**Washington Association   
of Sheriffs & Police Chiefs (WASPC)**

3060 Willamette Drive NE

Lacey, WA 98516

**REQUEST FOR PROPOSALS (RFP)**

RFP CJIS-2016-01

|  |  |
| --- | --- |
| **PROJECT TITLE:** | **National Incident-Based Reporting System (NIBRS) State Repository Replacement** |
| **RFP ISSUE DATE:** | **March 15, 2016** |
| **PROPOSAL DUE DATE:** | **April 22, 2016** |

Table of Contents

[Introduction 4](#_Toc441827227)

[Section 1: Administrative Information 5](#_Toc441827228)

[1.1 RFP Schedule 5](#_Toc441827229)

[1.2 Contact Information 5](#_Toc441827230)

[1.3 Intent to Bid 6](#_Toc441827231)

[1.4 Submission of Proposals 6](#_Toc441827232)

[1.5 Questions 6](#_Toc441827233)

[1.6 Oral Presentations 7](#_Toc441827234)

[1.7 Award Notification 7](#_Toc441827235)

[1.8 Ownership of Materials 7](#_Toc441827236)

[1.9 Rejection of Proposals 7](#_Toc441827237)

[1.10 Proposal Costs 8](#_Toc441827238)

[1.11 Errors in Proposal 8](#_Toc441827239)

[1.12 Evaluation Criteria 8](#_Toc441827240)

[1.12.1 Technical Solution 8](#_Toc441827241)

[1.12.2 Project Management 8](#_Toc441827242)

[1.12.3 Pricing 9](#_Toc441827243)

[1.12.4 References and Demonstrations 9](#_Toc441827244)

[1.13 Proposal Format 9](#_Toc441827245)

[1.14 Number of Proposals 10](#_Toc441827246)

[1.15 Proposal Preparation 10](#_Toc441827247)

[1.16 Confidential or Proprietary Information 10](#_Toc441827248)

[1.17 RFP Amendments 11](#_Toc441827249)

[1.18 Complete Solutions 11](#_Toc441827250)

[1.19 Offer Expiration Date 11](#_Toc441827251)

[1.20 Designation of Requirements 12](#_Toc441827252)

[Section 2: Technical Specifications 13](#_Toc441827253)

[2.1 Basic Requirements 13](#_Toc441827254)

[2.2 Preferences 14](#_Toc441827255)

[2.3 Add-On Components 19](#_Toc441827256)

[Section 3: Management Requirements 20](#_Toc441827257)

[3.1 Project Plan 20](#_Toc441827258)

[3.2 Project Schedule 20](#_Toc441827259)

[3.3 Roles and Responsibilities 20](#_Toc441827260)

[3.4 Project Change Control 20](#_Toc441827261)

[3.5 Testing 20](#_Toc441827262)

[3.6 System Maintenance and Support 21](#_Toc441827263)

[3.7 Training 21](#_Toc441827264)

[3.8 Documentation 21](#_Toc441827265)

[3.9 Vendor Issues and Concerns 21](#_Toc441827266)

[Section 4: Vendor Qualifications and References 22](#_Toc441827267)

[4.1 Qualifications and Experience 22](#_Toc441827268)

[4.2 Vendor Information 22](#_Toc441827269)

[4.3 Current Customer Base and References 22](#_Toc441827270)

[Section 5: Vendors’ Section 24](#_Toc441827271)

[Section 6: Pricing Section 25](#_Toc441827272)

[6.1 Introduction 25](#_Toc441827273)

[6.2 Technical Section 25](#_Toc441827274)

[6.3 Project Implementation and Management Services 25](#_Toc441827275)

[6.4 Maintenance and Support 25](#_Toc441827276)

[6.5 Training 26](#_Toc441827277)

[6.6 Documentation 26](#_Toc441827278)

[6.7 Other Costs Not Specifically Requested 26](#_Toc441827279)

[6.8 Project Management 26](#_Toc441827280)

[6.9 Contracts and Licenses 26](#_Toc441827281)

