INFORMATION PROCESSING SYSTEMS AGREEMENT
Offender Management Information System

09ITZ0052

Between

THE STATE OF CONNECTICUT

Acting by its

DEPARTMENT OF ADMINISTRATIVE SERVICES

And

COMPUTER AID, INC.

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EXHIBIT 1 – NOTICE TO EXECUTIVE BRANCH STATE CONTRACTORS AND PROSPECTIVE STATE CONTRACTORS OF CAMPAIGN CONTRIBUTION AND SOLICITATION LIMITATIONS
EXHIBIT 2 – DELIVERABLES DOCUMENT
EXHIBIT 3 – DELIVERABLES IMPLEMENTATION SCHEDULE
EXHIBIT 4 – PRODUCT & PRICING SCHEDULE
EXHIBIT 5 – SERVICE LEVEL AGREEMENT (SLA)

This Information Processing Systems Agreement ("Agreement") is between the **STATE OF CONNECTICUT** (“State”), acting by its **Department of Administrative Services** (“DAS”) pursuant to Section 4d-2 of the Connecticut General Statutes, and **COMPUTER AID, INC.** (“Contractor”).

The Contractor and DAS agree as follows:

1. EFFECTIVE DATE, TERM AND DATE OF AGREEMENT

This Agreement is effective upon its approval by the Office of the Attorney General of the State of Connecticut (“Effective Date”). The term of the Agreement begins on the Effective Date and continues for 7 years (“Original Term”). The parties deem the date of this Agreement to be the Effective Date. DAS, in its sole discretion, may extend this Agreement beyond the Original Term, prior to Termination, one or more times for a combined total extension period not to exceed the complete length of the Original Term.

2. DEFINITIONS

a) **Acceptance**: Determination made by CTDOC upon successful User Acceptance Test that the Deliverable, or if applicable, System, performs to the Specifications and fulfills the business and technical requirements of the Agreement.

b) **Acceptance Date:** The date CTDOC accepts a Deliverable or the System in accordance with section 7.

c) **Alteration:** The modification, changing, refashioning, remodeling, remaking, revising or reworking of any part of the System or Deliverable.

d) **Business Day or business day:** Any day other than a Saturday, Sunday or a day designated as a legal holiday under federal or Connecticut law.

e) **Claims**: All actions, suits, claims, demands, investigations, and proceedings of any kind, open, pending, or threatened, whether mature, un-matured, contingent, known or unknown, at law or in equity in any forum.

f) **Confidential Information:** Any name, number or other information that may be used, alone or in conjunction with any other information, to identify a specific individual including, but not limited to, such individual's name, date of birth, mother's maiden name, motor vehicle operator's license number and residential address, Social Security number, employee identification number, employer or taxpayer identification number, alien registration number, government passport number, health insurance identification number, demand deposit account number, savings account number, credit card number, debit card number or unique biometric data such as fingerprint, voice print, retina or iris image, or other unique physical representation. Without limiting the foregoing, Confidential Information shall also include any information that DAS or CTDOC classifies as “confidential” or “restricted.” Confidential Information shall not include information that

may be lawfully obtained from publicly available sources or from federal, state, or local government records which are lawfully made available to the general public.

g) **Confidential Information Breach:** Generally, an instance where an unauthorized person or entity accesses Confidential Information in any manner, including but not limited to the following occurrences**:** (1) any Confidential Information that is not encrypted or protected is misplaced, lost, stolen or in any way compromised; (2) one or more third parties have had access to or taken control or possession of any Confidential Information that is not encrypted or protected without prior written authorization from the State; (3) the unauthorized acquisition of encrypted or protected Confidential Information together with the confidential process or key that is capable of compromising the integrity of the Confidential Information; or (4) if there is a substantial risk of identity theft or fraud to an individual, the Contractor, CTDOC or State.

h) **Contractor Parties:** A Contractor's members, directors, officers, shareholders, partners, managers, principal officers, representatives, agents, consultants, employees or any one of them or any other person or entity with whom the Contractor is in privity of oral or written contract and such other person or entity Performs under this Agreement in any capacity.

i) **Corrective Action Plan:** A detailed written plan produced by the Contractor at the request of CTDOC to correct or resolve those Contractor deficiency(ies) that CTDOC identifies in accordance with the process set forth in Section 13.

j) **CTDOC:** The State of Connecticut Department of Correction.

k) **Data Bridge**: A data bridge is a temporary, unidirectional or bidirectional connection between CTDOC legacy systems and the System for exchange of data for the purposes of keeping multiple systems operational during the phased transition from CTDOC legacy systems to the System. At each phase, these data bridges may be implemented, modified or retired upon transition of Business Categories (BC) into the production environment.

l) **Deliverable:** (1) Each product, whether consisting of software, hardware, Documentation, license, or information; (2) each Service, whether or not (a) developed by Contractor, including but not limited to each of the Services that are intended as part of the integration of the System with existing hardware or software of the State, and (b) used for administrative, maintenance, consulting, training, data warehousing, operations, support, hosting, or fulfillment of product delivery Services; and (3) each warranty that is listed in the Product & Pricing Schedule or provided by Contractor as an element of Contractor's overall approach and solution to the requirements of this Agreement, whether produced by Contractor or by a third party as a supplier or subcontractor to Contractor

m) **Business Categories Deliverables Document**: Exhibit 2 to this Agreement - Document which sets forth and describes the Services and Deliverables that are to be provided or made available under this Agreement and the specific requirements and terms applicable to those Services and Deliverables.

n) **Deliverables Implementation Schedule**: Exhibit 3 to this Agreement - Document which itemizes the timing requirements, including phases, and CTDOC signoffs, as applicable or appropriate, for specific Deliverables to be provided pursuant to the Agreement.

o) **Documentation**: All Specifications; all technical, systems and user reference manuals; all System documentation related to each component of the System, software and processes; and any Improvements to any of them.

p) **Facilities**: For ease of reference in this Agreement only, any location where CTDOC places offenders, including, but not limited to community release programs and sponsor residences.

q) **Force Majeure**: Events that materially affect the cost of the Deliverables or the time schedule within which to Perform and are outside the control of the party asserting that such an event has occurred, including, but not limited to, labor troubles unrelated to the Contractor, failure of or inadequate permanent power, unavoidable casualties, fire not caused by the Contractor, extraordinary weather conditions, disasters, riots, acts of God, insurrection or war.

r) **Improvement:** Any Contractor changes, patches, corrections, fixes to an error or bug, additions, modifications, enhancements, updates, releases, software revisions, new versions of any software, processes or Documentation that are to be provided as a Deliverable, from time to time, and that provide additional functionality, correct errors or correct other Performance deficiencies noted by CTDOC or DAS and reported to the Contractor. Improvements do not include upgrades to Software for which the Contractor charges its customers, or upgrades by a Licensor that is charging the Contractor for such upgrade.

s) **Interface**: A permanent, unidirectional or bidirectional connection between internal or external systems and the System for exchange of data.

t) **Key Contractor Personnel**: The individual employees of Contractor who, from time to time, hold positions with the job functions described in Section 10. The individuals holding those positions on the Effective Date are identified in Section 10.

u) **Licensed Software:** One or more computer program provided by Contractor in connection with the Deliverables, subject to Section 14 of this Agreement.

v) **Materials**: Collectively, software programs, Licensed Software, literary works, other works of authorship, documented specifications, designs, analyses, processes, methodologies, concepts, inventions, know-how, programs, program listings, program tools, Documentation, reports, drawings, data bases, spreadsheets, machine readable text, models and work product, whether tangible or intangible.

w) **Offender or offender**: Any individual who is currently, or has ever been, under the supervision of CTDOC.

x) **Perform:** All acts and things of Contractor and Contractor Parties, severally and collectively, that are necessary or appropriate to deliver the Deliverables and otherwise to fulfill or accomplish this Agreement fully. The word "Perform" includes all parts of speech.

y) **Phase**: A group of business categories and activities occurring within a distinct period, as more particularly set forth in Exhibit 3.

z) **Product & Pricing Schedule:** Exhibit 4 to this Agreement, which lists the Deliverables available under this Agreement and establishes the component or unit pricing and price schedules for each Deliverable available pursuant to this Agreement.

aa) **Product Schedule Update**: Update to the Product & Pricing Schedule in accordance with Section 3 of this Agreement to make additional products or services available under this Agreement or to alter the pricing of products or services listed in the Product & Pricing Schedule.

bb) **Purchase Order:** Document issued by CTDOC requesting any Deliverables in accordance with the terms and conditions of this Agreement.

cc) **Release**: Placement of generally available applications in the System production environment.

dd) **Records:** All working papers and such other information and materials as may have been accumulated by the Contractor in Performing this Agreement, including but not limited to, documents, data, plans, books, computations, drawings, specifications, notes, reports, records, estimates, summaries, memoranda and correspondence, kept or stored in any form.

ee) **Services:** The Performance of any labor or work.

ff) **Solicitation**: Request for Proposals entitled Request for Proposals for RFP # 09ITZ0052 State of Connecticut Department of Correction Offender Management Information System Replacement, issued September 21, 2009.

gg) **Source Code or source code:** The "before" version of a computer program that is compiled before it is ready to run in a computer. The source code consists of the programming statements that are created by a programmer with a text editor or a visual programming tool and then saved in a file. Source Code includes all corresponding programmer's comments, data files and structures, headers, files, macros, annotations, and corresponding Documentation.

hh) **Specifications:** The written technical and non-technical detailed documentation of the Deliverables' and the System's capabilities, as approved and accepted in writing by CTDOC prior to Acceptance of the System.

ii) **Staff or staff**: any employee(s) or group of employees designated by CTDOC as the appropriate recipients of notices, alerts or other information from the System. The specific employee(s) or groups of employees may be different depending on the particular function the System is performing.

jj) **State:** The State of Connecticut, including CTDOC and any office, department, board, council, commission, institution or other agency or entity of the State.

kk) **Statement of Work (SOW):** Statement issued in connection with a Purchase Order for a Deliverable or Service available under this Agreement which sets forth all work and payment requirements for Contractor's Performance in connection with said Purchase Order.

ll) **System:** Contractor furnished or otherwise supplied Deliverables that collectively and in an integrated fashion fulfills the business and technical requirements of this Agreement and its exhibits.

mm) **Term:** The Original Term plus any extensions exercised under Section 1 of the Agreement.

nn) **Termination**: An end to this Agreement prior to the end of its Term, whether effected pursuant to a right which the Agreement creates or for a Breach.

oo) **Upgrade**: A change to the primary version number of the Licensed Software, generally providing additional features or functionality.

pp) **Update**: A change to the Licensed Software to correct bugs or defects, patches or changes to enable the Licensed Software to operate on new or upgraded operating platforms.

qq) **User or user**: Any individual with access to the System; however, the extent to which a particular user or groups of user have access to the System is within the discretion of CTDOC.

rr) **User Acceptance Testing (UAT)**: Time in which the State tests the functionality of a Deliverable with real world scenarios to determine if the Deliverable performs in accordance with the Specifications.

ss) **Warranty Period:** For each Phase, the 12 month period commencing the date the Phase is first placed in the general availability production environment in a facility. For the System, the 12 month period commencing the Acceptance Date for the System. Warranties will be provided in accordance with Section 9.

3. ACQUIRING DELIVERABLES AND SERVICES

a) Subject to the terms and conditions of this Agreement, Contractor shall sell, transfer, convey or license to the State any duly ordered Deliverable in accordance with a Purchase Order, Exhibit 2, Deliverables Document, or a Statement of Work, as applicable. Such Deliverables shall be itemized in and available under Exhibit 4, Product & Pricing Schedule.

b) Any Purchase Order is subject to the terms of this Agreement and shall remain in effect until CTDOC Acceptance of full Performance of all Deliverables and Services contained in the applicable Purchase Order, unless terminated sooner under the terms of this Agreement. Neither party shall be bound by any additional terms different from those in this Agreement that may appear on a Purchase Order or other form document issued by either party.

c) Contractor may supplement Exhibit 4 at any time to make additional products, services and related terms available to the State, provided that the proposed supplement includes an effective date and a cover letter to DAS requesting formal approval of the supplement. The supplement will only be deemed to be accepted by DAS and binding on the parties if DAS issues a Product Schedule Update letter to Contractor, indicating its approval of the supplement.

d) Notwithstanding any other provision of this Agreement, no material change may be made to the Deliverables set forth in Exhibit 2, Deliverables Document, that alters the nature or scope of the Deliverables or their intended use. Any change in the Deliverables set forth in Exhibit 4, Product and Pricing Schedule, shall be conditioned upon the new product(s) being of a similar nature and having a similar use as the defined Deliverables. An update of the Deliverables or the addition of products that are related to or serve similar functions as the Deliverables is permissible only with the prior written approval of DAS.

e) Beginning five (5) years from the Effective Date, Contractor, upon ninety (90) calendar days' prior written notice to DAS, may update the pricing on Exhibit 4, Product and Pricing Schedule, which updated pricing will not be effective until the next July 1 of any State of Connecticut fiscal year, provided that: (1) the Product Schedule Update is transmitted and approved in the same manner as described for supplements in subsection 3.c.; (2) no software license or Deliverable maintenance or service rate is increased within the first year following Acceptance of a Deliverable; and (3) any such price increase shall not exceed the lesser of (i) two and one half percent (2.5%) and (ii) the average annual percentage increase over the immediately preceding calendar year in the 'Consumer Price Index' – Hartford, Connecticut Average for all Urban Consumers (CPI-U) (All items, 1982-84 = 100) published monthly by the Bureau of Labor Statistics of the United States Department of Labor or, should that index cease to be published, the most comparable index published on a regular basis by the US Government since the later of the date of this Agreement or Contractor's latest Product Schedule.

f) Contractor shall provide the State with a discount on any Product Schedule Update according to the discount, if any, shown on Exhibit 4, Product and Pricing Schedule.

g) No additions to or reductions in the Deliverables and prices for work completed in the Performance of any Purchase Order shall be permitted unless CTDOC issues a change order in accordance with the provisions of Section 5.

h) CTDOC shall issue a Purchase Order when acquiring any Deliverable available under Exhibit 4, Product and Pricing Schedule, and, if appropriate, a Statement of Work mutually acceptable to CTDOC and the Contractor.

i) Contractor shall comply with the requirements of DAS' System Development Methodology ("SDM"). CTDOC and Contractor shall at the commencement of gap analysis jointly draft a SDM plan identifying each party's responsibilities and activities and such plan must be consistent with DAS' SDM.

4. PROJECT ADMINISTRATOR AND KEY CONTRACTOR PERSONNEL

a) CTDOC shall designate a project administrator (the "Project Administrator"), who may be replaced at the discretion of CTDOC. Subject to the conditions in this section, the Project Administrator shall have authority to act for CTDOC in each instance where this Agreement refers to CTDOC and for the ordering, delivery, receipt, installation, Acceptance and the like concerning any Deliverable. Such authority shall continue to be in effect throughout the Term. CTDOC may modify such authority at any time and in any way that it deems to be necessary or appropriate. The Contractor shall rely on the actions of the Project Administrator, as established in this Agreement and as CTDOC may modify it subsequently, as being those of CTDOC, but only until the Contractor receives a written notice from CTDOC changing the authority or identity of the Project Administrator. Upon receipt of that notice the Contractor shall then rely on the revised authority of the Project Administrator and only to the extent specified in the notice. Notwithstanding this provision, CTDOC staff may act for CTDOC under this Agreement at any time, as appropriate.

b) The Project Administrator may reject and approve, in their sole discretion, any or all Key Contractor Personnel. The Project Administrator will complete initial review and approval of Key Contractor Personnel no later than 30 days following the Effective Date. If the Project Administrator is dissatisfied with the Performance of any approved Key Contractor Personnel, then the Project Administrator shall notify Contractor's [NAME OF OFFICER] and request a change in Key Contractor Personnel. Contractor shall make such requested change within thirty (30) calendar days of receiving the request. The individuals holding those positions on the Effective Date are identified in Section 10.

5. CHANGE ORDERS

a) CTDOC may, at any time, with written notice to Contractor, request changes within the scope of Exhibits 2, 3, 4 and 5 or any Statement of Work, if applicable. Such changes shall not be unreasonably denied or delayed by Contractor. Such changes may include, but are not limited to, modifications or other changes required by new or amended State or federal laws and regulations relating to functional requirements and processing procedures, and the correction of System deficiencies. Prior to expiration of any Warranty Period, any changes required because the System does not fully Perform in accordance with this Agreement, shall be made by Contractor without charge to CTDOC. Any investigation necessary to determine the source of the problem requiring the change shall be done by Contractor at its sole cost and expense.

b) A change order request may be issued only by CTDOC and must be in writing. As soon as possible after Contractor receives a written change order request, but in no event later than fifteen (15) calendar days thereafter, the Contractor shall provide CTDOC with a written statement confirming that the change has no price impact on the Agreement or, if there is a price impact, the Contractor shall provide CTDOC with a written statement explaining the price increase or decrease involved in implementing the requested change.

c) If CTDOC issues a change order requesting a change to the System to comply with changes to federal or State law, or regulations, or changes to CTDOC Administrative Directives or regulations affecting CTDOC as a result of federal or State law, or regulation ,changes, the Contractor shall perform the changes at no additional cost to CTDOC, provided that CTDOC is currently paying for maintenance on the System or during the Warranty Period.

d) No change order with a price impact will be effective until Contractor receives written confirmation from CTDOC.

e) Contractor shall acknowledge receipt of a change order within two (2) Business Days. Contractor will review the change order and obtain written clarification from CTDOC if the Contractor is uncertain about what the change order requires. After the requirements are finalized and approved by CTDOC, Contractor shall provide an estimate within five (5) to seven (7) Business Days or as required by CTDOC depending on the criticality of the change order.

6. DELIVERABLE INSTALLATION & DEINSTALLATION

a) Contractor shall provide all pre-installation and post-installation compatibility system surveys, consultation, reference manuals and onsite operational training for all Deliverables to facilitate proper installation and operation of all Deliverables. At the request of CTDOC, and at no additional cost, Contractor shall provide onsite support during the implementation each phase identified in Exhibit 3.

b) Contractor represents and warrants that it shall complete installation of the System in accordance with the Agreement.

c) CTDOC ordered de-installation, relocation and re-installation, or any of them, of any system installed at a Facility shall be at CTDOC's expense according to Contractor's prices then in effect for such services.

7. DELIVERABLE EVALUATION & ACCEPTANCE

a) Any Deliverable furnished by Contractor under the terms of this Agreement will be subject to Evaluation and Acceptance by CTDOC. User Acceptance Testing for each System Deliverable begins as of the date that CTDOC notifies the Contractor in writing that the Deliverable provided for UAT has been successfully installed in CTDOC's development and testing computer environment and is ready for UAT. The following procedures will apply during UAT:

1) CTDOC shall provide Contractor with (a) written notice of Acceptance of the Deliverable or (b) a written statement which identifies in reasonable detail, with references to the applicable requirements, the deficiencies preventing Acceptance.
2) Contractor shall have ten (10) Business Days, or such other period mutually agreed upon by the parties in writing, from the date that it receives the notice of deficiencies to complete

corrective actions to make the Deliverable conform in all material respects to the applicable Specifications. CTDOC shall review the corrected Deliverable and notify Contractor in writing of Acceptance or rejection in accordance with the foregoing provisions of this section.

3) The Acceptance Date for a Deliverable shall be the date of written notice of Acceptance of the Deliverable from CTDOC to Contractor.

b) Upon Acceptance of the last of the Deliverables, CTDOC shall perform UAT on the System for Acceptance prior to implementing the System in CTDOC's production environment. If UAT for the System is successfully completed, CTDOC shall notify the Contractor in writing of CTDOC's Acceptance of the System, and the date of such notice will be the Acceptance Date for the System.

c) If requested by Contractor, CTDOC shall complete Contractor's acceptance certificate, in a form reasonably acceptable to CTDOC, so long as such certificate does not amend, alter or modify in any way the terms and conditions of this Agreement or the obligations hereunder.

8. PAYMENTS AND CREDITS

a) CTDOC shall pay for Deliverables only upon Acceptance of the Deliverable(s) pursuant to Section 7 and receipt of a properly documented invoice from the Contractor. Payments shall be invoiced and paid in accordance with the payment schedule set forth in Exhibit 4 or, if applicable, Statement of Work.

b) Contractor may assign any payments, in whole or in part, upon prior written notice to CTDOC and compliance with the requirements of the State's Comptroller's Office concerning such assignments. No assignment of receivables by Contractor shall relieve Contractor of any obligations under this Agreement without prior written CTDOC consent in each such instance. Notwithstanding any such assignment, Contractor represents and warrants that the Deliverable shall be and remain free of any repossession or any Claims by Contractor or its successors and assigns, subject to the terms and conditions of this Agreement.

c) Contractor shall furnish separate invoices for each Purchase Order and shall list each license charge, maintenance and support charge or other charge included in each invoice as separate line items.

9. LICENSED SOFTWARE MAINTENANCE & SUPPORT

a) Throughout the effective Warranty Period of any Phase, and upon Acceptance of the System, the Contractor shall provide maintenance and support services for that Phase, and upon Acceptance of the System, at no additional cost as follows:

1. Reasonable and competent assistance in accordance with the requirements of the SLA;

2. Updates and Upgrades to the Licensed Software;

3. Update any Deliverable, if and as required, to cause it to operate under new versions or releases of the operating system(s), database system(s), application servers or report servers that comprise CTDOC's computer operating environment; and

4. Correct the failure of a previously accepted Phase, even a Phase whose Warranty Period has expired, to function fully in accordance with the Specifications, which failure results from the implementation of any new Phase.

b) Upon expiration of the Warranty Period for each Phase, and for the System, CTDOC shall have the option to acquire maintenance and support services for that Phase, and for the System on an annual basis in accordance with the SLA. The annual term of maintenance and support will begin July 1 and end June 30 of the following year and will be pro-rated based on the actual date such Services commence. Contractor shall invoice CTDOC on a monthly basis in accordance with the Product & Pricing Schedule.

c) Contractor shall maintain sufficient and competent Deliverable support services staff to satisfy the Contractor obligations for all Deliverables.

d) Contractor shall have access to any Deliverable in order to deliver required services, subject to CTDOC's access and security policies.

e) Contractor shall store and maintain at all times a copy of the most current version of the Licensed Software that is installed at CTDOC.

f) Contractor shall provide to CTDOC upon request a complete list of all platform requirements and specifications that are necessary or appropriate to provide technical support services.

g) If (1) CTDOC has purchased maintenance and support services for a Deliverable, (2) maintenance and support payments are paid current, and (3) the Deliverable becomes not usable due to new versions or new releases of the operating system(s), database system(s), application servers or report servers that comprise CTDOC's computer operating environment, then CTDOC will notify the Contractor and the Contractor will, within 30 days of the Contractor being notified, provide an Update to restore the lost functionality, to the extent feasible. If the Contractor fails to provide such Update, CTDOC may cease payments for maintenance and support until such time as the Deliverable and System operates in conformance with the Specifications. CTDOC may require Contractor to reimburse CTDOC for any maintenance and support amounts paid by CTDOC for the period during which the Deliverable(s) or System were not usable. If, after the expiration of the thirty (30) days, or a longer period as may be reasonably required, the Deliverable remains not usable, then the applicable license may be terminated at the option of CTDOC without further obligation or liability on the part of CTDOC.

h) Once purchased, maintenance and support shall automatically renew for successive twelve (12) month periods unless thirty (30) days' prior written notice of termination is provided to the Contractor by CTDOC before the end of the then current term of maintenance and support services.

i) CTDOC may cancel maintenance and support at any time and Contractor shall reimburse CTDOC on a pro-rata basis for the balance of the pre-paid maintenance period.

j) If CTDOC allows maintenance and support services to lapse, or if CTDOC does not purchase support and maintenance services following the expiration of the applicable Warranty Period, CTDOC may at any time initiate, or reinstate maintenance and support services with fifteen (15) days' advance written notice to the Contractor, provided that CTDOC pays the applicable fee set forth in the Product & Pricing Schedule.

10. KEY CONTRACTOR PERSONNEL

Pursuant to Section 4 of the Agreement, each of the individuals who from time to time performs the job functions or holds any of the titles in the following table shall constitute “Key Personnel” of the Contractor or Contractor Party. As of the Effective Date, the current Key Personnel are the individuals identified in the table below, subject to the Project Administrator's approval:

Title	Job Functions	Current Contractor Personnel Name
Exec. Director, Application Delivery	Oversees Project Management and Application Support	Jim Bradley
Exec. Director, Applications	Oversees Software Development	Tim Lee
Group Manager – OMS	Oversees OMS development	Kevin Doyle
Product Manager – OMS	Product Management	John Lowry

In exercising rights under Section 4, the Project Administrator is required to notify certain identified officers of the Contractor or Contractor Party. The individuals who hold those offices as of the Effective Date are as follows:

Officer Title	Current Officer
Senior VP – Engineering	Matthew Caesar

11. SYSTEM RELIABILITY

a) The reliability, of the System during the Warranty Period and during paid maintenance and support periods shall be determined by the System's operational capability for productive CTDOC use as configured and installed within the Contractor's specified operating environment. Continued acceptability of the reliability of the System shall be based on CTDOC's experienced rate of recoverable and non-recoverable System operating errors or failures that preclude productive CTDOC use of the System according to the requirements of this Agreement and Contractor operating specifications.

b) The required reliability (Computed % Reliability) for the System (exclusive of scheduled and routine maintenance) during any calendar month is ninety-nine point nine percent (99.9999%) uptime availability for aforesaid productive CTDOC use, computed as follows:

$$\text{Computed \% Reliability} = \frac{\text{(Available-Time-per-Month)} - \text{(Downtime-per-Month)}}{\text{(Available-Time-per-Month)}}$$

Available-Time-per-Month is deemed to be 24 hours times the number of days in the subject month. Downtime-per-Month is deemed to be those hours of Available-Time-per-Month during which CTDOC or any specific Facility is precluded from aforesaid productive System use. EXAMPLE:

Given: Available-Time-per-Month was 720 hours.

Downtime per-Month was 3.60 hours.

$$\text{Then: Computed \% Reliability} = \frac{(720 - 3.60)}{720} = 99.5\%$$

c) A given instance of System downtime shall start after receipt by the Contractor of a CTDOC service request to remedy any operational System deviation, error, or failure condition(s), and end with documented proof, reasonably acceptable to CTDOC by Contractor to CTDOC that such System status has been fully restored to the applicable agreed operational Specifications and made ready for productive CTDOC use in accordance with the Documentation. The calculated time period of such an instance of System downtime shall exclude the following periods:

1. Any downtime related solely to software that is not Licensed Software, hardware, network infrastructure and network connectivity issues.
2. Any nonproductive System use time caused by CTDOC or its agents and not related to a deficiency in the System.
3. Any time during which the Department fails to make the System or a Deliverable available to Contractor.

12. WARRANTIES

a) Contractor represents and warrants that each Phase, and the System, shall conform to the terms and conditions of this Agreement and the Specifications, and be free from defects in material and workmanship upon the Acceptance Date of the System by CTDOC and for a minimum period through the Warranty Period.

b) During the Warranty Period for each Phase, and the System, Contractor shall modify, adjust, repair and/or replace such Deliverable(s), at no charge to CTDOC, as necessary to maintain ongoing System reliability according to Section 11.

c) The Contractor neither excludes nor modifies the implied warranties of merchantability and fitness for a particular purpose concerning the Deliverables.

d) CONTRACTOR DOES NOT WARRANT THAT OPERATION OF THE SYTEM WILL BE UNINTERUPTED OR ERROR FREE, OR THAT ALL ERRORS CAN BE CORRECTED.

13. RESERVED

14. GRANT OF LICENSE AND ACQUIRING DELIVERABLES

a) The Contractor represents and warrants that DSI-ITI, LLC ("Owner") together with any of its licensors is the current owner of the Licensed Software. Owner shall have the right to enforce the rights of Contractor under this Section in the same manner as Contractor. Contractor represents and warrants that the Contractor has a valid and binding agreement with the Owner according to which the Owner will sell, transfer, convey or license, as applicable, to CTDOC each Deliverable and all Materials in accordance with the Exhibits and upon the assignment of this Agreement to the Owner. The assignment will be in accordance with the Right to Assign Section of this Agreement and the grant of a license from the Owner to DOC is subject to the rights and restrictions set forth in this section.

b) The Contractor grants to CTDOC a perpetual, non-exclusive, fully paid up, non-transferable (other than to successor agencies to CTDOC), license to the Licensed Software, which for purposes of this Section, includes any associated interfaces that were not created solely for CTDOC under this Agreement, and documentation, solely for the purpose of CTDOC's use of the Licensed Software for its operations. Said license is expressly limited to a grant to the CTDOC, its agents, Facilities operators and successors, the right to **(a)** access, use, operate, execute and display the Licensed Software solely for CTDOC's operations; **(b)** install the Licensed Software on CTDOC-designated servers or, if applicable, install the Licensed Software on an unlimited number of CTDOC-designated computer workstations, but solely for use in connection with CTDOC operations; and **(c)** copy the Licensed Software, and Documentation for archival or backup purposes only, provided that all titles, trademarks, and copyright, proprietary and restricted rights notices shall be reproduced in all such copies, and that all such copies shall be subject to the terms of this Agreement. CTDOC shall have the right to use, modify, enhance and create derivative works of the Documentation for the limited purpose of developing training materials for training CTDOC approved users of the System.

c) Except as explicitly provided in this Agreement, CTDOC shall not: (a) sell, make available or distribute all or part of the Licensed Software to any third party by assignment, sublicense or by any other means; (b) copy, adapt, reverse engineer, decompile, disassemble, or modify, in whole or in part, any of the Licensed Software; or (c) use the Licensed Software to

operate in or as a time-sharing, outsourcing, or service bureau environment, or in any way allow third party access to the Licensed Software or Interfaces. CTDOC shall notify Contractor promptly upon discovery, but in no event later than 24 hours following the first Business Day that the Project Administrator becomes aware of any prohibited use or disclosure of the Licensed Software, and shall fully cooperate with Contractor and Owner to help Owner regain possession of information and prevent the further prohibited use or disclosure of the Licensed Software.

d) CTDOC acknowledges and agrees that this license extends solely to the Licensed Software in object form only, and that nothing in this Section or Agreement shall be construed as granting any license whatsoever to the underlying source code that is used to generate the Licensed Software.

e) Except as expressly licensed to CTDOC under this Agreement, Contractor and its licensors, as applicable, reserve all other right, title and interest in and to the Licensed Software. Under no circumstances should anything in this Agreement be construed as granting to CTDOC, by implication, estoppel or otherwise, (i) a license to any Contractor or Owner technology other than the Licensed Software or (ii) any additional license rights for the Licensed Software other than the license expressly granted in this Agreement.

f) CTDOC acknowledges and agrees that the copyright, patent, trade secret, and all other intellectual property rights of whatever nature in the Licensed Software, including any modifications or derivatives thereof, are and shall remain the property of Contractor or its licensors, and nothing in this Agreement should be construed as transferring any aspects of such rights to CTDOC or any third party.

g) In no event shall Owner, or their suppliers be liable to the State, DAS or CTDOC or any third party for any direct, indirect, incidental, special, lost profits or consequential damages.

h) The State shall retain all ownership, title, and interest to any and all inventions or improvements to the Licensed Software, or derivative works based on the Licensed Software, specifically developed by the Contractor or Contractor Parties solely for meeting Contractor's obligations under this Agreement ("CTDOC Property"). Nothing in this paragraph shall be construed as vesting in the State any right or interest in the Licensed Software. The State, for good and valuable consideration set forth in Exhibit 4, and in exchange for the mutual promises and covenants set forth in this Agreement, grants to Owner a fully-paid, royalty-free, exclusive, worldwide, irrevocable, perpetual, assignable license to make, have made, use, reproduce, distribute, sublicense, modify, publicly display, publicly perform, digitally perform, transmit and create derivative works based upon the CTDOC Property, in any media now known or hereafter known, and to sell, offer to sell, and import into, or export from, the United States any patented invention or technology included in any CTDOC Property, as Owner deems appropriate from time to time, in such form (whether separately, embedded or otherwise in combination with other products or components, or as a service) and for such compensation as Owner deems appropriate from time to time without any limitation as to the number of copies or users or the type or number of computers, processors, or devices on which installed or used. This license from the State is granted subject to the following rights and restrictions:

1. Owner must accept the CTDOC Property as is, with no warranty of any sort.

2. Owner shall comply with all applicable export restrictions.

3. The State shall have the right to access records pertaining to Contractor's licensing of the CTDOC Property.

4. So long as the State does not use the CTDOC Property for a commercial purpose, Owner shall indemnify and defend the State against any and all claims, liabilities, or costs arising directly or indirectly in connection with the CTDOC Property.

i) This Section shall survive the expiration or earlier termination of this Agreement.

15. CONFIDENTIALITY; NONDISCLOSURE

The State shall exercise at least the same degree of care to safeguard Licensed Software, and other trade secrets and intellectual property as the State does its own property of a similar nature and shall take reasonable steps to ensure that such materials, in whole or in part, which the Contractor delivers to the State under this Agreement is not disclosed. Such prohibition on disclosures shall not apply to disclosures by the State to its employees or its representatives, provided that such disclosures are reasonably necessary to the State's use of the Deliverables, and provided further that the State shall take all reasonable steps to ensure that the Deliverables are not disclosed by such parties in contravention of this Agreement. This section is subject to the State of Connecticut Freedom of Information Act, as amended. The obligations under this Section shall survive the expiration or earlier Termination of this Agreement.

16. PROTECTION OF CONFIDENTIAL INFORMATION

a) Contractor and Contractor Parties, at their own expense, have a duty to and shall protect from a Confidential Information Breach any and all Confidential Information which they come to possess or control, wherever and however stored or maintained, in a commercially reasonable manner in accordance with current industry standards.

b) The Contractor and Contractor Parties shall develop, implement and maintain a comprehensive data - security program for the protection of Confidential Information. The safeguards contained in such program shall be consistent with and comply with the safeguards for protection of Confidential Information, and information of a similar character, as set forth in all applicable federal and state law and written policy of CTDOC or DAS concerning the confidentiality of Confidential Information. Such data-security program shall include, but not be limited to, the following:

1. A security policy for employees related to the storage, access and transportation of data containing Confidential Information;

2. Reasonable restrictions on access to records containing Confidential Information, including access to any locked storage where such records are kept;

3. A process for reviewing policies and security measures at least annually;

4. Creating secure access controls to Confidential Information, including but not limited to passwords; and

5. Encrypting of Confidential Information that is stored on laptops, portable devices or being transmitted electronically.

c) The Contractor and Contractor Parties shall notify DAS, CTDOC and the Connecticut Office of the Attorney General as soon as practical, but no later than twenty-four (24) hours, after they become aware of or suspect that any Confidential Information which Contractor or Contractor Parties have come to possess or control has been subject to a Confidential Information Breach. If a Confidential Information Breach has occurred, the Contractor shall, within three (3) Business Days after the notification, present a credit monitoring and protection plan to the Commissioner of Administrative Services, CTDOC and the Connecticut Office of the Attorney General, for review and approval. Such credit monitoring or protection plan shall be made available by the Contractor at its own cost and expense to all individuals affected by the Confidential Information Breach. Such credit monitoring or protection plan shall include, but is not limited to reimbursement for the cost of placing and lifting one (1) security freeze per credit file pursuant to Connecticut General Statutes § 36a-701a. Such credit monitoring or protection plans shall be approved by the State in accordance with this Section and shall cover a length of time commensurate with the circumstances of the Confidential Information Breach. The Contractors' costs and expenses for the credit monitoring and protection plan shall not be recoverable from DAS, CTDOC, any State of Connecticut entity or any affected individuals.

d) The Contractor shall incorporate the requirements of this Section in all subcontracts requiring each Contractor Party to safeguard Confidential Information in the same manner as provided for in this Section.

Nothing in this Section shall supersede in any manner Contractor's or Contractor Party's obligations pursuant to the Health Insurance Portability and Accountability Act of 1996 or any provisions of this Agreement concerning the obligations of the Contractor as a business associate (as such term is defined in 45 C.F.R. § 160.103) of DAS or CTDOC.

17. PATENT, COPYRIGHT, LICENSE & PROPRIETARY RIGHTS

a) If any Licensed Software becomes the actual or prospective subject of any patent, copyright, license & proprietary rights claim or proceeding, Contractor may, at its discretion:

1. Have the Licensed Software modified or substitute another equally suitable Deliverable (provided that the performance of the modified or substitute Deliverable equals or exceeds that of the original Deliverable);
2. Obtain for the State or CTDOC the right to continued use of the Deliverable; or
3. If use of the Deliverable is prevented by injunction, take back the Deliverable and credit the State or CTDOC for any charges paid by the CTDOC to the Contractor

for the System as determined by the point in the Term in which the Acceptance Date of the terminated Deliverable occurred:

1. 1st - 12th month: 100% of monies paid
2. 13th - 24th month: 75% of monies paid
3. 25th - 36th month: 50% of monies paid
4. 37th month and over: 25% of monies paid

b) Contractor shall not have any liability for any infringement claim or proceeding based on CTDOC's use of a Deliverable for which it was neither designed nor intended, including (i) any modification to the Licensed Software by CTDOC or others acting under the direction of CTDOC; (ii) any use or combination of the Licensed Software by CTDOC, or others acting under the direction of CTDOC, with any other software, hardware or other materials not furnished or approved by the Contractor for use with the Licensed Software; (iii) the use of a superseded or altered version of the Licensed Software if infringement would have been avoided by the use of a current or unaltered version of the Licensed Software; or (iv) otherwise use in violation of the terms of the license for the Licensed Software.

18. RISK OF LOSS & INSURANCE

a) The State shall not be liable to Contractor for any risk of Deliverable loss or damage while Deliverable is in transit, or while in CTDOC's possession, except when such loss or damage is due directly to CTDOC's negligence or intentional misconduct. Nothing in this Section is intended nor shall it be construed, in any manner, as waiving or compromising the sovereign immunity of the State.

b) Throughout the Term, Contractor shall maintain, at Contractor's sole cost and expense, a policy or policies of commercial general liability insurance, including contractual liability coverage, in an amount not less than $1,000,000.00 for all damages arising out of bodily injuries to, or death of, all persons and injuries to or destruction of property, in any one accident or occurrence, and, subject to that limit per accident, a total (or aggregate) limit of $2,000,000.00 per occurrence for all damages arising out of bodily injuries to, or death of, all persons and injuries to or destruction of property per policy period. Such insurance policy or policies shall name the State and State's officials, agents and employees as additional insureds. Contractor shall provide the State a certificate of insurance evidencing the above coverage upon written request on an annual basis and shall not begin Performance of the Services until such a certificate has been provided to the State.

c) All insurance shall be written on an occurrence basis as opposed to "claims made" basis.

19. DELIVERABLE ALTERATIONS

a) This section applies only to Deliverables that do not include or incorporate Licensed Software as an operational component and applies only to Alterations made during the Warranty Period.

b) During the Warranty Period, Alterations of a Deliverable may be made only with the prior written consent of Contractor and/or manufacturer. Such consent shall not be unreasonably withheld or delayed and shall be provided without cost to CTDOC.

c) If any Deliverable Alteration made by CTDOC interferes with the normal and satisfactory operation or maintenance and support of any Deliverable, or increases substantially the costs of maintenance and support thereof, or creates a safety hazard, CTDOC shall, upon receipt of written notice from Contractor, promptly restore the Deliverable to its pre-altered condition.

20. FORCE MAJEURE

The parties shall not be excused from their Agreement obligations, except in the case of Force Majeure events and as otherwise provided for in the Agreement. If a Force Majeure event occurs, then the party who does not Perform shall provide immediate written notice to the other, explaining and documenting in the notice the cause and probable duration of any such failure to Perform. Failure to provide written notice of Force Majeure event as soon as the failing party becomes aware of the Force Majeure event does not excuse the failing party from their Performance obligations.

21. SOFTWARE AND SOURCE CODE ESCROW

a) Contractor shall provide CTDOC with the source code for all Interfaces, Data Bridges and reports developed specifically for CTDOC.

b) Contractor shall deposit copies of the source code and object code of all Licensed Software and all other Materials necessary to operate the System in accordance with this Agreement (the "Escrow Deposit") with an escrow agent that is reasonably acceptable to DAS, to be held and maintained under the terms provided below, and subject to release to DAS upon the occurrence of any Triggering Event. Contractor shall make the initial deposit as a condition to DAS's acceptance of the System on the Acceptance Date for the System. Contractor shall update the Escrow Deposit with additional Licensed Software and Materials as a condition to DAS's acceptance of each Deliverable and each Improvement to the System throughout the Term. At the time of the initial deposit and each update, Contractor shall provide notice and an accurate and complete description of all Licensed Software and Materials that are in the Escrow Deposit. CTDOC will be responsible for the actual cost of such Escrow Deposit. "Triggering Events" for a release of the Escrow Deposit, as amended and in effect throughout the Term, are:

1. if any of Contractor's assets or properties that are significant to this Agreement are unavailable to Contractor in consequence of a court order and such order remains in effect for more than 60 days and such unavailability is likely to materially and adversely affect Contractor's ability to Perform; or

2. if Contractor files a petition or answer seeking any reorganization, arrangement, composition, readjustment, liquidation, dissolution or similar relief under any statute, law or regulation, or consents to the filing of any petition against it under any such statute, law or regulation; except where any of the foregoing acts is part of a corporate reorganization or in

connection with a sale or merger and there is no materially adverse impact on the Contractor's ability to Perform; or

3. if Contractor files a formal or informal assignment for the benefit of its creditors, admits in writing its inability to pay debts generally when they become due, files an answer or other pleading admitting or failing to contest the material allegations of a petition filed against it in any proceeding of a nature described above or seeks, consents or acquiesces in the appointment of a trustee, receiver or liquidator of Contractor or for all or any part of its property; or

4. ninety (90) days after the commencement of any proceeding against Contractor seeking reorganization, arrangement, composition, readjustment, liquidation, dissolution or similar relief under any statute, law or regulation, if such proceeding has not been dismissed.

c) Regarding any release to CTDOC of the Source Code as provided in the Agreement, the Owner shall continue to possess ownership rights for the Source Code, and CTDOC shall have the right to use, copy and modify the Source Code solely in order to use and support the Licensed Software in accordance with the Agreement (subject to the limitations on use and disclosure of this Agreement) to assist CTDOC to use and support the Licensed Software and the System.

22. GENERAL PROVISIONS

a) Section headings and document titles used in this Agreement are included for convenience only and shall not be used in any substantive interpretation of this Agreement.

b) If any term or condition of this Agreement is decided by a proper authority to be invalid, the remaining provisions of the Agreement shall be unimpaired and the invalid provision shall be replaced by a provision which comes closest to the intention underlying the invalid provision. Contractor shall comply with the statutes, regulations, Executive Orders and policies incorporated into this Agreement to the extent that such statutes, regulations, Executive Orders and/or policies are applicable to Contractor in connection with its Performance under this Agreement.

c) The failure at any time by either party to this Agreement to require fulfillment by the other party of any provision in this Agreement shall not affect in any way the full right to require such fulfillment at any time. The failure of either party to enforce or pursue a right or remedy shall not constitute a waiver of the right or remedy itself, unless such a waiver is expressed in writing and signed by a duly authorized representative of the waiving party.

d) In any case where the consent or approval of either party is required to be obtained under this Agreement, such consent or approval shall not be unreasonably withheld or delayed. No such consent or approval shall be valid unless in writing and signed by a duly authorized representative of that party. Such consent or approval shall apply only to the given instance, and shall not be deemed to be a consent to, or approval of, any subsequent like act or inaction by either party.

e) CTDOC shall not remove or destroy any proprietary markings or proprietary legends placed upon or contained within any Deliverable.

f) Except as may be otherwise provided for in this Agreement, CTDOC shall not assign, mortgage, alter, relocate or give up possession of any Deliverable to which Contractor or its licensors retain title without the prior written consent of Contractor, which Contractor may withhold in its sole discretion.

g) Contractor represents and warrants that it shall not, without prior written consent from the State, make any reference to CTDOC or the State in any of Contractor's advertising or news releases. The Contractor may use the State's and/or CTDOC's name as a specific citation within proposals it submits.

h) Contractor shall execute any and all documents or to take any actions which may be reasonably necessary to perfect the rights granted to the State in Section14.

i) Neither CTDOC nor Contractor's personnel who had substantive contact with personnel of the other in the course of the Performance shall directly or indirectly employ, solicit, engage or retain the services of such an employee of the other party to this Agreement during its Term and for a period of one year from the Termination of this Agreement or such longer period as may be required by State statute. This provision shall not restrict the right of either party to solicit or recruit generally in the media.

j) CTDOC shall cooperate with Contractor in the Performance, including, (i) providing Contractor with adequate working space, equipment and facilities and timely access to data, information, and personnel of the State; (ii) providing experienced and qualified personnel to perform their assigned tasks and duties in a competent and timely fashion; (iii) providing a stable, fully functional system infrastructure environment which will support the Deliverables and allow Contractor and CTDOC to work productively; and (iv) promptly notifying Contractor of any issues, concerns or disputes with respect to the Deliverables. The Contractor shall not be responsible for, among other things, the work of CTDOC's personnel and agents, and the accuracy and completeness of all data and information provided to Contractor by CTDOC for purposes of the Performance.

k) Each of the State and Contractor is an independent contractor and neither of them is, nor shall be considered to be, nor shall purport to act as, the other's agent, partner, fiduciary, joint venturer, or representative.

l) Contractor may (i) provide any services to any person or entity, and (ii) develop for itself, or for others, materials or processes including those that may be similar to those produced as a result of the Performance, provided that, Contractor complies with its obligations of confidentiality set forth in Sections 16.

m) All references in this Agreement to any statute, public act, regulation, code or executive order shall mean such statute, public act, regulation, code or executive order, respectively, as it has been amended, replaced or superseded at any time. Notwithstanding any language in this Agreement that relates to such statute, public act, regulation, code or executive order, and notwithstanding a lack of a formal amendment to this Agreement, this Agreement shall always be read and interpreted as if it contained the most current and applicable wording and requirements

of such statute, public act, regulation, code or executive order as if their most current language had been used in and requirements incorporated into this Agreement at the time of its execution.

23. COMMUNICATIONS

a) Unless notified otherwise by the other party in writing, correspondence, notices, and coordination between the parties to this Agreement as to general business matters or the Agreement terms and conditions shall be directed to:

State: Connecticut Department of Administrative Services
Director of Procurement
165 Capitol Avenue
Hartford, CT 06106

Contractor: Computer Aid, Inc.
1390 Ridgeview Drive
Allentown, PA 18104

b) Details regarding Contractor invoices and all technical or day-to-day administrative matters pertaining to any Deliverable shall be directed to:

CTDOC: The individual specified in the applicable Purchase Order

Contractor: The individual designated by Contractor in their Proposal or as the Contractor may otherwise designate in writing to CTDOC.

24. RESERVED

25. WHISTLEBLOWER PROVISION

This Agreement may be subject to the provisions of Section 4-61dd of the Connecticut General Statutes. In accordance with this statute, if an officer, employee or appointing authority of the Contractor takes or threatens to take any personnel action against any employee of the Contractor in retaliation for such employee's disclosure of information to any employee of the contracting state or quasi-public agency or the Auditors of Public Accounts or the Attorney General under the provisions of subsection (a) of such statute, the Contractor shall be liable for a civil penalty of not more than five thousand dollars for each offense, up to a maximum of twenty per cent of the value of this Agreement. Each violation shall be a separate and distinct offense and in the case of a continuing violation, each calendar day's continuance of the violation shall be deemed to be a separate and distinct offense. The State may request that the Attorney General bring a civil action in the Superior Court for the Judicial District of Hartford to seek imposition and recovery of such civil penalty. In accordance with subsection (f) of such statute, each large state contractor, as defined in the statute, shall post a notice of the provisions of the statute relating to

large state contractors in a conspicuous place which is readily available for viewing by the employees of the Contractor.

26. DISCLOSURE OF PUBLIC RECORDS PROVISION

This Agreement may be subject to the provisions of section 1-218 of the Connecticut General Statutes. In accordance with this statute, each contract in excess of two million five hundred thousand dollars between a public agency and a person for the performance of a governmental function shall (a) provide that the public agency is entitled to receive a copy of records and files related to the performance of the governmental function, and (b) indicate that such records and files are subject to FOIA and may be disclosed by the public agency pursuant to FOIA. No request to inspect or copy such records or files shall be valid unless the request is made to the public agency in accordance with FOIA. Any complaint by a person who is denied the right to inspect or copy such records or files shall be brought to the Freedom of Information Commission in accordance with the provisions of sections 1-205 and 1-206 of the Connecticut General Statutes.

27. FORUM AND CHOICE OF LAW

The parties deem the Agreement to have been made in the City of Hartford, State of Connecticut. Both parties agree that it is fair and reasonable for the validity and construction of the Agreement to be, and it shall be, governed by the laws and court decisions of the State of Connecticut, without giving effect to its principles of conflicts of laws. To the extent that any immunities provided by Federal law or the laws of the State of Connecticut do not bar an action against the State, and to the extent that these courts are courts of competent jurisdiction, for the purpose of venue, the complaint shall be made returnable to the Judicial District of Hartford only or shall be brought in the United States District Court for the District of Connecticut only, and shall not be transferred to any other court, provided, however, that nothing here constitutes a waiver or compromise of the sovereign immunity of the State of Connecticut. The Contractor waives any objection which it may now have or will have to the laying of venue of any Claims in any forum and further irrevocably submits to such jurisdiction in any suit, action or proceeding.

28. BREACH

a) If either DAS or CTDOC, on the one hand, fails to comply with any provision of this Agreement in any respect, or the Contractor, on the other hand, fails to Perform fully, the other non-failing party (the "Compliant Party") shall provide written notice of such failure (the "Breach") to the party who has failed to comply (the "Breaching Party"). The Compliant Party shall state in the notice the nature of the Breach and that the Breaching Party has an opportunity to cure the Breach (the "Right to Cure Period") within thirty (30) days from the effective date that it receives the written notice, or a shorter period of time if provided elsewhere in the Agreement. The Compliant Party may extend the Right to Cure Period if it is satisfied that the Breaching Party is making a good faith effort to cure the Breach, but the nature of the Breach is such that it cannot be cured within the Right to Cure Period.

b) The Compliant Party may include in the written notice of Breach a Termination date that becomes effective after the Right to Cure Period, without any further action being required of any party to effect the Termination. The Compliant Party may extend that Termination date in writing one or more times before the latest Termination effective date, in which case this Agreement will be deemed to be Terminated as of the last effective modified date. If the notice does not set forth an effective Termination date, then the Compliant Party shall provide the Breaching Party no less than twenty four (24) hours' prior written notice before Terminating this Agreement (provided that the Termination date is after the Right to Cure Period).

c) Notwithstanding any provisions in this Agreement, if the Contractor knowingly Breaches or violates any of the provisions in the Representations and Warranties Section, or if any of those provisions are false or misleading in any material respect, then DAS may either Terminate this Agreement with no Right to Cure Period or revoke any consent to assignments given as if the assignments had never been requested or consented to, or both, without DAS or CTDOC having any responsibility or obligation to Contractor, Contractor Parties or any third party resulting from the Termination or revocation.

d) For purposes of DAS determining whether there is a Breach under this Agreement or whether statements in the Representations and Warranties section are false or misleading, the parties deem the Acts of the Contractor Parties to be the Acts of the Contractor itself, as if the Contractor itself was the subject of the Acts which DAS considers in determining if there was a Breach, or, an instance of false or misleading statements, or both.

e) If there is a Breach, the Compliant Party may elect any of the remedies set forth in this section without waiving any other remedies which exist at law or in equity.

f) If DAS Terminates under this section and if the Breach is such that the System during the Warranty Period did not conform to the requirements of Section 11, then the Contractor shall reimburse CTDOC (1) all of the monies that CTDOC has paid in connection with any phase partially performed by Contractor and (2) 22.5% of all of the monies that CTDOC has paid for previously accepted phases. The Contractor is not responsible for reimbursement of any monies for installation of the base System, GAP analysis and Detailed Design. During the final 12 month period of the Warranty Period which follows Acceptance of the System, if the Breach is such that the System did not conform to the requirements of Section 11, then the Contractor shall reimburse CTDOC (1) all of the monies that CTDOC has paid in connection with Phase 4, being payments 9 and 10 on the Payment Milestones set forth in Exhibit 4, and (2) a lump sum payment of $1,750,000.00. For each month that expires in the final 12 months of the Warranty Period, the lump sum amount of $1,750,000.00 will be reduced by $145,833.33.

29. TERMINATION

a) Notwithstanding any provisions in this Agreement, DAS, through a duly authorized employee, may Terminate the Agreement whenever the DAS makes a written determination that such Termination is in the best interests of the State. DAS shall notify the Contractor in writing of Termination pursuant to this section, which notice shall specify the effective date of Termination and the extent to which the Contractor must complete its Performance under the Agreement prior to such date.

b) Notwithstanding any provisions in this Agreement, DAS, through a duly authorized employee, may, after making a written determination that the Contractor has breached the Agreement, Terminate the Agreement in accordance with the provisions in the Breach section of this Agreement.

c) DAS shall send the notice of Termination via certified mail, return receipt requested, to the Contractor at the most current address which the Contractor has furnished to DAS for purposes of correspondence, or by hand delivery. Upon receiving the notice from DAS, the Contractor shall immediately discontinue all Performance affected in accordance with the notice, undertake commercially reasonable efforts to mitigate any losses or damages and deliver to CTDOC all Records. The Records are deemed to be the property of CTDOC and the Contractor shall deliver them to CTDOC no later than thirty (30) days after the Termination of the Agreement or fifteen (15) days after the Contractor receives a written request from CTDOC for the Records. The Contractor shall deliver those Records that exist in electronic, magnetic or other intangible form in a non-proprietary format, such as, but not limited to, ASCII or .TXT. Such transfer of Records shall not transfer ownership of intellectual property contained in such Records.

d) Upon receipt of a written notice of Termination from DAS, the Contractor shall cease Performance as DAS directs in the notice, and take all actions that are necessary or appropriate, or that DAS may reasonably direct, for the protection, and preservation of the Deliverables and any other property. Except for any work which DAS directs the Contractor to Perform in the notice prior to the effective date of Termination, and except as otherwise provided in the notice, the Contractor shall terminate or conclude all existing subcontracts and purchase orders and shall not enter into any further subcontracts, purchase orders or commitments.

e) CTDOC shall, within forty-five (45) days of the effective date of Termination, reimburse the Contractor for its Performance rendered and placed in a production environment and for any Deliverables delivered and accepted by the Contractor, in addition to all reasonable actual or committed costs, including Contractor's demobilization costs, incurred after Termination in completing those portions of the Performance which the notice required the Contractor to complete. However, the Contractor is not entitled to receive and CTDOC is not obligated to tender to the Contractor any payments for anticipated or lost profits relating to work not Performed. Upon request by DAS, the Contractor shall assign to DAS or CTDOC, or any replacement contractor which DAS or CTDOC designates, all subcontracts, purchase orders, and other information pertaining to its Performance, and remove from State premises, whether leased or owned, all of Contractor's property, equipment, waste material and rubbish related to its Performance, all as DAS may request.

~~f)~~ Upon Termination of the Agreement, all rights and obligations shall be null and void, so that no party shall have any further rights or obligations to any other party, except with respect to the sections which survive Termination. For the avoidance of doubt, all intellectual property licenses granted, including those under Section 14, and any ancillary provisions needed to enforce such licenses, shall survive the expiration or earlier Termination of this Agreement, whether under this or any other Section, and remain enforceable according to their terms for as long as the associated intellectual property is being used by the party granted the license. All representations, warranties, agreements and rights of the parties under the Agreement shall

survive such Termination to the extent not otherwise limited in the Agreement and without each one of them having to be specifically mentioned in the Agreement.

g) Termination of the Agreement pursuant to this section shall not be deemed to be a breach of the Agreement by the State.

30. REPRESENTATIONS AND WARRANTIES

The Contractor represents and warrants to the State for itself and the Contractor Parties that:

a) each is duly and validly existing under the laws of their respective states of organization and authorized to conduct business in the State of Connecticut in the manner contemplated by the Agreement. Further, as appropriate, they have taken all necessary action to authorize the execution, delivery and Performance of the Agreement and have the power and authority to execute, deliver and Perform their obligations under the Agreement;

b) they will comply with all applicable State and Federal laws and municipal ordinances in satisfying their obligations to the State under and pursuant to the Agreement, including, but not limited to (1) Connecticut General Statutes Title 1, Chapter 10, concerning the State's Codes of Ethics and (2) Title 4a concerning State purchasing, including, but not limited to section 22a-194a concerning the use of polystyrene foam;

c) the execution, delivery and Performance of the Agreement will not violate, be in conflict with, result in a breach of or constitute (with or without due notice and/or lapse of time) a default under any of the following, as applicable: (1) any provision of law; (2) any order of any court or the State; or (3) any indenture, agreement, document or other instrument to which it is a party or by which it may be bound;

d) they are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any governmental entity;

e) as applicable, they have not, within the three years preceding the Agreement, in any of their current or former jobs, been convicted of, or had a civil judgment rendered against them or against any person who would Perform under the Agreement, for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a transaction or contract with any governmental entity. This includes, but is not limited to, violation of Federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records or property, making false statements, or receiving stolen property;

f) they are not presently indicted for or otherwise criminally or civilly charged by any governmental entity with commission of any of the offenses listed above;

g) they have not within the three years preceding the Agreement had one or more contracts with any governmental entity terminated for breach or default;

h) they have not employed or retained any entity or person, other than a bona fide employee working solely for them, to solicit or secure the Agreement and that they have not paid or agreed

to pay any entity or person, other than a bona fide employee working solely for them, any fee, commission, percentage, brokerage fee, gifts, or any other consideration contingent upon or resulting from the award or making of the Agreement or any assignments made in accordance with the terms of the Agreement;

i) to the best of their knowledge, there are no Claims involving the Contractor or Contractor Parties that might reasonably be expected to materially adversely affect their businesses, operations, assets, properties, financial stability, business prospects or ability to Perform fully under the Agreement;

j) they shall disclose, to the best of their knowledge, to the State in writing any Claims involving them that might reasonably be expected to materially adversely affect their businesses, operations, assets, properties, financial stability, business prospects or ability to Perform fully under the Agreement, no later than twenty (20) calendar days after becoming aware of any such Claims. For purposes of the Contractor's obligation to disclose any Claims to the State, the twenty (20) calendar days in the section of this Agreement concerning disclosure of Contractor Parties litigation shall run consecutively with the twenty (20) days provided for in this representation and warranty;

k) their participation in the Solicitation process is not a conflict of interest or a breach of ethics under the provisions of Title 1, Chapter 10 of the Connecticut General Statutes concerning the State's Code of Ethics;

l) the proposal submitted by Contractor in response to the Solicitation was not made in connection or concert with any other person, entity or proposer, including any affiliate (as defined in the Tangible Personal Property section of this Agreement) of the proposer, submitting a proposal for the same Solicitation, and is in all respects fair and without collusion or fraud;

m) they are able to Perform under the Agreement using their own resources or the resources of a party who was not a proposer;

n) the Contractor shall obtain in a written contract all of the representations and warranties in this section from any Contractor Parties and require that provision be included in any contracts and purchase orders with such Contractor Parties;

o) they have paid all applicable workers' compensation second injury fund assessments concerning all previous work done in Connecticut; they have a record of compliance with Occupational Health and Safety Administration regulations without any unabated, willful or serious violations;

p) they are not delinquent in the payment of unemployment compensation contributions;

q) they are not delinquent in the payment of any taxes owed, or, that they have filed a sales tax security bond, and they have, if and as applicable, filed for motor carrier road tax stickers and have paid all outstanding road taxes;

r) all of their vehicles have current registrations and, unless such vehicles are no longer in service, they shall not allow any such registrations to lapse;

s) each Contractor Party has vested in the Contractor plenary authority to bind the Contractor Parties to the full extent necessary or appropriate to ensure full compliance with and Performance in accordance with all of the terms and conditions of the Agreement and that all appropriate parties shall also provide, no later than fifteen (15) days after receiving a request from DAS or CTDOC, such information as DAS or CTDOC may require to evidence, in their sole determination, compliance with this section;

t) they either own or have the authority to use all the Deliverables;

u) to the best of Contractor's knowledge, the Deliverables do not infringe or misappropriate any patent, copyright, trade secret or other intellectual property right of a third party;

v) to the best of Contractor's knowledge, CTDOC's use of any Deliverables in a manner consistent with this Agreement shall not infringe or misappropriate any patent, trade secret or other intellectual property right of a third party;

w) if they procure any Deliverables, they shall sub-license such Deliverables and that CTDOC shall be afforded the full benefits of any manufacturer or subcontractor licenses for the use of the Deliverables; and

x) they shall assign or otherwise transfer to CTDOC, or afford CTDOC the full benefits of any manufacturer's warranty for the Deliverables, to the extent that such warranties are assignable or otherwise transferable to CTDOC.

31. DISCLOSURE OF CONTRACTOR PARTIES LITIGATION

The Contractor shall require that all Contractor Parties, as appropriate, disclose to the Contractor, to the best of their knowledge, any Claims involving the Contractor Parties that might reasonably be expected to materially adversely affect their businesses, operations, assets, properties, financial stability, business prospects or ability to Perform fully under the Agreement, no later than twenty (20) calendar days after becoming aware of any such Claims. Disclosure shall be in writing.

32. STATE COMPTROLLER'S SPECIFICATIONS

In accordance with Conn. Gen. Stat. § 4d-31, this Agreement is deemed to have incorporated within it, and the Contractor shall deliver the Deliverables in compliance with, all specifications established by the State Comptroller to ensure that all policies, procedures, processes and control systems, including hardware, software and protocols, which are established or provided by the Contractor or Contractor Parties, are compatible with and support the State's core financial

systems, including but not limited to, accounting, payroll, time and attendance, and retirement systems.

33. CHIEF INFORMATION OFFICER SUBCONTRACT APPROVAL

In accordance with Conn. Gen. Stat. § 4d-32, the Contractor shall not award a subcontract for work under this Agreement without having first obtained the written approval of the Chief Information Officer of the Department of Administrative Services or their designee of the selection of the subcontractor and of the provisions of the subcontract. The Contractor shall deliver a copy of each executed subcontract or amendment to the subcontract to the Chief Information Officer, who shall maintain the subcontract or amendment as a public record, as defined in Conn. Gen. Stat. § 1-200.

34. RIGHTS TO AND INTEGRITY OF PUBLIC RECORDS

In accordance with Conn. Gen. Stat. § 4d-34, (a) neither the Contractor nor Contractor Parties shall have any Title in or to (1) any public records which the Contractor or Contractor Parties possess, modify or create pursuant to a contract, subcontract or amendment to a contract or subcontract, or (2) any modifications by such contractor, subcontractor, employee or agent to such public records; (b) neither the Contractor nor Contractor Parties shall impair the integrity of any public records which they possess or create; and (c) public records which the Contractor or Contractor Parties possess, modify or create pursuant to this Agreement or other contract, subcontract or amendment to a contract or subcontract shall at all times and for all purposes remain the property of the State. For purposes of this section, "public records" shall have the meaning set forth in Conn. Gen. Stat. § 4-33, as it may be modified from time to time.

35. PUBLIC RECORDS AND FOIA

In accordance with Conn. Gen. Stat. § 4d-35, any public record which a state agency provides to the Contractor or Contractor Parties shall remain a public record for the purposes of subsection (a) of section 1-210 and as to such public records, the State, the Contractor and Contractor Parties shall have a joint and several obligation to comply with the obligations of the state agency under the Freedom of Information Act (FOIA), as defined in section 1-200, provided that the determination of whether or not to disclose a particular record or type of record shall be made by such state agency.

36. DISCLOSURE OF PUBLIC RECORDS

In accordance with Conn. Gen. Stat. § 4d-36, neither the Contractor nor Contractor Parties shall disclose to the public any public records (a) which they possess, modify or create pursuant to this Agreement or any contract, subcontract or amendment to a contract or subcontract and (b) which a state agency (1) is prohibited from disclosing pursuant to state or federal law in all cases, (2) may disclose pursuant to state or federal law only to certain entities or individuals or under certain conditions or (3) may withhold from disclosure pursuant to state or federal law. This provision shall not be construed to prohibit the Contractor from disclosing such public records to

any Contractor Parties to carry out the purposes of its subcontract. For purposes of this section, "public records" shall have the meaning set forth in Conn. Gen. Stat. § 1-200, as it may be modified from time to time.

37. PROFITING FROM PUBLIC RECORDS

In accordance with Conn. Gen. Stat. § 4d-37, neither the Contractor nor Contractor Parties shall sell, market or otherwise profit from the disclosure or use of any public records which are in their possession pursuant to this Agreement or any contract, subcontract or amendment to a contract or subcontract, except as authorized in this Agreement. For purposes of this section, "public records" shall have the meaning set forth in Conn. Gen. Stat. § 1-200, as it may be modified from time to time.

38. CONTRACTOR'S OBLIGATION TO NOTIFY DAS CONCERNING PUBLIC RECORDS

In accordance with Conn. Gen. Stat. § 4d-38, if the Contractor or Contractor Parties learn of any violation of the provisions of Conn. Gen. Stat. §§ 4d-36 or 4d-37 they shall, no later than seven calendar days after learning of such violation, notify the Chief Information Officer of such violation.

39. GENERAL ASSEMBLY ACCESS TO RECORDS

In accordance with Conn. Gen. Stat. § 4d-40, the Joint Committee on Legislative Management and each nonpartisan office of the General Assembly shall continue to have access to DAS records that is not less than the access that said committee and such offices have on July 1, 1997.

40. CONTINUITY OF SYSTEMS

a) This Section is intended to comply with Conn. Gen. Stat. §4d-44, as it may be amended.

b) The Contractor acknowledges that the Systems and associated services are important to the function of State government and that they must continue with minimal interruption. Pursuant to Conn. Gen. Stat. §4d-44, as it may be amended, if the work under the Agreement, any subcontract, or amendment to either, is transferred back to the State or to another contractor at any time for any reason, then the Contractor shall cooperate fully with the State, and do and Perform all acts and things that DAS deems to be necessary or appropriate, to ensure continuity of state agency information system and telecommunication system facilities, equipment and services so that there is minimal disruption or interruption in Performance as required or permitted in the Agreement. The Contractor shall not enter into any subcontract for any part of the Performance under the Agreement without approval of such subcontract by DAS, as required by Conn. Gen. Stat. §4d-32, as it may be amended, and without such subcontract including a provision that obligates the subcontractor to comply fully with Conn. Gen. Stat. §4d-44, as it may be amended, as if the subcontractor were in fact the Contractor. The Contractor shall make a full and complete disclosure of and delivery to DAS or its representatives of all Records and

"Public Records," as that term is defined in Conn. Gen. Stat. §4d-33, as it may be amended, in whatever form they exist or are stored and maintained and wherever located, directly or indirectly concerning the Agreement.

c) The parties shall follow the below applicable and respective procedures in order to ensure the orderly transfer to the State the following:

1. facilities and equipment: Unless a shorter period is necessary or appropriate to ensure compliance with subsection (a) above, in which case that shorter period shall apply, the Contractor shall deliver to DAS, F.O.B. Hartford, Connecticut or other State location which DAS identifies, all facilities and equipment related to or arising out of the Agreement, subcontract or amendment, no later than 10 days from the date that the work under the Agreement is transferred back to the State or to another contractor for any reason. The Contractor shall deliver the facilities and equipment to DAS, during the DAS's business hours, in good working order and in appropriately protective packaging to ensure delivery without damage. Concurrent with this delivery, the Contractor shall also deliver all related operation manuals and other documentation in whatever form they exist and a list of all related passwords and security codes;

2. software Deliverables created or modified pursuant to the Agreement, subcontract or amendment: Unless a shorter period is necessary or appropriate to ensure compliance with subsection (a) above, in which case that shorter period shall apply, the Contractor shall deliver to DAS, F.O.B. Hartford, Connecticut or other location which DAS identifies, all Deliverables, no later than 10 days from the date that the work under the SOW or Agreement is transferred back to the State or to another contractor for any reason. The Contractor shall deliver such Deliverables to DAS, during the DAS's business hours, in good working order, and if equipment shall be delivered, in appropriately protective packaging to ensure delivery without damage. Concurrent with this delivery, the Contractor shall also deliver all Deliverable-related operation manuals and other documentation in whatever form they exist, if delivery of such manuals and documentation is required by this Agreement or the SOW for such Deliverable, and a list of all Deliverable passwords and security codes; and

3. Public Records, as defined in Conn. Gen. Stat. §4d-33, as it may be amended, which the Contractor or Contractor Parties possess or create pursuant to the Agreement, subcontract or amendment: Unless a shorter period is necessary or appropriate to ensure compliance with subsection (a) above, in which case that shorter period shall apply, the Contractor shall deliver to DAS, F.O.B. Hartford, Connecticut or other State location which DAS identifies, all Public Records created or modified pursuant to the Agreement, Statement of Work, subcontract or amendment and requested in writing by DAS (provided that Contractor may redact confidential information of Contractor, its personnel or third parties to the extent permitted by applicable law) no later than the latter of (1) the time specified in the section in this Agreement concerning Termination for the return of Public Records and (2) 10 days from the date that the work under the Agreement or Statement of Work is transferred back to the State or to another contractor for any reason. The Contractor shall deliver to DAS those Public Records in electronic, magnetic or other intangible form in a non-proprietary format, such as, but not limited to, ASCII or TXT. The Contractor shall deliver to DAS, during DAS's

business hours, those Public Records and a list of all applicable passwords and security codes, all in appropriately protective packaging to ensure delivery without damage.

d) If the Contractor employs former State employees, the Contractor shall facilitate the exercising of any reemployment rights that such State employees may have with the State, including, but not limited to, affording them all reasonable opportunities during the workday to interview for State jobs. The Contractor shall include language similar to this section in all of its contracts with its subcontractors and applicable Contractor Parties so that they are similarly obligated.

41. TANGIBLE PERSONAL PROPERTY

a) The Contractor on its behalf and on behalf of its Affiliates, as defined below, shall comply with the provisions of Conn. Gen. Stat. §12-411b, as follows:

1. For the term of the Agreement, the Contractor and its Affiliates shall collect and remit to the State of Connecticut, Department of Revenue Services, any Connecticut use tax due under the provisions of Chapter 219 of the Connecticut General Statutes for items of tangible personal property sold by the Contractor or by any of its Affiliates in the same manner as if the Contractor and such Affiliates were engaged in the business of selling tangible personal property for use in Connecticut and had sufficient nexus under the provisions of Chapter 219 to be required to collect Connecticut use tax;
2. A customer's payment of a use tax to the Contractor or its Affiliates relieves the customer of liability for the use tax;
3. The Contractor and its Affiliates shall remit all use taxes they collect from customers on or before the due date specified in the Agreement, which may not be later than the last day of the month next succeeding the end of a calendar quarter or other tax collection period during which the tax was collected;
4. The Contractor and its Affiliates are not liable for use tax billed by them but not paid to them by a customer; and
5. Any Contractor or Affiliate who fails to remit use taxes collected on behalf of its customers by the due date specified in the Agreement shall be subject to the interest and penalties provided for persons required to collect sales tax under chapter 219 of the general statutes.

b) For purposes of this section of the Agreement, the word "Affiliate" means any person, as defined in section 12-1 of the general statutes, that controls is controlled by, or is under common control with another person. A person controls another person if the person owns, directly or indirectly, more than ten per cent of the voting securities of the other person. The word "voting security" means a security that confers upon the holder the right to vote for the election of members of the board of directors or similar governing body of the business, or that is convertible into, or entitles the holder to receive, upon its exercise, a security that confers such a right to vote. "Voting security" includes a general partnership interest.

c) The Contractor represents and warrants that each of its Affiliates has vested in the Contractor plenary authority to so bind the Affiliates in any agreement with the State of Connecticut. The Contractor on its own behalf and on behalf of its Affiliates shall also provide, no later than 30 days after receiving a request by the State's contracting authority, such information as the State may require to ensure, in the State's sole determination, compliance with the provisions of Chapter 219 of the Connecticut General Statutes, including, but not limited to, §12-411b.

42. INDEMNIFICATION

a) The Contractor shall indemnify and defend the State and its officers, representatives, agents, servants, employees, successors and assigns from and against any and all (1) Claims arising, directly or indirectly, in connection with the Agreement for the acts or commission or omission (collectively, the "Acts") of the Contractor or Contractor Parties; and (2) liabilities, damages, losses, costs and expenses, including but not limited to, attorneys' and other professionals' fees, arising, directly or indirectly, in connection with Claims, Acts or the Agreement. The Contractor shall use counsel reasonably acceptable to the State in carrying out its obligations under this section. The Contractor's obligations under this section to indemnify, defend and hold harmless against Claims includes Claims concerning confidentiality of any part of or all of the Contractor's bid, proposal or any Records, any intellectual property rights, other proprietary rights of any person or entity, copyrighted or non-copyrighted compositions, secret processes, patented or unpatented inventions, articles or appliances furnished or used in the Performance.

b) The Contractor shall not be responsible for indemnifying or holding the State harmless from any liability arising due to the negligence of the State or any third party acting under the direct control or supervision of the State.

c) The Contractor shall reimburse the State for any and all damages to the real or personal property of the State caused by the Acts of the Contractor or any Contractor Parties. The State shall give the Contractor reasonable notice of any such Claims.

d) The Contractor's duties under this section shall remain fully in effect and binding in accordance with the terms and conditions of the Agreement, without being lessened or compromised in any way, even where the Contractor is alleged or is found to have merely contributed in part to the Acts giving rise to the Claims and/or where the State is alleged or is found to have contributed to the Acts giving rise to the Claims.

e) The Contractor shall carry and maintain at all times during the term of the Agreement, and during the time that any provisions survive the term of the Agreement, sufficient commercial general liability insurance to satisfy its obligations under this Agreement. The Contractor shall name the State as an additional insured on the policy and shall provide a copy of the policy to DAS and, if requested, CTDOC prior to the effective date of the Agreement. The Contractor shall not begin Performance until the delivery of the policy to DAS. The State shall be entitled to recover under the insurance policy even if a body of competent jurisdiction determines that the State is contributorily negligent.

f) This section shall survive the Termination of the Agreement and shall not be limited by reason of any insurance coverage.

