

**PROFESSIONAL SERVICES AGREEMENT
WITH SECURUS TECHNOLOGIES INC.
TO PROVIDE A JAIL MANAGEMENT SYSTEM
FOR THE ADULT DETENTION FACILITY**

THIS AGREEMENT is made and entered into on this 14th day of February, 2017, by and between **SANTA FE COUNTY** ("County"), a political subdivision of the state of New Mexico, and **SECURUS TECHNOLOGIES INC.** whose principal place of business is 14651 Dallas Parkway, Ste. 600, Dallas, TX 75254 ("Contractor").

WHEREAS, Santa Fe County's Corrections Department requires an electronic jail management system to assist the Department with recording and accounting of multiple jail operations at the Santa Fe County Adult Detention Facility (SFADF); and

WHEREAS, in accordance with Section 13-1-112 NMSA 1978, the County issued Request of Proposal No. 2016-0183-CORR/IC for these services; and

WHEREAS, based upon the evaluation criteria established within the request for proposals for the purposes of selecting the most qualified offeror, the County has determined the Contractor as the most responsive and highly rated offeror; and

WHEREAS, the County requires the services of the Contractor and the Contractor is willing to provide these services and both parties wish to enter into this Agreement.

NOW THEREFORE, in consideration of the premises and mutual obligations herein, the parties agree as follows:

I. SCOPE OF WORK

The jail management system shall include inmate booking, release, medical and classification information, jail billing, incident reports, inmate property information, and bar code for tracking inmate identification.

I. The Contractor will perform the following tasks:

- a) **Project Plan:** Contractor shall prepare a project plan that includes identify system requirements; analyze the SFADF environment; define the project objectives and scope; estimate high-level project activities' completion dates and describe milestones; describe the feasibility of the project; outline the development of the project plan and software quality assurance plan, software configuration management plan and their approval processes; identify hardware specification for the SFADF, and identify hardware specifications for the Corrections Department's servers and workstations.
- b) **Requirements definition:** Contractor shall prepare an analysis of the County's current system, business practices, processes and needs; prepare the translation of

those processes and needs into formal requirements and plan the testing activities to validate the performance of the software products.

- c) Functional design: Contractor shall provide the overall structure of the software product defined from a functional viewpoint to include the logical system flow, data or organization system inputs and outputs, processing rules and operational characteristics of the software production from the County's point of view.
- d) System design: Contractor shall provide the County with user-oriented functional design specifications that are translated into a set of technical, computer-oriented system design specifications. The design should depict exactly how the County will utilize the software, and identify table data and /or any development required. Flow charts and graphics should be included as part of the system design.
- e) Integration and testing: Contractor shall ensure that all software components are integrated and tested to determine whether the software product meets predetermined functionality, performance, quality, interface and security requirements; supervise initial functionality testing, including tests with sample data, test cases with real data and tests using converted data in a controlled environment; provide on-site management, supervision and assistance to plan, prepare, assist and supervise system testing, as well as the comprehensive system structure.
 - i. User testing shall be structured to include many of the anticipated users, with training for users on test protocols and system expectations as part of the test preparation work, and supervision throughout the testing process.
 - ii. Certain phases of the testing shall be oriented towards exception testing, where the system is tested with invalid and out of range data.
- f) Installation and acceptance
 - i. Contractor shall install the software on-site to verify software readiness with the supplied hardware and conduct functionality testing. The objectives of the activities in this stage are to verify that software products meet design requirements and to obtain the County's acceptance and approval of the software product(s).
 - ii. The County will perform post-delivery and post-training acceptance testing for a period beginning at the end of each phase of system installation and implementation at the County site, and lasting for a maximum of six months. At any time before the end of this six-month period, if the specifications or requirements of this Agreement are not met, or features or functions said to be present in the Contractor's proposal are absent or do not function properly, the County may execute any or all of the following:
 - a) Require the Contractor modify the installed software to eliminate the deficiency to the County's satisfaction;
 - b) Require the Contractor re-install a new copy of the software;
 - c) Extend the acceptance testing period for a period of 30 days to allow time for the Contractor to remedy the problems;
 - d) Remove the application software, terminate this Agreement, and recover payments.

- g) Data conversion: Contractor shall provide on-site resources for accomplishment of data conversion to the new system, including testing and verification of data conversion results. Contractor and County staff will work together to configure a file format suitable for the conversion. Contractor shall load the data onto the new software database. The County anticipates historical conversion of multiple years' worth of historical data.
- h) Transition: Contractor shall provide transition, parallel system and supervision for the implementation to the new JMS system to include; integration, testing, installation, acceptance and data conversion phases.
- i) On-site training and assistance: Contractor shall provide continued on-site resources for the initial system start-up, including debugging, help-response to users, one on one training with critical users, and other recommended approaches to ensure a smooth implementation. Contractor will provide all supporting technical user documentations, help files, data files, libraries, software customizations and modifications. Any changes to the documentation or items listed above due to revisions or enhancements to the Contractor's software along with testing and training will be provided to the County by the Contractor at no additional charge.
- j) Maintenance: Contractor shall provide support for the JMS to include existing software support, updates to supplemental files, revisions to documentation, utilities, and new functionality through software upgrades. The Contractor shall provide 24 hour unlimited telephone technical support for the County Corrections Department staff members and members of County IT staff.

II. Schedule

- k) Contractor will adhere to the schedule provided (see Exhibit B) including milestones, dates, and deliverables as described in Exhibit B. Contractor will make every effort to ensure that all activities are completed to the satisfaction of the County. The Contractor shall notify the County in writing as soon as it is reasonably possible, the delay of any established milestone. The written notification shall include justification and also suggested remedies to resume the agreed upon schedule.
- l) Significant delays of two weeks or more, not due to customer delays or changes, shall be justified in writing. The project timeline shall be modified to accommodate the delay. Liquidated damages may be assessed for unnecessary delays.

III. System capabilities

- a) Windows based operating system.
- b) Compatibility with Microsoft Windows system printer drivers.
- c) Varying levels of system user security and access.
- d) Inmate photo imprinted onto primary booking information sheet.
- e) An integrated billing system that can accommodate multiple agency billing per inmate, allow for creative billing formulas, and provide for cost recovery needs.
- f) Complete user training, customer service, and a "help desk" feature.
- g) Component for inmate money control.
- h) Component for inmate medical control.

- i) Ability to pose a query on a variety of criteria.
- j) Ability to scan inmates as they move from one event to another using a bar code and ability to track movement in and out of the SFCADF.
- k) Automatic web uploads of inmate web site, i.e., as inmates are booked or released web site is uploaded.
- l) An "inmate search" field which will provide for specific detail on the basis for and activity of an inmate being searched.
- m) A component to automatically upload a flat data file (ASCII) (containing the booking, charge and personal data on each person booked) into the Santa Fe County's website data base, on a daily basis.
- n) A separate section to coordinate, record, and log jail programs (i.e. home detention and community service projects).
- o) Ability to interface with NM Courts system.

2. COMPENSATION, INVOICING, AND SET-OFF

A. In consideration of its obligations under this Agreement the Contractor shall be compensated as follows:

- 1) All costs and expenses shall be in accordance with the costs listed on Exhibit A.
- 2) The total amount payable to the Contractor under this Agreement, exclusive of gross receipts tax, shall not exceed three hundred ninety five thousand six hundred eighty dollars and no cents (\$395,680.00). Any New Mexico gross receipts tax levied on the amounts payable under this Agreement shall be paid by the County to the Contractor.
- 3) This amount is a maximum and not a guarantee that the work assigned to be performed by Contractor under this Agreement shall equal the amount stated herein. The parties do not intend for the Contractor to continue to provide services without compensation when the total compensation amount is reached. Contractor is responsible for notifying the County when the services provided under this Agreement reach the total compensation amount. In no event will the Contractor be paid for services provided in excess of the total compensation amount without this Agreement being amended in writing.

