



JusticeTrax, Inc Response to  
**West Virginia State Police Forensic  
Laboratory (LIMS)**  
Request for Quote DPS1030

Prepared by JusticeTrax, Inc  
6/29/2010

RECEIVED

2010 JUN 24 A 10:13

PROCUREMENT DIVISION  
STATE OF WV



June 29, 2010

Ms. Shelly Murray  
West Virginia Purchasing Division  
4124 Kanawha Turnpike  
South Charleston, WV 25309

Dear Ms. Murray:

JusticeTrax, Inc. is pleased to provide a response to the State of West Virginia RFP DPS1030 for a Laboratory Information Management System for the West Virginia State Police.

JusticeTrax, Inc. makes the following statements:

- JusticeTrax, Inc. acknowledges receipt of the Department's responses to submitted questions;
- JusticeTrax, Inc. acknowledges receipt of all addendums;
- JusticeTrax, Inc. advises that the primary contact regarding this proposal is National Sales Manager Jason Pressly. Jason may be reached at the following address: JusticeTrax, 1 West Main Street, Mesa, AZ 85201; email: [Jason.pressly@justicetrax.com](mailto:Jason.pressly@justicetrax.com); phone: 480-222-8960; fax: 480-222-8999;
- JusticeTrax, Inc. advises that the secondary contact regarding this proposal is President Simon Key. Simon may be reached at the following address: JusticeTrax, 1 West Main Street, Mesa, AZ 85201; email: [keys@justicetrax.com](mailto:keys@justicetrax.com); phone: 480-222-8905; fax: 480-222-8999;
- The person signing this proposal is authorized to make decisions as to pricing quoted and is authorized to legally bind the bidder;

Sincerely,

Jeff Braucher  
Vice President and CFO



State of West Virginia  
 Department of Administration  
 Purchasing Division  
 2019 Washington Street East  
 Post Office Box 50130  
 Charleston, WV 25305-0130

# Request for Quotation

RFQ NUMBER  
**DPS1030**

PAGE  
**1**

ADDRESS CORRESPONDENCE TO ATTENTION OF  
**BUYER 32  
 304-558-2544**

RFQ COPY  
 TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

**WEST VIRGINIA STATE POLICE**

**4124 KANAWHA TURNPIKE  
 SOUTH CHARLESTON, WV  
 25309 304-746-2141**

|                                   |               |          |     |               |
|-----------------------------------|---------------|----------|-----|---------------|
| DATE PRINTED<br><b>04/20/2010</b> | TERMS OF SALE | SHIP VIA | FOB | FREIGHT TERMS |
|-----------------------------------|---------------|----------|-----|---------------|

BID OPENING DATE: **06/17/2010** BID OPENING TIME **01:30PM**

| LINE  | QUANTITY | UOP | CAT NO | ITEM NUMBER | UNIT PRICE | AMOUNT |
|---|----------|-----|--------|-------------|------------|--------|
| <p>THE WEST VIRGINIA PURCHASING DIVISION, FOR THE AGENCY, THE WEST VIRGINIA STATE POLICE, IS SOLICITING BIDS FOR A LABORATORY INFORMATION MANAGEMENT SYSTEM (LIMS) PER THE ATTACHED SPECIFICATIONS.</p> <p><b>MANDATORY PRE-BID</b></p> <p>A MANDATORY PRE-BID WILL BE HELD ON 5/25/2010 AT 1:30 PM AT 725 JEFFERSON ROAD, SOUTH CHARLESTON, WV. ALL INTERESTED PARTIES ARE REQUIRED TO ATTEND THIS MEETING. FAILURE TO ATTEND THE MANDATORY PRE-BID SHALL RESULT IN DISQUALIFICATION OF THE BID. NO ONE PERSON MAY REPRESENT MORE THAN ONE BIDDER.</p> <p>AN ATTENDANCE SHEET WILL BE MADE AVAILABLE FOR ALL POTENTIAL BIDDERS TO COMPLETE. THIS WILL SERVE AS THE OFFICIAL DOCUMENT VERIFYING ATTENDANCE AT THE MANDATORY PRE-BID. FAILURE TO PROVIDE YOUR COMPANY AND REPRESENTATIVE NAME ON THE ATTENDANCE SHEET WILL RESULT IN DISQUALIFICATION OF THE BID. THE STATE WILL NOT ACCEPT ANY OTHER DOCUMENTATION TO VERIFY ATTENDANCE. THE BIDDER IS RESPONSIBLE FOR ENSURING THEY HAVE COMPLETED THE INFORMATION REQUIRED ON THE ATTENDANCE SHEET. THE PURCHASING DIVISION AND THE STATE AGENCY WILL NOT ASSUME ANY RESPONSIBILITY FOR A BIDDER-S FAILURE TO COMPLETE THE PRE-BID ATTENDANCE SHEET. IN ADDITION, WE REQUEST THAT ALL POTENTIAL BIDDERS INCLUDE THEIR E-MAIL ADDRESS AND FAX NUMBER.</p> <p>ALL POTENTIAL BIDDERS ARE REQUESTED TO ARRIVE PRIOR TO THE STARTING TIME FOR THE PRE-BID. BIDDERS WHO ARRIVE LATE, BUT PRIOR TO THE DISMISSAL OF THE TECHNICAL PORTION OF THE PRE-BID WILL BE PERMITTED TO SIGN IN.</p> |          |     |        |             |            |        |

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE *[Signature]* TELEPHONE **480-222-8900** DATE **6-7-2010**

TITLE *[Signature]* FEIN **86-0960454** ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE 'ARFI ED VENDOR'

**GENERAL TERMS & CONDITIONS**  
**REQUEST FOR QUOTATION (RFQ) AND REQUEST FOR PROPOSAL (RFP)**

1. Awards will be made in the best interest of the State of West Virginia.
  2. The State may accept or reject in part, or in whole, any bid.
  3. Prior to any award, the apparent successful vendor must be properly registered with the Purchasing Division and have paid the required \$125 fee.
  4. All services performed or goods delivered under State Purchase Order/Contracts are to be continued for the term of the Purchase Order/Contracts, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise available for these services or goods this Purchase Order/Contract becomes void and of no effect after June 30.
  5. Payment may only be made after the delivery and acceptance of goods or services.
  6. Interest may be paid for late payment in accordance with the *West Virginia Code*.
  7. Vendor preference will be granted upon written request in accordance with the *West Virginia Code*.
  8. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.
  9. The Director of Purchasing may cancel any Purchase Order/Contract upon 30 days written notice to the seller.
  10. The laws of the State of West Virginia and the *Legislative Rules* of the Purchasing Division shall govern the purchasing process.
  11. Any reference to automatic renewal is hereby deleted. The Contract may be renewed only upon mutual written agreement of the parties.
  12. **BANKRUPTCY:** In the event the vendor/contractor files for bankruptcy protection, the State may deem this contract null and void, and terminate such contract without further order.
  13. **HIPAA BUSINESS ASSOCIATE ADDENDUM:** The West Virginia State Government HIPAA Business Associate Addendum (BAA), approved by the Attorney General, is available online at [www.state.wv.us/admin/purchase/vrc/hipaa.htm](http://www.state.wv.us/admin/purchase/vrc/hipaa.htm) and is hereby made part of the agreement. Provided that the Agency meets the definition of a Cover Entity (45 CFR §160.103) and will be disclosing Protected Health Information (45 CFR §160.103) to the vendor.
  14. **CONFIDENTIALITY:** The vendor agrees that he or she will not disclose to anyone, directly or indirectly, any such personally identifiable information or other confidential information gained from the agency, unless the individual who is the subject of the information consents to the disclosure in writing or the disclosure is made pursuant to the agency's policies, procedures, and rules. Vendor further agrees to comply with the Confidentiality Policies and Information Security Accountability Requirements, set forth in <http://www.state.wv.us/admin/purchase/privacy/noticeConfidentiality.pdf>.
  15. **LICENSING:** Vendors must be licensed and in good standing in accordance with any and all state and local laws and requirements by any state or local agency of West Virginia, including, but not limited to, the West Virginia Secretary of State's Office, the West Virginia Tax Department, and the West Virginia Insurance Commission. The vendor must provide all necessary releases to obtain information to enable the director or spending unit to verify that the vendor is licensed and in good standing with the above entities.
  16. **ANTITRUST:** In submitting a bid to any agency for the State of West Virginia, the bidder offers and agrees that if the bid is accepted the bidder will convey, sell, assign or transfer to the State of West Virginia all rights, title and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the State of West Virginia for price fixing and/or unreasonable restraints of trade relating to the particular commodities or services purchased or acquired by the State of West Virginia. Such assignment shall be made and become effective at the time the purchasing agency tenders the initial payment to the bidder.
- I certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm, limited liability company, partnership, or person or entity submitting a bid for the same material, supplies, equipment or services and is in all respects fair and without collusion or fraud. I further certify that I am authorized to sign the certification on behalf of the bidder or this bid.

**INSTRUCTIONS TO BIDDERS**

1. Use the quotation forms provided by the Purchasing Division. Complete all sections of the quotation form.
2. Items offered must be in compliance with the specifications. Any deviation from the specifications must be clearly indicated by the bidder. Alternates offered by the bidder as EQUAL to the specifications must be clearly defined. A bidder offering an alternate should attach complete specifications and literature to the bid. The Purchasing Division may waive minor deviations to specifications.
3. Unit prices shall prevail in case of discrepancy. All quotations are considered F.O.B. destination unless alternate shipping terms are clearly identified in the quotation.
4. All quotations must be delivered by the bidder to the office listed below prior to the date and time of the bid opening. Failure of the bidder to deliver the quotations on time will result in bid disqualifications: Department of Administration, Purchasing Division, 2019 Washington Street East, P.O. Box 50130, Charleston, WV 25305-0130
5. Communication during the solicitation, bid, evaluation or award periods, except through the Purchasing Division, is strictly prohibited (W.Va. C.S.R. §148-1-6.6).



State of West Virginia  
 Department of Administration  
 Purchasing Division  
 2019 Washington Street East  
 Post Office Box 50130  
 Charleston, WV 25305-0130

# Request for Quotation

RFQ NUMBER  
**DPS1030**

PAGE  
**2**

ADDRESS CORRESPONDENCE TO ATTENTION OF  
**BUYER 32**  
**304-558-2544**

RFQ COPY  
 TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

WEST VIRGINIA STATE POLICE

4124 KANAWHA TURNPIKE  
 SOUTH CHARLESTON, WV  
 25309 304-746-2141

| DATE PRINTED | TERMS OF SALE | SHIP VIA | F.O.B. | FREIGHT TERMS |
|--------------|---------------|----------|--------|---------------|
| 04/20/2010   |               |          |        |               |

BID OPENING DATE: **06/17/2010** BID OPENING TIME **01:30PM**

| LINE  | QUANTITY | UOP | CAT NO | ITEM NUMBER                                     | UNIT PRICE | AMOUNT |
|---|----------|-----|--------|---|------------|--------|
| 0001  | 1        | LS  | 920-49 | LABORATORY INFORMATION MANAGEMENT SYSTEM (LIMS) |            |        |
| <p>BIDDERS WHO ARRIVE AFTER CONCLUSION OF THE TECHNICAL PORTION OF THE PRE-BID, BUT DURING ANY SUBSEQUENT PART OF THE PRE-BID WILL NOT BE PERMITTED TO SIGN THE ATTENDANCE SHEET.</p> <p>TECHNICAL QUESTIONS MUST BE SUBMITTED IN WRITING TO SHELLY MURRAY IN THE WEST VIRGINIA PURCHASING DIVISION VIA MAIL AT THE ADDRESS SHOWN AT THE TOP OF THIS RFQ, VIA FAX AT 304-558-4115, OR VIA E-MAIL AT SHELLY.L.MURRAY@WV.GOV. DEADLINE FOR ALL TECHNICAL QUESTIONS IS 05/28/2010 AT THE CLOSE OF BUSINESS. ALL TECHNICAL QUESTIONS RECEIVED, IF ANY, WILL BE ADDRESSED BY ADDENDUM AFTER THE DEADLINE.</p> <p>EXHIBIT 1</p> <p>LIFE OF CONTRACT: THIS CONTRACT BECOMES EFFECTIVE UPON AWARD AND EXTENDS FOR A PERIOD OF ONE (1) YEAR OR UNTIL SUCH "REASONABLE TIME" THEREAFTER AS IS NECESSARY TO OBTAIN A NEW CONTRACT OR RENEW THE ORIGINAL CONTRACT. THE "REASONABLE TIME" PERIOD SHALL NOT EXCEED TWELVE (12) MONTHS. DURING THIS "REASONABLE TIME" THE VENDOR MAY TERMINATE THIS CONTRACT FOR ANY REASON UPON GIVING THE DIRECTOR OF PURCHASING 30 DAYS WRITTEN NOTICE.</p> |          |     |        |   |            |        |

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

|           |                               |                                   |
|-----------|-------------------------------|-----------------------------------|
| SIGNATURE | TELEPHONE <b>480-222-8906</b> | DATE <b>6-7-2010</b>              |
| TITLE     | FEIN <b>80-0960454</b>        | ADDRESS CHANGES TO BE NOTED ABOVE |

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'



State of West Virginia  
 Department of Administration  
 Purchasing Division  
 2019 Washington Street East  
 Post Office Box 50130  
 Charleston, WV 25305-0130

# Request for Quotation

RFQ NUMBER:  
**DPS1030**

PAGE:  
**3**

ADDRESS CORRESPONDENCE TO ATTENTION OF:  
**BUYER 32  
 304-558-2544**

VENDOR

RFQ COPY  
 TYPE NAME/ADDRESS HERE

SHIP TO

**WEST VIRGINIA STATE POLICE**

**4124 KANAWHA TURNPIKE  
 SOUTH CHARLESTON, WV  
 25309 304-746-2141**

| DATE PRINTED | TERMS OF SALE | SHIP VIA | FOB | FREIGHT TERMS |
|--------------|---------------|----------|-----|---------------|
| 04/20/2010   |               |          |     |               |

BID OPENING DATE: **06/17/2010** BID OPENING TIME **01:30PM**

| LINE   | QUANTITY | UOP | CAT. NO. | ITEM NUMBER | UNIT PRICE | AMOUNT |
|--|----------|-----|----------|-------------|------------|--------|
| <p>UNLESS SPECIFIC PROVISIONS ARE STIPULATED ELSEWHERE IN THIS CONTRACT DOCUMENT, THE TERMS, CONDITIONS, AND PRICING SET HEREIN ARE FIRM FOR THE LIFE OF THE CONTRACT.</p> <p>RENEWAL: THIS CONTRACT MAY BE RENEWED UPON THE MUTUAL WRITTEN CONSENT OF THE SPENDING UNIT AND VENDOR, SUBMITTED TO THE DIRECTOR OF PURCHASING THIRTY (30) DAYS PRIOR TO THE EXPIRATION DATE. SUCH RENEWAL SHALL BE IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THE ORIGINAL CONTRACT AND SHALL BE LIMITED TO TWO (2) SUCCESSIVE ONE (1) YEAR PERIODS.</p> <p>CANCELLATION: THE DIRECTOR OF PURCHASING RESERVES THE RIGHT TO CANCEL THIS CONTRACT IMMEDIATELY UPON WRITTEN NOTICE TO THE VENDOR IF THE COMMODITIES AND/OR SERVICES SUPPLIED ARE OF AN INFERIOR QUALITY OR DO NOT CONFORM WITH THE SPECIFICATIONS OF THE BID AND CONTRACT HEREIN</p> <p>OPEN MARKET CLAUSE: THE DIRECTOR OF PURCHASING MAY AUTHORIZE A SPENDING UNIT TO PURCHASE ON THE OPEN MARKET, WITHOUT THE FILING OF A REQUISITION OR COST ESTIMATE, ITEMS SPECIFIED ON THIS CONTRACT FOR IMMEDIATE DELIVERY IN EMERGENCIES DUE TO UNFORESEEN CAUSES (INCLUDING BUT NOT LIMITED TO DELAYS IN TRANSPORTATION OR AN UNANTICIPATED INCREASE IN THE VOLUME OF WORK).</p> <p>INSURANCE: SUCCESSFUL VENDOR SHALL FURNISH PROOF OF COVERAGE OF COMMERCIAL GENERAL LIABILITY INSURANCE PRIOR TO ISSUANCE OF THE CONTRACT. UNLESS OTHERWISE SPECIFIED IN THE BID DOCUMENTS, THE MINIMUM AMOUNT OF INSURANCE COVERAGE REQUIRED IS \$250,000.</p> <p>WORKER'S COMPENSATION: VENDOR IS REQUIRED TO PROVIDE A CERTIFICATE FROM WORKER'S COMPENSATION IF SUCCESSFUL.</p> |          |     |          |             |            |        |

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

|                          |                                  |                                   |
|--------------------------|----------------------------------|-----------------------------------|
| SIGNATURE<br>            | TELEPHONE<br><b>480-222-8900</b> | DATE<br><b>6-7-2010</b>           |
| TITLE<br><b>J. Brown</b> | FEIN<br><b>86-0960454</b>        | ADDRESS CHANGES TO BE NOTED ABOVE |

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELLED 'VENDOR'



State of West Virginia  
 Department of Administration  
 Purchasing Division  
 2019 Washington Street East  
 Post Office Box 50130  
 Charleston, WV 25305-0130

# Request for Quotation

RFQ NUMBER  
**DPS1030**

PAGE  
**4**

ADDRESS CORRESPONDENCE TO ATTENTION OF  
**BUYER 32  
 304-558-2544**

VENDOR

RFQ COPY  
 TYPE NAME/ADDRESS HERE

SHIP TO

WEST VIRGINIA STATE POLICE

4124 KANAWHA TURNPIKE  
 SOUTH CHARLESTON, WV  
 25309 304-746-2141

|                                   |               |          |        |               |
|-----------------------------------|---------------|----------|--------|---------------|
| DATE PRINTED<br><b>04/20/2010</b> | TERMS OF SALE | SHIP VIA | F.O.B. | FREIGHT TERMS |
|-----------------------------------|---------------|----------|--------|---------------|

BID OPENING DATE: **06/17/2010** BID OPENING TIME **01:30PM**

| LINE   | QUANTITY | UOP | CAT NO | ITEM NUMBER | UNIT PRICE | AMOUNT |
|--|----------|-----|--------|-------------|------------|--------|
| <p><b>BANKRUPTCY: IN THE EVENT THE VENDOR/CONTRACTOR FILES FOR BANKRUPTCY PROTECTION, THIS CONTRACT IS AUTOMATICALLY NULL AND VOID, AND IS TERMINATED WITHOUT FURTHER ORDER.</b></p> <p>EXHIBIT 10</p> <p>REQUISITION NO.: .....</p> <p>ADDENDUM ACKNOWLEDGEMENT</p> <p>I HEREBY ACKNOWLEDGE RECEIPT OF THE FOLLOWING CHECKED ADDENDUM(S) AND HAVE MADE THE NECESSARY REVISIONS TO MY PROPOSAL, PLANS AND/OR SPECIFICATION, ETC.</p> <p>ADDENDUM NO.'S:</p> <p>NO. 1 <input checked="" type="checkbox"/> .....</p> <p>NO. 2 <input checked="" type="checkbox"/> .....</p> <p>NO. 3 .....<br/>           NO. 4 .....<br/>           NO. 5 .....</p> <p>I UNDERSTAND THAT FAILURE TO CONFIRM THE RECEIPT OF THE ADDENDUM(S) MAY BE CAUSE FOR REJECTION OF BIDS.</p> <p>VENDOR MUST CLEARLY UNDERSTAND THAT ANY VERBAL REPRESENTATION MADE OR ASSUMED TO BE MADE DURING ANY ORAL DISCUSSION HELD BETWEEN VENDOR'S REPRESENTATIVES AND ANY STATE PERSONNEL IS NOT BINDING. ONLY THE INFORMATION ISSUED IN WRITING AND ADDED TO THE</p> |          |     |        |             |            |        |

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE *[Signature]* TELEPHONE **480-222-8906** DATE **6-7-2010**  
 TITLE *[Signature]* FEIN **86-0960454** ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED "VENDOR"



State of West Virginia  
 Department of Administration  
 Purchasing Division  
 2019 Washington Street East  
 Post Office Box 50130  
 Charleston, WV 25305-0130

# Request for Quotation

RFQ NUMBER  
**DPS1030**

PAGE  
**5**

ADDRESS CORRESPONDENCE TO ATTENTION OF:  
**BUYER 32  
 304-558-2544**

RFQ COPY  
 TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

WEST VIRGINIA STATE POLICE

4124 KANAWHA TURNPIKE  
 SOUTH CHARLESTON, WV  
 25309 304-746-2141

|                                   |               |          |        |               |
|-----------------------------------|---------------|----------|--------|---------------|
| DATE PRINTED<br><b>04/20/2010</b> | TERMS OF SALE | SHIP VIA | F.O.B. | FREIGHT TERMS |
|-----------------------------------|---------------|----------|--------|---------------|

BID OPENING DATE: **06/17/2010** BID OPENING TIME **01:30PM**

| LINE | QUANTITY | UOP | CAT NO | ITEM NUMBER | UNIT PRICE | AMOUNT |
|------|----------|-----|--------|-------------|------------|--------|
|------|----------|-----|--------|-------------|------------|--------|

SPECIFICATIONS BY AN OFFICIAL ADDENDUM IS BINDING.

*[Signature]*  
 SIGNATURE  
 JusticeTrax, INC.  
 COMPANY  
 6-7-2010  
 DATE

NOTE: THIS ADDENDUM ACKNOWLEDGEMENT SHOULD BE SUBMITTED WITH THE BID.

