

A G R E E M E N T

THIS JAIL MANAGEMENT SYSTEM AGREEMENT (“Agreement”) is made between the **CITY AND COUNTY OF DENVER**, a municipal corporation of the State of Colorado (the “City”) and **THE ACT 1 GROUP, INC. DBA ATIMS**, a California corporation registered to do business in Colorado, whose address is 9638 Topanga, Canyon Place, Suite B, Chatsworth, CA 91311 (“Contractor”), jointly “the parties.”

IT IS HEREBY AGREED BETWEEN THE PARTIES AS FOLLOWS:

1. **DEFINITIONS.** Whenever used in this Agreement, the following terms shall have the meanings assigned below, except as otherwise defined specifically in any schedule, exhibit, attachment, addenda, or other document incorporated by reference to this Agreement. Other capitalized terms used in this Agreement are defined in the context in which they are used.
 - 1.1 “**Agreement**” means this Jail Management System Agreement between City and Contractor, inclusive of all schedules, exhibits, attachments, addenda and other documents incorporated by reference between the City and Contractor, Contract Number 201736227.
 - 1.2 “**Brand Features**” means the trade names, trademarks, service marks, logos, domain names, and other distinctive brand features of each party, respectively, as secured by such party from time to time.
 - 1.3 “**City Data**” includes credentials issued to City by Contractor and all records relating to City’s use of Contractor Services and administration of End User accounts, including any Protected Information of City personnel that does not otherwise constitute Protected Information of an End User.
 - 1.4 “**Contractor Data**” whether in oral or written (including electronic) form, created by or in any way originating with Contractor, and all information that is the output of any computer processing, or other electronic manipulation, of any information that was originally created by or in any way originating with Contractor.
 - 1.5 “**Confidential Information**” means any data that a disclosing party treats (1) in a confidential manner and that is (2) marked “Confidential Information” or is considered “Protected Information” prior to disclosure to the other party. Confidential Information does not include information which: (a) is public or becomes public through no breach of the confidentiality obligations herein; (b) is disclosed by the party that has received Confidential Information (the “Receiving Party”) with the prior written approval of the other party; (c) was known by the Receiving Party at the time of disclosure; (d) was developed independently by the Receiving Party without use of the Confidential Information; (e) becomes known to the Receiving Party from a source other than the disclosing party through

lawful means; (f) is disclosed by the disclosing party to others without confidentiality obligations; or (g) is required by law to be disclosed.

- 1.6 **“Data”** with a capital D means all information, whether in oral or written (including electronic) form, created by or in any way originating with City and End Users, and all information to the extent that it is not Contractor Data that is the output of any computer processing, or other electronic manipulation, of any information that was created by or in any way originating with City and End Users, in the course of using and configuring the Services provided under this Agreement, and includes City Data, End User Data, and Protected Information.
- 1.7 **“Data Compromise”** means any actual or unauthorized access to or acquisition of computerized Data that compromises the security, confidentiality, or integrity of the Data, or the ability of City to access the Data.
- 1.8 **“Documentation”** means, collectively: (a) all materials published or otherwise made available to City by Contractor that relate to the functional, operational and/or performance capabilities of the Services; (b) all user, operator, system administration, technical, support and other manuals and all other materials published or otherwise made available by Contractor that describe the functional, operational and/or performance capabilities of the Services; (c) any Requests for Information and/or Requests for Proposals (or documents of similar effect) issued by City, and the responses thereto from Contractor, and any document which purports to update or revise any of the foregoing; and (d) the results of any Contractor “Use Cases Presentation”, “Proof of Concept” or similar type presentations or tests provided by Contractor to City.
- 1.9 **“Downtime”** means any period of time of any duration that the Services are not made available by Contractor to City for any reason, including scheduled maintenance or Enhancements.
- 1.10 **“End User”** means the individuals (including, but not limited to employees, authorized agents, students and volunteers of City; Third Party consultants, auditors and other independent contractors performing services for City; any governmental, accrediting or regulatory bodies lawfully requesting or requiring access to any Services; customers of City provided services; and any external users collaborating with City) authorized by City to access and use the Services provided by Contractor under this Agreement. Each End User shall read and accept the ATIMS Jail Management System for City and County of Denver Terms of Use (“Terms of Use”) prior to being allowed access to and use of the Services through the jail management system (“JMS”) provided by ATIMS. Such Terms of Use are incorporated by reference and attached hereto as Exhibit B.
- 1.11 **“End User Data”** includes End User account credentials and information, and all records sent, received, or created by or for End Users, including email content, headers, and attachments, and any Protected Information of any End User or

Third Party contained therein or in any logs or other records of Contractor reflecting End User's use of Contractor Services.

- 1.12 "**Enhancements**" means any improvements, modifications, upgrades, updates, fixes, revisions and/or expansions to the Services that Contractor may develop or acquire and incorporate into its standard version of the Services or which the Contractor has elected to make generally available to its customers.
- 1.13 "**Intellectual Property Rights**" includes without limitation all right, title, and interest in and to all (a) Patent and all filed, pending, or potential applications for Patent, including any reissue, reexamination, division, continuation, or continuation-in-part applications throughout the world now or hereafter filed; (b) trade secret rights and equivalent rights arising under the common law, state law, and federal law; (c) copyrights, other literary property or authors rights, whether or not protected by copyright or as a mask work, under common law, state law, and federal law; and (d) proprietary indicia, trademarks, trade names, symbols, logos, and/or brand names under common law, state law, and federal law.
- 1.14 "**Protected Information**" includes but is not limited to personally-identifiable information, student records, protected health information, criminal justice information or individual financial information that is subject to local, state or federal statute, regulatory oversight or industry standard restricting the use and disclosure of such information. These laws or standards include, but are not limited to: the Colorado Constitution, the Colorado Consumer Protection Act, the Children's Online Privacy Protection Act (COPPA), Health Insurance Portability and Accountability Act (HIPAA), the Family Education Rights and Privacy Act (FERPA), the Payment Card Industry Data Security Standard (PCI DSS), and the Federal Bureau of Information Criminal Justice Information Services (CJIS) Security Policy.
- 1.15 "**Project Manager**" means the individual who shall serve as each party's point of contact with the other party's personnel as provided in this Agreement. The initial Project Managers and their contact information are set forth in the Notices section below and may be changed by a party at any time upon written notice to the other party.
- 1.16 "**RFP Response**" means any proposal submitted by Contractor to City in response to City's Request for Proposal ("RFP") titled Jail Management System, RFP No. 28395Q, October 17, 2016 (RFP Date). The RFP Response is dated on or around December 5, 2016.
- 1.17 "**Services**" means Contractor's computing solutions, provided to City pursuant to this Agreement, that provide the functionality and/or produce the results described in the Documentation, including without limitation all Enhancements thereto and all interfaces.

- 1.18 "*Third Party*" means persons, corporations and entities other than Contractor, City or any of their employees, contractors or agents.
- 1.19 "*Third Party Host*" means that the servers where Contractor's software resides is at a physical location, which is not controlled by the Contractor, sometimes called "managed hosting," for example, Amazon Web Services.

2. RIGHTS AND LICENSE IN AND TO DATA

- 2.1 The parties agree that as between them, all rights, including all Intellectual Property Rights, in and to Data shall remain the exclusive property of City, and Contractor has a limited, nonexclusive license to access and use these Data as provided in this Agreement solely for the purpose of performing its obligations hereunder.
- 2.2 All End User Data and City Data created and/or processed by the Services is and shall remain the property of City and shall in no way become attached to the Services, nor shall Contractor have any rights in or to the Data of City.
- 2.3 This Agreement does not give a party any rights, implied or otherwise, to the other's data, content, or intellectual property, except as expressly stated in the Agreement.
- 2.4 City retains the right to use the Services to access and retrieve Data stored on Contractor's Services infrastructure at any time during the term of the Agreement at its sole discretion.

3. DATA PRIVACY

- 3.1 Contractor will use City Data and End User Data only for the purpose of fulfilling its duties under this Agreement and for City's and its End User's sole benefit, and will not share such data with or disclose it to any Third Party without the prior written consent of City or as otherwise required by law. By way of illustration and not of limitation, Contractor will not use such data for Contractor's own benefit and, in particular, will not engage in "data mining" of such data or communications, whether through automated or human means, except as specifically and expressly required by law or authorized in writing by City.
- 3.2 Contractor will provide access to Data only to those Contractor employees, contractors and subcontractors ("Contractor Staff") who need to access the Data to fulfill Contractor's obligations under this Agreement. Contractor will ensure that, prior to being granted access to the Data, Contractor Staff who perform work under this Agreement have all undergone and passed criminal background screenings; have successfully completed annual instruction of a nature sufficient to enable them to effectively comply with all Data protection provisions of this

Agreement; and possess all qualifications appropriate to the nature of the employees' duties and the sensitivity of the Data they will be handling.

4. DATA SECURITY AND INTEGRITY

- 4.1 In the event that the Service is provided with a Third Party Host, Contractor shall not be relieved of the obligations in Sections 4, 6, 7 and 8, under this Agreement.
- 4.2 All facilities used to store and process Data will implement and maintain administrative, physical, technical, and procedural safeguards and best practices at a level sufficient to provide the requested Service availability and to secure Data from unauthorized access, destruction, use, modification, or disclosure. Such measures may include, but may not limited to, the Telecommunications Industry Association (TIA) Telecommunications Infrastructure Standard for Data Centers (TIA-942); the Health Insurance Portability and Accountability Act (HIPAA); or the Federal Bureau of Investigation Criminal Justice Information Services (CJIS) Security Policy.
- 4.3 Contractor warrants that all City Data and End User Data will be encrypted in transmission (including via web interface) and in storage by a mutually agreed upon National Institute of Standards and Technology (NIST) approved strong encryption method and standard.
- 4.4 Contractor shall at all times use industry-standard and up-to-date security tools, technologies and procedures including, but not limited to anti-virus and anti-malware protections and intrusion detection and reporting in providing Services under this Agreement.
- 4.5 Prior to the Go Live of the ATIMS JMS for City, Contractor will at its expense conduct, or have conducted by a Third Party Host, the following, and thereafter, Contractor will at its expense conduct, or have conducted by a Third Party Host, the following at least once per year, and immediately after any actual or reasonably suspected Data Compromise:
 - 4.5.1 A SSAE 16/SOC 2 or other mutually agreed upon audit of Contractor's security policies, procedures and controls.
 - 4.5.2 A formal external penetration test, performed by personnel qualified in the process of conducting such tests approved by City, of Contractor's systems and facilities that are used in any way to deliver Services under this Agreement.
 - 4.5.3 If external vulnerability scan is necessary, it will be performed by a Third Party scanner, of Contractor's systems and facilities that are used in any way to deliver Services under this Agreement.

- 4.5.4 Despite anything to the contrary in this Agreement, City is responsible for any internal penetration and vulnerability scans.
- 4.6 Contractor will provide City the reports or other documentation resulting from the above audits, certifications, scans and tests within seven (7) business days of Contractor's receipt of such results.
- 4.7 Based on the results of the above audits, certifications, scans and tests, Contractor will, within thirty (30) calendar days of receipt of such results, promptly modify its security measures in order to meet its obligations under this Agreement, and provide City with written evidence of remediation.
- 4.8 City may require, at its expense, that Contractor perform additional audits and tests, the results of which will be provided to City within seven (7) business days of Contractor's receipt of such results.
- 4.9 Contractor shall use reasonable commercial means to protect Data against deterioration or degradation of Data quality and authenticity, including, but not limited to arranging for annual Third Party Data integrity audits. Contractor will provide City the results of the above audits.

5. RESPONSE TO LEGAL ORDERS, DEMANDS OR REQUESTS FOR DATA

- 5.1 Except as otherwise expressly prohibited by law, Contractor will:
 - 5.1.1 If required by a court of competent jurisdiction or an administrative body to disclose Data, Contractor will notify City in writing immediately upon receiving notice of such requirement and prior to any such disclosure;
 - 5.1.2 Consult with City regarding its response;
 - 5.1.3 Cooperate with City's reasonable requests in connection with efforts by City to intervene and quash or modify the legal order, demand or request; and
 - 5.1.4 Upon City's request, provide City with a copy of its response.
- 5.2 If City receives a subpoena, warrant, or other legal order, demand or request seeking Data maintained by Contractor, City will promptly provide a copy to Contractor. Contractor will supply City with copies of Data required for City to respond within seventy-two (72) hours or as mutually agreed upon by the parties in writing after receipt of copy from City, and will cooperate with City's reasonable requests in connection with its response.

6. DATA COMPROMISE RESPONSE

- 6.1 Contractor shall report, either orally or in writing, to City any Data Compromise involving Data, or circumstances that could have resulted in unauthorized access

to or disclosure or use of Data, not authorized by this Agreement or in writing by City, including any reasonable belief that an unauthorized individual has accessed Data. Contractor shall make the report to City immediately upon discovery of the unauthorized disclosure, but in no event more than seventy-two (72) hours after Contractor reasonably believes there has been such unauthorized use or disclosure. Oral reports by Contractor regarding Data Compromises will be reduced to writing and supplied to City as soon as reasonably practicable, but in no event more than seventy-two (72) hours after oral report.

- 6.2 Immediately upon becoming aware of any such Data Compromise, Contractor shall fully investigate the circumstances, extent and causes of the Data Compromise, and report the results to City and continue to keep City informed on a consistent basis or as reasonably necessary of the progress of its investigation until the issue has been effectively resolved.
- 6.3 Contractor's report discussed herein shall identify: (i) the nature of the unauthorized use or disclosure, (ii) the Data used or disclosed, (iii) who made the unauthorized use or received the unauthorized disclosure (if known), (iv) what Contractor has done or shall do to mitigate any deleterious effect of the unauthorized use or disclosure, and (v) what corrective action Contractor has taken or shall take to prevent future similar unauthorized use or disclosure.
- 6.4 Within five (5) calendar days of the date Contractor becomes aware of any such Data Compromise, Contractor shall have completed implementation of corrective actions to remedy the Data Compromise, restore City access to the Services as directed by City, and prevent further similar unauthorized use or disclosure.
- 6.5 Contractor shall cooperate fully with City's investigation of and response to any such Data Compromise incident.
- 6.6 Except as otherwise required by law, Contractor will not disclose or otherwise provide notice of the incident directly to any person, regulatory agencies, or other entities, without prior written permission from City.
- 6.7 Notwithstanding any other provision of this agreement, and in addition to any other remedies available to City under law or equity, Contractor will promptly reimburse City in full for all costs incurred by City in any investigation, remediation or litigation resulting from any such Data Compromise, including but not limited to providing notification to Third Parties whose Data were compromised and to regulatory bodies, law-enforcement agencies or other entities as required by law or contract; establishing and monitoring call center(s), and credit monitoring and/or identity restoration services to assist each person impacted by a Data Compromise in such a fashion that, in City's sole discretion, could lead to identity theft; and the payment of legal fees and expenses, audit costs, fines and penalties, and other fees imposed by regulatory agencies, courts of law, or contracting partners as a result of the Data Compromise.

7. DATA RETENTION AND DISPOSAL

- 7.1 Contractor will retain Data in an End User's account, including attachments, until the End User deletes them or for the time period mutually agreed to by the parties in this Agreement.
- 7.2 Using appropriate and reliable storage media, Contractor will regularly backup Data and retain such backup copies consistent with the City's data retention policies.
- 7.3 At the City's election at termination of the Agreement, Contractor will either securely destroy or transmit to City repository any backup copies of City and/or End User Data. Contractor will supply City a certificate indicating the records disposed of, the date disposed of, and the method of disposition used.
- 7.4 Contractor will retain logs associated with End User activity consistent with the City's data retention policies.
- 7.5 Contractor will immediately preserve the state of the Data at the time of the request and place a "hold" on Data destruction or disposal under its usual records retention policies of records that include Data, in response to an oral or written request from City indicating that those records may be relevant to litigation that City reasonably anticipates. Oral requests by City for a hold on record destruction will be reduced to writing and supplied to Contractor for its records as soon as reasonably practicable under the circumstances. City will promptly coordinate with Contractor regarding the preservation and disposition of these records. Contractor shall continue to preserve the records until further notice by City.

8. DATA TRANSFER UPON TERMINATION OR EXPIRATION

- 8.1 Upon termination or expiration of this Agreement, Contractor will ensure that all Data are securely transferred to City, or a Third Party designated by City, within thirty (30) calendar days. Contractor will use reasonable commercial means to ensure that such migration uses facilities and methods that are compatible with the relevant systems of City, and that City will have access to Data during the transition. In the event that it is not possible to transfer the aforementioned Data to City in a format that does not require proprietary software to access the Data, Contractor shall provide City with Data in a standard format or language usable by the City.
- 8.2 Contractor will provide City with no less than ninety (90) calendar days notice of impending cessation of its business or that of any material Contractor subcontractor (e.g., Amazon Web Services) and any contingency plans in the event of notice of such cessation. This includes immediate transfer of any previously escrowed assets and Data and providing City reasonable access to Contractor's facilities to remove and destroy City-owned assets and Data.

- 8.3 Along with the notice described in section 8.2, Contractor will provide a fully documented service description and perform and document a gap analysis by examining any differences between its Services and those to be provided by its successor at City's expense.
- 8.4 Contractor will provide a full inventory and configuration of servers, routers, other hardware, and software involved in service delivery along with supporting documentation, indicating which if any of these are owned by or dedicated to City.
- 8.5 Contractor shall implement its contingency and/or exit plans and take all necessary actions to provide for an effective and efficient transition of service with minimal disruption to City. Contractor will work closely with its successor to ensure a successful transition to the new service and/or equipment, with minimal Downtime and effect on City, all such work to be coordinated and performed no less than ninety (90) calendar days in advance of the formal, final transition date.

9. **SERVICE LEVELS.** Incorporated into Agreement.

10. **INTERRUPTIONS IN SERVICE; SUSPENSION AND TERMINATION OF SERVICE; CHANGES TO SERVICE.** Incorporated into Agreement.

11. **INSTITUTIONAL BRANDING.** Contractor Services will provide reasonable and appropriate opportunities for City branding of Contractor Services. Each party shall have the right to use the other party's Brand Features only in connection with performing the functions provided in this Agreement and as specified in the attached Scope of Work. Any use of a party's Brand Features will inure to the benefit of the party holding Intellectual Property Rights in and to those features. Contractor may not advertise that City is a client, list City as a reference or otherwise use City's name, logos, trademarks, or service marks without prior written permission obtained from City personnel authorized to permit City brand use.

12. **COMPLIANCE WITH APPLICABLE LAWS AND CITY POLICIES.** Contractor will comply with all applicable laws in performing Services under this Agreement. Any Contractor personnel visiting City's facilities will comply with all applicable City policies regarding access to, use of, and conduct within such facilities. City will provide copies of such policies to Contractor upon request.

13. **WARRANTIES, REPRESENTATIONS AND COVENANTS**

13.1 **Services Warranty.** Contractor represents and warrants that the Services provided to City under this Agreement shall conform to, be performed, function, and produce results substantially in accordance with the Documentation. Contractor shall offer City warranty coverage equal to or greater than that offered by Contractor to any of its customers.

Contractor's obligations for breach of the Services Warranty shall be limited to using its best efforts, at its own expense, to correct or replace that portion of the Services which fails to conform to such warranty, and, if Contractor is unable to correct any breach in the Services Warranty by the date which is sixty (60) calendar days after City provides notice of such breach, City may, in its sole discretion, extend the time for Contractor to cure the breach or seek redress through the services level agreements set forth in the SOW, which is attached hereto as Exhibit A and incorporated by reference, or terminate this Agreement.

- 13.2 Disabling Code Warranty. Contractor represents, warrants and agrees that the Services do not contain and City will not receive from Contractor any virus, worm, trap door, back door, timer, clock, counter or other limiting routine, instruction or design, or other malicious, illicit or similar unrequested code, including surveillance software or routines which may, or is designed to, permit access by any person, or on its own, to erase, or otherwise harm or modify any City system or Data (a "Disabling Code").

In the event a Disabling Code is identified, Contractor shall take all steps necessary, at no additional cost to City, to: (a) restore and/or reconstruct any and all Data lost by City as a result of Disabling Code; (b) furnish to City a corrected version of the Services without the presence of Disabling Codes; and, (c) as needed, re-implement the Services at no additional cost to City. This warranty shall remain in full force and effect as long as this Agreement remains in effect.

- 13.3 Intellectual Property Warranty. Contractor represents, warrants and agrees that: Contractor has all Intellectual Property Rights necessary to provide the Services to City in accordance with the terms of this Agreement; Contractor is the sole owner or is a valid licensee of all software, text, pictures, audio, video, logos and copy that provides the foundation for provision of the Services, and has secured all necessary licenses, consents, and authorizations with respect to the use of these underlying elements; the Services do not and shall not infringe upon any patent, copyright, trademark or other proprietary right or violate any trade secret or other contractual right of any Third Party; and there is currently no actual or threatened suit against Contractor by any Third Party based on an alleged violation of such right. This warranty shall survive the expiration or termination of this Agreement. If during the term of the Agreement, Contractor obtains substitute or new underlying elements for the Services from a Third Party, Contractor will secure all necessary licenses, consents, and authorizations with respect to the use of these underlying elements.

- 13.4 Warranty of Authority. Each party represents and warrants that it has the right to enter into this Agreement. Contractor represents and warrants that it has the unrestricted right to provide the Services, and that it has the financial viability to fulfill its obligations under this Agreement. Contractor represents, warrants and agrees that the Services shall be free and clear of all liens, claims, encumbrances or demands of Third Parties. Contractor represents and warrants that it has no knowledge of any pending or threatened litigation, dispute or controversy arising

from or related to the Services. This warranty shall survive the expiration or termination of this Agreement.

- 13.5 Third Party Warranties and Indemnities. If the event of an issue with the Services, Contractor agrees to use reasonable commercial means at a reasonable cost to specifically enforce Third Party warranties and indemnities on behalf of City to the extent Contractor is permitted to do so under the terms of the applicable Third Party agreements.
- 13.6 Date/Time Change Warranty. Contractor represents and warrants to City that the Services provided will accurately process date and time-based calculations under circumstances of change including, but not limited to: century changes and daylight saving time changes. Contractor must repair any date/time change defects at Contractor's own expense to the extent such defects are not caused by the negligence or willful conduct of City.
- 13.7 Intentionally Omitted.
- 13.8 Compliance With Laws Warranty. Contractor represents and warrants to City that it will comply with all applicable laws, including its tax responsibilities, pertaining to the Agreement and its provision of the Services to City.
- 13.9 THE WARRANTIES SET FORTH ABOVE ARE IN LIEU OF ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, WITH REGARD TO THE SERVICES PURSUANT TO THIS AGREEMENT, INCLUDING, BUT NOT LIMITED TO, ANY IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.

14. CONFIDENTIALITY

- 14.1 Each party acknowledges that certain information that it shall acquire from the other is of a special and unique character and constitutes Confidential Information.
- 14.2 The Receiving Party agrees to exercise the same degree of care and protection with respect to the Confidential Information that it exercises with respect to its own similar Confidential Information and not to directly or indirectly provide, disclose, copy, distribute, republish or otherwise allow any Third Party to have access to any Confidential Information without prior written permission from the disclosing party. However: (a) either party may disclose Confidential Information to its employees and authorized agents who have a need to know; (b) either party may disclose Confidential Information if so required to perform any obligations under this Agreement; and (c) either party may disclose Confidential Information if so required by law (including court order or subpoena). Nothing in this Agreement shall in any way limit the ability of City to comply with any laws or legal process concerning disclosures by public entities. Contractor acknowledges that any responses, materials, correspondence, documents or other information

provided to City are subject to applicable state and federal law, including the Colorado Open Records Act, and that the release of Confidential Information in compliance with those acts or any other law will not constitute a breach or threatened breach of this Agreement.

- 14.3 Nothing in this Agreement shall in any way limit the ability of City to comply with any laws or legal process concerning disclosures by public entities. Contractor acknowledges that any responses, materials, correspondence, documents or other information provided to City are subject to applicable state and federal law, including the Colorado Public Records Act, and that the release of Confidential Information in compliance with those acts or any other law will not constitute a breach or threatened breach of this Agreement.
- 14.4 Except as expressly provided by the terms of this Agreement, Contractor agrees that it shall not disseminate, transmit, license, sublicense, assign, lease, release, publish, post on the internet, transfer, sell, permit access to, distribute, allow interactive rights to, or otherwise make available any Data, including City Confidential Information or any part thereof to any other person, party or entity in any form of media for any purpose other than performing its obligations under this Agreement. Contractor further acknowledges that by City providing Data or City Confidential Information, the City is not granting to Contractor any right or license to use such data except as provided in this Agreement. Contractor further agrees not to disclose or distribute to any other party, in whole or in part, the Data or City Confidential Information without written authorization from the Manager and will immediately notify the City if any information of the City is requested from the Contractor from a third party.
- 14.5 Contractor agrees, with respect to the City Confidential Information, that: (1) Contractor shall not copy, recreate, reverse engineer or decompile such Data or Confidential Information, in whole or in part, unless authorized in writing by the Manager; (2) Contractor shall retain no copies, recreations, compilations, or decompilations, in whole or in part, of such Data or City Confidential Information; and (3) Contractor shall, upon the expiration or earlier termination of the Agreement, destroy (and, in writing, certify destruction) or return all such Data or City Confidential Information or work products incorporating such Data or City Confidential Information to the City.
- 14.6 Contractor will inform its employees and officers of the obligations under this Agreement, and all requirements and obligations of Contractor under this Agreement shall survive the expiration or earlier termination of this Agreement. Contractor shall not disclose Data or City Confidential Information to subcontractors unless such subcontractors are bound by non-disclosure and confidentiality provisions at least as strict as those contained in this Agreement.
- 14.7 Notwithstanding any other provision of this Agreement, the City is furnishing Data or City Confidential Information on an "as is" basis, without any support whatsoever, and without representation, warranty or guarantee, including but not in any manner limited to, fitness, merchantability or the accuracy and

completeness of the Data or City Confidential Information. .

15. **PROTECTED INFORMATION**. During the course of this Agreement, should Contractor come into possession of any City Protected Information, Contractor may not disclose this information to any Third Party under any circumstances.

16. **SOFTWARE AS A SERVICE, SUPPORT AND SERVICES TO BE PERFORMED:**

16.1 Contractor, under the general direction of, and in coordination with, the City's Chief Information Officer or other designated supervisory personnel (the "Manager") agrees to provide the Services and perform the technology related services described in attached Exhibit A (the "Statement of Work" or "SOW").

16.2 As the Manager directs, the Contractor shall diligently undertake, perform, and complete all of the technology related services and produce all the deliverables set forth on Exhibit B to the City's satisfaction.

16.3 The Contractor is ready, willing, and able to provide the technology related services and the Services required by this Agreement.

16.4 The Contractor shall faithfully perform the technology related services in accordance with the standards of care, skill, training, diligence, and judgment provided by highly competent individuals performing services of a similar nature to those described in the Agreement and in accordance with the terms of the Agreement.

16.5 **User ID Credentials.** Internal corporate or customer (tenant) user account credentials shall be restricted as per the following, ensuring appropriate identity, entitlement, and access management and in accordance with established policies and procedures:

- a) Identity trust verification and service-to-service application (API) and information processing interoperability (*e.g.*, SSO and Federation)
- b) Account credential lifecycle management from instantiation through revocation
- c) Account credential and/or identity store minimization or re-use when feasible
- d) Adherence to industry acceptable and/or regulatory compliant authentication, authorization, and accounting (AAA) rules (*e.g.*, strong/multi-factor, expireable, non-shared authentication secrets)

16.6 **Vendor Supported Releases.** The Contractor shall maintain the currency all third-party software used in the development and execution or use of the software including, but not limited to: all code libraries, frameworks, components, and other products (*e.g.*, Java JRE, code signing certificates, .NET, jquery pluggins,

etc.), whether commercial, free, open-source, or closed-source; with third-party vendor approved and supported releases.

- 16.7 **Oracle Identity Management.** The City's Identity and Access Management (IdM) system is an integrated infrastructure solution that enables many of the City's services and online resources to operate more efficiently, effectively, economically and securely. All new and proposed applications must utilize the authentication and authorization functions and components of the IdM. Strong authentication is required for privileged accounts or accounts with access to sensitive information. This technical requirement applies to all solutions, regardless to where the application is hosted.

17. JAIL MANAGEMENT SYSTEM; RESTRICTIONS:

- 17.1 During the term of the Agreement, City has a license to drivers (e.g., biometrics and signature pads) and software installed on City's servers (e.g., Microsoft Silverlight) relating to the ATIMS JMS and may access, display, perform, and use the ATIMS JMS consistent with this Agreement.
- 17.2 All rights, title to and ownership of the ATIMS JMS, including all graphics, user interfaces, logos and trademarks of Contractor reproduced through the ATIMS JMS, will remain with Contractor. City will not reverse engineer or reverse compile any part of the ATIMS JMS. City will not remove, obscure or deface any proprietary notice or legend contained in the ATIMS JMS or Documentation without Contractor's prior written consent.

18. DELIVERY AND ACCEPTANCE:

- 18.1 Upon set up of the Services, the City will test and evaluate same to ensure that it conforms, in the City's reasonable judgment, to the specifications outlined in the SOW or the Documentation. The delivery/deployment and acceptance procedures are set forth in the SOW. If the Services do not conform, the City will notify Contractor in writing within sixty (60) days. Contractor will, at its expense, repair or replace the nonconforming product within fifteen (15) days after receipt of the City's notice of deficiency. The foregoing procedure will be repeated until the City accepts or finally rejects the component services, in whole or part, in its sole discretion. In the event that the Services do not perform to the City's satisfaction, the City reserves the right to repudiate acceptance.
- 18.2 If the City is not satisfied with the Contractor's performance of the professional technology related services described in the SOW, prior to the acceptance of such services, the City will so notify Contractor within thirty (30) days after Contractor's performance thereof. Contractor will re-perform the professional technology related services within fifteen (15) days after receipt of City's notice of deficiency. The foregoing procedure will be repeated until City accepts or

finally rejects the professional technology related services in its sole discretion. In the event that City finally rejects any professional technology related services, Contractor will refund to City any profit for any such services after deducting its actual costs for such services. In no event shall the total refund to City for any and all professional technology related services described in the SOW under Implementation Payment Schedule be greater than \$150,000.

19. **TERM:** The term of the Agreement is from August 28, 2017 through August 28, 2027.

20. **COMPENSATION AND PAYMENT:**

20.1 Fee: The fee for the Service and technology related services is described in Exhibit A and the associated attachments (the “Fee”). The Fee shall be paid pursuant to the City’s Prompt Payment Ordinance and in accordance with the Payment Milestones in Exhibit A.

20.2 Reimbursement Expenses: The Fee specified above include all expenses.

20.3 Invoicing: Contractor must submit an invoice, which shall include the City contract number, clear identification of the deliverable or service that has been completed, and other information reasonably requested by the City. Payment on all uncontested amounts shall be made in accordance with the City’s Prompt Payment Ordinance.

20.4 Maximum Contract Liability:

20.4.1 Notwithstanding any other provision of the Agreement, the City’s maximum payment obligation will not exceed **SEVEN MILLION DOLLARS (\$7,000,000.00)** (the “Maximum Contract Amount”). The City is not obligated to execute an Agreement or any amendments for any further services, including any services performed by Contractor beyond that specifically described in Exhibit A. Any services performed beyond those in Exhibit A are performed at Contractor’s risk and without authorization under the Agreement unless the parties execute a written change order or amendment pursuant to this Agreement.

20.4.2 The City’s payment obligation, whether direct or contingent, extends only to funds appropriated annually by the Denver City Council, paid into the Treasury of the City, and encumbered for the purpose of the Agreement. The City does not by the Agreement irrevocably pledge present cash reserves for payment or performance in future fiscal years. The Agreement does not and is not intended to create a multiple-fiscal year direct or indirect debt or financial obligation of the City.

21. **STATUS OF CONTRACTOR:** The Contractor is an independent contractor retained to perform professional or technical services for limited periods of time. Neither the

Contractor nor any of its employees are employees or officers of the City under Chapter 18 of the Denver Revised Municipal Code, or for any purpose whatsoever.

22. TERMINATION:

22.1 The City has the right to terminate the Agreement with cause upon written notice effective immediately, and without cause upon twenty (20) days prior written notice to the Contractor. However, nothing gives the Contractor the right to perform services under the Agreement beyond the time when its services become unsatisfactory to the Manager and such dissatisfaction must be stated in a writing signed by the Manager and delivered to Contractor.

22.2 Notwithstanding the preceding paragraph, the City may terminate the Agreement if the Contractor or any of its officers or employees are convicted, plead nolo contendere, enter into a formal agreement in which they admit guilt, enter a plea of guilty or otherwise admit culpability to criminal offenses of bribery, kick backs, collusive bidding, bid-rigging, antitrust, fraud, undue influence, theft, racketeering, extortion or any offense of a similar nature in connection with Contractor's business. Termination for the reasons stated in this paragraph is effective upon receipt of notice.

22.3 Upon termination of the Agreement, with or without cause by City, the Contractor shall have no claim against the City by reason of, or arising out of, incidental or relating to the termination itself, except for compensation for work duly requested and satisfactorily performed as described in the Agreement.

22.4 Contractor has the right to terminate this Agreement for convenience upon thirty (30) months written notice to City. Contractor has the right to terminate this Agreement for cause or for material breach; provided however, that Contractor has given the City at least thirty (30) days written notice thereof and reasonable opportunity to cure the breach within a reasonable period of time commensurate with the breach.

23. EXAMINATION OF RECORDS: Any authorized agent of the City, including the City Auditor or his or her representative, has the right to access and the right to examine any pertinent books, documents, papers and records of the Contractor during reasonable business hours at Contractor's premises and at City's cost, involving transactions related to the Agreement until the latter of three (3) years after the final payment under the Agreement or expiration of the applicable statute of limitations.

24. WHEN RIGHTS AND REMEDIES NOT WAIVED: In no event shall any action by either Party hereunder constitute or be construed to be a waiver by the other Party of any breach of covenant or default which may then exist on the part of the Party alleged to be in breach, and the non-breaching Party's action or inaction when any such breach or default shall exist shall not impair or prejudice any right or remedy available to that Party with respect to such breach or default; and no assent, expressed or implied, to any breach

of any one or more covenants, provisions or conditions of the Agreement shall be deemed or taken to be a waiver of any other breach.

25. INSURANCE:

25.1 General Conditions: Contractor agrees to secure, at or before the time of execution of this Agreement, the following insurance covering all operations, goods or services provided pursuant to this Agreement. Contractor shall keep the required insurance coverage in force at all times during the term of the Agreement, or any extension thereof, during any warranty period, and for three (3) years after termination of the Agreement. The required insurance shall be underwritten by an insurer licensed or authorized to do business in Colorado and rated by A.M. Best Company as "A-"VIII or better. Each policy shall contain a valid provision or endorsement requiring notification to the City in the event any of the required policies is canceled or non-renewed before the expiration date thereof. Such written notice shall be sent to the parties identified in the Notices section of this Agreement. Such notice shall reference the City contract number listed on the signature page of this Agreement. Said notice shall be sent thirty (30) days prior to such cancellation or non-renewal unless due to non-payment of premiums for which notice shall be sent ten (10) days prior. If such written notice is unavailable from the insurer, contractor shall provide written notice of cancellation, non-renewal and any reduction in coverage to the parties identified in the Notices section by certified mail, return receipt requested within three (3) business days of such notice by its insurer(s) and referencing the City's contract number. If any policy is in excess of a deductible or self-insured retention, the City must be notified by the Contractor. Contractor shall be responsible for the payment of any deductible or self-insured retention. The insurance coverages specified in this Agreement are the minimum requirements, and these requirements do not lessen or limit the liability of the Contractor. The Contractor shall maintain, at its own expense, any additional kinds or amounts of insurance that it may deem necessary to cover its obligations and liabilities under this Agreement.

25.2 Proof of Insurance: Contractor shall provide a copy of this Agreement to its insurance agent or broker. Contractor may not commence services or work relating to the Agreement prior to placement of coverages required under this Agreement. Contractor certifies that the certificate of insurance attached as Exhibit C, preferably an ACORD certificate, complies with all insurance requirements of this Agreement. The City requests that the City's contract number be referenced on the Certificate. The City's acceptance of a certificate of insurance or other proof of insurance that does not comply with all insurance requirements set forth in this Agreement shall not act as a waiver of Contractor's breach of this Agreement or of any of the City's rights or remedies under this Agreement. The City's Risk Management Office may require additional proof of insurance, including but not limited to policies and endorsements.

- 25.3 Additional Insureds: For Commercial General Liability, Auto Liability and Excess Liability/Umbrella (if required), Contractor and subcontractor's insurer(s) shall include the City and County of Denver, its elected and appointed officials, employees and volunteers as additional insured..
- 25.4 Waiver of Subrogation: For all coverages required under this Agreement, Contractor's insurer shall waive subrogation rights against the City.
- 25.5 Subcontractors and Subconsultants: All subcontractors and subconsultants (including independent contractors, suppliers or other entities providing goods or services required by this Agreement) shall be subject to all of the requirements herein and shall procure and maintain the same coverages required of the Contractor. Contractor shall include all such subcontractors as additional insured under its policies (with the exception of Workers' Compensation) or shall ensure that all such subcontractors and subconsultants maintain the required coverages. Contractor agrees to provide proof of insurance for all such subcontractors and subconsultants upon request by the City.
- 25.6 Workers' Compensation/Employer's Liability Insurance: Contractor shall maintain the coverage as required by statute for each work location and shall maintain Employer's Liability insurance with limits of \$100,000 per occurrence for each bodily injury claim, \$100,000 per occurrence for each bodily injury caused by disease claim, and \$500,000 aggregate for all bodily injuries caused by disease claims. Contractor expressly represents to the City, as a material representation upon which the City is relying in entering into this Agreement, that none of the Contractor's officers or employees who may be eligible under any statute or law to reject Workers' Compensation Insurance shall effect such rejection during any part of the term of this Agreement, and that any such rejections previously effected, have been revoked as of the date Contractor executes this Agreement.
- 25.7 Commercial General Liability: Contractor shall maintain a Commercial General Liability insurance policy with limits of \$1,000,000 for each occurrence, \$1,000,000 for each personal and advertising injury claim, \$2,000,000 products and completed operations aggregate, and \$2,000,000 policy aggregate.
- 25.8 Business Automobile Liability: Contractor shall maintain Business Automobile Liability with limits of \$1,000,000 combined single limit applicable to all owned, hired and non-owned vehicles used in performing services under this Agreement.
- 25.9 Technology Errors & Omissions: Contractor shall maintain Technology Errors and Omissions insurance including cyber liability, network security, privacy liability and product failure coverage with limits of \$1,000,000 per occurrence and \$1,000,000 policy aggregate.
- 25.10 Additional Provisions:

- 25.10.1 For Commercial General Liability, the policy must provide the following:
 - 25.10.1.1 That this Agreement is an Insured Contract under the policy;
 - 25.10.1.2 Defense costs are outside the limits of liability;
 - 25.10.1.3 A severability of interests or separation of insureds provision (no insured vs. insured exclusion); and
 - 25.10.1.4 A provision that coverage is primary and non-contributory with other coverage or self-insurance maintained by the City.

- 25.10.2 For claims-made coverage:
 - 25.10.2.1 The retroactive date must be on or before the contract date or the first date when any goods or services were provided to the City, whichever is earlier
 - 25.10.2.2 Contractor shall advise the City in the event any general aggregate or other aggregate limits are reduced below the required per occurrence limits. At their own expense, and where such general aggregate or other aggregate limits have been reduced below the required per occurrence limit, the Contractor will procure such per occurrence limits and furnish a new certificate of insurance showing such coverage is in force.

26. REPRESENTATION AND WARRANTY: Contractor represents and warrants that:

- 26.1 The ATIMS JMS will generally conform to applicable specifications, operate in substantial compliance with applicable Documentation, and will be free from deficiencies and defects in materials, workmanship, design and/or performance;
- 26.2 all technology related services will be performed by qualified personnel in a professional and workmanlike manner, consistent with industry standards;
- 26.3 all technology related services will generally conform to applicable specifications and the Exhibits attached hereto;
- 26.4 it has the requisite ownership, rights and licenses to perform its obligations under this Agreement fully as contemplated hereby and to grant to the City all rights to access and use the ATIMS JMS pursuant to this Agreement;
- 26.5 there are no pending or threatened lawsuits, claims, disputes or actions against Contractor regarding its JMS: (i) alleging that any software as a service infringes, violates or misappropriates any third party rights; or (ii) adversely affecting Contractor's ability to perform its obligations hereunder;

- 26.6 the JMS, as delivered by Contractor, will not violate, infringe, or misappropriate any patent, copyright, trademark, trade secret, or other intellectual property or proprietary right of any third party;
- 26.7 the JMS, as delivered provided by Contractor, will contain no malicious or disabling code that is intended to damage, destroy or destructively alter any City software, hardware, systems or Data.

27. DEFENSE AND INDEMNIFICATION:

- 27.1 Contractor hereby agrees to defend, indemnify, reimburse and hold harmless City, its appointed and elected officials, agents and employees for, from and against all liabilities, claims, judgments, suits or demands for damages to persons or property arising out of, resulting from, or relating to the work performed under this Agreement (“Claims”), unless such Claims have been specifically determined by the trier of fact to be the negligence or willful misconduct of the City. This indemnity shall be interpreted in the broadest possible manner to indemnify City for any acts or omissions of Contractor or its subcontractors either passive or active, irrespective of fault, including City’s concurrent negligence whether active or passive, except for the negligence or willful misconduct of City.
- 27.2 Contractor’s duty to defend and indemnify City shall arise at the time written notice of the Claim is first provided to City regardless of whether Claimant has filed suit on the Claim. Contractor’s duty to defend and indemnify City shall arise even if City is the only party sued by claimant and/or claimant alleges that City’s negligence or willful misconduct was the cause of claimant’s damages.
- 27.3 Contractor will defend any and all Claims which may be brought or threatened against City and will pay on behalf of City any expenses incurred by reason of such Claims including, but not limited to, court costs and attorney fees incurred in defending and investigating such Claims or seeking to enforce this indemnity obligation. Such payments on behalf of City shall be in addition to any other legal remedies available to City and shall not be considered City’s exclusive remedy.
- 27.4 Insurance coverage requirements specified in this Agreement shall in no way lessen or limit the liability of the Contractor under the terms of this indemnification obligation. The Contractor shall obtain, at its own expense, any additional insurance that it deems necessary for the City’s protection.
- 27.5 Contractor will, at Contractor's expense, indemnify, defend and hold harmless the City, its officers, agents and employees from and against any loss, cost, expense or liability (including but not limited to attorney’s fees and awarded damages) arising out of a claim that the ATIMS JMS, or its use by the City, infringes, violates or misappropriates a patent, copyright, trademark, trade secret or other intellectual property or proprietary right of any third party. The City will

promptly notify Contractor in writing of any claim and cooperate with Contractor and its legal counsel in the defense thereof. Contractor may in its discretion (i) contest, (ii) settle, or (iii) procure for the City the right to continue using the ATIMS JMS, or (iv) modify or replace the ATIMS JMS so that it no longer infringes (as long as the functionality and performance are not degraded as reasonably determined by the City). The City may participate in the defense of such action at its own expense. If Contractor concludes in its reasonable judgment that none of the foregoing options are commercially reasonable, then Contractor will refund the remainder of the unused SaaS hosted annual year of fees paid by the City for the Service.

27.6 This defense and indemnification obligation shall survive the expiration or termination of this Agreement.

28. **COLORADO GOVERNMENTAL IMMUNITY ACT:** The parties hereto understand and agree that the City is relying upon, and has not waived, the monetary limitations and all other rights, immunities and protection provided by the Colorado Governmental Act, § 24-10-101, et seq., C.R.S. (2003).
29. **TAXES, CHARGES AND PENALTIES:** The City shall not be liable for the payment of taxes, late charges or penalties of any nature other than the compensation stated herein, except for any additional amounts which the City may be required to pay under D.R.M.C. § 20-107 to § 20-115.
30. **ASSIGNMENT; SUBCONTRACTING:** The Contractor shall not voluntarily or involuntarily assign any of its rights or obligations, or subcontract performance obligations, under this Agreement without obtaining the Manager's prior written consent. Any assignment or subcontracting without such consent will be ineffective and void, and shall be cause for termination of this Agreement by the City. The Manager has sole and absolute discretion whether to consent to any assignment or subcontracting, or to terminate the Agreement because of unauthorized assignment or subcontracting. In the event of any subcontracting or unauthorized assignment: (i) the Contractor shall remain responsible to the City; and (ii) no contractual relationship shall be created between the City and any sub-consultant, subcontractor or assign. Contractor may subcontract to vendors named in this Agreement, including the RFP Response.
31. **NO THIRD PARTY BENEFICIARY:** Enforcement of the terms of the Agreement and all rights of action relating to enforcement are strictly reserved to the parties. Nothing contained in the Agreement gives or allows any claim or right of action to any third person or entity. Any person or entity other than the City or the Contractor receiving services or benefits pursuant to the Agreement is an incidental beneficiary only.
32. **NO AUTHORITY TO BIND CITY TO CONTRACTS:** The Contractor lacks any authority to bind the City on any contractual matters. Final approval of all contractual matters that purport to obligate the City must be executed by the City in accordance with the City's Charter and the Denver Revised Municipal Code.

33. **AGREEMENT AS COMPLETE INTEGRATION-AMENDMENTS:** The Agreement is the complete integration of all understandings between the parties as to the subject matter of the Agreement. No prior, contemporaneous or subsequent addition, deletion, or other modification has any force or effect, unless embodied in the Agreement in writing. No oral representation by any officer or employee of the City at variance with the terms of the Agreement or any written amendment to the Agreement will have any force or effect or bind the City.

34. **SEVERABILITY:** Except for the provisions of the Agreement requiring appropriation of funds and limiting the total amount payable by the City, if a court of competent jurisdiction finds any provision of the Agreement or any portion of it to be invalid, illegal, or unenforceable, the validity of the remaining portions or provisions will not be affected, if the intent of the parties can be fulfilled.

35. **CONFLICT OF INTEREST:**

35.1 No employee of the City shall have any personal or beneficial interest in the services or property described in the Agreement. The Contractor shall not hire, or contract for services with, any employee or officer of the City that would be in violation of the City's Code of Ethics, D.R.M.C. §2-51, et seq. or the Charter §§ 1.2.8, 1.2.9, and 1.2.12.

35.2 The Contractor shall not recklessly or knowingly engage in any transaction, activity or conduct that would result in a conflict of interest under the Agreement. The Contractor represents that it has disclosed any and all current or potential conflicts of interest. A conflict of interest shall include transactions, activities or conduct that would negatively affect the judgment, actions or work of the Contractor by placing the Contractor's own interests, or the interests of any party with whom the Contractor has a contractual arrangement, in an unreasonable conflict with those of the City under this Agreement. If the City, in its sole discretion, opines that a conflict of interest exists, the City may terminate the Agreement, after it has given the Contractor written notice describing the conflict.

36. **NOTICES:** All notices required by the terms of the Agreement must be hand delivered, sent by overnight courier service, mailed by certified mail, return receipt requested, or mailed via United States mail, postage prepaid, if to Contractor at the address first above written, and if to the City at:

Chief Information Officer or Designee
201 West Colfax Avenue, Dept. 301
Denver, Colorado 80202

With a copy of any such notice to:

Denver City Attorney's Office
1437 Bannock St., Room 353
Denver, Colorado 80202

Notices hand delivered or sent by overnight courier are effective upon delivery. Notices sent by certified mail are effective upon receipt. Notices sent by mail are effective upon deposit with the U.S. Postal Service. The parties may designate substitute addresses where or persons to whom notices are to be mailed or delivered. However, these substitutions will not become effective until actual receipt of written notification.

37. **DISPUTES**: All disputes between the City and Contractor arising out of or regarding the Agreement will be resolved by administrative hearing pursuant to the procedure established by D.R.M.C. § 56-106(b)-(f).
38. **GOVERNING LAW; VENUE**: The Agreement will be construed and enforced in accordance with applicable federal law, the laws of the State of Colorado, and the Charter, Revised Municipal Code, ordinances, regulations and Executive Orders of the City and County of Denver, which are expressly incorporated into the Agreement. Unless otherwise specified, any reference to statutes, laws, regulations, charter or code provisions, ordinances, executive orders, or related memoranda, includes amendments or supplements to same. Venue for any legal action relating to the Agreement will be in the District Court of the State of Colorado, Second Judicial District. Contractor shall perform or cause to be performed all services in full compliance with all applicable laws, rules, regulations and codes of the United States, the State of Colorado; and with the Charter, ordinances, rules, regulations and Executive Orders of the City and County of Denver.
39. **NO DISCRIMINATION IN EMPLOYMENT**: In connection with the performance of work under the Agreement, the Contractor may not refuse to hire, discharge, promote or demote, or discriminate in matters of compensation against any person otherwise qualified, solely because of race, color, religion, national origin, gender, age, military status, sexual orientation, gender identity or gender expression, marital status, or physical or mental disability. The Contractor shall insert the foregoing provision in all subcontracts.
40. **USE, POSSESSION OR SALE OF ALCOHOL OR DRUGS**: Contractor shall cooperate and comply with the provisions of Executive Order 94 and Attachment A thereto concerning the use, possession or sale of alcohol or drugs. Violation of these provisions or refusal to cooperate with implementation of the policy can result in the City barring Contractor from City facilities or participating in City operations.
41. **LEGAL AUTHORITY**: Contractor represents and warrants that it possesses the legal authority, pursuant to any proper, appropriate and official motion, resolution or action passed or taken, to enter into the Agreement. Each person signing and executing the Agreement on behalf of Contractor represents and warrants that he has been fully authorized by Contractor to execute the Agreement on behalf of Contractor and to validly and legally bind Contractor to all the terms, performances and provisions of the Agreement. The City shall have the right, in its sole discretion, to either temporarily suspend or permanently terminate the Agreement if there is a dispute as to the legal

authority of either Contractor or the person signing the Agreement to enter into the Agreement.

42. **NO CONSTRUCTION AGAINST DRAFTING PARTY:** The parties and their respective counsel have had the opportunity to review the Agreement, and the Agreement will not be construed against any party merely because any provisions of the Agreement were prepared by a particular party.
43. **ORDER OF PRECEDENCE:** In the event of any conflicts between the language of the Agreement and the exhibits, the language of this Agreement document controls. Thereafter, the language in the following documents, exhibits, or attachments take precedence in this order: SOW, Terms of Service, and RFP Response.
44. **SURVIVAL OF CERTAIN PROVISIONS:** The terms of the Agreement and any exhibits and attachments that by reasonable implication contemplate continued performance, rights, or compliance beyond expiration or termination of the Agreement survive the Agreement and will continue to be enforceable. Without limiting the generality of this provision, the Contractor's obligations to provide insurance and to indemnify the City will survive for a period equal to any and all relevant statutes of limitation, plus the time necessary to fully resolve any claims, matters, or actions begun within that period.
45. **INUREMENT:** The rights and obligations of the parties herein set forth shall inure to the benefit of and be binding upon the parties hereto and their respective successors and assigns permitted under this Agreement.
46. **TIME IS OF THE ESSENCE:** The parties agree that in the performance of the terms, conditions, and requirements of this Agreement, time is of the essence.
47. **FORCE MAJEURE:** Neither party shall be responsible for failure to fulfill its obligations hereunder or liable for damages resulting from delay in performance as a result of war, fire, strike, riot or insurrection, natural disaster, unreasonable delay of carriers, governmental order or regulation, complete or partial shutdown of plant, unreasonable unavailability of equipment or software from suppliers, default of a subcontractor or vendor (if such default arises out of causes beyond their reasonable control), the actions or omissions of the other party or its officers, directors, employees, agents, Contractors or elected officials and/or other substantially similar occurrences beyond the party's reasonable control ("Excusable Delay") herein. In the event of any such Excusable Delay, time for performance shall be extended for a period of time as may be reasonably necessary to compensate for such delay.
48. **PARAGRAPH HEADINGS:** The captions and headings set forth herein are for convenience of reference only, and shall not be construed so as to define or limit the terms and provisions hereof.

49. **CITY EXECUTION OF AGREEMENT:** This Agreement is expressly subject to and shall not be or become effective or binding on the City until it has been fully executed by all signatories of the City and County of Denver.
50. **COUNTERPARTS OF THIS AGREEMENT:** This Agreement may be executed in counterparts, each of which shall be deemed to be an original of this Agreement. Also, a photostatic copy of executed counterparts, or this entire Agreement, including the signature page(s) and all Exhibit(s), shall be deemed an original.
51. **ELECTRONIC SIGNATURES AND ELECTRONIC RECORDS:** Contractor consents to the use of electronic signatures by the City. The Agreement, and any other documents requiring a signature hereunder, may be signed electronically by the City in the manner specified by the City. The Parties agree not to deny the legal effect or enforceability of the Agreement solely because it is in electronic form or because an electronic record was used in its formation. The Parties agree not to object to the admissibility of the Agreement in the form of an electronic record, or a paper copy of an electronic document, or a paper copy of a document bearing an electronic signature, on the ground that it is an electronic record or electronic signature or that it is not in its original form or is not an original.
52. **ADVERTISING AND PUBLIC DISCLOSURE:** The Contractor shall not include any reference to the Agreement or to Services performed pursuant to the Agreement in any of the Contractor's advertising or public relations materials without first obtaining the written approval of the Manager. Any oral presentation or written materials related to Services performed under the Agreement will be limited to Services that have been accepted by the City. The Contractor shall notify the Manager in advance of the date and time of any presentation. Nothing in this provision precludes the transmittal of any information to City officials.
53. **COMPLIANCE FOR IN-SCOPE SERVICES** The Contractor covenants and agrees to comply with the processing, handling, and security standards and guidelines as set forth by, but not limited to:
- a) Health Insurance Portability and Accountability Act (HIPAA)
 - b) Family Education Rights and Privacy Act (FERPA)
 - c) Children's Online Privacy and Protection Act (COPPA)
 - d) Federal Bureau of Investigation Criminal Justice Information Systems (CJIS) Security Policy

and further covenants and agrees to maintain compliance with the same when appropriate for the Data and Services provided under the Agreement. Contractor further agrees to exercise reasonable due diligence to ensure that all of its service providers, agents, business partners, contractors, subcontractors and any person or entity that may have access to Data under this Agreement maintain compliance with and comply in full with the terms and conditions set out in this Section.

Notwithstanding Force Majeure, the respective processing, handling, and security standards and guidelines referenced by this paragraph may be revised or changed from time to time or Data may be utilized within the Services that change the compliance requirements. In the event that compliance requirements change, the Contractor and City shall collaborate in good faith and use all reasonable efforts to become or remain compliant as necessary under this section. In the event that compliance is required or statutory and no reasonable efforts are available to the parties, the City at its discretion may terminate the Agreement.

ATTACHMENTS

EXHIBIT A-STATEMENT OF WORK

EXHIBIT B-TERMS OF USE

EXHIBIT C-CERTIFICATE OF INSURANCE

APPENDIX A-GLOSSARY

APPENDIX B-SAMPLE PROJECT CHANGE REQUEST FORM

APPENDIX C-JMS RFP REQUIREMENTS

APPENDIX D- JMS TECHNICAL REQUIREMENT QUESTIONS

APPENDIX E-FUNCTIONAL REQUIREMENT QUESTIONS

Contract Control Number:

IN WITNESS WHEREOF, the parties have set their hands and affixed their seals at Denver, Colorado as of

SEAL

CITY AND COUNTY OF DENVER

ATTEST:

By _____

APPROVED AS TO FORM:

REGISTERED AND COUNTERSIGNED:

By _____

By _____

By _____



Contract Control Number: TECHS-201736227-00

Contractor Name: The Act 1 Group, Inc. dba ATIMS

By: 

Name: Felix Rabinovich
(please print)

Title: Divisional Vice President
(please print)

ATTEST: [if required]

By: _____

Name: _____
(please print)

Title: _____
(please print)





DENVER
THE MILE HIGH CITY

EXHIBIT A

City and County of Denver



Statement of Work:

Jail Management System

Latest Revision Date: July 11, 2017

Document Overview

Category	Detail
Brief Description	Statement of Work
City Requestor	Berkley Swarzenruber
ATIMS Software Version	ATIMS Online
ATIMS Project Manager	Susan Dean - ATIMS
File Name	FINAL_JMS_SOW_07.08.17 v 1.0

Document Revision History

Name	Date	Reason for Changes	Version
Susan Dean	April 26, 2017	Initial draft	0.1
Susan Dean	May 31, 2017	Updated draft	0.2
Berkley Swarzenruber	June 5, 2017	Edits	0.3
Susan Dean	June 6, 2017	Updated	0.4
Susan Dean	June 14, 2017	Post Review Edits	0.5
Berkley Swarzenruber	June 26, 2017	Edits	0.6
Susan Dean	June 26, 2017	Post Review Edits	0.7
Berkley Swarzenruber	June 27, 2017	Updated Edits and Testing SLA's	0.8
Merilee Hatfield	June 29, 2017	Added Payment Terms	0.9
Elizabeth Duong	July 8, 2017	Edits	1.0
Berkley Swarzenruber	July 11, 2017	Edits per City Sponsors	1.1

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1. Statement of Work Overview

This Statement of Work (“SOW”) is by and between The ACT 1 Group, Inc. dba ATIMS (“ATIMS” or “Vendor”) and the City and County of Denver (“CCD” or the “City”) and describes the work required to implement the ATIMS Jail Management System (“JMS”). This SOW contains details of how the project will be executed and describes the work activities, deliverables, and timeline for the execution of this project as defined within.

Denver Sheriff Department (“DSD”) staff consists of uniform and non-uniform personnel. Uniform personnel include Deputy Sheriffs and their supervisors; these personnel are generally tasked with the overall management of the DSD facilities as well as maintaining the safety and security of inmates. Non-uniform personnel, or civilian employees, typically conduct support functions, such as monitoring facility security systems and providing administrative support. DSD’s uniform and civilian personnel serve in a chain of command, all ultimately reporting to the Sheriff, who is the highest-ranking uniform member of the DSD force. The chain of command beneath the Sheriff includes Deputy Sheriff Division Chiefs, Deputy Sheriff Majors, Deputy Sheriff Captains, Deputy Sheriff Sergeants, and Deputy Sheriffs.

Most employees at the DSD are responsible for operating two of the busiest jails in Colorado, which process over 36,000 offenders each year and house over 2,200 inmates on an average day, including individuals who are awaiting the completion of their court cases and those who are sentenced by the County court system. The DSD processes all prisoners who are taken into custody by Denver Police or DSD personnel at the Van Cise-Simonet Detention Center (also known as the Downtown Detention Center or “DDC”) on Colfax Avenue in downtown Denver. The Intake Center processes on average over 100 individuals each day at the DDC. Over 1,400 inmates are housed daily at the downtown facility. The modern technology and design allows most inmates to serve their sentence without physical restraints while providing access to exercise, education, medical care and other services.

Most people who are processed at the Downtown Detention Center are charged with minor offenses and are released within hours or days or are transferred to other institutions. Prisoners, who are sentenced, are often transferred to the Denver County Jail (“COJL”) on Smith Road in East Denver to serve out their sentences. The COJL provides the following services: housing of female prisoners, work release program, alternative sentencing, central kitchen, bakery and the following inmate programs: GED, RISE unit (substance abuse recovery), mental health transition and religious services.

Per the RFP: The new JMS will provide functionality that is needed by the DSD and recommended by the Hillard Heintze audit, to replace the current JMS. The new software should reduce manual paper, duplicative and/or cumbersome processes for managing inmates.

The new JMS will meet the requirements agreed by CCD and ATIMS as per the RFP and any additional fit gap determinations toward meeting deliverables and requirements as laid out in this SOW.

ATIMS will provide services on the City’s JMS project. These services will be provided both on-site and off-site during the term of the SOW, excluding ATIMS and City holidays. These services will include, but are not limited to the following:

- a) Project analysis and design
- b) Software license installation

- c) Configuration/Customization of system
- d) Integration/Interface development
- e) Data conversion
- f) Testing of system
- g) Training of system
- h) Implementation support
- i) Ongoing software maintenance support

1.1 Objectives

At a high level, the following are the City's objectives for the JMS project:

- Replace the current DSD JMS and
- Modernize the JMS, interfaces and business processes.

2. Project Approach

The project will be implemented based upon the following eight (8) staged (milestone) approach:

	Milestone
1	Agreement Signing
2	Planning and Analysis
3	Design and Framework
4	Build and Configure
5	Testing
6	Deployment
7	Training
8	Deployment and Closeout

3. Project Management

3.1 ATIMS Project Management Responsibilities

ATIMS shall assign an ATIMS Project Manager (“APM”) who is responsible for the CCD’s JMS implementation project in partnership with the City and County Project Manager (“CPM”). The APM is to provide direction and control of ATIMS project personnel and in coordination with CPM, establish a framework for project communication, reporting, procedural and contractual activity. Throughout the progression of the project milestones through Project Closure, the APM shall be responsible for the following:

- 1) Reviewing all SOW & Agreement documents with the CPM;
- 2) Coordinating and manage the activities of ATIMS project personnel;
- 3) Maintaining communications through the CPM;
- 4) Developing documentation for this project;
- 5) Coordinating the development of the Project Management Plan (“PMP”) in consultation with the CPM and team members;

- 6) Managing in conjunction with CPM where applicable, escalations where needed;
- 7) Managing ATIMS resources to ensure the timely delivery of items identified as “In scope” within this SOW;
- 8) Ensuring that members of the City staff are sufficiently educated in the JMS application to understand the implications of initial design decisions;
- 9) Providing the City project with timely and detailed descriptions of the items identified as “City task” within this SOW;
- 10) Advising the CPM of expected completion dates for items identified as “City task” within this SOW;
- 11) Advising the CPM of the impact on the expected delivery dates of “City task” items when prerequisite City tasks, such as the completion of configuration, data conversion or approval of report specifications, are advanced or delayed;
- 12) Monitoring the progress of the project and advise the CPM of risks to its on-time completion; and,
- 13) Coordinating the completion and approval of change orders.

3.2 City Project Management Responsibilities

The City shall assign a CPM whose primary responsibility will be the management and successful implementation of the project detailed within the SOW. The CPM is to provide direction and control of City project personnel and in coordination with the APM, will establish a framework for project communication, reporting, and procedural and contractual activity. Throughout the progression of the project milestones through Project Closure, the CPM shall be responsible for the following:

- 1) Coordinating and managing the activities of City project personnel;
- 2) Maintaining Agreement and project communications;
- 3) In collaboration with the APM, developing documentation for this Agreement and project implementation;
- 4) Coordinating the development of the PMP in consultation with the APM and team members;
- 5) Managing, in conjunction with the APM where applicable, escalations where needed;
- 6) Managing all City resources assigned project tasks to ensure the timely delivery of items identified as “In scope” within this SOW;

- 7) Managing the timely delivery of items identified as “City task” within this SOW;
- 8) Advising APM of expected delivery dates for items identified as “City task” within this SOW;
- 9) Ensuring that change orders contain a full specification of the changes required;
- 10) Ensuring that configuration/customizations are fully specified and documented; and
- 11) Ensuring that all City team members have a clear understanding of their responsibilities to the project.

3.3 Staffing

The City reserves the right to dismiss a Vendor project team member if he or she no longer meets the expectations of the City as defined by this SOW.

Vendor and City are expected to provide a project team that is responsive to the CCD contact, is on time to status meetings (and attentive/engaged), meets commitments, and communicates effectively. Resources allocated to the project shall be knowledgeable of the product and business processes (as defined in the “Requirements” attachment) and shall be fully capable of performing their duties as assigned. Should a City or Vendor resource not be capable of fulfilling their responsibilities the City reserves the right to remove a team member (for any reasonable reason) from the project. If a Vendor team member is removed, Vendor shall provide a more capable resource and assign him or her to the project in the same capacity as the previously removed resource. The new resource shall be provided to the City as soon as practicable or as otherwise agreed upon by the parties.

3.4 Change Control

Change Orders

Any changes to the agreed specifications, including changes requested by the City within the JMS project, shall be the subject of a new change order and the work to be carried out thereunder shall be mutually agreed upon, separately quoted, agreed, and billed as a part of this SOW.

Change Control Process

The change control process is required to: (i) assess and document the impact of scope changes on project schedules, resources, prices, payment schedule, deliverables, acceptance criteria, and other provisions of this SOW impacted by the proposed change, (ii) provide a formal vehicle for approval to proceed with any changes to this SOW and, (iii) provide a project audit record of all material changes to the original SOW.