[6.10 General Liability Insurance 26](#_Toc441827282)

[Appendix A: Notice of Intent to Bid 28](#_Toc441827283)

[Appendix B: Nondisclosure Agreement 29](#_Toc441827284)

[Appendix C: WA State Specifications 31](#_Toc441827285)

[Appendix D: FBI Technical Specification V.2.1 List of Errors 32](#_Toc441827286)

# Introduction

The Washington Association of Sheriffs and Police Chiefs (WASPC) is a non-profit organization that provides support and services to statewide law enforcement agencies. The Washington Uniform Crime Reporting (UCR) Program is housed within the Criminal Justice Information Support (CJIS) Department of WASPC and collects National Incident-Based Reporting System (NIBRS) and Summary Reporting System (SRS) UCR data from the state’s law enforcement agencies. These data are used to compile an annual report entitled *Crime in Washington*. The report provides annual crime statistics for the State of Washington and serves law enforcement, legislative processes, other governmental agencies, research and planning groups, and many other entities.

In December 2006, Washington State was certified by the FBI to officially collect and submit NIBRS data. In January 2008, based on a 2007 advisory committee recommendation, the WASPC Executive Board made the decision and set the goal date for Washington State law enforcement agencies to convert from SRS to NIBRS by January 1, 2012. Due to a number of agencies involved in records management system (RMS) upgrades and replacements during 2011, the Executive Board agreed to grant extensions to agencies that could not meet January 2012 deadline. All agencies submitting UCR data to the state repository will be converted to the NIBRS method. WASPC is seeking a Vendor that can provide an established state NIBRS data repository application to replace WASPC’s existing system and provide improved data collection and report capabilities. The Vendor must provide ongoing maintenance and technical support following implementation. WASPC looks forward to a long-term and positive relationship with the successful Vendor.

# Section 1: Administrative Information

The Washington Association of Sheriffs & Police Chiefs (WASPC) is issuing this request for proposal (RFP) for the purchase and implementation of a National Incident-Based Reporting System (NIBRS) state-level repository. This section provides the RFP administrative information and guidelines for a Vendor’s proposal.

## 1.1 RFP Schedule

The following lists the activities relevant to the RFP process. WASPC reserves the right to change these dates and will notify Vendors in such a case.

**Activity Time (Pacific Time) Date**

RFP Release 03/15/16

Notice of intent to bid due 4:00pm 04/01/16

RFP final questions deadline 4:00pm 04/08/16

Proposal Due 4:00pm 04/22/16

Evaluations complete 4:00pm 05/06/16

Vendor presentations 05/09 – 05/12/16

Reference site contacts 05/16 – 05/19/16

## 1.2 Contact Information

Please use the following name and address for all correspondence with WASPC concerning this RFP. Vendors who solicit information about this RFP either directly or indirectly from other sources will be disqualified. All correspondence should be directed to:

Ms. Joan L. Smith, CJIS Manager

WASPC

3060 Willamette Drive NE

Lacey, WA 98516

(360) 486-2380

*or*

[jsmith@waspc.org](mailto:jsmith@waspc.org)

## 1.3 Intent to Bid

Vendors must complete, sign and return the Intent to Bid to the address or e-mail address specified in Section 1.2 no later than 4:00pm Pacific Time on the date identified in the RFP schedule. The notice of intent to bid is located in Appendix A.

Submission of this notice constitutes the Vendor’s acceptance of the RFP schedule, procedures, evaluation criteria, and other administrative instructions of this RFP. Vendors who do not return this notice will be disqualified from further participation in this RFP.

