

General Information

2026

CITY OF PARIS POLICE DEPARTMENT

TITLE: RECORDS MANAGEMENT SYSTEM (RMS)

Date Issued: February 9, 2026

City Contact Person: Chief of Police, Ricky Watson

Telephone Number: (731) 641-1413

Email: rwatson@cityofparistn.gov

All bid responses must be received and acknowledged in the City Business Office on or before the day and time listed below, at which time all bids will be publicly opened and read aloud.

Bid Opening Date: February 23, 2026

Bid Opening Time: 10:00 a.m.



CITY OF PARIS

BID SPECIFICATIONS & CONDITIONS

BID CONDITIONS:

1. Bid Opening will be conducted on **Monday, February 23rd** at **10:00 a.m.** at Paris City Hall Meeting Room.
 - a. The opaque sealed envelope should be clearly marked: "Paris Police Department Records Management System (RMS) Bid"
 - b. All Bids must be submitted to:

The City of Paris
C/O Ms. Kim Foster, City Manager
100 North Caldwell Street
P.O. Box 970
Paris, TN 38242
 - c. Any questions regarding the proposed contract shall be addressed to the Paris City Manager at the above address or by email to Jessica Crouch, jcrouch@cityofparistn.gov. Any interpretations rendered to any Bidder shall be rendered to all Bidders who have obtained a bid package.
 - d. All bids shall be publicly opened and are subject to public inspection.
 - e. All bids must be signed by a duly authorized representative of the company empowered with the legal right to bind the company. Failure to comply with this requirement shall be cause for rejection of the bid.



General Conditions:

1. Qualifications of Bidder: The City of Paris may make such investigation as it deems necessary to determine the ability of the bidder to perform the work, materials, equipment, and/or services and the bidder shall furnish to the City all such information and data for this purpose as the City may request. The City of Paris reserves the right to reject any bid if the evidence submitted by, or investigation of, such bidder fails to satisfy the City that such bidder is properly qualified to carry out the obligations of the contract and to provide the materials, equipment, and/or services contemplated therein. Conditional bids will not be accepted. Any contract resulting from this request for proposals shall be awarded based on the lowest bid in combination with the City's evaluation of the contractor's capacity to successfully complete the contract.



Special Conditions:

1. Scope:

- a. The materials, equipment, and/or services under this contract includes Records Management System (RMS). The City of Paris Police Department is located at 100 North Caldwell, Paris, TN 38242.

2. Special Conditions:

- a. Provide a browser-based Records Management System (RMS) including Records Management, Mobile, and CAD modules.
- b. System must include TIBRS reporting; be compatible with Microsoft Windows; support specified portable devices; and support capturing photos/evidence in JPEG format.
- c. Integrate agency forms and logos; enable creation and maintenance of custom forms.
- d. Provide role-based security (read-only, add/update, add/update/delete) with Superuser-configured permissions.
- e. Support agency-maintained in-house codes alongside state statute codes.
- f. Ensure compatibility with evidence barcode printers and scanners (vendor to specify supported brands).
- g. Must be compatible with the City of Paris Police Department's current running system for complete data conversion.

3. Specifications:

- a. Accidents: Include case details, vehicle counts, injuries, imaging (TIFF/JPG), and utilization of TITAN
- b. Accounting: Accounts, transactions, monthly history, receipts, vendor analysis, purchase requisitions.
- c. Armory: Manage arms and ammunition inventory.
- d. Business Contacts: Company info, emergency numbers, alarms, site notes.
- e. Case Management: Offense/victim data, UCR/NIBRS reporting, assignments, notes, import/export, added security.
- f. Citations: Violator data, charges, narrative; reports, court docket integration, E-citations.
- g. Document imaging: Attach documents/PDF files to records.
- h. Employee Records: Biographical, pay, training, access; enforce Tennessee-compatible password rules.
- i. Evidence: Compatible with Zebra printers and Data Logic scanners; full chain-of-custody tracking.
- j. Field Interview: Track suspicious activity not requiring full report.
- k. Fleet: Track agency-owned/monitored vehicles.
- l. Gang activity: Biographical data, rank, activity location, violent offender/felon status.
- m. Help Desk: Ticketing for officer requests (email preferred), tracking numbers/questions.
- n. Impounded Vehicles: Case details, fees, wrecker company, storage tracking, receipts.
- o. TIBRS: Incident tracking and validated submission (daily/weekly/monthly).



- p. Investigation: Names, vehicles, SSN's, stolen/pawned items, warrants, civil, narratives, PDF processing.
- q. Juvenile Activity: School, parental data, charges; SRO browser-based entry (no third-party).
- r. K9: Search/trail details, training goals, outcomes.
- s. Master Name: Biographical info, photos, archive changes.
- t. Missing Persons: Entry date, last known info, features, clothing.
- u. Mobile App: iPhone and Android; tools for booking, citations, incidents, etc.
- v. Pawned Shop Items: Ticket details, item info, serial/make/model.
- w. Policies & General Orders: Manage policies, employee notifications.
- x. Property: Items, transactions, warranties, inventory reports, work orders, maintenance schedules.
- y. Property Seizure: Maintain seized property information.
- z. Sex Offenders: Biographical, employer, charges, registration, ID's, narrative.
- aa. Staff Training: Courses, employee credits, POST reporting.
- bb. Wanted Persons: Biographical, last known info, status, photos, lists/labels, served vs unserved.
- cc. Must be compatible ISOMS, the current RMS operating system that Henry County, Tennessee utilizes.



BID PROPOSAL
CITY OF PARIS, TENNESSEE
FOR CITY OF PARIS POLICE DEPARTMENT RECORDS MANAGEMENT SYSTEM

Proposal of _____ (hereinafter called "Bidder") a partnership,
or individual doing business as _____. To the
City of Paris, Tennessee, (hereinafter called "Owner").

The Bidder, in compliance with your request for proposals for the Paris Police Department Records Management System (RMS), having examined the plans and specifications with related documents and the materials, equipment, and/or services in accordance with the contract documents, within the time set forth therein, and at the price stated below. The price shall cover all expenses incurred for equipment required under the contract documents of which this proposal is a part.

- I. Bidder agrees to supply the materials, equipment, and/or services described in the General and Special Conditions for Records Management System (RMS) for the following price:

Base RMS License (Records Management, Mobile, CAD)	\$ _____
Implementation and Configuration	\$ _____
Data Conversion from ID Networks	\$ _____
Training (One year)	\$ _____
Technical Support (One year)	\$ _____
Product Upgrades (One year)	\$ _____
Annual Maintenance (After one year)	\$ _____
Total	\$ _____



Other Required Information:

Please list at least three (3) references including name, address, and phone numbers for which you have performed similar tasks in the past.

1. _____
2. _____
3. _____

Bidder understands that the owner reserves the right to reject any or all bid proposals and to waive any informality in the bid proposals.

The Bidder agrees that this proposal shall be good and may not be withdrawn for a period of 30 calendar days after the scheduled closing time for receiving bid proposals.

Respectfully submitted:

Signature of Bidder

Title

Address

City, State, Zip Code

Contact Person:

Contact Person for the City is:

Paris City Manager, Ms. Kim Foster
P.O. Box 970
Paris, TN 38242
(731) 641 - 1402