQL Server, Access, etc.).
- g. Review and approve results of test data conversion.
- h. Provide complete files for final data conversion.
- i. Verify the integrity of the conversion and notify Contractor of any conversion errors or anomalies.
- j. Audit the financial data between the existing COMICS database and the converted financial data in the J-CORR database and certify to its correctness.

Completion Criteria:

This task will be completed upon uploading into the new J-CORR databases the converted data records from the Department's existing COMICS system, as outlined in the Data Conversion and External Conversion sections of the Contractor provided project plan and County has accepted the data conversion as complete and ready for final data conversion.

Task 9: ORCS Data Conversion

Objective:

Convert specific ORCS data for use to the format required for use with the J-CORR database.

Notes:

County will be required to provide access to the raw data via either direct database access or an extracted data file. Data cleansing criteria must be provided by County and all electronic modifications to existing data must be approved by County's Project Manager. Contractor can only convert data into the new J-CORR system where useable data is provided by County and an appropriate related data element exists in the existing J-CORR database. Data that cannot be reconciled according to the conversion plan will not be converted. Contractor makes no guarantee that all existing data can be converted.

Task Description:

Provide data conversion services to update the newly installed J-CORR with the active information contained within County's existing ORCS system. The objective of this task is to convert the extracted data from the existing Own Recognizance Computer System (ORCS) as presented by County into the data formats required by the new J-CORR applications per the data conversion plan derived between County and Contractor. Contractor will load the data provided by County, programmatically modify the data to conform to the conversion standards defined by County, and upload the converted data to the operational database on County's live J-CORR database server.

Responsibilities

Contractor will:

- a. Schedule and participate in meetings and/or teleconferences to define the data mapping process from the ORCS system to new J-CORR.
- b. Support the County's efforts to establish standard naming conventions for fields in the legacy system that conform to the Contractor database naming conventions.
- c. Develop a control document that describes agreed-upon mapping of data elements and the handling of exceptions.
- d. Develop the conversion code. Where possible, perform the data conversion according to the specifications in the control document with data provided by the County.
- e. A conversion is moving data from one system to another according to the data field mapping. Contractor is not responsible for scrubbing or modifying data from the original system. Any data that does not programmatically convert may be maintained in a notes field for historical reference.
- f. Deliver to County and upload converted data to County designated production server.
- g. Project Manager will assist in the data review with County and define Data Acceptance criteria.
- h. Perform a final data conversion upon County's review and approval of the test data conversion.

Exhibit A

County will:

- a. Participate in meetings and/or teleconferences to define the data mapping process from the ORCS system to J-CORR
- b. After completion, any changes to the data must be made by manual data entry by County or agree to a Change Order.
- c. Understand that the customer owns the data. The data being converted will only be modified to fit the format of the J-CORR system.
- d. Clean up existing databases based on the standard naming/data quality conventions agreed to with Contractor.
- e. Translate all existing pick lists in the existing system to the standards agreed to with Contractor.
- f. Extract data from existing ORCS database and provide legacy data to Contractor in common exchange format including ASCII, pipe-delimited files or in a common database structure (Oracle, MS SQL Server, Access, etc.).
- g. Review and approve results of test data conversion.
- h. Provide complete files for final data conversion.
- i. Verify the integrity of the conversion and notify Contractor of any conversion errors or anomalies.

Completion Criteria:

This task will be completed upon uploading into the new J-CORR databases the converted data records from the Department's existing ORCS system, as outlined in the Data Conversion and External Conversion sections of the Contractor provided project plan and County has accepted the data conversion as complete and ready for final data conversion.

Task 10: Re-Entry Program/Modifiable Sentences Data Conversion

Objective:

Convert all Re-Entry Program/Modifiable Sentences data for use to the format required for use with the J-CORR database.

Notes:

County will be required to provide access to the raw data via either direct database access or an extracted data file. Data cleansing criteria must be provided by County and all electronic modifications to existing data must be approved by County's Project Manager. Contractor can only convert data into the new J-CORR system where useable data is provided by County and an appropriate related data element exists in the existing J-CORR database. Data that cannot be reconciled according to the conversion plan will not be converted. Contractor makes no guarantee that all existing data can be converted.

Task Description:

Provide data conversion services to update the newly installed J-CORR with the active information contained within County's existing Re-Entry Program/Modifiable Sentences system. The objective of this task is to convert the extracted data from the existing Re-Entry Program/Modifiable Sentences system as presented by County into the data formats required by the new J-CORR applications per the data conversion plan derived between County and Contractor. Contractor will load the data provided by County, programmatically modify the data to conform to the conversion standards defined by County, and upload the converted data to the operational database on County's live J-CORR database server.

Responsibilities:

Contractor will:

- a. Schedule and participate in meetings and/or teleconferences to define the data mapping process from the Re-Entry Program/Modifiable Sentences system to new J-CORR.
- b. Support the County's efforts to establish standard naming conventions for fields in the legacy system that conform to the Contractor database naming conventions.
- c. Develop a control document that describes agreed-upon mapping of data elements and the handling of exceptions.
- d. Develop the conversion code. Where possible, perform the data conversion according to the specifications in the control document with data provided by the County.
- e. A conversion is moving data from one system to another according to the data field mapping. Contractor is not responsible for scrubbing or modifying data from the original system. Any data that does not programmatically convert may be maintained in a notes field for historical reference.
- f. Deliver to County and upload converted data to County designated production server.
- g. Project Manager will assist in the data review with County and define Data Acceptance criteria.

Exhibit A

- h. Perform a final data conversion upon County's review and approval of the test data conversion.

County will:

- a. Participate in meetings and/or teleconferences to define the data mapping process from the Re-Entry Program/Modifiable Sentences system to J-CORR
- b. After completion, any changes to the data must be made by manual data entry by County or agree to a Change Order.
- c. Understand that the customer owns the data. The data being converted will only be modified to fit the format of the J-CORR system.
- d. Clean up existing databases based on the standard naming/data quality conventions agreed to with Contractor.
- e. Translate all existing pick lists in the existing system to the standards agreed to with Contractor.
- f. Extract data from existing Re-Entry Program/Modifiable Sentences database and provide legacy data to Contractor in common exchange format including ASCII, pipe-delimited files or in a common database structure (Oracle, MS SQL Server, Access, etc.).
- g. Review and approve results of test data conversion.
- h. Provide complete files for final data conversion.
- i. Verify the integrity of the conversion and notify Contractor of any conversion errors or anomalies.

Completion Criteria:

This task will be completed upon uploading into the new J-CORR databases the converted data records from the Department's existing Re-Entry Program/Modifiable Sentences system, as outlined in the Data Conversion and External Conversion sections of the Contractor provided project plan and County has accepted the data conversion as complete and ready for final data conversion.

Task 11: Extradition Data Conversion

Objective:

Convert all Extradition data for use to the format required for use with the J-CORR database.

Notes:

County will be required to provide access to the raw data via either direct database access or an extracted data file. Data cleansing criteria must be provided by County and all electronic modifications to existing data must be approved by County's Project Manager. Contractor can only convert data into the new J-CORR system where useable data is provided by County and an appropriate related data element exists in the existing J-CORR database. Data that cannot be reconciled according to the conversion plan will not be converted. Contractor makes no guarantee that all existing data can be converted.

Task Description:

Provide data conversion services to update the newly installed J-CORR with the active information contained within County's existing Extradition system. The objective of this task is to convert the extracted data from the existing Extradition Data Base as presented by County into the data formats required by the new J-CORR applications per the data conversion plan derived between County and Contractor. Contractor will load the data provided by County, programmatically modify the data to conform to the conversion standards defined by County, and upload the converted data to the operational database on County's live J-CORR database server.

Responsibilities:

Contractor will:

- a. Schedule and participate in meetings and/or teleconferences to define the data mapping process from the Extradition system to new J-CORR.
- b. Support the County's efforts to establish standard naming conventions for fields in the legacy system that conform to the Contractor database naming conventions.
- c. Develop a control document that describes agreed-upon mapping of data elements and the handling of exceptions.
- d. Develop the conversion code. Where possible, perform the data conversion according to the specifications in the control document with data provided by the County.
- e. A conversion is moving data from one system to another according to the data field mapping. Contractor is not responsible for scrubbing or modifying data from the original system. Any data that does not programmatically convert may be maintained in a notes field for historical reference.
- f. Deliver to County and upload converted data to County designated production server.
- g. Project Manager will assist in the data review with County and define Data Acceptance criteria.
- h. Perform a final data conversion upon County's review and approval of the test data conversion.

Exhibit A

County will:

- a. Participate in meetings and/or teleconferences to define the data mapping process from the Extradition system to J-CORR
- b. After completion, any changes to the data must be made by manual data entry by County or agree to a Change Order.
- c. Understand that the customer owns the data. The data being converted will only be modified to fit the format of the J-CORR system.
- d. Clean up existing databases based on the standard naming/data quality conventions agreed to with Contractor.
- e. Translate all existing pick lists in the existing system to the standards agreed to with Contractor.
- f. Extract data from existing Extradition database and provide legacy data to Contractor in common exchange format including ASCII, pipe-delimited files or in a common database structure (Oracle, MS SQL Server, Access, etc.).
- g. Review and approve results of test data conversion.
- h. Provide complete files for final data conversion.
- i. Verify the integrity of the conversion and notify Contractor of any conversion errors or anomalies.

Completion Criteria:

This task will be completed upon uploading into the new J-CORR databases the converted data records from the Department's existing Extradition system, as outlined in the Data Conversion and External Conversion sections of the Contractor provided project plan and County has accepted the data conversion as complete and ready for final data conversion.

Task 12: WFP/EMP Payments Data Conversion

Objective:

Convert all WFP/EMP Payments data for use to the format required for use with the J-CORR database.

Notes:

County will be required to provide access to the raw data via either direct database access or an extracted data file. Data cleansing criteria must be provided by County and all electronic modifications to existing data must be approved by County's Project Manager. Contractor can only convert data into the new J-CORR system where useable data is provided by County and an appropriate related data element exists in the existing J-CORR database. Data that cannot be reconciled according to the conversion plan will not be converted. Contractor makes no guarantee that all existing data can be converted.

Task Description:

Provide data conversion services to update the newly installed J-CORR with the active information contained within County's existing WFP/EMP Payments system. The objective of this task is to convert the extracted data from the existing Work Furlough Program/Electronic Monitoring Program (WFP/EMP) as presented by County into the data formats required by the new J-CORR applications per the data conversion plan derived between County and Contractor. Contractor will load the data provided by County, programmatically modify the data to conform to the conversion standards defined by County, and upload the converted data to the operational database on County's live J-CORR database server.

Responsibilities:

Contractor will:

- a. Schedule and participate in meetings and/or teleconferences to define the data mapping process from the Extradition system to new J-CORR.
- b. Support the County's efforts to establish standard naming conventions for fields in the legacy system that conform to the Contractor database naming conventions.
- c. Develop a control document that describes agreed-upon mapping of data elements and the handling of exceptions.
- d. Develop the conversion code. Where possible, perform the data conversion according to the specifications in the control document with data provided by the County.
- e. A conversion is moving data from one system to another according to the data field mapping. Contractor is not responsible for scrubbing or modifying data from the original system. Any data that does not programmatically convert may be maintained in a notes field for historical reference.
- f. Deliver to County and upload converted data to County designated production server.
- g. Project Manager will assist in the data review with County and define Data Acceptance criteria.
- h. Perform a final data conversion upon County's review and approval of the test data conversion.

Exhibit A

County will:

- a. Participate in meetings and/or teleconferences to define the data mapping process from the WEP/EMP Payments system to J-CORR
- b. After completion, any changes to the data must be made by manual data entry by County or agree to a Change Order.
- c. Understand that the customer owns the data. The data being converted will only be modified to fit the format of the J-CORR system.
- d. Clean up existing databases based on the standard naming/data quality conventions agreed to with Contractor.
- e. Translate all existing pick lists in the existing system to the standards agreed to with Contractor.
- f. Extract data from existing WEP/EMP Payments database and provide legacy data to Contractor in common exchange format including ASCII, pipe-delimited files or in a common database structure (Oracle, MS SQL Server, Access, etc.).
- g. Review and approve results of test data conversion.
- h. Provide complete files for final data conversion.
- i. Verify the integrity of the conversion and notify Contractor of any conversion errors or anomalies.
- j. Audit the financial data between the existing WEP/EMP database and the converted financial data in the J-CORR database and certify to its correctness.

Completion Criteria:

This task will be completed upon uploading into the new J-CORR databases the converted data records from the Department's existing WEP/EMP Payments system, as outlined in the Data Conversion and External Conversion sections of the Contractor provided project plan and County has accepted the data conversion as complete and ready for final data conversion.

Task 13: DNA Collection System Data Conversion

Objective:

Convert all DNA Collection data for use to the format required for use with the J-CORR database.

Notes:

County will be required to provide access to the raw data via either direct database access or an extracted data file. Data cleansing criteria must be provided by County and all electronic modifications to existing data must be approved by County's Project Manager. Contractor can only convert data into the new J-CORR system where useable data is provided by County and an appropriate related data element exists in the existing J-CORR database. Data that cannot be reconciled according to the conversion plan will not be converted. Contractor makes no guarantee that all existing data can be converted.

Task Description:

Provide data conversion services to update the newly installed J-CORR with the active information contained within County's existing DNA Collection. The objective of this task is to convert the extracted data from the existing DNA Tracking Database as presented by County into the data formats required by the new J-CORR applications per the data conversion plan derived between County and Contractor. Contractor will load the data provided by County, programmatically modify the data to conform to the conversion standards defined by County, and upload the converted data to the operational database on County's live J-CORR database server.

Responsibilities:

Contractor will:

- a. Schedule and participate in meetings and/or teleconferences to define the data mapping process from DNA Collection to new J-CORR.
- b. Support the County's efforts to establish standard naming conventions for fields in the legacy system that conform to the Contractor database naming conventions.
- c. Develop a control document that describes agreed-upon mapping of data elements and the handling of exceptions.
- d. Develop the conversion code. Where possible, perform the data conversion according to the specifications in the control document with data provided by the County.
- e. A conversion is moving data from one system to another according to the data field mapping. Contractor is not responsible for scrubbing or modifying data from the original system. Any data that does not programmatically convert may be maintained in a notes field for historical reference.
- f. Deliver to County and upload converted data to County designated production server.
- g. Project Manager will assist in the data review with County and define Data Acceptance criteria.
- h. Perform a final data conversion upon County's review and approval of the test data conversion.

County will:

Exhibit A

- a. Participate in meetings and/or teleconferences to define the data mapping process from the DNA Collection system to J-CORR
- b. After completion, any changes to the data must be made by manual data entry by County or agree to a Change Order.
- c. Understand that the customer owns the data. The data being converted will only be modified to fit the format of the J-CORR system.
- d. Clean up existing databases based on the standard naming/data quality conventions agreed to with Contractor.
- e. Translate all existing pick lists in the existing system to the standards agreed to with Contractor.
- f. Extract data from existing DNA Collection system database and provide legacy data to Contractor in common exchange format including ASCII, pipe-delimited files or in a common database structure (Oracle, MS SQL Server, Access, etc.).
- g. Review and approve results of test data conversion.
- h. Provide complete files for final data conversion.
- i. Verify the integrity of the conversion and notify Contractor of any conversion errors or anomalies.

Completion Criteria:

This task will be completed upon uploading into the new J-CORR databases the converted data records from the Department's existing DNA Collection system, as outlined in the Data Conversion and External Conversion sections of the Contractor provided project plan and County has accepted the data conversion as complete and ready for final data conversion.

Task 14: Grievance Data Conversion

Objective:

Convert all Grievance data for use to the format required for use with the J-CORR database.

Notes:

County will be required to provide access to the raw data via either direct database access or an extracted data file. Data cleansing criteria must be provided by County and all electronic modifications to existing data must be approved by County's Project Manager. Contractor can only convert data into the new J-CORR system where useable data is provided by County and an appropriate related data element exists in the existing J-CORR database. Data that cannot be reconciled according to the conversion plan will not be converted. Contractor makes no guarantee that all existing data can be converted.

Task Description:

Provide data conversion services to update the newly installed J-CORR with the active information contained within County's existing Grievance system. The objective of this task is to convert the extracted data from the existing Inmate Grievance Database as presented by County into the data formats required by the new J-CORR applications per the data conversion plan derived between County and Contractor. Contractor will load the data provided by County, programmatically modify the data to conform to the conversion standards defined by County, and upload the converted data to the operational database on County's live J-CORR database server.

Responsibilities:

Contractor will:

- a. Schedule and participate in meetings and/or teleconferences to define the data mapping process from the Grievance system to new J-CORR.
- b. Support the County's efforts to establish standard naming conventions for fields in the legacy system that conform to the Contractor database naming conventions.
- c. Develop a control document that describes agreed-upon mapping of data elements and the handling of exceptions.
- d. Develop the conversion code. Where possible, perform the data conversion according to the specifications in the control document with data provided by the County.
- e. A conversion is moving data from one system to another according to the data field mapping. Contractor is not responsible for scrubbing or modifying data from the original system. Any data that does not programmatically convert may be maintained in a notes field for historical reference.
- f. Deliver to County and upload converted data to County designated production server.
- g. Project Manager will assist in the data review with County and define Data Acceptance criteria.
- h. Perform a final data conversion upon County's review and approval of the test data conversion.

Exhibit A

County will:

- a. Participate in meetings and/or teleconferences to define the data mapping process from the Grievance system to J-CORR
- b. After completion, any changes to the data must be made by manual data entry by County or agree to a Change Order.
- c. Understand that the customer owns the data. The data being converted will only be modified to fit the format of the J-CORR system.
- d. Clean up existing databases based on the standard naming/data quality conventions agreed to with Contractor.
- e. Translate all existing pick lists in the existing system to the standards agreed to with Contractor.
- f. Extract data from existing Grievance database and provide legacy data to Contractor in common exchange format including ASCII, pipe-delimited files or in a common database structure (Oracle, MS SQL Server, Access, etc.).
- g. Review and approve results of test data conversion.
- h. Provide complete files for final data conversion.
- i. Verify the integrity of the conversion and notify Contractor of any conversion errors or anomalies.

Completion Criteria:

This task will be completed upon uploading into the new J-CORR databases the converted data records from the Department's existing Grievance system, as outlined in the Data Conversion and External Conversion sections of the Contractor provided project plan and County has accepted the data conversion as complete and ready for final data conversion.

Task 15: Disciplinary Action Data Conversion

Objective:

Convert all Disciplinary Action data for use to the format required for use with the J-CORR database.

Notes:

County will be required to provide access to the raw data via either direct database access or an extracted data file. Data cleansing criteria must be provided by County and all electronic modifications to existing data must be approved by County's Project Manager. Contractor can only convert data into the new J-CORR system where useable data is provided by County and an appropriate related data element exists in the existing J-CORR database. Data that cannot be reconciled according to the conversion plan will not be converted. Contractor makes no guarantee that all existing data can be converted.

Task Description:

Provide data conversion services to update the newly installed J-CORR with the active information contained within County's existing Disciplinary Action system. The objective of this task is to convert the extracted data from the existing Inmate Disciplinary Action Database system as presented by County into the data formats required by the new J-CORR applications per the data conversion plan derived between County and Contractor. Contractor will load the data provided by County, programmatically modify the data to conform to the conversion standards defined by County, and upload the converted data to the operational database on County's live J-CORR database server.

Responsibilities:

Contractor will:

- a. Schedule and participate in meetings and/or teleconferences to define the data mapping process from the Disciplinary Action system to new J-CORR.
- b. Support the County's efforts to establish standard naming conventions for fields in the legacy system that conform to the Contractor database naming conventions.
- c. Develop a control document that describes agreed-upon mapping of data elements and the handling of exceptions.
- d. Develop the conversion code. Where possible, perform the data conversion according to the specifications in the control document with data provided by the County.
- e. A conversion is moving data from one system to another according to the data field mapping. Contractor is not responsible for scrubbing or modifying data from the original system. Any data that does not programmatically convert may be maintained in a notes field for historical reference.
- f. Deliver to County and upload converted data to County designated production server.
- g. Project Manager will assist in the data review with County and define Data Acceptance criteria.
- h. Perform a final data conversion upon County's review and approval of the test data conversion.

Exhibit A

County will:

- a. Participate in meetings and/or teleconferences to define the data mapping process from the Disciplinary Action system to J-CORR
- b. After completion, any changes to the data must be made by manual data entry by County or agree to a Change Order.
- c. Understand that the customer owns the data. The data being converted will only be modified to fit the format of the J-CORR system.
- d. Clean up existing databases based on the standard naming/data quality conventions agreed to with Contractor.
- e. Translate all existing pick lists in the existing system to the standards agreed to with Contractor.
- f. Extract data from existing Disciplinary Action database and provide legacy data to Contractor in common exchange format including ASCII, pipe-delimited files or in a common database structure (Oracle, MS SQL Server, Access, etc.).
- g. Review and approve results of test data conversion.
- h. Provide complete files for final data conversion.
- i. Verify the integrity of the conversion and notify Contractor of any conversion errors or anomalies.

Completion Criteria:

This task will be completed upon uploading into the new J-CORR databases the converted data records from the Department's existing Disciplinary Action system, as outlined in the Data Conversion and External Conversion sections of the Contractor provided project plan and County has accepted the data conversion as complete and ready for final data conversion.

Task 16: J-CORR Hardware and System Software Installation

Objective:

Order, receive, install, and test all principal hardware components associated with the project. Objective involves the loading and configuration of any County purchased hardware required system software to support deployment.

Task Description:

During this phase, County will order the contracted hardware components. The J-CORR server will be configured on site in County location.

The J-CORR server will be installed on the network at a County facility and configured by County staff for use within the live environment (including required NOS, OS w/specified OS patches, security and monitoring applications, backup management software, firewall, virus scan, etc.), per County Project Manager's approval. The server will be certified by County and Contractor as software ready.

Responsibilities:

Contractor will:

- a. Assist with the installation of the computer hardware and operating system software at County, if requested.
- b. Assist the County with coordinating the installation of software on any County-owned hardware that will be used to load baseline software (i.e., existing servers, laptops, etc.).
- c. Install and test, with the County's assistance, the remaining Contractor supplied equipment as appropriate.
- d. Test the initial operation of any third party subsystem(s) and provide a status report to the County's Project Manager upon completion.
- e. Provide written certification of the successful installation.

County will:

- a. Provide access to installation locations
- b. Provide County-provided installed and ready to use hardware components to Contractor installers. County provided hardware and/or software must meet Contractor recommended specifications and configuration.
- c. Provide appropriate electrical, network connections and supporting PC workstations.
- d. Be available to address and answer questions, modify configurations, modify security and permissions, if required during the installation
- e. Provide written certification of acceptance of County Server installation.

Completion Criteria:

This task is considered complete when the computer systems and third party software have been installed at County facility and the hardware has been certified by Contractor to be operational to specification.

Task 17: Install J-CORR Core Software On-Site

Objective:

Install and test the core J-CORR software modules on the equipment installed by Contractor at County facility.

Task Description:

All contracted J-CORR software will be delivered to the County's facilities. Any additional J-CORR software components included as a contract deliverable will be ordered and delivered at this time. Once on-site, the J-CORR server will be installed in the computer room and Contractor and County will inspect the servers for acceptance. The J-CORR test-bed workstations will be installed and connected to County network to test J-CORR, facilitate base software certification, and to provide a training area.

Responsibilities:

Contractor will:

- a. Assume responsibility of final site installation of the contracted J-CORR operating system software configuration.
- b. Provide County with the training necessary to equip County personnel with the ability to install the J-CORR client software on additional workstations.
- c. Create test-bed environment at County's facility by installing J-CORR client software on all County-provided J-CORR workstations.
- d. Test the initial operation of the baseline J-CORR subsystem.

County will:

- a. Perform site preparation – Install equipment on-site, as applicable to the J-CORR installation.

Completion Criteria:

This task is considered complete when the J-CORR baseline application modules have been installed, tested, and verified as operational by Contractor at County's facility.

Task 18: Configure County-Provided Microsoft SQL Server Database Software

Objective:

The objective of this task is to install and configure the supporting Microsoft SQL Server Database software, load J-CORR database schemas and certify the Microsoft SQL Server DB configuration as ready to use.

Task Description:

Configure County-provided Microsoft SQL Server Database software to support County purchased applications on County provided database server hardware. Contractor installation staff will install and configure the supporting Microsoft SQL Server Database software with the system data tables and permission set required to support the delivered J-CORR application software (and specified County configurations), on the designated County-provided server. Contractor will provide database schema and table documentation, installed and operational active database schema and table generation scripts, certification that County database meets Contractor's requirements

Responsibilities:

Contractor will:

- a. Install the baseline J-CORR and other licensed modules database schemas within this configuration.
- b. Test the initial operation of the baseline database subsystem and provide a status report to County's Project Manager upon completion.
- c. Provide written certification of successful installation.

