

BID TABULATION - JUVENILE RECORD KEEPING AND ACCESS SYSTEM

JUVENILE RECORD KEEPING AND ACCESS SYSTEM 9-20-16	UNITED TECHNOLOGIES CORPORATION 7201 N. LINDBERGH BLVD HAZELWOOD MO 63042	BLUE CITY STUDIOS INC 1047 WILDWOOD DR WOOSTER OH 44691
	TOTAL COST OF THE SYSTEM \$14,400.00	
LICENSE FEES (1 YEAR): \$14,103.90 DESIGN AND IMPLEMENTATION FEES \$10,850.00 TOTAL FEES: \$24,953.90		
REQUIRED DOCUMENTS		
NOTARIZED WORK AFFIDAVIT COMPLETED	Y	Y
E-VERIFICATION DOCUMENTATION (Y/N):	Y	Y
COPY OF INSURANCE PROVIDED	Y	Y
TAX RECEIPTS OR NOTARIZED LETTER STATING NO REAL OR PERSONAL PROPERTY OWNED IN JEFFERSON COUNTY	Y	Y
COOPERATIVE BID FORM (Y/N)	Y	Y
COOPERATIVE CONTACT INFO:	Y	Y
COMPANY INFORMATION AND SIGNATURE	Y	Y
BID DEPOSIT REQUIRED		
COMMENTS:	SEE ATTACHED	SEE ATTACHED



JEFFERSON COUNTY
DEPARTMENT OF ADMINISTRATIVE SERVICES
 729 MAPLE ST / PO BOX 100
 HILLSBORO MO 63050
 WWW.JEFFCOMO.ORG

Request for Proposal: JUVENILE RECORD KEEPING AND ACCESS SYSTEM 2016 **Date Issued:** 8-17-16

PROPOSALS SHALL BE ACCEPTED UNTIL: TUESDAY, SEPTEMBER 20, 2016, AT 2:00 P.M. LOCAL TIME.

Specification Contact:

INFORMATION TECHNOLOGY
 Department of Information Technology
 636-797-5592
 rmuller@jeffcomo.org

Contract Contact:

VICKIE PRATT
 Department of Administrative Services
 636-797-5380

Mail (3) Three Complete Copies With Vendor And Proposal Information As Shown In Sample:

SAMPLE ENVELOPE

<i>VENDOR NAME</i>	
<i>VENDOR ADDRESS</i>	
<i>CONTACT NUMBER</i>	DEPARTMENT OF THE COUNTY CLERK
	JEFFERSON COUNTY MISSOURI
	729 MAPLE ST / PO BOX 100
	HILLSBORO MO 63050-0100
SEALED PROPOSAL: (PROPOSAL NAME)	

Contract Term: upon approval by the County Council and County Executive Vendor Information:

The undersigned certifies that he/she has the authority to bind this company in an agreement/contract to supply the commodity or service in accordance with all terms, conditions, and pricing specified. This Proposal, if accepted, will constitute an Agreement and Contract with Jefferson County, Missouri, upon approval of the County Council and County Executive. Prices are firm during this agreement term, unless agreed upon in writing by the County. The County has the option to renew this agreement at the same terms and conditions as the original agreement for one additional one-year term with the written consent of the successful bidder. Price increases for renewals are not authorized unless approved in writing by the County.

United Technologies Corporation	S. Pomeroy	
Company Name	Authorized Agent (Print)	
7201 N. Lindbergh Blvd		
Address	Signature	
Hazelwood, MO 63042	V.P.	
City/State/Zip Code	Title	
314-731-4422	September 12, 2016	43-1662378
Telephone #	Date	Tax ID #
spomeroy@utc-ua.com		
E-mail		Fax #

PROPOSAL

TO

JEFFERSON COUNTY GOVERNMENT

FOR

JUVENILE RECORD KEEPING AND ACCESS SYSTEM

Presented by:

UNITED TECHNOLOGIES CORPORATION

314/731-4422

September 2016

MANAGEMENT SUMMARY

Having carefully reviewed the two Jefferson County's Juvenile Record Keeping and Access System's requirements, the following SQL database system operating under virtual Web access with no program software on the users' workstation is proposed.

