

**REQUEST FOR LEGISLATIVE ACTION**

**Version 6/10/19**

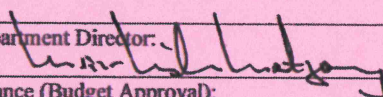
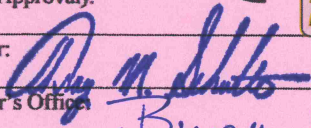
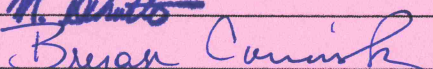
Completed by County Counselor's Office:

Res/~~Ord~~ No.: 20587

Sponsor(s): Crystal Williams

Date: December 14, 2020

<p><b>SUBJECT</b></p>	<p>Action Requested  <input checked="" type="checkbox"/> Resolution  <input type="checkbox"/> Ordinance</p> <p>Project/Title: <u>Transferring \$130,194 within the General Fund and awarding a contract for the purchase and implementation of Policy Management Software for the Sheriff's Office and the Department of Corrections to Lexipol LLC of Frisco, Texas in the amount of \$130,194 under the terms and conditions of Request for Proposal No. 58-20</u></p>																										
<p><b>BUDGET INFORMATION</b>  <i>To be completed By Requesting Department and Finance</i></p>	<table border="1"> <tr> <td>Amount authorized by this legislation this fiscal year:</td> <td>\$130,194</td> </tr> <tr> <td>Amount previously authorized this fiscal year:</td> <td></td> </tr> <tr> <td>Total amount authorized after this legislative action:</td> <td>\$130,194</td> </tr> <tr> <td>Amount budgeted for this item * (including transfers):</td> <td>\$130,194</td> </tr> <tr> <td>Source of funding (name of fund) and account code number:</td> <td></td> </tr> <tr> <td colspan="2">TRANSFER FROM:</td> </tr> <tr> <td>001-4201-56170 General Fund, Sheriff's Office, Transportation Expenses</td> <td>\$ 80,000</td> </tr> <tr> <td>001-4201-56710 General Fund, Sheriff's Office, Dues and Membership</td> <td>\$ 2,000</td> </tr> <tr> <td>001-4201-57110 General Fund, Sheriff's Office, Gasoline</td> <td>\$ 48,194</td> </tr> <tr> <td>Sub-Total</td> <td>\$130,194</td> </tr> <tr> <td colspan="2">TRANSFER TO:</td> </tr> <tr> <td>001-4201-56663 General Fund, Sheriff's Office, Software As A Service</td> <td>\$ 46,284</td> </tr> <tr> <td>001-4201-56080 General Fund, Sheriff's Office, Other Professional Services</td> <td>\$ 83,910</td> </tr> </table> <p>* If account includes additional funds for other expenses, total budgeted in the account is: \$</p> <p><b>OTHER FINANCIAL INFORMATION:</b></p> <p><input type="checkbox"/> No budget impact (no fiscal note required)  <input type="checkbox"/> Term and Supply Contract (funds approved in the annual budget); estimated value and use of contract:          Department: _____ Estimated Use: _____</p> <p>Prior Year Budget (if applicable): _____          Prior Year Actual Amount Spent (if applicable): _____</p>	Amount authorized by this legislation this fiscal year:	\$130,194	Amount previously authorized this fiscal year:		Total amount authorized after this legislative action:	\$130,194	Amount budgeted for this item * (including transfers):	\$130,194	Source of funding (name of fund) and account code number:		TRANSFER FROM:		001-4201-56170 General Fund, Sheriff's Office, Transportation Expenses	\$ 80,000	001-4201-56710 General Fund, Sheriff's Office, Dues and Membership	\$ 2,000	001-4201-57110 General Fund, Sheriff's Office, Gasoline	\$ 48,194	Sub-Total	\$130,194	TRANSFER TO:		001-4201-56663 General Fund, Sheriff's Office, Software As A Service	\$ 46,284	001-4201-56080 General Fund, Sheriff's Office, Other Professional Services	\$ 83,910
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<p><b>PRIOR LEGISLATION</b></p>	<p>Prior ordinances and (date): _____          Prior resolutions and (date): _____</p>																										
<p><b>CONTACT INFORMATION</b></p>	<p>RLA drafted by (name, title, &amp; phone): Barbara Casamento, Purchasing Administrator, 881-3253</p>																										
<p><b>REQUEST SUMMARY</b></p>	<p>The Sheriff's Office and the Department of Corrections require a customizable software package to manage and update their policies and procedures, including implementation and training. The Software includes policies, procedures and training bulletins, is web based and has mobile applications via tablets and smart phones. The Purchasing Department issued Request for Proposal No. 58-20 to meet those requirements.</p> <p>A total of thirte<del>n</del>n notifications were distributed and two responses were received, one of which was rejected as non-compliant and the remaining response was evaluated as follows:</p> <table border="0"> <tr> <td>Lexipol LLC, Frisco, Texas</td> <td style="text-align: right;">\$130,194</td> </tr> </table> <p>Pursuant to Section 1054.6 of the Jackson County Code, the Sheriff's Office and the Department of Corrections recommend the award of a contract for the purchase and implementation of Policy Management Software to Lexipol LLC of Frisco, Texas under the terms and conditions of Request for Proposal No. 58-20 as the lowest and best proposal received.</p> <p>The Director of Finance and Purchasing also requests the following transfers:</p>	Lexipol LLC, Frisco, Texas	\$130,194																								
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CLEARANCE	<input type="checkbox"/> Tax Clearance Completed (Purchasing & Department) N/A <input type="checkbox"/> Business License Verified (Purchasing & Department) N/A <input checked="" type="checkbox"/> Chapter 6 Compliance - Affirmative Action/Prevailing Wage (County Auditor's Office)	
COMPLIANCE	<input type="checkbox"/> MBE Goals <input type="checkbox"/> WBE Goals      No goals assigned <input type="checkbox"/> VBE Goals	
ATTACHMENTS	The Abstract of Bids, a Recommendation Memorandum from Capt. David Epperson of the Sheriff's Office and the pertinent pages of Lexipol's proposal documents.	
REVIEW	Department Director:  Finance (Budget Approval): <b>APPROVED</b> <i>If applicable</i> By Mark Lang at 4:37 pm, Dec 01, 2020 Division Manager:  County Counselor's Office: 	Date: 12-1-2020 Date: Date: 12/2/2020 Date: 12/10/20