County will:

- a. Provide access to County-provided hardware components to Contractor installers. County provided hardware and/or software must meet Contractor recommended specifications and configuration.
- b. Be available to address and answer questions, modify configurations, and modify security and permissions if required during the installation.
- c. Develop a standard backup routine of the SQL database with Contractor staff. Test and implement.

Completion Criteria:

This task will be completed upon the installation and configuration of the Microsoft SQL Server Database software on the database server and certified by Contractor as ready to use and accepted by County.

Notes:

All required network protocol connectivity, firewalls and web services required to attach the workstations and other system servers to the SQL Server database must be provided by County and must be operational prior to onsite installation by the Contractor technicians.

Task 19: Deliver J-CORR Application Software

Objective:

Deliver J-CORR Server software, J-CORR Workstation software and J-CORR supporting software, including applicable J-CORR software licenses, as purchased by County.

Task Description:

The objective of this task is to complete the delivery of standard J-CORR server software distribution sets, the J-CORR Workstation Application software, and all applicable J-CORR and supporting software licenses. Task includes the delivery of the J-CORR software distribution set and any third-party software components to County at the location specified, including all software components (via FTP over the Internet), applicable documentation (software manuals).

J-CORR Modules include:

- Booking – A comprehensive Module to manage the intake and initial processing of the inmate, including:
 - Standard Booking
 - Book & Release
 - Re-book
 - Inmate Screening and Risk Assessment
 - Pre-booking component
 - Bail Module
- Imaging – A comprehensive photo and document imaging system for capture, storage and retrieval of mugshots, Scars, Marks and Tattoos, as well as documents, including:
 - Mug shot
 - Lineups
 - Document Imaging
- Biometrics - A fully integrated single digit fingerprint validation system.
 - Embedded Single digit fingerprint ID for inmates, staff, visitors, and adjunct staff
 - Facial Recognition (Available as an option)
 - Interface to AFIS/ LiveScan
- Classification – An objective, questionnaire-based classification system that is configurable by the County.
 - Reclassification
 - Housing Control
- Cell Check Module – An integrated module for direct and video cell checks, enabled for hand held bar coded devices.
- Alerts Module – An integrated Module for the display of behavioral and medical alerts for a given inmate, displayed on every inmate-specific screen.
- Query Module – An integrated query function to retrieve inmate records from various Modules and functions.
- Search Function – An integrated Module to locate and retrieve specific inmate records, as well as information from non-inmate specific modules.
- Charges – A comprehensive Module which initiates, tracks, revises and disposes of inmate charges
 - Automated Appearance Scheduling
 - Dispositions
- Sentencing - A comprehensive Module to calculate, track, revise and complete inmate sentences
 - By Charge or Grouping of Charges
 - Automated – Custom to County's Sentencing Guidelines
 - By Hour, Day, Month, or Year

Exhibit A

- Warrants – An integrated search function against the County's Warrants System
 - Interface to Warrants System
 - Automated Checks
- Holds – An integrated Module which manages internal and external County holds.
 - Internal (medical, warrants, detective, etc.)
 - External Agencies
- Property Management - A comprehensive Property management systems, including the inventory of inmate's property, management and inventory of the property facility, and photographs of inmate property
 - Property Intake
 - Property Release
- Commissary/Accounting – A comprehensive accounting module to receive inmate's funds at intake and manage the trust fund. This module includes non-trust fund accounting, check writing, and outside County billings.
 - Accounting
 - Inmate Trust Fund Management
 - Outside County Billing
 - Inmate Billing
- Medical – J-CORR includes standard inmate medical, such as sick call, medication delivery, and a basic examination record. The optional EMR/ Clinical Management Module includes complete medical functionality and is ACA/NCCHC compliant.
 - Sick Call (Standard to Enterprise Edition)
 - SOAP Electronic Medical Records (EMR) (included as an Option)
 - Clinical/ Continuing Care (included as an Option)
 - Medication delivery/ Basic Drug Inventory (Standard to Enterprise Edition)
 - Medication & Medication Inventory Module (Included as an Option)
 - Dental (included as an Option)
 - Mental Health (included as an Option)
 - Mortuary – Inmate Deaths (included as an Option)
 - Medical Alerts Module (included as an Option)
- Dietary Module – Tracking of special meals and dietary needs, integrated with EMR/ Clinical
- Housing – A comprehensive module to manage the housing inventory and the housing location assigned to the inmate.
 - Inmate Movements
 - Pod/ cellblock Management
 - Headcount Module
 - Inmate Transfer Module
 - Issues Module
- Officer Log Module – Time-stamped and reportable logs by office and by assignment location.
- Facility Check Module – An integrated module for facility checks and maintenance/ repair activities, enabled for hand held bar coded devices.
- Inspections Module – An integrated module for tracking various scheduled and unscheduled inspections, such as fire, food service, building, etc., for internal and accreditation purposes.
- Canteen Management – An integrated module for the ordering, inventory, and billing of inmate goods.
 - Inventory
 - Automated Ordering (Kiosk, telephone, scan sheet, etc.)
- Visitation - A fully integrated Module to schedule, initiate, time, and terminate visitation.
 - Scheduling (including dial-in automated attendant)
 - Queuing
 - Visitation timing and management

Exhibit A

- Reporting - Fully integrated Modules to provide on-demand reporting for J-CORR Modules, including standard reports and Ad Hoc functions.
 - Full range of standard reports for every module
 - Ad Hoc Reporting
 - Ad Hoc Queries
 - Outcome-based Management Reporting (included as an optional deliverable).
 - Ad-Hoc Forms (FormDoc) Module
 - Due-to-Report (DTR) Module
 - Report Services
- Incident Reporting - A fully integrated Module to record, approve, supplement, and retrieve incident information.
 - Automated for Inmates, Staff, and others
 - Use-of-Force, both staff and inmates
 - Photos and attachments
- Messaging Module - A fully integrated Module to provide messaging between J-CORR client workstations.
- Notifications Module – The Notifications Module supports the CSSA VINE Notification process, and can be configured for non-VINE notifications.
- Disciplinary Actions - A fully integrated Module to process and track disciplinary actions.
 - Charging
 - Hearings
 - Appeals
 - Automated time/ privilege adjustment
- Inmate Keep-Away - A fully integrated Module to initiate, track and alert keep separate orders.
 - Automated in all modules – current inmates and non-inmates
- Scheduled Events - A fully integrated Module to schedule inmate activities.
 - Programs
 - Group Movements
 - Special Movements
- Work Release Module - A fully integrated Module to initiate and track inmate's temporary release for work activities.
- Trustee Module - A fully integrated Module to allow for application, assignment, and removal from inmate worker programs.
- Transportation - A fully integrated Module to develop, track and execute inmate transportation assignments.
 - Scheduling
 - Destination Tracking
 - Routing
- Disposition (Judicial Dispositions Module) - A fully integrated Module to record and update charges subject to judicial disposition.
 - Case
 - Court
- Inmate Release - A fully integrated Module to ensure all required steps are met before the release of an inmate.
 - Automated release auditing
 - Biometric Identification
 - Release Reports
- Grievance Module - A fully integrated Module to record and adjudicate inmate grievances.
- Facility Maintenance Module - A fully integrated Module to record and track facility maintenance requests.
- HEM Module - A fully integrated Module to provide application and assignment to Home Electronic Monitoring status.

Exhibit A

- Kitchen Module - A fully integrated Module to provide special diet, meal counts, and other food service functionality.
- Non-Trust Accounting Module - A fully integrated Module to allow the County to create and link non-trust accounts to inmates and non-inmate accounting activities.
- Non-Inmate Accounting – Provided by Non-Trust Accounting Module.
 - User Configurable Accounts (Vendors, Inmate Telephone, Facility Maintenance, etc.)
 - Outside County Cost Tracking
- Inventory – Separate Inventory Modules for:
 - Expendable Inventory (paper goods, kitchen supplies, etc)
 - Group Item Inventories (Cleaning kit with tools, etc.)
 - Capital Inventory (weapons, computers, vehicles, etc.)
 - Medication Inventory – (Provided with EMR/ Clinical Module)
- Key Control - A fully integrated Module to assign keys.
 - Long Term Issue
 - Short Term Issue
 - “Ring” Builder
- Personnel Module - A fully integrated Module to track Human Resource information.
- Staffing Module - A fully integrated Module to develop shift schedules and assign personnel.
- Training Module - A fully integrated Module to record training of County staff.
 - Web-based Trainee and FTO Tracking application. This functionality is in RMS. Contractor will work with EIS to add these FTO components to the J-CORR Personnel Module or provide access to the RMS FTO Module for JMS users.
- Administrative Tools - A fully integrated Module to provide configuration and specialized functions for the System Administrator (i.e. PIN merge, Security, error correction, etc.).
- Support for 802.11 x Wireless Connectivity – Key J-CORR components are wireless enabled for use of remote devices.
- J-CORR Kiosk Module for Lobby and Inmate Housing Units - A fully integrated Module to provide information and interactive functionality to County provided kiosks in the public areas and in population.
- NCCD Point Additive Assessment and Severity Scale classification system.

Responsibilities:

Contractor will:

- a. Deliver all software components (via FTP), including applicable documentation (software manuals).

County will:

- a. Accept software delivery and acknowledge receipt of Contractor provided components.

Completion Criteria:

This task will be completed when the J-CORR software distribution set and third-party software components are delivered to County and accepted by County.

Task 20: J-CORR Subsystem Interfaces – CJIS

Objective:

Provide a bidirectional two-way interface between CJIS and J-CORR with inmate information.

Task Description:

Contractor will provide an interface that will exchange inmate information between J-CORR and CJIS. Specific data for transfer to be determined by County and Contractor Project Managers.

Responsibilities:

Contractor will:

- a. Review interface documentation provided by County.
- b. Ensure J-CORR / CJIS interface meets current specifications.
- c. Certify to the County that the interface is complete and ready to move to integration testing phase.
- d. Provide County with input and output file structure.
- e. Review any discrepancies that are identified by County personnel in reference to CJIS.
- f. Provide software or documentation corrections as needed to correct the discrepancies.
- g. Certify Contractor delivered interface for production operation.

County will:

- a. Provide currently existing information, record layouts, sample transfer files, and documents necessary to establish interfaces with all local and remote systems and facilities at least ninety (90) days prior to interface installation.
- b. Provide and install all communications lines and equipment required to accomplish this task.
- c. Provide all required liaison support with the vendors/agencies and Contractor project management required to support the interfaces.
- d. Ensure that necessary certifications, approvals and other related issues will be completed by the County at least ninety (90) calendar days prior to scheduled interface work.
- e. Ensure that the necessary technical support is made available for installation and demonstration of the interfaces.
- f. Verify all inter-system communications between installed Contractor systems and non-Contractor systems to ensure conformance with the approved interface control documents.
- g. Identify in writing each discrepancy between subsystem functionality and the provided Contractor interface control documents.
- h. Work with Contractor to identify the type of correction needed to ensure that each subsystem conforms to the Contractor interface control documents.

Exhibit A

Completion Criteria:

This task is considered complete when the system interface is capable of exchanging the information in the required format between J-CORR and CJIS and the interface is ready to be unit tested and verified to be operational by County.

Task 21: J-CORR Subsystem Interfaces – J-CORR to DataWorks Plus

Objective:

Provide an interface with DataWorks Plus and the J-CORR Booking Module.

Task Description:

Contractor will provide an interface that will import inmate photograph information between the J-CORR Booking Module and DataWorks Plus. The J-CORR Booking Module will send DataWorks Plus demographic and charging data. DataWorks Plus will return photos to the J-CORR Booking Module.

Responsibilities:

Contractor will:

- a. Review interface documentation provided by County.
- b. Ensure J-CORR / DataWorks Plus interface meets current specifications.
- c. Certify to the County that the interface is complete and ready to move to integration testing phase.
- d. Provide County with input and output file structure.
- e. Review any discrepancies that are identified by County personnel in reference to DataWorks Plus.
- f. Provide software and document corrections as needed to correct the discrepancies.
- g. Certify Contractor delivered interface for production operation.

County will:

- a. Provide currently existing information, record layouts, sample transfer files, and documents necessary to establish interfaces with all local and remote systems and facilities at least ninety (90) days prior to interface installation.
- b. Provide and install all communications lines and equipment required to accomplish this task.
- c. Provide all required liaison support with the vendors/agencies and Contractor project management required to support the interfaces.
- d. Ensure that necessary certifications, approvals and other related issues will be completed by the County at least ninety (90) calendar days prior to scheduled interface work.
- e. Ensure that the necessary technical support is made available for installation and demonstration of the interfaces.
- f. Verify all inter-system communications between installed Contractor systems and non-Contractor systems to ensure conformance with the approved interface control documents.
- g. Identify in writing each discrepancy between subsystem functionality and the provided Contractor interface control documents.

Exhibit A

- h. Work with Contractor to identify the type of correction needed to ensure that each subsystem conforms to the Contractor interface control documents.

Completion Criteria:

This task is considered complete when the system interface is capable of exchanging the information in the required format between J-CORR and DataWorks Plus and the interface is ready to be unit tested and verified to be operational by County.

Task 22: J-CORR Subsystem Interfaces – J-CORR to AFIS/LiveScan Identix

Objective:

Develop, install, and test a software interface capable of sending and accepting a standardized data transmission from the existing Identix AFIS, extracting the required submitted data and importing the return into the J-CORR booking module for the purpose of creating or updating a record in the database.

Task Description:

Contractor will provide an interface that will export and import the standardized data provided by Identix AFIS into the J-CORR booking module. The interface will be constructed to provide data from a common transfer data file created by J-CORR application.

The NIST file will be exported from the J-CORR booking module, which will provide the required data elements for transmission of the NIST file to DOJ by the Identix AFIS System.

Assumptions: It is assumed that the existing AFIS system provides a standard data acceptance and dump of the booking information. It is assumed that the information will be provided to the Contractor interface component by DOJ in a standard ASCII file format, XML format or other industry standard exchange format.

Assumptions: It is assumed that the information will be accepted by the Contractor interface component from the DOJ in an industry standard exchange format. It is assumed that returns from DOJ be parsed in a consistent and standard format. Data which is not in a consistent format will be saved as a freeform text file and appended to the booking record.

Responsibilities:

Contractor will:

- a. Review interface documentation provided by the AFIS vendor related to the interface specifications associated with the AFIS data extraction/transfer.
- b. Develop software service/application to export the data from the booking records to the Identix AFIS System.
- c. Develop software service/application to import the data from DOJ via Identix AFIS into the J-CORR booking module
- d. Certify to County that the interface is complete and ready to move to integration testing phase.
- e. Provide County with input and output file structure.
- f. Review any discrepancies that are identified by County personnel in reference to Identix LiveScan.
- g. Provide software and document corrections as needed to correct the discrepancies.
- h. Certify Contractor delivered interface for production operation.

Exhibit A

County will:

- a. Provide currently existing information, record layouts, sample transfer files, and documents necessary to establish interfaces with all local and remote systems and facilities at least ninety (90) days prior to interface installation.
- b. Provide and install all communications lines and equipment required to accomplish this task.
- c. Provide all required liaison support with the vendors/agencies and Contractor project management required to support the interfaces.
- d. Ensure that necessary certifications, approvals and other related issues will be completed by the County at least ninety (90) calendar days prior to scheduled interface work.
- e. Ensure that the necessary technical support is made available for installation and demonstration of the interfaces.
- f. Verify all inter-system communications between installed Contractor systems and non-Contractor systems to ensure conformance with the approved interface control documents.
- g. Identify in writing each discrepancy between subsystem functionality and the provided Contractor interface control documents.
- h. Work with Contractor to identify the type of correction needed to ensure that each subsystem conforms to the Contractor interface control documents.

Completion Criteria:

This task is considered complete when the system interface is capable of exporting the NIST data from J-CORR to AFIS and accepting the DOJ return into the J-CORR booking module and the interface is ready to be unit tested and verified to be operational by County.

Task 23: Local Fingerprint Database from Identix System

Objective:

Develop, install, and test a database that receives scanned fingerprints and data from the Identix LiveScan system. This database will be searchable by specific fields of data and provide print functions to specified formats.

Task Description:

Contractor will take electronic fingerprints and related data from each booking entry and put these records into a separate fingerprint database. The database will be searchable by selected data fields. No fingerprint searches will be done.

The interface will be constructed to provide data from a common transfer data file created by J-CORR application. The NIST file will be exported from the J-CORR booking module, which will provide the required data elements for the database.

Fingerprints and data from the database can be printed in formats that provide a certifiable copy of the original fingerprints.

Assumption: The assumption for this task is that the LiveScan vendor, Identix, will co-operate with Contractor to accomplish this task. Without the co-operation of Identix, this task is not possible.

Responsibilities:

Contractor will:

- a. Review interface documentation provided by the AFIS vendor related to the interface specifications associated with the AFIS data extraction/transfer.
- b. Develop software service/application to export the data from the booking records to the local fingerprint database.
- c. Certify to County that the interface is complete and ready to move to integration testing phase.
- d. Provide County with input and output file structure.
- e. Review any discrepancies that are identified by County personnel in reference to Identix LiveScan.
- f. Provide software and document corrections as needed to correct the discrepancies.
- g. Certify Contractor delivered interface for production operation.

County will:

- a. Work with Contractor to secure the co-operation of Identix to accomplish this task.
- b. Provide currently existing information, record layouts, sample transfer files, and documents necessary to establish interfaces with all local at least ninety (90) days prior to interface installation.
- c. Provide and install all communications lines and equipment required to accomplish this task.

Exhibit A

- d. Provide all required liaison support with the vendors/agencies and Contractor project management required to support the interfaces.
- e. Ensure that necessary certifications, approvals and other related issues will be completed by the County at least ninety (90) calendar days prior to scheduled interface work.
- f. Ensure that the necessary technical support is made available for installation and demonstration of the interfaces.
- g. Verify all inter-system communications between installed Contractor systems and non-Contractor systems to ensure conformance with the approved interface control documents.
- h. Identify in writing each discrepancy between subsystem functionality and the provided Contractor interface control documents.
- i. Work with Contractor to identify the type of correction needed to ensure that each subsystem conforms to the Contractor interface control documents.

Completion Criteria:

This task is considered complete when the system interface is capable of exporting the NIST data from J-CORR to the local fingerprint database and the interface is ready to be unit tested and verified to be operational by County.

Task 24: J-CORR Subsystem Interfaces – J-CORR to FileNet

Objective:

Develop, install, and test a software interface capable of sending a standardized data transmission to the existing FileNet system, extracting the required submitted data, and importing the return into the J-CORR for the purpose of creating or updating a record in the database.

Task Description:

Contractor will provide an interface that will export and import the standardized data provided by FileNet into the Contractor J-CORR. The interface will be constructed to provide data from a common transfer data file created by J-CORR application.

The NIST file will be exported from the J-CORR, which will provide the required data elements for transmission of the NIST file to FileNet.

Responsibilities:

Contractor will:

- a. Review interface documentation provided by FileNet related to the interface specifications associated with the FileNet data extraction/transfer.
- b. Develop software service/application to export the data from the inmate's record to the FileNet System.
- c. Certify to the County that the interface is complete and ready to move to integration testing phase.
- d. Provide County with input and output file structure.
- e. Review any discrepancies that are identified by County personnel in reference to FileNet.
- f. Provide software and document corrections as needed to correct the discrepancies.
- g. Certify Contractor delivered interface for production operation.

County will:

- a. Provide currently existing information, record layouts, sample transfer files, and documents necessary to establish interfaces with all local and remote systems and facilities at least ninety (90) days prior to interface installation.
- b. Provide and install all communications lines and equipment required to accomplish this task.
- c. Provide all required liaison support with the vendors/agencies and Contractor project management required to support the interfaces.
- d. Ensure that necessary certifications, approvals and other related issues will be completed by County at least ninety (90) calendar days prior to scheduled interface work.
- e. Ensure that the necessary technical support is made available for installation and demonstration of the interfaces.

Exhibit A

- f. Verify all inter-system communications between installed Contractor systems and non-Contractor systems to ensure conformance with the approved interface control documents.
- g. Identify in writing each discrepancy between subsystem functionality and the provided Contractor interface control documents.
- h. Work with Contractor to identify the type of correction needed to ensure that each subsystem conforms to the Contractor interface control documents.

Completion Criteria:

This task is considered complete when the system interface is capable of exchanging the information in the required format between J-CORR and FileNet and the interface is ready to be unit tested and verified to be operational by the County.

Task 25: J-CORR Subsystem Interfaces – J-CORR to Social Security Administration Office

Objective:

Provide the Social Security Administration Office with inmate information monthly from the J-CORR Booking Module.

Task Description:

Contractor will provide an interface that will export inmate information from the J-CORR booking module to the Social Security Administration on a monthly basis.

Responsibilities:

Contractor will:

- a. Review interface documentation provided by County for current specifications.
- b. Ensure the J-CORR Booking Module/Social Security interface meets current specifications.
- c. Certify to the County that the interface is complete and ready to move to integration testing phase.
- d. Provide County with input and output file structure.
- e. Review any discrepancies that are identified by County personnel in reference to the Social Security Administration.
- f. Provide software and document corrections as needed to correct the discrepancies.
- g. Certify Contractor delivered interface for production operation.

County will:

- a. Provide currently existing information, record layouts, sample transfer files, and documents necessary to establish interfaces with all local and remote systems and facilities at least ninety (90) days prior to interface installation.
- b. Provide and install all communications lines and equipment required to accomplish this task.
- c. Provide all required liaison support with the vendors/agencies and Contractor project management required to support the interfaces.
- d. Ensure that necessary certifications, approvals and other related issues will be completed by the County at least ninety (90) calendar days prior to scheduled interface work.
- e. Ensure that the necessary technical support is made available for installation and demonstration of the interfaces.
- f. Verify all inter-system communications between installed Contractor systems and non-Contractor systems to ensure conformance with the approved interface control documents.
- g. Identify in writing each discrepancy between subsystem functionality and the provided Contractor interface control documents.

Exhibit A

- h. Work with Contractor to identify the type of correction needed to ensure that each subsystem conforms to the Contractor interface control documents.

Completion Criteria:

This task is considered complete when the system interface is capable of exchanging the information in the required format between J-CORR and SSA and the interface is ready to be unit tested and verified to be operational by the County.

Task 26: J-CORR Subsystem Interfaces – J-CORR to Probation Case Management System

Objective:

Provide the Probation Case Management System with inmate information from the J-CORR Booking Module on a regular schedule.

Task Description:

Contractor will provide an interface that will export inmate information from the J-CORR booking module to the Probation Case Management System on a regular basis.

Responsibilities:

Contractor will:

- a. Review interface documentation provided by County for current specifications.
- b. Develop software service/application to export the data from the inmate's record to the Probation CMS.
- c. Certify to the County that the interface is complete and ready to move to integration testing phase.
- d. Provide County with input and output file structure.
- e. Review any discrepancies that are identified by County personnel in reference to the Social Security Administration.
- f. Provide software and document corrections as needed to correct the discrepancies.
- g. Certify Contractor delivered interface for production operation.

County will:

- a. Provide currently existing information, record layouts, sample transfer files, and documents necessary to establish interfaces with all local and remote systems and facilities at least ninety (90) days prior to interface installation.
- b. Provide and install all communications lines and equipment required to accomplish this task.
- c. Provide all required liaison support with the vendors/agencies and Contractor project management required to support the interfaces.
- d. Ensure that necessary certifications, approvals and other related issues will be completed by the County at least ninety (90) calendar days prior to scheduled interface work.
- e. Ensure that the necessary technical support is made available for installation and demonstration of the interfaces.
- f. Verify all inter-system communications between installed Contractor systems and non-Contractor systems to ensure conformance with the approved interface control documents.

Exhibit A

- g. Identify in writing each discrepancy between subsystem functionality and the provided Contractor interface control documents.
- h. Work with Contractor to identify the type of correction needed to ensure that each subsystem conforms to the Contractor interface control documents.

Completion Criteria:

This task is considered complete when the system interface is capable of exchanging the information in the required format between J-CORR and Probation CMS and the interface is ready to be unit tested and verified to be operational by the County.

Task 27: J-CORR Subsystem Interfaces – J-CORR to Sheriff's Office Web Site

Objective:

Provide the Sheriff's Office web site with inmate information from the J-CORR Booking Module on a regular schedule.

Task Description:

Contractor will provide a one-way interface that will export inmate information from the J-CORR booking module to the Sheriff's Office web site on a daily basis.