**NOTICE**

A SIGNED BID MUST BE SUBMITTED TO:

DEPARTMENT OF ADMINISTRATION  
 PURCHASING DIVISION  
 BUILDING 15  
 2019 WASHINGTON STREET, EAST  
 CHARLESTON, WV 25305-0130

THE BID SHOULD CONTAIN THIS INFORMATION ON THE FACE OF THE ENVELOPE OR THE BID MAY NOT BE CONSIDERED:

SEALED BID

BUYER: **SHELLY MURRAY**

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE *[Signature]* TELEPHONE **480-222-8906** DATE **6-7-2010**

TITLE *[Signature]* FEIN **86-09160454** ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO REQ INSERT NAME AND ADDRESS IN SPACE ABOVE LABELLED 'VENDOR'





State of West Virginia  
 Department of Administration  
 Purchasing Division  
 2019 Washington Street East  
 Post Office Box 50130  
 Charleston, WV 25305-0130

# Request for Quotation

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| RFQ NUMBER |
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| PAGE |
| 6    |

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| ADDRESS CORRESPONDENCE TO ATTENTION OF |
| BUYER 32                               |
| 304-558-2544                           |

VENDOR

RFQ COPY  
 TYPE NAME/ADDRESS HERE

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|--------------|---------------|----------|--------|---------------|
| 04/20/2010   |               |          |        |               |

BID OPENING DATE: 06/17/2010 BID OPENING TIME 01:30PM

| LINE   | QUANTITY | UOP | CAT NO | ITEM NUMBER | UNIT PRICE | AMOUNT |
|--|----------|-----|--------|-------------|------------|--------|
| RFQ. NO.:  |          |     |        | DPS1030     |            |        |
| BID OPENING DATE:  |          |     |        | 06/17/2010  |            |        |
| BID OPENING TIME:  |          |     |        | 1:30 PM     |            |        |
| PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY TO CONTACT YOU REGARDING YOUR BID: |          |     |        |             |            |        |
| 480-222-8999   |          |     |        |             |            |        |
| -----  |          |     |        |             |            |        |
| CONTACT PERSON (PLEASE PRINT CLEARLY):   |          |     |        |             |            |        |
| Jeff Braucher  |          |     |        |             |            |        |
| -----  |          |     |        |             |            |        |
| ***** THIS IS THE END OF RFQ DPS1030 ***** TOTAL:                                      |          |     |        |             |            | _____  |

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

|           |                        |                                   |
|-----------|------------------------|-----------------------------------|
| SIGNATURE | TELEPHONE 480-222-8999 | DATE 6-7-2010                     |
| TITLE     | FEIN 80-0960454        | ADDRESS CHANGES TO BE NOTED ABOVE |

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELLED 'VENDOR'



State of West Virginia  
 Department of Administration  
 Purchasing Division  
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 Charleston, WV 25305-0130

# Request for Quotation

RFQ NUMBER  
**DPS1030**

PAGE  
**1**

ADDRESS CORRESPONDENCE TO ATTENTION OF  
**BUYER 32**  
**304-558-2544**

VENDOR

RFQ COPY  
 TYPE NAME/ADDRESS HERE

SHIP TO

**WEST VIRGINIA STATE POLICE**

**4124 KANAWHA TURNPIKE**  
**SOUTH CHARLESTON, WV**  
**25309 304-746-2141**

| DATE PRINTED                        | TERMS OF SALE | SHIP VIA                        | F.O.B. | FREIGHT TERMS |
|-------------------------------------|---------------|---------------------------------|--------|---------------|
| <b>06/07/2010</b>                   |               |                                 |        |               |
| BID OPENING DATE: <b>06/29/2010</b> |               | BID OPENING TIME <b>01:30PM</b> |        |               |

| LINE   | QUANTITY | UOP | CAT. NO. | ITEM NUMBER | UNIT PRICE | AMOUNT |
|--|----------|-----|----------|-------------|------------|--------|
| ----- ADDENDUM NO. 2 -----   |          |     |          |             |            |        |
| THIS ADDENDUM IS ISSUED TO ADDRESS THE QUESTIONS RECEIVED PRIOR TO THE QUESTION SUBMISSION DEADLINE OF 05/28/2010. |          |     |          |             |            |        |
| ATTACHMENTS: QUESTIONS AND RESPONSES FORENSIC LABORATORY CASE SUBMISSION FORM PRE-BID SIGN IN SHEET                |          |     |          |             |            |        |
| THE BID OPENING IS EXTENDED:   |          |     |          |             |            |        |
| FROM: 06/17/2010   |          |     |          |             |            |        |
| TO : 06/29/2010  |          |     |          |             |            |        |
| ----- END OF ADDENDUM NO. 2 -----  |          |     |          |             |            |        |

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

|                    |                                  |                                   |
|--------------------|----------------------------------|-----------------------------------|
| SIGNATURE<br>      | TELEPHONE<br><b>480-222-8906</b> | DATE<br><b>6-9-2010</b>           |
| TITLE<br><b>JP</b> | FEIN<br><b>86-0960454</b>        | ADDRESS CHANGES TO BE NOTED ABOVE |

WHEN RESPONDING TO RFQ. INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'

**REQUEST FOR QUOTATION  
DPS1030  
West Virginia State Police Forensic Laboratory**

**PURPOSE**

The purpose of these specifications is to establish a minimum standard of quality for a comprehensive Laboratory Information Management System, herein after LIMS.

There will be a mandatory pre-bid conference conducted at West Virginia State Police Headquarters, 725 Jefferson Road, South Charleston, WV on May 25, 2010 at 1:30 PM. All interested bidders are required to be present at this meeting. Failure to attend the mandatory pre-bid conference shall automatically result in disqualification. No one person can represent more than one vendor.

**SCOPE**

**Location:**

Agency is located at 725 Jefferson Rd. South Charleston, WV 25309-1698.

**Background:**

The West Virginia State Police Forensic Laboratory (WVSPFL) is soliciting proposals to provide and install a Laboratory Management Information System (LIMS) that will enable the laboratory to not only track evidence and prepare reports but to interface with the laboratory instrumentation therefore enhancing existing capabilities. The LIMS will increase effectiveness and efficiency and improve communication with law enforcement agencies and the judicial system.

The Laboratory currently consists of a single unit staffed with 41 full time personnel. In 2008, the laboratory received 5640 requests for services. The laboratory provides services in the areas of controlled substances, toxicology, trace evidence, DNA, documents, impression evidence, firearms, tool marks, latent prints, and evidence screening.

The Laboratory current information management system is an in-house developed, Microsoft Access 97 based, evidence management system that resides on a central server. This is a basic system that is used to track evidence, maintain chain-of-custody, prepare reports, store data and query data. The laboratory also utilizes two separate systems for document management:

PaxIt for casework photograph storage and control  
LabVantage for quality assurance documentation and control (tracking of court appearances, literature review, continued education, and proficiency test)

The current information management system relies on a 13 year old technology and is no longer supportable or upgradable to meet new technological and user demands.

The Laboratory currently has PC desktops, laptops and tablets installed with Windows XP Professional.

The WVSPFL has no direct IT staff. The Laboratory gets its current IT support from the West Virginia State Police Communications Division. The WVSP IT personnel will advise the project, as required, in areas such as system security and architecture.

After award of the contract, the WVSPFL contact person will be the Laboratory Director, who has overall responsibility for the project schedule and adherence to contract provisions.

## GENERAL SPECIFICATIONS

### General Requirements:

|     |   | Yes | No |
|-----|---|-----|----|
| 1.1 | Must determine the WVSPFL software and hardware needs to implement the LIMS   | X   |    |
| 1.2 | Must customize the software for WVSPFL use  | X   |    |
| 1.3 | Must have a successful LIMS installation and implementation in an agency comparable in size and case load as the WVSPFL                                       | X   |    |
| 1.4 | Must provide data migration for current LIMS to new LIMS  | X   |    |
| 1.5 | Must provide system documentation, user training manuals that reflect current business operational processes as well as discipline specific end user training | X   |    |
| 1.6 | Must complete a comprehensive system operation check to ensure full LIMS system capability prior to final acceptance  | X   |    |
| 1.7 | Must provide follow-up LIMS technical support and software maintenance which would include at a minimum bug fixes and version updates                         | X   |    |
|     |   |     |    |

### Section 1 additional information:

- 1.1 JusticeTrax will work closely with the WVSPFL to ensure that all necessary hardware and software needs are met.
- 1.2 Although JusticeTrax LIMS-plus is an off-the-shelf LIMS application it does provide for customization to meet the needs of the agency. JusticeTrax will provide assistance in customizing the WVSPFL LIMS to meet your needs.

### 1.3

**Georgia Bureau of Investigation**  
**ASCLD/LAB Accredited**  
Kirk Canty – Primary Contact  
George Herrin – Secondary Contact  
3121 Panthersville Road  
Decatur, GA 30037  
Primary Phone (404) 270-8076  
Secondary Phone (404) 270-8200  
[Kirk.Canty@gbi.state.ga.us](mailto:Kirk.Canty@gbi.state.ga.us)  
[George.herrin@gbi.state.ga.us](mailto:George.herrin@gbi.state.ga.us)

**Louisiana State Police Crime Laboratory**  
**ASCLD/LAB Accredited**

Adam Becnel  
376 E. Airport Road  
Baton Rouge, LA 70806  
Phone (225) 925-6216  
Fax (225) 925-4019  
[adam.becnel@dps.la.gov](mailto:adam.becnel@dps.la.gov)

**Mississippi Crime Laboratory**  
**ASCLD/LAB Accredited**

Mike Allen  
1700 E Woodrow Wilson  
Jackson, MS 39216-1700  
Phone (601) 987-1674  
Fax (601) 987-1615  
[mallen@mcl.state.ms.us](mailto:mallen@mcl.state.ms.us)

**1.4** JusticeTrax has been providing data migration services for many years and will be more than happy to assist with migration of data into the new LIMS database.

**1.6** System functionality testing prior to final acceptance is incorporated directly into the implementation plan that will be provided to you upon successful award of this contract.

**1.7** With a current maintenance plan in place, JusticeTrax customers enjoy the benefits of unlimited technical support, software enhancements, bug fixes, as well as all upgrades at no additional charge.

**Evidence Intake and Tracking:**

|              |  | Yes | No |
|--------------|--|-----|----|
| <b>2.1</b>   | The system shall document the chain of custody for all evidence from laboratory submission to final disposition.                               | X   |    |
| <b>2.1.1</b> | A "Chain-of-Custody" record shall be maintained from the time of receipt and reflect all transfer(s)   | X   |    |
| <b>2.1.2</b> | The record shall detail each person taking possession of an item of evidence, the date and time of the transfer, and the location of that item | X   |    |
| <b>2.1.3</b> | The evidence intake entry shall allow type in of all information on the current WVSP 53 Form.  | X   |    |
| <b>2.2</b>   | The system shall provide the ability to print the entire chain-of-custody for each submitted exhibit.  | X   |    |
| <b>2.3</b>   | The system shall provide the ability for the WVSPFL to create the numbering scheme used for evidence tracking (e.g. 1.2.3, 1-2.3, 1-2-3, etc.) | X   |    |
| <b>2.4</b>   | The system shall be able to perform both single and multiple item(s) transfers while maintaining a record of the chain-of-custody              | X   |    |
| <b>2.5</b>   | The system should allow the ability to manage packaging and repackaging information  | X   |    |
| <b>2.7</b>   | The system shall be able to produce barcode and identification labels for evidence including packages and tubes                                | X   |    |



|               |   |   |  |
|---------------|---|---|--|
| <b>2.7.1</b>  | These labels shall at a minimum contain the case number and item number and a barcode containing this information   | X |  |
| <b>2.7.2</b>  | These labels shall be available in various sizes to fit different types of packages including tubes for DNA samples   | X |  |
| <b>2.8</b>    | The system shall be able to handle additional evidence received on an existing case   | X |  |
| <b>2.9</b>    | The system shall use bar coding for evidence receiving, tracking, and inventory   | X |  |
| <b>2.10</b>   | The system shall search existing cases for the current submission prior to issuing a new case number.   | X |  |
| <b>2.11</b>   | The system shall print an evidence receipt for the submitting agency as a record of transaction. This receipt shall have a complete chain-of-custody record as previously defined   | X |  |
| <b>2.12</b>   | The system shall have a user modifiable status function for each discipline that can be updated as the analyses are conducted (e.g. Received, Pending, Completed, Transferred, etc.)  | X |  |
| <b>2.13</b>   | The system shall provide the evidence intake staff and staff analysts with the ability to conduct inventories of their evidence   | X |  |
| <b>2.14</b>   | The system shall provide the ability to conduct inventory reconciliation of a lab, section or a person with print outs of reconciliation results showing evidence assigned to specific person or location   | X |  |
| <b>2.15</b>   | The system shall allow inventories to be conducted by multiple persons using different recording devices  | X |  |
| <b>2.16</b>   | The system shall allow evidence to be outsourced, with full evidence tracking and other assignment capabilities   | X |  |
| <b>2.17</b>   | The system shall allow staff to assign evidence to specific locations (i.e., vault, refrigerator, shelf, temporary storage, etc...)   | X |  |
| <b>2.18</b>   | The system shall allow evidence inventories be done with wireless bar code readers  | X |  |
| <b>2.19</b>   | The system shall have an investigative evidence inventory capability  | X |  |
| <b>2.19.1</b> | Once an inventory is conducted, the application will compare the physical inventory back to the database as to what should be in the investigative evidence locker. Resultant exception reports will show the differences. This report must be printable. | X |  |
| <b>2.20</b>   | The system shall allow for multi-agency submissions under the same laboratory case number   | X |  |
| <b>2.21</b>   | The system shall allow the creation of multiple generation sub-items (i.e. parent, child, and grandchild); the relationship shall be apparent in the numbering scheme; repackaging of these sub-items shall be allowed and tracked in the system.         | X |  |
| <b>2.22</b>   | The system shall have the ability for law enforcement agencies to upload case and evidence information prior to submission via the web and/or removable media and be in the form of the current WVSP DPS53 Form   | X |  |



**Section 2 additional information:**

**2.1.1 Chain-of-custody** is tracked for each item of evidence submitted in the LIMS application. Chain-of-custody reports can be generated for any and all items in a case at any time. Reports can be formatted to meet the needs of your agency.

**INTERNAL CHAIN OF CUSTODY REPORT**

Chain of custody transactions are logged with each evidence transfer for each item. Reports can be customized to virtually any layout desired.

LABORATORY CASE #: LAB-08-000001  
ITEM #: 0001  
ITEM DESCRIPTION: DNA Evidence

|  | <u>Lab/Agency</u> | <u>PIN</u> | <u>Date/Time</u>    |
|--|-------------------|------------|---------------------|
| Relinquished By: Conner, rod           | BPD-CA            | [ ]        | 1/9/2008 4:33:42PM  |
| Received By: Administrator, System     | Lab               | [ ]        |                     |
|  |                   |            |                     |
| Relinquished By: Administrator, System | Lab               | [ ]        | 1/9/2008 4:33:44PM  |
| Received By: Bio Refrigerator          | Lab               | [ ]        |                     |
|  |                   |            |                     |
| Relinquished By: Bio Refrigerator      | Lab               | [ ]        | 1/10/2008 8:51:50AM |
| Received By: Administrator, System     | Lab               | [ ]        |                     |

**2.1.2 JusticeTrax LIMS-plus** tracks not only the date and time of the transfer, but also the relinquishing officer, the evidence personnel involved in the transfer and the storage location the item is being placed.

**Exhibit Transfer**

From: Beaumont, Officer

Time: 04/06/10 08:51 AM VIA [ ] Note

To: Administrator, System (ATF -)

Time: 04/06/10 08:51 AM VIA [ ] Note

Then To: General Evidence Locker (ATF -)

---

**Exhibit to Transfer**

| Lab Case | Container | Sub. # | Description     | From              | Time           |
|----------|-----------|--------|-----------------|-------------------|----------------|
| 10N0013  |           | 2      | One (1) firearm | Beaumont, Officer | 04/06/10 08:51 |

1:0

1st Transfer Receipt     Exhibit Being Returned  
 2nd Transfer Receipt     Chain of Custody Reports





**2.3.** The exhibit number schema is easily configurable and customizable to meet the needs of your agency.

| Level 1 | Level 2 | Level 3 | Level 4 | Level 5 and on |
|---------|---------|---------|---------|----------------|
| 1-9     | .       | 1-9     | .       | 1-9            |

Sample Exhibit Number: 1.1.1.1.1

OK Cancel Reset

| Level 1 | Level 2 | Level 3 | Level 4 | Level 5 and on |
|---------|---------|---------|---------|----------------|
| 1-9     | .       | 1-9     | .       | 1-9            |

Sample Exhibit Number: 1-1-1-1-1

OK Cancel Reset

| Level 1 | Level 2 | Level 3 | Level 4 | Level 5 and on |
|---------|---------|---------|---------|----------------|
| 1-9     | .       | 1-9     | .       | 1-9            |

Sample Exhibit Number: 1.1.1.1.1

OK Cancel Reset

**2.4 JusticeTrax** allows for multiple item transfers from either the same location/case or different locations/cases while maintaining the chain-of-custody for each individual item.

**Exhibit Transfer**

From: [ ] [X] [ ]

Time: 05/25/10 11:32 AM VIA [ ] Note: [ ]

To: Administrator, System (ATF -) [X] [ ]

Time: 05/25/10 11:32 AM VIA [ ] Note: [ ]

Then To: Beaumont, Officer [X] [ ]

**Exhibit to Transfer**

| Lab Case | Container         | Sub. # | Description                  | From               | Time           |
|----------|-------------------|--------|------------------------------|--------------------|----------------|
| 10N0018  |                   | 1      | One (1) tissue plug.         | DNA Storage        | 05/25/10 11:32 |
| 10N0018  | 1 One (1) list 1A |        | One (1) sub item             | DNA Storage        | 05/25/10 11:32 |
| 10N0017  |                   | 1      | One (1) sealed cardboard box | General Eviden     | 05/25/10 11:32 |
| 10N0016  |                   | 1      | One (1) sealed kapak bag     | com General Eviden | 05/25/10 11:32 |
| 10N0016  | 1 One (1) se 1A   |        | One (1) red capsule          | General Eviden     | 05/25/10 11:32 |

1st Transfer Receipt     2nd Transfer Receipt     Exhibit Being Returned  
 Chain of Custody Reports

Apply Clear Close

2.5 Packaging information can be included directly in the evidence description during evidence submission or system administrators can create data extensions to collect packaging information.

2.6 All sub-items in LIMS-plus are linked back to their original "parent" item. All sub-itemized evidence inherits the initial chain of custody of its parent item up to the point of sub-itemization. Once sub-itemized the item will be allowed to have its own independent chain-of-custody from that point forward.

**New Exhibit Submission for Case10N0012**

Agency: Beaumont Police Department    Kit: [ ]

Badge Rep: [ ]    Description: One (1) red capsule found in sealed kapak bag in Submission 4.

Source: [ ]    Bar Code: New STANDARD Evidence Submiss 1

Inherit: 4 One (1) sealed kapak bag containing gre    Evidence Type: [ ]

Container: 4 One (1) sealed kapak bag containing gre    NCIC Evid Lbl: [ ]

Exhibit No: 4A    Notes: [ ]

Intended Disp: [ ]    Extraction type: [ ]

Other ID: [ ]    Billing for Biology:

Origin: [ ]

| Requested Service | Reason | Due Date |
|-------------------|--------|----------|
|                   |        |          |

**Initial Transfer**

From: [ ] [X] [ ]

Time: 04/13/10 08:18 AM VIA [ ] Note: [ ]

To: [ ] [X] [ ]

Time: 04/13/10 08:18 AM VIA [ ] Note: [ ]

Then To: [ ] [X] [ ]

Lock Via     Lock Apply     Print Request Barcode

Apply Clear Close

**2.7** JusticeTrax provides your agency the opportunity to customize barcodes in a variety of different sizes, from large 4"x4" labels to labels small enough to fit on eppendorf tubes.

**2.7.1** Barcodes can be configured to contain the information that is required by your agency.

**2.7.2** JusticeTrax meets this requirement.

**2.8** JusticeTrax LIMS-plus allows for the submission of additional evidence on any case at any time. JusticeTrax maintains the evidence receipt information in the system for each item of evidence, to include date and time of submission.

**2.9** All items of evidence can be bar-coded using the LIMS-plus application. The unique barcodes are then used for all tracking and inventory functions within the application.

**2.10.** When entering a case into the LIMS database, the first step in the process is that the application conducts a cursory search of the database to ensure that the case does not already exist. If it does exist, you are asked if you wish to update the case and if it does not exist you are prompted to start a new case or search the database further using different criteria.

Agency Case Search

Agency Name: Beaumont Police Department

Case: 040610

Use ACN Mask

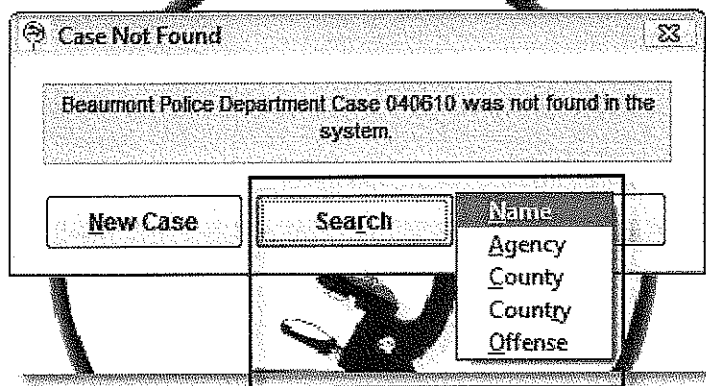
Search Archive

OK Cancel

Case Not Found

Beaumont Police Department Case 040610 was not found in the system.

New Case Search Close



**2.11.** JusticeTrax LIMS-plus allows for evidence receipts to be printed out for items being submitted. The evidence receipt is a customizable report that can be configured to contain the information that is important your agency needs, including chain-of-custody.

**2.12.** JusticeTrax LIMS-plus utilizes milestones to define status on request for analysis (services). Milestones include: unassigned, assigned, findings entered, draft complete, technical review, and administrative review. As requests for analysis are being worked, analysts have the ability to update their status in the application.