43. SOVEREIGN IMMUNITY

The parties acknowledge and agree that nothing in the Agreement shall be construed as a modification, compromise or waiver by the State of any rights or defenses of any immunities provided by Federal law or the laws of the State of Connecticut to the State or any of its officers and employees, which they may have had, now have or will have with respect to all matters arising out of the Agreement. To the extent that this section conflicts with any other section, this section shall govern.

44. SUMMARY OF STATE ETHICS LAWS

Pursuant to the requirements of section 1-101qq of the Connecticut General Statutes, the summary of State ethics laws developed by the State Ethics Commission pursuant to section 1-81b of the Connecticut General Statutes is incorporated by reference into and made a part of the Agreement as if the summary had been fully set forth in the Agreement.

45. AUDIT AND INSPECTION OF PLANTS, PLACES OF BUSINESS AND RECORDS.

a) The State and its agents, including, but not limited to, the Connecticut Auditors of Public Accounts, Attorney General and State's Attorney and their respective agents, may, at reasonable hours, inspect and examine all of the parts of the Contractor's and Contractor Parties' plants and places of business which, in any way, are related to, or involved in, the performance of this Agreement.

b) The Contractor shall maintain, and shall require each of the Contractor Parties to maintain, accurate and complete Records. The Contractor shall make all of its and the Contractor Parties' Records available at all reasonable hours for audit and inspection by the State and its agents.

c) The State shall make all requests for any audit or inspection in writing and shall provide the Contractor with at least twenty-four (24) hours' notice prior to the requested audit and inspection date. If the State suspects fraud or other abuse, or in the event of an emergency, the State is not obligated to provide any prior notice.

d) All audits and inspections shall be at the State's expense.

e) The Contractor shall keep and preserve or cause to be kept and preserved all of its and Contractor Parties' Records until three (3) years after the latter of (i) final payment under this Agreement, or (ii) the expiration or earlier termination of this Agreement, as the same may be modified for any reason. The State may request an audit or inspection at any time during this period. If any Claim or audit is started before the expiration of this period, the Contractor shall retain or cause to be retained all Records until all Claims or audit findings have been resolved.

f) The Contractor shall cooperate fully with the State and its agents in connection with an audit or inspection. Following any audit or inspection, the State may conduct and the Contractor shall cooperate with an exit conference.

g) The Contractor shall incorporate this entire Section verbatim into any contract or other agreement that it enters into with any Contractor Party.

46. CAMPAIGN CONTRIBUTION RESTRICTION

For all State contracts, defined in Conn. Gen. Stat. §9-612(g)(1) as having a value in a calendar year of $50,000 or more, or a combination or series of such agreements or contracts having a value of $100,000 or more, the authorized signatory to this Agreement expressly acknowledges receipt of the State Elections Enforcement Commission's notice advising state contractors of state campaign contribution and solicitation prohibitions, and will inform its principals of the contents of the notice, as set forth in "Notice to Executive Branch State Contractors and Prospective State Contractors of Campaign Contribution and Solicitation Limitations," attached as Exhibit 1.

47. EXECUTIVE ORDERS

This Agreement is subject to the provisions of Executive Order No. Three of Governor Thomas J. Meskill, promulgated June 16, 1971, concerning labor employment practices, Executive Order No. Seventeen of Governor Thomas J. Meskill, promulgated February 15, 1973, concerning the listing of employment openings and Executive Order No. Sixteen of Governor John G. Rowland promulgated August 4, 1999, concerning violence in the workplace, all of which are incorporated into and are made a part of the Agreement as if they had been fully set forth in it. The Agreement may also be subject to Executive Order No. 7C of Governor M. Jodi Rell, promulgated July 13, 2006, concerning contracting reforms and Executive Order No. 14 of Governor M. Jodi Rell, promulgated April 17, 2006, concerning procurement of cleaning products and services and Executive Order No. 19 of Governor M. Jodi Rell, promulgated June 19, 2008 concerning use of System Development, in accordance with their respective terms and conditions. If Executive Orders 7C, 14 and 19 are applicable, they are deemed to be incorporated into and are made a part of the Agreement as if they had been fully set forth in it. At the Contractor's request, the State shall provide a copy of these orders to the Contractor.

48. NONDISCRIMINATION

a) For purposes of this Section, the following terms are defined as follows:

i. "Commission" means the Commission on Human Rights and Opportunities;
ii. "Contract" and "contract" include any extension or modification of the Agreement;
iii. "Contractor" and "contractor" include any successors or assigns of the Contractor or contractor;
iv. "Gender identity or expression" means a person's gender-related identity, appearance or behavior, whether or not that gender-related identity, appearance or behavior is different from that traditionally associated with the person's physiology or assigned

sex at birth, which gender-related identity can be shown by providing evidence including, but not limited to, medical history, care or treatment of the gender-related identity, consistent and uniform assertion of the gender-related identity or any other evidence that the gender-related identity is sincerely held, part of a person's core identity or not being asserted for an improper purpose;

v. “good faith" means that degree of diligence which a reasonable person would exercise in the performance of legal duties and obligations;

vi. "good faith efforts" shall include, but not be limited to, those reasonable initial efforts necessary to comply with statutory or regulatory requirements and additional or substituted efforts when it is determined that such initial efforts will not be sufficient to comply with such requirements;

vii. "marital status" means being single, married as recognized by the state of Connecticut, widowed, separated or divorced;

viii. "mental disability" means one or more mental disorders, as defined in the most recent edition of the American Psychiatric Association's "Diagnostic and Statistical Manual of Mental Disorders", or a record of or regarding a person as having one or more such disorders;

ix. "minority business enterprise" means any small contractor or supplier of materials fifty-one percent or more of the capital stock, if any, or assets of which is owned by a person or persons: (1) who are active in the daily affairs of the enterprise, (2) who have the power to direct the management and policies of the enterprise, and (3) who are members of a minority, as such term is defined in subsection (a) of Connecticut General Statutes § 32-9n; and

x. "public works contract" means any agreement between any individual, firm or corporation and the State or any political subdivision of the State other than a municipality for construction, rehabilitation, conversion, extension, demolition or repair of a public building, highway or other changes or improvements in real property, or which is financed in whole or in part by the State, including, but not limited to, matching expenditures, grants, loans, insurance or guarantees.

For purposes of this Section, the terms "Contract" and “contract” do not include a contract where each contractor is (1) a political subdivision of the state, including, but not limited to, a municipality, (2) a quasi-public agency, as defined in Conn. Gen. Stat. Section 1-120, (3) any other state, including but not limited to any federally recognized Indian tribal governments, as defined in Conn. Gen. Stat. Section 1-267, (4) the federal government, (5) a foreign government, or (6) an agency of a subdivision, agency, state or government described in the immediately preceding enumerated items (1), (2), (3), (4) or (5).

b) (1) The Contractor agrees and warrants that in the performance of the Agreement such Contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, religious creed, age, marital status, national origin, ancestry, sex, gender identity or expression, mental retardation, mental disability or physical disability, including, but not limited to, blindness, unless it is shown by such Contractor that such disability prevents performance of the work involved, in any manner prohibited by the laws of the United States or of the State of Connecticut; and the Contractor further agrees to take affirmative action to insure that applicants with job-related qualifications are employed and that employees are treated when employed without regard to their race, color, religious creed, age, marital status,

national origin, ancestry, sex, gender identity or expression, mental retardation, mental disability or physical disability, including, but not limited to, blindness, unless it is shown by the Contractor that such disability prevents performance of the work involved; (2) the Contractor agrees, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, to state that it is an "affirmative action-equal opportunity employer" in accordance with regulations adopted by the Commission; (3) the Contractor agrees to provide each labor union or representative of workers with which the Contractor has a collective bargaining Agreement or other contract or understanding and each vendor with which the Contractor has a contract or understanding, a notice to be provided by the Commission, advising the labor union or workers' representative of the Contractor's commitments under this section and to post copies of the notice in conspicuous places available to employees and applicants for employment; (4) the Contractor agrees to comply with each provision of this Section and Connecticut General Statutes §§ 46a-68e and 46a-68f and with each regulation or relevant order issued by said Commission pursuant to Connecticut General Statutes §§ 46a-56, 46a-68e and 46a-68f; and (5) the Contractor agrees to provide the Commission on Human Rights and Opportunities with such information requested by the Commission, and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the Contractor as relate to the provisions of this Section and Connecticut General Statutes § 46a-56. If the contract is a public works contract, the Contractor agrees and warrants that he will make good faith efforts to employ minority business enterprises as subcontractors and suppliers of materials on such public works projects.

c) Determination of the Contractor's good faith efforts shall include, but shall not be limited to, the following factors: The Contractor's employment and subcontracting policies, patterns and practices; affirmative advertising, recruitment and training; technical assistance activities and such other reasonable activities or efforts as the Commission may prescribe that are designed to ensure the participation of minority business enterprises in public works projects.

d) The Contractor shall develop and maintain adequate documentation, in a manner prescribed by the Commission, of its good faith efforts.

e) The Contractor shall include the provisions of subsection (b) of this Section in every subcontract or purchase order entered into in order to fulfill any obligation of a contract with the State and such provisions shall be binding on a subcontractor, vendor or manufacturer unless exempted by regulations or orders of the Commission. The Contractor shall take such action with respect to any such subcontract or purchase order as the Commission may direct as a means of enforcing such provisions including sanctions for noncompliance in accordance with Connecticut General Statutes §46a-56; provided if such Contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the Commission, the Contractor may request the State of Connecticut to enter into any such litigation or negotiation prior thereto to protect the interests of the State and the State may so enter.

f) The Contractor agrees to comply with the regulations referred to in this Section as they exist on the date of this Agreement and as they may be adopted or amended from time to time during the term of this Agreement and any amendments thereto.

g) (1) The Contractor agrees and warrants that in the performance of the Agreement such Contractor will not discriminate or permit discrimination against any person or group of persons

on the grounds of sexual orientation, in any manner prohibited by the laws of the United States or the State of Connecticut, and that employees are treated when employed without regard to their sexual orientation; (2) the Contractor agrees to provide each labor union or representative of workers with which such Contractor has a collective bargaining Agreement or other contract or understanding and each vendor with which such Contractor has a contract or understanding, a notice to be provided by the Commission on Human Rights and Opportunities advising the labor union or workers' representative of the Contractor's commitments under this section, and to post copies of the notice in conspicuous places available to employees and applicants for employment; (3) the Contractor agrees to comply with each provision of this section and with each regulation or relevant order issued by said Commission pursuant to Connecticut General Statutes § 46a-56; and (4) the Contractor agrees to provide the Commission on Human Rights and Opportunities with such information requested by the Commission, and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the Contractor which relate to the provisions of this Section and Connecticut General Statutes § 46a-56.

h) The Contractor shall include the provisions of the foregoing paragraph in every subcontract or purchase order entered into in order to fulfill any obligation of a contract with the State and such provisions shall be binding on a subcontractor, vendor or manufacturer unless exempted by regulations or orders of the Commission. The Contractor shall take such action with respect to any such subcontract or purchase order as the Commission may direct as a means of enforcing such provisions including sanctions for noncompliance in accordance with Connecticut General Statutes § 46a-56; provided, if such Contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the Commission, the Contractor may request the State of Connecticut to enter into any such litigation or negotiation prior thereto to protect the interests of the State and the State may so enter.

49. RIGHT TO ASSIGN

No later than ten (10) Business Days after the Effective Date, the Contractor shall assign all rights and obligations under this Agreement to the Owner and Global Tel*Link Corporation (Owner's parent hereinafter referred to as "GTL"), who will thereafter jointly serve as the Contractor under the Agreement and will be jointly and severally liable for the Contractor's obligations under the Agreement. Any such assignment must be a complete assignment of all of Contractor's rights and obligations under this Agreement as of the date of the assignment, and the Owner and GTL must assume any and all rights and obligations of the Contractor as of that date. The Contractor and the Owner and GTL shall provide DAS with written confirmation of any such assignment, in a form acceptable to DAS and the Office of the State Comptroller. Upon satisfaction of the requirements of this section 49, the Contractor shall be relieved of any rights or obligations under this Agreement and shall be relieved of any liabilities arising after the date the assignment.

50. OWNERSHIP OF DATA

Any and all data hosted by Contractor on behalf of the State of Connecticut will remain the sole property of the State and the State shall retain any and all ownership of such data. It is further understood that at no time will Contractor have ownership of any data held within the system.

51. TERMS AND CONDITIONS

Any and all Purchase Orders, Product Schedule Updates, Statement of Works or other documents authorized in connection with this shall be subject to the terms and conditions of this Agreement. Any terms or conditions contained in any such Purchase Order, Product Schedule Update, Statement of Work or other document shall have no force or effect and shall in no way affect, change or modify any of the terms and conditions of this Agreement.

52. WORKERS' COMPENSATION

The Contractor shall maintain Worker's Compensation and Employer's Liability insurance in compliance with the laws of the state of Connecticut, which coverage shall include Employer's Liability coverage with minimum limits of $100,000 for each accident, $500,000 for disease, and $100,000 for each employee, per policy period.

SIGNATURE PAGE OF AGREEMENT

The parties are executing this Agreement on the date below their respective signatures.

COMPUTER AID, INC.	STATE OF CONNECTICUT,
BY: _____	BY: _____
NAME:	NAME:
TITLE:	TITLE:
Duly Authorized	Department of Administrative Services
	Duly Authorized
DATE: _____	DATE: _____

APPROVED AS TO FORM:
OFFICE OF THE ATTORNEY GENERAL

BY: _____
JOSEPH RUBIN
ITS ASSOCIATE ATTORNEY GENERAL

DATE: _____

EXHIBIT 1

Notice to Executive Branch State Contractors and Prospective State Contractors of Campaign Contribution and Solicitation Limitations

This notice is provided under the authority of Connecticut General Statutes §9-612(g)(2), as amended by P.A. 10-1, and is for the purpose of informing state contractors and prospective state contractors of the following law (italicized words are defined on the reverse side of this page).

CAMPAIGN CONTRIBUTION AND SOLICITATION LIMITATIONS

No *state contractor, prospective state contractor, principal of a state contractor or principal of a prospective state contractor*, with regard to a *state contract* or *state contract solicitation* with or from a state agency in the executive branch or a quasi-public agency or a holder, or principal of a holder of a valid prequalification certificate, shall make a contribution to (i) an exploratory committee or candidate committee established by a candidate for nomination or election to the office of Governor, Lieutenant Governor, Attorney General, State Comptroller, Secretary of the State or State Treasurer, (ii) a political committee authorized to make contributions or expenditures to or for the benefit of such candidates, or (iii) a party committee (which includes town committees).

In addition, no holder or principal of a holder of a valid prequalification certificate, shall make a contribution to (i) an exploratory committee or candidate committee established by a candidate for nomination or election to the office of State senator or State representative, (ii) a political committee authorized to make contributions or expenditures to or for the benefit of such candidates, or (iii) a party committee.

On and after January 1, 2011, no state contractor, prospective state contractor, principal of a state contractor or principal of a prospective state contractor, with regard to a state contract or state contract solicitation with or from a state agency in the executive branch or a quasi-public agency or a holder, or principal of a holder of a valid prequalification certificate, shall **knowingly** *solicit* contributions from the state contractor's or prospective state contractor's employees or from a *subcontractor* or *principals of the subcontractor* on behalf of (i) an exploratory committee or candidate committee established by a candidate for nomination or election to the office of Governor, Lieutenant Governor, Attorney General, State Comptroller, Secretary of the State or State Treasurer, (ii) a political committee authorized to make contributions or expenditures to or for the benefit of such candidates, or (iii) a party committee.

DUTY TO INFORM

State contractors and prospective state contractors are required to inform their principals of the above prohibitions, as applicable, and the possible penalties and other consequences of any violation thereof.

PENALTIES FOR VIOLATIONS

Contributions or solicitations of contributions made in violation of the above prohibitions may result in the following civil and criminal penalties:

Civil penalties—Up to $2,000 or twice the amount of the prohibited contribution, whichever is greater, against a principal or a contractor. Any state contractor or prospective state contractor which fails to make reasonable efforts to comply with the provisions requiring notice to its principals of these

prohibitions and the possible consequences of their violations may also be subject to civil penalties of up to $2,000 or twice the amount of the prohibited contributions made by their principals.

Criminal penalties—Any knowing and willful violation of the prohibition is a Class D felony, which may subject the violator to imprisonment of not more than 5 years, or not more than $5,000 in fines, or both.

CONTRACT CONSEQUENCES

In the case of a state contractor, contributions made or solicited in violation of the above prohibitions may result in the contract being voided.

In the case of a prospective state contractor, contributions made or solicited in violation of the above prohibitions shall result in the contract described in the state contract solicitation not being awarded to the prospective state contractor, unless the State Elections Enforcement Commission determines that mitigating circumstances exist concerning such violation.

The State shall not award any other state contract to anyone found in violation of the above prohibitions for a period of one year after the election for which such contribution is made or solicited, unless the State Elections Enforcement Commission determines that mitigating circumstances exist concerning such violation.

Additional information may be found on the website of the State Elections Enforcement Commission, www.ct.gov/seec. Click on the link to "Lobbyist/Contractor Limitations."

DEFINITIONS

"State contractor" means a person, business entity or nonprofit organization that enters into a state contract. Such person, business entity or nonprofit organization shall be deemed to be a state contractor until December thirty-first of the year in which such contract terminates. "State contractor" does not include a municipality or any other political subdivision of the state, including any entities or associations duly created by the municipality or political subdivision exclusively amongst themselves to further any purpose authorized by statute or charter, or an employee in the executive or legislative branch of state government or a quasi-public agency, whether in the classified or unclassified service and full or part-time, and only in such person's capacity as a state or quasi-public agency employee.

"Prospective state contractor" means a person, business entity or nonprofit organization that (i) submits a response to a state contract solicitation by the state, a state agency or a quasi-public agency, or a proposal in response to a request for proposals by the state, a state agency or a quasi-public agency, until the contract has been entered into, or (ii) holds a valid prequalification certificate issued by the Commissioner of Administrative Services under section 4a-100. "Prospective state contractor" does not include a municipality or any other political subdivision of the state, including any entities or associations duly created by the municipality or political subdivision exclusively amongst themselves to further any purpose authorized by statute or charter, or an employee in the executive or legislative branch of state government or a quasi-public agency, whether in the classified or unclassified service and full or part-time, and only in such person's capacity as a state or quasi-public agency employee.

"Principal of a state contractor or prospective state contractor" means (i) any individual who is a member of the board of directors of, or has an ownership interest of five per cent or more in, a state contractor or prospective state contractor, which is a business entity, except for an individual who is a member of the board of directors of a nonprofit organization**,** (ii) an individual who is employed by a state contractor or

prospective state contractor, which is a business entity, as president, treasurer or executive vice president, (iii) an individual who is the chief executive officer of a state contractor or prospective state contractor, which is not a business entity, or if a state contractor or prospective state contractor has no such officer, then the officer who duly possesses comparable powers and duties, (iv) an officer or an employee of any state contractor or prospective state contractor who has *managerial or discretionary responsibilities with respect to a state contract,* (v) the spouse or a *dependent child* who is eighteen years of age or older of an individual described in this subparagraph, or (vi) a political committee established or controlled by an individual described in this subparagraph or the business entity or nonprofit organization that is the state contractor or prospective state contractor.

"State contract" means an agreement or contract with the state or any state agency or any quasi-public agency, let through a procurement process or otherwise, having a value of fifty thousand dollars or more, or a combination or series of such agreements or contracts having a value of one hundred thousand dollars or more in a calendar year, for (i) the rendition of services, (ii) the furnishing of any goods, material, supplies, equipment or any items of any kind, (iii) the construction, alteration or repair of any public building or public work, (iv) the acquisition, sale or lease of any land or building, (v) a licensing arrangement, or (vi) a grant, loan or loan guarantee. "State contract" does not include any agreement or contract with the state, any state agency or any quasi-public agency that is exclusively federally funded, an education loan, a loan to an individual for other than commercial purposes or any agreement or contract between the state or any state agency and the United States Department of the Navy or the United States Department of Defense.

"State contract solicitation" means a request by a state agency or quasi-public agency, in whatever form issued, including, but not limited to, an invitation to bid, request for proposals, request for information or request for quotes, inviting bids, quotes or other types of submittals, through a competitive procurement process or another process authorized by law waiving competitive procurement.

"Managerial or discretionary responsibilities with respect to a state contract" means having direct, extensive and substantive responsibilities with respect to the negotiation of the state contract and not peripheral, clerical or ministerial responsibilities.

"Dependent child" means a child residing in an individual's household who may legally be claimed as a dependent on the federal income tax of such individual.

"Solicit" means (A) requesting that a contribution be made, (B) participating in any fund-raising activities for a candidate committee, exploratory committee, political committee or party committee, including, but not limited to, forwarding tickets to potential contributors, receiving contributions for transmission to any such committee or bundling contributions, (C) serving as chairperson, treasurer or deputy treasurer of any such committee, or (D) establishing a political committee for the sole purpose of soliciting or receiving contributions for any committee. Solicit does not include: (i) making a contribution that is otherwise permitted by Chapter 155 of the Connecticut General Statutes; (ii) informing any person of a position taken by a candidate for public office or a public official, (iii) notifying the person of any activities of, or contact information for, any candidate for public office; or (iv) serving as a member in any party committee or as an officer of such committee that is not otherwise prohibited in this section.

"Subcontractor" means any person, business entity or nonprofit organization that contracts to perform part or all of the obligations of a state contractor's state contract. Such person, business entity or nonprofit organization shall be deemed to be a subcontractor until December thirty first of the year in which the subcontract terminates. "Subcontractor" does not include (i) a municipality or any other political subdivision of the state, including any entities or associations duly created by the municipality or political subdivision exclusively amongst themselves to further any purpose authorized by statute or charter, or (ii)

an employee in the executive or legislative branch of state government or a quasi-public agency, whether in the classified or unclassified service and full or part-time, and only in such person's capacity as a state or quasi-public agency employee.

“Principal of a subcontractor” means (i) any individual who is a member of the board of directors of, or has an ownership interest of five per cent or more in, a subcontractor, which is a business entity, except for an individual who is a member of the board of directors of a nonprofit organization, (ii) an individual who is employed by a subcontractor, which is a business entity, as president, treasurer or executive vice president, (iii) an individual who is the chief executive officer of a subcontractor, which is not a business entity, or if a subcontractor has no such officer, then the officer who duly possesses comparable powers and duties, (iv) an officer or an employee of any subcontractor who has managerial or discretionary responsibilities with respect to a subcontract with a state contractor, (v) the spouse or a dependent child who is eighteen years of age or older of an individual described in this subparagraph, or (vi) a political committee established or controlled by an individual described in this subparagraph or the business entity or nonprofit organization that is the subcontractor.

General Specifications for Business Categories

The Contractor shall deliver a fully integrated offender/case management System to support all CTDOC Facilities, State Board of Paroles and Pardons and the State Division of Community Supervision in accordance with all functional and non-functional requirements set forth in this Agreement. The Contractor's Performance of Services related to developing, delivering and implementing the System, specifically, but not exclusively, includes workflows, business rules, screen formats, configuration settings, interfaces, data bridges, legacy data conversion, migration and associated reports. Twenty nine (29) specific business functions and processes are set forth in distinct business categories ("Business Category" or "BC") are numbered as "BC 1" through "BC 29" and are attached to this Exhibit 2. The Contractor shall deliver twenty-five (25) of the twenty-nine (29) Business Categories in five (5) distinct phases, as defined in Exhibit 3, the Deliverables Implementation Schedule. Four (4) of the twenty-nine (29) Business Categories, specifically BC 25, 27, 28 and 29, contain components that Contractor shall deliver, partially or in their entirety, in each of the five (5) phases. Contractor and CTDOC shall identify the components to be repeated in each phase during gap analysis and design activities.

The Contractor shall ensure that there is no "double data entry" required in any part of the System, both during the phased implementation and after final implementation of the System. Accordingly, Users shall be required to enter information in the System only once even if that same information is required in multiple modules.

Contractor shall design and deliver the System such that all the Business Categories are highly integrated and have a single system clock. Contractor will make certain Business Categories tightly coupled. CTDOC will identify and finalize those Business Categories during gap analysis and detailed design phases.

CTDOC shall have the right to obtain through the Contractor five (5) seat licenses for bundled Crystal Reports Server product, which includes Crystal Reports designer license (see BC 27), at no cost to the State. If CTDOC exercises the right to obtain bundled Crystal Reports Server licenses through the Contractor, Contractor shall also pay for any ongoing maintenance fees at no additional charge to the State.

Contractor shall provide the capability to conduct universal, discreet and "wild card" searches of the database fields within the System.

For every specification that requires CTDOC to make a determination, Contractor shall provide a free text field that CTDOC may use.

Contractor shall, at no additional cost to CTDOC, provide a standard Enterprise Service Bus (ESB) product reasonably acceptable to CTDOC as part of the System to interface with third party systems. The Contractor provided ESB product must be available for use by CTDOC to create new interfaces or modify any existing interfaces as needed.

Contractor shall provide CTDOC the interface source code for all interfaces developed for this System within thirty (30) days from the Acceptance Date of the System.

Contractor shall provide CTDOC, in readable form reasonably acceptable to CTDOC the source code for the software that generates all reports delivered as part of the System within thirty (30) days from the Acceptance Date of the System.

The System will have the capability to display and print on demand all query results and reports generated within or by the System.

The System will include eight (8) categories of web services. These categories are Accounting, Booking, Code Table, Count, Inmate Request, Pre-Booking, Programs and Sick Call. If Contractor develops and implements additional web services, those will be incorporated within the System at no additional charge.

The following apply according to their terms:

1. The Contractor shall deliver the System, and CTDOC will not give its Acceptance unless and until the System is, in full compliance with CTDOC Administrative Directives.

2. Any requirement in a Business Category that is represented as a sample or representative list of criteria or categories is not intended to be a complete or exhaustive list. The final, complete list will be determined and approved by CTDOC during gap analysis and detailed design.

3. Various specifications in the Business Categories attached to this Exhibit use the phrase "including but not limited to," or a variation of that phrase. Although this phrase encompasses all the items listed in such specifications, CTDOC will modify and finalize such list during gap analysis and detailed design phase. Contractor shall deliver these as part of the System.

4. CTDOC shall determine all user and staff permissions and authorizations. The Contractor shall configure the System to restrict access to the users and staff in accordance with the permissions and authorizations granted by CTDOC.

5. CTDOC shall provide to Contractor, during gap analysis and detailed design, all eligibility criteria and applicable business rules necessary for Contractor to configure the System capabilities contained in the Business Categories.

6. The term "user defined" as used in the Business Categories will mean as established or set by CTDOC and will also include ability of CTDOC to revise or modify any user defined items in the System.

Interfaces and Data Bridge Scope

The Contractor shall build, test and implement all required Data Bridges to keep the legacy CTDOC systems and the System operational through the various phases of the project. The Contractor shall ensure the system data integrity of CTDOC's legacy system is maintained.

The Contractor shall build, test and implement the following:

1. All interfaces required in Business Category specifications.

2. Such number of additional interfaces as CTDOC may request, up to a maximum of fourteen (14), that utilize the Justice Information Exchange Model and the NIEM exchanges. Contractor shall provide these additional interfaces to CTDOC at no additional cost.
3. All downloads required in Business Category specifications. Download means to extract, transpose and load pre-defined System data into a file format and transport the file by using one or more user-defined transfer mechanisms to one or more user-defined locations.

Gap Analysis

During Phase 1, the Contractor and CTDOC shall jointly review criteria, standards, requirements, Administrative Directives, State policies and procedures and the Connecticut General Statutes relevant to the Business Categories and all the Phases ("Phase 1 Gap Analysis"). In Phase 1 Gap Analysis, the Contractor and CTDOC shall also finalize the design and development of the System in accordance with the Specifications and requirements in the Business Categories. The Contractor shall document and deliver the results of Phase 1 Gap Analysis in writing to CTDOC for its review and Acceptance. Phase 1 will not be completed until CTDOC has Accepted the Documentation, Materials and Records resulting from Phase 1 Gap Analysis. The Contractor shall update all Documentation, Materials and Records, as necessary or appropriate, throughout the development and implementation of the System to reflect changes, if any, to the design of the System identified during any gap analysis that is performed in subsequent Phases. All updated Documentation, Materials and Records are subject to CTDOC approval and will not be deemed to be final and Accepted unless and until approved in writing by CTDOC.

Contractor Certification

Contractor shall test the Deliverables in each Phase prior to delivering such Deliverables to CTDOC for UAT, including but not limited to unit testing, functional testing, integration testing, performance testing, testing of interfaces and Data Bridges, data conversion script testing, security testing and regression testing. Upon successful completion of Contractor's testing and prior to CTDOC commencing UAT, the Contractor shall provide CTDOC with a written certification confirming that the tested Deliverables are ready for UAT and that all test cases were successfully executed and the Deliverables performed in accordance with CTDOC Specifications as approved by CTDOC at the end of gap analysis and as required under the Agreement.

BC.01 – Intake / Booking Specifications

1. General Specifications

The Contractor shall design and deliver the System fully in accordance with all the applicable criteria, standards, requirements and the like in CTDOC Administrative Directives, policies and procedures and the Connecticut General Statutes, provided to Contractor by CTDOC prior to or during gap analysis.

2. Functional Specifications

2.1 Create or Activate Offender's Account

DOC Specifications
2.1.1 Locate Offender's Account
The System will have the capability to locate an individual offender's prior periods of incarceration, for transactional entry and query, using key search criteria, including but not limited to offender name, name-sounds-like with returned values, State Police Bureau of Identification ("SPBI") number, social security number, offender number, aliases, date of birth, fingerprint and retina scan.
2.1.2 Display Offender List
The System will have the capability to locate possible offender matches and display a prioritized listing of key identifying information, including but not limited to offender identification, name, social security number, date of birth, photo and alias. The System will provide the user the capability to select the applicable offender and to reactivate the offender.
2.1.3 Re-Admit Offender with prior Recidivist Information
The System will have the capability to link the records of a new admission for an offender with said offender's prior commitments, provide the option to list all prior incarcerations of an offender, permit repeat offenders to be re-admitted under their previous offender number, including prior department location and jurisdiction.
2.1.4 Create a new Offender's Life Cycle Record
The System will indicate if an offender match is not found, establish a new life cycle record for the offender and assign a unique offender number based on the entry of the first status code for a cycle.
2.1.5 Offender's Life Cycle with CTDOC
The System will have the capability to track and maintain cycles within the Offender's life cycle. A cycle begins with a person's first contact with CTDOC on a charge and remains open until all original and any subsequent and contiguous charges are completed. This includes breaks in the period of CTDOC control over or interest in the offender (for example, in the case of reverse and remand where the cycle remains active pending further court action or a court probation suspension). The cycle ends when the CTDOC relinquishes all interest in the offenses of offender within the cycle.
2.1.6 Link Identifying Information to Life Cycle and Offender ID
The System will have the capability to link an offender's identifying information including but not limited to social security number, name, date of birth, Federal Bureau of Investigation ("FBI") ID, SPBI ID and aliases, to the offender's life cycle record and unique offender ID number.
2.1.7 Merge/update duplicate data for Offender based on SSN, FBI and SPBI ID Numbers
The System will have the capability to merge and update duplicate offender data to prevent

primary key numbers from being used for more than one offender. If a user enters a duplicate number, the System will prompt the user to verify the record and the user will have the ability to update the record with current information.
2.1.8 Consistent Offender ID Numbers
The System will have the capability to provide centralized assignment of offender numbers to ensure consistency throughout the entire System.
2.1.9 Photos
The System will have the capability to take multiple photo(s) during the intake process and add photos as the user may desire.

2.2 Collect, Verify and Update Offender Booking Information

DOC Specifications
2.2.1 Initiate Booking prior to Offender Arrival
The System will have the capability to initiate the intake data entry process prior to the arrival of an offender by accepting data through an interface with systems under the control of Judicial, CT Parole and Probation.
2.2.2 Identification Information
The System will have the capability to collect, update, override, and display information that identifies an offender, including but not limited to social security number, SPBI number, SPBI verification code, FBI number, offender name (last, first, middle), aliases (multiple), date of birth, place of birth, current address, facility if incarcerated, or admission type. The System will have the capacity to record and store multiples of an identifier for an offender. The System will automatically set admission date when an offender is booked and photo(s) are taken and will provide the user the ability to override the date.
2.2.3 Special Needs
The System will have the capability to categorize offenders into different workflows based on multiple factors including but not limited to gender, age, separation, special management or medical or mental health concerns and will provide an alert for special circumstances, including but not limited to, separation, special management, or medical or mental health concerns.
2.2.4 Personal Information
The System will collect, update and display the offender's personal information, including, but not limited to: gender, birthplace, citizenship, date of birth, education level, race/ethnicity, skin color, eye color, hair color, height, weight, complexion, build, marital status, number of dependents, religion, alcohol use, drug use, medical insurance, social security number, motor vehicle license number, veteran status, primary language, additional languages, location where offender's master file is maintained, and, for recidivists, will also display prior facility location, jurisdiction, and last admission date.
2.2.5 Offense Information
The System will have the capability to collect, update and display for each offender all offenses, note whether the offense is primary or secondary, bond amount(s), legal offender status, jurisdiction, docket number(s) and next court date(s).
2.2.6 Personal Accommodations
The System will provide the user the capability to collect, update and display any language barriers and obvious impediment barriers, including but not limited to, obese, deaf, blind, confined to a wheel chair, prosthetic limb, requires language interpreter.
2.2.7 Address Information
The System will have the capability to collect, update and display the offender's address information including, but not limited to, street number, street name, apartment number, state, zip code, multiple phone numbers and a 3-digit current residence code with type of

address (for example, residence). The System will accept “homeless” as an address. The System will maintain a history of prior addresses.
2.2.8 Emergency / Next of Kin Contact
The System will have the capability to collect, update and display the offender's emergency contact(s) and next of kin information, including but not limited to, name, relationship, multiple phone numbers, street number, street name, apartment number/building number, state, zip code, and a 3-digit current residence code. The System will maintain a history of prior contacts.
2.2.9 Employer Information
The System will have the capability to collect, update and display the offender's employer information, including but not limited to, job held, employer name, street number, street name, state, zip code and phone number.
2.2.10 Verify Postal Information
The System will have the capability to verify, standardize and override (if needed) all address information based on US Postal Service data.
2.2.11 Property Inventory
The System will have the capability to collect, update and display the offender's personal cash and valuables inventory in accordance with the Property Management Specification Business Category (BC 3).
2.2.12 Intake Completion Indicator
The System will have the capability to identify completion of each stage of intake for an offender and display the completion status/indicator to the user.
2.2.13 Intake Process Complete
The System will have the capability to alert the designated CTDOC staff when the intake process for an offender has been completed.
2.2.14 Share Data Between Facilities
The System will have the capability to support multiple intake centers and be accessed from any CTDOC authorized location.

2.3 Shakedown Process

DOC Specifications
2.3.1 Felony Shakedown
The System will have the capability to identify if the offender is charged with a felony and is eligible for a strip search based on charges defined in CTDOC Administrative Directive 6.7 - Searches Conducted in Correctional Facilities, as amended.
2.3.2 Misdemeanor Shakedown
The System will have the capability to identify if the offender is charged with a misdemeanor and is eligible for a pat down search based on charges defined in CTDOC Administrative Directive 6.7 - Searches Conducted in Correctional Facilities, as amended.
2.3.3 Misdemeanor Shakedown Exceptions
The System will have the capability to determine which misdemeanors are excluded and which require the offender to be strip searched. The System will provide user the capability to override the System determination under 2.3.2 above when reasonable suspicion exists as defined in CTDOC Administrative Directive 6.7 - Searches Conducted in Correctional Facilities, as amended.
2.3.4 Property Inventory
The System will have the capability to collect, update and display the offender's personal property clothing inventory (See Property Management Business Category). The System will maintain a history of prior personal property inventory.

2.4 Initial Intake Assessments

DOC Specifications
2.4.1 Immediate Assessment
The System will have the capability to allow the CTDOC booking officer to alert appropriate designated CTDOC staff that an incoming offender requires immediate medical, psychological, problematic, or suicide attention and if the offender has gang related tattoos
2.4.2 Initial Medical and Mental Health Assessment
The System will have the capability to collect, update and display medical and mental health screening information for each offender. The System will provide user the capability to develop user-defined, table driven assessment questions. The System will maintain a history of prior medical and mental health assessments in accordance with the Programs and Activities Specifications (BC 19).
2.4.3 Initial Classification Assessment
The System will provide users the capability to input and view intake results to determine accuracy of the initial classification and scoring assessment and to override the classification results. Assessment questions for this process must be user-definable and table driven in accordance with the Classification and Assessment Specification (BC 10).
2.4.4 Initial Housing Assignment
The System will recommend initial housing assignment for the offender based on intake results with the capability for the user to override the recommendation in accordance with the Housing Specification (BC 4).

3 Query and Reporting Specifications

DOC Specifications
3.1 All Offender by Institution or CTDOC
The System will have the capability to produce a report that lists all offenders sorted by name, institution or unit and includes but not limited to offender name, alias, offender number, current status, institution, unit, cell, bed, birth date, place of birth, sex, ethnicity, SPBI number, social security number, current admission date, parole date, maximum incarceration date, county of commitment and commitment type. The System will also have the capability to produce a report that lists all incarcerated offenders across CTDOC. This report will be sorted by name within major institution and unit, with a sub-total and page break on change in major institution. The report will be sorted by any combination of the following: offender name, DOC number, district office, institution, age, sex, offense, offense categories, complex, county of commitment, commitment type, max date, custody level, gang or group affiliation, county/state and parent or regional institution. Users must have the capability to sort, add, remove and filter the information to be included in either report.
3.2 List of All Offenders and Parolees
The System will have the capability to produce a report of all offenders, parolees, and both, indexed or categorized by offender/parolee name. The report will include offender name, alias name flag, offender number, previous institution, current status, current institution or parole location, birth date, place of birth, sex, ethnicity, SPBI number, SSN, current admission date, parole date, max date, county of commitment and commitment type. Users shall have the capability to sort, add, remove or filter the information in such report by any combination of information, including but not limited to, offender name, CTDOC offender number, district office, institution, county/state, gang or group affiliation, age, sex, offense, offense categories, complex, parent or regional institution, county of commitment, commitment type, max date, custody level, and status.
3.3 Keep Separates Report

The System will have the capability to generate a report of keep separates, sorted by institution, offender name, offender number, location, and the identity of the designated keep separates, offender number, if applicable, and location.
3.4 Keep Separates Exception Report
The System will have the capability to produce an exception report of offenders who should be kept separated, but are housed in the same unit or area.
3.5 AD SEG/Detention Summary
The System will have the capability to produce a list of offenders by unit, institution, department, or combination of one or more of the three, who are assigned to or are pending assignment to either or both Administrative Segregation or Detention. The report will include, but not be limited to, type of detention, date of appearance, basic offender data, dates of segregation/detention, charge(s), sanction(s), pending charges and sanctions, next review date, release date.
3.6 Offender Last Name
The System will have the capability to use offender's last name to look-up offender's record and cross-reference a previously assigned offender number.
3.7 Prior Periods of Incarceration
The System will have the capability to search for prior periods of incarceration and maintain all records related to each separate and distinct incarceration. All previous incarcerations will be accessible through an archive and retrieval mechanism on all transactions for offenders re-entering CTDOC jurisdiction, including recovery of medical, disciplinary, classification, financial, location, separation, and Security Risk Group (SRG) transactions for previous incarcerations.
3.8 Movement history Dates
The System will have the capability to enter date ranges to obtain an offender list by searching for admission and discharge dates.
3.9 Database Searches
The System will have the capability to search the offender database using a variety of fields, including but not limited to, CTDOC offender number, name, alias, SPBI and FBI numbers, Social Security Number, date of birth, and driver's license number.

BC.02 – Offender Identification Specifications

1. General Specifications

The Contractor shall design and deliver the System fully in accordance with all the applicable criteria, standards, requirements and the like in CTDOC Administrative Directives, policies and procedures and the Connecticut General Statutes, provided to Contractor by CTDOC prior to or during gap analysis.

2. Functional Specifications

2.1 Offender Personal Identification

DOC Specifications
2.1.1 Personal ID Information
The System will provide the capability to search and display an individual offender using various criteria including but not limited to offender number, name, name-sounds-like, partial name, SPBI number, National Crime Information Center (“NCIC”) identifiers and codes, FBI number, social security number, aliases, date of birth, fingerprint and retina scan.
2.1.2 Additional Identifiers
The System will provide the capability to search, collect, update and display an individual offender's FBI identity number, Immigration and Customs Enforcement (“ICE”) number, multiple SID numbers, military ID number, driver’s license number or identification card, DCF number, and provide multiple secondary values for the identity numbers including history if numbers have changed or multiple numbers have been used.
2.1.3 Personal Identifiers
The System will provide the capability to search, collect, update and display ethnicity, national origin, religion, known SRG affiliation, scars, tattoos, body marking descriptions, primary language, place of birth and date of birth and note if the offender is one from a multiple birth.
2.1.4 Universal Offender Default Header
The System will provide an offender default header which may be modified by the contractor. The offender default header contains: 1. Name 2. Date of Birth 3. Sex 4. Race 5. Release Date 6. Admission Type 7. Social Security Number 8. Booking (Intake) Number 9. Housing: Facility, Section, Block, Cell, Bed 10. Permanent Number 11. Booking (Intake) Date 12. Classification Level

2.2 Emergency Contact / Next of Kin Contact Identification

The System will provide a designated CTDOC staff interface that includes search, capture, update and display capabilities for the various contact specifications listed below.

DOC Specifications
2.2.1 Link Contact Information to Offender
The System will provide the capability to link an individual offender to their emergency contact, next of kin contact records, and to identify contact records associated to one or more offenders.
2.2.2 Update Contact Information
The System will provide the capability to date stamp emergency contact information. The System will automatically alert staff to identify "old" contact information that should be subsequently updated at staff defined intervals.
2.2.3 Protective Order / Victim Exclusion
The System will provide the capability to flag a person with an active protective order or is a victim of the current offender who was chosen to be an emergency contact or next of kin. The System will provide designated CTDOC staff the capability to override this exclusion, with a comment field defining the reasons for the override.
2.2.4 DCF Contact Information
The System will provide the capability to track and link an individual offender's emergency contact record to the Department of Children and Families ("DCF") guardian contact.
2.2.5 Mental Health or DDS Contact Information
The System will provide the capability to track and link an individual offender's emergency contact record to the State of Connecticut Department Mental Health and Addiction Services ("DMHAS") and the State of Connecticut Department of Developmental Services ("DDS") conservator contact.

2.3 Photograph Identification

The System will utilize the latest digitized photo capture technology that is automatic and integrated into the System. The System will have the capability to search offender photos and have the capability to sort photos based on one or more classification sub-codes.

DOC Specifications
2.3.1 Capturing Photos
The System will have the capability to record digital photographs of offenders in various poses, as well as physical features or markings on an offender, and allow the designated CTDOC staff to select specific photos to store and retrieve within the System. The default photo view for the System will be the offender's "mug shot". Photos will be viewable on the System and be printable in different sizes, including offender ID cards, housing unit cards, wristbands, or full sized photos.
2.3.2 Identification (ID) Card
The System will support the production and updating of an identification card with a magnetic strip or chip, or both, and have the capability to incorporate alternative technology, as it develops, for use in a commercially available reader. The ID cards will incorporate a digital photograph, offender number, Facility, first and last name, job assignment, height, weight, date of birth, dietary indicator and special classification management flags (such as high security, protective custody or others). The System will have the capability to color code the ID cards with prominent markings that signify special categories applicable to the offender.
2.3.3 Housing Labels
The System will support production and updating of housing labels which can be affixed to a housing card. The labels will contain a scaled photo, photo date, offenders name, offender number, physical descriptions of the offender, date of birth, latest admission date, and a blank text field for user entries.
2.3.4 **Photo Editing**
The System will provide authorized designated CTDOC staff the capability to add photos

or delete photos. The System will maintain historical records, including date and photo on file.
2.3.5 Photo Inquiry
The System will always have the most recent photo available on all screens. Photos will be displayed chronologically within a photo type. The System will provide the designated CTDOC staff capability to view, e-mail, and print photos individually or in batches.
2.3.6 Wrist Band
The System will be compatible with the system CTDOC utilizes to produce offender wristbands. The wristbands will contain a scaled photo, offender number, Facility, first and last name, height, weight, date of birth, dietary indicator and special classification management flags.
2.3.7 Self Made Tattoos
The System will be capable of sending notifications to staff that a self-mutilation disciplinary report was issued and additional photos need to be taken.
2.3.8 Import and Email Photos
The System will have the capability to photograph, import and email photos to a specific Facility or parole office using a mobile device.
2.3.9 Escape or Fugitive Flyer
The System will provide designated CTDOC staff the capability to display and print a “Wanted” or “Fugitive” banner containing photo, text and instructions for contacting authorities.
2.3.10 Line-Up
The System will be capable of printing a two (2) page photo line-up consisting of user selected photos. Page 1 will contain only photos and page 2 will contain the same photos with identifying text. The System will provide designated CTDOC staffs the capability to specify the number of photos and the corresponding identifying text, such as height, weight, race, age, tattoos.
2.3.11 Storage of Photos
The System will have the capability to store photos of face, profile, tattoos, scars and marks to be linked to offender’s record. The photos and corresponding information will be immediately available upon completion of the entry. A historic file of all previous photos and all corresponding data will be maintained within the System.
2.3.12 Release Photo ID
The System will have the capability to produce a photo ID for the offender upon his/her release. The photo ID will contain offender’s name, date of birth, driver’s license number, social security number and offender number. This information will appear on the side of the photo ID.

2.4 Face Sheet

DOC Specifications
2.4.1 Data Elements
The System will have a face sheet to display information about the offender, including but not be limited to, offender name, offender number, photo, other identifiers, physical information, demographic and background information, custody status, location, open charges, detainers, offense history flags, sentencing and parole eligibility data, keep separates flag, emergency contact, and flags for suicide history.
2.4.2 Face Sheet Most Serious Offense
The System will display the most serious offense on the face sheet including for offenders serving multiple terms.
2.4.3 Data Element Field Customization

The System will provide designated CTDOC staff the capability to manually enter information in additional data element fields and will display the additional data on the face sheet.

2.5 Alias Identification

The System will have the capability to tie many names or moniker combinations, date of birth and social security numbers to a specific offender. The System will have the functionality to store, report, and search for an offender under multiple identities.

DOC Specifications
2.5.1 Capture, Search and Store Alias First and Last Names
The System will provide designated CTDOC staff interface to collect alias first and last names, and link the names to one or more offenders and record the source of the alias. The System will provide the capability to search for alias name by offender name, offender number, date of birth and social security number.
2.5.2 Alias
The System will provide designated CTDOC staff the capability to query the System to obtain the alias(es) of the offender and display all the aliases associated with the offender.
2.5.3 Legal Name Change
The System will have the capability to record and store a legal name change for the offender as an alias and will continue to allow use the previous name as the primary identifier.
2.5.4 Alias Edits and Corrections
The System will be capable of editing an alias to prevent multiple entries of the same alias more than once for the same offender. The System will provide designated CTDOC staff the capability to correct inaccurate entries.

2.6 Fingerprint Identification

The System will provide designated CTDOC staff interface that includes searches, capture, update and display capabilities for the various fingerprint identification specifications listed below.

DOC Specifications
2.6.1 Capturing and Storing Fingerprints
The System will support use of the latest digital technology for recording digital fingerprint records. The System will maintain the fingerprint records as part of the offender's master file, and make them available for viewing and printing upon completion of recording an entry.
2.6.2 Reading and Searching Fingerprints
The System will support using the latest touch pad technology to scan an offender's fingerprints to facilitate identification of an offender.
2.6.3 Sharing Fingerprints
The System will provide the designated CTDOC staff the capability to view, email and print fingerprint cards, singly or in batches.
2.6.4 Altered Fingerprints
The System will have the capability to flag an offender's fingerprints if they have been altered in some way, such as burns, cuts or other form or self-mutilation.
2.6.5 Missing Fingerprints
The System will record reason(s) for not capturing fingerprints.
2.6.6 Palm Prints
The System will be capable of recording and storing digital palm print recordings. The System will link the palm print records to offender's master file and will make them immediately available for viewing and printing.

2.7 Intentionally Left Blank

2.8 Court Documentation

The System will provide a designated CTDOC staff interface for staff that includes search, capture, accept, update and display capabilities for the various court documentation specifications listed below.

DOC Specifications
2.8.1 Electronic Mittimus (Mitt)
The System will send a notification to the designated CTDOC staff that an electronic Mitt has been received and allow the designated CTDOC staff to view, accept and print. If the Mitt is accepted, the Mitt will be automatically imported into the System.

3. Report and Data Base Specifications

DOC Specifications
3.1 Personal Identifiers
The System will allow the designated CTDOC staff to search the offender database using a variety of search fields, including but not limited to, offender ID, name, alias, FBI numbers, Social Security Number, date of birth, driver's license number.
3.2 Photo Retake Reminders
The System will notify the designated CTDOC staff of offenders that require a photo retake and be capable of changing the frequency between photo updates.
3.3 Capture, Search and Store Alias Other Names
The System will provide a designated CTDOC staff interface that collects one or more alias names and ties these names to one or more offenders, and capable of searching for alias, other names by offender name, number, date of birth and social security number.
3.4 Capture, Search and Store Alias Birth Dates
The System will provide designated CTDOC staff interface that collects alias birth date and ties these names to one or more offenders and the capability of searching for alias birth date by offender name, offender number and social security number.
3.5 Capture, Search and Store Alias Social Security Numbers
The System will provide designated CTDOC staff interface that collects alias social security number and ties these names to one or more offenders and the capability of searching for alias social security number by offender name, offender number and birth date.
3.6 Date of Birth or Social Security Number
The System will provide the capability to search multiple dates of births, social security numbers, and the source of each.
3.7 Height, Weight, Scars, Marks and Tattoos
The System will provide the capability to search by height, weight and other physical information, including scars, marks, and tattoos and provide the designated CTDOC staff with the ability to enter this data.
3.8 Search by Mark or Characteristic
The System will provide the capability to search all information contained in the System database using search criteria inputted by staff. The System will provide designated CTDOC staff the capability to sort and view search results based on user-determined criteria.

BC.03 – Property Management Specifications

1. General Specifications

The Contractor shall design and deliver the System fully in accordance with all the applicable criteria, standards, requirements and the like in CTDOC Administrative Directives, policies and procedures and the Connecticut General Statutes, provided to Contractor by CTDOC prior to or during gap analysis.

2. Functional Specifications

2.1 Initial inventory, recording and handling of offender's cash and valuable property

DOC Specifications
2.1.1 Cash Valuables
The System will have the capability to enter and maintain a record of all currency, money orders and bank check(s) taken from each offender at the time of Intake. The System will have the capability to integrate with a third party operated kiosk deposit system. Such kiosk deposit system will take deposits of currency, money orders and/or bank checks from offenders at the time of Intake and communicate all deposits to the System for record keeping.
2.1.2 Valuable Property
The System will have the capability to record location and condition of offender personal property and effects taken from offender during Intake.
2.1.3 Signature of Staff and Offender
The System will have the capability to record offender's signature, staff signature, date(s) on property records and provide a printed copy for the offender.

2.2 Initial inventory, recording and handling of offender's personal property

DOC Specifications
2.2.1 Clothing Inventory
The System will have the capability to record all of the offender's personal property, and indicate what property can be retained by the offender in the Facility under CTDOC guidelines/Directive. An electronic signature will be utilized to verify the process.
2.2.2 Completion of Inventory
The System will have the capability to trigger an alert to the designated CTDOC staff if the offender's inventory has not been completed.
2.2.3 Signature of Staff and Offender
The System will have the capability to record offender's signature, staff signature along with date(s) on property records and provide a printed copy for the offender.

2.3 Storage and disposition of offender's personal property not retained during incarceration

DOC Specifications
2.3.1 Identification Labels
The System will have the capability to generate identification labels to identify and track the storage of the offender's personal property. The identification labels will include, but not be limited to, offender name, offender number, Facility, offender photo, offender's signature, date,

time and a list of the stored property.
2.3.2 Valuable Photograph
The System will have the capability to incorporate photographs, description and condition of each valuable item stored.
2.3.3 Personal / Court Clothing
The System will have the capability to track offender's court clothing with a description of such items and location stored. The System will have the capability to create an alert when offender's cases have been resolved to facilitate disposal of the clothing in accordance with CTDOC directive.

2.4 Tracking and listing offender's personal property retained while incarcerated

DOC Specifications
2.4.1 Temporary Storage
The System will have the capability to record when property has been placed in temporary storage, the reason for temporary storage, and generate ID labels to identify and track the temporary storage of the offender's property.
2.4.2 Removal from Temporary Storage
The System will have the capability to record when property has been removed from temporary storage and is returned to the offender.
2.4.3 Removal of Items
The System will have the capability to record the disposition of offender property if removed from storage.
2.4.4 Property Issues
The System will have the capability to record items of missing property and the reason the item is missing. The System will have the capability to record and track all requests and questions or issues from offenders regarding property.
2.4.5 Track Property History
The System will have the capability to track all property transactions together, from admission to release, for each incarceration.

2.5 Record and maintain issued and stored property being transferred with the offender.

DOC Specifications
2.5.1 Transfer of Approved Property
The System will have the capability to display the most recent property inventory for an offender to facilitate the discovery of discrepancies by cross referencing the offender's property inventory to the approved property policy for the receiving Facility and flagging unauthorized property items.
2.5.2 Transfer of Property
The System will have the capability to record all property transferred with an offender.
2.5.3 Returned Property
The System will have the capability to update and record property that has been returned to the offender after the transfer and get offenders signature electronically. The System will have the capability to print a copy for physical signature by the offender if needed.

2.6 Record and Track all durable property purchased by offender during incarceration

DOC Specifications

2.6.1 Approved Purchased Items
The System will record and update the offender's property list for specified Commissary purchases based on CTDOC policy.
2.6.2 Approved Electronic Items
The System will track all approved electronics retained by offender and produce a report of those items upon request.
2.6.3 Photograph Selected Items
The System will have the capability to take and store photographs of select property items retained by the offender.

3. Report and Query Specifications

DOC Specifications
3.1 Offender Property Confirmation Sheet
The System will have the capability to produce an inventory containing the offender's inventoried property containing signature lines for the offender and property officer.
3.2 Facility Property List
The System will have the capability to produce a report listing all offenders that have a specified property item as part of the process for frisks or shakedowns in Facility.
3.3 Offender Source Property List
The System will have the capability to produce a report identifying the source of each item of personal property in possession of the offender.
3.4 Offender Property List
The System will have the capability to produce a report of the amount, location and disposition of each item of personal property.
3.5 Offender Storage Property List
The System will have the capability to produce a report of items of personal stored as either bulk or valuable.
3.6 Offender Cell Inventory List
The System will have the capability to produce a report of items of personal property that have been recorded as stored in the offender's cell.
3.7 Offender Monthly Disposal List
The System will have the capability to produce a monthly report listing all offenders, any of offender's personal property that has been disposed, the disposal date and the reason for disposal.
3.8 Property Time Limits
The System will have the capability to generate a report listing personal property stored for the offender that exceeds storage time limits.
3.9 Database Searches
The System will provide the designated CTDOC staff with the capability to search the offender database using search criteria identified by the user.
3.9.1 Property Search
The System will have the capability to search for items of personal property based on any criteria identified by user.
3.9.2 Property Limit
The System will have the capability to search for personal property stored longer than a user-defined period of time.

BC.04 – Housing Specifications

1. General Specifications

The Contractor shall design and deliver the System fully in accordance with all the applicable criteria, standards, requirements and the like in CTDOC Administrative Directives, policies and procedures and the Connecticut General Statutes, provided to Contractor by CTDOC prior to or during gap analysis.

2. Functional Specifications

2.1 Assign offender to a Facility housing

DOC Specifications
2.1.1 Facility Housing
The System will allow the designated CTDOC staff the capability to define and maintain within the System detailed housing information unique to each Facility including but not limited to number of housing units, number of cells in each housing unit and the number of beds in each cell.
2.1.2 Intake/Orientation Housing
The System will have the capability to recommend optimal housing assignment by matching an offender's intake results with classified housing units, cells and beds and provide user the capability to approve or override the System recommendation.
2.1.3 Specialized Housing
The System will have the capability to recommend initial housing assignments for returning offenders with medical or mental health need scores greater than four (4), and for offenders classified to special management using intake results and provide user the capability to approve or override the System recommendation.
2.1.4 Housing Availability and Vacancies
The System will have the capability to derive and maintain detailed housing, cell and bed availability for each Facility and unit including but not limited to custody level, male or female.
2.1.5 Housing Characteristics
The System will maintain a list of beds per Facility and bed characteristics, including but not limited to, bed level, general population, administrative segregation, custody level, gender, mental health, type of occupancy, handicap and inside facing.
2.1.6 Recall from Work Assignments
The System will have the capability to record movements of offenders who are recalled from work and track this information constantly to always maintain accurate counts.

2.2 Assign Facility Cells / Beds

DOC Specifications
2.2.1 Cell and Bed Assignment
The System will have the capability to derive and recommend a cell and bed assignment for an offender based on factors including but not limited to custody level,

objective classification risk and need scores, institutional and unit criteria, length of stay, keep separates, security information, intelligence alerts, escape history and special needs applicable to the offender.
2.2.2 Cell and Bed Assignment History
The System will have the capability to record an offender's name, offender number, Facility, housing unit, cell, bed, date assigned, time assigned, reassignment within the Facility or when transferred to another Facility and the housing history for each period of incarceration.
2.2.3 Temporary Bed Vacancy
The System will have the capability to hold a bed in reserve for an offender that is out of the Facility for the day.
2.2.4 Held Beds
The System will have the capability to hold and report as part of population count and vacancy count, the number of held beds for offenders that are out of the Facility for an extended period of time as determined by the user or Facility.
2.2.5 Cell Availability
The System will have the capability to automatically update cell availability when an offender is transferred, released or given a new cell assignment and display available beds in all housing Facility locations.
2.2.6 Override Recommended Assignment
The System will have the capability to override the recommended housing, cell or bed assignment.
2.2.7 Override Reason
The System will have the capability to record and track the reason for all housing, cell or bed assignment overrides.

2.3 Facility Counts

DOC Specifications
2.3.1 Daily Bed Count
The System will have the capability to maintain an active daily bed count of usable and non-usable beds.
2.3.2 Unusable Beds
The System will record the status of, and maintain historical data relating to, unusable housing units, beds and cells, or any of them, and indicate the reasons for unavailability. The System will update the status of housing units, beds and cells, or any of them, once they become usable.
2.3.3 Counts/Vacancies
The System will have the capability to provide bed counts by categories including but not limited to date range, time, department, Facility, satellite or housing unit, offenders housed in community release facilities, and indicate in real time the availability of housing units, cells and beds as a result of housing changes due to transfers, release of offenders, or inoperable beds.
2.3.4 Counts/Vacancies
The System will have the capability to generate multiple types of count information and documents, in summary or detail form, based on each Facility's guidelines to account for offenders, including but not limited to, those physically present in the Facility by specific location housing unit, work detail, medical, and offenders physically out of the Facility by specific status or location, for reasons including but not limited to furlough, escorted trip, medical or out to court.
2.3.5 Daily Facility Count

The System will for all Facilities have the capability to generate and retain on-line for 60 days, count reports for each physical count.
2.3.6 Daily Work Site Count
The System will have the capability to maintain a roster of offenders that are working throughout the Facility.
2.3.7 Recall from work assignments
The System will have the capability to record and track movements of offenders who are recalled from work to ensure that counts are automatically adjusted accordingly.
2.3.8 Physical Counts
The System will have the capability to record and produce at designated times every day, a reconciliation report of physical counts, by Facility or unit, of offenders in said Facility or unit, and validate such count against the System's internal "head count" for the same area.
2.3.9 Offender Count Display
The System will have the dashboard capability with real time information on offenders "head count" by Facility and events and the status of all offenders assigned to a particular location (*i.e.*, Facility, unit, floor, wing, level, and cell). This will be a status screen that will display information including but not limited to offender's last name, first name and middle initial, offender number, assigned location (*i.e.*, Facility, unit, floor, cell, bed), then current physical location of offender, and special status that may be applicable to offender. The display will provide the user the capability of viewing the detailed status of an individual offender, including all alerts and keep separates.

2.4 Relationships Among Locations

DOC Specifications
2.4.1 Overflow Units
The System will have the capability to record and define beds for a housing unit without assigning a bed to a cell.
2.4.2 Bed Re-Classification
The System will provide the designated CTDOC staff the capability to re-classify a bed, using a single transaction, and any user-defined group of beds.
2.4.3 Facility/Location Criteria
The System will provide the designated CTDOC staff the capability to inquire, add, change, or delete specific assignment criteria for each Facility, satellite, or location based on factors including but not limited to length of sentence, type of present or prior offenses, or both, age of offender, behavioral characteristics describing the offender, previous failure at the Facility and escape risk.
2.4.4 Flag Inappropriate Housing Assignments
The System will have the capability to flag the user based on integration among the offender identification and security, classification, and movement modules when an offender is assigned to a housing unit with a security level that is inconsistent with the objective classification score or for offenders who do not meet the institutional criteria of the assigned Facility. The System will have the capability to flag the user of violations against any user defined inappropriate housings assignments including but not limited to, keep separates in the same Facility, protective custody case and double celled with non-protective custody case.
2.4.5 Waiting Lists
The System will have the capability to access a CTDOC centralized institutional waiting list to integrate the waiting list of approved Facility reassignments into specified housing units, which may include offenders assigned to specific jobs, education or programs and

track all vacancies.

3. Report & Data Base Specifications

DOC Specifications
3.1 Display Admissions
The System will have the capability produce a list of offender's admissions within a user specified date and time range grouped by department, institution, unit, and sort by offender number, offender name (*i.e*., last, first, middle), custody status, housing, bed and cell assignment.
3.2 Inoperable Beds
The System will provide the designated CTDOC staff the capability to query on inoperable beds by custody level, gender, housing unit and institution.
3.3 Count Sheet
The System will have the capability to produce a count sheet indicating offender names and locations for comparison with physical counts.
3.4 Housing changes
The System will have the capability to produce a report of offenders that are housed in a housing unit longer than the predetermined day limit set by CTDOC.
3.5 Housing
The System will have the capability to produce a report listing all offenders in a housing unit and the date they were assigned to the housing unit.

BC.05 – Offender Event Schedule, Calendar, Alerts and Conflict Resolution Specifications

1. General Specifications

The Contractor shall design and deliver the System fully in accordance with all the applicable criteria, standards, requirements and the like in CTDOC Administrative Directives, policies and procedures and the Connecticut General Statutes, provided to Contractor by CTDOC prior to or during gap analysis.

2. Functional Specifications

2.1 Orientation / Assessment

DOC Specifications
2.1.1 Orientation Scheduling
The System will have the capability to set up offenders, individually or in a group, for an orientation.
2.1.2 Assessment Scheduling
The System will have the capability to set up assessment schedules.
2.1.3 Assessment Criteria
The System will have the capability to identify sentenced offenders by a defined period of time with criteria, including, but not limited to, no pending court appearances for 30 days, Mental Health or Medical Score greater than 3. The System will have the capability to schedule the identified group of individuals for an event.
2.1.4 Assessment Process
The System will have the capability to schedule an offender for a multiple day event, including but not limited to, an assessment cycle (currently 10 days), an interview with a counselor, education testing, medical appointment and parole orientation.
2.1.5 Assessment Completion
The System will have the capability to schedule an offender for a transfer upon completion of the assessment cycle.
2.1.6 System Notification
The System will have the capability to e-mail a notification to the appropriate housing unit, as designated by CTDOC, of offender's upcoming scheduled appearance and will have the capability to send a single notice regarding multiple offenders for a single housing unit for the timeframe designated by CTDOC.
2.1.7 Conflict Resolution
The System will have the capability to adjust a schedule, using priorities established by CTDOC, for conflicting events. This will be followed by an alert that the event that could not be scheduled. The System will maintain record of all event requests, including those that are denied due to a conflict, in case the higher priority event is cancelled.

2.2 Privilege Phone Calls

DOC Specifications
2.2.1 Event Scheduling
The System will have the capability to schedule a date and time for a phone call for an offender and allow a designated CTDOC staff to document the details of the phone call, including whether the phone call was completed, duration of call, time of call, identify privileged calls and the limitations associated with privileged calls.
2.2.2 System Notification
The System will have the capability to notify via e-mail the appropriate housing unit of the offender's scheduled phone call and will also have the capability to send a single notice to the housing unit identifying all scheduled phone calls for the housing unit for the time frame designated by CTDOC.
2.2.3 Conflict Resolution
The System will have the capability to adjust a schedule using priorities established by CTDOC for conflicting events. This will include the capability to generate an alert that an event could not be scheduled. The System will maintain a record of all requests to schedule an event, including those that are denied due to a conflict, in case the higher priority event is cancelled.

2.3 Employment / Education / Programs

DOC Specifications
2.3.1 Event Scheduling
The System will have the capability to automatically update an offender's calendar once the offender has been assigned or enrolled to a job, school or program through the duration of the assignment or enrollment for the specific dates and begin and end times.
2.3.2 System Notification
The System will have the capability to notify the offender's housing unit of a scheduled event and will have the capability to send a single notice of all events for a housing unit for the time frame designated by CTDOC.
2.3.3 Conflict Resolution
The System will have the capability to adjust a schedule using priorities established by CTDOC for conflicting events. This will include the capability to generate an alert that an event could not be scheduled. The System will maintain all requests including those that are denied due to a conflict, in case the higher priority event is later cancelled.

2.4 Medical Appointments

DOC Specifications
2.4.1 Event Scheduling
The System will have the capability to schedule an offender for a medical appointment with a location either within or outside the Facility.
2.4.2 System Notification
The System will have the capability to notify the housing unit of the offender's upcoming medical appointment and generate a notification to movements and transfers to arrange for transportation. Notification to movements and transfers will occur any time an offender must leave the Facility.
2.4.3 Conflict Resolution

The System will have the capability to schedule medical appointments, using pre-defined priorities, if more than one event occurs on the same day/time. This will include the capability to generate an alert that an event could not be scheduled. The System will maintain all requests for an event, including those that are denied due to a conflict, in case the higher priority event is later cancelled.

2.5 Court Trips

DOC Specifications
2.5.1 Event Scheduling
The System will have the capability to record the specific location, date and time, for an offender to attend a court appearance.
2.5.2 System Notification
The System will have the capability to notify the appropriate housing unit of the offender's court appearance and, based upon the location of the court appearance, send a notification to the appropriate designated CTDOC staff to obtain transportation.
2.5.3 Conflict Resolution
The System will have the capability to store and maintain "allowed" multiple concurrent court appointments for the same date. The System will permit "allowed" conflicts and alert the designated CTDOC staff of conflicts that are not within the "allowed" configuration and let the user override. If scheduling occurs at different locations, the System will prioritize the location selected based on pre-defined rules.

2.6 Video Conference

DOC Specifications
2.6.1 Event Scheduling
The System will have the capability to schedule an offender's video conference appointment including but not limited to date, type, time location of the video conference.
2.6.2 System Notification
The System will have the capability to notify the housing unit of the offender's scheduled video conference.
2.6.3 Conflict Resolution
The System will have the capability to generate an alert that an event could not be scheduled. If multiple events are scheduled for the same day, the System will permit the video conference to be scheduled unless the offender is scheduled for a court appearance.

2.7 Parole Hearings

DOC Specifications
2.7.1 Event Scheduling
The System will have the capability to schedule a parole hearing for an offender at a Facility location. Offenders with the earliest parole eligibility date will be scheduled first and the hearings will have a maximum capacity to be determined by the parole authority.
2.7.2 System Notifications
The System will have the capability to notify the housing unit of offender's upcoming parole hearing.
2.7.3 Conflict Resolution

The System will have the capability to override any previously scheduled event for the offender with the exception of a court appearance and send an alert that an event could not be scheduled. The System will maintain record of all event requests, including those that are denied due to a conflict, in case the higher priority event is cancelled.

2.8 Scheduled Release

DOC Specifications
2.8.1 Event Scheduling
The System will have the capability to determine and schedule an offender as they approach their release based on the discharge date. For end of sentence, the System will schedule the offender based on the discharge date. When the community release office sets a firm release date, if applicable, the System will capture that date.
2.8.2 System Notifications
The System will have the capability to notify the housing unit when an offender is being released. If an offender is scheduled for discharge and has a pending warrant, a notification will be sent to the appropriate designated CTDOC staff to notify the agency holding the warrant.

2.9 Event History

2.9 Event History
The System will have the capability to provide complete historical tracking of events for each offender, including events description, date, whether offender attended and reason if not attended.

DOC Specifications
2.9.1 Transportation Required
The System will have the capability to automatically schedule the offender for transport by Central Transportation Unit (CTU) based on the offender's Facility and the scheduled event.
2.9.2 Profile Check
The System will have the capability to automatically check an offender's profile or separation and generate an alert to the appropriate designated CTDOC staff if a conflict exists between offenders, a scheduled Facility or other persons scheduled for the same court.
2.9.3 Derived Recommended Schedule
The System will have the capability to recommend transportation schedules based on the availability, type of vehicle, and staffing.
2.9.4 Custody Status
The System will allow the designated CTDOC staff the capability to determine offender ratio based on the overall custody level.
2.9.5 Flag Exceptions
The System will have the capability to flag exceptions when court dates or the dates and times of other movement requests for an offender are revised based on a change in the offender's classification or medical or mental health issues.
2.9.6 Flag Potential Overtime
The System will have the capability to flag trips which may result in staff overtime based on user-defined elements.
2.9.7 Transport Logs
The System will have the capability to automatically generate an institutional transport log based on scheduled transfers. The System will provide the designated CTDOC the capability to enter, and the System will track, a record of actual time in and out for transport trips with reasons for delay,

cancellation, or refusal.

2.10 Professional/ Privileged/Special Visits

DOC Specifications
2.10.1 Event Scheduling
The System will have the capability to schedule a date and times for professional, privileged, or special visits and record the name of the person authorizing the visit.
2.10.2 System Notifications
The System will have the capability to notify the housing unit when an offender is scheduled for a professional, privileged or special visit.
2.10.3 Conflict Resolution
If there is a conflict, the System will have the capability to generate an alert that the event could not be scheduled. The System will maintain a record of all event requests, including those that are denied due to a conflict, in case the higher priority event is cancelled

2.11 Offender Calendar

DOC Specifications
2.11.1 Offender Calendar
The System will have the capability to display the offenders schedule by day, week, month, and year.
2.11.2 Calendar Management
The System will provide the designated CTDOC staff the capability to manually override the pre-defined priority of events for a specific offender or group of offenders.
2.11.3 Cancellations
The System will provide the designated CTDOC staff the capability to cancel scheduled offender movements by individual offender or by scheduled event and will identify the authorizing staff with a reason for the cancellation.
2.11.4 Limit Scheduled Events
The System will have the capability to schedule offenders for a limited number of visits to various departments within the facilities and add additional offenders to the next available event time periods.
2.11.5 Conflict Resolution
The System will provide the designated CTDOC staff the capability to override a scheduled event with the exception of a scheduled court event.

3. Report & Database Search Specifications

DOC Specifications
3.1 View Offender's Calendar
The System will be capable of producing a report which lists all events for one, multiple or all offenders for a specific day, week, month, year, date, or date and time range.
3.2 View Calendar for Facility / Wing / Housing Unit
The System will be capable of producing a report of all offenders and their scheduled events in a specified housing location for a specific day, week, month, year, date, or date and time range.
3.3 View All Scheduled Events for Offender
The System will be capable of producing a report listing all events by type of event and sorted by date, including but not limited to court trips and Facility transfers.

3.4	**View All Scheduled Events for Facility / Wing / Housing Unit**
The System will be capable of producing a report listing all events including but not limited to court trips and phone calls, for all offenders in a specified housing location.	
3.5	**Reserved**
3.6	**Query on Past/Future Dates**
The System will have the capability to query any or all past or future dates, or both, by offender, event type, reason for attendance, date or destination of the event.	
3.7	**Security Information**
The System will have the capability to access offender number, security and classification data and flag offenders that are being transported with special management criteria and alert the appropriate designated CTDOC staff.	
3.8	**Keep Separate Information**
The System will have the capability to access offender number, security and classification data and alert appropriate staff designated by CTDOC of offenders being transported who have established separation profiles.	
3.9	**Escape Information**
The System will have the capability to identify to the CTDOC scheduling officer offenders who have a history of escape. The information will include date, time, place, custody status at time of escape, and circumstances.	
3.10	**Record and Inquire Changes**
The System will have the capability to record, inquire and access changes in transportation schedules after the count has closed.	
3.11	**Flag Exception Report**
The System will have the capability to produce a list of all offenders on the exception report for transportation.	

BC.06 – Offender Records Specifications

1. General Specifications

The Contractor shall design and deliver the System fully in accordance with all the applicable criteria, standards, requirements and the like in CTDOC Administrative Directives, policies and procedures and the Connecticut General Statutes, provided to Contractor by CTDOC prior to or during gap analysis.

2. Functional Specifications

2.1 Create Offender's Master File

2.1.1 Offender Master File – New Admissions
The System will create a master file for each offender after an offender has been booked in by intake.
2.1.2 Offender Master File – Re-Admit
For re-admissions, the System will activate the offender's existing master file keeping the previous information in history.
2.1.3 Offender Photo
The System will provide the designated CTDOC staff the capability to view all photos of an offender in the offender's master file.
2.1.4 Scan Documents
The System will have the capability to scan and electronically store documents.