Responsibilities:

Contractor will:

- a. Review interface documentation provided by County for current specifications.
- b. Develop software service/application to export the data from the inmate's record to the Sheriff's Office web site.
- c. Certify to the County that the interface is complete and ready to move to integration testing phase.
- d. Provide County with input and output file structure.
- e. Review any discrepancies that are identified by County personnel in reference to the Sheriff's Office web site.
- f. Provide software and document corrections as needed to correct the discrepancies.
- g. Certify Contractor delivered interface for production operation.

County will:

- a. Provide currently existing information, record layouts, sample transfer files, and documents necessary to establish interfaces with all local and remote systems and facilities at least ninety (90) days prior to interface installation.
- b. Provide and install all communications lines and equipment required to accomplish this task.
- c. Provide all required liaison support with the vendors/agencies and Contractor project management required to support the interfaces.
- d. Ensure that necessary certifications, approvals and other related issues will be completed by the County at least ninety (90) calendar days prior to scheduled interface work.
- e. Ensure that the necessary technical support is made available for installation and demonstration of the interfaces.
- f. Verify all inter-system communications between installed Contractor systems and non-Contractor systems to ensure conformance with the approved interface control documents.

Exhibit A

- g. Identify in writing each discrepancy between subsystem functionality and the provided Contractor interface control documents.
- h. Work with Contractor to identify the type of correction needed to ensure that each subsystem conforms to the Contractor interface control documents.

Completion Criteria:

This task is considered complete when the system interface is capable of exchanging the information in the required format between J-CORR and the Sheriff's Office web site and the interface is ready to be unit tested and verified to be operational by the County.

Task 28: J-CORR Subsystem Interfaces – J-CORR to COPLINK Data Warehouse

Objective:

Provide the COPLINK data warehouse with inmate information from the J-CORR Booking Module on a regular schedule.

Task Description:

Contractor will provide a one-way interface that will export inmate information from the J-CORR booking module to the COPLINK data warehouse on a scheduled basis.

Responsibilities:

Contractor will:

- a. Review interface documentation provided by County for current specifications.
- b. Develop software service/application to export the data from the inmate's record to the COPLINK data warehouse.
- c. Certify to the County that the interface is complete and ready to move to integration testing phase.
- d. Provide County with input and output file structure.
- e. Review any discrepancies that are identified by County personnel in reference to the COPLINK data warehouse.
- f. Provide software and document corrections as needed to correct the discrepancies.
- g. Certify Contractor delivered interface for production operation.

County will:

- a. Provide currently existing information, record layouts, sample transfer files, and documents necessary to establish interfaces with all local and remote systems and facilities at least ninety (90) days prior to interface installation.
- b. Provide and install all communications lines and equipment required to accomplish this task.
- c. Provide all required liaison support with the vendors/agencies and Contractor project management required to support the interfaces.
- d. Ensure that necessary certifications, approvals and other related issues will be completed by the County at least ninety (90) calendar days prior to scheduled interface work.
- e. Ensure that the necessary technical support is made available for installation and demonstration of the interfaces.
- f. Verify all inter-system communications between installed Contractor systems and non-Contractor systems to ensure conformance with the approved interface control documents.

Exhibit A

- g. Identify in writing each discrepancy between subsystem functionality and the provided Contractor interface control documents.
- h. Work with Contractor to identify the type of correction needed to ensure that each subsystem conforms to the Contractor interface control documents.

Completion Criteria:

This task is considered complete when the system interface is capable of exchanging the information in the required format between J-CORR and the COPLINK data warehouse and the interface is ready to be unit tested and verified to be operational by the County.

Task 29: J-CORR Administrator Training

Objective:

Provide on-site training services in accordance with purchased training services for system administration personnel. Conduct J-CORR technical and administrative training and supply related system administrative materials. Provide J-CORR and supporting systems - System Administrator Training

Task Description:

Contractor will provide training services and assist County administrative staff in the configuration and maintenance of the J-CORR databases, application configurations, and entry of County-specific information such as code tables, users, system permissions, etc. along with functional use on the operation and support of the installed J-CORR system and supporting subsystems detailed in Exhibit F Training Plan.

Responsibilities:

Contractor will:

- a. Provide standard training sessions for County administrative personnel on the configuration of J-CORR databases and entry of County-specific data.
- b. Provide hands-on training to administrative personnel on the configuration options and procedures of J-CORR.

County will:

- a. Determine a primary and minimum of one (1) backup system administrator to receive administrative training.
- b. Develop and enter all County-specific input data that is to be entered manually.
- c. Be responsible for the accuracy and completeness of the data provided and entered.
- d. Ensure the participation of the appropriate personnel in the training session.

Completion Criteria:

This task will be completed once on-site training classes for County-selected system administrators have been conducted, as specified in Exhibit F Training Plan detailing the training classes and the training class durations, and when Contractor training staff has trained the County administrator on procedures for configuring the J-CORR databases and entering County-specific data.

Task 30: Final J-CORR Software Installation

Objective:

Install all remaining software required for production operation.

Task Description:

All remaining computer, communications, and related components will be installed. County will be responsible for the installation of any equipment not provided by Contractor.

Responsibilities:

Contractor will:

- a. Provide and deliver all remaining Contractor-supplied software.
- b. Provide the County with software installation media for any remaining workstations or laptops to be loaded with Contractor licensed software.

County will:

- a. Provide, configure, and install all remaining equipment not provided by Contractor.
- b. Provide and install all network cables not provided by Contractor and verify both network and PC operation.
- c. Perform any site modifications to allow successful equipment installation.
- d. Provide and install all necessary UPS equipment not provided by Contractor.
- e. Install and verify the operation of all County-installed workstation operating system software.

Completion Criteria:

This task is complete when all Contractor supplied software required for production operation of the J-CORR subsystem is installed and functional and verified by County.

Task 31: J-CORR Functional Testing

Objective:

Perform functional tests of Contractor J-CORR.

Task Description:

Demonstrate the applicable functions and features of J-CORR as defined in the J-CORR Acceptance Test Plan in Exhibit G.

Responsibilities:

Contractor will:

- a. Utilize the J-CORR Acceptance Test Plan as a guideline for all functional tests.

County will:

- a. Generate test data files needed for functional testing.

Completion Criteria:

This task is considered complete when J-CORR has been demonstrated to operate in accordance with the Exhibit G Acceptance Test Criteria and Plan and County verifies the testing has successfully passed all the guidelines.

Task 32: J-CORR Subsystem Integration Testing

Objective:

Perform integration testing of all J-CORR subsystems and interfaces.

Task Description:

Demonstrate all internal and external interfaces to ensure that the subsystem operates as defined in Exhibit D the J-CORR interface control documents. County staff will conduct the integration testing of the overall System as described in Exhibit G Acceptance Test Criteria and Plan.

Responsibilities:

Contractor will:

- a. Certify the interfaces as ready for integration testing.
- b. Demonstrate all inter-system communications between installed Contractor subsystems and between Contractor and non-Contractor systems, according to the J-CORR interface control documents.
- c. Assist the County in testing each interface.
- d. Review any discrepancies that are identified by the County.
- e. Provide software or documentation corrections as needed to correct the discrepancies prior to J-CORR Final Certification.
- f. Certify J-CORR for production operation.

County will:

- a. Conduct test procedures and verify all inter-system communications between installed Contractor systems and between Contractor and non-Contractor systems to ensure conformance with the approved interface control documents.
- b. Identify in writing each discrepancy between subsystem functionality and the J-CORR interface control documents.
- c. Work with Contractor to identify the type of correction needed to ensure that each subsystem conforms to the J-CORR interface control documents.

Completion Criteria:

This task is considered complete when the internal and external interfaces and other Contractor licensed software have been demonstrated according to the J-CORR interface control documents and County verifies the testing has successfully passed all the guidelines as defined in Exhibit G Acceptance Test Criteria and Plan.

Task 33: Deliver J-CORR Documentation

Objective:

Deliver Contractor's standard J-CORR Documents and any site-specific administrative or end user documentation specified in the project or training plan.

Task Description:

Deliver Contractor's standard J-CORR Documentation and any site specific administrative or end user documentation specified in the project or training plan; Including Configuration manuals, Reference manuals, Training materials, and System Administration and J-CORR database schema documents. All documentation/manuals will be delivered in an electronic form by loading it into the software, not in printed form or on portable media.

Responsibilities:

Contractor will:

- a. Deliver standard J-CORR guides, manuals, and related documents.

County will:

- a. Review and accept the standard J-CORR documents (described above) submitted by Contractor.

Completion Criteria:

This task is considered complete upon delivery of the Contractor's standard J-CORR documentation, except for any such deficiencies agreed to by the County and Contractor and so identified in writing by the County.

Task 34: J-CORR Train the Trainer Training

Objective:

Provide on-site training services in accordance with purchased training services as specified in the implementation schedule. Conduct J-CORR train the trainer training

Task Description:

Contractor will conduct the train the trainer training course as detailed in the implementation plan to provide training services to designated County personnel on the use of the J-CORR system, subsystems, or other designated components, as described in order to facilitate the County trainers in the ability to train the County J-CORR users. Task includes the delivery of On-site training services for County trainers as listed in Exhibit F Training Plan.

Responsibilities:

Contractor will:

- a. Provide standard training sessions for County trainers on the operations of the J-CORR system as specified in the implementation plan.
- b. Training is structured to the requirements of the County. Contractor is highly flexible on course hours, times, days, etc. Courses may be given multiple times to accommodate shift and other scheduling requirements.
- c. Provides training manuals and any other materials required for the training.
- d. Provide knowledgeable training staff to conduct classes

County will:

- a. Designation of a training coordinator that will work with the Contractor project manager to schedule training at County. The training coordinator will be responsible to ensure that County personnel are available, and relieved of routine duties, during scheduled training sessions.
- b. Ensure the participation of the appropriate personnel in the training session.
- c. Follow up with any training attendees who may need extra help and assistance in order to grasp needed concepts.
- d. Ensure system administrative personnel attend and is available during each scheduled training session.
- e. Provide a dedicated training area that can accommodate the scheduled classes. This classroom should accommodate individual workstations for each student. Training is generally done on the customer's site using the actual operational system.

Completion Criteria:

This task will be completed once on-site train the trainer training classes have been conducted, as specified in Exhibit F Training Plan detailing the training classes and the training class durations.

Task 35: J-CORR User/Specialty Training

Objective:

Provide on-site training services in accordance with purchased training services as specified in the implementation schedule. Conduct J-CORR user and specialty training.

Task Description:

Contractor will conduct standard and specialized training courses as detailed in the implementation plan to provide training services to designated County personnel on the use of the J-CORR system, subsystems or other designated components, as described. Task includes the delivery of On-site training services for County staff and County-selected end-users listed in Exhibit F Training Plan.

Responsibilities:

Contractor will:

- a. Provide standard training sessions for County end-users and specialty user personnel on the operations of the J-CORR system as specified in the implementation plan.
- b. Training is structured to the requirements of the County. Contractor is highly flexible on course hours, times, days, etc. Courses may be given multiple times to accommodate shift and other scheduling requirements.
- c. Provides training manuals and any other materials required for the training.
- d. Provide knowledgeable training staff to conduct classes

County will:

- a. Designation of a training coordinator that will work with the Contractor project manager to schedule training at County. The training coordinator will be responsible to ensure that County personnel are available, and relieved of routine duties, during scheduled training sessions.
- b. Ensure the participation of the appropriate personnel in the training session, and general user training.
- c. Follow up with any training attendees who may need extra help and assistance in order to grasp needed concepts.
- d. Ensure system administrative personnel attend and is available during each scheduled training session.
- e. Provide a dedicated training area that can accommodate the scheduled classes. This classroom should accommodate individual workstations for each student. Training is generally done on the customer's site using the actual operational system.

Completion Criteria:

This task will be completed once on-site training classes for County staff and County-selected end-users have been conducted, as specified in Exhibit F Training Plan detailing the training classes and the training class durations.

Task 36: J-CORR Production Cutover

Objective:

Place J-CORR into Production Operation.

Task Description:

Once user training and functional and integration testing are complete, Contractor will certify the J-CORR subsystem is operational and ready for production operation and assist the County in placing the subsystem into productive use.

Responsibilities:

Contractor will:

- a. Assist the County staff in placing J-CORR into a production status.
- b. Monitor the initial operation of J-CORR and answer any operational questions raised by the County.
- c. Provide the services of technical person(s) and resource person(s) for seven (7) calendar days to monitor the subsystem and to be available by telephone or on-site to respond to issues identified by the training or technical staff. Technical staff will remain on-site to address any problems encountered during this task.
- d. Assist the training staff in utilizing the subsystem and the computer operations staff in supporting the subsystem.
- e. Schedule follow up post-installation training and consulting visit approximately 30 days after live operation to handle remaining problems that exist and to correct any issues that were missed during the initial installation.
- f. Develop a plan with County's assistance to roll back the J-CORR implementation, and a decision matrix to determine if roll back is necessary.

County will:

- a. Place the software into production and begin operational use in consultation with Contractor and in accordance with the Project Schedule.
- b. Assist Contractor in developing a roll back plan and decision criteria.

Completion Criteria:

This task is considered complete when J-CORR is placed into production operation and when the identified issues have been resolved to the satisfaction of County and County verifies the system is operational.

If a roll back is necessary, then all issues will be corrected to the satisfaction of County before re-initiating the production cutover.

Task 37: J-CORR System Reliability Testing

Objective:

Demonstration of reliability prior to final acceptance.

Task Description:

J-CORR will demonstrate critical system availability levels that meet or exceed Contractor's published standards.

Completion Criteria:

This task is considered complete after the J-CORR has demonstrated critical system availability levels during the test period as described in the Published Standards, commencing at the completion of J-CORR Production Cutover and County has verified the reliability defined in Exhibit G Acceptance Test Criteria and Plan.

Task 38: J-CORR Final Acceptance

Objective:

Certify completion of the J-CORR subsystem installation.

Task Description:

Acknowledgement of system acceptance.

Completion Criteria:

This task is considered complete when the system acceptance criterion has been met and County verifies the criterion has been met per Exhibit G Acceptance Test Criteria and Plan.

Exhibit B
Payment Schedule, Pricing Schedule, Project Timeline,
and Maintenance

Payment Schedule 2
Pricing Schedule 5
Project Timeline 9
Maintenance..... 10

Exhibit B

Payment Schedule, Pricing Schedule, Project Timeline, and Maintenance

Payment Schedule

Contractor will provide written official notice to County advising of the successful completion of a milestone and all tasks within that milestone. Upon written response from County to Contractor approving successful completion, Contractor may invoice County for the milestone payment. Payments shall be made against invoices submitted by the contractor in a format that provides data that is acceptable to the County and includes the following:

- Invoice date
- Contract Number
- Tax Identification Number
- Invoice number
- Billing period for current charges
- Remittance address
- Invoice description (brief description of type of work performed)
- Description that refers to the deliverable/milestone schedule as stated in the contract
- Date deliverable/milestone was completed/delivered
- Amount due for each deliverable/milestone
- Progress payments made to date
- Total amount due
- Cumulative amounts billed to date
- Numbered pages

The final invoice must be marked "FINAL INVOICE"

In consideration of the services provided by Contractor in Exhibit "A", County shall pay Contractor based on the following fee schedule.

	Milestone	% of Total	Amount
1.	Contract Signing Services – 5% Software Licenses – 10%	15%	\$132,496.65
2.	Installation Planning Task 1: Project Kickoff Task 2: Finalize hardware requirements and review site survey Task 3: Develop project schedule Task 4: J-CORR functional review Task 5: J-CORR pre-configuration workshop	10%	\$88,331.10

Exhibit B

3.	<p>J-CORR Installation</p> <p>Task 16: J-CORR hardware and base Software installation</p> <p>Task 17: Install J-CORR software on-site</p> <p>Task 18: Configure Microsoft SQL database</p> <p>Task 19: Deliver J-CORR application software</p>	10%	\$88,331.10
4.	<p>Data Conversion</p> <p>Task 6: CJIS data conversion</p> <p>Task 7: SWP.NET data conversion</p> <p>Task 8: COMICS data conversion</p> <p>Task 9: ORCS data conversion</p> <p>Task 10: Re-Entry/Modifiable Sentences data conversion</p> <p>Task 11: Extradition data conversion</p> <p>Task 12: WFP/EMP data conversion</p> <p>Task 13: DNA data conversion</p> <p>Task 14: Grievance data conversion</p> <p>Task 15: Disciplinary Action data conversion</p>	10%	\$88,331.10
5.	<p>Administrator Training</p> <p>Task 25: J-CORR administrator training</p>	5%	\$44,165.55
6.	<p>Train-the-Trainer</p> <p>Task 30: J-CORR train-the-trainer training</p>	5%	\$44,165.55
7.	<p>User/Specialty Training</p> <p>Task 31: J-CORR user/specialty training</p>	5%	\$44,165.55
8.	<p>Interfaces</p> <p>Task 20: J-CORR to CJIS interface</p> <p>Task 21: J-CORR to DataWorks Plus interface</p> <p>Task 22: J-CORR to Identix AFIS LiveScan interface</p> <p>Task 23: J-CORR to FileNet interface</p> <p>Task 24: J-CORR to Social Security Administration interface</p> <p>Task 25: J-CORR to Probation CMS</p> <p>Task 26: J-CORR to Sheriff's Office web site</p> <p>Task 27: J-CORR to Coplink data warehouse</p>	10%	\$88,331.10

Exhibit B

9.	Final Software Installation Task 29: Final software installation Task 32: Deliver J-CORR documentation	10%	\$88,331.10
10.	Functional Testing Task 30: J-CORR functional testing	5%	\$44,165.55
11.	Implementation Services Task 31: J-CORR subsystem integration testing Task 35: Production cutover Task 36: Reliability testing	5%	\$44,165.55
12.	Final Acceptance Task 37: Final acceptance	10%	\$88,331.10
	TOTAL	100%	\$883,311.00

Exhibit B

Pricing Schedule

The following tables in the Pricing Schedule section are taken from Contractor's RFP response with few modifications.

A. Application Software Costs

Application Software Description	Required Quantity	Package Name	Package Cost per License	Total Cost, All Expenses	Annual Maintenance Cost
		Production			
Jail Corrections Management System	Enterprise	JCMS V. 4	\$340,000	\$340,000	\$59,500
Justice Data Exchange	Enterprise	Web Jail Query	Included	Included	\$8,500
		Development			
Localization to County Specifications	125 hrs	Developer	\$150.00	\$28,000	\$5,600
		Test			
			Included	Included	Included
		Interfaces			
CJIS Interface	84	Bidirectional	\$150.00	\$12,500	\$2,500
Identix Interface	1	Export	\$4,500	\$4,500	\$900
DataWorks Plus	1	Bidirectional	\$4,500	\$4,500	\$900
Appriss VINE	1	Export w/ photo	Included	Included	Included
FileNet	1	Export	\$5,000	\$5,000	\$1,000
TOTAL				\$394,500	\$78,900

Exhibit B

E. Optional Component Costs		
Functional Requirement 1.5	In-population Kiosk hardware below	<u>Software Included</u>
Functional Requirement 8.21	In-population Kiosk hardware below	<u>Software Included</u>
Functional Requirement 9.4	In-population Kiosk hardware below	<u>Software Included</u>
Functional Requirement 11.9	Lobby Kiosk hardware below	<u>Software Included</u>
Functional Requirement 12.3	In-population Kiosk hardware below	<u>Software Included</u>
Functional Requirement 15.11	In-population Kiosk hardware below	<u>Software Included</u>
Technical Requirement 18.5	Server Configuration	<u>In Implementation</u>
Technical Requirement 18.13	Support VMWare	<u>In Implementation</u>
Technical Requirement 18.14	Remote Computing	<u>Software Included</u>
Technical Requirement 18.15	Browser/ SmartClient	<u>Software Included</u>
Technical Requirement 18.16	Electronic Signature Pad	<u>Software Included</u>
Technical Requirement 19.2	SmartClient	<u>Software Included</u>
Technical Requirement 19.4	Web Client in some functions	<u>Software Included</u>
Technical Requirement 20.5	DBMS	<u>Included</u>
Technical Requirement 21.2	MS Active Directory	<u>Included</u>
Technical Requirement 21.3	MS Active Directory	<u>Included</u>
Technical Requirement 22.1	Notification Server	<u>Software Included</u>
Technical Requirement 22.3	Notification Server	<u>Software Included</u>
Technical Requirement 23.3	Messaging Protocol	<u>Included</u>
Technical Requirement 25.1	Ad Hoc Reporting Module	<u>Software Included</u>
Technical Requirement 25.3	Ad Hoc Reporting Module	<u>Software Included</u>
Technical Requirement 27.2	SAM for Organizational Performance	<u>Software Included</u>
Technical Requirement 28.1	Audit by Individual User	<u>\$30,000</u>
Technical Requirement 28.3	Compatibility	<u>Included</u>
Technical Requirement 28.7	Transitory Data	<u>Included</u>
Lobby Kiosks for the above requirements (3 lobbies)*		<u>\$25,550</u>
In-population Kiosks for the above requirements (20 housing units)*		<u>\$59,000</u>

Exhibit B

*Housing Units for Kiosks

MCF (1 Lobby and 13 In-population kiosks)

2 West

OHU

2 East

3 East

3 West

4 West

5 East

5 West

6 East

6 West

Old Maguire 2

Old Maguire 3

WCC (1 Lobby and 5 In-population kiosks)

A

B

C

D

Ad. Seg

MSTF (1 Lobby and 2 In-population kiosks)

1

2

Exhibit B

F. Cost Summary

1. Total Onetime Costs

Provide a summary of all onetime costs for the system you are proposing. Any subtotals carried forward to this page should match the corresponding detail pages.

	<u>Onetime Costs</u>
a. Application Software Costs	\$ <u>394,500</u>
b. System Software Costs	<u>0</u>
c. System Hardware Costs	<u>23,011</u>
d. Other Implementation Costs	<u>381,300</u>
Subtotal	\$ <u>798,811</u>
TOTAL ONETIME COSTS (EXCLUDING OPTIONS) (not to exceed)	\$ <u>798,811</u>
e. Optional Component Costs	<u>84,500</u>
f. TOTAL ONETIME COSTS (INCLUDING OPTIONS) (not to exceed)	\$ <u>883,311</u>

2. Annual Recurring Costs

Application Software Maintenance	\$78,900
System Software Maintenance	\$0
Hardware Maintenance	\$0
Other Recurring Costs	\$0
On-Site Maintenance Staffing Support Included during implementation	
TOTAL RECURRING COSTS	\$78,900
Total Recurring Costs on Optional Items	
Yearly Support on Lobby Kiosk (3)	\$4,500
Yearly Support on In-population Kiosks (20)	\$10,000
TOTAL ANNUAL RECURRING COSTS (with options)	\$93,400

Project Timeline

County and Contractor will finalize the project timeline early in project implementation – Exhibit A, Task 3.

Maintenance

The J-CORR application comes with a one-year warranty. This warranty period begins on the date of final acceptance of the completed product. At the end of the warranty period, the J-CORR product support will transfer to maintenance.

Contractor will provide maintenance for a three-year period at the rate of \$93,400 per year. At the end of the three-year maintenance period, County may choose to renew annual maintenance support with Contractor. Contractor may not increase annual maintenance more than 5% of the current year's maintenance cost.

For the annual Kiosk Support and Maintenance fees listed herein, Contractor will provide both hardware and software support for the standalone Lobby and wall-mounted in-population kiosks within County's facilities, to include:

- Maintain and support the J-CORR application software loaded on both standalone and wall mounted kiosks to maintain complete operability for kiosk functions, including inmate view of accounting records, inmate grievance entry and processing, inmate medical request entry and processing, visitation, commissary ordering and review, messaging, and other standard J-CORR kiosk applications;
- Maintain and support the kiosk hardware, including the internal computing components, communication components, display components, and other integral components, to include any repairs from normal operation of the devices. Contractor will also ensure that internal components are enhanced or replaced to ensure proper functionality of the devices; and,
- Develop and provide an acceptable service plan which includes unlimited telephone support for software and hardware issues, as well as on-site response where needed. The service plan will provide for committed response priorities according to an agreed upon level of criticality, up to and including prompt field response by qualified service technicians. Contractor will submit the service plan for County approval during the project planning process.

EXHIBIT C

Contractor's RFP Response

The "Proposal for San Mateo County Sheriff's Office Jail Management System Replacement Project RFP #1218" submitted by Stanfield Systems Incorporated and Abbey Group Consultants dated December 18, 2008, is hereby incorporated in its entirety by reference into this Agreement. Should Contractor's RFP proposal conflict with the signed agreement between San Mateo County and Contractor, the Agreement will prevail.