**2.13.** Using the evidence tracking features of the LIMS-plus application coupled with handheld EvidRECON units, evidence intake staff and staff analysts can quickly and easily conduct inventories of their evidence storage locations.

**2.14** Using EvidRECON users have the ability to inventory storage locations, generating reconciliation reports. Using Crystal Reports, administrators can configure reports to printout results showing evidence assigned to specific individuals and laboratory sections.

**2.15** Using EvidRECON users have the ability to conduct inventory of storage locations. Using multiple units allows for multiple persons being able to conduct inventories simultaneously.

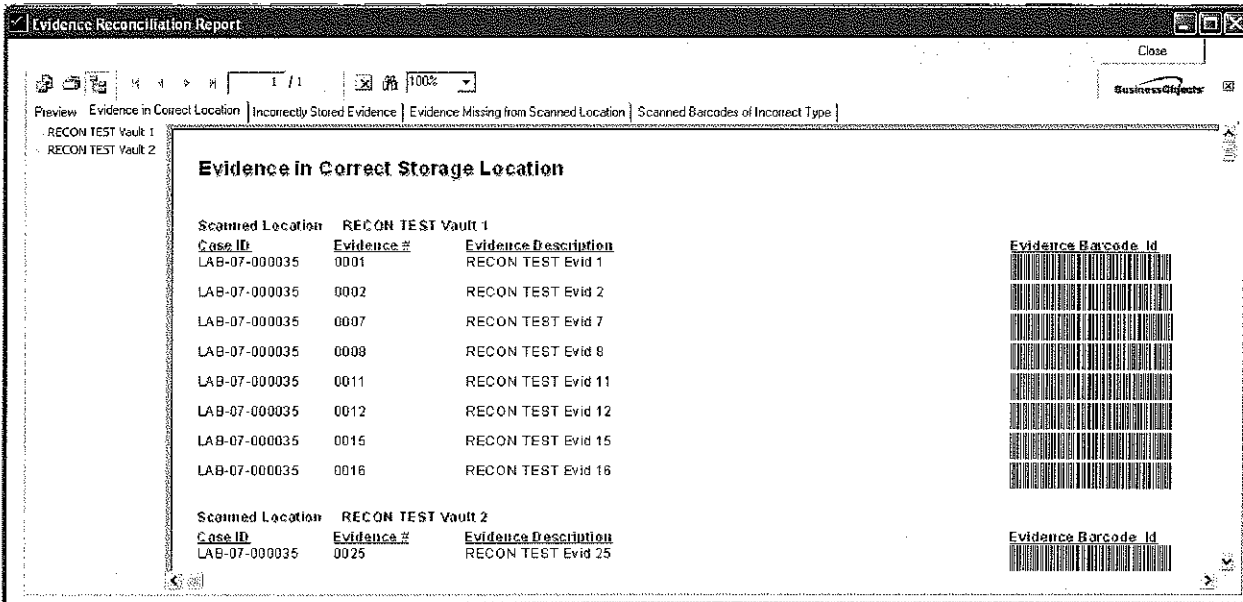
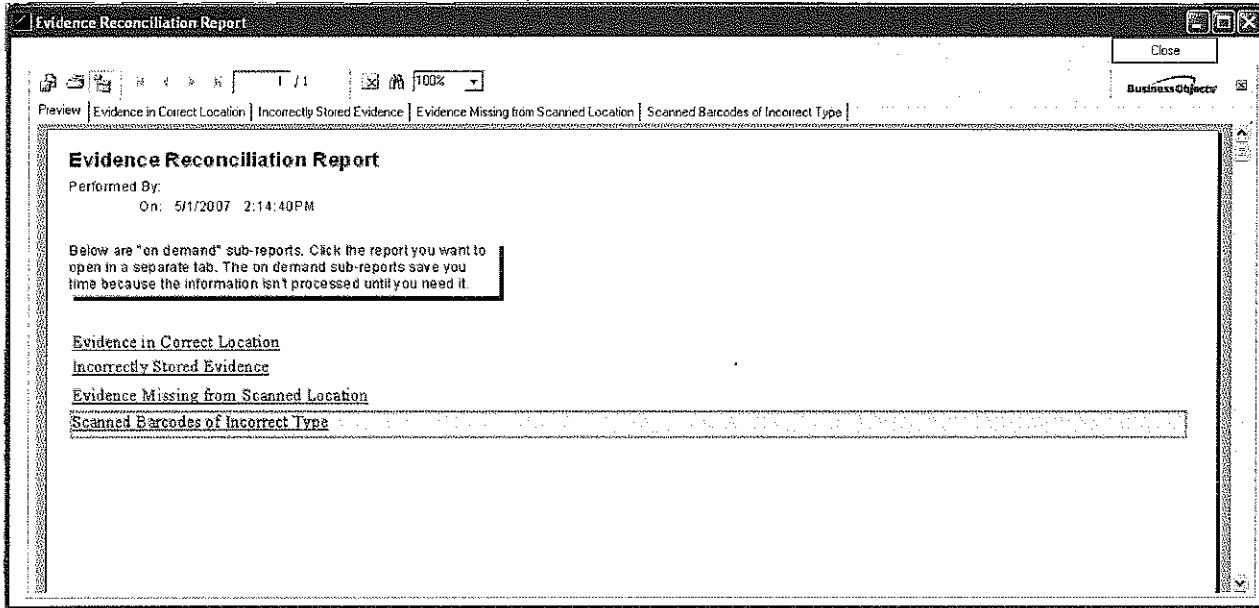
**2.16.** JusticeTrax LIMS-plus can accommodate evidence transfers to outside agencies. The LIMS-plus application will track the internal chain-of-custody to the point that it is transferred to the outside agency and the will resume the chain-of-custody upon the items return.

**2.17** Storage locations within the LIMS-plus application can be configured in any manner needed. Whether it is evidence vault storage, remote storage locations, shelf, or even personal storage, users can assign evidence to specific locations.

**2.18** JusticeTrax meets this requirement. Inventories are conducted using our wireless handheld "EvidRECON" devices.

**2.19** JusticeTrax EvidRECON allows the evidence managers to scan all of the items in a particular storage area and have the software produce reconciliation and exception reports.

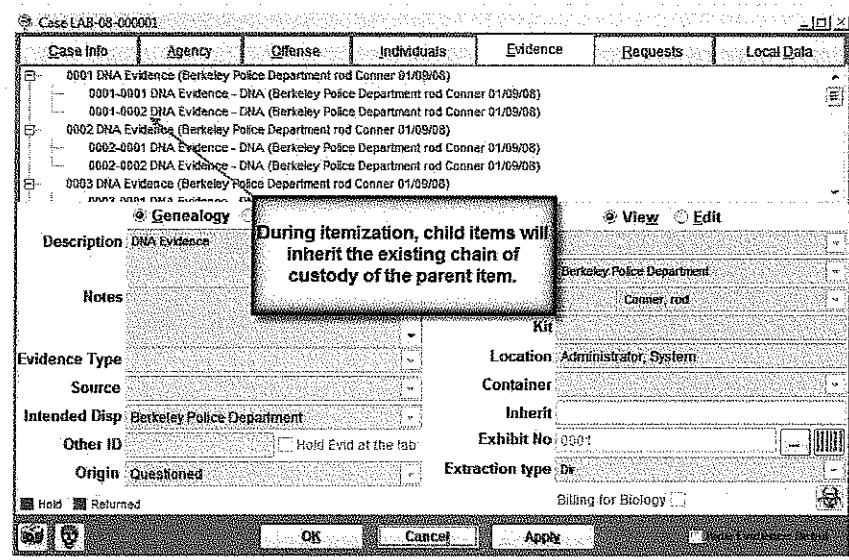
**2.19.1** JusticeTrax EvidRECON allows the evidence managers to scan all of the items in a particular storage area and have the software produce reconciliation and exception reports. Reports may be printed to the screen or to a printer.



**2.20** JusticeTrax LIMS-plus allows for multiple submitting agencies per case. The system will track the submitting agency, submitting officer, date and time for each item being submitted in a case.



2.21 JusticeTrax allows for multiple generation sub-itemization. The numbering schema for the parent items and sub-items is configurable by your system administrator.



2.22 iPrelog is an effective method for submitting evidence to the West Virginia State Police Department’s Laboratory. By using an internet connection, approved outside agencies can log the pertinent case and evidence information on a secure website, transmit the file to the lab, and print a bar-coded report, all before physically leaving the office. When arriving at the property and evidence section or the laboratory, the submitting individual provides the iPrelog print report along with the evidence to the receiving clerk. The clerk simply scans the report’s barcode to receive the evidence into their LIMS-plus® system, prints a receipt (if required), and accepts the evidence.

**WORK ITEM ASSIGNMENTS:**

|       |  | Yes | No |
|-------|--|-----|----|
| 3.1   | The system shall provide a workflow manager to track unassigned cases, uncompleted cases, assignments of cases to technicians, rush cases, cases prioritized by court date, and cases awaiting peer review | X   |    |
| 3.2   | The system shall allow the supervisor the ability to assign cases to individual analysts, and review all previous assigned and unassigned work for each discipline   | X   |    |
| 3.2.1 | The system shall capture the time period from assignment to completion   | X   |    |
| 3.2.2 | The system shall allow the supervisor the ability to assign a priority to work assignments   | X   |    |
| 3.3   | The system shall allow the analyst and/or supervisor the ability to review all log entry and evidence storage data for items with a pending status prior to assignment                                     | X   |    |
| 3.4   | The system shall allow the analyst and/or supervisor the ability to review all log entry and evidence storage data for the assigned work   | X   |    |
| 3.5   | The system shall allow the analyst and/or supervisor the ability to transfer evidence into their personal locker   | X   |    |

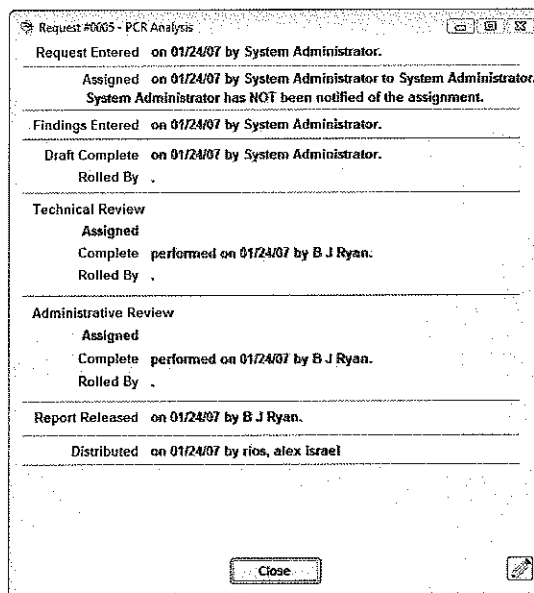
|        |  |   |  |
|--------|--|---|--|
| 3.6    | The system shall allow the analyst assigned the ability to record completed activities against the work assignment   | X |  |
| 3.7    | The system shall provide the ability to list all unassigned work by discipline   | X |  |
| 3.8    | The system shall allow the analyst to record notes into distinct work areas for specific disciplines   | X |  |
| 3.9    | The system shall be able to record activities conducted against each section (discipline), analyst, technician, and/or physical lab for statistical purposes | X |  |
| 3.10   | The system shall provide the ability to record court activities and court appearance evaluation by discipline, calendar year, and individual                 | X |  |
| 3.11   | The system shall provide the ability to record readings (literature review) by section, analyst, year, and topic   | X |  |
| 3.12   | The system shall provide the ability to record proficiency test assignments, results, tracking   | X |  |
| 3.12.1 | The system should provide alerts to the QA Manager and the analyst when the proficiency due date approaches.   | X |  |

**Section 3 Additional Information:**

**3.1** JusticeTrax LIMS-plus tracks the status of all cases entered into the system. Using Crystal Reports, system administrators can generate a host of workflow reports to include viewing unassigned cases, uncompleted cases, assignment of cases to technicians, rush cases, prioritized cases and cases awaiting review.

**3.2** Supervisors can use the "Assign request for analysis" feature of the LIMS application to assign work to specific individuals. Supervisors can utilize Crystal Reports to generate reports on all assigned and unassigned casework.

**3.2.1.** JusticeTrax LIMS-plus tracks the dates for all milestones for a given request for analysis.



**3.2.2** Either during the addition of a request for analysis or during case assignment, supervisors have the ability to assign priority to a case.

Request #0004 - Toxicology Service

**Requesting Party Information**

Agency: Mesa PD Request Date: 01/23/07

Badge Rep: Ali, Mohamed

**Request Information**

Lab: ATF Laboratory - Washington Analyst: Adams, Quincy A

Department: Toxicology Due Date: //

Service: Toxicology Service Priority: High

Requests: // Complexity: //

**Notes**

Requester:

Assigner:

Reviewer:

Related Exhibit: 2

OK Cancel SOP

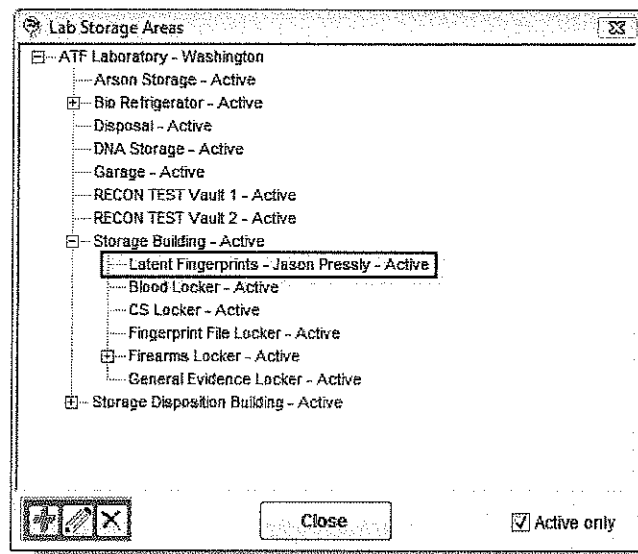
Values for all picklist menus are customizable to your own terminology.

**3.3.** The analyst or supervisor can either open the case directly to view the above listed information, or the system administrator can create a query that prints a report to screen/prINTER that includes the information listed above.

**3.4** The analyst or supervisor can either open the case directly to view the above listed information, or the system administrator can create a query that prints a report to screen/prINTER that includes the information listed above.

**3.5** As long as the personal storage locations are listed on the master storage location list in System Administration users will have the ability to transfer evidence to and from their personal storage locations. Permissions to storage locations are governed by role based security permissions within System Administration.



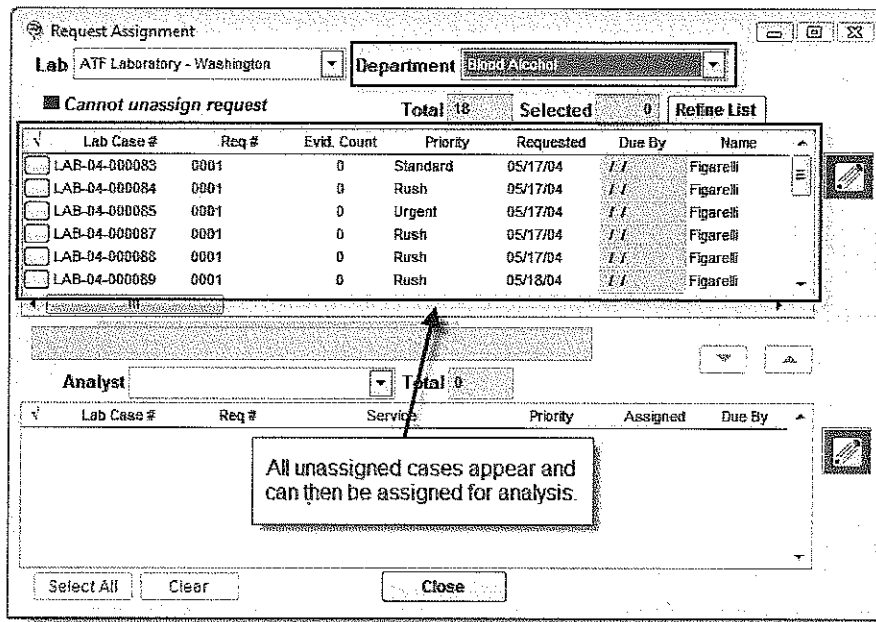


3.6 JusticeTrax LIMS-plus tracks all case status using milestones. Users have the ability to update the milestones of a request for analysis as they complete the assigned work.

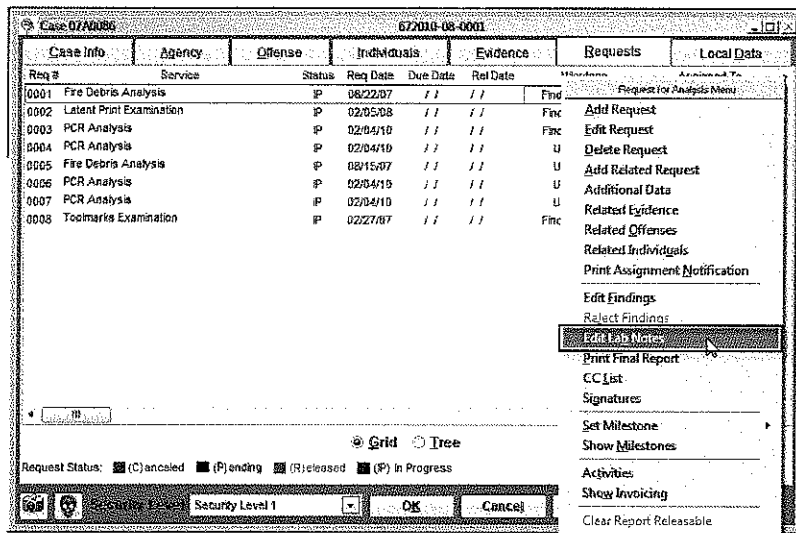
| Case Info | Agency                   | Offense | Individuals | Evidence | Requests | Local Data       |                  |
|-----------|--------------------------|---------|-------------|----------|----------|------------------|------------------|
| Req #     | Service                  | Status  | Req Date    | Due Date | Rel Date | Milestone        | Assigned To      |
| 0001      | Fire Debris Analysis     | IP      | 06/22/07    | ///      | ///      | Findings Entered | Lee, Shawn       |
| 0002      | Latent Print Examination | IP      | 02/05/08    | ///      | ///      | Findings Entered | McIntyre, Andrew |
| 0003      | PCR Analysis             | IP      | 02/04/10    | ///      | ///      | Findings Entered | Farr, Matt       |
| 0004      | PCR Analysis             | IP      | 02/04/10    | ///      | ///      | Unassigned       |                  |
| 0005      | Fire Debris Analysis     | IP      | 08/15/07    | ///      | ///      | Unassigned       |                  |
| 0006      | PCR Analysis             | IP      | 02/04/10    | ///      | ///      | Unassigned       |                  |
| 0007      | PCR Analysis             | IP      | 02/04/10    | ///      | ///      | Unassigned       |                  |
| 0008      | Toolmarks Examination    | IP      | 02/27/07    | ///      | ///      | Findings Entered | Neel, Mike       |

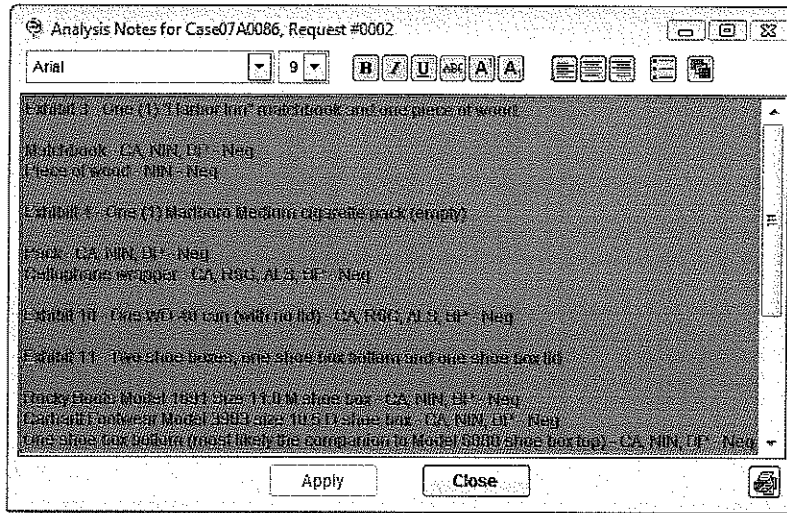
Request Status: (C) canceled (P) Pending (R) released (IP) In Progress

3.7. Users, with the appropriate permissions, can log in to the application and view all unassigned requests for analysis by discipline. Alternatively, system administration can generate a Crystal Report that will output the above listed information to screen/printer.

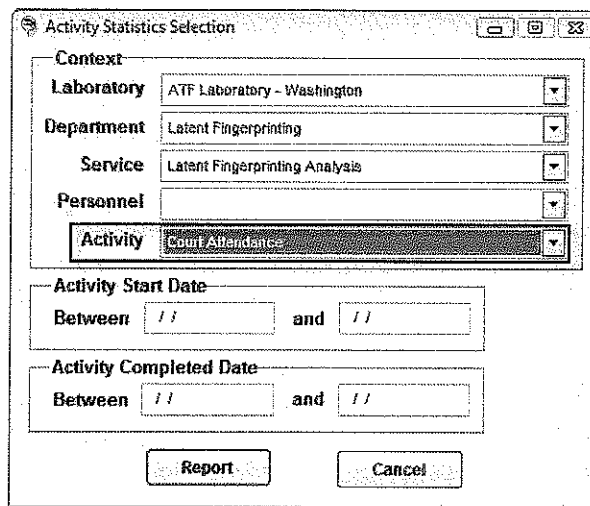


3.8 JusticeTrax LIMS-plus has a distinct notes area for each specific request for analysis allow users the ability to log their laboratory notes directly in to the application. The notes section can be either a free form text box or can be customized to more appropriately collect notes for each specific request.





**3.9** JusticeTrax LIMS-plus provides the ability to track activities that are both case related and non-case related. Activities can be created at the section level, individual level, request (service) level, etc.



