

## “SOLE SOURCE” PROCUREMENT JUSTIFICATION

Sole source purchases are goods and services available from only one vendor. There may be just one vendor because of patents or copyrights or simply because the vendor is the only one which supplies the good or service. Using Department must provide a written explanation as to why only this particular product/service is acceptable and why no other will be suitable or acceptable to meet the need. A quote must accompany this form.

Department name: \_\_\_\_\_ Doña Ana Sheriff's Office \_\_\_\_\_

1. Name of product or service: \_\_\_\_\_ SmartForce \_\_\_\_\_
2. Name of product manufacturer: \_\_\_\_\_ SmartForce Technologies, Inc. \_\_\_\_\_
3. Name of “sole” product supplier or service provider: Smartforce Technologies, Inc.
4. Describe in general terms the product/service you are requesting and the intended application.  
Smartforce is a law enforcement specific leadership and management software platform that serves the needs of Command, Patrol, Investigations, Professional Standards, and Emergency Management.
5. Describe the unique features/capabilities/characteristics that distinguish it from other products/services. Smartforce tracks community engagement, communication and collaboration. It provides department-wide alerts and up to date information concerning investigations, BOLO's, intelligence, training, and inventory.
6. How did you determine there was only one source for the product or service? Provide information on the research that was performed to locate suppliers for this product(s) or service(s). (Please furnish names, addresses and other documentation). Internet search engine research and Smartforce Technologies, Inc. sole source statement.
7. What product supplier or service provider has your Department used until now to satisfy similar requirements? No one product has been used. We have utilized ineffective email communication, outdated filemakerpro software, text messages, etc.

W. E. Long for M. Stewart, Sheriff      6/4/2020  
Signature of Department Head      Date

(Attach Quote and Use Additional Sheets As Necessary)

\*\*This form is used by Purchasing Department to determine if a "Sole Source" procurement criterion is met.  
Completing this form does not guarantee approval of this type of procurement.

Check here if Renewal

**ORDER FORM**

This Order Form (the "Order Form") is by and between SmartForce<sup>SM</sup> Technologies, Inc. ("SmartForce") and the Subscriber identified below ("Subscriber"). THIS ORDER FORM IS ENTERED INTO PURSUANT TO AND SHALL BE GOVERNED BY THE THEN-CURRENT VERSION OF THE SMARTFORCE SERVICE SUBSCRIPTION AGREEMENT (THE "SUBSCRIPTION AGREEMENT" AND, TOGETHER WITH THIS ORDER FORM, THE "AGREEMENT") LOCATED AT: <https://smartforcetech.com/agreement> WHICH ARE INCORPORATED HEREIN BY REFERENCE. All capitalized terms not defined herein have the meaning given to them in the Subscription Agreement. This Agreement will become effective when this Order Form is executed by authorized representatives of both parties (the "Effective Date"). In the event of any conflict between this Order Form and the Subscription Agreement, the terms set forth in this Order Form will prevail, but solely with respect to this Order Form.

**SUBSCRIBER INFORMATION:**

Name: Dona Ana County Sheriff's Office	Principal Contact: Manion Long
Full Address: 845 N Motel Blvd. Las Cruces, NM 88007	Title: Captain
	Phone: 575-525-8844
	Fax:
P.O. #:	Email: manionl@donaanacounty.org
Number of Users: Up to 200	Billing Contact & Email: Same

**Initial Term**  
(standardly 1 year from date of execution)

Annual Subscription discounts apply if signed order form received by July 24, 2020.