SCOPE

United Technologies Corporation is pleased to provide contract software program design services, in response to RFP dated August 17, 2016, for designing a system, duplicating all operational capabilities of the existing AS400 County Juvenile Record Keeping and Access System.

This program development project will include the following criteria:

Database and Program Design

- SQL database - Based on server functionality
- Complete program design to emulate "Exact" AS 400 functions
- Virtual Web based with only an ICON on user workstation
- Program to automatically convert and transfer all existing data
- System to function without dependence on Web access
- Full "User Certification" with "User Id" and "Password"

Assign highly experienced system designers for the project.

Responsibilities of the designer will include:

- Using all published System Specifications listed in the RFP, pages 12 through 21, included with this response and provided by the Department, with special emphasis placed on:
 - Juvenile Incident File - Associate File - Face Sheet File - Incident Charge/Disposition File.
 - Juvenile Case File - Juvenile Case Party File - Charge/Disposition File.
- Full functionality of all current "F" related keys.
- Full system analysis and testing before delivery.
- Full training, if required.
- Annual software maintenance contract, if desired.
- Commission the system when County is ready to make the switch.
- Verify all RFP requirements are met, get County's approval.

PROJECT COST

Total cost for project is \$ 14,400.00

JEFFERSON COUNTY Department of The County Clerk
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Terms and Conditions

Proposed system cost includes:

- All existing AS 400 system evaluation
- All new system design
- All Data conversion and transfer
- All new system installation
- Ninety day warranty

INSTALLATION AND SUPPORT

The following appropriate Staffing is required for all phases of installation and support:

Project Manager – Mr. S. Pomeroy.

Warranty/Post Warranty Support

All software is warranted for a period of 90-days.

CERTIFICATE OF INSURANCE

Certificate of insurance is provided with this proposal.

JEFFERSON COUNTY
Department of The County Clerk

MAINTENANCE

Maintenance Program

Comprehensive maintenance programs are available for installations and all hardware. After the warranty period, these maintenance programs may be used to protect against problems and unwanted down time.

Hardware/Software Warranty

All designed software carry 90-day on-site warranty. This warranty covers all problems arising from operation of the system.

Software Maintenance

After the warranty period, comprehensive maintenance program may be purchased for an annual rate of \$450.00.

On-call maintenance service may be used with time charges: \$95.00 per hour, minimum of 2 hours.

Maintenance Service

U.T.C. currently provides maintenance services for REJIS. All maintenance services are performed by UTC's trained and qualified maintenance personnel.

All maintenance calls are to be placed Monday through Friday, 7:00 AM to 7:00 PM:

314/731-4422, or Toll Free 800-436-0089

Extended maintenance, based on 24 hours per day/7 days per week (24/7 plan), service is available at 1.5 times normal rate. For greater cost savings, it is suggested to place only the main processor under Extended Service and the rest of the system under normal maintenance.

After hour's service through special phone No.

Normal response to maintenance calls for customers with "service Agreement" or Warranty coverage is 4 hours from the time the call is received.

Response time for "per call" basis customers is next business day.

AUTOMATED SERVICE CALL DISPATCH

All service calls are logged and archived within the automated service call dispatch system. For call tracking purposes, a service call "Log Number" will be issued to the calling party (and one will be obtained if caller is equipped to provide a number). After a call is received, a field engineering dispatch supervisor will obtain details of the reported malfunction. The call will then be dispatched to the nearest software or hardware field engineer (FE) via text or digital phone.

COMPANY PROFILE

United Technologies Corporation (UTC) is a Missouri company dedicated to serving its customers by providing state-of-the-art systems in information technology. The company is structured to provide "Total" services in information processing and related technologies to its customers. The corporation is organized with one goal in mind: Serving and supporting customers by offering excellence in needs evaluation, sales, systems development, installation, training, and hardware/software maintenance.

