



**REQUEST FOR PROPOSALS
RECORDS MANAGEMENT SYSTEM (RMS)
MAULDIN POLICE DEPARTMENT
MARCH 6, 2026**

SUMMARY

The City of Mauldin Police Department (MPD) is seeking qualified bids from vendors capable of planning, building and delivering a Records Management System (RMS) for the department. The RMS system will serve in a variety of roles including being cloud based, 24-hour support, complete incident reporting capabilities, SCIBRS compliant, NIBRS compliant, CJIS compliant, NIBRS reporting, evidence management, training management, data conversion and personnel management.

BACKGROUND

The city has used the Lawtrak RMS for 15 plus years and within the past year it has been sold to another RMS company. The City of Mauldin Police Department is looking for a replacement for the soon to be non-compliant records management system.

PROJECT DESCRIPTION

The City of Mauldin Police Department is interested in seeking qualified bids from vendors capable of planning, building, and delivering an RMS described herein. All bid responses must include a quote for up to 80 users valid until April 10, 2026, based upon the specifications below. Bidders should indicate substitution of similar products when applicable. Specifications below are the minimum requirements for the RMS, additional options or add-ons should be noted in the quote. However, MPD will work with the successful bidder to layout the RMS based upon recommendations of the bidder.

RECORDS MANAGEMENT SYSTEM (RMS) REQUIREMENTS

- Cloud based
- Incident reporting capabilities
- Property and evidence management
- Victim management
- Analytics
- 24-hours support
- SCIBRS, NIBRS, CJIS compliant
- Data conversion

OPTIONAL REQUIREMENTS

- Training option
- Inventory option
- Personnel management



- Communication with 3rd party vendors

ADDITIONAL REQUIREMENTS

All bidders should include with their response the following information:

- Payment terms and schedule, discounts as applicable for early payment/pre-payment
- Estimated delivery schedule
- Estimated training period
- Estimated conversion period
- Estimated “Go Live”

INITIAL PROJECT TIMELINE

The following tentative schedule is anticipated for selection, contract negotiations and contract award:

RFP Issuance	03/06/2026
Deadline to submit all questions	03/27/2026
Proposals due	04/10/2026 4:00 pm
Bid Opening	04/10/2026 4:30 pm
Council Approval	TBD

SUBMISSION OF PROPOSALS

All bids should be addressed and submitted via the following methods:

By Mail or In-Person:

City of Mauldin
 Cindy Miller – MPD Records Management System RFP
 5 E. Butler Street P.O. Box 249
 Mauldin, SC 29662

Electronic submissions:

Subject line: “MPD Records Management System RFP”
 Cindy Miller
cmiller@mauldincitysc.com

BID OPENING AND EVALUATION

Bids will be publicly opened on **Friday, April 10, 2026, 4:30pm** in the Court Room/Council Chambers at City Hall, 5 E. Butler Street, Mauldin, SC 29662.

The City of Mauldin and the Mauldin Police Department reserves the right to reject any or all bids, waive informalities, and award the contract to the lowest responsible bidder based on the bid evaluation criteria, including but not limited to cost, experience, and compliance with all requirements.





It is the bidder's sole responsibility to ensure the revisions are received by the city prior to the closing date and time. Proposals received after the closing date and time may not be accepted or considered.

Questions should be emailed to Lieutenant Charles Osborne, Mauldin Police Department, at cosborne@mauldinpolice.com.