EXHIBIT D

Interface Control Document

FileNet.....	3
Social Security Administration	4
CJIS – Current Inmates	5
DataWorks Plus Mugshot System	7
Identix Live-Scan System	9
Probation Department CMS or ORCS	10
Sheriff's Office Web Site	11
CopLink Data Warehouse.....	12

EXHIBIT D

Interface Control Document

Contractor will build permanent interfaces between the applications listed below and Contractor's jail management system.

	Interface	Comments
1.	FileNet	Bi-directional
2.	Social Security Administration	One-way to SSA
3.	CJIS	Bi-directional
4.	DataWorks Plus Mugshot System	Send data to mugshot system Retrieve photos and data from mugshot system
5.	Indentix Live-Scan System	Bi-directional
6.	Probation Department CMS or ORCS	One-way to Probation
7.	Sheriff's Office Web site	One-way to SO web site Custody information
8.	Coplink Data Warehouse	One-way to Coplink DB

The following pages contain the details of the interfaces needed.

Exhibit D

Interfaces

File / Database	<i>FileNet</i>
Interface Summary	Pull scanned images from FileNet into J-CORR Export data to FileNet (indices)
System Interface	MS SQL database
Data Elements to be Transferred	To J-CORR: <ul style="list-style-type: none"> • Scanned images To FileNet: <ul style="list-style-type: none"> • Jail number • Booking number • Name
Protocol	TCP/IP
Contractor Tasks	See Exhibit A Task 23
County Tasks	See Exhibit A Task 23 Define ERD for interface – web services
Comments	See Exhibit A Task 23

Exhibit D

File / Database	<i>Social Security Administration</i>
Interface Summary	Export data to SSA
System Interface	FTP file to SSA
Data Elements to be Transferred	To be determined
Protocol	FTP
Contractor Tasks	See Exhibit A Task 24
County Tasks	See Exhibit A Task 24
Comments	See Exhibit A Task 24

Exhibit D

File / Database	<i>CJIS – Current Inmates</i>
Interface Summary	Import data from the CJIS database and export data to the CJIS database.
System Interface	ODBC connection to Oracle database
Data Elements to be Transferred	To be determined
Protocol	TCP/IP
Contractor Tasks	See Exhibit A Task 20
County Tasks	See Exhibit A Task 20
Comments	See Exhibit A Task 20

Exhibit D

File / Database	<i>DataWorks Plus Mugshot System</i>
Interface Summary	Export booking information to mugshot system at time of booking. Retrieve frontal mugshot into J-CORR.
System Interface	MS SQL database
Data Elements to be Transferred	<p>From J-CORR to Mugshot System</p> <ul style="list-style-type: none"> • True last name • True first name • True middle name • Sex • Race • Date of birth • Age • Height • Weight • Eye color • Hair color • Hair length • Hair style • Complexion • Build • Glasses • Hand use • Demeanor • Speech • Teeth • Special characteristics • General appearance • Home street number • Home street • Home city • Home state • Home ZIP • Birth state • Place of birth • Arrest location • City of arrest • Sex, narcotics, arson (SNA) • Booking facility • Gang affiliation • ORI number • Charges • Aliases <p>From Mugshot System to J-CORR</p> <ul style="list-style-type: none"> • Frontal image
Protocol	TCP/IP

Exhibit D

Contractor Tasks	See Exhibit A Task 21
County Tasks	See Exhibit A Task 21
Comments	See Exhibit A Task 21

Exhibit D

File / Database	<i>Identix Live-Scan System</i>
Interface Summary	Export booking information to live-scan system at time of booking.
System Interface	SQL
Data Elements to be Transferred	To be determined
Protocol	TCP/IP
Contractor Tasks	See Exhibit A Task 22
County Tasks	See Exhibit A Task 22
Comments	See Exhibit A Task 22

Exhibit D

File / Database	<i>Probation Department CMS or ORCS</i>
Interface Summary	Send booking information to ORCS and/or Probation Case Management System
System Interface	MS SQL
Data Elements to be Transferred	To be determined
Protocol	TCP/IP
Contractor Tasks	See Exhibit A Task 25
County Tasks	See Exhibit A Task 25
Comments	See Exhibit A Task 25

Exhibit D

File / Database	<i>Sheriff's Office Web Site</i>
Interface Summary	Export in-custody information to web site.
System Interface	Web Services
Data Elements to be Transferred	Name Address Date of booking Charges Others?
Protocol	TCP/IP
Contractor Tasks	See Exhibit A Task 26
County Tasks	See Exhibit A Task 26
Comments	See Exhibit A Task 26 Probably should be a web service or windows communication foundation

Exhibit D

File / Database	<i>CopLink Data Warehouse</i>
Interface Summary	Export data to Countywide data warehouse.
System Interface	To be determined
Data Elements to be Transferred	To be determined
Protocol	TCP/IP
Contractor Tasks	See Exhibit A Task 27
County Tasks	See Exhibit A Task 27
Comments	See Exhibit A Task 27

EXHIBIT E

Import Files and Databases

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CJIS – One Time Import	5
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COMICS.....	9
Reentry Program / Modifiable Sentences Database.....	10
Extradition Database.....	11
Work Furlough / Electronic Monitoring Database	12
DNA Database	13
Grievance Database	14
Disciplinary Action Database	15

EXHIBIT E

Import Files and Databases

Contractor will import the data from the following files and databases into the Contractor's jail management system.

	Source	Comments
1.	CJIS	Information of current inmates only
2.	CJIS	Basic information on all booked persons in CJIS: Name, booking number, ID number, CID
3.	SWP.NET	Sheriff's Work Program database
4.	ORCS	Own-recognizance database
5.	COMICS	Commissary database
6.	Reentry Program / Modifiable Sentences Database	Small database
7.	Extradition Database	Small database
8.	Work Furlough / Electronic Monitoring Database	Small database
9.	DNA Database	Small database
10.	Grievance Database	Small database
11.	Disciplinary Action Database	Small database

The following pages contain further details regarding these files and databases.

Exhibit E

File and Database Details

File / Database	<i>CJIS – Current Inmates</i>
Interface Summary	Onetime importing of data from CJIS database for all current inmates.
System Interface	ODBC connection to Oracle database
Data Elements to be Transferred	To be determined
Protocol	TCP/IP
Contractor Tasks	See Exhibit A Task 6
County Tasks	See Exhibit A Task 6
Comments	See Exhibit A Task 6

Exhibit E

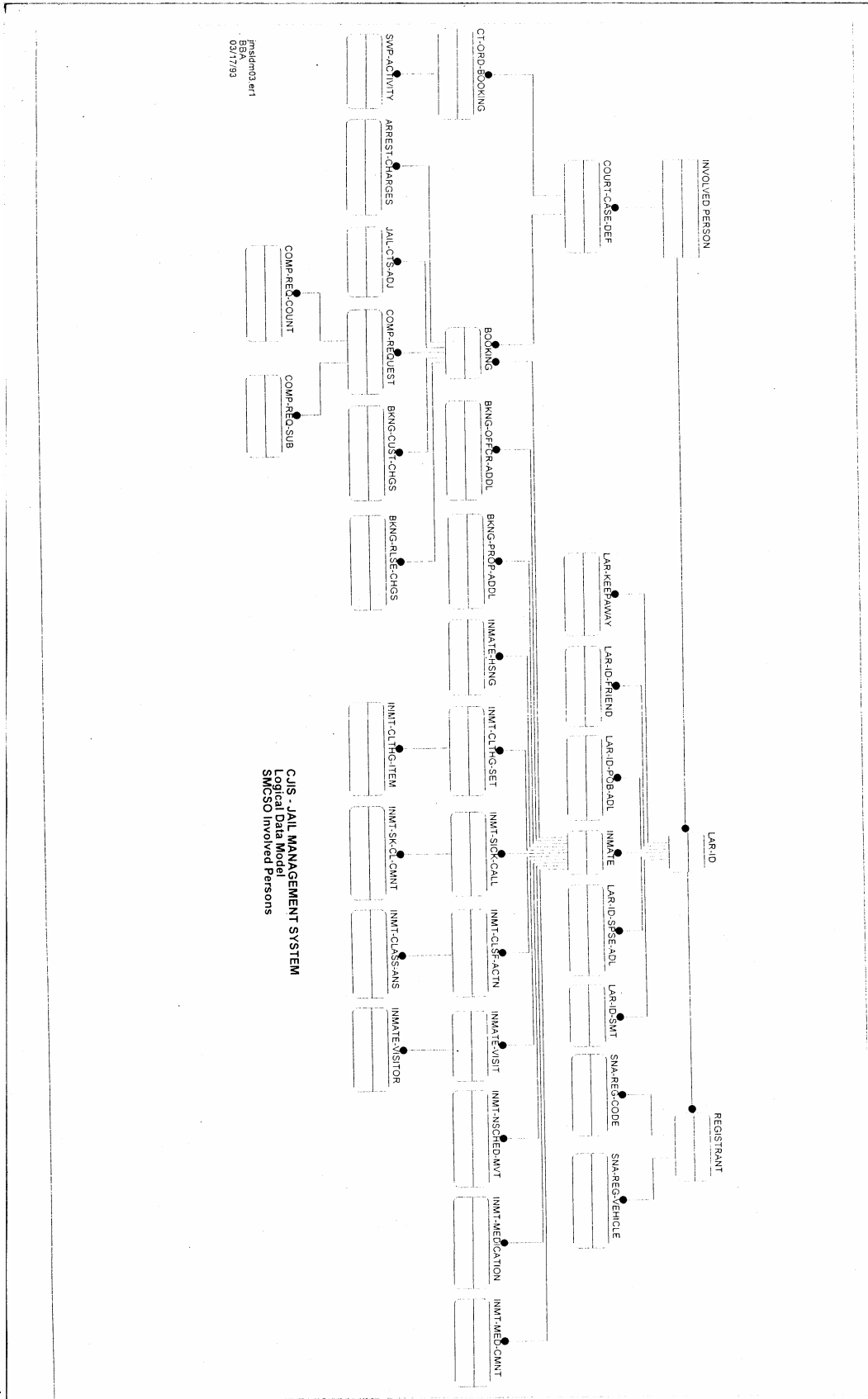


Exhibit E

File / Database	<i>CJIS – One Time Import</i>
Interface Summary	Onetime importing of select data for all persons booked in CJIS.
System Interface	ODBC connection to Oracle database
Data Elements to be Transferred	Name Booking number ID number CID
Protocol	TCP/IP
Contractor Tasks	See Exhibit A Task 6
County Tasks	See Exhibit A Task 6
Comments	See Exhibit A Task 6

Exhibit E

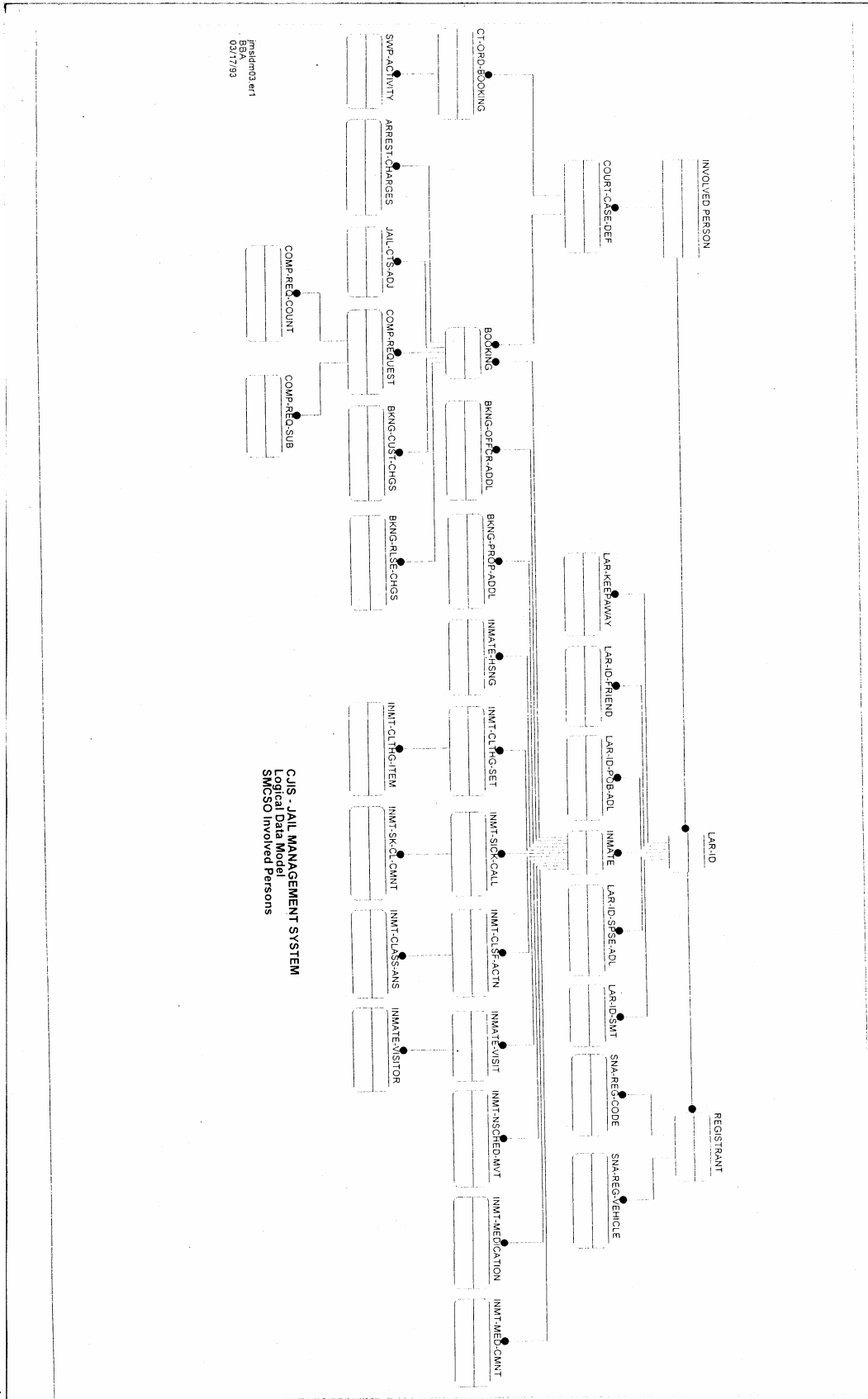


Exhibit E

File / Database	<i>SWP.NET</i>
Interface Summary	Import all data from the Sheriff's Work Program database
System Interface	MS SQL database with a .NET application
Data Elements to be Transferred	To be determined
Protocol	TCP/IP
Contractor Tasks	See Exhibit A Task 6
County Tasks	See Exhibit A Task 6 Build SSIL ETL job.
Comments	The County must audit all money to be sure values in SWP.NET and J-CORR are identical. See Exhibit A Task 6

Exhibit E

File / Database	ORCS
Interface Summary	Import data from ORCS
System Interface	Access front end to an MS SQL database.
Data Elements to be Transferred	To be determined
Protocol	TCP/IP
Contractor Tasks	See Exhibit A Task 9
County Tasks	See Exhibit A Task 9 Build SSIL ETL job.
Comments	See Exhibit A Task 9

Exhibit E

File / Database	COMICS
Interface Summary	Import all inmate commissary information from COMICS.
System Interface	PIC database on a Linux system.
Data Elements to be Transferred	To be determined
Protocol	TCP/IP
Contractor Tasks	See Exhibit A Task 8
County Tasks	See Exhibit A Task 8 Involve COMICS vendor.
Comments	The County must audit all money to be sure values in COMICS and J-CORR are identical. See Exhibit A Task 8

Exhibit E

File / Database	<i>Reentry Program / Modifiable Sentences Database</i>
Interface Summary	Onetime importing of data into J-CORR
System Interface	To be determined
Data Elements to be Transferred	To be determined
Protocol	TCP/IP
Contractor Tasks	See Exhibit A Task 10
County Tasks	See Exhibit A Task 10
Comments	See Exhibit A Task 10

Exhibit E

File / Database	<i>Extradition Database</i>
Interface Summary	Onetime importing of data into J-CORR
System Interface	MS Access
Data Elements to be Transferred	To be determined
Protocol	TCP/IP
Contractor Tasks	See Exhibit A Task 11
County Tasks	See Exhibit A Task 11
Comments	See Exhibit A Task 11

Exhibit E

File / Database	<i>Work Furlough / Electronic Monitoring Database</i>
Interface Summary	Onetime importing of data into J-CORR
System Interface	MS Access
Data Elements to be Transferred	To be determined
Protocol	TCP/IP
Contractor Tasks	See Exhibit A Task 12
County Tasks	See Exhibit A Task 12
Comments	The County must audit all money to be sure values in WF/EMP and J-CORR are identical. See Exhibit A Task 12

Exhibit E

File / Database	<i>DNA Database</i>
Interface Summary	Onetime importing of data into J-CORR
System Interface	MS SQL
Data Elements to be Transferred	Name Date sample taken Sheriff's ID number
Protocol	TCP/IP
Contractor Tasks	See Exhibit A Task 13
County Tasks	See Exhibit A Task 13 Build MS SSIS task for export.
Comments	See Exhibit A Task 13

Exhibit E

File / Database	<i>Grievance Database</i>
Interface Summary	Onetime importing of data into J-CORR
System Interface	To be determined
Data Elements to be Transferred	To be determined
Protocol	TCP/IP
Contractor Tasks	See Exhibit A Task 14
County Tasks	See Exhibit A Task 14
Comments	See Exhibit A Task 14

Exhibit E

File / Database	<i>Disciplinary Action Database</i>
Interface Summary	Onetime importing of data into J-CORR
System Interface	To be determined
Data Elements to be Transferred	To be determined
Protocol	TCP/IP
Contractor Tasks	See Exhibit A Task 15
County Tasks	See Exhibit A Task 15
Comments	See Exhibit A Task 15

EXHIBIT F

Training Plan

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Example User Training	7
Example Specialty Training	7

EXHIBIT F

Training Plan

Administrator Training

This training is designed for the individuals (between 2 and 4) who will maintain J-CORR. The training consists of approximately 40/80 hours and must be completed prior to Train the Trainer, User, and Specialty Training. A System Administrator must be able to set-up initial system configuration and maintain the system post initial configuration. During this training, the J-CORR system administrators will set up all County configurable areas of the application. These are housing locations, property locations, edit tables, user authorizations, billing administration, system settings, visitation settings, workstation properties, the state statute table, and Microsoft SQL Enterprise Manager j_system table and jc_system table.

The system administrators will receive training on the application functionality of J-CORR. By understanding the operational values of J-CORR, the system administrators will be more able to make decision as to the value of making request for change to the application. They will also receive extensive training on the operation design of J-CORR.

The Contractor trainers will work very closely with the J-CORR system administrators in developing the business rules for the use of J-CORR. These business rules will be incorporated into the training model used to train the agencies trainers, users, and specialty users.

Administrator training is labor intensive. J-CORR must have a housing location for every inmate, intake, or holding locations. Housing locations are for the maximum number of inmates held during processing in intake, extra housing locations in case of overcrowding, a property location for storage for each inmate housed, and every agency that is billed for inmate housing. Each workstation may have special usage with special devices such as used for booking such as a fingerprint reader, a signature capture pad, or both. There are numerous edit tables throughout J-CORR. Each must be set up to conform to the County's standards.

Administrator training does not provide training on the use of J-CORR to the trainee. If the system administrator has the need for user training, they must be scheduled into either one of the train the trainer or user training sessions.

A training environment with workstations for each System Administrator trainee is necessary. The workstation must have access to the SQL Server with the J-CORR Application Database and the J-CORR Application. Each trainee will be required to attend the entire 40/80 hour class sessions. The training environment must be equipped with a workstation attached to a project for the Contractor Trainer with access to the SQL Server and the J-CORR Application.

Included in this training group is:

- Sheriff's Office technical staff supporting the application (7 individuals)

Train-the-Trainer Training

This training is designed for the individuals (between 10 and 15 per session) who will train the County users on J-CORR. The training consists of approximately 40/80 hours and must be completed prior to User, and Specialty Training.

The trained trainers will receive training on the application functionality of J-CORR. By understanding the operational values of J-CORR, the trained trainers will be better able to make

Exhibit F

decisions regarding requests for change to the application. Trainees will also receive extensive training on the operation design of J-CORR. The trained trainers will receive training on the business rules and J-CORR as developed by the system administrators and the Contractor trainers.

Train the trainer training is designed to teach a trainer, who is competent in the method of training, the total functionality, operation, and complete use of J-CORR. During the training session, the trainee will have to conduct classroom training on one or more modules of J-CORR to their fellow trainers.

An individual assigned to receive this training should be computer literate, be willing to learn the entire J-CORR program, and be willing to teach new employees, retrain, or assist current employees, and provide update training to all employees when J-CORR is updated. County trained Trainers will be responsible for training new users and for conducting refresher training for all J-CORR users as necessary using training materials created for County by Contractor Trainers.

Contractor requests that at least one County trained trainer per session assist Contractor during the user and specialty training or that the County trained trainers conduct the County training under the supervision of a Contractor trainer. Contractor trainers will provide the supervision for all user and specialty training that is conducted.

A training environment with workstations for each trained Trainer trainee is necessary. The workstation must have access to the J-CORR application. Each trainee will be required to attend the entire 40/80 hour class sessions. The training environment must be equipped with a workstation attached to a project for the Contractor Trainer with access to the SQL Server and the J-CORR Application.

Included in this group are:

- Training staff (3 individuals) plus several other individuals to be trained as J-CORR Trained Trainers
- Jail Planning Unit staff (3 individuals)

User Training

This training is designed to teach a total system user, who is competent in the use of a computer, the total functionality, operation, and use of J-CORR. Training consists of approximately 12/15 hours per student.

The modules trained on will be booking, release, charges, property, imaging, housing, reporting, incidents, and daily log. Areas such as keep aways, scheduled events, holds, and alerts will be taught. The user will receive training in the use of system passwords or the fingerprint reader and in the electronic signature capture, if the County uses the signature pad.

Specialty modules such as classification, medical and clinical, commissary (inmate trust and non-trust funds), canteen, ad hoc reporting, transportation, movements, work release, weekenders, programs, work details, and visitation will be briefly covered.

Training will be conducted by having the trainee book, maintain, and release several inmates capturing all the required data using the agencies business rules.

A training environment with workstations for each User trainee is necessary. The workstation must have access to the J-CORR Application. Each trainee will be required to attend the entire 12/15 hour class sessions. The training environment must be equipped with a workstation attached to a project for the Contractor Trainer with access to the SQL Server and the J-CORR Application.

Exhibit F

The Contractor Project Manger and Training Manager will work with the County Project Manager and selected staff to make a determination as to which individuals should receive user training. Contractor offers training for users on a 24/7 basis attempting to train a maximum number of users in the shortest time possible.

Included in this group are:

- Jail staff and management (250 individuals: 225 for Maguire Correctional Facility [MCF], 21 for Women's Correctional Center [WCC], and 4 for Minimum Security Transitional Facility [MSTF]).
- Records staff (22 individuals)
- Justice partner staff and management who will access the application (approximately 46 individuals; these 46 persons represent 2 staff members from each of the 23 local law enforcement agencies).

Specialty Training

This training is designed to teach a trainee, who is competent in the use of a computer, special areas of J-CORR functionality. A trainee that only uses a special module will receive this training. Class size varies as dictated by County use.

Specialty modules include points based classification, medical (internal to J-CORR only), commissary (inmate trust funds), canteen, ad hoc reporting, transportation, movements, work release, weekenders, program, work details, and visitation. This area also provides a session on inquiry only for a user who only needs to look at data about an inmate.

Specialty training sessions vary in time to train from a minimum of 1 hour to a maximum of 8 hours. Classification, commissary, transportation, work release, and weekenders take approximately one hour. Canteen, ad hoc reporting, programs, and work details take approximately 4 hours. Movements and visitation take approximately 2 hours. Ad hoc Reporting requires approximately 8 hours.

Classes for inquiry use only will be taught during specialty training. Inquiry training will take approximately 30 minutes and can be taught to as many individuals that can be placed in front of a computer with network access and J-CORR in the classroom.

Training will be conducted by having the trainee conduct the appropriate function associated with the specialty they use. Each step of the functionality will be covered with the trainee using the business rules of the County.

Included in this group will be:

- Transportation and court holding cell staff (26 individuals).
- Court and checkpoint security staff (41 individuals).
- Sheriff's Work Program (SWP) staff (9 individuals).
- Electronic Monitoring Program (EMP) staff (2 individuals).
- Investigations staff (35 individuals).
- Patrol staff (103 individuals).
- Task Force staff (15 individuals).