B. The Contractor shall submit a written request for payment to the County when payment is due under this Agreement. Upon the County's receipt of the written request, the County shall issue a written certification of complete or partial acceptance or rejection of the contractual items or services for which payment is sought. The Contractor acknowledges and agrees that the County may not make any payment hereunder unless and until it has issued a written certification accepting the contractual items or services. Within 30 days of the issuance of a written certification accepting the contractual items or services, the County shall tender payment for the accepted items or services. In the event the County fails to tender payment within 30 days of the written certification

accepting the items or services, the County shall pay late payment charges of one and one-half percent (1.5%) per month, until the amount due is paid in full.

C. In the event the Contractor breaches this Agreement, the County may, without penalty, withhold any payments due the Contractor for the purpose of set-off until such time as the County determines the exact amount of damages it suffered as a result of the breach.

D. Payment under this Agreement shall not foreclose the right of the County to recover excessive or illegal payment.

3. EFFECTIVE DATE AND TERM

This Agreement shall, upon due execution by all parties, become effective as of the date first written above and shall terminate one year later, unless earlier terminated pursuant to Section 5 (Termination) or Section 6 (Appropriations and Authorizations). The County has the option to extend the term of this Agreement in one-year increments and on the same terms and conditions as stated herein. In no event shall the term of this Agreement exceed four years in total. The County may exercise this option by submitting a written notice to Contractor that the Agreement will be extended an additional year. The notice must be submitted to Contractor at least 60 days prior to expiration of the term.

4. ADDITIONAL SERVICES

A. The parties agree that all tasks set forth in Paragraph 1 (Scope of Work) of this Agreement, shall be completed in full, to the satisfaction of the County, for the amount set forth in Section 2 (Compensation, Invoicing and Set-Off) of this Agreement and for no other cost, amount, fee, or expense.

B. The County may from time-to-time request changes in the Scope of Work to be performed hereunder. Such changes, including any increase or decrease in the amount of the Contractor's compensation, which are mutually agreed upon by and between the County and the Contractor, shall be incorporated in a written amendment to this Agreement.

5. TERMINATION

A. Termination of Agreement for Cause. Either party may terminate the Agreement based upon any material breach of this Agreement by the other party. The non-breaching party shall give the breaching party written notice of termination specifying the grounds for the termination. The termination shall be effective 30 days from the breaching party's receipt of the notice of termination, during which time the breaching party shall have the right to cure the breach. If, however, the breach cannot with due diligence be cured within 30 days, the breaching party shall have a reasonable time to cure the breach, provided that, within 30 days of its receipt of the written notice of termination, the breaching party began to cure the breach and advised the non-breaching party in writing that it intended to cure.

B. Termination for Convenience of the County. The County may, in its discretion, terminate this Agreement at any time for any reason by giving the Contractor written notice of termination. The notice shall specify the effective date of termination, which shall not be less than 15 days from the Contractor's receipt of the notice. The County shall pay the Contractor for acceptable work, determined in accordance with the specifications and standards set forth in this Agreement, performed before the effective date of termination but shall not be liable for any work performed after the effective date of termination.

6. APPROPRIATIONS AND AUTHORIZATIONS

This Agreement is contingent upon sufficient appropriations and authorizations being made for performance of this Agreement by the Board of County Commissioners of the County and/or, if state funds are involved, the Legislature of the State of New Mexico. If sufficient appropriations and authorizations are not made in this or future fiscal years, this Agreement shall terminate upon written notice by the County to the Contractor. Such termination shall be without penalty to the County, and the County shall have no duty to reimburse the Contractor for expenditures made in the performance of this Agreement. The County is expressly not committed to expenditure of any funds until such time as they are programmed, budgeted, encumbered and approved for expenditure by the County. The County's decision as to whether sufficient appropriations and authorizations have been made for the fulfillment of this Agreement shall be final and not subject to challenge by the Contractor in any way or forum, including a lawsuit.

7. INDEPENDENT CONTRACTOR

The Contractor and its agents and employees are independent contractors and are not employees or agents of the County. Accordingly, the Contractor and its agents and employees shall not accrue leave, participate in retirement plans, insurance plans, or liability bonding, use County vehicles, or participate in any other benefits afforded to employees of the County. Except as may be expressly authorized elsewhere in this Agreement, the Contractor has no authority to bind, represent, or otherwise act on behalf of the County and agrees not to purport to do so.

8. ASSIGNMENT

The Contractor shall not assign or transfer any interest in this Agreement or assign any claims for money due or to become due under this Agreement without the advance written approval of the County. Any attempted assignment or transfer without the County's advance written approval shall be null and void and without any legal effect.

9. SUBCONTRACTING

The Contractor shall not subcontract or delegate any portion of the services to be performed under this Agreement without the advance written approval of the County. Any attempted subcontracting or delegating without the County's advance written approval shall be null and void and without any legal effect.

10. PERSONNEL

A. All work performed under this Agreement shall be performed by the Contractor or under its supervision.

B. The Contractor represents that it has, or will secure at its own expense, all personnel required to discharge its obligations under this Agreement. Such personnel (i) shall not be employees of or have any contractual relationships with the County and (ii) shall be fully qualified and licensed or otherwise authorized or permitted under federal, state, and local law to perform such work.

11. RELEASE

Upon its receipt of all payments due under this Agreement, the Contractor releases the County, its elected officials, officers, agents and employees from all liabilities, claims, and obligations whatsoever arising from or under or relating to this Agreement.

12. CONFIDENTIALITY

Any confidential information provided to or developed by the Contractor in the performance of this Agreement shall be kept confidential and shall not be made available to any individual or organization by the Contractor without the prior written approval of the County.

13. PUBLICATION, REPRODUCTION, AND USE OF MATERIAL; COPYRIGHT

A. The County has the unrestricted right to publish, disclose, distribute and otherwise use, in whole or in part, any reports, data, or other material prepared under or pursuant to this Agreement.

B. The Contractor acknowledges and agrees that any material produced in whole or in part under or pursuant to this Agreement is a work made for hire. Accordingly, to the extent that any such material is copyrightable in the United States or in any other country, the County shall own any such copyright.

14. CONFLICT OF INTEREST

The Contractor represents that it has no and shall not acquire any interest, direct or indirect, that would conflict in any manner or degree with the performance of its obligations under this Agreement.

15. NO ORAL MODIFICATIONS; WRITTEN AMENDMENTS REQUIRED

This Agreement may not be modified, altered, changed, or amended orally but, rather, only by an instrument in writing executed by the parties hereto. The Contractor specifically acknowledges and agrees that the County shall not be responsible for any changes to Section 1 (Scope of Work) of this Agreement unless such changes are set forth in a duly executed written amendment to this Agreement.

16. ENTIRE AGREEMENT; INTEGRATION

This Agreement incorporates all the agreements, covenants, and understandings between the parties hereto concerning the subject matter hereof, and all such agreements, covenants and understandings have been merged into this written Agreement. No prior or contemporaneous agreement, covenant or understandings, verbal or otherwise, of the parties or their agents shall be valid or enforceable unless embodied in this Agreement.

17. NOTICE OF PENALTIES

The Procurement Code, NMSA 1978, Sections 13-1-28 through 13-1-199, imposes civil and criminal penalties for its violation. In addition, New Mexico criminal statutes impose felony penalties for bribes, gratuities, and kickbacks.