- A. Any changes, additions or deletions to the work effort hereunder including within the SOW and in attached requirements document will be handled as follows:

- I. In the case where the City or ATIMS determine a change is required or desirable to the project, the requesting party will complete and sign a project change request form (a “Change Request” or “CR”) and present the CR for countersignature by the other party;
 - II. Upon execution by both parties, a CR will become a “Change Order” and form part of this SOW; and
 - III. If the parties do not fully execute a Change Order, the prior obligations of each party under the SOW will remain unchanged.
- B. All changes to the SOW, pursuant to a Change Order, must be approved by the Project Sponsors and Project Managers from both ATIMS and the City.
 - C. In limited cases, a Change Order may need to operate as a separate and unique work assignment independent of the project schedules, resources, prices, payment schedules, deliverables, milestones, acceptance criteria or other provisions of this SOW.
 - D. When required, the City will ensure every Change Order will be accompanied by the appropriate pre-approved payment vehicle (e.g., purchase order, Agreement amendment or otherwise) to facilitate billing by ATIMS.

A sample Project Change Request Form is attached in Appendix B.

4. Scope of Work

The following work/deliverables to be performed/provided by ATIMS are within the scope of the Agreement.

Milestones and Deliverables

The project will be implemented based upon the following milestones:

	Milestone	Activities
1	Agreement Signing	Upon Agreement signing, ATIMS to provide availability and access to the JMS software in the development hosting environment and establish the additional environments stated within the SOW. ATIMS will conduct an on-site kick off meeting, attended by ATIMS representatives and applicable CCD resources.

<p>2 Planning and Analysis</p>	<p>1) Project Charter: ATIMS, in coordination with the CPM, shall assist in creating the initial PMP. The items that follow are subsections within the Project Charter template:</p> <ul style="list-style-type: none">a) Business Objectives – Shall list the high-level project objectives for this project.b) Scope Overview – Shall list the high-level goals for this project.c) Integrated Governance and Project Structure – Shall detail the key resources, roles and responsibilities sufficient to support project completion.d) Project Critical Success Factors – Shall list the key project factors that should be observed to deliver the project on time and within budget.e) Integrated Milestones – Shall list the high-level tasks necessary to fulfill the contractual obligations of this project.f) Risks and Constraints - Shall document and communicate any known risks to project stakeholders.g) Financial Management – Shall include a summary budget based on the planned cost components. <p>2) Additionally, beyond the Project Charter, the following planning related artifacts shall be created by ATIMS, in consultation with CPM:</p> <ul style="list-style-type: none">a) The PMP will be prepared by the APM in consultation with the CPM and team members.b) During the project planning phase, the Project Managers for ATIMS and the City will determine whether JMS functions are to be implemented serially or in parallel and, if serially, the order of the functions to be developed and/or implemented.c) Integrated Project Plan (Work Breakdown Structure): ATIMS shall provide details on tasks that will be completed in each phase and the amount of time expected to complete each task. ATIMS shall employ professional project management software such as Microsoft Project.
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	<ul style="list-style-type: none">d) Project Directory: ATIMS and the City shall list the resources associated with the project.e) Risk Management Plan: ATIMS shall document and communicate known risks and evaluate potential risks in all phases of the Agreement. The plan shall include mitigation strategies and establish the framework for identifying, managing and controlling risks. It shall also reflect how ATIMS defines risk, impact and probability.f) Risk Register - Project risks will be recorded in the Risk Register. Risks will be discussed during project meetings (to include the APM, appropriate Technology Services personnel DSD personnel, the CPM, etc.). A risk assessment meeting will be held monthly.f) Quality Management Plan – Steps/processes defined and recorded that are to be used to ensure a sufficient level of quality is maintained throughout the life of the project.g) Communication Plan – ATIMS shall assist in defining the steps / processes / tools available to communicate project information to the CPM. Communication to City employees is the sole responsibility of the CPM.h) Data Conversion Plan - ATIMS shall describe the approach and define the details of the data conversion methodologies. Third party and/or proprietary applications used to assist in data conversion will be included in this plan. <p>3) ATIMS will work with the City to conduct a fit-gap analysis to determine what solution functionality best meets the City’s requirements (as specified in the functional and technical requirements documents).</p> <ul style="list-style-type: none">a) ATIMS will assist with the final gathering of the business requirements.b) ATIMS will be responsible for creating the final list of functional and technical requirements if applicable. This list will comprise the Requirements Traceability Matrix (“RTM”).c) Any gaps in functionality with the City’s requirements and functionality provided by ATIMS shall be mutually agreed upon before moving forward with the project.
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		<ul style="list-style-type: none"> 5) ATIMS will work with the City to determine and document a Work Breakdown Structure of all necessary work items to complete the implementation of the JMS. 6) ATIMS will work with the City to create, document and maintain a project schedule for implementation. 7) Develop detailed cutover plan including: <ul style="list-style-type: none"> a) Rollout plan including ordered, detailed tasks. b) Back-out plan including ordered, detailed tasks. c) ATIMS and City staff resource plan during cutover. d) Outage planning and communication. 8) Provide input and support in to a City developed Change Management Plan where appropriate.
3	Design & Framework	<p>ATIMS shall provide City with the following:</p> <ul style="list-style-type: none"> 1) Technical architecture design documentation. 2) ATIMS shall assist the City in reviewing business requirements, configuration requirements, business rules and policies. Based on that review, ATIMS shall use this information to configure the system. 4) Data Conversion design: Work to include analysis of legacy systems to be migrated to the ATIMS JMS. In addition, provide configuration requirements based on ATIMS data model and data conversion procedures. ATIMS shall lead this effort and responsible and accountable for taking extracted data from City legacy JMS and inputting it into ATIMS JMS. 5) Reports Review requirement: ATIMS will verify that the standard reports available from ATIMS meet DSD reporting requirements. If any requirements are not met, ATIMS will work with the City to define specific custom reporting needs. 6) ATIMS will be responsible for creating the configuration guide (detailing how to configure the system): <ul style="list-style-type: none"> a) Includes architecting workflows; b) Includes module configuration per the requirements document; and,

	<p>c) Includes basic onsite training around the same.</p> <p>7) ATIMS will design historical data conversion procedure.</p> <p>8) ATIMS will assist in developing and documenting test plans and scripts for system and user acceptance, and data configuration testing.</p> <p>Fit Gap Meetings / Requirements Validation Deliverables</p> <p>ATIMS shall provide a Fit Gap Report (“FGR”). The FGR is a living document measuring software functionality against the agreed requirements. The purpose of the FGR is to measure and report progress in addressing gaps and to ensure problems are reported and addressed in a timely manner.</p> <p>Over the course of the Agreement, ATIMS and the City will work together to provide software demonstrations and validation meetings (fit gap meetings) with Project Team to confirm the software meets the needs of its intended users. These efforts will produce clarifications to existing agreed requirements as well as identification of requirements that may not have been captured previously. ATIMS shall provide the requirements clarified or identified during this process. Clarifications and/or additions shall be tracked in the FGR and will be represented in the RTM.</p> <p>Analysis</p> <p>The project analysis work will dissect project documents (e.g., project requirements) and verify their information sources, the work flows, web site, and will recommend specific methods on how to proceed. This task will define and confirm the project work scope, tasks, and plan. The plan will include recommendations in the event the existing environment requires enhancement for optimum system performance.</p> <p>Any changes resulting from the FGR and requirement sessions will be mutually agreed upon and made at that time. It is not anticipated that any substantial changes will occur that will dramatically affect cost or schedule. However, it will be important to understand the complete system functionality and user interface needs. This will enable the implementation of a system that effectively replaces the current system while minimizing user production disruption.</p> <p>Requirement Specifications</p> <p>Before ATIMS undertakes any enhancements described herein, as well as integrations and full legacy data conversion, the City and ATIMS shall</p>
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		<p>review and sign-off on the detailed requirement specifications (“Specifications”) prior to configuration on JMS begins.</p>
<p>4</p>	<p>Build and Configure</p>	<p>ATIMS shall be responsible for initial software configuration based upon the City’s requirements in preparation for initial user testing. The City will assist in the configuration of the software.</p> <p>ATIMS shall:</p> <ol style="list-style-type: none"> 1) Configure the software to meet City agreed requirements as determined by the FGR. Assist the City to create and configure users, groups and roles. 2) Provide training on and assistance in creating and configuring user and role permissions. 3) Configure software with business rules and workflows as determined during the design phase and by using the FGR. 4) Create additional reports as needed and identified which fall into agreed deliverables / requirements, or change orders for all others. 5) Create and configure any City specific information as outlined in the requirements and FGR. 6) Implement integration with City solution to authenticate to City’s safety domain and JMS. 7) On-the-job onsite training for City personnel for software configuration. 8) Preliminary testing of the software configuration to ensure software functionality aligns with requirements. <ol style="list-style-type: none"> a) Perform initial testing and assist the City with the testing of the software configuration during testing phase. 9) Provide a configuration document detailing 3rd party system integrations. 10) Provide and maintain four (4) environments (Development, Test, QA, and Production). This shall include scheduled maintenance and install schedule. All environments shall stay current. 11) ATIMS will be responsible for any custom development to meet requirements identified in the RFP and requirements referenced within this SOW.

	<p>12) ATIMS will work with the City to configure the JMS including:</p> <ul style="list-style-type: none">a) Forms for data entry;b) Configure workflows;c) Configure user access/security; noting,<ul style="list-style-type: none">i. Initial training of City Admin staff around same to allow for subsequent City administration in the event of future business process changes.ii. DSD configuration requirements. <p>13) ATIMS will work with the City to build 3rd party integration(s)/interface(s) as identified in the requirements. ATIMS will be responsible for developing the interface(s) in/out of the ATIMS JMS.</p> <p>14) Reporting:</p> <ul style="list-style-type: none">a) Analytical reports as defined in fit-gap summary;b) Reports as defined; andc) Documentation on user creation of ad-hoc reports. <p>Data Conversion Deliverables:</p> <p>1) ATIMS shall work with the City to map the City’s historical data from their Syscon TAG solution to the ATIMS JMS data structure. This includes providing the City a detailed system entity relationship diagram (“ERD”) and data definitions and read access to their test databases.</p> <p>2) ATIMS shall work with the City to develop and document a strategy for mapping and migrating the City’s historical data to the software without damaging the integrity or stability of the software or data.</p> <p>3) ATIMS shall work with the City to correctly stage legacy system data (historical data) during extraction from historical database into ATIMS staging tables, preparing it for conversion into the ATIMS software database.</p> <p>4) ATIMS shall work with the City to test the software to ensure the converted data displays as defined in the data mapping and conversion documentation and ensure the ATIMS software functions properly following the data conversion and with the converted data.</p>
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		<ol style="list-style-type: none"> 1) Interface Deliverables: ATIMS will provide Interface Control Document(s) (“ICD”) for all contracted interfaces. 2) ATIMS will build and/or configure all interfaces identified and in scope. <p>Initial training of City Admin staff to allow for subsequent City administration in the event of future integration changes.</p>
5	Testing	<p>ATIMS shall fully test all City agreed requirements as documented, including FGR, prior to handing off to City for User Acceptance Testing (“UAT”).</p> <p>ATIMS shall include adequate provisions for system and UAT. This includes assistance in the development of a test plan to ensure the software will deliver the expected results the City identified in agreed requirements as described or clarified in the FGR.</p> <p>Configuration Testing Deliverables</p> <ol style="list-style-type: none"> 1) ATIMS shall provide guidance in creating test scenarios and scripts. 2) ATIMS shall make best efforts to resolve discrepancies and make configuration changes as needed within five (5) business Days after City reports the discrepancy. Refer to Defect Severity and Definition. 3) ATIMS will be responsible for the testing and review of all functionality with the City prior to UAT. 4) ATIMS will be on site to assist in coordinating the UAT sessions. 5) ATIMS to participate in resolution of items identified in system and UAT. Any discrepancies not in alignment with the original requirements will need a mutually agreed upon resolution. 6) ATIMS may be required to provide documentation or evidence that the technical requirements have been met. <p>Testing Review and Documentation</p> <p>ATIMS shall review and modify the initial software configuration to address any fit gaps and errors identified during all testing phases per the following:</p> <ol style="list-style-type: none"> 1) ATIMS shall review with the City identified fit gaps.

		<p>2) ATIMS shall review with the City errors and their respective fixes discovered during testing.</p>
<p>6</p>	<p>Deployment</p>	<p>A Deployment Plan will be developed during the configuration deliverable. This plan, will be created by ATIMS and approved by the City. Therefore, this deliverable will be further defined once the Deployment Plan has been finalized.</p> <p>Deployment Deliverables</p> <p>1) ATIMS shall make best efforts to fix all errors within five (5) business days after City reports the error. Detailed resolution and Service Level Agreements (“SLAs”) outlined in Defect Severity and Definition.</p> <p>2) ATIMS will provide architecture diagram, deployment document, and software configuration documentation around key and global settings specific to the City’s configuration.</p> <p>3) Participate in a go/no go decision with identified stakeholders from the City prior to Go Live.</p> <p>4) Onsite support for 14 business days after production deployment and remote support for 14 days following onsite. Scheduling to be determined by City (based on ATIMS availability).</p>
<p>7</p>	<p>Training</p>	<p>ATIMS shall provide on-site training. The training shall be designed and conducted to provide familiarization in all aspects of the JMS by job function. The City will utilize train-the-trainer approach for end-user training. Training shall be scheduled by agreement between ATIMS and the City.</p> <p>ATIMS shall complete the following for training:</p> <p>1) ATIMS shall develop and provide user manuals to the City with specific training based on each module. ATIMS shall assist City trainers to develop training practice scenarios. ATIMS shall provide one (1) hard copy of each training manual and one (1) electronic copy of each training manual in the Microsoft Word format. The City may create as many copies of the training manuals as needed for its internal use.</p> <p>2) Train-the-Trainer Training. ATIMS will prepare and execute a detailed training plan to identify the approach, methods and activities associated with all project training.</p> <p>3) ATIMS shall provide Quick Reference Guides, including graphics. One (1) Quick Reference Guide per unique job function, up to a total of twenty (20), shall be provided</p>

		<p>(e.g., intake of an inmate, classification, records, housing, discipline, etc.).</p> <ol style="list-style-type: none"> 4) ATIMS to provide training and documentation: <ol style="list-style-type: none"> a. Training for how to modify the configuration of the system in the future. b. User guide documentation. c. Assist the City with creation of tutorials that will be used to train the agencies. <ol style="list-style-type: none"> i. This shall include documents and training videos. 5) All training shall be conducted against a DSD-specific test database. 6) All training shall be on a production ready environments on a DSD database where no defects are being identified and/or fixed. 7) All training shall be conducted on-site at a City location. 8) The training approach shall be flexible enough to allow the City to adjust the participants and curriculum to achieve the greatest benefit for the training. 9) ATIMS shall submit to the City for approval training class outlines and training manual for all training, along with a time estimate to complete the sessions. 10) Qualified system experts shall conduct all training. The DSD and ATIMS instructor(s) shall have a thorough mastery of the specific subject matter involved and shall have the ability to impart information to others in easily understood terms and with DSD-specific scenarios. 11) ATIMS shall meet the following requirements for all training material: <ol style="list-style-type: none"> a) Shall be for the version of the software that is being deployed. b) Shall be customized to include DSD specific functionality defined in the Agreement. 12) ATIMS to provide training and documentation: <ol style="list-style-type: none"> a) Training for how to modify the configuration of the system in the future. b) User guide documentation. c) Assistance with creation of tutorials that will be used to train the agencies.
<p>8</p>	<p>Acceptance and Close Out</p>	<p>The final Acceptance will be based on successful implementation of the system in the agreed environments and upon successful UAT of the system and integrations. Successful testing entails that the system performs as per the agreed requirements, including FGR. In addition, ATIMS agrees to provide the documentation listed below.</p> <p>Documentation</p>

	<p>Documentation shall be developed and provided to support the JMS and the City’s business processes. Any JMS tools or utilities that are desirable to tune, test, maintain, or support the JMS shall be specified by ATIMS. Any City-specific configuration or tailoring shall be documented and delivered to the City. Documentation shall include, but not be limited to, the following:</p> <ol style="list-style-type: none"> 1) Technical administration 2) Relevant software configuration 3) Interface(s) ICD 4) Technical architecture diagram 5) Data dictionaries 6) Database setup and maintenance 7) Application Administration Guide 8) Training Guides 9) Job function Quick Reference Guides <p>Close-Out Process</p> <ol style="list-style-type: none"> 1) Close out invoicing; 2) Finalize and deliver remaining documentation, recorded trainings, etc.; 3) Work with City to conduct Lessons Learned; 4) Complete transition to Support and Maintenance and communicate support plan. <p>Final Acceptance Certificate shall be signed by the City project sponsors.</p>

4.2 Within Scope

Vendor shall comply with Appendix C, Appendix D, and Appendix E. The City and County of Denver JMS project scope includes RFP Requirements and Vendor Responses:

- Appendix C: JMS RFP Requirements
- Appendix D: JMS Technical Requirement Questions
- Appendix E: JMS Functional Requirement Questions

Variations from the work defined in this SOW shall be governed by the Change Control procedures outlined in Section 3.4, [Change Control](#), above.

4.3 Changes / Corrections to Original Response

The following table presents any changes or clarifications to the original RFP response.

Requirement	Clarification
Use of Force	The City and County of Denver will use the functionality within the ATIMS Jail Management System. There will not be an integration with a separate Use of Force application.
MugShot	<p>The City and County of Denver included the MugShot Application provided by ATIMS into the scope as a possible replacement for our existing mugshot application. This will be a future phase of the project and additional analysis will need to be completed to make a final determination whether ATIMS mugshot application has the required functionality. Should the City and County of Denver deem this to be out of scope, CCD shall not be charged for implementation of this functionality.</p> <p>The current Mugshot Application Integration is also included in scope and will be a required integration during the initial implementation prior to transition to the ATIMS mugshot application.</p>
Address Validation Integration	The City and County of Denver has determined this integration to be out of scope for the implementation of the new Jail Management System.
DSD Accounting Integration	The City and County of Denver has determined this integration to be out of scope for the implementation of the new Jail Management System.
k-9 Application Integration	The City and County of Denver has determined this integration to be out of scope for the implementation of the new Jail Management System.
NCIC Integration	The City and County of Denver has determined this integration to be in scope for the implementation of the Jail Management System.
Electronic Health Records Integration	The City and County of Denver has determined this integration to be in scope for the implementation of the Jail Management System.
TeleStaff Scheduling System Integration	The City and County of Denver has determined this integration to be out of scope for the implementation of the new Jail Management System.

INTAKE	
1.1.25	Alternate Option: The City and County of Denver has determined the functionality that is currently existing in the ATIMS system is sufficient, with standard configuration.
1.2.8 and 1.8.23	Out of Scope: The City and County of Denver has determined this requirement will be out of scope.
1.7.4	Out of Scope: The City and County of Denver has determined this requirement will be out of scope.
1.7.16 and 1.8.16	Out of Scope: The City and County of Denver has determined this requirement will be out of scope for functionality and logic that ATIMS will need to develop. This will be part of the courts integration.
INMATE INFORMATION	
Transgender 2.1.10	Alternate Option: The City and County of Denver has determined the functionality that is currently existing in the ATIMS system is sufficient, with standard configuration.
2.2.12	Alternate Option: The City and County of Denver has determined the functionality that is currently existing in the ATIMS system is sufficient, with standard configuration.
PROPERTY MANAGEMENT	
4.2.4	Alternate Option: The City and County of Denver has determined the functionality that is currently existing in the ATIMS system is sufficient, with standard configuration.
CLASSIFICATION	
5.1.1 and 5.4.4	Alternate Option: The City and County of Denver has determined the functionality that is currently existing in the ATIMS system is sufficient, with standard configuration.
RECORDS	
6.1.20	Alternate Option: The City and County of Denver has determined the functionality that is currently existing in the ATIMS system is sufficient, with standard configuration.
HOUSING	

7.5.35	Alternate Option: The City and County of Denver has determined the functionality that is currently existing in the ATIMS system is sufficient, with standard configuration.
PROGRAMS	
14.1.4	Out of Scope: The City and County of Denver has determined this requirement will be out of scope.
14.4.5	Out of Scope: The City and County of Denver has determined this requirement will be out of scope.
14.4.6	Out of Scope: The City and County of Denver has determined this requirement will be out of scope.
SYSTEM GENERAL	
16.12.1 and 16.12.2	Alternate Option: The City and County of Denver has determined the functionality that is currently existing in the ATIMS system is sufficient, with standard configuration.
16.18.1	Out of Scope: The City and County of Denver has determined this requirement will be out of scope.

4.4 Period of Performance

The final project schedule will be defined and approved in collaboration with the CPM during the initiation stage of this project. Change to the approved Project Schedule shall be mutually agreed between City and ATIMS.

4.5 Communication

The project communication between the CPM and APM will consist of regular interval status meetings to ensure all aspects of the project are discussed and remain on track. Scheduling of the status meetings, agendas, minutes and escalation will be defined and agreed to between the City and ATIMS project management teams during the initial preparation stage of the project. Schedules and appropriate escalation trees will be communicated to all responsible stakeholders. The primary points of contact for the implementation of the new JMS will be the CPM and the APM.

4.6 Issue Resolution

ATIMS, in collaboration with City, will maintain a project issues/risk log for all issues raised during the life cycle of the project. This issue log will be reviewed and actioned during status meeting(s) and

reported upon on a regular basis as defined by the project management team(s). Additionally, ATIMS will utilize issues management software to track system defects.

4.7 Requirements

If any material software enhancements or customizations are required during this project, ATIMS will provide the City with requirements and design documents. The City will be responsible for ensuring the applicable business requirements and any related functional attributes have been clearly identified in such document prior to sign off. In many cases ATIMS's product and custom solutions will meet the requirements in a manner different from the City's current practice in which case, as appropriate and agreeable to the City, the City will adopt this process as a best practice or ensure that the requirements provide all the required detail to meet their current practice. Any interpretations, details, assumptions or clarifications made to produce the enhancement to the software will be determined ultimately by ATIMS to ensure an operable product solution. Conceptual design specifications may be provided to the City for review, however, conceptual design considerations are the final determination of ATIMS. This design will be deemed to satisfy all requirements.

Any changes, removals or additional requirements that have been formally approved through the Change Control process will be updated in the project RTM.

4.8 Testing

ATIMS will be responsible for conducting comprehensive functional testing, including assistance in the development of a test plan that ensures the ATIMS software delivers the expected results of all named enhancements.

ATIMS shall develop a test plan that shall be provided to the City and signed off on before any type of implementation / testing begins on the system.

ATIMS will be responsible for testing and reviewing all functionality with the City prior to UAT. ATIMS will work with the CPM to define the acceptance testing requirements, scripts, and acceptance criteria. ATIMS shall participate in resolution of items identified in system and UAT. Any discrepancies not in alignment with the original requirements will need a mutually agreed upon resolution.

4.8.1 Defect Severity and Definition

Defects shall be classified into four (4) severity categories (each with an associated SLA). Defect severity level shall be initially determined by the City. ATIMS shall not change severity level without consultation with and agreement by City:

- Severity one (1) – stoppage of additional testing (within a functional area or the system as a whole). The defect affects critical functionality or critical data. It does not have a workaround. Defects classified as severity one shall be the first focus of the vendor in terms of resolving.

- Severity one (1) defects shall be resolved within 24 hours.

- Severity two (2) – impacting additional testing but a workaround exists. Defect affects major functionality or major data. It has a workaround but is not obvious and difficult for end users. Defects classified as severity 2 shall be secondary focus of the vendor in terms of resolving.

- Severity two (2) defects shall be resolved within 72 hours.

- Severity three (3) – The defect affects minor functionality or non-critical data. It has an easy workaround for end users. Implementation may occur with this defect in place if approved by City. Defects classified as severity three (3) shall be third focus of the vendor in terms of resolving.

- Severity three (3) defects shall be resolved within five (5) business days.

- Severity four (4) – not impacting additional testing, and system may be allowed to implementation with the defect in place.

- o Furthest down with regards to vendor focus.

ATIMS shall be accountable to the above SLA associated to each severity level. Adjustments to the SLAs shall be granted on a one-off basis and shall be communicated and mutually agreed upon by the vendor and City.

5. Acceptance Criteria

5.1 Project Deliverable Acceptance Criteria

Following delivery of each project deliverable (non-software deliverables such as project schedule, conceptual design document, etc.), CCD shall have a period of five (5) working days (“Acceptance Review Period”) to verify each project deliverable meets expectations.

If, during the Acceptance Review Period, the City determines that the deliverable is deficient, then ATIMS shall provide a timeline to modify or correct the deliverable. Following delivery of each modification the City shall have five working (5) days to verify the modification after which period it is deemed accepted by the City. If no issues are raised within the Acceptance Review Period, or the deliverable or any portion of the deliverable is used or relied upon in the subsequent project activities, then the deliverable is deemed accepted.

5.2 Software Deliverable Acceptance Criteria

Following delivery of the software, the City shall have at minimum one (1) month period to conduct UAT to verify the software deliverable substantially performs in the manner of which it was originally intended by ATIMS (the “Acceptance Period”).

The City reserves the right to request that a bug be classified into one of the defect categories as outlined in 4.8.1. Defect severity levels for individual bugs will be discussed and agreed by the City and ATIMS.

All reported defects will be triaged and categorized in accordance with the defect severity and definition table in section 4.8.1, [Defect Severity and Definition](#).

Once bug fixes are fixed in the non-production environments CCD shall test and sign off on bugs. CCD will confirm the reported defect(s) have been resolved within ten (10) days of delivery, after which period the repair is deemed accepted unless testing determines that the implemented fix does not resolve the problem in which case ATIMS will work to immediately resolve the issue.

CCD shall not be restricted to testing only per script guidance. All bugs identified by CCD shall be resolved in accordance with the above-mentioned testing SLA and associated requirements

Performance related flaws (that are identified as caused by the vendor) shall also be classified as bugs.

As part of acceptance testing, CCD will also be testing in a security capacity. All security concerns / flaws shall be classified as bugs. Security bugs could fall into any application layer.

Traditional application bugs (where the application does not perform as designed OR would be expected by a reasonable person to perform) shall be classified as bugs.

The City reserves the right to determine which (if any) bugs are acceptable to launch the application with. As a general guideline, there shall be no severity 1, 2, or 3 bugs remaining when launching the application officially for production use.

ATIMS shall put forth their best effort to meet the above defined SLAs per severity level. All exceptions to the above SLAs shall be communicated to the CPM, and documented accordingly. ATIMS shall provide just cause for the exception request and shall provide the timeline for the extension request (i.e. when they will deliver the resolution for the bug). If no defects are reported within the Acceptance Period, or the deliverable or any portion of the deliverable is used in production then the deliverable is deemed accepted. Any issues found after the Acceptance Period will be addressed under the annual support and maintenance services contract.

Resolution to one defect may introduce new defects. Those new defects are considered unique and will be managed accordingly. Acceptance of a software deliverable cascades acceptance to all supporting project deliverables.

5.3 Implementation Payment Schedule

ATIMS will submit invoices for the following milestones and associated percentages to DSD for payment upon completion of the milestone activities and acceptance of the associated deliverables.

IMPLEMENTATION PAYMENT SCHEDULE		
Project Kick Off and Demo Environment Available	10%	\$163,893
Planning & Analysis	15%	\$245,840
Design & Framework	15%	\$245,840

Build & Configure	15%	\$245,840
Testing	10%	\$163,893
Training	10%	\$163,893
Deployment	15%	\$245,840
Deployment & Closeout	10%	\$163,893
	100%	\$1,638,930

5.4 SaaS Hosted Annual Cost Payment

Upon project acceptance as specified in 5.1, within 30 days of go live, the annual payment for the SaaS hosted environment would be due to ATIMS by DSD. Subsequently, the annual payment would be due and payable on the same date for the next year and so forth. The SaaS annual cost includes software use (up to 2500 active inmates), add on functional license use, 3rd party vendor license use, hosted server costs, and maintenance and support costs. The annual fee is provided in the Payment Schedule table below.

SaaS HOSTED ANNUAL COST PAYMENT SCHEDULE		
Year 1	\$487,750	
Year 2	\$487,750	
Year 3	\$487,750	
Year 4	\$487,750	
Year 5	\$487,750	\$2,438,751
Year 6	\$487,750	
Year 7	\$487,750	
Year 8	\$487,750	
Year 9	\$487,750	
Year 10	\$487,750	\$2,438,751
	10 year Est	\$4,877,503

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

*Annual Training, and Form, Report and Interface Development Services. In addition, training, and customized form, report and interface development has been included in the Annual Fee for Denver City/County. The value of a service category description can be used towards another category in that year’s allotment, as long as the total cost does not exceed the allowable amount as show (with the different hourly cost/value).

Training: Training can be performed online via a webinar or on-site; however, all on-site training will be performed as a full 8-hour day and travel time will be billed separately without mark up (direct pass through of cost including per diem) and allocated against Denver City/County contingency funds.

Report Development: All custom report development will be designed on a not-to-exceed hourly rate by the in-house ATIMS Report Specialist/Designer per the specifications provided by the Denver City/County Point of Contact (POC).

Interface Development: All custom interface development will be provided on a not-to-exceed hourly rate by the in-house ATIMS interface Designer per the specifications provided by the Denver City/County POC.

Service Description	Total Annual Hours	Hourly Cost (0800-1700)	Total Available Cost
Custom Reports	32	\$150.00	\$4,800
On-Site/Webinar Training	60	\$160.00	\$9,600
Interface Development	24	\$175.00	\$4,200
		TOTAL	\$18,600

5.5 Additional Professional Services

The City may request additional Professional Services from ATIMS outside of the maintenance and support as outlined in Section 6; Service Level Agreement Addendum and Section 5.4; SaaS Hosted Annual Cost Payment and utilize block hours for any of the following services:

Software Consulting	Reinstallation of Software or Hardware
Installation and Training	Upgrade and Testing
Data Conversion	Data Migration
System Relocation	System Migration
Application Integration	Customization of Software

Workflow Development	Business Process Reengineering
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Professional Services Pricing Matrix

SL	Rates	Mon – Fri 8AM – 5 PM	Saturday & Mon – Fri 5PM – 8AM	Sunday Holidays &
1	IT Technician	\$ 150	\$ 225	\$ 300
2	Software Engineer	\$ 175	\$ 262.50	\$ 350
3	Software Designer	\$ 200	\$ 300	\$ 400

5.6 Project Issue Resolution

In unique situations, the City reported defect may be rejected by ATIMS for several reasons including but not limited to:

- a) The defect is not a software defect but is a training, or other non-software requirement and is the responsibility of the City to resolve.
- b) The defect is not clearly defined, the steps to reproduce are not defined, and ATIMS cannot reproduce the defect in the test environment.
- c) The defect is not a system defect, rather is an enhancement request to the software.

6. Service Level Agreement (SLA) Addendum

6.1 Production Service Levels

The City's expectation is that if City personnel experience a system problem, they will call the City's internal help desk to log an incident. The help desk will notify the on-call support analyst who will attempt to determine if the problem is caused by the internal infrastructure (e.g., server down, network down, pc problem) and forward to the application service provider if the problem resides with the application.

If the issue is identified to be an issue with the software, the City's system support team will contact ATIMS. ATIMS will respond to Support Calls according to the following Service Levels:

Service Level	Service Response Time	Resolution Status Update Frequency	Service Resolution Time Goal
Emergency	Less than 30 min	Every 30 minutes	Less than 30 min
High	1 hour	Every 2 hours	Within 2 hours
Medium	2 hours	Every 48 hours	Within 5 Business days
Low	8 hours	Every 10 Business Days	Within 30 Business Days

Service Response time refers to the maximum elapsed time after problem logged for investigation and action by the ATIMS. ATIMS will communicate with the City's internal software support team, providing an action plan.

Resolution Status Update Frequency refers to the maximum time elapsed after problem has been initially logged before a status update is provided to the City. ATIMS will continue to provide status updates to the City within this frequency interval until the problem is resolved.

Service Resolution time goal refers to the objective for the maximum elapsed time after problem is logged for some sort of problem resolution to be provided.

Service Levels will be determined in accordance with the following:

Emergency

- JMS down during critical support times - complete core functions or critical processes of the JMS
- Security breaches and other security issues

High

- JMS down
- Inability to complete core functions or critical processes of the JMS
- Program errors without workarounds
- Incorrect calculation errors impacting records
- Performance issues of severe nature impacting critical processes

Medium

- JMS errors that have workarounds
- Performance issues not impacting critical processes
- Usability issues
- Reporting Issues

Low

- Report formatting
- Aesthetic issues
- Recommendations for enhancements on JMS changes

ATIMS will make every effort to provide a problem resolution within the stated Service Resolution time goal. Software remedies shall be reviewed and accepted by ATIMS.

6.2 Help Desk Services/ Customer Service and Technical Support

The City has a central help desk for all employee user applications. The central help desk acts as the first point of contact and brokers support requests that are not readily resolved with a scripted solution to tier 2 support.

6.3 Service Guarantee

ATIMS will also provide 99% availability on a 24/7 basis outside of scheduled maintenance windows.

Availability will be calculated as follows:

$$\left[\left(\frac{\text{total} - \text{nonexcluded} - \text{excluded}}{\text{total} - \text{excluded}} \right) * 100 \right] \geq 99\%$$

Where:

1. Total means the total number of minutes in the calendar quarter;
2. Non-excluded means downtime that is not excluded; and
3. Excluded means:
 - a) Any planned downtime of which ATIMS gives 24 or more hours' notice in accordance with the Agreement.
 - b) Any period of full system unavailability lasting less than 15 minutes.
 - c) Any unavailability caused by circumstances beyond ATIMS reasonable control, including, without limitation, acts of God, acts of government, flood, fire, earthquakes, civil unrest, acts of terror, strikes or other labor problems (other than those involving ATIMS employees), denial-of-service attacks, or third-party Internet service provider failures or delays.

6.4 Remedies

Should ATIMS fail to make the JMS available as set forth above in a calendar quarter, the City may continue to use ATIMS Jail Management System but receive a refund for one (1) full day of subscription fees for each active subscription on the Production JMS instance in that quarter, for each full or partial hour of ATIMS JMS unavailability below the percentage specified above. In no case shall the total refund for any quarter exceed the lesser of \$100,000 or 25% of the subscription (Licensing, Maintenance & Support) fees paid by the City for such quarter.

6.5 Monitoring

ATIMS shall use a variety of tools to monitor (i) the availability and performance of the City's production services environment and (ii) the operation of the of infrastructure and network components.

6.6 Monitored Components

ATIMS shall monitor all levels of the service infrastructure, and currently generates alerts for CPU, memory, storage, database, network components, and transactions. ATIMS support staff attends to any automated warnings and alerts associated with deviations of the environment from ATIMS defined monitoring thresholds, and follows standard operating procedures to investigate and resolve underlying issues.

Appendix A: Glossary of Terms and Acronyms

The following is a list of terms used in the project:

Term or Acronym	Definition
Business Requirement or Specification	<p>A requirement statement that expresses in terms of outcomes what the business requires, rather than specific functions the system may perform. Details the business solution for a project including the documentation of customer needs and expectations.</p> <p>Sample Business Requirement: The system shall provide the ability to associate notes to a project plan.</p>
Functional Requirement or Specification	<p>A requirement statement that describes what the system, process, or product/service must do to fulfill the business requirements. How a system can relate to hardware, software, technical details, data manipulation and processing or other specific functionality that defines what a system is supposed to accomplish.</p> <p>Example based on the sample Business Requirement: The system shall allow the user to enter free text to the project plan notes, up to 255 characters in length.</p>
Acceptance Review Period	Following delivery of each project deliverable (non-software deliverables such as project schedule, conceptual design document, etc.), CCD shall have a period of five (5) working days to verify each project deliverable meets expectations.
Acceptance Period	Following delivery of the software, the City shall have the one (1) month period to conduct UAT to verify the software deliverable substantially performs in the manner of which it was originally intended by ATIMS.
ATIMS or Vendor	The ACT 1 Group, Inc. dba ATIMS
CCD or City	The City and County of Denver
APM	ATIMS Project Manager
CPM or City Project Manager	City and County of Denver Project Manager
COJL	Denver County Jail
Change Order	A Project Change Request Form signed by both City and ATIMS
Change Request or CR	Project Change Request Form

DDC	The Van Cise-Simonet Detention Center (also known as the Downtown Detention Center)
DSD	Denver Sheriff Department
ERD	Entity Relationship Diagram. An ERD shows the relationships of entity sets stored in a database. An entity in this context is a component of data. In other words, ER diagrams illustrate the logical structure of databases.
FGR	Fit Gap Report. A FGR is a living document measuring software functionality against the agreed requirements. The purpose of the FGR is to measure and report progress in addressing gaps and to ensure problems are reported and addressed in a timely manner.
JMS	Jail Management System
ICD	Interface Control Document(s)
PMP	Project Management Plan
RTM	Requirements Traceability Matrix
UAT	User Acceptance Testing or end user testing Final phase of software testing process. JMS end users test the software to make sure it can handle required tasks in real-world scenarios, according to specifications.
Data Conversion	Data Migration Move or convert data from one physical environment format to another, such as moving data from one vendor software to another vendor software.

Appendix B: Sample Project Change Request Form

Project Change Request Form

The following form must be completed with all project change requests. All *applicable* fields must be completed to be considered for implementation.

Project Title:

Date Prepared:

Person Requesting Change:

Change Number:

Category of Change:

Scope

Quality

Requirements

Cost

Schedule

Documents

Detailed Description of Proposed Change

--

Justification for Proposed Change

--

Impacts of Change

Scope

Increase

Decrease

Modify

Description:

<u>Requirements</u>	<input type="checkbox"/> Increase	<input type="checkbox"/> Decrease	<input type="checkbox"/> Modify
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Description:			
Cost	<input type="checkbox"/> Increase	<input type="checkbox"/> Decrease	<input type="checkbox"/> Modify
Description:			
Schedule	<input type="checkbox"/> Increase	<input type="checkbox"/> Decrease	<input type="checkbox"/> Modify
Description:			
Stakeholder Impact	<input type="checkbox"/> High risk	<input type="checkbox"/> Low risk	<input type="checkbox"/> Medium risk
Description:			
Project Documents			

Comments

Disposition

Approve

Defer

Reject

Justification

Change Control Board Signatures, if required

Name	Role	Signature

Date: _____

EXHIBIT B

ATIMS JAIL MANAGEMENT SYSTEM FOR CITY AND COUNTY OF DENVER

TERMS OF USE

LAST MODIFIED: JULY 8, 2017

BY ACCEPTING THIS AGREEMENT OR ACCESSING THE WEBSITE, YOU ACKNOWLEDGE THAT YOU HAVE READ, UNDERSTAND AND AGREE TO BE BOUND BY THE TERMS AND CONDITIONS OF THIS AGREEMENT. IF YOU DO NOT AGREE, DO NOT ACCEPT THIS AGREEMENT OR ACCESS THE WEBSITE AND CONTACT THE ACT 1 GROUP, INC. DBA ATIMS. IF YOU ARE ACCEPTING THIS AGREEMENT ON BEHALF OF YOURSELF AND/OR YOUR EMPLOYER OR ANOTHER PARTY, YOU REPRESENT AND WARRANT THAT YOU HAVE AUTHORITY AS AN EMPLOYEE OR AGENT TO ACCEPT THIS AGREEMENT ON BEHALF OF THAT PARTY AND TO BIND THAT PARTY TO THE TERMS AND CONDITIONS SET FORTH IN THIS AGREEMENT.

The following terms and conditions of this agreement (“**Terms of Use**”) are entered into by and between “**You**” (i.e., user of ATIMS Jail Management System) and The ACT 1 Group, Inc. dba ATIMS (“**Company**”, “**we**” or “**us**”).

These Terms of Use govern Your access to and use of the ATIMS Jail Management System website (the “**Website**”). Please read these Terms of Use carefully before You start to use the Website. **By using the Website, You accept and agree to be bound and abide by these Terms of Use.**

This Website is offered and available to users who reside in the United States or any of its territories or possessions and who are City and County of Denver authorized users. By using this Website, You represent and warrant that You meet the foregoing eligibility requirements. If You do not meet these requirements, You must not access or use the Website.

Trademarks

The Company name and all related names (e.g., ATIMS), logos, product and service names, designs and slogans are trademarks of the Company or its affiliates or licensors. You must not use such marks without the prior written permission of the Company. All other names, logos, product and service names, designs and slogans on this Website are the trademarks of their respective owners.

Prohibited Uses

You may use the Website only for lawful purposes and in accordance with these Terms of Use. You agree not to use the Website:

- In any way that violates any applicable federal, state, local or international law or regulation (including, without limitation, any laws regarding the export of data or software to and from the US or other countries).
- To impersonate or attempt to impersonate the Company, a Company employee, another user or any other person or entity (including, without limitation, by using e-mail addresses or screen names associated with any of the foregoing).
- To engage in any other conduct that, as determined by us, may harm the Company or expose the Company to liability.

Additionally, You agree not to:

- Use the Website in any manner that could damage or impair the Website.
- Use any device, software or routine that interferes with the proper working of the Website.
- Introduce any viruses, trojan horses, worms, logic bombs or other material which is malicious or technologically harmful.
- Attempt to gain unauthorized access to, interfere with, damage or disrupt any parts of the Website or any server, computer or database connected to the Website.
- Attack the Website via a denial-of-service attack or a distributed denial-of-service attack.
- Otherwise attempt to interfere with the proper working of the Website.

Monitoring and Enforcement; Termination

We have the right to:

- Take appropriate legal action, including without limitation, referral to law enforcement, for any illegal or unauthorized use of the Website.
- Terminate or suspend Your access to all or part of the Website for any violation of these Terms of Use.

Without limiting the foregoing, we have the right to fully cooperate with any law enforcement authorities or court order requesting or directing us to disclose the identity or other information of anyone posting any materials on or through the Website. YOU WAIVE AND HOLD HARMLESS THE COMPANY AND ITS AFFILIATES AND WEBSITE VENDORS FROM ANY CLAIMS RESULTING FROM ANY ACTION TAKEN BY ANY OF THEM RELATING TO ANY SUCH COOPERATION WITH LAW ENFORCEMENT AUTHORITIES OR COMPLIANCE WITH ANY COURT ORDER.

WE WILL NOT BE LIABLE FOR ANY LOSS OR DAMAGE CAUSED BY A DISTRIBUTED DENIAL-OF-SERVICE ATTACK, VIRUSES OR OTHER TECHNOLOGICALLY HARMFUL MATERIAL THAT MAY INFECT YOUR COMPUTER EQUIPMENT, COMPUTER PROGRAMS, DATA OR OTHER PROPRIETARY MATERIAL DUE TO YOUR USE OF THE WEBSITE OR ANY SERVICES OR ITEMS OBTAINED THROUGH THE WEBSITE OR TO YOUR DOWNLOADING OF ANY MATERIAL POSTED ON IT, OR ON ANY WEBSITE LINKED TO IT.

Governing Law and Jurisdiction

These Terms of Use will be construed and enforced in accordance with applicable federal law, the laws of the State of Colorado, and the Charter, Revised Municipal Code, ordinances, regulations and Executive Orders of the City and County of Denver, which are expressly incorporated into these Terms of Use. Unless otherwise specified, any reference to statutes, laws, regulations, charter or code provisions, ordinances, executive orders, or related memoranda, includes amendments or supplements to same. Venue for any legal action relating to these Terms of Use will be in the District Court of the State of Colorado, Second Judicial District.

Waiver and Severability

No waiver by the Company of any term or condition set forth in these Terms of Use shall be deemed a further or continuing waiver of such term or condition or a waiver of any other term or condition, and any failure of the Company to assert a right or provision under these Terms of Use shall not constitute a waiver of such right or provision.

If any provision of these Terms of Use is held by a court or other tribunal of competent jurisdiction to be invalid, illegal or unenforceable for any reason, such provision shall be eliminated or limited to the minimum extent such that the remaining provisions of these Terms of Use will continue in full force and effect.

CLICK BOX TO ACCEPT

APPENDIX C

PRD	Projected Release Date
DDC	Denver Detention Center
DCJ	Denver County Jail
COJL	County Jail (Same as Denver County Jail)
SEPs	Separations
JMS	Jail Management System
ROR	Release on Recognizance
DSD	Denver Sheriff Department
DOJ	Department of Justice
DOC	Department of Corrections
Alert	Classification Assignments
AB	Arrest Booking Number
Offender	Used interchangeably with Inmate - Person who has been arrested
Inmate	Used interchangeably with Offender - Person who has been arrested
e-Signature	An electronic signature captured using an integrated signature pad
AWOP	Adult Work Release Program
RMS	Records Management System
Housing Assignment	Physical housing assignment for the inmate - considered 'permanent' assignment.
Current Location	Current physical location of inmate. Does not change housing assignment or count.
Alert	System Alert associated to an inmate.
Notification	Electronic notification

REQUIREMENTS

1 - Intake Requirements		Vendor Response					Provide a narrative of how meeting each requirement would be achieved. E.g. What functionality is available out of the box or specifically what configuration or custom programming is needed to meet the requirement.	
Feature	Requirement	Module	Out of the Box	With Configuration	With Custom Programming	Future Release		Cannot Meet
1.1 - Pre-Booking & Intake Control								
1.1.1	The solution shall provide the ability to interface with the Denver Police Department booking system (RMS), bi-directionally, in real-time to facilitate intake of an offender. a. Information that must be stored in the JMS from the RMS interface includes but is not limited to: i. Unique ID Number ii. Temporary Booking Number iii. Offender Name & Demographics iv. Charges	Intake	X					ATIMS has an agency configurable Interface engine to accomplish this task. ATIMS has included the cost of configuring this interface in the cost proposal.
1.1.2	The solution shall provide the ability to search for an inmate record by, but not limited to: a. Name b. Booking Number c. Unique ID d. Alias/Moniker	Intake	X					This is a standard feature of the ATIMS intake subsystem.
1.1.3	The solution shall provide the ability to create an inmate record.	Intake	X					This is a standard feature of the ATIMS intake subsystem.
1.1.4	The solution shall provide the ability to indicate an inmate as adult or juvenile.	Intake	X					This is a standard feature of the ATIMS intake subsystem.
1.1.5	The solution shall provide the ability to edit an existing inmate record.	Intake	X					This is a standard feature of the ATIMS intake subsystem.
1.1.6	The solution shall provide the ability to add a new booking to a record.	Intake	X					This is a standard feature of the ATIMS intake subsystem.
1.1.7	The solution shall provide the ability to add unlimited bookings to an inmate record.	Intake	X					This is a standard feature of the ATIMS intake subsystem.
1.1.8	The solution shall provide the ability to add one to many charges to a record.	Intake	X					This is a standard feature of the ATIMS intake subsystem.
1.1.9	The solution shall provide the ability to automatically create a unique booking number for an inmate record.	Intake	X					This is a standard feature of the ATIMS intake subsystem.
1.1.10	The solution shall provide the ability to indicate the current booking as the active booking on an inmate record.	Intake	X					This is a standard feature of the ATIMS intake subsystem.
1.1.11	The solution shall provide the ability to create a unique temporary booking number for an inmate.	Intake	X					This is a standard feature of the ATIMS intake subsystem. This is a function of the ATIMS intake system that we have provided for other agencies. ATIMS will create a unique inmate number and when information regarding the inmates ID is returned the permanent number will replace the temporary number.
1.1.12	The solution shall provide intake staff with the ability to enter/edit an Arrest Booking (AB) number on an offender's record. a. Provided from DPD	Intake	X					ATIMS has a field called site inmate number that will be used to store this information.
1.1.13	The solution shall provide the ability for intake staff to edit offender information provided by RMS if incorrect during validation of inmate information, including but not limited to: a. Address b. Name c. Arrest Booking (AB) # (comes from DPD RMS, is different than the JMS Booking Number) d. Unique ID	Intake	X					This is a standard feature of the ATIMS intake subsystem.
1.1.14	The solution shall provide the ability to edit existing information on an inmate record for their current booking, including but not limited to: a. Address b. Name c. Phone d. Alias/Moniker e. Tattoos/Scars/Marks f. Date of Birth g. Emergency Contact	Intake	X					This is a standard feature of the ATIMS intake subsystem.
1.1.15	The solution shall provide the ability to initiate the booking/intake process for offenders not coming from DPD to include but not limited to: a. Court Remands b. Other Jurisdictions c. Self Turn-Ins	Intake	X					This is a standard feature of the ATIMS intake subsystem.
1.1.16	The solution shall provide the ability to have unlimited charges associated to one booking.	Intake	X					This is a standard feature of the ATIMS intake subsystem.
1.1.17	The solution shall provide the ability to associate bonds to charges on an offender booking. a. Bonds shall be automatically assigned to the charge as defined in system configuration for misdemeanors. b. Felony charges shall not associate bonds automatically.	Intake	X					This is a standard feature of the ATIMS intake subsystem.
1.1.18	The solution shall provide the ability to record configured numbers for an inmate, to include but not limited to: a. Social Security Number b. FBI Number c. CBI/SID Number d. Driver's License Number	Intake	X					This is a standard feature of the ATIMS intake subsystem.
1.1.19	The solution shall support integration with DSD camera systems. a. The solution shall provide the ability to take a photo of an inmate at any time during the intake process.	Intake	X					ATIMS has an agency configurable Interface engine to accomplish this task. ATIMS has included the cost of configuring this interface in the cost proposal.
1.1.20	b. The solution shall store photos in the appropriate storage location and associate the items to the inmate booking record.	Intake	X					This is a standard feature of the ATIMS intake subsystem.
1.1.21	The solution shall provide the ability to tag a photo with a type as defined in configuration.	Intake	X					This is a standard feature of the ATIMS intake subsystem.
1.1.22	The solution shall provide DSD staff the ability to identify temporary storage location(s) for offender property while inmate proceeds through the intake process. The solution shall automatically create a property bag ID for each offender. a. Property bag ID is unique for each booking. i. System must support appropriate character limit for sequential numbering. b. Offenders with multiple bookings will have unique property bag IDs for each individual booking.	Intake	X					This is a standard feature of the ATIMS intake subsystem.

1 - Intake Requirements		Vendor Response					Provide a narrative of how meeting each requirement would be achieved. E.g. What functionality is available out of the box or specifically what configuration or custom programming is needed to meet the requirement.	
Feature	Requirement	Module	For each requirement, place an "X" under the category					
			Out of the Box	With Configuration	With Custom Programming	Future Release	Cannot Meet	
1.1.23	The solution shall automatically print a sheet of property labels with inmate booking information. (Property Management requirements)	Intake			X			We provide this function but not as an automatic function but user initiated. This enhancement will be included in the enhancement for 1.2.8
1.1.24	The solution shall provide the ability to view intake cell availability for temporary holding cell assignment.	Intake	X					This is a standard feature of the ATIMS intake subsystem.
1.1.25	The solution shall provide intake staff with the ability to assign a temporary location for an offender going through intake. a. The solution shall default to the common waiting area.	Intake			X			The ATIMS intake subsystem has all functions but the ability to default a holding cell. This will be added as an enhancement.
1.1.26	The solution shall provide the ability to 'accept' the offender into the system/intake.	Intake	X					This is a standard feature of the ATIMS intake subsystem.
1.1.27	The solution shall provide the ability to automatically add an inmate to the Medical Intake queue upon acceptance into the system.	Intake	X					This is a standard feature of the ATIMS intake subsystem.
1.1.28	The solution shall provide a queue for medical of inmates in intake requiring medical review. (Medical Requirements)	Intake	X					This is a standard feature of the ATIMS intake subsystem.
1.1.29	The solution shall provide the ability to print photos from inmate record.	Intake	X					This is a standard feature of the ATIMS intake subsystem.
1.1.30	The solution shall provide the ability to print inmate information for booking.	Intake	X					This is a standard feature of the ATIMS intake subsystem.
1.2 - Mugshot & Fingerprints								
1.2.1	The solution shall provide the ability to select existing inmate information and apply it to the current booking to include but not limited to: a. Date of Birth b. Birth Location c. Address d. Phone Number e. Emergency Contact f. Education Information	Intake				X		We have all but education and that is in development for another client
1.2.2	The solution shall have the ability to interface bi-directionally with Picturelink for mugshots & initial index fingerprint.	Intake	X					included as part of the cost proposal
1.2.3	The solution shall provide the ability to store fingerprints and mugshots to an inmate record and booking.	Interface Engine	X					included as part of the cost proposal
1.2.4	The solution shall automatically associate the forward-facing mugshot from Picturelink with offender record in JMS.	Interface Engine	X					included as part of the cost proposal
1.2.5	The solution will use the most current forward-facing mugshot as the primary photograph for the inmate record.	System wide	X					included as part of the cost proposal
1.2.6	The solution shall interface with the Picturelink system for capturing single index fingerprints.	Interface Engine	X					included as part of the cost proposal
1.2.7	The solution shall interface with the Identix system for capturing 10 finger fingerprints.	Interface Engine	X					This is a standard interface using the ATIMS interface engine and has been included as part of the cost proposal
1.2.8	The solution shall automatically print defined information on configured printers.	Unavailable			X			Out of the box we generate a pdf and allow the user to print using the standard windows print dialog. If required we can allow the association of a default printer with the workstation and automatically send the output to that printer bypassing standard windows dialog.
1.2.9	The solution shall provide the ability to notify internal and external agencies to initiate clearance and ID process for inmate.	Intake	X					This is a standard feature of the ATIMS intake subsystem.
1.2.10	The system shall retain fingerprints and associate them to the inmate record for recall at any time.	Intake	X					This is a standard feature of the ATIMS intake subsystem.
1.3 - Book-In								
1.3.1	The solution shall provide the ability to record inmate's property. (Property Management requirements)	Property	X					This is a standard feature of the ATIMS Property Subsystem
1.3.2	The solution shall provide the ability to capture photos of inmate property. (Property Management requirements)	Property				X		This feature is currently in development for another client
1.3.3	The solution shall provide the ability to associate property photos to an inmate's booking. (Property Management requirements)	Property				X		This feature is currently in development for another client
1.3.4	The solution shall provide the ability to indicate a type of photo. (Property Management requirements)	Property				X		This feature is currently in development for another client
1.3.5	The solution shall provide the ability to capture an inmate's electronic signature for their inventoried property.	Property	X					This is a standard feature of the ATIMS Property Subsystem
1.3.6	The solution shall provide the ability to record an inmate's refusal or inability to sign property inventory.	Property				X		ATIMS will create 2 system stamps in the signature dialog box to allow for both refusal and inability to sign. This enhancement will be carried through to all signature capture dialog boxes.
1.3.7	The solution shall provide the ability to enter a reason for refusal or inability for collection of signature for property inventory.	Property				X		Included in 1.3.6
1.3.8	The solution shall provide the ability for an offender to electronically sign DSD Rules, Guidelines and their associated Charges.	Forms Engine	X					This will be handled as a form within the ATIMS forms engine
1.3.9	The solution shall provide the ability to record an inmate's refusal or inability to sign DSD Rules, Guidelines and associated Charges.	Forms Engine	X					This will be handled as a form within the ATIMS forms engine
1.3.10	The solution shall provide the ability to record a reason for inmate's refusal or inability to sign DSD Rules, Guidelines and associated charges.	Forms Engine	X					This will be handled as a form within the ATIMS forms engine
1.3.11	The solution shall provide the ability to print offender signed inventory and Rules, Guideline and Charges forms.	Forms Engine	X					This will be handled as a form within the ATIMS forms engine
1.4 - Pre-Classification (Please note, this section refers to the pre-classification process at intake only. For more detailed classification requirements, please see the Classification requirements document.)								
1.4.1	The solution shall prioritize inmates in the offender queue to be seen at Pre-Classification by alerts, as defined in configuration.	Forms Engine	X					function used with in the ATIMS forms engine. The configuration is a function used with in the ATIMS forms engine. The configuration is a
1.4.2	The solution shall provide DSD staff with configured questionnaires to ask the inmate and the ability to record their answers. The solution shall provide the ability to record an initial assessment of an inmates: a. Mental Condition b. Emotional Condition c. Physical Condition	Forms Engine	X					This item will be met using the ATIMS forms engine. This is a standard function used with in the ATIMS forms engine. The configuration is a standard part of system implementation
1.4.3	The solution shall provide the ability to record an inmate self-reported or reported medical issue.	Forms Engine	X					function used with in the ATIMS forms engine. The configuration is a function used with in the ATIMS forms engine. This is a standard function used with in the ATIMS forms engine. The configuration is a standard part of system implementation
1.4.4	The solution shall provide the ability to immediately notify medical of an inmate's self-reported or reported medical issue to require they be seen within 30 minutes of reporting as defined by Emily's Protocol. (Medical requirements)	Forms Engine	X					function used with in the ATIMS forms engine. The configuration is a function used with in the ATIMS forms engine. The configuration is a
1.4.5	The solution shall indicate required questions on the questionnaires as defined in configuration.	Forms Engine	X					function used with in the ATIMS forms engine. The configuration is a function used with in the ATIMS forms engine. The configuration is a
1.4.6	The solution shall provide the ability to record details specific to an inmate's special needs.	Forms Engine	X					function used with in the ATIMS forms engine. The configuration is a function used with in the ATIMS forms engine. The configuration is a
1.4.7	The solution shall provide the ability to indicate an inmate is recommended for special management.	Forms Engine	X					function used with in the ATIMS forms engine. The configuration is a function used with in the ATIMS forms engine. The configuration is a
1.4.8	The solution shall provide the ability to indicate an inmate is recommended for special management.	Forms Engine	X					function used with in the ATIMS forms engine. The configuration is a function used with in the ATIMS forms engine. The configuration is a

1 - Intake Requirements		Vendor Response					Provide a narrative of how meeting each requirement would be achieved. E.g. What functionality is available out of the box or specifically what configuration or custom programming is needed to meet the requirement.	
Feature	Requirement	Module	For each requirement, place an "X" under the category					
			Out of the Box	With Configuration	With Custom Programming	Future Release	Cannot Meet	
1.4.9	but is not limited to: a. Transgender/Gender-Variant b. Suicidal c. Requires Isolation d. Protective Custody e. Corrective Confinement f. Juvenile g. Deaf/Hearing Impaired e. ADA	Forms Engine	X					This item will be met using the ATIMS forms engine. This is a standard function used with in the ATIMS forms engine. The configuration is a standard part of system implementation
1.4.10	The solution shall provide an initial pre-classification proxy score based on the answers recorded from offender in questionnaires as defined in configuration.	Forms Engine	X					This item will be met using the ATIMS forms engine. This is a standard function used with in the ATIMS forms engine. The configuration is a standard part of system implementation
1.4.11	The solution shall provide the ability to override the automated proxy pre-classification score calculated for an offender based on staff discretion.	Forms Engine	X					function used with in the ATIMS forms engine. The configuration is a standard part of system implementation
1.4.12	The solution shall automatically set alerts/notifications based on certain answers provided on pre-classification questionnaires as defined in configuration. (System General requirements)	Forms Engine	X					This item will be met using the ATIMS forms engine. This is a standard function used with in the ATIMS forms engine. The configuration is a standard part of system implementation
1.4.13	The solution shall provide an area for additional information when defined alerts/notifications/questionnaire answers have been selected for an inmate.	Forms Engine	X					This item will be met using the ATIMS forms engine. This is a standard function used with in the ATIMS forms engine. The configuration is a standard part of system implementation
1.4.14	The solution shall recognize felony charges associated to an inmate booking record and provide a notification for intake staff to perform any required felony intake processes (e.g. DNA Sample Retrieval).	Forms Engine		X				This Item is a standard configuration item of the forms and events engine.
1.4.15	The solution shall provide the ability to assign a temporary housing location for an inmate.	Forms Engine	X					function used with in the ATIMS forms engine. The configuration is a standard part of system implementation
1.4.16	The solution shall provide the ability to alert housing officers of incoming offenders in the form of an incoming inmate housing queue. (Housing requirements)	Forms Engine	X					This item will be met using the ATIMS forms engine. This is a standard function used with in the ATIMS forms engine. The configuration is a standard part of system implementation
1.4.17	The solution shall provide the ability to record inmate refusal to answer questions/assessments.	Forms Engine	X					This item will be met using the ATIMS forms engine. This is a standard function used with in the ATIMS forms engine. The configuration is a standard part of system implementation
1.4.18	The solution shall provide the ability to record a reason for inmate refusal to answer questions/assessments.	Forms Engine	X					This item will be met using the ATIMS forms engine. This is a standard function used with in the ATIMS forms engine. The configuration is a standard part of system implementation

1 - Intake Requirements		Vendor Response					Provide a narrative or how meeting each requirement would be achieved. E.g. What functionality is available out of the box or specifically what configuration or custom programming is needed to meet the requirement.	
		Module	For each requirement, place an "X" under the category					
Feature	Requirement		Out of the Box	With Configuration	With Custom Programming	Future Release	Cannot Meet	
1.5 - Shower & Dress								
1.5.1	The solution shall provide DSD staff with the ability to create a group of inmates who are ready for shower & dress.	Property	X					This is a standard function of the ATIMS property subsystem
1.5.2	The solution shall provide the ability to interface with a 3 rd party property management system. <i>(Interface requirements)</i>	Interface Engine	X					This is a standard function of the ATIMS interface engine. This engine can be configure by ATIMS or by Denver SO IT.
1.5.3	The solution shall provide the ability to assign property storage location(s) to an inmate booking record <i>(Property Management requirements)</i>	Property	X					This is a standard function of the ATIMS property subsystem
1.5.4	a. Inmate Full Name b. Unique ID Number c. Booking Number d. Forward-Facing Mugshot e. Clearance Status f. Clothing & Shoe Size g. Gender h. Reported Gender	Property	X					This is a standard function of the ATIMS property subsystem
1.5.5	The solution shall provide the ability to print additional property tag labels when needed. <i>(Property Management requirements)</i>	Property	X					This is a standard function of the ATIMS property subsystem
1.5.6	The solution shall provide the ability to add property to an inmate's record after storage location has been defined. <i>(Property Management requirements)</i>	Property	X					This is a standard function of the ATIMS property subsystem
1.5.7	The solution shall provide the ability to assign jail-issued property to an offender. <i>(Property Management requirements)</i>	Property	X					This is a standard function of the ATIMS property subsystem
1.5.8	The solution shall provide the ability to indicate an inmate is finished with intake process. a. Removes inmate from the intake queue. b. Adds inmate to incoming housing queue/report	Property	X					This is a standard function of the ATIMS property subsystem
1.6 - Offender Queue								
1.6.1	a. Multiple views on the queue shall include but not limited to: i. All Incoming ii. All in Intake iii. By Intake Station iv. By Clearance status v. By Medical Approval vi. By Location • Main Waiting Area • Cell #	Intake	X					This is a standard function of the ATIMS intake wizard step work flow process.
1.6.2	The solution shall provide the ability to indicate when an inmate has completed a step in the intake process/workflow.	Intake	X					This is a standard function of the ATIMS intake wizard step work flow process.
1.6.3	a. Book in Name b. Booking Number c. Time In Queue d. Position in Intake Process i. Completed stations, remaining stations e. Clearance Status f. Waiting location g. Alerts h. Medical Check Status	Intake	X					This is a standard function of the ATIMS intake wizard step work flow process.
1.6.4	The solution shall remove an inmate from the offender queue when he/she has been marked as complete in Shower & Dress.	Intake	X					This is a standard function of the ATIMS intake wizard step work flow process.
1.6.5	The solution shall prevent an inmate from being added to Shower & Dress or to be marked complete until medical has seen inmate.	Intake	X					Medical prescreen must be used as part of the booking wizard and correct permissions rights must be set. This is part of standard implementation

1 - Intake Requirements		Vendor Response					Provide a narrative of how meeting each requirement would be achieved. E.g. What functionality is available out of the box or specifically what configuration or custom programming is needed to meet the requirement.	
Feature	Requirement	Module	Out of the Box	With Configuration	With Custom Programming	Future Release		Cannot Meet
1.7 - General								
1.7.1	The solution shall provide the ability to create an inmate record in JMS. (Record requirements) The solution shall provide the ability to create an abbreviated booking record for an inmate. a. Abbreviated records are used when the inmate is being held with DSD but is not in DSD custody. b. To include but not limited to: i. Day Writs ii. Department of Corrections Offenders	Intake	X					This is a standard function of the ATIMS intake subsystem
1.7.2	iii. Hospitals	Intake	X					This is a standard function of the ATIMS intake subsystem (Utilizing the TEMP HOLD feature)
1.7.3	The solution shall provide the ability to assign an abbreviated, unique booking number to an inmate.	Intake	X					This is a standard function of the ATIMS intake subsystem (Utilizing the TEMP HOLD feature)
1.7.4	The solution shall provide the ability to provide separate workflows for the intake of Juvenile offenders.	Intake			X			ATIMS will add functionality to wizard step visibility to allow for separate work flows based on age.
1.7.5	The solution shall automate the priority of an inmate's position in the intake process, per station, based on defined criteria & workflows. (System General requirements) a. Pre-Classification – Inmate's with medical or other defined alerts should be prioritized to the top of the queue over inmates who do not have these alerts.	Intake	X					This is a standard function of the ATIMS intake subsystem
1.7.6	The solution shall provide the ability to complete a workflow, or part of a workflow to appropriately update the offender queue.	Intake	X					This is a standard function of the ATIMS intake subsystem
1.7.7	The solution shall provide an area for intake staff to record general notes for the offender throughout the intake process.	Intake	X					This is a standard function of the ATIMS intake subsystem
1.7.8	The solution shall provide the ability to indicate and trigger notification to appropriate consulate as defined in configuration. (System General requirements) The solution shall provide the ability to indicate an inmate has been seen by medical. a. Permission based (Medical requirements)	Intake			X			ATIMS will add a Maintenance configuration list to the entry of citizenship per country to provide instructions, phone numbers and emails of notification. The system will track notification with a check box and stamping of personnel.
1.7.9		Intake	X					This is a standard function of the ATIMS intake subsystem
1.7.10	The solution shall require medical approval prior to permitting inmate movement to Shower & Dress and temporary housing. (Emily's protocol)	Intake	X					This is a standard function of the ATIMS intake subsystem
1.7.11	The solution shall provide the ability to input known medical alerts/issues, and other alerts for an inmate at any time throughout the intake process.	Intake	X					This is a standard function of the ATIMS intake subsystem
1.7.12	The solution shall provide the ability to mark an inmate as cleared/not cleared initial clearance.	Intake	X					This is a standard function of the ATIMS intake subsystem
1.7.13	The solution shall provide the ability to record comments regarding an inmate clearance status.	Intake	X					This is a standard function of the ATIMS intake subsystem
1.7.14	The solution shall provide the ability to deactivate a temporary booking number and add the confirmed permanent unique ID as supplied by the ID bureau.	Intake	X					This is a standard function of the ATIMS intake subsystem
1.7.15	The solution shall retain the temporary number for future reference/reporting as needed.	Intake		X				This is completed as part of interface mapping
1.7.16	The solution shall provide the ability to automatically assign a court date to an inmate for a booking upon acceptance into the JMS. (Scheduling requirements) The solution shall provide the ability to scan documents related to an inmate and associate them with the current booking. (System General, Document Management requirements)	Intake		X				ATIMS will configure event triggers to create the appointment using a stored procedure based on Denver's business rules for arraignment.
1.7.17		Intake	X					This is a standard function of the ATIMS intake subsystem
1.7.18	The solution shall provide the ability to electronically notify courts and DPD when an inmate has been accepted into the system.	Intake	X					This is a standard function of the ATIMS intake subsystem
1.7.19	The solution shall provide the ability to indicate an inmate requires an interpreter.	Intake	X					This is a standard function of the ATIMS intake subsystem
1.8 - Configuration								
1.8.1	The solution shall provide the ability to configure detailed workflows for the intake process. (System General requirements)	ADMIN	X					This is a standard configuration within the ATIMS admin module.
1.8.2	The solution shall provide the ability to configure the system to weight an incoming offender to determine their place in the intake queue(s). a. Weighting an inmate is based on defined alerts being setup prior to pre-classification. i. Includes pre-existing alerts that have not expired on an existing inmate's record.	ADMIN			X			ATIMS will use our flag on a flag to override order in the queue. This will place inmates with these flags to the top of the queue and override elapsed time which is the standard sorting criteria for our queues.
1.8.3	The solution shall provide the ability to configure the intake queue. (System General requirements)	ADMIN	X					This is a standard configuration within the ATIMS admin module.
1.8.4	The solution shall provide the ability to configure pre-classification proxy scores dependent on specific inmate criteria, including answers to questionnaires/assessments.	ADMIN	X					This is a standard configuration within the ATIMS admin module.
1.8.5	The solution shall provide the ability to setup required notification/configurable electronic notifications for consulates. (System General requirements)	ADMIN	X					This is a standard configuration within the ATIMS admin module.
1.8.6	The solution shall provide the ability to configure drop downs for specific fields. (System General requirements)	ADMIN	X					This is a standard configuration within the ATIMS admin module.
1.8.7	The solution shall provide the ability to configure questionnaires to be used by intake staff for questioning inmates. (System General requirements)	ADMIN	X					This is a standard configuration within the ATIMS admin module.
1.8.8	The solution shall provide the ability to associate questionnaires to workflows. (System General requirements)	ADMIN	X					This is a standard configuration within the ATIMS admin module.
1.8.9	The solution shall provide the ability to make a questionnaire required. (System General requirements)	ADMIN	X					This is a standard configuration within the ATIMS admin module.
1.8.10	The solution shall provide the ability to configure required fields for answer in the questionnaires. (System General requirements) The solution shall provide the ability to configure automatic alert association to an inmate with defined answers to questions, to include but not limited to: (System General requirements)	ADMIN	X					This is a standard configuration within the ATIMS admin module.
1.8.11	a. Suicide Risk b. Combative/Hostile	ADMIN	X					This is a standard configuration within the ATIMS admin module.
1.8.12	The solution shall allow configurable algorithms to calculate offender pre-classification score based on answers provided to questionnaires. The solution shall provide the ability to configure types of assessments to photos taken of an inmate record to include but not limited to: (System General requirements)	ADMIN	X					This is a standard configuration within the ATIMS admin module.
1.8.13	a. Mugshot – Front b. Mugshot – Side c. Tattoos/Marking/Scars d. Property – Monetary e. Property – Clothing f. Property – Oversized	ADMIN	X					This is a standard configuration within the ATIMS admin module.
1.8.14	The solution shall provide the ability to configure the data displayed in the incoming offender queue. (System General requirements)	ADMIN	X					This is a standard configuration within the ATIMS admin module.
1.8.15	The solution shall provide the ability to configure an unlimited number of unique identification numbers for inmate records.	ADMIN	X					This is a standard configuration within the ATIMS admin module.
1.8.16	The solution shall provide the ability to configure automatic court date calculation based on offence/charge.	ADMIN		X				This is part of the enhancement for 1.7.16
1.8.17	The solution shall provide the ability to configure offences and charges.	ADMIN	X					This is a standard configuration within the ATIMS admin module.