Contractor can conduct training sessions using webinar sessions on-line. Trainees can be invited to attend an on-line training session and receive training in areas of specific need and requirements.

Example System Administrator Training

Contractor's J-CORR allows the County to administer their own system using edit tables, system tables, and other means of customization. Contractor Administrator Training will consist of 40/80 hours.

Day 1

- A. Overview of system
- B. Identification and function of tables within the system
- C. Supervisor Tools
- D. Change an incorrect PIN for a current booking
- E. Change an incorrect PIN for an archived booking
- F. Change Release Date(s)
- G. Delete an active booking record
- H. Delete an inactive booking record
- I. Export SSN file
- J. Reprint a check
- K. Open

Day 2

- A. Administrator Tools
- B. Edit look up tables
- C. Expunge a Booking Record
- D. Inmate Billing Administration
- E. Maintain Housing Locations
- F. Maintain Property Locations
- G. System Settings
- H. Seal a Booking Record
- I. Unseal a Booking Record
- J. Seal a Charge Record
- K. Unseal a Charge Record
- L. Undelete a Booking Record

Day 3

- A. User Authorization
- B. Visitation Settings
- C. Workstation Manager
- D. Workstation Properties
- E. Drop Down functions in detail

Day 4

- A. Ad hoc Queries
- B. Ad hoc Reports
- C. Enterprise Manager

Day 5

- A. Overview
- B. Build any tables that may need to be built
- C. Questions/Answers

Example Train-the-Trainer Training

Contractor J-CORR allows the County to train their staff using Contractor trained trainers. Contractor Train the Trainer training will consist of 40/80 hours.

Day 1

- A. Overview of system
- B. Booking Drawer
 - a. Inmate History Folder
 - b. Inmate Maintenance Folder
- C. Charges Drawer
 - a. Offense Folder
 - b. Inmate Screen
- D. Property Drawer
 - a. Received At Booking
 - b. Items Issued
 - c. Mail

Day 2

- A. Commissary
 - a. Account Status
 - b. Holds
 - c. Restitutions
- B. Imaging
 - a. Create
 - b. Finger Print Capture
 - c. Line Up
 - d. Scan Document
- C. Release
 - a. Release Inmate
 - b. Holds and Transfers
 - c. Release Property

Day 3

- A. Classification
 - a. Classification
 - b. Point Base Classification
 - c. Point Base Re-Classification
 - d. Scheduled Events
- B. Medical

Exhibit F

- a. Medications
- b. Screening
- c. Suicide Evaluation
- d. Sick Call
- C. Housing
 - a. Movements
 - b. Special Housing
 - c. Visitors

Day 4

- A. Drop Down Menu
 - a. Canteen
 - b. Medical
 - c. Movements
 - d. Property
 - e. Visitors

Day 5

- A. Reports with all sub-reports
- B. Security
- C. Tools
- D. Review and questions and answers

Example User Training

The Contractor's J-CORR is designed in order for either Contractor Trainer or County Trained Trainers to train the users. User training is for individuals that will be using more than one module, such as booking, release, housing, etc. Contractor user training will consist of 12/15 hours. If the County has training space available for more than one session, J-CORR can be taught in two or more classrooms at the same time. Training hours can be modified to fit the County's needs.

Contractor prefers to train 15 users or less in each session but will allow up to 18 users in a session.

Example Specialty Training

The Contractor's J-CORR is designed in order for either Contractor Trainer or County Trained Trainers to train the users of certain (Specialty) modules. Specialty training is for individuals that will be using a specific module for their duties. Specialty training consists of 1 to 8 hours depending on the module. Specialty training sessions are usually small 2 – 6 users as most of these functions are handled by a small group of individuals and not all users.

Exhibit F

Subject	Day	Hours
Trust Fund Accounting, Non-Trust Fund, Accounting, Canteen	Monday	8 -5
Programs, Work Details, Work Release, and Weekenders	Tuesday	8 -5
Classification	Wednesday	8-10
Medical	Wednesday	10-12
Visitation	Wednesday	1-3
Temporary Location Change Inmate Movements	Wednesday	3-5
Adjudication	Thursday	8-9
Sentencing	Thursday	9-11
Billing	Thursday	11-12
Incident and Use of Force Reports Officer Logs	Thursday	1-5
Ad Hoc Queries	Friday	8 -5
Clinical	Monday	8-5
SAM	Tuesday	8-5

EXHIBIT G

Acceptance Test Criteria and Plan

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EXHIBIT G

Acceptance Test Criteria and Plan

Contractor agrees to co-develop and execute a comprehensive Acceptance Test Plan which will include testing of all system requirements and test scenarios found in this exhibit (Exhibit G, Acceptance Test Criteria and Plan). The Acceptance Test Plan will require signed approval from County.

RFP Response Criteria Checklist

The RFP Response Criteria Checklist itemizes those functions and capabilities listed in Contractor’s RFP response (Exhibit “C”). Most of these criteria should be covered in the next section of scripts Performance Acceptance Test Criteria and Plan. If not, then separate verification must be made by County staff.

Functional Requirements

General System Requirements

Req. ID	1. General System Requirements	Mandatory/ Desired	Availability	Scenario / SOW Task	Tested	Comments
1.1	Provide the ability to notify users when an event requires their attention (e.g., approval of inmate action report, grievance appeal).	Mandatory	Currently			
1.2	Provide the ability to send warning messages before data integrity is violated or a business rule conflict exists.	Mandatory	Currently			
1.3	Allow browser-based access for remote users (law enforcement, district attorney, probation, and others).	Mandatory	Currently			
1.4	Support the use of bar code scanning functionality.	Mandatory	Currently			

Exhibit G

Req. ID	1. General System Requirements	Mandatory/ Desired	Availability	Scenario / SOW Task	Tested	Comments
1.5	Support the use of kiosk functionality for inmates to view court information, enter requests, make commissary purchases, or file grievances.	Desired	Currently			
1.6	Provide the ability to capture electronic signatures.	Mandatory	Currently			
1.7	Provide a one-way interface to FileNet, San Mateo County's document imaging system.	Mandatory	Currently			
1.8	Provide the ability to list inmates being housed for other agencies (for example, California Department of Corrections and Rehabilitation [CDCR], U.S. Marshals Service, U.S. Citizenship and Immigration Services [USCIS]).	Mandatory	Currently			
1.9	Provide flexible reporting capabilities.	Mandatory	Currently			
1.10	Provide reporting capabilities that address state and federal jail reporting requirements.	Mandatory	Currently			
1.11	Provide reporting capabilities that replace current reports required by the SMCSO (to be determined).	Mandatory	Currently			
1.12	Provide a one-way interface to the SSA for the submission of inmate information.	Mandatory	Currently	Task 24		
1.13	Provide an interface to CJIS, for the receipt and transfer of subject information such as court data, demographics, and booking information. This must be done in real time.	Mandatory	Custom Development	Task 20		
1.14	Provide the ability to transfer subject demographic information to the DataWorks Plus, LLC, iMUG photo capture system.	Mandatory	Currently	Task 21		

Exhibit G

Req. ID	1. General System Requirements	Mandatory/ Desired	Availability	Scenario / SOW Task	Tested	Comments
1.15	Provide a two-way interface between the JMS and the SMCSO Live-Scan fingerprint processing system (Identix).	Mandatory	Currently	Task 22		
1.16	Provide the ability to transfer subject information to the Probation Department (ORCS or the department's case management system [CMS]).	Mandatory	Currently	Task 25		

Booking Requirements

Req. ID	2. Booking Requirements	Mandatory/ Desired	Availability	Scenario / SOW Task	Tested	Comments
2.1	Provide the ability to capture booking information, including incident and arrest (e.g., charges), property, and medical screening information.	Mandatory	Currently	Scenario 4, 22		
2.2	Provide the ability to capture pre-booking data from external sources.	Mandatory	Currently			
2.3	Provide the ability to record victim information.	Mandatory	Currently			
2.4	Provide the ability to record DNA collection details on all subjects arrested on felony charges, including the date/time of collection, the staff member collecting the sample, and the date a sample is sent to the state crime lab. ¹	Mandatory	Currently			
2.5	Automate booking forms that may be completed by the arresting agency or jail staff (e.g., 849(b)(2) release and ROR denial).	Mandatory	Currently			
2.6	Provide the ability to record an arresting officer's probable cause declaration.	Mandatory	Currently			

¹ Pursuant to California law, beginning in 2009, DNA samples must be collected on all persons arrested on felony charges.

Exhibit G

Req. ID	2. Booking Requirements	Mandatory/ Desired	Availability	Scenario / SOW Task	Tested	Comments
2.7	Notify the user if prior or existing in-jail information exists on a subject in order to avoid duplicate, redundant, or separate records for persons active in the system.	Mandatory	Currently	Scenario 3, 4		
2.8	Provide the ability to record the "book and release" of a subject.	Mandatory	Currently	Scenario 19		
2.9	Provide the ability to enter booking information on special cases (juveniles sentenced to jail time, civil commitments, and subjects serving out-of-county sentences).	Mandatory	Currently			
2.10	Provide the ability to create an SMCSO number, based on positive identification, for inmates new to the jail.	Mandatory	Currently	Scenario 2		
2.11	Create a temporary SMCSO number until a positive identification is acquired and provide a mechanism for changing the temporary number to a permanent identification number.	Mandatory	Currently			
2.12	Provide the ability to book a subject that does not provide a name.	Mandatory	Currently			
2.13	Notify the user when all booking processes are complete.	Mandatory	Currently			
2.14	Assign a unique booking number for each booking based upon sequential processing.	Mandatory	Currently	Scenario 2, 4		
2.15	Provide the ability to modify, delete, merge, and seal ² bookings.	Mandatory	Currently	Scenario 33, 34, 35, 36, 37, 41		

² All booking information ordered sealed by the court cannot be viewed by anyone unless granted permission by the court. Three years from the date of the order to seal the records, all associated records of the booking must be destroyed.

Exhibit G

Req. ID	2. Booking Requirements	Mandatory/ Desired	Availability	Scenario / SOW Task	Tested	Comments
2.16	Provide the ability to record and maintain bail information on each subject booked in the jail, including the stacking of bail if the subject is booked on multiple charges.	Mandatory	Currently			
2.17	Provide the ability to record bond information, including bonding company information.	Mandatory	Currently			
2.18	Provide the ability to maintain a list of approved bonding companies.	Mandatory	Custom Development			
2.19	Provide the ability to record booking information for each arresting agency.	Mandatory	Currently			
2.20	Provide the ability to maintain 3-year booking averages for each arresting agency (excluding arrests on warrant only).	Mandatory	Currently			
2.21	Provide the ability to create detailed billings for federal, state, and other agencies.	Mandatory	Currently			
2.22	Provide the ability to create a list of subjects booked during a given time period.	Mandatory	Currently			
2.23	Provide the ability to record segmented incarceration that requires multiple bookings and releases (e.g., weekend sentences).	Mandatory	Currently			
2.24	Provide the ability to automatically create a weekend schedule based on the number of weekends/days ordered to be served.	Mandatory	Currently			

Exhibit G

Req. ID	2. Booking Requirements	Mandatory/ Desired	Availability	Scenario / SOW Task	Tested	Comments
2.25	Provide the ability to modify a weekend sentence schedule, ³ including a reason for the modification (i.e., allow users to record excused absences for weekend sentences).	Mandatory	Currently			
2.26	Provide the ability to record holds, warrants, and detainers.	Mandatory	Currently			
2.27	Provide the ability to record the date and time an offender is received at MCF.	Mandatory	Currently			
2.28	Provide the ability to record a search (pat-down or strip), the reason for a strip search, and the results of the search.	Mandatory	Currently			
2.29	Provide the ability to record the approval of a strip search.	Mandatory	Currently			
2.30	Provide the ability to record the use and approval of restraint devices.	Mandatory	Currently			
2.31	Provide the ability to enter alerts (gang, medical, DNA collection, weekender, etc.).	Mandatory	Currently			
2.32	Provide the ability to record restraining order information.	Mandatory	Currently			
2.33	Provide the ability to record, edit, and review sentence information, including custody, fines, restitution, modifiable sentence, and program recommendation. This ability should be provided via an interface to CJIS as well as manually within the JMS.	Mandatory	Currently	Scenario 32		

³ A weekend sentence is a term of incarceration ordered to be served on weekends, typically requiring the subject to report Friday evening and be released Sunday evening.

Exhibit G

Req. ID	2. Booking Requirements	Mandatory/ Desired	Availability	Scenario / SOW Task	Tested	Comments
2.34	Provide the ability to record, review, and edit inmate court hearing information, including bail information. This ability should be provided via an interface to CJIS as well as manually within the JMS.	Mandatory	Currently			
2.35	Provide the ability to receive bail and offense code table updates from CJIS.	Mandatory	Currently			
2.36	Provide the ability to export custody information to SMCSO's Web site.	Mandatory	Currently	Task 26		

Exhibit G

Photo Imaging Requirements

Req. ID	3. Photo Imaging Requirements	Mandatory/ Desired	Availability	Scenario / SOW Task	Tested	Comments
3.1	Provide the ability to retrieve photographs and photograph lookup information from DataWorks Plus for use within the JMS.	Mandatory	Currently	Task 21		
3.2	Provide the ability to display a subject's photograph from DataWorks Plus when a subject record is being accessed in the JMS.	Mandatory	Currently	Task 21		
3.3	Provide the ability to search on a text field in DataWorks Plus that provides a description of scars, marks, and tattoos (SMT).	Mandatory	Currently	Task 21		
3.4	Provide the ability to affix a subject's picture to any virtual jail document.	Mandatory	Currently			
3.5	Provide the ability to create and manage photo lineups based on multiple criteria.	Mandatory	Currently	Scenario 6		
3.6	Provide the ability to create picture identification cards for staff, guests, and volunteers, as well as armbands for inmates.	Mandatory	Currently			

Exhibit G

Medical Screening Requirements

Req. ID	4. Medical Screening Requirements	Mandatory/ Desired	Availability	Scenario / SOW Task	Tested	Comments
4.1	Provide an automated process for medical screening, including the review of medical data entered by the arresting officer and the intake nurse's assessment.	Mandatory	Currently	Scenario 22		
4.2	Provide the ability to record the need for a wheelchair, prosthetic appendage, or other medically approved devices.	Mandatory	Currently			
4.3	Provide the ability to reject the intake of a subject and document the reason.	Mandatory	Currently			
4.4	Provide the ability to record an emergency room physician's approval for detention.	Mandatory	Currently			

Exhibit G

ROR Screening Requirements

Req. ID	5. ROR Screening Requirements	Mandatory/ Desired	Availability	Scenario / SOW Task	Tested	Comments
5.1	Provide the ability to enter details of jail staff contacts or attempted contacts with victims.	Mandatory	Currently			
5.2	Provide the ability to print a victim notification letter.	Mandatory	Currently			
5.3	Automate the process of a subject release via a promise to appear (PTA).	Mandatory	Currently			
5.4	Maintain a list of subjects released on PTA and their respective court date information.	Mandatory	Currently			
5.5	Provide the ability to record court date/time reminder telephone calls and letters to subjects released on PTA.	Mandatory	Custom Development			
5.6	Automatically create PTA court date reminder letters.	Mandatory	Currently			
5.7	Automate the process of a subject release via California Penal Code, Section 849(b)(2). ⁴	Mandatory	Currently			
5.8	Provide the ability to print a release certificate for subjects released pursuant to 849(b)(2).	Mandatory	Currently			
5.9	Provide the ability to record, review, and edit current and past addresses.	Mandatory	Currently			
5.10	Provide the ability to record, review, and edit current and past employment.	Mandatory	Currently			
5.11	Provide the ability to record, review, and edit probation and parole history.	Mandatory	Currently			

⁴ If a subject is arrested on intoxication charges only, the arresting officer may agree to a release of the subject and the subject shall be issued a certificate reflecting that the arrest is a detention only.

Exhibit G

Req. ID	5. ROR Screening Requirements	Mandatory/ Desired	Availability	Scenario / SOW Task	Tested	Comments
5.12	Provide the ability to record pending charges information.	Mandatory	Currently			
5.13	Provide the ability to record, review, and edit subject family contact information.	Mandatory	Currently			
5.14	Provide the ability to record details of contacts or attempted contacts with outside parties.	Mandatory	Currently			
5.15	Maintain a list of out-of-county arraignment dates and times, to be used when releasing a subject on his/her own recognizance for an out-of-county warrant. ⁵	Mandatory	Custom Development			
5.16	Automate the process of a subject release on his/her own recognizance for out-of-county warrants.	Mandatory	Custom Development			
5.17	Provide the ability to record details on telephone citations for out-of-county warrants (i.e., record details of the requesting officer and the court date provided).	Mandatory	Custom Development			
5.18	Automate the drug court screening form.	Mandatory	Currently			
5.19	Provide the ability to record information on 1381 requests from an inmate. ⁶	Mandatory	Custom Development			
5.20	Provide the ability to print a 1381 letter to be sent to other counties in California.	Mandatory	Currently			

⁵ Staff currently maintains a three-ring binder with preapproved court dates for all California counties. When releasing a subject on his/her own recognizance with an out-of-county warrant, the staff accesses this binder and provides the defendant with a new court date in the warrant-issuing county.

⁶ Pursuant to California Penal Code, Section 1381, an inmate who has been sentenced to a period of incarceration of 90 days or more and who has pending charges in another California county may request to the other county's district attorney that he/she be brought to that county for trial or sentencing.

Exhibit G

Classification Requirements

Req. ID	6. Classification Requirements	Mandatory/ Desired	Availability	Scenario / SOW Task	Tested	Comments
6.1	Automate a classification questionnaire.	Mandatory	Currently	Scenario 23		
6.2	Automate and calculate a risk assessment questionnaire.	Mandatory	Currently			
6.3	Provide the ability to record the results of face-to-face classification and gang investigation interviews.	Mandatory	Currently	Scenario 23		
6.4	Provide for automatic classification of an inmate based on the outcome of the assessments and the inmate's special needs. Allow for the classification to be overridden.	Mandatory	Currently	Scenario 23		
6.5	Provide the ability to classify inmates as sentenced or un-sentenced based on established criteria.	Mandatory	Currently			
6.6	Maintain a history of assessments and classifications.	Mandatory	Currently			
6.7	Support cell/housing assignment and changes in assignments in accordance with established procedures, inmate classification, and other factors (e.g., inmate behavior and population).	Mandatory	Currently			
6.8	Provide the ability to identify all beds within a facility that meet the inmate's needs (in terms of classification, special handling needs, alerts, etc.) and assign an inmate to a bed.	Mandatory	Currently			
6.9	Provide the ability to show the population count of each pod and facility in real time.	Mandatory	Currently			

Exhibit G

Req. ID	6. Classification Requirements	Mandatory/ Desired	Availability	Scenario / SOW Task	Tested	Comments
6.10	Provide the ability to record special handling needs of an inmate (e.g., bed requirements).	Mandatory	Currently			
6.11	Permit manual reclassification at any time.	Mandatory	Currently			
6.12	Provide the ability to schedule periodic reclassifications of inmates.	Mandatory	Currently			
6.13	Provide the ability to notify staff when a classification assessment is due.	Mandatory	Currently			
6.14	Provide the ability to enter keep-aways and the type (rival gang, codefendant, witness, etc.).	Mandatory	Currently	Scenario 13		
6.15	Assist in identifying housing assignments that do not conflict with keep-aways or other alerts.	Mandatory	Currently			
6.16	Provide the ability to record a classification appeal filed by an inmate.	Mandatory	Currently			
6.17	Provide the ability to associate an inmate to a particular gang, as well as local sets of the gang.	Mandatory	Currently			
6.18	Provide the ability to conduct a gang validation assessment.	Mandatory	Custom Development			
6.19	Provide the ability to identify gang affiliations (including local gang set) by pod/dorm location and cell number.	Mandatory	Custom Development			
6.20	Maintain a global list of jobs and characteristics of each inmate worker position.	Mandatory	Currently			
6.21	Provide the ability to record and approve/deny an inmate's request to be an inmate worker.	Mandatory	Currently			
6.22	Provide the ability to record medical approval for inmate worker positions.	Mandatory	Currently			

Exhibit G

Req. ID	6. Classification Requirements	Mandatory/ Desired	Availability	Scenario / SOW Task	Tested	Comments
6.23	Provide the ability to record medical approval for placement at a particular facility (Men's Minimum Security Transitional Facility [MSTF]). Additional facilities are anticipated.	Mandatory	Currently			
6.24	Provide the ability to assign an inmate to an inmate worker position.	Mandatory	Currently			
6.25	Maintain a list of approved inmates for inmate worker positions.	Mandatory	Currently			
6.26	Provide the ability to enter notes on the initial classification and all subsequent classification reviews.	Mandatory	Currently			
6.27	Provide a list of subjects who failed to self-surrender as required.	Mandatory	Currently			
6.28	Provide the ability to create a failure to self-surrender letter.	Mandatory	Currently			

Exhibit G

Property Requirements

Req. ID	7. Property Requirements	Mandatory/ Desired	Availability	Scenario / SOW Task	Tested	Comments
7.1	Create a list of property received from an inmate at intake and record the inmate's agreement with the list.	Mandatory	Currently	Scenario 27		
7.2	Provide the ability to make additions to property inventory.	Mandatory	Currently			
7.3	Provide the ability to record the location where an inmate's property is stored.	Mandatory	Currently	Scenario 27		
7.4	Provide bar code functionality for property bags.	Mandatory	Currently			
7.5	Provide the ability to print a list of inmates by facility and pod to be used in carrying out the clothing exchange process.	Mandatory	Currently			
7.6	Provide the ability to create stock inventory and inmate inventory reports.	Mandatory	Currently			
7.7	Automatically update inventories based on inmate release.	Mandatory	Currently			
7.8	Provide the ability to create a list of lost and found property items to assist in sending a letter to the subject.	Mandatory	Currently			
7.9	Provide the ability to record a history of property that has been disposed of.	Mandatory	Currently			
7.10	Provide the ability to print an inmate property receipt to be issued at intake and release.	Mandatory	Currently			
7.11	Provide the ability to associate work furlough (WF) inmates with a particular locker .	Mandatory	Currently			

Exhibit G

Req. ID	7. Property Requirements	Mandatory/ Desired	Availability	Scenario / SOW Task	Tested	Comments
7.12	Provide the ability to capture an inmate's clothing and shoe sizes.	Mandatory	Currently			
7.13	Provide the ability to release property to a third party and record details from the third party's identification (e.g., driver's license number).	Mandatory	Currently			
7.14	Provide the ability to record and approve/deny an inmate's request for release of property or money to a third party.	Mandatory	Currently			

Exhibit G

Housing Requirements

Req. ID	8. Housing Requirements	Mandatory/ Desired	Availability	Scenario / SOW Task	Tested	Comments
8.1	Provide the ability to assign an inmate to a particular cell/dorm.	Mandatory	Currently			
8.2	Maintain a history of the inmate's cell and bed assignment for current and past periods of incarceration.	Mandatory	Currently			
8.3	Provide the ability to enter, edit, modify, and delete inmate restrictions.	Mandatory	Currently			
8.4	Provide the ability to view current inmate restrictions by name, SO ID number, pod/dorm location, restriction end date for each offense, and/or custody status.	Mandatory	Currently			
8.5	Provide the ability to view current inmate alerts by alert type and details, subject name, SO ID number, pod/dorm location, and cell number.	Mandatory	Currently			
8.6	Provide the ability to perform a population count at any given time.	Mandatory	Currently			
8.7	Provide for entry and tracking of inmate physical movement data (location, date, time) and who escorted the inmate.	Mandatory	Currently			
8.8	Provide the ability to use bar code readers (hand wand or stationary) to record movements, dates, and times.	Mandatory	Currently			
8.9	Provide the ability to maintain a complete record of all jail events for each inmate.	Mandatory	Currently			

Exhibit G

Req. ID	8. Housing Requirements	Mandatory/ Desired	Availability	Scenario / SOW Task	Tested	Comments
8.10	Provide the ability to record information on cell searches, including identifying inmate(s) searched and search results.	Mandatory	Currently			
8.11	Provide for real-time entry of jail staff activities, replacing current pod log books.	Mandatory	Currently	Scenario 39		
8.12	Provide for group notifications and electronic mailings among jail staff.	Mandatory	Currently			
8.13	Provide the ability to record an inmate or staff request for an inmate to be placed on a special diet.	Mandatory	Currently			
8.14	Provide the ability to record a special housing request from an inmate or staff member.	Mandatory	Currently			
8.15	Provide the ability to record the approval/denial of special diet and special housing requests.	Mandatory	Currently			
8.16	Provide the ability to create a list of inmates requiring special diets, including the types of diets. The list must also be able to be created for all inmates and filtered by pod.	Mandatory	Currently			
8.17	Provide the ability to record activities of inmates in administrative segregation, including use of the shower, telephone, and television and recreation time.	Mandatory	Currently			
8.18	Provide the ability to record welfare checks on inmates in administrative segregation or on suicide watch.	Mandatory	Currently			
8.19	Provide the ability to record and approve/deny inmate pass requests.	Mandatory	Currently			