18. EQUAL EMPLOYMENT OPPORTUNITY COMPLIANCE

A. The Contractor agrees to abide by all federal, state, and local laws, ordinances, and rules and regulations pertaining to equal employment opportunity and unlawful discrimination. Without in any way limiting the foregoing general obligation, the Contractor specifically agrees not to discriminate against any person with regard to employment with the Contractor or participation in any program or activity offered pursuant to this Agreement on the grounds of race, age, religion, color, national origin, ancestry, sex, physical or mental handicap, serious medical condition, spousal affiliation, sexual orientation, or gender identity.

B. The Contractor acknowledges and agrees that failure to comply with this Section shall constitute a material breach of this Agreement.

19. COMPLIANCE WITH APPLICABLE LAW; CHOICE OF LAW

A. In performing its obligations hereunder, the Contractor shall comply with all applicable laws, ordinances, and regulations.

B. Contractor shall comply with the requirements of Santa Fe County Ordinance 2014-1 (Establishing a Living Wage).

C. This Agreement shall be construed in accordance with the substantive laws of the State of New Mexico, without regard to its choice of law rules. Contractor and the County agree that the exclusive forum for any litigation between them arising out of or related to this Agreement shall be federal and state district courts of New Mexico, located in Santa Fe County.

20. RECORDS AND INSPECTIONS

A. To the extent its books and records relate to (i) its performance of this Agreement or any subcontract entered into pursuant to it or (ii) cost or pricing data (if any) set forth in this Agreement or that was required to be submitted to the County as part of the procurement process, the

Contractor agrees to (i) maintain such books and records during the term of this Agreement and for a period of six years from the date of final payment under this Agreement; (ii) allow the County or its designee to audit such books and records at reasonable times and upon reasonable notice; and (iii) to keep such books and records in accordance with generally accepted accounting principles (GAAP).

B. To the extent its books and records relate to (i) its performance of this Agreement or any subcontract entered into pursuant to it or (ii) cost or pricing data (if any) set forth in this Agreement or that was required to be submitted to County as part of the procurement process, the Contractor also agrees to require any subcontractor it may hire to perform its obligations under this Agreement to (i) maintain such books and records during the term of this Agreement and for a period of six years from the date of final payment under the subcontract; (ii) to allow the County or its designee to audit such books and records at reasonable times and upon reasonable notice; and (iii) to keep such books and records in accordance with GAAP.

21. INDEMNIFICATION

A. The Contractor shall defend, indemnify, and hold harmless the County and its elected officials, agents, and employees from any losses, liabilities, damages, demands, suits, causes of action, judgments, costs or expenses (including but not limited to court costs and attorneys' fees) resulting from or directly or indirectly arising out of the Contractor's performance or non-performance of its obligations under this Agreement, including but not limited to the Contractor's breach of any representation or warranty made herein.

B. The Contractor agrees that the County shall have the right to control and participate in the defense of any such demand, suit, or cause of action concerning matters that relate to the County and that such suit will not be settled without the County's consent, such consent not to be unreasonably withheld. If a conflict exists between the interests of the County and the Contractor in such demand, suit, or cause of action, the County may retain its own counsel to represent the County's interest.

C. The Contractor's obligations under this section shall not be limited by the provisions of any insurance policy the Contractor is required to maintain under this Agreement.

22. SEVERABILITY

If any term or condition of this Agreement shall be held invalid or non-enforceable by any court of competent jurisdiction, the remainder of this Agreement shall not be affected and shall be valid and enforceable to the fullest extent of the law.

23. NOTICES

Any notice required to be given to either party by this Agreement shall be in writing and shall be delivered in person, by courier service or by U.S. mail, either first class or certified, return receipt requested, postage prepaid, as follows:

To the County: Attn: Santa Fe County Manager
Santa Fe County
102 Grant Avenue
PO Box 276
Santa Fe, New Mexico 87504-0276

and, Attn: Director of Public Safety
Santa Fe County Department of Corrections
102 Grant Avenue
PO Box 276
Santa Fe, New Mexico 87504-0276

To the Contractor: Securus Technologies Inc.
Attn: Robert E. Pickens
14651 Dallas Parkway, Suite 600
Dallas, TX 75254

24. CONTRACTOR'S REPRESENTATIONS AND WARRANTIES

The Contractor hereby represents and warrants that:

A. This Agreement has been duly authorized by the Contractor, the person executing this Agreement has authority to do so, and, once executed by the Contractor, this Agreement shall constitute a binding obligation of the Contractor.

B. This Agreement and Contractor's obligations hereunder do not conflict with Contractor's corporate agreement or any statement filed with the New Mexico Secretary of State on Contractor's behalf.

C. Contractor is legally registered and properly licensed by New Mexico State to do the work anticipated by this Agreement and shall maintain such registration and licensure in good standing throughout the duration of the Agreement.

25. FACSIMILE SIGNATURES

The parties hereto agree that a facsimile signature has the same force and effect as an original for all purposes.

26. NO THIRD-PARTY BENEFICIARIES

This Agreement was not intended to and does not create any rights in any persons not a party hereto.

27. INSURANCE

A. General Conditions. The Contractor shall submit evidence of insurance as is required

herein. Policies of insurance shall be written by companies authorized to write such insurance in New Mexico.

B. General Liability Insurance, Including Automobile. The Contractor shall procure and maintain during the life of this Agreement a comprehensive general liability and automobile insurance policy with liability limits in amounts not less than \$1,000,000.00 combined single limits of liability for bodily injury, including death, and property damage for any one occurrence. Said policies of insurance shall include coverage for all operations performed for the County by the Contractor; coverage for the use of all owned, non-owned, hired automobiles, vehicles and other equipment, both on and off work; and contractual liability coverage under which this Agreement is an insured contract. The County of Santa Fe shall be a named additional insured on the policy.

C. Workers' Compensation Insurance. The Contractor shall comply with the provisions of the Workers' Compensation Act.

D. Increased Limits. If, during the life of this Agreement, the Legislature of the State of New Mexico increases the maximum limits of liability under the Tort Claims Act (NMSA 1978, Sections 41-4-1 through 41-4-29, as amended), the Contractor shall increase the maximum limits of any insurance required herein.

28. PERMITS, FEES, AND LICENSES

Contractor shall procure all permits and licenses, pay all charges, fees, and royalties, and give all notices necessary and incidental to the due and lawful performance of its obligations hereunder.

29. NEW MEXICO TORT CLAIMS ACT

No provision of this Agreement modifies or waives any sovereign immunity or limitation of liability enjoyed by County or its public employees at common law or under the New Mexico Tort Claims Act, NMSA 1978, Section 41-4-1, et seq.

30. CAMPAIGN CONTRIBUTION DISCLOSURE FORM

The Contractor agrees to compute and submit simultaneous with execution of this Agreement a Campaign Contribution Disclosure Form approved by the County.

31. APPOINTMENT OF AGENT FOR SERVICE OF PROCESS

The Contractor hereby irrevocably appoints, National Registered Agents, Inc., a New Mexico company located at 206 S. Coronado Ave, Espanola, NM 87532-2792, as its agent upon whom process and writs in any action or proceeding arising out of or related to this Agreement may be served. The Contractor acknowledges and agrees that service upon its designated agent shall have the same effect as though the Contractor were actually and personally served within the state of New Mexico.

32. SURVIVAL

The provisions of following paragraphs shall survive termination of this Contract; INDEMNIFICATION; RECORDS AND INSPECTION; RELEASE, CONFIDENTIALITY, PUBLICATION, REPRODUCTION, AND USE OF MATERIAL; COPYRIGHT; COMPLIANCE WITH APPLICABLE LAW; CHOICE OF LAW; NO THIRD-PARTY BENEFICIARIES; SURVIVAL.