1 - Intake Requirements		Vendor Response					Provide a narrative of how meeting each requirement would be achieved. E.g. What functionality is available out of the box or specifically what configuration or custom programming is needed to meet the requirement.	
Feature	Requirement	Module	For each requirement, place an "X" under the category					
			Out of the Box	With Configuration	With Custom Programming	Future Release	Cannot Meet	
1.8.18	The solution shall provide the ability to configure classification for offences and charges to include but not limited to: a. Misdemeanor b. Felony c. Municipal Violation	ADMIN	X					This is a standard configuration within the ATIMS admin module.
1.8.19	The solution shall provide the ability to configure the format of automatically generated system numbers to include but not limited to: a. Booking Number b. Abbreviated Booking Number	ADMIN	X					This is a standard configuration within the ATIMS admin module.
1.8.20	The solution shall provide the ability to configure types of photos and documents available.	ADMIN	X					This is a standard configuration within the ATIMS admin module.
1.8.21	The solution shall provide the ability to configure available temporary housing options for DSD staff to use for temporary housing assignments.	ADMIN	X					This is a standard configuration within the ATIMS admin module.
1.8.22	The solution shall provide the ability to configure printable forms and automatically printable forms.	ADMIN	X					This is a standard configuration within the ATIMS admin module.
1.8.23	The solution shall provide the ability to configure specific printers for the different forms required throughout the intake process.	ADMIN			X			This is included in the enhancement for 1.2.8

REQUIREMENTS

2 - Inmate Information		Vendor Response					Provide a narrative of how meeting each requirement would be achieved. E.g. What functionality is available out of the box or specifically what configuration or custom programming is needed to meet the	
		Module	For each requirement, place an "X" under the category					
Feature	Requirement		Out of the Box	With Configuration	With Custom Programming	Future Release	Cannot Meet	
2.1 - Demographics and Other Information								
2.1.1	The solution shall provide the ability to record configured inmate details and information.	Inmate Informatic	X					This is a standard part of the inmate information subsystem
2.2.2	The solution shall clearly indicate required fields for inmate information.	Inmate Informatic	X					This is configured during implementation and can be changed at any time by Denver SO in the ADMIN module.
2.1.2	The solution shall provide a clear alert to the end user when required fields have not been completed upon saving inmate information. a. Missed fields shall be highlighted on the screen.	Inmate Informatic	X					The required field that is missed is not highlighted but named in the onscreen error. For example "Must enter DOB to continue"
2.2.3	The solution shall provide the ability for intake staff to select what, if any data may be copied from an existing offender's record for the current booking.	Inmate Informatic	X					All data is retained and users may remove any they do not wish to continue to store assuming it is not a required field. Required fields must have data to save the page.
2.1.3	including but not limited to: a. Address b. Phone c. Religion d. Race e. Ethnicity f. Additional Address g. Biological Gender h. Identified Gender	Inmate Informatic	X					All are standard fields with the exception of Gender those will be included in Enhancement 2.1.10
2.2.4	The solution shall provide the ability to record an emergency contact for an inmate, including but not limited to: a. Name b. Phone c. Address d. Relation	Inmate Informatic	X					This is a standard part of the inmate information subsystem
2.1.4	The solution shall provide the ability to enter additional information for an inmate. a. Height b. Weight c. Hair Color d. Eye Color e. Identifiable Markings i. Tattoos, Scars, Marks f. Alias (Monikers) g. Social Security Number h. Driver's License Number and State i. Date of Birth j. Place of Birth k. Mother's Maiden Name l. Citizenship m. Physical Build n. Preferred Language	Inmate Informatic	X					This is a standard part of the inmate information subsystem
2.2.5	The solution shall provide the ability to indicate an inmate's reading ability as either reader or nonreader.	CustomFields		X				This can be a custom field or can be gathered in a form
2.1.5	The solution shall provide the ability to indicate if an offender is homeless.	Inmate Information				X		This function is in development for a current client and will be available to Denver SO at no cost.
2.2.6	The solution shall provide the ability to record inmate clothing and shoe size for each booking.	Inmate Informatic	X					This is a standard part of the inmate information subsystem
2.1.6	The solution shall display inmate's age based on their entered DOB on all inmate information pages/screens.	Inmate Header	X					This is a calculated function in the inmate header that is displayed at all times an inmates file is loaded
2.2.7	The solution shall display inmate's most recent front mugshot photo on all inmate information pages/screens.	Inmate Informatic	X					This is a standard function in the inmate header that is displayed at all times an inmates file is loaded

2 - Inmate Information		Vendor Response					Provide a narrative of how meeting each requirement would be achieved. E.g. What functionality is available out of the box or specifically what configuration or custom programming is needed to meet the	
Feature	Requirement	Module	For each requirement, place an "X" under the category					
			Out of the Box	With Configuration	With Custom Programming	Future Release		Cannot Meet
2.1.7	The solution shall allow the ability to relate inmates by specified relationships (in and out of custody). a. Parent b. Sibling c. Aunt/Uncle d. Cousin e. Associations f. Spouse g. Same Case h. Victim	Inmate Informatic	X					This is a standard part of the inmate information subsystem
2.2.8	The solution shall provide the ability to take and store photos of an inmate by integrating with the DSD camera system. a. Photos taken shall be associated to the current booking for the inmate. The solution shall provide the ability to view all photos on an inmate record.	Inmate Informatic	X					This is a standard part of the inmate information subsystem
2.1.8	a. By Booking b. By Inmate c. By Type i. Markings, Tattoos, Scars ii. Mugshot iii. Property	Inmate Informatic	X					This is a standard part of the inmate information subsystem
2.2.9	The solution shall provide the ability to indicate an inmate's clearance status as recorded by the ID Bureau. a. Pending b. Cleared (Passed) c. Failed d. Re-Clear Required	Inmate Information			X			ATIMS does not currently have this field with in the software. The needed fields will be added to the base product. Additionally ATIMS will configure stored procedures to calculate the statues based on Denver SO business rules.
2.1.9	The solution shall display inmate clearance status at all times.	Inmate Information			X			included in enhancement for 2.2.9
2.2.10	The solution shall automatically set an inmate's clearance status to re-clear required after a configured amount of time from the most recent recording of cleared status.	Inmate Information			X			Included in enhancement 2.2.9

2 - Inmate Information		Vendor Response					Provide a narrative of how meeting each requirement would be achieved. E.g. What functionality is available out of the box or specifically what configuration or custom programming is needed to meet the	
		Module	For each requirement, place an "X" under the category					
Feature	Requirement		Out of the Box	With Configuration	With Custom Programming	Future Release	Cannot Meet	
2.1.10	<p>The solution shall provide the ability to accommodate the DSD defined transgender inmate process.</p> <p>a. The solution shall provide the ability to record the following but not limited to:</p> <ul style="list-style-type: none"> i. Gender Identity (self-reported) ii. Legal Gender (identification and/or arrest paperwork) iii. Sex iv. Transgender/Identity-Variant v. Initial Preference vi. Search Preference vii. Preferred Name viii. Preferred Pronoun ix. Notes <p>b. The solution shall provide the ability to fill out and have the inmate e-sign the Statement of Preference form, indicating initial preference, preferred name and preferred pronoun.</p> <p>c. The solution shall provide the ability to store the signed Statement of Preference form for an inmate after it has been electronically signed.</p> <p>d. The solution shall provide indication that inmate has signed a Statement of Preference form.</p> <p>e. The solution shall provide the ability to access, review and print a signed Statement of Preference form for an inmate.</p> <p>f. The solution shall provide the ability to set an alert on an inmate indicating they are transgender/identity-variant.</p> <p>g. The solution shall provide the ability to alert intake medical staff that a transgender/gender-variant inmate has been identified.</p> <p>h. The solution shall provide the ability to alert members of the Transgender Review Board that a transgender/gender-variant inmate has been identified.</p> <p>i. The solution shall provide the ability to search on all in-custody inmates by transgender/identity-variant.</p> <p>j. The solution shall provide the ability to create a report of all transgender/identity-variant inmates</p>	Inmate Information				X		ATIMS does not currently have these fields. To meet this requirement ATIMS will build these fields and functionality into our base product. Additionally as part of this enhancement ATIMS will configure the needed forms and system events to track all information listed and make the necessary notifications.
2.2.11	<p>The solution shall display inmate's legal status.</p> <p>a. The solution shall allow multiple legal statuses for a booking to include but not limited to:</p> <ul style="list-style-type: none"> i. Sentenced ii. Pre-Trial iii. Work Release iv. Sheriff In Home Detention 	Inmate Information	X					This is a standard part of the inmate information subsystem
2.1.11	<p>The solution shall provide the ability to record additional information as defined in configuration, including but not limited to:</p> <ul style="list-style-type: none"> a. Relatives b. Employers c. Approved Visitors d. Addresses, identifiers, relationships, phone numbers and photos for the defined. 	Inmate Information	X					This is a standard part of the inmate information subsystem
2.2 - General								
2.2.1	The solution shall provide the ability to indicate an inmate is in custody.	Inmate Header	X					This is standard information displayed in the inmate header anytime an inmates file is loaded
2.2.2	The solution shall automatically indicate an inmate is in custody when they have an active booking.	Booking	X					This is a standard function of the ATIMS booking subsystem
2.2.3	The solution shall provide the ability to merge duplicate records (based on defined user permissions) for the same inmate without losing any data from either record. (Records Requirements)	Data Mgmt.	X					This is a standard function of the data mgmt. subsystem
2.2.4	<p>The solution shall provide the ability to easily view all historical information for an inmate, regardless of current inmate booking location facility to include but not limited to:</p> <ul style="list-style-type: none"> a. Bookings b. Housing c. Discipline d. Alerts e. Charges f. Sentencing 	Booking	X					This is a standard function of the ATIMS booking subsystem

2 - Inmate Information		Vendor Response					Provide a narrative of how meeting each requirement would be achieved. E.g. What functionality is available out of the box or specifically what configuration or custom programming is needed to meet the	
Feature	Requirement	Module	For each requirement, place an "X" under the category					
			Out of the Box	With Configuration	With Custom Programming	Future Release		Cannot Meet
2.2.5	The solution shall provide the ability to update inmate information.	Booking	X					This is a standard function of the ATIMS booking subsystem
	a. Charges b. Disposition c. Sex Offender Status d. Housing History e. Alerts & Classifications f. Inmate Discipline & Appeals g. Permitted Medical Information h. Special Diets i. Kites i. Outcomes j. Grievances i. Outcomes							
2.2.6	k. Separations/Non-Associations	Booking	X					This is a standard function of the ATIMS booking subsystem
2.2.7	The solution shall provide the ability to search for an inmate using a variety of possible criteria, including but not limited to: a. Full or Partial Name b. Booking Number c. Temporary Booking Number d. Unique ID e. GO Number f. Case Number g. Social Security Number h. Driver's License Number i. Alias/Moniker j. FBI Number (FID/SID) k. CBI Number l. Address m. Phone Number	Booking	X					This is a standard function of the ATIMS booking subsystem
2.2.8	The solution shall display or provide easy access to inmate mugshot in search results for positive identification.	Booking	X					This is a standard function of the ATIMS booking subsystem
2.2.9	The solution shall provide the ability to select one inmate from search results.	Booking	X					This is a standard function of the ATIMS booking subsystem
2.2.10	The solution shall provide the ability for permitted users to un-merge a previously merged inmate record.	Data Mgmt.			X			This functionality is currently done manually in the ATIMS back end by ATIMS staff on a per needed basis. ATIMS will create the submodule to provide this function and make it part of the stock system
2.2.11	The solution shall provide the ability to indicate an offender has been booked on a domestic violence charge. a. Automated with configured charges.	Booking		X				This functionality will require standard configuration of configuration of subscription engine and charge flags
2.2.12	The solution shall provide the ability to record any non-custodial offences and corresponding court dates and associated data for an inmate.	Booking	X					This is a standard function of the ATIMS booking subsystem
2.2.13	The solution shall provide the ability to view all scheduled court dates for an inmate, including non-custodial offences.	Booking	X					This is a standard function of the ATIMS booking subsystem
2.2.14	The solution shall provide the ability to view all court, holding and charge information.	Booking	X					This is a standard function of the ATIMS booking subsystem
2.2.15	The solution shall provide the ability to easily access to all inmate history at all times. a. Viewable information available by user permissions.	Booking	X					This is a standard function of the ATIMS booking subsystem
2.2.16	The solution shall provide an option to view inmate summary details at all times.	Booking	X					This is a standard function of the ATIMS booking subsystem
2.2.17	The solution shall provide a detailed inmate summary page where historical information is easily accessible.	Booking	X					This is a standard function of the ATIMS booking subsystem

2 - Inmate Information		Vendor Response					Provide a narrative of how meeting each requirement would be achieved. E.g. What functionality is available out of the box or specifically what configuration or custom programming is needed to meet the	
Feature	Requirement	Module	For each requirement, place an "X" under the category					
			Out of the Box	With Configuration	With Custom Programming	Future Release		Cannot Meet
2.2.18	The solution shall provide the ability to view a quick summary of an inmate at all times to include but not limited to inmate: a. Full Name b. Alias/Moniker c. Alerts d. Offender Level e. Discipline Indicator f. Housing Assignment i. Facility ii. Location iii. Bunk g. Movement Status to include but not limited to: i. Transport ii. Transfer iii. Housing iv. Medical v. Work Release vi. Sheriff Home Detention h. Current Booking Number i. Current Booking Start Date j. Current Charges k. PRD	Booking	X					This is a standard function of the ATIMS booking subsystem
2.2.19	The solution shall provide the ability to view inmate history including but not limited to: a. Bookings b. Alerts c. Classifications d. Housing e. Discipline f. Charges g. Non-Associations h. Separations i. Gang Affiliation j. Movements k. Notes l. Demographics & Personal Information m. Sentencing n. Programs o. Grievances (Integration requirements)	Booking	X					This is a standard function of the ATIMS booking subsystem
2.2.20	The solution shall prevent editing of historical inmate information as defined in configuration.	Booking	X					This is a standard function of the ATIMS booking subsystem
2.3 - Configuration								
2.3.1	The solution shall provide the ability to configure/define what information shall be recorded for inmates.	ADMIN	X					This is a standard configuration within the ATIMS ADMIN module
2.3.2	The solution shall provide the ability to configure which fields are required for an inmate record.	ADMIN	X					This is a standard configuration within the ATIMS ADMIN module
2.3.3	The solution shall provide the ability to configure data validation specific to certain fields for inmate information. (System General requirements) a. The solution shall provide a notification to the end user when data validation fails upon entry.	ADMIN	X					This is a standard configuration within the ATIMS ADMIN module
2.3.4	The solution shall provide the ability to define default entries for configured fields where desired.	ADMIN	X					This is a standard configuration within the ATIMS ADMIN module
2.3.5	The solution shall provide the ability to configure clearance settings and times required for flagging an inmate as needing initial or re-clearance from ID Bureau.	ADMIN			X			Included in 2.2.9

2 - Inmate Information		Vendor Response					Provide a narrative of how meeting each requirement would be achieved. E.g. What functionality is available out of the box or specifically what configuration or custom programming is needed to meet the	
Feature	Requirement	Module	For each requirement, place an "X" under the category					
			Out of the Box	With Configuration	With Custom Programming	Future Release		Cannot Meet
2.3.6	information including but not limited to: (System General requirements) a. Eye Color b. Height c. Race d. Ethnicity e. Gender f. Preferred Gender g. Legal Statuses h. Relationship Types	ADMIN	X					This is a standard configuration within the ATIMS ADMIN module
2.3.7	The solution shall provide the ability to configure inmate legal statuses.	ADMIN	X					This is a standard configuration within the ATIMS ADMIN module
2.3.8	The solution shall provide the ability to configure inmate relationship types.	ADMIN	X					This is a standard configuration within the ATIMS ADMIN module
2.3.9	The solution shall provide the ability to configure automatic alert associations with specific charge.	ADMIN	X					This is a standard configuration within the ATIMS ADMIN module
2.3.10	The solution shall provide the ability to configure population of the domestic violence flag with configured charges.	ADMIN	X					This is a standard configuration within the ATIMS ADMIN module

REQUIREMENTS

3 - Inmate Movements

Vendor Response

Feature	Requirement	Module	For each requirement, place an "X" under the category					Provide a narrative of how meeting each requirement would be achieved. E.g. What functionality is available out of the box or specifically what configuration or custom programming is needed to meet the requirement.
			Out of the Box	With Configuration	With Custom Programming	Future Release	Cannot Meet	
3.1 - INMATE MOVEMENTS								
3.1.1	The solution shall provide the ability to record, track and report on all inmate movement activity both manually and with inmate movement automated system if purchased at a later date.	Facility	X					This is a standard function of facility and inmate movement subsystems. The tracking of movement from and external movement would be accomplished via an interface with said system. The interface would be a configuration of the ATIMS interface engine. This configuration can be done by ATIMS or Denver SO IT staff.
3.1.2	The solution shall provide the ability to track inmates' movements throughout the facilities, buildings, floors, housing units and all other configured locations.	Facility	X					This is a standard function of facility and inmate movement subsystems
3.1.3	The solution shall provide the ability to request an inmate movement.	Facility	X					This is a standard function of facility and inmate movement subsystems
3.1.4	The solution shall provide the ability to approve an inmate movement request.	Facility	X					This is a standard function of facility and inmate movement subsystems
3.1.5	The solution shall provide the ability to deny an inmate movement request.	Facility	X					This is a standard function of facility and inmate movement subsystems
3.1.6	The solution shall provide the ability to record a reason for denying an inmate movement request.	Facility	X					This is a standard function of facility and inmate movement subsystems
3.1.7	The solution shall provide the ability to schedule an inmate movement activity for a future date. (Scheduling, Housing requirements)	Facility	X					This is a standard function of facility and inmate movement subsystems
3.1.8	The solution shall provide the ability to automatically schedule a movement event if an inmate is scheduled for transfer. (Scheduling, Housing requirements)	Facility	X					This is a standard function of facility and inmate movement subsystems
3.1.9	The solution shall provide the ability to indicate an inmate movement type, to include but not limited to: a. Internal b. External	Facility	X					This is a standard function of facility and inmate movement subsystems
3.1.10	The solution shall provide the ability to record a movement for an inmate.	Facility	X					This is a standard function of facility and inmate movement subsystems
3.1.11	The solution shall provide the ability to move to a location.	Facility	X					This is a standard function of facility and inmate movement subsystems
3.1.12	The solution shall provide the ability to complete an inmate movement to a new location.	Facility	X					This is a standard function of facility and inmate movement subsystems
3.1.13	The solution shall provide the ability to apply a movement activity to a group of inmates.	Facility	X					This is a standard function of facility and inmate movement subsystems
3.1.14	The solution shall provide the ability to indicate a movement is a permanent movement. a. Means inmate bed will not be reserved for them.	Facility	X					This is a standard function of facility and inmate movement subsystems
3.1.15	The solution shall provide the ability to indicate a movement is temporary. a. Temporary movements infer that the inmate will return to their permanent housing location and their bed assignment should remain in place for their pending return.	Facility	X					This is a standard function of facility and inmate movement subsystems
3.1.16	The solution shall provide the ability to view movement queues as defined in configuration.	Facility	X					This is a standard function of facility and inmate movement subsystems
3.1.17	The solution shall provide the ability to easily view inmate history so as to determine eligibility for movement.	Facility	X					This is a standard function of facility and inmate movement subsystems
3.1.18	The solution shall provide the ability to record a reason for movement.	Facility	X					This is a standard function of facility and inmate movement subsystems
3.2 - CONFIGURATION								

3 - Inmate Movements

3 - Inmate Movements		Vendor Response						Provide a narrative of how meeting each requirement would be achieved. E.g. What functionality is available out of the box or specifically what configuration or custom programming is needed to meet the requirement.
		Module	For each requirement, place an "X" under the category					
Feature	Requirement		Out of the Box	With Configuration	With Custom Programming	Future Release	Cannot Meet	
3.2.1	not limited to: a. Facilities b. Buildings c. Floors d. Housing Units e. Recreational Areas f. Courts g. Medical h. Hospitals i. Release j. Receiving k. Other Jurisdictions l. Intake	ADMIN	X					These are all standard configurations that are completed at implementation. Denver SO can also make changes at anytime by using the ATIMS admin module.
3.2.2	The solution shall provide the ability to configure movements types, to include but not limited to: a. Internal Scheduled b. Internal Unscheduled c. External Scheduled d. External Unscheduled	ADMIN	X					These are all standard configurations that are completed at implementation. Denver SO can also make changes at anytime by using the ATIMS admin module.
3.2.3	The solution shall provide the ability to configure movement statuses to include but not limited to: a. Pending or Scheduled b. In Transit c. Movement Complete	ADMIN	X					These are all standard configurations that are completed at implementation. Denver SO can also make changes at anytime by using the ATIMS admin module.
3.2.4	The solution shall provide the ability to configure movement queues to display inmate movements by types, to include but not limited to: a. Court Queue b. Release Queue c. Incoming Housing Queue d. Facility Transfer Queue e. Internal Transfer Queue	ADMIN	X					These are all standard configurations that are completed at implementation. Denver SO can also make changes at anytime by using the ATIMS admin module.

REQUIREMENTS								
4 - Property Management		Vendor Response						
Feature	Requirement	Module	For each requirement, place an "X" under the category					Provide a narrative of how meeting each requirement would be achieved. E.g. What functionality is available out of the box or specifically what configuration or custom programming is needed to meet the requirement.
			Out of the Box	With Configuration	With Custom Programming	Future Release	Cannot Meet	
4.1 - INCOMING PROPERTY								
4.1.1	The solution shall provide the ability to automatically, sequentially provide numbers for inmate property bags.	Property	X					This is a standard function of the ATIMS property subsystem
4.1.2	The solution shall provide the ability to associate property to an inmate booking record. a. Ability to do this manually and via integration with a property/inventory management system.	Property	X					This is a standard function of the ATIMS property subsystem
4.1.3	The solution shall provide the ability to associate property location(s) to an inmate's property by booking. a. Ability to do this manually and via integration with a property/inventory management system. b. May require the need to support barcode identification for property and property locations.	Property	X					This is a standard function of the ATIMS property subsystem
4.1.4	The solution shall provide the ability to print a sheet of property labels per inmate booking.	Property	X					This is a standard function of the ATIMS property subsystem
4.1.5	The solution shall provide the ability to print barcodes for inmate property, in the event of integration with an electronic property management system.	Property	X					This is a standard function of the ATIMS property subsystem
4.1.6	The solution shall provide the ability, to capture photos of inmate property at any time.	Property				X		This functionality is being developed for another client and will be added as part of the ATIMS base system. Denver will receive at no cost.
4.1.7	The solution shall provide the ability to associate a property type label to a photo (types to be defined in configuration (e.g. Clothing, Personal.).	Property				X		This functionality is being developed for another client and will be added as part of the ATIMS base system. Denver will receive at no cost.
4.1.8	The solution shall associate property photos taken to the inmate's booking.	Property				X		This functionality is being developed for another client and will be added as part of the ATIMS base system. Denver will receive at no cost.
4.1.9	The solution shall provide the ability to enter (take inventory of) individual items of property on an inmate's booking record, to include but not limited to: a. Item Name b. Item Type c. Item Color	Property	X					This is a standard function of the ATIMS property subsystem
4.1.10	The solution shall provide the ability to electronically capture inmate signature for confirmation of inventory entered into system.	Property	X					This is a standard function of the ATIMS property subsystem
4.1.11	The solution shall provide the ability to indicate inmate signature not received for property intake	Property				X		This will be included in the enhancement for 1.3.6
4.1.12	The solution shall provide the ability to record why an inmate signature not received on property inventory. a. Inmate Refusal b. Inmate Unable to Sign	Property				X		This will be included in the enhancement for 1.3.6
4.1.13	The solution shall provide the ability to store multiple types of property in one location (i.e. Clothes, Backpack, Purse will all be separate property items but can all be stored in one storage bin).	Property	X					This is a standard function of the ATIMS property subsystem
4.1.14	The solution shall provide the ability to indicate if property is jail issued or Denver Health issued	Property	X					This is a standard function of the ATIMS property subsystem
4.1.15	The solution shall provide the ability to indicate if jail issued property or Denver Health issued property is required for return prior to release.	Property	X					This is a standard function of the ATIMS property subsystem
4.2 - OUTGOING PROPERTY - Transfer & Release								

4.2.1	The solution shall provide the ability to create inmate groups by outgoing type to include but not limited to: a. DOC or DRDC Transfer b. Release to Street c. Release to Other Jurisdiction d. DCJ Transfer e. Court Transfer	Property	X					This is a standard function of the ATIMS property subsystem
4.2.2	The solution shall provide a real-time outgoing (transfers and releases) inmate queue to display inmate property storage location and additionally defined information including but not limited to: a. Inmate Name b. Booking Number c. Unique ID d. Current booking forward-facing mugshot e. Location for all inmate property (show if multiple) f. Link to inmate property photo(s) g. Link to inmate property signed inventory list h. Outgoing Type to include but not limited to: i. DOC or DRDC Transfer ii. Release to Street iii. Release to Other Jurisdiction iv. DCJ Transfer v. Court Transfer vi. Pre-Trial	Property	X					This is a standard function of the ATIMS property subsystem
4.2.3	The solution shall provide the ability to print the out-going inmate queue to assist in pulling of inmate property from storage. a. By Outgoing Type b. By Date c. All property locations shall be printed for each inmate for current booking.	Property		X				ATIMS stores this information and will add the visual display to current views to meet this requirement. This will become part of the base product.
4.2.4	The solution shall provide the ability to input information for 3rd party property retrieval as either requested by inmate or required for inmate movement, including but not limited to: a. Full Name b. Address c. Phone Number d. Identification Information e. Relation	Property			X			ATIMS currently uses the request engine to complete this task. While this functions for some clients we believe this is not the case for Denver. ATIMS will add the functionality as described in this requirement to the base product.
4.2.5	The solution shall provide the ability to indicate inmate property approved for 3rd party pickup/release by an inmate.	Property			X			This functionality is included in the enhancement for 4.2.4
4.2.6	The solution shall provide the ability to collect inmate's signature electronically on 3rd party property retrieval request.	Property	X					This is a standard function of the ATIMS property subsystem
4.2.7	The solution shall provide the ability to print an inmate signed 3rd party property retrieval request.	Property	X					This is a standard function of the ATIMS property subsystem
4.2.8	The solution shall provide the ability to collect 3rd party's signature when picking up inmate property.	Property	X					This is a standard function of the ATIMS property subsystem
4.2.9	The solution shall provide the ability to release partial property for an inmate.	Property	X					This is a standard function of the ATIMS property subsystem
4.2.10	The solution shall provide the ability to print receipt for 3rd party property pickup confirmation.	Property	X					This is a standard function of the ATIMS property subsystem
4.2.11	The solution shall indicate when property has been retrieved by a 3rd party.	Property	X					This is a standard function of the ATIMS property subsystem

4.2.12	<p>The solution shall provide the ability to release property to an inmate's person while they are in custody.</p> <p>a. Releasing property to an inmate's person indicates that the property has been accounted for (in the JMS) and has subsequently been given to the inmate to keep on their person. This applies but is not limited to:</p> <ul style="list-style-type: none"> i. Glasses ii. Dentures iii. Bible iv. Cane v. Crutches vi. Walker vii. Wheelchair viii. Mask ix. Prosthetic Eye x. Prosthetic Leg xi. Prosthetic Arm 	Property	X					This is a standard function of the ATIMS property subsystem
4.2.13	<p>The solution shall provide the ability to release inmate property to inmate upon release from Denver facilities.</p>	Property	X					This is a standard function of the ATIMS property subsystem
4.2.14	<p>The solution shall provide the ability to indicate inmate property release to a third party to include but not limited to:</p> <ul style="list-style-type: none"> a. 3rd Party as per Inmate Request/Approval b. Outside Jurisdiction c. Long-Term Holding d. Denver Police Department e. Destroyed 	Property	X					This is a standard function of the ATIMS property subsystem
4.2.15	<p>The solution shall automatically remove inmate property from assigned storage location upon release of property.</p>	Property	X					This is a standard function of the ATIMS property subsystem
4.2.16	<p>The solution shall automatically add storage location back to available storage for use upon release of property.</p>	Property	X					This is a standard function of the ATIMS property subsystem
4.2.17	<p>The solution shall provide the ability to associate an unlimited number of property bags to inmate booking record.</p>	Property	X					This is a standard function of the ATIMS property subsystem
4.2.18	<p>The solution shall provide the ability to associate an unlimited number of property locations to an inmate booking record (i.e. 1 bag in oversized, 3 bags in bin, etc.).</p>	Property	X					This is a standard function of the ATIMS property subsystem
4.2.19	<p>The solution shall provide the ability to view all property movement information for an inmate by:</p> <ul style="list-style-type: none"> a. Current Booking b. Previous Bookings 	Property	X					This is a standard function of the ATIMS property subsystem
4.2.20	<p>The solution shall retain all property movement history along with all property details for detailed reporting as needed, to include but not limited to:</p> <ul style="list-style-type: none"> a. Officer recording movement or intake b. Movement history c. Claims on lost/damaged property d. Current location and status 	Property	X					This is a standard function of the ATIMS property subsystem
4.2.21	<p>The solution shall provide the ability to view all property movement for a date and/or time by:</p> <ul style="list-style-type: none"> a. Inmate b. Facility c. Type (e.g. DCJ Transfer, Release to Street, Release to Other Jurisdiction) 	Property	X					This is a standard function of the ATIMS property subsystem

4.2.22	a. Inmate Name b. Inmate Booking Number c. Inmate Unique ID d. Time of Booking e. Time of Property Inventory f. Time of Property Signoff g. Time of property placed in storage h. Storage History i. Each location ii. By Date/Time i. Movements j. Officer who recorded movement	Property	X						This is a standard function of the ATIMS property subsystem
4.2.23	The solution shall provide the ability to add or remove property to an inmate record. a. Ability to capture additional inmate signature for updates as needed/required.	Property	X						This is a standard function of the ATIMS property subsystem
4.2.24	The solution shall provide the ability to record why property was added/removed to record, to include but not limited to: a. 3rd Party Release b. Jurisdiction Move c. 3rd Party Added d. DPD Investigation	Property	X						This is a standard function of the ATIMS property subsystem
4.2.25	The solution shall provide the ability to record property violations resulting in disciplinary action.	Property	X						This is a standard function of the ATIMS property subsystem
4.2.26	The solution shall provide the ability to allow a 3rd party to add property.	Property	X						This is a standard function of the ATIMS property subsystem
4.2.27	The solution shall provide the ability to record details when a 3rd party adds property to an inmate's record. a. Who added property b. Why Property was added	Property	X						This is a standard function of the ATIMS property subsystem
4.2.28	The solution shall provide the ability to indicate property has been reported as lost or damaged.	Property				X			ATIMS will add this function to the base system
4.2.29	The solution shall provide the ability to view all reported lost/damaged property. a. By Inmate b. By Facility	Property				X			This functionality is included in the enhancement for 4.2.28
4.2.30	The solution shall provide the ability to associate a lost property item to an inmate if identified as belonging to inmate.	Property					X		This functionality is currently in development for another client. It will be included in the base product and be available to Denver SO at no cost.
4.2.31	The solution shall provide the ability to report on inmate property that has been left un-claimed by 3rd party after a configurable timeframe has elapsed.	Property		X					ATIMS will design a custom report to Denver SO's specifications to meet this requirement.
4.2.32	The solution shall provide the ability to indicate inmate property has been destroyed.	Property	X						This is a standard function of the ATIMS property subsystem
4.2.33	The solution shall provide the ability to indicate the reason for destroying property, including but not limited to: a. Contraband b. Abandoned (>30 days)	Property	X						This is a standard function of the ATIMS property subsystem
4.2.34	The solution shall provide the ability to transfer/track movement of property in between DSD facilities/Denver Health Medical Center/Facilities.	Property	X						This is a standard function of the ATIMS property subsystem
4.2.35	The solution shall provide the ability to accept inmate property when transferred by receiving facility.	Property	X						This is a standard function of the ATIMS property subsystem
4.3 - CONFIGURATION									
4.3.1	The solution shall provide the ability to configure property storage by facility.	Admin	X						This is a standard configuration feature of the ATIMS admin module.
4.3.2	The solution shall provide the ability to configure pre-defined jail issued property. a. By Facility	Admin	X						This is a standard configuration feature of the ATIMS admin module.

4.3.3	The solution shall provide the ability to configure data to print on property labels to include but not limited to: a. Inmate Name b. Inmate ID c. Inmate Booking Number d. Intake Date & Time e. Facility	Admin	X						This is a standard configuration feature of the ATIMS admin module.
4.3.4	The solution shall provide the ability to configure types of property storage to include but not limited to: a. Bin Storage b. Oversized c. Clothing d. Long-Term e. Vehicle Impound f. DPD	Admin	X						This is a standard configuration feature of the ATIMS admin module.
4.3.5	The solution shall support an unlimited number of facilities. a. The solution shall have the ability to support an unlimited number of locations for property storage in a facility.	Admin	X						This is a standard configuration feature of the ATIMS admin module.
4.3.6	The solution shall provide the ability to configure types to be associated to photos added to an inmate's record specific to property to include but not limited to: a. Property - Clothing b. Property – Oversized	Admin					X		This functionality is currently in development for another client. It will be included in the base product and be available to Denver SO at no cost.
4.3.7	The solution shall provide the ability to configure individual property locations for a facility and location in the facility (i.e. rack number/shelf number/bin numbers in regular storage, rack number/shelf number/bin numbers in oversized storage, etc.). a. Must support integration with electronic property management system, which may include the use of barcodes for identification of storage locations and inmate information.	Admin	X						This is a standard configuration feature of the ATIMS admin module.
4.3.8	The solution shall provide the ability to configure reasons for not obtaining inmate signature on property intake. <i>(Intake requirements)</i>	Admin				X			This will be included in the enhancement for 1.3.6
4.3.9	The solution shall provide the ability to configure property movement types, to include but not limited to: a. Release b. Transfer i. By Jurisdiction ii. By Facility c. Sent to evidence d. Waiting 3rd party pickup	Admin	X						This is a standard configuration feature of the ATIMS admin module.
4.3.10	The solution shall provide the ability to configure medical devices.	Admin	X						This is a standard configuration feature of the ATIMS admin module.
4.3.11	The solution shall provide the ability to configure property attributes, to include but not limited to: a. Type b. Color c. Comments	Admin	X						This is a standard configuration feature of the ATIMS admin module.

REQUIREMENTS							Vendor Response				
5 - Classification			For each requirement, place an "X" under the category					Provide a narrative of how meeting each requirement would be achieved. E.g. What functionality is available out of the box or specifically what configuration or custom programming is needed to meet the requirement.			
Feature	Requirement	Module	Out of the Box	With Configuration	With Custom Programming	Future Release	Cannot Meet				
5.1 - PRIMARY SECURITY ASSESSMENT (PSA)											
5.1.1	The solution shall provide the ability to indicate when an inmate has had their initial advisement or arraignment.	Classification			X			ATIMS does not have this functionality. ATIMS will make the system modifications and configurations to meet this requirement based on Denver So's Business rules.			
5.1.2	The solution shall provide the ability to view an inmate's initial advisement or arraignment date and time.	Classification	X					This is a standard functionality of the ATIMS Classification Module.			
5.1.3	The solution shall provide the ability to query inmates who are awaiting initial arraignment or assessment.	Classification	X					This is a standard functionality of the ATIMS Classification Module.			
5.1.4	The solution shall provide the ability to access NCIC for a detailed history of an inmate's criminal justice history. <i>(Integration requirements)</i>	Classification	X					This is a standard functionality of the ATIMS Classification Module.			
5.1.5	to include but not limited to: a. Legal Name b. Legal Pronoun c. Preferred Name d. Preferred Pronoun e. Transgender/Gender-Variant Individual f. Sex g. Gender Identity h. Legal Gender i. Date of Birth j. Age	Classification			X			This is included in the enhancement for 2.1.10			
5.1.6	The solution shall provide the ability to view completion status of questionnaires/assessments. a. Complete (Completed by staff with inmate participation) b. Refused (Inmate refused to answer)	Classification	X					This is a standard functionality of the ATIMS Classification Module and will utilize the ATIMS forms engine imbedded in the classification module			
5.1.7	The solution shall provide the ability to easily view an inmate's booking history. a. The solution shall display an inmate's booking history chronologically with the current booking displaying first	Classification	X					This is a standard functionality of the ATIMS Classification Module.			
5.1.8	The solution shall provide the ability to easily view an inmate's charge history. a. The solution shall display an inmate's charge history chronologically with the current charges displaying first.	Classification	X					This is a standard functionality of the ATIMS Classification Module.			
5.1.9	The solution shall provide the ability to easily view an inmate's history of court dispositions. a. The solution shall display an inmate's historical court dispositions chronologically with the most current entry displaying first.	Classification	X					This is a standard functionality of the ATIMS Classification Module.			
5.1.10	The solution shall provide the ability to easily view an inmate's historical emotional condition. a. The solution shall display an inmate's historical recorded emotional condition chronologically with the most current entry displaying first.	Classification	X					This is a standard functionality of the ATIMS Classification Module and will utilize the ATIMS forms engine imbedded in the classification module. Additionally the addition of these fields as custom fields within the ATIMS system is also a viable option depending on the desires of Denver SO.			
5.1.11	The solution shall provide the ability to easily view an inmate's historical emotional condition. a. The solution shall display an inmate's historical emotional condition chronologically with the most current entry displaying first.	Classification	X					This is a standard functionality of the ATIMS Classification Module and will utilize the ATIMS forms engine imbedded in the classification module. Additionally the addition of these fields as custom fields within the ATIMS system is also a viable option depending on the desires of Denver SO.			
5.1.12	The solution shall provide the ability to easily view an inmate's historical physical condition. a. The solutions shall display an inmate's historical physical condition chronologically with the most current entry displaying first.	Classification	X					This is a standard functionality of the ATIMS Classification Module and will utilize the ATIMS forms engine imbedded in the classification module. Additionally the addition of these fields as custom fields within the ATIMS system is also a viable option depending on the desires of Denver SO.			

5.1.13	The solution shall provide the ability to easily view an inmate's history of recorded notes. a. The solution shall display an inmate's historically recorded notes chronologically with the most current entry displaying first.	Classification	X							This is a standard functionality of the ATIMS Classification Module.
5.1.14	The solution shall provide the ability to easily view all inmate alerts together in a single location. a. Active alerts shall display first.	Classification	X							This is a standard functionality of the ATIMS Classification Module.
5.1.15	The solution shall provide the ability to have the PSA questionnaire/assessment pre-populate with all inmate information. <i>(System General requirements)</i>	Classification	X							This is a standard functionality of the ATIMS Classification Module and will utilize the ATIMS forms engine imbedded in the classification module
5.1.16	The solution shall provide the ability to answer a PSA questionnaire/assessment as configured.	Classification	X							This is a standard functionality of the ATIMS Classification Module and will utilize the ATIMS forms engine imbedded in the classification module
5.1.17	The solution shall provide the ability to require a PSA questionnaire/assessment be completed prior to PSA classification.	Classification	X							This is a standard functionality of the ATIMS Classification Module and will utilize the ATIMS forms engine imbedded in the classification module
5.1.18	The solution shall provide the ability to automatically set a security level to an inmate based on PSA questionnaire/assessment answers as defined in configuration.	Classification	X							This is a standard functionality of the ATIMS Classification Module and will utilize the ATIMS forms engine imbedded in the classification module
5.1.19	The solution shall provide the ability to override a system generated security level.	Classification	X							This is a standard functionality of the ATIMS Classification Module and will utilize the ATIMS forms engine imbedded in the classification module
5.1.20	The solution shall provide the ability to enter a reason for overriding a system generated security level.	Classification	X							This is a standard functionality of the ATIMS Classification Module and will utilize the ATIMS forms engine imbedded in the classification module
5.2 - INMATE INITIAL INTERVIEW										
5.2.1	The solution shall provide the ability to fill out an initial interview questionnaire/assessment for an inmate.	Classification	X							This is a standard functionality of the ATIMS Classification Module and will utilize the ATIMS forms engine imbedded in the classification module
5.2.2	The solution shall provide the ability to record the results of an inmate Initial Interview.	Classification	X							This is a standard functionality of the ATIMS Classification Module and will utilize the ATIMS forms engine imbedded in the classification module
5.2.3	The solution shall provide the ability to save a partially completed inmate initial interview questionnaire/assessment.	Classification	X							This is a standard functionality of the ATIMS Classification Module and will utilize the ATIMS forms engine imbedded in the classification module
5.2.4	The solution shall provide the ability to complete an inmate initial interview.	Classification	X							This is a standard functionality of the ATIMS Classification Module and will utilize the ATIMS forms engine imbedded in the classification module
5.2.5	The solution shall provide the ability to save as complete an initial interview questionnaire/assessment.	Classification	X							This is a standard functionality of the ATIMS Classification Module and will utilize the ATIMS forms engine imbedded in the classification module
5.2.6	The solution shall provide the ability to update an inmate classification after initial interview.	Classification	X							This is a standard functionality of the ATIMS Classification Module and will utilize the ATIMS forms engine imbedded in the classification module
5.2.7	The solution shall provide the ability to capture an inmate's electronic signature on an initial interview questionnaire/assessment.	Classification	X							This is a standard functionality of the ATIMS Classification Module and will utilize the ATIMS forms engine imbedded in the classification module
5.2.8	The solution shall provide the ability to capture the credentials of the officer filling out the interview form in JMS.	Classification	X							This is a standard functionality of the ATIMS Classification Module and will utilize the ATIMS forms engine imbedded in the classification module
5.2.9	The solution shall provide the ability to record an inmate refusal for an initial interview.	Classification	X							This is a standard functionality of the ATIMS Classification Module and will utilize the ATIMS forms engine imbedded in the classification module
5.2.10	The solution shall provide the ability to generate a report of initial interview refusals.	Classification	X							This is a standard functionality of the ATIMS Classification Module and will utilize the ATIMS forms engine imbedded in the classification module
5.2.11	The solution shall provide an easily viewable flag on an inmate record indicating they have refused initial interview.	Classification	X							This is a standard functionality of the ATIMS Classification Module and will utilize the ATIMS forms engine imbedded in the classification module
5.3 - RECLASSIFICATION										

5.3.1	The solution shall provide the ability to run a report to display all inmates who need to have a reclassification. a. Based on date of previous classification action.	Classification	X							This is a standard functionality of the ATIMS Classification Module and will utilize the ATIMS forms engine imbedded in the classification module
5.3.2	The solution shall provide the ability to view a queue of inmates requiring reclassification.	Classification	X							This is a standard functionality of the ATIMS Classification Module and will utilize the ATIMS forms engine imbedded in the classification module
5.3.3	The solution shall provide the ability to indicate an inmate requires a re-classification, to include but not limited to: a. Records reclassification b. Court change reclassification c. Number of days since last classification	Classification	X							This is a standard functionality of the ATIMS Classification Module and will utilize the ATIMS forms engine imbedded in the classification module
5.3.4	The solution shall provide the ability to fill out a reclassification questionnaire/assessment for an inmate.	Classification	X							This is a standard functionality of the ATIMS Classification Module and will utilize the ATIMS forms engine imbedded in the classification module
5.3.5	The solution shall provide the ability to have the reclassification questionnaire/assessment pre-populate with all inmate information.	Classification	X							This is a standard functionality of the ATIMS Classification Module and will utilize the ATIMS forms engine imbedded in the classification module
5.3.6	The solution shall provide the ability to answer a reclassification questionnaire/assessment as configured.	Classification	X							This is a standard functionality of the ATIMS Classification Module and will utilize the ATIMS forms engine imbedded in the classification module
5.3.7	The solution shall provide the ability to require a reclassification questionnaire/assessment be completed prior to reclassification.	Classification	X							This is a standard functionality of the ATIMS Classification Module and will utilize the ATIMS forms engine imbedded in the classification module
5.3.8	The solution shall provide the ability to record the outcome of a reclassification, to include but not limit to: a. Reclassification Notes b. Classification c. Alert Modifications	Classification	X							This is a standard functionality of the ATIMS Classification Module and will utilize the ATIMS forms engine imbedded in the classification module
5.4 - GENERAL										
5.4.1	The solution shall provide the ability to view all inmates by housing location <i>(Housing requirements)</i>	Classification	X							This is a standard functionality of the ATIMS Classification Module.
5.4.2	The solution shall provide the ability to print a list of all current inmates by location. <i>(Housing requirements)</i>	Classification	X							This is a standard functionality of the ATIMS Classification Module.
5.4.3	The solution shall provide the ability to add an alert to an inmate's record based on classification's discretion.	Classification	X							This is a standard functionality of the ATIMS Classification Module.
5.4.4	The solution shall provide the ability to prohibit moving an inmate to housing prior to the completion of their initial advisement.	Classification				X				This functionality will be included in the enhancement for 5.1.1
5.4.5	The solution shall provide the ability to remove an alert from an inmate's record at the discretion of the classification officer.	Classification	X							This is a standard functionality of the ATIMS Classification Module.
5.4.6	The solution shall provide the ability to record details as to why an alert was removed from an inmate record.	Classification	X							This is a standard functionality of the ATIMS Classification Module.
5.4.7	The solution shall provide the ability to set an expiration on an inmate alert. <i>(System General requirements)</i>	Classification	X							This is a standard functionality of the ATIMS Classification Module.
5.4.8	The solution shall provide the ability to indicate an alert has no expiration date. a. Alerts set with no expiration will remain on the inmate's record as active until otherwise indicated by a classification officer.	Classification	X							This is a standard functionality of the ATIMS Classification Module.
5.4.9	The solution shall provide the ability to indicate an offender has been booked on a domestic violence charge. <i>(Intake, Records requirements)</i>	Classification				X				Included in configuration of 2.1.11
5.4.10	The solution shall provide the ability to view completed classification tasks for an inmate, including date of completion and DSD Staff who completed the action, to include but not limited to: a. Intake Pre-Classification b. Primary Security Assessment c. Initial Inmate Interview d. Reclassification Review e. Reclassification Inmate Interview	Classification	X							This is a standard functionality of the ATIMS Classification Module and will utilize the ATIMS forms engine imbedded in the classification module
5.4.11	The solution shall provide the ability to view previous classification history for an inmate.	Classification	X							This is a standard functionality of the ATIMS Classification Module.

5.4.12	The solution shall provide the ability to indicate inmate refusal to answer questionnaire/assessment.	Classification	X						This is a standard functionality of the ATIMS Classification Module and will utilize the ATIMS forms engine imbedded in the classification module
5.4.13	The solution shall provide the ability to record a reason for inmate refusal to complete questionnaire/assessment.	Classification	X						This is a standard functionality of the ATIMS Classification Module and will utilize the ATIMS forms engine imbedded in the classification module
5.4.14	The solution shall provide the ability to indicate an inmate refusal to answer a question.	Classification	X						This is a standard functionality of the ATIMS Classification Module and will utilize the ATIMS forms engine imbedded in the classification module
5.4.15	The solution shall provide the ability to record a reason for inmate refusal to answer question.	Classification	X						This is a standard functionality of the ATIMS Classification Module and will utilize the ATIMS forms engine imbedded in the classification module
5.4.16	The solution shall provide the ability to query and report on inmate rerusals to include but not limited to: a. By Inmate b. By Questionnaire/Assessment c. By Question	Classification		X					ATIMS will build a custom report for Denver SO to meet this requirement
5.4.17	The solution shall provide the ability to view previous questionnaire/assessment questions and recorded answers for an inmate.	Classification	X						This is a standard functionality of the ATIMS Classification Module and will utilize the ATIMS forms engine imbedded in the classification module
5.4.18	The solution shall prevent the editing of previously answered questionnaire/assessments.	Classification	X						This is a standard functionality of the ATIMS Classification Module and will utilize the ATIMS forms engine imbedded in the classification module
5.4.19	The solution shall provide the ability to record DSD staff information and associate it to their classification actions. <i>(System General requirements)</i>	Classification	X						This is a standard functionality of the ATIMS Classification Module.
5.4.20	The solution shall provide the ability to notify the classification office when an inmate has requested a classification review.	Request Engine	X						This functionality is completed in the ATIMS request engine and directed to a work queue in classification
5.4.21	The solution shall provide the ability to indicate an inmate reclassification request is open.	Request Engine	X						This functionality is completed in the ATIMS request engine and directed to a work queue in classification
5.4.22	The solution shall provide the ability to indicate an inmate requested reclassification review has been closed.	Request Engine	X						This functionality is completed in the ATIMS request engine and directed to a work queue in classification
5.4.23	The solution shall provide the ability to record an inmate reclassification request closing reasons.	Request Engine	X						This functionality is completed in the ATIMS request engine and directed to a work queue in classification
5.4.24	The solution shall provide the ability to query and report all inmates who have an open reclassification review request.	Request Engine	X						This functionality is completed in the ATIMS request engine and directed to a work queue in classification
5.4.25	The solution shall provide the ability to notify DSD classification staff when a DSD staff member has requested an inmate reclassification review.	Request Engine	X						This functionality is completed in the ATIMS request engine and directed to a work queue in classification
5.4.26	The solution shall provide the ability to indicate a DSD staff reclassification request is open.	Request Engine	X						This functionality is completed in the ATIMS request engine and directed to a work queue in classification
5.4.27	The solution shall provide the ability to indicate a DSD staff requested reclassification review has been closed.	Request Engine	X						This functionality is completed in the ATIMS request engine and directed to a work queue in classification
5.4.28	The solution shall provide the ability to record a DSD staff reclassification request closing reasons.	Request Engine	X						This functionality is completed in the ATIMS request engine and directed to a work queue in classification
5.4.29	The solution shall provide the ability to query and report all inmates who have an open DSD staff reclassification review request.	Request Engine	X						This functionality is completed in the ATIMS request engine and directed to a work queue in classification
5.4.30	The solution shall provide the ability to view available housing by facility and security levels.	Classification	X						This is a standard functionality of the ATIMS Classification Module.
5.4.31	The solution shall provide the ability to assign an inmate to a housing location by the classification officer.	Classification	X						This is a standard functionality of the ATIMS Classification Module.
5.4.32	The solution shall provide the ability to notify DSD staff when an inmate is being assigned to a housing unit that does not equal their security level. <i>(Housing requirements)</i>	Classification					X		This is in development for another client and will be added to the base product. Denver SO will receive at NO COST
5.4.33	The solution shall provide the ability for a classification officer to override any system-generated or automated classification outcomes to include but not limited to: a. Security Level b. Housing Assignment c. Classification Adjustment Comments	Classification	X						This is a standard functionality of the ATIMS Classification Module.

5.4.34	The solution shall provide the ability to easily view all classification notes for an inmate record for all inmate bookings.	Classification	X						This is a standard functionality of the ATIMS Classification Module.
5.4.35	The solution shall provide the ability to view all in custody inmates by alert.	Classification	X						This is a standard functionality of the ATIMS Classification Module.
5.4.36	The solution shall provide the ability to view all in custody inmates by alert type.	Classification	X						This is a standard functionality of the ATIMS Classification Module.
5.4.37	The solution shall provide the ability to indicate an inmate requires additional review as set by DSD staff.	Classification	X						This is a standard functionality of the ATIMS Classification Module.
5.4.38	The solution shall provide the ability to record an inmate classification recommendation by jail staff/personnel other than classification, to include but not limited to: a. Medical classification recommendations i. Psych ii. Nurse	Classification	X						This is a standard functionality of the ATIMS Classification Module.
5.5 - CONFIGURATION									
5.5.1	The solution shall provide the ability to configure security levels for use on an inmate.	ADMIN	X						This is a standard configuration within the ATIMS admin module and may be configured at any time by ATIMS and or Denver SO.
5.5.2	The solution shall provide the ability to configure a default classification/security level for all inmates.	ADMIN	X						This is a standard configuration within the ATIMS admin module (inside the forms logic) and may be configured at any time by ATIMS and or Denver SO.
5.5.3	The solution shall provide the ability to configure classification alert types to include but not limited to: (System General requirements) a. Administrative b. Classification c. Disciplinary d. Medical	ADMIN	X						This is a standard configuration within the ATIMS admin module and may be configured at any time by ATIMS and or Denver SO.
5.5.4	The solution shall provide the ability to configure classification alerts. (System General requirements)	ADMIN	X						This is a standard configuration within the ATIMS admin module and may be configured at any time by ATIMS and or Denver SO.
5.5.5	The solution shall provide the ability to configure automation of specific alerts when an inmate has specific charges. (System General requirements)	ADMIN	X						This is a standard configuration within the ATIMS admin module and may be configured at any time by ATIMS and or Denver SO.
5.5.6	The solution shall provide the ability to configure the automation of specific alerts based on defined inmate data/information. (System General requirements)	ADMIN	X						This is a standard configuration within the ATIMS admin module and may be configured at any time by ATIMS and or Denver SO.
5.5.7	The solution shall provide the ability to configure detailed workflows for the different classification processes. (System General requirements)	ADMIN	X						This is a standard configuration within the ATIMS admin module and may be configured at any time by ATIMS and or Denver SO.
5.5.8	The solution shall provide the ability to configure classification questionnaire/assessments. (System General requirements)	ADMIN	X						This is a standard configuration within the ATIMS admin module and may be configured at any time by ATIMS and or Denver SO.
5.5.9	5.9 The solution shall provide the ability to configure classification questionnaire/assessments questions as required. (System General requirements)	ADMIN	X						This is a standard configuration within the ATIMS admin module and may be configured at any time by ATIMS and or Denver SO.
5.5.10	The solution shall provide the ability to configure questions as being required in configured classification questionnaire/assessments. (System General requirements)	ADMIN	X						This is a standard configuration within the ATIMS admin module and may be configured at any time by ATIMS and or Denver SO.
5.5.11	The solution shall provide the ability to configure automatic classification defaults based on answers provided in questionnaire/assessment. (System General requirements)	ADMIN	X						This is a standard configuration within the ATIMS admin module and may be configured at any time by ATIMS and or Denver SO.
5.5.12	The solution shall provide the ability to configure questionnaire/assessment questions with associated weights which will be utilized in the calculation of the system recommended classification score. (System General requirements)	ADMIN	X						This is a standard configuration within the ATIMS admin module and may be configured at any time by ATIMS and or Denver SO.
5.5.13	The solution shall provide the ability to configure automatic alerts based on answers to questionnaires/assessments. (System General requirements)	ADMIN	X						This is a standard configuration within the ATIMS admin module and may be configured at any time by ATIMS and or Denver SO.
5.5.14	The solution shall provide the ability to configure a default security assignment for all inmates. a. System shall default to unclassified.	ADMIN	X						This is a standard configuration within the ATIMS admin module and may be configured at any time by ATIMS and or Denver SO.
5.5.15	The solution shall provide the ability to configure user credentials to be added to classification questionnaire/assessments based on the classification officer who completed the questionnaire/assessment.	ADMIN	X						This is a standard configuration within the ATIMS admin module and may be configured at any time by ATIMS and or Denver SO.

5.5.16	The solution shall provide the ability to configure automated housing assignments based on configured criteria.	ADMIN	X						This is a standard configuration within the ATIMS admin module and may be configured at any time by ATIMS and or Denver SO.
5.5.17	The solution shall provide the ability to configure specific fields for selection that will create a notification indicating inmate requires attention.	ADMIN	X						This is a standard configuration within the ATIMS admin module and may be configured at any time by ATIMS and or Denver SO.
5.5.18	The solution shall provide the ability to configure notifications for classification based on an inmate's previously setup alerts.	ADMIN	X						This is a standard configuration within the ATIMS admin module and may be configured at any time by ATIMS and or Denver SO.
5.5.19	The solution shall provide the ability to configure actions requiring reclassification of an inmate, to include but not limited to: a. Records Reclassification b. Courts Reclassification c. Time since last classification	ADMIN	X						This is a standard configuration within the ATIMS admin module and may be configured at any time by ATIMS and or Denver SO.
5.5.20	The solution shall provide the ability to configure classification and reclassification queues. <i>(System General requirements)</i>	ADMIN	X						This is a standard configuration within the ATIMS admin module and may be configured at any time by ATIMS and or Denver SO.