2.2 360 Degree View of Offender

DOC Specifications
2.2.1 Offender Status
The System will have the capability to display the current status of the offender – "*Active"* if currently incarcerated or under supervision or "*Closed"* if no longer incarcerated or under supervision. The System will also have the capability to display if the offender is sentenced or has not been sentenced.
2.2.2 Offender Name
The System will have the capability to display the current name of the offender when they were committed.
2.2.3 Offender Personal Characteristics
The System will have the capability to display all of the personal characteristics of the offender.
2.2.4 Offender Primary Offense(s)
The System will have the capability to display the offender's primary offense(s).
2.2.5 Offender Housing
The System will have the capability to display the current housing location for an offender.
2.2.6 Offender Classification
The System will have the capability to display the current classification and needs score for the offender.

2.2.7 Offender Disciplinary
The System will have the capability to display the total number of disciplinary reports, the latest Class A disciplinary reports, and the latest Class B disciplinary reports.
2.2.8 Offender Release Date
The System will have the capability to display the offender's maximum release date and, as applicable, an estimated release date.
2.2.9 Program Eligibility Date
The System will have the capability to display the program eligibility date (*i.e*. parole eligibility, halfway house eligibility, community supervision eligibility).
2.2.10 Bond Amount
The System will have the capability to display the total bond amount.
2.2.11 Voted to Parole Date
The System will have the capability to display offenders voted to parole date.
2.2.12 Total Effective Term
The System will have the capability to display an offender's total effective term.
2.2.13 Precaution Button
The System will have the capability to display a "precaution" button which when activated will display any special management concerns, and for some user profiles display, any keep separates for the offender.
2.2.14 DNA Felony
The System will have the capability to display if CTDOC is authorized to take a DNA sample from offender and, if so, when DNA sample was taken.
2.2.15 Sex Offender Registration
The System will have the capability to display if an offender must register as a sex offender and, if so, when the offender was registered as a sex offender.
2.2.16 Latest Admission
The System will have the capability to display the date of the latest admission and type of admission.
2.2.17 View Option
The System will have the capability to display all Business Categories.

2.3 Criminal History

DOC Specifications
2.3.1 RAP Sheet Check
The System will the capability to display the current rap sheet and NCIC information that was last run on the offender which would have been scanned into the System.
2.3.2 Warrants/Detainers
The System will display any active warrants or detainers lodged against the offender.
2.3.3 Pre-Sentence Investigation Reports (PSI)
The System will have the capability to retrieve a PSI electronically from the Judicial Branch system and store the data. The System will have the capability to scan PSI hard copies and store the data.
2.3.4 Police Reports
The System will have the capability to scan and store police reports.
2.3.5 Protective Orders
The System will have the capability to scan and store protective orders and have the future capability to interface with the Judicial Branch system.

2.4 Court Information

DOC Specifications
2.4.1 Court Dates
The System will have the capability to display any future court dates and locations.
2.4.2 Bond Information
The System will have the capability to display all bond related information applicable to the offender.
2.4.3 Bond Type
The System will have the capability to display the types of bonds assigned to offender, including "no bond".

2.5 Offender Record Maintenance

DOC Specifications
2.5.1 Alias Information
The System will have the capability to display all offender alias names.
2.5.2 Offender Number Information
The System will have the capability to display all identification numbers associated with the offender, including but not limited to, Social Security Numbers, with an indicator noting a verified Social Security Number, other state ID numbers, duplicate offender numbers and FBI number.
2.5.3 Dates of Birth
The System will have the capability to store multiple dates of birth for an offender with an indicator noting a verified date of birth.
2.5.4 Work Assignments
The System will have the capability to display if the offender currently has a job and the type of job.
2.5.5 Program Assignments
The System will have the capability to display any current programs in which the offender is a participant.

2.6 Victim Notification

DOC Specifications
2.6.1 Victim Information
The System will have the capability to process and retain an offender's actual and threatened victim of offense information, including but not limited to offender number; victim(s) names; victim's ethnicity; victim's date of death if applicable; if applicable, identification of victim as a State, public safety or other criminal justice employee; victim's last known address and telephone number; victim's gender; either crime victim, witness or threatened status; age of victim at the time of the crime; contact person if victim is a minor or incapable of communicating; name, address and relationship of victim's family members; name, address and relationship of survivors. The System will provide user a text field for entering notes. The System will have the capability to link the offender to multiple victims and a victim to multiple offenders.
2.6.2 Victim Notification Flag
The System will have the capability to process and retain "yes and no notification status" (default is yes) for victims, family members and survivors to be notified upon offender status change: transfers, parole hearing, psychological panel hearing, release on parole or discharge, escape and death.
2.6.3 Victim Notification Updates
The System will have the capability to process, retain and report victim data, and subsequent

changes to victim's information, including but not limited to, addresses and requests for notification. If changes are made to the victim's information in the System, the System will record transaction date the changes are made in the System, effective date, entering user, person(s) requesting the changes if not the victim or initial requester.
2.6.4 Victim Notification Form Letters
The System will have the capability to prepare form letters and mailing labels for notifying a victim of each proposed change in an offender's status, including but not limited to, parole hearing; psychological panel hearing; release on parole or discharge; escape, death and proposed movement. The form letter must also provide additional relevant information, including but not limited to, offender number, date of proposed change, date of crime, hearing date, time and location.
2.6.5 Victim Notification Form Letters
The System will have the capability to follow table driven business rules to provide maintainable logic for preparing notification letters.
2.6.6 Victim Notification History
The System will have the capability to maintain a history of all victim notifications and contact.

2.7 Emergency Contact

DOC Specifications
2.7.1 Emergency Contact
The System will have the capability to display emergency contact information for the offender and maintain any prior contact information.

2.8 File Transfer

DOC Specifications
2.8.1 File Transfer
The System will have the capability to display the current location of the master file hard copy.

2.9 Home Address

DOC Specifications
2.9.1 Home Address
The System will have the capability to display the offender's current home address and maintain any prior addresses.

2.10 Archive Record

DOC Specifications
2.10.1 Misdemeanor Offense
The System will have the capability to identify offenders with only misdemeanor offenses. The System will track such offenders and will send a notification alert to the designated CTDOC staff upon the expiration of three years from the date of offender's last discharge.
2.10.2 Felony Offense
The System will have the capability to identify offenders with felony offenses. The System will track such offenders and will send a notification alert to the designated CTDOC staff upon the expiration of twenty-five years from the date of offender's last discharge.

3. Report and Database Search Specifications

DOC Specifications
3.1 Misdemeanor Offense
The System will produce a misdemeanor offense report of all offenders that have not been in DOC custody within the past 3 years.
3.2 Felony Offense
The System will produce a felony offense report of all offenders that have not been in CTDOC custody within the past 25 years.
3.3 Victim Notification
The System will produce a daily report of new requests for notifications from victims.
3.4 Victim Notification
The System will produce a report of all victim notification requests sorted by any one or all of the following: Facility, offender name, county and city name.

BC.07 – Warrants and Detainers Specifications

1. General Specifications

The Contractor shall design and deliver the System fully in accordance with all the applicable criteria, standards, requirements and the like in CTDOC Administrative Directives, policies and procedures and the Connecticut General Statutes, provided to Contractor by CTDOC prior to or during gap analysis.

2. Functional Specifications

2.1 Search for Existing Warrants / Detainers

DOC Specifications
2.1.1 Existing warrants and detainers
The System will have the capability to search for and retrieve existing warrants and detainers for an offender. The System will support an interface with other law enforcement agencies who enter pending information through NCIC.
2.1.2 Interface with COLLECT (CT On-Line Law Enforcement Communications Teleprocessing)
The System will have the capability to interface with COLLECT to confirm the presence of any pending charges or detainers during the classification and release process.
2.1.3 Interface with PRAWN (Paperless Re-Arrest Warrant Network)
The System will have the capability to interface with PRAWN to confirm the presence of any pending charges or detainers during the classification and release process.

2.2 Recording of Pending Warrants/Detainers/Information

DOC Specifications
2.2.1 Recording of pending warrants / detainers/information
The System will have the capability to record a pending warrant, detainer or information and will provide user with fields to enter information including, contact name, address, telephone and e-mail addresses of party initiating the warrant, detainer or information; case number; type of detainer code; type of Hold code; date entered into System; and date of Hold or Detainer document. The System will provide user an open text area for entry of additional notes.
2.2.2 Notification of pending warrants / detainers/information
The System will have the capability to produce a written notification of a new warrant, detainer or information to be given to the offender and acknowledged by the offender.
2.2.3 Scanning of pending warrants / detainers/information
The System will have the capability to scan and store a copy of a warrant, detainer or information for inclusion in the offender's record.
2.2.4 Acknowledgement form of pending warrants / detainers/information
The System will have the capability to produce an acknowledgement form to the sending law enforcement agency when a new warrant, detainer or information has been placed in offender's master file.

2.2.5 Record Offenders signature of pending warrants / detainers/information
The System will have the capability to record, with a date, if the offender signed the acknowledgment of a warrant, detainer or information or if the offender refused to do so.

2.3 Detainer Types

DOC Specifications
2.3.1 Immigration Detainers
The System will have the capability to display, record and track the status of immigration detainers. The System will enable users to display, and have the option to print, a list of the offenders with immigration detainers by unit, Facility or department, including each offender's name, location, offender number, ICE registration or case number, date filed and ICE status.
2.3.2 Immigration Detainer Status
The System will have the capability to track and record requests for responses from the ICE.
2.3.3 Flag Immigration Detainer Status
The System will have the capability to alert the user when ICE has not responded to a request within a user-defined number of days and issue a notification to ICE.
2.3.4 Federal Detainers
The System will have the capability to record and track the status of federal detainers.
2.3.5 Federal Detainer Status
The System will have the capability to track and record requests for responses from the federal authorities.
2.3.6 Federal Detainer Status Update
The System will have the capability to update the status of a federal detainer.
2.3.7 Offender Status with Federal Detainer
The System will have the capability to produce a form for an offender with a federal detainer who has a change in his status.
2.3.8 Letters of Inquiry for pending warrants / detainers
The System will have the capability to produce letters of inquiry to law enforcement agencies where pending warrants or detainers may exist, record the date of the inquiry and generate a follow-up notification, based on NCIC and other law enforcement databases.

2.4 Speedy Trial

DOC Specifications
2.4.1 Speedy Trial Eligibility
The System will automatically check for an offender's eligibility for a speedy trial. The System will recognize that an offender is not eligible for a speedy trial for a violation of probation (VOP) offense. For all other offenses, the System will process the offender's request for a speedy trial. CTDOC shall establish the criteria to be used by the System to determine eligibility and CTDOC shall have the capability to modify such criteria.
2.4.2 Speedy Trial Eligibility Status Change
The System will have the capability to automatically produce speedy trial documents on the eligible cases if an offender who has multiple detainers, warrants or information subsequently becomes sentenced. The System will have the capability to automatically check for eligibility.
2.4.3 Generate Paperwork
The System will have the capability to produce speedy trial documentation when detainer, warrant or information with an eligible offense has been recorded. The System will provide the capability to accept electronic signatures for the offender and CTDOC administrator. The

System will transmit the documentation to the applicable court electronically with the electronic signatures
2.4.4 Record Acknowledgment
The System will record the date and acknowledgements; acceptance or refusal, of the documentation.
2.4.5 Tracking Paperwork
The System will have the capability to electronically track the dates the documentation was transmitted to and subsequently received by the court.

2.5 Update Warrant / Detainer/ Information

DOC Specifications
2.5.1 Warrant/Detainer/Information Updates
The System will have the capability to update information on warrant, detainer, or information including but not limited to electronic signature, photos and capability to maintain, retrieve, print and email information regarding a warrant, detainer or information, including issue date and time, type, supervision type, case number, and other information CTDOC deems appropriate.
2.5.2 Warrant Responses
The System will have the capability to record response to inquiries and update to the System to reflect any information obtained.
2.5.3 Withdrawal of Warrant/Detainer
The System will have the capability to record information regarding the withdrawal of a detainer or warrant.

2.6 Interstate Detainers

DOC Specifications
2.6.1 Interstate Agreement on Detainers (IAD) Eligibility
The System will have the capability to check for IAD eligibility and have edits to prevent recording ineligible speedy disposition requests. .
2.6.2 Tracking Days
The System will have the capability to track the number of days after an offender files for a speedy disposition and to alert the user or produce an exception report when the user defined time limit expires.
2.6.3 Status Of Interstate Detainers
The System will have the capability to distinguish between sentenced and pending interstate detainers.
2.6.4 IAD Forms
The System will have the capability to produce instructions and documents necessary to assist the offender or law enforcement agency to resolve an existing detainer with the capability to produce and pre-fill user defined fields for IAD forms and produce a cover letter to go with the forms.
2.6.5 Interstate Agreement on Detainers Checklist Form
The System will have the capability to produce and keep track of the IAD process, and the document will be printed. Upon completion of the process an electronic alert will be sent to the Interstate Office.
2.6.6 IAD Forms
The System will have the capability to accept electronic signatures for the IAD form from the offender, warden or warden's designee.

2.6.7 180 day Interstate Agreement Alert
If there is no response from the notification recipient within 180 calendar days after the IAD documentation notification has been sent, CTDOC will send an alert to that recipient.

2.7 System Alerts

DOC Specifications
2.7.1 Records Alert – Pending Warrants / Detainers
The System will have the capability to alert users and print the corresponding documentation during the release process if any pending warrants or detainers are outstanding.
2.7.2 Records Alert – Withdrawal of Warrants / Detainers
The System will have the capability to record information regarding the withdrawal of a warrant or detainer and send an alert to CTDOC records, classification, parole and other interested parties.
2.7.3 Records Alert – Consignment to Connecticut
The System will have the capability to alert the designated CTDOC staff when an offender who is in custody on consignment receives a sentence and has been in custody more than 2 weeks, or other user defined time period.
2.7.4 Records Alert – Consignment from Connecticut
The System will have the capability to issue an initial alert to user when an offender on consignment to another state has been out of CTDOC custody longer than the certain time period defined by CTDOC, and will continue to issue monthly alerts until user directs the System to stop sending alerts.
2.7.5 Classification Alert – Validate Score
The System will automatic rescore of the offender's objective classification when a detainer is recorded or resolved.
2.7.6 Parole Alert – Warrant Cancelled
The System will have the capability to cancel a warrant and record the reason for the cancellation.
2.7.7 Immigration Detainer Alert
The System will send an electronic alert to ICE to issue a remand if an offender has an immigration detainer and the offender's sentence expires or offender is not sentenced and the case is disposed.
2.7.8 Federal Detainer Alert
The System will send an electronic alert to the US Marshals to issue a remand if an offender has a federal detainer and his/her sentence expires or offender is not sentenced and the case is disposed.

3. Report and Data Base Specifications

DOC Specifications
3.1 IAD
The System will allow the designated CTDOC staff the capability to produce a checklist of forms and the status of each form required for the IAD process.
3.2 Active Detainers
The System will be capable of generating a report of all active detainers.
3.3 Type of Detainer
The System will be capable of generating a report sorted by type of detainer.
3.4 Court Date

The System will have the capability to produce a report of offenders with active warrants or detainers who are scheduled for a court appearance. The System will provide the user the capability to sort the report by court date, court location or the status of the pending warrant or detainer.
3.5 Immigration or Federal Detainer
The System will have the capability to display and print a report of offenders with federal or immigration detainers who do not have a future release date or an active bond amount. The report will contain a list of the offenders with federal detainers by unit, institution or department, offender's name, location, offender number, case number, and the date the detainer was filed.

3.6 Data Base Specifications

DOC Specifications
3.6.1 Prior Detainers
The System will have the capability to search for and locate offenders when readmitted that have an open detainer.
3.6.2 Active Detainers
The System will have the capability to search for and locate an offender who has an active detainer.

BC.08 – Sentencing and Time Calculation Specifications

1. General Specifications

The Contractor shall design and deliver the System fully in accordance with all the applicable criteria, standards, requirements and the like in CTDOC Administrative Directives, policies and procedures and the Connecticut General Statutes, provided to Contractor by CTDOC prior to or during gap analysis.

2. Functional Specifications

2.1 Electronic Court Documents

DOC Specifications
2.1.1 Electronic Court Documents
The System will have the capability to accept electronic court documents and populate fields, including docket number, next court date, offense code, offense date, bond amount, bond type, special conditions.

2.2 Arresting Entity

DOC Specifications
2.2.1 Court Docket Information
The System will have the capability to capture and record information provided by the court for offenders who have a pending court case.
2.2.1.1 Docket Bond Amount
The System will have the capability to capture and record a dollar value up to 999,999,999.99 for a docket bond.
2.2.1.2 Docket Bond Change
The System will have the capability to capture an increase or decrease in a bond amount and send an alert to the designated CTDOC staff notifying them of the change.
2.2.1.3 Docket Bond Type
The System will have the capability to accept a code value for different types of bonds. CTDOC shall designate the codes to be used. Currently, CTDOC uses the below code values: $ - cash only % - 10 percent bond ! – No Bond
2.2.1.4 Docket Bond Status
The System will have the capability to indicate if the bond is unpaid or paid. For paid bonds, the System will indicate the date it was paid, the receipt number and produce a printed copy receipt.
2.2.1.5 Docket Bonding Company
The System will have the capability to maintain a list of approved bond companies or professional bondsmen and provide the designated CTDOC staff the capability to select the bond company that posts the bond.
2.2.1.6 Docket Number
The System will have the capability to capture a court docket number of at least 16 characters.
2.2.1.7 Docket Offense Code
The System will provide the designated CTDOC staff with the capability to select an offense

code from a menu of offense codes. The text field for each offense code must allow for at least 25 characters.
2.2.1.8 Docket Offense Code Alert
The System will have the capability to send an alert to the designated CTDOC staff if the offense code is for capital felony murder, as that offense is defined in C.G.S.
2.2.1.9 Docket Offense Count
The System will provide the capability to enter the number of counts for each offense.
2.2.1.10 Docket Offense Priority
The System will assign and maintain classification severity codes for all offenses using a ranking code to rank all offenses within an offender's active docket from most to least severe.
2.2.1.11 Docket Offense Date
The System will have the capability to use a date MM DD YYYY (month/date/year) format to express the date that the offense was committed.
2.2.1.12 Docket Court
The System will have the capability to use a date MM DD YYYY (month/date/year) format to express the court appearance date and indicate that the court appearance was held on the scheduled date. If the offender did not appear in court, the System will have the capability to so indicate and express the reason for the non-appearance.
2.2.1.13 Transfer Docket Court Date
The System will have the capability to record the transfer of a case to a new court location.
2.2.1.14 Docket Bond Amount
The System will provide the designated CTDOC staff a drop down menu to select special conditions associated with a bond and a free text field to enter additional information. The System will store the staff selection and additional information.
2.2.1.15 Docket Charge Alert
The System will have the capability to send an alert to the designated CTDOC staff when an offender returns from court and the offense has changed.
2.2.1.16 Offense Dispositions
The System will have the capability to record all dispositions that do not result in a sentence and will send a notification to designated CTDOC staff upon the expiration of 13 months from the date of disposition or 20 days following the entry of a conditional discharge or dismissal.

2.3 Sentence Docketing

DOC Specifications
2.3.1 Concurrent Charge(s)
The System will have the capability to link only charges, in the same docket, as to which the offender is serving the sentences concurrently.
2.3.2 Concurrent Dockets
The System will have the capability to link concurrent dockets, including in state or out of state dockets, or both.
2.3.3 Consecutive Charge(s)
The System will have the capability to link only charges, in the same docket, as to which the offender is serving the sentences consecutively.
2.3.4 Consecutive Dockets
The System will have the capability to link consecutive dockets, including in state or out of state dockets, or both.
2.3.5 Docket Max Release Date
The System will have the capability to calculate the sentence completion date.
2.3.6 Docket Number

The System will have the capability to capture and record a docket number, or multiple docket numbers, consisting of 16 characters or more for the same offender.
2.3.7 Docket Sentence Date
The System will have the capability to record the date the sentence was received.
2.3.8 Docket Sentence Start Date
The System will have the capability to calculate and record for consecutive dockets the date that the sentence begins.
2.3.9 Docket Max Sentence Term
The System will have the capability to calculate and record the combined maximum term of incarceration imposed in years-months-days- hours for all charges.
2.3.10 Docket Min Sentence Term
The System will have the capability to calculate and record the combined minimum term of incarceration imposed in years-months-days- hours for all charges.
2.3.11 Docket Mandatory Sentence Term
The System will have the capability to calculate and record the combined mandatory term, concurrent or consecutive, imposed by court under C.G.S. that require a mandatory sentence.
2.3.12 Docket Sentence Type
The System will have the capability to use an indicator to distinguish the sentence type, definite for a definite sentence, indeterminate for an indeterminate sentence (for example, 25 years to life).
2.3.13 Docket Sequence Number
The System will have the capability to list, using letters or numbers, individual dockets within an offender's record.
2.3.14 Docket Sequence Renumber Option
The System will have the capability to automatically renumber all dockets when a docket is added, deleted or erased.
2.3.15 Maintenance Log
The System will have the capability to automatically record all changes to the docket or charges with user, date and time stamp and before and after information.

2.4 Offense Information Elements

DOC Specifications
2.4.1 Offense Fine Amount
The System will have the capability to record the amount of any fine imposed for a charge.
2.4.2 Offense Priority
The System will use a code or number scheme to rank the seriousness of an offense in relation to the other offenses on the docket. Ranking will include a "most serious code" that can only be assigned to one offense.
2.4.3 Offense Sentence Maximum Term
The System will have the capability to record the maximum term imposed by the court in years, months, days and hours for each offense.
2.4.4 Offense Sentence Minimum Term
The System will have the capability to record the minimum term imposed by the court in years, months, days and hours for each offense. Offenders with definite sentences will have no offense minimum term.
2.4.5 Offense Sentence Suspended After Term
The System will have the capability to record the length of time in years, months, days and hours to be served.
2.4.6 Offense Code

The System will provide the designated CTDOC staff with the capability to select an offense code from a menu of offense codes. The text field for each offense code must allow for at least 25 characters.
2.4.7 National Criminal Information Center (NCIC) Offense Code
The System will have the capability to assign the NCIC numeric code and translation based on the section of the C.G.S. applicable to the offender sentence.
2.4.8 Association of State Correctional Administrators (ASCA) Offense Code
The System will have the capability to assign the ASCA numeric code and translation based on the section of the C.G.S. applicable to the offender sentence.
2.4.9 Offense Type
The System will have the capability to list the offense type based on the section of the C.G.S. applicable to the offender sentence.
2.4.10 Offense Class
The System will have the capability to list the offense class based on the section of the C.G.S. applicable to the offender sentence.
2.4.11 Offense Code Validation
The System will have the capability to validate court sentence information against statutory offense data and identify sentencing discrepancies.
2.4.12 Offense Counts
The System will have the capability to record the total number of counts for each charge.
2.4.13 Offense Begin Date
The System will use a year, month and day format when reflecting the date the offense was initially committed.
2.4.14 Offense End Date
The System will use a year, month, day format when reflecting the date the last offense was committed.
2.4.15 Probation Term
The System will record the total years, months and days of court ordered probation.
2.4.16 Special Parole Term
The System will record the total years, months and days of court ordered special parole.
2.4.17 Fine Amount
The System will record the total dollar amount of the court ordered fine.
2.4.18 How Served
The System will indicate if the sentence is initial concurrent or a consecutive.
2.4.19 Concurrent Charge(s)
The System will indicate concurrent sentences for offenses.
2.4.20 Consecutive Charge(s)
The System will indicate consecutive sentences for offenses.
2.4.21 Status
The System will indicate the status of the sentence (imposed, revised, corrected, vacated, modified, or expunged).
2.4.22 As of Date
The System will indicate the date of a sentence status change.
2.4.23 Comments Field
The System will provide the designated CTDOC staff an open free text field for entry of comments and notes.

2.5 Calculation of Effective Sentence

DOC Specifications

2.5.1 Total Effective Release Date
The System will contain a field which calculates the Offender's ultimate release date. The calculation will be based on time factors including but not limited to dockets, charges, concurrent or consecutive sentences, time credits, and projected time credits. For multiple sentences, the System will display all release dates on a single screen.
2.5.2 Total Effective Term
The System will contain a field which calculates the Offender's total incarceration time in years, months, days and hours. The calculation will be based on time factors including but not limited to dockets, charges, concurrent and consecutive sentences, time credits, and projected time credits.
2.5.3 Death Sentence
The System will indicate if an offender is serving a death sentence.
2.5.4 Death Sentence Alert
The System will send an alert to Classification and Population Management when an offender is sentenced to death.
2.5.5 Fines
The System will have the capability to convert a fine into days to be served utilizing the current daily cost of incarceration in accordance with C.G.S. The System will adjust the cost of daily incarceration each year. The System will calculate the maximum release date based on the amount of fine.

2.6 Calculation and Application of Jail Credit and Jail Credit Good Time

DOC Specifications
2.6.1 Jail Credit Days
The System will have the capability to automatically calculate pre-sentence credit based on G.G.S, regulations and case law for offenders held in lieu of bond.
2.6.2 Jail Credit Good Time (JCGT) Days
The System will have the capability to calculate JCGT Days accumulated while meeting eligibility requirements.
2.6.3 JCGT Forfeit
The System will have the capability to calculate JCGT Days forfeited from accumulated days.
2.6.4 JCGT Not Earned
The System will have the capability to calculate JCGT Days not accumulated if the offender did not conform to eligibility rules.
2.6.5 JCGT Restored
The System will have the capability to calculate from JCGT Days forfeited the number of JCGT days restored.
2.6.6 Court Ordered Jail Credit
The System will provide the designated CTDOC staff the capability to manually enter jail credits ordered by the court.

2.7 Tracking and Projection of All Relevant Dates

DOC Specifications
2.7.1 Estimated Docket Release
The System will calculate estimated release date for offenders who committed their crime on or after July 1, 1983, but prior to October 1, 1994.
2.7.2 Maximum Release Date
The System will calculate the projected maximum release date for each sentence. For definite

sentences, this is the release date.
2.7.3 Minimum Release Date
For indeterminate sentences, the System will have the capability to calculate and retain the projected minimum release date or earliest date the offender may be released from CTDOC custody by the Board of Pardons and Parole.
2.7.4 Mandatory Release Date
The System will have the capability to calculate the date when the mandatory portion of a sentence has been satisfied.
2.7.5 Time Served
The System will have the capability to calculate up to the maximum release date, time served up to the then current date and the time remaining to be served.
2.7.6 Full Auto Recalculation
The System will have the capability to recalculate a release date and program eligibility date if a sentence term is changed.
2.7.7 Parole Eligibility Date
The System will, based on eligibility factors set by CTDOC, calculate for each docket the date an offender is eligible for consideration for parole.
2.7.8 Transitional Supervision Date
The System will, based on eligibility factors set by CTDOC, calculate for each docket the date an offender is eligible for transitional supervision.
2.7.9 Halfway House Eligibility Date
The System will calculate the date an offender is eligible for release to a halfway house for each docket based on then current eligibility factors.

2.8 Application / Revocation / Restoration of Credits

DOC Specifications
2.8.1 Statutory Good Time (SGT) /Risk Reduction Earned Credits (RREC) Earned
The System will have the capability to total batch and “on-line” transactions for SGT and RREC entries or adjustments, an offender has earned on a specific sentence that is not affected by forfeitures or restorations.
2.8.2 SGT/RREC Forfeit
The System will have the capability to record, and send an alert to staff of the total amount of SGT and RREC forfeited by an offender when a sanction resulting in loss of SGT or RREC is ordered by court.
2.8.3 SGT/RREC Initial Posting
The System will have the capability to automatically provide a pro-rated credit for the actual number of days served during the first month of incarceration.
2.8.4 SGT/RREC Not Earned
The System will have the capability to record the number of days an offender could have earned SGT or RREC but was denied due to classification or other issues.
2.8.5 SGT/RREC Posting
The System will have the capability to record SGT or RREC based on C.G.S.
2.8.6 SGT/RREC Restored
The System will have the capability to restore and record the amount of forfeited SGT or RREC that have been restored.
2.8.7 SGT/RREC Owed
The System will have the capability to track SGT and RREC days owed by offenders. . As the offender earns more SGT and RREC days, the System will credit the SGT or RREC days earned against the SGT or RRECT days owed until the offender returns to a positive status and

SGT and RREC earned is applied to release date.

2.9 OMPA (Outstanding Meritorious Performance Award)

DOC Specifications
2.9.1 OMPA Granted
The System will have the capability per each incarceration to limit awarding, not more than 120 days, of OMPA time for a specific sentence.
2.9.2 OMPA Forfeited
The System will have the capability to record the number of forfeited OMPA days.

2.10 7 Day Job Credits

DOC Specifications
2.10.1 7-Day Credit Days
The System will have the capability to credit offender one day of job credit for every seven consecutive days of work.
2.10.2 7-Day Credit Days – start/end job
The System will have the capability to enter a start and end date for a job.
2.10.3
Intentionally Left Blank
2.10.4 7-Day Credit Days - transfer
The System will have the capability to record a job transfer and removal of offender from a job.
2.10.5 7-Day Credit Days - Adjustments
The System will provide the designated CTDOC staff the capability to manually enter job credits.

2.11 Violation of Probation

DOC Specifications
2.11.1 Original Sentence
The System will have the capability to access and utilize the offender's time served on the original sentence or the previous violation of probation.
2.11.2 Sentence Credits
The System will have the capability to access and utilize all credits earned on the offender's original sentence or the previous violation of probation.
2.11.3 Time Served
The System will have the capability to access and utilize all time served on the original sentence or the previous violation of probation.
2.11.4 Jail Credit
The System will have the capability to calculate the jail credit on the current violation.
2.11.5 Parole Eligibility Date
The System will have the capability to calculate a parole eligibility date for a violation of probation greater than 2 years, without count the original sentence or the previous violation of probation.
2.11.6 Transitional Supervision Date
The System will have the capability to calculate a transitional supervision date for a violation of probation sentence of 2 years or less, without counting the original sentence or the previous violation of probation.
2.11.7 Total Effective Sentence

The System will send an alert to staff when the suspended after term exceeds the maximum term.

2.12 Restrictive Housing Status

DOC Specifications
2.12.1 Restrictive Housing Start/End Date
The System will have the capability to enter a start and end date for restrictive housing status.
2.12.2
Intentionally Left Blank

2.13 Escapes, Absconders, Inadvertent Releases and Dead Time

DOC Specifications
2.13.1 SGT Indicator
The System will have the capability to credit offender applicable SGT up to the day of escape and prorate SGT when returned from escape.
2.13.2 Dead Time
The System will have the capability to add a day to the offender's release date for each day the offender is not in custody for unauthorized reasons.
2.13.3 Flag Indicator
The System will have the capability to flag that an offender is in escape or absconder or inadvertent release status.

2.14 Sentence Modifications and Amendments

DOC Specifications
2.14.1 Term Change
The System will have the capability to record changes to the term of a sentence and recalculate the release date and program eligibility date accordingly.
2.14.2 Court Ordered Release
The System will have the capability to record a discharge of a sentence and calculate the time served up to the discharge date.
2.14.3 Court Ordered Jail Credit
The System will have the capability to record court ordered jail credit and note the difference between court ordered credit and earned jail credit.
2.14.4 Corrections/Revisions
The System will have the capability to update a sentence component based on changes from the court.
2.14.5 Sentence Modification Alert
The System will have the capability to send an alert to staff notifying them of a release date change.

2.15 Vacated Sentences

DOC Specifications
2.15.1 Vacated Sentences
The System will display vacated sentences only to designated CTDOC staff.
2.15.2 Reserved

2.15.3 Alert for Vacated Sentences
The System will send an alert to designated CTDOC staff when a sentence has been vacated.

2.16 Time Sheet

DOC Specifications
2.16.1 Time Sheet Creation
The System will have the capability to create and maintain a "time sheet" for each offender including but not limited to offender's name, number, housing location, count, offense, offense class and type, docket number, sentence term, fine amount, parole eligibility percentage flag, jail credit days, sentence start date, total term, parole or transitional supervision eligibility date, voted to parole date, maximum release date and estimated release date.
2.16.2 Time Sheet Adjustments
The System will permit authorized designated CTDOC staff to adjust any time or credit elements and will record the date, time, and user ID for the individual entering any adjustment.
2.16.3 Adjustment Code
The System will assign a code to each type of time-keeping adjustment. Time-keeping adjustments are any type of credit earned or awarded, or forfeited, that increases or decreases the time served by an offender.
2.16.4 Adjustment Comments
The System will have a free form text area available to users to record notes and comments related to a time-keeping adjustment.
2.16.5 Adjustment Date
The System will have the capability to record the date an adjustment is made on an offender's time sheet.
2.16.6 Adjustment Days
The System will have the capability to show the total number of days involved in a time-keeping adjustment.
2.16.7 Time Sheet Entry Deletion
The System will allow the designated CTDOC staff with the capability to delete any entry on the time sheet and the System will recalculate the release date accordingly.
2.16.8 Time Sheet Deletion
The System will allow the designated CTDOC staff the capability to delete an entire time sheet.
2.16.9 Time Sheet Tracking
The System will have the capability to track changes to, or deletion of, a time sheet, including but not limited to the user name, location, date and time such change or deletion was entered.

2.17 Merging Records

DOC Specifications
2.17.1 Merging Records
The System will have the capability to merge records if an offender has multiple offender numbers.
2.17.2 Merged Numbers
The System will have the capability to determine if offenders have multiple offender numbers and to keep a record of the merged offender numbers.
2.17.3 Delete Record
The System will have the capability to delete and replace a merged record with the correct offender number.

2.18 Erasures

DOC Specifications
2.18.1 Erasure Records
The System will have the capability to flag or hide a record to prevent release of the information contained in the record.

2.19 Pardons

DOC Specifications
2.19.1 Partial Pardon
The System will have the capability to delete the record where the offender was granted for a partial pardon.
2.19.2 Full Pardon
The System will have the capability to delete the entire record for an offender who receives a full pardon.

2.20 Fines

DOC Specifications
2.20.1 Fine Rate
The System will maintain and update the daily cost of incarceration rate, including but not limited to, the historical daily cost of incarceration rates. Per C.G.S. section 18-85a, the System will have a means to calculate and keep track of daily cost of incarceration rates and will provide the designated CTDOC staff the capability to make debit and credit entries related to cost of incarceration as well as a field to enter comments.
2.20.2 Fine Worksheet
The System will have the capability to create a worksheet for the court documenting the daily reduction of the fine served.
2.20.3 Fine Alert
The System will have the capability to print a court hearing form for offenders serving time with a fine 30 days prior to the offender's release date.
2.20.4 Fine Amount Owed
For a fine owed and a sentence received, the System will have the capability to pause, hold and record the remaining amount of the fine as the offender serves the sentence. Upon completion of the sentence, the System will activate the fine for the unpaid amount of the fine.

2.21 DNA

DOC Specifications
2.21.1 DNA Eligibility
The System will have the capability to indicate if DNA is required.
2.21.2 DNA Date
The System will have the capability to store the date when DNA was taken.
2.21.3 DNA Refusal
The System will have the capability to record if an offender refused to have his/her DNA taken and the refusal date.
2.21.4 DNA Purge
The System will have the capability to record the date when DNA data was purged, automatically remove the DNA draw date from the System and hide the information.

2.22 Sex Offender Registration

DOC Specifications
2.22.1 Sex Offender Specification
The System will have the capability to indicate if Sex Offender Registration is required.
2.22.2 Sex Offender Date
The System will have the capability to indicate the date when the offender was registered as a sex offender.

3. Report and Database Specifications

DOC Specifications
3.1 Commitment Report
The System will have the capability to produce a summary report of commitment data for each offender committed on the previous day.
3.2 Discharge Report
The System will have the capability to generate a discharge report of offenders within 45 days of end of sentence.
3.3 Court Schedule Report
The System will have the capability to generate a report of offenders scheduled for court including not limited to offender number, offender name, court date, Facility, housing, or court location. If an offender is sentenced or has multiple cases pending in different court jurisdictions, the System will be capable of alerting the designated CTDOC staff that the "offender must return from court".
3.4 DNA Felony Report
The System will have the capability to generate a report of all offenders who are within 45 days of discharge who have a felony conviction and no "Y" in the felony flag field.
3.5 Length of Sentence
The System will have the capability to generate a report of all offenders, their length of sentence and average the length of the sentence.
3.6 Frequency Distribution of Crime Types
The System will have the capability to generate a report of all offenders and their crime types.

BC09 - Food Services Specifications

1. General Specifications

The Contractor shall design and deliver the System fully in accordance with all the applicable criteria, standards, requirements and the like in CTDOC Administrative Directives, policies and procedures and the Connecticut General Statutes, provided to Contractor by CTDOC prior to or during gap analysis.

2. Functional Specifications

2.1 Offender Intake AP/AD

Product Specifications
2.1.1 Input Common Fair, Religious Affiliation, Therapeutic Requests or Designations.
The System will provide the designated CTDOC staff the capability, during the intake process or later, to enter or change an offender's chosen diet using a drop down menu to select a common fare program, religious affiliation diet, or, if designated, medical therapeutic diet. The System will notify food services at the appropriate Facility and generate a daily special diets list.
2.1.2 Multiple Colored Identification Cards (ID)
The System will have the capability to print multi colored ID utilizing a preformatted template to designate the specific special diet an offender is on along with the diet expiration date, if any. The ID must be usable at any Facility that the offender is housed, until the expiration of the diet, or the release of the offender.
2.1.3 Input Therapeutic Diets
The System will identify and print ID for offenders on a medically prescribed special therapeutic diet.
2.1.4 Notify Appropriate Staff Change of Diet Status
The System will notify the designated CTDOC staff when a special diet is requested, issued, removed or changed and track the start and end dates of the special diets.
2.1.5 Exchange of ID
The System will have the capability to verify that an old ID has been confiscated before a new ID is issued. The System will have the capability to set and apply a fee that may be charged to program violators who lose or do not return their old ID.
2.1.6 Tracking of Offender Movements in/out of Facility
The System will display running population counts of offenders transferring in or out of a Facility and going to court for the day that would impact special diets and regular meal production counts by specific food categories or restrictions.
2.1.7 Tracking of Offenders Participation in Special Diet Programs
The System will track and maintain a history of all nutritional activity of offenders. The System will have the capability to remove any violating offenders from special diet programs and notify the appropriate staff of the change. The System will track the minimum time before the violating offender may be put back on a special diet program. The System will prevent transferring offenders from changing or signing up for special diets at the new Facility prior to the established wait times and eligibility dates.

2.2 Review Offender Classification Information

Product Specifications
2.2.1 Identify prior Kitchen Workers Upon Readmission
The System will have the capability to identify, and notify the staff designated by CTDOC, during the intake process at the county jails of offenders with prior kitchen experience or that are requesting kitchen jobs upon admission.
2.2.2 Notification of Kitchen Workers to Medical for Clearance
The System will have the capability to produce a "kitchen worker candidate list" for offenders who are screened and approved to work in the kitchen and send the list to the staff designated by CTDOC. The System will record and maintain information pertaining to all offenders on the kitchen worker candidate list. This information includes but is not limited to the date, Facility name and time each offender was approved by CTDOC. The System will also identify offenders placed on the kitchen worker candidate list that have been previously screened and medically cleared to work in food service at another Facility during their incarceration at that time. The System will automatically add those offenders to the "kitchen worker candidate waiting list" and notify the designated CTDOC staff of the additions. The System will provide user the capability to refuse to include an offender on the kitchen worker candidate list.
2.2.3 Notification to Food Service Staff of Medical Clearance
The System will notify the designated CTDOC staff of offenders medically cleared for kitchen work.
2.2.4 Notification to Classification if Offender not cleared for Kitchen Work
The System will notify the designated CTDOC staff of offenders who are not medically cleared to work in the kitchen and place those offenders on the classification list for other Facility employment.
2.2.5 Notification to Classification Committee
The System will provide the designated CTDOC staff the capability to notify the staff of new offender hires, removals and offender work evaluations. When a disciplinary report is written and entered into the System, the System will notify the staff.
2.2.6 Ability to Hire or Refuse an Offender for Kitchen Employment
The System will provide user the capability to select offenders from the kitchen worker candidate list and add those offenders to the kitchen worker candidate waiting list. The System will also provide user the capability to hire an offender directly from either of the lists. The System will also provide user the capability to refuse to include an offender on the kitchen worker candidate waiting list. The System will track the offender's name, number and housing unit, and provide user the ability to electronically select "hired" or "refused" for each offender on the list. The System will then notify the staff of the decision. The System will update both lists accordingly.
2.2.7 Intake Facilities able to place Holds on Kitchen Workers
The System will have the capability to produce and maintain a list of offenders that are not to be transferred to a different Facility unless an issue arises.

2.3 Therapeutic Diets Requested/Designated by Medical

Product Specifications
2.3.1 Tracking of Annual Physical Clearance Due
The System will have the capability to track and identify kitchen worker(s) by offender name, offender number, offender housing location and annual due date for offender's physical examination, and will notify the designated CTDOC staff when a kitchen worker's annual physical is due.
2.3.2 Therapeutic Diet Screen
The System will have a dropdown menu of pre-approved, selectable therapeutic diets utilizing the CTDOC Director of Clinical Services' guidelines, track an offender's therapeutic diet

prescription and ensure that the diet and selected prescription is a match.
2.3.3 Electronic Signatures
The System will have the capability for electronic signatures and will track start and end dates for prescribed diets.
2.3.4 Notification to the Director of Clinical Services and Registered Dietitian for Review
The System will have the capability to capture and maintain for analysis, evaluation and approval all allergy and multiple diet prescriptions that are outside normal guidelines and notify the CTDOC Director of Clinical Services and the CTDOC Clinical Registered Dietitian. The Clinical Registered Dietitian shall provide special menus (therapeutic diet production sheet), and if approved, the System will send the special menus to food service staff.
2.3.5 Notification of Approved Special Diets to Food Services Staff
The System will have the capability to notify the designated CTDOC staff of approved special diets, in alphabetical order, by type of special diet, or housing location the offender name, offender number, offenders housing location.
2.3.6 Notification to Appropriate Staff to Print New ID's
The System will notify appropriate Facility staff to produce new medical diet ID cards.
2.3.7 Notification to Medical of Expiring Therapeutic Diet
The System will notify the designated CTDOC staff of the pending therapeutic diet expiration date for their review, reissue, and revision, as required.
2.3.8 Notification to Food Service Staff of Offender signed up for Sick Call
The System will notify and provide staff at each Facility with a list of kitchen workers who have signed up for medical sick call, with a notice that an absent offender is excused for medical reasons and a notice when the offender is cleared to return to work, all corresponding to that Facility.
2.3.9 Female Offender Special Diets
The System will notify the designated food service staff at York Correctional Institution of any special diets issued for pregnancy, child birth or recovery of health of female offenders and include the offender name, offender number, offender housing, type of diet issued, start and end dates of the diet as part of the notification.

2.4 Food Service Accessibility

Product Specifications
2.4.1 System Functionality
The System will provide the designated CTDOC staff the capability to enter data relating to kitchen workers including prior work history, disciplinary history, housing, percentage of time remaining, classification scores, and face sheet. The System will provide the designated CTDOC staff the capability to modify other data including adding or removing common fare participants, hiring or removing kitchen workers, and adding candidates to the candidate waiting list.
2.4.2 Flag Essential Kitchen Workers
The System will provide the designated CTDOC staff the capability to flag essential kitchen workers for any purpose deemed appropriate by CTDOC.
2.4.3 Medical
The System will have the ability to display a listing of offenders with special therapeutic diets prescribed by medical or mental health staff, youthful offenders and diabetic offenders who require a snack bag in addition to regular meals, and offenders who need a late breakfast meal due to fasting for medical reasons.
2.4.4 Religious Services Special Diets
The System will provide the designated CTDOC staff the capability to analyze and evaluate,

sort and print on demand a report containing the offender name, offender number, religious designation, religious holidays, special meals or services provided by food service, and other information deemed appropriate by CTDOC.
2.4.5 Offender Accounts
The System will maintain and submit offender payroll sheets to offender accounts after cross referencing the kitchen job assignment roster and permit manual entries to add and remove offender workers manually from the offender pay sheet.
2.4.6 Housing
The System will produce and print on demand housing reports with a breakdown of diet needs of offenders in a Facility and the System will have the capability to notify the housing units of offender kitchen worker report times, early wake up, essential lockdown workers needed, and other information deemed appropriate by CTDOC.
2.4.7 Offender Attending a Program
The System will notify the designated food services staff if a kitchen worker is participating in a program that would interfere with their scheduled work time including dates and times, and the length of program.
2.4.8 Offender Participating in an Education Program
The System will notify the designated food services staff of any course, class or testing that a kitchen worker is scheduled to attend including date ,times, length of course, class or testing. The System will also notify the designated food services staff of any offenders (including kitchen workers) who are scheduled to take GED testing, in the event that feedback meals would be required.
2.4.9 Off Count Sheet: Kitchen
The System will notify the designated CTDOC Facility staff via an “off count sheet” if the offender is going to remain in the kitchen during count time. The count sheet will include offender name, offender number and housing location. The System will provide user the capability to manually enter the offender’s attendance.

2.5 Commissary Restrictions

Product Specifications
2.5.1 Notification to Commissary Staff of Special Diets
The System will provide the designated CTDOC staff the capability to notify appropriate CTDOC staff when offenders request to be placed on common fare or are prescribed a therapeutic diet by an authorized physician.
2.5.2 Restrict Purchases from Commissary
The System will have the capability to restrict the purchase of certain commissary food items by offenders who have been prescribed specific therapeutic diets, religious diets or common fare diets.

2.6 Court Meals

Product Specifications
2.6.1 Track Offender for Court Movement
The System will have the capability to track an offender from one Facility to another Facility, notify the receiving Facility if a meal must be provided and if the sending Facility provided a meal, specify which meal (breakfast, lunch, or dinner) was provided.
2.6.2 Notification to Food Service Staff of Offender Arrival or Return
The System will notify the designated CTDOC staff that an offender has arrived or returned from a court trip and include offender name, offender number, Facility of origin, common fare diet (if applicable), type of therapeutic diet (if applicable), court house, court location and holding

Facility location.
2.6.3 Intake Staff Updates
The System will have the capability to update an offender's court trip report to record when an offender was fed during offender's stay at the off-site location and record when the offender returned to the originating Facility.
2.6.4 Intake Staff Review
The System will utilize the court trip information to determine if an offender has been fed prior to his arrival or if he/she needs a meal prior to departure and notify the intake staff.
2.6.5 Track Individual Meals in Real Time
The System will have the capability to enter, track and account for all individual meals provided at the Facility in real time.

2.7 Notification to the Maintenance Department of Concerns

Product Specifications
2.7.1 Submit and Track Work Orders for Repairs
The System will provide the designated CTDOC staff the capability to submit work orders with electronic signatures to the appropriate staff and track the time, date sent and the status and progress of work orders and repairs.

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2.8 Bar code writers and readers

Product Specifications
2.8.1 Print bar code when ID printed
The System will have the capability to print a bar code on the offender ID at intake or if a new special diet issued.
2.8.2 Bar Code Reader
The Contractor shall install a bar code reader and a turnstile passage within each kitchen area to track meal attendance and participation.
2.8.3 Hand Held Bar Code Reader
The Contractor shall provide CTDOC hand held bar code readers that can track kitchen workers for payroll and attendance and "Feedback" (feeding within the housing unit) facilities or during lock-down status.

3. Reports

Product Specifications
3.1 Kitchen Worker Candidate Waiting List
The System will have the capability based on intake review or offender submitted requests to produce a kitchen worker candidate waiting list. Utilizing offender name and offender number, the System will cross reference for medically cleared offenders at all facilities and include that information on the kitchen worker candidate waiting list.
3.2 Offender Kitchen Work Report Notification
The System will have the capability to generate, submit and notify the Classification Committee of a kitchen work report. The System will generate a blank work report template for use to evaluate kitchen workers, by selecting the offender kitchen worker name from the kitchen work roster. The System will pre-populate the report template with the offender name, offender number, job assignment and housing location. The System will identify current offender kitchen workers who are due for semi-annual work evaluations, and produce work report template containing the offender's name, number, housing unit, and job assignment. The System will

have the capability to produce a kitchen worker removal form when an offender kitchen worker is removed from the kitchen due to poor performance.
3.3 Therapeutic Diets
The System will have the capability to display, and sort a therapeutic diets list generated by the medical department that includes but is not limited to offender's first and last name, offender number, offender's housing, the special diet he/she has been prescribed, the doctor's name who prescribed the diet, the date that the diet was prescribed and when the diet expires.
3.4 Pregnancy, Child Birth and/or Recovery Diets
The System will produce and print on demand a specific therapeutic diet list for York Correctional Institution. The System will provide medical the capability to select the diet, and include doctors' instructions or prescriptions for special dietary needs that would apply.
3.5 Common Fare Reports
The System will have the capability to produce a real time report of participants for the common fare meal program. The System will have the capability to alphabetically sort the participants listed in the report by offender's last name and offender's housing and religious designation.
3.6 Facility Population
The System will have the capability to produce a Facility population report in real time. The System will have the capability to sort contents of the report alphabetically by offender's last name, by housing unit, by regular or common fare diet, religious designation, and Facility population of each housing unit.
3.7 Early Wake-Up List
The System will produce, distribute to housing units and print on demand a report to identify offenders assigned to early morning kitchen work assignment
3.8 Offender Kitchen Worker Roster
The System will produce and print on demand an offender worker assignment roster.
3.9 Meal Attendance Report
The System will produce a meal attendance report of offenders that attended a meal service based upon data received from bar code reading offenders ID cards or turnstile counting.
3.10 Court Trips Report
The System will produce a real time report of all scheduled offender court, medical, or other trip where a bagged meal would need to be provided by food services.
3.11 Medical Sick Call of Kitchen Workers
The System will produce a report of the kitchen workers that have attended, or will be attending, sick call by Facility, offender name, offender number, offender housing, date added/attended sick call, date(s) excused from work, and potential date to return to work.
3.12 Medical Fasting List
The System will produce a report of any offenders placed on a medical fast that would need a late breakfast meal.
3.13 Program Attendance of Kitchen Workers
The System will produce a report of kitchen workers who are attending programs within the Facility, including but not limited to, their name, offender number, offender housing, program name, program start and end dates and program start and end time.
3.14 Worker Lock Down List
The System will produce a report of the essential offender kitchen workers needed by food services to ensure production of meals in the event of a Facility lockdown. The report will be sent to the designated CTDOC staff to notify them to expedite escorting of those workers to the kitchen area.
3.15 Worker Hold List for Jails
The System will produce a report to identify essential offender kitchen workers in a hold capacity in a pre-sentenced Facility. The report will be sent to staff designated by CTDOC.
3.16 Religious Meal Attendance List

The System will sort and produce a report for the designated food service staff to use as an attendance list for special meals provided for a variety of specific religious holidays and fasts. The report will be sortable by categories including but not limited to religion, holiday or offender's religious designation. The System will be capable of producing a report of offenders who sign up for religious services in order to participate in a volunteer religious fast or meal.
3.17 Hire and Removal Report
The System will produce a report of offenders hired or removed from the kitchen worker list. The report will be sent to the designated CTDOC staff when hiring new kitchen workers and prior to the removal of current kitchen workers. The report will cross reference the kitchen worker candidate waiting list and job classification list and update both lists.
3.18 Job Refusal Report
The System will produce a report of offenders who refuse a job offer by food services, and send the report to the designated CTDOC staff to update the kitchen worker candidate waiting list.
3.19 School Participation Report
The System will generate a list of kitchen workers who are attending school courses, classes, or testing within the Facility, including but not limited to, offender's name, offender number, offender housing, courses, classes, testing name, start and end dates, and start and end times.
3.20 State Wide "TOTAL" Report
The System will have the capability to query, sort, view, and print on demand totals of all of the food service reports, based on the data from all Facilities, using multiple parameters including but not limited to report name, Facility name(s), Facility level(s), geographical location or all Facilities specified facilities in a group, and the total of data of the report specified, in a specified format.

BC.10 – Classification and Assessment Specifications

1. General Specifications

The Contractor shall design and deliver the System fully in accordance with all the applicable criteria, standards, requirements and the like in CTDOC Administrative Directives, policies and procedures and the Connecticut General Statutes, provided to Contractor by CTDOC prior to or during gap analysis.

2. Functional Specifications

2.1 Initial Diagnostics for Risk/Needs Assessment

Product Specifications
2.1.1 Produce Risk and Need Scores
For every specification in this BC, the System will calculate and produce the objective classification risk and need scores for offenders based on criteria established by CTDOC Administrative Directives, policies, procedures and information gathered by the System by interfacing with COLLECT, NCIC and other law enforcement systems.
2.1.2 Retain Risk and Need Scores
The System will maintain all current and historical risk and need scores.
2.1.3 Notify if Risk or Need Score is not calculated
The System will send a notification to designated CTDOC staff if a risk or need score cannot be calculated by the System. The System will mark and send to staff those scores that the System cannot automatically calculate and will enable the staff to enter calculations into the System. The System will notify the staff if these scores are not entered into the System within the defined time period set in the System by CTDOC.
2.1.4 System Flexibility
The System will provide designated CTDOC staff the capability to add, change and delete scoring criteria, and recalculate scores for all or some offenders based on the changes.
2.1.5 Severity Risk Score
The System will calculate and retain the severity risk score.
2.1.6 Detainer Risk Score
The System will calculate and retain the offender's detainer risk score.
2.1.7 Length of Confinement Score
The System will calculate and retain the length of confinement score.
2.1.8 Violent History Score
The System will calculate and retain the violent history score.
2.1.9 Escape History Score
The System will calculate and retain the escape history score.
2.1.10 Disciplinary History Score
The System will calculate and retain the disciplinary history score.
2.1.11 Security Risk Group Affiliation Score
The System will calculate and retain offender's prior and then-current security risk group affiliation score.
2.1.12 Overall Risk Score
The System will calculate and assign the overall risk score based on the highest calculated risk score.

2.1.13 Override Overall Score
The System will provide designated CTDOC staff with the capability to override an overall risk score calculated by the System. The System will record and retain the date the change was made and the name, title and location of the staff entering the override and the offenders' name, number, location and the reason for the override.
2.1.14 Special Management Descriptive Text
The System will provide designated CTDOC staff the capability to modify values within a drop down menu and their corresponding descriptive text. The System will record the date the value or descriptive text was modified, retain the historic values or descriptive texts, record the effective date of the changes and record the identity of the staff that made the change.
2.1.15 Medical Need Score
The System will record and retain the offender's medical need score.
2.1.16 Mental Health Need Score
The System will record and retain the offender's mental health need score.
2.1.17 Education Need Score
The System will record and retain offender's education need score. The System will re-calculate the offender's education need score if new or additional education information for the offender is entered into the System.
2.1.18 Vocational Need Score
The System will record and retain the offender's vocational need score.
2.1.19 Substance Abuse Need Score
The System will calculate and retain the substance abuse need score.
2.1.20 Sexual Treatment Need Score
The System will calculate and retain an offender's sexual treatment need score.
2.1.21 Community Resources Need Score
The System will record and retain the community resources need score.
2.1.22 Override Risk and Need Scores
The System will provide designated CTDOC staff with the capability to override risk and need scores calculated by the System. The System will record and store the date the override is entered, the name, title and location of the staff entering the override, as well as the offender's name, offender number, location and the reason for the override.
2.1.23 Need Scores Descriptive Text
The System will provide the designated CTDOC staff the capability to enter the need score descriptive from a drop down menu. The System will provide the designated CTDOC staff the capability to modify the values in the drop down list along with its descriptive text. The System will keep a record of all historical values and descriptive texts, the dates of modification and the staff who made changes.
2.1.24 Record and Retain Final Classification Review Results
The System will record and retain the final results from the classification review including but not limited to the Warden, or designee's, name and title and the date of approval and Facility.
2.1.25 Produce Risk/Need Score Sheet
The System will give the designated CTDOC staff the capability to generate a classification risk and need scores sheet for each offender.
2.1.26 Reserved
2.1.27 Appeal Form
The System will provide the offender with the capability to complete electronically an appeal form which includes but is not limited to the date, offender's name, number, housing and

assigned Facility, custody level, date of assignment, description and reason for appeal, attachment (YES/No) and date and type of decision being appealed.
2.1.28 Reports used to calculate Risk Scores
The System will indicate, in a check-off format, which non-CTDOC generated reports were used in determining the classification risk and need score.
2.1.29 System Notification
The System will send to designated CTDOC staff a list of offenders whose scores need to be reviewed for possible recalculation.

2.2 Assessment Process at Walker CI

Product Specifications
2.2.1 Identify Offenders
The System will identify offenders who meet the criteria established by CTDOC for Walker assessment.
2.2.2 Notification
The System will notify designated CTDOC staff of offender's status at time of transfer into Walker if there might be housing assignment issues, including but not limited to, protective custody requirements, profile separation concerns and special management issues.
2.2.3 Assign Schedule
The System will assign offender into an assessment schedule and track completion of assessment activities.
2.2.4 COLLECT Information
The System will provide designated CTDOC staff with the capability to enter information gathered during the assessment process and will maintain the information.
2.2.5 Re-Assess Initial Risk/Need Assessment
The System will continuously re-assess risk and needs scores.
2.2.6 COLLECT/NCIC Checks
The System will conduct COLLECT and NCIC checks at designated CTDOC staff specified time intervals**.**
2.2.7 Program Recommendations
The System will recommend available programs for offenders based on all System data.
2.2.8 Institution Recommendations
The System will recommend suitable CTDOC institutions based on classification risk and need scores, separation issues and program recommendations.
2.2.9 Procedure Changes
The System will provide designated CTDOC staff with the capability to modify business rules within the System relating to assessments.

2.3 Classification Meetings

Product Specifications
2.3.1 Offender Requests a Meeting
The System will record an offender's request for a meeting.
2.3.2 Ability to Schedule Offender Meeting
The System will schedule a meeting based on factors specified by CTDOC including but not limited to previously entered requests, referrals and scheduled appearances.
2.3.3 Display Options for Meetings

The System will enumerate information about the meeting, including but not limited to, the purpose for the meeting, the agenda for the meeting and the offender's current housing location.
2.3.4 Meetings Adaptability
The System will provide designated CTDOC staff with the capability to change the order of items on the agenda.
2.3.5 Print Offender Pass for Meeting
The System will have the capability to print an offender pass for each offender scheduled to attend the meeting. The pass will include, but not be limited to, offender name, offender number, housing location, destination and reason.
2.3.6 Meeting Schedule Flexibility
The System will provide designated CTDOC staff with the capability to assign priority designations to items on the meeting agenda.
2.3.7 Override Capabilities
The System will establish default information selection for each appearance reason or issue. The System will provide designated CTDOC staff with the capability to override the default selection.
2.3.8 System Flexibility
The System will produce pre-defined agendas for various types of meetings. In the alternative, the System will allow designated CTDOC staff to create agendas for meetings and modify agendas produced by the System.
2.3.9 Notification for Meeting Conflict
The System will flag offender's request(s) to appear at classification meetings that cannot be granted because the offender has a scheduling conflict.
2.3.10 Meeting Denial Letters
The System will deny an offender's request to appear at classification meetings based on business rules defined by CTDOC and will produce a form letter to the offender stating the reason why he or she cannot appear.
2.3.11 Record of Denial Letters
The System will retain and display denial letter(s) that were sent to the offender or the CTDOC staff member that made a request for an offender to be seen at the meeting.
2.3.12 Automatic Annual/Biannual Meeting Schedule
The System will automatically schedule offenders to appear six-months, or one year, or other defined period set by CTDOC, from the date of offender's last classification committee appearance.
2.3.13 Automatic Level Reduction Meeting Schedule
The System will automatically schedule offenders to appear at a classification meeting when they become eligible for level reduction reviews.
2.3.14 Automatic Community Release Review Meeting Schedule
The System will automatically schedule an offender to appear at a classification meeting when they become eligible for a community release review based on CTDOC eligibility or the offender's objective reclassification score.
2.3.15 Agenda Flexibility
The System will provide designated CTDOC staff with the capability to select one or more, or none, of the pre-scheduled appearances for the "final" meeting agenda and automatically reschedule anyone not selected for the meeting.
2.3.16 Ability to Pre-Approve Offender Requests for Meetings
The System will provide designated CTDOC staff with the capability to select pre-approved offender requests for meetings and will provide staff with a free text field to enter information and will incorporate the information on the meeting agenda.
2.3.17 Automatic Schedule to Classification System upon receipt of Disciplinary Report

The System will automatically schedule offenders who received a discipline infraction to appear at a classification committee meeting.
2.3.18 Record Classification Committee Decision
The System will provide designated CTDOC staff with the capability to record and update classification committee decisions, referrals and postponements, including but not limited to, updates to the offender's custody status, housing location or work assignment, identity of the staff who placed the offender on the meeting agenda, and whether the offender appeared at the meeting in person.
2.3.19 Generate a Committee Decision List
The System will produce a list of committee decisions and generate notifications to offenders, which notification will include but not be limited to the committee decision, objective classification score, explanation of the decision and attendees.
2.3.20 Reserved
2.3.21 Approval Date
The System will allow the designated CTDOC staff to record effective dates for actions approved in committee decisions.
2.3.22 Utilizing Standard Classification Codes
The System will implement and utilize all standard classification codes.
2.3.23 Produce Confidential Referral List
The System will produce confidential referral notices.
2.3.24 Notification for Confidential Referral Meeting
The System will allow designated CTDOC staff to enter the status of referrals and will notify staff when confidential referrals are due.
2.3.25 Automatic Schedule for Offenders Discharging
The System will automatically include on the classification committee agenda the cases of those offenders scheduled to be discharged within a pre-defined time period.
2.3.26 Real Time Updates for Scheduling
The System will automatically schedule the offender for meetings if the offender is required to attend future meetings as a result of a committee decision.
2.3.27 Consolidation of Scheduled Appearances
The System will consolidate multiple classification committee appearances and offender appearance requests.
2.3.28 Automatic Schedule upon Transfer In
The System will automatically place offenders transferred into a Facility on the next occurring committee meeting agenda.
2.3.29 Automatic Deletion upon Release
The System will delete any open classification request when an offender is released, either upon discharge or as part of a program.
2.3.30 Ability to view/edit Classification Meeting Requests
The System will give designated CTDOC staff the ability to view and edit classification requests and scheduled appearances for any meeting.

2.4 Reserved

2.5 Classification

Product Specifications
2.5.1 Classification Notification for an Offender to be reviewed

The System will send a notification to designated CTDOC staff if an offender has not been analyzed and evaluated for classification within the CTDOC-defined time period.
2.5.2 Record the Classification Review
The System will allow designated CTDOC staff to record the classification review and will record the staff member's name, title, location, date, time and type of classification review, and the offender name, offender number and then-current Facility.
2.5.3 Reserved
2.5.4 Classification Notification for an Offender to be Finalized
The System will send a notification to designated CTDOC staff if the classification review has not been completely processed and finalized within the CTDOC-specified time period.
2.5.5 Reserved
2.5.6 Classification Recheck
The System will recalculate all risk and need scores if the System receives additional information and will notify designated CTDOC staff.
2.5.7 Reserved
2.5.8 Reserved
2.5.9 Reserved
2.5.10 Reserved
2.5.11 Classification Notifications
The System will send notifications to designated CTDOC staff of changes in classifications and risk and need scores, based on CTDOC-defined criteria.
2.5.12 Offender Accountability Plan (OAP) Recommendation
The System will determine the number of programs that may be recommended for an offender based on CTDOC-defined criteria.
2.5.13 Treatment and Program Assessment Calculation
The System will calculate treatment and program assessments, including but not limited to TPAI and SCORES.
2.5.14 Specific Program Recommendations
The System will, based on the treatment and program assessments, recommend specific programs for an offender. The System will allow designated CTDOC staff to accept or override the System recommendations and finalize the programs for the offender. The System will maintain a record of the programs recommended by the System and a record of any override.
2.5.15 Pre-Populate the OAP Form
The System will allow designated CTDOC staff to generate a pre-populated OAP form based on the System generated recommended programs. The System will allow designated CTDOC staff to modify the OAP form.
2.5.16 Pre-Populate the Revision OAP Form.
If the offender's recommended programs are changed, revised or completed, the System will produce a revised OAP form. The System will allow designated CTDOC staff to modify the revised OAP form.
2.5.17 Programs and Activities
The System will provide a notification to designated CTDOC staff that an offender is being added to a program waitlist.
2.5.18 Education

The System will provide a notification to designated CTDOC staff that an offender is being added to an education waitlist.

2.6 Event Driven Classification

Parole Decisions

Product Specifications
2.6.1 Re-Calculate Early Release Dates upon Parole Approval
The System will recalculate community release eligibility dates based on an offender's voted to parole date.
2.6.2 Re-Calculate Level Reduction Dates upon Parole Approval
The System will recalculate level reduction eligibility dates based on the offender's voted to parole date.

Parole and Community Release Returns

Product Specifications
2.6.9 Parole and Community Release Returns without Prejudice
The System will recalculate the risk and need scores and special management designations if an offender returns to incarceration from parole or community release program.
2.6.10 Parole and Community Release Returns with New Charges
The System will recalculate the risk and needs scores and special management designations, taking into account new information, including but not limited to new charges and bond status, if an offender returns to incarceration from parole or community release program with new charges.
2.6.11 Notification to Board of Pardons and Parole and Community Enforcement of the return of their offender.
The System will notify BOPP and community law enforcement if an offender has been returned to incarceration along with information including but not limited to new charges or reason for return.

Level Reduction

Product Specifications
2.6.12 Calculate Level Reduction Review Dates
The System will calculate an offender's eligibility date for level reduction reviews based on CTDOC criteria.

Classification Updates

Product Specifications
2.6.13 Send a Notification for Need or Risk Score Change
The System will notify designated CTDOC staff when new information is received or discovered that changes an offender's need or risk scores.
2.6.14 Send a Notification for Transfer
The System will notify designated CTDOC staff when an offender needs to be transferred out of the current Facility due to a risk or needs score change that would make the offender ineligible to remain at that Facility.

2.7 Interstate/International Transfer Requests.

Product Specifications
2.7.9 Interstate Compact Office for Interstate/International Transfer Request
The System will allow designated CTDOC staffs and offenders to enter a request for an interstate or international transfer in the form specified by CTDOC. The System will accept electronic signatures. The System will send notification of the transfer request to the interstate compact office.
2.7.10 Automatic Review if Offender is Eligible for Interstate/International Transfer
The System will determine in accordance with CTDOC criteria if an offender is eligible for an interstate or international transfer.
2.7.11 Automatic Print of Acknowledgement Letter
The System will generate an acknowledgement to the offender who requested the interstate or international transfer indicating if the offender has or has not met the minimum eligibility criteria for an interstate or international transfer.
2.7.12 Generate of Interstate/International Referral Summary
The System will give designated CTDOC staff the ability to generate and update an interstate or international referral summary, which summary will include but not be limited to offender's name, offender number, current housing location, staff member's name, title, date of request, requested state or country, citizenship, offender's maximum release date and special management status.
2.7.13 Record and Retain Referral Letter to Out of State Contact
The System will allow designated CTDOC staff to generate a referral letter for distribution to the out-of-state contact liaison person.
2.7.14 Send Referral and Offender information electronically
The System will send to the out-of-state compact liaison person the referral letter, referral summary, offender information and offender's medical and mental health information and record the date sent and the name, title and electronic signature of the person sending the information.
2.7.15 Record and Retain Responses from Out of State Agencies
The System will allow designated CTDOC staff to enter the response received from the out-of-state contact liaison, including their name, date, title and comments.
2.7.16 Auto-Fill Transport Request for Out of State Transfer
The System will allow the designated CTDOC staff to enter the transport request and the System will then generate the pre-populated transport request letter to designated CTDOC staff, with the offender's name, offender number, date of transfer, time of transfer, pick-up location and drop-off location, staff member's name, title, electronic signature and date the request was sent.
2.7.17 Send Transport Requests for Out of State Transfers
The System will send the transport requests.
2.7.18 Record and Track Offenders Transferred Out of State
The System will provide designated CTDOC staff with ability to record the transfer of the offender, including but limited to the date and time of the transfer occurred and the receiving state.
2.7.19 Notification to the Interstate Compact Office for Request to Transfer to CTDOC
The System will have the capability to receive a notification sent to the interstate compact office when a state or country has submitted an interstate or international transfer request to CTDOC. The System will allow designated CTDOC staff to enter a request from a state or country for an interstate or international transfer to CTDOC.

2.7.20 Automatic Review if Offender is Eligible for Interstate/International Transfer to CTDOC
The System will automatically determine if an offender is eligible for an interstate or international transfer.
2.7.21 Automatic Print of Acknowledgement Letter
The System will allow designated CTDOC staff to generate an acknowledgement response to the requesting state liaison or country liaison.
2.7.22 Auto-Fill Request for Additional Information
If CTDOC needs additional information, the System will allow designated CTDOC staff to generate a pre-populated letter requesting additional information and allow staff to modify the letter.
2.7.23 Generate Interstate/International Referral Summary
The System will allow designated CTDOC staff to enter and modify the interstate or international request referral summary form.
2.7.24 Record and Retain Response Letter to Out of State Contact
The System will allow designated CTDOC staff to generate a response letter to the out-of-state contact liaison setting forth the CTDOC decision to accept or not accept the transfer offender and will allow staff to modify the letter.
2.7.25 Send Referral and Offender information electronically
The System will send the response letter to the out-of-state liaison with an electronic signature.
2.7.26 Record and Retain Response Letter Date Sent
The System will record the time and date the response was sent and the staff member's name and title.
2.7.27 Auto-Fill Transport Request for Receiving the Out of State Transferring Offender
The System will allow the designated CTDOC staff to enter the transport request and the System will then generate the pre-populated transport request letter to designated CTDOC staff, with the offender's name, offender number, date of transfer, time of transfer, pick-up location and drop-off location, staff member's name, title, electronic signature and date the request was sent.
2.7.28 Reserved
2.7.29 Notification of Offender Transferring Out of State
The System will produce a notification letter to the designated CTDOC staff at the sending Facility advising that the offender will be transferring out of the Facility.
2.7.30 Notification of an Offender Transferring to CTDOC
The System will produce a notification letter to the designated CTDOC staff at the receiving Facility advising that the offender will be transferring to the Facility.
2.7.31 Record, Retain and Send Progress Reports for CTDOC offenders that have transferred Out of State
The System will send notifications to designated CTDOC staff at pre-defined time intervals to enter progress reports for offenders transferred from out-of-state. The System will give designated CTDOC staff the ability to enter progress reports for offenders transferred from out-of-state. The System will send the completed progress report to a queue for the interstate compact office for review and approval. If approved, the System will send the progress report to the out-of-state liaison. If additional information is required, the System will notify the designated CTDOC staff and allow staff to modify the report.
2.7.32 Record the received Progress Reports for CTDOC offenders
The System will allow designated CTDOC staff to upload progress reports for an offender that has been transferred out of state.
2.7.33 Record and equate any Disciplinary Reports received for CTDOC offenders housed out of state

The System will allow designated CTDOC staff to upload disciplinary reports for offenders that have transferred out of state. If a disciplinary infraction received from out of state does not correspond with a CTDOC infraction, the System will allow designated CTDOC staff to select the CTDOC infraction that best corresponds with that infraction.

2.8 Offender Accountability Plan (OAP) and Treatment and Program Assessment Instrument (TPAI)

Product Specifications
2.8.9 OAP Recommendation
The System will determine which programs may be recommended for the offender based on CTDOC criteria and assessment tools.
2.8.10 TPAI Calculation
The System will calculate TPAI and SCORES scores.
2.8.11 Reserved
2.8.12 OAP Form
Based on the recommended programs, the System will produce an OAP form that includes but is not limited to the following information: offender's name, offender number, DOB, sentence date, sentence length, parole eligibility date, maximum release date, primary offenses and the recommended programs. The System will produce a revised OAP form if there is a change in the recommendations.
2.8.13 Notifications
The System will send designated CTDOC staff a notification when an offender is added to a program or an education waitlist, or both.