IN WITNESS WHEREOF, the parties have duly executed this Agreement as of the date first written above.

SANTA FE COUNTY:

H. P. Roybal
Henry P. Roybal, Chair
Santa Fe County Board of County Commissioners

2/14/17
Date

ATTESTATION:

Geraldine Salazar
Geraldine Salazar,
Santa Fe County Clerk

2-14-2017
Date



Approved as to form:

Gregory S. Shaffer
Gregory S. Shaffer
Santa Fe County Attorney

2-9-17
Date

Finance Department:

Don D. Moya
Don D. Moya
Finance Director

2-9-17
Date

CONTRACTOR:

Robert Pickens
By: Robert Pickens President
(Print name and title)

2-8-17
Date

EXHIBIT A

Securus Technologies
 14651 Dallas Parkway, Suite 600
 Dallas, Texas 75254-8815
 Phone: (856)-787-0020
 Fax: (856)-787-0060
www.securustechnologies.com

TO: Iris Cordova
 Senior Procurement Specialist
 Santa Fe New Mexico

Date: 07/08/16
 Quote #
 Expires: 04/07/17
 Sales Associate: Zach Van Fleet

Phone: -
 email: zvanfleet@securus.com

Payment: Final Customer Facing Quote

This quote is for software and related installation charges as described below

Jail	Description	Qty	Selected (YES/No)	One Time Installation
User Licenses	User Licenses- per bed (Design Capacity)	560		\$102,750
Optional Modules				
	Cell Search		yes	\$3,000
	Commissary		yes	\$3,000
	Disciplinary		yes	\$6,000
	Grievance Report		yes	\$3,000
	Inmate Accounting		yes	\$9,000
	Program Management		yes	\$3,000
	Public Web		yes	\$6,000
	Visitation (\$15 a bed)		Yes	\$10,080
Tablet Software				
	Android Tablet Software per each Tablet	10	Yes	\$7,500
JMS Standard Interfaces				
	Zebra Badge Printer Interface - one way		Yes	\$5,000
	Driver's License Scanner Interface (booking & visitation)		Yes	\$3,000
	Commissary Interface		Yes	\$5,000
	VINE Interface		Yes	\$2,500
Professional Services				
	Project Management	4		\$6,000
	System Configuration/ Installation	6		\$9,000
	Admin Training	1		\$1,500
	End User Training	3		\$4,500
	Refresher Training	2		\$3,000
	Cut Over Services	1		\$1,500

Notes:

Jackson County Mississippi

Jail	Description	Qty	Selected (YES/No)	One Time Installation
User Licenses	User Licenses - Per bed (Design Capacity)	560		\$68,500
Optional Modules				
	Discharge		Yes	\$3,000
	ROI Center		Yes	\$3,000

Subscriptions	Consent Center		Yes	\$3,000
	MediSpan Subscription		Yes	\$9,000
Tablet Software	Android Tablet Software per each Tablet	3	Yes	\$2,250
EMR Standard Interfaces	Lab Interface (Lab Corp - 2 way)		Yes	\$9,500
	Pharmacy Interface (Diamond - 2-way)		Yes	\$7,500
Professional Services	Project Management	3		\$4,500
	System Configuration/ Installation	5		\$7,500
	Admin Training	1		\$1,500
	End User Training	1		\$1,500
	Refresher Training	1		\$1,500
	Cut Over Services	1		\$1,500

Notes:

EMR Notes

Common Pricing	Description	Selected (YES/No)	One Time Installation
Custom Development		Yes	\$39,550
Optional Hardware and Software		No	\$10,550
Suite Wide Interfaces & Components	NCIC	Yes	\$12,500
	Archonix Law Web	Yes	\$7,500
	Document Management	Yes	\$2,500
	LiveScan (Sagem Morpho, Cross Match, Comnetix)	Yes	\$5,000
		Total:	\$77,600 \$7,610

Summary

Jail	Software Costs		153330
	Optional Interfaces		15500
	Professional Services		25500
		Total:	\$194,330 \$33,766

EMR	Software Costs		88750
	Optional Interfaces		17000
	Professional Services		18000
		Total:	\$123,750 \$21,150

Common Pricing	Custom Development		39550
	Optional Hardware and Software		10550
	Suite Wide Interfaces & Components		27500

Total:	\$77,600	\$7,610
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Total Price For Products and Services

Total:	\$395,680.00	\$62,526.00
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NOTE: Unless otherwise stated above, this Quote is for software and professional services listed above. All Travel Costs (Meals, Travel, Hotel, Etc.) associated with Professional Services will be "Billed as Incurred" directly to the Customer. Maintenance fees are due 30 days after system installation, setup and configuration are completed.



SECURUS
Technologies

SCOPE OF WORK

SANTA FE COUNTY, NM

PREPARED BY:	Tim Cogar, MBA
PREPARED FOR:	Santa Fe County, NM
Santa Fe County, NM Liaison:	TBD
SECURUS PROJECT MGR:	Tim Cogar, MBA
DATE SUBMITTED:	1/17/2017
DOCUMENT VERSION:	2.0

DOCUMENT PURPOSE:

The statement of work provides a baseline understanding of the scope of the project to include the project's scope and deliverables, the work required to complete the deliverables, and ensure common understanding of the project's scope among all stakeholders. It also provides information at a very high level and is subject and very likely to change.

CONTEXT / CONTENTS:

This document is specific to the work and deliverables included in the Securus fixed price quote for the Project. Work to be performed by other vendors and deliverables for future phases are referenced as out of scope.

INTENDED AUDIENCE:

All project stakeholders including the project sponsor, senior leadership and the project team.

REVISION HISTORY

Revision #	Date	Description of Change	Author
2.0	1/17/2016	Created Document	Tim Cogar, MBA

PROJECT MANAGEMENT TEAM

Santa Fe County, NM

TBD Securus	Project Liaison	TBD	TBD
Tim Cogar, MBA	Project Manager	856-787-0020	tcogar@securustechnologies.com

PROJECT PURPOSE AND JUSTIFICATION

Santa Fe County, NM seeks to replace their current Jail Management System with Securus XJAIL software product for use throughout Santa Fe County.

- XJAIL – Jail Management System

PROJECT OBJECTIVE

Santa Fe County, NM is currently operating a jail management system that is intended to be replaced by XJail. The XJail system will deploy electronic methods and workflows that will result in diminished inefficiencies and increased response to the operations of the correctional facility. The mission of this project is to update every aspect of the current Jail Management System used by Santa Fe County, NM. The Securus XJail software will provide a system that is integrated, flexible, and modern creating an environment of efficiency, accuracy and production at all phases of the jail management process.

The goal of this project is to enhance efficiency, eliminate duplicative efforts, and enhance officer safety and the safety of the entire inmate / offender population.

Correctional Facility Statistics

Average Daily Population	560
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BOUNDARIES

The Project Upgrade includes all work associated with planning, designing, building, and implementing the XJAIL product per Securus' Statement of Work. This includes:

- Project Management
- Establish System Environment
- Documentation
- System Configuration
- Testing
- System Modifications
- Interface Development
- Training
- System Cutover ("Go Live")
- Weekly progress meetings

During software implementation, Securus team members will work with Santa Fe County, NM to accommodate any unique needs that have not yet been realized/identified in the RFP or Statement of Work. This will be completed through configuration settings, agency customizable fields, process settings and other tools as part of our implementation services and without charge to Santa Fe County, NM. Although every effort will be made to utilize available tools to solve unique needs without charge, if there are any unique needs that are uncovered that cannot not be accommodated by such tools and require development efforts, Securus will work in good faith to provide a fair, reasonable and timely proposal to deliver such features at our current hourly rate for development efforts, which is \$175.