REQUIREMENTS									
6 - Records			Vendor Response						Provide a narrative of how meeting each requirement would be achieved. E.g. What functionality is available out of the box or specifically what configuration or custom programming is needed to meet the requirement.
Feature	Requirement	Module	For each requirement, place an "X" under the category						
			Out of the Box	With Configuration	With Custom Programming	Future Release	Cannot Meet		
6.1 - INMATE RECORD									
6.1.1	The solution shall provide the ability to create an inmate record.	Records	X						This is a standard function of the ATIMS records module.
6.1.2	The solution shall provide the ability to add/edit inmate record details.	Records	X						This is a standard function of the ATIMS records module.
6.1.3	The solution shall provide the ability to add/edit an abbreviated inmate record. <i>(Intake requirements)</i>	Intake	X						This is a standard function of the ATIMS Intake module.
6.1.4	The solution shall provide the ability to merge duplicate inmate records. a. When merging records, all data associated to each record shall be merged together and stored chronologically based on the data's configured input or active timestamp.	Data Mgmt.	X						This is a standard function of the Data Mgmt. subsystem
6.1.5	The solution shall provide the ability to un-merge incorrectly merged inmate records.	Data Mgmt.			X				This is included in the enhancement for 2.2.10
6.1.6	The solution shall provide the ability to create a booking on an inmate record.	Records	X						This is a standard function of the ATIMS records module.
6.1.7	The solution shall provide the ability to create an unlimited number of bookings on an inmate record.	Records	X						This is a standard function of the ATIMS records module.
6.1.8	The solution shall provide the ability to have one booking marked as the current booking for an inmate record.	Records	X						This is a standard function of the ATIMS records module.
6.1.9	The solution shall provide the ability to add, modify and remove cases to an inmate booking.	Records	X						This is a standard function of the ATIMS records module.
6.1.10	The solution shall provide the ability to add one to an unlimited number of charges to an inmate's booking.	Records	X						This is a standard function of the ATIMS records module.
6.1.11	The solution shall provide the ability to add, modify and remove court actions for each individual charge.	Records	X						This is a standard function of the ATIMS records module.
6.1.12	The solution shall provide the ability to indicate if a court case is active. a. Inmates can have active court cases not associated to a current booking. b. Should be indicated if inmate is not in custody on a particular case, even if they are in custody on another case (non-custodial)	Records	X						This is a standard function of the ATIMS records module.
6.1.13	The solution shall provide the ability to record cases for an inmate for other jurisdictions. <i>(Scheduling requirements)</i>	Records	X						This is a standard function of the ATIMS records module.
6.1.14	The solution shall provide the ability to indicate if a case was a warrant.	Records	X						This is a standard function of the ATIMS records module.
6.1.15	The solution shall provide the ability to indicate an inmate is in custody on a probable cause (investigative hold).	Records	X						This is a standard function of the ATIMS records module.
6.1.16	The solution shall provide the ability to indicate if an inmate is in custody on a domestic violence charge.	Records		X					This is included in the configuration for 2.2.11
6.1.17	The solution shall provide the ability to indicate an inmate's custody status as either In Custody or Not in Custody.	Records	X						This is a standard function of the ATIMS records module.
6.1.18	The solution shall provide the ability to "temporarily release" an inmate for furloughs and medical transfers. a. Temporary releases are considered carry overs. b. Inmates remain on count in permanent location with current location displaying type of temporary release. <i>(Housing requirements)</i>	Records	X						This is a standard function of the ATIMS records module.
6.1.19	The solution shall provide the ability to record and indicate the amount of time allowed/approved for a temporary release.	Records			X				ATIMS will add functionality to meet this requirement. Atims will use the appointment time scheduled for the temporary release and a flag to the location for tracking the time allowed. Additionally ATIMS will create a viewer to allow staff to monitor those on a timed location and due for return.
6.1.20	The solution shall provide the ability to adjust sentencing based on temporary releases.	Records			X				ATIMS will add functionality to meet this requirement. ATIMS will add the ability to compute a credit to the sentence to negate the time spent on a temp release and extend the sentence expirations
6.2 -MITTMUS									

6.2.1	<p>The solution shall provide the ability to record and receive <i>mittimus</i> (<i>mitt</i>) information for inmates from the county and district court systems to include but not limited to:</p> <ul style="list-style-type: none"> a. Arrest Booking Number b. GO/Booking Number c. Unique ID Number d. Case Type <ul style="list-style-type: none"> i. County ii. District iii. Other Jurisdictions iv. Juvenile/Youth v. Civil e. Case Number f. Docket Number g. <i>Mittimus</i> <ul style="list-style-type: none"> i. Date ii. Court Room iii. Judge Name iv. Court Clerk Name h. Original/Amended i. Next Court Date & Time j. Next Court/Hearing Type k. Next Court Location l. Bond Amount m. Bond Details <ul style="list-style-type: none"> i. New Bond Set 	Records	X						All Items are available within the standard records module with the exception of judge name which is part of sentencing. If the field also needs to be included as part of the booking ATIMS can replicate it there.
6.2.2									
6.2.3	<p>The solution shall provide the ability to record offence information, including but not limited to:</p> <ul style="list-style-type: none"> a. Statutory code, description, grade and degree b. Date of offence c. Date of Arrest 	Records	X						This is a standard function of the ATIMS records module.
6.2.4	<p>The solution shall provide the ability to record the date and time of an inmate's initial advisement or arraignment for each charge.</p>	Records	X						This is a standard function of the ATIMS records module.
6.2.5	<p>The solution shall provide the ability to add court case information.</p> <ul style="list-style-type: none"> a. Start Date b. Court Name c. Court Type d. Case Number e. Status f. Domestic Violence 	Records	X						This is a standard function of the ATIMS records module.
6.2.6	<p>The Solution shall provide the ability to Schedule Court Events & Associated Outcomes to include but not limited to (see Scheduling requirements for more information):</p> <ul style="list-style-type: none"> a. Offense b. Offense Type c. UCR Code d. Offense Date e. Result f. Court Date g. Court Time h. Court Name i. Courtroom j. Hearing Type k. Outcome 	Records	X						This is a standard function of the ATIMS records module.
6.2.7	<p>The solution shall provide the ability to indicate an inmate has been remanded versus arrested. (<i>Intake requirements</i>)</p>	Records	X						This is a standard function of the ATIMS records module.

6.2.8	The solution shall provide the ability to record outstanding warrants/arrests (writs) from other jurisdictions.	Records	X						This is a standard function of the ATIMS records module.
6.2.9	The solution shall provide the ability to indicate if a writ is a DAY writ.	Records	X						This is a standard function of the ATIMS records module.
6.2.10	The solution shall be able to store charge information and security notes regarding inmates in on writs from other jurisdictions.	Records	X						This is a standard function of the ATIMS records module.
6.2.11	The solution shall provide the ability to upload scanned paperwork from another county to the system and associate it to an inmate. <i>(System General requirements)</i>	Records	X						This is a standard function of the ATIMS records module.
6.2.12	The solution shall provide the ability to associate a type to scanned paperwork. <i>(System General requirements)</i>	Records	X						This is a standard function of the ATIMS records module.
6.2.13	The solution shall provide the ability to retrieve documents associated to an inmate account. <i>(System General, Documentation Management requirements)</i>	Records	X						This is a standard function of the ATIMS records module.
6.2.14	The solution shall provide the ability to place an offender on a fugitive hold when they have outstanding cases/warrants in other jurisdictions. <i>(Interface requirements)</i>	Records	X						This is a standard function of the ATIMS records module.
6.2.15	The solution shall provide the ability to report on an in custody inmates with a recorded fugitive hold by: a. Date b. Location c. Jurisdiction Hold d. Status e. Comments	Records	X						This is a standard function of the ATIMS records module.
6.2.16	The solution shall provide the ability to indicate an inmate is being held for other jurisdiction(s), and requires billing.	Records	X						This is a standard function of the ATIMS records module.
6.2.17	The solution shall provide the ability to associate a configured daily rate to an inmate based on defined jurisdiction rates in configuration.	Records	X						This is a standard function of the ATIMS records module.
6.2.18	The solution shall provide the ability to run a report for a selected timeframe to display all billable inmates and the bill to jurisdiction and amount for each inmate.	Records	X						This is a standard function of the ATIMS records module.
6.3 - BONDS									
6.3.1	The solution shall provide the ability to interface with the bonding queue. The solution shall provide the ability to record bonding information for an inmate.	Interface Engine		X					This is a standard configuration of the ATIMS interface engine
6.3.2	a. Type of Bond i. PR Bond ii. Surety Bond b. Bond Paid c. Bond Amount d. Who Paid Bond	Bail	X						This is a standard function of the ATIMS bail subsystem
6.4 - GENERAL									
6.4.1	The solution shall provide the ability to fill-out and store an eligibility for release checklist.	Release	X						This is a standard function of the Release Subsystem
6.4.2	The solution shall provide the ability to automatically populate the eligibility for release checklist with the correct DSD Staff user filling out the form.	Release	X						This is a standard function of the Release Subsystem
6.4.3	The solution shall provide the ability to view the total days an inmate has been in custody.	Records	X						This is a standard function of the ATIMS records module.
6.4.4	The solution shall provide the ability to request clearance for an inmate from the DSD NCIC.	Inmate Information				X			This is included in the enhancement for 2.2.9
6.4.5	The solution shall provide the ability to view a reclear request queue. <i>(System General requirements)</i>	Inmate Information				X			This is included in the enhancement for 2.2.9
6.4.6	The solution shall provide the ability to indicate an inmate clearance status. a. Requires Re-Clear b. Cleared c. Not Cleared i. Reason	Inmate Information				X			This is included in the enhancement for 2.2.9
6.4.7	The solution shall provide the ability to indicate charges have been dropped from an inmate record.	Records	X						This is a standard function of the ATIMS records module.
6.4.8	The solution shall provide the ability to scan all inmate booking paperwork. <i>(System General requirements)</i>	Records	X						This is a standard function of the ATIMS records module.
6.4.9	The solution shall provide the ability to name scanned inmate booking paperwork. <i>(System General requirements)</i>	Records	X						This is a standard function of the ATIMS records module.

6.4.10	The solution shall provide the ability to indicate a scanned document type for inmate paperwork. <i>(System General requirements)</i>	Records	X						This is a standard function of the ATIMS records module.
6.4.11	The solution shall provide the ability to store scanned documents for an inmate record and inmate booking instance. <i>(Document Management requirements)</i>	Records	X						This is a standard function of the ATIMS records module.
6.4.12	The solution shall provide the ability to view stored documents for an inmate record. <i>(System General, Document Management requirements)</i>	Records	X						This is a standard function of the ATIMS records module.
6.4.13	The solution shall provide the ability to print stored documents for an inmate record. <i>(System General, Document Management requirements)</i>	Records	X						This is a standard function of the ATIMS records module.
6.4.14	The solution shall provide the ability to query inmate court docket by day, to include but not limited to: a. Name b. Court Room c. Housing Location d. Case Number e. Charges	Records	X						This is a standard function of the ATIMS records module.
6.4.15	The solution shall provide the ability to indicate when new NCIC alerts have been added to an inmate record. a. Automated function <i>(Integration requirements)</i>	Records	X						This is a standard function of the ATIMS records module.
6.4.16	The solution shall provide the ability to record a Department of Corrections (DOC) number to an inmate record.	Records	X						This is a standard function of the ATIMS records module.
6.4.17	The solution shall provide the ability to seal portions of an inmate's record, to include but is not limited to: a. Arrest History b. Booking History c. Cases d. Charges e. Dispositions	Data Mgmt.	X						This is a standard function of the Data Mgmt. subsystem
6.4.18	The solution shall provide the ability to seal all of an inmate's record	Data Mgmt.	X						This is a standard function of the Data Mgmt. subsystem
6.4.19	The solution shall provide the ability to indicate a reason for sealing a record.	Data Mgmt.	X						This is a standard function of the Data Mgmt. subsystem
6.4.20	The solution shall provide the ability to record notes when sealing a record.	Data Mgmt.	X						This is a standard function of the Data Mgmt. subsystem
6.4.21	The solution shall provide the ability to expunge parts of an inmate's record. a. Though expunged, the historical data pertaining to this inmate will always reside in the database and should only be accessible by approved personnel. Once expunged, the solution shall not have the ability to retrieve any of the expunged data.	Data Mgmt.	X						This is a standard function of the Data Mgmt. subsystem
6.4.22	The solution shall provide the ability to expunge all of an inmate's record. a. Though expunged, the historical data pertaining to this inmate will always reside in the database and should only be accessible by approved personnel. Once expunged, the solution shall not have the ability to retrieve any of the expunged data.	Data Mgmt.	X						This is a standard function of the Data Mgmt. subsystem
6.4.23	The solution shall provide the ability to delete from the database, any expunged information.	Data Mgmt.	X						This is done via a purge or can also be done manually through the DB
6.4.24	The solution shall provide the ability to indicate a reason for expunging a record.	Data Mgmt.	x						This is a standard function of the Data Mgmt. subsystem
6.4.25	The solution shall provide the ability to record notes when expunging a record.	Data Mgmt.	x						This is a standard function of the Data Mgmt. subsystem
6.5 - CONFIGURATION									
6.5.1	The solution shall provide the ability to configure integration with the County Courts and District Courts Systems. <i>(Integration requirements)</i>	Interface Engine		x					This is a standard configuration of the interface engine. Configuration is of this interface is included in the cost proposal.

6.5.2	<p>information specific to Denver to include but not limited to:</p> <ul style="list-style-type: none"> a. Court Name <ul style="list-style-type: none"> i. Denver District Court ii. Denver County Court b. Court Abbreviation c. Type of Court d. Court Rooms e. Status of Court Cases f. Hearing Types g. Outcome h. Offence Name i. Offence Type j. Result k. Other Jurisdictions 	ADMIN	X						This is a standard configuration function of the admin module
6.5.3	<p>The solution shall provide the ability to configure offence codes, descriptions and grades and degrees. <i>(System General requirements)</i></p> <ul style="list-style-type: none"> a. The solution shall provide the ability to use the Unified Crime Reporting Number (UCR) for association with offence codes. 	ADMIN	X						This is a standard configuration function of the admin module
6.5.4	<p>The solution shall provide the ability to configure document types that can be scanned and uploaded to an inmates file, to include but not limited to: <i>(System General requirements)</i></p> <ul style="list-style-type: none"> a. Court Files <ul style="list-style-type: none"> i. Mitts ii. Orders b. Writs c. Booking Paperwork d. Arrest Paperwork 	ADMIN	x						This is a standard configuration function of the admin module
6.5.5	<p>The solution shall provide the ability to create the eligibility checklist as a form for use. <i>(System General requirements)</i></p>	ADMIN	x						This is a standard configuration function of the admin module
6.5.6	<p>The solution shall provide the ability to configure reasons for sealing a record.</p>	ADMIN	x						This is a standard configuration function of the admin module
6.5.7	<p>The solution shall provide the ability to configure reasons for expunging a record.</p>	ADMIN	x						This is a standard configuration function of the admin module
6.5.8	<p>The solution shall provide the ability to query and report sealed and expunged records to include, but not limited to:</p> <ul style="list-style-type: none"> a. Booking Number(s) b. User Credentials c. Date/Time 	ADMIN	x						This is a standard configuration function of the admin module

REQUIREMENTS		Vendor Response					
7 - Housing		For each requirement, place an "X" under the category					
Feature	Requirement	Module	Out of the Box	With Configuration	With Custom Programming	Future Release	Cannot Meet
7.1 - HOUSING - INCOMING INMATES							
7.1.1	<p>movement into Housing displaying but not limited to:</p> <ul style="list-style-type: none"> a. Mugshot b. Current Booking Name c. DOB & Age d. Booking Number e. Unique Inmate ID f. Classification Alerts g. Charges & Court Dates h. Security Level i. Housing Assignment j. Going to Location k. Coming from Location l. Current Location 	Facility				X	This functionality is in development for another client and will made as part of the base ATIMS system. Denver will receive this at NO COST
7.1.2	<p>The solution shall provide the ability to apply configured filters on the housing queue for building/floor/housing unit. Including but not limited to:</p> <ul style="list-style-type: none"> a. Current Booking Name b. Moniker c. Custody Level d. Separations e. Bunk/Cell Location 	Facility	X				This is standard functionality of the ATIMS housing subsystem
7.1.3	<p>The solution shall provide the ability to easily view inmate information with the fewest clicks possible, including but not limited to: (System General requirements)</p> <ul style="list-style-type: none"> a. Previous Bookings b. Previous Charges c. Current Booking d. Current Charges e. Housing History f. Historical Alerts g. Current Alerts h. Previous Incidents i. Current Incidents j. Previous Separations k. Current Separations l. Solution shall open a new pop-up screen with history summary with the ability to drilldown into details. i. Incoming Inmates list remains open 	Facility	X				This is standard functionality of the ATIMS housing subsystem
7.1.4	The solution shall provide the ability to view real-time housing occupancy and capacity.	Facility	X				This is standard functionality of the ATIMS housing subsystem
7.1.5	The solution shall provide the ability to view abbreviated bookings in all views and queues where applicable.	Facility	X				This is standard functionality of the ATIMS housing subsystem
7.1.6	The solution shall provide the ability to view an inmate is on an abbreviated booking.	Facility	X				This is standard functionality of the ATIMS housing subsystem
7.1.7	The solution shall provide the ability to view all abbreviated bookings by facility/building/floor/housing unit/cell/bunk.	Facility	X				This is standard functionality of the ATIMS housing subsystem

7.1.8	The solution shall provide the ability to view housing status by facility/building/floor/housing unit/cell. a. The solution shall indicate the status of a cell/bunk as: i. Occupied • Inmate occupying cell/bunk should be displayed. ii. Free (Available for Assignment) iii. Disabled	Facility	X						This is standard functionality of the ATIMS housing subsystem
7.1.9	The solution shall provide the ability to assign bunk and/or cell location to an inmate. a. Shall be able to do this from the queue or by inmate lookup.	Facility	X						This is standard functionality of the ATIMS housing subsystem
7.1.10	The solution shall provide the ability to notify DSD staff when a housing assignment doesn't match the security level of the building/floor/housing unit/cell. a. Notification shall not prevent housing assignment unless otherwise defined in configuration	Facility					X		This functionality is in development for another client and will made as part of the base ATIMS system. Denver will receive this at NO COST
7.1.11	The solution shall prevent a housing assignment with a disabled facility/building/floor/housing unit/pod/cell.	Facility	X						This is standard functionality of the ATIMS housing subsystem
7.1.12	The solution shall provide a notification when a housing location is in proximity as defined in configuration to a recorded separation/non-association for an inmate when DSD Staff is assigning inmate housing. <i>(System General requirements)</i>	Facility				X			The current ATIMS system displays warnings for housing units with Keep Separates and does an actual conflict check at the cell level. ATIMS will add the ability for agencies to configure the level of alerts and conflict check that are performed at not only the cell but housing unit level.
7.1.13	The solution shall provide the ability to bi-pass a separation/non-association notification to continue with housing assignment based on DSD staff discretion.	Facility	X						This is standard functionality of the ATIMS housing subsystem
7.1.14	The solution shall provide the ability to manage inmate movements. (Inmate Movement requirements)	Facility	X						This is standard functionality of the ATIMS housing subsystem
7.2- HOUSING CONTROLLED INVENTORY MANAGEMENT									
7.2.1	The solution shall provide the ability to manage housing unit specific controlled inventory, understanding this to be a unique feature for each housing unit.	Facility	X						This is a standard function of the property unit subsystem that is located within the facility module
7.2.2	The solution shall provide the ability to view lists of current housing unit inventory by type as defined in configuration. a. The list shall include the current total number in unit associated with each item on the inventory list. b. The list shall include the number of each inventory item that has been checked out.	Facility	X						This is a standard function of the property unit subsystem that is located within the facility module
7.2.3	The solution shall provide the ability to print inventory lists.	Facility	X						This is a standard function of the property unit subsystem that is located within the facility module
7.2.4	The solution shall provide the ability to indicate an inventory item has been checked out to an inmate.	Facility	X						This is a standard function of the property unit subsystem that is located within the facility module
7.2.5	The solution shall prevent allowing multiples of the same inventory item to be checked out by an inmate at the same time. a. The solution shall allow DSD Staff to override based on their discretion.	Facility	X						This is a standard function of the property unit subsystem that is located within the facility module
7.2.6	The solution shall provide the ability to indicate an inventory item has been checked out to a housing unit.	Facility	X						This is a standard function of the property unit subsystem that is located within the facility module
7.2.7	The solution shall record the date, time and DSD Staff for inventory checkouts.	Facility	X						This is a standard function of the property unit subsystem that is located within the facility module
7.2.8	The solution shall provide the ability to automatically associate a configured maximum checkout time/return by time to a checked out item.	Facility	X						This is a standard function of the property unit subsystem that is located within the facility module
7.2.9	The solution shall provide the ability for staff to record or override when checked out item is due for return.	Facility	X						This is a standard function of the property unit subsystem that is located within the facility module

7.2.10	The solution shall provide the ability to view a list of all checked out items, to display but not limited to: a. Current Booking Name b. Inmate Unique ID c. Booking Number d. Housing Unit e. Type of Item Checked Out f. Description of Item Checked Out g. Date & Time Checked Out h. Expected Checkin Date Time	Facility	X						This is a standard function of the property unit subsystem that is located within the facility module
7.2.11	The solution shall highlight an inmate in the inventory checkout list when item checked out has not been returned by time entered or as set in configuration.	Facility	X						This is a standard function of the property unit subsystem that is located within the facility module
7.2.12	The solution shall provide the ability to record when an inmate has returned (checked in) an item. a. For items that are reusable (e.g. cleaning chemicals), the current inventory will add the item back into the total inventory. b. For items that are not reusable (e.g. razors), the system will record the check-in/return of inventory, and will deduct the item from the inventory total accordingly. c. Items returned damaged will be added back to the inventory total and indicated item has been sent out for repair.	Facility	X						This is a standard function of the property unit subsystem that is located within the facility module
7.2.13	The solution shall provide the ability to enter current inventory counts.	Facility	X						This is a standard function of the property unit subsystem that is located within the facility module
7.2.14	The solution shall provide the ability to send an inventory request to recipient as defined in configuration.	Facility	X						This is a standard function of the property unit subsystem that is located within the facility module
7.2.15	The solution shall provide the ability to notify DSD Staff when an inmate has been marked for movement and they have items checked out to them. a. For example, if an inmate has a razor checked out and is scheduled to go to court, when they are indicated as being moved for court, the system shall provide a notification that the inmate has an item checked out.	Facility					X		The current ATIMS system provides this conflict check at release and not at a transfer of the inmate. ATIMS will add a conflict check in inmate supply at check out of the inmate to a location other than his housing. .
7.3- SHIFT LOGS									
7.3.1	The solution shall provide the ability to enter shift logs	Facility	X						This is a standard function of the cell logging subsystem
7.3.2	Shift logs shall automatically default to populate the housing unit for DSD staff entering the log.	Facility	X						This is a standard function of the cell logging subsystem
7.3.3	The solution shall provide the ability to choose what type of shift log is being entered, to include but not limited to: a. Search b. Briefing Note c. Medical Visit i. Psych Visit d. Legal Calls e. West Law	Facility	X						This is a standard function of the cell logging subsystem
7.3.4	The solution shall provide the ability to associate an inmate or inmates to a shift log, thereby adding it to the inmate's record.	Facility	X						This is a standard function of the cell logging subsystem
7.3.5	The solution shall provide the ability to electronically capture an inmate's signature on the required West Law form. a. The signed form shall be associated to the inmate's record for retrieval at any time.	Forms Engine	X						This is a standard function of the ATIMS forms engine. All forms in use by the forms engine may have up to 7 distinct signatures captured on each form.
7.3.6	The solution shall provide the ability to automatically record user credentials for each shift log entry. <i>(System General requirements)</i>	Facility	X						This is a standard function of the cell logging subsystem
7.3.7	The solution shall provide the ability to automatically record the datetime entered for each shift log. <i>(System General requirements)</i>	Facility	X						This is a standard function of the cell logging subsystem
7.3.8	The solution shall provide the ability to automatically record the housing unit for a shift log based on DSD Staff user credentials	Facility	X						This is a standard function of the cell logging subsystem
7.3.9	The solution shall provide a free-form text field for entering shift logs.	Facility	X						This is a standard function of the cell logging subsystem

7.3.10	The solution shall provide the ability to view all shift logs for: a. Facility/building/floor/housing unit/cell/bunk	Facility	X						This is a standard function of the cell logging subsystem
7.3.11	The solution shall provide the ability to view all shift logs entered by a DSD Staff member.	Facility	X						This is a standard function of the cell logging subsystem
7.3.12	The solution shall provide the ability to view all shift logs by shift log type.	Facility	X						This is a standard function of the cell logging subsystem
7.3.13	The solution shall provide the ability to view all shift logs for an inmate.	Facility	X						This is a standard function of the cell logging subsystem
7.4- COUNTS									
7.4.1	The solution shall provide the ability to provide counts for total number of inmates with Housing Assignments. a. Housing Assignment is considered the permanent residence for the inmate. b. Display counts by facility/building/floor/housing unit/cell/bunk.	Facility	X						This is a standard function of the ATIMS head count subsystem.
7.4.2	The solution shall provide the ability to indicate when an inmate is currently in a different location than their permanent housing assignment location. a. For example, inmate is housed at DDC, 3rd Floor, D Housing Unit, Cell 10, Top Bunk. This is their permanent housing assignment. However, the inmate could require a two-night stay in Medical, which would flag the inmate as having a current location of Medical. b. In this scenario, the count would provide a housing assignment to include this inmate, and in another column, this inmate would show as a single current location count for Medical.	Facility	X						This is a standard function of the ATIMS head count subsystem.
7.4.3	The solution shall provide the ability to show a count for abbreviated bookings.	Facility	X						This is a standard function of the ATIMS head count subsystem.
7.4.4	The solution shall provide the ability to view inmate counts in real-time based on information stored in the JMS, including but not limited to: a. Housing Assignment (Permanent) b. Current Location (Not removed from housing assignment) c. Releases d. Transfers e. Carry Overs	Facility	X						This is a standard function of the ATIMS head count subsystem.
7.4.5	The solution shall provide the ability to record physical counts performed by DSD Staff throughout the day. a. Reported counts shall not update the counts provided by the system.	Facility	X						This is a standard function of the ATIMS head count subsystem.
7.4.6	The solution shall provide the ability to view system calculated counts with recorded manual counts for comparison by DSD Staff.	Facility	X						This is a standard function of the ATIMS head count subsystem.
7.4.7	The solution shall provide the ability to view detailed discrepancies between the system count and the physical count reported.	Facility	X						This is a standard function of the ATIMS head count subsystem.
7.4.8	The solution shall provide the ability to enter final daily physical counts into the system.	Facility	X						This is a standard function of the ATIMS head count subsystem.
7.4.9	The solution shall provide the ability to query counts by DSD Staff for auditing purposes.	Facility	X						This is a standard function of the ATIMS head count subsystem.
7.5- HOUSING MANAGEMENT									
7.5.1	The solution shall provide the ability to track and view housing capacity in real-time by (but not limited to): a. Facility/building/floor/housing unit/cell/bunk b. Security Level/Type c. Alert Type	Facility	X						This is a standard function of the ATIMS housing subsystem
7.5.2	The solution shall provide the ability to notify assigned DSD Staff when housing capacity is near or has been reached for, but not limited to: a. Facility b. Building c. Floor d. Housing Unit e. Cell f. Bunk g. Security Type h. Alert Type	Facility	X						This is a standard function of the ATIMS housing subsystem

7.5.3	The solution shall provide the ability to view all inmates in a housing location (Tier Sheet/Dashboard View) in real time by: a. Facility/building/floor/housing unit/cell/bunk b. Security Type c. Alert Type	Facility	X						This is a standard function of the ATIMS housing subsystem
7.5.4	electronic Tier Sheet as defined in configuration, including but not limited to: a. Mugshot b. Inmate Unique ID c. Booking# d. Alerts e. Housing Assignment i. Housing Unit ii. Floor iii. Cell iv. Bunk f. Separations i. Active separations by location by date for in custody inmates.	Facility	X						This is a standard function of the ATIMS housing subsystem
7.5.5	to: a. Current Booking Name b. Mugshot c. Booking Number d. Unique Inmate IDs e. Alerts f. Housing Assignment g. Scheduled Movements & Events h. Incoming/Outgoing Status i. From/To i. Special Diet Information	Facility					X		This functionality is in development for another client and will be made part of the ATIMS base system. Denver will have this enhancement at NO COST
7.5.6	The solution shall provide the ability to save a Tier Sheet for a specific snapshot in time and be retrievable on demand. (<i>Document Management requirements</i>)	Facility	X						This is a standard function of the ATIMS housing subsystem
7.5.7	The solution shall provide the ability to view scheduled events for inmates by facility/building/floor/housing unit/cell.	Facility	X						This is a standard function of the ATIMS housing subsystem
7.5.8	The solution shall provide the ability to easily view an inmate summary by clicking on the inmate from the electronic Tier Sheet. a. The summary should load in a new window, leaving the current Tier Sheet loaded on the original screen.	Facility	X						This is a standard function of the ATIMS housing subsystem
7.5.9	The solution shall provide the ability to easily view inmate housing history.	Facility	X						This is a standard function of the ATIMS housing subsystem
7.5.10	The solution shall provide the ability to easily view inmate alert history. (<i>Classification requirements</i>)	Facility	X						This is a standard function of the ATIMS housing subsystem
7.5.11	The solution shall provide the ability to view inmate discipline history. (<i>Inmate Discipline requirements</i>)	Facility	X						This is a standard function of the ATIMS housing subsystem
7.5.12	The solution shall provide the ability to view inmate arrest history. (<i>Inmate Information</i>)	Facility	X						This is a standard function of the ATIMS housing subsystem
7.5.13	The solution shall readily display all active alerts for an inmate. a. Alerts should be displayed in their configured prioritization order.	Facility	X						This is a standard function of the ATIMS housing subsystem
7.5.14	The solution shall provide the ability to make changes to an inmate's housing assignment.	Facility	X						This is a standard function of the ATIMS housing subsystem
7.5.15	The solution shall provide the ability to deactivate a facility/building/floor/housing unit/cell/bunk/storage closet.	Facility	X						This is a standard function of the ATIMS housing subsystem
7.5.16	The solution shall provide the ability to record a reason for deactivating a housing unit /cell/bunk/storage closet.	Facility	X						This is a standard function of the ATIMS housing subsystem

	The solution shall provide the ability to activate/add a housing unit /cell/bunk/storage closet so it is available for selection for assignment to an inmate.							
7.5.17	a. Disabled facilities/buildings/floors/housing units/cells/bunks/storage	Facility	X					This is a standard function of the ATIMS housing subsystem
7.5.18	The solution shall provide the ability to change an inmate's housing location.	Facility	X					This is a standard function of the ATIMS housing subsystem
7.5.19	The solution shall provide the ability to record the reason for changing an inmate's bunk or cell assignment as defined in configuration.	Facility	X					This is a standard function of the ATIMS housing subsystem
7.5.20	The solution shall provide the ability to indicate an inmate needs to be seen by Medical. <i>(Medical requirements)</i>	Facility	X					This is a standard function of the ATIMS housing subsystem
7.5.21	The solution shall provide the ability to notify appropriate DSD Staff when an inmate has been indicated as needing to be seen.	Facility	X					This is a standard function of the ATIMS housing subsystem
7.5.22	The solution shall provide the ability to record housing restrictions for an inmate.	Facility	X					This is a standard function of the ATIMS housing subsystem
7.5.23	The solution shall provide the ability to notify housing officers when housing location is getting close to meeting capacity and when it has reached capacity.	Facility	X					This is a standard function of the ATIMS housing subsystem
7.5.24	The solution shall provide the ability to assign temporary housing location for an inmate.	Facility	X					This is a standard function of the ATIMS housing subsystem
7.5.25	The solution shall provide the ability to record general housing notes for an inmate.	Facility	X					This is a standard function of the ATIMS housing subsystem
7.5.26	The solution shall provide the ability to record special diet information for an inmate.	Facility	X					This is a standard function of the ATIMS housing subsystem
7.5.27	The solution shall provide the ability to indicate who made special diet request.	Facility	X					This is a standard function of the ATIMS housing subsystem
7.5.28	The solution shall provide the ability to approve or deny an inmate special diet request.	Facility	X					This is a standard function of the ATIMS housing subsystem
7.5.29	The solution shall provide the ability to record notes pertaining to an inmate special diet request, including reason for approval or denial of request.	Facility	X					This is a standard function of the ATIMS housing subsystem
7.5.30	The solution shall provide the ability to view approved inmate special diet information for each housing unit.	Facility	X					This is a standard function of the ATIMS housing subsystem
7.5.31	The solution shall provide the ability to print a list of approved inmate special diets for each housing unit.	Facility	X					This is a standard function of the ATIMS housing subsystem
7.5.32	The solution shall provide the ability to record inmate use of shower information, including but not limited to: a. Datetime of Shower b. Additional Information/Notes	Facility	X					This is a standard function of the ATIMS housing subsystem
7.5.33	The solution shall provide the ability to record approval or denial of inmate shower request.	Facility	X					This is a standard function of the ATIMS housing subsystem
7.5.34	The solution shall provide the ability to record inmate recreation time to include but not limited to: a. Inmate b. Housing Unit c. Date & Time	Facility	X					This is a standard function of the ATIMS housing subsystem
7.5.35	The solution shall provide the ability to place a housing facility/building/housing unit/cell/bunk/inmate on restriction and/or lockdown.	Facility				X		ATIMS currently does not have this function. ATIMS is building an inmate lock down feature and it will be available in future releases of the software. ATIMS will build the additional needed functionality to provide for a housing unit lockdown feature by expanding the existing use of our current privileges subsystem to meet this requirement for Denver SO.
7.5.36	The solution shall provide the ability to record reason for restriction/lockdown.	Facility				X		This is included in Enhancement for 75.35
7.5.37	The solution shall provide the ability to view all inmates placed on restriction/lockdown by facility/building/housing unit/cell/bunk/inmate.	Facility				X		This is included in Enhancement for 75.35
7.5.38	The solution shall provide the ability to indicate when an inmate is being housed for other agencies/jurisdictions. <i>(Records requirements)</i>	Facility	X					This is a standard function of the ATIMS housing subsystem
7.6- SPECIAL MANAGEMENT								
7.6.1	The solution shall provide the ability to indicate an inmate is housed as special management.	Facility	X					This is a standard part of the inmate information system contained within the facility module.

7.6.2	The solution shall provide the ability to indicate the type of special management housing for an inmate, to include but not limited to: a. Segregation b. Maximum Security c. Suicide Watch d. Psych e. Programs f. Transition Units g. Corrections h. Protected Custody	Facility	X					This is a standard part of the inmate information system contained within the facility module.
7.6.3	The solution shall provide the ability to indicate when water shut-off has occurred by inmate/cell.	Facility	X					This is a standard part of the inmate information system contained within the facility module.
7.6.4	The solution shall provide the ability to record that and when water has been offered to an inmate under a water shut-off restriction.	Facility	X					This is a standard part of the inmate information system contained within the facility module.
7.6.5	The solution shall provide the ability to record inmate refusal of offer for water during a water shut-off restriction.	Facility	X					This is a standard part of the inmate information system contained within the facility module.
7.6.6	The solution shall provide the ability to indicate when water has been turned back on for an inmate/cell.	Facility	X					This is a standard part of the inmate information system contained within the facility module.
7.6.7	The solution shall provide the ability to record an inmate hunger strike, to include but not limited to: a. Refusal of Food – Date/Time b. Refusal of Drink – Date/Time	Facility	X					This is a standard part of the inmate information system contained within the facility module.
7.6.8	The solution shall provide the ability to report on an inmate's hunger strike history/activity.	Facility	X					This is a standard part of the inmate information system contained within the facility module.
7.6.9	The solution shall provide the ability to record restrictions for an inmate, to include but not limited to: a. 2 Officers Needed b. Handcuffs c. ERU d. Floor Flush e. Camera Cell f. Call Restrictions g. Administrative Segregation h. Styrofoam Tray	Facility	X					This is a standard part of the inmate information system contained within the facility module.
7.6.10	The solution shall provide the ability to record free time for an inmate. a. Time Out b. Time In	Facility	X					This is a standard part of the inmate information system contained within the facility module.
7.6.11	The solution shall provide the ability to record a behavioral log for an inmate/cell.	Facility	X					This is a standard part of the inmate information system contained within the facility module.

7.7- CONFIGURATION

7.7.1	<p>The solution shall provide the ability to configure inmate housing, including but not limited to:</p> <ul style="list-style-type: none"> a. Facility b. Building c. Floor d. Housing Unit e. Housing Type <ul style="list-style-type: none"> i. Security Level ii. Special Management iii. Medical iv. Administrative Segregation f. Cells <ul style="list-style-type: none"> i. Cell Number ii. Type of Cell <ul style="list-style-type: none"> • Camera Cell • Suicide Cell • Door Flaps • Floor Flush • # of Inmates Allowed • ADA Compliant g. Bunks <ul style="list-style-type: none"> i. Top/Lower ii. Bunk ID iii. Bunk Location iv. Bunk Type (Boat or Standard) 	ADMIN						ATIMS has most of these items as standard configuration items. The items under type of cell are in development for another client and will be available as part of the base product.
7.7.2	The solution shall provide the ability to associate one to multiple security levels to a housing unit.	ADMIN	X					These are standard configuration items within the admin module
7.7.3	<p>The solution shall provide the ability to configure a notification when a facility/building/floor/housing unit/cell/bunk have reached or are close to reaching capacity.</p> <ul style="list-style-type: none"> a. Close to capacity to be configurable as well. 	ADMIN	X					These are standard configuration items within the admin module
7.7.4	The solution shall provide the ability to setup a dropdown with reasons for disabling a facility/building/floor/housing unit/cell/bunk.	ADMIN	X					These are standard configuration items within the admin module
7.7.5	<p>The solution shall provide the ability to configure a dropdown for the types or shift logs, including but not limited to:</p> <ul style="list-style-type: none"> a. Rounds b. Rec Time c. Briefings d. Etc. 	ADMIN	X					These are standard configuration items within the admin module
7.7.6	The solution shall provide the ability to configure distance for proximity alerts for inmate non-associations and separations.				X			Included in enchantment for 7.2.15
7.7.7	The solution shall provide the ability to configure each housing unit's specific controlled inventory locations.	ADMIN	X					These are standard configuration items within the admin module
7.7.8	The solution shall provide the ability to configure an unlimited number of controlled inventory locations for each housing unit.	ADMIN						These are standard configuration items within the admin module
7.7.9	The solution shall provide the ability to configure specific inventory items or groups of items to the configured locations for each housing unit.	ADMIN	X					These are standard configuration items within the admin module
7.7.10	The solution shall provide the ability to configure housing unit specific inventory items.	ADMIN	X					These are standard configuration items within the admin module
7.7.11	The solution shall provide the ability to configure housing unit specific groups of inventory items (e.g. Cleaning Supplies, Razors).	ADMIN	X					These are standard configuration items within the admin module
7.7.12	The solution shall provide the ability to configure time allowed for checkout of housing unit inventory items.	ADMIN	X					These are standard configuration items within the admin module
7.7.13	The solution shall provide the ability to configure if one or more of an item may be checked out to an inmate.	ADMIN	X					These are standard configuration items within the admin module

7.7.14	The solution shall provide the ability to configure an inventory request form for use when needing additional inventory for the housing unit.	ADMIN	X					These are standard configuration items within the admin module
7.7.15	The solution shall provide the ability to configure the submittal of a new inventory request to the appropriate DSD staff.	ADMIN	X					These are standard configuration items within the admin module
7.7.16	The solution shall provide the ability to configure notifications to medical for an inmate needing assistance. (Medical requirements)	ADMIN	X					These are standard configuration items within the admin module
7.7.17	The solution shall provide the ability to configure a housing unit view/dashboard of current inmates showing information in real-time to include but not limited to: a. Current Booking Name b. Booking Number c. Unique Inmate Number d. Mugshot e. Housing Assignment i. Housing Unit ii. Cell iii. Bunk f. Current Location i. In Housing Unit ii. At Court iii. Other Jurisdiction iv. Medical v. Program g. Current/Active Alerts i. Displayed in order of configured priority (See Classification requirements) h. Separations i. Scheduled Events, Movement or Release i. Going to Location • Medical • Courts • Hearing ii. Transfers	ADMIN	X					These are standard configuration items within the admin module
7.7.18	The solution shall provide the ability to configure printable her sheets for each housing unit to include but not limited to: a. Current Booking Name b. Unique Inmate Number c. Housing Assignment d. Current Location e. Alerts f. Scheduled Events, Movements, Release g. Special Diet Restrictions	ADMIN	X					These are standard configuration items within the admin module
7.7.19	preventing housing assignments to include but limited to: (System General requirements) a. Separation of Male and Female inmates b. Separation of Adult and Juvenile inmates c. Transgender/Gender Variant d. Special management inmates i. Max custody ii. Violent to others iii. Harmful to themselves e. Medical observation f. Protective custody g. Corrective confinement h. Gangs	ADMIN						These are standard configuration items within the admin module
7.7.20	The solution shall provide the ability to configure available inmate special diets.	ADMIN	X					These are standard configuration items within the admin module

	The solution shall provide the ability to configure door tags for special management inmates to include but not limited to: a. Current Booking Name b. Booking Number c. Restrictions d. Alerts							
7.7.21		ADMIN	X					These are standard configuration items within the admin module
7.7.22	The solution shall provide the ability to configure the printing of door tags.	ADMIN	X					These are standard configuration items within the admin module
7.7.23	The solution shall provide the ability to configure other jurisdictions and agencies for whom DSD houses inmates. <i>(Records requirements)</i>	ADMIN	X					These are standard configuration items within the admin module

REQUIREMENTS		Vendor Response						
8 - Release		For each requirement, place an "X" under the category					Provide a narrative of how meeting each requirement would be achieved. E.g. What functionality is available out of the box or specifically what configuration or custom programming is needed to meet the	
Feature	Requirement	Module	Out of the Box	With Configuration	With Custom Programming	Future Release	Cannot Meet	
8.1 - RELEASE								
8.1.1	The solution shall provide the ability to view inmates scheduled for release by day by (to include but not limited to): a. Facility/Building/Floor/Housing Unit b. Security Level c. PRD	Release	X					This is a standard function of the ATIMS release subsystem
8.1.2	The solution shall provide the ability to print a list of inmates scheduled for release.	Release	X					This is a standard function of the ATIMS release subsystem
8.1.3	The solution shall provide the ability to complete an eligibility for release form for an inmate. <i>(System General requirements)</i>	Release	X					This is a standard function of the ATIMS release subsystem
8.1.4	The solution shall provide the ability to indicate an inmate is cleared for release.	Release	X					This is a standard function of the ATIMS release subsystem
8.1.5	The solution shall provide the ability to capture inmate fingerprint upon release for ID verification. <i>(System General, Interface requirements)</i>	Release	X					This is a standard function of the ATIMS release subsystem
8.1.6	The solution shall provide the ability to indicate an inmate has been released. a. Releasing an inmate will remove their In Custody status.	Release	X					This is a standard function of the ATIMS release subsystem
8.1.7	The solution shall provide the ability to indicate a "release to" for an inmate, to include but not limited to: a. Street b. Other Jurisdiction c. Denver Health	Release	X					This is a standard function of the ATIMS release subsystem
8.1.8	The solution shall provide the ability to record a release reason.	Release	X					This is a standard function of the ATIMS release subsystem
8.1.9	The solution shall provide the ability to print a release confirmation for an inmate.	Release	X					This is a standard function of the ATIMS release subsystem available as part of the inmate summary
8.1.10	The solution shall provide the ability to release inmate property. <i>(Property Management requirements)</i>	Release	X					This is a standard function of the ATIMS release subsystem
8.1.11	The solution shall provide the ability to accept jail issued property required for return. <i>(Property Management requirements)</i>	Release	X					This is a standard function of the ATIMS release subsystem
8.1.12	The solution shall provide the ability to complete a property release form. <i>(System General requirements)</i>	Release	X					This is a standard function of the ATIMS release subsystem
8.1.13	The solution shall provide the ability to electronically capture an inmate's signature on a property release form. <i>(System General requirements)</i>	Release	X					This is a standard function of the ATIMS release subsystem
8.1.14	The solution shall provide the ability to print a signed property release form. <i>(System General requirements)</i>	Release	X					This is a standard function of the ATIMS release subsystem
8.1.15	The solution shall provide the ability to release property to an inmate. <i>(Property Management requirements)</i>	Release	X					This is a standard function of the ATIMS release subsystem
8.1.16	The solution shall provide the ability to perform a temporary release.	Release			X			Included in enhancement for 6.1.19
8.1.17	The solution shall provide the ability to indicate a temporary release type.	Release			X			Included in enhancement for 6.1.19
8.1.18	The solution shall provide the ability to record a temporary release reason.	Release			X			Included in enhancement for 6.1.19
8.1.19	The solution shall provide the ability to indicate an expected return date for a temporary release.	Release			X			Included in enhancement for 6.1.19
8.1.20	The solution shall provide the ability to generate a report of inmates on temporary release.	Release			X			Included in enhancement for 6.1.19
8.1.21	The solution shall provide the ability to schedule an inmate for release. <i>(Scheduling, Records requirements)</i>	Release	X					This is a standard function of the ATIMS release subsystem
8.1.22	The solution shall provide the ability to record an inmate disposition as either releasable or non-releasable. <i>(Records requirements)</i>	Release	X					This is a standard function of the ATIMS release subsystem
8.1.23	The solution shall provide a notification when attempting to release an inmate with a disposition of non-releasable.	Release	X					This is a standard function of the ATIMS release subsystem
8.1.24	The solution shall provide the ability to override a non-releasable notification.	Release	X					This is a standard function of the ATIMS release subsystem

8.1.25	The solution shall provide the ability to capture appropriate information of officer from other jurisdictions picking up inmates released to them, to include but not limited to: a. Name b. Badge Number c. Jurisdiction	Release	X					This is a standard function of the ATIMS release subsystem
8.1.26	The solution shall provide the ability to query and report on all inmates released by date (to include but not limited to): a. Date b. Facility/Building/Floor/Housing Unit c. Release Type d. Release To e. Releasing Officer	Release	X					This is a standard function of the ATIMS release subsystem
8.2 - CONFIGURATION								
8.2.1	The solution shall provide the ability to configure an eligibility for release form.	ADMIN	X					This is a standard configuration item with in the ATIMS admin module
8.2.2	The solution shall provide the ability to configure 'release to' options.	ADMIN	X					This is a standard configuration item with in the ATIMS admin module
8.2.3	The solution shall provide the ability to configure release reasons.	ADMIN	X					This is a standard configuration item with in the ATIMS admin module
8.2.4	The solution shall provide the ability to configure release types.	ADMIN	X					This is a standard configuration item with in the ATIMS admin module
8.2.5	The solution shall provide the ability to configure a release confirmation.	ADMIN	X					This is a standard configuration item with in the ATIMS admin module
8.2.6	The solution shall provide the ability to configure temporary release types.	ADMIN	X					This is a standard configuration item with in the ATIMS admin module

REQUIREMENTS								
9 - Inmate Discipline		Vendor Response						
Feature	Requirement	Module	For each requirement, place an "X" under the category					Provide a narrative or how meeting each requirement would be achieved. E.g. What functionality is available out of the box or specifically what configuration or custom programming is needed to meet the requirement.
			Out of the Box	With Configuration	With Custom Programming	Future Release	Cannot Meet	
9.1 - GENERAL								
9.1.1	The solution shall provide the ability to create an incident. a. Incidents can be created with and without an inmate association.	Incident	X					This is standard functionality within the ATIMS incident module
9.1.2	The solution shall provide the ability to automatically create an incident ID.	Incident	X					This is standard functionality within the ATIMS incident module
9.1.3	The solution shall provide the ability to associate a configured workflow to the entry of incidents based on incident type and possibly other defined information, to include but not limited to: a. Offence in Custody b. Use of Force c. Taser Usage d. Cell Extraction e. Etc.	Incident	X					This is standard functionality within the ATIMS incident module
9.1.4	The solution shall provide the ability to indicate what type of incident is being recorded.	Incident	X					This is standard functionality within the ATIMS incident module
9.1.5	The solution shall provide the ability to associate zero to an unlimited number of inmates to an incident. a. The solution shall provide the ability to lookup an inmate from within the incident report for association.	Incident	X					This is standard functionality within the ATIMS incident module
9.1.6	The solution shall provide the ability to associate zero to an unlimited number of DSD staff to an incident.	Incident	X					This is standard functionality within the ATIMS incident module
9.1.7	The solution shall provide the ability to indicate the type of association for inmates and DSD staff, to include but not limited to: a. Civilian b. Officer/Deputy c. Potential Witness d. Suspect e. Witness	Incident	X					This is standard functionality within the ATIMS incident module
9.1.8	The solution shall provide the ability to add ongoing details to an incident.	Incident	X					This is standard functionality within the ATIMS incident module
9.1.9	The solution shall provide the ability to identify an incident as: a. Alleged b. Confirmed	Incident	X					This is standard functionality within the ATIMS incident module
9.1.10	The solution shall provide the ability to automatically record the user credentials for each incident creation and all subsequent updates/edits/additions to an incident. <i>(System General requirements)</i>	Incident	X					This is standard functionality within the ATIMS incident module
9.1.11	The solution shall provide the ability to automatically record the datetime for initial incident creation and all subsequent modifications and additions. <i>(System General requirements)</i>	Incident	X					This is standard functionality within the ATIMS incident module
9.1.12	The solution shall provide the ability to record the date and time of an incident. a. This is different than the automatic time logged for the system entry. Rather, this is the datetime of the actual incident occurrence and will be manually recorded by DSD staff.	Incident	X					This is standard functionality within the ATIMS incident module
9.1.13	The solution shall provide the ability to create additional incidents from a primary/main incident, to include but not limited to: a. Incidents b. Offences in Custody c. Use of Force (UOF)	Incident	X					This is standard functionality within the ATIMS incident module
9.1.14	The solution shall provide the ability to create parent/child relationships between incidents.	Incident	X					This is standard functionality within the ATIMS incident module
9.1.15	The solution shall provide the ability to create sibling relationships between incidents.	Incident	X					This is standard functionality within the ATIMS incident module

9.1.16	The solution shall provide the ability to indicate an incident is an Offence in Custody (OIC).	Incident	X						This is standard functionality within the ATIMS incident module
9.1.17	included but not limited to: a. OIC Location b. Evidence Collected c. OIC Summary (TEXT) d. DSD Staff Involved e. Inmates Involved f. OIC Name g. OIC Type h. Violent i. Witness	Incident	X						This is standard functionality within the ATIMS incident module
9.1.18	The solution shall provide the ability to indicate the associated rule violation for an OIC.	Incident	X						This is standard functionality within the ATIMS incident module
9.1.19	The solution shall provide the ability to indicate multiple rule violations for an OIC.	Incident	X						This is standard functionality within the ATIMS incident module
9.1.20	The solution shall provide the ability to indicate an inmate as the aggressor for an OIC.	Incident	X						This is standard functionality within the ATIMS incident module
9.1.21	The solution shall provide the ability to automatically associate an offence severity to an OIC as defined in configuration.	Incident	X						This is standard functionality within the ATIMS incident module
9.1.22	The solution shall provide the ability to overwrite an OIC severity.	Incident	X						This is standard functionality within the ATIMS incident module
9.1.23	The solution shall provide the ability to automatically associate an alert to an inmate when they have been associated to an OIC as defined in configuration.	Incident	X						This is standard functionality within the ATIMS incident module
9.1.24	The solution shall provide the ability to record associated disciplinary actions for an incident.	Incident	X						This is standard functionality within the ATIMS incident module
9.1.25	not limited to: a. Inmate b. Facility/Building/Floor/Housing Unit/Cell c. Incident Name d. Incident Type e. Officer f. OIC Name g. OIC Type h. Related Incidents	Incident	X						This is standard functionality within the ATIMS incident module
9.1.26	The solution shall indicate when an incident has another related incident associated.	Incident	X						This is standard functionality within the ATIMS incident module
9.1.27	The solution shall provide the ability to easily view related incidents.	Incident	X						This is standard functionality within the ATIMS incident module
9.1.28	The solution shall provide the ability to view an inmate's incident history.	Incident	X						This is standard functionality within the ATIMS incident module
9.1.29	The solution shall provide the ability to view an incident's complete history.	Incident	X						This is standard functionality within the ATIMS incident module
9.1.30	The solution shall provide the ability to compile/print an incident report for each unique incident/OIC/UOF.	Incident	X						This is standard functionality within the ATIMS incident module
9.1.31	The solution shall provide the ability to notify appropriate DSD staff that an incident/OIC/UOF requires Sergeant/Captain review. <i>(System General requirements)</i>	Incident		X					This is a standard configuration that will be required within the ATIMS subscription and event engine. The cost of this configuration is included in the cost proposal
9.1.32	The solution shall provide the ability to use a configured workflow for supervisor review. <i>(System General requirements)</i>	Incident	X						This is standard functionality within the ATIMS incident module
9.1.33	The solution shall provide the ability to use a configured workflow for the CAB (inmate hearing) process. <i>(System General requirements)</i>	Incident	X						This is standard functionality within the ATIMS incident module
9.1.34	The solution shall provide the ability to view a queue of incidents requiring attention for Sergeant/Captain review as defined in configuration. <i>(System General requirements)</i>	Incident	X						This is standard functionality within the ATIMS incident module
9.1.35	The solution shall provide the ability to support the OIC & UOF investigation process.	Incident	X						This is standard functionality within the ATIMS incident module
9.1.36	The solution shall provide the ability to indicate an OIC/UOF is under investigation.	Incident	X						This is standard functionality within the ATIMS incident module

9.1.37	The solution shall provide the ability to capture results of an OIC/UOF investigation.	Incident	X						This is standard functionality within the ATIMS incident module
9.1.38	The solution shall provide the ability to record jail charges for an inmate OIC.	Incident	X						This is standard functionality within the ATIMS incident module
9.1.39	The solution shall provide the ability to complete a rights and charges form for an inmate. <i>(System General requirements)</i>	Incident	X						This is standard functionality within the ATIMS incident module
9.1.40	The solution shall provide the ability to capture an electronic signature from an inmate on their rights and charges form. <i>(System General requirements)</i>	Incident				X			As most agencies do not have the availability for inmate signatures on disciplinary forms ATIMS has not made this feature available. To make this functionality available ATIMS will revamp our interface module to allow for customizable disciplinary reports to be configured by the agency that include the ability to add up to 7 signatures through out the disciplinary and incident process.
9.1.41	The solution shall provide the ability to indicate an inmate has refused to sign rights and charges form.	Incident				X			Included in 9.1.40
9.1.42	The solution shall provide the ability to print the rights and charges form. <i>(System General requirements)</i>	Incident	X						This is standard functionality within the ATIMS incident module
9.1.43	The solution shall provide the ability to schedule a disciplinary hearing for an inmate OIC. <i>(Scheduling requirements)</i> .	Incident	X						This is standard functionality within the ATIMS incident module
9.1.44	The solution shall provide the ability to record the outcome of a disciplinary hearing.	Incident	X						This is standard functionality within the ATIMS incident module
9.1.45	The solution shall provide the ability to make sentence adjustments based on the outcome of a disciplinary hearing. <i>(Sentence Calculation requirements)</i>	Incident	X						This is standard functionality within the ATIMS incident module
9.1.46	The solution shall provide the ability to easily view inmate OIC severity history with inmate information. <i>(Inmate Information requirements)</i>	Incident	X						This is standard functionality within the ATIMS incident module
9.1.47	The solution shall provide the ability to upload scanned documents and associate them to an incident/OIC. <i>(System General, Document Management requirements)</i>	Incident	X						This is standard functionality within the ATIMS incident module
9.1.48	The solution shall provide the ability to indicate a type for uploaded documents. <i>(System General requirements)</i>	Incident	X						This is standard functionality within the ATIMS incident module
9.1.49	The solution shall provide the ability to modify a type of an incident.	Incident	X						This is standard functionality within the ATIMS incident module
9.2 - USE OF FORCE									
9.2.1	The solution shall provide the ability to indicate an incident/OIC is a use of force (UOF). a. In the case of a 3rd party system integration, by selecting this option, the solution shall open the to be defined UOF application with which it is integrated. <i>(Integration requirements)</i> b. All necessary data will be sent from the JMS to the UOF application.	Incident			X				ATIMS allows for UOF incidents by use of flagging not only the incident but those participants who required force. ATIMS has integrated the UOF forms recommended from the Hillard and Heintze recommendation in to the base system as part of tracking within the incident module. If integration to a 3rd party system is necessary the ATIMS interface engine can be configured by ATIMS or Denver SO IT to meet this need.
9.2.2	The solution shall provide the ability to indicate if Use of Force was used or attempted.	Incident			X				This information would be contained within the UOF forms within the ATIMS incident system by configuring the ATIMS forms engine.
9.2.3	The solution shall provide the ability to indicate the type of inmate resistance, to include but not limited to: a. No Resistance b. Psychological Intimidation c. Defensive Resistance d. Verbal Non-Compliance e. Active Aggression f. Passive Resistance g. Aggravated Active Aggression	Incident			X				This information would be contained within the UOF forms within the ATIMS incident system by configuring the ATIMS forms engine.