Software as a Service Module(s)	Annual Subscription Fee	Discount	Total Annual Subscription Fee
SmartForce® SmartIntel Module (installed in CJIS Compliant O365 Admin. Environment)	\$25,000.00	\$2,500.00	\$22,500.00
SmartMaps with ESRI (display mapping in SmartForce® using County ArcGIS Enterprise License)	\$2,500.00	\$2,500.00	No Charge
Microsoft CJIS Compliant Admin Licenses	Included	NA	Included
SmartForce® SmartAdmin Module (Over Time Tracking, Inventory, Training, and FTO)	\$15,000.00	\$7,500.00	\$7,500.00
Training, Support, and Maintenance	Included	NA	Included
<b>Total Annual Subscription Fees for all Modules:</b>	<b>\$42,500.00</b>	<b>\$12,500.00</b>	<b>\$30,000.00</b>

Custom Development, Training, Implementation, and Other Services	
Description of Services	Price

Support Fees		
Support Package (Silver, Gold, Platinum)	Coverage Period	Annual Fee
<b>Total Annual Support Fees:</b>		<b>\$ NA</b>

**Payment Terms**

Initial Term Fees are due and payable in advance upon execution of the Order Form. Fees for Renewal Terms will be invoiced by SmartForce approximately 30 days before the start of the Renewal Term and are due and payable prior to the start of such Renewal Term. Fees for any Renewal Terms are subject to change.

**Agreement**

BY SIGNING BELOW, EACH PARTY AGREES TO BE BOUND BY THE TERMS OF THIS ORDER FORM AND THE SUBSCRIPTION AGREEMENT LOCATED AT: <https://smartforcetech.com/agreement> WHICH ARE INCORPORATED HEREIN BY REFERENCE. THE SUBSCRIPTION AGREEMENT CONTAINS (I) DISCLAIMERS OF WARRANTIES WITH RESPECT TO THE SMARTFORCE SERVICE, SMARTFORCE SYSTEM, DOCUMENTATION AND SERVICES; (II) LIMITATIONS ON EACH PARTY'S LIABILITY; (III) INDEMNIFICATION OBLIGATIONS OF EACH PARTY; AND (IV) OTHER MATERIAL TERMS AND CONDITIONS, ALL OF WHICH ARE INCORPORATED HEREIN BY THIS REFERENCE. BY SIGNING BELOW, EACH PARTY REPRESENTS IT HAS READ AND AGREES TO BE BOUND BY THE ORDER FORM AND THE SUBSCRIPTION AGREEMENT. THIS AGREEMENT MAY BE EXECUTED IN ONE OR MORE COUNTERPARTS, EACH OF WHICH SHALL BE DEEMED AN ORIGINAL AND ALL OF WHICH TOGETHER SHALL CONSTITUTE ONE AND THE SAME INSTRUMENT.

**SUBSCRIBER: Dona Ana County Sheriff's Office SMARTFORCE TECHNOLOGIES, INC.**

By (Signature): \_\_\_\_\_

By (Signature): \_\_\_\_\_

Name (Printed): \_\_\_\_\_

Name (Printed): \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_



## SmartForce Technologies, Inc. Sole Source Statement

Remittance Address: 5600 South Quebec Street, Suite 310D, Greenwood Village, CO 80111, USA

*SmartForce® is the Sole Source Provider of the SmartForce® Organizational Management System Web:  
www.smartforcetech.com*

**SmartForce Technologies, Inc.** is the sole source vendor of the SmartForce® Organizational Management System software product that includes SmartComms, SmartIA, SmartAdmin, SmartILP, SmartBoards, SmartFlows, SmartMaps w/ESRI, SmartMaps CAD/RMS, SmartLeads, Major Case IQ, and BulletinWizard by SmartForce®. It is the first and only of its kind to combine support for patrol operations, investigations, crime analysis, community policing efforts, and administrative functions of law enforcement agencies.

SmartForce® has been created by SmartForce Technologies, Inc. and can only be purchased directly from SmartForce®. In addition, SmartForce® is the sole source provider of technical support for SmartForce®.

SmartForce® is a US Patent Office registered mark and the SmartForce® source code is copyrighted.

SmartForce® is constantly keeping aware of software applications that may compete with SmartForce® and its feature sets.