DELIVERABLES

1. Licensed Software

In Scope

Software	Details
1. XJAIL	560 License

2. Peripheral Solutions

In Scope

Equipment	Details
Driver's License Scanner	ESEEK M-260 DL Scanner with cable (1)
Android Tablet	7" Android Tablet - Samsung Galaxy Tab (10)
Android Tablet	10" Android Tablet - Samsung Galaxy Tab (3)
Finger Print Scanner	Finger Print Scanner - Secugen Hamster Plus (5)
Signature Pad	Digital Signature Pads - Topaz Backlit LCD (5)
Mugshot Camera	Mugshot Camera (Sony EVI D-70) (1)

3. System Functionality

In Scope

XJAIL CORE FUNCTIONS

Feature	Description
Booking Types	The ability to book an inmate / offender into the corrections facility.
Charges	The ability to record and track charges for inmates past and present
Cell Management	The ability to manage the Cells in the facility. Functions such as cell transfers, cell restrictions, group transfers, roll call, and pod statuses are completed in this module
Arrest	The ability to manage arrest information for inmates
Holds	The ability to input and track current inmate holds
Bond	The ability to calculate and track inmate bond information
Victim	The ability to track victim information used to transmit information for VINE
Classification	The ability to classify inmates for cell management etc.
Commissary	The ability to track commissary inventory, process orders, inmate and pod restrictions, and phone time purchasing
Forms	The ability to create and manage Inmate Screening, Classification, Disciplinary, Case Management, Incident Management, Grievance, Incident Report, Use of Force, Facility Forms and Investigation forms for everyday correctional facility use
Inmate Accounting	The ability to track inmate accounts and write checks
Inmate Management	The ability to utilize inmate schedules, location schedules, inmate alerts, behavior logs, shift logs, inmate notes, and transportation scheduling
Mugshot	The ability to capture mug-shots and keep a history of mug-shots
Programs	The ability to track inmate programs and class schedules
Property	The ability to track inmate property from booking to release, including location movement and history. Log property that has been confiscated

Release	The ability to Release an inmate through and track release information
Visitation	The ability to keep an approved visitor list and assign them to visiting booths
Work Release	The ability to track work release orders and schedules. Log the inmates exit and entry for their respective work release schedules
Administration	The ability to set up Dashboard tiles for statistical information and update the Whiteboard for information to staff. The ability to define the facility such as Facility, Buildings, Pods, and Cells
Personnel	The ability to create and edit user security functions, personnel files, and user access to the different functions of XJail
Utilities	The ability to configure XJail to the facility's business processes
Reports	Many out of the box reports available for use such as facility rosters, pod rosters, booking statistics, etc.

In Scope

DATA CONFIGURATION

4. Interfaces

Interface	Description
Badge Printer	Interface between XJail and Zebra badge printer.
Driver License Scanner	Interface between XJail and ESEK M-260 DL Scanner
VINE	Interface between XJail and Victim Notification Vendor
Commissary	Interface between XJail and Commissary Vendor
NCIC	Interface between XJail and NCIC
LiveScan	Interface between XJail and LiveScan Vendor

5. System Modifications

During Project Meetings, the following modifications were identified and Securus will need more information from Santa Fe County, NM. After the information is provided and investigated, it will be determined at that time whether these items can be provided during the project or the items will be delivered as an enhancement, future release or update. (Outside of Initial Scope)

Modification Name	Solution Requirements
Not Yet Determined	

6. Training

Scope includes Securus providing one (1) week of onsite training including administrator training and end user training. Securus trainings are designed to help users acquire system knowledge in their specific areas in order to attain the highest level of proficiency working with the XJail application

7. Go-Live Support

Scope includes Securus providing four (4) days of onsite support during go-live. Securus will work with organizational leadership to manage training and navigate through schedules in effort to ensure go-live readiness. However, no amount of training can completely prepare staff for major changes. Go-live resources will provide your staff through the additional hands-on training these (4) days following the change.

8. Follow up Training

Scope includes Securus providing four (4) days of onsite follow up training post go-live. This training is designed to assess the user's knowledge of the system and determine which areas of operation are in need of further training.

DELIVERABLES EXCLUDED

The following features identified during Project Meetings will not be delivered during the project for Santa Fe County, NM, however, may be available in future enhancements, releases or updates to the products.

Application	Feature	Exclusions
Not Yet Determined		

ACCEPTANCE CRITERIA

Acceptance criteria have been established for the Project to ensure thorough vetting and successful completion of the project. The acceptance criteria are both qualitative and quantitative in nature. All acceptance criteria must be met in order to achieve success for this project:

1. Meet all deliverables within scheduled time.
2. Designated staff members are fully trained to use the Securus XJAIL system prior to go-live.
3. Interface capabilities with ancillary systems are operational.
4. System is secure, operable and stable.
5. Data integrity is maintained.
6. User Acceptance Testing.

OBSTACLES

Santa Fe County, NM is currently using a jail management system that may not provide the same function as XJAIL, because of this, changes in department policy may have to be established to anticipate the need for streamlined capabilities.

The current data in the Santa Fe County, NM 's jail management system, may not have the file layouts accessible which may prove to be a challenge for data conversion. Santa Fe County, NM officials are aware of this obstacle and because of this possible data obstacle, some data may be converted after the initial implementation.

CONSTRAINTS

A constraint has been identified for the Project.

It is imperative that considerations be made for this constraint throughout the project. All stakeholders must remain mindful of this constraint as they must be carefully planned to prevent any adverse impacts to the project's schedule, cost, or scope. The following constraint has been identified for the Project:

1. Cost must not exceed stated fixed bid amount

ASSUMPTIONS

Several assumptions have been identified for the Project. All stakeholders must be mindful of these assumptions as they introduce some level of risk to the project until they're confirmed to be true. Every effort must be made to identify and mitigate any risk associated with the following assumptions:

1. This project is fully backed by the senior management who are committed to providing the needed resources and clearing obstacles.
2. The project champions are respected leaders, a good communicators, and tireless supporters of the project.
3. Santa Fe County, NM project management team is trained, skilled, and experienced in managing complex information technology (IT) projects with overlapping timelines and multiple stakeholders.
4. Any additional functionality gaps identified over the course of the project can either be deferred to a later release or alternative solutions found.
5. Securus has accurately described the scope of the gaps identified thus far.

DEPENDENCIES

Santa Fe County, NM staff:

1. Key stakeholders and subject matter experts to define rules, set up the system, test, document process/procedures, and create job aids.
2. IT to design, set up, and support Securus XJAIL system infrastructure.
3. Work environment:
 1. Safe access, suitable office space, supplies, furniture, and Internet connectivity at the corrections facility for dedicated Securus team members.
4. IT to provide Securus acceptable means to connect remotely to the server via:

CONNECTION	DETAILS
NOT YET DETERMINED	

OPERATION SCHEDULE

Facility Operation	Scheduled Time
To Be Determined	

LOCATION INFORMATION

The stage of the project will determine the location of task completion:

Stage	Location
Kickoff Meeting	Customer Site
Update Calls	Securus-Conference Call
Configuration	Securus
Training	Customer Site
Go-Live	Customer Site
Post Go-Live Training	Customer Site



STATEMENT APPROVAL

PROJECT NAME: SANTA FE COUNTY, NM

PROJECT MANAGER: TIM COGAR, MBA

The purpose of this document is to provide a vehicle for documenting the initial planning efforts for the project. It is used to reach a satisfactory level of mutual agreement between Securus Technologies and the Santa Fe County, NM on the objectives and scope of the project before significant resources are committed and expenses incurred.