**3.10** JusticeTrax LIMS-plus provides the ability to track activities that are both case related and non-case related. Activities can be created at the section level, individual level, request (service) level, etc.

**Context**

Laboratory: ATF Laboratory - Washington  
Department: Latent Fingerprinting  
Service: Latent Fingerprinting Analysis  
Lab Rep: Administrator, System

**Activity Information** | Subpoenas

Activity: Court Attendance  
Sub Activity:  
Time Spent: 0.00 hours Qty: 0  
Started: 05/28/10 Completed: 05/28/10  
Testimony: Provided  
 Subpoena Issued

**Notes**

State v. John Doe

OK Cancel

3.11. JusticeTrax LIMS-plus provides the ability to track activities that are both case related and non-case related. Activities can be created at the section level, individual level, request (service) level, etc.

Laboratory Activity for Case 07A0086

**Context**

Laboratory: ATF Laboratory - Washington  
Department: Latent Fingerprinting  
Service: Latent Fingerprinting Analysis  
Lab Rep: Administrator, System

**Activity Information** | Subpoenas

Activity: Required Reading  
Sub Activity:  
Time Spent: 0.00 hours Qty: 2  
Started: 05/28/10 Completed: 05/28/10  
Testimony:  
 Subpoena Issued

**Notes**

The Science of Fingerprints  
Qualitative-Quantitative Friction Ridge Analysis

OK Cancel



**3.12.** JusticeTrax provides the ability to record proficiency tests, training records and a variety of other QA requirements.

**3.12.1** When assigning a proficiency test request, the assignor has the ability to enter a due date into the request. The system can notify the assignor and the analyst as that date approaches.

**USER INTERFACE:**

|     |   | Yes | No |
|-----|---|-----|----|
| 4.1 | The proposed Forensic LIMS shall have section dependent data entry screens custom designed for each section of the laboratory. These screens will be developed with the cooperation of the individual section supervisors or their designee. These data entry screens must be flexible to allow the onsite IT personnel the ability to modify their layout and data requirements. | X   |    |
| 4.2 | The proposed Forensic LIMS shall make use of an operational area that allows customizing of specific application and user features. These are commonly referred to as user preferences. An example of a user preference is the toolbar definition allowed in Microsoft Windows.   | X   |    |
| 4.3 | The application shall insure data be entered only once and immediately accessible to all sub-applications of the application.   | X   |    |
| 4.4 | The application shall allow a supervisor/manager to be able to review/approve Forensic LIMS report data without having to print the report.   | X   |    |
| 4.5 | The application must have a forensic analyst communication log junction that provides a means of maintaining a continuous log of information/comments about a specific laboratory case. The communications log should be associated with a particular case.   | X   |    |
| 4.5 | Users and or system administrators must be able to create and use Hot Key functionality or macros for repeated functions  | X   |    |

**Section 4 Additional Information:**

**4.1** JusticeTrax LIMS-plus is a modular system that contains section specific modules for entry/tracking of data. JusticeTrax is also a highly customizable LIMS application that can be configured to meet the needs of the WVSPFL

**4.2** JusticeTrax LIMS-plus allows for customizing of the application through system administration.

**4.3** JusticeTrax believes in a single entry application. As such, we have developed numerous custom interfaces with outside applications to ensure that data is only typed once and shared many times. JusticeTrax will work closely with WVSPFL to ensure that the application is configured to meet this need.

**4.4.** JusticeTrax LIMS-plus allows the supervisor/manager the ability to view all records associated with a case electronically during the review process. Reports can be printed to the screen for review rather than to a printer.

4.5. JusticeTrax LIMS-plus provides the ability to track activities that are both case related and non-case related. Activities can be created at the section level, individual level, request (service) level, etc.

**Context**

Laboratory: ATF Laboratory - Washington

Department:

Service:

Lab Rep: Administrator, System

**Activity Information** Subpoena

Activity: Telephone Communication

Sub Activity:

Time Spent: 15.00 minutes Qty: 0

Started: 05/26/10 Completed: 05/26/10

Testimony:

Subpoena Issued

**Notes**

Spoke with Inv. Smith reference potential bloodstain found during examination of cigarette butt. He advised no further examination would be needed.

OK Cancel

4.6. JusticeTrax utilizes autotext for repetitive data entry. Keyboard shortcuts can be created to print out virtually any length of text.

Add/Edit Autotext Record

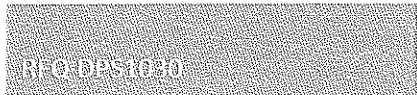
Name: HFP

Autotext

No latent fingerprints of value were found or developed on the item in Exhibit #.

OK Cancel

By typing the "Name" of the autotext and pressing the F3 key, the system will apply the autotext to the data field selected.



**CASE INQUIRIES AND AD HOC REPORTING:**

|       |   | Yes | No |
|-------|---|-----|----|
| 5.1   | The system shall provide the users with the capabilities to query the status of a case.   | X   |    |
| 5.1.1 | The system shall output the results to the screen and/or printer.   | X   |    |
| 5.2   | The system shall provide the users with the capabilities to query the chain of custody of each exhibit or case as a whole.  | X   |    |
| 5.2.1 | The system shall output the results to the screen and/or printer.   | X   |    |
| 5.3   | The system shall provide the capabilities to query a case via all or any combination of the following fields: <ul style="list-style-type: none"> <li>• Case Number</li> <li>• Date(s) of Submission</li> <li>• Submitting Agency Name</li> <li>• Submitting Agency's Case Number</li> <li>• Subject's Name</li> <li>• Victim's Name</li> <li>• Submitting Officer</li> <li>• Type of crime</li> <li>• No-suspect Cases</li> </ul> | X   |    |
| 5.4   | The system should allow the ability to create ad-hoc (custom) reports using a third party reporting tool similar to Crystal Reports. WVSPFL desires the system to have custom report format capability (automatic template that users can modify and control)   | X   |    |
| 5.5   | The system shall produce reports detailing evidence contained within the lab, specific sections, and/or individuals.  | X   |    |
| 5.5.1 | The report should allow the results to be sorted and printed by various fields.   | X   |    |
| 5.5.2 | The evidence descriptive information captured in the entry form and/or worksheet shall be imported into the report.   | X   |    |
| 5.6   | The system shall produce standardized reports of the results of analysis performed by analysts. WVSPFL desires that final released reports of analysis be able to be stored within the database for control and retrieval.  | X   |    |
| 5.7   | The system shall electronically capture data for worksheets and scans or photographs for each discipline  | X   |    |
| 5.8   | The LIMS system shall provide web based reporting capabilities with added ability to push data results to PC's, networks, Smartphones, and PDA's  | X   |    |
| 5.9   | The system shall offer the capability for law enforcement agencies to remotely check their case status and run reports via the web.   | X   |    |

## Section 5 Additional Information:

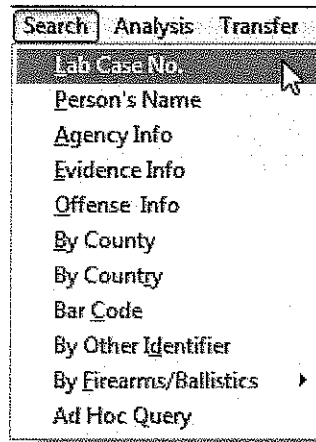
**5.1** JusticeTrax LIMS-plus comes with an ad-hoc query tool that will allow for the creation of virtually any type of query of the database.

**5.1.1** JusticeTrax meets this requirement.

**5.2** The system come pre-loaded with a Crystal Report that will list the chain of custody for any item of evidence. Using Crystal Reports, system administrators can create and customize a report that can print out the chain of custody for a case as a whole.

**5.2.1** JusticeTrax meets this requirement.

**5.3** JusticeTrax is installed equipped to conduct the above listed searches. JusticeTrax LIMS-plus also provides an ad-hoc query tool to build customized searches.



**5.4.** JusticeTrax LIMS-plus utilizes the third party software Crystal Reports for the majority of the queries conducted in the application. The WVSPFL will be furnished with a copy of Crystal Reports with the system upon award of the contract.

**5.5** Using Crystal Reports, system administrators can create and customize in number of reports to meet their reporting needs, including evidence contained in the laboratory storage areas, specific laboratories, and in possession of individual analysts.

**5.5.1** Using Crystal Reports that above mentioned output can be configured to sort and print the designated fields.

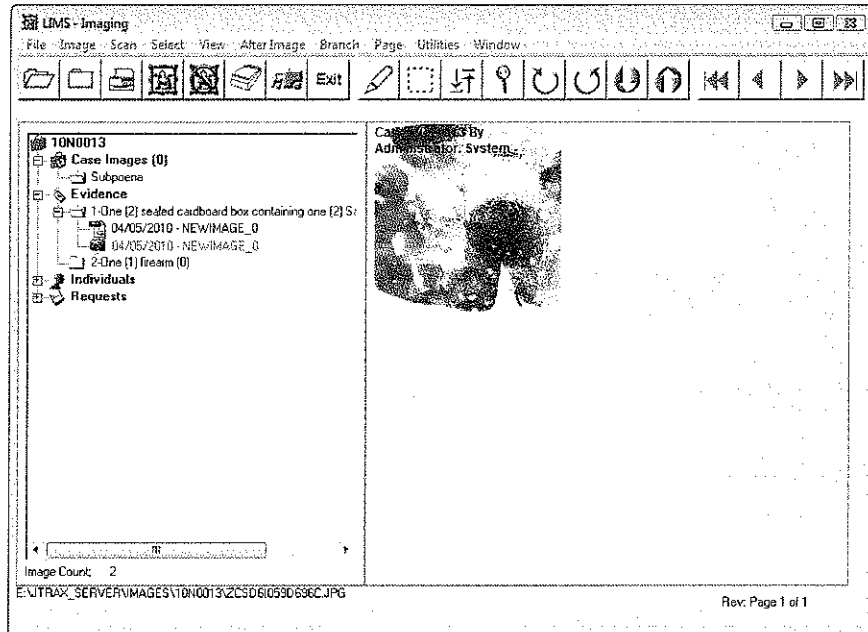
**5.5.2.**Using Crystal Reports, final reports can be configured to include descriptive information obtained evidence submission forms, worksheets, notes, etc.

**5.6.** JusticeTrax LIMS-plus stores and maintains all information required to print final reports. Reports can be generated by simply selecting the "Print Final Report" option found on the menu associated with



the specific request for analysis. In addition, JusticeTrax LIMS-plus can store a copy of the report in the imaging module.

**5.7** Using the imaging module included with LIMS-plus, users can electronically capture and store numerous files and file types, to include .doc, .xlt, .pdf, .jpg, .bmp, .tif, and many others. Electronic files can be linked to individuals, offenses, items of evidence, requests for analysis and to the case file itself.



**5.8** Using our web-based application, iResults, the LIMS-plus application can push status updates to a secure website that can be accessed by submitting agencies and other agencies associated with specific investigations. Submitting officers can view the current status of the cases they have submitted to the laboratory and download .pdf copies of any reports that have been completed.

**5.9.** Using our web-based application, iResults, the LIMS-plus application can push status updates to a secure website that can be accessed by submitting agencies and other agencies associated with specific investigations. Submitting officers can view the current status of the cases they have submitted to the laboratory and download .pdf copies of any reports that have been completed.

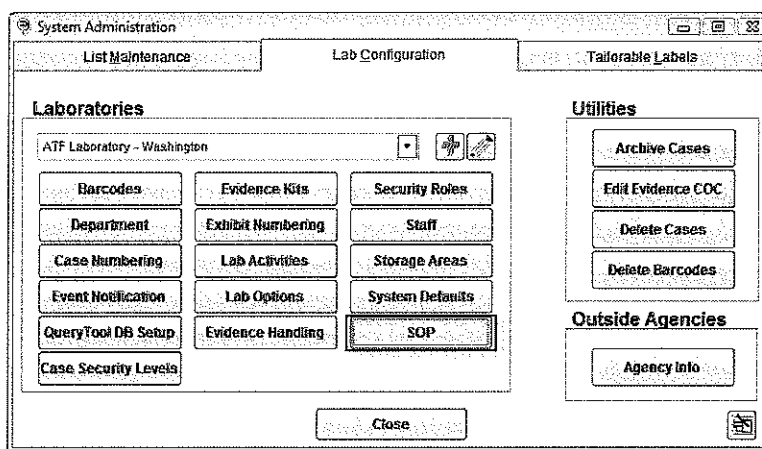
**MANAGEMENT AND QUALITY ASSURANCE:**

|            |   | Yes | No |
|------------|---|-----|----|
| <b>6.1</b> | The application shall allow or link to Standard Operating Procedures (SOP's), Technical information, and historical QA data   | X   |    |
| <b>6.2</b> | The system shall provide the capability to manage the chemical drug standard inventory and the firearms reference collection. | X   |    |

|       |  |   |  |
|-------|--|---|--|
| 6.2.1 | It shall also manage the inventory of firearms ammunition, reagents, and testing materials to predict shortage and schedule orders.  | X |  |
| 6.2.2 | The system shall have the ability to perform inventory updates and to produce non-conformity reports for each non-conforming supply.   | X |  |
| 6.3   | The application shall have the ability to manage record, store and maintain an inventory of all instruments, calibration logs, performance standard runs and maintenance schedules   | X |  |
| 6.4   | The system shall manage the calibration and performance checks on analytical equipment   | X |  |
| 6.5   | The application should have the ability to monitor reagent and chemical expirations as well as calibration standards   | X |  |
| 6.6   | The application should have the ability to capture and store instrument calibration data as part of the QA associated with the case record.  | X |  |
| 6.7   | The system should provide automated analysis reports for toxicology and controlled substance testing   | X |  |
| 6.8   | The system shall capture electronic data from the instruments listed under Appendix D and others as required by the laboratory   | X |  |
| 6.9   | The system should alert the analyst of the use of an outdated reagent or out of calibration instrument   | X |  |
| 6.10  | The system shall allow users to perform batch instrumental analysis of items as is commonly required by disciplines such as drug chemistry, DNA/CODIS and Toxicology. The system shall allow batching of samples from various cases and their associated quality control samples. The system shall create a run sheet of samples selected from various cases and carry it through all analytical steps therefore eliminating redundant manual entries of sample information. | X |  |

**Section 6 Additional Information:**

6.1 JusticeTrax LIMS-plus allows for the linking/association of standard operating procedures (SOP's) to requests for analysis. SOP's are added in the administrative section of the LIMS-plus application and associated with their specific service. Once associated the system will track versioning information with specific cases to ensure you can always return to the procedure that was followed for a particular request. The LIMS-plus application stores both current versions and prior revisions.



Edit a Standard Operating Procedure(SOP)

Name: Procedure 1

Description: This is how to perform procedure 1.

Manager: Administrator, System

Current Version: 3.1

Status: Active

Apply Close

Standard Operating Procedure(SOP) List

SOP Name Search: [ ] Go

| SOP Name          | Description               | Manager               | Current Version | Status |
|-------------------|---------------------------|-----------------------|-----------------|--------|
| Procedure 1       | This is how to perform pr | Administrator, System | 3.1             | Active |
| Procedure 2       | This is how to perform Pr | Administrator, System | 3.0             | Active |
| Procedure 3       | Whatever.                 | Administrator, System | 1.0             | Active |
| Test file formats | Different file formats.   | Administrator, System |                 | Active |

Close  Active only

Edit Service Biological Processing

Service: Biological Processing

Analytical Module: Serology

Report Template: [ ]

Notes Template: [ ]

Worksheet Template: [ ]

Other Report Template: [ ]

Releasable Milestone: Admin Reviewed

Default SOP: Procedure 1

Default Status: In Progress

Request Lock Milestone: Admin Reviewed

Default Turnaround: 0 Status: Active

Send to iResults  Track Inventory Usage  
 Use RichText  Billable Service

Auto Reporting  Crystal RPT MS Word

Cascade Service

Lab: [ ]

Department: [ ]

Service: [ ]

Final Report Documents

Enabled  Crystal RPT  Adobe PDF  MS Word Doc

Final Report Milestone: Admin Reviewed

OK Cancel

**6.2** Using the Chemical Inventory Management Module (CIMM), users are capable of managing their chemical inventory. Using CIMM, users can track LOT numbers, mixture information, expiration dates, re-order information, MSDS information. JusticeTrax does not currently provide the ability to track firearms reference collections, however; we are in the process of developing a new web-based LIMS application and the chemical inventory management module is being expanded to be a total asset manager that will also allow for the tracking of firearms inventory.

Chemical Inventory

File

Inventory

Inv. Masters

Inv. Items

Recipes

Batches

Vendors

Inv. Locations

Exit

INVENTORY ITEMS

Search By

Type: Acid Fuchsin Lot Number: 021108C

Lot Number: 021108C Batch:

Type: Acid Fuchsin Short Name: Fuch

Manufacturer: Sigma-Aldrich Initial Quantity: 500 g

Date Received: 2/11/2008 Quantity Available: 488 g

Expiration Date: 2/11/2009  Active  Used

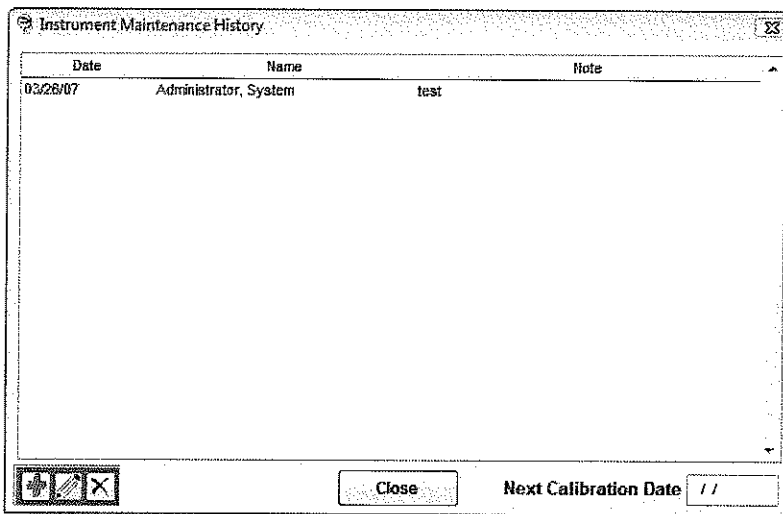
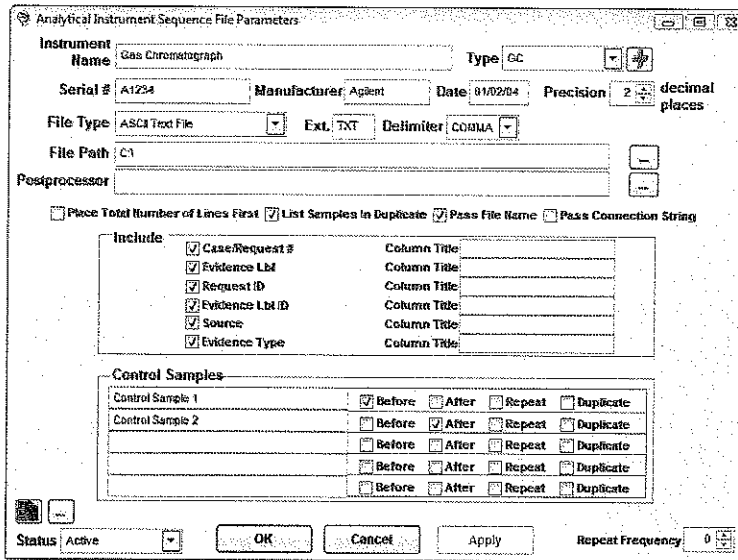
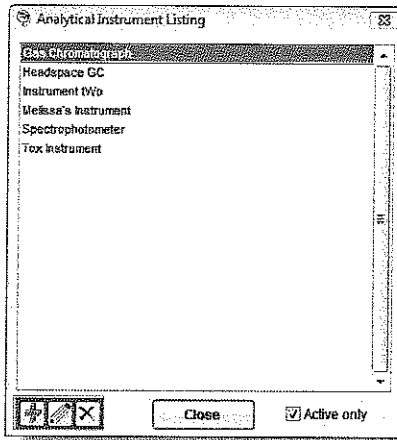
Location: Shelf C

Barcodes

**6.2.1.** Using CIMM, agencies will have the ability to monitor reagent inventory and predict shortages. With the development of the web-based version of our LIMS application, these features will be expanded further to include notifications for when supplies are due to be re-ordered.

**6.2.2** CIMM (Chemical Inventory Manager) allows the inventory manager to track, update and reconcile inventories and stocks of laboratory consumables. CIMM tracks detailed lot information including expiration dates. The software will alert whenever an attempt to use a non-conforming lot of reagent or consumable inventory.

**6.3** Found in the system administration portion of the LIMS-plus application, system administrators can maintain an inventory of all laboratory equipment along with calibration logs and maintenance schedules. JusticeTrax LIMS-plus can even govern the analysts that have access to use a particular type of instrument for analysis.



Instrument Maintenance History

Date: 05/25/07

Note: test

OK Cancel

Form

Staff members who use this instrument

| Available Staff   |    | Selected Staff        |
|-------------------|----|-----------------------|
| Farr, Marc        | ▶  | Administrator, System |
| Green, J.         | ▶▶ | Seccariccia, Melissa  |
| Hyatt, Bill       | ◀  |                       |
| Northrop, Allison | ◀◀ |                       |

OK Cancel

**6.4.** JusticeTrax LIMS-plus provides the opportunity to log all calibration and performance checks into the database.

**6.5** JusticeTrax LIMS-plus monitors the reagent and chemical expiration dates entered into CIMM. When a chemical or reagent has expired it will no longer be available for use with requests for analysis.

**6.6** JusticeTrax LIMS-plus complies with the use of JusticeTrax Indexer or JusticeTrax Batch Indexer. JusticeTrax LIMS-plus stores a complete calibration history with every instrument and will alert whenever a user tries to use a non-conforming instrument.

**6.7** Using the toxicology module and controlled substance module, users have the ability to use automated analytical reports generated from the results of requests for analysis. Using Crystal Reports, the analytical report can be configured to print in a format that meets the needs of the WVSPFL.

