



# SEDGWICK COUNTY, KANSAS

## *DIVISION OF FINANCE*

### **Purchasing Department**

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#### **ADDENDUM # 3**

#### **RFP #03-13408**

#### **SHERIFF'S RECORD MANAGEMENT SYSTEM/JAIL MANAGEMENT SYSTEM**

December 10, 2003

Dear Vendor:

Attached are additional questions that were received regarding the above referenced RFP. **You must acknowledge receipt of this addendum on your response form.**

- 1. Regarding existing workflow or RMS to JMS, explain how that will / will not be affected by field reporting as well as the ability to do pre-booking.**

The current RMS and JMS are completely integrated. Both RMS and JMS have been written in-house over the past twenty (20) years or so. The Sheriff's Department does not currently use electronic field reporting, or pre-booking. If your company has a field-reporting module, please include it in your bid.

- 2. Please describe current jail layout as it pertains to pods, block, etc... and workstation layout and station responsibilities.**

The Sedgwick County Detention facility has twenty-two (22) housing pods. Seven (7) pods are classified as indirect (the deputy works inside a control booth with four sections of 12 to 14 inmates around the booth.) There are seven (7) direct pods in which the deputy works at a desk that is open to a two-story room with forty-eight (48) one (1) inmate cells around it. There are eight (8) pods classified as dormitories. The dormitories are single story rooms with forty-eight (48) inmates that share a dayroom and sleeping area.

Each workstation has a computer and printer and is staffed by one (1) deputy. The deputy has access to booking records, commissary records, inmate disciplinary information and maintains a pod log of ongoing activities in the pods. The deputy can also create medical screening forms, visitation lists

and review various other records.

**3. Please explain the Sheriff's RMS approval and report processing workflow (i.e. submission, change, re-submittal and final approval as well as state reporting workflow).**

1. Deputies fill out paperwork (Kansas State Offense Reports, Citations)
2. Supervisors review and sign off on the paperwork - (Except citations)
3. If the report is not correct when Records receives it, it is either sent back to the reporting deputy for correction (for large errors), or if error is small, Records will make the change.
4. Paperwork is copied for Investigations, Professional Standards Unit, or anyone else that requests copies. (Copies of Class I Offenses go to KBI (Kansas Bureau of Investigations) for reporting purposes)
5. Paperwork is then updated into the mainframe.
6. Paperwork is then filed away for future reference.
7. Hard copies of State-mandated reports are mailed to KBI at least twice a week.
8. Reports are returned from KBI if any information is incorrect, with an attachment denoting where the error is.
9. Corrections are made and resent to KBI.

**4. Would it be possible to get an hour walkthrough of the Detention Facility?**

Bids that make the short list will be contacted to schedule onsite demonstrations, at which time a walkthrough will be allowed.

**5. How does JSI (makers of FullCourt) want to accept warrant and other pertinent court data?**

XML format is preferred. To clarify, data includes but is not limited to the following: custody status, warrant status and details, bond and bond status, traffic citation and charge status, etc. These items should be covered by a two-way data exchange/interface.

Thank you,

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Kandace K. Johnson, C.P.P.B.  
Senior Purchasing Agent