**REQUEST FOR PROPOSALS**

**Office of the Hamblen County Mayor**

511 West Second North Street

Morristown, TN 37814

**RFP TIMELINE:** Times listed below are in Eastern Standard Time.

|  |  |
| --- | --- |
| Date Issued: | TUESDAY MAY 7, 2024 |
| RFP Title: | JMS/RMS System at New Justice Center (2024-03) |
| RFP Question Deadline: | TUESDAY MAY 21, 2024 @ 2:00p.m.  *All correspondence and communication must be via email to the designated Hamblen County point of contact listed below. Questions submitted by telephone call will not be answered. Questions submitted after this deadline will not be answered.* |
| RFP Answer Deadline: | THURSDAY MAY 23 ,2024 @ 4:00p.m. |
| Proposal Submission Deadline Date & Time: | THURSDAY JUNE 6, 2024 @ 2:00p.m.  *If the Hamblen County Courthouse is closed for business at the time scheduled for proposal opening, for whatever reason, proposals will be accepted and opened on the next business day of the County, at the originally scheduled hour.* |
| Proposal Submission Opening Location: | Hamblen County Courthouse, West Wing Conference Room, 1st Floor, Administrative Building |

**INTRODUCTION:**

Hamblen County (hereafter referred to as “County”) is soliciting proposals for a Jail Management (JMS) / Records Management (RMS) system for the new Hamblen County Justice Center, which is a three (3)-story building with basement in approximately 196,000 square feet. It will consist of a 621-bed jail facility, three (3)-courtrooms, clerk office, community service office, judges’ office suite, and jail administration.

The County’s selection process will be based on qualifications and experience with similar projects, competitiveness of proposed fees, as well as any subsequent supplemental evaluation process listed or deemed necessary by the Justice Center JMS/RMS Committee.

Price may be a factor but will not determine the awarding of the bid. The bid will be awarded to the “best and lowest bidder” and not the “low bidder”. The County will make the determination of which bidder is the “best and lowest bid” and not the vendor. The County reserves the right to negotiate with the successful bidder on options or changes to the bid.

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1. **PROJECT OVERVIEW:**

The County is currently in the building phase and nearing substantial completion of the new Hamblen County Justice Center which houses a 621-bed jail facility that is located at 440 North Jackson Street in Morristown, Tennessee, and is seeking JMS/RMS services to bring Justice Center into operational status for housing inmates.

**Project Team:**

Hamblen County Mayor Bill Brittain, Special Projects Coordinator Barbara Horton, and Jail Transition Team Leader Geno Hambrick.

**Anticipated Project Schedule:**

|  |  |
| --- | --- |
| **Projected Project Activity Duration** | |
| Substantial Completion | August 2024 |
| Move Inmates to new Facility | November 2024 |

1. **SCOPE OF JMS/RMS Services:**

Hamblen County Government is soliciting proposals for an integrated browser-based JMS/RMS software system. The County will select a vendor who can provide a seamless jail management system and records management system with mobile reporting compatible with the Microsoft operating system. The software should have a mobile feature and current TIBRS compatibility and reporting. To be considered, the vendor must have ten present agencies in the State of Tennessee that utilize their JMS and RMS software.

The vendor proposal should include JMS/RMS software, installation, training, current software data conversion and one year of support. The vendor should provide a thorough software description of features and any cost for conversion. Conversion must occur at the same time as the software change. The vendor should specify hardware requirements and any third-party software needed to function.

Hamblen County Detention Center’s requirements of JMS/RMS vendor capabilities:

(Jail Management System) (Records Management System)

This system will be utilized by both the jail and patrol and information will be able to be “pushed” from the patrol side to the booking module on the jail side.

Jail side:

* Provide a classification module with an initial assessment in booking.
* Will be browser based.
* Will be on a mobile app.
* Will have multiple levels of security usage.
  + Read only to full access.
* Ability to upload, create and maintain custom forms.
* Ability of a virtual filing cabinet.
* Ability of virtual policy and procedures and post orders.
* Ability to send messages to either a particular Officer or a group with read receipts.
* Utilize a signature pad.
* Contain a transport module.
* Contain a training module with the ability to alert supervisors when a certification is expiring.
* Contain a medical module with the ability to schedule inmate visits.
* Capable of creating and maintaining incident reports and uploading / creating UOF forms.
* The JMS should include a public website,
  + Inmate information
  + Tip line
  + Sex offenders
  + Crime reporting
  + Detention Center info

Patrol side,

* Must be able to interface with the patrol car CADs (Pulsiam)
* Capable of TBRS reporting
* Contain an evidence module,
  + Ability to upload pictures.
* Contain an SRO module.
* Contain an accident module.
* Contain an armory module.
* Contain a case management module.