2.9 Special Management Tracking

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Product Specifications
2.9.9 Special Management History
The System will maintain a history of all special management reviews, including but not limited to, requesting staff member's name and title, date of review, Facility requesting the review, type of review requested, offender's name, offender number and the offender's then current Facility location.
2.9.10 Administrative Segregation (AS)
The System will give designated CTDOC staff the capability to request a review of an offender to determine if the offender should be reviewed for administrative segregation.
2.9.10.1 Administrative Segregation (AS) Placement Request
The System will display, update, change and retain AS requests, including but not limited to, offenders' name, number, housing, reason for review and staff requesting the review.
2.9.10.2 AS Placement Alert
The System will send a notification to Offender Classification and Population Management (OCPM) that a request to review an offender for AS has been initiated.
2.9.2.3 Access to AS on-line Memo
The System will provide designated CTDOC staff with the capability to evaluate and approve or deny the request.
2.9.2.4 Notification to Mental Health Staff to Initiate Clearance Form
If the AS request is approved, the System will then send a notification to designated CTDOC staff to initiate a mental health clearance evaluation to determine which Facility to transfer

the offender to. The System will allow designated CTDOC staff to enter the mental health clearance form into the System.
2.9.2.5 Notification to the requesting Facility and OCPM that Mental Health Clearance form has been completed
Upon entry of the mental health clearance form into the System by designated CTDOC staff, the System will then send a notification to designated CTDOC staff, the requesting Facility and OCPM that the mental health clearance form has been completed.
2.9.2.6 Review Mental Health Clearance form
The System will permit designated CTDOC staff to view the completed mental health clearance form.
2.9.2.7 AS Placement Notification
The System will send a notification to the designated CTDOC staff at the requesting Facility of OCPM staff decision to proceed or not to proceed with the AS hearing.
2.9.2.8 Movement and Transfer Notification
When an AS hearing is approved, the System will send a notification to designated CTDOC staff to schedule the transfer of the offender to the receiving Facility.
2.9.2.9 Access to Incident Reports
The System will allow designated CTDOC staff to view and print on demand incident reports from the requesting Facility.
2.9.2.10 Notification of Hearing Form (CN9402)
The System will the offender for an AS hearing and will send a notification to designated CTDOC staff to produce a notification of hearing form which includes but is not limited to offenders' name, offender number and current housing location and the name, title and location of the person completing the notification of hearing form.
2.9.2.11 Delivery of Hearing Form
The System will send a notification to designated CTDOC staff at the offender's current Facility to print notification form for the offender's review and signature.
2.9.2.12 Scan signed copy Notification of Hearing Form
The System will allow designated CTDOC staff to scan and upload the signed notification of hearing form.
2.9.2.13 Notification of Scan signed copy Notification of Hearing Form
The System will send a notification to OCPM staff that the signed copy of the notification of hearing form is available for viewing and printing.
2.9.2.14 Notification for AS Hearing Conflict
The System will send a notification to designated CTDOC staff if the offender has a conflict with the scheduled AS hearing.
2.9.2.15 AS Hearing
The System will allow designated CTDOC staff to record the date and time of the hearing, offender comments, who attended the hearing and staff who escorted offender.
2.9.2.16 AS Restrictive Status Report (CN9404)
The System will generate a pre-populated restrictive status report based on information from the notification hearing form and the AS hearing.
2.9.2.17 Restrictive Status Report Completion
The System will provide designated CTDOC staff the ability to modify the restrictive status report and record recommendations. The System will accept electronic signatures and record the signatory's title and date of signature. The System will then send the restrictive status report to designated CTDOC staff for review.
2.9.2.18 Notification for the Restrictive Status Report Finalized

The System will allow designated CTDOC staff to finalize the restrictive status report. The System will then send a notification to designated CTDOC staff that the report has been finalized.
2.9.2.19 Update Offender's Overall
If an offender is authorized for AS, the System will increase the offender's overall score to 5 and add the corresponding AS special management descriptive text.
2.9.2.20 Complete Restrictive Status Notification of Decision Form (CN9405)
Upon finalization of the restrictive status report, the System will generate the pre-populated restrictive status notification of decision form containing the date, the offender's name, offender number, current housing, approval or denial date and any comments pertaining to the approval or denial. The System will then send the restrictive status notification of decision form to the offender's then current Facility.
2.9.2.21 Reserved
2.9.2.22 Facility initiating the AS Release Request
The System will allow designated CTDOC staff to initiate a request for release of an offender from AS status using restrictive status report.
2.9.2.23 Notification that an AS release has been initiated
The System will send a notification to designated CTDOC staff that a request has been initiated to release an offender from AS status.
2.9.2.24 Authorization of AS Release Request
The System will allow designated CTDOC staff to enter a decision on the request for AS release.
2.9.2.25 Notification that an AS decision has been made
The System will send a notification to designated CTDOC staff of the decision on the request for AS release.
2.9.2.26 Update Offender's Overall
If release from AS is approved, the System will update and lower the offender's overall risk score to 4 and remove the corresponding AS special management descriptive text. The System will then add the corresponding SM special management descriptive text.
2.9.2.27 Offender Movement and Transfer
The System will then notify designated CTDOC staff to review the offender for transfer.

2.9.3 Protective Custody (PC)

Product Specifications
2.9.3.1 Record PC Requests
The System will allow designated CTDOC staff to record requests and recommendations for an offender to be placed in PC, including but not limited to the name and title of the person entering the request or making the recommendation, occupation of the person who initiated the request if that person is not an employee of CTDOC and the justification for the request or recommendation.
2.9.3.2 Record Reviews for PC
The System will allow designated CTDOC staff to record decisions and comments relative to the request or recommendation.
2.9.3.3 Update Special Management Descriptive Text noting the PC Authorization
The System will allow designated CTDOC staff to update the PC designation from a drop down menu the special management descriptive text.
2.9.3.4 Record Results for PC

The System will schedule PC hearings, generate an offender hearing notification when a hearing is scheduled, track dates relating to the hearing, send alerts to designated CTDOC staff when staff actions must be completed and produce a pre-populated offender notification form advising the offender of the right to appeal. The System will allow designated CTDOC staff to record the results of PC hearings.
2.9.3.5 Record the Appeal Results
The System will allow designated CTDOC staff to record the filing of an appeal and record the results.
2.9.3.6 Automatic Update Status
Once staff enters the results of the PC hearing, the System will update the status of a PC case and provide designated CTDOC staff with the capability to place the case on the classification committee agenda for action.
2.9.3.7 Notification
The System will flag the offender's PC status on the home screen and alert designated CTDOC staff prior to movement or transfer of the offender.

2.9.4 Chronic Discipline (CD)

Product Specifications
2.9.4.1 Chronic Discipline (CD) Placement Request
The System will provide designated CTDOC staff with the ability to record and update CD requests for review which will include but not be limited to offender's name, offender number, housing, justification for review, requesting staff name and title and date of request.
2.9.4.2 Reserved
2.9.4.3 Generate Notification of Hearing Form
The System will schedule a CD hearing and generate a pre-populated notification of hearing form which includes the offender's name, offender number and housing location. The System will allow designated CTDOC staff to complete the notification of hearing form and will record the name, title and location of the person completing the form.
2.9.4.4 Notification of Hearing Form Notification
The System will send a notification to designated CTDOC staff at the offender's Facility to print the completed form for the offender's review and signature.
2.9.4.5 Scan signed copy CD Notification of Hearing Form
The System will allow designated CTDOC staff to scan and retain the signed CD notification of hearing form.
2.9.4.6 Reserved
2.9.4.7 Notification for CD Hearing Conflict
The System will notify designated CTDOC staff if the offender has a conflict with the scheduled CD hearing.
2.9.4.8 CD Hearing
The System will allow designated CTDOC staff to record the date and time of the hearing, names of staff attending, names of staff escorting the offender and offender comments.
2.9.4.9 CD Restrictive Status Report
The System will generate a pre-populated restrictive status report based on information from the notification hearing form and the CD hearing.
2.9.4.10 Notification of Scan signed copy CD Notification of Hearing Form
The System will send a notification to designated OCPM staff that the CD restrictive status report has been completed and is available for viewing.

2.9.4.11 Restrictive Status Report Completion
The System will provide designated CTDOC staff the ability to modify the restrictive status report and record recommendations. The System will accept electronic signatures and record the signatory's title and date of signature. The System will then send the restrictive status report to designated CTDOC staff for review.
2.9.4.12 Notification for Restrictive Status Report Finalized
The System will allow designated CTDOC staff to finalize the restrictive status report. The System will then send a notification to designated CTDOC staff that the report has been finalized.
2.9.4.13 Update Offender's Discipline Score and Update Special Management Descriptive Text
If CD placement is approved, then the System will raise the offender's discipline risk score to 4 and overall score to 4 and add the corresponding CD special management descriptive text.
2.9.4.14 Complete Restrictive Status Notification of Decision form
Upon finalization of the restrictive status report, the System will generate the pre-populated restrictive status notification of decision form containing the date, the offender's name, offender number, current housing, approval or denial date and any comments pertaining to the approval or denial. The System will then send the restrictive status notification of decision form to the offender's then current Facility.
2.9.4.15 Notification for Completion of Restrictive Status Notification of Decision Form
The System will send the completed restrictive status notification of decision form to the designated CTDOC staff where the offender is housed for delivery to the offender for signature.
2.9.4.16 Scan in signed completed Restrictive Status Notification of Decision form.
The System will allow designated CTDOC staff to scan and upload the signed restrictive status notification of decision form.
2.9.4.17 Reserved
2.9.4.18 Notification for Review for Release from CD Status
The System will notify designated CTDOC staff when an offender has completed the required time in the CD program.
2.9.4.19 CD Release Request
The System will allow designated CTDOC staff to enter and modify a request for CD release, which request will include but not be limited to the requesting staff member's name and title, electronic signature and justification for release of the offender. The System will generate a pre-populated restrictive status report form requesting the release from CD.
2.9.4.20 Notification that an CD release has been initiated
The System will send a notification to designated CTDOC staff that a request has been initiated to release an offender from CD.
2.9.4.21 Notification that a CD decision has been made
Once designated CTDOC staff enters into the System a decision on the request for release from CD, the System will send a notification to the offender's Facility of the decision.
2.9.4.22 Removal of CD Designation
If release from CD is approved, the System will remove the CD special management descriptive text and will add the corresponding SM special management descriptive text.
2.9.4.23 Offender Movement and Transfer
The System will flag the offender's CD release status on the home screen and alert designated CTDOC staff prior to movement or transfer of the offender.

2.9.5 Special Needs (SN)

Product Specifications
2.9.5.1 SN Placement Request
The System will provide designated CTDOC staff with the capability to initiate a request for a special needs placement review. The request will include but not be limited to justifications for the review, offender's name, offender number and housing location and the requesting staff member's name, title, electronic signature and Facility location and the date and time of the request.
2.9.5.2 SN Placement Request Notification
The System will send a notification to designated CTDOC staff that a request for a review for special needs placement has been initiated.
2.9.5.3 Access to Incident Reports
The System will allow designated CTDOC staff to retrieve, display and print incident reports.
2.9.5.4 Notification of Hearing Form (CN9402)
The System will schedule a CD hearing and generate a pre-populated notification of hearing form which includes the offender's name, offender number and housing location. The System will allow designated CTDOC staff to complete the notification of hearing form and will record the name, title and location of the person completing the form.
2.9.5.5 SN Notification of Hearing Form Notification
The System will send a notification to designated CTDOC staff at the offender's Facility to print the completed form for the offender's review and signature.
2.9.5.6 Scan signed copy of Notification of Hearing Form
The System will allow designated CTDOC staff to scan and retain the signed CD notification of hearing form.
2.9.5.7 Reserved
2.9.5.8 Notification for SN Hearing Conflict
The System will notify designated CTDOC staff if the offender has a conflict with the scheduled SN hearing.
2.9.5.9 SN Hearing
The System will allow designated CTDOC staff to record the date and time of the hearing, names of staff attending, names of staff escorting the offender and offender comments.
2.9.5.10 Generate the Restrictive Status Report
The System will generate a pre-populated restrictive status report based on information from the notification hearing form and the SN hearing.
2.9.5.11 Restrictive Status Report Completion
The System will provide designated CTDOC staff the ability to modify the restrictive status report and record recommendations. The System will accept electronic signatures and record the signatory's title and date of signature. The System will then send the restrictive status report to designated CTDOC staff for review.
2.9.5.12 Notification for Restrictive Status Report Finalized
The System will allow designated CTDOC staff to finalize the restrictive status report. The System will then send a notification to designated CTDOC staff that the report has been finalized.
2.9.5.13 Update Offender's Overall and Special Management Descriptive Text
If an offender is authorized for SN, then the System will raise offender's overall risk score to 4 and add the corresponding special needs special management descriptive text.
2.9.5.14 SN Release Request

The System will allow designated CTDOC staff to enter and modify a request for SN release, which request will include but not be limited to the requesting staff member's name and title, electronic signature and justification for release of the offender. The System will generate a pre-populated restrictive status report form requesting the SN release.
2.9.5.15 Notification that an SN release has been initiated
The System will send a notification to designated CTDOC staff that a request has been initiated to release an offender from SN.
2.9.5.16 Notification that an SN decision has been made
Once designated CTDOC staff enters into the System a decision on the request for SN release, the System will send a notification to the offender's Facility of the decision.
2.9.5.17 Removal of SN Designation
If release from SN is approved, the System will remove the SN special management descriptive text and will add the corresponding SM special management descriptive text.
2.9.5.18 Offender Movement and Transfer
The System will flag the offender's SN release status on the home screen and alert designated CTDOC staff prior to movement or transfer of the offender.

2.9.6 High-Security (HS)

Product Specifications
2.9.6.1 Generate HS Request for Review
The System will provide designated CTDOC staff with the capability to initiate a request for a high security review. The request will include but not be limited to justifications for the review, offender's name, offender number and housing location and the requesting staff member's name, title, electronic signature and Facility location and the date and time of the request.
2.9.6.2 HS Placement Request
The System will allow designated CTDOC staff to modify the request for review and will allow designated CTDOC staff to approve or deny the request.
2.9.6.3 HS Placement Request Notification
If the request is approved, the System will send a notification of the approval to designated CTDOC staff for final decision.
2.9.6.4 Reserved
2.9.6.5 Notification of Decision
Once designated CTDOC staff enters the decision into the System, the System will send a notification of the decision to designated CTDOC staff at the offender's Facility.
2.9.6.6 Generate the Notification of Decision Form
The System will generate a pre-populated notification of decision form.
2.9.6.7 Update Offender's Overall and Special Management Descriptive Text
If an offender is authorized for HS, the System will raise the offender's overall score to 4 and add the high-security special management descriptive text.
2.9.6.8 HS Release Request
The System will allow designated CTDOC staff to enter and modify a request for HS release, which request will include but not be limited to the requesting staff member's name and title, electronic signature and justification for release of the offender. The System will generate a pre-populated restrictive status report form requesting the HS release.
2.9.6.9 Notification that HS release has been initiated
The System will send a notification to designated CTDOC staff that a request has been initiated to release an offender from HS.
2.9.6.10 Notification to that an HS release decision has been made

Once designated CTDOC staff enters into the System a decision on the request for HS release, the System will send a notification to designated CTDOC staff of the decision.
2.9.6.11 Removal of HS Designation
If release from HS is approved, the System will remove the HS special management descriptive text and will add the corresponding SM special management descriptive text.

2.9.7 Special Monitoring Status (SM)

Product Specifications
2.9.7.1 Reserved
2.9.7.2 Generate Notification of SM status Form
The System will generate the pre-populated notification of SM status form with the offender's name, offender number, Facility, housing and date.
2.9.7.3 Schedule Meeting with Offender that is Initially Designated SM status
The System will schedule a meeting for the offender with designated CTDOC staff.
2.9.7.4 Reserved
2.9.7.5 Scan and Retain Signed Notification of SM status Form
The System will allow designated CTDOC staff to scan and upload the signed notification of SM status form.
2.9.7.6 Generate the SM Review Form
The System will generate the pre-populated SM review form with the offender's name, number, Facility, date and housing location. The System will give designated CTDOC staff the ability to modify information in the SM review form.
2.9.7.7 Notification of Completed SM Review Form
The System will send the completed SM review form to designated CTDOC staff.
2.9.7.8 Initiate Request for SM Release
The System will allow designated CTDOC staff to enter and modify a request for SM release, which request will include but not be limited to the requesting staff member's name and title, electronic signature and justification for release of the offender. The System will then send a notification to designated CTDOC staff that a request for review has been initiated.
2.9.7.9 Record Decision
The System will allow designated CTDOC staff to record the decision on the request for SM release, including but not limited to the time and date of decision and electronic signatures.
2.9.7.10 Update SM Special Management Descriptive Text
If SM release of an offender is approved, the System will remove the SM special management descriptive text.
2.9.7.11 Notify Staff of Decision of release/continuation on SM status
The System will notify designated CTDOC staff of the decision on the request for SM release.

3. Report and Query Specifications

Product Specifications
3.1 Initial Classification Report
The System will produce a report listing all offenders that received an initial intake classification review for a user-defined date or date range. The list will include but not be limited to the offender's name, number, housing location, name of staff who reviewed and finalized the classification risk and need scores and date of finalization.

3.2	**Initial Classification Complete Query**
The System will produce a report listing all offenders, by name, number and housing location, who have not had their initial classification intake finalized within two business days of being admitted to the Facility.	
3.3	**Initial Classification Committee Report**
The System will produce a report within a user-defined period listing all offenders who need to attend a classification committee meeting and the date of the scheduled meeting. The report must include but not be limited to the offender's name, number, housing location and date transferred to Facility.	
3.4	**Classification Meeting Report Print Flexibility**
The System will allow designated CTDOC staff to print agendas applying user-defined filters.	
3.5	**Regular Review Classification Query**
The System will produce a report identifying all offenders who require review at set intervals specified by CTDOC. The report will include but not be limited to offender's name, offender number, housing location, date of previous review, date of required future review and date of transfer to Facility.	
3.6	**Level Reduction Query**
The System will produce a report identifying all offenders who require a level reduction review within a user-defined period. The report will include but not be limited to offender's name, offender number, housing location, date of level reduction eligibility and date of transfer to Facility.	
3.7	**Early Release Query**
The System will produce a report identifying all offenders who are eligible for early release review within a user-defined period. The report will include but not be limited to offender's name, offender number, housing location, date of transitional supervision early release eligibility and date of transfer to Facility.	
3.8	**Reserved**
3.9	**Administrative Segregation (AS) Query**
The System will produce a report identifying offenders who have been authorized for administrative segregation placement. The report will include but not be limited to offender's name, offender number, housing location, Facility location and date of placement on AS.	
3.10	**Chronic Discipline (CD) Query**
The System will produce a report identifying offenders who have been authorized for chronic discipline placement. The report will include but not be limited to offender's name, offender number, housing location, Facility location and date of placement on CD.	
3.11	**Special Needs (SN) Query**
The System will produce a report identifying offenders who have been authorized for special needs placement. The report will include but not be limited to offender's name, offender number, housing location, Facility location and date of placement on SN.	
3.12	**Special Monitoring (SM) Query**
The System will produce a report identifying offenders who have been authorized for special monitoring placement. The report will include but not be limited to offender's name, offender number, housing location, Facility location and date of placement on SM.	
3.13	**Security Risk Group Affiliation Query**
The System will produce a report identifying offenders who have been designated as a security risk group member. The report will include but not be limited to offender's name, offender number, housing location, Facility location and date of designation.	
3.14	**Administrative Segregation (AS) Release Query**

The System will produce a report identifying offenders who have been released from AS placement. The report will include but not be limited to offender's name, offender number, housing location, Facility location and date of release.
3.15 Chronic Discipline (CD) Release Query
The System will produce a report identifying offenders who have been released from CD placement. The report will include but not be limited to offender's name, offender number, housing location, Facility location and date of release.
3.16 Special Needs (SN) Release Query
The System will produce a report identifying offenders who have been released from SN placement. The report will include but not be limited to offender's name, offender number, housing location, Facility location and date of release.
3.17 Security Risk Group Renunciation Query
The System will produce a report identifying offenders who have been have renounced their affiliation as a security risk group member. The report will include but not be limited to offender's name, offender number, housing location, Facility location and date of renunciation.
3.18 Special Monitoring Release Query
The System will produce a report identifying offenders who have been released from SM placement. The report will include but not be limited to offender's name, offender number, housing location, Facility location and date of release.
3.19 Query Classification Checks
The System will give designated CTDOC staff the capability to generate a report to measure classification results, which report will include but not be limited to the number and percentage of offenders who fail the minimum custody status, as defined by CTDOC, and within that group of offenders, provide a distribution by each scoring element.
3.20 Query Checks
The System will display all reviews of charge, risk score, need score, special management descriptive text and other classification transactions requested within a user-specified time period.
3.21 Pending Classification Review Checks
The System will provide designated CTDOC staff with the capability to search classification requests based on the contents of any data field and filter the results by outstanding classification review requests.

BC.11 – Movements and Transfers Specifications

1. General Specifications

The Contractor shall design and deliver the System fully in accordance with all the applicable criteria, standards, requirements and the like in CTDOC Administrative Directives, policies and procedures and the Connecticut General Statutes, provided to Contractor by CTDOC prior to or during gap analysis.

2. Functional Specifications

2.1 External Facility Transfers

Product Specifications
2.1.1. Suggested Offender Transfer Candidate
The System will have the capability to suggest a list of candidates for transfer based on certain criteria including but not limited to offender classification completion, mental health and medical information, profiles, separation, and special management concerns. The System will also provide designated CTDOC staff with the capability to initiate transfer requests.
2.1.2 Profile/Separation Review
The System will have the capability to analyze and evaluate profiles and separation information and suggest transfer locations. The System will provide designated CTDOC staff the capability to select a transfer location.
2.1.3 Suggested Offender Locations
The System will have the capability to suggest, and enable user to select, transfer locations based on the offender's classification scores and criteria of the Facilities.
2.1.4 Disciplinary Review
The System will have the capability to analyze and evaluate disciplinary sanctions and the number of disciplinary reports, determine if sanctions have not been completed, and, if the number and type of disciplinary reports meet or exceed classification specifications, send an alert to staff.
2.1.5 Movement Reason
The System will record and track the reasons for the movement of an offender, including but not limited to, the name and title of the staff member making the request, date and time of request.
2.1.6 Eligibility Review
The System will have the capability to determine if an offender is eligible for a classification review. For offenders that are eligible, the System will monitor whether users have completed the offenders classification review. If not completed, the System will send an alert to the designated CTDOC staff.
2.1.7 Close Assignments
The System will close the offender's current program, work and education assignments when the offender is transferred to a new Facility.
2.1.8 Authorization Form
The System will have the capability to pre-fill movement authorization form for each offender. The System will provide designated CTDOC staff the capability to modify or enter additional information on the movement authorization form.
2.1.9 Photo Application

The System will integrate imaging technology as part of the offender movement application for retention, real time display and print on demand imaging of offenders.
2.1.10 Notification of Transfer to Staff
The System will send notifications of scheduled transfers to facility staff.
2.1.11 Hold placed on Transfers
The System will provide designated CTDOC staff the capability to place holds on transfers of offenders at any step in the process.
2.1.12 Transfer Memo
The System will have the capability, based on scheduled movements, to produce a transfer memo by department, unit, or Facility.
2.1.13 Admissions, Releases, and Transfers
The System will give the user the capability to search by, including but not limited to, department, institution, unit, parole office, "out of count status" locations, admissions, releases and transfers within a user specified time period, and will display the max release date for each offender being moved.
2.1.14 Transfer Updates
The System will have the capability to edit or cancel a transfer request.
2.1.15 Prioritize Transfer
The System will record and prioritize offender movement requests and provide user the capability to manually override the priority set by the System.
2.1.16 Intelligence Alerts
The System will alert designated CTDOC staff when a scheduled movement would create an inadvertent release, profile or intelligence conflict through an interface with the records, security division and classification module.
2.1.17 Schedule Conflicts
The System will schedule offenders according to user defined priorities, resolving individual conflicts by rescheduling within the next available time periods.
2.1.18 Emergency Schedules
The System will be capable of emergency scheduling of offenders in the event of a disturbance.
2.1.19 Movements to/from Community Release Centers
The System will have the capability to track and record movements to and from a community release center; specifically, returns from community release centers to facilities or hospitals, identify an offender previously assigned to a community release program, and update those fields to the community release center. The System will track and record offender movement between parole and community supervision.
2.1.20 Returns from Community Release
The System will record the reason for a non-disciplinary community release failure or return and post community release failures to the classification committee agenda.
2.1.21 Escape Returns
The System will send an alert to designated CTDOC staff when an offender is returned from escape status.
2.1.22 Temporary Return from Community Release
The System will have the capability to schedule temporary housing for community supervision offenders and offenders scheduled for medical appointment within an institution and produce a notification.
2.1.23 Offender Property
The System will have the capability to flag and track when an offender has personal property to be moved.
2.1.24 Interface with Trust Fund Accounting and Offender Payroll Applications
The System will interface with the trust fund accounting and offender payroll module to facilitate

external movements and transfers to the offender trust fund accounting application and automatically trigger the offender trust fund accounting transfer process when a transfer is approved in the offender movement application.
2.1.25 Transfer of Offender without physical movement.
The System will allow designated CTDOC staff to record the transfer of an offender without the offender actually being physically transferred.
2.1.26 Special Management Transfers
The System will have the capability to identify offenders that have special management classification, including but not limited to, high security, administrative segregation, protective custody, security risk groups, chronic discipline, special needs and special high security transfer status.
2.1.27 Transfer Request Audit Trail
The System will record the designated CTDOC staff name, date and time of the transfer request.
2.1.28 Holdovers
The System will have the capability to record interruptions in trips where offenders are held in a transfer area for routing across regions or placed in “holdover” cells when a trip is interrupted.
2.1.29 Trip Tickets
The System will produce a vehicle specific trip ticket with the schedule information and provision for custody officers to record problems encountered on the trip.
2.1.30 Access Requests
The System will have the capability to access transportation requests or authorizations for past, current or future date or time by, including but not limited to, offender, vehicle, location where transportation was or will be initiated, destination where transportation was or will be terminated and the name of person requesting transportation.
2.1.31 Display Schedule
The System will allow the designated CTDOC staff to query past, current and future events for an offender or location, including but not limited to, by offender name, offender number, date and time.

2.2 Internal Facility Movement

Product Specifications
2.2.1 Multiple Same Day Movements
The System will have the capability to record an unlimited number of movements per offender in a day.
2.2.2 Summary Information
The System will produce summary information of all new arrivals, departures, internal movements, and change in bed assignments (referred to as a “daily movement summary”).
2.2.3 Progress Notes
The System will post all movements to progress notes through an interface with the offender classification application.
2.2.4 Multiple Views
The System will maintain and provide access to an established schedule in multiple live view for specific events
2.2.5 Movement History
The System will record and maintain all history of offenders’ transfer movements, including but not limited to, assigned location, previous location, date, time, and reason for movement.
2.2.6 Movement History Retrieval
The System will allow the designated CTDOC staff to query an offender’s previous movement for a user specified time or period of time, and will display including, but not limited to, offender name,

housing institution, housing unit, cell and bed, dates, time of movement, reason and destination of movement.
2.2.7 Work and Program Assignments
The System will have the capability to access work and program assignments through an interface with the offender classification application.
2.2.8 Education Assignments
The System will record and track educational program assignment and attendance records.
2.2.9 Pass Creation
The System will produce a hall pass to allow the offender clearance to access a requested area.
2.2.10 Refusal to Comply with Scheduled Movements
The System will allow the designated CTDOC staff to enter, and query, “no shows” and “refusals to appear" for a scheduled movement, including but not limited to, medical appointments, work and school. The System will notify designated CTDOC staff of “no shows” and “refusals to appear”.
2.2.11 Recurring Movements
The System will allow the designated CTDOC staff to enter recurring individual and group movements, including, but not limited to, meals and recreation.
2.2.12 Special Movement Logs
The System will create and maintain special movement logs on individual offenders.
2.2.13 Movement Holds
The System will have the capability for holds to be placed on movements at any step in the process.
2.2.14 Suspend Scheduled Movements
The System will have the capability to suspend all movements for counts and lockdowns, and will note the reason for the suspension, automatically capture a description for each offender on the schedule for that time period and, when the suspension is cleared, recalculate and reactivate the schedule.
2.2.15 State-wide Movement
The System will allow the designated CTDOC staff to query offender movements by, but not limited to, department, institution unit, parole office, for a specific date, time and time period.
2.2.16 Track Work Release Movements
The System will track movements to and from work release programs, staff assigned and the hours the offender is supposed to work.
2.2.17 Movement Types
The System will allow the designated CTDOC staff to enter, define and update offender movement types including but not limited to work, school and medical.
2.2.18 Group Movements
The System will have the capability to record group movements by offender or unit.
2.2.19 Emergency Movements
The System will allow the designated CTDOC staff to enter and track emergency and unscheduled offender movements, including but not limited to, the time and location of the emergency move and the time of the return to the previous location.
2.2.20 Audit Trail
The System will automatically log the designated CTDOC staff name, title, location and ID of the staff that authorized the offender’s movement, as well as record the date of the movement.
2.2.21 Produce documentation for Restrictive Housing Unit Orders
The System will have the capability to record and produce supporting documentation for the due process related to restrictive housing status.
2.2.22 Retrieve Digitized Photo
The System will have the capability to retrieve a digitized photograph automatically, of an offender

when he/she passes through a control point.
2.2.23 Special Classification Alerts
The System will provide the designated CTDOC staff the capability to select and notify other appropriate staff when an offender's classification status has changed and send an alert to the designated facility staff when an offender has been approved under special management status for transfer.
2.2.24 Special Management
The System will have the capability to identify offenders that have special management classification, including but not limited to, high security, administrative segregation, protective custody, security risk groups, chronic discipline, special needs and special high security transfer status.

2.3 Court Trip Tracking and History

Product Specifications
2.3.1 Receipt of Court Date
The System will have the capability to schedule an offender movement request based on scheduled court date(s).
2.3.2 Automatic Scheduling
The System will have the capability to automatically initiate the court movement based on the scheduled pending court date.
2.3.3 OCPM Override Capabilities
The System will have the capability for a user to review and override the movement of any pending court date.
2.3.4 Alert for Conflicts
The System will identify offenders who have a separation "profile" and are scheduled for any movement. The System will allow the designated CTDOC staff to review those offenders and to send an alert to the appropriate staff of any conflicts with a scheduled movement.
2.3.5 Facility Notification
The System will provide designated CTDOC staff the capability to send a notification of an authorized court transfer list to appropriate staff.
2.3.6 Receipts
The System will allow the designated CTDOC staff to enter confirmation of receipt of offender and associated documents at the receiving facility. The System will allow the designated CTDOC staff to generate a paper receipt of the same.
2.3.7 Photo Application
The System will integrate imaging technology into the offender movement application to store and retrieve photos on demand.
2.3.8 Retrieve Digitized Photo
The System will have the capability to retrieve and display a photograph on demand of an offender when he/she passes through a control point.
2.3.9 Court Tracking
The System will allow the designated CTDOC staff to enter all court movement details, including but not limited to, court location, transporting unit, date, time left, time readmitted and charges listed with bond amount. The System will maintain a complete history of all offender movements.
2.3.10 Court Return
The System will have the capability to produce a list of offenders returning from a court appearance for a specified date.
2.3.11 Special Management Transfers

The System will identify offenders who have a special management classification, including but not limited to, high security, administrative segregation, protective custody, security risk groups, chronic discipline, special needs and special high security transfer status. The System will allow the designated CTDOC staff to review the identified offenders and alert appropriate CTDOC staff.
2.3.12 Tracking Offender Locations
The System will have the capability to track an offender's location.

2.4 Medical Trip Tracking and History

Product Specifications
2.4.1 Automatic Approval
The System will have the capability to automatically approve the medical trip for the specified date.
2.4.2 Automatic Notification
The System will notify the facility when an offender is about to attend a scheduled medical appointment and to initiate appropriate paperwork.
2.4.3 Population Management Override Capabilities
The System will provide designated CTDOC staff the capability to review and override any movement based on the security access of the staff.
2.4.4 Alert for Conflicts
The System will identify offenders who have a separation "profile" and are scheduled for any movement. The System will allow the designated CTDOC staff to review those offenders and to send an alert to the appropriate staff of any conflicts with a scheduled movement.
2.4.5 Facility Notification
The System will have the capability for designated CTDOC staff to send notification of the authorized medical transfer list to staff.
2.4.6 Authorization Form
The System will have the capability prefill movement authorization forms with information extracted from the database for each offender that can be used as a body receipt. The System will provide designated CTDOC staff the capability to modify the prefilled authorization form.
2.4.7 Photo Application
The System will have the capability to integrate imaging technology to retain and retrieve offender photos on demand for positive identification with the movement application.
2.4.8 Retrieve Digitized Photo
The System will have the capability to retrieve and/or display a photograph on demand of an offender when he/she passes through a control point.
2.4.9 Tracking
The System will allow the designated CTDOC staff to enter medical appointment detail, including appointment location, transporting unit (CTU or facility trip), date, departure time and time returned.
2.4.10 Return from Appointment
The System will have the capability to produce for a specified date, a return medical list of offenders returning from a medical appearance.
2.4.11 Special Management Transfers
The System will identify offenders who have a special management classification, including but not limited to, high security, administrative segregation, protective custody, security risk groups, chronic discipline, special needs and special high security transfer status. The System will allow the designated CTDOC staff to review the identified offenders and alert appropriate CTDOC staff.

2.5 Interstate/International Transfers

Product Specifications
2.5.1 Store Data
The System will allow the designated CTDOC staff to enter information about an offender who has been or will be transferred to an out-of-state institution, which information includes, but is not limited to, offender number, offender name, movement initiated date, reason for transfer, date and time movement was completed, whether the transfer was voluntary and name and address of the out-of-state institution.
2.5.2 Receipts
The System will allow the designated CTDOC staff to enter confirmation of receipt of offender and associated documents at the sending facility. The System will allow the designated CTDOC staff to generate a paper receipt of the same.
2.5.3 Transfer review
The System will have the capability for the user to inquire, add, change, and delete requests related to the interstate and international transfers review as described in the classification and assessment business category.

2.6 Extraditions

Product Specifications
2.6.1 Store Data
The System will allow the designated CTDOC staff to enter information about an offender who has been or will be extradited to an out of state institution, which information includes, but not limited to, offender number, name, movement initiated date, reason for transfer, date and time movement was completed, and whether the transfer was voluntary and name and address of the out-of-state institution.
2.6.2 Receipt
The System will allow the designated CTDOC staff to enter confirmation of receipt of offender and associated documents at the sending Facility. The System will allow the user to generate a paper receipt of the same.

2.7 Escape

Product Specifications
2.7.1 Escape Flyer
The System will allow the user to produce, and send via email, an escape flyer containing offender information that includes but is not limited to, offender's name, date of birth, personal demographics and recent picture.
2.7.2 Escape Notifications
The System will allow the user to produce and distribute via e-mail to multiple agencies a summary notification form including addresses and visiting information. .
2.7.3 Alert upon Escape
When a designated CTDOC staff enters information into the System that an offender has escaped, the System will give the designated CTDOC staff the options to have the System send an alert to a pre-defined list of alert recipients and to modify that list. If the user selects the former option, then the System will send out the alert immediately to those on that list. If the designated CTDOC staff elects the latter option, then the System will give the staff the capability to modify the list of alert recipients as the designated CTDOC staff determines to be necessary or appropriate. When the designated CTDOC staff finishes modifying the alert list, the staff will

so indicate and the System will then send the alert to the modified list of recipients.
2.7.4 Alert once returned from Escape
The System will have the capability to send an alert to classification, security division, victim services, records, and the parole office (if applicable) when an offender is returned from escape status.
2.7.5 Alert upon Absconder status
The System will have the capability to send and alert to records, fugitive recovery unit, victim services and the parole office when an offender is declared absconder status.
2.7.6 Alert once returned from Absconder status
The System will have the capability to send and alert to classification, records, victim services and the parole office when an offender is returned from absconder status.
2.7.7 Alert upon Inadvertent Release
The System will have the capability to send an alert to records, fugitive recovery unit, victim services and the security division when an offender is declared an inadvertent release.
2.7.8 Alert once returned from Inadvertent release
The System will have the capability to send an alert to classification, security division, victim services and records when an offender is returned from inadvertent release status.

3 Query and Reporting Specifications

3.1 Query Searches

Product Specifications
3.1.1 Incarceration
The System will allow the designated CTDOC staff to retrieve an offender's, current and prior periods of incarceration.
3.1.2 Classification
The System will allow the designated CTDOC staff to retrieve, all current and prior classification data.
3.1.3 Disciplinary
The System will allow the designated CTDOC staff to retrieve, all current and prior disciplinary data.
3.1.4 Treatment Scores
The System will allow the designated CTDOC staff to retrieve, all current and prior treatment score data including but not limited to, mental health, medical, education, alcohol / drug, vocational and sexual treatment.
3.1.5 Sentencing / Time
The System will allow the designated CTDOC staff to retrieve, all current and prior sentencing/time data.
3.1.6 Profile / Separation
The System will allow the designated CTDOC staff to retrieve all current and prior "profile" separation data.
3.1.7 Housing
The System will allow the designated CTDOC staff to all current and prior housing data.
3.1.8 Transfer History
The System will allow the designated CTDOC staff to all current and prior transfer data.
3.1.9 Special Management
The System will allow the designated CTDOC staff to all current and prior special management data, including but not limited to, protective custody, security risk group, chronic discipline,

special needs and administrative segregation.
3.1.10 Scheduling
The System will allow the designated CTDOC staff to retrieve all past, current and scheduled offender events.

3.2 Reports

Product Specifications
3.2.1 Movement Schedule Summary
The System will allow the designated CTDOC staff to produce reports of offender transportation schedule for any movement. The report will include, but not be limited to, offender number, offender name , overall classification level, housing unit, cell, bed, location of event, type of movement, date of movement, time of movement, “profile” separation information, whether or not transportation is required, and if required, who will transport. The System will allow the designated CTDOC staff to produce a facility transport schedule which will include but not limited to, date, time, pickup time, scheduled arrival times, vehicle types, offenders full name and demographics, staff name, offender destination, and number of offenders being transported. The System will calculate the number of offenders being transported.
3.2.2 CTU Movement Report
The System will allow the designated CTDOC staff to produce a report, for a user specified date, of all scheduled movements that require Central Transportation Unit to provide transport. The report will include, but not be limited to, offender number, offender name , overall classification level, housing unit, cell, bed, location of event, type of movement, date of movement, time of movement, “profile” separation information, whether or not transportation is required, and if required, who will transport. The System will allow the designated CTDOC staff to produce a CTU transportation schedule which will include but not limited to, date, time, scheduled pickup time, scheduled arrival times, vehicle types, offenders full name and demographics, staff name, offender destination, and number of offenders being transported. The System will calculate the number of offenders being transported, location where vehicle will initiate transportation, destination where vehicle will terminate transportation and total miles scheduled. The System will calculate the number of offenders being transported.
3.2.3 Unscheduled Movement Requests
The System will allow the designated CTDOC staff to generate a report of ad hoc offender movements that are not included in the scheduled CTU or facility movements. The report will include offenders needing transport after the CTU and facility transportation schedule for the day has been finalized.
3.2.4 Court Movement Report
The System will allow the user to generate a report listing historical court movement for a user defined date, date range, one or more facilities, or all facilities. The report will include but not be limited to, offender number, offender name, overall classification level, court location, special management designations, the housing unit, cell and bed on the date of transport, “profile” separation information, type of movement, date of movement, time of movement, and transporting staff.
3.2.5 Medical Movement Report
The System will allow the designated CTDOC staff to generate a report listing historical medical movement for a user defined date, date range, one or more facilities or all facilities. The report will include but not be limited to, offender number, offender name, overall classification level, court location, special management designations, the housing unit, cell and bed on the date of transport, “profile” separation information, type of movement, date of movement, time of

movement, and transporting staff.
3.2.6 Facility Movement Report
The System will allow the designated CTDOC staff to generate a report listing historical facility movement for a user defined date, date range, one or more facilities or all facilities. The report will include but not be limited to, offender number, offender name, overall classification level, court location, special management designations, the housing unit, cell and bed on the date of transport, "profile" separation information, type of movement, date of movement, time of movement, and escorting staff.
3.2.7 Vehicle Activity and Schedule
The System will allow the designated CTDOC staff to generate a report of historical vehicle activity for a user selected one or more vehicles for a user-specified date or date range.
3.2.8 Emergency Movement Re-routing
The System will allow the designated CTDOC staff to generate a report, identifying all transportation re-routing for a user defined date or date range, for one or more facilities. The System will allow the designated CTDOC staff to filter this report by, including but not limited to, emergency re-routing, staffing and vehicle limitations. The report will include but not be limited to offender names, offender numbers, alternate location, originating facility, reasons for re-routing, and dates.
3.2.9 Facility Program Movement Report
The System will allow the designated CTDOC staff to generate a report listing program movement within the Facility for any user-defined date or date range. The report will, include but not limited to, offender name, offender number, overall classification level, the housing unit, cell and bed on the date of the program location of event, program title, date of movement, time of movement and issuing staff member.
3.2.10 "Profile" Separation Report
The System will allow the designated CTDOC staff to generate a report listing all active offender profiles for any or all user-defined facilities. The report will include, but not be limited to, offender name, offender number, overall classification level, housing unit, cell and bed. For each of an offender's profiles, the report will list the following information, as applicable: offender name, offender number, date of approval as a profile, Facility where assigned, cell and bed.

BC.12 Population Management Specifications

1. General Specifications

The Contractor shall design and deliver the System fully in accordance with all the applicable criteria, standards, requirements and the like in CTDOC Administrative Directives, policies and procedures and the Connecticut General Statutes, provided to Contractor by CTDOC prior to or during gap analysis.

2. Functional Specifications

2.1 Facility / Departmental Count

Product Specifications
2.1.1. Count Adjustments
The System will adjust, in real time, the associated offender counts including but not limited to, the "in" count, "out" count, count by Facility and all Facilities when an offender is moved.
2.1.2 Administrative Changes
The System will provide the designated CTDOC staff the capability to make administrative changes to location codes, capacity and the criteria table to match the operational specifications for each Facility.
2.1.3 Facility Count
The System will have the capability to display counts for specific Facilities by unit and indicate each unit's defined housing purpose including but not limited to, general population, segregation and protective custody.
2.1.4. Bed Adjustment
The System will have the capability to sort or adjust the bed count according, but not limited, to, general population, specific bed location, special management issues, and whether an offender is moved.
2.1.5. Housing Status
The System will have the capability to display, by each Facility, the bed count and the then-current bed status with corresponding vacancies and names of occupants.
2.1.6 Electronic Submission
The System will have the capability to accept physical count data entered by designated CTDOC staff, including but not limited to, identifying the person who reports the physical count, identifying the user who enters the physical count, and the time of entry of the count.
2.1.7 Multiple Counts
The System will have the capability to support the business practice of taking multiple physical counts per day and comparing and using the multiple physical counts to update the current count within the System.
2.1.8 Historical Collection
The System will collect and retain all counts for historical retrieval.

2.2 Special Management Reviews

2.2.1 Administrative Segregation (AS)

Product Specifications
2.2.1.1. OCPM Review
The System will provide designated CTDOC staff with the capability to make, add, change, and delete requests related to the AS review as described in the classification and assessment Business Category.
2.2.1.2. Electronic Review
The System will provide designated CTDOC staff with the capability to submit AS reviews electronically, with electronic signatures, and to submit electronically subsequent modifications to those reviews.
2.2.1.3. Historical Collection
The System will collect and retain AS information for historical retrieval.

2.2.2 Protective Custody (PC)

Product Specifications
2.2.2.1. OCPM Review
The System will provide designated CTDOC staff the capability to make, add, change, and delete requests related to a protective custody review as described in BC 10, Classification and Assessment Specifications.
2.2.2.2. Electronic Review
The System will provide designated CTDOC staff with the capability to submit a protective custody review, record the determination of that review, submit signatures and submit subsequent modifications to those reviews.
2.2.2.3. Historical Collection
The System will collect and retain protective custody information for historical retrieval.

2.2.3 Chronic Discipline (CD)

Product Specifications
2.2.3.1. OCPM Review
The System will provide designated CTDOC staff the capability to make, add, change, and delete requests related to the Chronic Discipline (CD) review as described in the classification and assessment Business Category.
2.2.3.2. Electronic Review
The System will provide designated CTDOC staff with the capability to submit a chronic discipline review, record the determination of that review, submit signatures and submit subsequent modifications to those reviews.
2.2.3.3. Historical Collection
The System will collect and retain CD information for historical retrieval.

2.2.4 High Security (HS)

Product Specifications
2.2.4.1. OCPM Review
The System will provide designated CTDOC staff with the capability to make, add, change, and

delete requests related to the High Security (HS) review as described in the classification and assessment Business Category.
2.2.4.2. Electronic Review
The System will provide designated CTDOC staff with the capability to submit a HS review, record the determination of that review, submit signatures and submit subsequent modifications to those reviews.
2.2.4.3. Historical Collection
The System will collect and retain HS information for historical retrieval.

2.2.5 Special Needs (SN)

Product Specifications
2.2.5.1. OCPM Review
The System will provide designated CTDOC staff with the capability to make, add, change, and delete requests related to the Special Needs (SN) review as described in the classification and assessment Business Category.
2.2.5.2. Electronic Review
The System will provide designated CTDOC staff with the capability to submit a SN review, record the determination of that review, submit signatures and submit subsequent modifications to those reviews.
2.2.5.3. Historical Collection
The System will collect and retain SN information for historical retrieval.

2.2.6 Offender "Profile"

Product Specifications
2.2.6.1. Offender "Profile"
The System will provide designated CTDOC staff with the capability to submit requests to CTDOC designated staff to add, change, and delete items in an offender's "profiles".
2.2.6.2. Reserved
2.2.6.3. "Profile" Display
The System will allow the designated CTDOC staff to display a profile display which will include, but not be limited to, profile names, offender numbers, date of each approval, and then-current locations of all profiles and separation issue.
2.2.6.5. Employee Number
The System will interface with CTDOC HR system and keep all employee Facility assignments up to date in the System. The System will allow the CTDOC designated CTDOC staff to override employee Facility assignments as updated from the CTDOC HR system.
2.2.6.6. Electronic Review
The System will give the CTDOC designated user the capability to electronically review, approve, deny, or request additional information for profiles. The System will require designated CTDOC staff to input their electronic signatures.
2.2.6.7. OCPM Review
The System will give CTDOC designated user the capability to inquire, add, change, and delete requests related to the profile or separation review. If the offender has any approved profile, the System will display a "profile" flag on the offender's home screen.
2.2.6.8. "Profile" History
The System will collect and retain information for historical retrieval.
2.2.6.9. Universal "Profile" Deletion

The System will give designated CTDOC staff the capability to remove a staff or offender profile universally across all other profiles.
2.2.6.10. Victim Notification
The System will give the designated CTDOC staff the capability to display victim notification status including the date of victim registration.
2.2.6.11. Free Text
The System will provide designated CTDOC staff the capability to enter free text on the offender profile.
2.2.6.12. Reserved

2.3 External Facility Movement

Product Specifications
2.3.1 OCPM Transfer Review
The System will provide designated CTDOC staff the capability to analyze and evaluate all fields associated in BC 11, Movement and Transfers Specifications, including, but not limited to, request priority, offender classification, special circumstances, mental health information, medical needs associations, profile, separations and religion.
2.3.2 OCPM Decisions
The System will provide designated CTDOC users the capability to approve, continue or deny external transfers by offender or group of offenders. The System will record the date and time of the transfer request and the name and title of the staff member(s), making and approving the transfer request.
2.3.3. Special Transport Specifications
The System will have the capability to identify offenders with special transport specifications for external Facility movement and display the reason for special transport including, but not limited to, medical, mental health, armed escort, state police escort, and additional staff required for transport. The System will provide the designated CTDOC staff the capability to approve, continue and deny special transport, by offender or group of offenders, record the staff member making the request and staff approving request, including their title, date and time of request.
2.3.4 Cap Number to Destination
The System will allow the designated CTDOC staff to establish and modify the maximum number of offenders that can be transferred to a particular destination within a user-specified period. The System will enforce the user set limit.
2.3.5. Locations
The System will provide designated CTDOC staff the capability to schedule trips to any user-defined location.
2.3.6. Confirm Schedule
The System will allow the designated CTDOC staff the capability to confirm scheduled movements requiring transportation and send a confirmation notice to the institutions. The System will provide designated CTDOC staff the capability to view the scheduled movements on the "movement sheet" for that date and add, change, or delete any movements. If changes are made to the “movement sheet”, the System will automatically submit the updated movement sheet to the affected unit or institution.
2.3.7. Authorization Form
The System will notify designated CTDOC staff at the sending Facility when an offender’s transfer is approved.

2.4. Court Trip Tracking and History

Product Specifications
2.4.1 OCPM Transfer Review
The System will provide designated CTDOC staff the capability to analyze and evaluate all fields associated in BC 11, Movement and Transfers Specifications, including, but not limited to, request priority, offender classification, special circumstances, mental health information, medical needs associations, profile, separations and religion.
2.4.2 OCPM Decisions
The System will provide a designed CTDOC staff the capability to establish and modify System rules for automatically approving court trips. The System will follow the CTDOC staff established rules to approve court trips. The System will provide designated CTDOC staff the capability to override approved trips. The System will notify CTDOC staff of all court trips that the System is not able to automatically approve based on user defined rules.
2.4.3. Special Transport Specifications
The System will have the capability to identify offenders with special transport specifications for court trips and display the reason for special transport including, but not limited to, medical, mental health, armed escort, state police escort, and additional staff required for transport. The System will provide the designated CTDOC staff the capability to approve, continue and deny special transport, by offender or group of offenders, record the staff member making the request and staff approving request, including their title, date and time of request.
2.4.4. Reserved
2.4.5. Cap Number to Destination
The System will allow the designated CTDOC staff to establish and modify the maximum number of offenders that can be sent to each court location, within a user-specified period. The System will enforce the user set limit.
2.4.6. Locations
The System will provide designated CTDOC staff the capability to schedule court trips.
2.4.7. Confirm Schedule
The System will provide the designated CTDOC staff the capability to confirm scheduled court trips requiring transportation and send a confirmation notice to the institutions. The System will provide designated CTDOC staff the capability to view the scheduled court trips on the "court transfer list" for that date and add, change, or delete any court trips. If changes are made to the “court transfer list”, the System will automatically submit the updated “court transfer list” to the affected unit or institution.

2.5. Medical Trip Tracking and History

Product Specifications
2.5.1 OCPM Transfer Review
The System will provide designated CTDOC staff the capability to analyze and evaluate all fields associated in BC 11, Movement and Transfers Specifications, including, but not limited to, request priority, offender classification, special circumstances, mental health information, medical needs associations, profile, separations and religion.
2.5.2 OCPM Decisions
The System will provide the designated CTDOC staff the capability to approve, continue, deny, edit and delete medical trips by offender or group of offenders and to record the name of the staff member making the request and the staff approving request, title, date and time of request.
2.5.3. Special Transport Specifications
The System will have the capability to identify offenders with special transport specifications for medical trips and display the reason for special transport including, but not limited to, medical,

mental health, armed escort, state police escort, and additional staff required for transport. The System will provide the designated CTDOC staff the capability to approve, continue and deny special transport, by offender or group of offenders, record the staff member making the request and staff approving request, including their title, date and time of request.
2.5.4. Reserved
2.5.5. Cap Number to Destination
The System will allow the designated CTDOC staff to establish and modify the maximum number of offenders that can be sent to each medical location, within a user-specified period. The System will enforce the user set limit.
2.5.6. Locations
The System will provide designated CTDOC staff the capability to schedule medical trips.
2.5.7. Confirm Schedule
The System will provide the designated CTDOC staff the capability to confirm scheduled medical trips requiring transportation and send a confirmation notice to the institutions. The System will provide designated CTDOC staff the capability to view the scheduled medical trips on the "medical transfer list" for that date and add, change, or delete any medical trips. If changes are made to the “medical transfer list”, the System will automatically submit the updated “medical transfer list” to the affected unit or institution.

2.6. Mass Facility Transfers

Product Specifications
2.6.1 Organize Mass Facility Transfers
The System will provide the designated CTDOC staff the ability to organize a transfer of all or part of a Facility’s population by allowing the CTDOC staff to group offenders in the System and handle them as a single entity.
2.6.2 Document Mass Facility Transfers
The System will provide the designated CTDOC staff to enter information pertaining to each mass transfer including but not limited to, reasons, areas, and duration.

3 Query and Reporting Specifications

3.1 Database Searches

Product Specifications
3.1.1 Reserved
3.1.2 Reserved
3.1.3 Reserved
3.1.4 Reserved
3.1.5 Reserved
3.1.6 Reserved
3.1.7 Transfers

The System will provide the designated CTDOC staff the capability to retrieve and review current and prior transfers.
3.1.8 Location
The System will provide the designated CTDCO staff the capability to retrieve and review current and all prior Facilities of an offender.
3.1.9 Reserved
3.1.10 Reserved
3.1.11 Staff Employee Number
The System will provide the designated CTDOC staff the capability to query by employee number or offender number all current and prior "profile" data including, but not limited to, dates of separation, changes and staff assignment history.

3.2. Report Specifications

Product Specifications
3.2.1. Movement Schedule Summary
The System will provide the designated CTDOC staff the capability to produce reports of any scheduled offender movement, which reports will include , but not limited to, offender name, offender number, overall classification level, then-current housing unit, cell and bed, location of event, type of movement, date of movement, time of movement, transportation required and if required, who will transport, the then-current date, then-current time, scheduled pickup time, scheduled arrival times, vehicles, staff assigned, location where vehicle will initiate transportation, destination where vehicle will terminate transportation, and total number of offenders being transported.
3.2.2. Reserved
3.2.3. Reserved
3.2.4. Reserved
3.2.5. Reserved
3.2.6. Reserved
3.2.7. Reserved
3.2.8. Movement Holdovers
The System will provide the designated CTDOC staff the capability to generate a report that lists trip holdovers, which will include but not be limited to, offender name, offender number, assigned location, locations of holdovers, reasons for holdovers, dates and a code indicating whether additional custody officer(s)' time was required.

BC.13 – Violation and Disciplinary Action Specifications

(Violation Process Group)

1. General Requirements

The Contractor shall design and deliver the System fully in accordance with all the applicable criteria, standards, requirements and the like in CTDOC Administrative Directives, policies and procedures and the Connecticut General Statutes, provided to Contractor by CTDOC prior to or during gap analysis.

2. Functional Requirements

2.1 Informal Infraction Tracking History

Specifications
2.1.1 Offense Tracking
The System will provide designated CTDOC staff with the capability to record and track informal dispositions.
2.1.2 Sanction Tracking
The System will provide designated CTDOC staff with the capability to record sanction(s) imposed on offender and the reason(s) for the sanction(s).
2.1.3 Informal History Tracking
The System will provide designated CTDOC staff with the capability record and maintain violation history information, including but not limited to summary of incident, offense, parties involved, location where the incident occurred, date and status.
2.1.4 Informal Dismissals
The System will provide designated CTDOC staff with the capability to record and maintain informal dismissals, including but not limited to name of the person who authorized the dismissal and date of dismissal.

2.2 Disciplinary Report Tracking and History

Specifications
2.2.0 Disciplinary Report
The System will provide designated CTDOC staff with the capability to record a disciplinary report with the associated classes of offenses. The disciplinary report will be in substantially the same format as the disciplinary report currently used by CTDOC and provided to Contractor during gap analysis.
2.2.1 Assign Report Number (ARN) for Tracking Purposes
The System will generate and assign an ARN to the disciplinary report in the format specified by CTDOC during gap analysis. The System will not assign the same ARN to more than one disciplinary report. The System will give designated CTDOC staff the ability to manually override the ARN assigned by the System, but will not allow staff to assign a duplicate ARN.
2.2.2 Involved Parties Tracking

The System will give designated CTDOC staff with the capability to record the names of all individuals involved in a disciplinary offense and each individual's role in the disciplinary process.
2.2.3 Supporting Documentation Tracking
The System will give designated CTDOC staff the ability to attach supporting documentation to disciplinary reports including but not limited to incident reports, photos, videos and scanned documentation.
2.2.4 RESERVED
2.2.5 Final Outcome
The System will provide designated CTDOC staff with the capability to record results or findings of the disciplinary process, including any appeals.

2.3 Disciplinary Hearing, Action, Sanction and History

Product Specifications
2.3.1 Disciplinary Report Information
The System will provide designated CTDOC staff with the capability to locate a disciplinary report by its ARN and permit staff to view and update the disciplinary report.
2.3.2 Disciplinary Report Recording
The System will provide designated CTDOC staff with the capability to record the dismissal, deferral, plea or hearing outcomes of the disciplinary process.
2.3.3 Delete/Add Charges Disciplinary Report
The System will provide designated CTDOC staff with the capability to substitute charges, while retaining the history of the original offense, or remove a disciplinary report from the offender's record. The System will track all changes with ID of staff making the change, date, time and reason for removal.
2.3.4 Loss of Good Time Sanctions
The System will notify designated CTDOC staff when a sanction of loss of good time is authorized.
2.3.5 Disciplinary Hearings
The System will provide designated CTDOC staff with the capability to record results or findings of the disciplinary hearing. The System will provide designated CTDOC staff with the capability to record the names of all individuals in attendance at the disciplinary hearing.

2.4 System Alerts

Product Specifications
2.4.1 Disciplinary Report Issued Alert
The System will notify designated CTDOC staff or BOPP, as appropriate, that the offender received a disciplinary report.
2.4.2 Classification Alert
The System will notify designated CTDOC staff of the finding of any disciplinary hearings and any resulting sanctions.
2.4.3 Parole Alert
The System will notify BOPP if an offender assigned to a parole caseload pleads guilty or is found guilty of an offense.

2.4.4 Records Alert
The System will send an alert to designated CTDOC staff if a sanction resulting in loss of good time was ordered for an offender.

3. Report and Query Requirements

Product Specifications
3.1 Display all Disciplinary Reports Issued
The System will provide designated CTDOC staff with the capability to generate a report which includes a list of all disciplinary reports for one or more offenders within a user-defined time frame.
3.2 Display all Sanctions Issued
The System will provide designated CTDOC staff with the capability to generate a report showing all offenders currently on sanctions filtered by, including but not limited to, one or more facilities and housing units.
3.3 Display all Pending Disciplinary Reports
The System will provide designated CTDOC staff with the capability to generate a report showing all pending disciplinary reports filtered by, including but not limited to, one or more facilities and housing units.
3.4 Display Schedule for offenders being heard
The System will provide designated CTDOC staff with the capability to generate a report listing all offenders scheduled for a disciplinary hearing filtered by, including but not limited to, one or more facilities and housing units.

3.5 Database Searches

Product Specifications
3.5.1 Disciplinary History
The System will provide designated CTDOC staff with the capability to search disciplinary reports by, but not limited to, offenses, dates, facilities or sanctions.

BC.14 – Grievance/Complaint Functional Specifications

1. General Specifications

The Contractor shall design and deliver the System fully in accordance with all the applicable criteria, standards, requirements and the like in CTDOC Administrative Directives, policies and procedures and the Connecticut General Statutes, provided to Contractor by CTDOC prior to or during gap analysis.

2 Functional Specifications

2.1 Application logging and processing

DOC Specifications
2.1.1 Logging
The System will provide designated CTDOC staff with the capability to record all grievances, appeals and property claims, including but not limited to, type and level, offender number, offender name, housing unit, Facility, action dates, reason, status, and if applicable, staff who initiated action. The System will also provide designated CTDOC staff with a free text field for comments. The System will assign a unique number in the format specified by CTDOC during gap analysis.
2.1.2 Recording and Tracking
The System will place all grievances, appeals and property claims in the designated work queues. The System will place all grievances, appeals and property claims in the queue for the Facility in which the grievance, appeal or property claim arose.
2.1.3 Reserved
2.1.4 Alerts on Grievance Abuse
The System will notify designated CTDOC staff when an offender files more than the CTDOC defined number of grievances within a CTDOC defined number of consecutive days. If an offender files more than the allowed grievances, the System will designate the offender as being on grievance restriction and alert designated CTDOC staff if staff attempts to enter a new grievance. The System will track the duration and history of all grievance restrictions and provide designated CTDOC staff with a free text field for comments. The System will track, keep current and apply all restrictions on offenders across all Facilities at all times without regard to the offender being transferred from one Facility to another, such that restrictions will follow the offender from Facility to Facility.
2.1.5 Alert on Repetitive Filings
The System will notify designated CTDOC staff when repetitive grievances, appeals and property claims are filed by the offender.

2.2 Tracking

DOC Specifications
2.2.1 Display Priority list
The System will display search results in descending order of best match based on identifying

information, including but not limited to offender number, offender name, date of birth and aliases.
2.2.2 Reserved
2.2.3 Number
The System will maintain a running tally of all grievances, appeals and property claims filed by the offender for a user-defined time frame.

2.3 Time Frames

DOC Specifications
2.3.1 Timeframes
The System will provide designated CTDOC staff with the capability to accept or reject the grievance, appeal or property claim and will notify designated CTDOC staff if no action is taken within the CTDOC-defined time frame. The System will provide designated CTDOC staff with the capability to set, and modify, the required response time for all levels and types of grievances, appeals and property claims. If designated CTDOC staff does not enter a response within the response time, the System will notify designated CTDOC staff. The System will provide designated CTDOC staff with the capability to extend the response time for a particular grievance, appeal or property claim and will track such extensions. The System will track and notify designated CTDOC staff of all grievances, appeals and property claims for which the required response times were not met or were extended.

2.4 Outcome Logging

DOC Specifications
2.4.1 Outcome logging
For grievances, appeals and property claims, the System will provide designated CTDOC staff with the capability to record the outcome at each level, escalate to the next level of review and provide a free text field for comments.

2.5 Appeals

DOC Specifications
2.5.1 Appeals level-1
The System will identify whether an offender has completed a level 1 grievance process and was given a disposition and will not allow staff to file a level 2 appeal if level 1 has not been completed.
2.5.2 Appeals level-2
The System will identify whether an offender has completed a level 2 grievance process and was given a disposition and will not allow staff to file a level 3 appeal if level 2 has not been completed.
2.5.3 Receipts
The System will generate a receipt for the offender once a grievance, appeal or property claim is entered.

3 Query and Reporting Specifications

DOC Specifications

3.1	**Listing of all Grievances/Complaints by DOC, Facility, Housing Unit, Offender**
The System will provide designated CTDOC staff with the capability to generate a list of grievances, appeals and property claims for a user-defined time period and filtered by, including but not limited to, one or more Facilities, housing units and offenders.	
3.2	**Identify**
The System will provide designated CTDOC staff with the capability to generate a list of all grievances, appeals and property claims for a user-defined time period filtered by, including but not limited to, level, reason, offender name and offender number.	
3.3	**List all three: Grievance, Appeal and Property Claims**
The System will provide designated CTDOC staff with the capability to generate a report that lists the number of grievances, appeals and property claims, or any one of them, at each Facility for a user-defined time period.	
3.4	**List level of Grievances**
The System will provide designated CTDOC staff with the capability to generate a report that lists grievances grouped by level and includes but is not limited to date, reason, offender name and offender number.	
3.5	**Appeals**
The System will provide designated CTDOC staff with the capability to generate a report that lists all appeals filed by the offender within a user-defined time period.	

BC.15 – Offender Employment Specifications

1. General Specifications

The Contractor shall design and deliver the System fully in accordance with all the applicable criteria, standards, requirements and the like in CTDOC Administrative Directives, policies and procedures and the Connecticut General Statutes, provided to Contractor by CTDOC prior to or during gap analysis.

2. Functional Specifications

2.1 Available Offender Job Catalog

DOC Specifications
2.1.1 Establish Job Catalog
The System will provide designated CTDOC staff with the capability to create a job catalog of all approved offender jobs.
2.1.2 Maintain Job Catalog
The System will provide designated CTDOC staff with the capability to maintain and modify the qualifications, schedules (days and times) and associated pay grades, including but not limited to hourly rates, shift rates and day rates, for each job in the job catalog.
2.1.3 Update Job Catalog
The System will provide designated CTDOC staff with the capability to modify the allocations for each job in each Facility and shift in the job catalog, including but not limited to, removing job assignments, adding new job assignments, changing criteria for job assignments and time of job assignments.

2.2 Available Jobs

DOC Specifications
2.2.1 Capability to Query Facility Jobs
The System will maintain a real time record of all open offender job positions and provide designated CTDOC staff with the capability to search and generate a list of all available and currently open offender jobs by, but not limited to, housing location, job category and shift times.
2.2.2 Capability to Query all Future Facility Jobs
The System will track the discharge, release and movement dates of offenders assigned to jobs to forecast available jobs. The System will provide designated CTDOC staff with the capability to search and generate a list within a user-defined time period of offender jobs forecasted to become open, filtered by, but not limited to, housing location, job category, shift times and available dates.

2.3 Offender Requests, and Waitlists

DOC Specifications
2.3.1 Maintain Offender Employment Requests
The System will provide designated CTDOC staff with the capability to enter, arrange and maintain an offender's job, school or vocational requests by date received.

2.3.2 Update Employment Requests
The System will provide designated CTDOC staff with the capability to modify an offender's request for employment.
2.3.3 Offender Requests Vocational Work Program
The System will provide designated CTDOC staff and the offender, through a CTDOC approved device, the capability to send a request to the classification committee requesting the offender be considered for a vocational program job.
2.3.4 Offender Work Waitlist
Upon the completion of the offender's initial classification, the System will determine whether or not to place an offender on either a work, school or vocational waitlist, based on CTDOC-defined criteria.
2.3.5 Capability to Prioritize Offenders requiring Monetary Payments
The System will flag and prioritize offenders who are required to pay a fine or monetary restitution as part of their sentence.
2.3.6 Capability to Prioritize Offenders requiring 7-Day Job
The System will flag and prioritize offenders who need a job to receive the 7-day employment credit.
2.3.7 Update and Remove Offenders from the Waitlist
The System will provide designated CTDOC staff with the capability to remove an offender from a Facility's waitlist if the offender transfers to another Facility or is released.
2.3.8 Override Waitlist
The System will provide designated CTDOC staff with the capability to override, using a reason code from a drop down list, a Facility's waitlist priority order and assign an offender to any job.
2.3.9 Recommending an Offender for a Specific Job
The System will, based on waitlist analysis, recommend all available jobs for an offender by matching the offender's classification, skill-set and interests with job specifications.
2.3.10 Staff Requests an Offender for Specific Job
The System will provide designated CTDOC staff with the capability to request an offender for a specified job.

2.4 Review Offender History

DOC Specifications
2.4.1 Review Classification and Disciplinary History
Immediately prior to user making a job assignment, the System will display an offender's classification and disciplinary history.
2.4.2 Review Prior Job Assignments
Immediately prior to user making a job assignment, the System will list prior job assignments from current and prior incarcerations.
2.4.3 Review Work Evaluations
Immediately prior to user making a job assignment, the System will display work evaluations and disciplinary actions from current and prior incarcerations.

2.5 Offender Employment Records and Payroll Notifications

DOC Specifications
2.5.1 Record Date
The System will provide designated CTDOC staff with the capability to record the employment approval date, the employment effective date and employment end date.
2.5.2 Record Pay Rates and Performance Comments

The System will provide designated CTDOC staff with the capability to enter pay rates, reason for termination and general performance comments.
2.5.3 Notification to Payroll
The System will notify designated CTDOC staff of the offender's job assignment, which will include but not be limited to offender name, offender number, Facility, job assignment, work hours and housing code for payroll sheet with the effective date.
2.5.4 Staff entering offender work hours and days worked
The System will provide designated CTDOC staff with the capability to record the offender's hours and days worked.
2.5.5 Notification to Staff of Double Work Assignment
The System will alert designated CTDOC staff if an offender is assigned to more than one job assignment.
2.5.6 Override Work Assignment
The System will provide designated CTDOC staff with the capability to override the job assignment for an offender and enter a reason for the override.

2.6 Offender Work Assignments and Schedules

DOC Specifications
2.6.1 Individual Work Schedules for Offenders
The System will provide designated CTDOC staff with the capability to generate job assignments and work schedules for offenders.

2.7 Offender Work Evaluations

DOC Specifications
2.7.1 Enter and Store Offender Job Performance Evaluations
The System will provide designated CTDOC staff with the capability to enter job performance evaluations.
2.7.2 Notify Staff of Offender Performance Evaluation is Due
The System will notify designated CTDOC staff when an offender performance evaluation is due.
2.7.3 Notify Classification Committee of Poor Performance Job Evaluation
The System will notify designated CTDOC staff when an offender receives a poor rating on a job performance evaluation.
2.7.4 Schedule Offender for Classification Committee Meeting
If an offender receives a poor rating on a job performance evaluation and the staff member requests the offender be removed from the job assignment, the System will place the offender in a queue for a meeting with the classification committee.

2.8 Offender Work Release

DOC Specifications
2.8.1 Calculate Eligible Offenders that meet criteria
The System will designate offenders as eligible for work release if they meet CTDOC criteria and place the offenders in a queue for a meeting with the classification committee.
2.8.2 Notification to Classification Committee of Eligible Offender

The System will generate a notification to the classification committee identifying the offenders in queue.
2.8.3 Reserve
2.8.4 View Offenders Assigned Outside Clearance
The System will display a list of all offenders assigned to outside clearance detail or approved for assignment to outside clearance detail, or both, at the discretion of user.
2.8.5 Display the Location of Offenders on Work Release
The System will display the location of any offender on a work release or outside clearance detail.
2.8.6 Electronic Signature of Offender on Outside Clearance Approval Form
The System will provide the capability for offender to digitally sign an outside clearance approval form.

3. Query and Report Specifications

DOC Specifications
3.1 Offender Job Catalog
The System will provide designated CTDOC staff with the capability to generate a report listing all Facility specific job catalogs, which will include but not be limited to, Facility name, Facility security level and available jobs.
3.2 Classification History/Employment Records
The System will provide designated CTDOC staff with the capability to generate a report on specific offenders applying for a job assignment, which report will include but not be limited to previous work assignments, performance evaluations and disciplinary history.
3.3 Work Waitlist/Vacancy List
The System will provide designated CTDOC staff with the capability to generate a report of all, or user-specified, job assignments, offenders currently in job assignments, the number of offenders currently assigned to a job, number of job assignments authorized for a particular job and the difference between the number of offenders then currently in a job that are greater or less than the number of offenders that are authorized for that job. Additionally, the System will provide designated CTDOC staff with the capability to generate an "assignment vacancy report" that identifies, but is not limited to, authorized jobs, pay range, job class, start and end dates, pay rate, work week, total job openings, total job openings by each job and the numbers, names, classification scores and location of offenders that are on job waitlists. The System will provide designated CTDOC staff with the capability to generate statistical analysis of these data.
3.4 Offender Work Assignments and Schedules
The System will provide designated CTDOC staff with the capability to generate a report that lists all, or user-specified, work assignments, schedules, offender's skill and qualifications and how the offender's skills and qualifications meet the job criteria.
3.5 Offender Payroll
The System will provide designated CTDOC staff with the capability to generate for a user-specified time period, payroll sheets for any or all offenders that are assigned to a job. These payroll sheets will include, but not be limited to, offender name, offender number, Facility, housing location and work code, pay grades, multiple hourly rates, shift rates and day rates.
3.6 Offender Work Evaluations
The System will provide designated CTDOC staff with the capability to generate reports on offender work evaluations within a user-specified time period which will include but not be limited to, offender name, offender number, housing unit, Facility, job rating and date of evaluation. The System will provide designated CTDOC staff with the capability to filter the report by offenders

who received poor job evaluations.
3.7 Reserved
3.8 Reserved
3.9 Offender Notification
The System will provide designated CTDOC staff with the capability to generate reports for a user-specified time period of offenders who have not been notified of either their job assignment or approval for a job. The report will include but not be limited to offender name, offender number, housing unit, Facility, date of approval for a job, date of notification of the approval, the job assignment and date the job was assigned.
3.10 Reserved
3.11 Outside Clearance Report
The System will provide designated CTDOC staff with the capability to generate a list of all offenders classified as working on outside clearance which include but not be limited to offender name, offender number, housing unit and Facility.

BC.16 – Offender Association / Intelligence Specifications

1. General Specifications

The Contractor shall design and deliver the System fully in accordance with all the applicable criteria, standards, requirements and the like in CTDOC Administrative Directives, policies and procedures and the Connecticut General Statutes, provided to Contractor by CTDOC prior to or during gap analysis.

2. Functional Specifications

Product Specifications
2.1.1 Input of Intelligence Tracking/History
The System will track an offender, including but not limited to, gang involvement history, prior gang related incidents and positions held within the offender's known gang. The System will provide designated CTDOC staff with the capability to enter detailed information via free text fields and numerical codes, and upload facial and tattoo photographs.
2.1.2 Recording of evidence
The System will provide designated CTDOC staff with the capability to record evidence of suspected security risk associations, including body markings like tattoos, written material, photographs, associations, and self-admission.
2.1.3 RESERVED
2.1.4 Street Names (different from standard Alias)
The System will link known street names, alias and the offender number to the offender's life cycle record.
2.1.5 Display of Intelligence Tracking /History
The System will provide designated CTDOC staff with the capability to provide different levels of access to intelligence information to CTDOC staff.
2.1.6 Confidential Informant
The System will cross reference a confidential informant ("CI") with the subject (offender or staff) involved in the information the CI provided. The System will identify the offender's current and prior Facilities.
2.1.7 Re-incarceration/Transfer of Affiliated Gang Members
The System will notify designated CTDOC staff when a gang affiliate returns or transfers within the CTDOC. The System will track and notify designated CTDOC staff when a gang affiliate is placed in or moved to restrictive housing.
2.1.8 Reports and Analysis
Once the offender's intelligence tracking information is saved, the System will automatically alert the intelligence officer as to what type of review is required to enable staff to compile the necessary paperwork for a hearing or review.
2.1.9 Reports- Current Members (of designated and watch groups) Broken Out By Designation, Facility, State (DOC, parole), Housing Unit
The System will provide reports for security risk groups and watch groups by, but not limited to, designation, Facility, housing unit, offender name, alias or street name, offender number, date of birth, home address, and town/city of residence.
2.1.10 Affiliation/Designation Reviews

The System will notify designated CTDOC staff when, and if, an affiliation or designation review is required in accordance with the Administrative Directives.
2.1.11 Security Risk Group and Watch Group Alerts
The System will notify designated CTDOC staff of any changes to an offender's security risk group or watch group designations.
2.1.12 Use of visitation process/function to tie in gang analysis
The System will cross-reference any visitor's name and address with those of known gang members and designated watch group members for commonalities and will alert designated CTDOC staff if commonalities are identified.

3 Query and Reporting Specifications

Product Specifications
3.1 All Offender by Institution
The System will provide designated CTDOC staff with the capability to generate a report listing all offenders sorted by, but not limited to, name, institution or unit. The report will include offender name, alias, offender number, current status, security risk group or watch group affiliation, institution, unit, cell, bed, birth date, place of birth, gender, ethnicity, SBI number, social security number, admission date, parole date, max date, county of commitment and commitment type. The System will make the report sortable and searchable by the data elements contained in the report.
3.2 List of All Offenders
The System will provide designated CTDOC staff with the capability to generate a report that lists all offenders by name. The report will include but not be limited to aliases, offender number, current Facility, current status, current security risk group or watch group affiliation, birth date, place of birth, sex, ethnicity, SBI number, social security number, current admission date, parole date, max date, county of commitment and commitment type. The System will make the report sortable and searchable by the data elements contained in the report.
3.3 Keep Separates Report
The System will provide designated CTDOC staff with the capability to generate a "keep separate" report sorted by Facility. The report will include offender name, offender number, location and their designated keep separates name, offender number and location.
3.4 Keep Separates Exception Report
The System will provide designated CTDOC staff with the capability to generate a list of offenders who are designated as keep separates, but are housed in the same unit or cell.
3.5 Cell Searches
The System will provide designated CTDOC staff with the capability to generate a list of offenders who have had their cells searched and the findings noted.
3.6 Intelligence Tracking
The System will provide a daily scheduling page for designated CTDOC staff to input and track offenders who are due for urinalysis.

