



CITY OF HOUSTON
S67-I00533
NOTICE OF REQUEST FOR INFORMATION
ELECTRONIC CITATION WRITERS

**STRATEGIC
PROCUREMENT
DIVISION**
901 Bagby Street,
Concourse Level
Houston, Texas 77002

ELECTRONIC CITATION WRITERS

The Houston Police Department (HPD) is soliciting responses for Respondents for specializing in handheld Electronic Citation Writers. The goal of this Request for Information (RFI) is to research the latest technology available in the market for Electronic Citation Writers, and the accompanying integrated software, hardware and maintenance system.

This information will be reviewed to determine if it is beneficial for HPD and Municipal Courts to consider other technology. Currently, HPD has been utilizing the APS Pocket Citation system for the last six (6) years.

Respondents are encouraged to submit information on their Electronic Citation Writers and related components, as well as detailed technical specifications. Respondents should provide information on the functionality of the system including how it is used by field officers and how information is uploaded to and downloaded from the courts or other systems. In addition, any significant advantages or disadvantages for HPD to change to a new citation system. The system must fully integrate in the HPD system and must seamlessly integrate with the Municipal Court's CSMART system. It must facilitate simple and effective use by police officers in difficult conditions, including but not limited to low light, adverse weather and environmental conditions and be sufficiently robust to withstand these conditions on an ongoing basis. Respondents are also encouraged to submit any pertinent materials that will provide value added information. **Please note that cost will not be evaluated and therefore should not be included with your submission.**

Once the responses have been received and reviewed by HPD, respondents may be requested to provide additional information or materials regarding how to operate or the functionality of the device/software. The basis for development of a Request for Proposal (RFP) may be derived in whole or in part from the technical information received through this RFI process. However, no funding has been identified this fiscal year for this initiative.

If you are interested in receiving a copy of an upcoming RFP, we encourage respondents to register on the Strategic Purchasing Division's website, as a supplier with the applicable NIGP code(s). <http://purchasing.houstontx.gov>

SUBMISSION OF RESPONSES

1. Interested respondent(s) are encouraged to submit their responses and **mail** them to Brenda Chagoya. Include the identification number **S67-I00533** in the subject line.
2. The City reserves the right to have follow-up communications with respondents to the RFI for purposes of clarification of the responses. Communications will be documented.
3. The deadline for submissions in response to this request for information is **October 19, 2015 at 2:00 P.M. Central Time**. The City reserves the right to cancel, amend or extend the deadline for the RFI at its' sole discretion.
4. All costs directly or indirectly related to the preparation of a response to this RFI shall be the sole responsibility of and shall be borne by the respondents.
5. Questions and comments regarding this RFI are to be emailed to brenda.chagoya@houstontx.gov. Deadline to submit questions to this RFI is **September 28, 2015 at 2:00 p.m.**



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DELIVERY OF SUBMITTALS

All submittals must be received by the City, no later than **2:00 p.m.** Central Time, **October 19, 2015**, in a sealed envelope marked "**RFI S67- S67-I00533 – Electronic Citation Writers**".

Responses are to be submitted by MAIL OR HAND DELIVER TO:

City of Houston
Strategic Purchasing Division
Attention: Brenda Chagoya
901 Bagby Street, B-500
Houston, Texas 77002

Late submittals will not be considered under any circumstances. Late submittals properly identified may be returned to Respondent unopened.

Telephone, email, and/or facsimile (Fax) submittals are not acceptable under any circumstances.