## 1.4 Submission of Proposals

Proposals are due to be at the WASPC office on April 22, 2016 at 4:00pm Pacific Time. Those proposals arriving after the deadline will be returned to the Vendor unopened. Bids must be sealed and not delivered in open packages. Proposals must be submitted in writing. WASPC will not accept any faxed, e-mailed, or oral submissions of proposals. Additional proposal materials should be packaged separately but should be received with proposals. WASPC is not responsible for proposals lost in delivery. Proposals should be marked as follows and sent to:

NIBRS Project RFP CJIS-2016-01

Ms. Joan L. Smith, CJIS Manager

WASPC

3060 Willamette Drive NE

Lacey, WA 98516

## 1.5 Questions

Submit questions in writing by mail or e-mail to the address listed below. No telephone questions will be accepted or considered. Vendors should refer to the specific RFP paragraph number and page and should quote the passage being questioned. WASPC will respond to questions promptly and will send answers to Vendors as a group via e-mail or post on its website. It is the Vendor’s responsibility to periodically review any updated information on the RFP that is posted on the website or e-mailed to Vendors. WASPC will delete Vendor’s names from the text of questions and answers being sent. Refer to the RFP schedule for the deadline dates.

NIBRS Project RFP 2016 - 01

Ms. Joan L. Smith, CJIS Manager

WASPC

3060 Willamette Drive NE

Lacey, WA 98516

*or*

[jsmith@waspc.org](mailto:lschaffel@waspc.org)

website: [www.waspc.org](http://www.waspc.org)

## 1.6 Oral Presentations

Vendors may be requested to provide an oral presentation and/or demonstration of their product to the RFP team and selected WASPC personnel at the WASPC site; this may include installation of the software for WASPC personnel to review and test for several days. The presentation must include a demonstration of the working software with the product features and functions. Appropriate visual and written materials are expected but the format is left to the discretion of the Vendor. Presentation time limitation will be determined at a later date. Appropriate handouts should be prepared and distributed. There will be no more than ten WASPC people at the presentation. Travel for oral presentations will be at Vendor’s expense.

## 1.7 Award Notification

After a final selection is made, the successful Vendor will be invited to negotiate a contract with WASPC; remaining Vendors will be notified in writing of their selection status.

## 1.8 Ownership of Materials

All material submitted in response to this RFP become the property of WASPC. Proposals and supporting materials will not be returned to Vendors.

## 1.9 Rejection of Proposals

WASPC reserves the right to reject any or all proposals. One copy of each proposal will be kept on file for six months; all other copies may be destroyed, along with any collateral materials sent with the proposal.

## 1.10 Proposal Costs

WASPC is not responsible for any costs or expenses incurred by the Vendor in the preparation of the proposal or any product demonstrations.

## 1.11 Errors in Proposal

WASPC is not responsible for errors in Vendor proposals. A Vendor may correct an error in its original proposal with WASPC approval. Changes after the submission date may be made only to correct an existing error in a part of a proposal. New material may not be submitted. No oral, telephone, or faxed modifications or corrections will be accepted.

## 1.12 Evaluation Criteria

The successful proposal shall provide a complete package and satisfy all demands and requirements contained in this RFP. Proposals that meet the proposal instructions and requirements will be given a thorough and objective review. Proposals that are late, do not comply with proposal instructions, or fail to satisfy mandatory requirements will be eliminated without further consideration. WASPC will evaluate proposals using a number of factors as outlined in the next paragraphs.

### 1.12.1 Technical Solution

Primary consideration will be given to meeting the mandatory functional requirements as listed in this RFP. Proposals will be evaluated according to the following criteria:

1. Fulfillment of the requirements as stated in this RFP.
2. Understanding of the work to be performed.
3. Technical approach and methodology to accomplish the work.
4. Completeness and competence in addressing the scope of work.
5. Demonstrated and reliable technology with previous use and success.

### 1.12.2 Project Management

WASPC believes that effective project management is essential for successful project implementation. Vendors will be evaluated on the completeness and responsiveness of their project management plans and the project team assigned.

As part of the project management plan, Vendors must demonstrate adequate experience in developing and implementing similar systems and be very familiar with the NIBRS terminology and requirements. WASPC’s confidence in the Vendor’s ability to meet deadlines and successfully manage similar projects will be a primary consideration.

Special consideration will be given to Vendors who propose a detailed project plan with sufficient breakdown of tasks and steps to demonstrate a complete understanding of the project.