Products

UTC develops and markets specialized application software programs for a number of computer systems, with heavy emphasis on networking, communications and systems integration. Application programs include: Interactive Communications, Voice/Text Processing, Distribution, Accounting, Time Billing, Manufacturing and a wide range of services in cellular communications, Internet and Intranet related hardware and software. Hardware products include Internet access networking, network firewalls, special devices for multi-workstation Internet access through a single phone line, and Internet workstations. All website and webpage programs are custom designed and developed based on clients' specifications.

Software Development

Reporting to Vice President of Systems, the software development and support operation is comprised of two divisions:

**Vice President
Systems**

Software Division

- . B. Keller
- V.P. Software Development
- . Software Installation
- . Training
- . Software Support

Systems Division

- . D. Latifi
- V.P. Systems
- . Systems Installation
- . Field Support
- . Needs Analysis

Systems/Support Structure

OTHER COMPANY DIVISIONS

Other corporate divisions are listed below.

Major Divisions:

- Field Service – With a network of 1,740 field engineers provides maintenance services for “IT” throughout the world.
 - . Land based
 - . Mobile
 - . Marine
- Public Safety – Provides Public Safety/Homeland Security products and Enterprise Security (Robotics, Physical Asset, Data Level, Network Level).
- Consulting Services – Large scale consulting for development and implementation of e-Business, Customer Relationship Management, EAI, ERP (SAP, Oracle), and systems integration.

Major Customers:

- . Government Agencies
- . Police Departments
- . School Districts
- . AT&T
- . L3 Communications (all servers worldwide)
- . SBC (servers, 17 Eastern States)
- . Lucent
- . Boeing
- . Goldman Sachs
- . Wells Fargo
- . Major Banks
- . Land and Marine Based Casinos

PERSONNEL QUALIFICATIONS

United Technologies Corporation's design and development team has extensive knowledge of all facets of networking, systems integration, communications and the Internet and website software applications with extensive experience in development using Visual Basic, HTML, JAVA, Interactive Forms, Graphic Design, and E-Mail.

S. Pomeroy- Manager, Software Development

B.s., M.s., Ph.d, Physics – Computer systems and software design, twenty years related systems and software experience. Expertise in application software design, communications, networking optimization, operating systems, relational database, SQL, Visual Basic, Basic, COBOL, PASCAL, FORTRAN, C, HTML, JAVA and a variety of data base languages.

B. Keller- Systems Specialist/Support

B.S., Computer Science – Expertise in applications development and systems management in a variety of hardware and operating systems environments. Twelve years related experience in VAX/VMS, UNIX, Novell, Windows NT, HP/RTE/MPE OS/2, PC/MS-DOS, Networking, large scale voice and data communications, Interactive Voice Response, Text/Speech conversion, Voice Recognition, All-In-1, FORTRAN, C, TURBO C++, BASIC, 4GL, RDBMS (Oracle and System 1032), SQL, VAX DBMS, VAX/LSE, VAX/TPU, VAX/CMS, VAX/MMS, VAX/DCL, VAX/SMG, LaTeX, HP/Image DBMS, Reflection 2+, Postscript programming, PageMaker, HTML, JAVA. Strong scientific programming and database background with multiuser/multitask applications.

J. Pokorny- Design & Development

B.S., Computer Science – Expertise in large scale Windows NT networking, applications development and Cyberspace website design. Five years related experience in website design and domain maintenance. Serving with a group of top world wide web designers at Washington University, was involved with creation of web domain for the EPA's Air Quality Analysis Group.

D. Latifi- V.P., Field Engineering

B.S. Physics – Ten years related experience, electronic equipment, microprocessors, Novell, Windows, 3M, 10Net, Decision Data Products, ALR, Apple, IBM, Altos, CADO, DEC.

W. Simmons- Software Designer and Programmer

B.S., Computer Science – Fourteen years applications development related experience. Expertise, application program generation, assembly languages, RPG, C, COBOL, SQL, JAVA. Hardware, DEC, IBM, Wang, Altos.

