

**EXHIBIT A**  
**RFP 2910 FUNCTIONAL REQUIREMENTS & CHECK LIST**

Key*	Description
YF	<b>Yes – Fully</b> , provided "Commercial Off-The-Shelf (COTS)"
YC	<b>Yes – with Customization</b>
AC	In separate module(s) available at <b>Additional Cost</b>
R	Provided with <b>Reporting Tool</b>
NA	<b>Not Available</b>

**A.1 FUNCTIONAL REQUIREMENTS**

Req. No.	Requirement	Key*	Comments
NOTE: The Offeror must complete this checklist by indicating at what level each requirement can be met. Please respond by entering the appropriate key code next to each requirement. Offerors should use the comments section to further explain how their software meets the requirement.			
<b>A.1.1</b>	<b>User Interface</b>		
<b>A.1.1.1</b>	Image Capture and Processing: Capable of capturing high-resolution images of bullet striations and cartridge casings. Advanced image processing algorithms employed to enhance and isolate specific markings.		
<b>A.1.1.2</b>	Database Integration: Ability to store and manage a vast database of ballistic images and associated metadata for comparison purposes. Integration with existing law enforcement databases can be crucial for cross-referencing and identification.		
<b>A.1.1.3</b>	Pattern Matching and Analysis: Algorithms that can compare ballistic markings, including striations, imprints, and other unique features, to determine potential matches between recovered bullets/casings and those previously recorded in the database.		
<b>A.1.1.4</b>	Compatibility and Interoperability: Ability to integrate with other forensic software and systems used by law enforcement agencies to create a seamless investigative process.		
<b>A.1.1.5</b>	Ability to upload results of analysis of markings on shell casings and/or projectiles in high resolution to National Integrated Ballistic Information Network (NIBIN) as maintained by the Bureau of Alcohol, Tobacco, Firearms and Explosives ("Acquisition Software").		
<b>A.1.1.6</b>	Accuracy and Reliability: High degree of accuracy and reliability in identifying matches or potential matches to avoid false positives or negatives.		
<b>A.1.1.7</b>	Reporting and Documentation: Generate comprehensive reports and documentation of matches or potential matches, including detailed information on the comparison process and identified similarities.		

<b>A.1.1.8</b>	User Interface: Intuitive interface design for law enforcement personnel to easily input, search, and analyze ballistic data. It should provide clear results and suggestions for potential matches or further investigation.		
<b>A.1.1.9</b>	Users should be able to search for specific tests items and filter data based on categories, and years.		
<b>A.1.1.10</b>	<b>Dashboard display</b>		
<b>A.1.1.11</b>	Intuitive navigation to easily access menu for conducting analytics		
<b>A.1.1.12</b>	A clear and user-friendly homepage that introduces the ballistics software's purpose and features.		
<b>A.1.2</b>	<b>System Capabilities</b>		
<b>A.1.2.1</b>	Capability to spell check		
<b>A.1.2.2</b>	Capability to have language scan (legal check)		
<b>A.1.2.3</b>	Capability for comment assistant		
<b>A.1.2.4</b>	Optimized Performance: Ensure the software can handle a number of concurrent users and still provide a smooth experience		
<b>A.1.2.5</b>	Capability to customize e-mail content		
<b>A.1.2.6</b>	Capability to support mobile use.		
<b>A.1.2.7</b>	Does the system support E-Signature?		
<b>A.1.2.8</b>	Is access to the system managed by user ID and password authentication?		
<b>A.1.2.9</b>	Does the system provide a session timeout warning message?		
<b>A.1.2.10</b>	Does the system provide specific UI for employees, managers and admin?		
<b>A.1.2.11</b>	Does the system differentiate between Active and Disabled users? Please explain.		
<b>A.1.2.12</b>	Is the system web based for all users?		
<b>A.1.2.13</b>	supported on all web browsers and operating systems		
<b>A.1.2.14</b>	Capability of batch printing of reports		
<b>A.1.2.15</b>	Capability to have date-driven phases in the reports with automated launch feature.		
<b>A.1.2.16</b>	Capability to have event-driven phases in the reports with automated launch feature.		
<b>A.1.2.17</b>	Capability to support graphical reports (bar charts, pie charts) out of the box.		
<b>A.1.2.18</b>	Capability of creating subscription reports that distribute to selected individuals at a select timeframe by email.		
<b>A.1.2.19</b>	Capability to export data to various formats including Excel.		
<b>A.1.3.3</b>	Capability to include county logo, color scheme, font choices on printed forms.		
<b>A.1.3.4</b>	Capability to have multiple review cycles per year		
<b>A.1.3.5</b>	Capability to incorporate multiple workflows		