### 1.12.3 Pricing

WASPC will consider pricing as part of the evaluation criteria for both initial product purchase and for continuing maintenance and support. It is not essential to bid the lowest price to win; however, large pricing differentials among Vendors will be carefully examined. Price will be used as a final indicator for determining the winner when all other criteria have been analyzed.

### 1.12.4 References and Demonstrations

Vendor references will be an evaluation factor. For Vendors in final consideration, WASPC may make a site visit to the reference site(s) at WASPC’s expense.

## 1.13 Proposal Format

Vendors must adhere to the following proposal format, which provides a section layout for the proposal. Deviations from these requirements may disqualify a Vendor from consideration.

Proposal Format:

Cover letter

Section 1 Proposal executive summary

Section 2 Technical solution and description

Section 3 Project management description

Section 4 Vendor section for additional information

Section 5 Pricing section - to include product and maintenance/support pricing

Appendix A Supplemental and Collateral Material

Appendix B Vendor financial qualifications and annual reports

Appendix C Vendor purchase contract

Appendix D Vendor software license agreements

**Cover letter**. A cover letter must accompany all proposals. A corporate officer or person who is authorized to represent Vendor must sign this letter. The cover letter must meet the following requirements:

1. Identify the submitting Vendor.
2. Identify the name and title of the person authorized by the Vendor to obligate the Vendor contractually.
3. Identify the name, title, and telephone number of the person authorized to negotiate the contract on behalf of the Vendor.
4. Bear the signature of the person authorized to obligate the Vendor contractually.
5. Identify the names, titles, and telephone numbers of persons to be contacted for clarification.
6. Explicitly indicate acceptance of the requirements in this RFP.
7. Acknowledge receipt of any and all amendments to this RFP.

## 1.14 Number of Proposals

Vendors must provide five copies of their proposal. Only one copy of the Appendix reports/materials needs to be submitted.

## 1.15 Proposal Preparation

Proposals should be prepared simply and economically without emphasis on the presentation of the proposal. Expensive bindings, photographs, or other excessive material are neither desired nor needed.

WASPC prefers to receive proposals in appropriately sized three-ring binders with an index and tables identifying separate sections.

## 1.16 Confidential or Proprietary Information

Following the award of a contract, responses to this RFP are subject to release as public information unless the response or specific information contained therein is identified as exempt from public disclosure. Respondents are advised to consult with legal counsel regarding disclosure issues. WASPC assumes no obligation or responsibility relating to disclosure or nondisclosure of information submitted by respondents.

If a respondent believes that any portion of a proposal is confidential, the respondent must so specify. The respondent must stamp in bold red letters the term “CONFIDENTIAL” on that specific part or page of the proposal that the respondent believes to be confidential. The respondent must submit in writing specific detailed reasons, including any relevant legal authority, stating why the respondent believes the material to be confidential. Vague and general claims to confidentiality will not be accepted. All proposals and parts of proposals that are not marked as confidential will be automatically considered public information after the contract is awarded. The successful proposal may be considered public information even though parts are marked confidential and excluded from public review. The respondent may not deem the entire proposal to be confidential.

All information gathered, produced, derived, obtained, analyzed, controlled, or accessed by the respondent in connection with this RFP or Contract is Confidential and considered “Privileged Information”. Privileged Information shall not be released or disclosed by the respondent without the prior written consent of WASPC, which consent must specifically identify the Privileged Information to be disclosed by the respondent and the nature of the disclosure for which consent is sought. Respondents must execute and return with their proposals a Nondisclosure Agreement, in the form located in Appendix B.

## 1.17 RFP Amendments

WASPC reserves the right to amend this RFP at any time prior to the closing date. Amendments will be issued only to Vendors who have submitted their Intent to Bid. Vendors must sign and return an Amendment Acknowledgement form.

## 1.18 Complete Solutions

WASPC will accept only complete RFP responses. Vendors may not bid on only one item or selected items from the RFP unless a component is noted as not required.