9.2.4	limited to: a. No Injury b. Bruise/Abrasion c. Laceration d. Puncture e. Internal Injury f. Injured Prior to Arrest g. Sprain h. Bite – Human i. Bite – Dog j. Broken Bone k. Gunshot l. Death	Incident	X					This information would be contained within the UOF forms within the ATIMS incident system by configuring the ATIMS forms engine.
9.2.5	The solution shall provide the ability to indicate where on the body each injury has occurred.	Incident	X					This information would be contained within the UOF forms within the ATIMS incident system by configuring the ATIMS forms engine.
9.2.6	The solution shall provide the ability to record that inmate received treatment for a UOF incident.	Incident	X					This information would be contained within the UOF forms within the ATIMS incident system by configuring the ATIMS forms engine.
9.2.7	The solution shall provide the ability to indicate what equipment was used for a UOF incident.	Incident	X					This information would be contained within the UOF forms within the ATIMS incident system by configuring the ATIMS forms engine.
9.2.8	The solution shall provide the ability to record additional required information based on the type of equipment selected. (System General requirements) a. For example, if Taser is selected, the Taser Usage Report form would be made available for completion.	Incident	X					This information would be contained within the UOF forms within the ATIMS incident system by configuring the ATIMS forms engine.
9.3 - CONFIGURATION								
9.3.1	The solution shall provide the ability to configure available incident types to be used for inmate discipline.	ADMIN	X					This is a standard configuration within the ATIMS admin module
9.3.2	The solution shall provide the ability to configure available incidents to be used for inmate discipline.	ADMIN	X					This is a standard configuration within the ATIMS admin module
9.3.3	The solution shall provide the ability to configure available OICs.	ADMIN	X					This is a standard configuration within the ATIMS admin module
9.3.4	The solution shall provide the ability to configure OIC types.	ADMIN	X					This is a standard configuration within the ATIMS admin module
9.3.5	The solution shall provide the ability to configure UOF types.	ADMIN	X					This is a standard configuration within the ATIMS admin module
9.3.6	The solution shall provide the ability to configure rules for violations.	ADMIN	X					This is a standard configuration within the ATIMS admin module
9.3.7	The solution shall provide the ability to configure jail charges.	ADMIN	X					This is a standard configuration within the ATIMS admin module
9.3.8	The solution shall provide the ability to configure offence severities for OICs.	ADMIN	X					This is a standard configuration within the ATIMS admin module
9.3.9	The solution shall provide the ability to configure disciplinary actions.	ADMIN	X					This is a standard configuration within the ATIMS admin module
9.3.10	The solution shall provide the ability to configure an incident/OIC/UOF report.	ADMIN	X					This is a standard configuration within the ATIMS admin module
9.3.11	The solution shall provide the ability to configure workflows for supervisor reviews, CABs, OICs and UOFs.	ADMIN	X					This is a standard configuration within the ATIMS admin module
9.3.12	The solution shall provide the ability to configure automatic alerts based on the OIC for associated inmates. (System General requirements)	ADMIN	X					This is a standard configuration within the ATIMS admin module
9.3.13	The solution shall provide the ability to configure document types for associated documentation. (System General requirements)	ADMIN	X					This is a standard configuration within the ATIMS admin module
9.3.14	The solution shall provide the ability to configure notifications for supervisor reviews and CABs.	ADMIN	X					This is a standard configuration within the ATIMS admin module
9.3.15	The solution shall provide the ability to configure types of inmate resistance for UOF.	ADMIN	X					This is a standard configuration within the ATIMS admin module
9.3.16	The solution shall provide the ability to configure inmate injuries for UOF.	ADMIN	X					This is a standard configuration within the ATIMS admin module
9.3.17	The solution shall provide the ability to configure available body areas for indication of injury occurrence.	ADMIN	X					This is a standard configuration within the ATIMS admin module
9.3.18	The solution shall provide the ability to configure forms for use with all incidents, including OIC and UOF. (System General requirements)	ADMIN	X					This is a standard configuration within the ATIMS admin module

REQUIREMENTS		Vendor Response						
10 - Gang		For each requirement, place an "X" under the category					Provide a narrative of how meeting each requirement would be achieved. E.g. What functionality is available out of the box or specifically what configuration or custom programming is needed to meet the	
Feature	Requirement	Module	Out of the Box	With Configuration	With Custom Programming	Future Release	Cannot Meet	
10.1 - GENERAL								
10.1.1	The solution shall provide the ability to indicate an inmate is a suspected gang member.	Association	X					This is a standard function of the ATIMS Association (Gangs) Subsystem
10.1.2	The solution shall provide the ability to notify DSD staff when an inmate has been indicated to be a suspected gang member.	Association	X					This is a standard function of the ATIMS Association (Gangs) Subsystem
10.1.3	The solution shall provide the ability to query and generate a report of suspected gang members by, to include but not limited to: a. Facility/Building/Floor/Housing Unit b. Security Level c. Name d. Gang Affiliation e. Moniker	Association	X					This is a standard function of the ATIMS Association (Gangs) Subsystem
10.1.4	The solution shall provide the ability to indicate an inmate is a confirmed gang member.	Association	X					This is a standard function of the ATIMS Association (Gangs) Subsystem
10.1.5	The solution shall provide the ability to indicate an inmate's gang affiliation.	Association	X					This is a standard function of the ATIMS Association (Gangs) Subsystem
10.1.6	The solution shall provide the ability to indicate an inmate's gang set affiliation.	Association	X					This is a standard function of the ATIMS Association (Gangs) Subsystem
10.1.7	The solution shall provide the ability to add gang specific alerts to an inmate.	Association	X					This is a standard function of the ATIMS Association (Gangs) Subsystem
10.1.8	The solution shall provide the ability to automatically associate an alert to an inmate when indicated suspected gang member.	Association	X					This is a standard function of the ATIMS Association (Gangs) Subsystem
10.1.9	The solution shall provide the ability to automatically associate an alert to an inmate when indicated verified gang member.	Association	X					This is a standard function of the ATIMS Association (Gangs) Subsystem
10.1.10	The solution shall provide the ability to notify DSD staff when a verified gang member has been brought booked.	Association	X					This is a standard function of the ATIMS Association (Gangs) Subsystem
10.1.11	The solution shall provide the ability to notify DSD staff when a verified gang member is scheduled for release.	Association	X					This is a standard function of the ATIMS Association (Gangs) Subsystem
10.1.12	The solution shall provide the ability to add known gang associates to an inmate.	Association	X					This is a standard function of the ATIMS Association (Gangs) Subsystem
10.1.13	The solution shall provide the ability to query and report suspect and verified gang members by facility/building/floor/housing unit.	Association	X					This is a standard function of the ATIMS Association (Gangs) Subsystem
10.1.14	The solution shall provide the ability to indicate an inmate is no longer a gang member.	Association	X					This is a standard function of the ATIMS Association (Gangs) Subsystem
10.1.15	The solution shall provide the ability to record notes.	Association	X					This is a standard function of the ATIMS Association (Gangs) Subsystem
10.2 - CONFIGURATION								
10.2.1	The solution shall provide the ability to configure suspected gang member notifications to DSD staff.	ADMIN	X					This is a standard configuration within the ATIMS admin module
10.2.2	The solution shall provide the ability to configure gang related alerts. <i>(System General requirements)</i>	ADMIN	X					This is a standard configuration within the ATIMS admin module
10.2.3	The solution shall provide the ability to configure automatic alert association. <i>(System General requirements)</i>	ADMIN	X					This is a standard configuration within the ATIMS admin module
10.2.4	The solution shall provide the ability to configure gang specific notifications to DSD staff. <i>(System General requirements)</i>	ADMIN	X					This is a standard configuration within the ATIMS admin module
10.2.5	The solution shall provide the ability to configure gangs.	ADMIN	X					This is a standard configuration within the ATIMS admin module
10.2.6	The solution shall provide the ability to configure gang sets.	ADMIN	X					This is a standard configuration within the ATIMS admin module

REQUIREMENTS								
11 - Scheduling		Vendor Response						
Feature	Requirement	Module	For each requirement, place an "X" under the category					Provide a narrative of how meeting each requirement would be achieved. E.g. What functionality is available out of the box or specifically what configuration or custom programming is needed to meet the requirement.
			Out of the Box	With Configuration	With Custom Programming	Future Release	Cannot Meet	
11.1 - GENERAL								
11.1.1	The solution shall provide the ability to schedule an event for an inmate.	Appointments	X					This is a standard function with in the ATIMS appointment subsystem
11.1.2	The solution shall provide the ability to schedule an unlimited number of events, of any type for an inmate.	Appointments	X					This is a standard function with in the ATIMS appointment subsystem
11.1.3	The solution shall provide the ability to schedule an event for a group of inmates.	Appointments	X					This is a standard function with in the ATIMS appointment subsystem
11.1.4	The solution shall provide the ability to indicate the type of event scheduled for an inmate.	Appointments	X					This is a standard function with in the ATIMS appointment subsystem
11.1.5	The solution shall provide the ability to indicate a date for an inmate scheduled event. a. The date shall also serve as the start date for events lasting longer than a day.	Appointments	X					This is a standard function with in the ATIMS appointment subsystem
11.1.6	The solution shall provide the ability to indicate the time for an inmate scheduled event. a. The time shall also serve as the start time for events lasting longer than a day.	Appointments	X					This is a standard function with in the ATIMS appointment subsystem
11.1.7	The solution shall provide the ability to enter an end date for an inmate scheduled event.	Appointments	X					This is a standard function with in the ATIMS appointment subsystem
11.1.8	The solution shall provide the ability to enter an end time for an inmate scheduled event.	Appointments	X					This is a standard function with in the ATIMS appointment subsystem
11.1.9	The solution shall provide the ability to indicate a location for an inmate scheduled event.	Appointments	X					This is a standard function with in the ATIMS appointment subsystem
11.1.10	The solution shall provide the ability to record notes for an inmate scheduled event.	Appointments	X					This is a standard function with in the ATIMS appointment subsystem
11.1.11	The solution shall provide the ability to reschedule an event for an inmate.	Appointments	X					This is a standard function with in the ATIMS appointment subsystem
11.1.12	The solution shall provide the ability to notify staff when scheduling an inmate event and a conflict exists.	Appointments	X					This is a standard function with in the ATIMS appointment subsystem
11.1.13	The solution shall provide the ability to override a scheduling conflict.	Appointments	X					This is a standard function with in the ATIMS appointment subsystem
11.1.14	The solution shall provide the ability to create a recurring event for an inmate.	Appointments	X					This is a standard function with in the ATIMS appointment subsystem
11.1.15	The solution shall provide the ability to cancel an event.	Appointments	X					This is a standard function with in the ATIMS appointment subsystem
11.1.16	The solution shall provide the ability to record a reason for the cancelation of an event.	Appointments			X			ATIMS does not currently have this as an available field when an appointment is cancelled. ATIMS will add this as a part of the base system.
11.1.17	The solution shall provide the ability to notify staff of separations when scheduling an inmate determined by date and location.	Appointments			X			ATIMS currently does a check at the time of movement and not at the time of making the appointment in the system ATIMS will add this functionality and make it part of the base system
11.1.18	The solution shall provide the ability to automatically schedule a court date for an inmate at intake based on offence code. <i>(Intake requirements)</i>	Appointments			X			Included in the enhancement for 11.1.17
11.1.19	The solution shall provide the ability to automatically schedule a court location for an inmate event based on charges.	Appointments			X			Included in the enhancement for 11.1.17
11.1.20	The solution shall provide the ability to automatically create a scheduled inmate event when an inmate is marked for transfer, movement or release.	Appointments			X			Included in the enhancement for 11.1.17
11.1.21	The solution shall provide the ability to view scheduled inmate events by: a. Facility/Building/Floor/Housing Unit/Cell b. Event c. Type of Event d. Date e. Location	Appointments	X					This is a standard function with in the ATIMS appointment subsystem

11.1.22	The solution shall provide the ability to view scheduled inmates' separations for events and event types by location and date specifically. <i>(System General requirements)</i>	Appointments	X						This is a standard function with in the ATIMS appointment subsystem
11.1.23	The solution shall provide the ability to run a separation report for inmate scheduled events by date and location <i>(System General requirements)</i> a. The solution shall return separations only that share the same scheduled location and date.	Appointments	X						This is a standard function with in the ATIMS appointment subsystem
11.1.24	The solution shall automatically cancel an inmate's scheduled events upon their release.	Appointments	X						In the ATIMS system appointments are not cancelled at the release of an inmate but assignments (Programs, work crews, WF Etc.) are automatically closed out. This is done because in most cases the appointments are still used if the inmate comes
11.1.25	The solution shall provide the ability to cancel events for an inmate at a facility when they are transferred to another facility.	Appointments	X						This is a standard function with in the ATIMS appointment subsystem
11.2 - CONFIGURATION									
11.2.1	The solution shall provide the ability to configure available types of events for inmate scheduling, to include but not limited to: a. Court Appearance b. Medical c. Program d. Legal e. Movement f. Visit g. Classification	ADMIN	X						This is a standard configuration within the ATIMS admin module
11.2.2	scheduling, to include but not limited to: a. Court Appearance b. Doctor/Nurse Appointment c. Attorney Appointment d. Writ e. Primary Security Assessment Interview f. Reclassification Interview g. Disciplinary Hearing h. Program Name i. RISE ii. Pre-Trial i. Furlough j. Work Release	ADMIN	X						This is a standard configuration within the ATIMS admin module
11.2.3	The solution shall provide the ability to configure locations for inmate events. a. The solution shall provide the ability to have multiple locations for each event type and event.	ADMIN	X						This is a standard configuration within the ATIMS admin module
11.2.4	The solution shall provide the ability to configure automatic scheduling of events.	ADMIN	X						This is a standard configuration within the ATIMS admin module

REQUIREMENTS		Vendor Response					Provide a narrative of how meeting each requirement would be achieved. E.g. What functionality is available out of the box or specifically what configuration or custom programming is needed to meet the	
12 - Sentence Calculation		Module	For each requirement, place an "X" under the category					
Feature	Requirement			Out of the Box	With Configuration	With Custom Programming	Future Release	Cannot Meet
12.1 - GENERAL								
12.1.1	The solution shall provide the ability to calculate a sentence for an inmate.	Sentencing	X					The ATIMS sentencing subsystem is a completely configurable module designed to allow ATIMS the ability to replicate all sentence types. The functionality is out of the box but will require configuration. ATIMS has several clients in Colorado and has no issues with replicating the sentencing module used. The hours needed for configuration are included within the cost proposal.
12.1.2	The solution shall provide the ability to calculate projected release date (PRD) based on recorded sentencing details and configured sentencing algorithms.	Sentencing	X					This is a standard function of the ATIMS Sentencing subsystem
12.1.3	The solution shall provide the ability to record all judgement and sentence related data received from the court. <i>(Interface requirements)</i>	Sentencing	X					This is a standard function of the ATIMS Sentencing subsystem
12.1.4	The solution shall provide the ability to calculate a PRD for an inmate based on a configured calculation order.	Sentencing	X					This is a standard function of the ATIMS Sentencing subsystem
12.1.5	The solution shall provide the ability to calculate an inmate's net sentence length.	Sentencing	X					This is a standard function of the ATIMS Sentencing subsystem
12.1.6	The solution shall provide the ability to display an inmate's net sentence length.	Sentencing	X					This is a standard function of the ATIMS Sentencing subsystem
12.1.7	The solution shall provide the ability to display all sentencing related data for an inmate.	Sentencing	X					This is a standard function of the ATIMS Sentencing subsystem
12.1.8	The solution shall provide the ability to print a summary of all sentencing related data for an inmate.	Sentencing	X					This is a standard function of the ATIMS Sentencing subsystem
12.1.9	The solution shall provide the ability to view a key date summary for an inmate's sentencing.	Sentencing	X					This is a standard function of the ATIMS Sentencing subsystem
12.1.10	The solution shall provide the ability to record an inmate's sentencing start date.	Sentencing	X					This is a standard function of the ATIMS Sentencing subsystem
12.1.11	The solution shall provide the ability to indicate start date for sentence calculation as date of booking or date of sentencing.	Sentencing	X					This is a standard function of the ATIMS Sentencing subsystem
12.1.12	The solution shall provide the ability to record total number of days, months, years sentenced to jail.	Sentencing	X					This is a standard function of the ATIMS Sentencing subsystem
12.1.13	The solution shall provide the ability to record credit for days served for a charge.	Sentencing	X					This is a standard function of the ATIMS Sentencing subsystem
12.1.14	The solution shall provide the ability to record additional credit for days served.	Sentencing	X					This is a standard function of the ATIMS Sentencing subsystem
12.1.15	The solution shall provide the ability to indicate sentence calculation to be concurrent for each case.	Sentencing	X					This is a standard function of the ATIMS Sentencing subsystem
12.1.16	The solution shall provide the ability to indicate sentence calculation to be consecutive for each case.	Sentencing	X					This is a standard function of the ATIMS Sentencing subsystem
12.1.17	The solution shall provide the ability to record suspended time.	Sentencing	X					This is a standard function of the ATIMS Sentencing subsystem
12.1.18	The solution shall provide the ability to record Sheriff Good Time credits/debits.	Sentencing	X					This is a standard function of the ATIMS Sentencing subsystem
12.1.19	The solution shall provide the ability to record flat time credits/debits for an inmate sentence.	Sentencing	X					This is a standard function of the ATIMS Sentencing subsystem
12.1.20	The solution shall provide the ability to record date range for time credits/debits.	Sentencing	X					This is a standard function of the ATIMS Sentencing subsystem
12.1.21	The solution shall provide the ability to record Pre-Sentence Confinement Credits (PSC).	Sentencing	X					This is a standard function of the ATIMS Sentencing subsystem
12.1.22	The solution shall provide the ability to make manual sentence adjustments (credits/debits).	Sentencing	X					This is a standard function of the ATIMS Sentencing subsystem
12.1.23	The solution shall provide the ability to record notes for manual sentence adjustments.	Sentencing	X					This is a standard function of the ATIMS Sentencing subsystem
12.1.24	The solution shall provide the ability to select sentence adjustment type.	Sentencing	X					This is a standard function of the ATIMS Sentencing subsystem

12.1.25	The solution shall provide the ability to record Discretionary Time credits/debits.	Sentencing	X						This is a standard function of the ATIMS Sentencing subsystem
12.1.26	The solution shall provide the ability to manually adjust an inmate's PRD.	Sentencing	X						This is a standard function of the ATIMS Sentencing subsystem
12.1.27	The solution shall provide the ability to record notes for manual PRD adjustments.	Sentencing	X						This is a standard function of the ATIMS Sentencing subsystem
12.1.28	The solution shall provide the ability to record associated fines for a sentence.	Sentencing	X						This is a standard function of the ATIMS Sentencing subsystem
12.1.29	The solution shall provide the ability to calculate fines for sentences.	Sentencing	X						This is a standard function of the ATIMS Sentencing subsystem
12.1.30	The solution shall provide the ability to calculate fines into days to be served and vice versa.	Sentencing	X						This is a standard function of the ATIMS Sentencing subsystem
12.1.31	The solution shall provide the ability to halt a sentence calculation.	Sentencing	X						This is a standard function of the ATIMS Sentencing subsystem
12.2 - CONFIGURATION									
12.2.1	The solution shall provide the ability to configure fields for sentence calculation.	ADMIN	X						This is a standard configuration available within the ATIMS admin module
12.2.2	The solution shall provide the ability to configure sentence calculation algorithms.	ADMIN	X						This is a standard configuration available within the ATIMS admin module
12.2.3	The solution shall provide the ability to configure sentence calculation order.	ADMIN	X						This is a standard configuration available within the ATIMS admin module
12.2.4	The solution shall provide the ability to configure fine calculations for sentences.	ADMIN	X						This is a standard configuration available within the ATIMS admin module
12.2.5	The solution shall provide the ability to configure fines to days to be served calculations.	ADMIN	X						This is a standard configuration available within the ATIMS admin module

REQUIREMENTS		Vendor Response						
13 - COURTS		Provide a narrative of how meeting each requirement would be achieved. E.g. What functionality is available out of the box or specifically what configuration or custom programming is needed to meet the requirement.						
Feature	Requirement	Module	For each requirement, place an "X" under the category					
			Out of the Box	With Configuration	With Custom Programming	Future Release	Cannot Meet	
13.1 - GENERAL								
13.1.1	The solution shall provide the ability to generate court dates for inmates scheduled for court and to be filtered on inmates in custody, to include but not limited to: a. Name b. Court Room c. Court Time d. Unique ID e. Housing Location f. Case Number g. Booking Number h. Separations	Records	X					This is a standard function of the ATIMS records module.
13.2.2	The solution shall provide the ability to record inmate's temporary court location, to include but not limited to: a. In Transit – Incoming b. In Transit - Outgoing c. Court	Records				X		This functionality is in development for another client. It will be added as part of the ATIMS base system and be available for Denver SO at NO COST.
13.1.2	The solution shall provide the ability to assign a court location to an inmate, while leaving their permanent housing status in place. <i>(Inmate Movements Requirements, Housing requirements)</i>	Records	X					This is a standard function of the ATIMS records module.
13.2.3	The solution shall provide the ability to enter court cases for district court, other counties/jurisdictions, juvie, etc., to an inmate record. a. Inmates may not be in custody. Must provide the ability to enter an abbreviated booking for these inmates. <i>(Intake requirements)</i>	Records	X					This is a standard function of the ATIMS records module.
13.1.3	The solution shall provide the ability to query and report entered events.	Records	X					This is a standard function of the ATIMS records module.
13.2.4	The solution shall provide the ability to record non-custodial court events for an inmate. <i>(Integration requirements)</i>	Records		X				This functionality is available within the ATIMS records system and can be manually entered. Integration would be accomplished through the ATIMS interface engine and the cost of that configuration has been included in the cost proposal.
13.1.4	The solution shall provide the ability to query and report non-custodial court events.	Records	X					This is a standard function of the ATIMS records module.
13.2.5	The solution shall provide the ability to view current number of inmates in court location(s).	Records	X					This is a standard function of the ATIMS records module.
13.1.5	The solution shall provide the ability to record manual counts for court location(s).	Records	X					This is a standard function of the ATIMS records module.
13.2.6	The solution shall provide a court queue of inmates who are scheduled at court, to include but not limited to: a. Name b. Court Room c. Court Time d. Unique ID e. Separations f. Alerts	Records	X					This is a standard function of the ATIMS records module.
13.1.6	The solution shall provide the ability to queue an inmate for court movement.	Records	X					This is a standard function of the ATIMS records module.
13.2.7	The solution shall provide the ability to print inmate lists/queues (reports). <i>(System General requirements)</i>	Records	X					This is a standard function of the ATIMS records module.
13.1.7	The solution shall provide the ability to view inmate location specific separations by date. <i>(System General requirements)</i>	Records	X					This is a standard function of the ATIMS records module.
13.2.8	The solution shall provide the ability to view all active court dates and associated charges/book-ins for an inmate, in addition to their current charges for a booking.	Records	X					This is a standard function of the ATIMS records module.

13.1.8	The solution shall provide the ability to create transport groups for inmates. a. In-Custody b. Other Jurisdictions/Day Writs	Records	X						This is a standard function of the ATIMS records module.
13.2.9	but not limited to: a. Name b. Mugshot i. Used by transport staff to identify inmate c. Unique ID d. Booking Number e. Charges f. Court Information g. Separations i. Based on location by date	Records			X				ATIMS will create a custom Trip Sheet Report to meet this requirement
13.1.9	The solution shall provide the ability to print trip sheets for a transport group.	Records	X						This is a standard function of the ATIMS records module.
13.2.10	The solution shall provide the ability to indicate a movement for a transport group, to include but not limited to: (Inmate Movements requirements) a. In Transit to Court b. In Court c. In Transit to 'Facility'	Records	X						This is a standard function of the ATIMS records module.
13.1.10	The solution shall record inmate movement to court as inmate's current location and shall not remove inmates permanent housing assignment. (<i>Housing requirements</i>)	Records	X						This is a standard function of the ATIMS records module.
13.2.11	The solution shall provide the ability to accept a transport group.	Records	X						This is a standard function of the ATIMS records module.
13.2 - CONFIGURATION									
13.2.1	The solution shall provide the ability to configure reports specific to inmate management for courts	ADMIN	X						This is a standard configuration within the ATIMS admin module.

REQUIREMENTS									
14 - Programs			Vendor Response						
Feature	Requirement	Module	For each requirement, place an "X" under the category					Provide a narrative of how meeting each requirement would be achieved. E.g. What functionality is available out of the box or specifically what configuration or custom programming is needed to meet the requirement.	
			Out of the Box	With Configuration	With Custom Programming	Future Release	Cannot Meet		
14.1 - General									
14.1.1	General	The solution shall allow a variety unique programs to be created and defined by the following: a. Program type (e.g. work crew, class, court authorized program, etc.) b. Program title c. Program description d. Program location, if applicable (facility, room, work site, etc.) e. Instructor/coordinator f. Eligibility requirements. Completion requirements	Programs	X					These are standard functions of the ATIMS Programs module
14.1.2		The solution shall have functionality for additional information to be maintained for each class, program, or work crew as applicable. E.g. Facility, location, instructor/facilitator/coordinator and contact information, program capacity, etc.	Programs	X					This functionality is available in Programs and classes but not for inmate work crews. Work crews are managed out side of programs. However work crews may also be set up in programs for those that are associated with a program.
14.1.3	Program Capacity	The solution shall allow designated users to set the capacity of a program and shall not allow the enrollment to exceed the capacity.	Programs	X					This is a standard function of the ATIMS programs module.
14.1.4	Program Capacity	Designated users shall have the ability to override the enrollment capacity, if needed.	Programs			X			The current ATIMS programs module assigns the program capacity at the program level and does not allow for an over ride. To meet this requirement ATIMS will change infrastructure to make capacity at the schedule level and not at program level as well as allow the ability to override the capacity. .
14.1.5	Wait List	The solution shall have functionality to establish a wait list for specific programs for when enrollment is at capacity. The system shall also automatically record the date an inmate was placed on a waitlist.	Programs	X					This is a standard function of the ATIMS programs module.
14.1.6	Program Roster	The system shall have functionality to maintain a roster of instructors or volunteers. Roster must include basic demographic information, credentials and certifications, identification information, agency/organization employed by and list of programs taught	Programs				X		This is currently in development for another client and will be added as part of the base system. Denver So will receive this enhancement at NO COST.
14.1.7	Notes (Program Level)	The solution shall have functionality for designated users to enter notes/comments on the program profile.	Programs	X					This is a standard function of the ATIMS programs module.
14.1.8	Notes (Inmate Level)	The solution shall have functionality for users to enter multiple notes for an inmate's participation in a specific program.	Programs	X					This is a standard function of the ATIMS program module by use of inmate note type
14.1.9	Notes (Inmate Level)	Each note entry shall be recorded separately and be automatically stamped with the date, time and user.	Programs	X					This is a standard function of the ATIMS program module by use of inmate note type
14.1.10	Attachments	The solution shall allow users to attach documents in a variety of file formats (e.g. Word, PDF, Excel, text, etc.) to the inmate's file for a specific program.	Programs	X					This is a standard function of the ATIMS program module by use of attachments and attachment type
14.1.11	Program Scheduling	The solution shall include comprehensive scheduling functionality where all scheduled inmate activities including programs and work assignments, can be managed from one place. The schedule shall also have ability to send automated alerts when there are scheduling conflicts. See Scheduling Requirements	Programs	X					This is a standard function of the ATIMS programs module.
14.1.12	Program Eligibility	The solution shall allow users to generate a list of inmates who are eligible for a specific program or determine the eligibility of an individual inmate for a specific program based on a number of data variables including but not limited to: a. Housing location b. Specific alerts c. Charges d. Scheduled release date e. Offenses in custody f. Court authorization g. Inmate proxy score	Programs				X		This is currently in development for another client and will be added as part of the base system. Denver So will receive this enhancement at NO COST.
14.1.13	Program Eligibility	The solution shall have the ability to flag inmates who meet eligibility criteria for specific programs.	Programs	X					This is a standard function of the ATIMS program module by use of inmate flags
14.1.14	Program Eligibility	The solution shall have the ability to flag inmates who do not meet eligibility for specific programs and enter the reason why.	Programs	X					This is a standard function of the ATIMS program module by use of inmate flags

14.1.15	Program Eligibility	The solution shall have a way for users to easily identify when there's been a change in housing location or classification, if it's required as a condition of work assignment or program participation.	Programs	X						This is a standard function of the ATIMS program module by use of inmate flags
14.1.16	Separation Orders	The solution shall have a way to notify the user, or a way for the user to view, of any changes in separation orders between inmates enrolled in the same program. See Inmate Information Requirements	Programs	X						This is a standard function of the ATIMS programs module.
14.1.17	Program Enrollment Requests	The solution shall provide a way of documenting how the request for enrollment into a program was made (e.g. inmate requested, court authorized, required work assignment) and indicate if the inmate has been approved or denied for the program requested. a. The user shall be able to enter a denial reason. b. The solution shall have ability to generate an automate approval for a designated program. c. The solution shall automatically stamp the date and user who entered the approval or denial.	Programs	X						This is a standard function of the ATIMS programs module.
14.2 - Programs with Earned Time Credits										
14.2.1	Court Authorized Programs	For court authorized programs, the solution shall allow users to flag inmates who are authorized by the court to participate in a specific program and the date authorized. a. The solution shall allow users to indicate if the inmate was accepted into the program and, if not, the reason. b. The solution shall allow users to indicate if the inmate refused participation in the program and the date the inmate refused. c. The solution shall automatically stamp the date and user who entered the approval or denial.	Programs				X			The ATIMS program module currently will allow for a classification review and approval but that is competed at the time of assignment. ATIMS will design the flagging and acceptance of denial functions as specified here.
14.2.2	Court Authorized Programs	For court authorized programs the solution shall allow users to enter the courtroom and case number for the inmate with the inmate's other enrollment information for the given program.	Programs				X			Included in the enhancement for 14.2.2
14.2.3	Program Completion Requirements	The solution shall have functionality to define the required number of service days, hours or classes (or other increment defined by DSD), if applicable, for completion of a specific program and shall allow the progress of each inmate to be tracked.	Programs				X			Included in the enhancement for 14.2.2
14.2.4	Program Participation Dates	The solution shall allow users to record the inmate's start and end date for each program and why discharged if the program was not successfully completed.	Programs	X						This is a standard function of the ATIMS programs module.
14.2.5	Tests	For inmate education programs, the solution shall have functionality to track tests taken, date and test results (e.g. pass/fail).	Programs				X			The current ATIMS system tracks overall pass or fail for a class or program but does not track individual tests and results
14.2.6	Items on Loan	For inmate education programs, the solution shall have functionality to track educational materials on loan to inmates including: a. The inmate borrowing the materials b. The specific materials and tracking number c. Date loaned d. Date due back	Programs					X		This will be part of the Library module in development for another client and will become part of the base product. This module will be available to Denver at NO COST
14.2.7	Attendance	The solution shall have functionality to record attendance for each session, shift, etc., when applicable, for a specific program, including: a. Indicate present or absent b. Indicate excused or unexcused absences c. The number of hours completed for the given session, work shift, etc., if applicable d. Attendance shall be viewable at the program level as well as from the individual participant's record	Programs	x						This is a standard function of the ATIMS programs module.
14.2.8	Inmate Program History	The solution shall retain a complete history an inmate's program participation, including: a. Programs requests both accepted and denied. B. Program enrollments and completion status. C. Enrollments from prior bookings (rather than archived).	Programs	X						This is a standard function of the ATIMS programs module.

14.2.9	Completion Certificates	The solution shall have functionality to generate a printable certificate of completion.	Programs			x				ATIMS currently tracks whether or not an inmate earned a certificate for a program but does not actually provide the certificate. ATIMS will integrate the forms engine to allow for a configurable certificate to be produced by ATIMS or agency Staff to meet this requirement
14.2.10	Completion Certificates	Users shall have ability to define what information is included on the certificate for a specific program and, at minimum, shall be able to include: a. Inmate's name b. Facility c. Name of class or program d. Date of completion e. Approver's name and signature line	Programs			X				included in 14.2.9
14.2.11	Time Credit Approvals	The solution shall allow designated personnel to place an electronic approval on earned time credits granted for completion of a specific program and retain the approval with the inmate's program information.	Programs	X						This functionality is available within the ATIMS programs module by use of the ATIMS Day for Day sentencing credit subsystem
14.2.12	Sentence Adjustments	The solution shall have a way to notify internal personnel (e.g. Records) that an inmate has completed a class or program and the time credits earned.	Programs	X						This is a standard function of the ATIMS programs module.
14.2.13	Sentence Adjustments	When adjusting an inmate's sentence for earned time credits, the solution shall have functionality to note the program name and completion date associated with the sentence adjustment. See Release Requirements	Programs	X						This is a standard function of the ATIMS programs module.
14.2.14	Sentence Adjustments	The solution shall retain the original release date and the updated release date. See Release Requirements	Programs	X						This is a standard function of the ATIMS programs module.
14.3 - Work Crew Assignments										
14.3.1	Crew Assignment	The solution shall provide the ability to assign an individual inmate or a group of inmates to a work crew.	Work Crew	X						This is a standard function of the ATIMS work crew subsystem
14.3.2	Crew Assignment	The solution shall allow users to indicate if an inmate has been cleared for outside work crew assignments.	Work Crew	X						This is a standard function of the ATIMS work crew subsystem
14.3.3	Inmate Eligibility - Potential Workers	The solution shall allow users to flag an inmate who is eligible but has not been assigned to a work crew as a potential worker for one or multiple specific work crews.	Work Crew	X						This is a standard function of the ATIMS work crew subsystem by use of inmate flags
14.3.4	Inmate Eligibility - Potential Workers	The solution shall allow users to generate a list of potential workers including which inmates are cleared for outside work assignments and which have not.	Work Crew	X						This is a standard function of the ATIMS work crew subsystem
14.3.5	Inmate Eligibility - Potential Workers	For inmates who have been released, the solution shall automatically: a. Remove the inmate from the potential worker list. B. Alert the user if the inmate has a current work crew assignment. See Release Requirements	Work Crew	X						This is a standard function of the ATIMS work crew subsystem
14.3.6	Inmate Eligibility - Potential Workers	The solution shall allow users to generate a list of pre-sentence inmates that are either assigned to a work crew or have been flagged as a potential worker including their respective scheduled court sentencing date.	Work Crew			X				ATIMS will configure a custom report within the ATIMS system to meet this requirement.
14.3.7	Report Generation: Scheduled Release Date	The solution shall allow users to generate a list of inmates that have current work crew assignments and their scheduled date for release or home detention within a specific period of time defined by the user (e.g. next 30 days).	Work Crew	X						This is a standard function of the ATIMS work crew subsystem
14.3.8		The solution shall allow an inmate to be removed from an assigned work crew, including the reason and ending date of the assignment.	Work Crew	X						This is a standard function of the ATIMS work crew subsystem
14.3.9	Report Generation: Recidivism Rate	The solution shall provide the ability to calculate recidivism rates based parameters on inmate participation/completion of certain programs from multiple bookings.	Work Crew			X				ATIMS will configure a custom report within the ATIMS system to meet this requirement.
14.4 - Work Release and Home Detention										
The following items are desired functionality but may be taken out of scope for the JMS project if the department decides to purchase a separate case management software application to manage these programs.										
14.4.1	Work Release Employer Info	The solution shall allow users to enter the inmate's employer, employer address and work schedule including days and start and end times. Refer to requirement 9.0	Alternative Sentencing	X						This is a standard function within the ATIMS alternative Sentencing module
14.4.2	Work Release Work Schedule	The solution shall allow designated personnel to record actual departure and return times and the solution shall automatically flag or alert when an inmate is overdue based on the set return time	Alternative Sentencing					X		This functionality is already in development for another client and will be added to the base system. This functionality will be available to Denver SO at NO COST
14.4.3	Work Release Work Schedule	The solution shall allow users to run a report of scheduled departure and return times for a time period defined by the user (e.g. a specific day).	Alternative Sentencing	X						This is a standard function within the ATIMS alternative Sentencing module

14.4.4	Work Release	The solution shall have the ability for users to change the inmate's status and employer information, including employer name and address, while in the work release program: a. Work release status shall be definable by DSD. E.g. Active, work search, education release, etc. b. The solution shall maintain a historical record of all of inmate's status and employment changes throughout their time in the program and the effective dates	Alternative Sentencing	X						This is a standard function within the ATIMS alternative Sentencing module
14.4.5	Work Release	The solution shall have the ability for users to track information related to the inmate's arrangements for transportation to and from work including but not limited to: a. Mode of transportation to be used. E.g. Car, bus b. Vehicle information, registration, proof of insurance and driver	Alternative Sentencing			X				ATIMS will need to add more meta data fields to the base alternative sentencing to accomplish this requirement.
14.4.6	Tracking Device Tracking	The solution shall allow users to indicate if an inmate is required to wear a tracking device and, if so, the type of device, reason required, etc.	Alternative Sentencing			X				ATIMS will need to add more meta data fields to the base alternative sentencing to accomplish this requirement.
14.4.7	Program Violation Tracking	The solution shall support logging program Offenses in Custody violations for each inmate including the following: a. Warnings or official offenses issued b. Date of the violation c. Nature of the violation d Issuing officer or investigator See Housing Requirements	Alternative Sentencing	X						This is a standard function within the ATIMS alternative Sentencing module

REQUIREMENTS		Vendor Response					Provide a narrative of how meeting each requirement would be achieved. E.g. What functionality is available out of the box or specifically what configuration or custom programming is needed to meet the requirement.
15 - Receiving		Module	For each requirement, place an "X" under the category				
Feature	Requirement		Out of the Box	With Configuration	With Custom Programming	Future Release	Cannot Meet
15.1- RECEIVING INMATE							
15.1.1	The solution shall provide the ability to query inmates eligible for transfer using the selection of multiple criteria in various combinations to include but not limited to: a. Fugitive Status b. Projected Release Date c. Hold d. Protective Custody e. Certain Medical Alerts i. Oxygen Dependent f. Parole Violations g. Pending DDC CAB Investigations or Corrections Time h. Writs i. Unclassified j. Suicidal Alert k. Open or Sentenced Denver Cases l. ADA Restrictions m. Classification Level n. Sentence Remaining >3 days o. Security Level p. Out of Jurisdiction Transfer q. Not Cleared	Transfer		X			The current ATIMS Transfer unit allows the transfer of an inmate from facility to facility but does not provide the eligibility or scheduling features based on this and the following requirements. ATIMS will add the functions listed to meet the requirements. This enhancement will become part of the ATIMS base software
15.1.2	The solution shall provide the ability to create and save a group/list of inmates to be reviewed for transfer eligibility. a. Current Transfer List b. Projected Future Transfer List	Transfer		X			Included in the 15.1 Enhancement
15.1.3	The solution shall provide the ability to indicate inmate(s) ready for transfer eligibility review. a. By Group b. By Individual c. Transfer Status set to Pending Approval	Transfer		X			Included in the 15.1 Enhancement
15.1.4	The solution shall provide the ability to view transfer group(s)/list(s) across facilities.	Transfer		X			Included in the 15.1 Enhancement
15.1.5	The solution shall provide the ability to add an inmate to the group transfer list. a. By Individual b. By Group c. The solution shall set inmate transfer eligibility status to Pending Approval when added to the transfer group/list.	Transfer	X				This is a standard function of the ATIMS transfer subsystem
15.1.6	The solution shall provide the ability to remove an inmate from the group transfer list. a. By Individual b. By Group c. The solution shall set inmate transfer eligibility status to Denied when added to the transfer group/list.	Transfer		X			Included in the 15.1 Enhancement
15.1.7	The solution shall provide the ability to record the reason for removal of an inmate from the transfer list. a. By Inmate b. By Group/List	Transfer		X			Included in the 15.1 Enhancement
15.1.8	The solution shall create a no-go list comprised of inmates who have been removed from the current transfer group/list.	Transfer		X			Included in the 15.1 Enhancement

15.1.9	real-time associated data displayed to include but not limited to: a. Name b. Transfer Approval Status i. Pending ii. Approved iii. Denied c. Mugshot d. Separations e. Critical Alerts f. Active Alerts g. Alert History	Transfer			X			Included in the 15.1 Enhancement	
15.1.10	The solution shall provide the ability to approve an inmate for transfer once eligibility has been determined. a. By Individual b. By Group c. The solution shall set the inmate transfer status to approved.	Transfer			X			Included in the 15.1 Enhancement	
15.1.11	The solution shall provide the ability to deny an inmate flagged for transfer once eligibility has been completed. a. By Individual b. By Group c. The solution shall set the inmate transfer status to denied.	Transfer			X			Included in the 15.1 Enhancement	
15.1.12	The solution shall provide the ability to record the reason for denial of an inmate transfer. a. By Inmate b. By Group/List	Transfer			X			Included in the 15.1 Enhancement	
15.1.13	The solution shall provide the ability to see inmate transfer movement activity to include but not limited to: a. In Transport b. Awaiting Trial c. Pending Transfer d. Accepted at Location	Transfer			X			Included in the 15.1 Enhancement	
15.1.14	The solution shall provide the ability to query available housing for a location/facility. a. Shall include expected releases and transfers.	Transfer	X					This is a standard function of the ATIMS transfer subsystem	
15.1.15	The solution shall provide the ability to assign a temporary housing assignment to inmates approved for transfer in new location/facility.	Transfer	X					This is a standard function of the ATIMS transfer subsystem	
15.2. RECEIVING PROPERTY									
15.2.1	The solution shall automatically flag an inmate's property as ready for transfer to another facility when an inmate has been accepted for transfer. <i>(Property Management requirements)</i>	Transfer	X					This is a standard function of the ATIMS transfer subsystem	
15.2.2	The solution shall provide a list/report of associated property locations for inmates approved for transfer. <i>(Property Management requirements)</i> a. By Date b. By Location/Facility c. By Transfer In/Out d. By Transfer Group/List	Transfer	X					This is a standard function of the ATIMS transfer subsystem	
15.2.3	The solution shall provide the ability to indicate when property is in transfer. <i>(Property Management requirements)</i>	Transfer	X					This is a standard function of the ATIMS transfer subsystem	
15.2.4	The solution shall provide the ability to accept transferred property upon arrival at transfer location. <i>(Property Management requirements)</i> a. By Individual b. By Group	Transfer	X					This is a standard function of the ATIMS transfer subsystem	
15.2.5	The solution shall automatically deactivate previous property location upon property transfer acceptance at new location. <i>(Property Management requirements)</i>	Transfer	X					This is a standard function of the ATIMS transfer subsystem	

15.2.6	The solution shall provide the ability to assign a new property location to accepted property. <i>(Property Management requirements)</i> a. By Individual b. By Group	Transfer	X						This is a standard function of the ATIMS transfer subsystem
15.2.7	The solution shall provide the ability to record all property movement and associated information. <i>(Property Management requirements)</i>	Transfer	X						This is a standard function of the ATIMS transfer subsystem
15.2.8	The solution shall provide the ability to record comments for property. <i>(Property Management requirements)</i>	Transfer	X						This is a standard function of the ATIMS transfer subsystem
15.2.9	The solution shall provide a detailed property movement report. <i>(Property Management requirements)</i> a. By Date b. By Facility/Location c. By Inmate d. By Transfer Type	Transfer	X						This is a standard function of the ATIMS transfer subsystem
15.3 - RECEIVING									
15.3.1	The solution shall provide the ability to accept a transferred inmate by individual and/or group upon arrival at location. a. The solution shall automatically update the accepted inmate(s) with facility/location acceptance status.	Transfer	X						This is a standard function of the ATIMS transfer subsystem
15.3.2	The solution shall provide the ability to re-classify a flagged inmate for transfer as appropriate for the new facility. (See Classification for requirements)	Transfer					X		This functionality is already in development for another client and will be added to the base system. This functionality will be available to Denver SO at NO COST
15.3.3	The solution shall provide the ability to indicate inmate has been seen by medical after transfer acceptance.	Transfer	X						This is a standard function of the ATIMS transfer subsystem
15.3.4	The solution shall provide the ability to prevent moving an accepted transferred inmate to housing until approval from medical has been recorded.	Transfer				X			ATIMS does not currently have the functionality to restrict housing base on acceptance as part of a transfer. This functionality will be added to meet this requirement.
15.3.5	The solution shall provide the ability to indicate inmate(s) completed receiving and ready for movement to housing.	Transfer				X			Included in 15.3.4
15.4 - GENERAL									
15.4.1	The solution shall provide the ability to view transfer groups/lists created by other users, across facilities.	Transfer					X		This functionality is already in development for another client and will be added to the base system. This functionality will be available to Denver SO at NO COST
15.4.2	The solution shall provide the ability to easily access individual inmate record information, including history, from the transfer group/list.	Transfer	X						
15.5 - CONFIGURATION									
15.5.1	The solution shall provide the ability to configure workflows for receiving by location/facility.	ADMIN				X			Included in 15.3.4

REQUIREMENTS								
16 - System General		Vendor Response						
Feature	Requirement	Module	For each requirement, place an "X" under the category					Provide a narrative of how meeting each requirement would be achieved. E.g. What functionality is available out of the box or specifically what configuration or custom programming is needed to meet the requirement.
			Out of the Box	With Configuration	With Custom Programming	Future Release	Cannot Meet	
16.1 UX/UI								
16.1.1	The solution shall provide user-feedback when data integrity is violated on input controls. a. The solution shall not use pop-up messages to provide this feedback.	System Wide	X					This is a standard function with the ATIMS JMS software
16.1.2	1.2 The solution shall provide the ability to indicate required fields throughout the system. a. The solution shall not use pop-up messages to provide this information.	System Wide	X					This is a standard function with the ATIMS JMS software
16.1.3	standards, to include but not limited to: a. The solution's UI shall provide clarity – information content is conveyed quickly and accurately. b. The solution's UI shall create consistency and use common elements. c. The solution's UI shall have purposeful page layout and provide the end user with comprehensibility. d. The solution's UI shall strategically use color and texture. e. The solution's UI shall utilize typography to create hierarchy and clarity. f. The solution's UI shall provide feedback informing about the user's input timely, perceptible, and non-intrusive (no pop-ups).	System Wide	X					This is a standard function with the ATIMS JMS software
16.1.4	The solution shall allow all user note fields to be TEXT.	System Wide	X					This is a standard function with the ATIMS JMS software
16.1.5	The solution shall provide the ability to select dates from a calendar control.	System Wide	X					This is a standard function with the ATIMS JMS software
16.1.6	The solution shall provide the ability to accept dates entered in the format of dd/mm/yy or dd/mm/yyyy.	System Wide				X		This will be available in version 2 of the ATIMS ONLINE system
16.1.7	The solution shall provide the ability to display dropdown lists in alphabetical order.	System Wide	X					This is a standard function with the ATIMS JMS software
16.1.8	The solution shall eliminate the need for redundant data entry. Data should carry into all applicable fields throughout the system after being entered one time.	System Wide	X					This is a standard function with the ATIMS JMS software
16.2 - FORMS								
16.2.1	The solution shall provide the ability to use forms.	Forms Engine	X					The ATIMS forms engine is deployed in all logical areas of the system (Medical prescreening, Classification, Inmate Information, Incidents, Grievances, Request engine, Medical, Etc.) The engine allows for the replication of paper forms in an electronic format based on HTML and JavaScript. There is a built in editor in the ADMIN modules so Denver SO can make changes, additions and deletions at any time.
16.2.2	The solution shall provide the ability to capture electronic signatures on forms.	Forms Engine	X					This is a standard function of the ATIMS forms engine
16.2.3	The solution shall provide the ability to require a form be completed.	Forms Engine	X					This is a standard function of the ATIMS forms engine
16.2.4	The solution shall provide the ability to store individual data separately from a completed form.	Forms Engine	X					This is a standard function of the ATIMS forms engine
16.2.5	The solution shall provide the ability to require specific elements on a form be completed prior to final submittal.	Forms Engine	X					This is a standard function of the ATIMS forms engine
16.2.6	The solution shall provide the ability to capture an electronic signature and apply it to a form.	Forms Engine	X					This is a standard function of the ATIMS forms engine
16.2.7	The solution shall provide the ability to indicate a form is complete.	Forms Engine	X					This is a standard function of the ATIMS forms engine
16.2.8	The solution shall provide the ability to upload and associate documents and images to an inmate record. <i>(Document Management requirements)</i>	Forms Engine	X					This is a standard function of the ATIMS forms engine
16.2.9	The solution shall provide the ability to indicate a type for an uploaded document/image. <i>(Document Management requirements)</i>	Forms Engine	X					This is a standard function of the ATIMS forms engine
16.2.10	The solution shall provide the ability to retrieve and view documents/images. <i>(Document Management requirements)</i>	Forms Engine	X					This is a standard function of the ATIMS forms engine
16.3- Users, Groups & Permissions/Rights								
16.3.1	The solution shall provide the ability to create a user.	ADMIN	X					This is a standard function of the users and permission rights sub systems

16.3.2	The solution shall provide the ability to deactivate a user.	ADMIN	X					This is a standard function of the users and permission rights sub systems
16.3.3	The solution shall provide the ability to create user groups.	ADMIN	X					This is a standard function of the users and permission rights sub systems
16.3.4	The solution shall provide the ability to create an unlimited number of user groups.	ADMIN	X					This is a standard function of the users and permission rights sub systems
16.3.5	The solution shall provide the ability to assign rights/privileges to user groups.	ADMIN	X					This is a standard function of the users and permission rights sub systems
16.3.6	The solution shall provide the ability to automatically sign-in a user using their network login credentials.	ADMIN	X					This is a standard function of the users and permission rights sub systems
16.3.7	The solution shall provide the ability to generate a report of inactive users.	ADMIN	X					This is a standard function of the users and permission rights sub systems
16.3.8	The solution shall provide the ability to generate a report of active users.	ADMIN	X					This is a standard function of the users and permission rights sub systems
16.3.9	The solution shall provide the ability to generate an activity report by user.	ADMIN	X					This is a standard function of the users and permission rights sub systems
16.3.10	The solution shall provide the ability to assign none to an unlimited number of system users to a user group.	ADMIN	X					This is a standard function of the users and permission rights sub systems
16.3.11	The solution shall provide the ability to assign specific rights to a user and/or user group, to include but not limited to: a. Add b. Add/Edit c. Add/Edit/Delete	ADMIN	X					This is a standard function of the users and permission rights sub systems
16.3.12	The solution shall provide the ability to restrict/allow access to screens and functions based on user ID and user groups.	ADMIN	X					This is a standard function of the users and permission rights sub systems
16.3.13	The solution shall provide the ability to restrict/allow access to screen controls by user ID. a. Field-level controls shall default to allowed.	ADMIN	X					This is a standard function of the users and permission rights sub systems
16.3.14	The solution shall use network login authentication to log user into system.	ADMIN	X					This is a standard function of the users and permission rights sub systems
16.3.15	The solution shall record all user actions for reporting and auditing purposes.	ADMIN	X					This is a standard function of the users and permission rights sub systems
16.4 - COMPLIANCE & ACCREDITATION								
16.4.1	The solution shall be CIJS compliant.	System Wide	X					
16.4.2	The solution shall be PII compliant.	System Wide	X					
16.4.3	The solution shall be compliant with the following: a. CALEA b. PREA c. ACA	System Wide	X					
16.4.4	The solution shall maintain compliance at all times with the afore mentioned agencies.	System Wide	X					
16.5 - WORKFLOWS								
16.5.1	The solution shall provide the ability to define workflows.	System Wide	X					ATIMS has designed agency configurable work flows in all logical areas of the system (intake, Booking, Release, Prebooking, Incidents, Grievance, Supervisor approval, etc.) These workflows or wizards as we call them are configurable by the agency. ATIMS has over 100 wizard steps available within the system. This allows agencies to configure work flows to the way they do business. Agencies have access to the work flow steps and order and can make modifications to order and placement based on needs at any time.
16.5.2	The solution shall provide the ability to associate workflows to specific processes and functions throughout the system.	System Wide	X					This is a standard function of the ATIMS wizard workflows system
16.5.3	The solution shall provide the ability to require workflows for defined processes and functions.	System Wide	X					This is a standard function of the ATIMS wizard workflows system
16.5.4	The solution shall provide the ability to require certain steps to be completed prior to workflow completion.	System Wide	X					This is a standard function of the ATIMS wizard workflows system

16.5.5	The solution shall provide the ability to allow multiple paths for the completion of a workflow. a. For example, intake. While a workflow should be defined for intake, the various steps throughout the intake process do not all need to be completed in a certain order.	System Wide					X		The current ATIMS wizard system is designed to be used in a liner fashion. ATIMS has an open concept style booking system on the roadmap for implementation in future versions of the software.
16.6 - NOTIFICATIONS									
16.6.1	The solution shall provide the ability to electronically notify configured recipients when a defined action within the system occurs. a. Notifications shall be done electronically by email.	Subscription engine and system events	X						This standard functionality of the ATIMS subscription engine and system events triggers
16.6.2	The solution shall provide the ability to request notification to be sent by user.	Subscription engine and system events	X						This standard functionality of the ATIMS subscription engine and system events triggers
16.6.3	The solution shall provide the ability to automatically send a notification based on action defined.	Subscription engine and system events	X						This standard functionality of the ATIMS subscription engine and system events triggers
16.7 - AUDITING/LOGGING									
16.7.1	The solution shall log all activity performed in the system to include but not limited to: a. User b. Action/Activity i. Changed data shall be recorded as two entries in the database c. Datetime of action/activity	Audit Trail	X						This is a standard function of the ATIMS audit trail system
16.7.2	The solution shall provide the ability to audit/view all logged information to include but not limited to: a. By User b. By Inmate c. By Housing Area	Audit Trail	X						This is a standard function of the ATIMS audit trail system
16.8 - REPORTING									
16.8.1	The solution shall provide the ability to interface with Crystal Reports.	System wide	X						ATIMS uses crystal reports for its reporting needs
16.8.2	The solution shall provide the ability to run Crystal Reports from within the system.	System wide	X						ATIMS uses crystal reports for its reporting needs
16.8.3	The solution shall provide the ability to add new Crystal Reports to the system.	System wide	X						ATIMS allows for agencies to create their own crystal reports and deploy them within the ATIMS JMS for users to access.
16.8.4	The solution shall provide the ability to save a report output. (<i>Document Management requirements</i>)	System wide	X						This is a standard function of crystal reports
16.8.5	The solution shall provide the ability to create ad-hock reports using all stored data.	System wide	X						ATIMS has over 200 canned reports with filters available to allow for adhoc reporting.
16.9 - INMATE INFORMATION DISPLAY									
16.9.1	The solution shall provide the ability to easily view all inmate information (current and historical) at any time.	Inmate File	X						This is a standard function of the ATIMS inmate file system
16.9.2	The solution shall provide the ability to view a high level inmate information summary, to include but not limited to: a. Name b. Unique ID c. Mugshot d. Housing Assignment e. Current Location f. Alerts g. Number of Violations	Inmate Header	X						The inmate header is displayed on the screen at all times when ever and inmate's record has been loaded all items are listed in the header.
16.10 - SEPARATIONS									
16.10.1	The solution shall provide the ability to view separations for an inmate.	Keep Separates	X						This is a standard function of the keep separates sub system
16.10.2	The solution shall provide the ability to view separations only for inmates in custody.	Keep Separates	X						This is a standard function of the keep separates sub system

16.10.3	The solution shall provide the ability to view separations for an inmate specific to location and date. a. For example, for an inmate going to Court, the court will need to see all inmate separations that will be in court on the same day. There is no need to show all of the inmate separations in other locations when they are only needed for court.	Keep Separates	X						This is a standard function of the keep separates sub system
16.10.4	The solution shall provide the ability to view all separations that are in custody and not in custody for an inmate.	Keep Separates	X						This is a standard function of the keep separates sub system
16.10.5	The solution shall always default to displaying separations for an inmate based on location and date.	Keep Separates	X						This is a standard function of the keep separates sub system
16.10.6	The solution shall provide a notification to DSD staff when trying to place an inmate into a location where they have a known separation.	Keep Separates	X						This is a standard function of the keep separates sub system
16.10.7	The solution shall provide the ability to generate a report to view all separations by (to include but not limited to) a. Facility/Building/Floor/Housing Unit/Cell	Keep Separates	X						This is a standard function of the keep separates sub system
16.10.8	The solution shall provide the ability to indicate the type of separation, to include but not limited to: a. Rival Gang b. History c. Victim	Keep Separates	X						This is a standard function of the keep separates sub system
16.11 - PRINTING									
16.11.1	The solution shall provide the ability to print system artifacts/elements to configured printers.	System Wide	X						
16.12 - GROUPING									
16.12.1	The solution shall provide the ability to create groups of inmates.	New Module				X			ATIMS groups inmates in logical areas of the software for housing, movement, appointments but does not have a generic grouping selector. To meet this requirement ATIMS will create a new module for this function.
16.12.2	The solution shall provide the ability to save groups of inmates.	New Module				X			Included in the enhancement for 16.12.1
16.12.3	The solution shall provide the ability to perform actions on groups of inmates.	System Wide	X						This function is available in most all areas of the system where appropriate
16.13 - QUEUES									
16.13.1	The solution shall provide the ability to view inmate queues as defined in configuration.	System Wide	X						ATIMS has queues positioned through out all areas of the system. In addition each module has a custom queue section that allows for ATIMS or agency configured queues of information.
16.13.2	The solution shall display real-time information in queues.	System Wide	X						ATIMS has queues positioned through out all areas of the system. In addition each module has a custom queue section that allows for ATIMS or agency configured queues of information.
16.13.3	The solution shall provide the ability to add an inmate to a queue.	System Wide	X						ATIMS has queues positioned through out all areas of the system. In addition each module has a custom queue section that allows for ATIMS or agency configured queues of information.
16.13.4	The solution shall provide the ability to remove an inmate from a queue.	System Wide	X						ATIMS has queues positioned through out all areas of the system. In addition each module has a custom queue section that allows for ATIMS or agency configured queues of information.
16.13.5	The solution shall provide the ability to view inmate summary information from a queue.	System Wide	X						ATIMS has queues positioned through out all areas of the system. In addition each module has a custom queue section that allows for ATIMS or agency configured queues of information.
16.14 - TRANSGENDER/GENDER VARIANT									
16.14.1	The solution shall provide the ability to support DSD's Transgender/Gender Variant policy and processes.	Inmate information				X			This is included in the enhancement for 2.1.10
16.14.2	The solution shall provide the ability to print a preference card for a Transgender/Gender Variant inmate.	Inmate information				X			This is included in the enhancement for 2.1.10
16.14.3	The solution shall provide the ability to complete necessary forms for Transgender/Gender Variant inmates.	Inmate information				X			This is included in the enhancement for 2.1.10
16.14.4	The solution shall provide the ability to indicate housing for Transgender/Gender Variant inmates.	Inmate information				X			This is included in the enhancement for 2.1.10
16.15 - ALERTS									
16.15.1	The solution shall provide the ability to associate alerts throughout the system.	Alerts	X						This is a standard function of the ATIMS alerts subsystem

16.15.2	The solution shall provide the ability to have alert types.	Alerts	X					This is a standard function of the ATIMS alerts subsystem
16.15.3	The solution shall provide the ability to restrict users from placing certain, configured alerts on an inmate.	Alerts	X					This is a standard function of the ATIMS alerts subsystem
16.15.4	The solution shall provide the ability to set an alert expiration date.	Alerts	X					This is a standard function of the ATIMS alerts subsystem
16.15.5	The solution shall provide the ability to indicate an alert has no expiration date.	Alerts	X					This is a standard function of the ATIMS alerts subsystem
16.15.6	The solution shall provide the ability to edit an expiration date.	Alerts	X					This is a standard function of the ATIMS alerts subsystem
16.15.7	The solution shall provide the ability to remove an alert	Alerts	X					This is a standard function of the ATIMS alerts subsystem
16.15.8	The solution shall provide the ability to view all active, inactive and removed alerts for an inmate.	Alerts	X					This is a standard function of the ATIMS alerts subsystem
16.15.9	The solution shall automatically associate all historical alerts (whether active or inactive) to a new booking. a. For example, if an inmate is a known gang member and had that alert setup on their record previously, subsequent bookings into the Jail should automatically include the confirmed gang member alert.	Alerts	X					This is a standard function of the ATIMS alerts subsystem
16.15.10	The solution shall provide the ability to display alerts based on configured weight and order, displaying more critical alerts first.	Alerts	X					This is a standard function of the ATIMS alerts subsystem
16.15.11	inmate when certain criteria are met on the inmate's record and/or booking, to include but not limited to: a. Suspected Gang Member b. Verified Gang Member c. Suicidal d. Mental Health e. Juvenile i. Based on DOB f. Separations/Non-Associations g. Protective Custody h. Domestic Offender i. Violent Offender j. Disciplinary Actions k. Combative/Hostile	Alerts		X				Configuration of the ATIMS alerts subsystem along with system events will be required to automatically set alerts
16.16 - ELECTRONIC SIGNATURES								
16.16.1	The solution shall provide the ability to capture electronic signatures.	Forms Engine	X					This is a standard function of the ATIMS forms engine
16.16.2	The solution shall provide the ability to make a questionnaire/assessment required.	Forms Engine	X					This is available for booking forms based on booking types
16.16.3	The solution shall provide the ability to make individual questions within the questionnaire/assessment required.	Forms Engine		X				This is a standard configuration of the ATIMS forms engine made within the form itself.
16.16.4	The solution shall provide the ability to indicate an inmate has refused to answer a questionnaire/assessment.	Forms Engine		X				This is a standard configuration of the ATIMS forms engine made within the form itself.
16.16.5	The solution shall provide the ability to indicate an inmate has refused to answer a specific question on the questionnaire/assessment.	Forms Engine		X				This is a standard configuration of the ATIMS forms engine made within the form itself.
16.16.6	The solution shall provide the ability to add notes to each question in the questionnaire/assessment.	Forms Engine		X				This is a standard configuration of the ATIMS forms engine made within the form itself.
16.16.7	The solution shall provide the ability to require additional questions based on responses to other questions.	Forms Engine		X				This is a standard configuration of the ATIMS forms engine made within the form itself.
16.17 - FACILITY/BUILDING/FLOOR/HOUSING UNIT/CELL/POD/BUNK/STORAGE CLOSET MANAGEMENT								
16.17.1	The solution shall provide the ability to add jail facilities/buildings/floors/housing units/cells/bunks. <i>(Housing requirements)</i>	ADMIN	X					This is a standard configuration within the ATIMS admin module
16.17.2	The solution shall provide the ability to remove jail facilities/buildings/floors/housing units/cells/bunks. <i>(Housing requirements)</i>	ADMIN	X					This is a standard configuration within the ATIMS admin module
16.17.3	The solution shall provide the ability to indicate a facility/building/floor/housing unit/cell/bunk as active. <i>(Housing requirements)</i>	ADMIN	X					This is a standard configuration within the ATIMS admin module

16.17.4	The solution shall provide the ability to indicate a facility/building/floor/housing unit/cell/bunk as inactive. <i>(Housing requirements)</i>	ADMIN	X						This is a standard configuration within the ATIMS admin module
16.17.5	The solution shall provide the ability to indicate capacity for a facility/building/floor/housing unit/cell/bunk. <i>(Housing requirements)</i> a. Rated capacity b. Total capacity c. Adjusted capacity	ADMIN	X						This is a standard configuration within the ATIMS admin module
16.17.6	The solution shall provide the ability to indicate security level(s) associated to a facility/building/floor/housing unit/cell/bunk. <i>(Housing requirements)</i>	ADMIN	X						This is a standard configuration within the ATIMS admin module
16.18 - OTHER									
16.18.1	The solution shall provide the ability to completely hide an inmate in custody.	System Wide				X			We can not completely hide an active inmate because work needs to be performed on the inmate. We can hide identity. WE have the ability to limit the information exported. We can build a module to obscure the inmate identity as needed
16.19 - CONFIGURATION									
16.19.1	The solution shall provide the ability to configure electronic notifications to internal and external persons.	ADMIN	X						This is a standard function of the ATIMS system events and subscription engine as well as a function of the request engine,
16.19.2	The solution shall provide the ability to configure document/image types.	ADMIN	X						This is a standard configuration in the ATIMS admin module
16.19.3	The solution shall provide the ability to configure all dropdowns, to include but not limited to: a. Cascading drop-downs b. Non-Cascading drop-downs	ADMIN	X						This is a standard configuration in the ATIMS admin module. Cascading dropdowns are where appropriate
16.19.4	The solution shall provide the ability to deactivate items in a dropdown list. a. Deactivated data shall no longer be available for selection by the user. b. Deactivated data shall remain in all historical locations where stored as-is. c. Deactivated data shall display on reports as it was initially recorded into the system.	ADMIN	X						This is a standard configuration in the ATIMS admin module
16.19.5	The solution shall provide the ability to configure labels for (to include but not limited to): a. Fields b. Tabs c. Screens d. Sections e. Reports	ADMIN		X					a) in some screens, B) Yes, C) no, D) no, E) no
16.19.6	The solution shall use configured labels throughout the system where the same element is used.	ADMIN	X						This is a standard configuration in the ATIMS admin module
16.19.7	The solution shall provide the ability to configure forms.	ADMIN	X						This is a standard configuration in the ATIMS admin module
16.19.8	The solution shall provide the ability to configure alerts.	ADMIN	X						This is a standard configuration in the ATIMS admin module
16.19.9	The solution shall provide the ability to configure alert types.	ADMIN	X						This is a standard configuration in the ATIMS admin module
16.19.10	The solution shall provide the ability to configure default expiration dates for an alert.	ADMIN	X						This is a standard configuration in the ATIMS admin module
16.19.11	The solution shall provide the ability to configure default no expiration for an alert.	ADMIN	X						This is a standard configuration in the ATIMS admin module
16.19.12	The solution shall provide the ability to deactivate an available alert.	ADMIN	X						This is a standard configuration in the ATIMS admin module
16.19.13	The solution shall provide the ability to configure automatic alerts based on a user action or system defined function.	ADMIN	X						This is a standard configuration in the ATIMS admin module
16.19.14	The solution shall provide the ability to configure weights for an alert. a. An alert weight determines the position in the alert display.	ADMIN	X						This is a standard configuration in the ATIMS admin module
16.19.15	The solution shall provide the ability to configure security levels to be used for housing an inmate classification.	ADMIN	X						This is a standard configuration in the ATIMS admin module
16.19.16	The solution shall provide the ability to configure gangs.	ADMIN	X						This is a standard configuration in the ATIMS admin module
16.19.17	The solution shall provide the ability to configure gang sets.	ADMIN	X						This is a standard configuration in the ATIMS admin module
16.19.18	The solution shall provide the ability to configure visit locations.	ADMIN	X						This is a standard configuration in the ATIMS admin module
16.19.19	The solution shall provide the ability to configure recreational locations.	ADMIN	X						This is a standard configuration in the ATIMS admin module
16.19.20	The solution shall provide the ability to configure electronic notifications for individuals and groups.	ADMIN	X						This is a standard configuration in the ATIMS admin module

16.19.21	The solution shall provide the ability to configure workflows.	ADMIN	X						This a standard configuration in the ATIMS admin module
16.19.22	The solution shall provide the ability to associate configured workflows with specific functions/actions throughout the system.	ADMIN	X						This a standard configuration in the ATIMS admin module
16.19.23	The solution shall provide the ability to configure a Transgender/Gender variant card to be printed and given to inmate, to include but not limited to: a. Preferred Pronoun b. Preferred Name c. Preferred Gender d. Legal Name e. Legal Gender	Inmate information				X			Included in the enhancement for 2.1.10
16.19.24	The solution shall provide the ability to configure housing with Transgender/Gender Variant specific indications.	Inmate information				X			Included in the enhancement for 2.1.10
16.19.25	The solution shall provide the ability to configure jail Facilities.	ADMIN	X						This a standard configuration in the ATIMS admin module
16.19.26	The solution shall provide the ability to configure an unlimited number of jail facilities.	ADMIN	X						This a standard configuration in the ATIMS admin module
16.19.27	The solution shall provide the ability to configure jail buildings within a facility.	ADMIN	X						This a standard configuration in the ATIMS admin module
16.19.28	The solution shall provide the ability to configure an unlimited number of buildings within a facility.	ADMIN	X						This a standard configuration in the ATIMS admin module
16.19.29	The solution shall provide the ability to configure floors for buildings.	ADMIN	X						This a standard configuration in the ATIMS admin module
16.19.30	The solution shall provide the ability to configure an unlimited number of floors for a building.	ADMIN	X						This a standard configuration in the ATIMS admin module
16.19.31	The solution shall provide the ability to configure housing units for facilities, buildings and/or floors.	ADMIN	X						This a standard configuration in the ATIMS admin module
16.19.32	The solution shall provide the ability to configure an unlimited number of housing units for facilities, buildings and/or floors.	ADMIN	X						This a standard configuration in the ATIMS admin module
16.19.33	The solution shall provide the ability to configure cells for a housing unit.	ADMIN	X						This a standard configuration in the ATIMS admin module
16.19.34	The solution shall provide the ability to configure an unlimited number of cells for a housing unit.	ADMIN	X						This a standard configuration in the ATIMS admin module
16.19.35	The solution shall provide the ability to configure bunks for cells and/or housing units.	ADMIN	X						This a standard configuration in the ATIMS admin module
16.19.36	The solution shall provide the ability to configure an unlimited number of bunks for cells and/or housing units.	ADMIN	X						This a standard configuration in the ATIMS admin module
16.19.37	The solution shall provide the ability to configure storage/inventory closets for housing units.	ADMIN	X						This a standard configuration in the ATIMS admin module
16.19.38	The solution shall provide the ability to configure an unlimited number of storage/inventory closets for a housing units.	ADMIN	X						This a standard configuration in the ATIMS admin module

16.19.39	The solution shall provide the ability to associate attributes to facilities, buildings, floors, housing units, cells, bunks and storage closets to include but not limited to: a. Name b. Address (Where Applicable) c. Building Number d. Floor Number e. Security Level i. Can have one to many for each location f. Special Management Indicators i. Mental Health ii. Suicidal g. Ad Seg/Disciplinary Seg h. Medical i. ADA Compliant j. Not ADA Compliant k. Solitary Cell l. Camera Cell m. Temporary Holding n. Restraint o. Males Only p. Females Only q. Juveniles Only r. Transgender/Gender-Variant Only s. Mental Health t. Numbers	ADMIN			X			Included in the enhancement for 15.1
16.19.40	The solution shall provide the ability to configure workflows for specific functions throughout the system.	ADMIN	X					This a standard configuration in the ATIMS admin module
16.19.41	The solution shall provide the ability to configure a workflow to be required.	ADMIN	X					This a standard configuration in the ATIMS admin module
16.19.42	The solution shall provide the ability to configure specific system artifacts to be printed.	ADMIN	X					This a standard configuration in the ATIMS admin module
16.19.43	The solution shall provide the ability to configure specific printers for printing specific system artifacts.	ADMIN			X			Included in enhancement for 1.2.8
16.19.44	The solution shall provide the ability to configure automatic printing of a system artifact with certain system actions.	ADMIN	X					This a standard configuration in the ATIMS admin module
16.19.45	The solution shall provide the ability to generate a screen print.	ADMIN	X					This a standard configuration in the ATIMS admin module
16.19.46	The solution shall provide the ability to configure trip sheets for printing.	ADMIN	X					This a standard configuration in the ATIMS admin module
16.19.47	The solution shall provide the ability to configure queues for various activities/functions/users throughout the system, including but not limited to: a. Incoming Offender Queue b. Incoming Offender Medical Queue c. Incoming Housing Queue d. Reclassification Queue e. Clearance Queue	ADMIN	X					This a standard configuration in the ATIMS admin module
16.19.48	The solution shall provide the ability to configure what the system will use to qualify a year (i.e. 1 year is 360 days).	ADMIN		X				ATIMS will add as part of sentencing calculation stored procedures
16.19.49	The solution shall provide the ability to configure what the system will use to qualify a month (i.e. 1 month is 30 days).	ADMIN		X				Included in 16.19.49
16.19.50	The solution shall provide the ability to configure what the system will use to qualify a day (i.e. 1 day is a calendar day vs. a 24-hour period).	ADMIN	X					As part of sentencing clac this is a selection

REQUIREMENTS

17 - PREA (Reference PREA Standards Complete.pdf)

Feature		Requirement	Module	For each requirement, place an "X" under the category					Vendor Response
				Out of the Box	With Configuration	With Custom Programming	Future Release	Cannot Meet	Provide a narrative of how meeting each requirement would be achieved. E.g. What functionality is available out of the box or specifically what configuration or custom programming is needed to meet the requirement.
17.1 PREA STANDARDS									
17.1.1		115.13	Incidents	X					The ATIMS incident module has been designed with a architecture that is configurable enough to meet the needs of most of the PREA requirements listed. For those items not covered under the current software ATIMS will build
17.1.2		115.14	PREA (New Module)			X			AT the base level ATIMS has this functionality meet via our built in conflict checks. However we believe that just using the conflict checks will meet the letter of these requirements but will not meet the overall intention of the PREA regulation. ATIMS is proposing to build a PREA Specific ATIMS module for Denver SO.
17.1.3		115.15	Forms Engine	X					The documentation required would be handled by the ATIMS forms Engine
17.1.4		115.21	Incidents	X					The ATIMS incident subsystem and classification note logging function will be used in conjunction to meet this requirement.
17.1.5		115.22	Incidents	X					The ATIMS incident subsystem and classification note logging function will be used in conjunction to meet this requirement.
17.1.6		115.31	ADMIN			X			ATIMS will add a PREA training Date with history in the personnel section for tracking purposes. ATIMS will add the ability to add forms to the personnel area of ATIMS for the tracking of staff signatures. This information would also be available in the PREA module if that enhancement is selected. Additional reports would be created for tracking and warning of personnel training requirements.
17.1.7		115.33	Facility			X			ATIMS will add the configuration of forms with signature of PREA rules. Additionally ATIMS will allow for multi entry inmate note for logging re-distribution of PREA rules or to document PREA video presentation for redelivering of rules.
17.1.8		115.41	PREA (New Module)			X			Forms assigned to the inmate as a PREA screening with queues of these needing to be screened. Reports of those screened and exception notation if not in 72 ours. PREA reassessment 30 days queues. PREA incident triggers reassessment. This enhancement will be included in 17.1.2
17.1.9		115.43	Classification			X			ATIMS will integrate in to classification a 24 hour clock for assessment if involuntary segregation is required for PREA inmates. ATIMS will also add a 30 Queue of involuntary seg inmates available in class for reassessment.
17.1.10		115.51	Incidents	X					Use of request engine via kiosk. Request engine in general as well as the incident module.
17.1.11		115.52	PREA (New Module)		X				This requirement will be included in the enhancement for 17.1.2
17.1.12		115.61	ADMIN			X			ATIMS will make changes to security rights for privacy of PREA involved inmates.
17.1.13		115.62	Incidents	X					This is standard function of the ATIMS Incident module.
17.1.14		115.63	PREA (New Module)		X				This is a configured use of the request engine to the new PREA module and will be included in enhancement for 17.1.2
17.1.15		115.67	PREA (New Module)		X				This requirement will be included in the enhancement for 17.1.2
17.1.16		115.68	Incidents	X					This is standard function of the ATIMS Incident module.
17.1.17		115.71	PREA (New Module)			X			This requirement will be included in the enhancement for 17.1.2
17.1.18		115.73	PREA (New Module)			X			This requirement will be included in the enhancement for 17.1.2
17.1.19		115.78	Incidents	X					All are standard functions of the ATIMS incident module.