Exhibit G

Req. ID	8. Housing Requirements	Mandatory/ Desired	Availability	Scenario / SOW Task	Tested	Comments
8.20	Provide the ability to record an inmate request, including the type of request; some examples of request types include a request for jury clothes, a request to send a message to outside family/friends, and release planning.	Mandatory	Currently			
8.21	The JMS should provide the ability for an inmate to submit requests via kiosk functionality, as defined in requirement 8.20.	Desired	Currently			
8.22	Provide the ability to review and enter actions taken regarding inmate requests.	Mandatory	Currently			
8.23	Provide the ability to record an inmate injury.	Mandatory	Currently			
8.24	Provide the ability to notify appropriate personnel of an inmate injury.	Mandatory	Currently			
8.25	Provide the ability to record information on incoming mail for an inmate, including the name and address of the sender.	Mandatory	Currently			
8.26	Provide the ability to record information on all outgoing mail from an inmate, including the name and address of the intended recipient.	Mandatory	Currently			
8.27	Provide the ability to record the discovery of contraband found in incoming or outgoing mail.	Mandatory	Currently			
8.28	Provide the ability to record the names of inmates subscribing to defined periodicals, such as the <i>San Francisco Chronicle</i> and the <i>San Mateo County Times</i> .	Mandatory	Custom Development			
8.29	Provide the ability to record the collection date and results of blood alcohol and urine tests on inmates.	Mandatory	Future Release			

Exhibit G

Incident and Discipline Requirements

Req. ID	9. Incident and Discipline Requirements	Mandatory/ Desired	Availability	Scenario / SOW Task	Tested	Comments
9.1	Provide the ability to add, review, edit, and submit an incident report, including the identification of the severity of the violation.	Mandatory	Currently			
9.2	Support the work flow process of an incident report by notifying appropriate personnel that an incident report is ready for their review. Allow for the approval/denial of the details of the report or its recommendation.	Mandatory	Currently			
9.3	Support the classification of a violation as minor or major. Maintain a list of major and minor violations and the numbered code associated with each violation.	Mandatory	Currently			
9.4	The JMS should provide the ability to notify an inmate about decisions in the disciplinary process via kiosk functionality.	Desired	Currently			
9.5	Provide the ability to record an inmate's decision to waive his/her right to a hearing before the Disciplinary Review Board.	Mandatory	Currently			
9.6	Provide the ability to record the staff assigned as the Disciplinary Review Board for each incident.	Mandatory	Currently			
9.7	Provide the ability to review an inmate's disciplinary history.	Mandatory	Currently			
9.8	Support scheduling of disciplinary hearings.	Mandatory	Currently			
9.9	Provide the ability to record details of staff and inmate interviews conducted by the Disciplinary Review Board.	Mandatory	Currently			

Exhibit G

Req. ID	9. Incident and Discipline Requirements	Mandatory/ Desired	Availability	Scenario / SOW Task	Tested	Comments
9.10	Provide the ability to record the results of a disciplinary hearing.	Mandatory	Currently			
9.11	Provide the ability for an inmate to appeal a decision by the Disciplinary Review Board.	Mandatory	Currently			
9.12	Provide the ability to record an appeal decision.	Mandatory	Currently			
9.13	Provide the ability to list the incidents of a particular inmate, facility, pod, or cell.	Mandatory	Currently			

Exhibit G

Program Requirements

Req. ID	10. Program Requirements	Mandatory/ Desired	Availability	Scenario / SOW Task	Tested	Comments
10.1	Provide the ability to review and approve/deny inmate requests for program participation.	Mandatory	Currently			
10.2	Provide the ability to record and track inmates who are sentenced with recommendations for program participation (Alternative Sentencing Bureau or EMP).	Mandatory	Currently			
10.3	Provide the ability to notify users that a subject program request requires approval/denial.	Mandatory	Currently			
10.4	Provide the ability to author and print letters to inmates denying program participation.	Mandatory	Currently			
10.5	Provide the ability to assign inmates to programs.	Mandatory	Currently			
10.6	Provide the ability to maintain a waiting list for programs.	Mandatory	Currently			
10.7	Automatically update a program waiting list upon change of an inmate's status (e.g., assignment to the program or release).	Mandatory	Currently			
10.8	Maintain program and program session characteristics (e.g., facility location, instructor/facilitator, room location and capacity).	Mandatory	Currently			
10.9	Provide the ability to record information regarding an inmate's program attendance.	Mandatory	Currently			
10.10	Provide the ability to record details of program usage.	Mandatory	Currently			
10.11	Maintain program schedules, including facility location, starting time, and ending time.	Mandatory	Currently			

Exhibit G

Req. ID	10. Program Requirements	Mandatory/ Desired	Availability	Scenario / SOW Task	Tested	Comments
10.12	Maintain a list of inmates scheduled to participate in programs.	Mandatory	Currently			
10.13	Provide the ability to record an inmate's baseline level prior to entering a program and the corresponding level upon program completion (e.g., an inmate's literacy level before and after program completion).	Mandatory	Future Release			
10.14	Provide the ability to record progress notes on inmates in programs.	Mandatory	Future Release			
10.15	Provide the ability to list inmates with modifiable sentences.	Mandatory	Custom Development			
10.16	Provide the ability to list inmates whose sentences are modifiable and eligible for the reentry program.	Mandatory	Custom Development			
10.17	Provide the ability to record an inmate's outside employer (SWP, WF, EMP) details.	Mandatory	Currently			
10.18	Provide the ability to record daily work attendance of all subjects participating in SWP.	Mandatory	Currently			
10.19	Provide the ability to list the subjects assigned to a particular employer (SWP and WF).	Mandatory	Currently			
10.20	Provide the ability to set subjects' work schedules (SWP and WF).	Mandatory	Currently			
10.21	Provide the ability to list subjects' work schedules on any given day (SWP and WF).	Mandatory	Currently			
10.22	Provide the ability to record absentees from an employer site (SWP).	Mandatory	Currently			
10.23	Maintain a field visit calendar for subjects in EMP, WF, and SWP.	Mandatory	Custom Development			

Exhibit G

Req. ID	10. Program Requirements	Mandatory/ Desired	Availability	Scenario / SOW Task	Tested	Comments
10.24	Provide the ability to record field visit notes on subjects in EMP, WF, and SWP.	Mandatory	Custom Development			
10.25	Provide the ability to record chronological notes on subjects in programs.	Mandatory	Currently			
10.26	Provide the ability to author letters regarding program noncompliance, program completion, or the cancellation/termination of an inmate's participation in the program.	Mandatory	Currently			
10.27	Provide the ability to record inmate appeals of a program denial decision.	Mandatory	Currently			
10.28	Provide the ability to record program violations.	Mandatory	Currently			
10.29	Provide the ability to record decisions on program violations, including the transfer of inmates from program participation to jail custody. ⁷	Mandatory	Currently			
10.30	Provide the ability to record subject requests for waiving program fees.	Mandatory	Currently			

⁷ Inmates who do not comply with certain programs can be kicked out of the programs and “rolled up” or taken into custody, whereupon they will serve the remainder of their sentence as an inmate at MCF or WCC.

Exhibit G

Visitation Requirements

Req. ID	11. Visitation Requirements	Mandatory/ Desired	Availability	Scenario / SOW Task	Tested	Comments
11.1	Provide the ability to record all visits made to an inmate, including visitor name, date/time, and location.	Mandatory	Currently			
11.2	Provide the ability to record special rules regarding inmate visits (e.g., no children, no contact).	Mandatory	Currently			
11.3	Provide the ability to deny visitation based on existing disciplinary action/restriction and allow for manual override of the restriction.	Mandatory	Currently			
11.4	Provide the ability to determine whether a requested visitor is a codefendant or victim of the inmate.	Mandatory	Currently			
11.5	Provide the ability to record visits made by probation officers and attorneys.	Mandatory	Currently			
11.6	Provide the ability to note that an individual is restricted from visiting a specific inmate or visiting any inmate in the jail.	Mandatory	Currently			
11.7	Provide the ability to maintain a history of unapproved visitors for each inmate.	Mandatory	Currently			
11.8	Provide the ability to schedule visits.	Mandatory	Currently	Scenario 7		
11.9	The JMS should allow for visiting schedule requests to be made through the use of a kiosk.	Desired	Currently			
11.10	Provide the ability to record walk-in visit requests as well as scheduled visits.	Mandatory	Currently	Scenario 7		
11.11	Provide the ability to notify staff of any restraining orders currently stored for an inmate (restraining orders will be scanned and stored in the system).	Mandatory	Currently			

Exhibit G

Req. ID	11. Visitation Requirements	Mandatory/ Desired	Availability	Scenario / SOW Task	Tested	Comments
11.12	Provide the ability for staff to review and print visitation schedules for a facility, pod, or inmate.	Mandatory	Currently			
11.13	Provide the ability to identify a visitor's SO ID number (if previously in custody) and associate the SO ID number to the offender and the visit record.	Mandatory	Currently			

Exhibit G

Grievance Requirements

Req. ID	12. Grievance Requirements	Mandatory/ Desired	Availability	Scenario / SOW Task	Tested	Comments
12.1	Provide the ability to record a grievance received from an inmate.	Mandatory	Currently			
12.2	Provide the ability to record an appeal of a grievance decision by an inmate.	Mandatory	Currently			
12.3	The JMS should support the use of a kiosk for grievances (filing, receiving updates on jail staff action).	Desired	Currently			
12.4	Support an approval process for reviews and responses to inmate grievances.	Mandatory	Currently			
12.5	Provide the ability to notify staff that a grievance requires their review and approval.	Mandatory	Currently			
12.6	Provide the ability to record the investigation and decision regarding all accepted complaints received by inmates.	Mandatory	Currently			
12.7	Provide the ability to record and respond to an inmate's appeal of a grievance decision.	Mandatory	Currently			
12.8	Provide the ability to list details of grievances filed by specific inmates, pods, and facilities, including the type of grievance.	Mandatory	Currently			
12.9	Provide the ability to list grievances filed on particular staff members, including the types of grievances.	Mandatory	Currently			

Exhibit G

Scheduling and Transportation Requirements

Req. ID	13. Scheduling and Transportation Requirements	Mandatory/ Desired	Availability	Scenario / SOW Task	Tested	Comments
13.1	Provide the ability to schedule inmate appointments and notify users of schedule conflicts.	Mandatory	Currently	Scenario 7		
13.2	Provide the ability to schedule periodic or as-needed meetings with inmates.	Mandatory	Currently			
13.3	Provide the ability to resolve conflicting appointments for an inmate, based on an established prioritization scheme. Allow for manual overrides.	Mandatory	Custom Development			
13.4	Provide the ability to maintain and create a master inmate daily schedule, including alerts and restriction information (e.g., keep-away information).	Mandatory	Currently			
13.5	Provide the ability to create an inmate's daily schedule.	Mandatory	Currently			
13.6	Provide the ability to create a pod's or facility's daily and weekly schedule.	Mandatory	Currently			
13.7	Provide the capability to list court information for each inmate, pod, and facility.	Mandatory	Currently			
13.8	Permit scheduling and recording of arraignments.	Mandatory	Currently			
13.9	Provide the ability to create a list of inmates who did not go to court as scheduled, with the reason for their nonappearance.	Mandatory	Currently			
13.10	Provide the ability to add scheduled court appearances to inmate and transport schedules.	Mandatory	Currently			

Exhibit G

Req. ID	13. Scheduling and Transportation Requirements	Mandatory/ Desired	Availability	Scenario / SOW Task	Tested	Comments
13.11	Provide the ability to maintain a record of inmate-related court proceedings, including the time, date, place, type of proceeding, and results.	Mandatory	Currently			
13.12	Provide the ability to schedule and record the transportation of inmates.	Mandatory	Currently			
13.13	Provide the ability to record all transfers to/from MCF, including those inmates being picked up by CDCR staff.	Mandatory	Currently			
13.14	Provide the ability to schedule inmates for transfer to San Quentin State Prison by SMCSO transportation deputies.	Mandatory	Currently			
13.15	Provide the ability to record transportation information about juveniles being housed at the juvenile detention center and transported to the courthouse for adult court appearances.	Mandatory	Currently			
13.16	Provide the ability to record inmates who are being extradited to/from San Mateo.	Mandatory	Currently			
13.17	Provide the ability to record chronological notes on extradition cases within/ outside San Mateo.	Mandatory	Currently			

Exhibit G

Release Requirements

Req. ID	14. Release Requirements	Mandatory/ Desired	Availability	Scenario / SOW Task	Tested	Comments
14.1	Support appropriate release process business rules to ensure compliance with laws, regulations, and internal policies and procedures.	Mandatory	Currently			
14.2	Provide the ability to create an inmate's release paperwork.	Mandatory	Currently			
14.3	Record the death of an inmate and initiate notification, account disbursement and closure, and other necessary processes.	Mandatory	Currently			
14.4	Provide the ability to schedule releases.	Mandatory	Currently			
14.5	Provide the ability to add, modify, and delete a final release.	Mandatory	Currently			
14.6	Provide the ability to create a list of inmates to be released, or released, in a given time period.	Mandatory	Currently			
14.7	Provide the ability to record a subject's signature electronically.	Mandatory	Currently			
14.8	Support various release types, such as PTA, 849(b)(2), out-of-county warrant citation, ROR, bail, bond, transfer to CDCR, transfer to the agency, extradition, and release of probation or parole hold.	Mandatory	Currently			
14.9	Provide the ability to capture the name and badge number of the officer picking up an inmate for transfer to another agency.	Mandatory	Currently			
14.10	Provide data or biometrics to aid in the positive identification of inmates prior to their release.	Mandatory	Currently			

Exhibit G

Req. ID	14. Release Requirements	Mandatory/ Desired	Availability	Scenario / SOW Task	Tested	Comments
14.11	Support the use of bar code functionality in the release process.	Mandatory	Currently			
14.12	Provide the ability to record the date and time deadline for outside agency pickup of an inmate. ⁸	Mandatory	Currently			
14.13	Provide the ability to record the details of a pass release and return, including date/time of release and return.	Mandatory	Currently			

⁸ For those inmates being released to another agency on an out-of-county warrant, staff will notify the other county of a deadline for the inmate to be picked up for transport. For all misdemeanor warrants and felonies wherein the warrant-issuing county is less than 400 miles from San Mateo, the deadline is 5 days from the time notice is given. For all felonies wherein the warrant-issuing county is 400 miles or more from San Mateo, the deadline is 7 days.

Exhibit G

Inmate Financials Requirements

Req. ID	15. Inmate Financials Requirements	Mandatory/ Desired	Availability	Scenario / SOW Task	Tested	Comments
15.1	Follow generally accepted accounting principles.	Mandatory	Currently			
15.2	Provide the ability to record inmate account transactions (with automatic date and time stamp), including debits, deposits, credits, refunds, bails, co-payments, and account closures.	Mandatory	Currently	Scenario 9, 10		
15.3	Provide the ability to display inmate bank account transaction history by name or number.	Mandatory	Currently			
15.4	Provide the ability to record inmate co-payments.	Mandatory	Currently			
15.5	Provide the ability to record commissary orders.	Mandatory	Currently	Scenario 10		
15.6	Provide the ability to record commissary purchases.	Mandatory	Currently	Scenario 10		
15.7	Provide the ability to record welfare commissary purchases.	Mandatory	Currently			
15.8	Provide the ability to record indigent requests for over-the-counter medication.	Mandatory	Currently			
15.9	Provide the ability to restrict commissary orders/purchases and allow for the manual override of the restriction (i.e., deny commissary orders for inmates who have lost commissary privileges).	Mandatory	Currently			
15.10	Provide inmate account balance in real time.	Mandatory	Currently			
15.11	The JMS should provide the ability for an inmate to review debits/deposits to his/her account via kiosk functionality.	Desired	Currently			

Exhibit G

Req. ID	15. Inmate Financials Requirements	Mandatory/ Desired	Availability	Scenario / SOW Task	Tested	Comments
15.12	Provide the ability to record details of persons depositing money in an inmate account.	Mandatory	Currently			
15.13	Provide the ability to maintain an inventory of commissary items and their costs.	Mandatory	Currently			
15.14	Support digital signatures for the release of money to the inmate or an approved third party.	Mandatory	Currently			
15.15	Provide the ability to correct inmate bank account transaction errors.	Mandatory	Currently			
15.16	Provide the ability to print inmate bank account disbursement checks automatically.	Mandatory	Currently			
15.17	Provide the ability to establish a payment schedule for programs (SWP, EMP, WF).	Mandatory	Currently			
15.18	Provide the ability to record payments made for programs (SWP, EMP, WF).	Mandatory	Currently			
15.19	Provide the ability to notify users of missed payments for programs (SWP, EMP, WF).	Mandatory	Currently			
15.20	Provide the ability to print a receipt when accepting payment for bail, deposits/debits to an inmate trust account, programs (SWP, EMP, WF), etc.	Mandatory	Currently			
15.21	Support audits and procedures used for balancing the cash drawer.	Mandatory	Currently			
15.22	Provide the ability to record bail payments.	Mandatory	Currently			
15.23	Provide the ability to record details about the person posting bail.	Mandatory	Currently			
15.24	Provide the ability to record bond postings and the name of the bonding company.	Mandatory	Currently			

Exhibit G

Req. ID	15. Inmate Financials Requirements	Mandatory/ Desired	Availability	Scenario / SOW Task	Tested	Comments
15.25	Provide the ability to record bail information for each inmate booked into jail.	Mandatory	Currently			
15.26	Provide the ability to calculate a total bail amount for multiple charges.	Mandatory	Currently			
15.27	Provide the ability to print a bail/bond receipt.	Mandatory	Currently			
15.28	Provide the ability to notify release personnel that bail/bond has been posted.	Mandatory	Currently			
15.29	Provide the ability to generate a check for inmate account balances to accompany them on transfer to another facility.	Desired	Currently			

Exhibit G

Sentence Calculation Requirements

Req. ID	16. Sentence Calculation Requirements	Mandatory/ Desired	Availability	Scenario / SOW Task	Tested	Comments
16.1	Allow for recording of all judgment and sentence-related data received from the court.	Mandatory	Currently			
16.2	Provide the ability to calculate an inmate's release date, including multiple release dates, concurrent and consecutive sentences, and the incorporation of good-time-earning business rules.	Mandatory	Currently			
16.3	Provide the ability to automatically recalculate release date(s) based on varying events, such as program completion, disciplinary action, and amended sentence. Provide for manual override.	Mandatory	Currently			
16.4	Provide the ability to add, modify, delete, merge, and seal subjects.	Mandatory	Currently	Scenario 41		
16.5	Provide the ability to add, modify, delete, merge, and seal charges.	Mandatory	Currently	Scenario 33, 34, 35, 36, 37, 41		
16.6	Provide the ability to maintain multiple inmate sentence(s) and related conditions.	Mandatory	Currently			
16.7	Provide the ability to apply multiple sentence calculation rules based on when the offense(s) occurred.	Mandatory	Currently			
16.8	Provide the ability to print a calculation sheet specifying an inmate's release date and summarizing his/her sentences, good-time-earning rate, program completions, and other events affecting sentence calculation.	Mandatory	Currently			

Exhibit G

Records Requirements

Req. ID	17. Records Requirements	Mandatory/ Desired	Availability	Scenario / SOW Task	Tested	Comments
17.1	Provide the ability to capture digitized images, including images of all incoming inmate paperwork, and transfer them to FileNet for permanent storage.	Mandatory	Currently			
17.2	Index all records and maintain the current status and location of original jail documents.	Mandatory	Currently			
17.3	Provide the ability to manage records archiving and disposal.	Mandatory	Currently			
17.4	Allow for authorized users to alter or delete information to correct file information.	Mandatory	Currently	Scenario 32		
17.5	Provide the ability to control access and distribution of inmate information in accordance with all applicable laws and regulations.	Mandatory	Currently			
17.6	Provide an audit trail that identifies who has amended or updated a subject record.	Mandatory	Currently			

Technical Response
Infrastructure Requirements

Req. ID	18. Infrastructure Requirements	Mandatory/ Desired	Availability	Scenario / SOW Task	Tested	Comments
18.1	The SMCSO network is TCP/IP-based. The JMS must comply with IP networking standards and provide network services to any TCP/IP-based client or requesting service.	Mandatory	Currently	Scenario 1		
18.2	The system must operate within the established network firewall architecture and comply with network standards.	Mandatory	Currently	Scenario 1		
18.3	The JMS, related software, and supporting hardware must be available for use 24 hours per day, 7 days per week.	Mandatory	Currently	Task 37		
18.4	The system must provide 99.5 percent availability of servers and the network for all environments to ensure a continuous operating environment.	Mandatory	Currently	Task 37		
18.5	JMS server configuration design should provide geographic redundancy and comply with business continuity planning.	Desired	Currently			
18.6	JMS storage systems must include sufficient redundancy to ensure the continued availability of data after the failure of any single component or interface in the system.	Mandatory	Currently			
18.7	The JMS server must be located on SMCSO's network and accessible from LawNet.	Mandatory	Currently	Scenario 1		
18.8	The JMS must allow for the addition or removal of components with minimal impact to users.	Mandatory	Currently			

Exhibit G

Req. ID	18. Infrastructure Requirements	Mandatory/ Desired	Availability	Scenario / SOW Task	Tested	Comments
18.9	The JMS, related software, and supporting hardware must be scalable to handle additional users, increased processing requirements, and increased data or index requirements.	Mandatory	Currently			
18.10	JMS workstations must use the Microsoft (MS) Windows XP SP2 operating system and will not store data locally.	Mandatory	Currently	Scenario 1		
18.11	JMS Web servers, application servers, and database servers must use MS Windows Server 2003 or later.	Mandatory	Currently	Scenario 1		
18.12	The JMS must integrate with the MS Active Directory network operating system and the county's network administration tools.	Mandatory	Currently	Scenario 1		
18.13	JMS hardware should be Intel-based architecture. In addition, SMCSO seeks to virtualize the Windows server environment with VMware.	Desired	Currently	Scenario 1		
18.14	The JMS should have the capability to deliver service to multiple types of devices (e.g., handhelds, Citrix-based solutions, wireless devices such as mobile data terminals and Web service solutions) if desirable, although no specific requirements for non-PC devices are currently identified.	Desired	Currently	Scenario 1		
18.15	The JMS should have the ability to provide remote browser access.	Desired	Currently			
18.16	The JMS should support remote input/output devices, such as kiosks for inmates to enter and receive data, and electronic signature capture devices.	Desired	Currently			

Exhibit G

Req. ID	18. Infrastructure Requirements	Mandatory/ Desired	Availability	Scenario / SOW Task	Tested	Comments
18.17	The JMS application solution provider must use VPN to remotely access the application for support purposes.	Mandatory	Currently			
18.18	The JMS must be on a Windows Server 2003 platform or Sun Microsystems, Inc.'s Solaris using MySQL (the county prefers Windows Server 2003 or later).	Mandatory	Currently	Scenario 1		

Exhibit G

Application Requirements

Req. ID	19. Application Requirements	Mandatory/ Desired	Availability	Scenario / SOW Task	Tested	Comments
19.1	All proposed systems must be based on either client/server or n-tier architectures.	Mandatory	Currently			
19.2	N-tier architecture solutions should be based on MS .NET (1) or J2EE (2).	Desired	Currently			
19.3	Web-based application architectures must be optimized to support MS Internet Explorer.	Mandatory	Currently			
19.4	The JMS application should have a Web-based client interface.	Desired	Currently			Partially met.
19.5	The JMS application on the server must run as a service using a dedicated service account. The application must not run under the system account. The application must not run in a disk operating system (DOS) window or under a user account left logged into the server.	Mandatory	Currently			
19.6	The JMS application must integrate with MS Active Directory.	Mandatory	Currently	Scenario 1		
19.7	The JMS application must be able to stop and start on its own when the server is booted or shut down gracefully.	Mandatory	Currently			
19.8	When the server recovers from a sudden stop, the JMS application must be able to recover itself without manual intervention.	Mandatory	Currently			