1. **GENERAL INFORMATION FOR VENDOR:**

**Project Administrator:**

The County Finance Department is the sole point of contact for this procurement. All communication between prospective proposers and the County upon receipt of this RFP shall be in email form to the County Finance Department as follows:

Barbara Horton

511 West Second North Street

Morristown, TN 37814

Telephone: 423-586-1931

Email: [barbara.horton@co.hamblen.tn.us](mailto:barbara.horton@co.hamblen.tn.us) (Submissions NOT accepted by Direct Email.)

Any other communication will be considered unofficial and non-binding on the County. Communication directed to parties other than the County Finance Department may result in disqualification of the prospective proposer.

**RFP Questions and Answers:**

Questions regarding this RFP will be accepted via email to the Project Administrator until 2:00p.m. TUESDAY MAY 21, 2024. Questions submitted by telephone call will not be answered. Questions submitted after this deadline will not be answered.

Questions *and* Answers will be posted to the Hamblen County Government website, www.hamblencountytn.gov, under the Bids & Proposals Tab no later than 5:00p.m., on THURSDAY MAY 23, 2024.

**Proprietary Information and Public Disclosure:**

Materials submitted in response to this competitive procurement shall become the property of Hamblen County. All proposals submitted shall remain sealed until the deadline for submission of proposals has expired. Once a proposal is submitted to Hamblen County Government and is opened, it constitutes a public record and is subject to the open records request pursuant to the Tennessee Open Records Act.

**Cost of Proposal Submission:**

The County will not be liable for any costs incurred by any respondent in preparation of a response to this RFP, in conducting of a presentation, or any other activities related to responding to this RFP.

**Revisions to the RFP:**

In the event it becomes necessary to revise any part of this RFP, addenda will be produced in writing and submitted to all prospective respondents known to the County and will be listed on the Hamblen County website, www.hamblencountytn.gov, under the Bids and Proposals Tab.

The County reserves the right to cancel or to reissue this RFP in whole or in part prior to the execution of a contract.

**Period of Performance:**

The period of performance of any contract resulting from this RFP is tentatively scheduled to begin upon award of a contract.

**Subcontract Terms:**

The successful respondent will not subcontract any portion of their duties under this RFP or subsequent contract without the prior written consent of the County.

**Contract Terms:**

All items in this RFP must be included with the proposal submission. All contracts between parties as a result of this RFP shall be governed by and enforced in accordance with the laws of the State of Tennessee. In the event a dispute arises, the venue shall be in Hamblen County, Tennessee. The County shall require the person with authority to bind the company to sign all agreement(s) with the County.

**Contract Termination:**

The County reserves the right to cancel the contract at any time for breach of contractual obligations without penalty or recourse by giving the Vendor a written notice of such termination of at least thirty (30) calendar days prior to said cancellation. Prior to issuing such a notice, the County will, if appropriate, provide the Vendor with an opportunity to cure the breach within a reasonable period of time. Should the County exercise its right to terminate the contract for such reasons, the termination shall become effective on the date as specified in the notice of termination sent to the Vendor. The Vendor shall be entitled to receive just and equitable compensation for the work provided pursuant to the contract prior to the effective date of cancellation.

**No Obligation Contract:**

The County reserves the right to accept or reject any or all proposal submissions at its sole discretion without penalty and to not issue a contract as a result of this RFP. The County also has the right to waive any formal defects in submissions when deemed in the best interest of the County. Further, the County reserves the right to negotiate with any respondent concerning matters which the County determines require clarification or changes not in conformity with the specific requirements set forth herein.

**Right To Withdraw:**

Respondents have the right to request withdrawal of their proposals from consideration due to error by giving notice at any time before and not later than two (2) days after submissions are publicly opened.

**Commitment of Funds:**

Approval by the Hamblen County Legislative Body is required to legally commit the County to the expenditures of funds for a contract resulting from this RFP. No cost chargeable to the proposed contract may be incurred before receipt of a fully executed contract. Obligations on contracts that envision extended funding through successive fiscal periods shall be contingent upon actual appropriations for the following years.

