



**STATE OF ALABAMA  
COUNTY OF SHELBY**

**SEALED BIDS FOR CASE MANAGEMENT SYSTEM**

Sealed bids for **A CASE MANAGEMENT SYSTEM** for Shelby County COMPACT will be received in the office of the County Manager, Shelby County Ray Building, 200 West College St., Columbiana, Alabama 35051 (**MAILING ADDRESS: P O Box 467, Columbiana, AL 35051**) until **2:30 P.M., June 27, 2017**, at which time bids will be opened publicly and read. The County Commission reserves the right to reject any or all bids and to waive informalities in awarding this bid to the lowest responsive bidder. Bidders are to state that bids submitted are firm and that no claims for errors will be made after bids are opened and subsequent thereof. If you have any questions concerning bid specifications, please contact Loren Russell at [lrussell@shelbyal.com](mailto:lrussell@shelbyal.com).

**GENERAL INFORMATION**

All bidders **must** use our form for submitting their bid. All bids must be sealed and marked in the lower left-hand corner "**BIDS – CASE MANAGEMENT SYSTEM**" with opening date and time. Late bids will not be opened. Bids will not include State Sales Tax or Federal Excise Tax.

Records showing successful bidder and prices quoted will be placed on file and may be examined upon request. If contract is awarded to someone other than lowest bidder, a note of explanation will appear in the bid file and Commission Minutes. Use of trade names and numbers shall be interpreted as establishing a standard of quality and shall not be construed as limiting competition.

System shall be installed and training required shall be completed within a 4-6 week period.

**DISQUALIFICATION OF BIDS**

Bids may be disqualified before awarding of the contract for any of the following:

1. Failure to mark envelope as required.
2. Failure to sign or notarize the bid document.
3. Failure to include requested information or other details of the bid.

**WARNING:** If mailing bid, please note the **mailing address** noted in the first paragraph of this letter. We will not be responsible for bids mailed to the physical address as there is no receptacle.

**METHOD OF AWARD**

The award will be made to the lowest responsible bidder meeting specifications. It is not the policy of the Shelby County Commission to purchase on the basis of low bid only. Quality, conformity with specifications, purpose for which required, terms of delivery, and past service and experience are among the factors that may be considered in determining the responsive bidder.

The Shelby County Commission reserves the right to award separate contracts for each item, each product, or any combination of products if in the best interest of the Shelby County Commission. Upon awarding of this contract and bid the Shelby County Commission reserves the sole right to end said contract at their sole discretion.

**CONTRACT PERIOD/PRICING**

The period of this contract will be for one (1) year from date bid is awarded. This contract may be renewed for up to three (3) years from the initial award date upon the agreement of both parties.

Please one original bid and two copies.

**Immigration Law**

By signing this contract, the contracting parties affirm, for the duration of the agreement, that they will not violate federal immigration law or knowingly employ, hire for employment, or continue to employ an unauthorized alien within the State of Alabama. Furthermore, a contracting party found to be in violation of this provision shall be deemed in breach of the agreement and shall be responsible for all damages resulting therefrom.



Alex Dudchock  
County Manager

# **COMPACT 2020 Case Management System**

## ***1.0) Bid Purpose***

Shelby County is issuing this bid in order to enhance the management of the specialty court and County probation compliance efforts of the COMPACT 2020 Community Liaison Team.

## ***2.0) Scope/Statement of Work***

COMPACT 2020 is a collaborative effort between Shelby County, the District Attorney, and the cities of Alabaster, Chelsea, Hoover, and Pelham. Extensive coordination is also necessary with the employees of Shelby County Community Corrections, The Shelby County Drug Enforcement Task Force, The Shelby County Juvenile Probation office, and School Resource Officers throughout the County. As such the ability to share information and management of these contacts is an essential element to the growth of the programs. The required components are defined in section 3.0. Bid responses should include annual pricing with 30 administrators.

## ***3.0) Requirements***

<b>Required Features</b>	<b>Price</b>
Secure web-based application	
Unlimited number of users within identified/participating organizations	
Unlimited number of subjects for entry	
Dashboard notifications based on designated events	
Unlimited Events	
Case organization by program phases	
Controlled substance test results reporting visibility – linked to Paracelsus	
Customizable Data Reports	
HIPPA compliant confidentiality protection	
Customizable Data/Application Security Settings with User Access Levels	
On-Demand Data Export/Import	
User training and system installation must be complete within 4-6 weeks of award	

Please refer any questions regarding this bid to Loren Russell - LRussell@shelbyal.com

## ***4.0) Bid Submission:***

Any other expenses should be listed separately. County reserves the right to purchase none, one or several of any items quoted based upon the bid unit prices.

## ***5.0) Evaluation Criteria:***

Evaluation will be based on the County's sole judgment of the quality and features of the products offered, support capabilities of the firm and price.

THE UNDERSIGNED OFFERS THESE PRICES, TERMS, AND DELIVERY AS PER BID SPECIFICATIONS:

NAME OF COMPANY: \_\_\_\_\_

BY (Please Print): \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

PHONE: \_\_\_\_\_

**BIDS SUBMITTED ARE FIRM AND NO CLAIMS FOR ERRORS WILL BE  
MADE AFTER BIDS ARE OPENED AND SUBSEQUENT THEREOF.**

Sworn to and subscribed before me this

the \_\_\_\_\_ day of \_\_\_\_\_, 2017.

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_