

**CITY OF NOGALES  
NOGALES, ARIZONA**

**REQUEST FOR PROPOSAL 2009.001.220.07**

OPENING DATE: 11/16/09  
TIME: 4:00 P.M. (LOCAL TIME)  
LOCATION: CITY HALL COUNCIL CHAMBERS, 777 N. GRAND AVENUE  
NOGALES, AZ 85621

**CITY OF NOGALES**  
**Attn: Carolina Durán**  
**PURCHASING DEPARTMENT**  
**777 N. GRAND AVE.**  
**NOGALES, AZ 85621**

The City of Nogales is currently accepting proposals (RFP) for the commodity or service mentioned below and will be received by the Purchasing Department of the City of Nogales, at 777 N. Grand Ave., Nogales, AZ 85621, until the time and date cited above.

Proposals must be in the actual possession of the Purchasing Office on or prior to the date and exact time indicated above. Proposals received after the specified time and date, will be returned unopened and will not be considered. Proposals must be submitted in a sealed envelope. The proposal invitation number and Vendor's name and address should clearly be indicated on the envelope. All proposals must be completed in ink or typewritten. The City of Nogales reserves the right to accept or reject any or all proposals or parts thereto.

**Commodity and/or Service: SOFTWARE FOR THE LEGAL DEPARTMENT**

A calendaring and tracking system for office files containing at minimum:

**Criminal**

Detailed Information on Persons Related to the Case: Defendants, victims, witnesses, and other people involved with a case. Add or update information, how each person is related to the case and which types of hearing he or she should be notified of.

Data Storing: Capable of storing digital documents and images that are related with the case.

Reminders: Calendar reminders advising of hearings or any future actions to be taken on a case with the possibility of automatically generating reports or notices.

Subpoenas: Capable of generating subpoenas and keeping track of when it was served and/or any attempts that were made to serve.

**Civil**

Detailed Information on Persons Related to Case: Persons or Company names, address or any other identifying information.

Data Storing: Capable of storing digital documents and images that are related with the case, the details on what type of file and what department it pertains to.

Reminders: Calendar reminders advising of any future actions to be taken, and deadlines on contracts or agreements.

**THE PRICE OF THE SOFTWARE MUST INCLUDE TRAINING, A MINIMUM OF 5 LICENSES (USERS), TECHNICAL SUPPORT, ETC.**

**IF YOU HAVE ANY FURTHER QUESTIONS, BEFORE SUBMITTING YOUR PROPOSAL, PLEASE CONTACT THE MIS DEPARTMENT; JOSE CONTRERAS (520.285.5663) OR LILIANA AVECHUCO (520.285.5649).**