**6.8.** JusticeTrax has for many years provided instrument integration to allow for the electronic capture of information directly into the database. JusticeTrax will work closely with the WVSPFL to ensure that integrations with the majority of instruments provided will be taken care of.

**6.9** When reagents have outdated their expiration date they will no longer be available in the application for use on a request for analysis. JusticeTrax LIMS-plus stores a complete calibration history with every instrument and will alert whenever a user tries to use a non-conforming instrument.

**6.10** JusticeTrax LIMS-plus allows for the creation of batches for toxicology, controlled substances, and DNA. The system allows for batching samples from multiple cases along with their respective control samples. The system creates run sheets for samples and carries that information through the analytical process.

**SYSTEM ADMINISTRATION:**

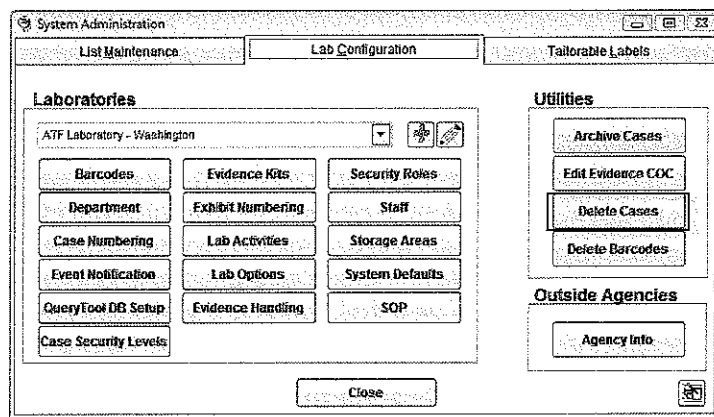
|            |   | Yes | No |
|------------|---|-----|----|
| <b>7.1</b> | The system shall allow for the development of custom screens, applications, and reports by the system administrator and/or service provider.  | X   |    |
| <b>7.2</b> | The system shall provide the capability to maintain lookup tables and selection list for data entry. Examples include submitting agencies, facilities, drugs, weapons, etc.                       | X   |    |
| <b>7.3</b> | The system shall provide the ability to modify and delete records by administrators.  | X   |    |
| <b>7.4</b> | The system shall provide the capability to define and maintain user records. The user records maintenance includes staff name, laboratory assignments, user account, and password creation reset. | X   |    |

**Section 7 Additional Information:**

**7.1.** JusticeTrax LIMS-plus is a highly customizable application and as such allows for the creation of custom data extensions, screens, applications and reports. JusticeTrax will work closely with the WVSPFL to ensure that all customization requests meet the needs of your agency.

**7.2** JusticeTrax LIMS-plus pick lists are all either data driven or table driven. Except for a relatively few lists that drive enumerations. LIMS administrators can control the contents of all LIMS-plus lists

**7.3.** System administrators and designated personnel with the appropriate security permissions have the ability to delete records. The delete records function is found in the system administration section of the LIMS-plus application.



**7.4.** Found in the system administration portion of the LIMS-plus application, system administrators have the ability to maintain user records to include staff name, laboratory assignments, user account, password creation reset, and PIN creation reset.

**SECURITY AND AUDIT LOG:**

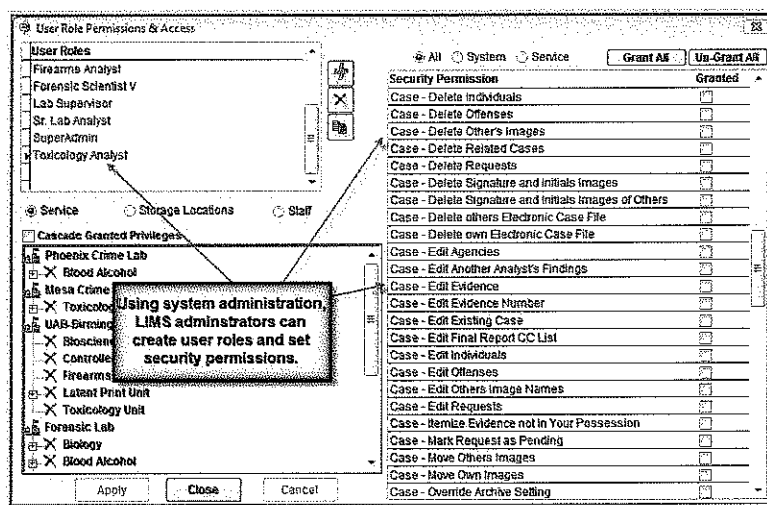
|              |  | Yes | No |
|--------------|--|-----|----|
| <b>8.1</b>   | The system shall have a hierarchical security structure. This will allow a progressively narrower access to the functional areas starting with a broad access by the system administrator and narrowing to much defined access by an end-user application. | X   |    |
| <b>8.1.1</b> | The system shall ensure proper user identification based on defined roles. Proposer must describe the application security structure   | X   |    |
| <b>8.2</b>   | The system shall allow the use of a fingerprint scanner to restrict access   | X   |    |
| <b>8.3</b>   | The system shall implement security measures that ensure that only appropriate application functionality shall be provided to users with associated privileges. The privileges shall be established by the designated WVSPFL System Administrators.        | X   |    |
| <b>8.4</b>   | The system shall implement security measures that ensure that users shall have access only to data for which they have appropriate privileges. The privileges shall be established by designated WVSPFL System Administrators                              | X   |    |



|      |   |   |  |
|------|---|---|--|
| 8.5  | Whenever a database record is modified, the system shall log the information that is being changed and by whom (date, time, and logged-on operator), prompt for a reason for change and from what application/function or program. This is referred to as an audit log. The ability to archive the audit log should be preserved and the system shall have a feature for appropriate personnel to review the audit logs | X |  |
| 8.6  | The system shall provide the capability to output the audit log to the screen and/or printer  | X |  |
| 8.7  | The system shall be able to demonstrate the ability to conform to equipment, software, data, security and functional requirements identified by the ISO 17025 requirements and the current ASCLD/LAB International Supplemental Requirements document   | X |  |
| 8.8  | The contractor shall implement security measures, in compliance with Federal Guidelines as stated in the Criminal Justice Information Services (CJIS) Security Policy, to ensure that data transmission, processing, and storage are secure.  | X |  |
| 8.9  | Per ISO/IEC 17025/2005, the LIMS shall provide the ability to backup records stored electronically and to prevent unauthorized access to or amendment of these records  | X |  |
| 8.10 | Per ISO/IEC 17025/2005, the LIMS shall provide an audit trail   | X |  |
| 8.11 | Per ISO/IEC 17025/2005, in the case of records stored electronically, measures shall be taken to avoid loss or change of original data.   | X |  |
| 8.12 | The system shall have the capability of offering different levels of access, for example, intake, administrator, reviewer, data entry, reports, and discovery packet download   | X |  |
| 8.13 | The system shall be capable of supporting users/agencies from multiple jurisdictions and shall allow for multi-role user access   | X |  |

**Section 8 Additional Information:**

**8.1** JusticeTrax LIMS-plus utilizes a role-based security system. System administrators create user roles for the laboratory (i.e. Forensic Scientist I, Forensic Scientist II, Section Chief, etc.). User roles are assigned permissions. Permissions govern how users interact with the application.



- 8.1.1** Security roles are assigned security permissions. Security roles are assigned to users. The security permission assigned to a given security role will govern what level of access a user has within the LIM S-plus application.
- 8.2** JusticeTrax will meet this requirement. The requirement will require a customization to the LIMS-plus application. JusticeTrax will work closely with the WVSPFL to ensure that this requirement is met.
- 8.3.** Security roles are assigned security permissions. Security roles are assigned to users. The security permission assigned to a given security role will govern what level of access a user has within the LIM S-plus application.
- 8.4** Security roles are assigned security permissions. Security roles are assigned to users. The security permission assigned to a given security role will govern what level of access a user has within the LIM S-plus application.
- 8.5.** JusticeTrax LIMS-plus provides audit trail history information for all data fields. The audit trail records the initial insert of information into a field (date, time, user, initial value). The audit trail history records any changes to data in a data field. The system records the date, time, user and changed value. The audit trail history can be viewed at any time by users with the appropriate security permissions.
- 8.6** Given the appropriate security permissions users can view the audit trail history at any time. Using Crystal Reports, system administrators can customize a report that will print the audit trail history to screen and/or printer.
- 8.7** JusticeTrax LIMS-plus is currently implemented in numerous ISO 17025 and ASCLD/LAB accredited facilities.
- 8.8** JusticeTrax will meet this requirement.
- 8.9** All database backups are the responsibility of the information technology staff of the WVSPFL. JusticeTrax will provide recommendations to the necessary equipment needed to backup the database.
- 8.10.** The LIMS-plus application has audit trail history capabilities.
- 8.11** JusticeTrax LIMS-plus complies through use of a detailed audit trail and field level security that includes read only permissions.
- 8.12** User roles can be created to allow different levels of access. User roles will contain the necessary security permissions commensurate with that particular role.
- 8.13** JusticeTrax allows for supporting users/agencies from multiple jurisdictions. JusticeTrax allows for multi-role user access. Users can have as many user roles as needed to effectively conduct analyses and interact with the application in an efficient manner.

**DOCUMENT DELIVERY SYSTEM:**

|     |   | Yes | No |
|-----|---|-----|----|
| 9.1 | The WVSPFL desires to utilize a secure document delivery system for finished reports as well as options for customers to determine case status, submit rush requests and provide for case cancellation notification | X   |    |
| 9.2 | The system should use a delivery system utilizing push technology (e.g. email) for notification of case completion and pull technology (web delivery) of the analysis report (e.g. read/print only)                 | X   |    |
| 9.3 | The document delivery security must be based on authorized users accessing the delivery product using multi-tiered security models that include Originating Agency Identifier (ORI), approved user and password     | X   |    |

**Section 9 Additional Information:**

**9.1.** Using our web-based application, iResults, LIMS-plus can publish status updates to a secure website allowing submitting officers the ability to log in and check the status of all cases they have submitted. In the event there are completed requests for analysis, outside agencies have the ability to download .pdf copies of the final reports.

**9.2.** Using our web-based application, iResults, LIMS-plus can publish status updates to a secure website allowing submitting officers the ability to log in and check the status of all cases they have submitted. In the event there are completed requests for analysis, outside agencies have the ability to download .pdf copies of the final reports.

**9.3** Access to iResults is governed by system administration in the WVSPFL. All access to iResults is granted through username/password sign on.

**SYSTEM PERFORMANCE:**

|      |   | Yes | No |
|------|---|-----|----|
| 10.1 | The vendor shall ensure that the system provides timely responses to inquiries. The vendor shall provide a list of standard inquiries/transactions available through the proposed system with associated response times | X   |    |
| 10.2 | The system shall support simultaneous users without significant degradation of the system performance as users are incrementally added  | X   |    |

**Section 10 Additional Information:**

**10.1** The response time depends on the amount of data, but less than 10 seconds for a very large amount of data.

**10.2.** JusticeTrax is designed to work in virtually any sized agency with numerous simultaneous users online at a time with degradation to system performance. JusticeTrax LIMS-plus is implemented in agencies from as small as 5 users to agencies larger than 500 users.



**ARCHITECTURE:**

|       |  | Yes | No |
|-------|--|-----|----|
| 11.1  | The vendor shall be a Microsoft Gold Certified ISV with the ability to ensure the deliverable LIMS application has been fully tested and certified by Microsoft and VeriTest to substantiate quality and performance   | X   |    |
| 11.2  | The LIMS application shall have the capability to deliver integrated and standalone object repositories to allow for digital data storage (photos, text, video, etc.) with seamless integration to the LIMS platform   | X   |    |
| 11.3  | The system shall provide "always-on" automatic, configurable data archiving capabilities to ensure optimal system performance while lowering hardware costs  | X   |    |
| 11.4  | The provider shall be tightly integrated (i.e. participants and contributors) to Microsoft's Worldwide Public Safety Initiative ( not valid spec per addendum)   |     |    |
| 11.5  | The LIMS system shall provide web based reporting capabilities with added ability to push data results to PC's, networks, Smartphones, and PDA's.  | X   |    |
| 11.6  | The baseline system must inherently provide key security and data exchange capabilities  | X   |    |
| 11.7  | The LIMS must run "Unattended" once installed (i.e. operational efficiency needs to be achieved through an installation that is updated via "Click-Once" software development and distribution techniques) Note: Once the initial software installation has taken place, all future updates and upgrades are performed automatically | X   |    |
| 11.8  | LIMS must easily and securely integrate with 3 <sup>rd</sup> party systems using industry standards by supporting XML interchange as the NIEM interchange standard. Additional Information Exchange Package (IEPD) standards must also be available based on the LIMS application  | X   |    |
| 11.9  | The platform must integrate workflows with information management in order to create and replicate forms, provide formatted and customizable reports, and handle bar-coding equipment  | X   |    |
| 11.10 | The vendor shall be responsible for converting and migrating WVSPFL's existing data into the proposed system   | X   |    |
| 11.11 | The vendor shall propose a centralized architecture capable of handling the expected volume of cases with minimum impact on overall performance  | X   |    |
| 11.12 | The system should be implemented in the latest version of Oracle RDBMS or Microsoft SQL Server. If Oracle RDBMS is selected it shall be installed in a Linux environment.  | X   |    |
| 11.13 | The system shall use the existing local and wide area networks   | X   |    |
| 11.14 | The vendor's client software shall be compatible with Windows 7 and XP Professional, and shall utilize MS Active Directory for a single logon experience to both the workstation and the LIMS system   | X   |    |
| 11.15 | The LIMS system shall include a user friendly, intuitive Graphical User Interface to provide end users the ability to create and modify worksheets   | X   |    |
| 11.16 | The system shall allow for electronic signature capture capability   | X   |    |

**Section 11 Additional Information:**

**11.1** JusticeTrax meets this requirement.

**11.2** JusticeTrax can provide integration with 3<sup>rd</sup> party resources for digital asset management. JusticeTrax LIMS-plus also includes an imaging module that will allow for the storage of photos, videos, text, etc.)

**11.3.** JusticeTrax provides the ability for automatic archiving of cases and also allows for manual archiving if desired.

**11.4 Omitted per addendum 2.**

**11.5** Using our web-based application, iResults, LIMS-plus can publish status updates to a secure website allowing submitting officers the ability to log in and check the status of all cases they have submitted. In the event there are completed requests for analysis, outside agencies have the ability to download .pdf copies of the final reports.

**11.6** JusticeTrax LIMS-plus complies, by making extensive use of XML and import/export features.

**11.7** With our browser-based application, database installation would take place at the server level and all "client" systems, using Internet Explorer 7.0 or higher would have access to the database with no client install.

**11.8** JusticeTrax has provided numerous integrations with 3<sup>rd</sup> party systems and will work closely with the WVSPFL and appropriate vendors to ensure that all integrations function as desired.

**11.9** JusticeTrax LIMS-plus complies.

**11.10** JusticeTrax provides data migration services that are billed at \$150.00. Our database specialists will work closely with the WVSPFL to ensure that your legacy data is moved forward.

1. WVDPS will provide legacy data structure specifications.
2. WVDPS will provide either a sample or complete legacy data set.
3. The designated JusticeTrax DBA will work with WVDPS to identify data inconsistencies, anomalies and "bad" data in the WVDPS legacy system that will interfere with data conversion / migration.
4. WVDPS will correct any data inconsistencies, anomalies and "bad" data in the WVDPS legacy system that will interfere with data conversion / migration.
5. The designated JusticeTrax DBA, with the assistance of the designated JusticeTrax Implementation Specialist, will create a mapping document, mapping WVDPS legacy data to the LIMS-plus data structure.
6. WVDPS will approve the mapping document.
7. The designated JusticeTrax DBA will create and internally test scripts to convert/migrate core administrative data from the WVDPS legacy system into the LIMS-plus administrative tables.\*



8. The administrative conversion/migration scripts will be executed in the WVDPS test environment by either the WVDPS, the designated JusticeTrax DBA or a combination of the two.
9. WVDPS will verify the conversion/migration of the core administrative data.
10. Final conversion/migration of administrative data will be executed in the WVDPS test environment.
11. The designated JusticeTrax DBA will create and internally test scripts to convert/migrate non-administrative data from the WVDPS legacy system into LIMS-plus.
12. The non-administrative conversion/migration scripts will be executed in the WVDPS test environment by either the WVDPS, the designated JusticeTrax DBA or a combination of the two.
13. WVDPS will verify the conversion/migration of the non-administrative data.
14. Non-administrative data will be purged from the copy of the LIMS-plus database in the WVDPS test environment, then the resulting database will be copied into the WVDPS production environment by either the WVDPS, the designated JusticeTrax DBA or a combination of the two.
15. Final conversion/migration of non-administrative data will be executed in the WVDPS production environment.

\* Note: due to differences between the WVDPS legacy system and LIMS-plus, there may be some manual setup of administrative data required in LIMS-plus, the designated JusticeTrax Implementation Specialist will assist the WVDPS with this setup if necessary.

- 11.11 JusticeTrax meets this requirement.
- 11.12 JusticeTrax LIMS-plus is deployable as either an Oracle RDBMS or Microsoft SQL database.
- 11.13 JusticeTrax meets this requirement.
- 11.14 JusticeTrax meets this requirement.
- 11.15 JusticeTrax meets this requirement.
- 11.16 JusticeTrax can utilize digital signature pads to electronically capture signatures.

**HARDWARE:**

|      |  | Yes | No |
|------|--|-----|----|
| 12.1 | The vendor shall be responsible for planning sufficient hardware capacity to support laboratory and criminal justice users while meeting performance requirements        | X   |    |
| 12.2 | The vendor shall be responsible for planning sufficient storage capacity to support the Laboratory's data requirement  | X   |    |
| 12.3 | The vendor shall provide a listing of the required hardware (i.e. servers, barcode scanners, barcode printers, fingerprint readers, etc.) needed to implement the system | X   |    |

**Section 12 Additional Information:**

- 12.1 JusticeTrax will work closely with the WVSPFL to evaluate you hardware needs.

**12.2** JusticeTrax will meet this requirement.

**12.3** JusticeTrax acknowledges this requirement. See attached hardware.

**USER AND SOFTWARE LICENSES:**

|             |   | Yes | No |
|-------------|---|-----|----|
| <b>13.1</b> | The system shall have the capacity to support a minimum of 60 named users with an estimated 40 simultaneous users during peak periods | X   |    |
| <b>13.2</b> | As a requirement of the support and maintenance, the vendor shall provide the software updates at no additional cost                  | X   |    |

**Section 13 Additional Information:**

**13.1** JusticeTrax LIMS-plus is implemented in agencies from as small as 5 users to organizations with over 500 users.

**13.1** With a maintenance agreement active and in place the WVSPFL would have access to unlimited technical support, software bug fixes, software enhancements and upgrades at no additional charge.

**PROPOSED PROJECT SCHEDULE:**

|               |  | Yes | No |
|---------------|--|-----|----|
| <b>14.1.1</b> | The vendor shall provide a timeline for the project including the software customization, data migration, functionality testing, training, and implementation up to the point of acceptance. | X   |    |
| <b>14.1.2</b> | The start of this timeline will begin at the date the contract is awarded and shall not exceed 12 months from that date.   | X   |    |

**Section 14 Additional Information:**

**14.1.1** See attached Project Plan.

**14.1.2** JusticeTrax acknowledges and see attached project plan.

**PROJECT MANAGEMENT:**

|             |   | Yes | No |
|-------------|---|-----|----|
| <b>15.1</b> | Proposers shall submit a Project Management Plan (PMP) with the initial proposal. WVSPFL will work with the selected vendor refine the PMP  | X   |    |
| <b>15.2</b> | The vendor shall appoint a project manager (PM). The vendors' PM shall work fulltime throughout the life of the project. The vendors' PM shall have authority to make managerial and technical decisions concerning the project. The vendor's PM shall serve as the primary point of interface between the vendor and WVSPFL. Communications between the Vendor and WVSPFL shall be coordinated with the vendor's PM. | X   |    |

|             |   |   |  |
|-------------|---|---|--|
| <b>15.3</b> | WVSPFL reserves the right to require the vendor to replace the Project Manager at any time. WVSPFL shall give the vendor a ten (10) work day notice if it desires to have the PM replaced. Such notice shall contain WVSPFL's explanation for PM replacement for the vendor to assess the appropriate action and find a suitable replacement.   | X |  |
| <b>15.4</b> | The Project Management Plan may be changed only by written agreement by the vendor and the WVSPFL. For each change, a Project Change Request form shall be prepared. Each Project change has no impact on cost or major milestone schedule, a written agreement between the Vendor and the Department may be made using the Project Change Request form. If the change impacts cost, major milestone schedule, or any other contractual term and/or condition, a formal amendment to the contract, signed by both parties, shall be required. | X |  |
| <b>15.5</b> | No request for any alteration or modification to the Project Management Plan shall be valid unless agreed upon in writing by the Vendor and the WVSPFL. No oral statement of any person shall in any manner affect the Project Management Plan.   | X |  |
| <b>15.6</b> | Vendor shall assist WVSPFL in implementing a Communication Plan (CP). The Communication Plan shall be used to guide communication between the vendor and WVSPFL.  | X |  |

**Section 15 Additional Information:**

**15.1** See attached Project Management Methodology Plan.

**15.2** JusticeTrax acknowledges requirement. The Customer Care Manager is the designated project manager for implementations.

**15.3** JusticeTrax acknowledges requirement.

**15.4** JusticeTrax acknowledges requirement.

**15.5** JusticeTrax acknowledges requirement.

**15.6** JusticeTrax acknowledges requirement. JusticeTrax uses an online project management tool Called Basecamp by 37 signals to record all project related communications.