**Fiscal Information (to be verified by Budget Office in Finance Department)**

- This expenditure was included in the annual budget.
- Funds for this were encumbered from the \_\_\_\_\_ Fund in \_\_\_\_.
- There is a balance otherwise unencumbered to the credit of the appropriation to which the expenditure is chargeable and there is a cash balance otherwise unencumbered in the treasury to the credit of the fund from which payment is to be made each sufficient to provide for the obligation herein authorized.
- Funds sufficient for this expenditure will be/were appropriated by Ordinance #
- Funds sufficient for this appropriation are available from the source indicated below.

Account Number:	Account Title:	Amount Not to Exceed:

- This award is made on a need basis and does not obligate Jackson County to pay any specific amount. The availability of funds for specific purchases will, of necessity, be determined as each using agency places its order.
- This legislative action does not impact the County financially and does not require Finance/Budget approval.



ABSTRACT OF BIDS

Request for Proposal No. 58-20  
 Policy Management Software  
 Opens: 2:00 PM, CDT on 11/10/2020

NO	DESCRIPTION	UNIT	QTY	HOTB Software Solutions Irvine, CA AMOUNT	Lexipol Frisco, TX AMOUNT	AMOUNT	AMOUNT	AMOUNT
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*see bid*

*see bid*

CERTIFICATION OF BID OPENING  
 BIDS WERE PUBLICLY  
 OPENED AND RECORDED

ON: November 10, 2020, BY

*Mark Davis*  
 CLERK OF THE LEGISLATURE

*R Edwards*  
 PURCHASING

NOV 10 PM 2:00



Office of the JACKSON COUNTY SHERIFF

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Sheriff Darryl Forté

**TO: Barbara Casamento**  
**FROM: Captain Dave Epperson**  
**DATE: 11/24/2020**

**SUBJECT: Recommendation for RFP 58-20 Policy Management Software**

Ms. Casamento,

I am submitting this memorandum to provide the Jackson County Sheriff's Office recommendation reference our request for proposals, RFP #58-20, for Policy Management Software.

I enlisted the assistance of three panelist to evaluate the proposal of Lexipol- 2801 Network Blvd Suite #500 Frisco, Texas 75034 (631) 786-8643 specifically for the product/service offered and the company's experience in qualifications regarding Policy Management. The results of the evaluation, which are favorable to Lexipol, are attached to this memorandum.

To begin the evaluation process I went over the award requirements and the Lexipol response with each of the panelist. The scope of services for the award required the company to create a Law Enforcement/Corrections Policy manual, as well as provide policy updates, web-based delivery platform with accessible mobile application, implementation and training and a supplementary manual. Lexipol provided detailed answers in all areas, including subgroup requirements, advising the company would comply in all required areas if awarded the contract. The company response explained the policies are researched and written by law enforcement professionals and public safety attorneys, their knowledge management system allows manual customization, multiple training bulletins are given to staff monthly, and the program is easily accessed through a web based format. The company also promised real time policy updates through continuous research, as well as implementation and training for staff.

Lexipol provided a list of 4 references in their proposal and I shared information gleaned from each agency with the panelists. Greene County Sheriff's Office Lieutenant Shaw advised his agency has had Lexipol for over 3 years and they are very happy with the services provided. His agency uses both the LE and Corrections manuals and "for time management and professionalism purposes Lexipol was a necessity." He applauded the fact Lexipol automatically sends updated policies as laws change as well as training bulletins and webinar training.