**Invoice Requirements:**

The awarded vendor will submit invoices to the County Finance Department based on the timeline outlined in the contract. The invoices will include a detailed account of the following:

1. A description of the work performed;
2. The date(s) the work was performed; and
3. If applicable, an itemized list, including receipts, of all reimbursable expenses as outlined in the contract.
4. **SUBMISSION REQUIREMENTS:**

Respondents are required to submit one (1) complete proposal packet either electronically or in a sealed envelope based on the instructions below. Proposals, whether mailed, hand-delivered, or electronically submitted must arrive no later than 2:00p.m. Eastern Standard Time on {Thursday June 6, 2024}.

***Instructions for Submitting Proposals Electronically:***

**PLEASE READ THOROUGHLY**: Electronic submissions should NOT be sent directly to anyone at the Mayor’s Office but addressed to [Barbara.horton@co.hamblen.tn.us](mailto:Barbara.horton@co.hamblen.tn.us), **VIA ‘WETRANSFER.COM’**, an internet-based computer file transfer service. The message line of the WeTransfer page should state: **JMS/RMS SYSTEM AT NEW JUSTICE CENTER RFP (2024-03), THURSDAY JUNE 6, 2024 @ 2:00P.M**. Please note: Proposal should be submitted no earlier than SATURDAY JUNE 1, 2024 as the documents are only available for download for seven (7) days and we cannot access them for any reason prior to THURSDAY JUNE 6, 2024 @ 2:00p.m.

***Instructions for Submitting Hard Copies of Proposals:***

Envelopes **must** arrive **sealed** and clearly **marked** with **JMS/RMS SYSTEM AT NEW JUSTICE CENTER RFP (2024-03), THURSDAY JUNE 6, 2024 @ 2:00P.M.** on the outside of the envelope to the Hamblen County Mayor’s Office, 511 West Second North Street, Morristown, TN 37814, Attention: Barbara Horton.

Respondents assume the risk for the method of delivery chosen. The County assumes no responsibility for delays caused by any delivery service whether in-person or electronic. Late proposals will not be accepted.

**Proposal Content:**

All items listed below must be included in your submission.

1. Statement of Qualifications Form (attached)
2. List of Work / Ten (10) References
3. Anti-Collusion Statement (attached)
4. Certificate of Compliance with Iran Divestment Act (attached)
5. Conflict of Interest Statement (attached)

**Statement of Qualifications Form:**

The respondent must complete the statement of qualifications on pages 11 & 12 of this document. This includes contact information, education, experience, three (3) references and proposed cost. If the respondent would like to list more than three (3) references for previous projects, those can be listed on a separate sheet and submitted with this document.

**Insurance Requirements:**

* + - * 1. Certificates of Insurance

Upon award of this project, the Vendor **must** provide to Hamblen County Government certificates of the insurance requirements listed below before duties commence. Policies shall be endorsed to provide Hamblen County Government at least thirty (30) days written notice of reduction, cancellation or intent not to renew coverages as listed. If insurance is canceled, reduced, non-renewed or otherwise is not in effect to the minimum required coverage, the Vendor **must** cease work on this project.

* + - * 1. Liability Coverages

1. The Commissioning Agent shall furnish at their own expense and keep in full force during the terms of this contract the following coverages which shall list Hamblen County Government as an additional insured:

General liability insurance covering bodily injury and property damage in the minimum sum of $1,000,000 for each occurrence, $2,000,000 aggregate and products/completed operations in the minimum sum of $1,000,000 for each occurrence, $2,000,000 aggregate.

Professional liability insurance in the minimum sum of $2,000,000 limit per occurrence.

Automobile liability insurance in the minimum of $1,000,000 combined single limit for bodily injury and property damage.

Umbrella liability insurance in the minimum sum of $3,000,000 for each occurrence.

2. Worker’s Compensation Compliance

The Vendor shall also comply with all requirements of the Workers’ Compensation Law and shall at their own expense, maintain such insurance, including waiver of subrogation in favor of Hamblen County and employer’s liability, as will protect the Vendor from claims under said law and from any other claims for personal injuries, including death which may arise from the operations under the contract, whether operations be by anyone directly or indirectly employed by the Vendor.

\* **Proof of insurance shall be verified before contract approval.**

**Anti-Collusion Statement:**

The respondent certifies by signing the anti-collusion statement on page 13 of this RFP that this proposal is made without prior understanding, agreement, or accord with any other person submitting proposals for the same service and that this submission is in all respects bona fide, fair and not the result of any act of fraud or collusion with another person engaged in the same line of business or commerce.