## 1.19 Offer Expiration Date

Proposals in response to this RFP will be valid for 120 days from the proposal due date. WASPC reserves the right to ask for an extension of time if needed.

## 1.20 Designation of Requirements

To prevent any confusion over identifying technical and management requirements in this RFP, the following definition is offered: The word “must” is used to designate a mandatory requirement. Vendors must respond to all mandatory requirements presented in this RFP. Failure to respond to a mandatory requirement may disqualify a Vendor’s proposal.

# Section 2: Technical Specifications

## 2.1 Basic Requirements

The proposed system shall conform to the National Incident-Based Reporting System (NIBRS) requirements as defined by the FBI in the current versions (as of the signed contract date) of the NIBRS Technical Specification and NIBRS User Manual available at <https://www.fbi.gov/about-us/cjis/ucr/ucr-program-data-collections#National>. (If the current Technical Specification on the FBI website is Version 2.1, refer to list of errors Appendix D of the RFP.)

It is mandatory that the state repository system shall provide the following functional capabilities related to NIBRS:

1. The system must provide the capability to capture and preserve all required NIBRS data elements as defined in the FBI NIBRS User Manual and as detailed in the FBI NIBRS Technical Specification (available <https://www.fbi.gov/about-us/cjis/ucr/ucr-program-data-collections#National>).
2. The system must allow for the entry of the standard values for each data element in accordance with the values prescribed in the FBI NIBRS User Manual and as further addressed in the current version (as of the signed contract date) of the FBI NIBRS Technical Specification. (If the current Technical Specification on the FBI website is Version 2.1, refer to list of errors Appendix D of the RFP.)
3. The system must meet any additional Incident‐Based Reporting (IBR) data collection requirements that are specific to the State of Washington. Appendix C of this RFP provides a detailed listing of all additional segments and/or data elements that the State of Washington requires.
4. The proposed system must perform the editing and validation of data in accordance with the data quality rules prescribed in the FBI NIBRS Technical Specification, including all conditional validations as defined therein.
5. The system must provide the capability for the submission of NIBRS reports in the form and format as prescribed in the current version (as of the signed contract date) of the FBI NIBRS Technical Specification and in accordance with any requirements specific to the State of Washington. (If the current Technical Specification on the FBI website is Version 2.1, refer to list of errors Appendix D of the RFP.)
6. Prior to final acceptance, the system‐generated NIBRS reports must achieve State and FBI certification in accordance with the definitions provided in the FBI NIBRS Technical Specification and the criteria provided in the FBI NIBRS User Manual.