Many of the features and capabilities of SmartForce® are to our knowledge not shared by any other competing information sharing platform, internal affairs platform, administrative platform, or community-oriented law enforcement platform. These include, but are not limited to:

### SmartComms©

- A unique CJIS compliant solution that is responsive, mobile, and real-time. SmartForce® can be securely accessed by any mobile device.
- SmartForce® incorporates a user-friendly interface familiar to users of Microsoft products like Microsoft Outlook.
- SmartForce® alerts command, supervisors, city officials, officers, and analysts of key incidents, operations, officer safety precautions, and administrative announcements.
- SmartForce® provides key shift briefing notes, trainings, and assignments on an electronic bulletin board. Officers can quickly see items they missed while off-duty and before coming onto shift so they are prepared and directed for success.
- SmartForce® organizes prolific offender, missing persons, juvenile, gang, and other photo and video libraries for easy access and search.

# SMARTFORCE®

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- SmartForce® includes a pdf searchable repository of crime pattern bulletins, officer safety bulletins, and other BOLO's used to conduct intelligence-led, place-based, and problem-oriented policing initiatives.
- SmartForce® accounts for missions, deployments, and problem-oriented projects so officers are better directed, informed with ops plans, and can provide real-time updates on responses/progress.
- SmartForce® provides a central location for feedback loops so officers can contribute information and document activity regarding Hot-spots and Problem-oriented Policing. This greatly improves the impact of crime prevention and reduction efforts by allowing patrol, investigations, crime analysis, specialty units, and supervision to all be on the same page and up-to-date so hot-spots are suppressed faster and problems solving occurs sooner.
- SmartForce® provides real-time metrics/reports on hot-spots, problem-oriented policing projects, and prolific offender ops so analysts, supervisors, and command can see which units and officers are contributing to the success of an operation, make better decisions on resource allocation, and assess impact.
- SmartForce® provides secret and secure collaboration workspaces for investigators, district attorneys, and state/federal partners to collaborate.
- SmartForce® coordinates and provides real-time updates and management of Special Events at professional sports venues, protests, concerts, and tourist events.
- SmartForce® allows for neighboring jurisdiction agencies, business owners, schools, homeowners associations, apartment and hotel managers as well as other community partners to share information in real-time all in a CJIS compliant environment. This secures the information, makes it searchable for future needs, and improves response times vs. using email.
- SmartForce® manages community requests/complaints ranging from house checks, speeding traffic, suspected drug activity, etc. making it easy for supervisors or command staff to report the activity and responses to these community requests/complaints.

## SmartMaps© w/ESRI

- SmartForce® helps agencies get more out of their investment in ESRI by bringing in ESRI mapping to the SmartForce® application. This empowers all officers and crime analysts the opportunity to visualize crime and hot-spots in the same application they receive hot-spots, bulletins, and other communications and information.

## SmartMaps© CAD/RMS

- SmartForce® allows agencies to visually display CAD and RMS data for better understanding of geographic data and linkages. Officers and analysts can quickly view crime and hot-spots as well as layer on additional CAD/RMS data.

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## SmartILP<sup>©</sup>

- SmartForce<sup>®</sup> provides agencies with the most comprehensive tools for managing offender programs, increasing collaboration between LE & Prosecution Attorneys, and improving the adjudication of the worst of the worst offenders. Tools include Offender Scoring, Arrest Alerts, SmartFlows for automating prosecution packets, and analysis of impact.

## Major Case IQ<sup>©</sup>

- SmartForce<sup>®</sup> allows multiple investigators, agencies, and district attorneys to collaborate in a singular and secure workspace. This makes it easy to see, upload, and share case information including documents, photos, videos, and audio files without having to email large files or deliver flash drives to investigators or attorneys working in different local, state, or federal offices.