REQUIREMENTS

18 - CALEA (Reference CALEA+5th+Edition+Standards+03-22-14+(1).pdf

Vendor Response

Feature	Requirement	Module	For each requirement, place an "X" under the category below that best describes how your solution					Provide a narrative of how meeting each requirement would be achieved. E.g. What functionality is available out of the box or specifically what configuration or custom programming is needed to meet the requirement, etc.
			Out of the Box	With Configuration	With Custom Programming	Future Release	Cannot Meet	
18.1 - CALEA STANDARDS								
18.1.1	1.2.1 (M M M M) (LE1) Legal Authority Defined	System Wide	X					Most all of the requirements in the section refer to the agency having a policy regarding the subject. ATIMS provides a storage and retrieval space within the system for storage of these policies. Staff have these policies available for review at any time from every screen within the system
18.1.2	1.2.3 (M M M M) (LE1) Compliance with Constitutional Requirements	System Wide	X					
18.1.3	1.2.4 (M M M M) (LE1) Search and Seizure	System Wide	X					
18.1.4	1.2.5 (M M M M) (LE1) Arrest with/without Warrant	System Wide	X					
18.1.5	1.2.8 (M M M M) (LE1) Strip/Body Cavity Search	System Wide	X					ATIMS uses our forms engine to accomplish reporting requirements.
18.1.6	1.3.1 (M M M M) (LE1) Use of Reasonable Force	Incident	X					ATIMS has configured use of force reports for DCSO based on previous recommendations from prior published recommendations for the department.
18.1.7	1.3.2 (M M M M) (LE1) Use of Deadly Force	Incident	X					ATIMS has configured use of force reports for DCSO based on previous recommendations from prior published recommendations for the department.
18.1.8	1.3.4 (M M M M) (LE1) Use of Authorized Less Lethal Weapons	Incident	X					ATIMS has configured use of force reports for DCSO based on previous recommendations from prior published recommendations for the department.
18.1.9	1.3.5 (M M M M) (LE1) Rendering Aid After Use of Weapons	Incident	X					ATIMS has configured use of force reports for DCSO based on previous recommendations from prior published recommendations for the department.
18.1.10	1.3.6 (M M M M) (LE1) Reporting Uses of Force	Incident	X					ATIMS has configured use of force reports for DCSO based on previous recommendations from prior published recommendations for the department.
18.1.11	1.3.7 (M M M M) (LE1) Reviewing Reports of 1.3.6	Incident	X					ATIMS has configured use of force reports for DCSO based on previous recommendations from prior published recommendations for the department.
18.1.12	11.3.1 (M M M M) (LE1) Responsibility/Authority	Admin	X					ATIMS has a configurable user permissions module that will allow Denver SO to enable staff to have as much authority and the agency desires as well as limiting abilities as necessary.
18.1.13	11.4.5 (M M M M) (LE1) Notify CEO of Incident with Liability	Admin	X					ATIMS has a configurable notification system as well as full incident module that will meet this requirement.
18.1.14	12.1.2 (M M M M) (LE1) Command Protocol	Admin	X					ATIMS has a configurable user permissions module that will allow Denver SO to enable staff to have as much authority and the agency desires as well as limiting abilities as necessary.
18.1.15	12.1.3 (M M M M) (LE1) Obey Lawful Orders	System Wide	X					
18.1.16	41.2.1 (M M M M) (LE1) Responding Procedures	System Wide	X					
18.1.17	41.2.4 (M M M M) (LE1) Notification Procedures	System Wide	X					
18.1.18	41.2.7 (M M M M) (LE1) Mental Illness	System Wide	X					
18.1.19	42.1.6 (M M M M) (LE1) Criminal Intelligence	Classification	X					The classification module within the ATIMS JMS is designed to be used as an intelligence tracking module as well as classification as many agencies use their classification unit as an intel unit as well
18.1.20	42.2.1 (M M M M) (LE1) Preliminary Investigations Steps	System Wide	X					
18.1.21	42.2.10 (M M M M) (LE1) Interview Rooms	System Wide	X					
18.1.22	44.2.1 (M M M M) (LE1) Handling Offenders	System Wide	X					
18.1.23	44.2.2 (M M M M) (LE1) Procedures for Custody	System Wide	X					
18.1.24	46.1.2 (M M M M) (LE1) All Hazard Plan	System Wide	X					
18.1.25	46.1.3 (M M M M) (LE1) Command Function	System Wide	X					
18.1.26	46.1.4 (M M M M) (LE1) Operations Function	System Wide	X					
18.1.27	55.2.6 (M M M M) (LE1) Next-of-Kin Notification	System Wide	X					ATIMS has a built in contacts subsystem to assist in the notification of next of kin.
18.1.28	61.4.1 (M M M M) (LE1) Assistance, Highway Users	System Wide	X					

18.1.29	61.4.2 (M M M M) (LE1) Hazardous Highway Conditions	System Wide	X					The ATIMS subscription engine can be configured to do this along with email notification.
18.1.30	70.1.1 (M M M M) (LE1) Pre-transport Detainee Searches	System Wide	X					The information on searching officer can be entered in the system in multiple locations.
18.1.31	70.1.7 (M M M M) (LE1) Procedures, Escape	System Wide	X					
18.1.32	70.2.1 (M M M M) (LE1) Detainee Restraint Requirement	System Wide	X					The ATIMS alerts subsystem is available for use to document the restraints required for an inmate and are displayed anytime the inmate is viewed to ensure proper restraints are used.
18.1.33	81.2.2 (M M M M) (LE1) Continuous, Two-Way Capability	System Wide	X					
18.1.34	82.2.1 (M M M M) (LE1) Field Reporting System	System Wide	X					
18.1.35	82.2.2 (M M M M) (LE1) Reporting Requirements	System Wide	X					ATIMS has a full incident reporting module.
18.1.36	82.2.3 (M M M M) (LE1) Case Numbering System	System Wide	X					ATIMS provides for the storage of this data with in the database
18.1.37	83.2.1 (M M M M) (LE1) Guidelines and Procedures	System Wide	X					
18.1.38	83.2.4 (M M M M) (LE1) Equipment and Supplies	System Wide	X					
18.1.39	83.2.6 (M M M M) (LE1) Report Preparation	System Wide	X					
18.1.40	84.1.1 (M M M M) (LE1) Evidence/Property Control System	Property	X					ATIMS has a complete jail property control module for tracking all types of inmate property including property seized as evidence.

REQUIREMENTS

19 - ACA (Reference ACA Standards_2014 Standard Supplement_June 2014.pdf

Vendor Response

Feature	Requirement	Module	For each requirement, place an "X" under the category below that best describes how your solution					Provide a narrative of how meeting each requirement would be achieved. E.g. What functionality is available out of the box or specifically what configuration or custom programming is needed to meet the requirement, etc.
			Out of the Box	With Configuration	With Custom Programming	Future Release	Cannot Meet	
19.1 - ACA STANDARDS								
19.1.1	1A-04	System Wide	X					For requirements in this section that refer to the agency having a policy regarding the subject. ATIMS provides a storage and retrieval space within the system for storage of these policies. Staff have these policies available for review at any time from every screen within the system. For this particular requirement ATIMS provides functionality to track the items listed to document these activities.
19.1.2	1A-08	Incident	X					This type of activity can be tracked using the incident subsystem
19.1.3	1A-21	System Wide	X					This can be logged in the housing unit logs as well as the incident subsystem
19.1.4	1B-01	Transportation				X		This can be tracked in the current system by tracking the movement of the inmate in a future release in development all transport information will be tracked and available.
19.1.5	1C-11	System Wide	X					Tracking of inmate training and inspections can be completed within the ATIMS JMS
19.1.6	2A-05	Facility	X					ATIMS has a safety check rounds logging subsystem.
19.1.7	2A-06	Facility	X					This information can be tracked within the cell logging function
19.1.8	2A-08	Facility	X					Facility Logs track all staff making entries.
19.1.9	2A-11	Facility	X					Facility Logs track all staff making entries.
19.1.10	2A-12	Facility	X					Facility Logs track all staff making entries.
19.1.11	2A-16	Booking	X					This information is contained within the Booking subsystem
19.1.12	2A-17	Operations	X					ATIMS has a headcount function subsystem
19.1.13	2A-19	Intake	X					ATIMS has a medical prescreening function with an agency configurable medical questionnaire
19.1.14	2A-20	Intake	X					Property logging is available as an intake workflow step
19.1.15	2A-21	Intake	X					All of the functions listed are available as part of the ATIMS intake wizard. The wizard is agency configurable to meet the individual work flow of Denver SO and can be reconfigured at anytime.
19.1.16	2A-22	Intake	X					This function is available as part of the intake workflow
19.1.17	2A-25	Classification	X					ATIMS has a complete agency configurable classification system
19.1.18	2A-26	System Wide	X					Logging of this information is available system wide
19.1.19	2A-27	System Wide	X					ATIMS has a space for storage of the rules information that can be retrieved and given to the inmate as well as the ability to document and even have the inmate sign for this information.
19.1.20	2A-28	System Wide	X					Same as above. Additionally the ability to note area saturation of rules presentation can also be logged.
19.1.21	2A-29	System Wide	X					Same as above 2 answers
19.1.22	2A-30	Classification	X					All of this information can be tracked in the ATIMS classification system
19.1.23	2A-33	Classification	X					All of this information can be tracked in the ATIMS classification system
19.1.24	2A-34	Classification	X					All of this information can be tracked in the ATIMS classification system
19.1.25	2A-36	Classification	X					All of this information can be tracked in the ATIMS classification system
19.1.26	2A-37	System Wide	X					This information is available system wide in the ATIMS JMS
19.1.27	2A-38	Classification	X					This would be configured as a classification form
19.1.28	2A-39	System Wide	X					This information is available system wide in the ATIMS JMS
19.1.29	2A-40	Classification	X					All of this information can be tracked in the ATIMS classification system
19.1.30	2A-44	Classification	X					All of this information can be tracked in the ATIMS classification system
19.1.31	2A-45	System Wide		X				This would be configured as a system event and could automatically send notification to medical

19.1.32	2A-46	Classification	X					All of this information can be tracked in the ATIMS classification system
19.1.33	2A-47	Incident	X					This is a standard part of the ATIMS incident subsystem
19.1.34	2A-50	Incident					X	This function is currently in development for another client and will be provided to Denver SO at no cost.
19.1.35	2A-52	Facility	X					ATIMS has an agency configurable safety check subsystem to accomplish this task.
19.1.36	2A-53	Facility	X					This is part of the Cell Logging subsystem
19.1.37	2A-55	System Wide	X					This information is available in most areas of the system
19.1.38	2A-56	System Wide	X					This information is available in most areas of the system
19.1.39	2A-57	System Wide	X					This information is available in most areas of the system
19.1.40	2A-58	Facility	X					This can be logged as an inmate not with notification to necessary staff or may be done as an incident within the incident module.
19.1.41	2A-59	System Wide	X					This information is available in most areas of the system
19.1.42	2A-60	Mail Room					X	This function will be in the Mail room module in development for another client.
19.1.43	2A-61	Visitation	X					This is part of the visitation subsystem
19.1.44	2A-64	Facility	X					This is standard part of the inmate moving and logging subsystem
19.1.45	2A-65	Facility	X					This is standard part of the inmate moving and logging subsystem
19.1.46	2A-66	Facility	X					This is standard part of the inmate moving and logging subsystem
19.1.47	2B-01	Incident	X					This function is not only available in the incident module but customized forms have been created to the specs available from recent recommendations provided to Denver SO
19.1.48	2B-02	Inmate Info	X					Restrain applications can be documented via configurable forms within the system and are available system wide
19.1.49	2B-03	Inmate Info	X					This would be documented using the ATIMS form engine and attached to the inmate record.
19.1.50	2B-04	Inmate Info	X					This would be documented using the ATIMS form engine and attached to the inmate record.
19.1.51	2B-07	Incident	X					All of these items can be documented via the incident subsystem
19.1.52	2C-01	Facility	X					This information can be tracked via the cell logging subsystem
19.1.53	2C-03	Inmate Info	X					All of this information can be tracked and entered via the ATIMS forms engine and attached to the inmate record.
19.1.54	2C-04	Inmate Info	X					All of this information can be tracked and entered via the ATIMS forms engine and attached to the inmate record.
19.1.55	2C-05	Inmate Info	X					All of this information can be tracked and entered via the ATIMS forms engine and attached to the inmate record.
19.1.56	2C-06	Inmate Info	X					This information can be tracked at the inmate level as either part of the original search form or as part of the inmate logging function.
19.1.57	3A-02	Incident	X					This is all standard functions of the incident system
19.1.58	4A-01	Facility	X					This info can be logged in the inmate or Cell logging system
19.1.59	4A-09	Inmate Info	X					Agency configurable diet alerts with history are available as a standard part of the ATIMS system
19.1.60	4A-10	Inmate Info	X					Agency configurable diet alerts with history are available as a standard part of the ATIMS system
19.1.61	4A-18	Facility	X					This info can be logged in the inmate or Cell logging system
19.1.62	4B-02	Property	X					This is a standard function of the inmate supply subsystem
19.1.63	4B-03	Property	X					This is a standard function of the inmate supply subsystem
19.1.64	4B-04	Property	X					This is a standard function of the inmate supply subsystem
19.1.65	4B-05	Property	X					This is a standard function of the inmate supply subsystem
19.1.66	4C-02		X					NOTE Fee's waived if staff initiated
19.1.67	4C-04	Inmate Info	X					This would be handled as part of the ATIMS forms engine and attached to the inmate file
19.1.68	4C-20	Inmate Info	X					This can all be documented in the request engine and inmate tracking and logging subsystems
19.1.69	4C-22	Inmate Info	X					This would be handled as part of the ATIMS forms engine and attached to the inmate medical file
19.1.70	4C-23	Intake	X					This is a standard function of the ATIMS intake subsystem using the agency configurable medical prescreening form
19.1.71	4C-24	Intake	X					This is a standard function of the ATIMS intake subsystem using the agency configurable medical prescreening form
19.1.72	4C-26	Testing	X					This function is a standard part of the inmate testing subsystem

19.1.73	4C-29	Intake	X					This is a standard function of the ATIMS intake subsystem using the agency configurable medical prescreening form or may be done as a separate screening form.
19.1.74	4C-30	Testing	X					This function is a standard part of the inmate testing subsystem
19.1.75	4C-33	Inmate Info	X					This can be handled as part of the inmate logging subsystem as well as incorporated in the inmate supply subsystem
19.1.76	4C-41	Facility	X					This can be logged as part of the inmate and or cell logging subsystem
19.1.77	4D-12	Inmate Info	X					This would be tracked in the inmate contacts subsystem
19.1.78	4D-22-1	Inmate Info	X					This is handled within the ATIMS forms engine and attached to the inmate file
19.1.79	4D-22-2	Incident	X					This is tracked within the ATIMS incident Subsystem
19.1.80	4D-22-6	Inmate Info	X					All of these items can be documented via the incident subsystem or in the inmate logging system
19.1.81	4D-22-7	incident	X					This is tracked within the ATIMS incident Subsystem
19.1.82	4D-22-8	Inmate Info	X					ATIMS retains all records and does not automatically purge any
19.1.83	4D-23	Facility	X					These items can be tracked using the cell logging and inmate logging subsystem
19.1.84	5A-01	Programs	X					These are standard functions of the ATIMS programs module.
19.1.85	5B-02	Visitation	X					These are standard function of the ATIMS visitation subsystem.
19.1.86	5B-03	Visitation	X					These are standard function of the ATIMS visitation subsystem.
19.1.87	5B-04	Visitation	X					These are standard functions of the ATIMS programs module.
19.1.88	5B-10	Mail Room					X	This function will be in the Mail room module in development for another client.
19.1.89	5B-11	Inmate Info	X					This can be tracked as part of the inmate logging subsystem
19.1.90	5B-16	Inmate Info	X					This would be accomplished via the ATIMS forms engine and attached to the inmate file
19.1.91	5B-18	Release	X					These are all standard functions that can be added to the agency configurable release work flow process.
19.1.92	5C-01	Facility	X					This can be logged as part of the inmate and or cell logging subsystem
19.1.93	5C-02	Facility	X					This can be logged as part of the inmate and or cell logging subsystem
19.1.94	5C-03	Facility	X					This can be logged as part of the inmate and or cell logging subsystem
19.1.95	5C-04	Facility	X					This can be logged as part of the inmate and or cell logging subsystem
19.1.96	5C-06	Work Crew	X					This is a standard function of the ATIMS work crew subsystem
19.1.97	5C-08	Work Crew	X					This is a standard function of the ATIMS work crew subsystem
19.1.98	6A-01	Visitation	X					ATIMS uses out visitation subsystem to track not only personal but professional visitation as well.
19.1.99	6A-02	Visitation	X					ATIMS uses out visitation subsystem to track not only personal but professional visitation as well.
19.1.100	6A-03	Facility	X					This can be logged as part of the inmate and or cell logging subsystem
19.1.101	6A-05	Inmate Info	X					This can be accomplished via the inmate logging subsystem
19.1.102	6A-07	incident	X					This can be tracked via the incident subsystem
19.1.103	6B-02	Grievance	X					This would be accomplished via reporting via the grievance subsystem
19.1.104	6B-03	Facility	X					This can be reviewed in the cell logging subsystem
19.1.105	6B-04	Facility	X					This can be reviewed in the cell logging subsystem
19.1.106	6B-05	Facility	X					This can be reviewed in the cell logging subsystem
19.1.107	6C-02	incident	X					This documentation can be made in the incident subsystem
19.1.108	6C-03	incident	X					This is a standard part of the ATIMS incident subsystem
19.1.109	6C-04	incident	X					This is a standard part of the ATIMS incident subsystem
19.1.110	6C-05	incident	X					This is a standard part of the ATIMS incident subsystem
19.1.111	6C-06	incident	X					This is a standard part of the ATIMS incident subsystem
19.1.112	6C-07	incident	X					This is a standard part of the ATIMS incident subsystem
19.1.113	6C-08	incident	X					This is a standard part of the ATIMS incident subsystem
19.1.114	6C-09	incident	X					This is a standard part of the ATIMS incident subsystem
19.1.115	6C-10	incident	X					This is a standard part of the ATIMS incident subsystem

19.1.116	6C-11	incident	X					This is a standard part of the ATIMS incident subsystem
19.1.117	6C-12	incident	X					This is a standard part of the ATIMS incident subsystem
19.1.118	6C-13	incident	X					This documentation can be made in the incident subsystem
19.1.119	6C-14	incident	X					This is a standard part of the ATIMS incident subsystem
19.1.120	6C-15	incident	X					This is a standard part of the ATIMS incident subsystem
19.1.121	6C-16	incident	X					The incident is not removed but is documented and labeled as not founded.
19.1.122	6C-19	Facility	X					This can be logged in the housing unit logs as well as the incident subsystem
19.1.123	7D-19	Intake	X					These are all available to be applied to the agency configurable work flow.
19.1.124	7D-20	Inmate Info	X					All of these items are contained as a standard part of the inmate information that is retained.

I. Purpose & Instructions

This document provides technical questions for the RFP to be answered by vendors. Please provide all answers, diagrams, and requested documentation in RFP responses as appendices and reference them by that location throughout the rest of your RFP response.

For your response to be considered, all technical requirements questions and request for data must be answered.

For additional technical standards and questions, please see the RFP Cloud Services and Technology Standards documents.

II. Diagrams

1. Please provide a System Context Diagram

A system context diagram (SCD) in software engineering and systems engineering is a diagram that defines the boundary between the system, or part of a system, and its environment, showing the entities that interact with it. This diagram is a high-level view of a system.

Context models are used to illustrate the operational context of a system - they show what lies outside the system boundaries. Context diagrams provide the development scope of the project. See ATIMS system context diagram below.

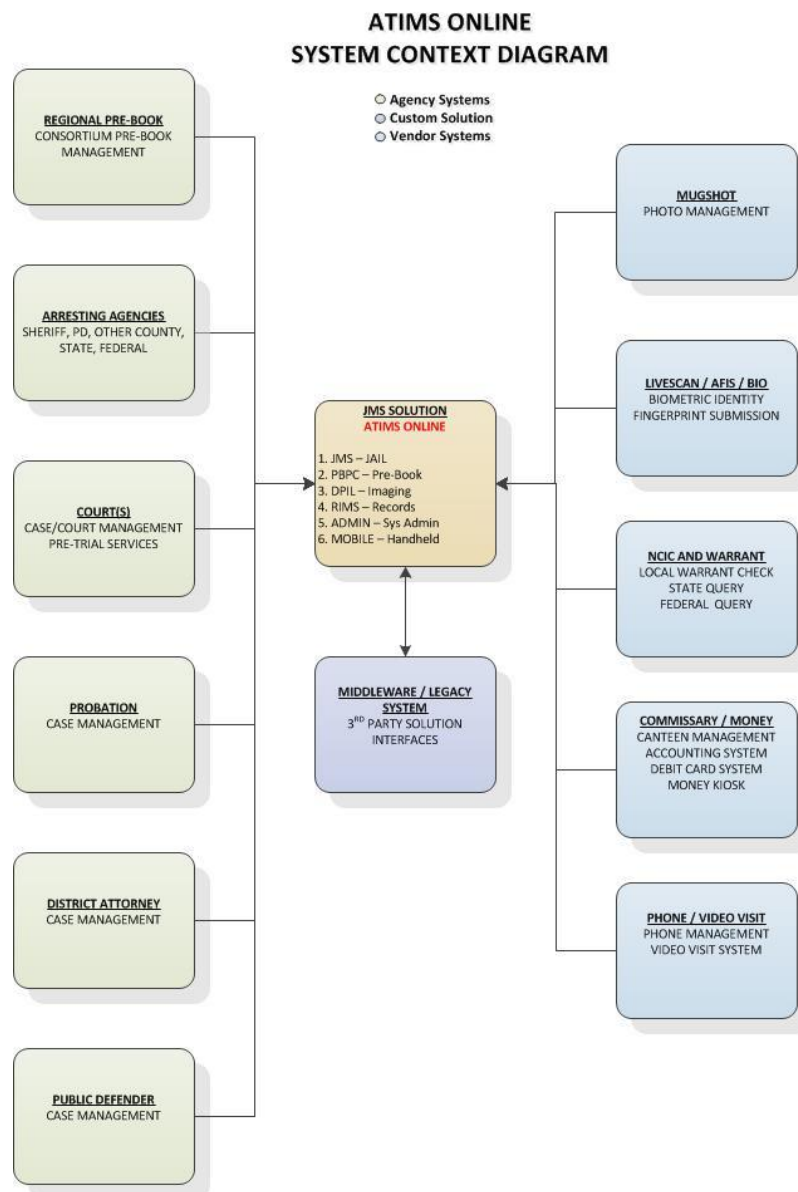


Figure 1: ATIMS System Context Diagram

2. Please provide a Data Flow Diagram

A data flow diagram (DFD) is a graphical representation of the “flow” of data through an information system, modeling its process aspects. A DFD is often used as a preliminary step to create an overview of the system, which can later be elaborated. DFDs can also be used for the visualization of data processing (structured design).

A DFD shows what kind of information will be input to and output from the system, from where the data will come and where it will go, and where the data will be stored. It does not show information about the timing of process or information about whether processes will operate in sequence or in parallel (which is shown on a flowchart).

The ATIMS data flow diagram is provided on the following page.

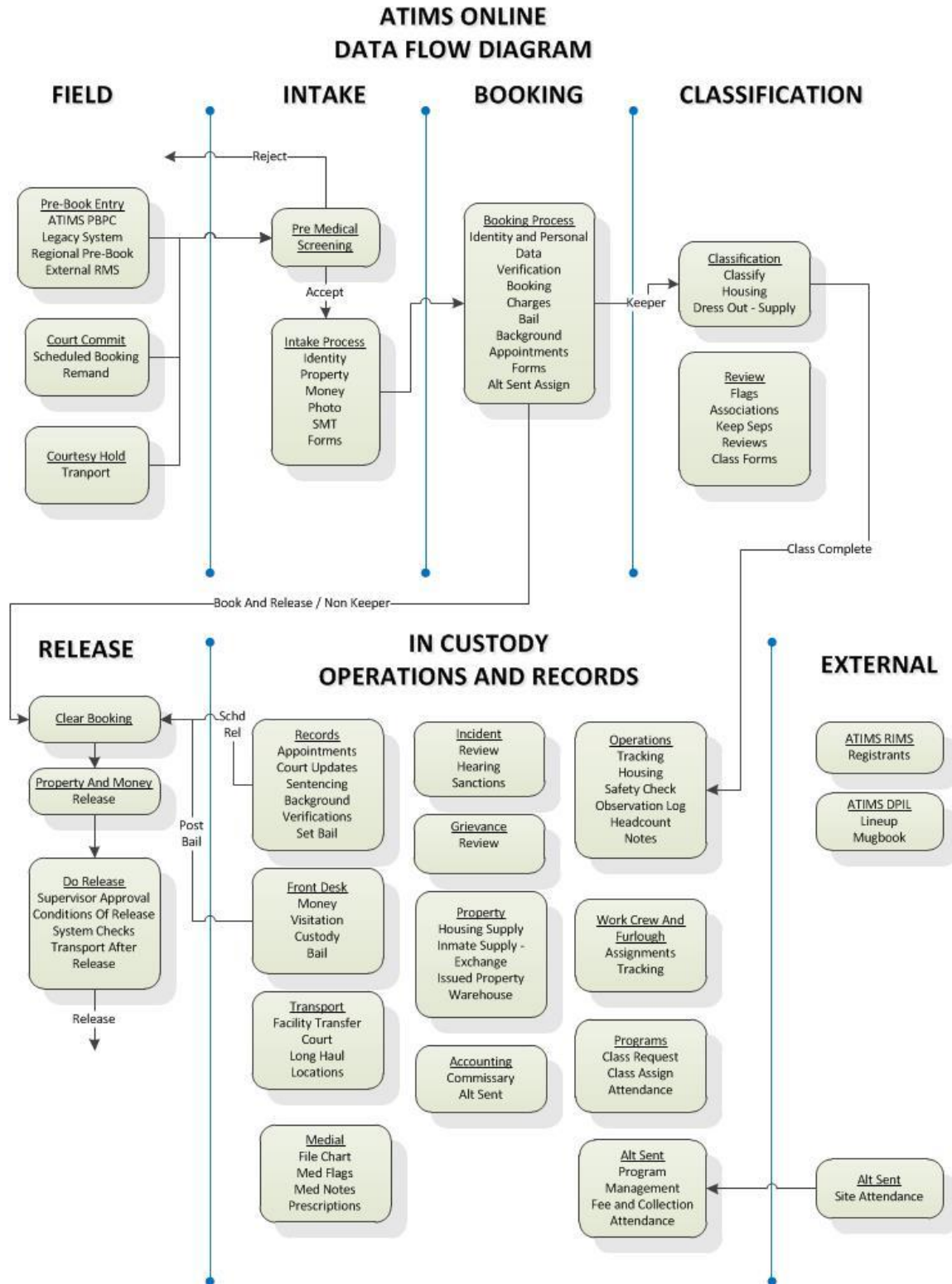


Figure 2: ATIMS Data Flow Diagram

3. Please provide a Communication Engineering Diagram

A Communication Engineering diagram describes the communication between assets in the technology architecture. Logical connections are defined between the client and server components and identifies network boundaries and network infrastructure. It does not describe the information format or content does address protocol and capacity issues.

ATIMS is a thin-client based system. The user interaction is through a browser window. The presentation is tabular-based like most modern websites.

Servers

The overall ATIMS architecture consists of 2 or optionally 3 servers:

- Web Server – Running IIS
- Database server – MS SQL Server
- (Optional) Biometrics server – local bio-identification

Environment

Within an implementation, there may be one or more environment. An environment consists of:

- A website on the Web Server running on IIS - ATIMS ONLINE
- A website on the Web Server running WCF on IIS - ATIMS SERVICE
- A database on the Database Server - ATIMS DB
- A file repository to store files on the Database Server or network drive - ATIMS DIR
- Typically, an agency will have 3 environments—LIVE, TEST and TRAINING. However, any number of environments can be added. All environments may reside on one dedicated web and database server or can be broken into multiple servers based on agency request.

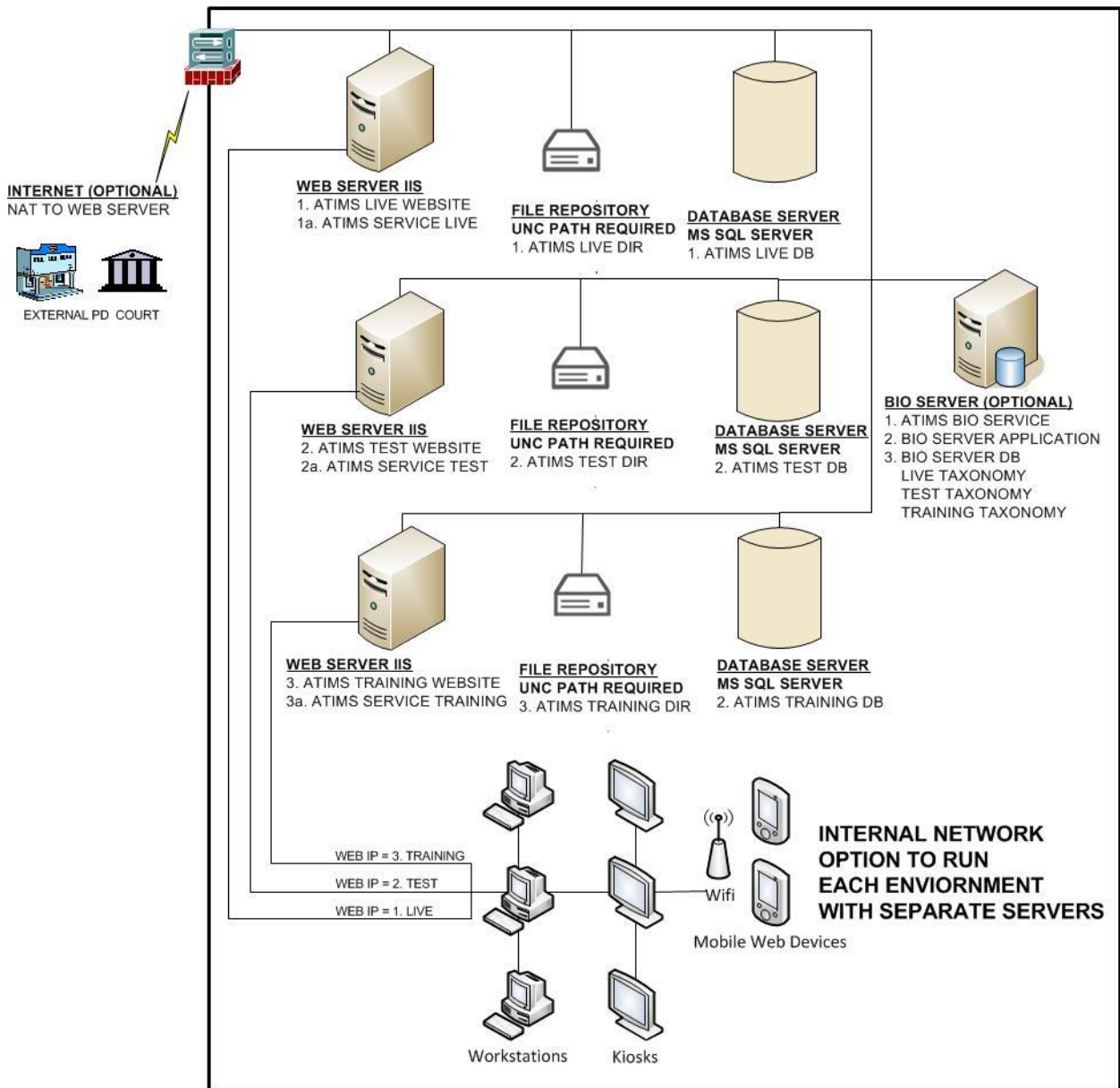


Figure 3: ATIMS Communication Engineering Diagram

Database Server

- The database server is standardized on MS SQL Server.
- Each environment will have its own database named accordingly.
- ATIMS maintains scripts for version control. As such, the TEST Environment is updated prior to LIVE and TRAINING.
- Database schema and ERD will be provided.

Web Server

- The Web Server utilizes IIS for publishing.
- The client can control external web access or run completely Intranet for security reasons.
- Each Environment will be configured to publish ATIMS ONLINE website.

- Each Environment may or may not contain ATIMS SERVICE. Depending on needs, ATIMS SERVICE will be turned on to run interfaces against an instance of ATIMS ONLINE.
- ATIMS SERVICE is a standalone website running a web service host utilizing WCF to exchange data from and to ATIMS DB. It can be accessed by any 3rd party application to interface with ATIMS. In fact, ATIMS ONLINE is also a client of ATIMS SERVICE.
- ATIMS ONLINE uses a virtual directory to expose the file repository so that permission rights are handled at the server for file access. ATIMS DB contains pointers via the virtual directory to access these files.

4. Please provide a Technical Architecture Diagram

A description of the structure and interaction of the platform services and logical physical technology components.

ATIMS JMS leverages underlying Windows technologies – IIS, SQL Server, SOAP Web Services, etc. IIS hosts two applications per environment – ATIMS Online and ATIMS Service. ATIMS Service provides a Web Services host that enables bi-directional programmatic interface for integration with third-party applications, in addition to batch export capabilities.

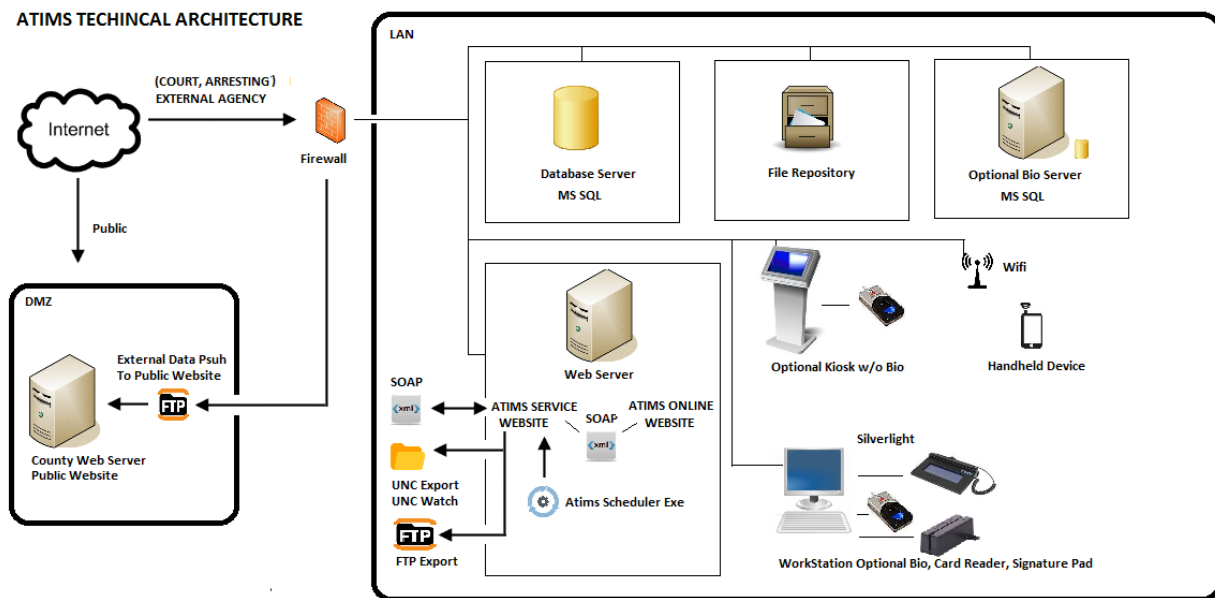


Figure 4: ATIMS Technical Architecture Diagram

III. Questions & Additional Information

1.0 Describe the technical competitive advantages your organization demonstrates in providing the services as outlined in the RFP; and how these advantages distinguish your organization from the competition?

ATIMS has established a successful business built around three primary themes:

- an exclusive focus on the needs of corrections at the jail level;
- incorporation of best practices and innovation from across our client base into our proven software solutions for jails; and
- a commitment to understanding the processes and requirements of the jail business.

The corrections industry is now in a transformative phase, having reached an unsustainable level of cost, coping with high rates of incarceration and recidivism. Within IT, initial reservations to emerging technologies like mobile or cloud computing (over concerns about data security) have dramatically given way to embrace of their potential to help control expenditures. The central value proposition for ATIMS is the operational benefits it can offer in terms of reducing transaction times and management overhead of high transaction volumes, and supporting agency application of best-practices, and in so doing contribute to reducing operational costs.

With regard to technology, ATIMS Online brings modern technology with a stable product roadmap and provides many more options for reducing overall cost of ownership, through web-based application, configurable interfaces; and alternative, optional, cloud-based delivery models for some or all system components.

The business features of ATIMS Online provides functional breadth and depth of jail management modules; enabling improved cross-agency coordination and allows client agencies to respond to business and legislative changes at low-to- no-cost, through application of the product’s configurability.

2.0 What are your system’s high availability capabilities?

For a given software application or service, high availability (HA) is ultimately measured in terms of the end user’s experience and expectations.

The principal goal of a high availability solution is to minimize or mitigate the impact of downtime. A sound strategy for this optimally balances business processes and Service Level Agreements (SLAs) with technical capabilities and infrastructure costs.

A platform is considered highly available per the agreement and expectations of customers and stakeholders. The availability of a system can be expressed as this calculation:

$$\frac{\text{Actual Uptime}}{\text{Expected Uptime}} \times 100\%$$

The resulting value is often expressed by industry in terms of the number of 9's the solution provides; meant to convey an annual number of minutes of possible uptime, or conversely, minutes of downtime.

Number of 9's	Availability Percentage	Total Annual Downtime
2	99%	3 days, 15 hours
3	99.9%	8 hours, 45 minutes
4	99.99%	52 minutes, 34 seconds
5	99.999%	5 minutes, 15 seconds

The ATIMS JMS application is capable of high availability, consistent with the HA capability of the underlying platform. Specifically,

- Web Server can be deployed as a farm behind the load balancer / failover device. This allows system administrators to perform even scheduled maintenance without taking the application down. The application doesn't require write capabilities on the Web Server.
- Database server HA relies on SQL Server HA solutions. For example, a client can use Always On Failover Cluster Instance available in SQL Server 2016. For earlier versions, clients typically use Log Shipping or Database Mirroring. ATIMS JMS fully supports any HA approach that the client prefers.
- For file storage of mugshots, the most common high-availability solution is SAN. Notethat the system is still functional (although in degraded mode) if file storage is not available.

3.0 What are your system's disaster recovery capabilities?

Disaster recovery (DR) involves a set of policies and procedures to enable the recovery or continuation of vital technology infrastructure and systems, which support critical business services, following a disaster.

You can both measure the impact, and set recovery goals in terms how long it takes to get back in business, and how much time latency there is in the last transaction recovered:

- **Recovery Time Objective (RTO).** This is the duration of the outage. The initial goal is to get the system back online in at least a read-only capacity to facilitate investigation of the failure. However, the primary goal is to restore full service to the point that new transactions can take place.
- **Recovery Point Objective (RPO).** This is often referred to as a measure of acceptable data loss. It is the time gap or latency between the last committed data transaction before the failure and the most recent data recovered after the failure. The actual data loss can vary depending upon the workload on the system at the time of the failure, the type of failure, and the type of high availability solution used.

As described below, the ATIMS JMS doesn't add any delay to disaster recovery metrics. ATIMS will work with the DSD to facilitate is the RTO's defined.

- Application RTO is less than 15 minutes, once Web server is provisioned. Note, that in our disaster recovery testing database RTO usually takes longer – that is, application RTO is not on a critical path. However, in high availability *database* environments (e.g., Always On cluster) and absence of high-availability webserver environment, this may not be the case. We strongly recommend that the HA posture of the web server matches that of the database. The ATIMS engineering team provide assistance to the client in setting up this infrastructure.
- The Database RTO is totally dependent on the client’s database infrastructure. It can vary from 0 in HA cluster to several days if a new server has to be provisioned
- RPO is also dependent on the database and storage infrastructure. Usual log shipping interval is 15 minutes, getting RPO to be 15 minutes as well. With current RAID technologies file RPO should be no more than a few seconds.

4.0 Describe in detail the web services your system provides and provide associated/supporting documentation.

ATIMS Web Services layer allows the agency to configure real-time SOAP-based interfaces with third-party applications without the need to change or recompile the source code of the core application.



Figure 5: Interface Export Screen Shot

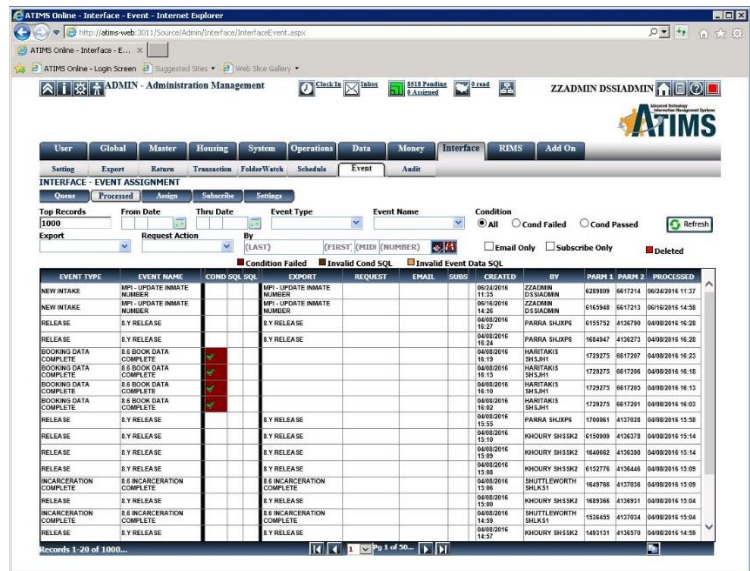


Figure 6: ATIMS Administration Module, Interface Event Assignment

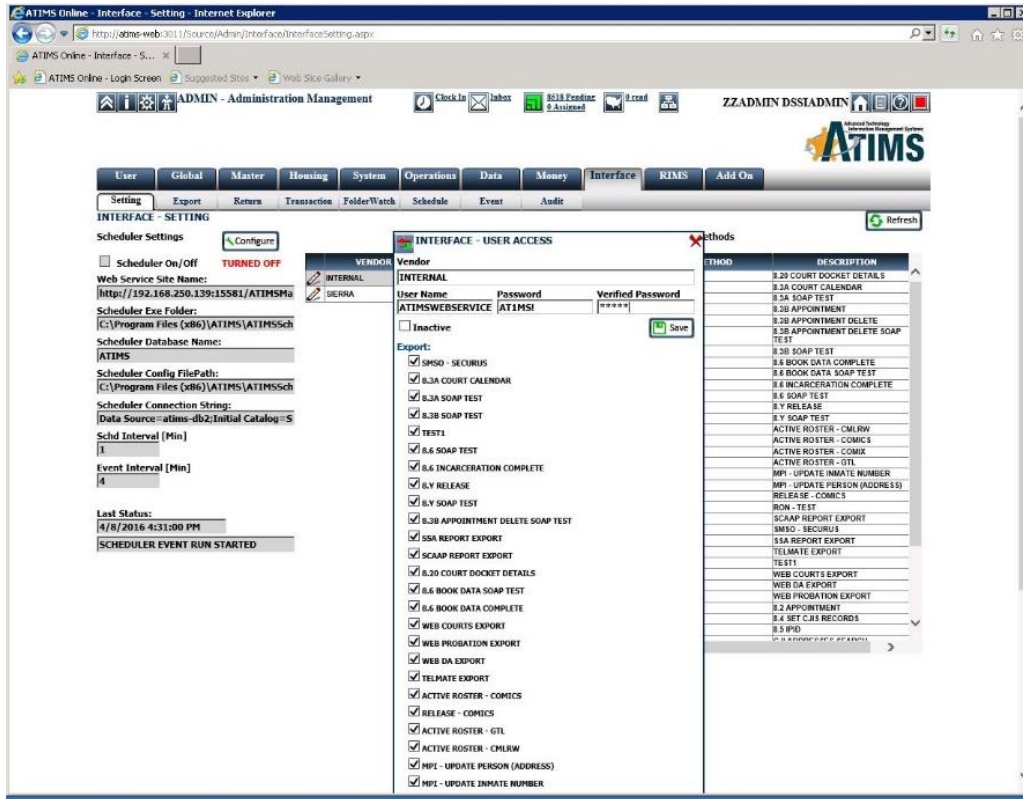


Figure 7: ATIMS Interface User Access

5.0 Describe in detail the data interfaces your system provides and provide associated/supporting documentation.

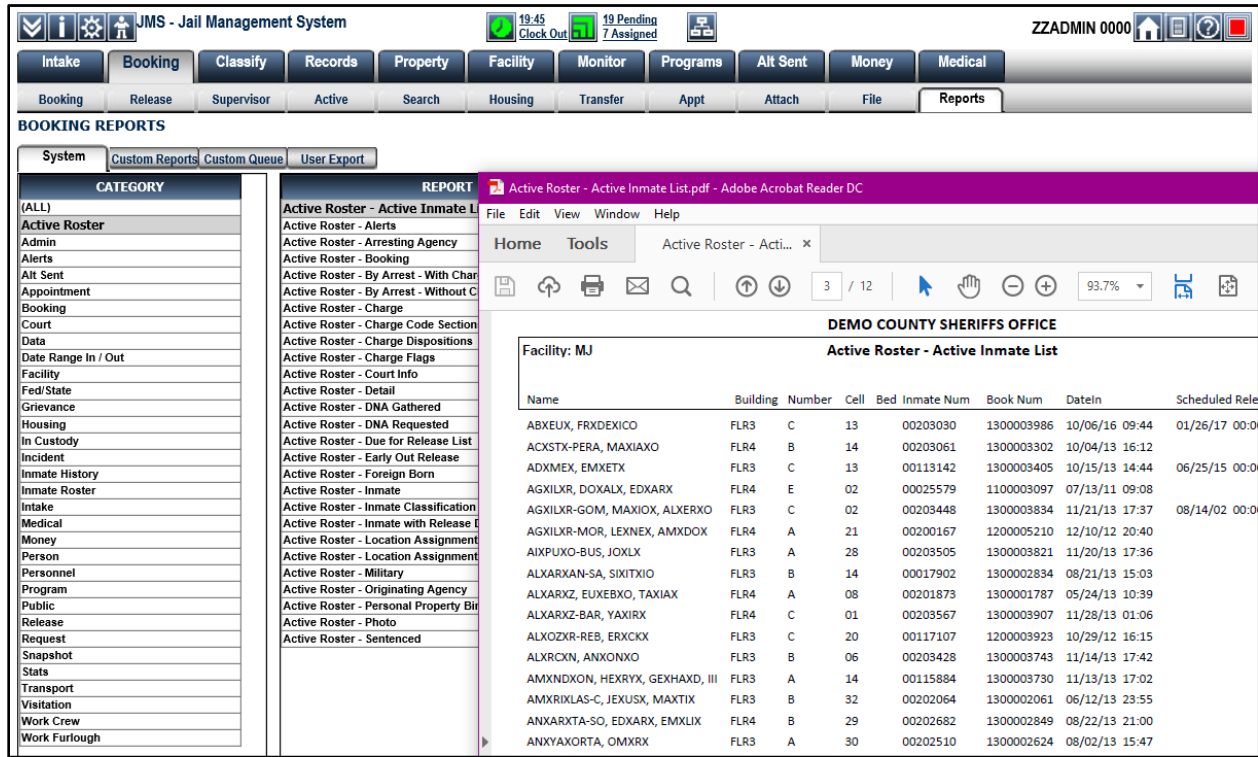
ATIMS uses a centralized approach for all interfaces to 3rd party vendors. The architecture is composed of running a website service host on a virtual IP. This is separate from the actual ATIMS website. The service is modular in design and offers 3 different types of methods:

- An export method allows data extraction from the database to an FTP, UNC Path or external Web service client formatted to a delimited text file or XML schema. Each export method is authenticated by vendor and an unlimited amount of exports can be created. The export can be initiated on a timed interval, time of day, or external web service call. The ATIMS software is used as a client of the web service to initiate exports from the ATIMS product, just like any other vendor.
- A return method for data extraction will allow return of XML schema to the calling client, the system can setup any amount of return based on 3rd party vendor specifications. This can be used for many purposes such as identification or active roster returns. The returns are based on input parameters and a database driven SQL call to format the XML.
- A method for money transaction that will allow 3rd parties to post or debit to inmate trust accounts.

6.0 Describe your system capabilities around standard reporting.

ATIMS offers a detailed set of reports as well as custom queues for the ease of access to data.

The system also produces state and federally mandated reports like the Jail Profile Survey, SSA, SCAAP, etc. Additionally, the majority of reports including statistical reports, can be broken down by facility—providing an Agency with specific information for each of its facilities.



The screenshot shows the JMS - Jail Management System interface. At the top, there are navigation tabs for Intake, Booking, Classify, Records, Property, Facility, Monitor, Programs, Alt Sent, Money, and Medical. Below these are sub-tabs for Booking, Release, Supervisor, Active, Search, Housing, Transfer, Appt, Attach, File, and Reports. The 'Reports' tab is selected, and a 'BOOKING REPORTS' section is visible with sub-tabs for System, Custom Reports, Custom Queue, and User Export. A report titled 'Active Roster - Active Inmate List.pdf' is open in a window, displaying a table of inmate data for the 'DEMO COUNTY SHERIFFS OFFICE' at 'Facility: MJ'. The table includes columns for Name, Building, Number, Cell, Bed, Inmate Num, Book Num, Datein, and Scheduled Release.

Name	Building	Number	Cell	Bed	Inmate Num	Book Num	Datein	Scheduled Release
ABXEUX, FRXDIXICO	FLR3	C	13		00203030	1300003986	10/06/16 09:44	01/26/17 00:00
ACXSTX-PERA, MAXIAXO	FLR4	B	14		00203061	1300003302	10/04/13 16:12	
ADXMEX, EMXETX	FLR3	C	13		00113142	1300003405	10/15/13 14:44	06/25/15 00:00
AGXILXR, DOXALX, EDXARX	FLR4	E	02		00025579	1100003097	07/13/11 09:08	
AGXILXR-GOM, MAXIXO, ALXERXO	FLR3	C	02		00203448	1300003834	11/21/13 17:37	08/14/02 00:00
AGXILXR-MOR, LEXNEX, AMXDXX	FLR4	A	21		00200167	1200005210	12/10/12 20:40	
AIXPUXO-BUS, JOXJX	FLR3	A	28		00203505	1300003821	11/20/13 17:36	
ALXARXAN-SA, SIXITXIO	FLR3	B	14		00017902	1300002834	08/21/13 15:03	
ALXARXZ, EUXEBXO, TAXIAX	FLR4	A	08		00201873	1300001787	05/24/13 10:39	
ALXARXZ-BAR, YAXIRX	FLR4	C	01		00203567	1300003907	11/28/13 01:06	
ALXOZXR-REB, ERXCXK	FLR3	C	20		00117107	1200003923	10/29/12 16:15	
ALXRCXN, ANXONXO	FLR3	B	06		00203428	1300003743	11/14/13 17:42	
AMXNDXON, HEXRYX, GEXHAXD, III	FLR3	A	14		00115884	1300003730	11/13/13 17:02	
AMXRILAS-C, JEXUSX, MAXTIX	FLR3	B	32		00202064	1300002061	06/12/13 23:55	
ANXARXTA-SO, EDXARX, EMXLIX	FLR4	B	29		00202682	1300002849	08/22/13 21:00	
ANXYAXORTA, OMXRX	FLR3	A	30		00202510	1300002624	08/02/13 15:47	

Figure 8: Sample Reports Generation

Custom Queues allow lists to be created for easy access of data and reporting:



The screenshot shows the 'CUSTOM QUEUE' configuration window. It features a table with columns for GROUP, NAME, DESCRIPTION, and SUB MODULE. The table lists various queue configurations, including 'ALL 3056 IN CUSTODY', '3056 ONLYS', '3056 AND LOCAL', '3056 SENT AND LOCAL', '3056 SENT ONLY', 'MR AND NO H/D', 'IN CUSTODY', 'ICE HOLDS', 'OUT OF COUNTY HOLDS', 'PARAM TEST', 'SENT % COMPLETE', 'UPCOMING RELEASES', 'ALL TO DATE', and 'IN CUSTODY'. Each row includes a 'Deleted' checkbox and an 'Add Custom Queue' link.

GROUP	NAME	DESCRIPTION	SUB MODULE
<All>	ALL 3056 IN CUSTODY	ALL INMATES ON ACTIVE PAROLE HOLD	JMS - Booking - Reports
3056 INMATES	3056 ONLYS	INMATES ONLY HELD ON BOOKING W 3056 CHARGES	JMS - Booking - Reports
EXTRADITION HOLDS	3056 AND LOCAL	INMATES W ACTIVE 3056 AND ACTIVE LOCAL	JMS - Booking - Reports
ICE INMATES	3056 SENT AND LOCAL	LIST OF SENTENCED 3056S WITH LOCAL CHGS	JMS - Booking - Reports
OOO HOLDS	3056 SENT ONLY	INMATES W ONLY 3056 SENTENCED. NO OTHER CASES	JMS - Booking - Reports
PARAM TEST	MR AND NO H/D	MR AND NO H/D	JMS - Booking - Reports
RELEASE QUEUES	IN CUSTODY	EXTRADITION HOLDS IN CUST	JMS - Booking - Reports
STATE HOSPITAL SENT	ICE HOLDS	INMATES ON IMMIGRATION HOLDS	JMS - Booking - Reports
STATE PRISONER HOLDS	OUT OF COUNTY HOLDS	OUT OF COUNTY HOLD INMATES	JMS - Booking - Reports
TEST	PARAM TEST	PARAM TEST	JMS - Booking - Reports
	SENT % COMPLETE	LISTS INMATES AND % SENT COMPLETED	JMS - Booking - Reports
	UPCOMING RELEASES	INMATES DUE TO BE RELEASED IN 7 DAYS WITH CHG FLAG	JMS - Booking - Reports
	ALL TO DATE	DISPLAY INMATES SENT TO STATE HOSP TO DATE	JMS - Booking - Reports
	IN CUSTODY	SENTENCED TO STATE HOSP, IN CUST	JMS - Booking - Reports
	IN CUSTODY	STATE PRISONER HOLDS IN CUSTODY	JMS - Booking - Reports

Figure 9: Custom Queues

ATIMS provides a statistical gathering stored procedure that runs nightly, providing DSD with the ability to access statistical information. This allows the generation of statistical data to be fast with minimal performance impact. The “Monitor” module provides dashboard views of various statistical information. Custom Queues (seen above), can also be added to any module for additional views.

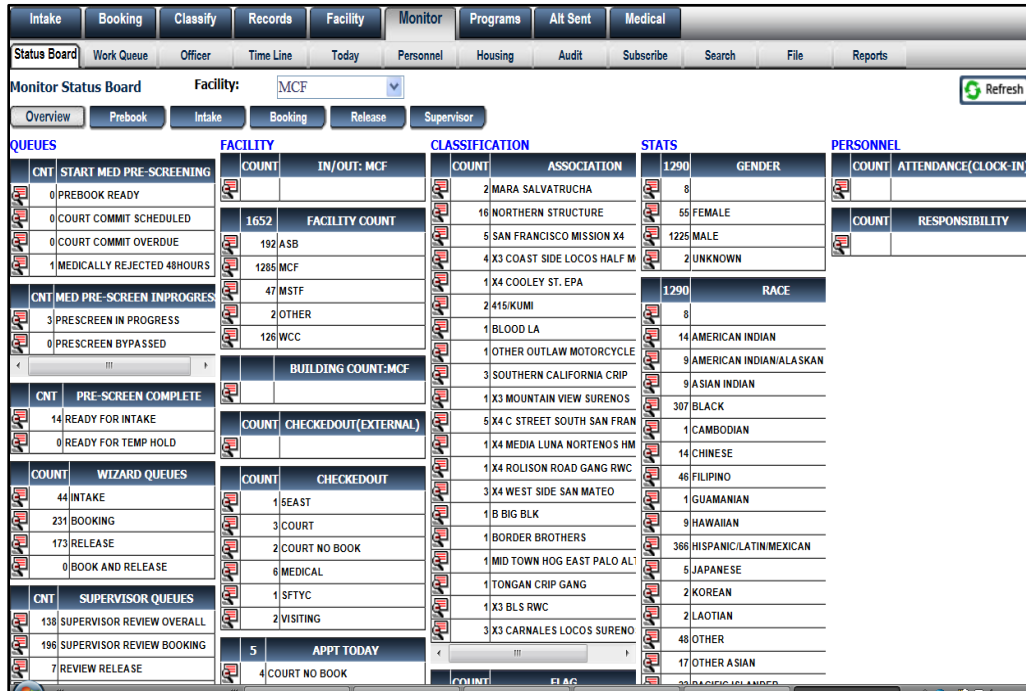


Figure 10: Monitor Module

ATIMS provides numerous reports out of the box, as well as the forms engine. Combined, it is anticipated that the majority of DSD’s reporting and forms needs will be met. For any additional reporting requirements, ATIMS has included a number of report consulting hours to be utilized as needed.

Additionally, as part of most contract negotiations, ATIMS offers an annual schedule of hours/total value to provide custom report/query/dashboard, training and interface development above what is included as part of the original implementation. ATIMS standard Maintenance & Support Agreement is attached in Section 4 as Appendix I, with proposed annual allotment of development hours and rates towards reports/queries, dashboard, interfaces, and training. If product enhancement is requested, it may be a professional services fee as per the hourly rate, shown in the Sample Agreement. ATIMS can include legislative configuration time in the annual Reporting, Training and Interface needs as part of the Agreement if DSD desires this as an added benefit in your annual allotment.

7.0 Describe your system capabilities around ad-hoc reporting.

The ATIMS system has more than 200 canned reports to meet the reporting needs of our clients. For each of these reports, ATIMS provides for appropriate filters that can be applied to each of these reports thus allowing the client AD hoc style reporting without requiring the time investment of learning to use a report writing tool. For those agencies who wish to use a report writing tool, Crystal Reports is available as an option at no

additional cost.

8.0 Describe your system capabilities around integrating with 3rd party reporting tools.

The current ATIMS system is integrated with Crystal reports. Agencies can write their own custom reports utilizing the ATIMS database. ATIMS philosophy is that the data contained within our system belongs to the client and we provide them with an ERD and data dictionary as part of implementation, and we update them as changes are made to the database. ATIMS not only allows for the use of crystal reports but we provide for front end integration within the ATIMS software. When the client (or ATIMS) designs a custom report, the report can then be placed within any module of the ATIMS software desired. These reports then become available to staff who are granted access. These reports can also be scheduled to be automatically delivered but the ATIMS event engine at required times.

While Crystal Reports has been the industry standard for reporting for year the industry has transitioned to the use SQL reporting services (SSRS). In keeping current with industry standards ATIMS will transition to SSRS for our next major revision of the software, which is currently in development.

9.0 Describe how your system utilizes multiple environments (i.e. Production and Non-Production).

ATIMS is a thin-client based system. The user interaction is through a browser window. The presentation is tabular-based like most modern websites.

Since ATIMS is web based, each environment can be run as a unique web site. This website can be run on the same IIS server or may be placed on a separate IIS server. This allows the agency flexibility in deployment. Typically, an agency will have three (3) environments—LIVE, TEST and TRAINING. However, any number of environments can be added. All environments may reside on one dedicated web and database server or can be broken into multiple servers based on agency request.

ATIMS recommends this set up as it allows agencies to conduct training on a configuration exactly like the live environment without compromising data integrity on the production environment. The test environment allows system admins to test out new functionality and enhancements without affecting either the test or production environment. Each instance has its own separate data base as well allowing for complete data separation.

10.0 Describe in detail and provide all applicable documentation for your data conversion process, if one is required.

As a standard part of the project kickoff, typically ATIMS asks the Client Agency to provide a data dictionary, table definitions, and relationship diagrams (if available). Our data conversion process includes extracting data from an existing database (the “legacy” system) and converting it into a format/structure that is usable within the ATIMS JMS. The plan serves as a general approach to the conversion of data from different systems as may be specified within the RFP.

Following are the critical Events during the Data Conversion Phase:

- Early in the project, DSD will provide a sample of the data to be converted. It is critical that all data types and all databases contracted for conversion be represented in the conversion sample.
- Our Data Specialists will analyze the conversion sample and generate an analysis report. The conversion analysis report will break down the contents of the conversion sample by data type and will clearly state what can be converted, what cannot be converted, and where more information is needed.
- DSD approval for conversion analysis report.
- ATIMS will begin building the scripts and templates that will be used for Conversion. As necessary, there may be additional requests for screen shots and/or sample reports from the legacy system for clarification.
- Data Mapping – Data mapping, involves mapping data fields between the legacy database and ATIMS’s database. Conversion rules are also established, ensuring that legacy data will appear in the proper fields in the ATIMS JMS.

Conversion – Conversion, the second part of Data Conversion, involves manipulating the extracted legacy system data using the scripts and templates developed during Data Mapping, and includes at least two conversion runs: Primary Conversion and Final Conversion.

- Primary Conversion – Primary Conversion is a conversion test run used to find and correct any errors prior to Final Conversion.
 - Following agency approval of the conversion analysis report, ATIMS will proceed with Primary Conversion using the data provided by the agency
 - The Primary Conversion will be installed within an ATIMS database separate from the live database on the server.
 - Using ATIMS’s JMS and guidance from our staff, the agency will review the Primary Conversion for issues (incorrect placement of data, missing data elements, etc.).
 - If issues are found with the Primary Conversion, our Data Specialists will correct them, re-run the Primary Conversion, and then re-install it (with corrections) on the server.
 - A second review by the agency will follow, with subsequent reworks and reviews of the Primary Conversion as necessary.
 - Once all necessary changes have been made, the agency will issue approval for the Final Conversion run.

Final Conversion – Final Conversion is the last conversion run and is performed only after the Primary Conversion has been approved. All converted data is intermingled with data entered into the live database by Agency personnel. With migration, searches in the live database by agency personnel will return results containing both conversion data and live data. Migration is done onsite at the Agency and needs to be performed prior to Go-Live.