**TEST STRATEGY AND PLAN:**

|             |   | Yes | No |
|-------------|---|-----|----|
| <b>16.1</b> | The vendor and WVSPFL shall agree on a test strategy and plan.  | X   |    |
| <b>16.2</b> | The test strategy shall propose in detail the testing approach recommended by the vendor.                       | X   |    |
| <b>16.3</b> | The test plan shall detail all the system processes and have a comprehensive test script for each process.      | X   |    |
| <b>16.4</b> | The test plan shall include a stress test to measure the performance of the system and to establish a baseline. | X   |    |
| <b>16.5</b> | WVSPFL reserves the right to conduct its own test(s) independent of any testing                                 |     |    |



|      |  |   |  |
|------|--|---|--|
|      | performed by the vendor.   | X |  |
| 16.6 | The system acceptance will be determined solely by WVSPFL's testing. | X |  |

**Section 16 Additional Information:**

16.1-16.6 See attached Acceptance Test Plan.

**TRANSITION AND Implementation:**

|      |  | Yes | No |
|------|--|-----|----|
| 17.1 | The vendor shall provide a plan for transitioning from the current system to proposed system operational mode. The plan shall include a time line for each step.   | X   |    |
| 17.2 | The vendor shall provide a detailed implementation plan that describes how the system will be put into production.   | X   |    |
| 17.3 | The vendor shall assume all operational and specified support responsibility for the life of contract from time of acceptance by WVSPFL provided all maintenance fees are paid and current.  | X   |    |
| 17.4 | The vendor shall provide support personnel on site, as appropriate, who have been previously subjected to a WVSP background check, to assist WVSPFL in the transition to the new system. The areas of support need to be for, at a minimum:<br>Operating system and environmental software.<br>Application software<br>Data communications hardware and software<br>Database software<br>Operations staff<br>Data update scripts/processes | X   |    |

**Section 17 Additional Information:**

17.1 See attached project plan.

17.2 JusticeTrax acknowledges requirement.

17.3 JusticeTrax acknowledges requirement.

17.4 JusticeTrax will provide required information on support personnel for WVSP background checks.

**INSPECTION AND ACCEPTANCE:**

|      |  | Yes | No |
|------|--|-----|----|
| 18.1 | The Vendor shall notify the WVSPFL's Project Manager in writing when the System is ready for the WVSPFL's testing and acceptance.  | X   |    |
| 18.2 | Using the test plans described within section 3.17 above, WVSPFL will test the system. If WVSPFL identifies deficiencies in the System, WVSPFL's Project Manager will provide the Vendor with written notice of the deficiencies. The Vendor shall correct the deficiencies at no additional charge, during a period acceptable to the Department. If WVSPFL requires additional time to review the System, WVSPFL's Project Manager |     |    |

|      |  |   |  |
|------|--|---|--|
|      | shall notify the Vendor in writing.  | X |  |
| 18.3 | If, in WVSPFL's sole opinion, deficiencies continue to exist in the System after the corrective action period, WVSPFL may terminate the contract or negotiate an equitable adjustment. | X |  |
| 18.4 | When the WVSPFL is satisfied with the System, WVSPFL's Project Manager will sign the Certificate of Acceptance for the System.   | X |  |

**Section 18 Additional Information:**

18.1-18.4 JusticeTrax acknowledges all requirements.

**TRAINING:**

|      |   | Yes | No |
|------|---|-----|----|
| 19.1 | The Vendor shall provide LIMS-specific oriented training classes. The LIMS specific training classes should be for a minimum of four (4) levels of users: | X   |    |
| 19.2 | The Vendor shall provide an estimate timeframe for conducting training for this type of environment.  | X   |    |
| 19.3 | The Vendor shall prepare and provide how to guides, quick reference cards, and other reference materials.   | X   |    |
| 19.4 | The system shall provide on line help screens.  | X   |    |
| 19.5 | The system should provide an on line tutorial detailing business processing.  |     | X  |

**Section 19 Additional Training:**

19.1 Comprehensive training will be provided to the State. JusticeTrax creates its training programs to meet the specific needs of each agency by creating training modules that match user's job functions. The State's staff only needs to attend the training that pertains to their job and we'll work with the State to schedule training to minimize operational impact.

All JusticeTrax training staff is experienced and will have worked with your agency to design a custom Training program prior to its delivery. They will thoroughly understand your business processes and workflow.

19.2 See attached Project plan.

19.3 JusticeTrax acknowledges requirement.

19.4 JusticeTrax acknowledges requirement.

19.5 JusticeTrax does not meet this requirement at this time.



**SYSTEM SUPPORT:**

|      |   | Yes | No |
|------|---|-----|----|
| 20.1 | The vendor shall provide a help desk available, at a minimum, 8x5 for the service provided.   | X   |    |
| 20.2 | The vendor shall be capable of tracking all help requests and/or system problems. The vendor shall demonstrate the ability to do the following:<br>Log all calls received.<br>Track all calls throughout the process until the solution or information is relayed back to the customer.<br>Give every call a unique identification for tracking purposes.<br>Produce a report of all closed call in a given time period.<br>Search by an field<br>Track all work requests, complaints and informative calls<br>Support copy and paste with other Windows applications<br>Assign authorized WVSPFL members to access the System and other security features.   | X   |    |
| 20.3 | The vendor shall provide customer and technical support with professionals dedicated to the following:<br>Answer questions<br>Document comments/suggestions<br>Provide technical or administrative information regarding the system   | X   |    |
| 20.4 | The vendor shall provide technical assistance as follows:<br>The scheduled maintenance window shall be on Saturday from 8:00pm until Sunday 7:00 am Eastern Standard Time<br>When problems with the system are reported or identified, the vendor shall assign a Severity Level for each problem as defined below. If the WVSPFL disagrees with the Severity Level assigned by vendor, a change to the Severity Level will be discussed and mutually agreed upon. The Severity Levels are detailed below:<br>Severity Level 1 (Critical Problem). The system is unavailable, resulting in a critical impact to operations that require fast resolution.<br>Severity Level 2 (Major Problem). WVSPFL designated users can access the system; however major functions are not available.<br>Severity Level 3 (Minor Problem). WVSPFL designated users can access the system and one or more of the less important functions are not available resulting in minor impact.<br>Severity Level 4 (Minor Problem/Enhancement Request). The impact is insignificant to users, and the parties agree that problem resolution will require new functionality or an enhancement to be made at a mutually agreed upon date, at no cost to WVSPFL.<br><br>Vendor shall respond i.e. begin working toward a resolution, to problems based on the Severity Level as described in the following table, with resolution being either a final solution or a workaround. The Response Time and Resolution time intervals begin when WVSPFL reports the problem into vendor's helpdesk system. Upon consultation with the approval by an authorized WVSPFL representative, the times given below can be extended. |     |    |



| Severity Level | Response Time(Normal business hours) | Resolution Time                |
|----------------|--------------------------------------|--------------------------------|
| 1              | 2 hours                              | 24 hours                       |
| 2              | 2 hours                              | 48 hours                       |
| 3              | 1 day                                | 5 days                         |
| 4              | 3 days                               | As agreed upon by both parties |

Note: Any time expressed in days represents business days not calendar days.

X

**Section 20 Additional Information:**

**20.1** Technical support is provided M-F, 8am-5pm Arizona time, excluding Holidays at 480-222-8900.

JusticeTrax uses the Internet-based WebEx services to provide for remote customer support. Using a secured Internet connection, a JusticeTrax support team member can either view the actions of the user or take temporary control of their PC to assist in operations.

**20.2** JusticeTrax uses a detailed issue tracking system for quick and efficient resolution of customers' issues. When a client calls or e-mails the help desk, or accesses the company support website, an issue ticket tracking situation details is created. The customer is automatically provided a copy of this ticket. Upon resolution of the issue, which requires customer confirmation, an automated report is provided with the detailed resolution as well as a customer satisfaction survey.

With a full-time support team, JusticeTrax Inc. boasts a "zero hold time" when contacting us for assistance during normal business hours. On average, issues are completely resolved in less than 48 hours. JusticeTrax holds customer support as a priority and constantly seeks feedback from customers to improve both products and services.

| ID | WBS   | Task Name  | Duration | Start        |
|----|-------|--|----------|--------------|
| 1  |       | <b>LIMS-plus Implementation</b>  | 104 days | Thu 7/1/10   |
| 2  | 1.1   | <b>Sales Process</b>   | 4 days   | Thu 7/1/10   |
| 3  | 1.1.1 | Customer Awards JusticeTrax RFP or Agrees to Buy (e.g., GSA)   | 1 day    | Thu 7/1/10   |
| 4  | 1.1.2 | Contract Negotiations Yield Signed Maintenance & License Agreement/PO and Contract Notice                    | 1 day    | Fri 7/2/10   |
| 5  | 1.1.3 | Business Development Mgr (BDM) Works with Client to Appoint Project Mgr                                      | 1 day    | Mon 7/5/10   |
| 6  | 1.1.4 | BDM Completes & Distributes Contract Notice  | 1 day    | Tue 7/6/10   |
| 7  | 1.1.5 | Milestone: Contract Notice   | 0 days   | Tue 7/6/10   |
| 8  | 1.2   | <b>Set Expectation and Build Value</b>   | 6 days   | Wed 7/7/10   |
| 9  | 1.2.1 | IM Sets up Customer in BridgeTrak  | 1 day    | Wed 7/7/10   |
| 10 | 1.2.2 | IM notifies Network Admin to create ftp Account  | 1 day    | Thu 7/8/10   |
| 11 | 1.2.3 | JT Network Admin creates ftp account   | 1 day    | Fri 7/9/10   |
| 12 | 1.2.4 | IM revises RFP project plan or creates initial plan  | 1 day    | Mon 7/12/10  |
| 13 | 1.2.5 | IM Assigns IS to project   | 1 day    | Tue 7/13/10  |
| 14 | 1.2.6 | IM and IS Review Baseline Project Plan with Client - Highlights Key Milestones                               | 1 day    | Tue 7/13/10  |
| 15 | 1.2.7 | Milestone: Approved Project Plan   | 0 days   | Wed 7/14/10  |
| 16 | 1.3   | <b>Planning</b>  | 0 days   | Wed 7/14/10  |
| 17 | 1.3.1 | Complete security clearance requirements per RFP Sec. 17.4   | 30 days  | Thu 7/15/10  |
| 18 | 1.3.2 | IM Adjusts Project Plan as Necessary for any Client Issues   | 30 days  | Thu 7/15/10  |
| 19 | 1.3.3 | IM Configures Basecamp Project Management and Communication Control site                                     | 1 day    | Thu 7/15/10  |
| 20 | 1.3.4 | IS Captures Operational Information on Customer's Business from Lab Personnel                                | 1 day    | Fri 7/16/10  |
| 21 | 1.3.5 | IS Captures IT Information on Customer's Business from IT Manager  | 5 days   | Mon 7/19/10  |
| 22 | 1.3.6 | IS Requests Cut of Data from IT Manager  | 5 days   | Mon 7/26/10  |
| 23 | 1.3.7 | Internal Implementation Launch Meeting with All Team Members, Including Development Resource when Applicable | 1 day    | Mon 8/2/10   |
| 24 | 1.3.8 | Milestone: Completed Customer Assessment Worksheets: Lab Processes/IT Information                            | 1 day    | Tue 8/3/10   |
| 25 | 1.4   | <b>Initial Implementation</b>  | 0 days   | Tue 8/3/10   |
| 26 | 1.4.1 | IS Configures Crystal Reports (no more than 5)   | 20 days  | Thu 8/26/10  |
| 27 | 1.4.2 | IM or delegate Orders 3rd Party Hardware & Software in RFP   | 20 days  | Thu 8/26/10  |
| 28 | 1.4.3 | IM or delegate Configures 3rd Party Hardware & Software per RFP  | 1 day    | Thu 8/26/10  |
| 29 | 1.4.4 | IM or delegate Ships 3rd Party Hardware & Software and Documents Asset Tracking Information                  | 1 day    | Fri 8/27/10  |
| 30 | 1.4.5 | DBA Delivers Data Migration or other Scripts   | 1 day    | Mon 8/30/10  |
| 31 | 1.4.6 | Initial Installation -Remote   | 5 days   | Thu 8/26/10  |
| 32 | 1.4.7 | Conduct WebEx System Admin / Tester Orientation  | 1 day    | Thu 8/26/10  |
| 33 | 1.4.8 | Milestone: Installation Notice Sign-off  | 1 day    | Fri 8/27/10  |
| 34 | 1.5   | <b>Acceptance Testing</b>  | 0 days   | Fri 8/27/10  |
| 35 | 1.5.1 | Customer Completes Acceptance Testing  | 31 days  | Thu 9/23/10  |
| 36 | 1.5.2 | IS Enters Issues in BridgeTrak Resulting from Acceptance Testing   | 30 days  | Thu 9/23/10  |
| 37 | 1.5.3 | Resolve Acceptance Testing Issues  | 1 day    | Thu 9/23/10  |
| 38 | 1.5.4 | Correct Scripts Based on Tests During Installation Results   | 1 day    | Fri 9/24/10  |
| 39 | 1.5.5 | Resolve Acceptance Testing Database Issues   | 15 days  | Thu 9/23/10  |
|    |       |  | 10 days  | Thu 10/14/10 |

Task  
 Split  
 Progress  
 Milestone  
 Summary  
 Project Summary  
 External Tasks  
 External Mile Task  
 Split

Project: JT Implementation Process  
 Date: Thu 5/13/10

| ID | WBS   | Task Name   | Duration | Start        |
|----|-------|---|----------|--------------|
| 40 | 1.5.6 | IM Obtains Final Acceptance Sign-off  | 1 day    | Thu 11/4/10  |
| 41 | 1.5.7 | Milestone: Final Acceptance Sign-off  | 0 days   | Thu 11/4/10  |
| 42 | 1.6   | <b>Final Implementation</b>   | 12 days  | Fri 11/5/10  |
| 43 | 1.6.1 | Prepare Training  | 1 day    | Fri 11/5/10  |
| 44 | 1.6.2 | Complete Training   | 4 days   | Mon 11/8/10  |
| 45 | 1.6.3 | IS Preps Customer to Take System Down for Final Data Migration & Implementation           | 1 day    | Fri 11/12/10 |
| 46 | 1.6.4 | DBA Receives All Data for Conversion  | 1 day    | Mon 11/15/10 |
| 47 | 1.6.5 | Final Migration & Troubleshooting   | 4 days   | Tue 11/16/10 |
| 48 | 1.6.6 | IS On-Site to Supervise Final Migration, Go Live & Troubleshoot                           | 1 day    | Mon 11/22/10 |
| 49 | 1.6.7 | Milestone: System in Production   | 0 days   | Mon 11/22/10 |
| 50 | 1.7   | <b>Project Close</b>  | 1 day    | Tue 11/23/10 |
| 51 | 1.7.1 | Post Project Review Meeting with Implementation Team, Customer Service Manager & Customer | 1 day    | Tue 11/23/10 |
| 52 | 1.7.2 | IM Send transition to standard service notice   | 1 day    | Tue 11/23/10 |
| 53 | 1.8   | <b>Reporting (on-going through project)</b>   | 1 day    | Thu 7/1/10   |
| 54 | 1.8.1 | Weekly updates to IM  | 0 days   | Thu 7/1/10   |
| 55 | 1.8.2 | IM Prepares Weekly Status Report  | 0 days   | Thu 7/1/10   |
| 56 | 1.8.3 | IM updates internal schedules or calendars  | 0 days   | Fri 7/2/10   |

