



Bid Waiver Form

Date	08/22/2018
Department	Sheriff's Office
Name	Tim Ritter
Email	Ritter@countyofdane.com
Phone	284-6186
Purchasing Agent	Carolyn Clow

Vendor Name	Lexipol
Vendor MUNIS #	
Requisition #	
Requisition Year	
Total Cost	\$ 60,422 for 2018 and 2019
Vendor Quote Attached	<input checked="" type="checkbox"/> Yes – Quote is required to be attached.

Provide a detailed description of the goods/services intended to be purchased:

DCSO is requesting to purchase Custody Policy Manual and integrated Daily Training Bulletin services from Lexipol.

These services from Lexipol would include:

Custody Policy Manual & Daily Training Bulletins

- Compliant with state and federal laws and regulations
- Customized to reflect your agency's terminology and structure
- Scenario-based daily training ties policy to real-world applications
 - o 240 days per year / Custody
- Each DTB includes a test question that reinforces policy comprehension
- Officers can complete DTBs via computers or iOS and Android mobile devices
- DTB completion and policy acknowledgement reports available by officer/deputy, topic or policy

Policy Updates

- Delivered in response to new legislation, case law and evolving best practices
- Changes are presented in mark-up form and side-by-side comparison against existing policy
- DCSO can accept, reject or customize each update

Web-Based Delivery Platform & Mobile App (Knowledge Management System)

Included with every subscription, the web-based platform features:

- Ability to edit and customize content to reflect DCSO's mission and philosophy
- Efficient distribution of policies to staff
- Automated tracking and reporting of policy acknowledgement and completion of training by all staff
- Archival and easy retrieval of all versions of policy manual
- Mobile app that provides in-the-field access to policy and training materials



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Supplemental Manual

- Electronically links department-specific procedural content to your policy manual
- Automated tools help ensure consistency between policy and procedure material
- Perfect for standard operating guidelines/procedures, general orders or field guides

Accreditation Tools

- Ability to integrate accreditation standards content into DCSO's policies
- Tracking and reporting tools that facilitate audits and assessments

Comprehensive Policy Cross-Reference

Making the transition to Lexipol starts with understanding how DCSO's current policy content compares with their master policy content. Lexipol's Comprehensive Policy Cross-Reference service provides a logical method to distinguishing between the two.

- Analysis of DCSO's existing policies and procedures to identify content similar to Lexipol's Wisconsin master content, as well as content unique to our jurisdiction and not covered within the Lexipol manual
- DCSO's existing policies returned with annotations and tips to integrate into the Lexipol master content
- Information provided on where to find content similar to DCSO's policies in the Lexipol master manual, providing DCSO's project manager the ability to quickly compare the Lexipol version against DCSO's related current policy language
- Review with DCSO to discuss the cross-reference report
 - o Cross-reference: Analysis of existing policies and procedures to identify content similar to Lexipol's Wisconsin master content, as well as content unique to our jurisdiction and not covered within the Lexipol manual;
 - o Extraction: Data entry and formatting of existing policies
 - o Migration and merging of content
 - o Hyperlinking related policies and procedures



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Procurement Exception List	
<input type="checkbox"/>	Emergency Procurement
<input checked="" type="checkbox"/>	Only one vendor possesses the unique and singularly available ability to meet the Department's requirements
<input checked="" type="checkbox"/>	Unique and specific technical qualifications are required
<input type="checkbox"/>	A special adaptation for a special purpose is required
<input type="checkbox"/>	A unique or opportune buying condition exists

Provide a detailed explanation as to why the competitive bidding (RFB/RFP) process cannot be used. Also provide a detailed justification in relation to the Procurement Exception chosen:
<p>Lexipol is the most comprehensive product in the industry, used by more than 3,500 law enforcement agencies. This service will assist DCSSO with having complete, comprehensive and up-to-date policies to direct staff. Our insurer Wisconsin Municipal Mutual Insurance Company (WWMIC) is highly recommending that it's insured agencies subscribe to this service and as such is providing a contribution toward the cost of the service. There is no other service that operates at this level in existence to provide this service and Lexipol only sells this product directly, not through resellers or distributors..</p>

Bid Waiver Approval (Purchasing Use Only)

Under \$36,000 Controller Approval	Date
\$36,000 or over Personnel & Finance Committee Approval Date	



PROPOSAL FOR CUSTODY POLICY MANUAL

PRESENTED TO: Dane County Sheriff's Office DATE: 6-28-2018

Pricing is based on: Number of Custody Personnel: 210 (949 beds)