J. Hupert- Field Support/Training

M.A. Urban Affairs, B.A. Psychology – Five years related technical experience, twenty two years training experience, electronic equipment, microprocessors, networks, Internet connectivity, operating systems software, OS/2, Windows, DOS, database programs and office productivity applications software.

08/15116

Juvenile Record Keeping and Access System

We are requesting the programming assistance to:

General Description	Comments
1. Rewrite the Juvenile programs that exist on an AS 400 to a client server system.	Yes
2. The project will consist of writing the programs, converting the files, installing the new system, and training on the use of the new system.	Yes
3. The programs MUST be web based that can be initiated from either an ICON on the user's PC or it can be initiated from the Intranet. I do not want any software loaded on the user's PC.	Virtual web with only ICON- No files on PCs
4. The new system MUST be an exact reconstruction of the current system. (at least as close as possible)	Yes
5. The new system MUST include basic functionality as described in the specifications plus creation of the SQL data base and COMPLETE conversion of existing data.	Yes
6. The new system MUST include internal security which allows single password by user code. Plus MUST have a 'privilege table' which can be set up to restrict functional access based on user without additional internal password entry.	Yes
7. The system MUST have the capability to know who the valid users are within the County's intranet environment.	Yes
8. The system MUST have the capability to fully function when no web access is available.	Yes

System Specifications

Following are some anticipated questions and answers:

1. The Associate ID field in the Associate file is really a control number and that is why it is unique.
2. In the INCIDENT file, the Case Number is noted as 'not used'. But, In the INCIDENT CHARGE/DISPOSITION file, the Case Number is used. Is this correct? Yes
3. In the INCIDENT file, the Incident Times noted as 'military time'. In the JUVENILE CASE file, the Hearing Time is noted as 'regular time'. Are these the same thing? No, they are different.
4. In the ASSOCIATE file, we have Associate ID and Incident Number. On the assumption that the same Associate could be involved in multiple Incidents, should the Associate ID <i>not</i> be unique? It must be unique.
5. In the INCIDENT CHARGE/DISPOSITION file, the note indicates that the file should be sorted by Incident Number, Client Number, Charge Number. However, the order of the data fields is Incident Number, Charge Number, Client Number. Is there any problem with rearranging the order of the fields to match the desired sort order when the data is transferred? As long as the fields are mapped correctly in the conversion.
6. In the INCIDENT CHARGE/DISPOSITION file, on the assumption that, for a given Incident, there could be multiple Charges and multiple Clients, should the Incident Number + Client Number + Charge Number represent a unique set? Yes
7. In the JUVENILE CASE file, we have Case Number and Party Number. Is this intended to handle multiple parties to the same case? Yes

Following are the Detail specifications, file layouts and inquiry screens:



JEFFERSON COUNTY
DEPARTMENT OF ADMINISTRATIVE SERVICES
 729 MAPLE ST / PO BOX
 100 HILLSBORO MO 63050
 WWW.JEFFCOMO.ORG

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VICKIE PRATT
 Department of Administrative
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	729 MAPLE ST / PO BOX 100
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SEALED PROPOSAL: (PROPOSAL NAME)	

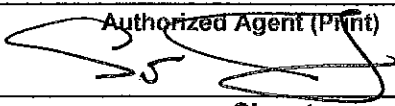
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Blue City Studios, Inc.

Scott Johnson

Vendor Information:

Company Name 1047 Wildwood Drive	Authorized Agent (Print) 
Address Wooster, OH 44691	Signature Partner
City/State/Zip Code 330-601-6390	Title 9/7/2016 45-5567940
Telephone # sjohnson@bluecitystudios.com	Date 330-345-7678
E-mail	Fax #





BLUE CITY STUDIOS

September 9, 2016

Department of the County Clerk
Jefferson County Missouri
729 Maple Street / PO Box 100
Hillsboro, MO 63050-0100

Reference: Request for Proposals – Juvenile Record Keeping and Access System 2016

Please find enclosed the Blue City Studios, Inc./Salesforce response for the required Software and Implementation Services. After a thorough review of the requirements, and based on previous discussions and product demonstrations, Blue City Studios is submitting a design and cost proposal that utilizes the Salesforce development platform.