Task

Split

Progress

Milestone

Summary

Project Summary

External Tasks

External Mile Task

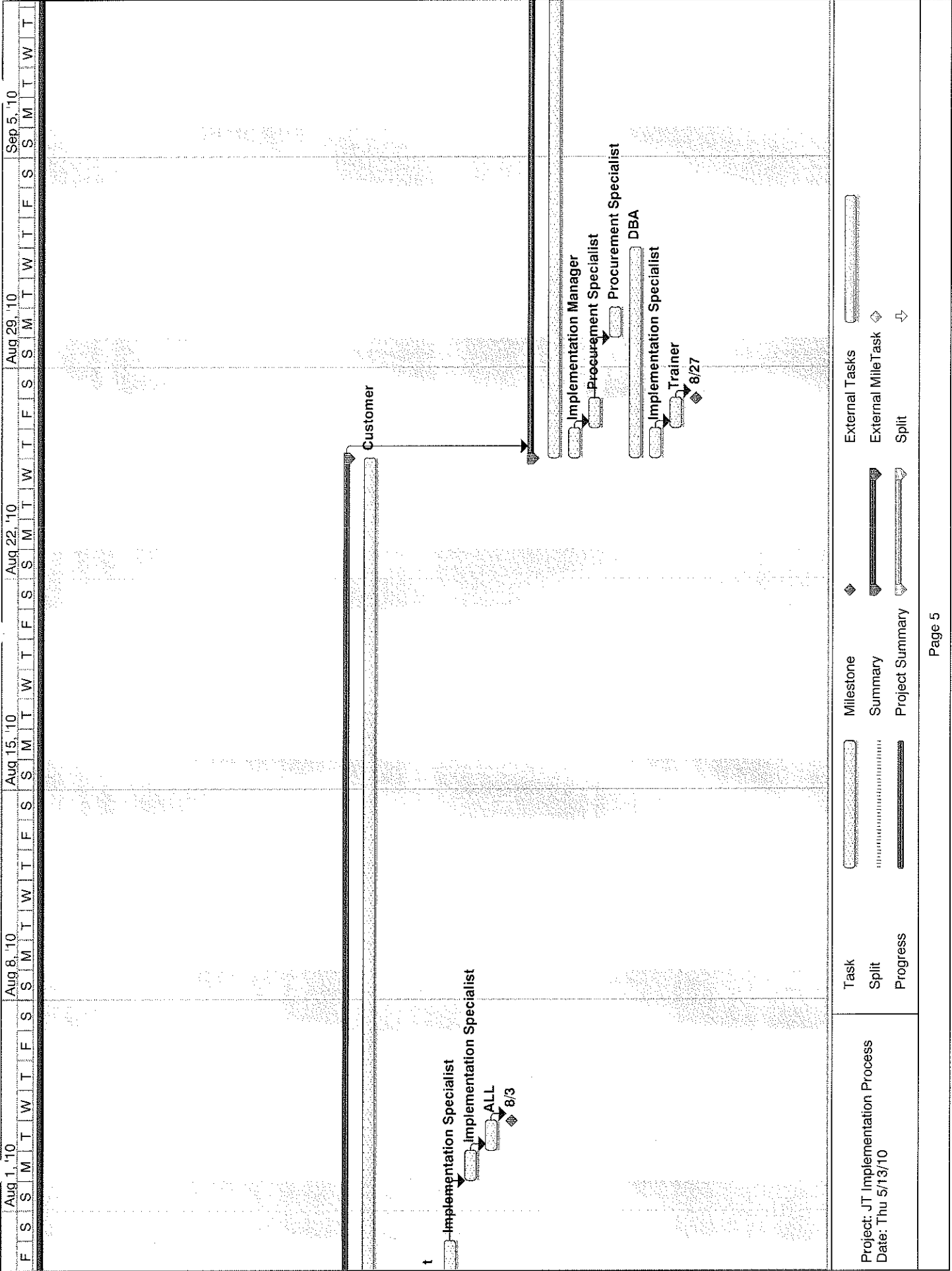
Split

Project: JT Implementation Process  
Date: Thu 5/13/10









Task

Split

Progress

Milestone

Summary


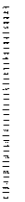







Project Summary

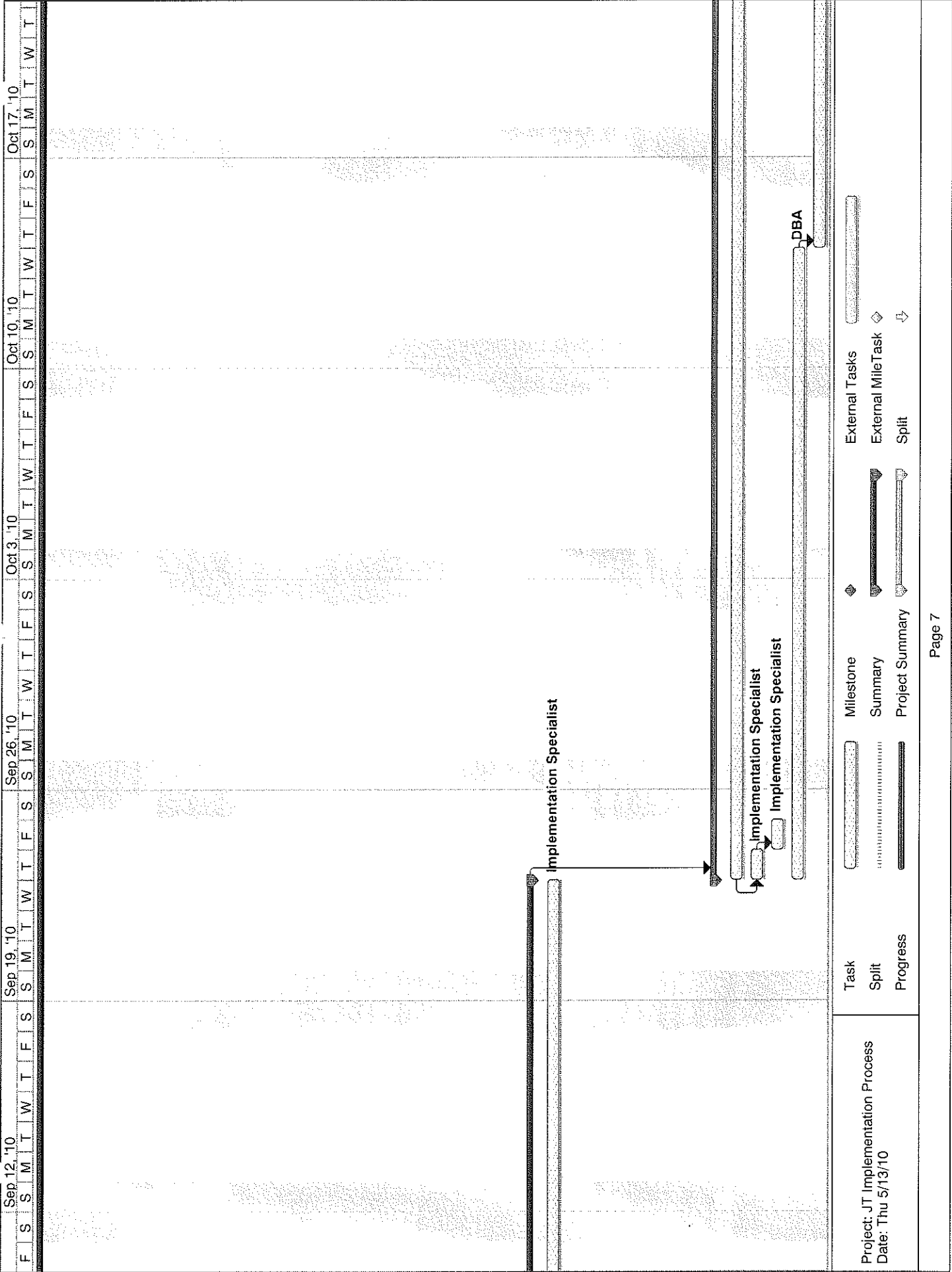
External Tasks

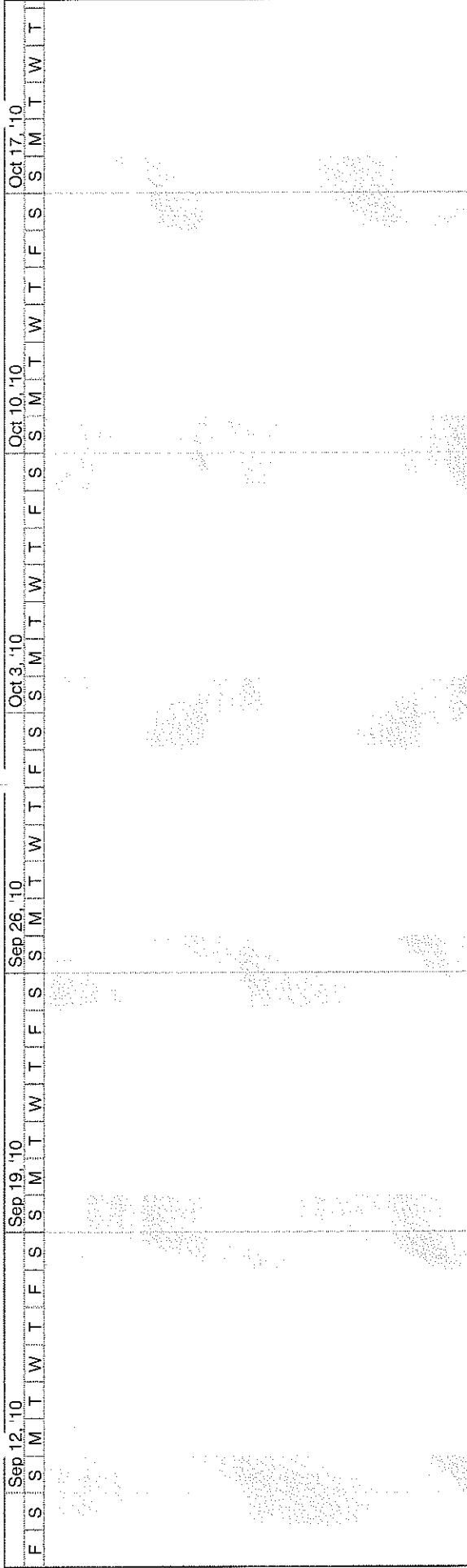
External MileTask

Split

| Aug 1, '10         |   |   |   |   |   |   | Aug 8, '10 |   |   |   |   |   |   | Aug 15, '10 |   |   |   |   |   |   | Aug 22, '10 |   |   |   |   |   |   | Aug 29, '10 |   |   |   |   |   |   | Sep 5, '10 |   |   |   |   |   |   |   |
|--------------------|---|---|---|---|---|---|------------|---|---|---|---|---|---|-------------|---|---|---|---|---|---|-------------|---|---|---|---|---|---|-------------|---|---|---|---|---|---|------------|---|---|---|---|---|---|---|
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| [Gantt Chart Area] |   |   |   |   |   |   |            |   |   |   |   |   |   |             |   |   |   |   |   |   |             |   |   |   |   |   |   |             |   |   |   |   |   |   |            |   |   |   |   |   |   |   |

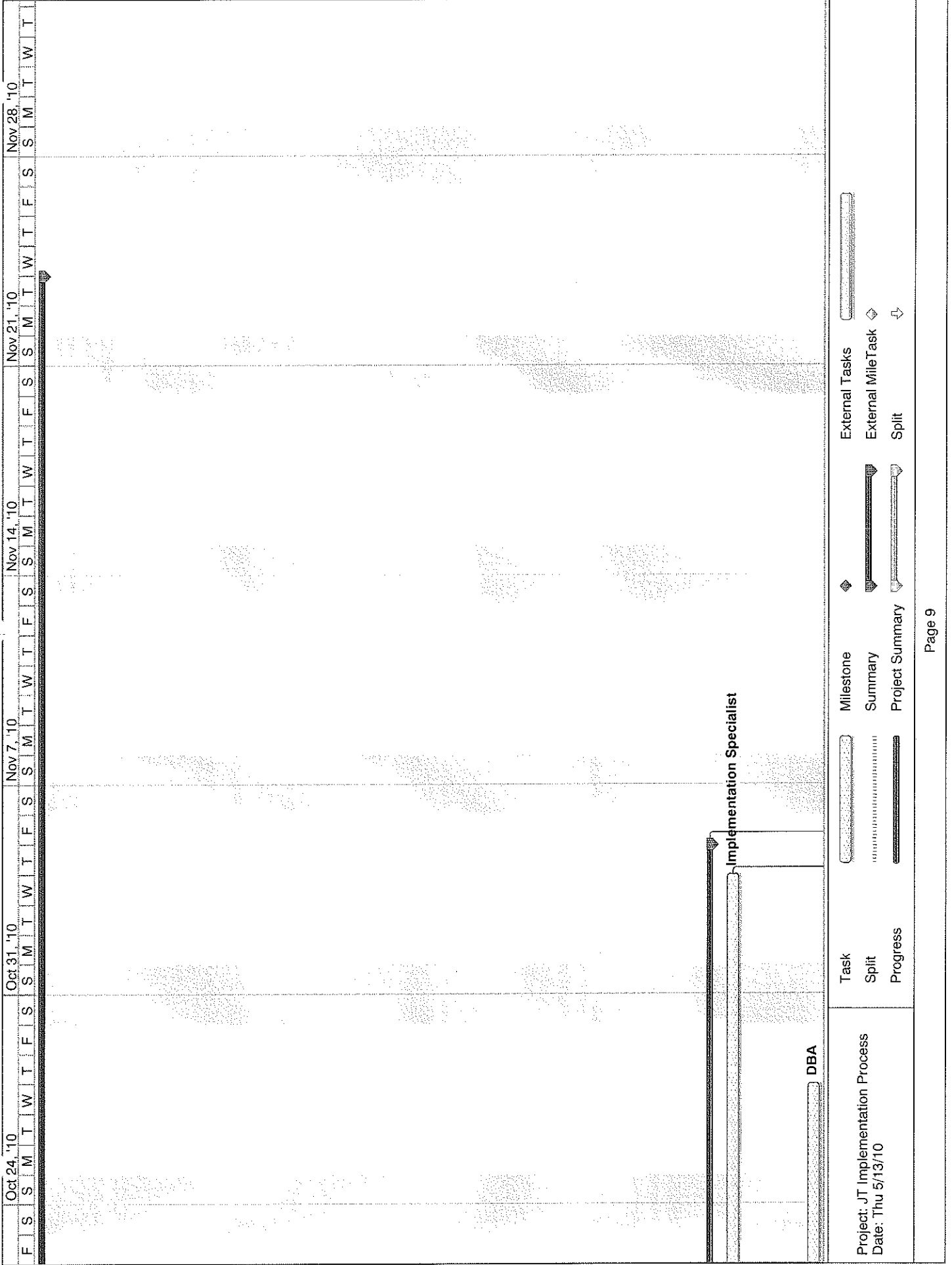
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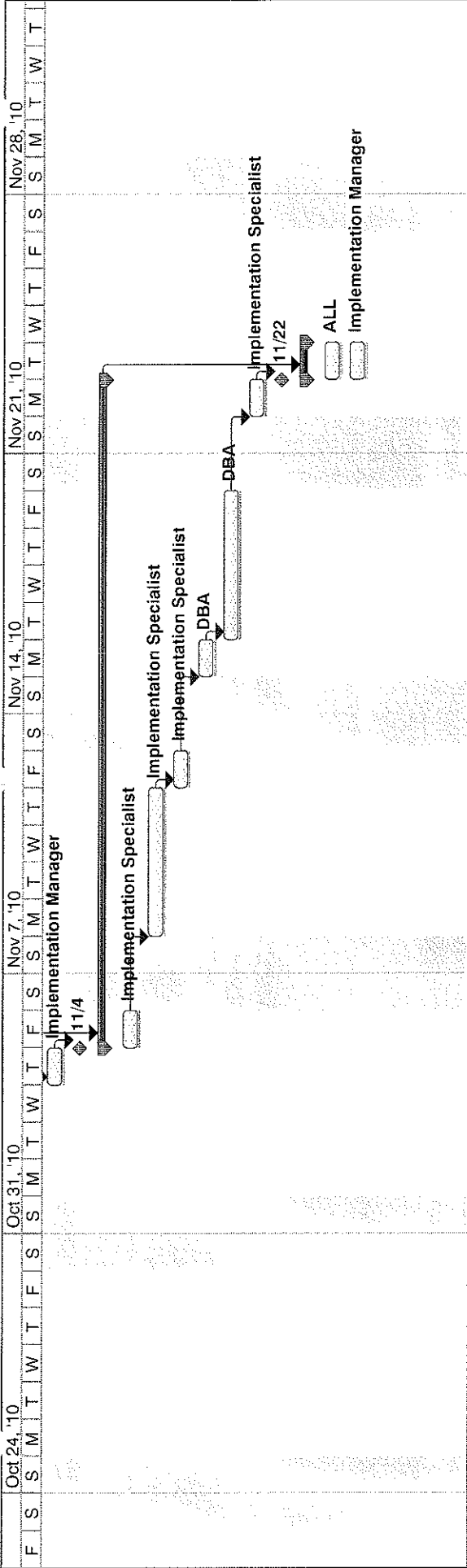









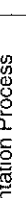

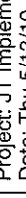
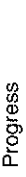
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|---|---|-----------------|--|--------------------|--|----------------|--|-------|--|---------|--|--------------------|--|----------|--|-----------------|--|-------|--|--|
| <p>Project: JT Implementation Process<br/>Date: Thu 5/13/10</p> | <table border="0"> <tr> <td>Task</td> <td></td> <td>Milestone</td> <td></td> <td>External Tasks</td> <td></td> </tr> <tr> <td>Split</td> <td></td> <td>Summary</td> <td></td> <td>External Mile Task</td> <td></td> </tr> <tr> <td>Progress</td> <td></td> <td>Project Summary</td> <td></td> <td>Split</td> <td></td> </tr> </table> | Task            |  | Milestone          |  | External Tasks |  | Split |  | Summary |  | External Mile Task |  | Progress |  | Project Summary |  | Split |  |  |
| Task  |   | Milestone       |  | External Tasks     |  |                |  |       |  |         |  |                    |  |          |  |                 |  |       |  |  |
| Split   |   | Summary         |  | External Mile Task |  |                |  |       |  |         |  |                    |  |          |  |                 |  |       |  |  |
| Progress  |   | Project Summary |  | Split              |  |                |  |       |  |         |  |                    |  |          |  |                 |  |       |  |  |





Project: JT Implementation Process  
 Date: Thu 5/13/10

- Task 
- Split 
- Progress 
- Milestone 
- Summary 
- Project Summary 
- External Tasks 
- External MileTask 
- Split 

## JUSTICETRAX PROJECT MANAGEMENT METHODOLOGY

JusticeTrax will use standard project management practices as documented in the Project Management Institute's *A Guide to the Project Management Body of Knowledge* (PMBOK, 4<sup>th</sup> edition).

We use Microsoft Project for tracking tasks and resources, provide regular status reports to your agency and document progress and change controls. For large projects, we may also use an on-line project management site called Basecamp. While there is no additional charge for the use of the Basecamp site, the client will need to provide for Internet access if they wish to access this tool.

*A smooth implementation is not the sole responsibility of either the client or JusticeTrax.*

Some technical resources from your agency will be required for a successful implementation and maintenance of the system. At onset, a project manager should be identified who will act as the single point of contact and has some authority to make decisions regarding the course of the project. This individual should have a basic IT skill-set as well as familiarity with your agency's procedures. This individual usually plays a significant role in the initial configuration of the system and this can easily be a full-time position during the first several months of system set-up.

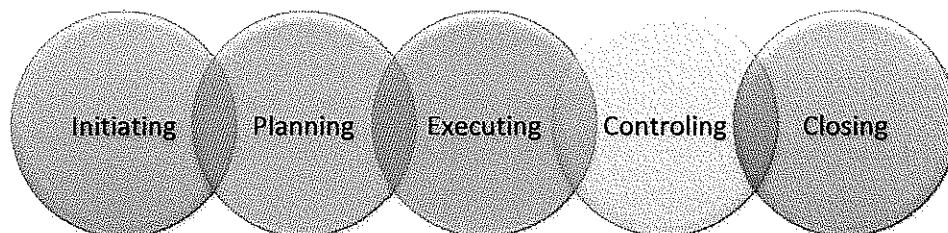
Your agency's project manager usually takes on the role of system administrator after LIMS-plus<sup>®</sup> goes in to production, however, additional backup administrators should be identified in advance. These people should have a familiarity with the Windows operating system and SAP Crystal Reports to allow them to take instructions from JusticeTrax support staff. Otherwise, technical requirements for the maintenance of the LIMS are minimal.

Most important is to ensure that there is IT staff available with the appropriate database knowledge for maintenance and backups.

## PROJECT PROCESS GROUPS

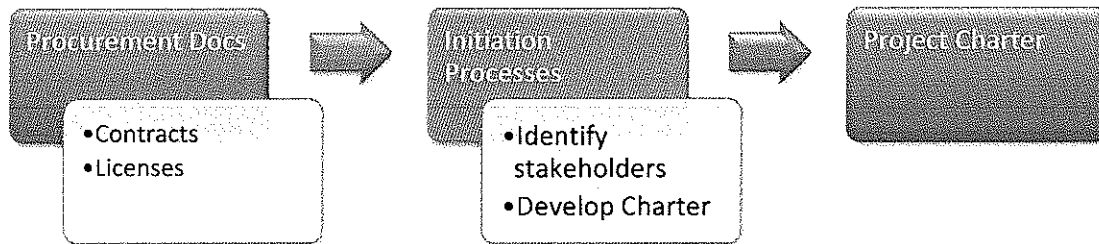
A process is a set of related activities designed to reach a specified goal, product or service. A process is defined by its inputs, applied techniques and resulting outputs. The successful completion of any process relies on timely delivery of required inputs from everyone involved.

PMBOK methodology breaks all aspects of a project into five basic process groups. These include: Initiating, Planning, Executing, Controlling and Monitoring, and Closing. The project management processes within these groups create the overall framework of the project. JusticeTrax applies these processes as defined below.



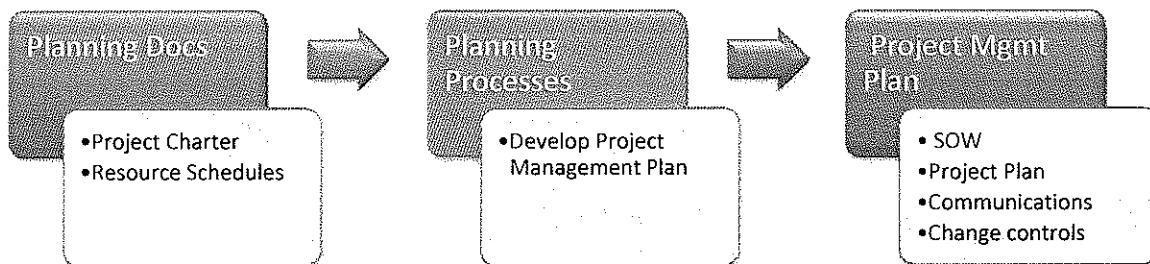
## INITIATION PROCESSES

The initiation processes employed will allow JusticeTrax to work with the customer to establish project expectations and close any outstanding contractual issues. Using initial procurement documentation will lead to the production of a Project Charter.



## PLANNING PROCESSES

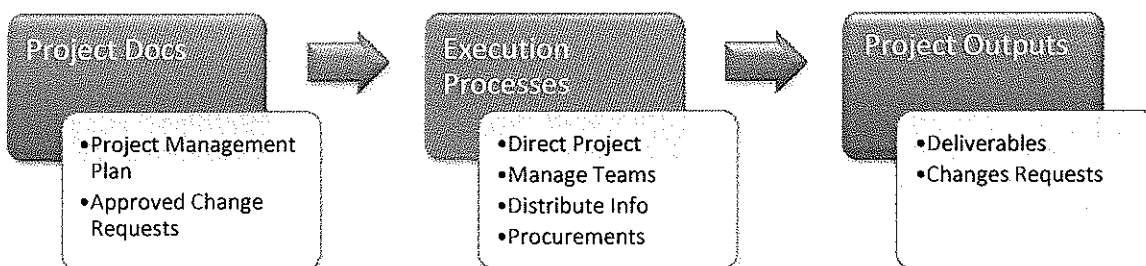
During planning, JusticeTrax will work with the customer to define a Statement of Work and translate this into a detailed project plan\*. These, in addition to communication strategies and change controls, will make up the Project Management Plan.



*\*While a project plan may have been submitted with a response to an RFP, it will be updated to reflect any tasks that have been better defined since the response to that original proposal.*

## EXECUTION PROCESSES

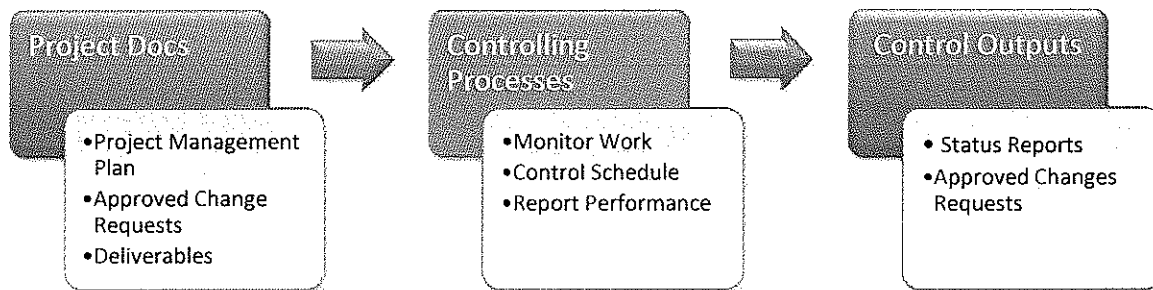
The processes involved in the execution of the project vary based on the scope and deliverables due to the customer. JusticeTrax may employ one of several development methodologies, create custom product, deploy product and provide installation, training and consulting services.





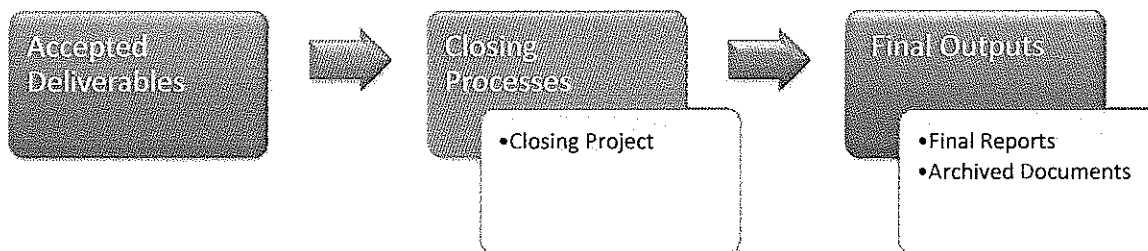
## CONTROL PROCESSES

Control processes ensure that any unforeseen issues are worked into the structure of the plan and required change controls are employed. Resource reallocation and periodic rescheduling and project status reporting processes are also used.



## CLOSING PROCESSES

Upon delivery and acceptance of all deliverables, the project will be closed and archived.



## PROJECT OUTPUTS

### PROJECT CHARTER

The Project Charter, also known internally as a contract notice, will summarize the goals and scope of the project, deliverables, deadlines and team members involved in the project.

### PROJECT MANAGEMENT PLAN

JusticeTrax will work with your agency to develop a Project Management Plan which will include a Statement of Work, a Project Plan and details regarding communication and change order requirements.

## ACCEPTED DELIVERABLES

As deliverable packages are provided, JusticeTrax will require written confirmation that the deliverable meets the requirements of the project.

## PROJECT DOCUMENTS

Project documents may be compiled on-line or in some other format mutually agreed upon between JusticeTrax and your agency at the start of the project.

## SAMPLE PROJECT WORK BREAKDOWN

A sample project work breakdown is shown below. A detailed project plan in Gantt chart format has been prepared using this WBS and estimated start dates and durations as provided by the information in your agency's request for proposal or information.