I HAVE REVIEWED THE INFORMATION CONTAINED IN THIS SCOPE STATEMENT AND AGREE.

NAME	SIGNATURE	DATE
PROJECT MANAGER – TIM COGAR, MBA		
AREA SALES MANAGER – ZACH VANFLEET		
CUSTOMER LIAISON -		

THE SIGNATURES OF THE PEOPLE ABOVE RELAY AN UNDERSTANDING IN THE PURPOSE AND CONTENT OF THIS DOCUMENT BY THOSE SIGNING IT. BY SIGNING THIS DOCUMENT YOU AGREE TO THIS AS THE FORMAL PROJECT SCOPE STATEMENT.

Santa Fe County Corrections, New Mexico STATEMENT of WORK, Uniek™ EMR Project



Securus Technologies, Inc.
8425 Seasons Parkway, Suite 105A
Woodbury, MN. 55125
Ph. #: 856-787- 0020

Santa Fe County Corrections, New Mexico STATEMENT of WORK, Uniek™ EMR Project

PREPARED BY:	Securus Technologies, Inc.
PREPARED FOR:	Santa Fe County Corrections, New Mexico
SECURUS PROJECT MANAGER:	Terry Ferrozzo, Sr. Project Manager
DATE SUBMITTED:	01-13-2017
DOCUMENT VERSION:	0.6 Revised v.1
STATUS:	Final

DOCUMENT PURPOSE

The Statement of Work provides a baseline understanding of the scope of the project to include the project's scope and deliverables and ensure a common understanding of the project's scope among all stakeholders.

CONTEXT/CONTENTS

This document is specific to the work and deliverables to be included in the Securus Technologies Uniek™ EMR Master Service Agreement with Santa Fe County Corrections, New Mexico.

Appendix A: Standard COTS Features/Functions

Is a list of the standard COTS (Commercial Off the Shelf) Uniek™EMR features/functions.

Appendix B: Change Order Document (Sample)

Appendix C: CC/HPI Templates & List of Order Sets

Templates shipped with COTS Uniek™ EMR.

A list of standard Order Sets shipped with COTS Uniek™ EMR.

AUDIENCE

All Santa Fe County Corrections project stakeholders, including the project sponsor, senior leadership and project team members.

Santa Fe County Corrections, New Mexico STATEMENT of WORK, Uniek™ EMR Project REVISION HISTORY

Revision #	Date	Description of Change	Author
0.1	10/19/2016	Initial Draft	E. Juntune
0.2	1-13-2017	Proposed	E. Juntune

PROJECT TEAM – SANTA FE COUNTY CORRECTIONS:

Name	Title	Contact Information
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SECURUS TECHNOLOGIES UNIEK™ EMR TEAM:

Betty Juntune	Engagement Manager-EMR Operations	ejuntune@securustechnologies.com (856) 878-0020 Ext. 2123
Terry Ferrozzo	Sr. Project Manager Uniek™ EMR	tferrozzo@securustechnologies.com (856) 787-0020 Ext. 2159
Cory Hunt	Uniek EMR Trainer Uniek™ EMR	chunt@securustechnologies.com (856) 787-0020 Ext. 2151
Estee Kolles	Project Engineer - Uniek™ EMR-	Ekolles@securustechnologies.com (856) 787-0020 Ext. 2171
Jordan Rust	Technical Support	jrust@securustechnologies.com 856-787-0020 ext. 2051

Santa Fe County Corrections, New Mexico STATEMENT of WORK, Uniek™ EMR Project

PURPOSE AND JUSTIFICATION:

The Santa Fe County Corrections, NM (hereinafter the County) seeks to implement Securus Technologies' standard COTS (Commercial Off The Shelf) UNIEK™ EMR System.

For a complete list of COTS Uniek™EMR Features & Functions, refer to Appendix A.

FACILITY PROFILE:

Address	Santa Fe County Corrections 28 Camino Justicia Ph. #: 505-471-4941
Capacity	Current ADP: 560 Maximum capacity: 775 plus
Population	Adult
Medical Staff	<u>Current Total Employees: FTE</u>
Protocols	Client specific
EMR Hosting	Cloud – Hosted Solution

PERIPHERALS:

Santa Fe County Corrections, New Mexico STATEMENT of WORK, Uniek™ EMR Project

Peripheral	Qty.	Purpose
Android Smart Tablet with Gumdrops	3	Med Pass
DYMO Printer (requisition with barcode)	Required*	Print Lab Specimen Labels

***DYMO PRINTER AND LABELS ARE REQUIRED WITH LAB FOR SPECIMENS. CHANGE ORDER NEEDED**

HIGH LEVEL REQUIREMENTS:

Securus Technologies Uniek™ EMR COTS Software has been approved to meet the business need for Santa Fe Corrections, NM. In order to meet this business need, there are several requirements which must be met as part of the successful execution of this project. The following high level requirements have been identified for Santa Fe County Corrections, NM:

- Uniek™ EMR Software will be hosted on a “Cloud Server.”
- Implement approved medical protocols (templates, order sets, and forms).
- User Champions and Admin trained and equipped to effectively use the Uniek™ EMR system.
- Interfaces will be integrated with Uniek™ EMR.
- Subscription: Medi-Span

Interfaces include:

Santa Fe County Corrections, New Mexico STATEMENT of WORK, Uniek™ EMR Project

- XJail Interface - Two Way
 - Laboratory Interface - Two Way (LabCorp)
 - Pharmacy Interface - Two Way (Diamond)

- Subscription:
 - Medi-Span
 - Includes: Drug-to-Drug contraindication notification and allergy interaction notification.

Santa Fe County Corrections, New Mexico STATEMENT of WORK, Uniek™ EMR Project HIGH LEVEL TIMELINE – MILESTONES BY PHASES:

Project Phase	Milestone	Planned Completion Date	Comments
	Contract Awarded by Santa Fe Corrections	2-1-2017	
Phase I	Contracts Signed		MSA, M&S, SOW
	Install Period		Hosted Server Reserved, FAT, Templates, Order Sets
	Project Kickoff		Project Team
	Readiness Milestone Complete		Site Survey, Interface Plans Dev., Approved, Initiated
Phase II	Workflow Review, UAT, Load & Tested		Workflow Workshops, Helpdesk, Policies, Processes & Procedures
Phase III	Setup and Admin Training Milestone Complete		Security, Tables Loaded & Approved, Order Sets, Formularies, Meds, Favorites
Phase IV	Interfaces Milestone Complete		Tested, Certified
Phase V	End User Training Milestone Complete		Super Users Trained
Phase VI	Final Acceptance and Go-Live		Project Complete
	90 Days post Go-Live Support Starts and End		Support - Webinars

OUT OF SCOPE

Santa Fe County Corrections, New Mexico STATEMENT of WORK, Uniek™ EMR Project

The scope and cost of this project excludes the following:

- Work to be performed by the County's IT staff/ to procure, set-up, test, and support additional desktop or laptop computers, as needed.
- Hardware, third-party software/services, networking, operating system, and wireless communications.

During software implementation, Securus Technologies' team members will work with Santa Fe Corrections, NM to accommodate needs that have not been identified in the Statement of Work. This will be completed through standard configuration settings, process settings and other tools as part of the implementation services without charge to Santa Fe Corrections, NM.

Although every effort will be made to utilize available tools to solve needs without charge, if needs arise that cannot be accommodated by such tools and require development effort, Securus Technologies will work in good faith to provide a fair, reasonable, and timely proposal (Change Order) to deliver such features at our current hourly rate for development efforts that would be delivered after the scheduled Go-Live.