BC.17 – Visitation Specifications

1. General Specifications

The Contractor shall design and deliver the System fully in accordance with all the applicable criteria, standards, requirements and the like in CTDOC Administrative Directives, policies and procedures and the Connecticut General Statutes, provided to Contractor by CTDOC prior to or during gap analysis.

2. Functional Specifications

2.1 Visitor Application Logging and Processing

Product Specifications
2.1.1 Tracking Courtesy Visitor Applications
The System will provide designated CTDOC staff and authorized users with the capability to record the offender's "initial" family visitor requests for courtesy visits, including the name and family association with the offender. The System will provide designated CTDOC staff with the capability to set, by Facility or by offender, or both, the time period for courtesy visits and will provide a free text field for comments justifying any changes. The System, at the end of the specified time period, will revoke the courtesy visit status.
2.1.2 Processing Mailed Visitor Applications
The System will provide designated CTDOC staff with the capability to scan visitor applications received by mail.
2.1.3 Processing On-line Visitor Applications
The System will provide the capability for a prospective visitor to complete and submit an on-line visitor application and will track and maintain the visitor application history.
2.1.4 Interface with COLLECT/NCIC Checks
The System will interface with other law enforcement agency systems to access and record results of background searches on potential visitors.
2.1.5 Entering Visitor Data
The System will provide designated CTDOC staff with the capability to enter data related to the visitor, including but not limited to, name, address, date of birth, relationship, telephone number, visitor's status and visitation type. The System will provide staff free text fields for comments**.**
2.1.6 Validating Visitor Address
The System will verify and standardize all visitor address information based upon US Postal Service data and will provide designated CTDOC staff with the capability to override.
2.1.7 Visitor Family Relationships
The System will provide designated CTDOC staff with the capability to record the visitor's family relationship with the offender.
2.1.8 Visitor Restrictions
The System will provide designated CTDOC staff with the capability to record visitation restrictions applicable to the offender and visitors visiting the offender. If the applicant is a victim, the System will provide designated CTDOC staff with the capability to enter the victim as an approved visitor and will record the name of the staff member who authorized approval, date and time of authorization, and will provide a free text field for comments.
2.1.9 Allotted Number of Visitor Restrictions

The System will limit the number of visitors authorized for an offender based on CTDOC defined criteria. The System will provide designated CTDOC staff with the capability to configure such restrictions. The System will recognize a privileged or professional visitor is exempt from the authorized visitor restriction limitations.
2.1.10 Visitor Crosschecks
The System will crosscheck offender visitor application data against CTDOC staff data prior to any CTDOC staff member being approved for placement on the offender's immediate family member visiting list.
2.1.11 Notification of Visiting Application
The System will provide designated CTDOC staff with the capability to record the results of visitation applications and notify the unit counselor. The System will generate a written visiting action notice. The System will generate notification, both electronic and paper, to be sent to each applicant notifying him or her of the decision on their application.
2.1.12 Notification of Visiting Appeals
The System will provide designated CTDOC staff with the capability to record the visitor's appeal of a denial of their application, including but not limited to, the visitor's information, when appeal received, dates of final disposition by warden and the date the response sent to visitor.
2.1.13 Levels of Reasons for Denial
The System will recommend whether a visitor's application be denied, based on factors including but not limited to if the visitor is a current or ex-offender, visitor is on probation, visitor was the victim, falsified application, visitor was previously removed for contraband, security concerns, offender refused to have applicant as visitor, staff request for additional documentation and the offender has the maximum allowed number of visitors already approved. The System will score the factors on a scale of 1-4 in accordance with CTDOC criteria. The System will provide designated CTDOC staff with the capability to accept or reject the System's recommendation.

2.2 Track and Maintain Offender's Visitor List

Product Specifications
2.2.1 Recording Visitation
The System will provide designated CTDOC staff with the capability to record the day, time and location of visits and any special issues and conditions applicable to the visitor or visit. The System will notify designated CTDOC staff of any updates to the visitor list resulting from a visit issue or incident.
2.2.2 Visitor Lists
The System will maintain a list of all visitors and anyone who attempts to visit an offender and a list of all offenders visited by a specific visitor.
2.2.3 Authorized Facility Visitor Lists
The System will maintain a list of approved visitors that are not associated with a specific offender.
2.2.4 Visiting History
The System will maintain a record of offenders' and visitors' visitation histories.
2.2.5 Visiting Crosscheck
The System will identify visitors who visit multiple offenders.
2.2.6 Visiting Conflicts or Restrictions
The System will identify visitors who have conflicts or restrictions with offenders incarcerated at the visitation Facility. The System will notify designated CTDOC staff of approved visitors who become incarcerated.
2.2.7 Visitor Updates

The System will limit the frequency with which an offender's visitor list may be modified based on CTDOC defined criteria.
2.2.8 Removal of Approved Visitors
The System will provide designated CTDOC staff with the capability to record requests for removal of an individual from a visitor list and the reason for the removal and termination of an active visit.
2.2.9 Annual Visitor Review
The System will place the names of visitors who are due for an annual review in a queue for the designated CTDOC staff for review and approval or denial. If denied, the System will remove the visitor from the offender's visitor list and notify designated CTDOC staff. If approved, the System will mark the visitor for review in another 12 months.
2.2.10 Tracking Changes made to the visiting list
The System will track any changes made to an offender's visiting list, including but not limited to, name of the staff member making the change, Facility, date and time.

2.3 Visiting Privileges

Product Specifications
2.3.1 Reserved
2.3.2 Visitor Schedule
The System will generate a notification form for offender and visitor of a scheduled visit.

2.4 Visiting Security

Product Specifications
2.4.1 Visitor Monitoring
The System will track and monitor visiting privileges for offenders for each Facility based on CTDOC policies and procedures.
2.4.2 Suspended Visits
The System will track the loss of offender visitation privileges and alert designated CTDOC staff if a visitor attempts to visit the offender.
2.4.3 Suspended Visitors
The System will track suspended visitors and send alerts to designated CTDOC staff if this visitor attempts to visit an offender.
2.4.4 Victims
The System will alert designated CTDOC staff if an attempted visitor is a victim.
2.4.5 Visitor / Offender Separation
The System will identify offender separation conflicts between offenders and visitors and send an alert to designated CTDOC staff.

2.5 Visitor Reception

Product Specifications
2.5.1 Visitor Arrival
The System will provide designated CTDOC staff with the capability to view the visitor list, validate that the offender is allowed to receive a visitor, validate that the visitor is on the offender's visitor list and record the time of the visitor's arrival.
2.5.2 Notification of Visitor
The System will notify designated CTDOC staff that the offender has a visitor.
2.5.3 Visitor Security Search

The System will provide designated CTDOC staff with the capability to record the results of a visitor's security search. If a visitor passes the security search, the System will allow staff to record the time the visit commenced. If the visitor fails the security search, the System will allow staff to record the failure and provide a free text field for comments.
2.5.4 Visitor ID and Locker Key
The System will generate a visitor ID and if applicable, track assignment of a locker key.
2.5.5 Actual Visit
The System will alert designated CTDOC staff of the type of visit, will monitor the length of the visit and will alert staff when the visitation time period is completed. The System will provide designated CTDOC staff with the capability to override the time period.
2.5.6 Visitor Violations
The System will provide designated CTDOC staff with the capability to record violations identified during the visit and incorporate video clips, if available, to maintain a record of any suspicious behavior and physical search of visitor.
2.5.7 Visitor Departure
The System will provide designated CTDOC staff with the capability to record the departure of offender and visitor from the visiting room and record the time the visitor leaves the Facility. The System will have the capability to track the return of the visitor ID and locker key if applicable.

3. Report and Database Specifications

3.1 Reports

Product Specifications
3.1.1 Report of Visits by Visitor by Name
The System will generate a list of visitors by name and Facility for a user-defined date range.
3.1.2 Report of visitors by Offender Name and Number
The System will generate a list of visitors for a specific offender, including but not limited to, type of visit and date of visit.
3.1.3 Report by Facility of scheduled visits
The System will generate a report by Facility of scheduled visits by user-specified date range.
3.1.4 Report by user defined criteria of denied visitors, or suspended visitors
The System will generate a list of denied visitors or suspended visitors.
3.1.5 Report by Facility of all visits (professional , privileged, social) run by date
The System will generate a list of all visits for a Facility for a user-specified date range.
3.1.6 Report of Offenders with Loss of Visiting Privileges
The System will generate a list of all offenders who have lost visiting privileges, including but not limited to, offender name, number, beginning date of loss of visits and date visits are to be restored.
3.1.7 Report of types of visits
The System will generate a list of all types of visits for a Facility for a user-specified date range.
3.1.8 Reserved
3.1.9 Reserved
3.1.10 Reserved
3.1.11 Reserved

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3.1.12 Reserved
3.1.13 Staff
The System will generate a report that lists all of CTDOC staff statewide who are approved to visit offenders, including but not limited to offender name, offender number and Facility.
3.1.14 Reserved
3.1.15 Facility Tours
The System will generate a report listing all approved Facility tours and visitors' names.

BC.18 – Education Specifications

1. General Specifications

The Contractor shall design and deliver the System fully in accordance with all the applicable criteria, standards, requirements and the like in CTDOC Administrative Directives, policies and procedures and the Connecticut General Statutes, provided to Contractor by CTDOC prior to or during gap analysis.

2. Functional Specifications

Product Specifications
2.1.1 Mandatory Educational Services
The System will identify offenders who are eligible for mandated educational services and will prioritize offenders for those services in accordance with CTDOC Administrative Directives and State and federal law.
2.1.2 Inmates Recommended to Education
The System will provide designated CTDOC staff with the capability to generate a list of offenders who are recommended for educational programming according to their offender accountability plan.

2.2 Conduct Educational Intake Interview and Assessments to Collect, Verify and Update Education Data

Product Specifications
2.2.1 Enter/Retrieve Offender Data
The System will provide designated CTDOC staff with the capability to enter and modify education intake interview data and to retrieve and modify prior data for a re-admitted offender.
2.2.2 Education Assessment Data
The System will provide designated CTDOC staff with the capability to scan completed education assessment forms, including but not limited to, Test of Adult Basic Education (TABE) and Employability Competency System (ECS). The System will calculate the results of the assessments.
2.2.3

2.3 Request Education Records, Determine Special Education History and/ or Verification of High School Graduation Status

Product Specifications
2.3.1 Verification Process
The System will provide designated CTDOC staff with the capability to enter the status of the verification of an offender's high school graduation process using a dropdown menu and provide a free text field for comments.
2.3.2 Special Education History
The System will provide designated CTDOC staff with the capability to enter an offender's special education status using a dropdown menu and provide a free text field for comments.
2.3.3 Educational Records Request

The System will provide designated CTDOC staff with the capability to enter information on the educational records request process and completion of the request process using dropdown menus. The System will provide user with a free text field for comments.

2.4 Conduct Educational Assessments to Determine and Assign Current Academic Progression Level and Education Need Score.

Product Specifications
2.4.1 Initial Academic Achievement Assessment
The System will calculate and assign educational need scores based on CTDOC defined criteria. The System will provide designated CTDOC staff with the capability to review and override the education need score assigned by the System.
2.4.2 Education Progression Recommendations
The System will recommend, and also allow designated CTDOC staff to enter, education progression levels for offenders based on CTDOC defined criteria. The System will provide designated CTDOC staff with the capability to accept and modify the recommendations.

2.5 Update Payroll

Product Specifications
2.5.1 Notify Payroll
The System will notify designated offender payroll unit once an offender is assigned to an education class and track the start and end date of the education program.

2.6 Enroll or Un-Enroll an Offender into Education Program.

Product Specifications
2.6.1 Establish Classes and Schedules
The System will provide designated CTDOC staff with the capability to establish and modify classes, including but not limited to curriculum information, class schedule, location and instructor.
2.6.2 Enroll Offender into a School and or a Class
The System will provide designated CTDOC staff with the capability to enroll offenders in school and assign to classes.
2.6.3 Place Student on a Waiting List for a Class
The System will provide designated CTDOC staff with the capability to place an offender on the wait list for classes.
2.6.4 Un-enroll or Un-Assign Offender
The System will provide designated CTDOC staff with the capability to un-enroll offenders from school and un-assign offenders from classes and to enter the reasons. The System will automatically un-enroll offenders from school if the offender is released or discharged and automatically enter the reason. If the offender is un-enrolled from school, the System will automatically un-assign offenders from all classes and automatically enter the reason.

2.7 Keep Daily Offender Education Program Attendance Data

Product Specifications
2.7.1 Set Up the Yearly School Calendar
The System will provide designated CTDOC staff with the capability to to establish and maintain a school district calendar each year. The System will allow the designated CTDOC staff the

capability to create Facility specific derivatives of the district calendar keeping the district level and Facility level calendars in sync.
2.7.2 Offender Attendance is Taken Daily by the School Staff.
The System will provide designated CTDOC staff the capability to create and modify offender attendance codes. The System will provide designated CTDOC staff the capability to record class attendance with CTDOC established codes. The System will process offender payroll in accordance with CTDOC policy for offender attendance.

2.8 Update, Modify, Change Student Class Assignments

Product Specifications
2.8.1 Capability to Change an Offender's Class Assignment.
The System will provide CTDOC staff the capability to re-assign an offender from one class to another.

2.9 Create School Transcript and Certificates

Product Specifications
2.9.1 Developing Student Transcript
The System will create a cumulative school transcript for an offender as defined by CTDOC. The System will map "seat" hours to high-school and adult education class credits based on CTDOC defined criteria which will not be considered "final" until reviewed and approved by CTDOC staff. The System will provide CTDOC staff the capability to modify the mapping of "seat" hours to class credits.
2.9.2 Generate School District Certificates
The System will provide CTDOC staff the capability to generate achievement and completion certificates based on CTDOC criteria.

3. Query and Reporting Specifications

Product Specifications
3.1 School Enrollment Reports
The System will provide CTDOC designated staff with the capability to generate reports that list offenders enrolled in school ("enrollment report"). The System will allow the user to filter the report by, including but not limited to, Facility, housing unit and offender age. The enrollment report will include but not be limited to, total school enrollment, individual classroom assignments, class schedules, teacher, housing assignment. The System will allow the user to sort the report by any field. The Contractor will develop this report substantially similar to the current CTDOC enrollment report, a copy of which CTDOC will provide in gap analysis.
3.2 School Attendance Report
The System will provide CTDOC designated staff with the capability to generate a report, for a user defined time period, that lists offenders' class attendance and an average daily attendance for each Facility.
3.3 School Waiting List Report
The System will provide CTDOC designated staff with the capability to generate a report that lists offenders on waiting lists, grouped by teacher, class and progression level. The System will allow the user to filter the report by including but not limited to Facility, housing unit, progression level, teacher and class.
3.4 School Completion Reports

The System will provide CTDOC designated staff with the capability to generate a report, for a user defined time period, which lists offenders who have completed an educational program. The System will allow the staff to filter the report by program, Facility, age, teacher and one or more offender.
3.5 Academic Education Need Reports
The System will provide CTDOC designated staff with the capability to generate a report for a user defined time period, which lists offenders who have been "assessed," and this report will include but not be limited to, assessment results, overall average grade level progression and a count of offenders on report.
3.6 Education Need Report
The System will provide CTDOC designated staff with the capability to generate a report, for a user define time period, which lists offenders and their educational needs, grouped by education need scores.
3.7 School Demographic Report
The System will provide CTDOC designated staff with the capability to generate a demographic report for a user defined time period, which includes such demographic data which CTDOC will specify during gap analysis. The System will allow the staff to filter the report by, including but not limited to, school year, calendar month and Facility.
3.8 School Progression Reports
The System will provide CTDOC designated staff with the capability to generate a report for a user defined time period, which lists offenders who have progressed from one progression level to another. The System will allow the staff to filter the report by, including but not limited to, Facility, housing unit and age.
3.9 CT Department of Education Reports
The System will provide CTDOC designated staff with the capability to generate such reports as are necessary or appropriate to satisfy Connecticut Department of Education and federal requirements.

BC.19 – Program and Activities Specifications

1.1 General Specifications

The Contractor shall design and deliver the System fully in accordance with all the applicable criteria, standards, requirements and the like in CTDOC Administrative Directives, policies and procedures and the Connecticut General Statutes, provided to Contractor by CTDOC prior to or during gap analysis.

2. Functional Specifications

2.1 Program Description/Compendium

Product Specifications
2.1.1 Program Summary Listing
The System will give designated CTDOC staff the capability to establish, modify, suspend delete and retire program information, including but not limited to, a summary of each program, program title, narrative description, provider, type of program, Facilities where program is offered, program status, program code, effective dates and will provide a free text field for comments.
2.1.2 Compendium Updates
The System will create and maintain a compendium of all programs in accordance with CTDOC specifications. Upon the CTDOC staff establishing, modifying suspending, deleting and retiring any program information, the System will update a compendium of all programs in accordance with CTDOC specifications.
2.1.3 Program Archive
The System will maintain a complete historical archive of programs including but not limited to programs no longer in use and temporarily suspended. This archive will include, but not be limited to, all program instances, enrollment, progress and discharge status for each program instance, and provider for each instance.
2.1.4 Modification Requests
The System will give designated CTDOC staff the capability to send requests electronically to program administrators to modify program summaries in the System.
2.1.5 Reserved
2.1.6 Program Lesson Plans
The System will provide designated CTDOC staff with the capability to develop and modify lesson plans for each program. The System will maintain a record of all previous versions of each lesson plan and the date that any modification was made.

2.2 Offender Program Waiting List

Product Specifications
2.2.1 Program Waitlist
The System will maintain a waitlist for each program in accordance with the offender accountability plan and provide designated CTDOC staff with the capability to modify the waitlists. The System will provide designated CTDOC staff with the capability to generate a list of offenders on a user-specified program waitlist, sorted and grouped by, including but not

limited to, transitional supervision date, parole eligibility date, voted to parole date, release date and discharge date. The System will allow the designated CTDOC staff to filter the report for a user-defined time period by, including but not limited to, Facility, program, transitional supervision date, parole eligibility date and voted to parole date.
2.2.2 Automatic Update of Waiting List
The System will automatically remove an offender from a program waitlist once the offender is placed into the program. Upon the offender's discharge or release, the System will automatically remove the offender from all program waitlists for any programs that are offered only for offenders who are incarcerated.
2.2.3 Automatic Reassignment of location
If an incarcerated offender is transferred to a different incarceration Facility, the System will transfer the offender to the corresponding waitlists at the new Facility and the System will maintain the waitlist dates from the original waitlists, rather than assigning to the offender new waitlist dates. For the purposes of this Specification, waitlist date means the date the offender was first added to the waitlist for the program. If the System cannot automatically transfer the offender to any waitlist, the System will send a notice to designated CTDOC staff.
2.2.4 Waitlist Prioritization
The System will prioritize offenders on program waitlists in accordance with CTDOC-specified policies as provided during gap analysis, which will include but not be limited to, end of sentence date, transitional supervision date, halfway house date, voted to parole date, hostility inventory questionnaire score, criminal sentiment scale score and assessment scores.
2.2.5 Generate Program Results Summary
The System will provide CTDOC staff with the capability to generate program activity summaries for one or more offenders. The summary will include but not be limited to offender name, offender number, Facility, programs for which the offender has been waitlisted or enrolled and offender's status for each such program.

2.3 Offender Program Assignment and Tracking

Product Specifications
2.3.1 Capability to Schedule Offender Programs
The System will allow designated CTDOC staff the ability to schedule offenders to specific programs in accordance with the offender accountability plan. If the offender's release date falls prior to the planned program completion date, then the System will require a manual override from the designated CTDOC staff in order to assign the offender to the program.
2.3.2 Print Offender Notification/Pass for Meeting
The System will provide designated CTDOC staff with the capability to: **(1)** Print a roster of offenders assigned to a specific program. **(2)** Generate a report for a user-specified time period, which lists assigned offenders for each program. This report will include, but not be limited to, the programs and activities, program time and program location. The System will allow the designated CTDOC staff to filter the report by including but not limited to, Facility and housing unit. **(3)** Generate an "offender pass" for each assigned offender which includes but not limited to offender name, offender number, name of program, program times, dates, and location.
2.3.3 Capability to Record and Retain Offender Participation
The System will provide designated CTDOC staff with the capability to enter attendance information for all assigned programs and activities and generate lists that include but are not limited to program, offender name, offender number, housing unit, cell location and absences, both excused and unexcused.
2.3.4 Reserved

2.3.5 Programs and Activities Calendars
The System will provide designated CTDOC staff with the capability to enter and modify scheduled programs and activities for all Facilities, including but not limited to Facility, program name, names of staff and volunteers associated with the activity and the time, date and room number of the scheduled activity. The System will maintain a calendar of all such events.
2.3.6 Program History Tracking
The System will provide designated CTDOC staff with the capability to generate a complete unified history of an offender's program record across one or more or all incarcerations of the offender.
2.3.7 Offender Program Review Sheet
The System will provide designated CTDOC staff with the capability to generate a program review sheet for the current incarceration, which lists programs that the offender has completed and the programs that the offender still needs to complete.
2.3.8 Program Notification
The System will notify designated CTDOC staff of changes in the offender's status in a program, including but not limited to, program completion, discharge prior to completion and voluntarily quit program.
2.3.9 Reserved
2.3.10 Reserved
2.3.11 Program Lists
The System will provide designated CTDOC staff with the capability to search, add and modify offender program assignments and related information. The System will provide designated CTDOC staff the capability to generate, for one or more programs, a list of offenders currently assigned to programs and the number of offenders on the waitlist for those programs. The System will group the list by program.
2.3.12 Confidential Program Records
The System will provide designated CTDOC staff with the capability to designate certain program information as confidential, including but not limited to, program assignments. The System will provide access to and display confidential information for only those CTDOC designated staff who are authorized to access that information.
2.3.13 Programming Alerts
The System will alert the designated CTDOC staff if, based on a revised release date, an offender no longer has the required time to complete an assigned program.

2.4 Program Facilitator Information

Product Specifications
2.4.1 Program Staff Information
The System will provide designated CTDOC staff with the capability to enter and modify program staff information including but not limited to provider name, provider staff names, electronic numeric identifier, staff titles, assigned Facilities and the programs each staff person is trained to conduct and dates of certification. The System will provide designated CTDOC staff with the capability to generate a list of program staff sorted by, but not limited to, staff, Facility and program.
2.4.2 Notice of Credential Expiration
The System will monitor all staff credentials and expirations of those credentials. No later than such number of days as CTDOC will specify during gap analysis, the System will send notifications to designated CTDOC staff that the credentials will expire.

2.5 Volunteer, Intern and Professional Partner Information

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Product Specifications
2.5.1 Program Volunteer, Intern or Professional Partner Name List
The System will provide designated CTDOC staff the capability to enter and modify information on CTDOC volunteers, interns or professional partners and will provide a free text field for comments. This information includes but is not limited to their names, photographs, assigned Facility, approval status, specific program and date of the most recent security clearance check.
2.5.2 Reserved
2.5.3 Reserved
2.5.4 Security Clearance Notification
The System will send a notice to designated CTDOC staff 30 days prior to the expiration of the active status of the volunteer, intern or professional partner.
2.5.5 Volunteer, Intern, or Professional Partner Notification
The System will provide designated CTDOC staff with the capability to generate a notification letter to the volunteer, intern or professional partner informing them of their approval status.
2.5.6 Reserved
2.5.7 Confidential Volunteer, Intern, or Professional Partner Records
The System will provide designated CTDOC staff with the capability to designate the information of a volunteer, intern or professional partner information as confidential. The System will display and print information designated as confidential only for authorized users.

2.6 Religious Services

Product Specifications
2.6.1 Religious Affiliation List
The System will provide designated CTDOC staff the capability to enter and modify the religious affiliation of an offender and provide a free text field for comments. The System will provide designated CTDOC staff the capability to generate a list of religious affiliations and this list will include but not limited to offender name, offender number, Facility, religious denomination, date of affiliation, race and housing unit.
2.6.2 Add/Update/Delete Religious Affiliation Information
The System will not allow users to make modifications to an offender's religious affiliation for a user-defined number of days following the date of the last entry or modification ("blocked window"). The System will provide designated CTDOC staff with the capability to modify the blocked window or override it for a particular offender. The System will terminate the blocked window upon release or discharge of the offender.
2.6.3 Confidential Religious Affiliation Records
The System will provide designated CTDOC staff with the capability to designate religious affiliation information as confidential. The System will display and print religious affiliation information only for authorized users.
2.6.4 Religious Activities Calendar
The System will maintain a calendar of all religious activities scheduled for all Facilities. The calendar will include, but not be limited to, type of activity, the denomination affiliation of the activity, contact information for religious services staff, name of religious services volunteers, offender names and the time and date of scheduled activity. The System will provide

designated CTDOC staff with the capability to sort the information by offender name, religious activity, religious services staff, volunteers or Facility.
2.6.5 Facility Religious Activity Attendance List
The System will provide designated CTDOC staff with the capability to generate a list of offenders scheduled to attend religious activities and the list will include but not be limited to Facility, offender name, offender number, date of the activity, religious denomination, race and housing unit.

2.7 Addiction Services

Product Specifications
2.7.1 Assessment Record
The System will provide designated CTDOC staff with the capability to enter the initial assessment results for each offender.
2.7.2 Reserved
2.7.3 Offender Addiction Services Score List
The System will provide designated CTDOC staff with the capability to generate a list of offenders with addiction treatment need scores filtered by, but not limited to, Facility and user-specified score range. The list will include but not be limited to offender name, offender number, score, staff member assigning the score and Facility.
2.7.4 Interface with Electronic Health Services Records
The System will interface with CTDOC'S electronic health service records system.
2.7.5 Prioritize Treatment Need Referrals
The System will determine offender's priority for drug programs in accordance with CTDOC policies specified during gap analysis which will include but not be limited to treatment need score, sentencing status, maximum release date, parole eligibility date, voted to parole date, transitional supervision date, release and discharge date.
2.7.6 Addiction Services Program Schedules
The System will recommend program schedules for offenders based on identified offender program needs, including but not limited to, education, addiction services and anger management. The System will provide designated CTDOC staff with the capability to accept or override the recommended schedule.
2.7.7 Addiction Services Treatment Program Waitlist
The System will establish and maintain waitlists for drug programs within Facilities and statewide.
2.7.8 Program Status Report
The System will provide designated CTDOC staff with the capability to enter and update offender program status. The System will provide designated CTDOC staff with the capability to generate reports on offenders in drug programs, including but not limited to, offenders who are attending programs and those who were discharged from programs, including the reason for discharge.
2.7.9 Treatment Records
The System will maintain current and historical information on offenders with multiple treatment episodes, including the corresponding dates of treatment and program discharge status.
2.7.10 Confidential Records
The System will provide designated CTDOC staff with the capability to designate treatment information as confidential. The System will not print or display information designated as confidential on non-confidential reports or screens.
2.7.11 Reserved

2.7.12 Consent to Treatment/Release of Information
The System will generate offender consents to treatment. The System will generated releases of information, including but not limited to, procedures, medications and conditions of treatment.
2.7.13 Protocols
The System will provide designated CTDOC staff with the capability to enter and modify treatment protocols. The System will recommend treatment plans in accordance with the treatment protocols and provide designated CTDOC staff with the capability to accept or override the recommendations.
2.7.14 Progress Notes and Urinalysis
The System will provide designated CTDOC staff with the capability to record offender progress notes and initial urinalysis testing information. The System will integrate with CTDOC-specified laboratory providers to download offender urinalysis results and provide access to the information to designated CTDOC staff.
2.7.15 Program Staff List
The System will provide designated CTDOC staff with the capability to generate a list of CTDOC drug program staff members which will include but not be limited to staff name, Facility, CTDOC employee number, job classification, date of hire and date of certification and recertification.
2.7.16 Add/Update/Delete Program Staff Information
The System will provide designated CTDOC staff with the capability to search, add and modify program staff information, including but not limited to certification and recertification dates, required supervision hours and training hours for professional credentialing. No later than such number of days as CTDOC will specify during gap analysis, the System will send notifications to designated CTDOC staff that the certifications will expire.
2.7.17 Addiction Services Activities Calendar
The System will provide designated CTDOC staff with the capability to enter and modify scheduled addiction services drug programs, Alcoholics Anonymous (AA), Narcotics Anonymous (NA) and other recovery support activities for all Facilities, including but not limited to Facility, program name, names of staff and volunteers associated with the activity and the time, date and room number of the scheduled activity. The System will maintain a calendar of all such events.
2.7.18 Reserved
2.7.19 Interface with Department of Mental Health and Addiction Services (DMHAS), Data Performance System (DDaP) System
The System will interface with the Connecticut Department of Mental Health and Addiction Services to share CTDOC's addiction services Facility client admissions and discharges in batch format.

3. Report and Query Specifications

Product Specifications
3.1 Program Summary Listing
The System will provide designated CTDOC staff the capability to generate a report of program information for each program, including but not limited to, summary of each program, program title, narrative description, location availability, provider and type of program. The System will allow the designated CTDOC staff to sort the report by, including but not limited to, individual offender, Facility, program provider, service provider and program code.
3.2 Reserved

3.3	**Reserved**
3.4	**Program Completion**
The System will provide designated CTDOC staff the capability to generate within user-defined date range and programs, a list of all offenders who have completed programs. The report will be grouped by program. The System will allow the designated CTDOC staff to sort the report by, including but not limited to, offender name, offender number, Facility, facilitator and program.	
3.5	**Program Non-Completer**
The System will provide designated CTDOC staff the capability to generate within user-defined date range and programs, a list of all offenders who discharged from a program without completing the program. The report will be grouped by program. The System will allow the designated CTDOC staff to sort the report by, including but not limited to, offender name, offender number, Facility, facilitator program and reason for discharge.	
3.6	**Reserved**
3.7	**Program Volunteer Interns or Professional Partners Name List**
The System will provide designated CTDOC staff with the capability to generate a report listing of volunteers, interns and professional partners, filtered by, but not limited to, date range, approval status, program and Facility. The report will also include the name, title and contact information of the listed volunteers, interns and professional partners.	
3.8	**Addiction Services Staff Certification List**
The System will provide designated CTDOC staff with the capability to generate a report listing of addiction services staff, this report will include, but not be limited to, staff name, numeric identifier, title, Facility assignment, dates of certification. The System will allow the designated CTDOC staff to sort the report by, including but not limited to, name, Facility and program.	

BC20 – Offender Banking and Restitution Specifications

2. Functional Specifications

DOC Product Specifications
2.1 Reserved
2.2 Offender Trust Fund Administrator Functions
The System will provide the designated CTDOC staff the following administrative capabilities: Create and maintain Trust Fund System Profiles Create and maintain Trust Fund Reference Codes Create and maintain Trust Fund Agency Locations Maintain Tool Bar Navigation.
2.3 Financial Maintenance
The System will provide the designated CTDOC staff the following capabilities: Create and maintain Account Periods Create and maintain Chart of Accounts Open and maintain New Chart of Accounts Create and maintain Transaction Types Create and maintain Transaction Operations Create and maintain Bank Accounts Create and maintain the Check Sequence Create and maintain the Offender Payroll Cycle Create and maintain the Offender Payroll Work Groups Create and maintain the Compensation Rates Create and maintain Work Assignments.
2.3a. Cost of Incarceration
The System will allow designated CTDOC staff the capability to enter and modify the daily cost of incarceration rate. The System will maintain all historical rates, including but not limited to, maintaining the effective dates for all rates and the users that modified the rates and the dates the rates were modified. The System will calculate on an ongoing basis, the running total of each offender's cost of incarceration. The System will allow designated staff to make adjustments to the running total of each offender by posting credits and debits along with line item comments. The System will, on an ongoing basis, calculate the projected total cost of incarceration for each sentenced offender based on the anticipated time the offender is expected to be incarcerated.
2.3b Cost of Incarceration and Discharge Savings Sub-accounts
The System will collect the applicable statutory percentage, currently 10% but configurable by designated CTDOC staff, from any moneys that offenders receive and will deposit such amount in a "discharge savings" sub-account for each offender. The maximum that the System will collect for the discharge savings sub-account is the statutory maximum, currently $1,000 but configurable by designated CTDOC staff. Once the balance in the discharge savings sub-account reaches said maximum, the System will continue collecting said percentage and deposit the collected amounts in the "cost of incarceration" sub-accounts of sentenced offenders. The System will collect amounts for the cost of incarceration sub-account continuously up to and including the sentenced offender's discharge date. The System will give the designated CTDOC staff the capability to turn on and off the collection from all offenders. For each offender, the System will maintain an account balance for these moneys, which are separate and distinct from the offender's spendable trust account.
2.4 Payees

The System will provide designated CTDOC staff the capability to generate checks.
2.4a Addresses
The System will provide designated CTDOC staff the capability to enter an address for every person that sends money to an offender and for purposes of issuing checks to payees from offenders' accounts.
2.5 Trust Account (Establishment and/or Re-establishment)
The System will create and maintain only one active account per offender and maintain the current balance for each account and subaccount. The System will provide designated CTDOC staff with the capability to view the current balance of any particular offender account. The System will determine whether any offenders fall into "indigent" status, based on CTDOC Administrative Directives, and store all historical data along with corresponding dates of those data.
2.6 Display Trust Account
The System will have the capability to view a chronological listing of all postings on an offender's trust account, view individual offender's account information, account balances, sub-accounts, payables and transaction details.
2.7 Manage Open Trust Account
The System will have the following capabilities: Log and keep track of the receipt and disbursements of all funds Establish and remove holds to individual accounts Transfer funds between sub-accounts Adjust account balances Obligate accounts

2.8 Payrolls Processed by Facilities

DOC Product Specifications
2.8.1 **Audit Review**
The System will compute offenders' electronic time sheets and will provide designated CTDOC staff the capability to audit, review and approve electronic timesheets.
2.8.2 **Notification of Potential Duplicate Payments**
The System will notify the designated CTDOC staff of any potential duplicate payments to an offender.
2.8.3 **Payroll Reports**
The System will provide complete suite of payroll reports that includes but is not limited to offender's earnings by quarter and year, district and Facility payroll expenses with tax form 1099 MISC, W-2 reporting and generation capabilities.
2.8.4 **Offender Worker Attendance**
The System will provide designated CTDOC staff the capability to mark daily ("offender's detail wages") or hourly ("correctional industry wages") worker attendance.
2.8.5 **Adjust Number of Payroll Schedules**
The System will provide designated CTDOC staff the capability to create and modify job and payroll schedules available for offenders, including but not limited to, pay grade, job classification, job title and type, daily or hourly worker, pay rate (per day/hour), piece work or incentive pay and weekly, bi-weekly or monthly payday.
2.8.6 **Assign Offender to Work**
The System will provide designated CTDOC staff the capability to assign an offender to a job. The System will check if the offender being assigned to a job has the corresponding classification assignment. If not, the System will alert the user before the assignment is completed.
2.8.7 **Terminate Offender from Job Assignment**
The System will provide designated CTDOC staff the capability to terminate an offender from a job and allow the user to enter a reason for termination.
2.8.8 **Automate Offender's Pay**

The System will calculate offender's pay, in accordance with pay schedules including when an offender is assigned to jobs with different pay schedules.
2.8.9 **Deduction Schedule**
The System will provide designated CTDOC staff the capability to enter and modify payroll deduction schedules including but not limited to, payroll taxes and institutional deductions. The System will provide designated CTDOC staff the capability to enter and modify specific deductions for an offender including but not limited to, encumbrances and child support.
2.8.10 **Adjustable Deduction Schedule**
The System will provide designated CTDOC staff the capability to create and modify deduction schedules on either a flat value or a percentage of pay, gross, net or adjusted net.
2.8.11 **Post Payroll Expense Account**
The System will post payroll expense account data to the appropriate general ledger accounts.
2.8.12 **Export to Excel**
The System will provide designated CTDOC staff the capability to export payroll data to Excel.

DOC Product Specifications
2.9 Manage Inactive Trust Accounts
The System will provide designated CTDOC staff the capability to set and modify a time period after which unclaimed offender trust funds shall be transferred to a user defined account. The System, in accordance with such set time period shall automatically transfer unclaimed offender trust funds and notify designated CTDOC staff of such transfer. The System will provide designated staff the capability to generate a transfer confirmation.
2.10 Close Trust Account
The System will provide designated CTDOC staff the capability to suspend an account from further activity until it is re-opened.
2.11 Check Processing
The System will provide designated CTDOC staff the capability to produce, edit, void and write off checks.
2.12 General Ledger Accounting
The System will be in compliance with all General Accepted Accounting Principles (GAAP).
2.13 Electronic Deposit Interface
The System will interface with all CTDOC specified electronic deposit entities including but not limited to Western Union, JPay and TouchPay .
2.13.1 List of Offenders that are Designated to use Electronic Deposit.
The System will provide designated CTDOC staff the capability to configure the System to, either, automatically designate all incarcerated offenders as being able to use electronic deposits, or, require that CTDOC staff evaluate all offenders and determine which offenders are permitted to use electronic deposits. If the latter, then the System will provide designated CTDOC staff the capability to implement electronic deposits for those offenders. On a CTDOC defined schedule, the System will generate and send a list of then-current offenders who are designated to use electronic deposits, in a CTDOC defined format, to all CTDOC defined electronic deposit entities.
2.13.2 List of Visitors that are Designated to Use Electronic Deposit.
The System will provide designated CTDOC staff the capability to configure the System to, either, automatically designate "anyone" to electronically send deposits to offenders, or, require that CTDOC staff evaluate all approved visitors and determine which visitors are permitted to use electronic deposits and for which offenders. If the latter, then the System will provide designated CTDOC staff the capability to implement electronic deposits for those visitors and the corresponding offenders. On a CTDOC defined schedule, the System will generate and send a list of then-current visitors and corresponding then-current offenders who are designated to use electronic deposits, in a CTDOC defined format, to all CTDOC defined wire-transfer entities.

2.13.3 Vendor obtain Offender and Visitor Lists
The System will have the capability for CTDOC defined electronic deposit entities to download the list of offenders and corresponding visitor.
2.13.4 Vendor Transmit Posting File
The System will have the capability for the CTDOC defined electronic deposit entities to transmit the "posting" file to the System and for the System to process the "posting" file and make appropriate deposits to the offenders' accounts.
2.14 Peripherals and Devices
The System will have the capability to use all CTDOC defined peripherals and devices.
2.14.1 Check Writer Printers
Upon CTDOC demand, the Contractor will provide a complete listing of all System compatible check writing printers along with required software and hardware.

3. Query and Reporting Specifications

DOC Product Specifications
3.1. Database Searches
The System will provide the designated CTDOC staff the capability to search an offender's trust account by using a variety of search fields including but not limited to, CTDOC offender's number, offender name, alias, offender's SBI and FBI numbers, Social Security Number, date of birth and driver's license number.
3.1.1. Offender's First and Last Name
The System will provide the designated CTDOC staff the capability to define the first three characters of any last name as a secondary key field. The last name should be the secondary key used to look-up an offender's record and cross-reference a previously assigned offender's number.
3.1.2. Prior Periods of Incarceration
The System will maintain a history of all trust accounts transactions and will provide the designated CTDOC staff the capability to search for offender's trust accounts that existed during prior periods of incarceration. Trust accounts existing for prior incarcerations shall be accessible to the designated CTDOC staff through an archive and retrieval mechanism within the System.
3.2. Account Ledger - Trial Balance
The System will provide the designated CTDOC staff the capability to generate an account ledger Trial Balance report, which will include but not be limited to, name, type, category, balance and account number of each account maintained, with debits equal to credits.
3.3. Accounts Payable
The System will provide the designated CTDOC staff the capability to generate a report that lists all payables on, or between the start and end dates entered. The System will give the CTDOC designated staff the capability to print the report with the detailed or the summary information, by account type. The "payables detail" report will include, but not be limited to, offender's number, offender's name, amounts payable, check due dates, payees, Facility code, totals for each account and overall total. The "payables summary" report will include, but not be limited to, accounts payable, totals for each account and overall total.
3.4. Account Statements
The System will give the CTDOC designated staff the capability to generate a report within a user defined time period listing transactions posted to a specific offender's account. The report will include but not be limited to, offender's name and number, opening balance for each account, transactions posted to the account during the time period, balance after each transaction, date, amount, comments, and closing balance for the end date. The System will give the CTDOC designated staff the capability to print reports for one, multiple, or all offenders, either separately for each account or a compressed report that includes all accounts. The System will give the CTDOC designated staff the capability to filter these reports by any items that include but are not limited to: any offender information, account type, Facility (one, several or all). The System will default to "location" for grouping of the accounts and will allow the user to pick

different or additional groups. The System will provide designated CTDOC staff with secondary controls when a sort sequence or group other than "location" is selected.
3.5. Balance Sheet
The System will give the CTDOC designated staff the capability to generate a balance sheet that conforms to State and CTDOC Administrative Directives.
3.6. Bank List
The System will give the CTDOC designated staff the capability to generate a report sorted by staff-defined filters. The report will list but not be limited to, name, address, and account number of each bank where accounts are maintained.
3.7. Check Register
The System will give the CTDOC designated staff the capability to inquire into the status of checks in the trust check register.
3.8. Control Totals
The System will give the CTDOC designated staff the capability to generate a report that lists but is not limited to, Facility code, amounts by Facility, housing unit and amounts.
3.9. Future Reporting Needs
The Contractor shall provide report customization ("canned report") within a two-week period at no cost to CTDOC for two years after software go-live.
3.10. Offender's Account Lists
The System will give the CTDOC designated staff the capability to generate an account list report of all or specific balances for each offender's accounts. The System will provide staff with the option to sort the report by, including but not limited to, active, released, or all offenders and balance. The System will give the CTDOC designated staff the capability to produce a detailed or a summarized report, which report will includes but not be limited to, all or specific account types, account subtotals, all or specific Facilities and any offender's information. The System will allow the user to sort this report by criteria including but not limited to, Facility code, offender's number, offender's name, personal account, and work release savings. For released offenders, this report will additionally include the date and type of release.
3.11. Offender's Payee List
The System will give designated CTDOC staff the capability to generate a report listing recipients of funds from an offender including but not limited to, payee code, payee name, payee address and payee phone number.
3.12. Reserved
3.13. Reserved
3.14. Prison Litigation Reform Act (PLRA)
The System will give designated CTDOC staff the capability to generate a report that calculates and maintains balances for PLRA sub-account in accordance with the requirements of PLRA.
3.15. Recipients of Outgoing Funds
The System will give designated CTDOC staff the capability to generate a report for a user defined time period that lists all individuals and businesses who receive funds from an offender's trust account. The report will include but not be limited to, payee number, payee name, payee address and the amount of funds received.
3.16. Remitters of Offender's Incoming Funds
The System will give designated CTDOC staff the capability to generate a report for a user defined time period that lists all individuals and businesses who sent funds to an offender. The report will include but not be limited to, sender's number, sender's name, sender's address, and the amount of funds sent.
3.17. Reserved

3.18.	**Reserved**
3.19.	**Statement of Income and Expenses**
	The System will give designated CTDOC staff the capability to generate for a user-defined time period, for one or more or all accounts, a statement of income and expenses in accordance with State and CTDOC policies. The statement of income and expenses report will include, but not be limited to, account name, account type, account category, account number, opening balances, closing balances, receipts, and disbursements.
3.20.	**Statement of Activities and Net Worth**
	The System will give designated CTDOC staff the capability to generate for a user-defined time period, for one or more or all accounts, a statement of activities and net worth in accordance with State and CTDOC policies. The statement of activities and net worth report will, include but not be limited to, name, type, category, and account number of the account, the opening and closing balances, assets, liabilities, receipts, and disbursements.
3.21.	**Trust Closeout Account Balance List**
	The System will give designated CTDOC staff the capability to generate, for user defined accounts, a "balance by type" report which will include but not limited to, account number, account type, account category, account name, balance amount by fund and a total for all accounts.
3.22.	**Trust Closeout Reports**
	The System will give designated CTDOC staff the capability to produce "trust close out" reports for any user defined date. The System will provide user the option to select the report by account type and produce all trust closeout reports and individual reports.
3.23.	**Trust Closeout Transaction Report**
	The System will give designated CTDOC staff the capability to generate a Trust Closeout Transaction report, for a user defined account type. The report will list all transactions posted since the last trust close out. The report will print double sided accounting entries in accordance with GAAP for each transaction and all transaction types sorted by offender number. The report will include but not be limited to, offender's number, offender's name, transaction posting date, comments, transaction code, debit or credit and net change. Totals will be listed for transaction types within each account and institution.
3.24.	**Trust Closeout Transaction Summary Report**
	The System will give designated CTDOC staff the capability to generate, for a user defined account type, a report that lists transactions within each account sorted by institution or account. The net change will match the net change on the transactions report and will include but not be limited to, account name, transaction, debits, credits, net change, old balance, new balance and the difference. Totals will be included for transactions posted for each account and for all posted transactions, subtotals for each account and an overall total for all accounts. Each institution's net change total will correspond to the total of all institutions' net change column on the transactions report and the total net change column on the report.
3.25.	**Trust Selected Dates**
	The System will give designated CTDOC staff the capability to generate, for a user defined time period, a report that lists every posted transaction grouped by transaction type and account. The System will allow users to filter the report by, including but not limited to, account type and a minimum transaction amount. The System will allow user to, sort and filter the report by, including but not limited to transaction type, offender and vendor. The System will allow the user to generate a transaction summary, which summary will include but not be limited to, offender's name, offender's number, transaction amount, transaction code, comment and account name, with subtotals for each transaction type.
3.26.	**Trust Summary List (Journal Entry)**
	The System will give designated CTDOC staff the ability to generate, for a user defined time period and one or more or all account types, a report that lists the totals by each journal entry and a total for all transaction journal entries. The report will be sorted by date. The report will include, but not be limited to, closing balance, posting date, and transaction amount.

BC.21 – Commissary Sales and Inventory Specifications

1. General Specifications

The Contractor shall design and deliver the System fully in accordance with all the applicable criteria, standards, requirements and the like in CTDOC Administrative Directives, policies and procedures and the Connecticut General Statutes, a copy of all of which CTDOC has or will provide to the Contractor prior to or during gap analysis.

2. Functional Specifications

2.1 Create and Maintain Accurate Commissary Items Inventory

CTDOC Specifications
2.1.1 Inventory Data
The System will give the designated CTDOC staff the capability to identify, manage and track commissary inventory data by district location and by individual facility and adjust the number of districts. The System will give the designated CTDOC staff capability to track and report individual facility data will include both active and inactive offenders.
2.1.2 Inventory Catalog Items
The System will give the designated CTDOC staff the capability to search for, add, change, activate, deactivate and delete items in the commissary catalog, or inventory items.
2.1.2.1 Make Changes
The System will give the designated CTDOC staff the capability to maintain individual district inventory items and to all of the districts at the same time.
2.1.2.2 Ability to Clone Items
The System will give the designated CTDOC staff the capability to ”clone” item records to create a number for items that contain similar data elements.
2.1.3 Inventory Valuation
The System will give the designated CTDOC staff the capability to maintain inventory value based on current item cost, average item cost, and historical cost with the capability for comparison between one or more costs**.**
2.1.4 Add Markup to Inventory Items
The System will give designated CTDOC staff to add a defined markup percentage to the current item cost for each commissary catalog item, to create the standard or selling price, round up the selling price to the nearest penny and “hard-code” the actual cost or retail price of items that deviate from the norm.
2.1.5 Substitutions
The System will give designated CTDOC staff the capability to inquire, add, change, delete substitution information and maintain automatic item substitution when out-of-stock levels are met for pre-determined items.
2.1.6 Inventory Management
The System will have, or give the designated CTDOC staff, as appropriate, the following capabilities:
2.1.6.1 Item History
Maintain the complete item history.
2.1.6.2 Calculate Minimum and Maximum Reorders

Calculate the minimum and maximum reorders and include “re-order point purchase management” features by item and district, all within user-defined timeframes.
2.1.6.3 Product Category
Manage product category scheduling and assignments including but not limited to health, foods, beverages and clothing.
2.1.6.4 Look-Up Screens
Provide inquiry capabilities by item and location, including but not limited to, item number, description, valuation, vendor, controlled item (yes or no), number on hand, number on order, number on backorder, reorder level, and maximum level.
2.1.6.5 Allow Changes
Make changes to the backorder field.
2.1.7 Vendor Contact information
The System will give designated CTDOC staff the capability to, including but not limited to, search for, add, change, and delete commissary vendor information and to add, change, and delete the vendor phone number and contact person name for each vendor. The System will provide user the capability to assign levels of security for access to the vendor contact information.
2.1.8 Purchasing and Receiving of Stock Items
The System will give designated CTDOC staff the capability to purchase and enter catalog items into inventory, including but not limited to, entering the individual items into inventory after verifying the receipt of individual items listed on purchase orders.
2.1.9 Inventory of Catalog Items.
The System will, in accordance with criteria established by CTDOC for each commissary district, generate re-order reports. The System will allow the user to run the report by user defined criteria including but not limited to, item and vendor. This report will include but not be limited to item name, item number, reorder point, current inventory, and suggested order.
2.1.10 Reserved
2.1.11 Interface with Current Oracle PeopleSoft CORE-CT System
The System will interface with the State of CT PeopleSoft CORE-CT System.
2.1.12 Reserved
2.1.13 Return Stock to Vendor
The System will provide designated CTDOC staff the capability to return items and to remove them from inventory. The System will assign each return a unique sequential number for tracking purposes and record, including but not limited to, vendor, date, item number, quantity returned, reason for the return, calculated and display of the value of each item, and the value of the total return.
2.1.14 Periodic Inventory Checks
The System will provide the designated CTDOC staff the capability for reviewing and printing on demand periodic inventories of stock items and to make correcting adjustments to the quantities.
2.1.15 Physical Inventory
The System will provide the capability for a physical inventory as specified below:
2.1.15.1 Inventory Count Sheet Report
The System will give the designated CTDOC staff the capability to generate an inventory count sheets report of all inventory items including, but not limited to, category, active items, inactive items that have an inventory not equal to zero and a line for each item for recording counts.
2.1.15.2 Physical Count Display
The System will give the designated CTDOC staff the capability to enter actual physical inventory count. The display for this will mirror the inventory count sheets report, with an additional field for entering physical counts.
2.1.15.3 Inventory Variance Report
The System will give the designated CTDOC staff the capability to generate an inventory variance report

which will identify any variance in expected and actual inventory.
2.1.15.4 Accept Physical Count Display
The System will give the designated CTDOC staff the capability to over-ride the System inventory using the physical inventory count as the "revised count".
2.1.15.5 Change the Count on Physical Count Display
The System will have the capability for the designated CTDOC staff to change the count in the physical count display until the revised count is accepted.
2.1.16 Inventory Adjustments
The System will give the designated CTDOC staff the capability to adjust inventory quantities at a time other than during a physical inventory with the adjustments sequentially numbered, archived, and maintained with the System maintaining an audit trail.

2.2 Conduct Offender's Sales and Credit Transactions

CTDOC Specifications
2.2.1 Sales
The System will check, including but not limited to, for any holds on the offender's account, that the value of offender's intended purchases including tax does not exceed the offender's available account balance (known as the offender's spendable balance), that the offenders intended purchases including tax does not exceed the spending limit set by CTDOC on the offender except for the "excepted" items, that the offender's intended purchases does not include any restricted items, that the offender's intended purchases are in stock, and whether the offender's intended purchases don't have substitutions. The System will reject and substitute as appropriate, any intended purchases that fail or are constrained by any checks above and provide the designated CTDOC staff the reasons for rejections and substitutions. For all approved purchases, the System will calculate extended prices, purchase total, offender's new account balance, and remaining spending limit.
2.2.2 Optical Scanner Sales
The System will support an optical mark reader, with dual sided capacity, interactive printing capabilities, and read a pre-printed inventory purchase list for the offender's purchase of commissary items.
2.2.3 Reverse Order
If the offender's available balance, including all restrictions and limits, such as spending limits and frozen accounts, is exceeded by the amount of the purchase request, the System will automatically cut the purchase in reverse of order entry until the amount of the order is less than the offender's available balance.
2.2.4 Stop Selling Item when No Inventory
The System will stop selling an item when its inventory reaches zero.
2.2.5 Manual Sales
The System will allow for on-site manual order processing.
2.2.5.1 Manual Sale Display
The System will have a form for the designated CTDOC staff to enter sales manually.
2.2.5.2 Check for Controlled Item
The System will check each item on an offender's intended purchase list to determine if the item is a controlled product and display the following, or substantially similar, message for controlled products: this item was previously purchased on (date), do you want to continue.
2.2.6 Sales Receipts
The System will produce and print order selection sheets and receipts, utilizing a standard printer. The order selection sheets and receipts are used as "pick-lists", and as offender's sales receipts. The order selection sheets and receipts shall include but not be limited to the following data:

Transaction Date Salesperson/Workstation Number Offender's (Customer) number Offender's (Customer) name Sales Invoice Number Offender beginning balance with the capability to restrict the data Offender's spending limit Facility and Housing Unit Location Order Quantity Item Description Item Unit Price Extended Price Subtotal Sales Tax Order Total Offender's ending balance with the capability to restrict the data Offender's ending spending limit List printed at the bottom of the receipt, with reason, of any items ordered but not sold to the offender including but not limited to "Out of Stock", "Loss of Commissary", "Item Restriction" and "Lack of Funds" Memo field Space to include a message on the sales receipt
2.2.7 Sales Order Returns and Credit Memos
The System will process sales order returns and credit memos utilizing the entire sale transaction invoice number to void an entire sale, or by individual item numbers to credit product(s) not received or damaged.
2.2.7.1 Credit a Closed Offender's Account
The System will have the capability for the designated CTDOC staff to re-open an offender's closed account for purposes of adjustment .

CTDOC Specifications
2.3.1 Item Quantity Limits
The System will allow designated CTDOC staff to set offender's item limits
2.3.2 Offender's Spending Limits
The System allow designated CTDOC staff to set an offenders' spending limits, including but not limited to, facility, housing unit, individual offender, with date ranges from daily to weekly to monthly.
2.3.3 Disciplinary Restrictions
The System will suspend or restrict an item or category of purchases for designated time frames based on an offender's sanctions.
2.3.4 Group Restrictions
The System will give designated CTDOC staff the capability to (i) enter multiple group restrictions, break down restrictions and enter them differently for each group; (ii) combine restrictions by category including but not limited to, offenders in administrative segregation are restricted from purchasing designated items (iii) capability to assign different spending limits based on the security level of the housing unit and facility where the offender is located.

2.3 Offender's Commissary Sales Restrictions

DOC Specifications
2.4 Offender's Order Capabilities

The System will provide for multiple order entry methods including but not limited to mobile devices and kiosks.
2.5 Reserved
2.6 Three Decimal Places
The System will have the capability to display and retain cost to three decimal places.
2.7 Switch Between Commissary
The System will have the capability for designated CTDOC staff to switch between commissary inventory locations.
2.8 Prohibit the deletion of transactions.
The System will not delete any transaction entry made in error. Instead, the System will retain the erroneous entry and record and generate a correcting entry.
2.9 Default to the System Date
The System will default to a System date when transactions or purchases are entered and processed.
2.10 Integrity in fiscal years and periods
The System will protect data integrity by closing prior and future fiscal years and periods for transaction posting.
2.11 Archive and Retrieve Prior Years
The System will have the capability to archive and to retrieve all historical data.
2.12 Sales Tax
The System will have the capability to compute, compile and report the sales tax collected from offenders, and real tax amount collected, not rounded estimates based on taxable sales.
2.13 Sales History Tracking
The System will retain all sales history by, including but not limited to, state-wide, district, facility, housing unit, offender and item. The System will allow designated CTDOC staff to generate sales history reports for any user defined parameters.
2.14 Peripherals and Devices
The System will have the capability to use peripherals and devices as specified by CTDOC.
2.14.1 Commissary Scanners
At the CTDOC's request, the Contractor shall provide a complete list of all compatible scanners including unit cost for software and hardware.
2.14.2 Commissary Kiosk
The System will integrate with commissary kiosks used by CTDOC. At the request of CTDOC, the Contractor shall provide a complete list of all compatible kiosks including software and hardware specifications.

3. Query and Reporting Specifications

CTDOC Specifications
3.1 Reports for each District, Facility and Offender
The System will give designated CTDOC staff the capability to query, track and report sales, inventory, receipts and credits by district, facility and offender, including released and discharged offenders.
3.2 Reports for a Date Range and Item Range
The System will give designated CTDOC staff the capability to run the following reports with multiple user defined parameters including but not limited to, set date range, item range, inventory location and offender's demographics. All reports will be exportable to Excel and in ASCII format.
3.3 Inventory Catalog Report
The System will have the capability to generate a report for a catalog of items for user's defined parameters.

3.4	**Vendor Inventory List Report**
The System will give the designated staff the capability to generate a report that lists purchasing information including but not limited to, vendor, category, all items, active items on file, item number, item description, number on hand, minimum quantity, and last purchase date.	
3.5	**Reserved**
3.6	**Recommended Purchases Report**
The System will give the designated CTDOC staff the capability to generate a report that lists items below a specified inventory minimum, and allow CTDOC staff to select one or more or all active items. The report will include but not be limited to, vendor, item number, item description, last received, unit of purchase, items on hand, CTDOC specified minimum inventory on hand, CTDC specified maximum inventory on hand, vendor number, and vendor price. The System will allow the CTDOC staff to group the report by, including but not limited to, vendor and category.	
3.7	**Items Out of Stock Report**
The System will give the designated CTDOC staff the capability to generate a user specified and customizable report that lists one or more or all active items that have a zero or backorder quantity on hand. This report will include the total of all outstanding orders with a breakdown by district, item number, item description, category, minimum quantity and maximum quantity, sorted by district or item number.	
3.8	**Outstanding Orders Report**
The System will give the designated CTDOC staff the capability to generate a report that lists outstanding orders placed with vendors, including but not limited to, district, vendor name, item code, date of order, item description, quantity on order, dollar value per item line, and expected delivery date.	
3.9	**Stock Status Report**
The System will give the designated CTDOC staff the capability to generate and print on demand a user specified, customizable report of active items or all items of current inventory value and the quantity on hand for each inventory item including but not limited to, district, category, item number, description, number on hand, current cost, value at current cost subtotaled by category, totaled, maintain all stock status details for a complete fiscal year, with full look-up capabilities by date and archive for 3 years.	
3.10	**Sales Report**
The System will give the designated CTDOC staff the capability to generate a report of the number and value of all items sold during a specific time period, will include but not limited to, date range, one or more categories or all categories, item number, item description, gross number of items sold, net number of items sold, net cost of item sold, and net value of item sold, subtotaled by category, net cost and net value, and totaled. Each item on the report will be defined by CTDOC during gap analysis.	
3.11	**Usage Report**
The System will give the designated CTDOC staff the capability to generate a user specified and customizable report, filtered by, but not limited to, item number, one or more or all housing locations and one or more or all Facilities, one or more or all districts, a user defined time period or the entire history. The report will list sales by item, facility, district location, item number, item description, offender name, offender number, number sold, cost and retail with sub-totals and totals for quantity and cost.	
3.12	**Inventory History Report**
The System will give the designated CTDOC staff the capability to generate a user specified and customizable report for a user defined period, filtered by, but not limited to, one or more or all districts, one or more or all items. The report will include but not be limited to commissary transactions for all items (active or inactive), district, item number, item description, date, item category, purchase order number, requisition number, quantity, cost, and user id.	
3.13	**Inventory Adjustments Report**
The System will give the designated CTDOC staff the capability to generate a report for a user defined date range that lists all adjustments made to inventory, either by means of the accept physical count screen or by the inventory adjustments screen. The report will include but not be limited to, date of the adjustment, user making the adjustment, item number, item description, adjusted quantity, reason for the	

adjustment, adjustments to extended values based on then-current price of item.
3.14 Substitutions List Report
The System will give the designated CTDOC staff the capability to generate a report for a user defined time period and for a user selected active, inactive or all items, which lists all items, including but not limited to, item substitutions, original item number, original item description, original item price, substitution item number, substitution item description and substitution item price.
3.15 Restriction List Report
The System will give the designated CTDOC staff the ability to generate a report for a user defined time period that lists all offenders and groups of offenders who have commissary restrictions. The System will allow the user to filter the report, including but not limited to, one or more or all Facilities, one or more or all housing units, active, inactive or all items. The report will include but not be limited to restricted groups, group "restriction code", group restriction description, corresponding restricted item numbers, descriptions and categories for each group, housing unit, Facility, and any other specific group restrictions as entered by designated CTDOC staff.
3.16 Sales Receipt Report
The System will give the designated CTDOC staff the ability to generate for a user-defined time period a report of pick lists and corresponding sales receipts. The System will allow the user to filter the report by, including but not limited to, Facility and one or more offenders. The report will be grouped by including but not limited to offender, housing unit and Facility.
3.17 Credit Memo Report
The System will give the designated CTDOC staff the capability to generate, for a user-defined time period, a list of all credit memos and corresponding sales receipts. This report will include, but not be limited to, offender name, offender number, credit memo identification number and the corresponding sales receipt number.
3.18 Sign Sheet Report
Upon scanning of the bubble sheet, the System will generate a "sign sheet" that lists all sales for each offender with space for offender to sign for items delivered. This sign sheet will include, but not be limited to, Facility, housing unit, offender's name, offender's number, sale date and sale number. The sign sheet will have a page break after each housing unit.
3.19 Reserved
3.20 Commissary Diet Restricted Purchases Report
The System will provide the designated CTDOC staff with the capability to generate, for a user-specified date range a list of offenders who have dietary restrictions and who have purchased diet-restricted items. This report, will include but not be limited to, offender number, offender name, diet code, diet restriction, quantity purchased, item number and item name.
3.21 Commissary Restriction List Report
The System will provide the designated CTDOC staff with the capability to generate, for a user-specified date range a list of offenders who have dietary restrictions. The report will include, but not be limited to, Facility, housing unit, diet code, diet description, restriction type, restriction amount, item number, item description, and maintain and differentiate between restriction type and type filtering.
3.22 Inventory Count Sheets Report
The System will provide the designated CTDOC staff with the capability to generate a take inventory report which is a list of all inventory items. The report will be grouped in category sequence and location. The report will include but not be limited to, a blank line next to each item to record counts for a physical inventory.
3.23 Inventory Variance Report
The System will provide the designated CTDOC staff with the capability to generate an inventory variance report. The inventory variance report will list for each item in the take inventory report, the physical inventory count for each item, the variance between the two, and, the dollar value of the variance for each item if any.
3.24 Return to Vendor Report

The System will provide the designated CTDOC staff with the capability to generate, for a user-specified date range, vendor and item, a list of all items returned. The report will include, but not be limited to, item number, item description, quantity returned, extended item value, reason for return of each item returned to a vendor and the total value of all items returned to a vendor.	
3.25	**Reserved**
3.26	**Reserved**
3.27	**Reserved**

BC.22 – Pre-Release Processing Specifications

1. General Specifications

The Contractor shall design and deliver the System fully in accordance with all the applicable criteria, standards, requirements and the like in CTDOC Administrative Directives, policies and procedures and the Connecticut General Statutes, provided to Contractor by CTDOC prior to or during gap analysis.

2. Functional Specifications

2.1 Identify Offenders who are eligible for CTDOC Community Release

DOC Specifications
2.1.1 Identification of Offenders for Eligible for Community Release
On an ongoing basis, the System will determine the eligibility of an offender for any type of community release based on eligibility criteria, including but not limited to, discharge date, classification score and voted to parole date, and will put a list of the eligible offenders in a queue for processing.
2.1.2 Ability to Create/Update/Delete Release Queues
The System will give the designated CTDOC staff the capability to create new queues, update existing queues and delete queues.

2.2 Create an Electronic Community Release File/Application Such as Half Way House, Transitional Supervision and Short Term Transitional Supervision.

DOC Specifications
2.2.1 Track and Update Progression of Community Release Reviews and Status
The System will allow for designated CTDOC staff to assign and reassign a community supervision case to designated CTDOC staff. The System will give the staff the ability to assemble a package of community release application documents using System-provided pre-populated and pre-defined options. The System will track the progress and timeframe of the entire electronic community release application package via a "community release event log", including but not limited to, varying due dates for return of documents such as assessments and the reason that any section of the electronic community release package is overdue. The System will be capable of assigning more than one status to a case. The System will give the designated CTDOC staff at various organizational levels the capability, amongst all such staff, to submit, review, make recommendations concerning and approve the package. Consequently, the System will move the package to the corresponding queues.
2.2.2 Alerts of Decisions
The System will alert the designated CTDOC staff of BOPP hearing decisions and CTDOC community release decisions.
2.2.3 Offender Notification.
The System will allow the designated CTDOC staff to generate a notice for the offender stating that the community release application package is being initiated.
2.2.4 Generate a Status Report to Track all Offenders.
The System will allow the designated CTDOC staff to generate reports regarding the status of a community release application package for an offender that includes the details of any decisions, dates, names of staff who reviewed the package and other information as staff

specifies.
2.2.5 Identify Offenders Pending Release on Community Release
The System will identify offenders who have been approved for community release, whose release date has passed and whose release is pending. The System will identify offenders who are eligible for consideration for community release, whose eligibility for release date has passed and whose case has not been approved, denied or continued. The System will send an alert to designated CTDOC staff identifying any such offender.
2.2.6 Track/Monitor all Actions Associated with Discharge Planning.
The System will provide user with a list of actions required for release or discharge planning, including but not limited to, transportation, clothing needs, identification, housing, money, Department of Children and Families notification, health services coordination, Department of Mental Health and Addiction Services coordination, probation notification and victim notification. The System will allow the user to enter a status for the action items and will maintain a record of the planning actions.

2.3 Notification of Release

DOC Specifications
2.3.1 Release Process
The System will allow the designated CTDOC staff to add, change or delete release information for an offender. The System will allow the user staff to enter multiple types of releases for an offender. The System will update the offender's file to include any disposition of a parole hearing for that offender. The System will recommend to the staff that offenders participate in one or more programs, or none, as a condition of release in accordance with any applicable CTDOC pre-determined criteria and provide the designated CTDOC staff with the capability to modify and override the System recommendation.
2.3.2 Release Check-Off List
The System will provide the designated CTDOC staff a checklist of items that are required to be performed or reviewed prior to the offender's release. The checklist must be substantially similar to the checklist currently utilized by CTDOC. CTDOC will provide the checklist to Contractor during gap analysis.
2.3.3 Sex Offender and Deadly Weapon Offender Registration
The System will identify if the offender is required to register with the sex offender registry and the Deadly Weapon Offender Registry (DWOR), check if the offender is registered as required and, if the offender is not registered, will allow the designated CTDOC staff to register the offender.
2.3.4 Generate Registration Forms
The System will generate documents with pre-populated fields and instruction to register the offender with the sex offender registry or DWOR, or both, and be capable of accepting electronic signatures for the offender and the staff. The System will be able to email the registration documents and maintain a history of all registration forms filed for each offender.
2.3.5 Close Program Assignments upon Release
The System will close-out all aspects of the offender's assignments and accounts that are no longer relevant once the offender is released from incarceration.

2.4 Applications and Documents Creation/Review/Disposition

DOC Specifications
2.4.1 Discharge and Release documents
The System will generate release and discharge papers for offenders and produce release notification forms, both on the specific release date and at an earlier date, as specified by the designated CTDOC staff. The System will produce notification forms for both confirmed and

projected releases.
2.4.2 Auto Fill of Forms
The System will auto-fill release and discharge forms. The System will provide the designated CTDOC staff a discharge planning checklist of items that are required to be performed or reviewed prior to the offender's discharge. The checklist must be substantially similar to the checklist currently utilized by CTDOC. CTDOC will provide the checklist to Contractor during gap analysis. The System will provide the staff a free text field to complete additional information and prompt the staff if additional information is required to complete the process. System will support multiple page and multiple tab applications through the lifecycle of the application from creation through disposition.
2.4.3 Produce Notifications on Demand
The System will produce discharge notifications on demand, including but not limited to, certification of discharge from all Facilities, bond paperwork, conditions for bond or community release.

DOC Specification
2.5 Record Future Releases. Allow for Recording of Future Release Dates (e.g. 7 Days in Advance)
The System will generate lists of upcoming releases. The System will allow designated CTDOC staff to sort offenders by criteria entered by the staff.

DOC Specifications
2.6 Notification to Other Agencies of Release
The System will generate notifications to law enforcement agencies for offenders that require registration with that law enforcement agency.

DOC Specifications
2.7 Interface with Other Agencies
The System will interface with systems of non-CTDOC systems to verify if an offender has warrants or detainers.

DOC Specifications
2.8 Capture Real Date/Time Release
The System will record the actual date and time the offender was released or discharged from the Facility.

2.9 System Notifications

DOC Specifications
2.9.1 Warrants/Detainers Notification
The System will notify the designated CTDOC staff when an outstanding warrant or detainer is entered into the System and when information disposing of the warrant is entered.
2.9.2 Classification Notification
The System will notify the designated CTDOC staff when the offender's classification level has changed.
2.9.3 Disciplinary Notification
The System will notify the designated CTDOC staff when a disciplinary report is entered into the System.
2.9.4 Sentence and Time Calculation Notification

The System will notify the designated CTDOC staff when the System records that an offender receives a sentence modification or a new consecutive or concurrent sentence.
2.9.5 DNA Swab and Sex Offender Registration
The System will notify the designated CTDOC staff if the DNA swab and sex offender registration, or either, are not completed.
2.9.6 Reserved
2.9.7 Community Release Notification
Upon approval of an offender for community release, the System will notify all designated CTDOC staff.
2.9.8 Community Release Request for Information
The System will notify the designated Facility staff if the community supervision staff requests additional information.

3 Report and Database Specifications

DOC Specifications
3.1 Release Reports
The System will allow the designated CTDOC staff to generate reports of Facility-specific releases from an institution to community supervision to being discharged. The report will be sorted by, but not limited to, offender name, offender number, Facility, security level, approved community releases or end of sentence discharges and other information as staff specifies.
3.2 Report by Release Dates
The System will use designated CTDOC staff defined dates and criteria, produce a report listing all offenders release dates.
3.3 Tracking Report for Pre- Release Planning
The System will produce a report listing all offenders in the process of pre-release planning sorted by but not limited to, offender name, offender number, Facility, housing, date package initiated, in process, completed, and notification.
3.4 Community Release Eligibility Forecast Report
The System will generate a forecast report of how many offenders are eligible for community release each week, grouped by but not limited to, correctional institution, CTDOC and classification level, but excluding offenders with community release paperwork in progress. The report will include the number of offenders who are currently serving a sentence and who are eligible for community release.
3.5 Reserved
3.6 Discharge Report
The System will give the designated CTDOC staff the ability to generate a report that lists all offenders who were discharged at their end of sentence instead of being released to parole or community supervision, or both.

BC.23 - Parole Hearings Specifications

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1. General Specifications

The Contractor shall design and deliver the System fully in accordance with all the applicable criteria, standards, requirements and the like in CTDOC Administrative Directives, policies and procedures and the Connecticut General Statutes, provided to Contractor by CTDOC prior to or during gap analysis.