<b>A.1.3.6</b>	Capability to have multiple templates		
<b>A.1.3.7</b>	Help Section: Include a comprehensive help section or tutorial videos to guide users through the software's features.		
<b>A.1.3.8</b>	Does the system provide reminder notices		
<b>A.1.3.9</b>	Does the system provide a mechanism for management to track the status of the approval process?		
<b>A.1.3.10</b>	Does the system support various types of forms?		
<b>A.1.4</b>	<b>Administrative Functions</b>		
<b>A.1.4.1</b>	Capability for system to edit user permissions		
<b>A.1.4.2</b>	Capability for system to edit templates		
<b>A.1.4.3</b>	Capability for system to edit workflows		
<b>A.1.4.4</b>	Capability for system to add/change/remove employees		
<b>A.1.4.5</b>	Capability for system to edit employee/manager relationships		
<b>A.1.4.6</b>	Capability for system to customize e-mail content/schedule/distribution		

**EXHIBIT B  
RFP 2910 TECHNICAL REQUIREMENTS & CHECK LIST**

Key*	Description
<b>F</b>	<b>Fully functional</b> , provided "Commercial Off-The-Shelf (COTS)"
<b>CU</b>	<b>Customization</b> (Change to source code required)
<b>CO</b>	<b>Configuration</b> (Setup required with built-in tools and procedures but no change to source code is required.)
<b>TP</b>	<b>Third-Party</b> (Additional software required to provide Requirement.)
<b>R</b>	Provided with <b>Reporting Tool</b>
<b>NA</b>	<b>Not Available</b>

B.1 TECHNICAL REQUIREMENTS			
<p>NOTE: The Offeror must complete this checklist by indicating at what level each requirement can be met. Please respond by entering the appropriate key code next to each requirement. Offerors should use the comments section to further explain how their software meets the requirement.</p>			
Req. No.	Requirement	Key*	Comments
<b>B.1.1 General Application Requirements</b>			
<b>B.1.1.1</b>	Application must utilize graphical user interface that is intuitive to operate for both casual and experienced users.		
<b>B.1.1.2</b>	Application must provide feed back to user when data is saved and when data is being upload to provide user with clear indication that system is processing information.		
<b>B.1.1.3</b>	Application must maintain the integrity of user data and prevents data loss or corruption.		
<b>B.1.1.4</b>	Application must provide predictable output from documents. For example, in applications in which users can format data for printing, publish to the Web, or write to film, DVD, or other formats, there must be no significant differences between what users see onscreen and what they receive in the final output. When the user makes changes to a document, the results must be displayed immediately.		
<b>B.1.1.5</b>	The County shall be entitled to any and all upgraded versions of the product covered in the contract that becomes available from the Offeror. The Offeror must provide free and timely upgrades when published.		
<b>B.1.1.6</b>	Any product(s) provided under the contract shall be the latest version available to the general public as of the due date of this solicitation.		

<b>B.1.1.7</b>	Product furnished under the contract shall be capable of continuous operation.		
<b>B.1.1.8</b>	Any product(s) provided under the contract shall perform unattended system and data backup operations.		
<b>B.1.1.9</b>	Application should provide a browser interface for regular employee use.		
<b>B.1.1.10</b>	Controls should be consistent across all pages to promote the same look and feel for any function.		
<b>B.1.1.11</b>	Application should provide ability to assign default values for enterable fields, whenever possible. This includes defaulting user ID fields to the currently signed-on user, department fields to the current user's department, and date fields to the current date, when appropriate.		
<b>B.1.1.12</b>	Capability to identify individual table entries as expired and no longer usable in the entry of new records, but still valid for display of existing records.		
<b>B.1.1.13</b>	Application functionality should provide intelligent support related to drop-down table entries. For example, it should be possible to select items in a list by clicking on the desired choice or typing as much of the item description as is needed to uniquely identify it (similar to the Microsoft Outlook address book). It should be possible to type an exact value into a table-validated field.		
<b>B.1.1.14</b>	Application should utilize meaningful abbreviations in Table structures, e.g. use of abbreviations that also displays clear descriptions of the information they represent that are intelligible to a casual user of the proposed system. The proposed system should not display codes that are meaningless or abbreviations so short as to be meaningless.		
<b>B.1.1.15</b>	Application should provide the capability for defined County user groups to configure custom data validation rules to meet specific needs.		
<b>B.1.1.16</b>	Application should be capable of using Secure File Transfer Protocol (SFTP).		
<b>B.1.1.17</b>	Application should be capable of importing files for mass-loading of data. Data formats should include standard delimited types that can be generated by Excel or other data tools (ex. CSV files).		
<b>B.1.1.18</b>	Because users' abilities and preferences vary, application should be able to configure aspects of the interface. However, the application should provide good defaults and should minimize the need for configuration. A user's configuration should be in effect no matter what workstation they use to access the proposed system.		