All Change Orders require signatures from Santa Fe Corrections, NM prior to work being executed or hardware being ordered by Securus Technologies.

DELIVERABLES

This includes all work associated with planning and implementing the COTS Uniek™ EMR system for Santa Fe County Corrections, NM.

Includes:

1. COTS Software – Uniek™ EMR, Core functions defined in (Appendix A).
2. Subscription - Medi-Span (Includes: Drug-to-Drug contraindication notification and allergy interaction notification).

3. Interfaces:

Santa Fe County Corrections, New Mexico STATEMENT of WORK, Uniek™ EMR Project

Vendor	Interface	Requirements	Interface Description
XJail	One-Way	Inbound: Bookings, releases, updates, miscellaneous other data	Web Services
Pharmacy Diamond	Two-Way	Outbound: Prescriptions to Pharmacy Inbound: Formulary	HL7 Method; Web Services
LabCorp	Two-Way	Outbound: Orders to Lab Inbound: Lab Test Results	HL7; Method: Web Services

4. System Configuration, Tables Reviewed, Setup.

5. Testing – Standard UAT Document.

6. Training:

Training Scope includes Securus Technologies providing Uniek™ EMR Admin training, and User Champion training. Such training will be performed at the location(s) of the County, and/or arranged webinar sessions.

The following training is included:

- Uniek EMR™ ADMIN / Super Users / Champions – 2 Days
- Go-Live Training / Support – 2 Days
- Post Go-Live – 90 Days Webinar Sessions

7. On-going Software Maintenance and Support – as defined in the Maintenance Support Agreement.

HOSTED SOLUTION

Securus 'Hosted' Data Center is continually monitored by Securus employees from our Network Operations Center (NOC) at our headquarters location in the metro-Dallas, Texas area. This service center is staffed 24x7x365 by network experts who are certified in the systems and

Santa Fe County Corrections, New Mexico STATEMENT of WORK, Uniek™ EMR Project

software used to monitor all server functions and equipment, as well as the associated network and mirrored to the Atlanta, Georgia data center. The NOC maintains server health reports, service history, and other online diagnostics and continuous supervision, as well as system control access for diagnostics and troubleshooting, which are managed by Securus service center personnel.

Data in use, data in transmit, and data at rest, are encrypted to comply with HIPAA regulations.

Santa Fe County Corrections, NM is responsible for workflow and maintenance of managing patient information as applicable during planned and unplanned downtimes – including – scanning/uploading patient information in Uniek™ EMR, when applicable.

ACCEPTANCE CRITERIA

Acceptance criteria have been established for Santa Fe County Corrections, NM to ensure thorough vetting and a successful completion of the project. The acceptance criteria are both qualitative and quantitative in nature.

- Designated Admin & Super/User Champions are trained to use Uniek™ EMR software.
- Signoff required on the UAT (User Acceptance Testing) document.
- Milestone signatures required for each phase of the Project Plan.

ASSUMPTIONS

Several assumptions have been identified for this project. Every effort must be made to identify and mitigate any risk associated with the following assumptions:

- This project is fully backed by the Santa Fe County Corrections, NM senior management team who is committed to the project.
- The Super User / Champions are respected leaders, are effective communicators, and tireless supporters of the project.
- Any identified software changes over the course of the project, if required, will be deferred to a later release.
- The Santa Fe County Corrections, NM designated Project Team members are able to devote time to this project.

Santa Fe County Corrections, New Mexico STATEMENT of WORK, Uniek™ EMR Project DEPENDENCIES

Santa Fe County Corrections staff:

- Santa Fe County Corrections, NM will make the appropriate personnel available to assist the Securus Technologies Team in the performance of its responsibilities.
- Santa Fe County Corrections, NM Project Team will ensure COTS (Customer off the Shelf) workflows are confirmed and tested.

Santa Fe County Corrections, New Mexico STATEMENT of WORK, Uniek™ EMR Project

Scope Statement Approval

Project Name: Uniek™ EMR – Santa Fe County Corrections, NM

Project Manager: Terry Ferrozzo - Securus Technologies, Inc.

The purpose of this document is to provide a vehicle for documenting the initial planning efforts for the project. It is used to reach a satisfactory level of mutual agreement between Securus Technologies, Inc., and Santa Fe County Corrections, NM on the objectives and scope of the project. I have reviewed the information contained in this Scope Statement and agree.

Name	Signature	Date
Elizabeth Juntune Engagement Manager, EMR Securus Technologies		
Terry Ferrozzo Sr. Project Manager Securus Technologies		

The signatures of the people above relay an understanding in the purpose and content of this document, Statement of Work, by signing it.

Santa Fe County Corrections, New Mexico STATEMENT of WORK, Uniek™ EMR Project

Appendix A: Uniek™EMR CORE FUNCTIONS

Securus Uniek™ EMR is a HIPAA compliant, web-based software specifically developed to provide a comprehensive electronic records solution designed for the challenges of delivering quality medical care to inmates with a robust suite of features; from initial intake assessments through MAR & TAR management.

The following features outline the COTS (Commercial Off-The-Shelf) Uniek™ EMR solution:

Booking

- Manual
- JMS Interface
- Auto Merge (Manual records merged with records received thru interface)

PREA / Sick Call

- Complaint (date/time logged / date/time received)
- Notes
- Sign off by Staff
- SBAR (Situation Background Assessment Recommendation)
- Vitals

Medical Visit

- Manage Appointments
- Ability to view overdue/missed appointments and run report.
- View all types of appointments; Health, Dental, Mental Health.
- Ability to transfer, cancel, and edit appointments with one click.
- Shift Setup feature: Indicate staff availability according to shift.
- Ability to filter appointments by inmate, appointment type, location and date.

Encounters

All encounter templates are configured based on a provider's standard protocol and are created with point & click functionality with auto population of provider's text. The product is shipped with a base number of standard templates.

➤ Pre-Visit Note

- Encounter number, date/time, type
- Chief Complaint

Santa Fe County Corrections, New Mexico STATEMENT of WORK, Uniek™ EMR Project

- Nurse's Notes

➤ Subjective

- CCPI (Chief Complaint / History of Present Illness) Templates available
 - 31 templates are pre-loaded. Other templates proposed and developed by the PCSO shall be included in this project at no additional cost.
- Chronic Illness Template
- More than one chronic illness, i.e., (Hypertension & Diabetes)
 - Fill out more than one chronic illness in 1 template
 - Questions / information relevant to each illness
- Report contains both illnesses under Chronic Care
- Medical History
- Family History
- Social History

➤ Objective

- Vital Signs
 - Vitals by date/time captured
 - Results are color coded:
 - White background = normal value
 - Yellow background = abnormal value, not critical
 - Red background = critical value
- Allergy
- Physical Exam (checklist with notes)
- Actions (list of actions for patient)
- Actions: P(Perform), S(Schedule), C(Close)
- Add/scheduled to be performed on one or multiple inmates
- Types of Actions: System, General
- Filters for report include: demographics, custody status, clinical action and clinical action status.
- Within inmate chart – open Action to Perform
- Schedule Action within timeframe
- Close Action records who and why, with notes

Santa Fe County Corrections, New Mexico STATEMENT of WORK, Uniek™ EMR Project

- Procedure
- **Assessment**
 - Diagnosis
 - All Active: this Encounter, Resolved / Inactive
 - Add Medical Condition (SP vs Non-SP)
 - Select: Medical Condition, ICD-10 Code
 - Upload anatomical images marked with condition/issue
 - Health Assessment / Encounter
 - Dental Assessment / Encounter
 - Mental Assessment / Encounter
- **Plan - Developed through Order Sets Automatically**

Standard Order Sets Include:

- Instructions
 - Medication
 - Lab Order
 - Diagnostic Order
 - Procedure
 - Treatment
 - Diet
 - Inmate Education
 - Referral
 - Privilege
 - Alert
 - Follow Up
 - Outcome
 - Monitoring
 - Instructions
 - Instructions (previous and current)
 - Add / Delete instructions
- **Medication**

Santa Fe County Corrections, New Mexico STATEMENT of WORK, Uniek™ EMR Project

- Medications (current, discontinued, on hold, KOP, Release)
- Add new medication, reorder
- **Treatment**
 - Treatments (current, discontinued, on hold)
 - Add new treatment, reorder
 - Change status of treatment
- **Immunization**
 - Immunizations (previous and scheduled)
 - Add/Edit/Delete immunizations
 - View / Print report of immunizations
- **Referral**
 - List of referrals (internal and external)
 - Receive documentation from outside referral
 - Add / Edit referral
- **Monitoring**
 - AWS (alcohol withdrawal syndrome)
 - Chemical Withdrawal
 - CIWA (Clinical Institute Withdrawal Assessment)
 - Glucose
 - Neuro
 - Opiate Withdrawal
 - Oxygen Care
 - PT/INR
 - Suicide Risk
- **Outcome**
 - Outcomes listed
- **Lab Order**
 - List of Lab orders (previous, current, status, results)
 - Add new Lab order(s)
- **Diagnostic Order**

Santa Fe County Corrections, New Mexico STATEMENT of WORK, Uniek™ EMR Project


- Diagnostic orders (previous, current)
- Add new Diagnostic order(s)
- **Reports**
 - Lab / Diagnostic Order
 - Lab / Diagnostic Result
- **Follow-Up Plan**
 - Add / Edit / Delete
 - Education for Inmate
- **General Notes**
 - Notes by Category
 - Add Notes by Category
 - Addendum to Previous Notes
 - Report
- **Sign Off**
 - Disposition (forward, close, none)
 - Add Notes
 - Staff / Inmate Sign Off
 - Previous Sign Offs
- **SOAP Summary**
 - All SOAP notes by Category
 - View and Print
- **Scheduling**
 - Add / schedule multiple inmates for appointments
- **Privileges**
 - One stop shop for all inmate privileges
 - Item(s) Return Function
- **TB Test**
 - PPD Test
 - Ability to Screen and Historical Details

Santa Fe County Corrections, New Mexico STATEMENT of WORK, Uniek™ EMR Project

- Chest X-Ray Option
- **Medical Chart**
 - Print Chart for Court or other purposes
- **Discharge**
 - Discharge Summary
 - Discharge Medication
 - External / Internal Appointments
 - Equipment Borrowed
 - Food / Shelter Needs
 - Diagnosis
 - Diagnostic / Lab
 - Allergies
 - Vitals
 - Diets
 - Discharge Instructions
 - PCP for Chronic Care
 - Personal Property / Equipment
 - Returned Borrowed Equipment to Medical
 - Provide Equipment at Release
 - Released To

Santa Fe County Corrections, New Mexico **STATEMENT of WORK, Uniek™ EMR Project**

Appendix B: Change Order Document

		30 Lake Center Executive Park 401 Route 73 North, Suite 105 Marlton, NJ 08053 (p): (856) 787-0020 (f): (856) 787-0060 www.securustechnologies.com		<h3>Change Order</h3>	
TO: [REDACTED]		DATE: [REDACTED]		QCOTE # [REDACTED]	
Phone: [REDACTED]		EXPIRES: [REDACTED]		Area Sales Manager: [REDACTED]	
email: [REDACTED]		Terms and Conditions: Standard		Payment: Due Upon Signature	
<i>Description</i>	<i>Qty</i>	<i>Unit Price</i>	<i>One Time Installation</i>	<i>Annual Support & Maintenance</i>	
				\$ -	
TOTAL					
Acceptance: Archoniz					
Signed _____ Sanjay Simakri Printed Name		Date _____ Managing Director Title		Signed _____ Printed Name	
				Date _____ Title	
NOTE: Payment is due upon contract signing. Licence and Maintenance is due 30 days after installation and annually thereafter.					

Santa Fe County Corrections, New Mexico STATEMENT of WORK, Uniek™ EMR Project

Appendix C: CC/HPI Templates (w/Example) & List of Order Sets

Chief Complaint and History of Present Illness (CC/HPI) Templates:

The following 39 templates (pre-designed) are shipped with the COTS (Customer off the Shelf) software.

Chief Complaints are also associated with ICD 10 codes when selecting a diagnosis.

List of CC/HPI Templates:

1. Abdominal Pain
2. Allergies
3. Anaphylactic Reaction
4. Asthma
5. Back/Neck Pain
6. Chest Pain
7. Constipation
8. Costochondritis
9. Dental
10. Diabetes
11. Diarrhea / Nausea / Vomiting
12. Drug/ETOH Withdrawal
13. Ear Condition
14. Emergency Response Record
15. Epistaxis (Nose Bleed)
16. Eye Condition
17. Fever
18. Head Injury
19. Headache
20. Hemorrhoids
21. Hypertension

Santa Fe County Corrections, New Mexico STATEMENT of WORK, Uniek™ EMR Project

- 22. Influenza-like Illness
- 23. Injury
- 24. Malnutrition - Hunger Strike
- 25. Mental Health Nursing Assessment
- 26. Mental Health Screening
- 27. New template
- 28. Pregnancy and Lactation
- 29. Seizure (Hx of)
- 30. Seizure (new onset)
- 31. Sexually Transmitted Infections
- 32. Since
- 33. Sleep Disorder
- 34. Sprains
- 35. Suicidal
- 36. Suicide
- 37. Thrombus - Anticoagulation Therapy
- 38. Tuberculosis Management
- 39. Urinary Retention

Santa Fe County Corrections, New Mexico STATEMENT of WORK, Uniek™ EMR Project

Below is list of standard Order Sets (50) shipped with COTS Uniek™EMR.

Description:

1. Abdominal Pain - ACUTE
2. Abdominal Pain - non acute
3. Acute SOB with Cardiac History
4. Allergies
5. Anaphylactic Reaction
6. Asthma Attack, Mild-Moderate
7. Athlete's Foot
8. Atopic Dermatitis
9. AWS Level 1
10. AWS: Alcohol Withdrawal Scale
11. AWS: Alcohol Withdrawal Scale - Level 2 [Adult SP]
12. AWS: Alcohol Withdrawal Scale - Level 3
13. Back and or neck Pain
14. Back Strain or Sprain
15. Bacterial Vaginosis/Trichomonas Vaginalis
16. Barbiturate & Benzodiazepine Withdrawal Treatment (Adult)
17. Bites and Stings
18. Burn: 1st degree
19. Burn: 2nd Degree
20. Burns
21. Cardiac
22. Chest- Costochondritis
23. Colds
24. conjunctivitis
25. Constipation
26. Dehydration
27. Dental
28. Diabetes
29. Diarrhea
30. Drug Withdrawal

Santa Fe County Corrections, New Mexico STATEMENT of WORK, Uniek™ EMR Project

31. Earache
32. Epistaxis
33. Eye: Chemical Injury of Eye
34. Head injury
35. Headache
36. Hemorrhoids or Minor Rectal Bleeding
37. HTN: Chronic Conditions [Adult SP]
38. Hypertensive Emergency
39. Lacerations
40. Mental Health
41. Nausea and Vomiting
42. Peanuts
43. Pediculosis
44. Seizure - new onset
45. Seizure -Hx of
46. Sexually Transmitted Infections
47. Sinusitis
48. Sprain
49. Thrombus-Anticoagulant Therapy
50. Urinary Retention