### Sales Process

- 1.1.1 "Customer Awards JusticeTrax RFP or Agrees to Buy (e.g., GSA)"
- 1.1.2 Contract Negotiations Yield Signed Maintenance & License Agreement/PO and Contract Notice
- 1.1.3 Business Development Mgr (BDM) Works with Client to Appoint Project Mgr
- 1.1.4 BDM Completes & Distributes Contract Notice
- 1.1.5 Milestone: Contract Notice

### Set Expectations

- 1.2.1 IM Sets up Customer In BridgeTrak
- 1.2.2 IM notifies Network Admin to create Pp Account
- 1.2.3 JT Network Admin creates ftp account
- 1.2.4 IM revises RFP project plan or creates Initial plan
- 1.2.5 IM Assigns IS to project
- 1.2.6 IM and IS Review Baseline Project Plan with Client - Highlights Key Milestones
- 1.2.7 Milestone: Approved Project Plan

### Planning

- 1.3.1 IM Adjusts Project Plan as Necessary for any Client Issues
- 1.3.2 IM Posts project plans in CUSTINFO directory
- 1.3.3 IS Captures Operational Information on Customer's Business from Lab Personnel
- 1.3.4 IS Captures IT Information on Customer's Business from IT Manager
- 1.3.5 IS Requests Cut of Data from IT Manager
- 1.3.6 "Internal Implementation Launch Meeting with All Team Members, Including Development Resource when Applicable"
- 1.3.7 Milestone: Completed Customer Assessment Worksheet: Lab Processes
- 1.3.8 Milestone: Completed Customer Assessment Worksheet: IT Information

### Initial Implementation

- 1.4.1 Development Initiates any Product Customizations
- 1.4.2 IM Initiates Escrow Account (when applicable)
- 1.4.3 IS Configures Crystal Reports
- 1.4.4 IM or delegate Orders 3rd Party Hardware & Software in RFP
- 1.4.5 IM or delegate Configures 3rd Party Hardware & Software per RFP
- 1.4.6 IM or delegate Ships 3rd Party Hardware & Software and Documents Asset Tracking Information
- 1.4.7 DBA Initiates Data Conversion or custom script work
- 1.4.8 DBA Delivers Data Migration or other Scripts
- 1.4.9 Initial Installation (On Site or WebEx if Feasible)
- 1.4.10 Conduct WebEx System Admin / Tester Orientation
- 1.4.11 Milestone: Installation Notice Sign-off

### Acceptance

- 1.5.1 IS Advises Customer to Initiate Acceptance Testing
- 1.5.2 IS Enters Issues in BridgeTrak Resulting from Acceptance Testing
- 1.5.3 Resolve Acceptance Testing Issues
- 1.5.4 Correct Scripts Based on Tests During Installation Results
- 1.5.5 Resolve Acceptance Testing Database Issues
- 1.5.6 IM Obtains Final Acceptance Sign-off
- 1.5.7 Milestone: Final Acceptance Sign-off

- 1.6.1 Prepare Training
- 1.6.2 Complete Training
- 1.6.3 IS Preps Customer to Take System Down for Final Data Migration & Implementation
- 1.6.4 DBA Receives All Data for Conversion
- 1.6.5 Final Migration & Troubleshooting
- 1.6.6 "IS On-Site to Supervise Final Migration, Go Live & Troubleshoot"
- 1.6.7 Milestone: System in Production

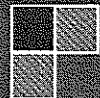
### Project Close

- 1.7.1 "Post Project Review Meeting with Implementation Team, Customer Service Manager & Customer"
- 1.7.2 IM Send transition to standard service notice

# Acceptance Test Plan

## JusticeTrax® LIMS-plus®

The acceptance test plan is used by client laboratories to ensure that the LIMS-plus product works correctly and is free of deficiencies. The testing is related to JusticeTrax's representation of the product in either its sales literature or a formal response to a request for proposal. Acceptance testing is not used for the identification of enhancements.



## OBJECTIVE

The acceptance test plan is used by client laboratories to ensure that the LIMS-plus product works correctly and is free of deficiencies. The testing is related to JusticeTrax's representation of the product in either its sales literature or a formal response to a request for proposal. Acceptance testing IS NOT used for the identification of enhancements.

## LAB RESPONSIBILITIES

### PREPARATION

To understand the system in enough detail to prepare test profiles, it may be necessary for lab representatives to explore the software on their own in addition to any training received from JusticeTrax.

The following minimum information should be determined by appropriate lab reps and entered by the tester of the system administrator functions:

- Lab info
- A department for each area of specialization within the laboratory
- Four services, or types of analysis, for each department
- Staff info for one manager, two analysts and a clerical support staff member for each department
- Activities at the lab, department and request level
- Three storage areas for each department
- Two evidence kits for each department

### SYSTEM ADMINISTRATION FUNCTIONS

A laboratory representative will be responsible for testing the system administration functions and will require input from a representative from each department or area of specialization. Entering the information into LIMS-plus will provide other testers with the system data needed to continue the testing process.

### TEST CASE PROFILES

A set of profiles will be prepared by a representative of each section and will be used:

- To test the system administration functions by loading the system with required administrative data
- To test the case and submission entry functions as a representative loads required cases and submissions into the system
- To test the actual analysis and reporting functions

Each department will prepare two test case profiles. Each test case will define the following:

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#### CASE INFO

Submitting agency and agency case number, agency representative, individuals and a short case narrative.

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#### SUBMISSION INFO

Includes details of items and requested services. At least one test case per department should have more than one submission and more than one request associated. Additionally, at least one evidence submission per section should be entered using a kit. When testing analytical modules, you must select services that were associated by the system administrator to that module.

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#### PROCESS FLOW

The process flow should be defined. It should be decided who will be involved in the evidence transfers, work assignments, result entry and work product review.

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#### CASE SUBMISSION FORM

A sample submission form should be prepared for each test case profile.

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#### GROUP REVIEW

The system administration data and test case profiles should be group reviewed to ensure that they are complete and that they do not represent an overlap. Based on group discussion, additional test scenarios can be created to fill any voids.

## CASE AND SUBMISSIONS ENTRY FUNCTIONS

A laboratory representative will be responsible for testing case and evidence entry functions. This individual will enter the evidence submissions and requests for analysis associated with the test case scenarios created by each department.

## ANALYSIS AND REPORTING FUNCTIONS

A representative from each section will be responsible for testing the analysis and reporting functions of the system. To do this, they will use the set of test case profiles for their section that are representative of actual casework. Evidence will be transferred, sample results will be entered, reports printed and milestones marked as each request progresses through the workflow process.

## ANALYTICAL METHODS

Representatives that perform work in the applicable areas should test the analytical methods. Methods may include controlled substances, toxicology, blood alcohol, firearms, serology, DNA and general analytical.

## REGIONAL LABS

Involvement of regional labs is optional. When regional labs are involved in the acceptance testing process, they should only test functions that are specific to their areas of expertise.

## SETUP FOR ACCEPTANCE TESTING

The laboratory must have a functioning network or a stand-alone computer that represents the equipment to be used in the implementation of the LIMS system. The function of the network and database management system, if applicable, must be certified before acceptance testing can begin. At least one barcode scanner, one barcode printer and one network printer should also be available for testing.

## TESTING PROCESS

### FUNCTIONALITY TESTING

Using the LIMS-plus users' manual and/or your agency's request for proposal as references, test the various functions of the system and record whether the action works correctly or is deficient. The system is deficient if it fails to perform as specified in product literature or in a response to a request for proposal. If a deficiency is found, the tester should maintain supporting documentation and generate a deficiency notice.

Note that the purpose of acceptance testing is **NOT** to identify functions that the lab would like to improve or add to the system. Final acceptance will be based only on the correction of deficiencies, not the implementation of any suggested enhancements.

### INTEGRITY TESTING

After data has been entered into the system, it will be verified throughout the life of the testing process to ensure that the data remains intact.

### NOTIFICATION OF DEFICIENCIES

Deficiency notices will be compiled by the laboratory's project leader and forwarded to JusticeTrax for correction. These notices should be coordinated through one individual to prevent duplication and should be forwarded to JusticeTrax as soon as possible to allow for correction in a timely manner.

### CORRECTION OF DEFICIENCIES

After JusticeTrax has corrected any deficiencies, a notice of correction will be issued along with any updates to the system. The function that raised the deficiency will be re-tested to ensure that the deficiency has been corrected.



## **FINAL ACCEPTANCE**

When the laboratory is satisfied that all deficiencies have been corrected, it will issue a final acceptance notification to JusticeTrax and will be responsible for payment.

## APPENDIX A

### WVSPFL LIMS Cost Proposal

Cost is to be all-inclusive to include all Labor, material, Shipping, Transportation, and travel to complete work.

| <u>Products/Service Description</u>   | <u>Cost</u>        |
|---|--------------------|
| Server License (Qty 2)  | \$29,739           |
| Client License (Qty 60) (Competitive trade in program \$0 cost per license) \$0*<br>(Original cost \$3,500 per license for total cost of \$210,000) |                    |
| Instrument Interface  | \$9,750**          |
| Electronic Case Folder  | \$ included        |
| 8 X 5 Annual Maintenance<br>maintenance   | \$ included year 1 |
| Conversion/Migration Legacy Data  | \$36,000           |
| Project related Services (Installation configuration)   | \$3,000            |
| Instrument Interface Integration services   | \$ included        |
| Batching Module for Creation of Instrument Work Lists   | \$ included        |
| Discipline-specific worksheet customizations  | \$150 an hour***   |
| Barcode Functionality/Implementation  | \$ included        |
| Online Evidence Submission and Case Reporting<br>(iResults and iPrelog)   | \$10,400           |
| Chemical Inventory Management Module  | \$6,780            |
| Chemical Inventory Management Annual Maintenance  | \$1,220.40         |
| EvidRECON units and software  | \$4,400            |

|   |                            |
|---|----------------------------|
| Crystal Report Software   | \$755                      |
| Zebra Desktop Series GK Thermal Transfer Printers (25 printers)                       | \$20,125                   |
| Symbol LS 2208 USB Barcode Scanners (60 Scanners)                                     | \$26,700                   |
| Signature pads (4 units)  | \$3,640                    |
| Document Scanning Interface/Scanned Data  | \$ included                |
| Pilot & Product Deployment  | \$ included                |
| Supervisors, Analysts, clerical staff, and Technicians<br>Training/Train the trainer  | \$7,500                    |
| Administrator Training  | \$4,500                    |
| Additional Client Licenses (Qty 70) \$3,000 per license                               | \$210,000                  |
| <b>TOTAL</b>  | <b>\$374,509.40</b>        |
| Year one (1) Maintenance<br>(Annual iResults, iPrelog, CIMM separated in above price) | \$37,800                   |
| Year two (2) Maintenance<br>(Includes LIMS-plus, iResults, iPrelog and CIMM)          | \$47,420.40                |
| Year three (3) Maintenance<br>(Includes LIMS-plus, iResults, iPrelog and CIMM)        | \$47,420.40                |
| <b>MAINTENANCE TOTAL</b>  | <b>\$132,640.80</b>        |
| Maintenance will become effective upon acceptance of the system via change order.     |                            |
| <b>GRAND TOTAL</b>  | <b><u>\$507,150.20</u></b> |

See following pages for price breakdown of all items for the proposal.

Vendor Name: JUSTICETRAX, INC.

Date: JUNE 29, 2010

JusticeTrax Response

**\*Pricing based on JusticeTrax Competitive Trade in Program.**

\*\*Instrument interface includes the cost for Immunoassay, Real Time PCR, 2 CE's 3130's.  
More information on the other instruments is needed to do an accurate estimate. This integration will be priced at \$150 an hour when more information is received.

\*\*\*Any type of customization or customization of crystal reports is priced at \$150 an hour.

West Virginia State Police  
LIMS Pricing

*\*\*Pricing based on JusticeTrax Competitive Trade-In Program*

|  | Quantity  | Rate            | Total Amount |
|--|---|-----------------|--------------|
| JusticeTrax LIMS-Plus Software Version 3x  | 60 Licenses   | \$3,500/license | **\$0.00     |
| Annual Maintenance for JusticeTrax LIMS-plus software calculated at 18% of undiscounted software price | 60 Licenses   | \$630/license   | \$37,800     |
| iResults (Annual service charge calculated at 2% of total cost of LIMS-plus software price)            | 1 License<br><br>(based on original sale price of 60 LIMS licenses)<br><br>$\$3,500 \times 60 \text{ licenses} = \$210,000$<br>$\$210,000 \times 2\% = \$4,200$ | \$4,200         | \$4,200      |
| iResults Software initial setup fee  | 1 License   | \$1,000         | \$1,000      |
| iPrelog (Annual service charge calculated at 2% of total cost of LIMS-plus software price)             | 1 License<br><br>(based on original sale price of 60 LIMS licenses)<br><br>$\$3,500 \times 60 \text{ licenses} = \$210,000$<br>$\$210,000 \times 2\% = \$4,200$ | \$4,200         | \$4,200      |
| iPrelog Software initial setup fee   | 1 License   | \$1,000         | \$1,000      |
| CIMM (Chemical Inventory Management)   | 1 Master License  | \$900/license   | \$900        |

JusticeTrax Response

|  |                                   |               |               |
|--|-----------------------------------|---------------|---------------|
| Module)  |                                   |               |               |
| CIMM (Client Access License)   | 60 Licenses                       | \$98/license  | \$5,880       |
| CIMM (Annual Maintenance 18% of total CIMM license cost)   | 1 Master and 60 Client Licenses   | \$6,780 x 18% | \$1,220.40    |
| Crystal Report Software  | 1 License                         | \$755         | \$755         |
| Custom crystal reports   | Unknown on quantity at this time. |               | \$150 an hour |
| Data Migration   | 240 hours                         | \$150 an hour | \$36,000      |
| Instrument Integration<br>(Immunoassay, Real Time PCR, 2 CE's 3130's)<br><br>More information on the other instruments is needed to do an accurate estimate. This integration will be priced at \$150 an hour when more information is received. | 65 hours                          | \$150 an hour | \$9,750       |
| HP Proliant 365 G5 High Performance Server   | 2                                 | \$8,540       | \$17,080      |
| SQL Server 2005 Workgroup Edition server licenses with 60 user CALs  | 1 Server license 60 user CAL's    | \$12,659      | \$12,659      |

|  |   |                       |                     |
|--|---|-----------------------|---------------------|
| Zebra Desktop Series GK Thermal Transfer w.USB & Serial only (Does not include USB cable)  | 25  | \$805/printer         | \$20,125            |
| Symbol LS 2208 USB Barcode Scanner Gun   | 60  | \$445/scanner         | \$26,700            |
| Motorola MC5590 Mobile Terminal w/wireless LAN 802. 11 and personal Area Network EvidRECON | 2   | \$2,200/handheld unit | \$4,400             |
| Signature Pad  | 4   | \$910/signature pad   | \$3,640             |
| Installation (Two (2) day onsite installation)   | 2   | \$1,500/day           | \$3,000             |
| Training (Five (5) days of onsite end user training) (Travel and expenses included)        | 5   | \$1,500/day           | \$7,500             |
| Training (Three (3) days of onsite admin training) (Travel and expenses included)          | 3   | \$1,500/day           | \$4,500             |
| <b>Total Software, Maintenance, Hardware, Implementation and Training cost</b>             |   |                       | <b>\$202,309.40</b> |
| <b>Second and subsequent annual maintenance unless more licenses</b>                       | 60 LIMS-plus Licenses<br>1 iResults service | \$37,800<br>\$4,200   | <b>\$47,420.40</b>  |

|  |   |            |                  |
|--|---|------------|------------------|
| <b>purchased.</b>                                    | Charge  |            |                  |
|  | 1 iPrelog service Charge                      | \$4,200    |                  |
|  | CIMM annual<br>Maintenance 1 Master<br>60 CAL | \$1,220.40 |                  |
| <b>Additional LIMS License<br/>purchase</b>          | 70 Licenses                                   | \$3,000    | <b>\$210,000</b> |
| <b>Annual maintenance on<br/>additional licenses</b> | 18% of total license<br>cost                  | \$540      | <b>\$37,800</b>  |

\*\* JusticeTrax LIMS-plus licensing fee waived per our competitive trade-in program.



# State of West Virginia **VENDOR PREFERENCE CERTIFICATE**

Certification and application\* is hereby made for Preference in accordance with **West Virginia Code**, §5A-3-37. (Does not apply to construction contracts). **West Virginia Code**, §5A-3-37, provides an opportunity for qualifying vendors to request (at the time of bid) preference for their residency status. Such preference is an evaluation method only and will be applied only to the cost bid in accordance with the **West Virginia Code**. This certificate for application is to be used to request such preference. The Purchasing Division will make the determination of the Resident Vendor Preference, if applicable.

- 1. **Application is made for 2.5% resident vendor preference for the reason checked:**  
 Bidder is an individual resident vendor and has resided continuously in West Virginia for four (4) years immediately preceding the date of this certification; **or**,  
 Bidder is a partnership, association or corporation resident vendor and has maintained its headquarters or principal place of business continuously in West Virginia for four (4) years immediately preceding the date of this certification; **or** 80% of the ownership interest of Bidder is held by another individual, partnership, association or corporation resident vendor who has maintained its headquarters or principal place of business continuously in West Virginia for four (4) years immediately preceding the date of this certification; **or**,  
 Bidder is a nonresident vendor which has an affiliate or subsidiary which employs a minimum of one hundred state residents and which has maintained its headquarters or principal place of business within West Virginia continuously for the four (4) years immediately preceding the date of this certification; **or**,
- 2. **Application is made for 2.5% resident vendor preference for the reason checked:**  
 Bidder is a resident vendor who certifies that, during the life of the contract, on average at least 75% of the employees working on the project being bid are residents of West Virginia who have resided in the state continuously for the two years immediately preceding submission of this bid; **or**,
- 3. **Application is made for 2.5% resident vendor preference for the reason checked:**  
 Bidder is a nonresident vendor employing a minimum of one hundred state residents or is a nonresident vendor with an affiliate or subsidiary which maintains its headquarters or principal place of business within West Virginia employing a minimum of one hundred state residents who certifies that, during the life of the contract, on average at least 75% of the employees or Bidder's affiliate's or subsidiary's employees are residents of West Virginia who have resided in the state continuously for the two years immediately preceding submission of this bid; **or**,
- 4. **Application is made for 5% resident vendor preference for the reason checked:**  
 Bidder meets either the requirement of both subdivisions (1) and (2) or subdivision (1) and (3) as stated above; **or**,
- 5. **Application is made for 3.5% resident vendor preference who is a veteran for the reason checked:**  
 Bidder is an individual resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard and has resided in West Virginia continuously for the four years immediately preceding the date on which the bid is submitted; **or**,
- 6. **Application is made for 3.5% resident vendor preference who is a veteran for the reason checked:**  
 Bidder is a resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard, if, for purposes of producing or distributing the commodities or completing the project which is the subject of the vendor's bid and continuously over the entire term of the project, on average at least seventy-five percent of the vendor's employees are residents of West Virginia who have resided in the state continuously for the two immediately preceding years.

Bidder understands if the Secretary of Revenue determines that a Bidder receiving preference has failed to continue to meet the requirements for such preference, the Secretary may order the Director of Purchasing to: (a) reject the bid; or (b) assess a penalty against such Bidder in an amount not to exceed 5% of the bid amount and that such penalty will be paid to the contracting agency or deducted from any unpaid balance on the contract or purchase order.

By submission of this certificate, Bidder agrees to disclose any reasonably requested information to the Purchasing Division and authorizes the Department of Revenue to disclose to the Director of Purchasing appropriate information verifying that Bidder has paid the required business taxes, provided that such information does not contain the amounts of taxes paid nor any other information deemed by the Tax Commissioner to be confidential.

**Under penalty of law for false swearing (West Virginia Code, §61-5-3), Bidder hereby certifies that this certificate is true and accurate in all respects; and that if a contract is issued to Bidder and if anything contained within this certificate changes during the term of the contract, Bidder will notify the Purchasing Division in writing immediately.**

Bidder: Justice Tax, Inc.  
Date: 4/29/2010

Signed: [Signature]  
Title: Vice President

\*Check any combination of preference consideration(s) indicated above, which you are entitled to receive.

RFQ No. DPS-1030

STATE OF WEST VIRGINIA  
Purchasing Division

**PURCHASING AFFIDAVIT**

**West Virginia Code §5A-3-10a states:** No contract or renewal of any contract may be awarded by the state or any of its political subdivisions to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor and the debt owed is an amount greater than one thousand dollars in the aggregate.

**DEFINITIONS:**

"Debt" means any assessment, premium, penalty, fine, tax or other amount of money owed to the state or any of its political subdivisions because of a judgment, fine, permit violation, license assessment, defaulted workers' compensation premium, penalty or other assessment presently delinquent or due and required to be paid to the state or any of its political subdivisions, including any interest or additional penalties accrued thereon.

"Debtor" means any individual, corporation, partnership, association, limited liability company or any other form or business association owing a debt to the state or any of its political subdivisions. "Political subdivision" means any county commission; municipality; county board of education; any instrumentality established by a county or municipality; any separate corporation or instrumentality established by one or more counties or municipalities, as permitted by law; or any public body charged by law with the performance of a government function or whose jurisdiction is coextensive with one or more counties or municipalities. "Related party" means a party, whether an individual, corporation, partnership, association, limited liability company or any other form or business association or other entity whatsoever, related to any vendor by blood, marriage, ownership or contract through which the party has a relationship of ownership or other interest with the vendor so that the party will actually or by effect receive or control a portion of the benefit, profit or other consideration from performance of a vendor contract with the party receiving an amount that meets or exceeds five percent of the total contract amount.

**EXCEPTION:** The prohibition of this section does not apply where a vendor has contested any tax administered pursuant to chapter eleven of this code, workers' compensation premium, permit fee or environmental fee or assessment and the matter has not become final or where the vendor has entered into a payment plan or agreement and the vendor is not in default of any of the provisions of such plan or agreement.

Under penalty of law for false swearing (*West Virginia Code* §61-5-3), it is hereby certified that the vendor affirms and acknowledges the information in this affidavit and is in compliance with the requirements as stated.

**WITNESS THE FOLLOWING SIGNATURE**

Vendor's Name: JusticeTrax Inc

Authorized Signature: [Signature] Date: 4/29/2010

State of Arizona

County of Maricopa, to-wit:

Taken, subscribed, and sworn to before me this 29<sup>th</sup> day of April, 2010.

My Commission expires February 19<sup>th</sup>, 2012.

AFFIX SEAL HERE

NOTARY PUBLIC [Signature]