## 2.2 Preferences

1. Administrators and Users
2. Local System Administrator and Users
3. Levels of user privileges: administrator, power user, report generator.
4. Local users should receive immediate notification when a file uploaded successfully or if there is a file upload error.
5. A file upload error should indicate the reason for the error; i.e., naming convention, incorrect file format, incidents already on file, etc.
6. If the file is a duplicate, the system should allow the user to cancel the upload.
7. State System Administrators
8. A desired system feature includes a contacts database for State System Administrators (SSAs) to send messages, updates, and alerts (similar to a listserv); the contacts database should include such data elements as employee names, e-mail addresses, jurisdiction population, full-time employee counts, jail statistics (average daily population, average length of stay, bed rate), etc.
9. The SSAs should receive notifications when file uploads stop, fail, or the file is a duplicate upload; the unprocessed file notification sent to local administrator should be sent as a “cc” to SSAs.
10. The SSAs must have the ability to produce standard, ad hoc, and crime mapping reports, charts, and graphs.
11. The SSAs must be able to monitor the system through a utilities function, including reviewing a system journal for incident activity, file uploads, file processing status (such as in queue, percentage completed, completed, and location in queue), and table updates, modifications, or deletions; it is desirable that SSAs have the ability to update data tables.
12. The SSAs must be able to manage local user accounts, including the set-up or disabling of user profiles and re-setting passwords.
13. Data Entry and File Upload
14. Options for submission to state repository must include batch file upload and individual incident entry (IIE).
15. The individual incident entry (IIE) must have data validation on each data field.
16. Data entry should be user friendly with drop-down tables relevant to either the incident or arrest data being entered.
17. Missing mandatory fields or invalid data entry errors should highlight during IIE.
18. The mandatory fields should highlight according to the offense.
19. The user should not be able advance to next screen without completing mandatory fields.
20. When the IIE is complete, the NIBRS check should list errors and return the user to screen and highlight the error(s).
21. Any field with a date entry should allow the option to type the date or use a calendar.
22. It is desirable that hot keys be available to facilitate data entry.
23. The sequence of IIE screens should be:
24. Administrative; time entry must have a pop-up explaining “00” rule.
25. Offense; with the ability to immediately enter Property associated with the offense.
26. Victim; the Domestic Violence indicator should be associated with the Victim.
27. Offender.
28. Property.
29. Arrestee.
30. Data Reports
31. The system must provide report writing capability; the repository must include standard reports and the functionality to allow the user to create ad-hoc reports. The Vendor should elaborate on types of reports to be expected. Report samples will be appreciated.
32. The system must output data to Microsoft Access, Excel, Word, and PDF in both report form and data form.
33. Law Enforcement Agencies must have the ability to access other law enforcement agency data for report extraction.
34. The data reports should include but are not limited to:
35. Ad hoc; a desirable feature would be user ability to design the report lay-out.
36. Crime Mapping.
37. Data Quality; these reports are for use by the SSAs and local agency contributors to audit data quality.
38. Standard Reports; including Summary of Offenses, Summary of Offenses - Domestic Violence, Offenses by Location, Arrests by Offense and Age Category, Hate Crime, Activity Log (ability to choose by month or year), Outstanding Errors and Incidents/Arrest Not Checked.
39. Static report (snapshot) of the database for the *Crime in Washington* (annual crime report); including a “Save As” function with ability to change dates/ranges for the *CIW* or other specialty reports.
40. Data Validation and Error Notification
41. The system must meet all FBI and Washington State data validation edits, perform thorough error-checking, and automatically send electronic error reports back to the submitting agency.
42. The State System must perform data validations and locate errors before the file goes to the FBI.
43. In addition to the batch error upload report being sent automatically to the submitting agency, it should be available for retrieval by a Local or State System Administrator.
44. Incidents with errors should be included in Ad Hoc and Summary Reports (do not exclude or omit incidents with errors from the data reports).
45. There should be an ability to easily edit the FBI error messages to make them more user-friendly and understandable; error messages must be clearly stated.
46. There should not be a Time Windows error.
47. The Error Report list:
48. Should not include “outside of base date” comment (unable to correct, so don’t display).
49. Should not include errors without case number (unable to access, so don’t display).
50. State System
51. The system must authenticate access with differing levels of users as defined by WASPC; access must be based on user profiles (user names and passwords).
52. The system must provide the State System Administrators (SSAs) the ability to designate roles and responsibilities for other administrators and users.
53. The system must allow the SSAs the ability to enter and update system data directly through the application.
54. There must be at least two (2) databases available:
55. Training database; a duplicate of the Production database with data field descriptions available when hovering.