2. Functional Specifications

2.1 Identify Offenders who are sentenced to a parole eligible conviction.

DOC Specifications
2.1.1 Identify, Designate, and Calculate Eligibility Dates for Parole Eligible Offenders
Upon entering of an offender's sentence, the System will identify if the offender is parole eligible and if so, the System will calculate the Parole Eligibility Dates.
2.1.1.1 Non-Violent Convictions
The System will identify if all of a convicted offender's offenses are classified as non-violent and, if so, the System will classify the offender as a non-violent offender. The System will calculate the appropriate parole eligibility dates for each offense and for the offender, including but not limited to actual, flat, and estimated dates. The System will provide users the capability to approve, modify, or both, the System calculated parole eligibility dates. The System will provide CTDOC and BOPP designated users with the capability to add, remove or modify the factors and formulae that the System utilizes to determine violent offenses and calculate the eligibility dates.
2.1.1.2 Violent Convictions
The System will identify if a convicted offender has any offenses that are classified as violent and, if so, the System will classify the offender as a violent offender. The System will calculate the appropriate parole eligibility dates for each offense and for the offender, including but not limited to actual, flat, and estimated dates. The System will provide designated CTDOC staff the capability to approve, modify, or both, the System calculated parole eligibility dates. The System will provide designated CTDOC and BOPP staff with the capability to add, remove or modify the factors and formulae that the System utilizes to determine violent offenses and calculate the eligibility dates.
2.1.1.3 Violation of Probation Convictions
The System will identify if an offender who has violated probation has any underlying offenses that are classified as violent, and, if so, will classify the offender as a violent offender, otherwise, the System will classify the offender as non-violent. The System will calculate the appropriate parole eligible dates for each underlying offense and for the offender, including but not limited to flat, actual, and estimated. The System will provide designated CTDOC staff with the capability to approve, modify, or both, the System generated parole eligibility dates. The System will provide designated CTDOC and BOPP staff with the capability to add, remove or modify the factors and formulae that the System utilizes to determine if an offense is a violation of probation, and if the underlying offense is a violent or non-violent offense, the calculation of the eligibility dates.
2.1.1.4 Indeterminate Sentences

The System will identify offenders serving indeterminate sentences with minimum and maximum terms who are eligible for parole consideration upon completion of the minimum term. The minimum term may be reduced by eligible earned time and pre-trial confinement credit.
2.1.1.5 Parole Ineligible Offenses
If offenders are convicted of parole ineligible offenses, the System will identify the offender as ineligible for parole. The System will provide designated CTDOC and BOPP staff with the capability to approve or modify the System generated designation. The System will provide designated CTDOC and BOPP staff with the capability to add, remove or modify the list of offenses that are eligible or ineligible for parole along with their effective dates.
2.1.1.6 Parole Eligibility Dates
The System will calculate the parole eligibility dates, including but not limited to flat, estimated, and actual dates, for all eligible offenders based on factors including but not limited to offense date, sentence date, violent/nonviolent offense designation, concurrent sentences, consecutive sentences, time credits, and projected time credits. Additionally, the System will display the percentage of time that an offender is required to serve before being eligible for parole and the specific State statutes, regulations and factors used in calculating each date for each offense.
2.1.2 Special Types of Parole Eligibility
2.1.2.1 Offenders Designated as Gang Member (SRG status)
The System will classify the offender as a gang member in accordance with the offender's SRG status score, and, accordingly, alert the designated CTDOC and BOPP staff and change the offender's parole evaluation case status and move the offender case to an SRG designation queue.
2.1.2.2 Offenders That Have the SRG Score Lowered
The System will continuously monitor all offenders in the SRG designation queue for changes in their SRG score. If the SRG score is lowered below the CTDOC standard, the System will move the offender's case back to the immediately preceding queue from which it moved to SRG designation queue. The System will allow for the designated CTDOC staff to modify the set standard for lowering of SRG score before the System moves the offender.
2.1.2.3 Offenders with Pending Connecticut Criminal Charges
The System will continuously monitor all parole eligible offenders and identify any offenders that have pending criminal charge(s). For offenders with pending criminal charges, the System will move the offender's case to the pending charges queue. The System will continuously monitor the pending charges queue for any offenders whose pending charges have been disposed. For such offenders, the System will alert the designated BOPP staff to review such cases and give the designated BOPP staff the capability to move the case back to the immediately preceding queue from which it moved to the pending charges queue.
2.1.2.4 Offenders with a Pending Immigration and Custom Enforcement (ICE)
The System will continuously monitor all parole eligible offenders and identify any offenders that have an ICE detainer. For offenders with an ICE detainer, the System will display on the offender's electronic parole file, a designation of an ICE detainer. The System will continuously monitor all offenders with ICE detainers and eliminate such designation if the ICE detainer is removed.
2.1.2.5 Offenders with a Detainer / Warrant from another state (Non-ICE)

The System will continuously monitor all parole eligible offenders and identify any offenders that have pending out of state criminal charge(s), active warrants, or both, except for violation of probation charges. For offenders with pending out of state criminal charges, or active warrants, or both, the System will display on the offender's electronic parole file, a designation for pending charges, or warrants, or both, and alert the designated BOPP staff to review such cases and allow the designated BOPP staff to remove the offender's case from parole consideration and put the offender's case in a special queue for monitoring. The System will continuously monitor all cases in the special queue for disposition of all open charges, warrants, or both. For offenders whose out of state criminal charges and active warrants have been disposed of, the System will alert the designated BOPP staff to review such cases and allow the designated BOPP staff to reassign the case back to the immediately preceding queue from which it moved to the special queue.
2.1.2.6 Transfer Parole
The System will calculate an offender's transfer parole eligibility date. The System will provide the designed CTDOC and BOPP staff with the capability to add, remove or modify the factors and formulae that the System utilizes to calculate the transfer parole eligibility dates.
2.1.2.7 Special Parole
The System will identify and display in the offender's electronic file if the offender is sentenced to special parole and if so the System will continuously calculate the start and end dates of the special parole including but not limited to flat, estimated, and actual dates. If the special parole start date happens to be on a weekend or a State holiday, the System will adjust the start date to the prior business day. The System will similarly recalculate the special parole end date.
2.1.2.8 Mandatory Minimum Sentences
For offenders sentenced to a mandatory minimum sentence, the System will identify and display, within the offender's electronic parole file, the minimum period of incarceration and calculate the appropriate parole eligibility date. If these offenders then violate parole or probation, the System will not take into account those violations to modify the parole eligibility date. In addition, the tiered nature of concurrent and consecutive sentences as applicable to the calculation of the appropriate parole eligibility date makes the calculation process very intricate. Accordingly, the parties will identify the specifics of those sentences during the GAP Analysis phase.
2.1.2.9 User Override
The System will provide the designated CTDOC and BOPP staff with the capability to manually override any case status or queue, or both, for any offender.
2.1.3 Create an Electronic Parole File
The System will create a parole case file for an offender identified as serving a parole eligible offense and will place the case file in the appropriate queue. The System will display the status for the parole file and give the designated CTDOC and BOPP staff the capability to change the status or queue, or both, of the case file.
2.1.4 Record Different Parole Eligibility Dates and Case Status
The System will calculate and display multiple parole eligibility dates for the corresponding types of parole and the case status. The System will allow the designated CTDOC and BOPP staff to change the case status.
2.1.5 Offender Accountability Program
The System will display the current offender accountability plan, recommended treatment programs, CTDOC wait listed programs and current program participation statuses for all parole eligible offenders.
2.1.6 Risk Instrument
The System will give the designated CTDOC and BOPP staff the capability to initiate BOPP's risk assessment tool, SCORES. Based on the specific component of SCORES initiated by the user, the System will display the corresponding questions for the user to ask the offender and provide the user selections to enter based on the offender's responses to each question and a free text

field for comments. The System will store the designated CTDOC and BOPP staff selections related to the offender's response and automatically calculate the assessment results based on the SCORES formulae. The System will display all assessment results including TPAI and other risk assessments performed.
2.1.7 The Capability to Electronically Request and Download any Juvenile/Youthful Offender Record
For every offender the System will electronically connect to the State of Connecticut Court Support Services Division's System and download the offender's juvenile and youthful offender record, if any.
2.1.8 Requesting Police Reports
The System will generate pre-populated forms that request police reports, from the arresting agencies, for all current convictions.
2.1.9 Automatically Link the Offender's Record to Their Sentencing Transcript
The System will identify if an offender has a current conviction for which the statutes require a sentencing transcript be provided to BOPP. If so, the System will download the electronic transcript if it exists online. If not, the System will send an electronic request to CT Court Support Services Division for the necessary transcript(s).
2.1.10 Automatically Retrieve the Offender's Probation Record / Pre-Sentence Investigation (PSI)
The System will identify if the offender is currently serving a conviction for a violation of probation and, if so, will download the probation file from the CT Court Support Services Division System. If the file is not available online, the System will send an electronic request to CT Adult Probation for an electronic copy of the violation of probation arrest warrant affidavit. The System will send an electronic request to CT Adult Probation for the most recently completed pre-sentence investigation.
2.1.11 Scanning and Storage of Official Accounts of the Crime
The System will allow for the scanning and conversion of paper documents to electronic files and add those documents to the offender's electronic parole file.

2.2 Assign Parole Cases

2.2.1 Parole Officer Facility Assignment
The System will allow the designated CTDOC staff to make, and update, staff assignments to correctional Facilities.
2.2.2 Case Assignment
The System will assign the parole file to designated BOPP staff, move the file to that staff member's queue and update the case status.
2.2.3 Transfer Parole Target Case Identification
The System will identify low risk offenders based upon the risk scores for the offender in the System and display the transfer parole eligibility date as identified in 2.1.2.6.
2.2.4 Parole Manager Override
The System will provide the designated CTDOC and BOPP staff with the capability to manually reassign the parole file to different staff and change the case status and queues.
2.2.5 Reserved
2.2.6 Parole Case Transfer
The System will alert the assigned parole officer when an offender in their queue is transferred to a different Facility.
2.2.7 Offender Waiver of Parole
The System will retain a record of an offender's signed waiver of parole and the System will

automatically change the case status and eligibility status to remove the case from parole consideration.
2.2.8 Victim Outreach Referrals
The System will identify cases that need referral to the BOPP victim services unit and office of victim services and automatically change the case status. The System will generate and send the referral to the BOPP victim services unit. The System will provide designated CTDOC staff with the capability to mark this process as complete and update the case status accordingly. The System will allow designated CTDOC staff to make a referral for non-identified offenders.
2.2.9 Mental Health Requests
The System will identify if a mental health evaluation is required and automatically change the case status. The System will generate and send an electronic request to designated CTDOC staff. The System will provide the designated CTDOC staff with the capability to mark this process as complete and update the case status accordingly. The System will allow the designated CTDOC staff to make a referral for non-identified offenders
2.2.10 Problem Sexual Behavior Evaluation Requests
The System will identify if a problem sexual behavior evaluation is required and automatically change the status. The System will generate and send an electronic request to designated BOPP's treatment provider. The System will provide the designated CTDOC staff with the capability to mark this process as complete and update the case status accordingly. The System will allow designated CTDOC staff to make a referral for non-identified offenders.

2.3 Parole Officer Investigation

2.3.1 Prior Parole Cases
The System will store indefinitely all parole files that correspond to each offender. The System will search and retrieve an offender's prior parole files and populate the corresponding sections of the new parole file. The System will allow designated CTDOC and BOPP staff to close a parole file at any stage of the lifecycle.
2.3.2 New Parole Case
For an offender with no prior parole cases, the System will establish a new parole case with the CTDOC offender number and offender name as primary identifiers.
2.3.3 Parole Summary Documents
The System will generate parole summary documents with populated pre-defined fields using existing System data and data from the systems of other criminal justice agencies. The System will also provide the designated CTDOC staff with free text fields to enter information. The parole summary documents will be substantially similar to the form of parole summary documents currently utilized by BOPP. BOPP will provide Contractor with the form of documents during gap analysis.
2.3.4 Arrangement of an Interpreter.
The System will permit the designated CTDOC staff to choose if an offender needs an interpreter for an upcoming parole case. If yes, the System will prompt the staff of this prior to the hearing.
2.3.5 Parole Officer and Manager Review and Approval
The System will allow the parole officer to mark the parole file and the certification checklist as complete and then the System will update the status of the parole file and move the file to the appropriate queue for the parole manager to review. The System will allow the parole manager to approve, deny or mark the file for further action. If approved, the System will add the file to the parole hearing docket queue. If denied, the System will return the file to the parole officer. If marked for further action, the System will alert the parole officer that action is required and allow the parole officer to undertake the required action.
2.3.6 Scheduled Parole Hearing/Creation of a Docket
The System will, for parole files in the parole hearing docket queue, identify the court of origin

and alert designated BOPP staff that the file is ready to be scheduled for a parole hearing. The System will identify offenders

2.4 Form Generation

2.4.1 Auto-fill of Forms
The System will populate and generate forms needed by BOPP to undertake complete the parole process. BOPP will provide Contractor the required forms during gap analysis. The System will provide the designated CTDOC and BOPP staff with the option to enter or complete additional information and prompt the staff if additional information is required to complete the forms.

2.5 Board Schedules and Calendar

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2.5.1 Parole Hearing Calendar
The System will generate and retain a calendar of upcoming parole hearings and assign designated BOPP staff to the appropriate hearings. The System will provide the staff with the capability to modify the calendar.
2.5.2 Finalization of the Hearing Docket
The System will generate a final parole hearing docket for each parole hearing. The System will retain the docket and any changes. The System will provide designated CTDOC and BOPP staff the capability to modify the docket.
2.5.3 Panel Specifications
The System will provide designated CTDOC and BOPP staff with the capability to review cases assigned to them on a docket and provide a free text field for notes.
2.5.4 Offender Transfer Prior to Scheduled Parole Hearing
The System will identify if an offender has changed locations after the generation of a docket. The System will automatically change the parole hearing dockets accordingly.

2.6 Record the Disposition of Parole Hearings and Notify/Update Agencies/System

2.6.1 Results of the Parole Hearing
The System will provide designated CTDOC and BOPP staff with pre-defined fields to enter a record of the parole hearing and disposition. Based upon the disposition of the parole hearing, the System will automatically change the status to the appropriate parole file.
2.6.2 Minutes of the Parole Hearing
The System will allow designated CTDOC and BOPP staff to enter the minutes of the parole hearing. The System will send an alert to designated BOPP staff attaching the minutes and post the minutes to the BOPP website.
2.6.3 Finalization of Parole Agreement
The System will generate a parole agreement based on the stipulations set by the BOPP at the parole hearing and provide designated BOPP staff with the capability to electronically approve the parole agreements.
2.6.4 Reserved
2.6.5 Special Case Designations
The System will allow designated CTDOC and BOPP staff to enter additional case designations assigned by BOPP, including but not limited to mental health cases, interstate cases, special management cases and global positioning satellite cases.
2.6.6 History of Parole Board Actions

The System will maintain the comprehensive history of BOPP actions for any given offender.
2.6.7 Reserved
2.6.8 Reserved
2.6.9 Probation Status
The System will identify if the offender has a sentence of probation to follow their incarceration and, if appropriate, the System will electronically send the parole file to probation.
2.6.10 Audio Recording of Parole Hearing
The System will allow designated CTDOC and BOPP staff to attach audio recordings of parole hearings in MP3 format with appropriate metadata.
2.6.11 Notification to Other Agencies of Parole Release Decision
The System will identify and notify entities who have subscribed to receive alerts of any upcoming parole release dates. The System will send the notice within the time frames designated by BOPP and give the designated BOPP staff the capability to modify these time frames.
2.6.12 Track Stipulated Program Participation Conditions of Parole
The System will retain a record of the programs mandated by BOPP as conditions of an offender's release to parole and automatically create a work list entry for the designated BOPP staff. The System will allow designated CTDOC and BOPP staff to track the offender's compliance with, and participation in, the stipulated programs.
2.6.13 Notification and Transfer of Case to the Parole and Community Services Offices
The System will identify and notify designated BOPP staff when an electronic parole file has been transferred to parole and community services.

2.7 Interstate Compact

2.7.1 Interstate Commission for Adult Offender Supervision (ICOTS) Access
The System will have the capability to access the ICOTS system through an integrated web browser. The System will provide designated BOPP staff the capability to create and update all ICOTS parole files and assign the offender a temporary offender number.
2.7.2 Transfer File to Parole and Community Services
The System will have the capability to send ICOTS parole files to appropriate staff in parole and community services.
2.7.3 Revocation
The System will allow designated CTDOC and BOPP staff to initiate a revocation case for an offender paroled by Connecticut upon a notice of violation from another state through ICOTS.

2.8 Parole Revocation

2.8.1 Revocation information
The System will maintain the comprehensive history of revocation and violation information for all offenders.
2.8.2 Warrant Issuance
Once the BOPP issues a warrant, the System will add the warrant to the appropriate queues and alert designated CTDOC staff.
2.8.3 Approval of Warrant
The System will allow designated BOPP staff to review and either approve or deny the warrant. If approved, the System will automatically change the status, queue, and assignment of the parole file accordingly. If warrant is denied, the System will notify the designated CTDOC staff to take

appropriate action and, if required, submit requested information. The System will alert the user if the offender is on special parole.
2.8.4 Disposition of Criminal Charges
The System will alert designated BOPP staff when any open charges are adjudicated.
2.8.5 Revocation Findings
The System will allow designated CTDOC and BOPP staff to enter revocation findings related to any parole violation. The System will automatically change the status, queue and case assignment based upon the information entered into the System. The System will then allow staff to schedule a revocation hearing.
2.8.6 Investigation Summary
The System will allow designated CTDOC and BOPP staff to create a revocation investigation summary. The System will electronically send the summary to designated BOPP staff.
2.8.7 Violation Reports
The System will maintain all parole violation reports as part of the offender's parole file.
2.8.8 Reserved
2.8.9 BOPP Time Alerts
The System will notify designated BOPP staff of required actions at pre-determined times during the revocation process based on factors designated by BOPP. The System will allow designated BOPP staff to modify these factors.
2.8.10 Hearing Schedule
The System will schedule parole revocation hearings in accordance with BOPP requirements.
2.8.11 Special Parole Violation Report
The System will allow designated CTDOC and BOPP staff to generate parole violation reports substantially similar to the parole violation report form currently utilized by BOPP. BOPP will provide the Contractor a copy of the relevant form parole violation report during gap analysis.
2.8.12 Parole Reinstatement Reason
The System will allow designated CTDOC and BOPP staff to enter all information relevant to parole reinstatements, including but not limited to reasons for reinstating parole and any modified parole conditions. The System will send notification to designated CTDOC staff of parole reinstatement.
2.8.13 Expedited Revocation Form
The System will populate expedited revocation forms with, including but not limited to, offender's name, offender number and reason for revocation.
2.8.14 New Parole Eligibility Date
If the offender is sentenced for a new conviction, then the System will recalculate the new parole eligibility dates applicable to the offender.
2.8.15 Outcome of Revocation Hearing
The System will provide designated CTDOC and BOPP staff with pre-defined fields to enter a record of the revocation hearing and disposition. Based upon the disposition of the revocation hearing, the System will automatically change the status of the file.
2.8.16 Transfer of Cases
The System will transfer the parole file to the designated CTDOC and BOPP staff and change the status and queue based upon the outcome of the revocation hearing.
2.8.17 Absconder
The System will notify designated CTDOC and BOPP staff if an absconder is returned to custody through another criminal justice or law enforcement agency.

2.9 Parole Rescission

2.9.1	**Rescission Alert**
The System will place a temporary suspension on granted parole if CTDOC returns the offender to incarceration. If a CTDOC staff enters into the System any information about an offender that relates to the BOPP rescission criteria, then the System will notify designated BOPP staff of that information, at user-defined times.	
2.9.2	**Rescind Form**
The System will allow designated staff to generate a pre-populated notice to rescind form.	
2.9.3	**Rescission Rights**
The System will allow designated staff to generate a pre-populated notice of rescission form.	
2.9.4	**Investigation Summary**
The System will allow user to create a rescission investigation summary. The System will electronically send the summary to designated BOPP staff.	
2.9.5	**Expedited Rescission Form**
The System will populate expedited rescission forms with, including but not limited to, offender's name, offender number and reason for rescission.	
2.9.6	**Rescission Hearing**
The System will provide the designated staff with pre-defined fields to enter a record of the rescission hearing and disposition. Based upon the disposition of the hearing, the System will automatically change the status of the file.	

3. Report Specifications

3.1	**Parole Board Report Levels**
The System will have the capability to generate parole reports based on user roles, including but not limited to parole officer, managerial and executive.	
3.2	**Parole Eligibility Forecast Report**
The System will have the capability to generate forecast reports including but not limited to number of offenders eligible for parole each month, number of offenders currently serving parole eligible sentences and number of offenders that will be parole eligible in a certain month by Facility.	
3.3	**Parole Hearing Reports**
The System will generate the following reports: percent of offenders granted parole, grant rates by offender demographic factors, total number of cases considered for parole, the geographic areas receiving paroled offenders, parole cases considered at different time intervals by institution, number of cases continued by institution and assigned parole officer, number of cases in which offender was denied parole but given a new hearing date, number of cases in which the offenders were denied parole and ordered to serve the remainder of their sentence(s), number of cases in which offenders had their parole revoked and given a new parole hearing date, number of cases in which offenders had their parole rescinded and were given a new hearing date, number of cases in which offenders had their parole revoked and were ordered to serve the remainder of their sentences, number of cases in which offenders had their parole rescinded and were ordered to serve the remainder of their sentences, number of cases in which offenders had their parole reinstated, the percentage of the sentence that the offender completed before the voted to parole date and the average number of months that the offender would be under parole supervision, offenders voted to parole and are still incarcerated past their voted to parole date, number of offenders who are beyond their parole eligibility dates with the reason and the recidivism rate for parolees. The System will display the information within the reports in graphical and numerical formats, as specified by users. CTDOC may identify additional reports during gap analysis.	
3.4	**Parole Officer Report**
The System will allow user to generate reports setting forth the number of cases a parole officer	

processed in a specified time period, number of offenders currently on the parole officer's caseload and estimated number of offenders that will be on the parole officer's caseload based on future estimated parole eligibility.
3.5 Parole Board Member Report
The System will generate a report concerning parole board members. For each particular board member, this report will include but not be limited to the number of cases heard within a specified time frame, the granting rate, the stipulations imposed and the types of cases heard.
3.6 Offenders Requiring a Mental Health Evaluation Report
The System will generate a report of offenders who are eligible to be considered for parole and who need a mental health evaluation based on their mental health sub-code.
3.7 Offenders Requiring a Problem Sexual Behavior Evaluation
The System will generate a report of offenders who are eligible to be considered for parole who need a problem sexual behavior evaluation based on their sexual treatment sub-code.

BC.24 – Community Supervision Specifications

1. General Specifications

The Contractor shall design and deliver the System fully in accordance with all the applicable criteria, standards, requirements and the like in CTDOC Administrative Directives, policies and procedures and the Connecticut General Statutes, provided to Contractor by CTDOC prior to or during gap analysis

2. Functional Specifications

2.1 Initial Case Planning

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DOC Specifications
2.1.1 District Assignments
The System will give the designated CTDOC staff the capability to create and update any number of district offices, community supervision intake units and specialized units (different from district offices). The System will allow for the designated CTDOC staff to classify intake units and specialized units as members of a particular district office or as independent units separate from district offices. In accordance with CTDOC defined criteria, the System will automatically assign offenders that are "pending community release" to the appropriate intake unit or specialized unit. Additionally, the System will, in accordance with CTDOC criteria, assign the offenders within an intake unit to the appropriate designated user queues for further user action. The System will allow for several sub-statuses and sub-queues to exist within each intake and specialized units. The System will send an alert to the designated CTDOC staff upon making any offender assignments to a queue.
2.1.2 Special Stipulation and Alerts
In accordance with CTDOC criteria, the System will transfer a case to the staff/district office/intake unit/specialized unit responsible for receiving the case assignment and alert the subject district office/ intake units/ specialized units of the transfer and any special stipulations and conditions on offender such as curfew restrictions, no contact with victim and/or special circumstances including residential, mental health, or special management placement. The System will give the user the capability to reconfigure the processes pertaining to assignment of cases. The System will allow designated CTDOC staff to return/re-assign case(s) to different queues with an alert sent to the designated CTDOC staff.
2.1.3 Caseload Assignments
The System will recommend to the designated parole manager, the assignment of cases to a particular parole officer in accordance with caseload and geographical area considerations. The System will allow the parole manager to accept the recommendation or override the recommendation and assign a case to another parole officer.
2.1.4 Interstate Transfers
The System will integrate with the ICOTS. The System will allow designated CTDOC staff to define alerts to be sent by the System. The System will send defined alerts to the designated staff.
2.1.5 Parole Managers
The System will automatically send alerts to parole managers for new cases that are placed in a designated, district office or specialized queue for review and assignment.
2.1.5.1 Case Review, Approval/Accepted by Community Supervision

The System will send alerts to the designated staff assigned to the case or tasks to begin the due diligence and investigation for the release process. The System will allow the assigned staff to enter the results of the due diligence and investigation and either to approve the release under the initial proposal or to require additional information. The System will notify the Facility where the offender is located of the results of the due diligence and investigation and whether the assigned staff approved the initial proposal or requires additional information..
2.1.5.2 Case Review and Request for Additional Information by Community Supervision
The System will allow the Facility to enter into the System the additional information that the community supervision requested on the case. The System will send an alert to the designated CTDOC staff that the information has been submitted. The System will allow community supervision to notify the Facility if the case is approved and notify the Facility of the results (per 2.1.5.1). The System will allow for the case to move back and forth between the Facility and the community supervision until the case is accepted by community supervision or until the case is closed.
2.1.5.3 Assignment and Status of Work
The System will allow designated CTDOC staff the capability to assign and reassign cases and/or work to staff for follow up. Based on the input of staff, the System will alert the manager when the assigned work is completed or past deadline.
2.1.6 Field Officers
Once the case has been assigned by the parole manager to the field officer, the System will move the case to the appropriate field officer's queue and alert the appropriate field officer of the case being assigned to them.
2.1.6.1 Pending Status (this activity is associated with 2.1.1)
The System will display summaries of pending cases sorted by, but not limited to remaining days until approved release date, days past due date, proposed addresses and special stipulations and conditions. The System will allow the designated CTDOC staff to assign and track for the Offender the status of multiple activities at the same time, including but not limited to, home investigation completed, home investigation re-scheduled, pending home investigation, pending parole officer assignment, parole officer assigned pending approval, parole officer assigned pending placement, and parole officer assigned pending release.
2.1.7 Home Investigation Tracking (this activity is associated with 2.1.1)
The System will record and track progress of home investigations including but not limited to, date scheduled, date completed, user notes, photos, release plan and the residence decision (*i.e*., approved or denied).
2.1.7.1 Home Investigation - Approved (this activity is associated with 2.1.1)
The System will alert parole managers to review the home investigation outcome. The System will allow the parole manager to approve or deny or transfer the case with appropriate alerts. The System will allow the designated CTDOC staff the capability to bypass the home investigation component. The System will automatically assign the appropriate district office to an offender based on the offender's approved proposed residence during their supervision period. The System will place the case in a "pending release" queue for the assigned officer or a queue for the unit or a queue for the office.
2.1.7.2 Home Investigation - Denied (this activity is associated with 2.1.1)
The System will provide designated CTDOC staff with the capability to issue a residence denial. The System will send an alert which includes, but is not limited to, the reason for denial to the party making the request for a new residence. The System will have the capability to send alerts for certain denials, on a user request basis, to designated staff for review and approval. The System will allow the designated CTDOC staff to enter a new/different sponsor and address.

2.2 Release of Offender(s)

DOC Specifications
2.2.1 Release Authorization
The System will allow designated CTDOC staff the capability to review a pending queue, view the criteria status to determine if release criteria are met or waived, and allow the staff to enter the release date and time along with the offender's reporting instructions.
2.2.1.1 Sending Release Authorization
The System will provide designated CTDOC staff the capability to authorize a release.
2.2.1.2 Alerts for Release Authorization
The System will have the capability to send alerts to, including but not limited to, the appropriate Facility, residential unit (including exceptions), local police department, BOPP, CTDOC Victim Services, Office of Victim Services, and medical and mental health units, based on the offender's approved residential address, special stipulations and conditions and medical and mental health scores.
2.2.1.3 Release Queues
The System will place the case in a "release sent" queue and send an alert to the assigned parole officer.
2.2.1.4 Cancelling or Modifying Release Authorizations
The System will provide designated CTDOC staff the capability to modify or cancel the release with a reason for the modification or cancellation, and then the System will move the case to the appropriate queue and send alerts to the designated recipients as specified in 2.1.2.2.
2.2.2 Special Stipulations and Conditions and Offender Accountability Plan
The System will provide designated CTDOC staff the capability to view CTDOC and BOPP offender plans and stipulations and conditions. The System will track offender progress of plans, conditions and stipulations including but not limited to completion and length of time.
2.2.2.1 Treatment Programming
The System will allow the designated CTDOC staff to modify the list of offender program providers and their related provider characteristics including but not limited to programs offered, residential, non-residential, schedule, location, length and gender. The System will determine the current availability of community service programs for both contracted and non-contracted program providers and display them sorted by the services offered, geographic locations, gender, schedule of programs, services offered, length of programs, contract specifications and provide contact information for each program.
2.2.2.2 Treatment Program Recommendations
The System will match an offender to appropriate programs based on, including but not limited to, classification scoring, special conditions, sex offender score, mental health score, geography, transportation available. The System will provide designated CTDOC staff the capability to assign an offender to a program or programs regardless whether recommended by the System.
2.2.2.3 Standardized Referrals
The System will generate, record and print, on demand, a standardized offender referral for programs. Upon assignment of an offender to a program or programs, the System will fax or email the referral packet to the appropriate programs including but not limited to electronic monitoring program (EMP), global positioning system (GPS), mental health treatment, sex offender treatment and substance abuse treatment.
2.2.2.4 Interfaces

The System will interface with Level of Service Inventory – Revised (LSI-R), SCORES, WRNA, EMP, GPS and other user-specified assessment tools.
2.2.2.5 Initial Reporting Instructions
The System will determine the offender's initial reporting instructions based on, including but not limited to, the offender's release conditions, history, LSI-R, WRNA, SCORES, TPAI or treatment and program assessment instrument scores. The System will give the designated CTDOC staff the capability to modify the initial reporting instructions.
2.2.2.6 Assessment Alerts
The System will identify those offenders who have been released for more than the user-defined number of days and as to whom the CTDOC designated staff has not completed one, or more, of the required assessments, including but not limited to, SCORES, LSI-R, WRNA and TPAI. The System will notify the CTDOC designated staff that the offender's status is out of compliance.
2.2.2.7 Override
The System will provide designated CTDOC staff the capability to override actions taken by the System and the System will record the override, including but not limited to, recording the user, justification, date, time and the name of the staff that authorized the override.

2.3 Offender Intake

DOC Specifications
2.3.1 Conditions Displaying
The System will allow the user to view, print on demand and modify the initial supervision stipulations and conditions.
2.3.2 Conditions Tracking
The System will allow the designated CTDOC staff to enter and track the date, time, intake location, and the date that the offender signs the conditions and stipulations.
2.3.3 Electronic Signatures
The System will allow for the capture of electronic signatures at any location.
2.3.4 Treatment Programming During Intake
The System will provide designated CTDOC staff the capability to modify any recommended treatment programs including but not limited to dates, locations and type of program.
2.3.5 Intake Checklist and Updates of Free Text Fields
The System will provide the designated CTDOC staff with an intake workflow to complete the intake process and verify that all items have been completed, including but not limited to items such as sex offender registry, NCIC updates, voluntary drug admission and DUI entries. The System will provide the designated CTDOC staff with free text fields to record intake notes, including but not limited to interactions and reasons for modifications.
2.3.6 Status of Case
The System will provide the designated CTDOC staff with the capability to move a case to active supervision status only upon the date of release. The System will allow offenders to have user-defined multiple statuses simultaneously while the offender is on active supervision.
2.3.7 Case Management Plan Creation
The System will provide the parole officer with the capability to develop a case management plan that is substantially similar to the case management plan that CTDOC currently utilizes, send an alert to and forward the case management plan to the parole manager for approval. CTDOC will provide Contractor with a copy of the current CTDOC case management plan during gap analysis.
2.3.8 Case Management Plan Review

The System will provide the parole manager with the capability to deny, modify, or approve a case management plan and return the case management plan with an alert to the parole officer with reasons for the return.
2.3.9 Case Management Plan Resubmission
The System will provide parole officers with the capability to resubmit the revised case management plan to the parole manager for approval until the parole manager approves the case management plan. The System will also create and maintain a history of the reasons for each denial.

2.4 Offender Community Supervision

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DOC Specifications
2.4.1 Case Notes
The System will provide the designated CTDOC staff with the capability to search and select an offender by, including but not limited to, offender number, name, geographic location and current status. Once an offender is selected, the System will provide an overview of the offender, including but not limited to, picture, address, sponsor, last case notes, any misconduct reports and outcomes, offense(s) and sentence(s), special conditions and current programs. The System will provide designated CTDOC staff with the capability to view the detail of any field.
2.4.1.1 Entering a New Case Note
The System will provide users with the capability to enter one or more interaction(s). Depending on the type of interaction and the findings of the interaction that the user selects, the System will dynamically present the designated CTDOC staff with the appropriate forms and fields to be completed. The System will allow the designated staff to modify the fields and forms associated with the type of interaction and findings. The forms and fields will be substantially similar to the existing forms and fields provided in the CTDOC current system. CTDOC will provide the information during gap analysis.
2.4.1.2 Pre Selectable Fields
The System will allow the designated CTDOC staff to select check boxes including but not limited to, drug test, employment, residence, court, police contact, manager review, interstate, use of force, contraband or weapons confiscated, , case conferences, supervisor book reviews, supervisor comments and corresponding free form field for each box that is checked.
2.4.1.3 Fugitive Section
The System will automatically designate an offender as a “fugitive” if the designated CTDOC staff has designated the offender as an “absconder” or “escapee”.
2.4.1.3.1 Fugitive Case Notes
The System will have the capability for the fugitive team members or other designated staff to enter case notes consisting of a series of check boxes based on user defined configurations with a free text field for each entry and entry of notes.
2.4.1.4 Transfers
The System will have the capability to transfer multiple offenders’ cases between units, officers, offices.
2.4.2 Offender Monitoring
The System will record results of offender monitoring and contacts with offender in accordance with the case management plan, as CTDOC may modify the plan. The case management plan document will be provided by CTDOC to the Contractor during gap analysis.
2.4.2.1 Programs to Update Cases

The System will allow third party program providers, with authority to access the System, to enter an offender's progress in predefined fields and forms, via a web based interface. The predefined fields and forms will include, but not be limited to, updating offender's picture, name, inmate number, date of birth, controlling and past charges, and other user defined fields. Depending on the type of information entered by the third party providers, on a CTDOC-predefined basis, the System will send an alert to designated CTDOC staff.
2.4.2.2 Recording Positive or Negative Behaviors
The System will allow designated users to record specifics of an offender's behavior.
2.4.2.3 Scoring Each Interaction
The System will, based on a user defined scoring process and input from staff to calculate and assign a percentage score for an offender's interactions. The scoring will be transactional based, on a real time, running basis, calculating an average and displaying the results on the offender's summary page.
2.4.2.4 Exceptions
The System will display on each parole officer's dashboard any exceptions in their assigned caseload including but not limited to, missed reportings based on dates scheduled, EMP or GPS issues, time critical issues with days remaining to complete a parole violation report (PVR), interstate reports and referrals.
2.4.2.5 PM Portal Page
Parole managers shall have a user reconfigurable view of all items pertaining to a case that they are required to review.

2.5 Miscellaneous Specifications

DOC Specifications
2.5.1 Alerts for Missed Case Management Activities
The System will send alerts of designated CTDOC staff missed case management activities based on a user defined escalation policy.
2.5.2 Alerts for Offender Missed Activities
The System will alert designated CTDOC staff when contacts are missed including but not limited to, office visits, drug tests, and court ordered payments, missed treatment appointments.
2.5.3 Isolate and Maintain Supervision History
The System will have the capability to isolate periods of community supervision and retain all current and previous records related to separate and distinct periods of supervision.
2.5.4 Track Multiple Active Statuses
The System will have the capability to concurrently track multiple active statuses including but not limited to, parole, special parole, transitional supervision and probation.
2.5.5 Miscellaneous Documents
The System will have the capability to generate prefilled documents, in CTDOC predefined format, using mail-merge of data within the System with user entered data. They System will allow designated CTDOC staff to electronically distribute these generated documents with pre-defined alerts.
2.5.6 Dynamic Task Lists
The System will have the capability to merge system generated and user entered alerts and escalation functionality with dynamic task lists. The task lists will be available to the designated CTDOC staff for direct access to data to resolve outstanding tasks.
2.5.7 Officers Calendars
The System will have the capability to add offender appointment dates into the assigned officer's calendar (*e.g.,* Outlook).
2.5.8 Customize Alerts

The System will have the capability to allow managers and officers, individually and as a group, to customize alerts depending upon specific officer caseload and performance issues.
2.5.9 Tracking Court Dates
The System will have the capability for the user to enter and track offender court dates and outcomes and rescission and revocation hearings and outcomes.
2.5.10 Track Sponsor History
When an individual sponsor is entered into the System, the System will alert designated CTDOC staff if that sponsor has sponsored or currently sponsors an offender. The alert will identify if known residents residing with the sponsor have outstanding warrants and other information specified by CTDOC during gap analysis.
2.5.11 Sponsors on Probation
When an individual sponsor is entered into the System, the System will alert designated CTDOC staff if that sponsor or residents residing with the sponsor are currently on probation, or starting probation.
2.5.12 Sponsors Arrested
When an individual sponsor is entered into the System, the System will alert designated CTDOC staff if that sponsor or a resident residing with the sponsor is arrested.
2.5.13 Denied Sponsor Tracking
The System will maintain a list of denied sponsors, including reason for denial, and send an alert to designated CTDOC staff if a denied sponsor is entered into the System for an offender. The System will also maintain a list of all denied sponsors and their addresses.
2.5.14 Sponsors as Victim or Co-Defendant
The System will have the capability to determine if any sponsor or resident is identified as a victim or co-defendant and send an alert to CTDOC designated staff.
2.5.15 Other Agencies' Photo Records
The System will have the capability to interface with current and future state systems, including but not limited to Department of Motor Vehicles (information and photographs), Connecticut State Police (sex offender registry and firearms database), Offender Based tracking System, Judicial Electronic Bridge and Connecticut Justice Information System.
2.5.16 Wants or Warrants
The System will have the capability to send alerts to designated CTDOC staff if any sponsors or residents are wanted through the paperless arrest warrant network (PRAWN) or NCIC.
2.5.17 Cross Data Searching
The System will have the capability to add relatives and associates and their relationships to determine any cross matches or issues that have been reported and send an alert to staff of any identified patterns or issues. This capability will also include the capability to configure multiple types of cross data searching to assist in displaying patterns.
2.5.18 Violation Patterns
The System will have the capability to determine patterns of violations based on user-defined criteria, including but not limited to, geography, crime databases. The System will display the violation patterns in a variety of user configurable formats, including but not limited to, town, seriousness of offense and detainers.
2.5.19 Mobile Devices
The System will have the capability to be accessed and updated from wireless devices and, based on browser, will display screens formatted for mobile browsing.
2.5.20 Random Data inputting
The System will provide user the capability to enter random data and will make that data searchable.
2.5.21 DCF System
The System will have the capability to integrate with the DCF system and identify if there is an open DCF case based on residence and names of children.

2.5.22 Investigation and Transfers
The System will have the capability to record investigation and outcomes of such requests.
2.5.23 Sex Offenders
If the offender is a sex offender according to the sexual treatment score, the System will provide the user a check box to mark if the offender is a registered sex offender. The System will provide staff with a link to the appropriate sex offender registry. The System will send an alert to CTDOC designated staff if a sex offender is not registered.
2.5.24 Convert Status of Offenders Release
Based on the staff pre-defined criteria for an offender's release, and subject to the designated CTDOC staff ability to manually override the System, the System will automatically convert and update offender's status of release.

2.6 Offender Misconduct's/ Violations

DOC Specifications
2.6.1 Misconduct, Incident and Disciplinary Reports
The System will give designated CTDOC staff the capability to produce misconduct, incident and disciplinary reports, directly from an offender's home screen, documenting any action of the offender and outcomes. The System will populate the report fields in accordance with the information in the offender's case and provide user-defined check boxes and free text fields. As a function of the information entered by staff, the System will provide the designated CTDOC with additional fields and forms to complete the reports. The System will provide a set of check boxes for pre-approved, and alternate, sanctions and a free text field to add sanctions. The System will provide the designated CTDOC staff with the capability to initiate and complete assessments including but not limited to SCORES and WRNA. The System will track the report process and alert staff to complete it within the pre-defined time-frames.
2.6.1.1 Parole Manager Review Process
The System will alert the parole manager to review the reports and allow the manager to approve or deny, add comments, and send an alert to the parole officer of the report status. If denied, the System will alert the parole officer of the reasons for the denial and provide the parole officer the capability to resubmit the report with any changes.
2.6.1.2 Signatures
The System will give the designated CTDOC staff the capability to print the reports for the offender to sign and to accept an electronic signature.
2.6.1.3 History for Current Supervision
The System will maintain a record of all offender misconduct, incident and disciplinary reports for each term of community supervision.
2.6.1.4 Attach to Parole Violation Reports
The System will link the misconduct, incident and disciplinary reports to any parole violation reports that are created during the current term of supervision.
2.6.1.5 Misconduct Outcomes
The System will have the capability to record and document the sanctions and corrective actions in the misconduct report. The System will automatically update the offender's information to reflect changes or conditions resulting from the imposition of sanctions and corrective actions and refer the offender to the applicable treatment or a program.
2.6.1.6 Misconduct Alerts
The System will have the capability to send alerts to the parole manager when the parole office opens a misconduct report and will send an alert if the misconduct report is not completed within the pre-defined time frame.
2.6.2 Violations

The System will allow the designated CTDOC staff to produce violation reports directly from the offender's home screen. The System will populate the report fields in accordance with the information in the offender's case and provide user-defined check boxes and free text fields. As a function of the information entered by staff, the System will provide the designated CTDOC staff with additional fields and forms to complete the reports. The System will provide a set of check boxes for pre-approved, and alternate, sanctions and a free text field to add sanctions. The System will provide the designated CTDOC staff with the capability to initiate and complete assessments, including but not limited to SCORES and WRNA. The System will track the report process and alert designated CTDOC staff to complete it within the pre-defined time-frames.
2.6.2.1 Electronic Signatures
The System will give the designated CTDOC staff the capability to print the report, or portions of the report, for the offender to sign and to accept an electronic signature.
2.6.2.2 Projected Hearing Dates
The System will assign a hearing date and location based on the Facility the offender was returned to, track events as they are scheduled and occur, and, send an alert to the parole officer each time an event is entered and completed.
2.6.2.3 Violation Types
The System will allow parole officers to assign the type of applicable violation, either criminal or technical or absconder, and any sub categories.
2.6.2.4 PM Review and Approval/Denial
The System will alert the parole manager to review the report and allow the manger to approve or deny the report, add comments in a free text box and send an alert to the parole officer. If the parole manager has denied the report, the System will alert the parole officer of the denial, reasons for the denial and provide the capability to resubmit the report with any corrections or updates.
2.6.2.5 Revocation Unit Alerts
The System will have the capability to, upon parole manager's approval, send an alert to the appropriate staff at the revocations unit.
2.6.2.6 Alerts Returned From Revocations Unit
The System will allow designated CTDOC staff to have the capability to review and approve or deny the violation, with a free text field for comments. If approved, the System will move the case into the parole officer's violation queue and send an alert to the parole officer that the report was approved. If denied, the System will send an alert to the parole officer with the reasons for the denial and provide the parole officer with the capability to resubmit the report with corrections and updates.
2.6.2.7 Violation History
The System will have the capability to maintain a record of all violation reports for each term of community supervision.
2.6.2.8 Violation/Court Dates
The System will track the offender's court dates and outcomes and revocation hearings.
2.6.2.9 Violation Addendums
The System will provide user the capability to enter addendums to violation reports to add case outcomes, automatically notify the parole officer with the outcome, and add new information.
2.6.2.10 Revocation Process Alerts
The System will, when the case has completed the revocation process, send an alert to the parole officer with the disposition and place the case in the appropriate queue.
2.6.2.11 Violation Time Frame Alerts
The System will send alerts to the parole manager and the assigned parole officer when the violation reports are past pre-defined time frames.
2.6.2.12 Violation Severity Levels

The System will assign levels of severity to the violation types and then track which offenders, based on SCORES, WRNA, LSI score, TPAI score, district, town, parole officer, are being returned and the reasons they are being returned. The System will cross-reference the information and compile statistics based on user-defined parameters.
2.6.2.13 Time Out Program
The System will provide user with the capability to designate the offender as being in a time out program (TOP). The System will provide user with the capability to generate a remand to custody and waiver form for the offender to sign. The System will include TOP information when compiling statistics. The System will put the offender in a TOP queue and alert the appropriate Facility of the return of the offender.

2.7 Absconders/Remands/Escapes Tracking

DOC Specifications
2.7.1 Absconder or Escapee
The System will determine, based on CTDOC release criteria, if an offender is an escapee or absconder once the required reports are approved. The System will then transfer the case to fugitive investigations unit.
2.7.2 Time Calculation
The System will toll all of an escapee's or absconder's credit and debit time until CTDOC determines the offender is no longer an escapee or absconder. The System will provide designated CTDOC staff with the capability to modify such date.
2.7.3 Fugitive Investigations Unit
The System will alert designated CTDOC staff of cases assigned to them and place the cases in their queues. The System will display a summary for each fugitive case that includes the basic about the offender as specified by CTDOC during gap analysis.
2.7.4 Preparing Warrants
The System will populate the fields in the warrant document based on existing information in either an escape affidavit or an absconder violation report or addendums. The System will forward the warrant to the designated BOPP staff and provide staff with the capability to approve and issue the warrant. Upon issuance, if the warrant is an absconder warrant, the System will forward the warrant to the designated CTDOC staff and allow the staff to assign the case to a parole officer.
2.7.5 Transfer
The System will allow designated CTDOC staff to complete a transfer request that the case be transferred to the fugitive investigations unit. The System will allow the fugitive investigations unit to review the case and accept and or deny the case. If accepted, the System will transfer the case to the designated CTDOC staff and allow the staff to assign the case to the appropriate parole officer. The System will alert staff of each movement at all stages.
2.7.6 Return to Custody
The System will provide user with the capability to record when an offender has been apprehended. If the offender is apprehended outside of Connecticut, the System will provide user with the capability to produce an extradition warrant. If the offender is apprehended within Connecticut, the System will provide user with the capability to complete the parole violation notice, and then the System will send the notice to the applicable Facility.
2.7.7 Victim Services
The System will send alerts to victim services, if there is an applicable victim profile, upon the occurrence of events specified by CTDOC during gap analysis.
2.7.7.1 Reserved
2.7.8 Interstate Violations

The System will notify the appropriate state when an out of state offender being supervised by CTDOC has violated parole.
2.7.9 Interstate Violation Reports
The System will allow the user to produce violation reports directly from the offender's home screen. The System will populate the report fields in accordance with the information in the offender's case and provide user-defined check boxes and free text fields. As a function of the information entered by user, the System will provide the user with additional fields and forms to complete the reports. The System will track the report process and alert users to complete it within the pre-defined time-frames.
2.7.10 Interstate Warrants
The System will populate the fields in the warrant document based on existing information in the interstate violation report and addendums. The System will forward the warrant to the designated BOPP staff and provide designated CTDOC staff with the capability to approve and issue the warrant.

2.8

DOC Specifications
2.8.1 Receiving Cases
The System will have the capability to access the ICOTS system. The System will import data from the ICOTS system on new cases and send alerts to the appropriate parole manager for any new cases. The System will send alerts to designated CTDOC staff.
2.8.2 Transferring Cases to Other States
The System will transfer data from the System to the ICOTS system upon a transfer being approved by the designated CTDOC staff.
2.8.3 Violations
If the System receives information through ICOTS of a notice of a parole hearing disposition for an offender in violation status, the System will send alerts to the assigned officer and the parole manager. The System will include the disposition and any other pertinent information, including but not limited to, any new conditions or new addresses, and send alerts to the appropriate staff if the decision is to return the offender to the sending state.
2.8.4 Progress Reports
The System will provide allow designated CTDOC staff with the capability to create progress reports in a format substantially similar to the reports currently utilized by CTDOC and send the progress report to ICOTS. CTDOC will provide copies of the reports to Contractor during gap analysis.

2.9 **Residential Supervision**

DOC Specifications
2.9.1 Programs
The System will keep and maintain one, or more, inventories of offender community programs and program providers. The System will allow designated CTDOC staff to modify the inventories of programs and program providers. The System will maintain a count of offenders enrolled in each community program and in each program category.
2.9.1.1 Utilization Reporting
The System will maintain statistics to report on the benefits, impacts and usage of programs.
2.9.2 Case Management for Providers

The System will allow staff at community offender programs operated by providers to have access to information regarding offenders then participating in their programs and allow such staff to enter status updates and progress notes. CTDOC shall determine the level of access that the providers will have to the System. The System will send an alert to the assigned parole officer and provide the parole officer with the capability to view any notes entered by the program staff.
2.9.2.1 Program Alerts
The System will send alerts to the program provider staff when progress notes have not been entered within the pre-defined time frames.
2.9.2.2 Multiple Programs Assigned to an Offender
The System will allow the user to assign an offender to multiple programs.
2.9.2.3 Summary of Program
The System will display a summary of information on all of the offenders in the programs. This summary will include but not be limited to identifying the offender name, name of Facility, type of bed for the offender and the number of days left until the offender completes the program. The System will provide designated CTDOC staff with the capability to change the completion date on a case-by-case basis.
2.9.2.4 Employment Information
The System will allow the parole officer to enter and will maintain employment information and history, including multiple employment.
2.9.2.5 Program Completion
The System will alert the designated CTDOC staff and initiate a pending case when an offender is within pre-defined number of days of completing the program and is eligible for any form of release.

2.10 **Termination Process**

DOC Specifications
2.10.1 Complete Termination Report
The System will generate and print a termination report that sets forth a detailed history of events and interactions during the offender's supervision history. The report must include copies of all reports entered into the System during the then-current supervision and must provide the user a section to enter recommendations. If the offender has probation following release, the System will allow the allow designated CTDOC staff to generate a pre-populated parole to probation report and provide the user a free text field and will electronically send the report to the Court Support Services Division System.
2.10.2 Approval or Denial
The System will allow the designated CTDOC staff to approve or deny the termination report. If the report is denied, the System will alert the parole officer the report has been denied and will allow the parole officer to submit changes. Upon approval, the System will then send the report to the Court Support Services Division System.
2.10.3 History Database
The System will, upon approval of the termination report, archive the case and all associated attachments and documents and will provide allow designated CTDOC staff the capability to continue to view the case.

3. Report Specifications

DOC Specifications
3.1.1 Reports

The System will give the user the ability to generate the following reports:

A list of active cases by user-selected filters, including but not limited to, assigned parole officer, district or unit, town, status and case type, and their associated values. The results of the filtering will list offenders and their attributes, including but not limited to offender name, offender number, release month and year, end of sentence, designation and next reporting date.

A list of active community supervised offenders for a staff designed calendar month and year, with their addresses, grouped by town.

A list of pending cases by user-selected filters, including but not limited to, releasing Facility, assigned parole officer, district or unit, town, status and case type, and their associate values. The results of the filtering will list offenders and their attributes, including but not limited to offender name, offender number, release month and year, end of sentence, designation, VTP date, TS date, HWH date and re-entry furlough date.

For the filtered results above, the System will give allow designated CTDOC staff the capability to create a satellite picture map with dropped pins that plot the home addresses of the subject offenders. The System will allow designated CTDOC staff to classify the filtered results, according but not limited to, type of supervision, GPS and EMP, which the System will display by color coding the dropped pins according to their classification. The System will also allow the designated CTDOC staff to overlay additional filters, including but not limited to, type of supervision, GPS and EMP, on those results. When allow designated CTDOC staff to select one or more pins, in accordance with particulars defined during gap analysis, the System will expand the pins to display in card form the filtered results for the subject offenders.

System will give allow designated CTDOC staff the capability to create a satellite picture map with dropped pins that plot the home addresses of all active offenders being supervised in the community, within a user selected geographical region. The System will allow the allow designated CTDOC staff to adjust the detail level of the geographical region and will adjust the display of the dropped pins accordingly. The System will allow designated CTDOC staff to classify the filtered results, according but not limited to, type of supervision, GPS and EMP, which the System will display by color coding the dropped pins according to their classification. The System will also allow designated CTDOC staff to overlay additional filters, including but not limited to, type of supervision, GPS and EMP, on those results. When allow designated CTDOC staff to select one or more pins, in accordance with particulars defined during gap analysis, the System will expand the pins to display in card form the filtered results for the subject offenders.

The System will allow designated CTDOC staff to generate a list of proposed sponsors who have been rejected. The report will display, including but not limited to, reasons for rejection and the date of rejection.

The System will allow the user to generate a list of scheduled releases for a user defined period. The list will be sorted by date and displayed in the order of scheduled release date, offender name and the assigned parole officer's name.

The System will allow the user to generate a count of offenders approved for release and in the community, who have an SRG designation. The System will allow the designated CTDOC staff to drill down to see offender list including but not limited to offender name, offender number and SRG score. The System will allow the user to apply filters including but not limited to active in community and pending release.

The System will allow the user to generate statistical reports for a user selected parole officer, and will list including but not limited to the number of: offenders released, release authorizations, home investigations, home visits, urine analysis, misconduct reports, case management plans, contact schedules, incident reports, disciplinary reports, remands, termination reports and parole to probation forms.

3.2 Caseload Reports

DOC Specifications
3.2.1 Display Officers Caseload
The System will allow the designated CTDOC staff to generate a count and list of assigned offenders by, including but not limited to, parole officer, district office or specialized unit and town. The System will allow the staff to filter the list by, including but not limited to, GPS, Mental Health, Special Management, fugitive, DUI, active, pending, discharged, violation, fugitive, escape status, gender, race, current charges, end of sentence date, type of parole, parole dates, classification scores, employment status, location of employment, name of employer, misconducts, special conditions and stipulations, next reporting date, missed reporting dates, awaiting transfer and home investigation status.

BC25–System Training and Documentation Specifications

1. General Specifications

The Contractor shall design and deliver the System fully in accordance with all the applicable criteria, standards, requirements and the like in CTDOC Administrative Directives, policies and procedures and the Connecticut General Statutes, provided to Contractor by CTDOC prior to or during gap analysis.

2. Functional Specifications

2.1. Training

DOC Specifications
2.1.1 Full Range of Training
The Contractor shall provide a full range of training to individuals designated by CTDOC including: • User training on how to utilize the functions and features of the System. • Train the trainer • Super-user training • Technical training for Management Information System (MIS) staff designated by CTDOC, including but not limited to help desk technicians, system administrators and data base administrators. Unless otherwise specified, Contractor shall provide all training in person at CTDOC-designated locations.
2.1.2 Overview for All Levels
The Contractor shall provide a general overview and demonstration of the System to all requested audiences designated by CTDOC.
2.1.3 Provide Training Courses for Trainers
The Contractor shall provide training courses designed and developed specifically for, and administered to, trainers designated by CTDOC.
2.1.4 Training Plan
The Contractor shall provide a detailed training plan for training individuals designated by CTDOC, which plan is subject to the approval of CTDOC. Once the training plan is approved by CTDOC, the Contractor shall undertake the trainings in accordance with the plan. The training plan must include but not be limited to: • A training schedule. • Identification of specific training units or modules. • Identify the target audience of each training module. • An outline of the material to be covered in each segment of training. • Training methods and materials to be used in each module. • The course length in instructional hours and calendar days. • A list of any additional training deemed necessary by the Contractor or CTDOC. • Objectives for each training module and specific goals to be achieved by the trainees. • A comprehensive and objective measurement of trainee proficiency at the conclusion of training. • Identify any equipment needed for training
2.1.5 Cover all Facets of the System
The Contractor shall train staff designated by CTDOC on all facets of the System, including but not limited to installation, conversion, maintenance, operation and use. Topics will include

but not be limited to security awareness, procedures, disaster recovery, hands-on troubleshooting and System monitoring.
2.1.6 Thorough Instruction in Instructional Tools
The Contractor shall provide the trainers designated by CTDOC with complete instruction in all of the trainer tools to be used in subsequent training activities, including but not limited to, training modules, materials, software and hardware.
2.1.7 Provide Support to the CTDOC Trainers
The Contractor shall provide support to the designated CTDOC trainers for the first 30 calendar days, and then for such additional days as CTDOC may direct, following (1) the rollout of each phase of the System and (2) the rollout of the System. Contractor shall support training of additional staff designated by CTDOC after completion of the System implementation.
2.1.8 Use of Materials Designed and Provided by the Contractor
CTDOC may utilize any Materials provided by the Contractor in the course of the State's ordinary business with no limitations or restrictions.
2.1.9 Provide Sufficient Training to Trainers
The Contractor shall provide training for the designated CTDOC trainers on utilization of the System's ad hoc report functions and report writing tools.
2.1.10 Reserved
2.1.11 Training Outline
The Contractor shall provide a training outline for each training class, including but not limited to, class objectives, scope, length of each class, and the training prerequisites, if any, needed of each attendee.
2.1.12 Computer Based Training (CBT)
The Contractor shall provide computer-based training for each module in addition to the instructor-led training.
2.1.13 Training Environment
The Contractor shall provide CTDOC with support in creating a training environment. The Contractor shall provide CTDOC with sample training data to run in the environment.
2.1.14 Reserved
2.1.15 Reserved
2.1.16 Provide Electronic Copies of Training Materials
All training materials will become the property of the CTDOC including training plans, guides, training review instruments, computer-assisted aids, and audio-visual aids. The Contractor shall provide an electronic copy of all training materials in an electronic, magnetic or other intangible form in a readable non-proprietary format, such as ASCII or .TXT.
2.1.17 Identify Implementation and Support Staffing Needs
The Contractor shall provide CTDOC an outline of key technical skillsets and job roles required to implement and support the System. The Contractor shall provide specific training specifications and the order in which the training should be taken for each of the job roles.
2.1.18 Reserved
2.1.19 Proficiency Testing
The Contractor shall provide proficiency testing for each module during the training for which the test is being administered.
2.1.20 Reserved

2.1.21 LMS Training
The Contractor shall provide computer-based training (CBT) modules that integrate with the CTDOC internal Learning Management System (LMS).
2.1.22 Reserved
2.1.23 Administrative Training
The Contractor shall train staff, as CTDOC may identify and assign, to establish business rules, workflow, code tables, system settings and security. The Contractor shall train the staff and otherwise provide the staff with all appropriate tools such that, after the training, the staff will have been trained to possess all of the necessary and appropriate skills and knowledge needed to tailor the System to the needs of the facility.

2.2. Documentation/Help

DOC Specifications
2.2.1. Improvements
Whenever the Contractor issues or makes any Improvements, the Contractor shall revise the Materials, as appropriate, to document the Improvements and provide a copy of the subject Materials to CTDOC at the time of delivery of the Improvements. Contractor shall provide the Materials in an electronic, magnetic or other intangible form in a readable non-proprietary format acceptable to CTDOC. The Materials will include, but not be limited to, the following: • Management summary • Technical summary • Description of System operation • System flow charts • Input/output interfaces • Record layouts and database schema or dictionary • File descriptions • Program descriptions • Items relating to physical file and directory names • Error Messages and correction procedures • Troubleshooting guide • Backup and recovery instructions for each database and server in the System • Entity relationship mapping between the fields on each form or screen and its associated data source • Database validation processes • Database compaction • Rebuild procedures • Data entry procedures explanation • Step-by-step operating procedures • Problem resolution materials error message descriptions • Criteria for queries and reporting
2.2.2. Reserved
2.2.3. Reserved
2.2.4. Reserved

2.2.5. Reserved
2.2.6. Reserved
2.2.7. Provide Online Help
The System will provide online help functions, including but not limited to, context-based help and features to assist in locating a function or feature, descriptions of how each function works and descriptions of fields, their contents and acceptable formats.

BC.26 – Operations Incidents Specifications

1. General Specifications

The Contractor shall design and deliver the System fully in accordance with all the applicable criteria, standards, requirements and the like in CTDOC Administrative Directives, policies and procedures and the Connecticut General Statutes, provided to Contractor by CTDOC prior to or during gap analysis.

2. Functional Specifications

Product Specifications
2.1.1 Create/Input of Incident Report
The System will provide designated CTDOC staff with the capability to input data into an incident report, including but not limited to, Facility, housing location, incident location, date, time, shift number and name and title of staff entering the data.
2.1.2 Description of Incident
The System will provide designated CTDOC staff a free text field for an explanation of the incident.
2.1.3 Levels of Incidents
The System will identify and categorize incidents into the proper level and type.
2.1.4 Compilation of Incidents
The System will identify the forms needed for each level and type of incident report. The System will compile all of the various forms completed by different users and will create a complete incident report package. The System will provide optional forms and create a complete incident report package using the forms which the user selects.
2.1.5 Assignment of Tracking Numbers
The System will assign a unique incident report number to each report in the format specified by CTDOC during gap analysis and will sequentially paginate the pages of the incident report. The System will provide designated CTDOC staff with the capability to override the incident report number assigned by the System, but will not permit designated CTDOC staff to assign duplicate incident report numbers.
2.1.6 Evidence
The System will provide designated CTDOC staff with the capability to record evidence relating to an incident report. The System will assign a unique evidence number and associate the number with the corresponding incident report number.
2.1.7 Association/Disassociation of Offenders and Incident Reports
The System will provide designated CTDOC staff with the capability link offenders and incident reports and to disassociate any previous links.

3 Query and Reporting Specifications

Product Specifications
3.1 All Incident Reports by Facility
The System will provide designated CTDOC staff with the capability to generate a report listing all incident reports, filtered by, but not limited to, level of incident, incident type, Facility, staff names, offender name, offender number, unit, cell, bed and security risk group affiliation.

BC27 – Management Information Systems Specifications

1. General Requirements

The Contractor shall design and deliver the System fully in accordance with all the applicable criteria, standards, requirements and the like in CTDOC Administrative Directives, policies and procedures and the Connecticut General Statutes, provided to Contractor by CTDOC prior to or during gap analysis. The System will comply with the Correction's Technology Association standards and guidelines, to the extent adopted by CTDOC.

2. Functional Requirements

2.1. Data Storage

Product Specifications
2.1.1. Centralized Offender Data
The System will store offender data in a location, or locations, designated by CTDOC.
2.1.2. Historical Data Values
The System will store all historical values and retrieve any and all historical data values from any point in time.

2.2. Data Entry and Display

Product Specifications
2.2.1. Edits for Validity of Codes
The System will give designated CTDOC staff the capability to edit the data values and validity of all codes and data types throughout the application. The System will record the date of the modification and all historical data values and historical validities of codes, including their effective dates, and an audit log of all modifications.
2.2.2. Ensure Integrity of Data
The System will ensure the integrity of data at all times by maintaining the accuracy and consistency of data.
2.2.3. Maintain Current and Read Only Historical Information
The System will maintain all current and historical information.
2.2.4. Add Data Entry "Edits"
The System will give designated CTDOC staff the capability to add, delete and update controls pertaining to data and form validation.
2.2.5. System time, System clock, time Stamp of all transactions
The System will allow the designated CTDOC staff or CTDOC designated third party to set and update the System time. The System time will be expressed as year, month, day, hour, minute, second. The System will record the System time for each transaction.
2.2.6. Data Consistency
The System will maintain data uniformity and consistency at all points of interaction from data entry to display. The System will maintain data consistency by ensuring that data is not accepted by the System if that data violates the System's pre-defined rules for valid data. The System will ensure that data entered, displayed and printed is uniform across the entire System.
2.2.7. Capability of Modifying Dates and Times

The System will default all entries of dates and times to the format defined in gap analysis and allow the designated CTDOC staff to modify the set format.
2.2.8. Capability of Modifying Current Format
The System will allow designated CTDOC staff to modify currency format, including commas, currency symbols, number of decimal places and rounding.
2.2.9. Data Entered Only Once
Once a user enters any particular data, and the System accepts it, the System will record and store that data and then retrieve it for all subsequent user functions, so that the user will not be required to enter again the same data.
2.2.10. Signed Numeric Field Entries
The System will automatically format signed numeric field values using the format specified in gap analysis.
2.2.11. Formatting and Validating
CTDOC shall in its sole discretion identify the required data elements that the System must capture. The System will format and validate all data. Formatting and validation required of the System will be defined and agreed upon by the parties as part of the gap analysis and design phase of the project and will be reduced to writing. Project as used in this Business Category shall mean the development and implementation of the System, commencing as of the Effective Date and ending with the acceptance of the System.

2.3. Configuration

Product Specifications
2.3.1. Configurable Workflow
The System will allow designated CTDOC staff to configure and customize the business process workflow within the System using a graphical user interface. The System will allow designated CTDOC staff to configure workflow processes and elements at all CTDOC organizational levels, including but not limited to, workflow-mapping, roles, steps, user input, pre-defined selections, processing, output, time frames for required user action, queues and statuses.
2.3.2. Required and Optional Fields
The System will allow designated CTDOC staff to configure, on each screen, fields for which user input is either required or optional. The System will allow designated CTDOC staff to configure screens that are either required or optional within a task or workflow and the order in which such screens are displayed and completed within a task or workflow.
2.3.3. Allow for Change in Workflow
The System will allow designated CTDOC staff to modify the business workflow within the System through System reconfiguration instead of new software development.
2.3.4. Completion of Tasks within One Screen
The System will allow designated CTDOC staff to perform single transaction entries and table updates on one screen, enabling users to access and complete subtasks within that single screen without having to close that screen, open a second screen to complete a subtask and re-open the original closed screen.
2.3.5. Readable, User Guidance Field for All Data Entry
The System will provide designated CTDOC staff guidance and tooltips for each data entry element within the System. The System will allow designated CTDOC staff to activate and deactivate the display of user guidance for any data entry element and to update text for any user guidance and tooltip fields.
2.3.6. Automated Workflows
The System will provide designated CTDOC staff with automated workflows utilizing a graphical user interface to support user navigation.

2.3.7. Application Jobs
The System will give the designated CTDOC staff the capability to build and maintain application jobs, whether scheduled or not, that may include functional branching, notification and multi-step processes.
2.3.8. Customizing CTDOC Workflows
The System will allow designated CTDOC staff to customize or reconfigure the System's automated workflows and tasks.

2.4. Code Tables and Descriptions

Product Specifications
2.4.1 Drop-Down lists for Codes
At every data entry point where designated CTDOC staff are given the option to select from one or more codes or values, the System will provide either (1) comprehensive drop-down lists, (2) checkboxes or (3) radio buttons, of all codes and values that correspond to that data entry point. The parties will determine during gap analysis which of those three choices the System will provide at each data entry point.
2.4.2 Display Description Text
The System will provide designated CTDOC staff with a description for all codes adjacent to each corresponding code on all input and query screens.
2.4.3 Retain Code Descriptions
The System will maintain codes, code descriptions and values in the history of transaction files and tables.
2.4.4 Describe the Start and End Dates
The System will display the start and end dates for all codes, code descriptions and values in code tables.
2.4.5 Allow Keyword and Date Matching
The System will allow designated CTDOC staff to search code lookups by keyword and date matching criteria.
2.4.6 Automatically go to Drop-Down Area
The System will highlight the corresponding drop-down menu choices according to the keys that the user successively enters in the drop-down field.
2.4.7 Default Values
The System will provide designated CTDOC staff with the capability to specify that certain fields be populated with pre-defined default values, which values are user-dependent. The System will permit the designated CTDOC staff to override any default value applied by the System. The System will allow designated CTDOC staff to set and modify default values for any fields.
2.4.8 Modify Code Tables
The System will allow designated CTDOC staff to modify values within code tables and drop-down lists.
2.4.9 Add Fields and Drop-Down Lists
The System will allow the designated CTDOC staff to add drop-down lists to fields within forms.

2.5 Usability

Product Specifications
2.5.1. Consistent User Interface

The System will apply a uniform user interface across all screens and screen displays, such uniformity to include but not be limited to screen color and layout, navigation and keyboard and data format. The System will provide designated CTDOC staff with the capability to complete all data entry transactions with a single method of data entry.
2.5.2. Administrators to Modify Screens
The System will provide designated CTDOC staff with the capability to modify screens and menus, including but not limited to, moving the location of menus and drop-down lists.
2.5.3. Customized Shortcuts
The System will give designated CTDOC staff the capability to create customized shortcuts for navigation.
2.5.4. Consistent Look and Feel
The System will have a consistent "look and feel" and be user-friendly. The System must follow generally accepted principles of usability, including learnability, efficiency, memorability, errors (as in low error rate) and overall satisfaction. The System must satisfy generally accepted principles of user interface design, including visibility of System status, match between System and the real world, user control and freedom, consistency and standards, error prevention, recognition rather than recall, flexibility and efficiency of use, aesthetic and minimalist design, help designated CTDOC staff recognize, diagnose, and recover from errors and help and documentation.

2.6 Functionality

Product Specifications
2.6.1. Function and Hot-Key Consistency
The function keys and the hot-keys will execute the same respective functions regardless of the active transaction screen.
2.6.2. Using Icons
The System will give designated CTDOC staff the capability to assign pre-defined icons to denote pertinent offender information.
2.6.3. Reserved
2.6.4. Link Related Records
The System will allow designated CTDOC staff to link records that CTDOC deems to be related.
2.6.5. Incorporate Future Needs
The System will meet future needs of CTDOC and incorporate new technologies that CTDOC decides to adopt, including but not limited to biometric identification, GPS technology, wrist bracelets and RFID.
2.6.6 On-Line Look-Ups
The System will provide designated CTDOC staff with the option to employ one, or more, of multiple search criteria when searching for a specific item of information. The System will provide designated CTDOC staff with the capability to narrow or broaden search results by using a variety of search connectors like "AND" and "OR".
2.6.7 On-Line Look-Ups on Partial Keys
The System will allow the designated CTDOC staff to search by partial keys.
2.6.8 Multiple Levels of Warnings and Errors.
The System will perform data validation at multiple levels. If data validation fails, the System will provide the designated CTDOC staff with warnings and errors informing designated CTDOC staff where the data validation failed.
2.6.9 Rapid Location of Offender Information

Once within an offender's primary page, the System will allow designated CTDOC staff to rapidly and easily (by one or two clicks) access all information related to the offender by functional category, including but not limited to sentencing, classification, medical and movement history. The System will allow navigating from one functional category to another without toggling back to the offender's primary page. The System will have the capability to toggle back to the offender's primary page from any functional category without having to search for the offender again.
2.6.10 Drill Down on Information
The System will allow designated CTDOC staff to select particular report values to drill down on the data of interest for a more refined level of detail.
2.6.11 Updating All Information
The System will update information throughout the System upon designated CTDOC staff entering new or updated information.
2.6.12 Fingerprint Recognition
The System will enable designated CTDOC staff to capture fingerprints and allow staff to search for offenders using fingerprints.
2.6.13 Capture and Store Electronic Signatures
The System will capture and store electronic signatures.

2.7. Scalability

Product Specifications
2.7.1. Processing Capacity
The System will be capable of increasing processing capacity, of whatever nature, to meet the usage demands of CTDOC.
2.7.2. Reserved
2.7.3. Allocate Resources
The System will dynamically allocate and adjust computer system resources as System load changes.
2.7.4. Scalability
The System will meet the scalability requirements in this BC so long as CTDOC provides the Contractor's recommended hardware and infrastructure.

2.8. Tracking

Product Specifications
2.8.1. Assign a Lifetime Identification Number
The System will assign a unique number to each offender and maintain that offender number for that same individual for any and all interactions with CTDOC during that individual's lifetime.
2.8.2. Track Location of a Master File
The System will allow the designated CTDOC staff to enter the location of an offender's paper master file and other documents into the System and track any changes subsequently entered.
2.8.3. Track Progress of Offender Information Requests from External Sources
The System will track the progress of requests for offender(s) information from external entities.
2.8.4. Track Who Made the Last Data Change
The System will track the user name, date, time and any data change that user makes and maintain it as a record.

2.9. Administrative

Product Specifications
2.9.1. System Administration Functions
The System will allow designated CTDOC staff to perform administrative functions, including but not limited to, maintain reference and lookup tables, configurations, backups and restores, user authentications, user authorizations and adding, modifying and deactivating users from the System.
2.9.2. Job Scheduler
The System will include a job scheduler to allow for automatic task or job processing at a given time. Application programs and the scheduler will be compatible, so that any program can be scheduled and run during non-peak hours.
2.9.3. Modify Job Scheduler
The System will have the capability to maintain, add, delete, and modify jobs in the scheduler.
2.9.4. Notification of Job Status
The System will notify designated CTDOC staff of the job status.
2.9.5. Maintain Job Status
The System will maintain a log of all jobs and their statuses.

2.10.Business Rules

Product Specifications
2.10.1. System Flexibility
The System will give designated CTDOC staff the capability to modify items within the System, including but not limited to, attributes, categories, business rules, and reference tables.
2.10.2. Provide Business Rule Tables
The System will provide designated CTDOC staff with the capability to maintain business rule tables, allowing for rule and formulae changes pertaining to calculations and edits within the System without requiring program code changes or recompiles.
2.10.3. Modify Business Rules
The System will provide designated CTDOC staff with the capability to create and maintain business rules within the System to support changes to business rules, with minimal or no development effort.
2.10.4. Run Batch System Checks
The System will provide designated CTDOC staff with the capability to, on demand or scheduled, identify whether user actions are in compliance with the business rules.
2.10.5. Edit Checks
The System will execute all CTDOC specified edit checks in a real-time mode to identify actions necessary to be in compliance with the business rules.
2.10.6. Reserved
2.10.7. Offender Case Notes
The System will provide designated CTDOC staff with the capability to chronologically record and display all offender case notes throughout all System modules.
2.10.8. Entry and Retrieval of Case Notes
The System will allow designated CTDOC staff to enter and retrieve all chronological case notes mentioned in 2.10.7.
2.10.9. Workflow Functions

The System will provide designated CTDOC staff to create, review and approve any workflow functions and steps within any transaction or process.
2.10.10. Correcting Transactions
The System will allow designated CTDOC staff to correct transactions and link the corrected transaction to the original incorrect transaction
2.10.11. Descriptions of Error Messages
The System will allow designated CTDOC staff to create and edit business rules for displaying error messages within the System, including editing the error message content.
2.10.12. Associate Electronic Signatures
The System will associate electronic signatures with document(s) within the System.
2.10.13. Manual Override Capability
The System will allow designated CTDOC staff to manually override certain System calculated data and values.

2.11. Offender Documentation Management

Product Specifications
2.11.1. Attach Documents
The System will allow designated CTDOC staff to attach and link documents to entities within the System.
2.11.2. Link Data Files to Case Record
The System will allow designated CTDOC staff to link data files to entities within the System.
2.11.3. Scan Documentation
The System will allow designated CTDOC staff to scan and attach documentation for reference to any entity within the System.
2.11.4. Pick Up Metadata
The System will gather, store and use metadata from scanned documents and will allow designated CTDOC staff to enter metadata and search by metadata. Metadata includes but is not limited to the following types:
2.11.4.1. Data Elements
Data about data elements or attributes, such as name, size and data type.
2.11.4.2. Record or Data Structures
Data about records or data structures, such as length, fields and columns.
2.11.4.3. Data about Data
Data about data location, such as how it is associated and ownership.
2.11.4.4. Descriptive Information
Descriptive information about the context, quality, condition and characteristics of the data.
2.11.5. Merge Database Information
The System will allow designated CTDOC staff to create reports derived from a combination of System data and user-entered and external data. The System will allow the designated CTDOC staff to create a variety of modifiable reports and documents.
2.11.6. Print Assorted Information
The System will print information on demand from an offender's case record within the System including but not limited to, summary or detailed information reports, displays, or other required formats.
2.11.7. Integrate Document Creation
The System will provide designated CTDOC staff with the capability to create and manage documents, including but not limited to, merging of offender's data into predefined templates and maintain read-only versions for historical purposes.

2.11.8. Store Scanned Documents
The System will allow designated CTDOC staff to scan documents, store documents in a centralized location and associate the documents with one or more entities within the System.
2.11.9. Incorporate Videos, Scanned Reports, etc, into a Database
The System will allow designated CTDOC staff to incorporate a variety of content including but not limited to, videos, scanned reports, electronic documentation and electronic forms and associate them with one or more entities within the System.
2.11.10. Document Scanning, Attaching, Indexing and Searching Features
The System will allow designated CTDOC staff to scan in and attach files to one or more offenders' cases. The System will allow designated CTDOC staff to associate attachments to a specific record within an offender case. The System will allow designated CTDOC staff rto attach documents of any type as long as a plug-in is available for display within Internet Explorer. The System will allow for indexing with metadata such as categories, subcategories and description. The System will integrate with third party document management systems specified by CTDOC.
2.11.11. Store, Retrieve, and Print Documents
The System will allow designated CTDOC staff to store, retrieve and print documents. The System will automatically read metadata from documents.