Our design and implementation objectives are as follows:

- Design a system that combines current functionality on two old AS/400 systems.
- Design a secure, web-based system.
- Design a system that “mimics” current functionality and workflows.
- Deliver a system in a timely and cost effective manner.

If we're selected, you will work directly with us on the design and implementation and we will coordinate your purchase of our services and the Salesforce licenses with our purchasing partner, Carahsoft.

Cost Summary

License Fees (year 1): \$14,103.90
Design and Implementation Fees: \$10,850.00
Total Fees: \$24,953.90

NOTE: SEE COOPERATIVE BID FORM

Should you have any questions related to this response please contact Scott Johnson at 330-601-6390 or email at sjohnson@bluecitystudios.com

Sincerely,

Scott Johnson
Partner
Blue City Studios, Inc.
1047 Wildwood
Wooster, OH 44691

Proposal Contents:

Executive Summary

Request for Proposal Document and Signatures

Attachment A: Notarized Affidavit – confirmation that applicant does not own any real or personal property in Jefferson County

Attachment B: Insurance Verification

Attachment C: E-Verify Enrollment Confirmation

Executive Summary

Salesforce Company Overview

Salesforce is the enterprise cloud computing leader dedicated to helping companies and government agencies transform into connected organizations through social and mobile technologies. Since launching its first service in 2000, Salesforce's list of over 150,000 customers span nearly every industry worldwide. The company's trusted cloud platform is creating a connected government experience for over 1000 government agencies including all Federal cabinet-level Government agencies and 45 out of 50 US States. With the world's leading cloud platform, Salesforce is freeing government data from legacy systems, empowering citizens and connecting agencies to administer government in powerful new ways. Government agencies are using Salesforce solutions for a multitude of government functions including case management, grants management, constituent communications and correspondence management, 311, call/contact center management, licensing, permitting and inspections, outreach programs, learning management, volunteer management, project/program management, and even donor management, among numerous others.

Salesforce was incorporated in Delaware in February 1999, founded on the simple concept of delivering enterprise customer relationship management (CRM) applications via the Internet, or Cloud. Introducing their first service in February 2000, Salesforce initiated one of the most significant paradigm shifts in the computing industry by pioneering the revolutionary idea to deliver enterprise CRM software-as-a-service ("SaaS"). Since then, we have augmented and added to our CRM service with new editions, enhanced features, and products including but not limited to Customer Service, Social Monitoring & Engagement, Platform (platform-as-a-service "PaaS") and IT Helpdesk.

Salesforce's vision is based on a multi-tenant technology architecture and a subscription service business model. Salesforce tailors its solutions for each customer while maintaining key characteristics that drive communication both internally among employees and externally between an organization and its customers. Additionally, Salesforce solutions open access to cutting edge technology at a fraction of traditional costs. Making internal and external processes social and managing business information flows at unprecedented speeds allow organizations to become more efficient and customer resolutions to be delivered faster. In the enterprise market, this means enabling employees to easily find, share and collaborate on information. With the wide adoption of mobile phones and tablets, Salesforce technologies are built for business and organizations to work on mobile devices regardless of carrier or operating system. Salesforce continually provides these cloud computing technologies to enterprise customers around the world.

Recognition for Leadership in the Cloud

Salesforce has received multiple awards and recognition for our expertise and leadership in the cloud. From Salesforce's beginnings over 17 years ago, their 150,000+ customers have responded to their cloud computing offerings with overwhelming enthusiasm. Such success has propelled Salesforce to be #1 in Enterprise Cloud Computing and #1 in CRM according to IDC. Salesforce also ranks as the Leader in the Gartner Magic Quadrant for "CRM Customer Engagement Centers" (SaaS), "Sales Force Automation" (SaaS), and "Enterprise Platform as a Service" (PaaS). In addition to the recognition from leading Industry Analysts, Forbes Magazine has named Salesforce one of the World's Most Innovative Companies for the past five years in a row, 2011, 2012, 2013, 2014, and 2015.