11.0 Describe your system’s records management functionality as applicable.

ATIMS uses the Inmate file tab for Inmate Records Management. This is the equivalent of an inmate’s paper file. All information can be accessed from this location. Based on experience with many facilities, their needs and installation of our software, personnel assigned to this area often receive information from such a wide variety of

sources that creating wizard steps is counterproductive. As shown below, DSD staff can select from any category to update information for an inmate's file.



Figure 11: Inmate File Tab (Inmate Records Management)

12.0 Is your system architected to support the allowance of mobile devices to access the application?

ATIMS offers a browser-based application that can open on any mobile web device. This allows a facility the flexibility to purchase any tablet or server they want – it can also run from any mobile phone (if desired or allowed by the facility).

The application is currently designed specifically for Housing Officers. It allows the Housing Officers freedom within the Units to track movements of Inmates, execute Headcounts, review Inmate files, see Inmate Rosters with photos, receive and send internal requests regarding Inmates and manage housing unit locations (i.e. damaged cell needing maintenance). When coming on duty, an Officer can also review the location notes regarding the housing activities and responsibilities performed by the previous officer/shift.



Figure 12: Officer Home Page

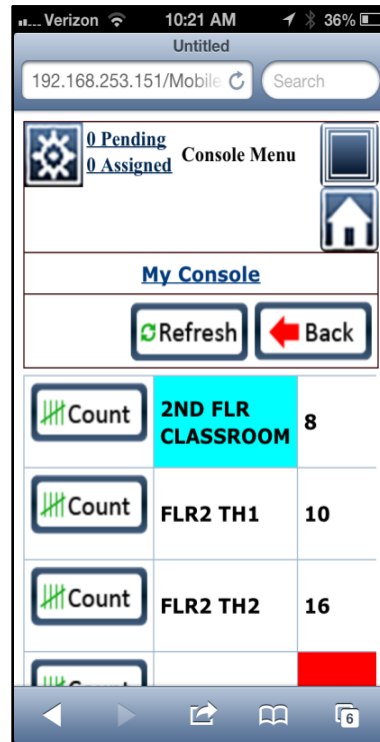


Figure 13: Officer Head Count

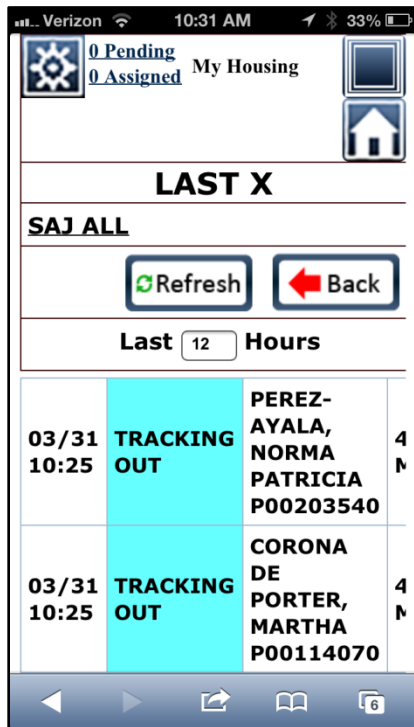


Figure 14: Review of Housing Notes

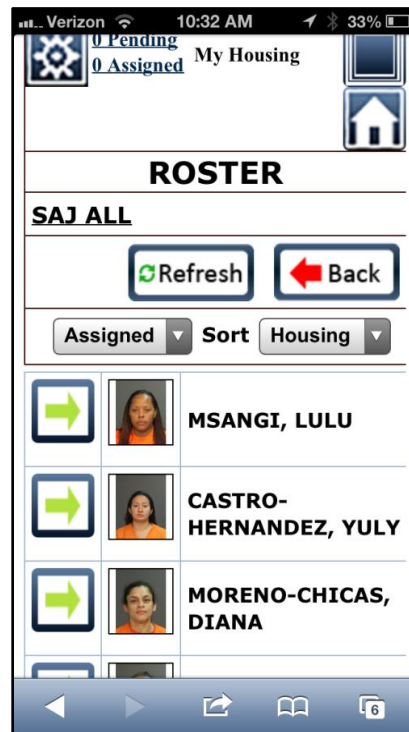


Figure 15: Inmate Roster

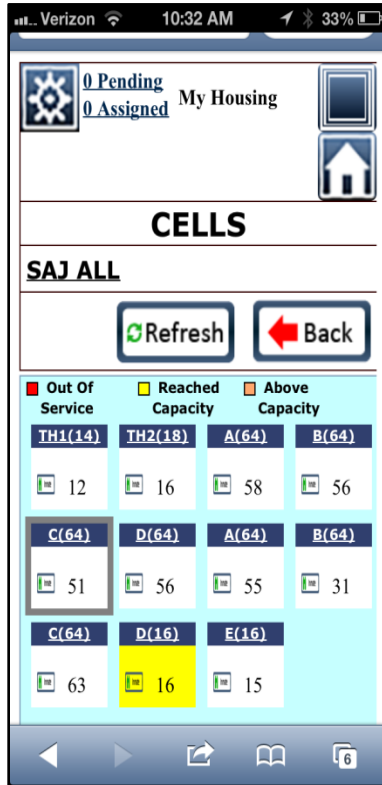


Figure 16: Housing Assignments

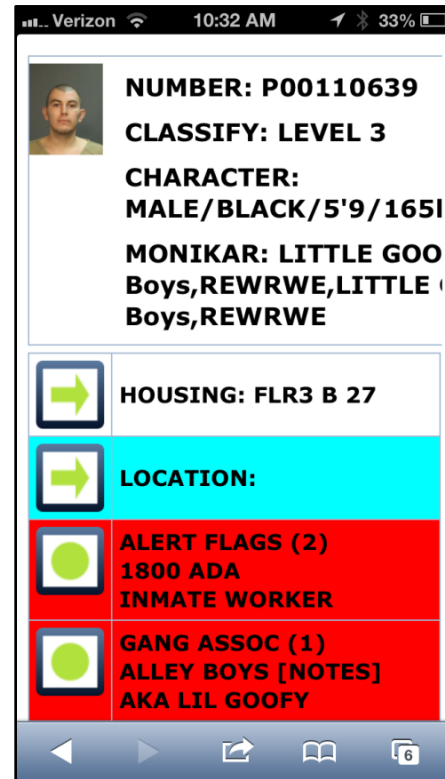


Figure 17: Inmate Alerts

As part of ATIMS Version 2 technology upgrade that is currently in active development, most of the functionality is expected to be available via a mobile device.

13.0 Describe your system’s architecture for responsive design.

ATIMS’ mobile application is fully architected for responsive design (using Bootstrap development for responsive CSS). Version 2 of ATIMS JMS that will incorporate responsive design is currently under active development.

14.0 Describe your system’s monitoring capabilities.

ATIMS’ JMS has built-in monitoring tools which focus on the interfaces, logging any errors in the messages and (optionally, based on run-time setting) successful messages. Additionally, the ATIMS JMS application logs any exceptions that occur during the runtime. For performance monitoring, ATIMS relies on industry-standard APM and database monitoring tools.

15.0 Is your system able to integrate with any 3rd party monitoring systems? Please provide details.

JMS is an IIS Application and can be monitored by any industry standard APM or database monitoring tool. Specifically, for 3rd-party APM tools, ATIMS has experience working with DynaTrace, Stackify, and New Relic. For database monitoring tools, in addition to the full-stack tools described above, ATIMS has instrumented the environment for ANTS performance monitor from Redgate.

16.0 Describe any GIS functions in your system.

ATIMS does not have GIS functions within our JMS. However, we have created our database architecture to be compliant with external GIS systems. We store our addresses internally by breaking down each portion of the address as a separate field. This allows us to interface with GIS systems as required.

17.0 Does your system integrate with any 3rd party GIS systems?

The ATIMS interface engine is capable to interface with an external GIS system. As mentioned previously, our address structure is broken down by each portion allowing for the traditional query of a GIS system for verification of the addresses entered.

18.0 Please explain in detail your company's software release process/management throughout environments.

ATIMS always coordinates with the client prior to any update to an environment to determine the content, schedule the date and time, as well as obtain a list of parties to be notified during the process. ATIMS follows a defined series of steps during the process of updating an environment, including:

1. The transfer of any files applicable to the update from the ATIMS server to the appropriate client server.
2. Prior to the agreed deployment time, send an email to stakeholders, notifying them the deployment is moving forward as scheduled.
3. The ATIMS process for deployment is addressed with two methods, depending upon the type of release. (Note that concurrent deployment is often practiced.)
 - a. Upgrades within the release (includes Code Base, Code configuration settings), which will require that the application is offline, and unavailable to users;
 - b. Updates outside of the release (new ATIMS Reports, Forms, SQL scripts, scheduling automated tasks outside of the application).
4. Launch the website on the client (Sheriff's Department) server to verify availability.
5. Notify stakeholders via email once again that the application is available for users to log in.

ATIMS follows these steps to ensure reliability in the process, and to minimize any downtime that may be required during the process. The same approach is used regardless of the environment type (Training, Testing/Development, and Production), although the list of stakeholders may vary. ATIMS does not charge for upgrading additional environments.

19.0 Please explain in detail your company's change management process.

ATIMS' Scope Change Management approach for this JMS project will ensure that all proposed changes are defined, reviewed, and agreed upon so they can be properly implemented and communicated to all stakeholders. This approach will also ensure that only changes fully reviewed and approved are implemented.

The Scope Change Management approach includes three areas:

- Ensure changes are fully analyzed and beneficial to the project and associated organizations;
- Determine how the change will be implemented and that the implications associated with the change are completely understood and accepted; and
- The change is managed as it is implemented.

ATIMS' Scope Change Management process has been designed to ensure this approach is followed for all changes. By using this approach methodology, the Project Team will prevent unnecessary change from occurring and focus its resources only on beneficial, necessary and approved changes.

There are three types of changes, all of which require a formal contract Change Order to be considered for inclusion into the JMS Project. These changes once approved, may result in: revisions to the WBS, the contract scope statement, the budget, the RTM, the project schedule and other project documentation, as necessary.

Depending on the extent and type of proposed changes, changes to project documentation and the communication of these changes will be required to include any approved changes into the project plan and ensure all stakeholders are notified. Types of changes include:

- Scheduling Changes: changes which will impact the approved project schedule. These changes may require fast tracking, crashing, or re-baselining the schedule depending on the significance of the impact.
- Budget Changes: changes which will impact the approved project budget. These changes may require requesting additional funding, releasing funding which would no longer be required, or adding to project or management reserves. May require changes to the cost baseline. In some cases, budget may be reduced due to decrease in scope. Requests for budget reductions will be taken through the same process as requests for budget increases.
- Scope Changes: changes which are necessary and impact the project's scope. Scope changes include additions as well as reductions to scope documented in the Contract.

The ATIMS Project Manager must ensure that all approved changes are communicated to the project stakeholders and project team. Additionally, as changes are approved, the ATIMS Project Manager must ensure that the changes are captured in the project documentation where necessary.

Any changes, additions or deletions to the work effort, including to the Scope of Work, will be handled as follows:

In the case where the client or ATIMS determine a change is required or desirable to the project, the requesting party will complete a Change Request Form (a "Change Request" or "CR") and send the CR to the other party for review and approval/signature. Upon execution by each party, a CR will become a "Change Order" and form part of the project.

All changes, pursuant to a Change Order, must be approved by the Project Sponsors and Project Managers from both parties.

(Sample) Project Change Request Form

The following form must be completed with all project change requests. All *applicable* fields must be completed in order to be considered for implementation.

Project Title: _____ Date Prepared: _____

Person Requesting Change: _____ Change Number: _____

Category of Change:

Scope Quality Requirements

Cost Schedule Documents

Detailed Description of Proposed Change

Justification for Proposed Change

Figure 18: Sample Change Request (screen shot of header) – full sample attached with submittal (1C – Appendix VI)

20.0 Please describe in detail how you will ensure compliance with the City and County of Denver’s cash handling requirements if applicable:

20.1 Method to process daily to a City-owned bank account

The ATIMS inmate trust accounting system provides functionality to collect inmate funds and verify them prior to the deposit of these funds to the bank. ATIMS also has functionality within the software to balance a cash drawer and to leave an opening balance for cash handling transactions.

At the time of the preparation of the deposit staff can will verify each amount received for each inmates’ account. If the agency desires the staff doing the verification can be required to do this verification blind. This means that the staff will have a list of deposits to inmate accounts with no amount displayed. The staff will put in the amount of the transaction they are verifying and the system will notify them if the amount is correct and let them continue. If the amount entered does not match the transaction is set aside for supervisor approval. Once the deposit is completed and confirmed the amounts applied to the inmate account are listed as verified and available for use. Various reports are available for staff to print to prepare and track all transactions included with in the deposits.

A complete history of all deposits as well as transactions are retained within the system. If Denver wishes to use an outside accounting system including those of a commissary vendor, ATIMS has an integrated interface engine to transfer all required data to the outside systems and can import back a balance as a place holder so that staff can know the inmate account balance while the transactions can reside in the outside system.

20.2 Credit card processing to a City-owned Merchant Identification Code (MID)

The ATIMS system does not process credit cards. ATIMS has collaborated with and interfaces to several money handling vendors (i.e. Numi, Touchpay, etc.)

20.3 Credit card assessment fee process

ATIMS has the ability to track any number of fees within our software. As we do not process credit cards we can accept fee transactions from credit card processing vendors via an interface or these fees can be entered manually.

20.4 National Automated Clearing House Association (NACHA) compliant

As ATIMS only prepares deposit information and does not provide any of the electronic transfers we are not nor are we required to be NACHA compliant.

20.5 Certified Payment Card Industry Data Security Standard (PCI DSS) compliant

As stated above Since ATIMS does not actually perform the credit card transactions within the software we are not nor are required to be PCI DSS compliant.

20.6 Can your system interface with a third-party cashing system? If so, which systems?

ATIMS can interface with a third-party cashing system.

20.7 How specifically do you interface from a technical perspective?

The ATIMS interface engine can be configured to interface via a web service interface using SOAP protocol, a flat file transfer to an FTP or UNC path or information can also be retrieved by straight query to the JMS or external database.

20.8 Can your system export data to a third-party agency? In what format is the data available?

The ATIMS interface engine can be configured to deliver any variant of XML. This includes all the major industry standards (HL7, NIEM, NIST, Etc.) The flat file export can be any of the standard formats (Comma separated value, pipe delimited, defined field length, Etc.)

21.0 Please provide detailed capabilities for each listed system integration.

21.1 Required for Implementation

a. Denver County Courts

While specific design will be dependent on the requirements, ATIMS' typical interface includes messages related to "booking complete," "incarceration complete," "arraignment request," "remand to custody," etc. The messages usually come in real-time over some kind of Enterprise Service Bus or Message Broker that is in place between Court and Jail systems.

b. Victim Notification System (VINE)

ATIMS JMS generates an export file for VINE on a scheduled (usually, daily) basis.

c. Keefe Commissary System

Typically, an interface with commissary involves at least inmate roster that we export every 15 minutes. Additionally, ATIMS JMS can provide the following functionality:

- Revocation of privileges information

- Inmate balance at the time of the export
- Inbound information containing summary of transactions to debit inmate account

d. Identix Morpho TRUST

Typically, an ATIMS interface with Morpho TRUST involves at least inmate information at the time of LiveScan including inmate demographics and booking information . Additionally, ATIMS JMS can receive information from Morpho related to identity verification, criminal history, etc.

e. Dynamic Imaging PICTURELINK

Typically, ATIMS JMS sends PICTURELINK a Web Service message with inmate information and accepts a return Web Services message that contains inmate mugshot, or other picture. We are working with Digital Imaging to improve the level of integration – in the future, PICTURELINK will look to the users as native part of ATIMS JMS.

f. Denver Addressing Database (DAD)

ATIMS assumes that it will be another lookup for Address verification, similar to others that we have in the system today.

g. Securus Phones, including but not limited to, inmate phones and inmate pins

Typically, an interface with Phone system involves at least inmate roster (including Pins) that ATIMS would export every 15 minutes. Additionally, ATIMS JMS can provide the following functionality:

- Generation of pins, based on Inmate ID, Inmate Social Security Number, or random
- Revocation of privileges information
- Inmate balance at the time of the export
- Inbound information containing summary of transactions to debit inmate account

h. Video Visitation System (Vendor TBD), including but not limited to, inmate communication (grievances, kites) and law library

Typically, an interface with Video Visitation system involves at least inmate roster that we export every 15 minutes. Additionally, ATIMS JMS can provide the following functionality:

- Revocation of privileges information
- Appointment schedule that allows video visitation system not to make visit at that time
- Keep Separate information that would prevent video visitation system to schedule visits at the same time at the same place for inmates that should be kept separately from each other
- Inbound information containing visit information that will create an appointment in JMS

i. Crystal Reporting

ATIMS JMS includes Crystal Reporting Engine. Users can create reports within the application or using existing agency infrastructure.

j. Oracle BI Platform

Oracle BI reports can be developed by accessing the ATIMS JMS database directly.

k. Inmate Lookup (denvergov.org)

Typically, an interface with inmate lookup system involves at least an inmate roster (inmates in-custody and recently released inmates, usually, within 24 hours). The roster includes charges, court date, facility, and other information as requested. Note, ATIMS is currently engaged in building an Inmate Lookup site itself as part of our contract with San Joaquin County, California.

l. Mobile Fingerprint Systems

ATIMS JMS includes Fingerprint support.

m. Electronic Signature Pads

ATIMS JMS includes Electronic signature pad support.

n. Denver Police Department (DPD) Records Management System (RMS)

ATIMS JMS integrates with RMS systems in most implementations. Integration takes one of many forms:

- Arrest information is automatically entered into JMS “Prebook Module”
- Booking information, once booking is complete is sent to RMS
- RMS is querying JMS for mugshot information

o. Rounds Tracker

ATIMS JMS retrieves personnel information from Rounds tracker and loads into Safety Check module.

p. Document Management System

ATIMS JMS has basic document management functionality. We can integrate with any third-party DMS, that has up-to-date integration capabilities (File-based or Web services). Specific integration features are based on requirements.

21.2 Supplemental Integrations

ATIMS JMS has a comprehensive integration engine. While it is difficult to ascertain from minimal details what an interface entails – ATIMS has high confidence that as long as the peer system has up-to-date integration capabilities (file-based or web services), and as long as the JMS has the data that the peer system requires, there will be no problem with integration with the system.

a. Security Cameras and Video

- i. Property Photos**
- ii. Tattoos/Scars/Marks**
- iii. Use of Force Videos**
- iv. Incident Reporting, OIA**
- v. Use of Force (UOF)**
- vi. Early Intervention (EI)**

b. DSD Accounting

- c. NCIC
 - i. Local
 - ii. Federal
- d. CBI
- e. FBI
- f. Denver Health Electronic Medical Records System
- g. K-9 Application
- h. Telestaff
- i. Property Management System
- j. Inmate Movement System
- k. Gang Intelligence Management
- l. Classification System

Some of the functionality listed in section 21 (21.i – l) is part of ATIMS core application. It is expected that there will be no need for an interface.

21.2 c-e represent a special case. The complexity of the interface depends in large part on the capabilities of the NCIC switch. Some states (e.g., Oregon) and agencies have a sophisticated Web Services-based API layer which makes the interface very straightforward. Others still have legacy mainframe-based or legacy TCP/IP API layer, that requires very complex interface development. ATIMS has experience connecting through either layer.

22.0 Data conversion is the process by which client data from legacy systems the new JMS. One of the most significant conversion processes will be obtaining all of the appropriate data which needs to be loaded into the new JMS in order to support the initial operation of the system. DSD’s current JMS utilizes an Oracle database, is approximately 500 GB in size and has +- 15 million rows.

The goal is to successfully expand, correct and migrate the current data from the existing JMS and other systems to the new JMS.

The specific objectives for the approach to conversion of current data to the new JMS are to:

- a. Identify, collect and determine defaults for critical and missing data from the existing systems early in the process to ensure an efficient and accurate conversion.
- b. Protect the integrity of the current system data throughout conversion and to validate, and correct the converted data prior to use in production.
- c. Ensure consistency throughout the implementation.

Please provide the details for the data conversion services you provide to include but not limited to:

a. New JMS Vendor ERD

Proprietary ERD document included in Section 1C – Appendix III. *Please do not release, as this information is proprietary and confidential to ATIMS.*

b. Data Mapping

The mapping process will begin by identifying which portions of IJIS data are associated with ATIMS functionality. Once complete, the data fields will be mapped from IJIS to ATIMS, with any transformation and/or translation requirements outlined.

ATIMS proposes using the IJIS data dictionary to document the mappings between current IJIS data and the ATIMS system, including the migration program aspects affecting each field.

c. Data Extract

IJIS data is currently stored in a SQL Server DBMS. ATIMS JMS uses SQL Server as well. The proposed extraction process is a backup and restore of the Production data to a staging area. The migration program will run against this staging environment.

d. Data Conversion

This process matches and links replicated IJIS data housed in the staging environment and transforms the data to fulfill ATIMS system functionality.

- Reformatting - The migration program will alter data types, field lengths, and case as required by the ATIMS system.
- Translation - ATIMS relies heavily on a master list of data mappings, both internal and from DOJ. Where applicable, the migration program will map IJIS data to ATIMS codes.

Sample Data Migration Schedule - Below is a sample schedule for the initial Data Migration, as outlined in the Implementation Schedule.

Activity	Begin Date	End Date	Key Person(s) Responsible
Required Data Elements Planning Meeting			ATIMS, DSD
Extract of Active Inmate Source Data			DSD
Data Mapping Analysis			ATIMS
Installation of Baseline Data			ATIMS
Data Migration Review			DSD
Initial Data Migration Revisions			ATIMS
Data Migration Revision Installation			ATIMS
Data Migration Revision Review			DSD
Initial Data Migration Acceptance			DSD

e. Data Validation

The purpose of database validation and reconciliation is to ensure that all required data has been accurately converted to the ATIMS system. This process ensures that all records to be converted are accounted for and that critical numeric amounts are either the same, or that any variance is the result of adjustment and/or transformation rules approved by SSD.

Examples of validation checkpoints (which can be expanded as each functional Module is implemented per the Implementation Schedule provided)

CRITICAL VALIDATION CHECKPOINTS	NOTES	STATUS
Counts of converted records	Verify total counts for active/inactive Inmates, Personnel, Grievances, Housing, Property, Programs, and Visitation.	

Narratives/Notes	Verify all free-text converts appropriately, all characters are handled.	
-------------------------	--	--

f. Data Conversion Testing

This section describes the strategy that will be used to test all data conversion programs to ensure that the results produced by the migration programs meet the established migration acceptance criteria.

Through testing, and mock migrations, ATIMS will verify that all data in scope is successfully converted. ATIMS and SSD staff will verify that the converted data supports the functionality of the ATIMS Online application.

Usability testing determines how compatible the converted data is with ATIMS Online. It ensures that there is successful interaction between ATIMS and the newly converted data. Testing will be performed by ATIMS and the DSD Data Migration team.

ATIMS proposes performing a minimum of three Data Migrations. Internally, ATIMS may perform additional Mock Migrations on all or part of the data as needed, in accordance with the Validation and Reconciliation process.

23.0 Document Management includes the ability to store and retrieve documents and images associated to records in the JMS database at any time.

23.1 Please provide a detailed summary of how your system handles documents and images – do you have a document repository?

ATIMS has document management built in to the JMS system. ATIMS allows for storage of any type of file needed (I.e. pictures, video, documents, pdf etc.) The storage is on a central file storage system within the software. The files are entered on the front in each logical area for ease of use by the end user. For example, attachments, can be attached to the inmate file (either an individual case or a stay of the inmate), an incident, a grievance etc.

23.2 If your system does not provide a document repository, do you have a partner company with whom you work to provide this capability?

This is not applicable. ATIMS JMS provides this functionality.

APPENDIX E

DSD JMS PROJECT

Functional Requirements Questions

1.0 Inmate Movements

1.1 Please provide a detailed summary of how your system handles inmate movements, including the usage of an integrated biometrics or electronic monitoring system.

The ATIMS system uses a housing and location based system for logging inmate movement. Housing is the bed the inmate is assigned to and is maintained until the inmate is assigned a different housing or the housing is unassigned. A location is any place an inmate occupies that is not their housing (medical, court, yard). As an inmate is tracked to a location, the count in a housing unit shows that the bed is taken but that the inmate is not physically in the housing. This is done for all movements.

ATIMS provides a batch tracking tab to perform location moves facility-wide. The function allows users to select the inmates to be checked out and a drop down of the location. Once the checkout button is clicked, the system performs all conflict checks to ensure there are no issues prior to the move.

The ATIMS JMS ADMIN module has the capability for configurable wrist band printing from within the system. This can be used with RFID wristband inserts. The label is inserted into the wristband (RFID or Non RFID) prior to sealing the armband.

At this time, ATIMS does not use biometric ID for movement. However, this is a functionality that can be added to the system, and has been included on the ATIMS roadmap for future development. The concept is that computers with biometric readers could be placed at strategic locations throughout the facility and used to track inmate movement. If this is of interest to Denver, the cost of this enhancement can be quoted upon request.

1.2 If your system does not provide the electronic/biometric management piece of this functionality, do you have a partner company with whom you work to provide this capability?

While not a biometric solution, ATIMS has been in discussions with both Radiant and Guardian who are leaders in the inmate RFID tracking industry. Their product is built on a platform that would interface perfectly with the current and future ATIMS JMS product.

2.0 Use of Force

- 2.1 Please provide a detailed summary of your system's Use of Force functionality. Please include:**
- a. The ability to create and utilize workflows for various UOF processes, including but not limited to:**
 - i. Supervisor Review**

APPENDIX E

- ii. Inmate Discipline Hearing
- iii. UOF Reporting Details.
- b. The ability to take an Offense in Custody (OIC)**

ATIMS has incorporated the use of force (UOF) into our Incident Module, as any use of force should be documented as an incident and this provides a vehicle to pull combined data. ATIMS is able to accomplish this through our agency-configurable incident and inmate flags. This provides us with the capability to flag an incident as a UOF incident, as well as the inmates involved in the incident to whom the use of force applied. This is instrumental to keeping an agency's statistics reporting accurate. The ATIMS incident module uses a wizard step process to guide the staff through the processing and adjudication of the internal events. The system has a default review process for the incident but can also be configured to issue work requests [through the request engine] for UOF incidents to supervision user groups, responsible for review of the UOF. Additionally, ATIMS has integrated our forms engine within the incident system to allow for the use of agency configured UOF or other types of forms. Of note, ATIMS has already developed and included the UOF forms contained within the Hillard and Heintze recommendations for Denver into our ATIMS system. ATIMS has developed canned reports that provide use of force incidents reporting based on the use of our incident and inmate incident flagging system, that allow for accurate and timely reporting and review of the incidents and statistics behind them.

The ATIMS incident reporting module is designed for in-custody incidents, not a criminal report writing module. However using the ATIMS interface engine, information gathered from the incidents can be triggered to export and interface to a criminal reporting system, saving staff time and increasing accuracy.

A brief overview of the Incident module (including screen shots) follows.

Incident Reporting

The ATIMS JMS has a complete inmate incident reporting and monitoring system. The system allows for an unlimited number of persons involved in any incident. Each involved party can be required to complete the full due process (hearings, review, supervisor approval and discipline) or they may be set to bypass the hearing process (Witness). We have designed our incident reporting with every possibility in mind. We have allowed for non-inmates to be involved in the incident process to accommodate cases where visitors are involved and/or witnesses to incidents as well. We allow for an unlimited number of narratives, photos, and files to be attached to an incident along with a complete supervisor approval process.

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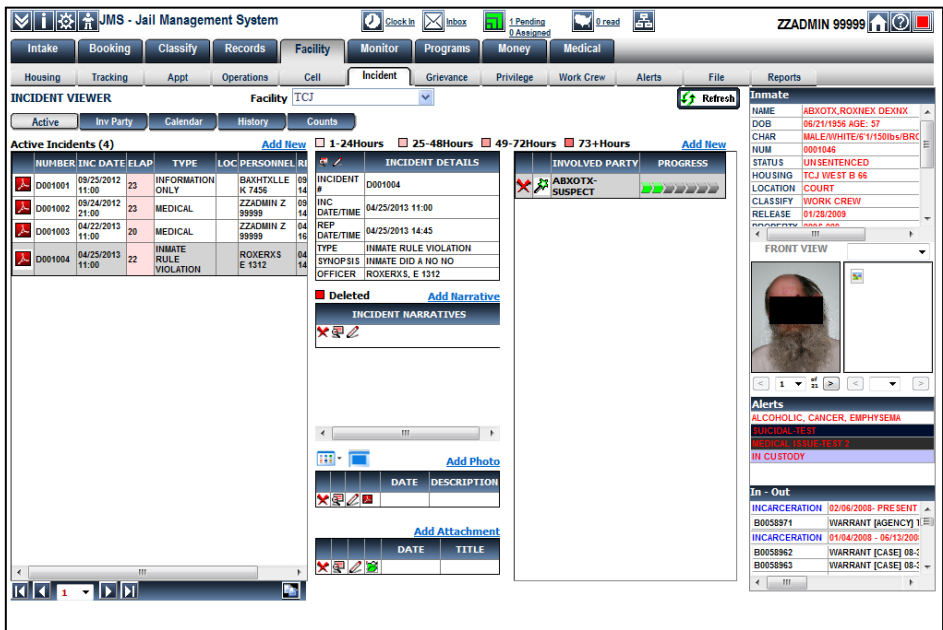
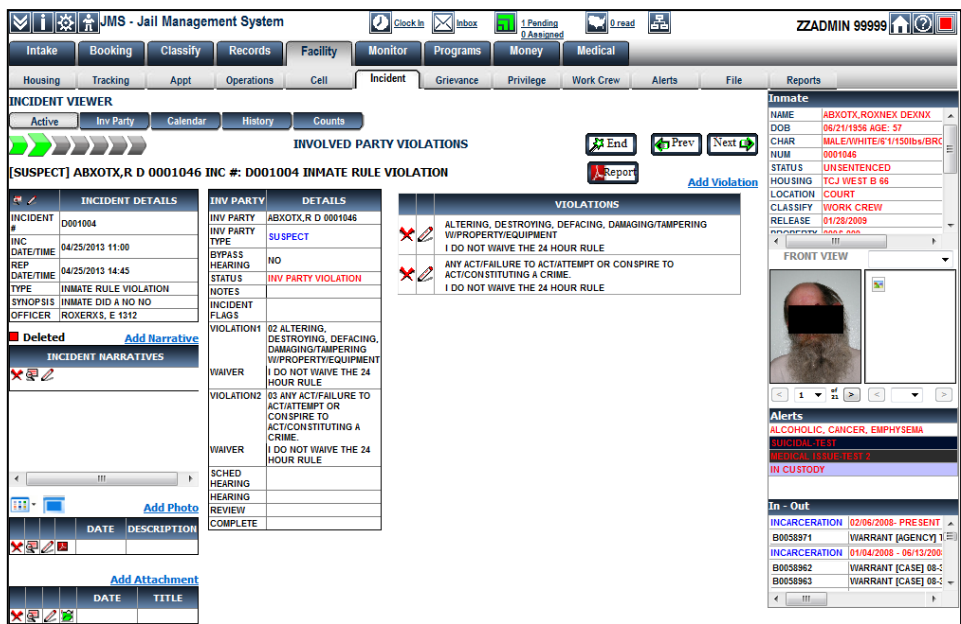


Figure 1: ATIMS Facility / Incident Module Viewer

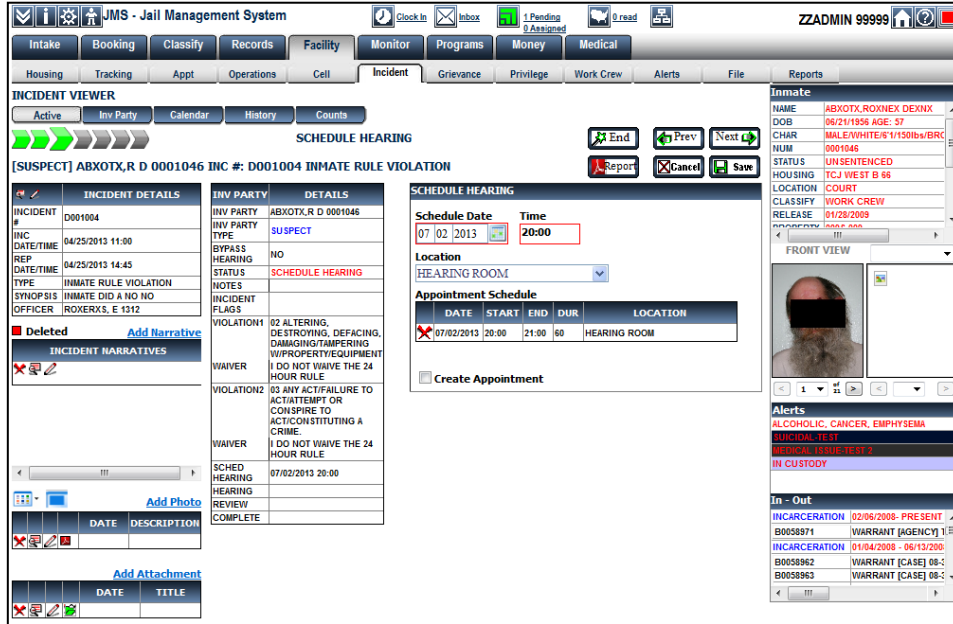
Adjudication of Jail Offenses

To help staff complete the adjudication process, ATIMS designed our incident module to walk a staff member through the process utilizing wizard steps to ensure that the process is completed, and in a timely manner. To assist in time management, we provide a convenient color code on the active incident screen. Below is a progression of the wizard steps for the hearing and adjudication process.



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Figure 2: ATIMS Facility / Incident Wizard Step Progression (1)



JMS - Jail Management System

ZZADMIN 99999

Intake Booking Classify Records Facility Monitor Programs Money Medical

Housing Tracking Appt Operations Cell Incident Grievance Privilege Work Crew Alerts File Reports

INCIDENT VIEWER

Active Inv Party Calendar History Counts

SCHEDULE HEARING

[SUSPECT] ABXOTX,R D 0001046 INC #: D001004 INMATE RULE VIOLATION

INCIDENT #	INCIDENT DETAILS	INV PARTY #	DETAILS
0001004	INC DATE/TIME: 04/25/2013 11:00 REP DATE/TIME: 04/25/2013 14:45 TYPE: INMATE RULE VIOLATION SYNOPSIS: INMATE DID A NO NO OFFICER: ROXERXS, E 1312	ABXOTX,R D 0001046	SUSPECT

VIOLATION#	DESCRIPTION	WAIVER
02	ALTERING, DESTROYING, DEFACING, DAMAGING/TAMPERING W/PROPERTY/EQUIPMENT	I DO NOT WAIVE THE 24 HOUR RULE
03	ANY ACT/FAILURE TO ACT/ATTEMPT OR CONSPIRE TO ACT/CONSTITUTING A CRIME.	I DO NOT WAIVE THE 24 HOUR RULE

SCHEDULE HEARING

Schedule Date: 07/02/2013 Time: 20:00

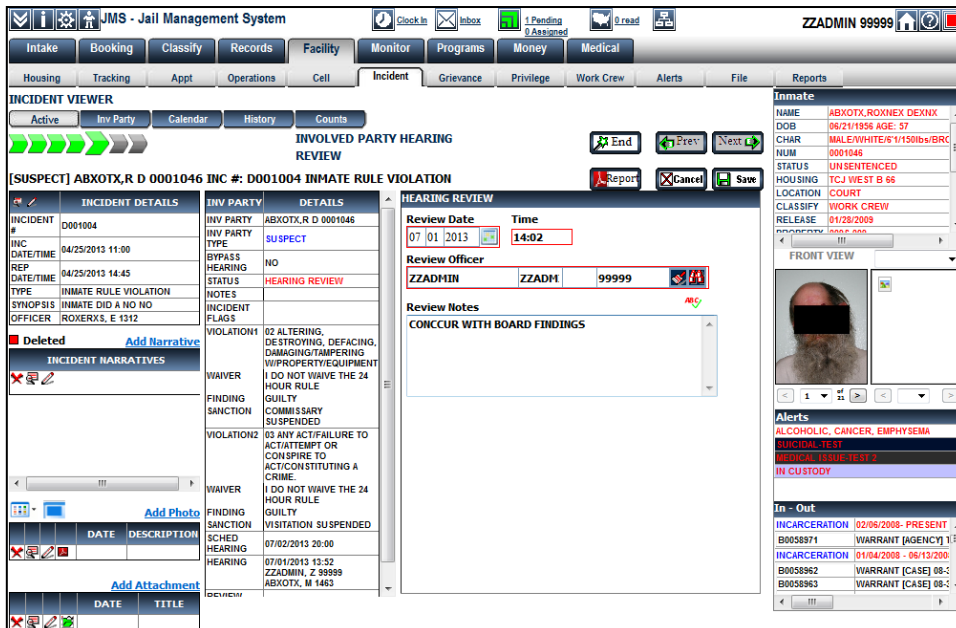
Location: HEARING ROOM

DATE	START	END	DUR	LOCATION
07/02/2013	20:00	21:00	60	HEARING ROOM

Alerts: ALCOHOLIC, CANCER, EMPHYSEMA, MUCIDAL TEST, MEDICAL ISSUE-TEST 2, IN CUSTODY

In - Out: INCARCERATION 02/06/2008 - PRESENT, B0058971 WARRANT [AGENCY] 1, INCARCERATION 01/04/2008 - 06/13/2008, B0058962 WARRANT [CASE] 08-1, B0058963 WARRANT [CASE] 08-1

Figure 3: ATIMS Facility / Incident Wizard Step Progression (2)



JMS - Jail Management System

ZZADMIN 99999

Intake Booking Classify Records Facility Monitor Programs Money Medical

Housing Tracking Appt Operations Cell Incident Grievance Privilege Work Crew Alerts File Reports

INCIDENT VIEWER

Active Inv Party Calendar History Counts

INVOLVED PARTY HEARING REVIEW

[SUSPECT] ABXOTX,R D 0001046 INC #: D001004 INMATE RULE VIOLATION

INCIDENT #	INCIDENT DETAILS	INV PARTY #	DETAILS
0001004	INC DATE/TIME: 04/25/2013 11:00 REP DATE/TIME: 04/25/2013 14:45 TYPE: INMATE RULE VIOLATION SYNOPSIS: INMATE DID A NO NO OFFICER: ROXERXS, E 1312	ABXOTX,R D 0001046	SUSPECT

VIOLATION#	DESCRIPTION	WAIVER
02	ALTERING, DESTROYING, DEFACING, DAMAGING/TAMPERING W/PROPERTY/EQUIPMENT	I DO NOT WAIVE THE 24 HOUR RULE
03	ANY ACT/FAILURE TO ACT/ATTEMPT OR CONSPIRE TO ACT/CONSTITUTING A CRIME.	I DO NOT WAIVE THE 24 HOUR RULE

HEARING REVIEW

Review Date: 07/01/2013 Time: 14:02

Review Officer: ZZADMIN ZZADM 99999

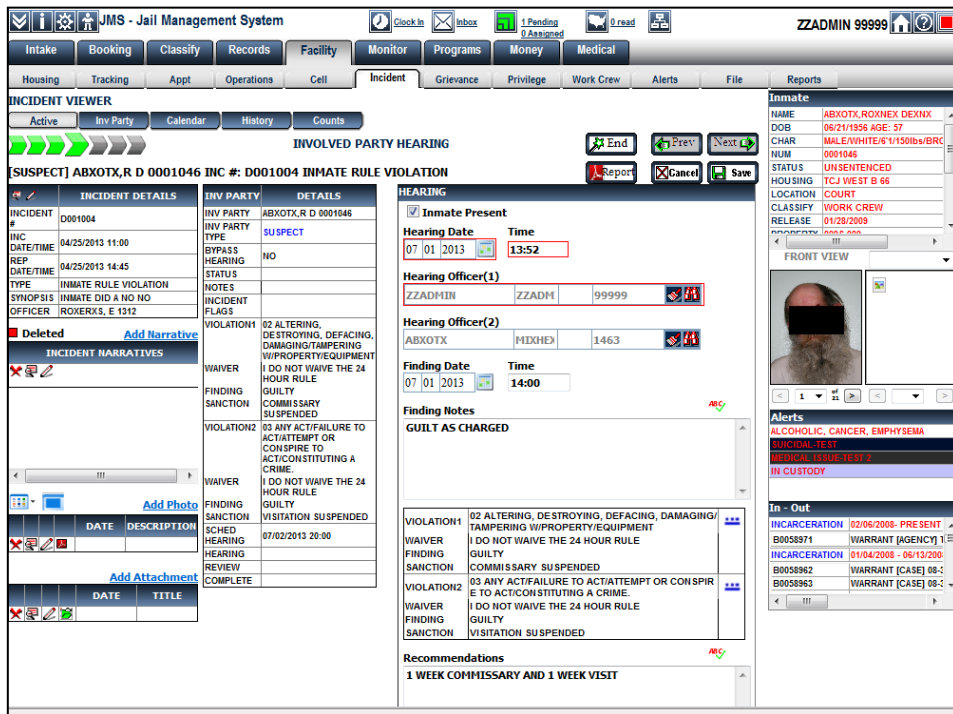
Review Notes: CONCUR WITH BOARD FINDINGS

Alerts: ALCOHOLIC, CANCER, EMPHYSEMA, MUCIDAL TEST, MEDICAL ISSUE-TEST 2, IN CUSTODY

In - Out: INCARCERATION 02/06/2008 - PRESENT, B0058971 WARRANT [AGENCY] 1, INCARCERATION 01/04/2008 - 06/13/2008, B0058962 WARRANT [CASE] 08-1, B0058963 WARRANT [CASE] 08-1

Figure 4: ATIMS Facility / Incident Wizard Step Progression (3)

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JMS - Jail Management System

INCIDENT VIEWER

INVOLVED PARTY HEARING

[SUSPECT] ABXOTX,R D 0001046 INC #: D001004 INMATE RULE VIOLATION

INCIDENT #	INCIDENT DETAILS	INV PARTY	DETAILS
D001004	INC DATE/TIME: 04/25/2013 11:00 REP DATE/TIME: 04/25/2013 14:45 TYPE: INMATE RULE VIOLATION SYNOPSIS: INMATE DID A NO NO OFFICER: ROXERX3, E 1312	ABXOTX,R D 0001046 SU SPECT	02 ALTERING, DESTROYING, DEFACING, DAMAGING/TAMPERING W/PROPERTY/EQUIPMENT I DO NOT WAIVE THE 24 HOUR RULE GUILTY COMMISSARY SUSPENDED
	VIOLATION1		02 ALTERING, DESTROYING, DEFACING, DAMAGING/TAMPERING W/PROPERTY/EQUIPMENT I DO NOT WAIVE THE 24 HOUR RULE GUILTY COMMISSARY SUSPENDED
	VIOLATION2		03 ANY ACT/FAILURE TO ACT/ATTEMPT OR CONSPIRE TO ACT/CONSTITUTING A CRIME. I DO NOT WAIVE THE 24 HOUR RULE GUILTY VISITATION SUSPENDED

HEARING

Inmate Present

Hearing Date: 07/01/2013 Time: 13:52

Hearing Officer(1): ZZADMIN, 99999

Hearing Officer(2): ABXOTX, MIDCHE, 1463

Finding Date: 07/01/2013 Time: 14:00

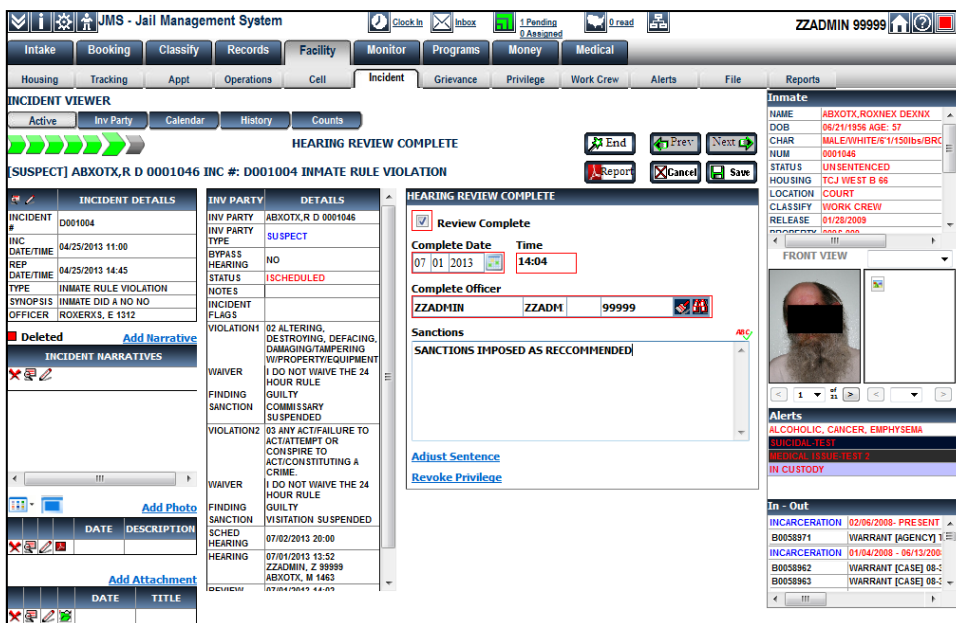
Finding Notes: GUILTY AS CHARGED

Violations:

- VIOLATION1: 02 ALTERING, DESTROYING, DEFACING, DAMAGING/TAMPERING W/PROPERTY/EQUIPMENT. I DO NOT WAIVE THE 24 HOUR RULE. FINDING: GUILTY. SANCTION: COMMISSARY SUSPENDED.
- VIOLATION2: 03 ANY ACT/FAILURE TO ACT/ATTEMPT OR CONSPIRE TO ACT/CONSTITUTING A CRIME. I DO NOT WAIVE THE 24 HOUR RULE. FINDING: GUILTY. SANCTION: VISITATION SUSPENDED.

Recommendations: 1 WEEK COMMISSARY AND 1 WEEK VISIT

Figure 5: ATIMS Facility / Incident Wizard Step Progression (4)



JMS - Jail Management System

INCIDENT VIEWER

HEARING REVIEW COMPLETE

[SUSPECT] ABXOTX,R D 0001046 INC #: D001004 INMATE RULE VIOLATION

INCIDENT #	INCIDENT DETAILS	INV PARTY	DETAILS
D001004	INC DATE/TIME: 04/25/2013 11:00 REP DATE/TIME: 04/25/2013 14:45 TYPE: INMATE RULE VIOLATION SYNOPSIS: INMATE DID A NO NO OFFICER: ROXERX3, E 1312	ABXOTX,R D 0001046 SU SPECT	02 ALTERING, DESTROYING, DEFACING, DAMAGING/TAMPERING W/PROPERTY/EQUIPMENT I DO NOT WAIVE THE 24 HOUR RULE GUILTY COMMISSARY SUSPENDED
	VIOLATION1		02 ALTERING, DESTROYING, DEFACING, DAMAGING/TAMPERING W/PROPERTY/EQUIPMENT I DO NOT WAIVE THE 24 HOUR RULE GUILTY COMMISSARY SUSPENDED
	VIOLATION2		03 ANY ACT/FAILURE TO ACT/ATTEMPT OR CONSPIRE TO ACT/CONSTITUTING A CRIME. I DO NOT WAIVE THE 24 HOUR RULE GUILTY VISITATION SUSPENDED

HEARING REVIEW COMPLETE

Review Complete

Complete Date: 07/01/2013 Time: 14:04

Complete Officer: ZZADMIN, 99999

Sanctions: SANCTIONS IMPOSED AS RECOMMENDED

Violations:

- VIOLATION1: 02 ALTERING, DESTROYING, DEFACING, DAMAGING/TAMPERING W/PROPERTY/EQUIPMENT. I DO NOT WAIVE THE 24 HOUR RULE. FINDING: GUILTY. SANCTION: COMMISSARY SUSPENDED.
- VIOLATION2: 03 ANY ACT/FAILURE TO ACT/ATTEMPT OR CONSPIRE TO ACT/CONSTITUTING A CRIME. I DO NOT WAIVE THE 24 HOUR RULE. FINDING: GUILTY. SANCTION: VISITATION SUSPENDED.

Figure 6: ATIMS Facility / Incident Wizard Step Progression (5)

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2.2 **If you do not provide this functionality, please indicate if you have a partner company with whom you work regularly to provide this functionality.**

Not Applicable. ATIMS has an incident reporting module with use of force components as required.

3.0 Gang Intelligence

3.1 **Please provide a detailed summary of your system's Gang Intelligence functionality.**

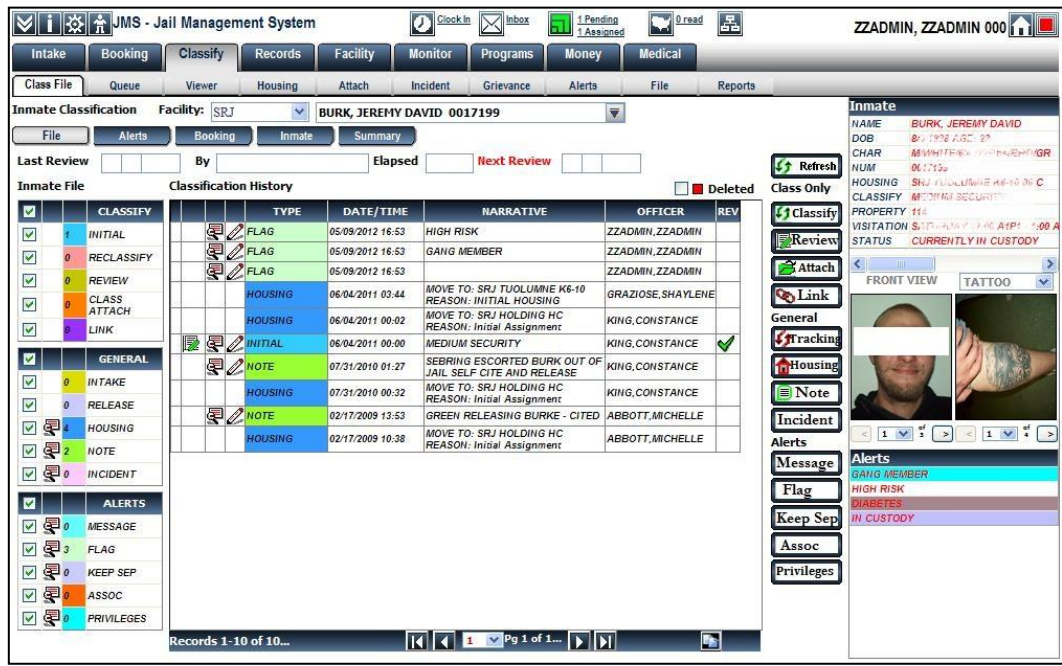
ATIMS integrates Gang functionality into the Classification module. Many agencies use their classification units as an intelligence gathering arm so this is a natural extension of that functionality. Within the ATIMS classification module, there is a subsystem we call association that allows tracking of active gang members, associates, etc. Gangs can also be assigned as "Keep separates" keeping rival gang members separated while in custody. Individual inmates can also be made keep separates from gangs in the event there is an issue (i.e. a drop out inmate). The ATIMS classification/Intel module has the ability to take "confidential" intel notes (that are not available to other parts of the ATIMS JMS or others without security rights) and apply them to the inmate. Additionally, intel/class/gang forms can be attached to the inmate. There is also link tracking functionality to link inmates together in an information gathering system.

A brief overview of the Classification module and keep separate subsystems follows.

Classification

Each agency has a unique method of completing their classification of inmates. To allow greater flexibility, ATIMS built its classification section around our forms engine. This allows DSD to have full control of the information gathered by the classification staff and the ability to modify the required information at any time

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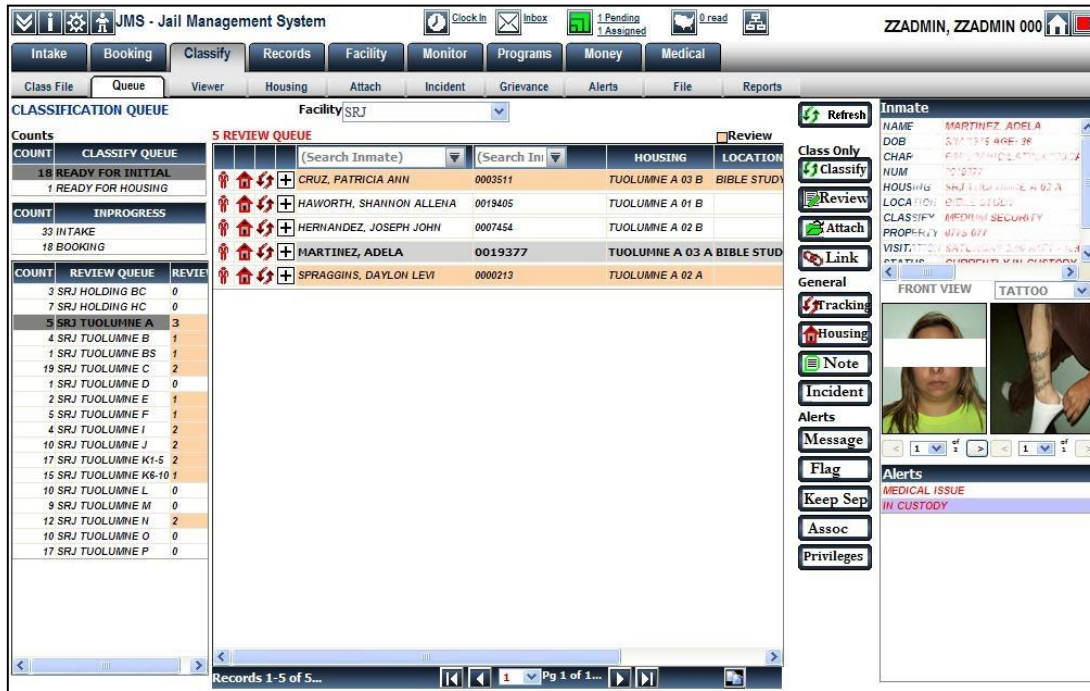


CLASSIFY	TYPE	DATE/TIME	NARRATIVE	OFFICER	REV
1 INITIAL	FLAG	05/09/2012 16:53	HIGH RISK	ZZADMIN,ZZADMIN	
0 RECLASSIFY	FLAG	05/09/2012 16:53	GANG MEMBER	ZZADMIN,ZZADMIN	
0 REVIEW	FLAG	05/09/2012 16:53		ZZADMIN,ZZADMIN	
0 CLASS ATTACH	HOUSING	06/04/2011 03:44	MOVE TO: SRJ T/JOLUINNE K6-10 REASON: Initial Housing	GRAZIOSE,SHAYLENE	
0 LINK	HOUSING	06/04/2011 00:02	MOVE TO: SRJ HOLDING HC REASON: Initial Assignment	KING,CONSTANCE	
	INITIAL	06/04/2011 00:00	MEDIUM SECURITY	KING,CONSTANCE	✓
	NOTE	07/31/2010 01:27	SEBRING ESCORTED BURK OUT OF JAIL SELF CITE AND RELEASE	KING,CONSTANCE	
	HOUSING	07/31/2010 00:32	MOVE TO: SRJ HOLDING HC REASON: Initial Assignment	KING,CONSTANCE	
	NOTE	02/17/2009 13:53	GREEN RELEASING BURKE - CITED	ABBOTT,MICHELE	
	HOUSING	02/17/2009 10:38	MOVE TO: SRJ HOLDING HC REASON: Initial Assignment	ABBOTT,MICHELE	

Figure 7: ATIMS Classify Module

The Classification Module allows the determine of the security level of inmates through the creation of agency-developed/required classification forms. Agency-specific forms provide Denver County with the flexibility to tailor the forms to the County’s requirements as needed, without the need to invest in expensive customization. The system allows separate forms for initial and review classifications. Also, classification officers can print and view classification gaps for individual or multiple inmates in an easy to view format, ensuring that classification reviews are performed in an efficient and timely manner.

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CLASSIFICATION QUEUE Facility: SRJ

Counts

COUNT	CLASSIFY QUEUE	REVIEW
18	READY FOR INITIAL	
1	READY FOR HOUSING	
	INPROGRESS	
33	INTAKE	
18	BOOKING	
COUNT	REVIEW QUEUE	REVIEW
3	SRJ HOLDING BC	0
7	SRJ HOLDING HC	0
5	SRJ TUOLUMNE A	3
4	SRJ TUOLUMNE B	1
1	SRJ TUOLUMNE BS	1
19	SRJ TUOLUMNE C	2
1	SRJ TUOLUMNE D	0
2	SRJ TUOLUMNE E	1
5	SRJ TUOLUMNE F	1
4	SRJ TUOLUMNE I	2
10	SRJ TUOLUMNE J	2
17	SRJ TUOLUMNE K1-5	2
15	SRJ TUOLUMNE K6-10	1
10	SRJ TUOLUMNE L	0
9	SRJ TUOLUMNE M	0
12	SRJ TUOLUMNE N	2
10	SRJ TUOLUMNE O	0
17	SRJ TUOLUMNE P	0

5 REVIEW QUEUE

	(Search Inmate)	(Search In)	HOUSING	LOCATION
+	CRUZ, PATRICIA ANN	0003511	TUOLUMNE A 03 B	BIBLE STUDY
+	HAWORTH, SHANNON ALLENA	0019405	TUOLUMNE A 01 B	
+	HERNANDEZ, JOSEPH JOHN	0007454	TUOLUMNE A 02 B	
+	MARTINEZ, ADELA	0019377	TUOLUMNE A 03 A BIBLE STUDY	
+	SPRAGGINS, DAYLON LEVI	0000213	TUOLUMNE A 02 A	

Right Sidebar (Inmate Profile for ADELA MARTINEZ):

- NAME: MARTINEZ, ADELA
- DOB: 03/17/1986
- CHAP: 0019377
- HUM: 0019377
- HOUSING: SRJ TUOLUMNE A 03 A
- LOCATION: 03 A BIBLE STUDY
- CLASSIFY: MEDICAL SECURITY
- PROPERTY: 012 071
- VISIT: 01/18/2017 09:00 AM
- STATUS: CURRENTLY IN CUSTODY

Buttons: Refresh, Class Only, Review, Attach, Link, Tracking, Housing, Note, Incident, Alerts, Message, Flag, Keep Sep, Assoc, Privileges

Figure 8: ATIMS Classification Queue (screen shot)

The Classification Queue provides a representation of which inmates are in queue for classification, filtered by their respective housing.

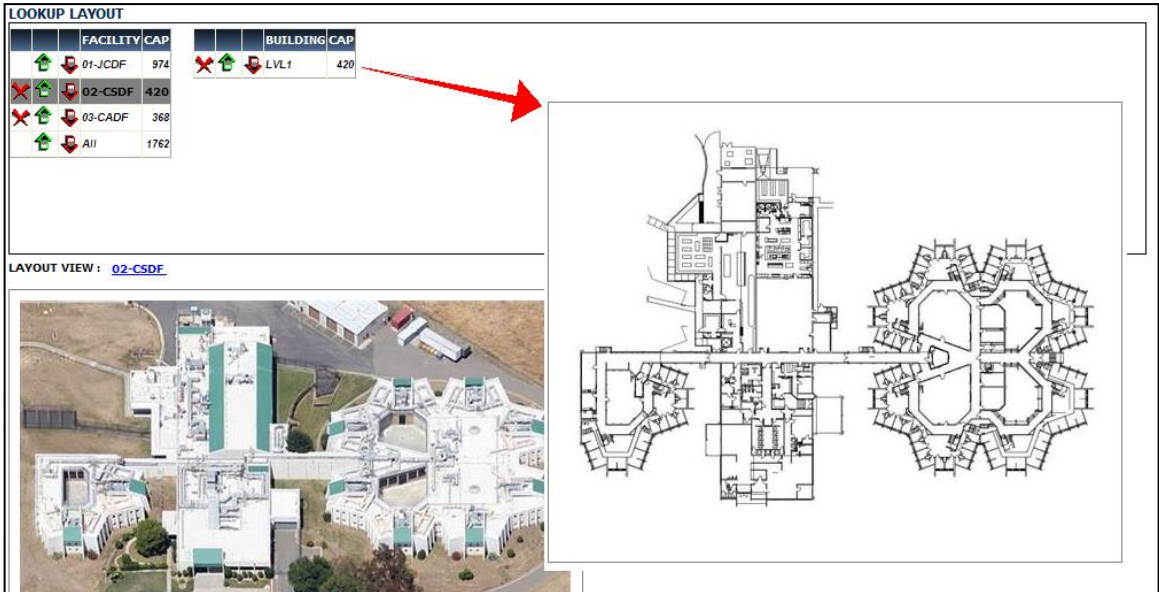
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Figure 9: ATIMS Classification Viewer (screen shot)

The Classification Viewer allows the user to view the Classification Module in its entirety, which gives the user a wholesale view of classification functions and the status.

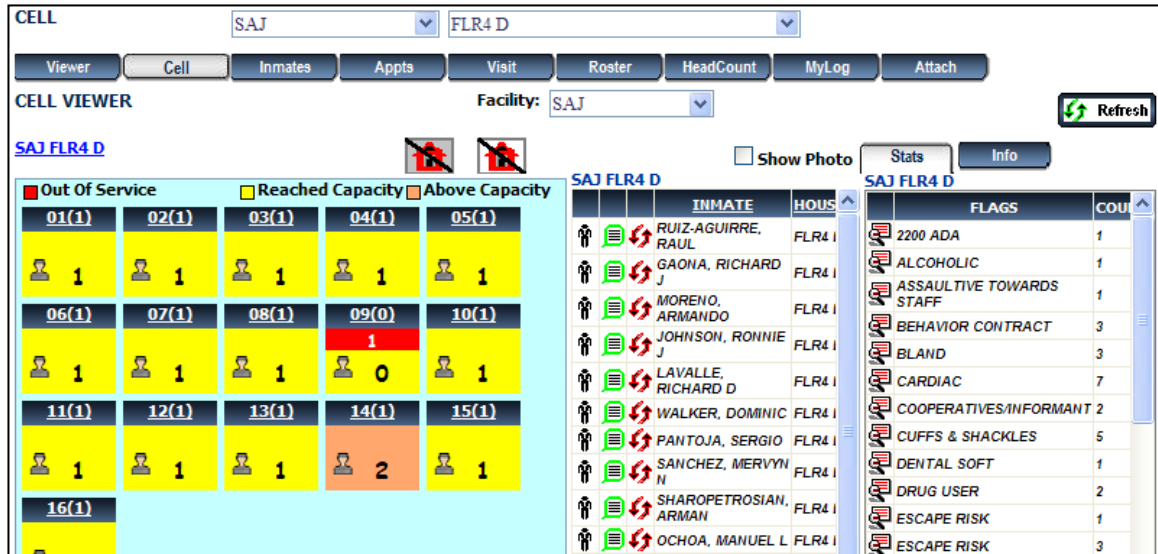
Complete management of housing and locations with overhead layouts and real-time overlays of housing assigned, capacity and out of service counts is provided below.



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Figure 10: ATIMS Facility / Lookup Layout (screen shot)

An instant roster with statistical breakdowns has been included in the system as well.



The screenshot displays the ATIMS Facility / Lookup Layout. At the top, there are dropdown menus for 'CELL' (SAJ) and 'FLR4 D'. Below this is a navigation bar with buttons for 'Viewer', 'Cell', 'Inmates', 'Appts', 'Visit', 'Roster', 'HeadCount', 'MyLog', and 'Attach'. The 'CELL VIEWER' section shows 'Facility: SAJ' and a 'Refresh' button. The main area is divided into two parts: a grid on the left and a list on the right.