Exhibit G

Req. ID	19. Application Requirements	Mandatory/ Desired	Availability	Scenario / SOW Task	Tested	Comments
19.9	The JMS application must write error messages to the application log file and not directly to the console. Error messages must be in plain English and meaningful. The messages must not be cryptic code that only the solution provider understands.	Mandatory	Currently			
19.10	The JMS application must permit the addition or removal of jail facilities from the application and the expansion of any jail facility.	Mandatory	Currently			
19.11	The application must minimize keyed input and must not require double entry.	Mandatory	Currently			
19.12	The application must perform duplicate edit checks based on established business rules that are maintained.	Mandatory	Currently			

Exhibit G

Database Requirements

Req. ID	20. Database Requirements	Mandatory/ Desired	Availability	Scenario / SOW Task	Tested	Comments
20.1	The JMS must be compatible with the SMCSO database standard, which is MS SQL Server 2005 or later.	Mandatory	Currently	Scenario 1		
20.2	DBMS interfaces must support SQL and should be accessible through Open Database Connectivity (ODBC), ActiveX Data Objects.NET (ADO.NET), OLEDB, and SQL Server 2005 (or later) Native Client.	Mandatory	Currently			
20.3	No usernames or passwords will be in the database.	Mandatory	Not Available			
20.4	All proposed database solutions must enforce referential integrity.	Mandatory	Currently			
20.5	The DBMS should be a version supported by the solution provider and no earlier than two versions prior to the solution provider's current version.	Desired	Currently	Scenario 1		

Exhibit G

Security Requirements

Req. ID	21. Security Requirements	Mandatory/ Desired	Availability	Scenario / SOW Task	Tested	Comments
21.1	The JMS must support Secure Sockets Layer (SSL) protocol and password protection.	Mandatory	Currently			
21.2	JMS user authentication should be provided through MS Active Directory implemented through SMCSO.	Desired	Currently	Scenario 1, 14		
21.3	JMS common user provisioning and support should be handled through the Active Directory for all JMS services.	Desired	Currently	Scenario 1, 14		
21.4	The JMS must provide the ability to accept authorized user information from certified partner Lightweight Directory Access Protocol (LDAP) repositories.	Mandatory	Currently	Scenario 1, 14		
21.5	The JMS must provide the ability to add, modify, and delete personnel authorizations.	Mandatory	Currently	Scenario 14		
21.6	The JMS must provide the ability to control access at the data element level for users and groups.	Mandatory	Custom Development			
21.7	The JMS must provide the ability to produce summary reports of the agency roster and access rights.	Mandatory	Currently			
21.8	The JMS must provide the capability to assign security roles to users and groups.	Mandatory	Currently	Scenario 14		
21.9	The JMS must provide the ability to log all transactions for audit purposes, including date/time stamp, prior data state, user, and reason codes.	Mandatory	Currently			

Exhibit G

Publication Requirements

Req. ID	22. Publication Requirements	Mandatory/ Desired	Availability	Scenario / SOW Task	Tested	Comments
22.1	The JMS should allow individuals, roles, or defined groups to request and receive specific information as it becomes available or as events occur.	Desired	Currently			
22.2	The JMS must provide automatic distribution of information to individuals, roles, or defined groups based on established rule sets.	Mandatory	Currently			
22.3	The JMS should provide the ability to request notification if there is any system update involving a particular individual.	Desired	Currently			
22.4	The JMS system architecture must allow for Web-based access to redundant records (data and images) for the purposes of non-jail (public and justice partner) access.	Mandatory	Currently			
22.5	The JMS must provide the ability to request notification if there is any system update (e.g., arrest) involving a particular individual or piece of property.	Mandatory	Currently			
22.6	The JMS must provide the ability to request notification if a query is received on a particular individual.	Mandatory	Currently			
22.7	The JMS must provide a complex multilayered query capability by which queries can be combined and nested to provide a rich querying environment. In addition, the query capability will include a text-based search engine and at least one Soundex-type option.	Mandatory	Currently			

Exhibit G

Req. ID	22. Publication Requirements	Mandatory/ Desired	Availability	Scenario / SOW Task	Tested	Comments
22.8	The JMS must provide the ability to display, update, and manage static information, such as manuals, study guides, codified laws, Web site links, and contact information.	Mandatory	Currently			
22.9	The JMS must provide master index capabilities, employing a database-indexing infrastructure that will optimize information searches while maintaining peak system performance.	Mandatory	Currently			

Exhibit G

Integration Requirements

Req. ID	23. Integration Requirements	Mandatory/ Desired	Availability	Scenario / SOW Task	Tested	Comments
23.1	The JMS must provide the ability to move information in a structured XML format. Specifically, the JMS must support the import and export of data according to the state data dictionary, which is based on the Global Justice XML Data Model (GJXDM). The integration model should also support the development of Web services against the JMS.	Mandatory	Currently			
23.2	The JMS must support interfaces to federal, state, and local applications. It must support real-time data transfer, as well as batch mechanisms for data transfer, including file transfer protocol (FTP).	Mandatory	Currently			
23.3	The JMS should be implemented using standard messaging protocols that are sufficiently documented so that the interfaces can be used by future applications.	Desired	Currently			
23.4	The JMS must integrate with the existing CJIS.	Mandatory	Custom Development	Task 20		
23.5	The JMS must have the ability to integrate with the jail's Live-Scan fingerprint system (Identix).	Mandatory	Currently	Task 22		
23.6	The JMS must have the ability to integrate with the jail's mug shot photo system (Dataworks Plus iMUG).	Mandatory	Custom Development	Task 21		
23.7	The JMS must be able to search historical CJIS offender information, which will be indexed in CJIS.	Mandatory	Custom Development	Task 20		

Exhibit G

Data Conversion Requirements

Req. ID	24. Data Conversion Requirements	Mandatory/ Desired	Availability	Scenario / SOW Task	Tested	Comments
24.1	The JMS must be capable of accepting all active subject information from CJIS at the time the JMS goes live.	Mandatory	Custom Development	Task 6, 20		
24.2	The JMS must be capable of accepting all active subject information from SWP.NET, ORCS, and COMICS at the time those databases are replaced by the JMS.	Mandatory	Custom Development	Task 7, 8, 9, 25		
24.3	The JMS must accept all converted data from the Reentry Program/Modifiable Sentences database. This is a small database.	Mandatory	Custom Development	Task 10		
24.4	The JMS must accept all converted data from the Extradition database. This is a small database.	Mandatory	Custom Development	Task 11		
24.5	The JMS must accept all converted data from the Work Furlough/Electronic Monitoring database. This is a small database.	Mandatory	Custom Development	Task 12		
24.6	The JMS must accept all converted data from the DNA database. This is a small database.	Mandatory	Custom Development	Task 13		
24.7	The JMS must accept all converted data from the Grievance database. This is a small database.	Mandatory	Custom Development	Task 14		
24.8	The JMS must accept all converted data from the Disciplinary Action database. This is a small database.	Mandatory	Custom Development	Task 15		

Exhibit G

Reporting Requirements

Req. ID	25. Reporting Requirements	Mandatory/ Desired	Availability	Scenario / SOW Task	Tested	Comments
25.1	The JMS should support ad hoc reporting through MS Excel and MS Access. The reporting model should also support MS SQL Server 2008 reporting services as well as Crystal Reports.	Desired	Currently			
25.2	The JMS must require that all security roles and rights established for general system access will be enforced for all reporting activities.	Mandatory	Currently	Scenario 14		
25.3	The JMS should provide ad hoc reporting capabilities that are available for every element within the database.	Desired	Currently			

Exhibit G

Document Management and Office Automation Requirements

Req. ID	26. Document Management and Office Automation Requirements	Mandatory/ Desired	Availability	Scenario / SOW Task	Tested	Comments
26.1	JMS document images must be stored as PDF or TIFF files in a standard SQL database to allow for the storage of images on the SMCSO FileNet document imaging system.	Mandatory	Currently			
26.2	JMS integration with office automation products must support the MS Office suite of office automation products and services.	Mandatory	Currently			
26.3	The JMS must support the sending of e-mails using SMTP.	Mandatory	Currently			

Exhibit G

Strategic and Tactical Analysis Requirements

Req. ID	27. Strategic and Tactical Analysis Requirements	Mandatory/ Desired	Availability	Scenario / SOW Task	Tested	Comments
27.1	The JMS must have the ability to provide summary data capabilities to specifically authorized users in order to extract information from defined query sets for external analysis. It is expected that this capability will initially involve gathering and presenting such information in predefined reports but will increase to include an access capability for various analysis needs.	Mandatory	Currently			
27.2	The JMS should provide the ability to collect and provide statistical information about the performance, capacity, and accuracy of the data itself and the management operations of the JMS.	Desired	Custom Development			Organizational performance

Exhibit G

Management Requirements

Req. ID	28. Management Requirements	Mandatory/ Desired	Availability	Scenario / SOW Task	Tested	Comments
28.1	The JMS should audit all activities, including access, management, security changes, requests, and responses, on an individual service definition level. Services offered through the JMS should have a defined auditing requirement that will be managed through this mechanism.	Desired	Custom Development			
28.2	The JMS infrastructure must meet SMCSO standards for performance, security, monitoring, and support. The environment must be compatible with mainstream hardware and operating system monitoring solutions.	Mandatory	Currently			
28.3	The JMS should be compatible with business process and application monitoring solutions. Every component must comply with environment standards and the defined configuration management processes.	Desired	Currently			
28.4	The JMS must provide detailed Business Process Execution Language (BPEL) -style process management.	Mandatory	Currently			
28.5	The JMS must have robust outage and disaster recovery capabilities. These capabilities include the ability to recover in-process data through complex process recovery capabilities.	Mandatory	Currently			
28.6	The JMS must provide distributed system administration capabilities and remote user management capabilities.	Mandatory	Currently			

Exhibit G

Req. ID	28. Management Requirements	Mandatory/ Desired	Availability	Scenario / SOW Task	Tested	Comments
28.7	The JMS should minimize any requirement to permanently store information. Any transitory data stored must be clearly identified and manageable.	Desired	Currently			
28.8	The JMS must be configured so that every significant component of the environment is clearly defined with easy-to-use diagnostic capabilities.	Mandatory	Currently			

Performance Acceptance Test Criteria and Plan

The performance test and acceptance criteria are those scenarios Contractor must successfully complete to demonstrate Contractor's software meets acceptable functional standards.

Exhibit G

TEST SCENARIO 1: Communications

Test communications between the J-CORR server and J-CORR clients.

PRECONDITIONS

J-CORR server application and J-CORR client applications must be installed.

FLOW OF EVENTS

Contractor will install J-CORR server and client application. The J-CORR application icon will be clicked on the client.

POST CONDITIONS

The J-CORR application will respond in an operational mode. Each screen of the application will be opened and determined to be operational.

FOLLOWUP

If the J-CORR application and screens respond in an operational mode, then the test is deemed successful.

If the J-CORR application and screens do not respond in an operational mode, then the test is deemed unsuccessful and the server and client application will be check for proper configuration and setup. If the problem continues the client will be reinstalled and if necessary the server will be reinstalled and the communications test retried until successful.

Contractor personnel performing successful test: _____

County personnel accepting successful test: _____

Date of successful test: _____

Exhibit G

TEST SCENARIO 2: New Booking

New Booking started, search of J-CORR current and archive records, search of MNI, and assign proper ID and Booking number

PRECONDITIONS

J-CORR server application and J-CORR client applications must be installed.

FLOW OF EVENTS

Inmates name entered and the FIND button clicked, if no matching records found, the MNI button clicked. If either the FIND or MNI button returns the correct name, select name for data field population. If not, then the NEW ID button will be clicked and a new booking started. The electronic thumb print must be taken to complete the booking process.

POST CONDITIONS

The FIND or MNI search (if name is in database) finds the name. If the name is not in the database the NEW ID starts a new booking with ID Number, Booking Number, Booking Date and Time, and Name entered. If the J-CORR new booking returns the name (if available) or allow a new booking to be started with ID Number, Booking Number, Booking Date and Time, and Name entered, then the test is deemed successful. If the J-CORR new booking does not returns the name (if available) or does not allow a new booking to be started with ID Number, Booking Number, Booking Date and Time, and Name entered, then the test is deemed unsuccessful. If the booking process can complete without taking the thumb print, then the test is deemed unsuccessful.

FOLLOWUP

Successful test, no action.

Unsuccessful test, then troubleshoot J-CORR New Booking until the correct information is returned and the screen properly populated.

Contractor personnel performing successful test: _____

County personnel accepting successful test: _____

Date of successful test: _____

Exhibit G

TEST SCENARIO 3: Inmate Name Search

Conduct an inmate search through each of the search screens at the top of the J-CORR tool bar.

PRECONDITIONS

J-CORR server application and J-CORR client applications must be installed.

FLOW OF EVENTS

Click on the appropriate search button and enter an inmate's name. The search returns the inmates record on the appropriate screen.

POST CONDITIONS

If the search returns the inmate whose name was entered on the appropriate screen, then the test is deemed successful. If the search does not return the inmate whose name was entered on the appropriate screen, then the test is deemed unsuccessful.

FOLLOWUP

Successful test, no action.

Unsuccessful test, then troubleshoot J-CORR Search buttons until the correct information is returned and the screen properly populated.

Contractor personnel performing successful test: _____

County personnel accepting successful test: _____

Date of successful test: _____

Exhibit G

TEST SCENARIO 4: Inmate Booking

Book an inmate completing all screens and data fields

PRECONDITIONS

J-CORR server application and J-CORR client applications must be installed.

FLOW OF EVENTS

A new booking is started and all demographic data fields, all charges data fields, all property data fields, all commissary data fields, all medical data fields, all classification data fields, and all housing data fields will be completed.

POST CONDITIONS

The inmate is recalled in the inmate maintenance screen and if the inmate and all data fields are returned, then the test is deemed successful. The inmate is recalled in the inmate maintenance screen and if the inmate and all data fields are not returned, then the test is deemed unsuccessful

FOLLOWUP

Successful test, no action.

Unsuccessful test, then troubleshoot J-CORR New Booking until the correct information is returned and the screen properly populated.

Contractor personnel performing successful test: _____

County personnel accepting successful test: _____

Date of successful test: _____

Exhibit G

TEST SCENARIO 5: Capture Mugshots

Capture frontal inmate photograph in the test J-CORR record.

PRECONDITIONS

J-CORR server application and J-CORR image client applications must be installed.

FLOW OF EVENTS

The test inmate is search for using the Imaging Button. Once returned, the frontal view photo is captured then saved.

POST CONDITIONS

The inmate is recalled in the Inmate Maintenance mode and if the inmate's thumbnail appears in the upper right hand corner of the record, then the test is deemed successful. The inmate is recalled in the Inmate Maintenance mode and if the inmate's thumbnail does not appears in the upper right hand corner of the record, then the test is deemed unsuccessful

FOLLOWUP

Successful test, no action.

Unsuccessful test, then troubleshoot J-CORR Imaging Module until the correct information is returned and the screen properly populated.

Contractor personnel performing successful test: _____

County personnel accepting successful test: _____

Date of successful test: _____

Exhibit G

TEST SCENARIO 6: Line-Up

Create a Line-up using the test inmate's photograph.

PRECONDITIONS

J-CORR server application and J-CORR image client applications must be installed.

FLOW OF EVENTS

A line-up is created including the test inmate using the test inmate's demographic information and a six pack line-up displayed.

POST CONDITIONS

If a six pack line-up is created, then the test is deemed successful. If a six pack line-up is not created, then the test is deemed unsuccessful

FOLLOWUP

Successful test, no action.

Unsuccessful test, then troubleshoot J-CORR Imaging Module until the correct information is returned and the screen properly populated.

Contractor personnel performing successful test: _____

County personnel accepting successful test: _____

Date of successful test: _____

Exhibit G

TEST SCENARIO 7: Visitors

Enter two visitors in the test inmate's record, check-in the visitor and start and stop the visit, and check-out the visitor.

PRECONDITIONS

J-CORR server application and J-CORR image client applications must be installed.

FLOW OF EVENTS

Enter two authorized visitors into the test inmate's record. Check-in the authorized visitor. Start and time a five minute visit. Stop the visit. Check-out the visitor.

POST CONDITIONS

If all data fields are populated for the visitor and the visitor appears when the check-in process begins, the visit starts, is timed for five minutes, the visit stops and the visitor checks-out and the entire visit is tracked and recorded, then the test is deemed successful. If all data fields are not populated for the visitor and the visitor does not appear when the check-in process begins, the visit does not start, is timed for five minutes, the visit does not stop, and the visitor does not check-out and the entire visit is not tracked and recorded, then the test is deemed unsuccessful.

FOLLOWUP

Successful test, no action.

Unsuccessful test, then troubleshoot J-CORR Visiting Module until the correct information is returned and the screen properly populated.

Contractor personnel performing successful test: _____

County personnel accepting successful test: _____

Date of successful test: _____

Exhibit G

TEST SCENARIO 8: Schedule an Event

Schedule an event, court, medical appointment, etc. for the test inmate.

PRECONDITIONS

J-CORR server application and J-CORR image client applications must be installed.

FLOW OF EVENTS

Enter two different events on different days for the test inmate and save.

POST CONDITIONS

If all the data entered for the scheduled events are present when the review of the schedule is run, then the test is deemed successful. If all the data entered for the scheduled events is not present when the review of the schedule is run, then the test is deemed unsuccessful.

FOLLOWUP

Successful test, no action.

Unsuccessful test, then troubleshoot J-CORR Scheduled Events Module until the correct information is returned and the screen properly populated.

Contractor personnel performing successful test: _____

County personnel accepting successful test: _____

Date of successful test: _____

Exhibit G

TEST SCENARIO 9: Inmate Trust Fund

Collect money from the inmate and enter it in the inmates Trust Fund.

PRECONDITIONS

J-CORR server application and J-CORR image client applications must be installed.

FLOW OF EVENTS

Enter several different denominations of money into the inmate's record and save.

POST CONDITIONS

If the correct money amount is recorded in the inmate's Trust Fund account, then the test is deemed successful. If the correct money amount is not recorded in the inmate's Trust Fund account, then the test is deemed unsuccessful.

FOLLOWUP

Successful test, no action.

Unsuccessful test, then troubleshoot J-CORR Commissary Module until the correct information is returned and the screen properly populated.

Contractor personnel performing successful test: _____

County personnel accepting successful test: _____

Date of successful test: _____

Exhibit G

TEST SCENARIO 10: Canteen Order

Create a Canteen Order for the test inmate.

PRECONDITIONS

J-CORR server application and J-CORR image client applications must be installed.

FLOW OF EVENTS

Enter several different items into a canteen order for the test inmate and save.

POST CONDITIONS

If the order is accepted and the correct money amount subtracted from the test inmate's Trust Fund Account, then the test is deemed successful. If the order is not accepted and the correct money amount is not subtracted from the test inmate's Trust Fund account, then the test is deemed unsuccessful.

FOLLOWUP

Successful test, no action.

Unsuccessful test, then troubleshoot J-CORR Commissary Module until the correct information is returned and the screen properly populated.

Contractor personnel performing successful test: _____

County personnel accepting successful test: _____

Date of successful test: _____

Exhibit G

TEST SCENARIO 11: Weekender Housing

Setup a test inmate for Weekender housing.

PRECONDITIONS

J-CORR server application and J-CORR image client applications must be installed.

FLOW OF EVENTS

Enter all data fields for the Weekender test inmate, a repeat of the booking process to include Weekender housing.

POST CONDITIONS

*If the Weekender inmate appears in the Weekender Report, then the test is deemed successful.
If the Weekender inmate does not appear in the Weekender Report, then the test is deemed unsuccessful.*

FOLLOWUP

Successful test, no action.

Unsuccessful test, then troubleshoot J-CORR Housing Module until the correct information is returned and the screen properly populated.

Contractor personnel performing successful test: _____

County personnel accepting successful test: _____

Date of successful test: _____

Exhibit G

TEST SCENARIO 12: Work Release Housing

Setup a test inmate for Work Release housing.

PRECONDITIONS

J-CORR server application and J-CORR image client applications must be installed.

FLOW OF EVENTS

Enter all data field for the Work Release test inmate, a repeat of the booking process to include Work Release housing. Send the test inmate out on Work Release and check him back in.

POST CONDITIONS

If the Work Release inmate appears in the Work Release control and can be checked out and back into Work Release Housing, then the test is deemed successful. If the Work Release inmate does not appears in the Work Release control and can not be checked out and back into Work Release Housing, then the test is deemed unsuccessful.

FOLLOWUP

Successful test, no action.

Unsuccessful test, then troubleshoot J-CORR Housing Module until the correct information is returned and the screen properly populated.

Contractor personnel performing successful test: _____

County personnel accepting successful test: _____

Date of successful test: _____

Exhibit G

TEST SCENARIO 13: Keep Aways

Setup two test inmates for keep away.

PRECONDITIONS

J-CORR server application and J-CORR image client applications must be installed.

FLOW OF EVENTS

Enter all data information for two test inmates to be kept away from each other. Then attempt to house either inmate with the other.

POST CONDITIONS

If J-CORR screen prompts you that the inmates should be kept away from each other, then the test is deemed successful. If J-CORR screen does not prompt you that the inmates should be kept away from each other, then the test is deemed unsuccessful.

FOLLOWUP

Successful test, no action.

Unsuccessful test, then troubleshoot J-CORR Keep Away function until the correct information is returned and the screen properly populated.

Contractor personnel performing successful test: _____

County personnel accepting successful test: _____

Date of successful test: _____

Exhibit G

TEST SCENARIO 14: User Rights

Setup a user with full rights in the User Rights Module

PRECONDITIONS

J-CORR User Rights Module functioning properly.

FLOW OF EVENTS

Enter all data fields required to setup a user with full rights. Open the User Rights Module and determine that the user has all user right.

POST CONDITIONS

If the user has all user rights, then the test is deemed successful. If the user does not have all user rights, then the test is deemed unsuccessful.

FOLLOWUP

Successful test, no action.

Unsuccessful test, then troubleshoot J-CORR User Rights Module until the entered user has all user rights.

Contractor personnel performing successful test: _____

County personnel accepting successful test: _____

Date of successful test: _____

Exhibit G

TEST SCENARIO 15: Edit Table

Setup an Edit Table using the Edit Table Module.

PRECONDITIONS

J-CORR Edit Tables Module functioning properly.

FLOW OF EVENTS

Enter at least four of the items into an Edit Table for J-CORR and save.

POST CONDITIONS

If when you depress the F1 key in the blue field for the Edit Table and the items are there, then the test is deemed successful. If when you depress the F1 key in the blue field for the Edit Table the items are not there, then the test is deemed unsuccessful.

FOLLOWUP

Successful test, no action.

Unsuccessful test, then troubleshoot J-CORR Edit Table Module until the Edit Table item entry is deemed successful.

Contractor personnel performing successful test: _____

County personnel accepting successful test: _____

Date of successful test: _____

Exhibit G

TEST SCENARIO 16: Housing Locations

Setup at least four Housing Locations using the Maintain Housing Module.

PRECONDITIONS

J-CORR Maintain Housing Module functioning properly.

FLOW OF EVENTS

Enter at least four Housing Locations into Maintain Housing Locations for J-CORR and save.

POST CONDITIONS

*If the housing location is there when you assign the inmate, then the test is deemed successful.
If the housing location is not there when you assign, the inmate test is deemed unsuccessful.*

FOLLOWUP

Successful test, no action.

Unsuccessful test, then troubleshoot J-CORR Maintain Housing Module until the Edit Table item entry is deemed successful.

Contractor personnel performing successful test: _____

County personnel accepting successful test: _____

Date of successful test: _____

Exhibit G

TEST SCENARIO 17: Property Locations

Setup at least four Property Locations using the Maintain Property Module.

PRECONDITIONS

J-CORR Maintain Property Module functioning properly.

FLOW OF EVENTS

Enter at least four Property Locations into Maintain Property Locations for J-CORR and save.

POST CONDITIONS

*If the property location is there when you assign the inmate, then the test is deemed successful.
If the property location is not there when you assign the inmate, the test is deemed unsuccessful.*

FOLLOWUP

Successful test, no action.

Unsuccessful test, then troubleshoot J-CORR Maintain Property Module until the Edit Table item entry is deemed successful.

Contractor personnel performing successful test: _____

County personnel accepting successful test: _____

Date of successful test: _____

Exhibit G

TEST SCENARIO 18: Billing Agencies

Setup at least four Billing Agencies using the Billing Administration Module.

PRECONDITIONS

J-CORR Billing Administration Module functioning properly.

FLOW OF EVENTS

Enter at least four Billing Agencies into Billing Administration Module for J-CORR and save.

POST CONDITIONS

If the billing agency is there when you set up an agency billing, then the test is deemed successful. If the billing agency is not there when you set up an agency billing, then the test is deemed unsuccessful.

