



# Department of Finance

## Purchasing and Contracts

500 S Grand Central Pky 4th Fl • Box 551217 • Las Vegas NV 89155-1217  
(702) 455-2897 • Fax (702) 386-4914

George W. Stevens, Chief Financial Officer • Yolanda T. King, Director of Budget & Financial Planning  
Yolanda C. Jones, C.P.M., CPPO, Purchasing Manager



### CLARK COUNTY, NEVADA RFP NO. 602698-12 AUTOMATED LAW LIBRARY SYSTEM SOLUTION

August 8, 2012

#### ADDENDUM NO. 1

#### INVITATION TO BID

1. The proposal submission date of August 20, 2012 at 3:00:00 p.m., **remains unchanged.**

#### EXHIBIT A – SCOPE OF WORK

Replace the below pages with the attached revised pages.

2. Page A-2, Kiosks hardware (minimum Specifications), the below item was **deleted.**

"Inmate usage tracking (Inmate Identification by Jail Identification Number, what items were viewed, Dates of viewing)."

3. Page A-3, Item 1, the paragraph has been amended to read as follows. The **change** is indicated in **bold** below.

"Legal Content – CCDC will provide a Legal Librarian approved mandated list of Legal content to be the basis of the subscription content provided by the proposer. The Proposer will provide Software updates via **two** external hard drives and should take no more than ten minutes to perform, per Kiosk. Additionally, units should have the ability to add other customized documents and manuals as determined by CCDC either on schedule or on demand and will be digitized and loaded as part of accessible content. Proposer will describe the process to provide the updates and the inclusion of the Inmate manual within the content list and the Inmate Manual will be provided electronically by the awarded Proposer."

#### QUESTIONS AND ANSWERS

##### **Question 1** - Page A-3, Item 1:

There is a requirement (numbered 1 on the page) that lists that the awarded proposer will either on schedule or on demand digitize and upload as part of the accessible content customized documents and manuals as determined by the CCDC. This includes the Inmate Manual that is referenced in the sentence below. Is there an expectation that this material can simply be placed on the hard drive as a PDF or word document separate from the remaining materials listed in the minimum specifications or if the expectation is that it is integrated into the software provided by the vendor so that it can be searchable using the search engine on the software and can be searched along with the other materials (Nevada Cases, Nevada Revised Statutes) when the user types a search into the software?

**Answer 1:**

The manual we were referring to would be our inmate handbook, which putting onto the hard drive as a PDF or Word Document would meet our requirements. No need to have it searchable as we would the Law Library software.

Except as modified herein all other bid specifications, terms, conditions and special provisions shall remain the same. Contact me if you have any questions at Phone (702) 455-2724 or Fax No. (702) 598-4249 or e-mail [slt@clarkcountynv.gov](mailto:slt@clarkcountynv.gov).

ISSUED BY:

A handwritten signature in black ink, appearing to read 'S. Tighi', with a large loop at the end.

SUSAN TIGHI  
Purchasing Analyst

Attachment(s): Revised Exhibit A – Scope of Work, Revised Pages A-2 and A-3

**Kiosk hardware (Minimum Specifications):**

- 17" wide touch screen display
  - Vandal Proof Screen
  - Solid State Drive (SSD)
  - On Screen Keyboard only (no external keyboard or mouse)
  - Win 7 embedded OS
  - Cart mount to secure Kiosk to a correctional grade cart
  - Internal speaker for video playback if needed
  - Easy to use training module for inmate instruction (Spanish/English) for the operation of the Kiosk
  - Ability to secure all access ports, connections with lockable doors or behind unit secured by docking solution
  - Simplified or one-touch updating process to update materials on a quarterly basis
  - Stand Alone Unit
  - Capability to have print function if later desired
  - Must include additional functionality to place corrections related materials such as: Inmate handbooks, bail bonds list, inmate notices, house arrest applications, inmate grievance/requests forms, medical request forms etc.
  - Must accept 110 Voltage and have a minimum fifteen (15) ft. electrical cord.
1. This Hardware will not allow the inmate to have access to the internet. The Kiosk units will be programmed with touch screen operability and a tutorial (Spanish and English) for ease of use. This Kiosk hardware must have a shatter proof screen impervious to an Inmate's tampering attempt. The Proposer will be responsible for maintaining the Kiosk in good working condition based on the initial equipment warranty, and as outlined under an extended warrant. Proposer will outline the coverage offered under an extended warranty. Necessary repairs will be completed within 24 hours, in order to maintain Inmate access schedules. The required backup unit may be utilized by CCDC's IT Unit or Proposer whichever is deemed necessary if repairs can't take place onsite and a new backup replacement unit will need to be shipped out within 24 hours to be received NLT within 1 weeks' time.
  2. Should the Proposer choose, after delivery of devices, to make manufacturer updates to the units; these updates shall be included within the initial cost of the devices. Repairs shall be performed within a 48 hour period, to allow for minimal interruption of the established Inmate access to Law Library Schedule.

**Kiosk Software (Minimum Specifications):**

- Must support search engine software for off-line electronic access to legal research databases
- Must have quarterly updates
- Must have on-site administrator access for two (2) staff members
- Must meet all Nevada State and Federal Mandates for inmate access to courts and American Correctional Association (ACA) accreditation standards.

**Federal Sources:**

- U.S. Supreme Court Cases
- Federal Cases (all circuit and district court cases)
- United States Code Service, Annotated
- Federal Court Rules (Includes the Federal Rules of Criminal and Civil Procedure, Appellate Procedure and Rules of Evidence)
- United States Constitution

**Nevada Primary Sources:**

- Nevada Revised Statutes Annotated
- Nevada Cases
- Nevada Constitution
- Nevada Court Rules
- Nevada Attorney General Opinions

**Citators and References:**

- Federal and U.S. Citations
- Nevada Citations
- Law Dictionary
- Spanish/English Legal Dictionary

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2. The CCDC Librarian will be responsible for performing any and all installation of software and legal content updates. The Updates provided should be able to be updated within ten minutes, per Kiosk, by the CCDC Librarian. Please explain your process to provide the updates and the process in which they would be added to the unit.
3. The Library will also require two subscriber accounts for library staff to conduct research on-line.

**Correctional Grade Carts for Kiosk Mounting:**

1. Needs to be correctional grade, while providing a flexible, versatile delivery system to correctional institutions.
2. Must roll on pneumatic tires and swivel casters
3. Must be powered by a 110 AC outlet with a minimum fifteen (15) ft. electrical cord
4. Must have a correctional grade mounting bracket for a “**stand alone**” Kiosk

**Training:**

Proposer will provide one (1) on-site training course for Owner/Staff prior to the determined, “complete installation” date. Telephonic training will be provided at no additional charge and will be made available on an as-needed basis.