<p>Gartner Leader Sales Force Automation, 2015</p> <p>FORTUNE 500 Fortune 500 Member</p> <p>2015 MARKET AWARDS 2015 CRM Market Awards Best Marketing Solution</p> <p>#32 Best Places to Work, 2016</p>	<p>Gartner Leader CRM Customer Engagement Center, 2016</p> <p>FORTBES One of the Most Innovative Companies in the World in 2011, 2012, 2013, 2014, 2015</p> <p>FORTUNE WORLD'S MOST ADMIRABLE COMPANIES 2016 Named #34 Most Admired Company in the World</p> <p>FORRESTER A Leader CRM Suites for Large Organizations Q1, 2015</p>	<p>Gartner Leader Enterprise Application Platform as a Service, 2016</p> <p>100 BEST COMPANIES TO WORK FOR #23 Best Places to Work in 2016</p> <p>MOST IN DEMAND EMPLOYERS Most in Demand Employers, 2015</p> <p>FORRESTER A Leader Enterprise Public Cloud Platforms, Q4 2014</p>
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Rated #1 by IDC, Gartner, and Forrester, the Salesforce Platform has been designed to provide customers with high levels of performance, reliability, and security. Salesforce built and maintains a multi-tenant application architecture that has been designed to enable the service to scale reliably, and cost-effectively to accommodate millions of users. The City of Boise will not need to maintain any hardware or software. The Salesforce cloud based architecture will allow the City of Boise to deploy the proposed 311 solution rapidly and scale at will for future needs.

Government Customer Success

With the world's leading cloud platform, Salesforce is freeing government data from legacy systems and unleashing staff, partners, and citizens to administer government in powerful new ways. In the public sector, Salesforce's trusted cloud platform and applications help government employees and agencies collaborate easily and connect with citizens and partners like never before. Organizations around the globe are leveraging Salesforce's leading cloud solutions and experiencing incredible results ranging from more connected customer service, to streamlined operations, better performance, and overall cost savings.

Blue City Studios Company Overview

Blue City Studios, Inc. is an Ohio based, female-owned small business enterprise working exclusively as a Salesforce design and implementation partner. We work with government agencies and companies of all sizes to custom design applications and enhance existing applications utilizing the Force.com Development Platform. With a unique ability to get close to our customers and gain a keen understanding of their business and workflow processes, we're able to determine the best use and design of Salesforce and plan for a timely and cost effective implementation. We've implemented over 420 Salesforce designs and have trained approximately 5,000 Salesforce users, not including the thousands of Portal Users that utilize our systems. Our consulting and design expertise is based on years of experience working with government agencies and companies to solve critical business issues. Our team is highly skilled and specialized along all Salesforce product lines, and certified in all Sales, Marketing, Customer Service, Campaigns, Email Marketing, Chatter, Lightning, Communities, Mobile and Force.com Platform solutions. We are a privately held company and we've been in business as a Salesforce design and implementation partner for 8 years.

Why are we *unique*?

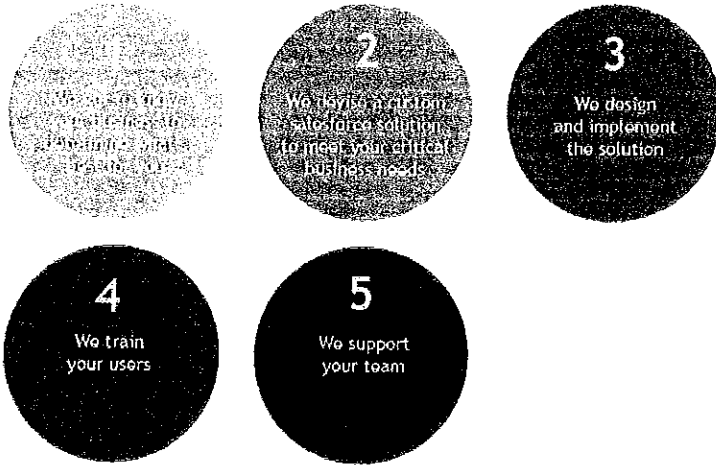
We believe that the most important element for a successful design is to first get to know you and understand your critical business needs and workflow processes.