CELL VIEWER SAJ FLR4 D

Out Of Service	Reached Capacity	Above Capacity
01(1)	02(1)	03(1)
04(1)	05(1)	
06(1)	07(1)	08(1)
09(0)	10(1)	
11(1)	12(1)	13(1)
14(1)	15(1)	
16(1)		

SAJ FLR4 D INMATE LIST

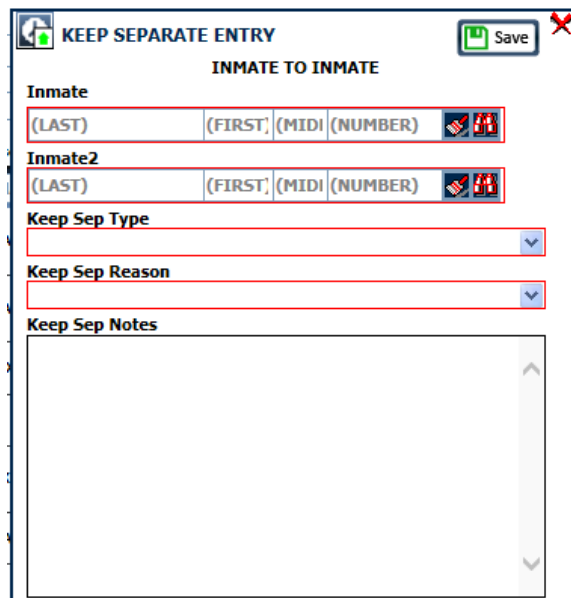
INMATE	HOUS	FLAGS	COUNT
RUIZ-AGUIRRE, RAUL	FLR4 I	2200 ADA	1
GAONA, RICHARD J	FLR4 I	ALCOHOLIC	1
MORENO, ARMANDO	FLR4 I	ASSAULTIVE TOWARDS STAFF	1
JOHNSON, RONNIE J	FLR4 I	BEHAVIOR CONTRACT	3
LAVALLE, RICHARD D	FLR4 I	BLAND	3
WALKER, DOMINIC	FLR4 I	CARDIAC	7
PANTOJA, SERGIO	FLR4 I	COOPERATIVES/INFORMANT	2
SANCHEZ, MERVYN H	FLR4 I	CUFFS & SHACKLES	5
SHAROPETROSIAN, ARMAN	FLR4 I	DENTAL SOFT	1
OCHOA, MANUEL L	FLR4 I	DRUG USER	2
		ESCAPE RISK	1
		ESCAPE RISK	3

Figure 11: ATIMS Facility / Instant Roster (screen shot)

Keep Separates

ATIMS can track several types of Keep Separates within the JMS system.

- The first type of keep separate would be an inmate-to-inmate. This is exactly like it sounds one inmate is to be kept separate from another inmate.
- There are 2 different drop downs available to classify the information about the keep separate. The keep separate can be classified by a keep separate reason as well as a keep separate type. In addition, there is a space provided for a text note.



The screenshot shows the 'KEEP SEPARATE ENTRY' form for 'INMATE TO INMATE'. The form includes a 'Save' button and several input fields:

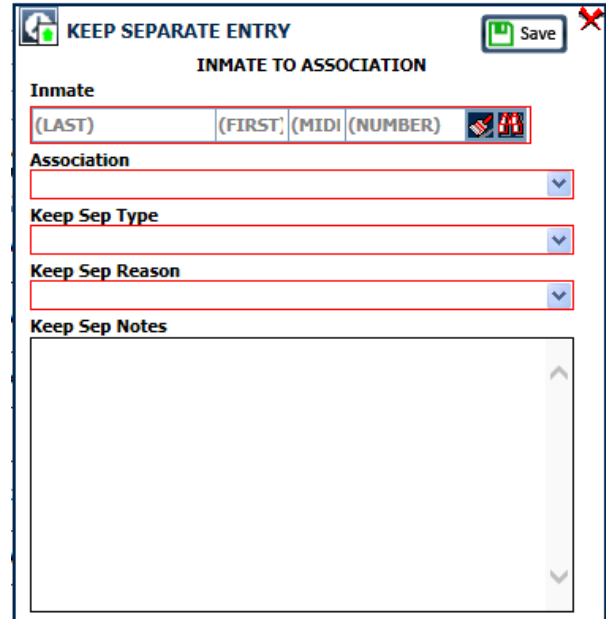
- Inmate**: (LAST) (FIRST) (MIDI) (NUMBER) [Icons]
- Inmate2**: (LAST) (FIRST) (MIDI) (NUMBER) [Icons]
- Keep Sep Type**: [Dropdown menu]
- Keep Sep Reason**: [Dropdown menu]
- Keep Sep Notes**: [Text area]

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Figure 12: ATIMS Keep Separate #1 – Inmate-to-Inmate



(screen shot)

The second form of keep separates is an inmate-to-association. This would be where an inmate has issues with a particular gang and needs to be kept separated from all members of the gang. Like other keep separates, there are drop downs for both keep separate type and reason. If further separation is needed, inmates can also be set to be keep separates from the subset of a gang.



KEEP SEPARATE ENTRY Save

INMATE TO ASSOCIATION

Inmate
 (LAST) (FIRST) (MIDI) (NUMBER)  

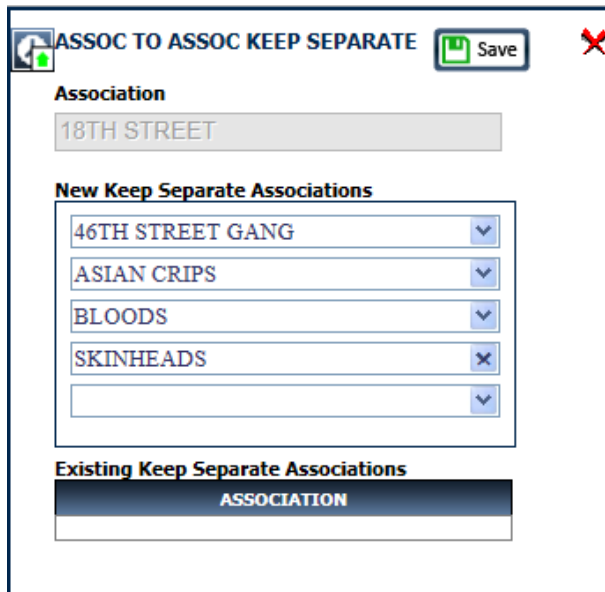
Association

Keep Sep Type

Keep Sep Reason

Keep Sep Notes





Figure 13: ATIMS Keep Separate #2 – Inmate-to-Association (screen shot)



ASSOC TO ASSOC KEEP SEPARATE Save

Association

New Keep Separate Associations

- 
- 
- 
- 
-

Existing Keep Separate Associations

ASSOCIATION
<input type="text"/>

The final type of keep separates is not assigned to an individual but to gangs. Two rival gangs can be noted as keep separates which automatically makes members of each gang keep separates from each other. If more separation is needed, subsets of a gang can be made as keep separates from the subset of another gang or another subset of the same gang.

Figure 14: ATIMS Keep Separate #3 – Association-to-Association (screen shot)

APPENDIX E

3.2 **If you do not provide this functionality, please indicate if you have a partner company with whom you work regularly to provide this functionality.**

This is not applicable. ATIMS JMS provides this functionality.

4.0 Property Management

4.1 **Please provide a detailed summary of your system's property management functionality, including but not limited to:**

- a. Use of Barcodes**
- b. Locker Systems**
- c. Electronic tracking of property movement**

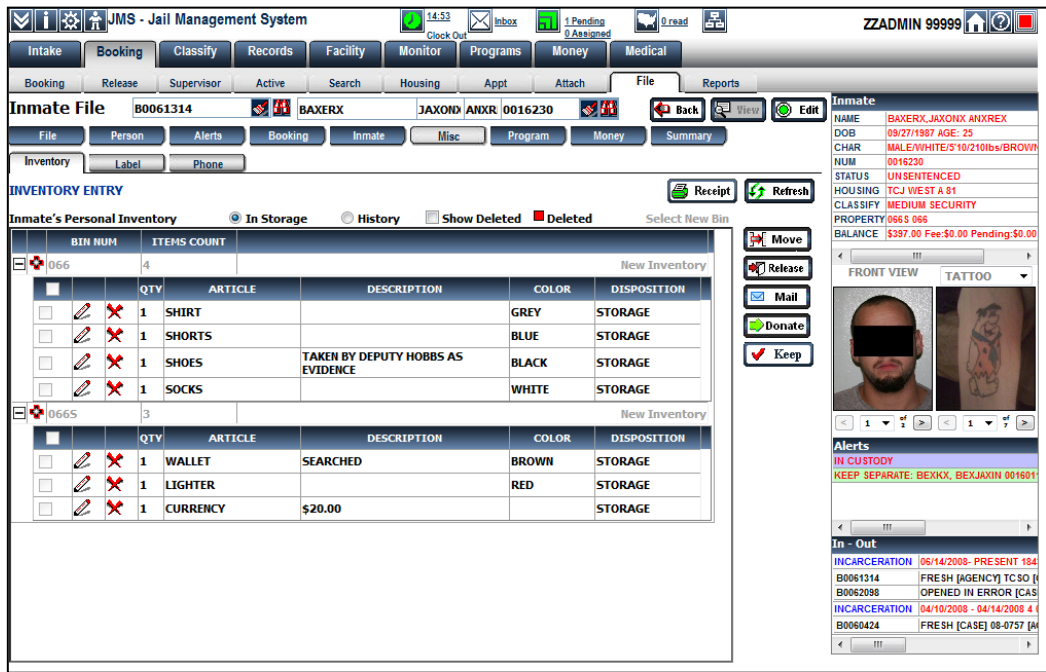
ATIMS has a fully functional property management module. ATIMS tracks all types of property: collection and logging of inmate clothing and property, issuance of inmate clothing and exchange schedules, issuance of inmate supplies (Cleaning supplies, Razors, Hair Clippers, Etc.), issuing of property to inmates to be kept long term (Bibles, Books, Etc.) and inventory items issued to staff members (Keys, Radios, Etc.) The system is designed to be configurable at all levels for an agency's use. Lockers and storage locations can be named and configured by the agency on a per facility basis. The system is also designed to handle groupings of property for ease of movement. Each group is assigned an individual barcode. Inmate receipts can also contain barcodes. If integration with an electronic tracking system is necessary, that can be accommodated. However, after using ATIMS current property system, most agencies do not find the need to make this adjustment.

A high-level overview of the ATIMS property module follows.

Property

A complete inmate property management system is available in the ATIMS JMS, and the DSD controls that property management system. Storage locations, including facility specific bin numbers, are also controlled by DSD. The ATIMS system will allow for storage areas to be designated as storage a reception area. The reception designated locations will be sorted to the top regardless if they have property assigned to them or not.

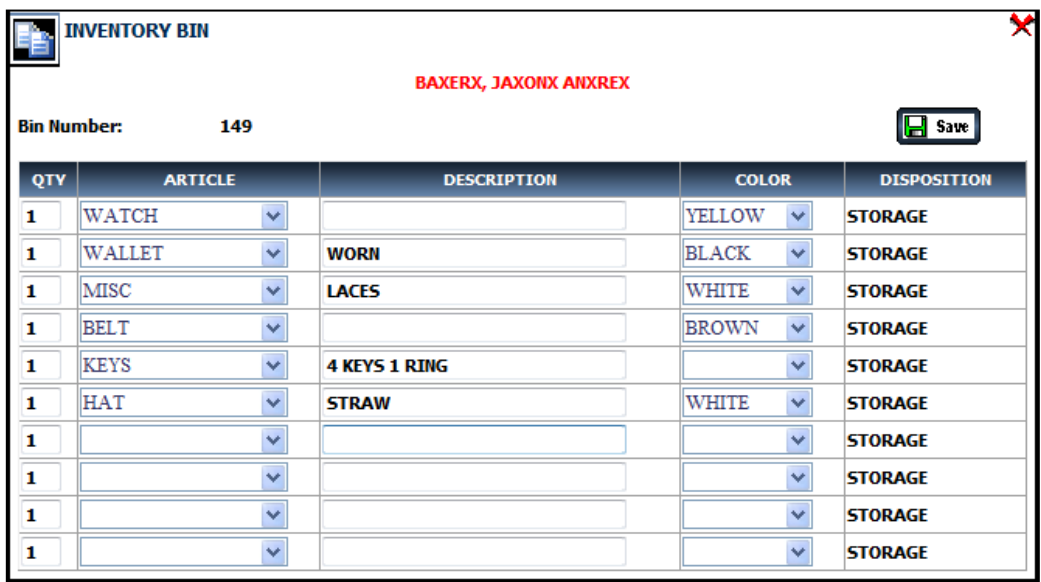
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BIN NUM	ITEMS COUNT	QTY	ARTICLE	DESCRIPTION	COLOR	DISPOSITION
066	4	1	SHIRT		GREY	STORAGE
		1	SHORTS		BLUE	STORAGE
		1	SHOES	TAKEN BY DEPUTY HOBBS AS EVIDENCE	BLACK	STORAGE
		1	SOCKS		WHITE	STORAGE
0665	3	1	WALLET	SEARCHED	BROWN	STORAGE
		1	LIGHTER		RED	STORAGE
		1	CURRENCY	\$20.00		STORAGE

Figure 16: ATIMS Booking – Inventory Entry (screen shot)

Inmate property entry has been streamlined for quick entry at a busy facility like Denver. To keep the data as clean as possible, all items are all selected from DSD configured drop downs. A free text description field is available for additional descriptions. Additionally, there is a color field that is configurable by DSD. The data entry field was designed to allow for the quick addition of 10 items at a time, as our experience has been that most inmates have 10 items or less on their person when they become an inmate. Staff can type the first few letters of the item and the type ahead feature will autofill the balance, and then allow the user to tab to the next field until all items are entered.

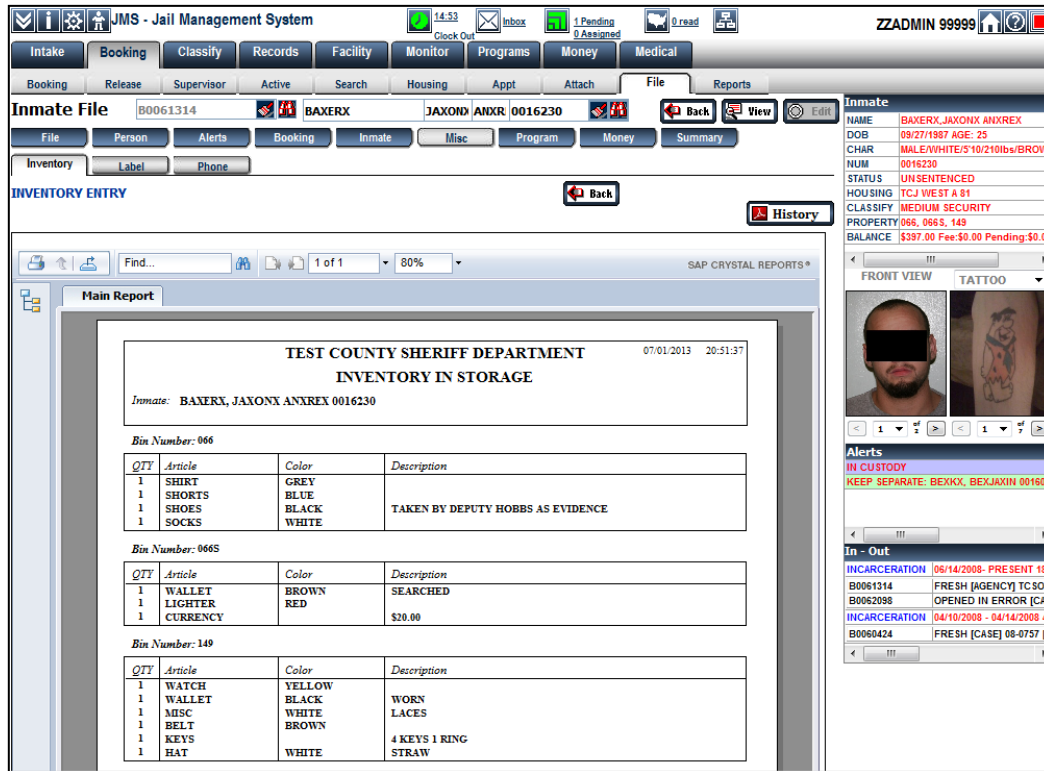


QTY	ARTICLE	DESCRIPTION	COLOR	DISPOSITION
1	WATCH		YELLOW	STORAGE
1	WALLET	WORN	BLACK	STORAGE
1	MISC	LACES	WHITE	STORAGE
1	BELT		BROWN	STORAGE
1	KEYS	4 KEYS 1 RING		STORAGE
1	HAT	STRAW	WHITE	STORAGE
1				STORAGE
1				STORAGE
1				STORAGE
1				STORAGE

Figure 17: ATIMS Booking / Inventory Bin List (screen shot)

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Once the items have been entered, agency staff can print a receipt electronically and have the inmate electronically sign. The signature will be impregnated into a PDF copy of the receipt and stored in the inmate's file. This eliminates the need for DSD to store a physical hard copy, unless required by Denver. A copy with the signature can be printed out for the inmate as well.



TEST COUNTY SHERIFF DEPARTMENT 07/01/2013 20:51:37
INVENTORY IN STORAGE
 Inmate: BAXERX, JAXONX ANXREX 0016230

Bin Number: 066

QTY	Article	Color	Description
1	SHIRT	GREY	
1	SHORTS	BLUE	
1	SHOES	BLACK	TAKEN BY DEPUTY HOBBS AS EVIDENCE
1	SOCKS	WHITE	

Bin Number: 066S

QTY	Article	Color	Description
1	WALLET	BROWN	SEARCHED
1	LIGHTER	RED	\$20.00
1	CURRENCY		

Bin Number: 149

QTY	Article	Color	Description
1	WATCH	YELLOW	
1	WALLET	BLACK	WORN
1	MISC	WHITE	LACES
1	BELT	BROWN	
1	KEYS		4 KEYS 1 RING
1	HAT	WHITE	STRAW

Figure 18: ATIMS Inventory Receipt (screen shot)

The screen shots below show the multitude of options available to DSD for the release of inmate property.

- The property can be released to the inmate upon his release from custody.
- The property can be released to an individual designated by the inmate.
- The property can be mailed home for the inmate, donated to inmate welfare or the property may be returned to the inmate for retention while in custody.

Whichever option is used for releasing of the property, the ATIMS system retains the historical data on all items entered into the system along with their disposition.

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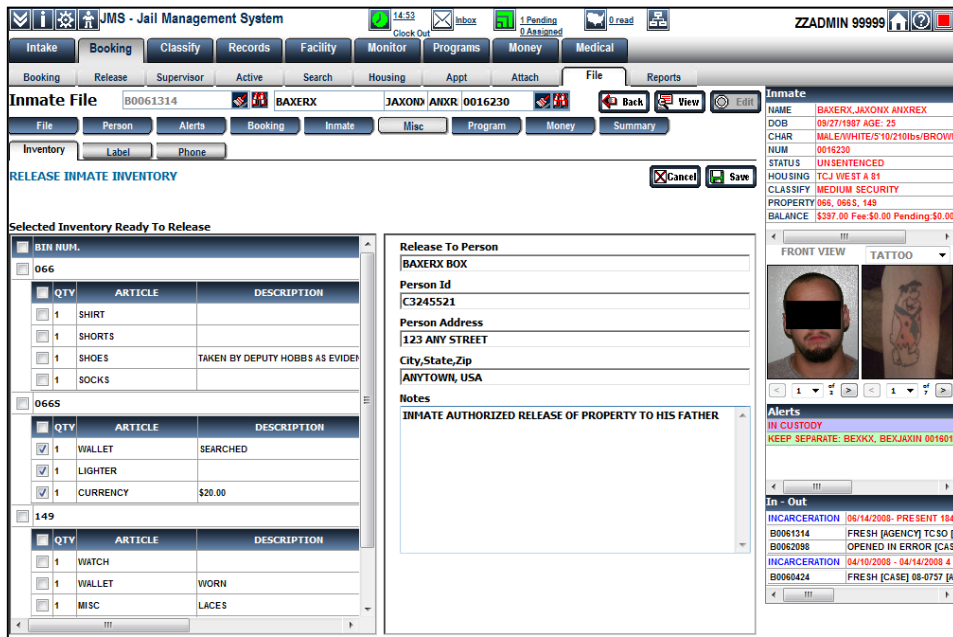


Figure 19: ATIMS Booking – Release Inmate Inventory (screen shot)

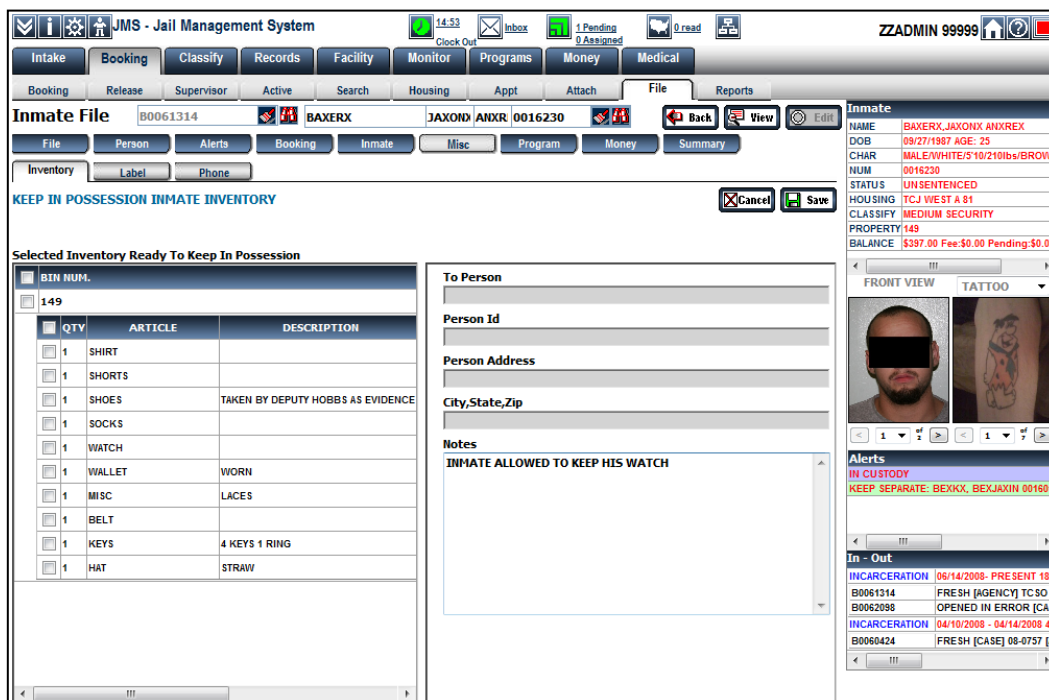
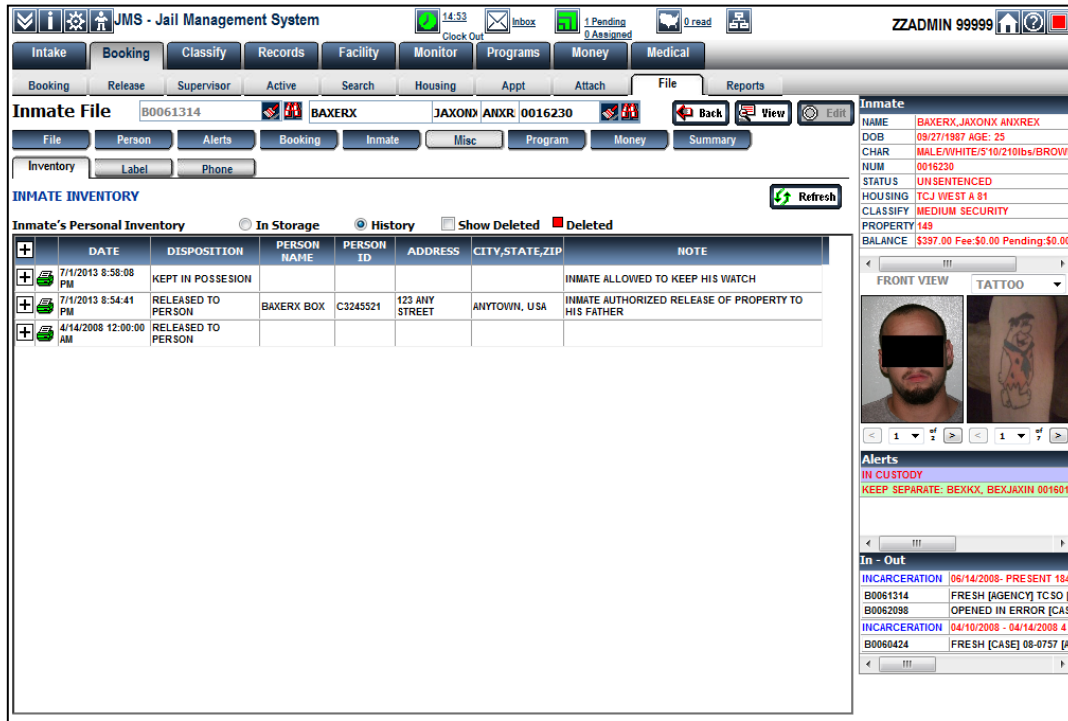


Figure 20: ATIMS Booking – Keep In Possession Inmate Inventory (screen shot)

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JMS - Jail Management System

14:53 Clock Out | Inbox | 1 Pending | 0 Assigned | 0 read

ZZADMIN 99999

Inmate File B0061314 BAXERX JAXONX ANXREX 0016230

Inmate Inventory

Inmate's Personal Inventory

+	DATE	DISPOSITION	PERSON NAME	PERSON ID	ADDRESS	CITY,STATE,ZIP	NOTE
+	7/1/2013 8:58:08 PM	KEPT IN POSSESSION					INMATE ALLOWED TO KEEP HIS WATCH
+	7/1/2013 8:54:41 PM	RELEASED TO PERSON	BAXERX BOX	C3245521	123 ANY STREET	ANYTOWN, USA	INMATE AUTHORIZED RELEASE OF PROPERTY TO HIS FATHER
+	4/14/2008 12:00:00 AM	RELEASED TO PERSON					

Inmate

NAME BAXERX JAXONX ANXREX
 DOB 03/27/1987 AGE: 25
 CHAR MALE/WHITE/S'10/210lb/BROWN
 NUM 0016230
 STATUS UNSENTENCED
 HOUSING TCJ WEST A 81
 CLASSIFY MEDIUM SECURITY
 PROPERTY 149
 BALANCE \$397.00 Fee:\$0.00 Pending:\$0.00

Alerts

IN CUSTODY
 KEEP SEPARATE: BEXKX, BEXJAXIN 001601

In - Out

INCARCERATION 06/14/2008 - PRESENT 184
 B0061314 FRESH [AGENCY] TC SO [I
 B0062098 OPENED IN ERROR [CAS
 INCARCERATION 04/10/2008 - 04/14/2008 4
 B0060424 FRESH [CASE] 08-0757 [A

Figure 21: ATIMS Booking – Inmate Inventory Audit Trail (screen shot)

4.2 If you do not provide this functionality, please indicate if you have a partner company with whom you work regularly to provide this functionality.

This is not applicable. The ATIMS JMS provides this functionality.

5.0 Inmate Trust Accounting

5.1 Please provide a detailed summary of your system's Inmate Trust Accounting functionality.

ATIMS has a full-featured trust accounting module available for use. ATIMS realizes that many agencies have their trust accounting handled by their commissary vendor. We are not trying to replace a Commissary Vendor's functionality, just provide an option for use within our system. The ATIMS JMS is able to fully interface to a commissary vendor to meet Denver's needs, as required.

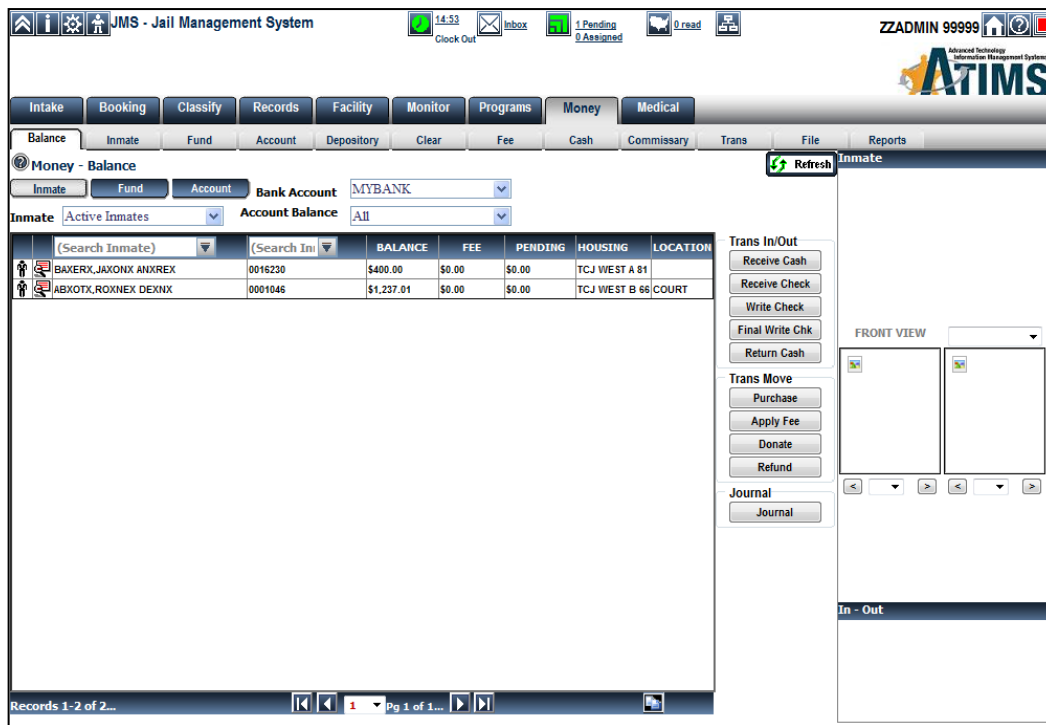
A high-level overview of the ATIMS Inmate Money Module follows.

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Inmate Money

Built into the ATIMS system, is a fully functioning banking system. Our system is designed to track funds coming into and out of, multiple banking accounts, as well as operational funds, for separate areas of the jail (Inmate welfare, medical services, restitution, etc.).

As depicted below, ATIMS provides the capability to display by fund, Inmate account, and bank account; also, ATIMS places the most commonly used functionalities (receive money, apply fee and release money) in the most accessible areas for ease of use.



The screenshot displays the ATIMS Money - Balance interface for an inmate account. The main content area features a table with the following data:

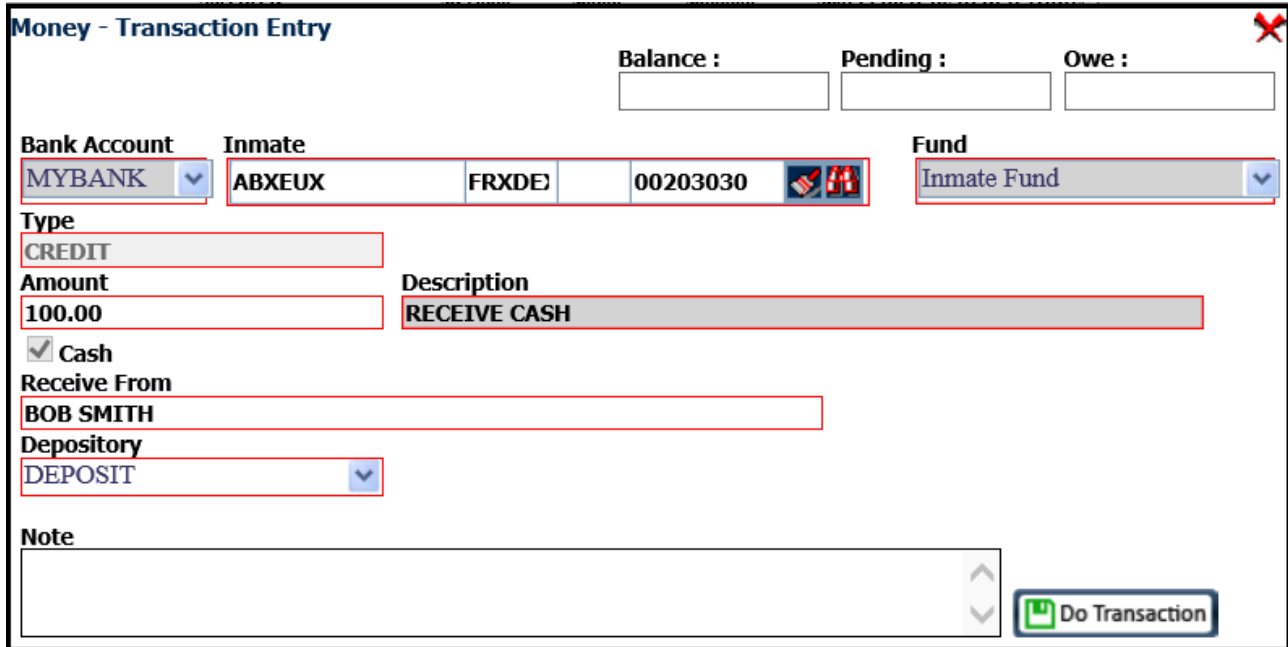
(Search Inmate)	(Search In)	BALANCE	FEE	PENDING	HOUSING	LOCATION
BAXERX_JAXONX ANXREX	0016230	\$400.00	\$0.00	\$0.00	TCJ WEST A 81	
ABXOTX_ROXNEX DEXNX	0001046	\$1,237.01	\$0.00	\$0.00	TCJ WEST B 66	COURT

The interface also includes a sidebar with various transaction buttons: Trans In/Out (Receive Cash, Receive Check, Write Check, Final Write Chk, Return Cash), Trans Move (Purchase, Apply Fee, Donate, Refund), and Journal (Journal). The top navigation bar includes options like Intake, Booking, Classify, Records, Facility, Monitor, Programs, Money, and Medical.

Figure 22: ATIMS Money - Balance (Inmate Account screen shot)


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ATIMS allows receiving money on an inmate account in either cash or check form with a printed receipt for the inmate and/or depositor.



Money - Transaction Entry ✖

Balance : Pending : Owe :

Bank Account: Inmate:  Fund:

Type:

Amount: Description:

Cash

Receive From:

Depository:

Note:


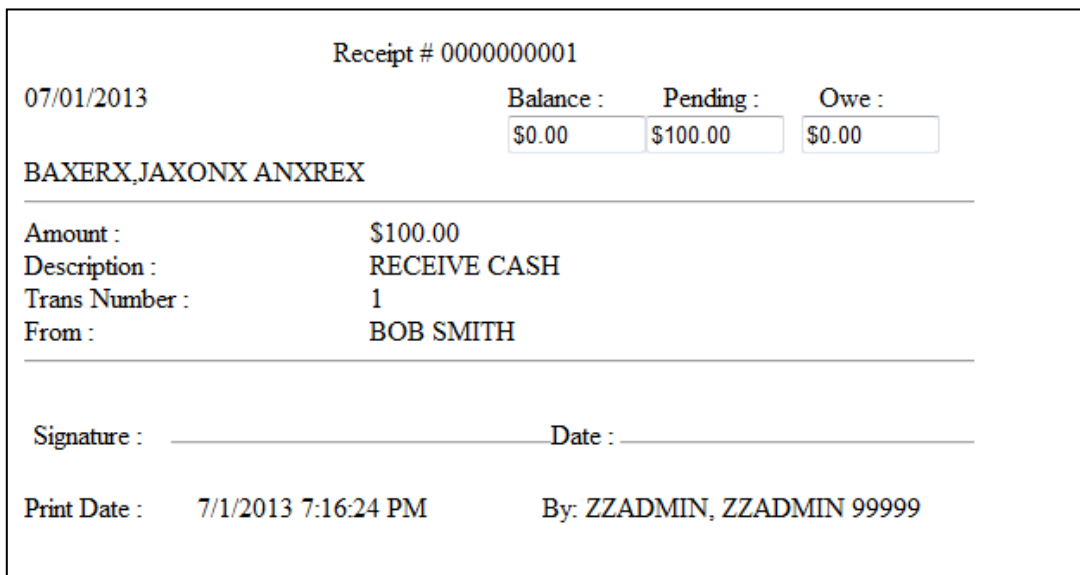


Figure 23: ATIMS Money – Transaction Entry (screen shot)



Receipt # 0000000001

07/01/2013

Balance : Pending : Owe :

BAXERX,JAXONX ANXREX

Amount : \$100.00
 Description : RECEIVE CASH
 Trans Number : 1
 From : BOB SMITH

Signature : _____ Date : _____


Print Date : 7/1/2013 7:16:24 PM By: ZZADMIN, ZZADMIN 99999

Figure 24: ATIMS Money Receipt (screen shot)

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Money - Transaction Entry ✖

Balance : Pending : Owe :

Bank Account: Inmate:  Fund:

Type:

Amount: Description:

Cash

Receive Number: Receive From:

Depository:

Note:




Figure 25: ATIMS Money - Transaction (screen shot)

Additionally, we are designed for deposit reconciliation and cash drawer support.

JMS - Jail Management System ZZADMIN 99999

14:53 Clock Out Inbox 1 Pending 0 Assigned 0 read

Intake Booking Classify Records Facility Monitor Programs Money Medical

Balance Inmate Fund Account Depository Clear Fee Cash Commissary Trans File Reports

Money - Depository Bank Account: MYBANK Fund: INMATE Depository: DEPOSIT Back Refresh

Verify History Adjust


PENDING VERIFICATION \$1,637.01

TRANS#	DATE	DESCRIPTION	RECEIPT#	(Search)	(Search Inmate)	AMOUNT	VERIFY	ADJUST
3	07/01/2013 19:19	RECEIVE CHECK	000000003	0001046	ABXOTX_ROXNEX DEXNX	\$1,237.01	\$1,237.01	✓
2	07/01/2013 19:18	RECEIVE CHECK	000000002	0016230	BAXERX_JAXONX ANXREX	\$300.00	\$300.00	✓
1	07/01/2013 19:16	RECEIVE CASH	000000001	0016230	BAXERX_JAXONX ANXREX	\$100.00	\$100.00	✓

Records 1-3 of 3...

Bank Deposit: **\$1,637.01**

Fill Cash Drawer Min.Bal \$0.00 Current Bal \$0.00 Get Cash From WELFARE FUND Fund.CashDrwr \$500.00

Adjusted Deposit: **\$1,137.01** 

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Figure 26: ATIMS Money – Depository Audit (screen shot)

Finally, we can charge fees for services (medical fee, restitution, program fees, etc.). In the event an inmate does not have the funds to pay, a debt is created on the inmate’s account. As money is deposited into the account, the debt can be completely or partially paid automatically from the account.

Money - Transaction Entry

Balance :

\$0.00

Pending :

\$100.00

Owe :

\$0.00

Bank Account

Inmate

To Fund

Fee Type

Amount

Description

Note

Figure 27: ATIMS Money – Service Fee Transaction Entry (screen shot)

JMS - Jail Management System
14:53 Clock Out
Inbox
1 Pending 0 Assigned
0 read
ZZADMIN 99999

ATIMS

Advanced Technology
Inmate Management Systems

Intake
Booking
Classify
Records
Facility
Monitor
Programs
Money
Medical

Balance
Inmate
Fund
Account
Depository
Clear
Fee
Cash
Commissary
Trans
File
Reports

Money - Fund
 Bank Account: MYBANK Fund: MED From: 06/01/2013 To: 07/01/2013

FUND LEDGER: \$3.00

TRANS#	DATE	AMOUNT	DESCRIPTION	FUND	RECEIPT	CHECK#	BALANCE	NUMBER
5	07/01/2013 19:29	\$3.00	AUTO PAY - FEE MED				\$3.00	BAXERX_JAXGNXANXREX0016230

Trans In/Out

Trans Move

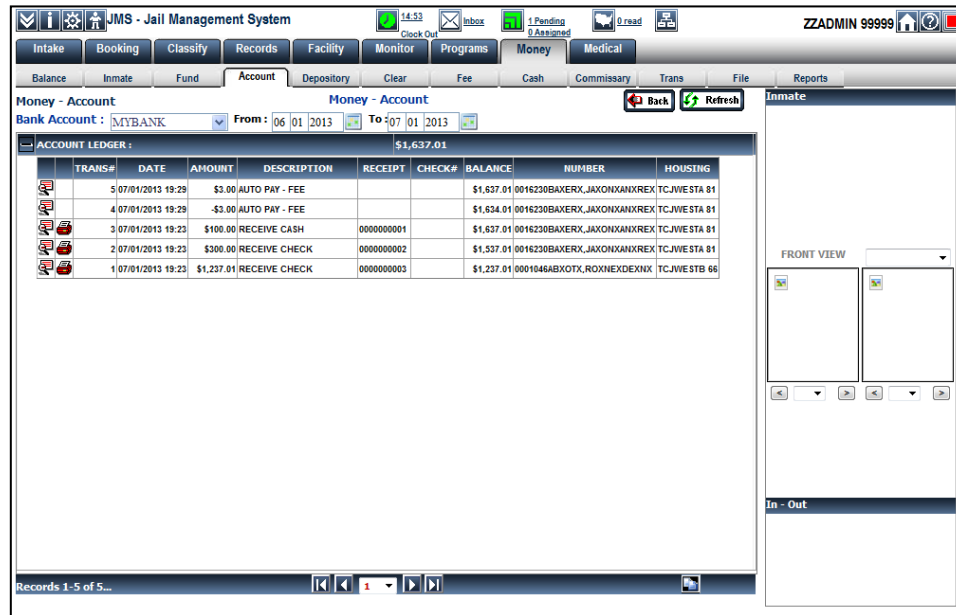
Journal

Inmate

Figure 28: ATIMS Money – Account Balance (screen shot)

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We provide complete searching and history of all transactions.



TRANS#	DATE	AMOUNT	DESCRIPTION	RECEIPT	CHECK#	BALANCE	NUMBER	HOUSING
5	07/01/2013 19:29	\$3.00	AUTO PAY - FEE			\$1,627.01	0016220BAXERX_JAXONXANXKREX	TCJWESTA 81
4	07/01/2013 19:29	-\$3.00	AUTO PAY - FEE			\$1,624.01	0016220BAXERX_JAXONXANXKREX	TCJWESTA 81
3	07/01/2013 19:23	\$100.00	RECEIVE CASH	0000000001		\$1,627.01	0016220BAXERX_JAXONXANXKREX	TCJWESTA 81
2	07/01/2013 19:23	\$300.00	RECEIVE CHECK	0000000002		\$1,537.01	0016220BAXERX_JAXONXANXKREX	TCJWESTA 81
1	07/01/2013 19:23	\$1,237.01	RECEIVE CHECK	0000000003		\$1,237.01	0001046ABXOTX,ROXNEXDEXNIX	TCJWESTB 66

Figure 29: ATIMS Money – Account Audit Trail (screen shot)

5.2 If you do not provide this functionality, please indicate if you have a partner company with whom you work regularly to provide this functionality.

This is not applicable. ATIMS has an inmate trust accounting system and is able to provide this functionality.

6.0 Medical

6.1 Please provide a detailed summary of your system’s medical information functionality.

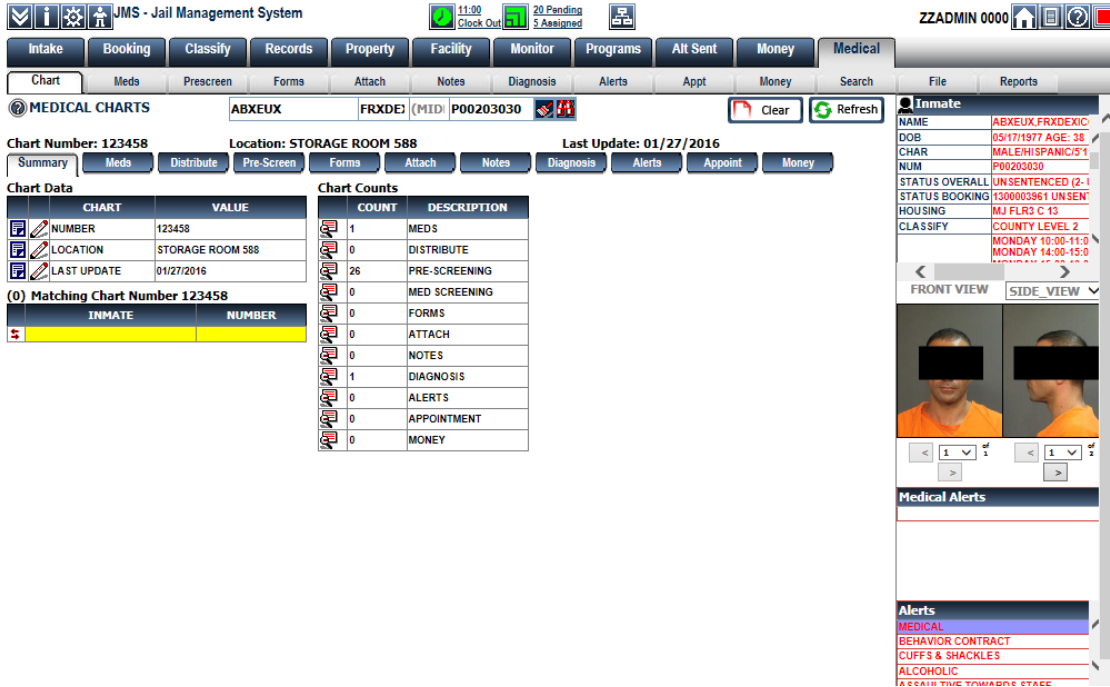
ATIMS has a basic Medical module that can be used to track inmate medical records. Most agencies have an outside medical provider with their own medical software they utilize. ATIMS always tries to remain flexible to try to accommodate all agency needs. The ATIMS JMS can be the sole medical system provider with limited functionality, and/or ATIMS can send needed inmate information to and from the agencies medical provider software or a combination of both.

A high-level overview of the ATIMS medical system follows.

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Medical Services

The ATIMS Medical Module has the functions necessary to run a basic medical charting and medication management system.



The screenshot shows the ATIMS Medical - Chart interface. At the top, there are navigation tabs: Intake, Booking, Classify, Records, Property, Facility, Monitor, Programs, All Sent, Money, and Medical. Below these are sub-tabs: Chart, Meds, Prescreen, Forms, Attach, Notes, Diagnosis, Alerts, Appt, Money, Search, File, and Reports. The main area displays 'MEDICAL CHARTS' for inmate ABXEUX (FRXDE: P00203030). The chart number is 123458, location is STORAGE ROOM 588, and last update is 01/27/2016. There are two tables: 'Chart Data' and 'Chart Counts'.

CHART	VALUE
NUMBER	123458
LOCATION	STORAGE ROOM 588
LAST UPDATE	01/27/2016

COUNT	DESCRIPTION
1	MEDS
0	DISTRIBUTE
26	PRE-SCREENING
0	MED SCREENING
0	FORMS
0	ATTACH
0	NOTES
1	DIAGNOSIS
0	ALERTS
0	APPOINTMENT
0	MONEY

On the right side, there is an 'Inmate' profile card for ABXEUX.FRXDEXIC, including DOB (05/17/1977), AGE (38), CHAR (MALE/HISPANIC/5'11"), NUM (P00203030), STATUS OVERALL (UNSENTENCED (2-1)), STATUS BOOKING (13000030961 UNSEN), HOUSING (MJ FLR3 C 13), and CLASSIFY (COUNTY LEVEL 2). Below the profile are two mugshot images and a 'Medical Alerts' section listing: MEDICAL, BEHAVIOR CONTRACT, CUFFS & SHACKLES, and ALCOHOLIC.

Figure 30: ATIMS Medical – Chart (screen shot)

Medications are entered and tracked within the system on a per inmate basis.



The screenshot shows the ATIMS Medical - Inmate Medication Tracker interface. It features the same navigation and sub-tab structure as Figure 30. The main area is titled 'Prescription Entry' for inmate ABXEUX (FRXDE: P00203030). The Rx Number is 123, with 0 Refills, 0 Used, and 0 Remaining. The drug is ZOFACILIN, with a dosage of 10 GRAM, 1 Qty/Dist, and 1 Freq/Day, resulting in 10 Total Pills. The order date is 02/19/2016, and the doctor is AGXILXR (KEXNE) 3024. The instructions are '1 X DAILY'. The distribution schedule table is as follows:

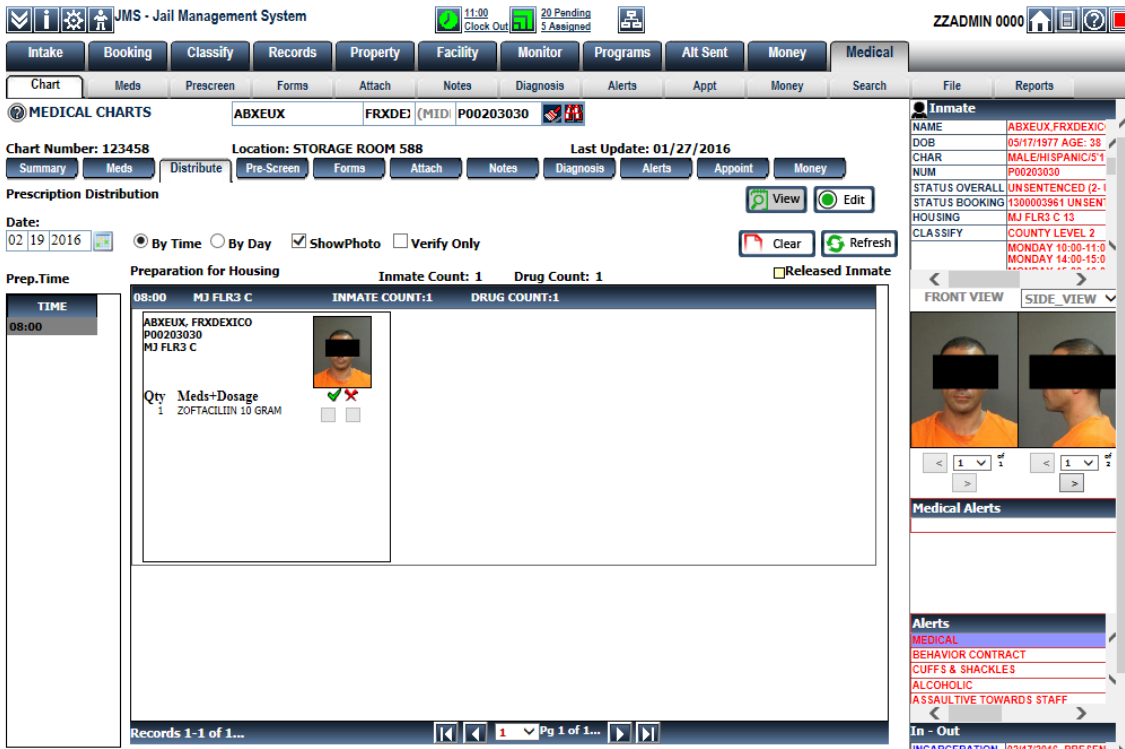
STARTDATE	ENDDATE	HOURLYSCHEDULES	ALERTS
02/19/2016	02/29/2016	08:00	

On the right side, the inmate profile card is visible, and the 'Alerts' section lists: MEDICAL, BEHAVIOR CONTRACT, CUFFS & SHACKLES, ALCOHOLIC, and ASSAULTIVE TOWARDS STAFF.

Figure 31: ATIMS Medical – Inmate Medication Tracker (screen shot)

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Medications can be distributed one at a time or a list can be prepared to allow for group distribution.



JMS - Jail Management System

11:00 Clock Out 20 Pending 5 Assigned

ZZADMIN 0000

MEDICAL CHARTS ABXEUX FRXDE (MID) P00203030


Chart Number: 123458 Location: STORAGE ROOM 588 Last Update: 01/27/2016

Summary Meds Distribute Pre-Screen Forms Attach Notes Diagnosis Alerts Appt Money

Prescription Distribution View Edit

Date: 02/19/2016 By Time By Day ShowPhoto Verify Only Clear Refresh

Prep.Time Preparation for Housing Inmate Count: 1 Drug Count: 1 Released Inmate

TIME	Meds+Dosage	INMATE COUNT:1	DRUG COUNT:1
08:00	ABXEUX, FRXDEXICO P00203030 MJ FLR3 C		
	Qty: 1 Meds+Dosage: ZOFACILIN 10 GRAM	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Records 1-1 of 1...

Inmate

NAME: ABXEUX, FRXDEXICO
DOB: 05/17/1977 AGE: 38
CHAR: MALE/HSI SPANIC/S 1
NUM: P00203030
STATUS OVERALL: UNSENTENCED (2-1)
STATUS BOOKING: 1300003961 UNSEN
HOUSING: MJ FLR3 C 13
CLASSIFY: COUNTY LEVEL 2
MONDAY 10:00-11:0
MONDAY 14:00-15:0

Medical Alerts

Alerts

MEDICAL
BEHAVIOR CONTRACT
CUFFS & SHACKLES
ALCOHOLIC
ASSAULTIVE TOWARDS STAFF

Figure 32: ATIMS Medical – Inmate Chart - Medication (screen shot)

All Medical Prescreen forms are stored in the medical module due to HIPPA concerns.

APPENDIX E

JMS - Jail Management System
11:00 Clock Out 20 Pending 5 Assigned
ZZADMIN 0000

IntakeBookingClassifyRecordsPropertyFacilityMonitorProgramsAlt SentMoneyMedical

ChartMedsPrescreenFormsAttachNotesDiagnosisAlertsApptMoneySearchFileReports

MEDICAL CHARTS ABXEUX FRXDEI (MID) P00203030

Chart Number: 123458 Location: STORAGE ROOM 588 Last Update: 01/27/2016

Summary Meds Distribute Pre-Screen Forms Attach Notes Diagnosis Alerts Appt Money

MEDICAL PRE-SCREENING Clear Refresh

Date From: [] Date To: [] Personnel: (LAST) (FIRST) (MID) (NUMBER) Facility: MJ

Show Deleted

	TITLE	DATE	CREATED	UPDATED	STATUS
	MEDICAL PRE-SCREENING	10/01/2013	10/01/2013 04:28:27 GAXAZX.V 2431	10/01/2013 04:29:53 GAXAZX.V 2431	ACCEPTED 10/01/2013 04:29:53 GAXAZX.V 2431
	MEDICAL PRE-SCREENING	12/16/2013	12/16/2013 06:34:06 ZZADMIN.Z 0000	12/16/2013 06:34:24 ZZADMIN.Z 0000	ACCEPTED 12/16/2013 06:34:24 ZZADMIN.Z 0000
	MEDICAL PRE-SCREENING	12/17/2013	12/17/2013 11:02:40 ZZADMIN.Z 0000	12/17/2013 11:11:09 ZZADMIN.Z 0000	ACCEPTED 12/17/2013 11:11:09 ZZADMIN.Z 0000
	MEDICAL PRE-SCREENING	02/10/2014	02/10/2014 09:43:58 ZZADMIN.Z 0000	02/10/2014 09:49:55 ZZADMIN.Z 0000	ACCEPTED 02/10/2014 09:49:55 ZZADMIN.Z 0000
	MEDICAL PRE-SCREENING	04/21/2014	04/21/2014 14:39:26 ZZADMIN.Z 0000	04/21/2014 14:39:37 ZZADMIN.Z 0000	ACCEPTED 04/21/2014 14:39:37 ZZADMIN.Z 0000

Records 1-20 of 26... Pg 1 of 2...


Medical Screening Show Deleted [New Med Screening](#)

	TITLE	DATE	CREATED BY	UPDATED BY

Inmate

NAME ABXEUX.FRXDEXIC
 DOB 05/17/1977 AGE: 38
 CHAR MALE/HS PANIC/51
 NUM P00203030
 STATUS OVERALL UN SENTENCED (2-1
 STATUS BOOKING 1300003961 UNSEN
 HOUSING MJ FLR3 C 13
 CLASSIFY COUNTY LEVEL 2
 MONDAY 10:00-11:0
 MONDAY 14:00-15:0

FRONT VIEW SIDE VIEW



Medical Alerts

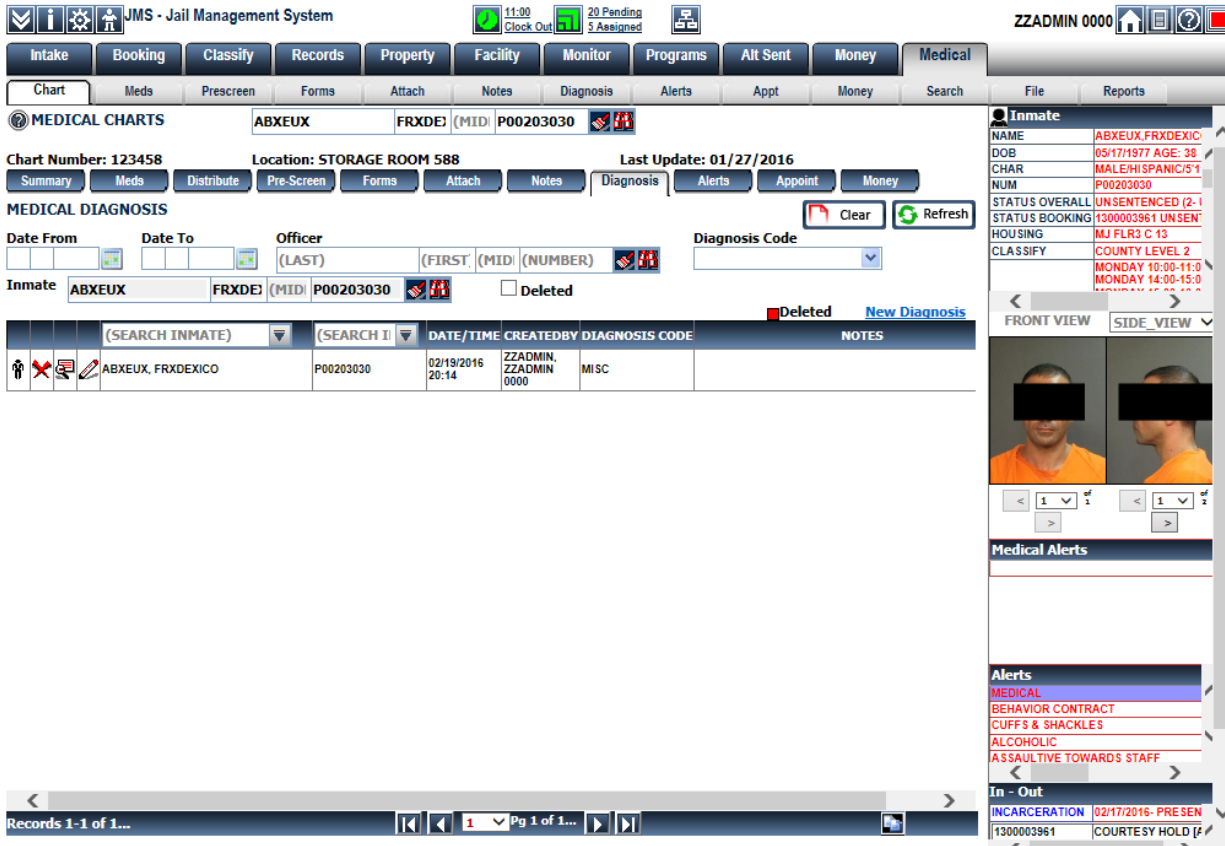
Alerts
 MEDICAL
 BEHAVIOR CONTRACT
 CUFFS & SHACKLES
 ALCOHOLIC
 ASSAULTIVE TOWARDS STAFF

In - Out
 INCARCERATION 02/17/2016 PRE SEN
 1300003961 COURTESY HOLD

Figure 33: ATIMS Medical – Medical Pre-Screening (screen shot)

Staff can enter diagnosis as well as chart notes in the medical system on a per inmate basis.

APPENDIX E



JMS - Jail Management System | 11:00 Clock Out | 20 Pending | 5 Assigned | ZZADMIN 0000

Intake | Booking | Classify | Records | Property | Facility | Monitor | Programs | Alt Sent | Money | Medical

Chart | Meds | Prescreen | Forms | Attach | Notes | Diagnosis | Alerts | Appt | Money | Search | File | Reports

MEDICAL CHARTS | ABXEUX | FRXDE | (MID) | P00203030

Chart Number: 123458 | Location: STORAGE ROOM 588 | Last Update: 01/27/2016

Summary | Meds | Distribute | Pre-Screen | Forms | Attach | Notes | Diagnosis | Alerts | Appt | Money

MEDICAL DIAGNOSIS | Clear | Refresh

Date From | Date To | Officer | Diagnosis Code

Inmate: ABXEUX | FRXDE | (MID) | P00203030 | Deleted

(SEARCH INMATE)	(SEARCH II)	DATE/TIME CREATED	BY	DIAGNOSIS CODE	NOTES
ABXEUX, FRXDEXICO	P00203030	02/19/2016 20:14	ZZADMIN, ZZADMIN 0000	MISC	

Medical Alerts

Alerts

- MEDICAL
- BEHAVIOR CONTRACT
- CUFFS & SHACKLES
- ALCOHOLIC
- ASSAULTIVE TOWARDS STAFF

In - Out

INCARCERATION | 02/17/2016 - PRESEN | 1300003961 | COURTESY HOLD

Records 1-1 of 1...

Figure 34: ATIMS Medical – Diagnosis (screen shot)

6.2 Please indicate if your solution is HIPAA compliant.

Yes, ATIMS is HIPAA compliant

6.3 If you do not provide this functionality, please indicate if you have a partner company with whom you work regularly to provide this functionality.

This is not applicable. While ATIMS JMS has limited medical functionality, the functions are able to meet this requirement.

APPENDIX E

7.0 Reports

- 7.1 Please provide a detailed list and summary of all the reports available with your system. Please indicate any that are not considered to be part of the out of the box solution (custom development required).**

A detailed list and summary of Standard Reports available within the ATIMS JMS is provided in Section 4 as Attachment V.

- 7.2 Does your solution integrate with Crystal Reports?**
a. If yes, are reports that are available within Crystal integrated within the application for easy access to reporting?

The current ATIMS system is integrated with Crystal reports. Agencies can write their own custom reports utilizing the ATIMS database. ATIMS philosophy is that the data contained within our system belongs to the client and we provide them with an ERD and data dictionary as part of implementation, and we provide updates to those documents as changes are made to the database. ATIMS not only allows for the use of crystal reports but we provide for front-end integration within the ATIMS software. When the client (or ATIMS) designs a custom report, the report can then be placed within any module of the ATIMS software desired. These reports then become available to staff who are granted access. These reports can also be scheduled to be automatically delivered by the ATIMS event engine at required times.

- 7.3 Does your solution include a replicated database for reporting?**
a. Is the replicated database updated in real time or is it delayed?
i. If delayed, what is the occurrence?

ATIMS does not currently include a replicated database for our internal reporting. This functionality is on our roadmap for future versions of the software. If Denver is interested in this function and the use of an external reporting tool on a replicated database, that can be accomplished via a mirrored database and would be fairly easy to provide.

- 7.4 Please provide a detailed summary of your system's ability to provide ad-hoc reporting.**

The ATIMS system has more than 200 canned reports to meet the reporting needs of our clients. For each of these reports, ATMS provides appropriate filters that can be applied to each of these reports allowing the client Ad Hoc style reporting, without the need to learn the report writing tool. For those agencies who wish to use the report writing tool, Crystal Reports is available as an option.

- 7.5 Please provide samples of your out of the box reports.**

Some samples of our reports are included as follows in Section 4 as Attachment VI 1-11.

APPENDIX E

8.0 Accreditation

The solution shall meet all criteria for PREA, CALEA and ASA accreditations as they pertain to a JMS. The DSD Accreditation team is required to regularly report to the accreditation bodies where standards are being met within the system. Easy access to this reportable data is a fundamental requirement for the JMS.

- 8.1 **Please provide a detailed summary of how your solution meets the criteria for these accreditations, including but not limited to:**
- a. **Out of the box reports**
 - b. **Specific data elements captured**
 - c. **Ease of use accessing data for DSD Accreditation team.**

Based on the requirements listed in the RFP, ATIMS is compliant with the exception of the PREA requirements. While ATIMS has the architecture in place to handle PREA, there are a few functionalities missing from the system. ATIMS has proposed changes to our system to meet these requirements as part of this project.

- 8.2 **If your solution does not meet these criteria, please explain where in the system this is applicable and why criteria are not met.**

For PREA we have basic functionalities to meet basic needs but to date, no clients have requested that we complete all of the listed requirements requested by Denver. As part of this proposal, we are offering enhancements to our system to meet all of the PREA requirements listed. As part of these requirements, ATIMS has recommended building a PREA specific module and adding it to the base ATIMS product.

- 8.3 **Please provide a detailed summary of how you ensure your system stays current with these accreditation standards.**

ATIMS maintains consistent contact with our clients and industry leaders. We continually expand our knowledge in corrections and law enforcement to ensure we are current with the industry and its needs. Some of our staff members spent several years working in sworn positions in the corrections industry and continue to maintain inside contacts and ensure we are always aware of new legal and legislative mandates. As a company, we gather this information and integrate it into our product to ensure that we are on the forefront of the requirements of the corrections industry.