FOLLOWUP

Successful test, *no action*.

Unsuccessful test, then troubleshoot Inmate Billing Administration Module until the Billing County is there and is deemed successful.

Contractor personnel performing successful test: _____

County personnel accepting successful test: _____

Date of successful test: _____

Exhibit G

TEST SCENARIO 19: Book and Release

Complete a book and release of an inmate.

PRECONDITIONS

J-CORR Book and Release Module.

FLOW OF EVENTS

Completely book and release an inmate filling out all of the fields in the book/release module.

POST CONDITIONS

If the inmate is booked and all data collected and then released with all data becoming archived, then the test is successful. If the inmate is not booked and/or released with the information becoming archived, then the test is unsuccessful.

FOLLOWUP

Successful test, no action.

Unsuccessful test, then troubleshoot Inmate Book and Release Module until the book and release entry is deemed successful.

Contractor personnel performing successful test: _____

County personnel accepting successful test: _____

Date of successful test: _____

Exhibit G

TEST SCENARIO 20: Rebooking

Rebook an inmate after he has been released.

PRECONDITIONS

J-CORR Rebook Module functioning properly.

FLOW OF EVENTS

Complete the entire rebook function filling in data that is not completed with the recall.

POST CONDITIONS

If all the previous information returned including booking number except property, money, medical screening, classification and housing, the test is successful. If all the previous information is not returned, then the test is unsuccessful.

FOLLOWUP

Successful test, no action.

Unsuccessful test, then troubleshoot the Rebook Module until the rebooking process is deemed successful.

Contractor personnel performing successful test: _____

County personnel accepting successful test: _____

Date of successful test: _____

Exhibit G

TEST SCENARIO 21: Inmate Hold

Place a hold on the inmate for another agency.

PRECONDITIONS

J-CORR functioning properly.

FLOW OF EVENTS

Enter at least two holds for other agencies for the inmate in J-CORR and save.

POST CONDITIONS

If the word "HOLD" is displayed next to the inmate's thumbnail photo and is flashing in RED, then the test is successful. If the word "HOLD" is not displayed or is not flashing in RED, then the test is unsuccessful.

FOLLOWUP

Successful test, no action.

Unsuccessful test, then troubleshoot J-CORR until the word "HOLD" is displayed and is flashing RED and the test is deemed successful.

Contractor personnel performing successful test: _____

County personnel accepting successful test: _____

Date of successful test: _____

Exhibit G

TEST SCENARIO 22: Medical Screening

Complete a medical screening on an inmate.

PRECONDITIONS

J-CORR Medical Module functioning properly.

FLOW OF EVENTS

Enter each answer to each question or statement in the Medical Screening Questionnaire.

POST CONDITIONS

If the medical screen questionnaire is complete when save, then the test is deemed successful. If the medical screening questionnaire is not complete when save, then the test is deemed unsuccessful.

FOLLOWUP

Successful test, no action.

Unsuccessful test, then troubleshoot Inmate Medical Module until the medical screening questionnaire is complete and is deemed successful.

Contractor personnel performing successful test: _____

County personnel accepting successful test: _____

Date of successful test: _____

Exhibit G

TEST SCENARIO 23: Inmate Classification

Classify an inmate using the manual classification screen

PRECONDITIONS

J-CORR Classification Module functioning properly.

FLOW OF EVENTS

Enter a classification for the inmate using the edit classification field.

POST CONDITIONS

If the selected classification displays on the demographic portion of the inmate screen, then the test is successful. If the selected classification does not display on the demographic portion of the inmate screen, then the test is unsuccessful.

FOLLOWUP

Successful test, no action.

Unsuccessful test, then troubleshoot Inmate Classification Module until the classification entry is deemed successful.

Contractor personnel performing successful test: _____

County personnel accepting successful test: _____

Date of successful test: _____

Exhibit G

TEST SCENARIO 24: Agency Invoicing

Invoice at least four Billing Agencies for four inmates using the Inmate Billing Module.

PRECONDITIONS

J-CORR Billing Module functioning properly.

FLOW OF EVENTS

Enter at least one Inmate billing for four different Agencies into Billing Module for J-CORR and save.

POST CONDITIONS

If the billing agency is invoice for the inmate, then the test is deemed successful. If the billing agency is not invoiced for the inmate, then the test is deemed unsuccessful.

FOLLOWUP

Successful test, no action.

Unsuccessful test, then troubleshoot Inmate Billing Module until the billing agency is invoiced and it is deemed successful.

Contractor personnel performing successful test: _____

County personnel accepting successful test: _____

Date of successful test: _____

Exhibit G

TEST SCENARIO 25: Release for Work Detail

Check out a work release inmate for work detail.

PRECONDITIONS

J-CORR Work Release Module functioning properly.

FLOW OF EVENTS

Check out an inmate for work release.

POST CONDITIONS

If the inmate is checked out for work detail, then the test is successful. If the inmate is not checked out for work detail, then the test is unsuccessful.

FOLLOWUP

Successful test, no action.

Unsuccessful test, then troubleshoot Inmate Work Release Module until the inmate is checked out and is deemed successful.

Contractor personnel performing successful test: _____

County personnel accepting successful test: _____

Date of successful test: _____

Exhibit G

TEST SCENARIO 26: Check-in Work Release

Check in a work release inmate from work detail.

PRECONDITIONS

J-CORR Work Release Module functioning properly.

FLOW OF EVENTS

Check it an inmate from work release.

POST CONDITIONS

If the inmate is checked in from work detail, then the test is successful. If the inmate is not checked in from work detail, then the test is unsuccessful.

FOLLOWUP

Successful test, no action.

Unsuccessful test, then troubleshoot Inmate Work Release Module until the inmate is checked in and is deemed successful.

Contractor personnel performing successful test: _____

County personnel accepting successful test: _____

Date of successful test: _____

Exhibit G

TEST SCENARIO 27: Inmate Property

Enter inmate property into the Property Module.

PRECONDITIONS

J-CORR Inmate Property Module working properly.

FLOW OF EVENTS

Enter at least four items of inmate property into the property module and save.

POST CONDITIONS

*If the four items of property are saved in the inmate's property record, then the test is successful.
If the four items of property are not saved in the inmate's property record, then the test is unsuccessful.*

FOLLOWUP

Successful test, *no action.*

Unsuccessful test, then troubleshoot Inmate Property Module until the test is deemed successful.

Contractor personnel performing successful test: _____

County personnel accepting successful test: _____

Date of successful test: _____

Exhibit G

TEST SCENARIO 28: House an Inmate

House an inmate in an unoccupied bed in a housing unit.

PRECONDITIONS

J-CORR Housing Module functioning properly.

FLOW OF EVENTS

House an inmate in any unoccupied bed in any housing unit and save.

POST CONDITIONS

If the inmate is housed in the proper bed, then the test is successful. If the inmate is not housed in the proper bed, then the test is unsuccessful.

FOLLOWUP

Successful test, no action.

Unsuccessful test, then troubleshoot Inmate Housing Module until the inmate is housed in the proper bed and is deemed successful.

Contractor personnel performing successful test: _____

County personnel accepting successful test: _____

Date of successful test: _____

Exhibit G

TEST SCENARIO 29: Head Count

Perform an inmate head count.

PRECONDITIONS

J-CORR Reports Module functioning properly.

FLOW OF EVENTS

Select a housing area of the jail and run a head count report and verify against the number of inmates housed in the housing area.

POST CONDITIONS

If the count is equal to the number of inmates, then the test is successful. If the count is not equal to the number of inmates, then the test is unsuccessful.

FOLLOWUP

Successful test, no action.

Unsuccessful test, then troubleshoot Inmate Reports Module until the count is correct and is deemed successful.

Contractor personnel performing successful test: _____

County personnel accepting successful test: _____

Date of successful test: _____

Exhibit G

TEST SCENARIO 30: Incident Report

Complete an entire jail incident report.

PRECONDITIONS

J-CORR Incident Report Module functioning properly.

FLOW OF EVENTS

Complete an entire incident report with at least two inmates and two officers. Each officer should complete a supplement to the incident. At least one disciplinary action should be taken against each inmate and save.

POST CONDITIONS

If the entire jail incident report is saved, then the test is successful. If the entire jail incident report is not saved, then the test is unsuccessful.

FOLLOWUP

Successful test, no action.

Unsuccessful test, then troubleshoot Inmate Incident Report Module until the entire incident reports saves and is deemed successful.

Contractor personnel performing successful test: _____

County personnel accepting successful test: _____

Date of successful test: _____

Exhibit G

TEST SCENARIO 31: Calculate Release Date

Calculate an inmate's release date.

PRECONDITIONS

J-CORR Release Date Calculator functioning properly.

FLOW OF EVENTS

Calculate a release date for an inmate who is sentenced with credit for time served and good time.

POST CONDITIONS

If the released date is correct, then the test is successful. If the release date is not correct, then the test is unsuccessful.

FOLLOWUP

Successful test, no action.

Unsuccessful test, then troubleshoot the Release Date Calculator until the release date is correct and is deemed successful.

Contractor personnel performing successful test: _____

County personnel accepting successful test: _____

Date of successful test: _____

Exhibit G

TEST SCENARIO 32: Change Release Date

Change a release date for an inmate's release.

PRECONDITIONS

J-CORR functioning properly.

FLOW OF EVENTS

An inmate has a calculated release date and needs to be released earlier. Use the change release date function and change the release date.

POST CONDITIONS

If the release date is changed, then the test is successful. If the release date is not changed, then the test is unsuccessful.

FOLLOWUP

Successful test, no action.

Unsuccessful test, then troubleshoot J-CORR until the release date is changed and is deemed successful.

Contractor personnel performing successful test: _____

County personnel accepting successful test: _____

Date of successful test: _____

Exhibit G

TEST SCENARIO 33: Correct Sheriff's ID Number

Correct an incorrect Sheriff's ID Number.

PRECONDITIONS

J-CORR functioning properly.

FLOW OF EVENTS

When an inmate is assigned an incorrect Sheriff's ID Number, correct to the proper Sheriff's ID Number.

POST CONDITIONS

If the inmate's Sheriff's ID Number is change to the correct Sheriff's ID Number, then the test is successful. If the inmate's Sheriff's ID Number is not changed to the correct Sheriff's ID Number, then the test is unsuccessful.

FOLLOWUP

Successful test, no action.

Unsuccessful test, then troubleshoot J-CORR until the inmate's Sheriff's ID Number is corrected and is deemed successful.

Contractor personnel performing successful test: _____

County personnel accepting successful test: _____

Date of successful test: _____

Exhibit G

TEST SCENARIO 34: Correct Booking Number

Correct an incorrect Booking Number.

PRECONDITIONS

J-CORR functioning properly.

FLOW OF EVENTS

When an inmate is assigned an incorrect Booking Number, correct to the proper Booking Number.

POST CONDITIONS

If the inmate's Booking Number is change to the correct Booking Number, then the test is successful. If the inmate's Booking Number is not changed to the correct Booking Number, then the test is unsuccessful.

FOLLOWUP

Successful test, no action.

Unsuccessful test, then troubleshoot J-CORR until the inmate's Booking Number is corrected and is deemed successful.

Contractor personnel performing successful test: _____

County personnel accepting successful test: _____

Date of successful test: _____

Exhibit G

TEST SCENARIO 35: Merge Two Sheriff's ID Numbers

Merge two Sheriff's ID Numbers for the same inmate.

PRECONDITIONS

J-CORR functioning properly.

FLOW OF EVENTS

When an inmate is assigned two Sheriff's ID Number, merge to the proper Sheriff's ID Number.

POST CONDITIONS

If the inmate's two entries merge to the correct Sheriff's ID Number, then the test is successful. If the inmate's entries do not merge to the correct Sheriff's ID Number, then the test is unsuccessful.

FOLLOWUP

Successful test, no action.

Unsuccessful test, then troubleshoot J-CORR until the inmate's Sheriff's ID Numbers merge corrected and is deemed successful.

Contractor personnel performing successful test: _____

County personnel accepting successful test: _____

Date of successful test: _____

Exhibit G

TEST SCENARIO 36: Merge Two Sheriff's ID Numbers with Money

Merge two Sheriff's ID Numbers for the same inmate with active commissary entries for one Sheriff's ID Number.

PRECONDITIONS

J-CORR functioning properly.

FLOW OF EVENTS

When an inmate is assigned two Sheriff's ID Number and has active commissary entries, merge to the proper Sheriff's ID Number and retain the correct commissary entries.

POST CONDITIONS

If the inmate's two entries merge to the correct Sheriff's ID Number and retain the correct commissary entries, then the test is successful. If the inmate's entries do not merge to the correct Sheriff's ID Number and do not retain the correct commissary entries, then the test is unsuccessful.

FOLLOWUP

Successful test, no action.

Unsuccessful test, then troubleshoot J-CORR until the inmate's Sheriff's ID Numbers merge corrected and is deemed successful.

Contractor personnel performing successful test: _____

County personnel accepting successful test: _____

Date of successful test: _____

Exhibit G

TEST SCENARIO 37: Delete a Booking

Delete a booking record.

PRECONDITIONS

J-CORR functioning properly.

FLOW OF EVENTS

When properly ordered, delete an inmate's booking record.

POST CONDITIONS

If the booking record is deleted, then the test is successful. If the booking record is not deleted, then the test is unsuccessful.

FOLLOWUP

Successful test, no action.

Unsuccessful test, then troubleshoot J-CORR until the booking record is deleted and is deemed successful.

Contractor personnel performing successful test: _____

County personnel accepting successful test: _____

Date of successful test: _____

Exhibit G

TEST SCENARIO 38: J-CORR Reports

Run several selected Reports from the Report Manager.

PRECONDITIONS

J-CORR application operational.

FLOW OF EVENTS

Select several standard reports and execute the reports.

POST CONDITIONS

If the selected reports run with the correct information, then the test is deemed successful. If the selected reports does not run or has incorrect information, then the test is deemed unsuccessful.

FOLLOWUP

Successful test, no action.

Unsuccessful test, then troubleshoot J-CORR Manager until the report runs and displays the correct information.

Contractor personnel performing successful test: _____

County personnel accepting successful test: _____

Date of successful test: _____

Exhibit G

TEST SCENARIO 39: Inmate Movement Log

Move an inmate to several locations.

PRECONDITIONS

J-CORR application operational.

FLOW OF EVENTS

Move a single inmate to several locations. Move a group of inmates to several locations.

POST CONDITIONS

If the inmate log properly shows the movements of the single inmate, the test is successful. If the inmate and location logs show the inmate group movements correctly, the test is successful. Any incorrect logs and the test is unsuccessful.

FOLLOWUP

Successful test, no action.

Unsuccessful test, then troubleshoot J-CORR Manager until the inmate and location logs display correct information.

Contractor personnel performing successful test: _____

County personnel accepting successful test: _____

Date of successful test: _____

TEST SCENARIO 40: Log Entry

Enter a log entry.

PRECONDITIONS

J-CORR Log Module functioning properly.

FLOW OF EVENTS

Make a general log entry as it would be entered into an officer notebook in the log module.

POST CONDITIONS

If the log entry is saved, then the test is successful. If the log entry is not saved, then the test is unsuccessful.

FOLLOWUP

Successful test, no action.

Unsuccessful test, then troubleshoot J-CORR Log Module until the log entry is saved and is deemed successful.

Contractor personnel performing successful test: _____

County personnel accepting successful test: _____

Date of successful test: _____

Exhibit G

TEST SCENARIO 41: Inmate Release

Release an inmate and his property and money.

PRECONDITIONS

J-CORR Release Module functioning properly.

FLOW OF EVENTS

Release an inmate clearing all holds, money, and property and clear the housing and property locations. Obtain an electronic thumb print of the inmate being released.

POST CONDITIONS

If the inmate is "successfully released" (a screen display in J-CORR), then the test is successful. If the inmate is not successfully released, then the test is unsuccessful. If the inmate release can complete without obtaining the thumb print, the test is not successful.

FOLLOWUP

Successful test, no action.

Unsuccessful test, then troubleshoot J-CORR Release Module until the inmate is successfully released and is deemed successful.

Contractor personnel performing successful test: _____

County personnel accepting successful test: _____

Date of successful test: _____

Exhibit G

TEST SCENARIO 42: Record Sealing

Seal an inmate record.

PRECONDITIONS

J-CORR is functioning properly.

FLOW OF EVENTS

When properly ordered, seal an inmate's full booking record.

POST CONDITIONS

If the booking record is sealed, then the test is successful. If the booking record is not sealed, then the test is unsuccessful.

FOLLOWUP

Successful test, no action.

Unsuccessful test, then troubleshoot J-CORR until the sealing is deemed successful.

Contractor personnel performing successful test: _____

County personnel accepting successful test: _____

Date of successful test: _____

Exhibit G

TEST SCENARIO 43: In-Lobby Kiosk

Exercise all functions of the in-lobby kiosk.

PRECONDITIONS

J-CORR is fully operational.

FLOW OF EVENTS

Demonstrate all functions of the in-lobby kiosk as would be done by a jail visitor.

POST CONDITIONS

If all kiosk functions work properly, then the test is successful. If any kiosk functions fail, then the test is unsuccessful.

FOLLOWUP

Successful test, no action.

Unsuccessful test, then troubleshoot J-CORR until the kiosk functions are all successful.

Contractor personnel performing successful test: _____

County personnel accepting successful test: _____

Date of successful test: _____

Exhibit G

TEST SCENARIO 44: In-Pod Kiosk

Exercise all functions of the in-Pod kiosk.

PRECONDITIONS

J-CORR is fully operational.

FLOW OF EVENTS

Demonstrate all functions of the in-Pod kiosk as would be done by a jail inmate.

POST CONDITIONS

If all kiosk functions work properly, then the test is successful. If any kiosk functions fail, then the test is unsuccessful.

FOLLOWUP

Successful test, no action.

Unsuccessful test, then troubleshoot J-CORR until the kiosk functions are all successful.

Contractor personnel performing successful test: _____

County personnel accepting successful test: _____

Date of successful test: _____

Exhibit G

TEST SCENARIO 45: Local Fingerprint Database

Exercise all search and print functions of the local fingerprint database..

PRECONDITIONS

J-CORR is fully operational.

FLOW OF EVENTS

Demonstrate the flow of data from a J-CORR booking to the local fingerprint database.

POST CONDITIONS

If all local fingerprint database functions work properly, then the test is successful. If any local fingerprint database functions fail, then the test is unsuccessful.

FOLLOWUP

Successful test, no action.

Unsuccessful test, then troubleshoot J-CORR until the local fingerprint database functions are all successful.

Contractor personnel performing successful test: _____

County personnel accepting successful test: _____

Date of successful test: _____

Production Use Acceptance Criteria

The production use acceptance criteria are those standards that Contractor must successfully demonstrate Contractor's software meets during the performance test.

J-CORR will maintain an availability level of 99.5% for a thirty (30) consecutive day period. If system availability has not met this required level, the test period will be extended until this level of reliability has been demonstrated for a period of thirty (30) consecutive days.

J-CORR will not be considered "down" if there is a failure of any hardware component. Failures in individual communication lines, PCs, etc., do not constitute downtime and are the responsibility of the County.

Functional problems that do not prevent productive use of the system are not considered downtime. Software problems of this type are documented by the County to be fixed during and following this phase. Downtime shall begin at the time that the designated Contractor contact person has been notified of the failure.

Scheduled system unavailability for the purpose of software update, performance tuning, file backups, and other processes typical in a production environment is not considered downtime.

The criteria used for gauging the severity of a problem are:

1. High Priority - System is inoperable, data base integrity is endangered, or a major component is not fully operational.
2. Medium Priority - A component is not functioning correctly; however, the system is operable.
3. Low Priority - Not a serious problem but requires correction.

In the event that the system is considered to be "down" during this test period, one of the following will occur:

- High Priority problems are immediately diagnosed and the acceptance period is stopped. After installation of the appropriate correction(s), the acceptance period will resume. Contractor will work on High Priority problems continuously until resolved.
- Medium Priority problems are corrected, tested and demonstrated during the reliability test period. By default, the system will not be considered down unless an aggregate number of Priority Two problems (three or more) occur, in which case the acceptance period will cease until such time as the number of outstanding Priority Two problems is reduced to less than three. Contractor will fix Medium Priority problems within 48 hours of notification by County.
- Low Priority problems will be logged and then corrected, tested and demonstrated during the reliability test period. The problem is documented as a "minor" system problem, the system not removed from on-line operation and the system is not considered down. Contractor will fix Low Priority problems within 72 hours of notification by County.

The one year warranty period for J-CORR begins at the completion of the acceptance period.

**County of San Mateo
Contractor's Declaration Form**

I. CONTRACTOR INFORMATION

Contractor Name:	Stanfield Systems, Inc.	Phone:	916-608-8006
Contact Person:	Christopher A. Nail	Fax:	916-608-0657
Address:	718 Sutter St., Suite 108 Folsom, CA 95630		

II. EQUAL BENEFITS (check one or more boxes)

Contractors with contracts in excess of \$5,000 must treat spouses and domestic partners equally as to employee benefits.

- Contractor complies with the County's Equal Benefits Ordinance by:
 - offering equal benefits to employees with spouses and employees with domestic partners.
 - offering a cash equivalent payment to eligible employees in lieu of equal benefits.
- Contractor does not comply with the County's Equal Benefits Ordinance.
- Contractor is exempt from this requirement because:
 - Contractor has no employees, does not provide benefits to employees' spouses, or the contract is for \$5,000 or less.
 - Contractor is a party to a collective bargaining agreement that began on _____ (date) and expires on _____ (date), and intends to offer equal benefits when said agreement expires.

III. NON-DISCRIMINATION (check appropriate box)

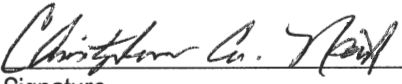
- Finding(s) of discrimination have been issued against Contractor within the past year by the Equal Employment Opportunity Commission, Fair Employment and Housing Commission, or other investigative entity. Please see attached sheet of paper explaining the outcome(s) or remedy for the discrimination.
- No finding of discrimination has been issued in the past year against the Contractor by the Equal Employment Opportunity Commission, Fair Employment and Housing Commission, or any other entity.

IV. EMPLOYEE JURY SERVICE (check one or more boxes)

Contractors with original or amended contracts in excess of \$100,000 must have and adhere to a written policy that provides its employees living in San Mateo County up to five days regular pay for actual jury service in the County.

- Contractor complies with the County's Employee Jury Service Ordinance.
- Contractor does not comply with the County's Employee Jury Service Ordinance.
- Contractor is exempt from this requirement because:
 - the contract is for \$100,000 or less.
 - Contractor is a party to a collective bargaining agreement that began on _____ (date) and expires on _____ (date), and intends to comply when the collective bargaining agreement expires.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct, and that I am authorized to bind this entity contractually.



 Signature
 July 1, 2009

 Date

Christopher A. Nail

 Name
 Business Manager

 Title

ATTACHMENT

Assurance of Compliance with Section 504 of the Rehabilitation Act of 1973, as Amended

The undersigned (hereinafter called the "Contractor(s)") hereby agrees that it will comply with Section 504 of the Rehabilitation Act of 1973, as amended, all requirements imposed by the applicable DHHS regulation, and all guidelines and interpretations issued pursuant thereto.

The Contractor(s) gives/give this assurance in consideration of for the purpose of obtaining contracts after the date of this assurance. The Contractor(s) recognizes/recognize and agrees/agree that contracts will be extended in reliance on the representations and agreements made in this assurance. This assurance is binding on the Contractor(s), its successors, transferees, and assignees, and the person or persons whose signatures appear below are authorized to sign this assurance on behalf of the Contractor(s).

The Contractor(s): (Check a or b)

- a. Employs fewer than 15 persons.
- b. Employs 15 or more persons and, pursuant to section 84.7 (a) of the regulation (45 C.F.R. 84.7 (a), has designated the following person(s) to coordinate its efforts to comply with the DHHS regulation.

CHRISTOPHER A. NAIL
Name of 504 Person - Type or Print

STANFIELD SYSTEMS, INC.
Name of Contractor(s) - Type or Print

718 OUTER ST., SUITE 108
Street Address or P.O. Box

FOLSOM, CA 95630
City, State, Zip Code

I certify that the above information is complete and correct to the best of my knowledge.

Christopher A. Nail
Signature

BUSINESS MANAGER
Title of Authorized Official

July 9, 2009
Date

*Exception: DHHS regulations state that:

"If a recipient with fewer than 15 employees finds that, after consultation with a disabled person seeking its services, there is no method of complying with (the facility accessibility regulations) other than making a significant alteration in its existing facilities, the recipient may, as an alternative, refer the handicapped person to other providers of those services that are accessible."