We get to know your users and we gain an understanding of their key value points.

We can then make a recommendation on a Salesforce.com design that will deliver the best value for your business.

We'll get to know you, understand your business needs, and apply the most cost effective design solution possible

Our iterative design and project management methodology is tailored to the demands of cloud-based development. That means shorter time to market, with less risk, fewer surprises and fewer people. And that adds up to savings.



A few of our key customers include:

JobsOhio
Ohio Department of Taxation
Ohio Department of Natural Resources
Ohio Attorney General
Ohio Office of Collective Bargaining
Indianapolis Chamber of Commerce
South Carolina Housing Development

Texas Dept. of Assistive and Rehabilitative Services
Texas Veterans Commission
Florida Environmental Protection Agency
Texas.gov
Obama 2012 Campaign
City of Cincinnati Housing Development
City of Columbus Economic Development

JUVENILE RECORD KEEPING AND ACCESS SYSTEM

We are requesting the programming assistance to:

GENERAL DESCRIPTION	COMMENTS
Rewrite the Juvenile programs that exist on an AS400 to a client server system. of work	in scope
The project will consist of writing the programs, converting the files, installing the new of work system, and training on the use of the new system.	in scope
The programs MUST be web based that can be initiated from either an ICON on the user's of work PC or it can be initiated from the intranet. - I do not want any software loaded on user's PC.	in scope
The new system MUST be an exact reconstruction of the current system. of work (at least as close as possible)	in scope
The new system MUST include basic functionality as described in the specifications plus of work creation of the SQL data base and COMPLETE conversion of existing data.	in scope
The new system MUST include internal security which allows single password by user code, of work plus MUST have a "privilege table " which can be set up to restrict functionality access based on user without additional internal password entry.	in scope
The system MUST have the capability to know who the valid users are within the County's of work intranet environment.	in scope
The system MUST have the capability to fully function when no web access is available. support	limited
SYSTEM SPECIFICATIONS	COMMENTS
The associate ID field in the Associate file is really a control number and that is why it is of work unique.	in scope
In the INCIDENT file, the Case Number is noted as "not used", but in the INCIDENT of work CHARGE/DISPOSITION file, the Case Number is used. Is this correct? Yes	in scope
In the INCIDENT file, the Incident Time is noted as "military time". In the JUVENILE CASE of work file, the Hearing Time is noted as "regular time". Are these the same thing? NO, they are different.	in scope
In the ASSOCIATE file, we have Associate ID and Incident Number. On the assumption that of work the same Associate could be involved in multiple Incidents, should the Associate ID <u>not</u> be	in scope

unique? **It must be unique.**

In the INCIDENT CHARGE/DISPOSITION file, the note indicates that the files should be in scope of work sorted by Incident Number, Client Number, Charge Number. However, the order of the data fields is incident Number, Charge Number, Client Number. Is there any problem with rearranging the order of the fields to match the desired sort order when the data is transferred? **As long as the fields are mapped correctly in the conversion.**

In the INCIDENT CHARGE/DISPOSITION file, on the assumption that, for a given Incident, there in scope of work could be multiple Charges and multiple Clients, should the Incident Number + Client Number + Charge Number represent a unique set? **Yes**

In the JUVENILE CASE PARTY file, we have a Case Number and a Party Number. Is this intended in scope of work to handle multiple parties to the same case? **Yes**

A handwritten signature in black ink, appearing to be the initials 'JF', written over a horizontal line.