## SmartIA<sup>©</sup>

- SmartForce<sup>®</sup> can be configured to meet each agency and jurisdictional policy needs and to include appropriate language from the agency's use of force, complaints, and commendations policies.
- SmartForce<sup>®</sup> supports mobile entry and management of use-of-force, complaints, and commendations from the field as well as attaches body-worn camera video, photos, and other evidence to each report.
- SmartForce<sup>®</sup> includes a clickable body-image to capture and easily depict the force contact points.
- SmartForce<sup>®</sup> accounts for de-escalation techniques and provides a reporting mechanism on incidents that occurred with and without de-escalation.
- SmartForce<sup>®</sup> displays the chronological order of escalation and de-escalation from start to end of the incident instead of supervisors having to determine through the reading of a narrative.
- SmartForce<sup>®</sup> routes IA reports through the chain of command with review and approval functions.
- SmartForce<sup>®</sup> alerts supervisors of reports that require their review/approval and provides tracking of which supervisor in the chain the report is currently waiting for review and approval.
- SmartForce<sup>®</sup> Early Intervention Warning System provides a modern dashboard display of employees use-of-force, complaints, and commendations as well as a warning alert for officers that match agency dependent criteria that may warrant supervisor intervention for the safety of their officers.
- SmartForce<sup>®</sup> includes reporting and search features that make year-end analysis and freedom of information requests easy to complete in minutes not days. For example, custom reports are easily produced in seconds with the touch of a finger when asked the number of incidents in which a CED was used, the number of incidents involving a particular race, the number of incidents that involved an officer injury, and many other variables.

# SMARTFORCE®

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- SmartForce® automates the FBI reporting requirements for Use of Force.

## SmartAdmin©

- SmartForce® allows an agency to convert from many paper processes to electronic processes to more effectively and efficiently streamline administrative tasks.
- SmartForce® can also bundle several administrative applications into a singular module so users are not having to access multiple technologies and remember multiple passwords to do their work. This reduces the amount of training hours for new officers to learn technology and reduces time spent by supervisors managing multiple software vendors.
- SmartForce® includes a Recruiting Management application to track and document all phases of the recruiting process from recruiting events to applications to testing and hiring.
- SmartForce® includes a robust Quartermaster inventory program that tracks everything from laptop computers to guns and other equipment noting if the equipment is in-service or out, who it is checked out to, condition of use, etc.
- SmartForce® supports mobile entry and management of Field Training Officer and Police Training Officer documents. Trainers and recruits can easily select drop-down boxes, write narratives, and attach photo or video training to daily observation reports, remedial recommendations, and end of phase reports.
- SmartForce® includes a policy library and the tracking of new and revised policies that must be acknowledged by officers and supervisors throughout the organization.
- SmartForce® alerts officers via e-mail when a policy needs to be reviewed and acknowledged with their electronic signature from any mobile device.
- SmartForce® includes a Forms library in which the most recent forms are stored to prevent officers from using older draft versions and to help officers access necessary forms faster.
- SmartForce® includes a Training application for officers to view and sign-up for training classes as well as request external training. Supervisors can create training curriculum for each level of officer/career path, approve/deny training requests, set alerts to avoid certification expiration, and document as well as easily search a complete history of training completed by officers.

## SmartBoards©

- SmartForce® allows agencies to track, display, and report specific initiatives (like requests for information, open records requests, etc.) through SmartBoards which are significantly more efficient than using Excel spreadsheets.



# SMARTFORCE®

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## SmartFlows©

- SmartForce® allows agencies to create custom workflows to automate processes, reports, or alerts to ensure administrative processes run as efficient as possible. An example might be a uniform request form that has to get 2 or 3 approvals. A SmartFlow could automate the process so as soon as a request is made, the officer's supervisor is alerted and can approve/deny, and then the Quartermaster is alerted and can approve/deny.

## SmartLeads©

- SmartForce® manages tips and leads received from your community. Tips can be assigned and tracked to completion for greater levels of accountability.

In addition to our many features that are simply not available through other software solutions, we offer User Conferences and additional Training and Assurance packages to ensure that your agency receives the level of training needed to gain the most return on your software investment.

At SmartForce® Corporation, we aim to help you work smarter, not harder in the pursuit of making the world a safer place. For more information about our products, features, or company, please contact us at (303) 800-5044 or [www.smartforcetech.com](http://www.smartforcetech.com).

Mariano Delle Donne, Founder and CEO  
**SmartForce Technologies, Inc.**