Lexipol Annual Subscription	Term	Price
Custody Policy Manual & Daily Training Bulletins w/ Supplemental Publication Service Based on 949 beds	Annual	\$45,044
Adjust Custody Policy Manual Pricing Based on authorized staffing: 210 custody personnel	Annual	(\$8,533)
10% WMMIC Member Discount	Annual	(\$3,651)
Corrections - Annual Subscription		\$32,860

Implementation Service - Custody	Term	Price
Comprehensive Cross Reference <i>Based on 500 pages in current manual</i> Analysis of your existing policies and procedures to identify content similar to Lexipol's Wisconsin master content, as well as content unique to your jurisdiction and not covered within the Lexipol manual. See Scope of Work for details.	One Time Fee <i>Based on 500 pages in current manual</i>	\$6,920
Support+ Package (50-hour package) 1:1 Assistance with a member of our Professional Services staff experienced in policy implementation and project management. Packages are offered in 50-hour increments with a flexible scope of work and are offered at a 7% discount off Lexipol's standard hourly rate for professional services. See Scope of Work for details.	One Time Fee <i>Multiple packages can be purchased</i>	\$6,950
Implementation Total		\$13,870

Project Total Start-up	Invoice	Price
Prorated Period 7/11/2018 thru 12/31/2018:		
Custody Subscription 7/11/2018 thru 12/31/2018 (5-months Aug thru Dec):	Prorate	\$13,692
Implementation Total (Comp Cross-Ref and 1 Support+ Package)		\$13,870
Total Due Start-up Subscription (Pro-Rated)		\$27,562

January 2019 Renewal		
Custody Policy Manual & Daily Training Bulletins w/ Supplemental Publication Service Includes Staffing Adjustment and WMMIC Discount	Renewal	\$32,860
Annual Subscription - Due January 2019		\$32,860

SCOPE OF SERVICES:

Custody Policy Manual & Daily Training Bulletins

- Compliant with state and federal laws and regulations
- Customized to reflect your agency’s terminology and structure
- Scenario-based daily training ties policy to real-world applications
 - 240 days per year / Custody
- Each DTB includes a test question that reinforces policy comprehension
- Officers can complete DTBs via computers or iOS and Android mobile devices
- DTB completion and policy acknowledgement reports available by officer/deputy, topic or policy

Policy Updates

- Delivered in response to new legislation, case law and evolving best practices
- Changes are presented in mark-up form and side-by-side comparison against existing policy
- Your agency can accept, reject or customize each update

Web-Based Delivery Platform & Mobile App (Knowledge Management System)

Included with every subscription, this state-of-the-art web-based platform features:

- Ability to edit and customize content to reflect your agency’s mission and philosophy
- Efficient distribution of policies to staff
- Automated tracking and reporting of policy acknowledgement and completion of training by all staff
- Archival and easy retrieval of all versions of policy manual
- Mobile app that provides in-the-field access to policy and training materials

Supplemental Manual

- Electronically links department-specific procedural content to your policy manual
- Automated tools help ensure consistency between policy and procedure material
- Perfect for standard operating guidelines/procedures, general orders or field guides

Accreditation Tools

- Ability to integrate accreditation standards content into the agency’s policies
- Tracking and reporting tools that facilitate audits and assessments

Customer Assistance & Support

- Training on the Lexipol web-based delivery platform
- Direct Collaboration Assistance provides eight hours of individualized web-based sessions (to be scheduled within first 30 days of subscription service) to give your Agency administrator initial training to progress successfully and independently with the work plan
- Dedicated Account Management representatives provide continual support via phone and email

Comprehensive Policy Cross-Reference

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- Analysis of your existing policies and procedures to identify content similar to Lexipol's Illinois master content, as well as content unique to your jurisdiction and not covered within the Lexipol manual
- Your existing policies returned with annotations and tips to integrate into the Lexipol master content
- Information provided on where to find content similar to your policies in the Lexipol master manual, providing your project manager the ability to quickly compare the Lexipol version against your related current policy language
- One-on-one review with your agency to discuss the cross-reference report

Support+ Package(s)

Lexipol's Support+ Package provides a customizable solution for agencies looking for one-on-one assistance with a member of our Professional Services staff experienced in policy implementation and project management.

Packages are offered in 50-hour increments with a flexible scope of work and are offered at a 7% discount off Lexipol's standard hourly rate for professional services. Flexible scope of work can assist your agency with such tasks as:

- Cross-reference: Analysis of your existing policies and procedures to identify content similar to Lexipol's Illinois master content, as well as content unique to your jurisdiction and not covered within the Lexipol manual;
- Extraction: Data entry and formatting of existing policies
- Migration and merging of content
- Hyperlinking related policies and procedures
- And more