**Iran Divestment Act:**

The respondent must certify on page 14 of this RFP that neither they nor any of their successors, parent companies, subsidiaries or companies under common ownership or control certifies, under penalty of perjury, that to the best of their knowledge and belief that they are not on the list created pursuant to Tennessee Code Annotated § 12-12-106.

**Conflict of Interest:**

The respondent must certify on page 15 of this RFP that they have no conflict of interest between the company and Hamblen County Government.

**Signatures:**

The Statement of Qualifications Form, Anti-Collusion Statement, Certification of Compliance with the Iran Divestment Act, Conflict of Interest Statment, and all RFP Amendments must be signed and dated by a person authorized to legally bind the respondent to a contractual relationship.

1. **FORMS:**

**a) STATEMENT OF QUALIFICATIONS**

|  |  |
| --- | --- |
| **Information of company or individual with whom the contract would be written** | |
| Legal Name: |  |
| Address: |  |
| Phone: |  |
| Email Address: |  |
| Experience  (Years in Business): |  |
| Name & Email Address of Primary Point-of-Contact (if different from information listed above) |  |

If any subcontractors are to be used on this project, their information **must** be listed below. If no subcontractors will be used indicate that below by selecting the option, “NO SUBCONTRACTORS WILL BE USED IN THIS PROJECT”.

|  |  |  |  |
| --- | --- | --- | --- |
| **Subcontractor Information:** | | | |
| Company Legal Name: |  | | |
| Address: |  | | |
| Phone: |  | | |
| Primary Point-of-Contact Email Address: |  | | |
| List any Tennessee license held relevant to this project: |  | | |
| **NO SUBCONTRACTORS WILL BE USED IN THIS PROJECT:** | |  |

**b) REFERENCE LIST OF TEN (10) AGENCIES**

|  |  |  |
| --- | --- | --- |
| AGENCY | LOCATION AND CONTACT INFO | YEARS OF SERVICE |
| 1) |  |  |
| 2) |  |  |
| 3) |  |  |
| 4) |  |  |
| 5) |  |  |
| 6) |  |  |
| 7) |  |  |
| 8) |  |  |
| 9) |  |  |
| 10) |  |  |

|  |
| --- |
| **Total Cost Proposed: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **(Based on Scope of Services Listed in this RFP)** |

**c) ANTI-COLLUSION STATEMENT**

By signing this form, the respondent agrees that he/she has not divulged to, discussed, or compared his/her submission with other respondents and has not colluded with any other respondent whatsoever. Note: no premiums, rebates or gratuities to any employee or agent are permitted with, prior to, or after any delivery of service. Any such violation will result in any contract related to this RFP being null and void and could constitute a felony and result in a fine, imprisonment and civil damages.

The undersigned certifies that he/she has read, understands, and agrees to all terms, conditions, and requirements of this RFP, and is authorized to enter into a contract with Hamblen County Government. This form must be signed personally by the respondent or the respondent’s authorized agent. All signatures must be original and not photocopies.

Signature Title

Printed Name Date

By signing this form, the respondent signifies understanding and agreement with Hamblen County Government’s Terms and Conditions.

**d) CERTIFICATION OF COMPLIANCE WITH IRAN DIVESTMENT ACT**

**Tenn. Code Ann. § 12-12-101 et seq.**

Comes , for and on behalf of

(Printed name of Principal Officer of Company)

, (the “Company”) and, after being duly

authorized by the Company so to do, makes oath that:

By submission of these qualifications, each respondent certifies, and in the case of a joint submission each party certifies, under penalty of perjury, that to the best of their knowledge and belief that each respondent is not on the list created pursuant to the Iran Divestment Act, Tenn. Code Ann. § 12-12-106.

Signature

Title

Date

**HAMBLEN COUNTY GOVERNMENT**

**COMPANY / CONTRACTOR AFFIDAVIT FORM**

Conflict of Interest Statement

THE AFFIANT STATES TO HAMBLEN COUNTY GOVERNMENT IN MORRISTOWN, TENNESSEE:

I (WE) HEREBY CERTIFY THAT IF THE CONTRACT IS AWARDED TO OUR FIRM THAT NO MEMBER OR MEMBERS OF THE GOVERNING BODY, ELECTED OFFICIAL OR OFFICIALS, EMPLOYEE OR EMPLOYEES OF SAID HAMBLEN COUNTY GOVERNMENT OF MORRISTOWN, TENNESSEE, OR ANY FAMILY MEMBER INCLUDING SPOUSE, PARENTS, CHILDREN OF SAID GROUP, HAS RECEIVED OR HAS BEEN PROMISED, DIRECTLY, OR INDIRECTLY, ANY FINANCIAL BENEFIT, BY WAY OF FEE, COMMISSION, FINDER’S FEES OR ANY OTHER FINANCIAL BENEFIT ON ACCOUNT OF THE ACT OF AWARDING AND/OR EXECUTING THE CONTRACT.