2.12. System Availability

Product Specifications
2.12.1. Allow for Back Dating Information
The System will allow designated CTDOC staff to enter a specific date or time, or both, for an event that occurred in the past.
2.12.2. Reserved
2.12.3. Available Combination of Ways
The System will utilize industry standards and best practices for hardware and software management services.
2.12.4. Data Protection
The System will protect the data in the event of any System failure. This capability will also be dependent on the hardware and network configurations. The Contractor shall provide the recommended configurations designed to have the least adverse impact on data. Contractor shall design the System to minimize disruption and data loss to users in a non-clustered application server environment by limiting unsaved work to single transactional data where appropriate. Contractor shall recommend a complete and comprehensive backup scheme. Contractor shall work with CTDOC to identify needed back-up equipment, network and recovery procedures to ensure that no data are lost.
2.12.5. Disabling All or Some Transactions
The System will have the capability to disable all or some transactions ensuring data integrity and keeping the System in synch.
2.12.6. Run on Variety of Devices
The System will run on all devices, including mobile, that are running Internet Explorer 10 and higher.
2.12.7. Reserved
2.12.8. Fault Tolerance

The System will be fault tolerant to continue its intended operation, possibly at a reduced level, rather than failing completely, when some part of the System fails. This capability will also be dependent on the combination of software, hardware and network configurations. The Contractor shall provide the recommended configurations designed to have the least adverse impact in case of any fault, failure or disaster.

The System will be designed to scale linearly with the addition of redundant or additional hardware. The System will use a set of redundant servers fronted by hardware or software based load balancer. Each user session will be tied to one server for the duration of the login session to minimize network communication between the servers and eliminate the need to maintain a synchronized memory state between or among all application server machines. The System database will be allowed to scale separately from the application server farm and will scale as desired by CTDOC.

Contractor will work with CTDOC to define a disaster recovery plan that is customized to the needs of CTDOC.

2.13. Data Warehouse

Product Specifications
2.13.1. Data Warehouse Reporting
The System will include data warehouse reporting with established data mining, statistical analysis and trending capabilities.
2.13.2. Database Structure
The System will include a reporting database structure, updated at least daily, to run queries and reports without impacting System performance for primary online query and data entry functions.
2.13.3. Data Warehouse Database
The System will include a data warehouse area in the database with reporting capabilities.

2.14. Historical Data

Product Specifications
2.14.1. Historical Reporting
The System will provide historical reporting with statistical analysis and historical capabilities.
2.14.2. Historical Database Structure
The System will include a historical reporting database structure, updated at least daily, to run queries and reports without impacting System performance of primary query and data entry functions.
2.14.3. Historical Database
The System will have a historical data area in the database with reporting capabilities.

2.15. Security

2.15.1. Local Authentication Security

Product Specifications
2.15.1.1. Passwords

The System will provide for both complex and simple password formats. The System will allow the format to be set by designated CTDOC staff.
2.15.1.2. Reserved
2.15.1.3. Passwords do not Appear
The System will not display passwords as they are entered.
2.15.1.4. Passwords Securely Encrypted
The System will securely encrypt passwords using a one-way encryption algorithm.
2.15.1.5. Automatically Lock
The System will have the capability to include but not be limited to, an application screen lock to automatically lock the user after a specified period of inactivity, requiring an application ID and password to log back into the application. The designated CTDOC staff shall determine the time period of inactivity.
2.15.1.6. Passwords Different as Used ID
The System will require that passwords are not the same as the user ID.
2.15.1.7. Passwords not Utilized as Part of Name
The System will prohibit passwords that utilize user's first, middle or last name as part of the password.
2.15.1.8. Automatic Notification Of Expired Passwords
The System will have the capability for automatic notification of expiring passwords. Designated CTDOC staff shall be able to set a temporary password that will expire after the initial use, requiring the user to set a new password.
2.15.1.9. Passwords Cannot Be Reused within a Time Period
The System will prohibit passwords from being reused by a single individual within the time period specified by designated CTDOC staff.
2.15.1.10. eDirectory and Active Directory
The System will provide for single sign-on using Novell eDirectory LDAP and Microsoft Active Directory LDAP.
2.15.1.11. Grant Various Roles to the Directory Groups and OU's
The System will give designated CTDOC staff the capability to define and assign various roles to the directory groups and organization units (OU), so that all users in the directory groups and OU's are able to perform the functions of the role.

2.15.2. General/Authorization Security

Product Specifications
2.15.2.1. Role Based Security
The System will provide role-based security.
2.15.2.2. Level Security
The System will provide row level, column level, field level and form level security so users are permitted or excluded from viewing, editing or deleting certain records or fields based on their roles permitting both read-only access and read-write access for all tables and fields.
2.15.2.3. Security Restrictions for Access
The System will provide security restrictions for access to chronological notes depending on the type of information or subject matter.
2.15.2.4. Security Administrator
The System will provide CTDOC staff designated as "security administrator" with the capability to set up and maintain various security levels and roles and to limit access to screens, reports and fields in a screen for different users.
2.15.2.5. Notification for Attempted Security Breaches

The System will provide automatic notifications of attempted security breaches, as those are defined by CTDOC during gap analysis.
2.15.2.6. Restrict Local and Remote Access
The System will give designated CTDOC staff the capability to establish and restrict the degree of access to certain cases, classifications of cases, parts of cases, specific System functions, users and groups of users, depending on whether access to the System network is local or remote.
2.15.2.7. Revoke User Access
The System will have the capability to revoke user access after a certain number of consecutive attempts to login. Designated CTDOC staff will set and manage the number of login attempts allowed.
2.15.2.8. Enforce a Password Change
The System will have the capability to require a password change after a certain number of days. Designated CTDOC staff will set and manage the number of days between password changes.
2.15.2.9. Assign Number of Logins
The System will allow designated CTDOC staff to assign the number of concurrent logins allowed for a single user ID.
2.15.2.10. Screens that Users May See but not Alter
The System will have the capability to display and indicate fields on a screen that a user or groups of users may see but not alter, and to mask entire fields that specified groups of users or a particular user may not access.
2.15.2.11. Secure Socket Layer
The System must provide secure socket layer.
2.15.2.12. Removal of Screen Menu Options
The System will restrict screen menu options for users whose security role excludes access to those options.
2.15.2.13. Removal of Security Roles
The System will not display fields on screens for security roles that are not allowed to view those fields.
2.15.2.14. Restrict Viewing of Scanned Documents or Links
The System will have the capability to allow certain individuals to view scanned documents or links.
2.15.2.15. Reserved
2.15.2.16. Biometric Login
The System will provide biometric login capabilities.
2.15.2.17. Data Entry Security
The System will have data entry security with granularity in groups and roles and validation on certain fields.
2.15.2.18. Data Communications to External Systems
The System will ensure that all data communications to external systems are secured.

2.16. Data Encryption

Product Specifications
2.16.1. Standard Encryption Technology
The System will utilize industry standard encryption technology whenever necessary for data security using the advanced encryption standard (AES) with at least 192 bits.
2.16.2. Encrypt Data

The System will encrypt data before transmission over non-CTDOC communication links.

2.17. Auditing

Product Specifications
2.17.1. Show all Modifications
The System will record the date and time of all modifications and maintain an audit log of all modifications.
2.17.2. Query Audit Logs
The System will give designated CTDOC staff the capability to view and query audit logs.
2.17.3. Audit Log of Manual Overrides
The System will record and maintain an audit log of manual overrides.
2.17.4. Maintain Logs on Login Attempts
The System will maintain logs of login attempts and failed login attempts by user identification and physical location.

2.18. Interfaces

Product Specifications
2.18.1. Interface in Real Time
The System will interface with other systems in real time as each corresponding phase goes into production, as designed during the Gap Analysis phase.
2.18.2. Reserved
2.18.3. API's for Electronically Information
The System will supply standard API's for electronically transmitting and receiving information to and from external entities and existing CTDOC systems.
2.18.4. Data from External Systems
The System will receive, process and display data from external systems.
2.18.5. Limited Internet Inquiries
The System will limit the number of Internet inquiries to Law Enforcement Notification System (LENS) and other external criminal justice agency systems to the extent specified by CTDOC.
2.18.6. Share Justice Information
The System will share information in accordance with the National Information Exchange Model (NIEM) and Justice Information Exchange Model (JIEM). The specific exchanges that use this paradigm will be defined during the gap analysis. The System will include all exchanges that apply to CTDOC in accordance with the NIEM and JIEM specifications.
2.18.7. XML
The System will allow XML import and export of data.
2.18.8. Selected Exports
The System will allow exports of select data via ODBC/OLE, JDBC, ADO.Net, XML and ASCII text, while retaining existing structures within the data.
2.18.9. Integrate with Delivery Product
The System will use Web sphere MQ.
2.18.10. Product Upgrades
The System will allow for product upgrades without impacting customization and developed interfaces.
2.18.11. Corrections Managed Health Care (CMHC) or Electronic Health Record System

The System will interface and download with the CTDOC specified electronic health record system.
2.18.12. Interface with Interstate Compact System (ICAOS)
The System will have an interface to Interstate Compact System (ICAOS).
2.18.13. Interface with Substance Abuse Treatment Information System (SATIS)
The System will have an interface to the Substance Abuse Treatment Information System (SATIS). If the data that the staff would enter into SATIS is already in the System, then the System will directly feed the data to SATIS and obviate the need for staff to enter that information into SATIS.
2.18.14. Interface with CT On-Line Law Enforcement Communications Teleprocessing (COLLECT)
The System will have an interface to the COLLECT system.
2.18.15. Interface with Connecticut State Wide Automated Victim Information and Notification System (CTSAVIN)
The System will have an interface to the Connecticut State Wide Automated Victim Information and Notification System (CTSAVIN).
2.18.16. Interface with Offender-Based Tracking System (OBTS)
The System will have an interface to the Offender-Based Tracking System (OBTS).
2.18.17. Interface with Case Notes
The System will have an interface to CTDOC's case notes which is a Lotus Notes electronic information system.
2.18.18. Interface with Connecticut Information Sharing System (CISS)
The System will have an interface to the Connecticut Information Sharing System (CISS).
2.18.19. Interface Engine
The Contractor shall provide all interface engines, details about the interface engines and provide CTDOC with the capability to create new interfaces and modify existing interfaces that use these interface engines.
2.18.20. Applications and Enterprise Systems
The Contractor shall provide interfaces to applications and enterprise systems with which CTDOC shares data, as defined in the Gap Analysis phase.

2.19. Data Conversion

Product Specifications
2.19.1.a. Migrate Information
The System will migrate offender numbers and information for existing offenders from current CTDOC systems into the corresponding application in the System during the appropriate phase of the implementation of the System and the overall project.
2.19.1.b. Inmate Number
The System will continue to use CTDOC's existing offender number format and the System will sequentially generate new offender numbers for offenders not previously assigned an offender number.
2.19.2.a. Migrate Data
The System will migrate automatically the CTDOC data from multiple source systems specified by CTDOC to the System in each corresponding phase of the System implementation.
2.19.2.b. Migrate Data
The System will migrate all structured and unstructured data from all relevant legacy systems including migration of offender photos in each corresponding phase of the System implementation.

2.19.2.c. Documentation For Migration
The Contractor shall document the data in the CTDOC legacy systems, including but not limited to developing data dictionaries and data models. CTDOC shall provide CTDOC subject matter experts (SME) and available information to assist Contractor in documenting the data in the CTDOC legacy systems. The Contractor shall map the data to be migrated from the CTDOC legacy systems to the System, subject to the approval of CTDOC. CTDOC shall assist Contractor in mapping the data. The Contractor shall document the ETL scripts to be used to migrate the data from the CTDOC legacy systems to the System.
2.19.3. Expand Elements of Existing Records
The System will do and perform all things that are necessary or appropriate to accept all existing data in the CTDOC legacy systems that CTDOC specifies.
2.19.4. Convert Data
The Contractor shall run data analysis on the data in the CTDOC legacy systems and identify data that require correction. CTDOC shall clean-up the data and return the data to the Contractor for another analysis. CTDOC may also direct the Contractor to, and the Contractor shall, clean-up some or all of the data in accordance with CTDOC instructions. The parties shall repeat this process until CTDOC determines that the process is complete. The System will convert existing data from the CTDOC legacy systems that CTDOC specifies. To the extent the System cannot convert certain data, the System will flag those data that cannot be converted for CTDOC review. After its review, CTDOC may direct the Contractor to, and the Contractor shall, treat the data in accordance with the CTDOC's directions.
2.19.5. Codes, Scripts or Tools to Convert Data
The System will have the code, scripts and tools to load, convert and migrate all existing data in CTDOC legacy systems into the System. The Contractor shall design, develop and implement any automation needed to load, convert and migrate the data.
2.19.6. Statistical Reports
The System will have statistical reports for the project and for each phase of the System implementation with record counts to show where data are imported from and where data now reside that will enable CTDOC to verify that the desired results have been achieved. CTDOC will be responsible for the quality and integrity of the CTDOC legacy system data to be used in the conversion process.
2.19.7. Programs
The Contractor shall provide software programs which will interrogate legacy files and identify conversion issues and missing data elements required for the System.
2.19.8. Reserve
2.19.9. Formal Conversion Test Results
The Contractor shall submit formal conversion test results for CTDOC to review and approve prior to the final file conversion for each phase of System implementation. CTDOC will be responsible for the analysis of data from the CTDOC legacy systems prior to using that data for the System.
2.19.10. Timeframe for Conversion of Data
The Contractor shall recommend the amount of time needed for conversion and migration of existing data for each phase of the System implementation.
2.19.11. Identifying Records
The System will identify records that were converted from CTDOC legacy systems and imported into the System for each phase of the System implementation.

2.20. Performance

Product Specifications
2.20.1. Response Times
System response times for standard and batch transactions will be in accordance with Exhibit 5, Service Level Agreement.
2.20.2. Display the System
The System will display, in a dashboard in real-time, throughput levels, response times, operational functions and System capacity.
2.20.3. Monitor System
The System will monitor all activities in the System. The System will provide the designated CTDOC staff with the capability to identify trends and look-up activities of specific users or groups of users and will display all user-specified information.
2.20.4. Reserve
2.20.5. Software
The System will have software to measure and print on demand transaction response times and other performance reporting capabilities, including but not limited to trending.
2.20.6. Reserved
The System will accommodate up to 1,500 concurrent users while still maintaining the required response times.
2.20.7. Monitor and Optimizing Tools
The System will have monitoring and optimizing tools to detect causes of hardware processing bottlenecks, poor response time and similar problems. Data reorganization will be performed on an as needed basis in order to maintain System performance.
2.20.8. Print Transaction Response Times
The System will have software to measure and print on demand transaction response times and other performance reporting capabilities, including but not limited to, trending.
2.20.9. Reserved
2.20.10. Smooth Screen Scrolling
The System will have smooth screen scrolling and screen updates.

2.21. Installation/Implementation

Product Specifications
2.21.1. Application Specification Document (ASD)
The Contractor shall provide an ASD that details the features and functional specifications and products to be delivered for each phase of the System implementation and the overall project.
2.21.2. Acceptance of ASD
The Contractor must obtain written acceptance from CTDOC of each ASD for each module, phase of System implementation and the overall project. The ASD shall follow the format outlined below.
2.21.2.1. ASD Introduction
Introduction
2.21.2.2. ASD Identification
Identification of all functions and features
2.21.2.3. ASD Deliverables Products
Identification of specific Deliverables for each phase
2.21.2.4. ASD Definition

Description of all screens and reports, including screenshots and mock-ups of report forms
2.21.2.5. Steps and Procedures
Explanation of how to execute each function and feature from a user level
2.21.2.6. Reserved
2.21.3.a Installation
The ASD will provide step-by-step instructions on how to accomplish installation of Deliverables with minimal interruption of normal day-to-day CTDOC operations.
2.21.3.b Installation of Database
The ASD will provide step-by-step instructions on how to accomplish installation of the database.
2.21.3.c Installation of Application Server
The ASD will provide step-by-step instructions on how to accomplish installation of the application server.
2.21.3.d Installation of Report Server
The ASD will provide step-by-step instructions on how to accomplish installation of the report server.
2.21.4.a Define Equipment
The ASD will define the minimum specifications for the CTDOC equipment, software and resources that are necessary to complete the installation of the System.
2.21.4.b Define Equipment for Database, Application, and Report servers
The ASD will define the minimum specifications for the CTDOC equipment, software and resources that are necessary to complete the installation of the database, application and report servers for the System.
2.21.5. Set and Install the System
The ASD will provide instructions to set-up and to install the System with all data necessary to be fully functional.
2.21.6. Temporary Interfaces
The ASD will identify and describe all temporary interfaces and data bridges installed for the phased implementation of the System.
2.21.7. Installation and Implementation Information
The Contractor shall provide release notes reasonably satisfactory to CTDOC detailing the installation and implementation process for each phase of System implementation and overall project.

2.22. Acceptance Test Plan

Product Specifications
2.22.1. Acceptance Test Plan (ATP)
The Contractor shall create an acceptance test plan for determining whether each phase of the System meets the technical and functional specifications for that phase.
2.22.2. Criteria of Acceptance Test Plan
The Contractor shall create acceptance test plans for each phase of System implementation, and the overall project implementation, prior to commencing implementation of any phase or of the System. The acceptance test plan must specify the activities, events, sequences and schedules to be followed during implementation of each phase and the criteria identifying and measuring the outcome of the activities, events, sequences and schedules. The acceptance test plan will require CTDOC written approval.

2.22.3. Operational Test
The Contractor shall conduct an operational test for each phase of the System and certify, in writing, that each is ready for use and performs in accordance with the requirements. with CTDOC staff
2.22.4. Acceptance Testing
The Contractor with CTDOC staff shall conduct acceptance testing after operational testing has been completed for each phase and the overall project.
2.22.5. On Site Technical Staff
The Contractor shall have technical staff on site at CTDOC for the acceptance testing for each phase and the overall project.
2.22.6. Acceptance Testing Assistance
The Contractor shall demonstrate all functions of the System during acceptance testing for each phase and the overall project.
2.22.7. Acceptance Period
There will be an acceptance period of 30 additional working days in accordance with the work plan delivery schedule for each phase and the overall project.
2.22.8. Provide Required Changes
In the event that one or more applications, pieces and/or sections of the application is not accepted by CTDOC, the Contractor shall make the changes required to meet the acceptance criteria within 10 working days for each phase and the overall project
2.22.9. Provide Regression/Load Stress Tools
The Contractor shall conduct, automated regression and load stress testing for each phase and the overall project.
2.22.10. Demonstrate Performance
The System will demonstrate the performance measures/requirements as stated in this document for each phase and the overall project.
2.22.11. Document Expected Results
The Contractor shall perform internal testing and in a document provide expected performance results to CTDOC before testing begins for each phase and the overall project.
2.22.12. Ensure System Works
The Contractor shall ensure that each module operates in accordance with the System specifications before turning over to CTDOC for each phase and the overall project.

2.23. Photos

Product Specifications
2.23.1. Seamless Integration
The System will have seamless integration and minimal additional administrative tasks for implementing digital photograph requirements.
2.23.2. Image Print Capability
The System will have image print on demand capability for commonly available color laser jet, laser jet, and color inkjet printers.
2.23.3. Store and Display Images
The System will store and display images (*e.g.,* offenders' photographs, bodily markings photographs) in JPEG or JPEG-compatible formats, and support export as JPEG or bitmap images.
2.23.4. Migrate Inmate Images/Photos
The System will be capable of migrating and importing existing CTDOC offender images and photos into the System and shall use those images and photos.
2.23.5. Importing Photos from CTDOC Digital Cameras.

The System will import pictures, photos and images from CTDOC's digital cameras on demand.
2.23.6. Store and Print Images
The System will retain and print images on demand.

2.24. Technical Architecture and Database Software

Product Specifications
2.24.1. Software List Required
The Contractor shall provide a listing of all software required beyond the initial operating System version for designated CTDOC staff workstations and servers.
2.24.2. System Configuration Growth
The Contractor shall develop the System configuration with the expectation of offender and employee population growth for at least 5 years and to continue function successfully without any major expansion, including but not limited to, licensing, database storage, and network bandwidth.
2.24.3. User Workstation Installations
The System will not require any installation locally on the users' workstations (either downloaded automatically or manually done), except for the standard plugins that are required to run Web based application such as, but not limited to, Java, Net framework, JInitiator, Silverlight, XPS Essentials, plugins application and the reporting tools, and any other required modules.
2.24.4. Web-based Application
The System will be a Web-based Application.
2.24.5. Not dependent on Single Platform
The System will use open architecture and not be dependent on a single platform or database vendor.
2.24.6. Open System Architecture
The System will have open system architecture to enable interfacing with future development.
2.24.7. Component Based Design
The System will use a component based design to allow future growth and enhancements.
2.24.8. Layer Architecture
The System will have layer architecture with maximum independence between layers for each phase and the project.
2.24.9. Data Dictionary
The Contractor shall have and publish a complete data dictionary for each phase and the overall project.
2.24.10. Prevent Data Redundancy
The System will prevent redundant data, excluding data warehousing or data mining functions for each phase and the project.
2.24.11. Capability of Sub-Systems
The System will have the capability for sub-Systems to deliver data and to accept data from other automated systems for each phase and the project.
2.24.12. Modify Data in One Sub-System
The System will modify data in one sub-system and shall update related data in all sub-systems for each phase and the overall project.
2.24.13. Integrate Data Structures
The System will integrate data structures with customized software for each phase and the overall project.
2.24.14. Support Data Exports
The System will support exports of data extracts for each phase and the overall project

2.24.15. Support Batch Import
The System will support batch import of data files for each phase and the overall project.
2.24.16. Identify Document Functions
The Contractor shall identify and document functions that require exclusive use of data files for each phase and the overall project.
2.24.17. Timely Updating of Data
The System will support timely updating of data with critical updates taking place immediately for each phase and the overall project.
2.24.18. Operating System
The System will operate on designated CTDOC staffs' PCs that are running Windows XP and higher, on Internet Browsers IE 10 and higher
2.24.19. Testing at Vendor Site
The Contractor shall have a development environment at a site within the control of Contractor with the same operating system and version as CTDOC with ample storage space to hold adequate test data and shall perform all testing at that site prior to the sending the System components and application(s) to CTDOC.
2.24.20. Real-time Transfer of Data
The System will have real-time or near real-time transfer of data to and from other systems as well as a scheduled transfer of data to and from other systems for each phase and the project.
2.24.21. Compliance Enterprise Architecture Standards Process (EASP)
The System will comply with the State of Connecticut's EASP.
2.24.22. Service Oriented Architecture
The System will have service oriented architecture including but not limited to, existing services, and the building or converting CTDOC desired business functionality into services that may be invoked by external systems for each phase and the project.
2.24.23. SSRS Integration
The System will have a replicated database to allow the existing CTDOC SSRS reporting environment to be used against the System schema. The Contractor shall provide the capability to link SSRS reports via the SSRS URL Access methodology. Contractor is not responsible for creation and maintenance of SSRS reports.

2.25. Nightly Prison Count

Product Specifications
2.25.1 Nightly Prison Count
The System will have the capability for a count of the offender population for all and Facilities that will be retained in the database for reporting.

2.26. Monthly Snapshot

Product Specifications
2.26.1 Monthly Snapshot
The System will have the capability for a monthly snapshot of all CTDOC offenders with their information and picture that will be retained in the database for reporting.

2.27. File Layout

Product Specifications
2.27.1 File Layout
The System will have a complete file layout including but not limited to, fields (*i.e.,* length of the file's record and the sequence and size), type of data contained within each field and definitions.

2.28. Peripherals and Devices

Product Specifications
2.28.1. Electronic Signature Devices
The Contractor shall provide a complete list of all the electronic signature devices that run with the System.
2.28.2. Cameras
The Contractor shall provide a complete list of all the cameras that run with the System.
2.28.3. Scanners
The Contractor shall provide a complete list of all the scanners that run with the System.
2.28.4. Commissary Scanners
The Contractor shall provide a complete list of all the scanners that run with the System including but not limited to, the OpScan 4 Scanners that are used in commissary.
2.28.5. Printers
The Contactor shall provide a complete list of all the printers that run with the System.
2.28.6. Check Writer Printers
The Contractor shall provide a complete list of all the check writer printers that run with the System, including but not limited to, the Troy MICR 4000 Secure EX printers that are used in Inmate Trust.
2.28.7. Commissary Kiosk
The Contractor shall provide a complete list of all the kiosk machines that run with the System.

3. Query and Reporting Requirements

Product Specifications
3.1. All Queries
The System will search the offender's database using a variety of search fields including but not limited to, phonetic search, name (first and last), alias, docket number, DOC primary or concurrent number, SPBI, FBI, SSN, date of birth, driver's license, partial search information, the first character or more of the offender's last name or the first character or more of the offender's first name or first digit or more of the offender's number will bring up offender's records.
3.2. Code Table Report
The System will produce a report of the list code tables, including but not limited to, code table name, code, code value, code description.
3.3. Warning and Error Report
The System will produce a report of warnings and errors including but not limited to, warning or error name, warning or error number, and warning or error description.
3.4. Scheduler Report
The System will produce a report about jobs and tasks in the scheduler including but not limited to, schedule job or task name, date and time when it ran last, start date and time (*i.e.*, when it first ran), next data and time (*i.e*., when it will run next).
3.5. Business Rule Report
The System will produce a report about the business rules and their locations including but not limited to, business rule name, business rule description, and module or program where it resides.
3.6. Data Warehouse Report

The System will produce a report of data warehouse functionality including the information stated in section 2.13.
3.7. Historical Data Report
The System will produce a report of historical data functionality including the information stated in section 2.14.
3.8. Security Report
The System will produce a report to support the security functionality in section 2.15.
3.9. Interface Report
The System will produce a report about the interfaces including but not limited to, name, interface description, data brought into the System and module or program that use the interface data and any other information needed to support the interface functionality in section 2.20.
3.10. Data Conversion Report
The System will produce a report on data conversion functionality including the information stated in section 2.21.
3.11. Performance Report
The System will create a report on performance functionality including information stated in section 2.21.
3.12. Issues-Problems-Patch Report
The System will produce a report on issues-problems-patch functionality including information stated in section 2.22.
3.13. Installation Report
The System will produce a report on installation functionality including information stated in section 2.23.
3.14. Acceptance Test Plan Report
The System will produce a report on acceptance test plan functionality including information stated in section 2.24.
3.15. Build All Reports
The Contractor shall build all reports.
3.16. Report's Source Code
The Contractor shall provide the source code for all reports, canned and custom.
3.17. Called From External System
The Contractor shall have an interface to execute, display, and print, on demand all reports from an external system.
3.18. Crystal Report Designer Licenses
The System will include at least 5 Crystal Report Designer Licenses.
3.19. Universal search
The System will have the capability for universal search for finding unstructured data saved within the System including but not limited to, finding incident reports through key word searches. This function is distinct from capability to search for an offender and finding associated documents.
3.20. Intentionally Left Blank
Intentionally Left Blank
3.21. Status monitors
The Contractor shall build real time status monitors and real time automated dashboards showing status of the items to be tracked.

BC28 – Report Writer and Reports Specifications

1. General Specifications

The Contractor shall design and deliver the System fully in accordance with all the applicable criteria, standards, requirements and the like in CTDOC Administrative Directives, policies and procedures and the Connecticut General Statutes, a copy of all of which CTDOC has or will provide to the Contractor prior to or during gap analysis.

2. Functional Specifications

Product Specifications
2.1 Entry of Report Parameters
The Contractor shall integrate into the System a report writer that will permit users to enter defining parameters including but not limited to, one Facility, community, housing location, range of Facilities, locations and housing units, and date range, for various fields as they deem it to be appropriate. The System report writer will generate reports in accordance with those user-defined parameters.

2.2 Save Query Instructions/Execution Statements
The System report writer will save query instructions and execution statements for subsequent use.

2.3 Shared Saved Query Instructions/Execution Statements
The System report writer will have the capability to share saved query instructions with all users.

2.4 Linking Queries
The System report writer will have the capability to link or combine queries to produce another query.

2.5 Sort Column
The System report writer will have the capability to sort query results in any column in ascending or descending order.

2.6 Multiple Sort Columns
The System will allow multi-level and multi-column sort of query results in multiple columns in ascending or descending order.

2.7 Results Count
The System report writer will provide results count upon completion of running query.

2.8 Save Created Reports
The System report writer will save created reports for subsequent access and printing on demand.

2.9 Report/Query Preview

The System report writer will provide the ability to access, on any workstation, the results of any generated query or report.

2.10 Page By Criteria
The System report writer will have the capability to sort by and insert page breaks by user-defined specific criteria.

2.11 Calculation of Percentages
The System report writer will have the capability to calculate percentages for totals generated for a query or report.

2.12 Flexible Format
The System report writer will render output in various formats, such as form letter, envelope, label, PDF, Excel, Rich Text Format, Delimited Text, Fixed Width Text, HTML and XML.

2.13 Define Categories for Fields
The System will allow designated CTDOC staff to have the capability to create different reports using the same data by defining and retaining multiple categories and definitions.

2.14 Define and Save Distribution Groups
The System will allow designated CTDOC staff to have the capability for to create, and the System will then retain, distribution lists for each section of each report.

2.15 Mail Merge Reports
The System will have the capability to mail merge reports.

3 Query and Reporting Specifications

3.1 List of 14-20 Years Old Offenders (CRP4007 – Crp.Research.Edu1420)
The System will produce a list of all incarcerated 14-20 year old offenders.

3.2 Supervised Offenders (Bureau of Prisons) (CRP 4011 – Crp.Research.Fed6US)
The System will, on the first of each month, provide a list of currently supervised offenders housed in federal Facilities by location and jurisdiction.

3.3 Number of offenders with Sentence of 2 Years or Less (CRP4011 – Crp.Reserach.Less2yr)
The System will provide a count of incarcerated offenders by gender with total effective sentence terms of 2 years or less on the first of each month.

3.4 Offenders from Other Jurisdictions in Our Facility, by Jurisdiction (CRP4016)
The System will provide a list of offenders that belong to other jurisdictions, who are incarcerated in Connecticut Facilities on the first of each month.

3.5 Reserved

3.6 Non-US Offenders Reports
The System will provide a list of incarcerated offenders who have identified themselves as non-US citizens or foreign-born, or both, for the criminal alien unit of ICE.

3.7 Demographic Distribution for Supervised Offenders By Facility and by Community Release Programs:
The System will generate, according to user defined date, Facilities and community release programs, a count of offenders broken down by gender, legal status, racial distribution and the following age ranges: 14-15, 16-17, 18-20, 21, 22-24, 25-27, 28-30, 31-35, 46-60 and above 60. The System will give the user the capability to generate the report by legal status, age group, gender and racial distribution. The report will include the total offenders for each Facility or community release program and for each age group across all Facilities and community release programs.

3.8 Averaged Population Count by Facility and Legal Status
The System will provide a list of the averaged daily incarcerated offender population counts by Facility, the number of confined offenders in each Facility, the total number in all Facilities and the legal status of each offender for the then-current month. The System will also provide the same information for the whole calendar month, twelve whole calendar months and sixty whole calendar months which immediately precede the then-current month.

3.9 Averaged Daily Community Population Count
The System will provide a list of the averaged daily community population counts by each community release placement previous calendar month.

3.10 Facility Population by Legal Status and Gender
The System will provide on the report run date a count of incarcerated offenders categorized by Facility, legal status and gender.

3.11 Population by Length of Sentence, Gender, Race and Age Group
The System will provide a count of incarcerated offenders categorized by sentence type of total effective terms over 2 years and total effective terms of 2 years and less, gender, race and the following age groups: under 16, 16-17, 18-21, 22-29, 30-39 and 40 and over.

3.12 Population by Legal Status and Age Group
The System will provide the count of incarcerated offenders by legal status and the following age groups: under 16, 16-17, 18-21, 22-29, 30-39 and 40 and over.

3.13 Population by Legal Status and Race
The System will provide a count of incarcerated offenders by legal status and race.

3.14 Statistics for Incarcerated 16 and 17 year olds

The System will provide counts of incarcerated 16 and 17 year olds including but not limited to, bond amount (user defined into several categories):

bond amount type by gender;
offenses and legal status;
gender and offense;
age;
Facility;
age, legal status;
age, gender and race;
age, town of residence;
age, escape risk score;
age, length of sentence risk score;
age, disciplinary risk score;
age, severity risk score;
age, detainer risk score;
age, violent history risk score;
age, SRG score;
age, overall risk score;
age, medical needs score;
age, mental health need score;
age, education needs score;
age, alcohol/drug needs score;
age, vocation needs score;
age, sex treatment needs score

3.15 Count Sentenced Offenders Sentence Length and Offense Category

The System will provide a count of offenders and their corresponding length of sentence types and offense categories as defined by the Uniform Crime Reporting.

3.16 Count Sentenced Offenders with Violation of Probation by Sentence Length

The System will provide a count of offenders sentenced in the last month with violation of probation in active dockets.

3.17 Reserved

3.18 Supervised Community Population by Parole District

The System will provide a count of supervised community release program population by parole district.

3.19 Community Population Count by Jurisdiction

The System will provide a count of community-supervised offenders in each type of location by jurisdiction.

3.20 Halfway House Residents Count

The System will provide a count of offenders in a halfway house location, by location.

3.21 Transitional Supervision Program Offender Count

The System will provide a count of offenders in transitional supervision, by location.

3.22 Count Transitional Supervision and Halfway House Activities
The System will provide a count of offenders entering and exiting transitional supervision and halfway house activities.

3.23 Halfway House Residents List
The System will provide a list of offenders in a halfway house location.

3.24 Special Parole Statistics
The System will provide counts of sentenced offenders at Facilities and communities, and a list, sorted by end of sentence date, of offenders who are subject to a special parole following their end of sentence dates.

3.25 Special Parole List
The System will provide a list of offenders with special parole to follow their end of sentence date.

3.26 Under Age 18 offenders Released from Jail or Prison
The System will provide a bi-monthly report listing offenders under age 18 who were released since the date of the previous report.

3.27 Offenders will be Released
The System will provide a list of offenders to be released during such period as the user defines.

3.28 Parole Releases
The System will provide a list of incarcerated offenders with voted to parole date between 1 year prior to, and 2 calendar months subsequent to, the report run date.

3.29 Offender Releases in Geographical Area
The System will provide a list of offenders age 18 and older who have been released during a user-defined period and their declared residences.

3.30 Community Supervision Counts
The System will provide counts of offenders in community release programs including but not limited to, city of residence, legal status, race, gender, age, supervision status, physical location and type of community supervision.

3.31 Offenders in Outside Hospital (Medical or Mental Health)
The System will provide a list of offenders who at the time are in outside medical or mental health hospitals.

3.32 Overall Risk Score Distribution by Facility
The System will show offender counts categorized by one or more of the following: legal status, Facility and overall risk score.

3.33 Overall Risk Score Distribution
The System will have the capability to generate a list of incarcerated offenders and their respective overall risk score in descending numerical order.

3.34 Needs Score Distribution
The System will provide the following including but not limited to: Medical needs score distribution by Facility; Mental health needs score distribution by Facility; Sexual treatment needs score distribution by Facility; Alcohol and drug needs score distribution by Facility; Alcohol and drug needs score by needs score.

3.35 Combination of Needs Score Distribution for Incarcerated Offenders
The System will provide counts of offenders by Facility using the following parameters: Alcohol and drug needs score > 1, mental health need score > 2 and sexual treatment score > 1; Alcohol and drug needs score > 1 and mental health needs score > 2; Sexual treatment needs score > 1 and mental health needs score > 2 ; Alcohol and drug needs score > 1 and sexual treatment needs score > 1; Sexual treatment needs score > 1.

3.37 Medical and Mental Health Needs Score Distribution
The System will provide counts by Facility by medical needs score and by mental health needs score.

3.38 Mental Health Needs Score of 3 or Greater and Sex Treatment Needs Score of 2 or Greater
The System will provide a list of incarcerated offenders that will be discharged in the 7 months from the report run date who have a mental health needs score of 3 or greater, and the sexual treatment needs score of 2 or greater. The System will sort the list by Facility, separated by page breaks by Facility, and include but not limited to, offender number, name, sexual treatment needs score, mental health needs score and maximum release date.

3.39 Alcohol and Drug Needs Score Reports at Correctional Institution (CI) or Correctional Centers (CC)
The System will provide the following: Alcohol/drug needs score counts by community jurisdiction; Alcohol/drug needs score counts for offenders at transitional supervision; Alcohol/drug needs score counts by Facility for offenders housed in MacDougall-Walker CI, York CI, Corrigan CI, Bridgeport CC, Hartford CC and New Haven CC; Alcohol/drug needs score counts for offenders housed in MacDougall-Walker CI, York CI, Corrigan CI, Bridgeport CC, Hartford CC and New Haven CC; Alcohol and drug needs score counts by Facility for incarcerated, sentenced offenders with alcohol and drug needs score of 3 or greater.

3.40 Reserved

3.41 Reserved

3.42 Offenders Without Classification Records Closed
The System will provide a list of offenders by Facility whose classification records have been open for more than two weeks.

3.43 Transitional Supervision Candidates
The System will provide a list of offenders who are eligible for transitional supervision placement.

3.44 Reports Regarding Special Management (Gang) Offenders
The System will provide the following reports: A list of offenders with gang affiliation who are in community release programs including but not limited to, community release program, gang affiliation, offender number, name and Facility, categorized according to the particular community release program and displayed and formatted for printing such that there is a page break between community release program. A list of supervised offenders with gang affiliation, including but not limited to, offender number, name, community release program and Facility, sorted by gang affiliation. The count of currently supervised offenders with gang affiliation, grouped by gang affiliation and community release program. A list of incarcerated offenders with gang affiliation, who have a SRG score of less than 3, including but not limited to, offender number and name, sorted by Facility and gang affiliation with a page break by Facility. The count of currently incarcerated offenders with gang affiliation grouped by gang affiliation and Facility. A list of incarcerated offenders with gang affiliation and with SRG score of 4, sorted by Facility and gang affiliation including but not limited to, offender number and name with a page break by Facility. Count of incarcerated offenders with gang affiliation and with SRG score of 4 by Facility and gang affiliation.

3.45 Gang Offenders by Facility
The System will provide a list of offenders who have a minimum SRG score of 3 listing offenders by offender number, offender name, date of birth, age, SRG score, gang affiliation and overall risk. The list will also include this information sorted by Facility, gang affiliation, overall score and offender name. The System will provide a list of offenders whose SRG score changes from 3, in the immediately preceding calendar month, to 4. The list will include but not limited to, offender number, offender name, classification hearing date when score changed, location and gang affiliation.

3.46 Offenders escaped from Community Supervision
The System will provide a list of offenders on escaped or absconded status from community release programs, grouped by location from which escape occurred.

3.47 Weekly Summary of Disciplinary Committee Actions
The System will provide a list of all disciplinary hearings that occurred in the previous week, grouped by Facility or location.

3.48 Incarcerated Offender with Class A and/or B Disciplinary Reports
The System will provide a list of offenders with Class A or Class B disciplinary reports, grouped by Facility or location.

3.49 Offenders with 2 or more Assaults on Staff Disciplinary Reports Within Last Year
The System will generate a list of all offenders, categorized by Facility, who have at least 2 disciplinary reports for “assaults on staff”.

3.50 Offenders Required to Register With Sex Offender Registry
The System will provide a list of offenders who are required to register in the State of Connecticut sex offender registry and in any other similar registry in any other jurisdiction, listing the statutes applicable to the crimes and whatever other criteria users specify.

3.51 Offenders Potentially Required to Register With Sex Offender Registry
The System will generate lists of sentenced offenders who have ever been convicted under Sections 53a-008, 53a-048 and 53a-049 of the Connecticut General Statutes and with a sexual treatment needs score greater than 2.

3.52 New Admissions for Under Age 18 Offenders by Admission Date
The System will generate a list of all offenders who, during the previous calendar quarter, have been admitted to CTDOC for the very first time. The System will generate this list by 9:00 AM on the first day following the end of that calendar quarter.

3.53 Offenders Discharged and Not Returned
The System will provide the user the ability to query a list of offenders who have been discharged from CTDOC during a user-defined date range and who have since not been re-admitted to CTDOC. The System will sort the query results by one or more user-defined variables, including Facility, age, gender and date of discharge.

3.54 Count Previous Month Facility Movements by Type
The System will provide the count of offender admissions and releases by multiple types including but not limited to, new admission, returns from community programs, sentenced admission, discharged, escaped, absconded and community releases.

3.55 Count Previous Month Releases by Facility
The System will provide the count of the previous month release movements including but not limited to, Facility and release type.

3.56 Count Previous Month Transfers by Facility
The System will provide the count of transfers to a Facility from other CTDOC Facilities in the previous month.

3.57 Count Previous Month Community Related Movements
The System will generate reports, based upon user-defined criteria, of the movements of offenders who are in community release programs. These criteria may include particular date ranges and identifying offenders who have been released to, returned from and discharged from community release programs.

3.58 Count Previous Year Discharges/Releases from Facility by Release Type
The System will provide various user- defined reports based on previous year movements including but not limited to, offenders released to community programs and discharged from Facility or community programs.

3.59 Count Previous Month Movement Related Reports
The System will provide various user-defined reports based on previous month movements including but not limited to, number of admissions, readmissions and number of accused offenders discharged on bond.

3.60 Community Related Movement Reports
The System will provide various user-defined community related movement reports based on previous month movements including but not limited to, offenders moved from halfway house to transitional supervision and moved from Facility to a halfway house.

3.61 Weekly Releases/Discharges Reports
The System will provide various user-defined reports including but not limited to, releases or discharges that occurred in the previous week and the count of releases or discharges.

3.62 Daily Community Movements Related Reports
The System will provide various user-defined reports based on but not limited to, prior day movement in and out of community programs, or offenders returned to Facilities from community programs, or offenders released to community programs and discharged from community programs.

3.63 Admissions/Releases for Offenders under age 23
The System will provide a report of offenders under age of 23 transferred in or out, or both, of user specified Facilities.

3.64 Daily Admissions/Releases for Age Over 16 Offenders
The System will provide a list of offenders over 16 years of age transferred in or out, or both, of user specified Facilities.

3.65 Offenders Discharged From Facilities
The System will provide a list of offenders discharged from user-specified Facilities.

3.66 Federal Billing Reports
The System will provide designated CTDOC staff specified reports of offenders with jurisdiction of federal custody.

3.67 Offense by Admission/Release Reports
The System will provide a count of offenses including but not limited to, offenders who were admitted or release in the previous calendar month, by type of admission or release or legal status.

3.68 Discharged Sentenced CT Offenders with Weapons Violation on any Sentence
The System will provide a list of sentenced offenders, with CT residence, discharged in the previous calendar month and who at any time were sentenced on any weapons violation.

3.69 Sentenced Admissions Statistics/Reports
The System will provide a count of sentenced offenders who were admitted in the previous calendar month including but not limited to, sentence type and type of offense.

3.70 Offenders Admitted and Released/Discharged from Facilities or Halfway Houses in Various User Defined Geographical areas.
The System will provide a list of offenders admitted or returned to Facilities or halfway houses and released or discharged from Facilities or halfway houses in user defined geographical areas.

3.72 Transitional Supervision Technical Violator
The System will provide a list of offenders who violated the conditions of their transitional supervision status in the previous week.

3.73 Approved Visitor List
The System will provide a list of all active visitors grouped by offender for currently incarcerated offenders.

3.74 Visiting Log
The System will provide a log of all visits during the previous calendar month for each offender, or Facility, identifying the name of the visitor and the date of the visit.

3.75 Discharged Offender with Certain Special Management Text Codes
The System will generate reports of offenders discharged in the previous month according to particular user-specified criteria, including but not limited to, protective custody management and chronic discipline management information.

3.76 Count Approved Offender Transfer by Transfer Type
The System will provide a count of approved transfers that occurred in the previous month including but not limited to, transfer type.

3.77 Reports Regarding Offenders at "Time Out" Programs at Robinson CI
The System will provide various user defined reports of offenders who started the technical violators' time out program at Robinson CI between 1/1/2008 up to the current report run date.
3.77.1 Count for Offenders by Their Status in the Time Out Program
The System will provide a count of offenders by their status in the time out program including but not limited to, finished or dropped out.
3.77.2 Count for Offenders Who Will be Released
The System will provide a count of offenders who will be released to transitional supervision according to their status in the time out program.
3.77.3 Count for Offenders Who Are Released and Readmitted
The System will provide a count by release type of offenders who were released to transitional supervision and subsequently readmitted to Facility, according to their status in the time out program.

3.78 Parole Hearing for Offenders With Disciplinary Reports
The System will provide a list of offenders who obtain a "parole" or "re-parole" disposition at their most recent parole hearing, including but not limited to, Class A or Class B disciplinary reports in the previous month and a voted to parole date since the previous month.

3.79 Parole Hearing Counts
The System will provide a count of parole hearings that occurred in the previous month including but not limited to, hearing disposition, location and type.

3.80 Count Persons Paroled Under Administrative Review
The System will provide a count of persons paroled under administrative review by location.

3.81 Sentence Status Count
The System will provide the count of incarcerated offenders by legal status.

3.82 Parole Eligibility Count
The System will provide a count of sentenced, incarcerated offenders with a sentence of 2 or more years and who have not committed parole-ineligible crimes.

3.83 Security Risk Group (SRG) Score Distribution for Parole Eligibility Offenders
The System will provide a SRG score distribution for incarcerated, sentenced and parole-eligible offenders.

3.84 Wright Decision Distribution
The System will provide a count of incarcerated offenders who have a SRG score of less than 3, who have violation of probation as their controlling offense, who have a sentence of 2 or more years and who will be released within 2 years (“Wright Decision Criteria”).

3.85 Overall Score Distribution for Offenders not Meeting Wright Decision Criteria
The System will provide the overall risk score distribution for incarcerated offenders who do not meet Wright Decision Criteria.

3.86 Chronic Discipline Sub Code Distribution
The System will provide the chronic discipline sub code distribution for offenders who do not meet Wright decision criteria and the overall risk score is less than 5.

3.87 Statistics and Reports for Board of Pardons and Paroles (Monthly)
The System will provide the following by Facility including but not limited to, Race distribution; Gender distribution; Offense distribution; Offense distribution by offense category; Location distribution for halfway house parolees; Facility distribution for parolees; Parolees in halfway house beds; List of parolees without parole hearing disposition; List of parolees who have passed voted to parole date and have not been released to parole.

3.88 Initial Parole Eligibility Report
The System will provide a list of offenders who are parole eligible.

3.89 Bond List Report For Offenders Not Sentenced
The System will provide a list of all offenders who are not sentenced, with a bond, categorized by court location and Facility.

3.90 Court Dates in the Past

The System will provide a list of offenders who have been discharged with a previous court date.

3.91 Immigration Admits/Readmits (CRP420618)

The System will provide a daily listing of offenders who have been admitted or readmitted from Immigration and Customs Enforcement (ICE) the previous day, including but not limited to, number, name, current location and admit date.

3.92 Immigration New F Detainer (CRP420618)

The System will provide a daily listing of offenders who have been admitted or readmitted with an F detainer from the previous day, including but not limited to, offender number, offender name, current location, legal status, end sentence date, and count.

3.93 Immigration Discharges (CRP420618)

The System will provide daily listings of offenders who have been discharged to ICE, or are being held for immigration from the previous day, including but not limited to, offender number, offender name, discharging Facility, discharge date, offenders who have been admitted or readmitted from ICE from the previous day, including number, name, current location, admit date.

3.94 Transitional Supervision (TS) Reviewed and Approved (CRP4010)

The System will provide a weekly listing of offenders whose eligibility for transitional supervision was reviewed during the past week, by Facility, including but not limited to, offender number, offender name, transitional supervision hold date, sentence end date, release date.

3.95 New Haven Residents eligible for Release (CRP4010)

The System will provide a weekly listing of offenders currently housed at York, Robinson, Willard-Cybulski, and Osborn who have a tentative release date 8 months subsequent to the list run date, with a declared residence of New Haven, including but not limited to, offender number, offender name, cell, unit, age, voted to parole date, transitional supervision eligibility date, transitional hold date, halfway house hold date, maximum release date, and user-defined scores.

3.96 Robinson inmates with loss of Recreation (CRP4010)

The System will provide a weekly listing of offenders who have had a disciplinary report that has resulted in a loss of recreation privileges, are housed at Robinson CI as of the report run date, including but not limited to, name, unit, cell, start and end dates of recreation loss, and the length of the loss of those privileges.

3.97 Risk Reduction Earned Credit (RREC) Award (CRP4031)

The System will provide a weekly summary of RREC days for offenders who were discharged the previous week.

3.98 Reserved

3.99 Sex score >1 with no sex offense (CRP4031)

The System will provide a weekly listing of offenders who have a sex score over 1 but no sex offense in entire docket history including but not limited to number, name, Facility, dob, sex score, max release date, estimated release, voted to parole, and parole eligibility date.

3.100 New Haven Release Count (CRP4033)
The System will provide a weekly listing of offenders from New Haven who have been released from New Haven CC, or have been admitted to New Haven CC in the prior week.

3.101 New Haven District Releases (CRP4033)
The System will provide a weekly listing of offenders who have been released to the New Haven parole district in the prior week.

3.102 End of Sentence from Facility to City of New Haven (CRP4033)
The System will provide a weekly listing of offenders who have been discharged directly from a Facility to a New Haven residence.

3.103 Transitional Supervision Technical Violators (CRP4033)
The System will provide a weekly listing of offenders who have technical violations in the previous week.

3.104 Class A or Class B Disciplinary Reports (CRP4014)
The System will provide a list of offenders who have received at least 3 Class A or Class B disciplinary reports in last 90 days.

3.105 Disciplinary Score and Chronic Discipline Unit Eligibility at MacDougall (CRP4014)
The System will provide a weekly listing of offenders at MacDougall-Walker with at least 3 Class A disciplinary reports within the past 180 days and 3 Class A or Class B disciplinary reports within the last 120 days who are eligible for the chronic discipline unit.

3.106 Special Parole to follow: Medical or Mental Health Score 3 or more (CRP4014)
The System will provide a weekly listing of offenders, who have special parole, or special parole and probation, with a medical or mental health score of 3 or more, that are scheduled for release in next 3 years.

3.107 Probation to follow: Medical or Mental Health Score 3 or more (CRP4014)
The System will provide a weekly listing of sentenced, incarcerated offenders who have probation to follow their end of sentence date, with a medical or mental health score of 3 or more, that are scheduled for release in next 3 years.

3.108 Mental Health Sub Score of R. R = "Mental Handicap Classification" (CRP4014)
The System will generate, on a user-specified day, a weekly list of inmates who have a mental health sub-score of R, scheduled for release in next three years.

3.109 Domestic Violence Discharge (CR4036)
The System will provide a weekly listing of offenders who have been released in the past week with a domestic violence offense.

3.110 Reentry Furlough Tracking (CRP4024)
The System will provide a monthly report of the count from the previous month of reentry furloughs, tracking of returns and end of sentence on reentry furloughs for 2 prior months.

3.111 New Haven Releases (CRP4024)

The System will provide a monthly report of the previous month's offenders who have been discharged or released to a residence in, or who have an emergency contact in, New Haven.

3.112 Notice of Releases and Discharges to Cities, Towns, Municipalities and the Like (CRP4024)

The System will provide to user-designated cities, towns, municipalities and the like a monthly report of offenders who have been released or discharged in the previous calendar month and will include, but not be limited to, the offender's residence and citizenship information.

3.113 Special Parole List (CRP4030)

The System will provide a monthly report of offenders who are on special parole.

3.114 Discharges with Protective Custody (PC) or Chronic Discipline (CD) Sub code (CRP4035)

The System will provide two monthly reports: (1): offenders who have been discharged in the past month with a PC sub code and (2) offenders who have been discharged in past month with a CD sub code.

3.115 Count Transfer Reason Report (CRP4035)

The System will provide a monthly count of transfers by transfer reason code from the previous month.

3.116 Mental Health Sub code D (CRP4035)

The System will provide a monthly listing of offenders with a mental health sub code of D.

3.117 Open Programs (CRP4037)

The System will provide a monthly listing of all sentenced offenders whose participation in a program has not been closed.

3.118 Performance Report (CRP4037)

The System will provide a monthly count of offenders, by Facility, who completed, enrolled or were waitlisted in a program during the previous calendar month.

3.119 RREC Monthly (CRP4028)

The System will provide a monthly listing of all offenders discharged the previous month with 1 or more days of RREC time awarded, including but not limited to, discharge towns and number of offenders from each town.

3.120 RREC Legislative Report (CRP4028)

The System will provide a monthly report of the discharges of the previous month, including but not limited to amount of RREC days awarded, earned, not earned, forfeited, total days, Facility, community discharges, sex offenders by sex score discharged with RREC, and returned that were discharged with RREC since September 2011.

3.121 DUI Home Confinement (HC) Program Monthly Counts (CRP4028)

The System will provide a monthly listing of offenders released to a DUI HC program in the previous month including but not limited to, counts of those released to the program, discharged from the program, those currently in program, breakdown of release dates into future months, mean sentence lengths, count technical violators of the DUI program by parole officer and Facility of original discharge.

3.122 Sentenced Facility Releases (CRP4028)

The System will provide a monthly listing for Judicial, of offenders who were released or discharged from a Facility in the previous month.

3.123 List of RREC Discharges

The System will track RREC discharges and provide a daily report including but not limited to, of offenders discharged from a Facility or community supervision the previous day and that had any amount of RREC time awarded, not earned, earned or forfeited.

3.124 Newly Readmit with CD Sub code or Overall 5 score (CRP401810)

The System will provide a monthly listing, from the previous day, of any inmate readmitted with a CD sub code or overall score of 5.

3.125 Osborn Inmates with Disciplinary Report (DR) activity (CRP4017)

The System will provide a monthly list of Osborn inmates with a Class A DR for the previous 120 days, and a Class B DR for the previous 90 days.

3.126 MacDougall-Walker inmates with DR 1X (assault on CTDOC employee) – past 5 years (CRP4017)

The System will provide a monthly listing of all offenders then currently incarcerated at MacDougall-Walker who have received a DR 1X at least once in the preceding 60 calendar months.

3.127 16 and 17 year old by A/B Felony, unclassified felony

The System will provide a monthly listing of 16 and 17 year old offenders with an A or B felony, and unclassified felony for the previous month.

3.128 Admits and Releases by Offense (CRP4028)

The System will provide a monthly listing of primary offense of those admitted and released in the previous month.

3.129 Reserved

3.130 Averaged daily population (CRP4023)

The System will provide a quarterly listing of the averaged Facility population count for the previous quarter.

3.131 York, New Haven CC Admits (CRP4023)

The System will provide a quarterly listing of offenders admitted to York CI and New Haven CC, for the previous quarter.

3.132 RREC Deadtime Review

The System will provide designated CTDOC staff with the capability to generate a report of sentenced offenders who received RREC while in deadtime status. The System will include in the report the deadtime allotment for each offender.

3.133 No RREC – Consignment Status

The System will provide a report of supervised, sentenced offenders consigned to another jurisdiction, their RREC time earned, not earned and forfeited for the previous month.

3.134 R Sub Code for MH to be released within 3 years

The System will provide a report of all offenders in prison who have a sub code designating them intellectually disabled and mentally disabled, and who have an end sentence date between the report run date and three years from the report run date, including but not limited to, offender number, offender name, Facility in which the offender is housed, end sentence date, parole eligibility date, special parole end date, special parole reinstate date, sex offender registration indicator, and legal status.

3.135 Reserved

3.136 Bond amounts for Pre-Trial detainees – Monthly

The System will provide a report that identifies the bond amounts for pre-trial detainees and categorizes these bond amounts into the following five monetary ranges: less than twenty thousand, twenty thousand to less than fifty thousand, fifty thousand to less than a hundred thousand, one hundred thousand to one million and greater than one million.

3.137 Pre-Trial offenders, by length of time incarcerated - Monthly

The System will provide a report identifying the number of incarcerated offenders in pre-trial status, within the following range of weeks that they have been incarcerated since their most recent admit date: less than a week, one week to less than three weeks, three weeks to less than ten weeks, ten weeks to less than thirty weeks and greater than or equal to thirty weeks.

3.138 Parole and Special Parole Returns to Custody Previous Day

The System will provide a report of all offenders on parole who return to a Facility and whose mental health score or medical score is 3 or above.

3.139 Sentenced DUI cases where DUI is controlling Offense - Monthly

The System will provide a report of the number of offenders who have been sentenced in the prior calendar month, under any of the following C.G.S. sections as their primary offense: 14-227a (first violation), 14-227a (second violation), 14-227a (third violation), 14-227a (fourth or subsequent violation), and 14-215(c)(1), (2) and (3). The report will provide a breakdown of the number of offenders convicted under each referenced C.G.S section and the total across all sections.

3.140 DUI Offenders sentenced (with Charge length), assessed, which programs, released – monthly report

The System will provide a report of the number of offenders who have been sentenced at any time since February 1st, 2012 for any of the offenses that CTDOC categorizes as DUI or driving with a suspended license or both. The report will allow the user to group and sort the report by Facility, offense category, gender and provide the sum for each.

The System will provide a report of the number of offenders who have been sentenced at any time since February 1st, 2012 for any of the offenses that CTDOC categorizes as DUI or driving with a suspended license or both and who have been assessed by CTDOC, during the user defined calendar month and year, as having an Alcohol and Drug score sub code of H or R or T. The report will allow the user to group and sort the report by sub code, Facility, offense categories, gender and the sum for each.

The System will provide a report of the number of offenders who have been sentenced at any time since February 1st, 2012 for any of the offenses that CTDOC categorizes as DUI or driving with a suspended license or both, and who have started the V1, V2, V3 or V4 program during the user defined calendar month and year. The report will allow the user to group and sort the report by Facility, offense categories, gender, programs and the sum for each.

The System will provide a report of the number of offenders who have been sentenced at any time since February 1st, 2012 for any of the offenses that CTDOC categorizes as DUI or driving with a suspended license or both, and who have completed the V1, V2, V3 or V4 program during the user defined calendar month and year. The report will allow the user to group and sort the report by Facility, offense categories, gender, programs and the sum for each.

The System will provide a report of the number of offenders who have been sentenced at any time since February 1st, 2012 for any of the offenses that CTDOC categorizes as DUI or driving with a suspended license or both, and have been released to the "DUI home confinement program" during the user defined calendar month and year. The report will allow the user to group and sort the report by user defined criteria including but not limited to Facility, offense categories, gender, and the sum for each.

The System will provide a report of the number of offenders who have been sentenced at any time since February 1st, 2012 for any of the offenses that CTDOC categorizes as DUI or driving with a suspended license or both, and have been discharged from the "DUI home confinement program" during the user defined calendar month and year. The report will allow the user to group and sort the report by user defined criteria including but not limited to Facility, offense categories, gender, and the sum for each.

The System will generate a report in a table format, showing the distribution of the number of offenders in each offense category and the range of length of sentences, for all offenders sentenced in a user defined period to offenses that CTDOC categorizes as DUI or driving with a suspended license or both. The report will include a sum for each offense category and range of sentence length.

The System will provide a report of the number of offenders who have been sentenced at any time since February 1st, 2012 for any of the offenses that CTDOC categorizes as DUI or driving with a suspended license or both, and have been released to the "DUI home confinement program" during the user defined calendar month and year. The report will show minimum sentence length, maximum sentence length, the mean of all sentence lengths, and identify offenders who have probation to follow. The report will allow the user to group and sort the report by user defined criteria, including but not limited to Facility, sentence categories, gender and the sum for each.

3.141 Performance Based Measure System (PBMS) Reporting

For this report and all other reports in specifications 3.142 through and including 3.162, the Contractor shall ensure that the reports are in fully in accordance with and comply with all of the most current applicable requirements, standards and guidelines found in the *Performance-Based Measures System Resource Manual* published by the Association of State Correctional Administrators, as that manual may be modified from time to time. For purposes of the Contractor's ease of reference only and not by way of limitation or restriction, as of the Effective Date this manual is found at

http://www.asca.net/system/assets/attachments/7520/ReducedPBMSManualjb9-11-14.pdf?1410494917."

3.142 Reserved

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3.163 National Corrections Reporting Program (NCRP) Part B

For this report and all other reports in specification 3.164, the Contractor shall ensure that the reports are in fully in accordance with and comply with all of the most current applicable requirements, standards and guidelines of the US Department of Justice, Office of Justice Programs, Bureau of Justice Statistics, National Corrections Reporting Program, as that program may be modified from time to time. For purposes of the Contractor's ease of reference only and not by way of limitation or restriction, as of the Effective Date this program is found at https://www.ncrp.info/SitePages/Links.aspx

3.164 NCRP Part D

The System will provide a report of all sentenced offenders in prison on the last day of the calendar year including but not limited to, their offender number, name, gender, race, age, birth date, country of citizenship, birthplace, town of residence, education level, detainer type, overall score, initial admission date, veteran status, state police bureau identification number, most recent admission date, Facility where they are currently housed, legal status, controlling offense, bail amount, controlling offense sentence date, maximum sentence length, end of sentence date, parole eligibility date, percent of sentence they must serve (either 85% or 50%), and FBI number.

3.165 National Prisoner Statistics (NPS-4A) Deaths in Custody Report

For these reports, the Contractor shall ensure that the reports are in fully in accordance with and comply with all of the most current applicable requirements, standards and guidelines of the US Department of Justice, Office of Justice Programs, Bureau of Justice Statistics, Deaths in Custody Reporting Program, as that program may be modified from time to time. For purposes of the Contractor's ease of reference only and not by way of limitation or restriction, as of the Effective Date this program is found at http://www.bjs.gov/index.cfm?ty=dcdetail&iid=243 and the current report in ".pdf" format is found at http://www.bjs.gov/content/pub/pdf/nps4a_2014.pdf

3.166 National Prisoner Statistics (NPS-1B) Summary of Sentenced Population Movement

For these reports, the Contractor shall ensure that the reports are in fully in accordance with and comply with all of the most current applicable requirements, standards and guidelines of the US Department of Justice, Office of Justice Programs, Bureau of Justice Statistics, National Prisoner Statistics Program (Summary of Sentenced Population Movement), as that program may be modified from time to time. For purposes of the Contractor's ease of reference only and not by way of limitation or restriction, as of the Effective Date this program is found at http://www.bjs.gov/index.cfm?ty=dcdetail&iid=269 and the current report in ".pdf" format is found at http://www.bjs.gov/content/pub/pdf/nps1b_13.pdf.

3.167 Parole CJ-7

For these reports, the Contractor shall ensure that the reports are in fully in accordance with and comply with all of the most current applicable requirements, standards and guidelines of the US Department of Justice, Office of Justice Programs, Bureau of Justice Statistics, Annual Probation Survey and Annual Parole Survey, as that survey may be modified from time to time. For purposes of the Contractor's ease of reference only and not by way of limitation or restriction, as of the Effective Date this survey is found at http://www.bjs.gov/index.cfm?ty=dcdetail&iid=271 and the current survey in ".pdf" format is found at http://www.bjs.gov/content/pub/pdf/cj7_13.pdf

3.168 State Criminal Alien Assistance Program (SCAAP)

For these reports, the Contractor shall ensure that the reports are in fully in accordance with and comply with all of the most current applicable requirements, standards and guidelines of the US Department of Justice, Office of Justice Programs, Bureau of Justice Statistics, State Criminal Alien Assistance Program, as that program may be modified from time to time. For purposes of the Contractor's ease of reference only and not by way of limitation or restriction, as of the Effective Date this program is found at https://www.bja.gov/ProgramDetails.aspx?Program_ID=86 and the current report in ".pdf" format is found at https://www.bja.gov/Funding/14SCAAP_Inmate_Data_Elements.pdf.

3.169 Internal Revenue Service (IRS)

For these reports, the Contractor shall ensure that the reports are in fully in accordance with and comply with all of the most current applicable requirements, standards and guidelines of the US Internal Revenue Service, Questionable Refund Program, as that program may be modified from time to time. For purposes of the Contractor's ease of reference only and not by way of limitation or restriction, as of the Effective Date this program is found at http://www.irs.gov/uac/Questionable-Refund-Program-(QRP)-Criminal-Investigation-(CI).

3.170 Fact Card 1

The System will provide a report of all offenders incarcerated by CTDOC on a user defined date. The report will include but not limited to offenders'
- sentence status by gender;
- race by gender;
- distribution of mental health scores, overall risk scores, education scores and "alcohol/drug" needs scores;
- towns of residence, ranked from most to least number of offenders; and
- controlling offenses, ranked from most to least number of offenders.

The report will include but not be limited to, average age for males and females, average length of sentence, average bail amount and a list of bail amounts.

3.171 Fact Card 2

The System will generate a report which lists the number of offenders released by CTDOC in the past five CTDOC fiscal years, broken down by fiscal year and type of release, as of the report run date.

3.172 Fact Card 3

The System will generate a report in a table format that lists the number of offenders by calendar month and admission type for the user defined timeframe. The report shall include the sum of offenders for each month across all admission types and the sum of offenders by each admission type across all months. The System will give users the capability to run the report broken down by Facility and admission type. The report shall include the sum of offenders for each admission type across all Facilities and the sum of offenders for each Facility across all admission types.

The System will generate a report in a table format that lists the number of offenders by calendar month and release type for the user defined timeframe. The report shall include the sum of offenders for each month across all release types and the sum of offenders by each release type across all months. The System will give users the capability to run the report broken down by Facility and release type. The report shall include the sum of offenders for each release type across all Facilities and the sum of offenders for each Facility across all release types.

BC.29 Data Download Specifications

1. General Specifications

The Contractor shall design and deliver the System fully in accordance with all the applicable criteria, standards, requirements and the like in CTDOC Administrative Directives, policies and procedures and the Connecticut General Statutes, provided to Contractor by CTDOC prior to or during gap analysis.

2. Functional Specifications

DOC Specifications
2.1 Easy to Define Source File and Destination Folder
The System will provide a graphical interface to define the source file that will be downloaded and the file location destination.

3. Data File Specifications

DOC Specifications
3.1 Top 20 Offense Distribution for Incarcerated Offenders (CR4011)
The System will provide a download of the twenty controlling offense counts that occur the most, by offense and by gender, for incarcerated offenders who have sentenced. The System will download separate files for all offenders, males and females. The information for the files will include, but not be limited to, offense name, run date (month, year) and count and frequency of each individual offense as a percentage of the total offenses in the download. The System will provide the downloads on the first of each month and be available to the designated CTDOC staff.
3.2 Gang Affiliation Member Download (CR4016)
The System will provide a download of a list of incarcerated offenders who have gang affiliations. The System will download separate files for offenders, one for offenders who have a Connecticut residence and one for offenders with a non-Connecticut residence. The information in the downloads will include, but not be limited to, offender number, offender name, address, offense, date of birth, race, gang affiliation and Facility name. The System will produce this download on the first of each month and send to user-defined recipient.
3.3 Count Total, Sentenced and Not Sentenced (CR420618)
The System will provide a daily download of the number of total offenders, sentenced and not sentenced, for that day.
3.4 Reserved
3.5 Supervised offenders Download for website and FOI (CR4018)

The System will provide a daily download of active supervised offenders' information to be used for the CTDOC internet site. The download must exclude youthful offenders, ICE offenders and high profile offenders as defined by CTDOC. The information in the download will include but not be limited to offender number, date of birth, latest admission date, bond amount, detainer type, location, offense, last name, first name, date of sentence, minimum length of sentence (in years, month and days), maximum length of sentence (in years, months, days), minimum release date, maximum release date, estimated release date, legal status, offender full name, special parole date and jurisdiction.
3.6 Incarcerated Offenders Download (CR4018)
The System will provide a daily download list of incarcerated offenders, excluding youthful offenders. The information in the download will include but not be limited to social security number, offender number, offender name, street address, resident of town, resident of state, zip code, maximum release date, Facility, offense date, offense, length of sentence in years expressed to the hundredths decimal place, legal status, latest admission date, date of birth, eye color, hair color, race, gender, height in feet and in inches, weight, vote to parole date, probation indicator, special parole date, transitional supervision hold date and halfway house hold date.
3.7 Docket Information of Incarcerated Offenders (CR4018)
The System will provide a daily download list of docket information for incarcerated offenders, excluding youthful offenders. The information in the download will include but not be limited to social security number, offender number and docket number.
3.8 New admissions (CR4028)
The System will provide a download list of offenders newly admitted during the previous month. The System will provide this download on the 7th of each calendar month. The information in the download will include but not be limited to offender name, number, date of birth, Facility and social security number.
3.9 Community Releases for Non-CT Residents (CR4028)
The System will provide a download list of offenders with a non-CT address who were released to community supervision during the previous calendar month. The System will provide this download on the 7th of each calendar month. The information in the download will include but not be limited to offender number, name, street address, town of residence, state, offense, date of birth, social security number, gang affiliation, movement code and movement date.
3.10 Previous Month Community Releases and Discharges (CR4028)
The System will provide a download list of offenders who are released to community supervision or discharged during the previous calendar month. The System will provide the download on the 7th of each calendar month. The information in the download will include but not be limited to offender number, name, street address, town of residence, state, offense, date of birth, social security number, gang affiliation, last movement code, last movement date, race, Facility moved from, jurisdiction belongs to, overall risk score and probation or special parole indication.
3.11 Special Education (CR4030)
The System will provide a download list of offenders who are under 21 years of age as of the previous calendar month, sorted by offender name, who have an education needs score greater than 1. The System will provide the download on the 1st of each calendar month. Offenders under 21 years of age who have an education needs score of 2 or less with a verified education sub code will not be included in the download. The information in the download will include but not be limited to offender name, date of birth, Facility and offender number.
3.12 Downloads for Legislative Research Unit (CR4030)

The System will provide a download list of all demographic information for incarcerated offenders. The System will provide the download on the 1st of each calendar month. The information in the download will include but not be limited to offense, offense class, gender, age, race, location, total number of disciplinary record tickets, gang affiliation, parole disposition, 85% indicator, jurisdiction, probation indicator, bond amount, type of bond, victim notification, Facility, offense category, offense class, maximum terms, minimum terms, suspended terms, sentence type, escape risk score, violent risk score, severity risk score, length risk score, detainer risk score, overall risk score, disciplinary risk score, security risk group risk score, medical needs score, medical sub code, mental health need score, mental health sub code, education needs score, education sub code, vocation needs score, vocation sub code, alcohol and drug needs score, alcohol and drug sub code, sexual treatment needs score, community resources need score and legal status.
3.13 Offense Downloads for Legislative Research Unit (CR4030)
The System will provide a download list of all offenses in all the active dockets of all incarcerated offenders. The System will provide the download on the 1st of each calendar month. The information in the download will include but not be limited to list run date, offense, and offender number.
3.14 Reactivate Felony Offenders' Electoral Privilege For Discharged Offenders (CR4030)
The System will provide a download list of sentenced felony offenders discharged during the previous month. The System will provide the download on the 1st of each calendar month. The information in the download will include but not be limited to offender number, name, date of birth, street address, town of residence, offense, movement date and sentence date.
3.15 Revoke Felony Offenders' Electoral Privilege For Discharged Offenders (CR4030)
The System will provide a download list of sentenced felony offenders sentenced during the previous month. The System will provide the download on the 1st of each calendar month. The information in the download will include but not be limited to offender number, offender name, date of birth, street address, town of residence, offense, most recent movement date and sentence date.
3.16 Sentenced Offenders with Probation To Follow (CR4032)
The System will provide a download list of sentenced offenders who will be discharged within 90 days of the report run date from a Facility or community supervision with a term of probation to follow their incarceration. The System will provide the download on the 1st and 16th of each calendar month. The information in the download will include but not be limited to offender number, Facility code, Facility name, offender name, legal status, social security number, maximum release date, total effective term of sentence lengths expressed years or in a three digit year, two digit month and three digit day format, date of birth, offense, offense name, docket number, education needs score, vocational needs score, mental health score, medical needs score, alcohol and drug score, sexual treatment score, violent score, security risk group score, escape score, total number of disciplinary tickets, overall risk score, veteran indicator and DNA swab date.
3.17 Sentenced Offenders with Probation To Follow DNA Swabbed Within 15 days (CR4032)
The System will provide a download list of sentenced offenders who will be discharged within 90 days from the report run date, from incarceration or community supervision, who have probation to follow, and who have had their DNA swabbed within the 15 days immediately preceding the report run date. The System will provide the download on the 1st and 16th of each calendar month. The information in the download will include but not be limited to offender number, docket number, maximum release date, offender name, date of birth, social security number, DNA swabbed date, FBI number and State Police Bureau of Identification (SPBI) number.
3.18 Sentenced CTDOC Offenders Incarceration Periods (CR4033)

The System will provide a download list of currently incarcerated sentenced offenders. The System will provide the download every Monday. The information in the download will include but not be limited to offender name, social security number, move to Facility date, move out of Facility date, address, incarcerated Facility, offender number and date of birth.
3.19 Drug Offenders Download for FAA
The System will provide a download list of offenders who received drug sentences during the periods of April 1 – September 30 and October 1 – March 31. The System will provide a download for the period of April 1 – September 30 on the following October 15 and a download for the period October 1- March 31 on the following April 15. The download will utilize the header and detail record formatting prescribed by user and will provide information including but not be limited to the agency name, social security number, name (last name, first name, name suffix), date of birth, FBI number, court of jurisdiction, SPBI number, docket number and identify the most serious drug crimes.
3.20 Daily movement Changes (CR420618)
The System will provide a download daily list of all offenders who had a movement code during the previous day. The information in the download will include but not be limited to offender number, Facility of origin and Facility of destination.
3.21 Daily Discharges Download (CR420618)
The System will provide a daily download list of offenders who were discharged the previous day. The information in the download will include but not be limited to offender number, name, social security number, date of birth, the code for the destination, the description of the destination, gender, movement code, movement description, legal status and latest system admission date.
3.22 Identify Incarcerated Offenders
The System will provide a download list of incarcerated offenders for the previous calendar month. The System will provide the download on the 1st of the calendar month. The information in the download will include but not be limited to social security number, offender name, date of birth, confinement date and Facility code.
3.23 Released Offenders
The System will provide a download list of offenders who were released during the previous calendar month, sorted by release date. The System will provide the download on the 1st of the calendar month. The information in the download will include but not be limited to offender number, offender name, release date, movement code (from), movement code (to), town of residence.
3.24 Daily Output of Offenders (CR40187)
The System will provide a daily download list of all incarcerated offenders. The information in the download will be sorted by offender number and will include but not be limited to Facility, offender name, status, SSN, sentence, date of birth, offense, docket, all applicable needs codes, list of disciplinary tickets, overall risk score, veteran indicator, felony indicator, gender, most recent admit date, race, bond amount if not sentenced, court location of next hearing, residence town, SPBI number, FBI number, most recent transaction type, movement receive location, movement code, RREC time, RREC status, movement date and movement sequence code.
3.25 Daily Docket File (CR40187)
The System will provide a daily download list of currently incarcerated offenders. The information in the download will include offender names, offender numbers and sentence docket information.
3.26 Offender Download (CR4018)

The System will provide a daily download list of all CTDOC supervised offenders consisting of all of the offender-applicable fields identified and described in the "Downfile Fields" table below, the contents of which table CTDOC will modify and clarify, in its sole discretion, for the Contractor during gap analysis.
3.27 Code Tables (CR4018)
The System will provide daily download of code tables (descriptions of codes and the codes themselves). The information in the download will include but not be limited to codes and descriptions for eye colors, hair colors, ethnic identifications, citizenships, religious affiliations, disciplinary dispositions, citizen countries, states of residence, movement codes, location codes, special management codes, offenses, master file locations, jurisdictions, parole board dispositions, court locations, detainer types, SRG (gang) designations, classification types, housing units, work codes, disciplinary offense codes, disciplinary disposition codes, transfer codes and court codes.
3.30 Discipline History of offenders (CR4018)
The System will provide a daily download of disciplinary history for supervised offenders. The information in the download will include but not be limited to offender number, name, disciplinary offenses, class of disciplinary offense, dates and Facility where the disciplinary report occurred.
3.32 RREC Discharge Database
The System will download to a database, daily, a list of offenders who have been either released or discharged from supervision on the previous day, and who have earned at least one day of RREC during that most recent supervision period immediately preceding the discharge date. Download will include but not be limited to offender number, name, location from which the offender was released or discharged, discharge date, RREC days awarded, RREC days earned, RREC days not earned, RREC days forfeited, most recent movement code, controlling offense, and probation indicator.