<b>B.1.1.19</b>	Capability of accessing the application from outside of the York County network.		
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<b>B.1.2</b>	<b>Security / Administration</b>		
<b>B.1.2.1</b>	Security capability must exist such that access to all components of the proposed system shall be granted only to authorized users.		
<b>B.1.2.2</b>	Authorized users of the proposed system must be identified by a user ID and password or another means that provides equivalent or better security.		
<b>B.1.2.3</b>	The system admin must be able to establish new users on the system, to remove users from the system, and to set security access rights for users that both restrict and allow access to system capabilities.		
<b>B.1.2.4</b>	The system manager must be able to lock user accounts based on inactivity.		
<b>B.1.2.5</b>	The system manager must be able to restrict access to selected system functions based on user identification.		
<b>B.1.2.6</b>	The security system must maintain an audit trail of staff access to records.		
<b>B.1.2.7</b>	An industry accepted level of encryption must be used for data transmissions.		
<b>B.1.2.8</b>	The proposed system must not transmit user ID's or passwords in clear text.		
<b>B.1.2.9</b>	Ability to receive the County's data from an FTP site. Thus, no connection to York County's server from the outside world.		
<b>B.1.2.11</b>	Application should allow user to logon to the proposed system simultaneously at more than one workstation. Offeror should describe their proposed system's functionality in this arena.		
<b>B.1.2.11</b>	The proposed system should disable a user account if a defined number of unsuccessful logon attempts are made within a defined time period.		
<b>B.1.2.12</b>	Ability to allow users to change their passwords.		
<b>B.1.2.13</b>	Capability of establishing a user account that requires the password be changed the next time the user logs on.		
<b>B.1.2.14</b>	Ability to set rules for password strength. It should restrict users from reusing recent passwords.		
<b>B.1.2.15</b>	Ability to expire user passwords after a set time period.		

<b>B.1.2.16</b>	The password field should require alphanumeric values at a minimum of eight (8) characters long with at least one (1) uppercase letter, one (1) lower case letter, one (1) number and at least one (1) special character.		
<b>B.1.2.17</b>	Ability to limit access to individual system functions and reports to authorized users.		
<b>B.1.2.18</b>	Ability to track (audit) user activity.		
<b>B.1.2.19</b>	Privacy Policy: Include a privacy policy that explains how user data is collected, stored, and used.		
<b>B.1.2.20</b>	Terms of Use: clearly outline the terms of use for the software		
<b>B.1.3 Implementation Requirements</b>			
<b>B.1.3.1</b>	The product specified in the contract shall be considered ready for testing upon receipt of documentation from the consultant that a successful system audit or diagnostic test was performed at the site demonstrating that the system meets the minimum design/performance capabilities stipulated in the purchase agreement.		
<b>B.1.3.2</b>	Offeror shall include in the implementation plan the process for loading data into reference tables, such as users, roles, etc.		
<b>B.1.4 Support</b>			
<b>B.1.4.1</b>	Offeror shall provide application availability and technical support on a 24/7 basis.		
<b>B.1.4.2</b>	Offeror must provide application support by phone (toll-free), fax, and e-mail during normal business hours (8:00 A.M. - 5:00 P.M.CST, M-F).		
<b>B.1.4.3</b>	For billable activities, upon completion of any maintenance or support call, the Offeror shall provide the agency with a signed service report that includes, at a minimum: a general statement as to the problem, action taken, and the number of hours required to complete the task.		
<b>B.1.4.4</b>	Capability to provide a test environment so County users can test new versions of the proposed system without affecting the active environment.		
<b>B.1.5 Mobile</b>			
<b>B.1.5.1</b>	Must be available on Android and Apple OS		
<b>B.1.5.2</b>	Must be downloadable native mobile application available to users free of charge		
<b>B.1.6 SaaS Environment</b>			
<b>B.1.6.1</b>	Data centers must be audited by a third party and located in U.S.		
<b>B.1.6.2</b>	Documented Business Continuity and Disaster Recovery plans available		
<b>B.1.6.3</b>	A backup strategy must be in place		

<b>B.1.6.4</b>	Must have a standard maintenance schedule		
<b>B.1.6.5</b>	Capability to monitor system for usage and performance		
<b>B.1.7</b>	<b>Application</b>		
<b>B.1.7.1</b>	Describe any known dependencies on specific versions of any workstation operating system objects and any known incompatibilities between the proposed product and other commonly used workstation software.		
<b>B.1.7.2</b>	Describe the ways in which the proposed product can be configured by individual local users or County IT staff.		
<b>B.1.7.3</b>	Describe how workflow can be configured by authorized users. Workflow elements may include, but are not limited to, report initiation, report validation, report approval and report distribution.		
<b>B.1.7.4</b>	Describe company's policy in regards to the selling of or use of Client's data.		