Sergeant Michael Blaylock of the Ascension Parrish in Louisiana said we would be “very satisfied with their services” if we chose Lexipol. West Jordan Utah Police Chief Wallentine advised his agency uses the LE manual and his agency was looking for a manual that once created “they could pick it up and run with it.” He liked being able to see when officers completed required training and the fact they could view the content in their vehicles. The Chiefs only regret was that his agency did not buy into their implementation services because it tied up his training unit for almost a year entering the information. Lt. Agderain, of the Clay County Missouri Sheriff’s Office, has used the Corrections manual for several years and started using the LE manual a few years back. She advised she wished they would have received both at the same time, which would eliminated cross policies. She further advised they have two persons assigned to manage the program and it takes up about 5% of their work day to add/subtract personnel and review policy updates.

I reached out to officials from Lexipol and requested pricing to include full implementation assistance for both the Law Enforcement and Corrections Manuals, which are attached. Full implementation includes one on one collaboration from their professional services team as they work to review and cross reference existing content, as well as extract unique content for merging with Lexipol content. The price of \$130,194.40 for year 1 includes annual subscriptions to both Law Enforcement and Corrections as well as five tiers of implementation. The proposal includes a 20% professional services discount for both subscription and implementation costs. It should be noted year 2(\$57,856) and year 3(\$60,740) will be the on-going cost for subscription to the software.

In conclusion, I believe Lexipol meets our needs and expectations for a policy management software. Lexipol pledges to provide a fully integrated package of policies, with additional training materials, which represents a significant savings in comparison to the man hours, expertise, and subject matter experience required to formulate a team to create legally defensible policies and procedures. I believe this is the most cost effective way to have access to comprehensive policies, while reducing the cost for man-hours, decreasing risk and cost associated with litigation, and increasing our ability to focus on other agency priorities.



*Presented November 2020 to:*

**JACKSON COUNTY, MISSOURI  
SHERIFF'S OFFICE**

**RFP No. 58-20  
PRICING**

2611 Internet Blvd., Suite 100  
Frisco, TX 75034

2415 Campus Drive, Suite 250  
Irvine, CA 92612

Lexipol is America's leading source of state-specific policy and training solutions that reduce risk, lower litigation costs and improve personnel safety in public safety agencies. The services proposed below are designed to guide your agency in providing up-to-date, legally defensible policy and training content to your personnel.

As a software-as-a-service platform, Lexipol's pricing structure includes an annual, recurring fee for access to our web-based delivery platform and mobile app, plus the cost of implementation services (for year one only).

PRODUCT	Year 1	Year 2	Year 3
<b>Annual Subscription</b>			
Annual Law Enforcement Policy Manual & Daily Training Bulletins w/Supplemental Publication Service	\$23,470	\$23,470	\$24,644
Annual Corrections Policy Manual & Daily Training Bulletins w/Supplemental Publication Service	\$34,386	\$34,386	\$36,105
Year 1 Discount with 20% off Subscription Total	(\$11,571.20)		
<b>Subtotal Subscription Services</b>	<b>\$46,284.80</b>	<b>\$57,856</b>	<b>\$60,749</b>
<b>Implementation/Professional Services</b>			
Law Enforcement Standard Policy Cross-Reference	\$4,015		
Law Enforcement Agency-Specific Content Extraction	\$2,195		
Law Enforcement Tier I Implementation	\$13,038		
Law Enforcement Tier II Implementation	\$6,268		
Law Enforcement Tier III Implementation	\$5,550		
Law Enforcement Tier IV Implementation	\$8,379		
Law Enforcement Tier V Implementation	\$4,269		
Corrections Standard Policy Cross-Reference	\$10,115		
Corrections Agency-Specific Content Extraction	\$2,195		
Corrections Tier I Implementation	\$12,752		
Corrections Tier II Implementation	\$10,110		
Corrections Tier III Implementation	\$13,530		
Corrections Tier IV Implementation	\$5,167		
Corrections Tier V Implementation	\$7,304		
Year 1 Implementation/Professional Services Discount (Discount 20%)	(\$20,977.40)		
<b>Subtotal Implementation</b>	<b>\$83,909.60</b>		
<b>Subtotal Subscription and Implementation</b>	<b>\$130,194.40</b>	<b>\$57,856</b>	<b>\$60,749</b>
<b>Annual Total</b>	<b>\$130,194.40</b>	<b>\$57,856</b>	<b>\$60,740</b>

Law Enforcement pricing is based on 110 Law Enforcement Sworn Officers. Law Enforcement Cross Reference Professional Services pricing is based on 223 pages. Custody Policy pricing is based on 800 Custody Beds. Custody Cross Reference Professional Services pricing is based on 1059 pages.

The above cost breakdowns are for estimated purposes only.