THE UNDERSIGNED HEREBY CERTIFIRES THAT HE/SHE HAS FULL AUTHORITY TO BIND THE COMPANY AND THAT HE/SHE HAS PERSONALLY REVIEWED THE INFORMATION CONTAINED IN THIS SEALED BID, INCLUDING ALL ATTACHMENTS, ENCLOSURES, APPENDICES, ETC. AND DO HEREBY ATTEST TO THE ACCURACY OF ALL INFORMATION CONTAINED IN THIS BID, INCLUDING ALL ATTTACHMENTS, ENCLOSURES, EXHIBITS, ETC.

THE UNDERSIGNED ACKNOWLEDGES THAT ANY MISREPRESENTATION WILL RESULT IN IMMEDIATE DISQUALIFICATION FROM ANY CONTRACT CONSIDERATION.

THE UNDERSIGNED FURTHER RECOGNIZEDS THAT THE HAMBLEN COUNTY COMMISSION HAS THE RIGHT TO MAKE THE CONTRACT AWARD FOR ANY REASON CONSIDERED IN THE BEST INTEREST OF THE HAMBLEN COUNTY GOVERNMENT.

This certification shall be included with the bid. Failure of this properly executed document to be included with the bid shall render the bid as incomplete and void.

COMPANY NAME:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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TITLE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ FAX: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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(TO BE COMPLETED BY NOTARY)

*STATE OF: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ COUNTY OF:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Before me personally appeared \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, with whom I am personally acquainted (or proved to me on the basis of satisfactory evidence), and who acknowledged that such a person executed the foregoing for the purposes therin contained.*

*Witness my hand and seal at office this day of \_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_\_*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Notary Public*

*My commission expires:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

**SELETION CRITERIA – JMS/RMS**

Proposals will be evaluated based on the evaluation criteria described below. The County may conduct such investigations as deemed necessary to establish the responsibility, qualifications, and financial abilities of the proposer. Proposals shall be prepared at the proposer’s discretion; however, all proposals should be structured to include the following criteria:

1. **Statement of Qualifications (Point Value: 20 Points)**

The proposer shall provide details of their qualifications as expressed and requested in the solicitation documents to include a list of ten (10) reference agencies.

1. **Availability (Point Value: 20 Points)**

Proposer should provide detailed information about availability, scheduling and resources that would be compatible with the proposed timeline for installation and the opening of the new Hamblen County Justice Center.

1. **Follow Up, Customer Service and Maintenance of System(s) (Point Value: 20 Points)**

Proposer should provide what future upgrades are included with the proposal, if, and how often, maintenance will be performed on said system(s), how long the turnaround time would be after a customer request is submitted, basic training requirements, future training requirements, and any other pertinent information that the vendor would like to submit in regards to response times, customer support and future system performance.

1. **Cost and Compensation (Value: 40 Points)**

Proposer should include all pertinent pricing information based on how it proposes to charge for installation and services. Any and all fees should be listed whether they are flat fees or variable. The fees should be itemized and listed on a separate sheet.

**VIII. RFP SUBMISSION CHECKLIST:**

* Proposal is labeled on the outside of the envelope or in the subject line, if electronically delivered, ‘**JMS/RMS SYSTEM AT NEW JUSTICE CENTER RFP (2024-03) – THURSDAY JUNE 6, 2024 @ 2p.m.**’as instructed on page 8 Section IV of this document
* Complete ORIGINAL signed and initialed RFP packet
* Attachment of software, hardware, etc. to be used per request in Scope of Services (page 3 of this document)
* Statement of Qualifications Form completed (page 11, Section V.a. of this document)
* Reference List of Agencies (page 12, Section V.b. of this document)
* Anti-Collusion Statement Signed (page 13 Section V.c. of this document)
* Certification of Compliance with Iran Divestment Act completed and signed (page 14 Section V.d. of this document)
* Conflict of Interest Statement completed, signed and notarized (page 15 of this document)
* Copy of IRS W-9 Form