Downfile Fields

Field Name	Description
7 Day Work Credit	Seven day work credit - a time credit of one day for each seven consecutive days employment of a sentenced offender at a job designated as a seven day assignment.
85 Percent	85% indicator for Parole eligibility. Blank, Y=Need to serve at least 85% of sentence in order to be parole eligible, N=Do not need to serve 85% to be parole eligible.
Admit Date (Facility)	The date this offender last entered the current Facility.
Admit Date (Initial)	The date this offender initially entered the CT Department of Correction.
Admit Date (Latest)	The date this offender last entered the CT Department of Correction.
Age	Offender's age as of today. It is a calculated field. The formula = (Today – DOB)/365.25. The answer round to nearest one.
Alias DOB	Date of birth from alias file
Alias Name	Alias
Alias SSN	Social security number from alias file
Birth Place Code	Code used to identify offender's birth place. This field can be CT town code, abbreviated state code, country code and other.
Birth Place	Offender's birth place.
Bond (Docket)	Bond amount in a docket.
Bond (Total)	Total bond amount.
Bond Type	Bond type, % = ten-percent bond, $ = cash bond, ! = no bond, #=ankle brace
CaseNotes Address Apt	The offender's apartment number of residence. Information comes from Case Notes.
CaseNotes Address Date	The offender's date of residence. Information comes from Case Notes.
CaseNotes Address Floor	The offender's floor number of residence. Information comes from Case Notes.
CaseNotes Address State	The offender's state of residence. Information comes from Case Notes.
CaseNotes Address Street 1	The offender's street address 1 of residence. Information comes from Case Notes.
CaseNotes Address Street 2	The offender's street address 2 of residence. Information comes from Case Notes.
CaseNotes Address Town	The offender's town of residence. Information comes from Case Notes.
CaseNotes Address Update Date	The offender's residence information updated date. Information comes from Case Notes.
CaseNotes Address Zip	The offender's zip code of residence. Information comes from Case Notes.
Citizenship	It identifies the country where the offender holds citizenship.
Citizenship Code	The code identifies the country where the offender holds citizenship.
Class. Action By	The role of a person taking an action on the last classification record. CNSLR=Counselor; COMMT=Committee; DRECTR=Director; FINAL=Final; WARDEN=Warden.
Class. Action Date	The date an action is taken on the last classification record.
Class. Hearing Date	The last classification hearing date.
Class. Hearing Type	The last classification hearing type. IN=Initial Classification; RC=Review for Community Release; RD=Review for Disciplinary; RI=Review for Information; RN=Review for Needs Score; RP=Review for Percentage of Time Served, RR=Regular Review.
Class. Next Review Date	The next classification review due date.
Class. RP Eligibility Date	Classification risk level reduction eligibility date. It is a calculated field. If overall score = 3 then the formula = (([Release Date (Earlier EOS)] – [Class. Rscore Change Date]) * 0.3) + [Class. Rscore Change Date].

Field Name	Description
	If overall score = 4 then the formula = (([Release Date (Earlier EOS)] – [Class. Rscore Change Date]) * 0.35) + [Class. Rscore Change Date].
Class. RR Percent Time Served	The percentage of time served toward the time remaining on the offender's current period of incarceration since that last overall risk level score change. It is a calculated field. The formula = ((Today – [Class. Rscore Change Date]) / ([Release Date (Earlier EOS)] – [Class. Rscore Change Date])) * 100. The answer round to nearest one.
Class. Rscore Change Date	The last risk score change date.
Count (of Offenders)	Count by offender. This field enables the user to create a query to count the number of offenders by other information. When adding this field to be part of the query, this field has to must be the last field.
Court Code (Next)	The court location code that the offender's next court hearing is at.
Court Date (Next)	Next scheduled court date.
Court Location (Next)	The court location that the offender's next court hearing is at.
Css	An assessment instruments for the Criminal Sentiments Scale.
Deadtime	A period of time that an existing sentence is not being served.
Dependents	Number of dependents that an offender has. Self-reported.
Detainer	It shows whether the offender still faces charges or cannot be released for other reasons.
Detainer Code	A code to show the offender still faces charges or cannot be released for other reasons.
Docket Controlling Flag	An indicator to show if this docket is a controlling docket. Y=this docket is controlling docket/sentence. N=this docket is not a controlling docket. Many records per offender.
Docket Has Underlying Offense	Y=Docket has one of these offenses: 53A008, 53A048, 53A049, 53A032. X=Offense is Non 53A008, 53A048, 53A049, 53A032. N=Do not have any underlying offenses
Docket Jail Credit	Jail credit in a docket. Many records per offender.
Docket Number (Controlling)	Controlling docket's docket number.
Docket Offense	Offense for a docket. Many records per offender.
Docket Offense Code	Offense code for a docket. Many records per offender.
Docket Offense Date	Offense date in a docket. Many records per offender.
Docket RREC Disposition	A flag indicates the disposition/reason for earning or not earning RREC. N=None (used for reasons other than ones below). Y=Yes (is in compliance and earning RREC). R=Reset (used when the offender is not suppose to earn RREC for one month and will automatically flip back to Y afterwards). P=Program (reason for being in noncompliance status). J=Job (reason for being in noncompliance status). E=End of sentence (used mainly after the timesheet is projected to discharge to prevent any more automatic monthly posting, but may be used when the timesheet needs to be stopped from making a posting for one month.
Docket RREC Disp Description	It indicates the disposition/reason for earning or not earning RREC.
Docket RREC Flag	A flag indicates whether the offender is or is not earning RREC. Y=Yes (is earning RREC). N=No (is not earning RREC). D=DR (will not earn RREC the following month but will automatically flip back to Y afterwards).
Docket RREC Flag Description	It indicates whether the offender is or is not earning RREC.
Docket Sent Max Day	Maximum days of a sentence in a docket. Many records per offender.
Docket Sent Max Month	Maximum months of a sentence in a docket. Many records per offender.
Docket Sent Max Year	Maximum years of a sentence in a docket. Many records per offender.
Docket Sent Suspended Day	Suspended after days of a sentence in a docket. Many records per offender.
Docket Sent Suspended Month	Suspended after months of a sentence in a docket. Many records per offender.

Field Name	Description
Docket Sent Suspended Year	Suspended after years of a sentence in a docket. Many records per offender.
Docket Sentence Start Date	Sentence start date in a docket. Many records per offender.
Docket Sequence	Sentence/docket ID for a sentence/docket. Many records per offender.
Dr Class A Date (Last)	Latest class A disciplinary (DR) hearing date. This is a calculated field.
Dr Class B Date (Last)	Latest class B disciplinary (DR) hearing date. This is a calculated field.
Dr Class C Date (Last)	Latest class C disciplinary (DR) hearing date. This is a calculated field.
Dr Disposition	The sanction imposed on the offender by the disciplinary committee for violation(s).
Dr Disposition Code	The sanction code imposed on the offender by the disciplinary committee for violation(s).
Dr Facility Code	Drs occurred at Facility/location (code) in this incarceration. Many records per offender.
Dr Facility Name	Drs occurred at Facility/location in this incarceration. Many records per offender.
Dr Hearing Date	All DRs hearing date in this incarceration. Many records per offender.
Dr Hearing Date (Last)	The last disciplinary (DR) hearing date.
Dr Inclusive Date	The completion date for punishments having a fixed termination.
Dr Offense	All DRs offenses in this incarceration. Many records per offender.
Dr Offense Class	All DRs offenses class in this incarceration. Many records per offender.
Dr Offense Code	All DRs offense codes in this incarceration. Many records per offender.
Dr Offense Date	All DRs offense dates in this incarceration. Many records per offender.
Dr Offense Date Sequence	The sequence number of all DRs occurred in a date in this incarceration. Many records per offender.
Dr Sanction Amount	Amount a disciplinary (DR) sanction imposed.
Dr Tickets (Total)	Total number of disciplinary (DR) tickets that an offender gets.
Education Level	The highest school grade level the offender claims to have achieved.
Emergency Address State	The emergency contact person's state of residence.
Emergency Address Street	The emergency contact person's street address.
Emergency Address Town	The emergency contact person's town of residence.
Emergency Address Zip	The emergency contact person's five-digit zip code.
Emergency Contact	The name of the person to be contacted in case of an emergency involving the offender.
Emergency Contact Phone	The emergency contact person's phone number.
Emergency Contact Relation	The relationship code specifying the relationship between the offender and the emergency contact person.
Eye Color	Eye color.
Eye Color Code	Eye color code.
Facility (Prior)	Prior location/Facility that an offender physically at.
Facility Code	Offender's physical location code as recorded in the Master file.
Facility Code (Prior)	Prior location/Facility code that an offender physically at.
Facility Name	Offender's physical location as recorded in the Master file.
Fbi Number	The distinct number assigned to this offender by the Federal Bureau of Investigation. The sources for this number are criminal history sheets (rap sheets) and occasionally pre-sentence investigations.
Felony DNA Swab Date	DNA swabbed date for an offender committed for felony offense.
Felony DNA Flag	An indicator to show the status of DNA swabbed. N=Offender does not meet criteria for DNA sampling; P=Offender had a DNA sample collected by Probation; R=Offender refuses to submit to the taking of a DNA sample; Y=Offender meets criteria for DNA sampling.

Field Name	Description
Felony Flag	An indicator to show if an offender has at least one felony offense in his/her docket. Y=there is at least one felony offense; N=there is no felony offense in any active dockets.
File Location Code	The physical location code of the offender's master file is.
Hair Color	Hair color.
Hair Color Code	Hair color code.
Height (Feet)	Offender's height in feet. Information can come from legal document or self-reported by offender.
Height (Inches)	Offender's height in inches. Information can come from legal document or self-reported by offender.
Hh Eligibility Date	Eligibility date for Halfway House. It is a calculated field. The formula = [Release Date (Earlier VTP/EOS)] – 18 Months.
Hh Hold Date	The earliest pre-release date for Halfway House.
Hiq	An assessment instruments for Hostile Interpretations Questionnaire.
Housing Bed Assignment	Housing cell or bed assignment.
Housing Code	Offender's housing unit and bed/cell assignment code.
Housing Code2	2nd digit of housing code.
Housing Code3	3rd digit of housing code.
Housing Code4	4th digit of housing code.
Housing Date	Classification date for the housing/work assignment.
Housing Hearing Type Code	Hearing type code in RT90.
Housing Hearing Type Desc	Hearing type description in RT90.
Housing Unit Code	Offender's housing unit code.
Housing Unit Description	Housing unit name/description.
Housing Unit Facility Code	Offender's Facility with housing unit code.
Hub Location Code	Location that offender need to send/transport to before arriving to the destination.
Offender Number	Unique Identification number. This id number will be used for the same offender for all incarceration periods. It is generated automatically by the system.
Jail Credit	A period of presentence confinement that is creditable as service of a sentence.
Jail Credit GT Forfeited	Number of days Jail Credit Good Time forfeited
Jail Credit GT Restored	Number of days Jail Credit Good Time restored
Jail Credit GT Withheld	Number of days Jail Credit Good Time withheld
Jail Credit Good Time	Number of days of Jail credit good time
Jroi Date	The date of Juvenile Release Offender Information (JROI).
Jroi Flag	The flag of Juvenile Release Offender Information (JROI). R=refused to release JROI. Y=There is JROI.
Jurisdiction	The jurisdiction that the Department agency holding offender for.
Jurisdiction Code	The code for the Departmental agency holding current jurisdiction for the offender.
Medical File Location Code	Location that a medical file resides.
MM Comments	RT56 Comments with MM (Mandatory Minimum) date.
MM Date	Mandatory Minimum date
MM Docket	Docket number for mandatory minimum sentence.
MM RREC Shutoff Date	Date the RREC flag should be changed to N due to mandatory minimum sentence.
MM Sentence ID	Sentence ID for mandatory minimum sentence
MM Sentence Max Rel Date	Maximum release date for mandatory minimum sentence.

Field Name	Description
MM Sentence Start Date	Sentence start date for mandatory minimum sentence.
Movement (Last)	Last movement.
Movement Code (Last)	Last movement code which describes type of movement or status change.
Movement Code (yesterday)	Movement code entered yesterday. Many records per offender.
Movement Date (Last)	The date which the latest movement occurred.
Movement Date (yesterday)	Movement date for the movement entered yesterday. Many records per offender.
Movement Del (yesterday)	Movement entered yesterday indicated as deleted record. Many records per offender.
Movement From (yesterday)	Location is moved from for the movement entered yesterday. Many records per offender.
Movement Juris (yesterday)	Jurisdiction code for the movement entered yesterday. Many records per offender.
Movement Seq (yesterday)	Movement sequence number for the movement entered yesterday. Many records per offender.
Movement Status (yesterday)	Legal status for the movement entered yesterday. Many records per offender.
Movement To (yesterday)	Location is moved to for the movement entered yesterday. Many records per offender.
Mvd	Motor vehicle identification number
Name (First)	Offender's first name.
Name (Full)	Offender's full name appeared on the Mittimus.
Name (Last)	Offender's last name.
Offense (Controlling)	One of the offense in the controlling sentence which is the sentence having the longest term remaining to be served among existing sentences.
Offense (Felony)	The felony offense if occurred in one of the active dockets.
Offense Code (Controlling)	One of the offense code in the controlling sentence which is the sentence having the longest term remaining to be served among existing sentences.
Offense Code (Felony)	The felony offense code if occurred in one of the active dockets.
Offense Date	The controlling sentence offense date.
Ompa (OMGT)	Number of days of OMPA (Outstandingly meritorious performance award)
Ompa (OMGT) Forfeited	Number of days of OMPA (Outstandingly meritorious performance award) forfeited
Parole Action	The last parole hearing action code.
Parole Action Date	The last parole hearing action date.
Parole Disposition	The last parole hearing disposition.
Parole Disposition Code (Last)	The last parole hearing disposition code.
Parole Eligibility Date	The parole eligibility date.
Parole Hearing Date (Last)	The last parole hearing date.
Parole Release (VTP) Date	Vote to Parole (parole release) date.
Photo Date	The last photo date.
Photo Indicator	An indicator to identify if an offender has a photo.
Photo ORACLE	Offender's latest front view photo.
Probation Indicator	An indicator to show if an offender has probation to follow.
Profile	An indicator to show if an offender has a keep-away with other offenders or staff.
Program Code	The program code that an offender is participated in. Many records per offender.

Field Name	Description
Program Code Description	Program (with description) which an offender is participated in. Many records per offender.
Program Crc ID	The user id of the staff who conducts the program. Many records per offender.
Program Crc Name	The name of the staff who conducts the program. Many records per offender.
Program End Date	End date for a program. Many records per offender. 1/1/1900 means blank or invalid date.
Program Group	The program group that an offender is in. Many records per offender.
Program Held at Facility	The Facility which a program is held. Many records per offender.
Program Session	The program session that a program belongs to. Many records per offender.
Program Session Description	Program session (with description) that a program belongs to. Many records per offender.
Program Start Date	Start date for a program. Many records per offender. 1/1/1900 means blank or invalid date.
Program Status Code	The status of a program that an offender participated in. Many records per offender.
Program Status Description	Program status that an offender participated in. Many records per offender.
Program Wait List Code	The program code that an offender is on the waitlist. Many records per offender.
Program Wait List Date	The date that an offender is on the program waitlist. Many records per offender.
Program Wait List Description	The program that an offender is on the waitlist. Many records per offender.
RREC Mandatory Offense Flag	If the flag is Y, it means one of the offenses that this offender has in the active dockets meet the RREC (Risk Reduction Earned Credit) mandatory offense criteria.
RREC Not Comply	Number of days that an offender does not comply with RREC.
Race	The offender's racial or ethnic group.
Race Code	The offender's racial or ethnic group code.
Release Date (Earlier EOS)	The earlier end of sentence/release date comparing maximum release date with the estimated release date. It is a calculated field.
Release Date (Earlier VTP/EOS)	The earlier end of sentence or vote to parole date (comparing earlier end of sentence with vote to parole date). It is a calculated field.
Release Date (Estimated)	Estimated release date which is produced by computing with credits and debits that could be earned as the term is served. It does not reflect the actual discharge date.
Release Date (Maximum)	Maximum release date. The latest date the offender may be released from CT Department of Correction's custody.
Religion	Religion affiliation that an offender is claimed.
Religion Affiliation Code	Religion code.
Religion Affiliation Date	Date an offender claimed as a particular religion affiliation.
Resident Address State	The offender's state of residence.
Resident Address Street	The offender's street address.
Resident Address Town	The offender's town of residence.
Resident Address Town Code	The offender's town code of residence.
Resident Address Zip	The Offender's five-digit zip code.
Sex Offender Registration	An indicator to identify an offender should be registered in State Police Sex Offender registry. Y=Needs sex offender registration. N=Does not meet sex offender registration criteria. E=Exemption, the court finds that sex offender registration is not required for public safety.
Sgt/Rrec Earned	If offense date is prior to 10/1/1994, this is SGT (statutory good time) earned, otherwise it is RREC (risk reduction eared credit) earned.
Sgt/Rrec Forfeited	If offense date is prior to 10/1/1994, this is SGT (statutory good time) forfeited, otherwise it is RREC (risk reduction eared credit) forfeited.

Field Name	Description
Sgt/Rrec Owe	If offense date is prior to 10/1/1994, this is SGT (statutory good time) owe, otherwise it is RREC (risk reduction eared credit) owe.
Sgt/Rrec Restored	If offense date is prior to 10/1/1994, this is SGT (statutory good time) restored, otherwise it is RREC (risk reduction eared credit) restored.
Sgt/Rrec Withheld	If offense date is prior to 10/1/1994, this is SGT (statutory good time) withheld, otherwise it is RREC (risk reduction eared credit) withheld.
Score (Community Resource)	Classification community resources need score.
Score (Detainer)	Classification detainer score - presence of pending charges and/or detainers.
Score (Discipline)	Classification discipline history score.
Score (Education)	Classification education need score.
Score (Escape)	Classification escape profile score.
Score (Length)	Classification length of sentence score.
Score (MH)	Classification mental health care need score.
Score (Medical)	Classification medical/health care need score.
Score (Overall)	Classification overall risk level score.
Score (SRG)	Classification security risk group membership score.
Score (Salient Factor)	Salient Factor score.
Score (Severity)	Classification severity/violence of the current offense score.
Score (Sex Tx)	Classification sex treatment need score.
Score (Substance Abuse Tx)	Classification substance abuse treatment need score.
Score (Violent)	Classification history of violence score.
Score (Vocation)	Classification vocational training/work skill score.
Sentence Calculation Rule	This is a calculated field for sentenced offenders (i.e. The legal status is C, G or L. Manual Timesheet = if offense date is prior to 7/1/1983. Pre-1994 = if offense date is prior to 10/1/1994. Post 1994 = if offense date is on and after 10/1/1994.
Sentence ID (Active Dockets Start)	The sentence id which identified the starting of all active dockets.
Sentence ID (Controlling)	The controlling sentence id which is identified which sentence having the longest term remaining to be served among existing sentences.
Sentence Length Category	Category by sentence length. It can be 2 year or less, over 2 years or Unknown.
Sentence Length In Days	Length of sentence converted into days for the controlling sentence. The formula = [years of maximum sentence] * 365.25 + [months of maximum sentence] * 30.4375 + [days of maximum sentence]. The answer round to nearest one. For example, 3 months = 91.3125 which round to 91 days. For example, 4 months = 121.75 which round to 122 days.
Sentence Max Day	The day portion of the controlling sentence (penalty imposed by a court).
Sentence Max Month	The month portion of the controlling sentence (penalty imposed by a court).
Sentence Max Year	The year portion of the controlling sentence (penalty imposed by a court).
Sentence Start Date	Controlling sentence start date.
Sex	Gender.
Spbi Number	The State Police Bureau of Identification number.
Special Management Code	This signals that the offender has special management concerns. Many records per offender.
Special Management Description	This signals that the offender has special management concerns. Many records per offender.
Special Management Flag	The signals that the offender has special management concerns. Can be more than one concern.

Field Name	Description
Special Parole End Date	The date that an offender on special parole supervision end. Special parole is a mandatory period of parole supervision required of an offender after completion of a term of confinement.
Special Parole Date	The date an offender is released to Special Parole. It is a calculated field. If [Special Parole Reinstate Date] is blank, then [Special Parole Date] = [Special Parole End Date]. If [Special Parole Reinstate Date] is not blank and is prior or equal to today, then [Special Parole Date] = [Special Parole End Date]. Otherwise [Special Parole Date] = [Special Parole Reinstate Date
Special Parole Reinstate Date	The date an offender , who was remanded back from Special Parole Supervision, can be re-released back into the community to continue Special Parole Supervision.
Ssn	Social Security Number. Information can come from legal document or self-reported by offender.
Status (Legal)	The offender's legal status.
Status Code (Legal)	The offender's legal status code. C,G,L = Sentenced. U=Unsentenced/Accused. X=Federal or Other.
Sub Code	Sub code values for various sub code types such as risk, medical, MH... Many records per offender.
Sub Code Type	Type of sub code such as risk, medical, MH etc. Many records per offender. Used conjunction with Sub code.
Subcode 24 (Risk)	Risk sub code 24 – 24 Hour Medical Care. It is either blank, Y or N.
Subcode A (Risk)	Risk sub code A – Assaultive; refers to an offender who is very likely to be assaultive or violent while confined. It is either blank, Y or N.
Subcode AR (Risk)	Risk sub code AR - Approve Reentry program. It is either blank, Y or N.
Subcode BI (Risk)	Risk sub code BI – Behavior Intervention. It is either blank, Y or N.
Subcode CD (Risk)	Risk sub code CD - Chronic Discipline when an offender is assigned to a Chronic Discipline Unit. It is either blank, Y or N.
Subcode CI (Risk)	Risk sub code CI – CUSCOM (CT offender transferred out of state pursuant to the corrections compact). It is either blank, Y or N.
Subcode CM (Risk)	Risk sub code CM – Custody Management. It is either blank, Y or N.
Subcode CO (Risk)	Risk sub code CO (Out of state offender transferred to CT pursuant to the corrections compact) - Out of State to CT. It is either blank, Y or N.
Subcode D (Risk)	Risk sub code D – DCF has legal guardianship over an offender. It is either blank, Y or N.
Subcode DC (Risk)	Risk sub code DC - Denied community release. It is either blank, Y or N.
Subcode DI (Risk)	Risk sub code DI - Denied Intensive Probation. It is either blank, Y or N.
Subcode DP (Risk)	Risk sub code DP - Death Penalty Imposed. It is either blank, Y or N.
Subcode DR (Risk)	Risk sub code DR - Denied Reentry. It is either blank, Y or N.
Subcode DS (Risk)	Risk sub code DS - Dual Supervision. It is either blank, Y or N.
Subcode DV (Risk)	Risk sub code DV - Domestic Violence; Documented case of violence in a spousal/significant other relationship within the last 5 years. It is either blank, Y or N.
Subcode F (Risk)	Risk sub code F – Fire setting; refers to an offender who is likely to set fires. It is either blank, Y or N.
Subcode G (Risk)	Risk sub code G – Groups; refers to offenders involved in organized group activities, other than designated security risk groups, which pose a threat to the safety of the public, staff the Facility or other offenders. It is either blank, Y or N.
Subcode HC (Risk)	Risk sub code HC – DUI/Home Confinement program, Y or N.
Subcode HD (Risk)	Risk sub code HD - history of Domestic Violence. It is either blank, Y or N.
Subcode HS (Risk)	Risk sub code HS - High security. It is either blank, Y or N.
Subcode HW (Risk)	Risk sub code HW - approved Halfway House placement. It is either blank, Y or N.
Subcode IP (Risk)	Risk sub code IP - Approved Intensive Probation. It is either blank, Y or N.
Subcode JP (Risk)	Risk sub code JP – Juvenile Probation. It is either blank, Y or N.
Subcode MM (Risk)	Risk sub code MM - Mandatory Minimum. It is either blank, Y or N.

Field Name	Description
Subcode N (Risk)	Risk sub code N - no any management sub codes applicable. It is either blank, Y or N.
Subcode NE (Risk)	Risk sub code NE – No Pending charge. Jurisdiction will not extradite. It is either blank, Y or N.
Subcode NM (Risk)	Risk sub code NM - Non-mandatory minimum. It is either blank, Y or N.
Subcode NP (Risk)	Risk sub code NP - Not interested Intensive Probation. It is either blank, Y or N.
Subcode NR (Risk)	Risk sub code NR - Not eligible for reentry. It is either blank, Y or N.
Subcode NS (Risk)	Risk sub code NS - No sponsor. It is either blank, Y or N.
Subcode OC (Risk)	Risk sub code OC – Outside Clearance, Y or N.
Subcode P (Risk)	Risk sub code P – Profile when a profile exists. It is either blank, Y or N.
Subcode PC (Risk)	Risk sub code PC - Protective custody when an offender is assigned to protective custody housing. It is either blank, Y or N.
Subcode SA (Risk)	Risk sub code SA – Settlement Agreement. It is either blank, Y or N.
Subcode SM (Risk)	Risk sub code SM - Restrictive Management. It is either blank, Y or N.
Subcode SN (Risk)	Risk sub code SN - Special Needs. It is either blank, Y or N.
Subcode TS (Risk)	Risk sub code TS - Approved Transitional Supervision. It is either blank, Y or N.
Subcode V (Risk)	Risk sub code V – Victim refers to an offender who is likely to be victimized. It is either blank, Y or N.
Subcode WI (Risk)	Risk sub code WI – Watch Ineligible. It is either blank, Y or N.
Subcode WM (Risk)	Risk sub code WM – Watch for Mandatory Minimum. It is either blank, Y or N.
Subcode Y (Risk)	Risk sub code Y – Youth, all offenders under the age of 18. It is either blank, Y or N.
Subcodes Alcohol	Alcohol needs subcodes.
Subcodes Education	Education needs subcodes.
Subcodes Medical	Medical needs subcodes.
Subcodes Mental Health	Mental Health needs subcodes.
TC	TC
TC Code	TC Code
Time Served	Time served - a day for day service of the sentence.
Tpai	An assessment instruments for the Last Treatment Program Instrument score.
Transfer Date (From)	Request offender to be transferred starting date.
Transfer Date (To)	Request offender to be transferred end date.
Transfer Facility (To)	The location/Facility code requested that an offender would be transferred to.
Transfer Reason	Reason for transfer an offender.
Transfer Reason Code	Reason code that an offender should be transferred to different Facility.
Transfer Type	Type of transfer.
Transfer Type Code	The code used to describe type of transfer.
Ts Eligibility Date	Eligibility date for transitional supervision. It is a calculated field. For pre-1994 offenders, this date is Ts Eligibility Date Pre. For post-1994 offenders, this date is Ts Eligibility Date Post.
Ts Eligibility Date Pre	Eligibility date for transitional supervision. It is a calculated field. The formula = Roundup(([Sentence Length In Days]/2 – [Jail Credit] – [Jail Credit Good Time] – [OMPA (OMGT)] – [7 Day Work Credit]) * 0.75) + [Sentence Start Date] + [Jail Credit GT Forfeited] + [SGT/RREC Forfeited] + [OMPA (OMGT) Forfeited]
Ts Eligibility Date Post	Eligibility date for transitional supervision. It is a calculated field. If [SGT/RREC Earned]<[SGT/RREC Forfeited] then the formula = Roundup([Sentence Length In Days]/2 – [Jail Credit] + [Deadtime], otherwise the formula = Roundup([Sentence Length In Days]/2 – [Jail Credit] – [SGT/RREC Earned]) + [Sentence Start Date] + [SGT/RREC Forfeited] + [Deadtime]
Ts Hold Date	The earliest pre-release date for Transitional supervision.
Veteran Status	The offender's claimed military record. A=Active; N=Non-Vet; U=Unknown; V=Veteran.
Victim Notification	Victim notification indicator.

Field Name	Description
Weight	Weight in lb.
Work Code	Work assignment code.
Work Code 2	Work assignment code 2.
Work Description	Work assignment.
Work With Facility Code	Work code with Facility code
Wright Decision Indicator	It is a calculated field. If [Offense Code (Controlling)] = '53A032' which is VOP and [Time Served]>0 then it is a Wright Decision case and this field value is Y. Otherwise, the value is blank, n or na.
Xfer (Date)	Transfer date. It will be updated after population management finalizes the transfer list. Many records per offender.
Xfer (New Location Code)	New location code offender transferred to. It will be updated after population management finalizes the transfer list. Many records per offender.
Xfer (New Location Desc.)	New location offender transferred to. It will be updated after population management finalizes the transfer list. Many records per offender.
Xfer (Old Location Code)	Old location/Facility code that offender transferred from. It will be updated after population management finalizes the transfer list. Many records per offender
Xfer (Old Location Desc.)	Old location/Facility offender transferred from. It will be updated after population management finalizes the transfer list. Many records per offender.
Xfer (Reason Code)	Daily transfer reasons code. It will be updated after population management finalizes the transfer list. Many records per offender.
Xfer (Reason Description)	Daily transfer reason. It will be updated after population management finalizes the transfer list. Many records per offender.
Xfer (Type Code)	Daily transfer type code. It will be updated after population management finalizes the transfer list. Many records per offender.
Xfer (Type Description)	Daily transfer type. It will be updated after population management finalizes the transfer list. Many records per offender.
Xp Hold Date	The earliest pre-release date for Transfer Parole.
Education Program Code	The education program code that an offender is participated in. Many records per offender.
Education Program	Education Program (with description) which an offender is participated in. Many records per offender.
Edu Program Start Date	Start date for an education program. Many records per offender. 1/1/1900 means blank or invalid date.
Edu Program End Date	End date for an education program. Many records per offender. 1/1/1900 means blank or invalid date.
Edu Program Held at Facility	The Facility which a program is held. Many records per offender.
Edu Program Extract date	The run date of the education program.
Edu Waitlist Program Held at Facility	The Facility which a waitlist education program is held. Many records per offender.
Education Waitlist Program Code	The education waitlist program code that an offender is participated in. Many records per offender.
Education Waitlist Program	Education Waitlist Program (with description) which an offender is participated in. Many records per offender.

CTDOC Offender Management Information System

The BCs are grouped into the below phase or phases ("Phase" or "phase").

Project Phase	BC Number	BC Name	BC Release Configuration Implementation Schedule	Notes
All Phases	BC.25	System Training and Documentation Specifications	Specifications contained in BC 25, BC 27, BC 28 and BC 29 will be implemented as an integral part of each project phase.	Specifications in BC 25, BC 27, BC 28 and BC 29 apply to all project phases.
All Phases	BC.27	Management Information Systems Specifications		
All Phases	BC.28	Report Writer and Reports		
All Phases	BC.29	Data Download Specifications		
Phase 1	BC.01	Intake and Booking Specifications	Timeframe to be mutually agreed upon after GAP analysis	Phase 1 encompasses all such specifications in BCs 1 through 19, BC 22 and BC 26 as the Department identifies are necessary or appropriate to completely retire its Offender Based Information System (legacy mainframe system). The Department will identify all of those specifications during the completion of the GAP Analysis.
Phase 1	BC.02	Offender Identification Specifications		
Phase 1	BC.03	Property Management Specifications		
Phase 1	BC.04	Housing Specifications		
Phase 1	BC.05	Offender Event Schedule, Calendar, Alerts and Conflict Resolution Specifications		
Phase 1	BC.06	Offenders Records Specifications		
Phase 1	BC.07	Warrants and Detainers Specifications		
Phase 1	BC.08	Sentencing and Time Calculation Specifications		
Phase 1	BC.09	Food Services Specifications		
Phase 1	BC.10	Classification and Assessment Specifications		
Phase 1	BC.11	Movements and Transfers Specifications		
Phase 1	BC.12	Population Management Specifications		

Phase 1	BC.13	Violation and Disciplinary Action Specifications		
Phase 1	BC.14	Grievance/Complaint Functional Specifications		
Phase 1	BC.15	Offender Employment Specifications		
Phase 1	BC.16	Offender Association and Intelligence Specifications		
Phase 1	BC.17	Visitation Specifications		
Phase 1	BC.18	Education Specifications		
Phase 1	BC.19	Program and Activities Specifications		
Phase 1	BC.26	Operations Incidents Specifications		
Phase 1	BC.22	Pre-Release Processing Specifications		
Phase 2	BC.01	Intake and Booking Specifications	Timeframe to be mutually agreed upon after GAP analysis.	Phase 2 encompasses all such specifications in BCs 1 through 19 and BC 26 that were not included in Phase 1. The Department will identify all of those specifications after the completion of the GAP Analysis.
Phase 2	BC.02	Offender Identification Specifications		
Phase 2	BC.03	Property Management Specifications		
Phase 2	BC.04	Housing Specifications		
Phase 2	BC.05	Offender Event Schedule, Calendar, Alerts and Conflict Resolution Specifications		
Phase 2	BC.06	Offenders Records Specifications		
Phase 2	BC.07	Warrants and Detainers Specifications		
Phase 2	BC.08	Sentencing and Time Calculation Specifications		
Phase 2	BC.09	Food Services Specifications		
Phase 2	BC.10	Classification and Assessment Specifications		
Phase 2	BC.11	Movements and Transfers Specifications		
Phase 2	BC.12	Population Management Specifications		
Phase 2	BC.13	Violation and Disciplinary Action Specifications		

Phase 2	BC.14	Grievance and Complaint Functional Specifications		
Phase 2	BC.15	Offender Employment Specifications		
Phase 2	BC.16	Offender Association and Intelligence Specifications		
Phase 2	BC.17	Visitation Specifications		
Phase 2	BC.18	Education Specifications		
Phase 2	BC.19	Program and Activities Specifications		
Phase 2	BC.26	Operations Incidents Specifications		
Phase 3	BC.20	Offender Banking and Restitution Specifications	Timeframe to be mutually agreed upon after GAP analysis.	Phase 3 encompasses all specifications in BC 20 and BC 21.
Phase 3	BC.21	Commissary Sales and Inventory Specifications		
Phase 4	BC.22	Pre-Release Processing Specifications	Timeframe to be mutually agreed upon after GAP analysis.	Phase 4 encompasses all specifications in BC 23 and BC 24 and all specifications in BC 22 that were not included in Phase 1.
Phase 4	BC.23	Parole Hearings Specifications		
Phase 4	BC.24	Community Supervision Specifications		

Contractor shall develop and, with the cooperation of the Department, implement the System in accordance with this Exhibit 3. Development and implementation of the System are referred to as the "project" in this Exhibit 3.

LIFE CYCLE PHASES AND THEIR CORRESPONDING WORK PACKAGES, INCLUDING MILESTONES		**Duration**	***Asterisk denotes Primary Accountability (where DOC and CAI are involved)**
Project Initiation. Project Initiation (Covering the initiation of all 4 Phases combined) will be completed 4 weeks from start of the project			
	Project Kick-off		DOC, CAI
	Identify Development Infrastructure Requirements		CAI

	Procure the Development Infrastructure (for hosting base product at DOC)		DOC
	Install Development Infrastructure		DOC
	Install Base System		CAI*, DOC
Milestone 1	Configure and Verify Base Product Ready for CTDOC Use		CAI*, DOC
	TOTAL TIME FOR ALL 6 WORK PACKAGES	4 WEEKS	
Gap Analysis for multiple Business Components. GAP Analysis and Business Specifications (Multiple BCs/phases conducted in parallel) are anticipated to overlap. Gap Analysis will be completed 39 weeks from start of project.			
	Deliver General Base Product Training to the Project Team SME		CAI
	GAP Analysis and Requirement Definition		CAI*, DOC
	Identify and document all business rules and screen validation logic		CAI*, DOC
	Understand & document business process flows related to the System usage		CAI*, DOC
	Identify Business Process Impacts		CAI*, DOC
	Create the "To-Be" Process Model		CAI*, DOC
	Gather, analyze and document all reporting requirements		CAI*, DOC
	Define all user fields on each screen, report, and dashboards for the System		CAI
	Document the Product Configuration Requirements		CAI
	Document Product Interface Requirements		CAI
	Document Data Bridges Requirements		CAI*, DOC
	Document Data Conversion Requirements		CAI
	Create data dictionary, data mapping, bad data/exception handling, phased data migration planning, definition and documentation		CAI*, DOC
	Create the Product Integration Plan		CAI
	Conduct GAP Analysis and Business Specifications Sign-off (4 phases conducted sequentially)		DOC
	TOTAL TIME FOR ALL 15 WORK PACKAGES	35 WEEKS	
	TOTAL TIME FOR ALL WORK PACKAGES AS MEASURED FROM START OF PROJECT	39 WEEKS	

General Design For All Phases. General Design for the project (all phases) is anticipated to overlap with Gap Analysis. The Department will not sign off on the General Design until after it approves the Gap Analysis. Contractor shall do all General Design impact, modification and rework that the Gap Analysis identifies and the Department approves.			
	Document the Technical Architecture		CAI
	Document the System Design		CAI
	Develop General System and Data Conversion Design Document		CAI
	Define & document all third Party license requirements environment needs		CAI
	Create the Release Strategy & Plan Document		CAI*, DOC
	Conduct General Design Review Meeting		CAI
	Approve General Design by Technical Review Board	2 weeks	DOC
	TOTAL TIME FOR ALL 7 WORK PACKAGES	8 WEEKS	
	TOTAL TIME FOR ALL WORK PACKAGES AS MEASURED FROM START OF PROJECT	47 WEEKS	
Detailed Design (Per Phase Documentation). Detailed Design for the project (all phases) is anticipated to overlap with General Design. The Department will not sign off on the Detailed Design until after it approves the General Design. Contractor shall do all impact, modification and rework that the General Design identifies and the Department approves.			
	Create Detailed Technical Architecture		CAI
	Create the Application Specifications		CAI
	Create the Infrastructure Specification		CAI*, DOC
	Provide Template for Manual Data Collection		CAI
	Gather Manual Data Using provided Templates		DOC, CAI
	Develop Extract Scripts for Extracting Data From Legacy Systems		DOC
	Provide Data Extract Output for Conversion		DOC
	Data Mapping		CAI*, DOC
	Obtain DB Instance For Conversion Script Development		CAI
	Create the Data Model - Schema, Data dictionary		CAI
	Create the Detailed System and Conversion Design		CAI

	Reconcile Detail Design across Planned Releases		CAI*, DOC
	Create the Requirements Traceability Matrix		CAI
	Conduct Detail Design Review		CAI*, DOC
	Approve the Detailed Design for each phase	4 weeks	DOC
	Update the Deployment Strategy & Plan		CAI*, DOC
	Document Software Build Strategy		CAI*, DOC
	Duration and delivery dates for Phase 1 presented by CAI and accepted by DOC		CAI*, DOC
	Duration and delivery dates for Phase 2 presented by CAI and accepted by DOC		CAI*, DOC
	Duration and delivery dates for Phase 3 presented by CAI and accepted by DOC		CAI*, DOC
	Duration and delivery dates for Phase 4 presented by CAI and accepted by DOC		CAI*, DOC
Milestone 2	Acceptance of GAP Analysis and Detail Design		
	TOTAL TIME FOR ALL 22 WORK PACKAGES	12 WEEKS	
	TOTAL TIME FOR ALL WORK PACKAGES AS MEASURED FROM START OF PROJECT	59 WEEKS	
Development (for all phases). Development for all phases will overlap and is expected to start and finish in a staggered manner. Although Contractor may begin development after Gap Analysis, the Department will not accept this Deliverable until after the Department signs off on the Detailed Design. Accordingly, Contractor shall do all impact, modification and rework that the General Design and the Detailed Design identify.			
	Data Conversion Script Development		CAI
	Validate Routine Development		CAI
	Test Data Conversion and Mapping (multiple iterations / phase)		CAI*, DOC
	Identify Legacy Data requiring Cleansing (multiple iterations/phase)		CAI*
	Legacy Data Scrubbing - Iterate & Cleanse Data (for each phase)		DOC*, CAI
	Contractor System Test with Converted Data		CAI
	Procure Infrastructure for Supporting Testing, Staging and Production Environments		DOC
	Install the Infrastructure Components		DOC
	Create the UAT Strategy and Plan		DOC*, CAI
	Document UAT Approach		DOC*, CAI
	Document UAT Administration Procedures		DOC*, CAI

	Document UAT Environments		DOC, CAI
	Create Test Scenarios for UAT (for each phase)		DOC
	Document UAT Data Requirements (for each phase)		CAI*, DOC
	Construct User Documentation & Training Materials and get Approval		CAI
	Create Implementation Back Out & Recovery Plan (for each phase)		CAI
	Create the Disaster Recovery Plan		DOC*, CAI
	Create defect/bug ticket Workflow and Escalation		CAI*, DOC
	Prepare and Configure the UAT Test Management Tool		CAI
	Update the Requirements Traceability Matrix with Test Scenarios and Test Cases		CAI
	TOTAL TIME FOR ALL 20 WORK PACKAGES	XX WEEKS	
	TOTAL TIME FOR ALL WORK PACKAGES AS MEASURED FROM START OF PROJECT	59 + XX WEEKS	
User Acceptance Testing (Phase 1). User Acceptance Testing for Phase 1 is anticipated to overlap with Development of other phases and also possibly overlap to some extent with User Acceptance Testing for Phase 2. Some activites pertaining to User Acceptance Testing may be undertaken during development.			
	Code Ready and Delivered for UAT	0 weeks	CAI
	Deliver Back Out and Recovery Documents	0 weeks	CAI
	Deliver User Documentation and Training Materials	0 weeks	CAI
	Activate and Train UAT Users	TBD	CAI
	Activate and Train IT Users	TBD	CAI
	Load Phase 1 into the Development/Test Environment	TBD	DOC*, CAI
Milestone 3	Migrate ALL Legacy Data and Load into Test database (Phase 1)	TBD	DOC*, CAI
	UAT Phase 1 and fix defects - Functional, Interfaces, Data Bridges, Data Conversion Routine	TBD	DOC*, CAI*
	Conduct Parallel Testing (Legacy and New)	TBD	DOC
	Update Defect Management Tool (ongoing through UAT/ all phases)	Ongoing	DOC*, CAI*
	Obtain Phase 1 UAT Sign-off	0 weeks	CAI
	Establish Golden Build for Promotion to Production	TBD	CAI

	TOTAL TIME FOR ALL 12 WORK PACKAGES	XX WEEKS	
	TOTAL TIME FOR ALL WORK PACKAGES AS MEASURED FROM START OF PROJECT	XXXX WEEKS	
Implementation (Phase 1 Pilot - women's Facility). Implementation of Phase 1 Pilot is anticipated to overlap with User Acceptance Testing of Phase 2.			
	Deliver Back Out and Recovery Documents	0 weeks	CAI
	Deliver User Documentation and Training Materials	0 weeks	CAI
	Activate and Train Pilot Users	TBD	DOC
	Activate and Train IT Users	TBD	DOC
	Final Production Environment Readiness	TBD	DOC*, CAI
	Load Phase 1 Golden Build into the Production Environment	TBD	DOC*, CAI
	Convert and Load Static Solution Data (women's Facility Only)	TBD	DOC*, CAI
	Activate the New Solution	TBD	DOC*, CAI
	Execute Regression Testing	TBD	DOC
	Validate Parallel System Operation (Legacy and New)	TBD	DOC
	Execute Implementation Back Out & Recovery (if required)	0 weeks	DOC
	TOTAL TIME FOR ALL 11 TASKS IN THIS WORK PACKAGES	XX WEEKS	
	TOTAL TIME FOR ALL WORK PACKAGES AS MEASURED FROM START OF PROJECT	XXXX WEEKS	
Phase 1 Pilot Sign-off. Phase 1 Pilot is anticipated to overlap User Acceptance Testing for Phase 2 as well as partly overlap with training of users for general deployment.			
	Get Phase 1 Pilot Sign-off	TBD	CAI
	Deactivate Legacy Solution Components	TBD	DOC
	TOTAL TIME FOR ALL 2 TASKS IN THIS WORK PACKAGE	XX WEEKS	
	TOTAL TIME FOR ALL WORK PACKAGES AS MEASURED FROM START OF PROJECT	XXXX WEEKS	
Implementation (Phase 1 General Deployment - All Facilities). Implementation of Phase 1 General Deployment is anticipated to overlap with Pilot for Phase 1.			
	Deliver Updated Back Out and Recovery Documents	0 weeks	CAI
	Deliver Updated User Documentation and Training Materials	0 weeks	CAI
	Activate and Train General Deployment Users	TBD	CAI
	Activate and Train Additional IT Users	TBD	CAI

	Verify Production Environment Ready for General Deployment	0 weeks	DOC*, CAI
	Load Phase 1 Golden Build into the Production Environment	TBD	DOC*, CAI
	Convert and Load static Solution Data for General Deployment	TBD	DOC*, CAI
	Activate the New Solution	0 weeks	DOC
	Execute Regression Testing	TBD	DOC*, CAI
	Validate Parallel System Operation (Legacy and New)	TBD	DOC
	Execute Implementation Back Out & Recovery (if required)	0 weeks	DOC
Milestone 4	Get Phase 1 General Deployment Sign-off	TBD	CAI
	Deactivate Legacy Solution Components	0 weeks	DOC
	TOTAL TIME FOR ALL 13 WORK PACKAGES	XX WEEKS	
	TOTAL TIME FOR ALL WORK PACKAGES AS MEASURED FROM START OF PROJECT	XXXX WEEKS	
User Acceptance Testing (Phase 2). User Acceptance Testing for Phase 2 is anticipated to overlap with Development of other phases and also possibly overlap to some extent with User Acceptance Testing for Phase 3.			
	Code Ready and Delivered for UAT	0 weeks	CAI
	Deliver Back Out and Recovery Documents	0 weeks	CAI
	Deliver User Documentation and Training Materials	TBD	CAI
	Activate and Train UAT Users	TBD	CAI
	Activate and Train IT Users	TBD	CAI
	Load Phase 2 into the Development/Test Environment	TBD	DOC*, CAI
Milestone 5	Migrate ALL Legacy Data and Load into Test database (Phase 2)	TBD	DOC*, CAI
	UAT Phase 2 and fix defects - Functional, Interfaces, Data Bridges, Data Conversion Routine	TBD	DOC*, CAI*
	Conduct Parallel Testing (Legacy and New)	TBD	DOC
	Update Defect Management Tool (ongoing through UAT/ all phases)	Ongoing	DOC, CAI
	Obtain Phase 2 UAT Sign-off	0 weeks	CAI
	Establish Golden Build for Promotion to Production	TBD	CAI
	TOTAL TIME FOR ALL 12 WORK PACKAGES	XX WEEKS	

	TOTAL TIME FOR ALL WORK PACKAGES AS MEASURED FROM START OF PROJECT	XXXX WEEKS	
Implementation (Phase 2 Pilot - women's Facility). Phase 2 Pilot is optional and the Department will determine whether to implement it. If the Department decides to implement it, implementation of Phase 2 Pilot is anticipated to overlap with User Acceptance Testing of Phase 2.			
	Deliver Back Out and Recovery Documents	0 weeks	CAI
	Deliver User Documentation and Training Materials	0 weeks	CAI
	Activate and Train Pilot Users	TBD	DOC
	Activate and Train IT Users	TBD	DOC
	Final Production Environment Readiness	TBD	DOC, CAI
	Load Phase 2 Golden Build into the Production Environment	TBD	DOC, CAI
	Convert and Load Static Solution Data (women's Facility Only)	0 weeks	DOC, CAI
	Activate the New Solution	0 weeks	DOC, CAI
	Execute Regression Testing	TBD	DOC
	Validate Parallel System Operation (Legacy and New)	TBD	DOC
	Execute Implementation Back Out & Recovery (if required)	0 weeks	DOC
	TOTAL TIME FOR ALL 11 WORK PACKAGES	XX WEEKS	
	TOTAL TIME FOR ALL WORK PACKAGES AS MEASURED FROM START OF PROJECT	XXXX WEEKS	
Phase 2 Pilot Sign-off. Phase 2 Pilot is optional and the Department will determine whether to implement it. If the Department decides to implement it, implementation of Phase 2 Pilot is anticipated to overlap with User Acceptance Testing for Phase 2 as well as partly overlap with training of users for general deployment.			
	Run Phase 2 Pilot, identify and fix any defects	TBD	DOC, CAI
	Get Phase 2 Pilot Sign-off	0 weeks	CAI
	Deactivate Legacy Solution Components	0 weeks	DOC
	TOTAL TIME FOR ALL 3 WORK PACKAGE IN GAP ANALYSIS	XX WEEKS	
	TOTAL TIME FOR ALL WORK PACKAGES AS MEASURED FROM START OF PROJECT	XXXX WEEKS	
Implementation (Phase 2 General Deployment - All Facilities). Implementation of Phase 2 General Deployment is anticipated to overlap with Pilot for Phase 2.			
	Deliver Updated Back Out and Recovery Documents	0 weeks	CAI
	Deliver Updated User Documentation and Training Materials	0 weeks	CAI

	Activate and Train General Deployment Users	3 weeks	CAI
	Activate and Train Additional IT Users	1 week	CAI
	Verify Production Environment Ready for General Deployment	0 weeks	DOC, CAI
	Load Phase 2 Golden Build into the Production Environment	1 week	DOC, CAI
	Convert and Load static Solution Data for General Deployment	2 weeks	DOC, CAI
	Activate the New Solution	0 weeks	DOC
	Execute Regression Testing	1 week	DOC, CAI
	Validate Parallel System Operation (Legacy and New)	1 week	DOC
	Execute Implementation Back Out & Recovery (if required)	0 weeks	DOC
Milestone 6	Get Phase 2 General Deployment Sign-off	3 weeks	CAI
	Deactivate Legacy Solution Components	0 weeks	DOC
	TOTAL TIME FOR ALL 13 TASKS IN THIS WORK PACKAGES	XX WEEKS	
	TOTAL TIME FOR ALL WORK PACKAGES AS MEASURED FROM START OF PROJECT	XXXX WEEKS	
User Acceptance Testing for Phase 3. User Acceptance Testing for Phase 3 is anticipated to overlap with the development of other phases and also possibly to overlap to some extent with User Acceptance Testing for Phase 4.			
	Code Ready and Delivered for UAT	0 weeks	CAI
	Deliver Back Out and Recovery Documents	0 weeks	CAI
	Deliver User Documentation and Training Materials	0 weeks	CAI
	Activate and Train UAT Users	TBD	CAI
	Activate and Train IT Users	TBD	CAI
	Load Phase 3 into the Development/Test Environment	TBD	DOC*, CAI
Milestone 7	Migrate ALL Legacy Data and Load into Test database (Phase 3)	TBD	DOC*, CAI
	UAT Phase 3 and fix defects - Functional, Interfaces, Data Bridges, Data Conversion Routine	TBD	DOC*, CAI*
	Conduct Parallel Testing (Legacy and New)	TBD	DOC
	Update Defect Management Tool (ongoing through UAT/ all phases)	Ongoing	DOC*, CAI*
	Obtain Phase 3 UAT Sign-off	0 weeks	CAI

	Establish Golden Build for Promotion to Production	TBD	CAI
	TOTAL TIME FOR ALL 12 WORK PACKAGES	XX WEEKS	
	TOTAL TIME FOR ALL WORK PACKAGES AS MEASURED FROM START OF PROJECT	XXXX WEEKS	
Implementation (Phase 3 Pilot - women's Facility). Phase 3 Pilot is optional and the Department will determine whether to implement it. If the Department decides to implement it, implementation of Phase 3 Pilot is anticipated to overlap with User Acceptance Testing of Phase 3.			
	Deliver Back Out and Recovery Documents	0 weeks	CAI
	Deliver User Documentation and Training Materials	0 weeks	CAI
	Activate and Train Pilot Users	TBD	DOC
	Activate and Train IT Users	TBD	DOC
	Final Production Environment Readiness	TBD	DOC*, CAI
	Load Phase 3 Golden Build into the Production Environment	TBD	DOC*, CAI
	Convert and Load Static Solution Data (women's Facility Only)	0 weeks	DOC*, CAI
	Activate the New Solution	0 weeks	DOC*, CAI
	Execute Regression Testing	TBD	DOC
	Validate Parallel System Operation (Legacy and New)	TBD	DOC
	Execute Implementation Back Out & Recovery (if required)	0 weeks	DOC
	TOTAL TIME FOR ALL 11 WORK PACKAGES	XX WEEKS	
	TOTAL TIME FOR ALL WORK PACKAGES AS MEASURED FROM START OF PROJECT	XXXX WEEKS	
Phase 3 Pilot Sign-off . Phase 3 Pilot is tentative and will be determined by CTDOC. If a Phase 3 Pilot is undertaken, it is anticipated to overlap with User Acceptance Testing for Phase 4 as well as partly overlap with training of users for general deployment.			
	Get Phase 3 Pilot Sign-off	TBD	CAI
	Deactivate Legacy Solution Components	TBD	DOC
	TOTAL TIME FOR ALL 2 WORK PACKAGE S	XX WEEKS	
	TOTAL TIME FOR ALL WORK PACKAGES AS MEASURED FROM START OF PROJECT	XXXX WEEKS	
Implementation (Phase 3 General Deployment - All Facilities). Implementation of Phase 3 General Deployment is anticipated to overlap with Pilot for Phase 3.			
	Deliver Updated Back Out and Recovery Documents	0 weeks	CAI
	Deliver Updated User Documentation and Training Materials	0 weeks	CAI

	Activate and Train General Deployment Users	TBD	CAI
	Activate and Train Additional IT Users	TBD	CAI
	Verify Production Environment Ready for General Deployment	0 weeks	DOC*, CAI
	Load Phase 3 Golden Build into the Production Environment	TBD	DOC*, CAI
	Convert and Load static Solution Data for General Deployment	TBD	DOC*, CAI
	Activate the New Solution	0 weeks	DOC
	Execute Regression Testing	TBD	DOC*, CAI
	Validate Parallel System Operation (Legacy and New)	TBD	DOC
	Execute Implementation Back Out & Recovery (if required)	0 weeks	DOC
Milestone 8	Get Phase 3 General Deployment Sign-off	TBD	CAI
	Deactivate Legacy Solution Components	0 weeks	DOC
	TOTAL TIME FOR ALL 13 TASKS IN THIS WORK PACKAGES	XX WEEKS	
	TOTAL TIME FOR ALL WORK PACKAGES AS MEASURED FROM START OF PROJECT	XXXX WEEKS	
User Acceptance Testing (Phase 4). User Acceptance Testing for Phase 4 is anticipated to overlap to some extent with User Acceptance Testing for Phase 3.			
	Code Ready for UAT (Phase 4 - BC 20, 21)		
	Code Ready and Delivered for UAT	0 weeks	CAI
	Deliver Back Out and Recovery Documents	0 weeks	CAI
	Deliver User Documentation and Training Materials	0 weeks	CAI
	Activate and Train UAT Users	TBD	CAI
	Activate and Train IT Users	TBD	CAI
	Load Phase 4 into the Development/Test Environment	TBD	DOC*, CAI
Milestone 9	Migrate ALL Legacy Data and Load into Test database (Phase 4)	TBD	DOC*, CAI
	UAT Phase 4 and fix defects - Functional, Interfaces, Data Bridges, Data Conversion Routine	TBD	DOC*, CAI*
	Conduct Parallel Testing (Legacy and New)	TBD	DOC
	Update Defect Management Tool (ongoing through UAT/ all phases)	Ongoing	DOC*, CAI*
	Obtain Phase 4 UAT Sign-off	0 weeks	CAI

	Establish Golden Build for Promotion to Production	TBD	CAI
	TOTAL TIME FOR ALL 13 WORK PACKAGES	XX WEEKS	
	TOTAL TIME FOR ALL WORK PACKAGES AS MEASURED FROM START OF PROJECT	XXXX WEEKS	
Implementation (Phase 4 General Deployment - All Facilities). Implementation of Phase 4 General Deployment is expected to last XX weeks.			
	Deliver Updated Back Out and Recovery Documents	0 weeks	CAI
	Deliver Updated User Documentation and Training Materials	0 weeks	CAI
	Activate and Train General Deployment Users	TBD	CAI
	Activate and Train Additional IT Users	TBD	CAI
	Verify Production Environment Ready for General Deployment	0 weeks	DOC*, CAI
	Load Phase 4 Golden Build into the Production Environment	TBD	DOC*, CAI
	Convert and Load static Solution Data for General Deployment	TBD	DOC*, CAI
	Activate the New Solution	0 weeks	DOC
	Execute Regression Testing	TBD	DOC*, CAI
	Validate Parallel System Operation (Legacy and New)	TBD	DOC
	Execute Implementation Back Out & Recovery (if required)	0 weeks	DOC
Milestone 10	Get Phase 4 General Deployment Sign-off	TBD	CAI
	Deactivate Legacy Solution Components	0 weeks	DOC
	TOTAL TIME FOR ALL 13 WORK PACKAGES	XX WEEKS	
	TOTAL TIME FOR ALL WORK PACKAGES AS MEASURED FROM START OF PROJECT	XXXX WEEKS	

Pricing for the Deliverables

A. Milestone Payment Schedule

The total cost to deliver the System is $12,983,070, payable in accordance with the milestone payments set forth below. The Department will make each milestone payment after completion and acceptance of the corresponding milestone identified in Exhibit 3, the Deliverables Implementation Schedule. Each milestone payment is subject to a 20% holdback.

Milestone Payments

1. Configure and Verify Base Product Ready 4%
2. Acceptance of Gap Analysis and Detail Design 14%
3. Migrate ALL Legacy Data and Load into Test database (Phase 1) 10%
4. Get Phase 1 General Deployment Sign-off 9%
5. Migrate ALL Legacy Data and Load into Test database (Phase 2) 10%
6. Get Phase 2 General Deployment Sign-off 9%
7. Migrate ALL Legacy Data and Load into Test database (Phase 3) 10%
8. Get Phase 3 General Deployment Sign-off 8%
9. Migrate ALL Legacy Data and Load into Test database (Phase 4) 10%
10. Get Phase 4 General Deployment Sign-off 16%

The Department will release the holdback monies for each milestone payment to the Contractor upon expiration of the Warranty Period for the phase to which the milestone payment relates.

B. Annual Cost for Maintenance and Support

Commencing with the day next succeeding the day that the Warranty Period expires for the base System that will be installed in the general availability production environment in Phase 1, CTDOC will pay annual maintenance and support payments of $300,000.00 per calendar year, pro-rated for any period less than a full calendar year.

Once all phases of the System have been placed in the general availability production environment and upon the expiration of the Warranty Period for the completed System, CTDOC will pay annual maintenance and support in the amount of $597,459 per calendar year pro-rated for any period less than a full calendar year. The line item breakdown of the annual maintenance and support fees are set forth in the table below. .

Quantity	Description	Unit Cost
1	DSI Offender Management System	$376,157.00
1	Support	$183,302.00
	First Line Support Services	0.00
	Additional Support Technicians	0.00

	Quarterly Support Meetings	0.00
	Online Support Tool For Ticket Management	0.00
1	Imaging	$38,000.00
1	Fingerprint - Cost Waived	$0.00

C. Hardware and Software, includes delivery and installation of, and training on the items listed in the following table, at no cost to DOC.

Quantity	Description	Unit Cost	Ext. Cost
	Picturelink Administrative Software		
1	Picturelink Application Server	$0.00	$0.00
1	Arrest Database	$0.00	$0.00
1	5 User Concurrent	$0.00	$0.00
17	Photo Plus	$0.00	$0.00
	* Cost is per database.		
	Picturelink Capture Station Software		
17	Video Capture Machine License	$0.00	$0.00
	PictureLink Investigative Software		
1	25 Concurrent Users	$0.00	$0.00
	Picturelink Hardware		
17	PC (Core i3) Includes Monitor	$0.00	$0.00
17	Power Strip with Surge Protector	$0.00	$0.00
17	Shipping and Handling	$0.00	$0.00
	Digital Camera Hardware		
17	Canon EOS Rebel T3i w/18-55mm Lens (Adapters, Cable, Memory Card)	$0.00	$0.00
17	Pan & Tilt Model 340 w/ 20' Cable (Used for Scars marks and tatoos)	$0.00	$0.00
17	Digital Mount Kit	$0.00	$0.00
17	Digital Lighting Components	$0.00	$0.00
	Server Hardware and Software Customer Supplied		
	Interfaces		
1	Host Interface Services (PictureLink and OMS)	$0.00	$0.00
	TOTAL	**$0.00**	**$0.00**

1.

1. CTDOC may purchase the additional hardware and software at the prices listed below: The Prices includes annual maintenance and support at no additional cost.

QTY	Description		Unit Cost
	Picturelink Capture Station Software		
1	Video Capture Machine License*		$4,524.75
	Picturelink Hardware		
1	PC (Core i3) Includes Monitor**		$1,154.25

1	Canon EOS Rebel T3i w/18-55mm Lens (Adapters, Cable, Memory Card)		$1,250.00
1	Pan & Tilt Model 340 w/ 20' Cable (Used for Scars marks and tatoos)		$248.00
1	Digital Mount Kit		$148.00
1	Digital Lighting Components		$375.00

D. Symbol LS7708 Barcode Scanner –$440.00

1 Department to provide workstation to support scanning solution with the following minimum requirements

1. Dell Optiplex 3020 (or comparable)
2. 4gb Memory
3. 500gb Hard Drive
4. 20” Monitor

E. Pricing for Optional Deliverables Ordered after Acceptance of the System

CONSULTING RATES: Per Hour

1. Senior Architect	$185.00
2. Senior Program Advisor	$220.00
3. Senior Business Analyst	$185.00
4. Programmer/Analyst	$ 85.00
5. Sr. Programmer/Analyst	$140.00
6. QA Analyst	$140.00
7. Program Manager	$220.00

F. Maintenance Catch Up Fee:

If CTDOC allows maintenance and support for the System to lapse and later elects to reinstate maintenance support, CTDOC will pay the annual maintenance and support fee plus a one-time reinstatement fee based on the period of time for which CTDOC did not purchase maintenance and support (the “Discount Reinstatement Fee”). The applicable one-time fee is set forth below.

Period of Time Without Maintenance & Support	Discount Reinstatement Fee
0-1 Year	0
1-2 Years	$298,729.50

2-3 Years	$597,459.00
3-4 Years	$650,000.00
4 or More Years	$800,000.00

CTDOC is eligible for the Discount Reinstatement Fee once. If CTDOC again discontinues maintenance and support, CTDOC may reinstate maintenance and support only upon payment of the annual maintenance and support fees for the period of time during which maintenance and support was allowed to lapse and the then current annual maintenance and support fee.

Contractor shall provide System support services in accordance with this Service Level Agreement commencing with the deployment of any phase of the System into the production environment.

Definitions

The following definitions apply to Exhibit 5 only:

- **Business Hours:** The hours of 6am to 11pm Eastern Standard Time of a Business Day. Business Hours may be modified by CTDOC at its discretion.

- **Error**: A discrepancy between a computed, observed, or measured value or condition and the true, specified, or theoretically correct value or condition.

- **Failure**: The inability of the System or its component to perform its required functions within the specified performance requirements.

- **Fault**: An incorrect step, process or data definition in a computer program which causes the program to perform in an unintended or unanticipated manner

- **Incident**: A disruption in the normal function or operation of the System.

- **Notification:** A notice of an Incident or Support Inquiry via email, fax, pager, Short Message Service (SMS) text, Multimedia Messing Service (MMS), phone call or voice message from CTDOC to the Contractor, or other method mutually approved in writing by the parties.

- **Support Inquiries:** Requests for support on the System, Services and Deliverables, including but not limited to change orders.

- **System Response Time:** Four seconds or less to process 100% of all non-batch or reporting transactions within the System.

System Response Time

The System will not exceed the System Response Time. The System will have no degradation of System Response Time when there are 4,000 or fewer concurrent interactive users.

Support Hours

Contractor shall provide support during the implementation of the System, all Warranty Periods and maintenance periods for all environments in the System, including but not limited to the development, testing, production, quality assurance and staging regions, in accordance with the requirements of this Service Level Agreement. Contractor shall provide support in accordance with the following schedule:

- Telephone help desk support during Business Hours.
- Support for Incidents that are categories 1-Critical and 2-High on a 24x7x365 basis.

- Support for category 3-Medium and 4-Low Incidents and Support Inquiries during Business Hours.

Incident Categories

Each Incident will be classified by CTDOC in its sole discretion in accordance with the categories below:

- **1-Critical**: A System Fault, Failure or Error in the production environment causing disruption to CTDOC's business activity or preventing the use of the System, or both.
- **2-High: A** System Fault, Failure or Error that does not rise to the level of 1-Critical and causes all or part of a component of the System to not operate in accordance with Specifications, but the System remains usable with a moderate level of difficulty utilizing a work-around solution. Degradation of System Response Time of System components is included in this category.
- **3-Medium**: A System Fault, Failure or Error that does rise to the level of 1-Critical or 2-High and causes all or part of a component of the System to not operate in accordance with Specifications, but the System remains usable with a minimum level of effort utilizing a work-around solution.
- **4-Low**: A System Fault, Failure or Error that does not rise to the level of 1-Critical, 2-High or 3-Medium and causes the System to not operate in accordance with the Specifications, but does not disrupt CTDOC's business activity. Incidents relating to environments other than production or staging will be classified as a 4-Low Incident.

Response and Resolution

Contractor shall respond to Notifications and resolve Incidents within the time frames set forth below.

Response and Resolution Table

Category	Response Goal	Resolution Goal
1-Critical	30 minutes	4 hours
2-High	30 minutes	24 hours
3-Medium	30 minutes	3 Business Days
4-Low	30 minutes	7 Business Days

Response / Resolution Process:

- Response:
  - The Response period will begin to run upon the Contractor receiving the Notification. The Notification will be deemed to be received upon the Contractor's (a) representative answering the telephone call, (b) receipt of the email sent by CTDOC, (c) receipt of the SMS, MMS or pager communication sent by CTDOC and (d) receipt of the voice message left by CTDOC. Notification will also be deemed to be received upon CTDOC receiving a fax transmittal confirmation page indicating a successful transmission.
  - The Contractor shall acknowledge via phone or in writing of its receipt of a Notification and confirm in that acknowledgement that it has logged the Incident for assignment to support personnel.

- If the Notification is made outside of Business Hours for an Incident that is a category 3-Medium or 4-Low, the Contractor will not be deemed to have received Notification until the start of the first Business Hour following the Notification.

- Resolution:
  - Resolution period begins when Contractor receives the Notification.
  - For time periods when Contractor is waiting for information from CTDOC, approval of change from the CTDOC, or clarification or task completion from the CTDOC, the resolution clock will be on "hold" until the CTDOC responds to the Contractor. The time associated with the CTDOC response will not be included when calculating Contractor's resolution time.
  - The Contractor may propose a work-around solution to resolve an Incident. The CTDOC shall have the discretion to accept, or reject, a work-around solution. The Incident will be deemed to be resolved if the work-around is accepted by the CTDOC and is implemented successfully. If the work-around is not accepted by the CTDOC, the Contractor shall continue to work to resolve the Incident. The CTDOC may accept a work-around solution as a temporary, short-term solution while the Contractor continues to work to resolve the Incident.
  - The Contractor may use only those online tools that CTDOC supports and has approved to provide troubleshooting, desktop sharing, remote access to the System and other support services. At the discretion of the CTDOC, CTDOC may provide Contractor with access to the CTDOC's environments. Contractor shall not disable or change in any way any State "architecture," "information systems" or "telecommunication systems," as those terms are defined in Conn. Gen. Stat. Sec. 4d-1, without the State's prior written approval.

Performance Goals

The Contractor shall meet or exceed the Performance Goals set forth in the Performance Goal Table below. The Performance Goals are the minimum level of service that the Contractor will provide. If the Contractor fails to meet the Performance Goals, as determined by the CTDOC in its sole discretion, then the Contractor will pay or issue a credit to CTDOC in an amount that CTDOC determines, up to the "Maximum Offset" set forth in the Performance Goal Table. The Maximum Offset is the stated percent of the then-current annual maintenance fee. CTDOC, in its sole discretion, may apply the credit as an offset to any amounts owed to Contractor or it may invoice the Contractor.

Performance Goal Table

Performance Goal	Maximum Offset
Immediate, live answer of a minimum of 85% of all calls in a calendar quarter which CTDOC places to the Contractor during Business Hours.	1%
Live answer, call back or written response to all Notifications within the Response Goal set forth in	2%

the Response and Resolution Table above.	
Resolve 90% of all Incidents and Support Inquiries for which a Notification was sent within the applicable Resolution Goal set forth in the Response and Resolution Table above.	5%

Contractor shall monitor and record its actual response and resolution times as they occur and provide the CTDOC with a copy of this document by 5 PM EST on the fifth Business Day of the month succeeding the calendar quarter. Contractor shall begin tracking after Acceptance of the first phase of the System and continually thereafter.

On a quarterly basis, the CTDOC may review and compare the Contractor's actual response and resolution performance achievements against the Performance Goals. If the Contractor does not meet the Performance Goals during the quarter, as determined by the CTDOC, the CTDOC may offset or invoice the Contractor for a monetary amount up to the Maximum Offset allowed in the Performance Goal Table.

The Contractor shall utilize an electronic tracking system for logging and reporting Incidents and Support Inquiries and for viewing, updating and tracking response and resolution related activities and information. The Contractor shall provide CTDOC, at no cost to CTDOC, with access to the tracking system with the capability system for CTDOC to log and report Incidents and Support Inquiries and for viewing, updating and tracking response and resolution related activities and information. The tracking system will provide CTDOC with the capability to generate reports on the metrics that comprise the Performance Goals and map trends within the support services being provided to CTDOC.

Escalation Procedure

If an Incident is not resolved by support personnel within the applicable Response Goal or Resolution Goal time frame, CTDOC may escalate the Incident in accordance with the escalation process in the table below. For all other Performance issues, CTDOC may escalate its concerns in accordance with the escalation process in the table below. Contractor shall commit additional resources as needed or appropriate to resolve the Incident, including providing onsite personnel.

Event	Phase	Steps
Performance Concerns	Pre-Development and During Development	1. Notify the Contractor's "Project Manager". 2. Contact the Contractor's "Service Delivery Manager". 3. If no response, or if response is unsatisfactory to CTDOC, contact the Contractor's "Business Unit Executive".

Incident	Post Deployment	1. Notify the Contractor help desk. 2. Contact the Contractor's help desk supervisor. 3. Contact the Contractor's "Service Delivery Manager". 4. Contact the Contractor's "Business Unit Executive".
General Engagement Issues / Satisfaction	All Phases	1. Contact the Contractor's "Business Unit Executive". 2. Contact the Contractor's "Divisional Manager".

The Contractor shall provide the names of and contact information for the individuals occupying each role identified in the table above to the CTDOC no later than 2 days after the Effective Date and shall, at all times during the Term, notify the CTDOC within twenty-four hours of any change in any of that information.

Support Inquiries

The CTDOC may contact the Contractor with Support Inquiries. The Response Goals, Resolution Goals, Performance Goals and escalation process applicable to category 4-Low Incidents will apply to Support Inquiries. The Response period will begin to run upon the Contractor receiving the Notification. The Notification will be deemed to be received upon the Contractor's (a) representative answering the telephone call, (b) receipt of the email sent by CTDOC, (c) receipt of the SMS, MMS or pager communication sent by CTDOC and (d) receipt of the voice message left by CTDOC. Notification will also be deemed to be received upon CTDOC receiving a fax transmittal confirmation page indicating a successful transmission. The Contractor shall acknowledge via phone or in writing of its receipt of a Notification and confirm in that acknowledgement that it has logged the inquiry for assignment to support personnel. If the Notification is made outside of Business Hours, the Contractor will not be deemed to have received Notification until the start of the first Business Hour following the Notification. The Contractor will be deemed to have resolved the Support Inquiry upon providing the information requested to the reasonable satisfaction of CTDOC.