56. When files, incidents, or arrests are uploaded or entered to the Training database for certification or test purposes, the SSAs should have the ability to transfer the files, incidents, or arrests to the Production database.
57. Production database; with permanent statistical archive ability.
58. System Features
59. The system must automatically discover NIBRS batch submissions; the schedule is State user-defined.
60. The system must provide batch submissions or individual incident entry to state repository via a web browser.
61. The data must be available for data reports after State Repository acceptance of the file.
62. Once data are entered, uploaded, modified, or deleted, it should be immediately available for reports (regardless of whether the FBI Error Data Set [EDS] has been received and processed).
63. The Domestic Violence (DV) indicator is mandatory, relevant to all offenses, and should be associated with the Victim.
64. It is desirable that the DV indicator default based on certain victim relationships to offender, for example, “Spouse”.
65. If a default is triggered, a desirable feature for users would be a pop-up window asking, “Are you sure …?”
66. The Gang Involvement indicator is mandatory.
67. All related cases should be displayed for the Multiple Clearance indicator; the user should have the ability to delete a case number if necessary.
68. It is desirable that any data value that is not applicable to Washington State or utilized by the FBI be “greyed-out” or eliminated; for example, “Common Law Spouse” is not applicable in Washington State and Property Type “99” is not used by the FBI. These data values to be determined during system implementation.
69. For data entered via the IIE, a system journal should be available for State System Administrators (SSAs) in order to track when and who entered, updated, or deleted an incident.
70. A desirable feature for users would be a pop-up window asking, “Are you sure …?”
71. The system must store and provide a journal of agency information, error rates, and agency submission status; these data must be available to the SSAs via a Utilities or Maintenance menu.
72. The Zero Report function:
73. Should allow an agency to enter a Zero Report even if the file contains a correction or update from a previous month’s case.
74. Should allow an agency to override a Zero Report month if an incident is now available for that month.
75. A desirable system feature is the ability to convert NIBRS data to Summary data for comparison during the NIBRS certification process; the system should produce Summary data from the submitted NIBRS data by agency, month, and year.
76. Vendor Responsibilities
77. The Vendor must have a state repository system that is FBI certified in at least one state at time of Vendor’s RFP response.
78. The Vendor’s system must be FBI submission-capable.
79. The Vendor must have minimum of two years’ experience with NIBRS repository development.
80. The Vendor is encouraged to present logical solutions and proposed record layouts for additional Washington State data values.
81. The Vendor must include their Record Layout and Report Samples in the technical section.
82. The Vendor must have Customer Service availability: Monday through Friday, 8am-4pm, Pacific Time.
83. Customer Service includes a process for Work Order Number assignment.
84. It is desirable that the State System Administrators have the ability to check the status of a work order via an on-line tracking system.
85. The Vendor must be able to edit the system as the national UCR Program requires without additional cost to the State of Washington.
86. The Vendor should establish a desired protocol for notification to the Vendor when there is an update of the FBI and/or State technical specifications.
87. The Vendor must update the repository software or tables in timely manner or allow State System Administrators to update tables.
88. The Vendor must provide user-friendly electronic manuals, error messages, and pop-up windows.
89. The Vendor must provide comprehensive user and technical personnel training.
90. Vendors are responsible for specifying each hardware component necessary to satisfy the requirements of this RFP; however, all required hardware and system software will be procured by WASPC. Specifications are to be detailed enough to allow WASPC to provide the necessary equipment.
91. Server storage capacity should be estimated for five years of use.
92. The server operating system must be compatible with Windows Server 2008 or higher.
93. The server database software must be compatible with Windows SQL Server 2010 or higher.

## 2.3 Add-On Components

1. Web-browser: Although this is an add-on component, it is a mandatory feature. Submitting agencies must be able to submit and query their data and generate and print data reports.
2. Crime Mapping: This is not a mandatory feature. The crime mapping component should be part of the web-browser with the submitting agencies able to query their own crime maps. This needs to function on address or latitude/longitude geocodes; it may require an additional element be added to the NIBRS system. This must be priced separately from the web-browser.
3. Data Migration - This is a mandatory feature. The system must accept the data values from the current state repository; this includes data validation and access to historical data for report compilation.

# Section 3: Management Requirements

## 3.1 Project Plan

Vendors must include a plan for implementing the project described in this RFP. The plan must be comprehensive in scope and detail to convey the Vendor’s ability to manage this project. The plan shall include project tasks, approximate dates, and time in hours required to complete each task. The ability of the Vendor to manage all aspects of this project is a critical factor.

## 3.2 Project Schedule

The approximate start date for the replacement project is June 1, 2016. The Vendor must provide an estimated schedule for complete implementation of project (required components) and re-certification with the FBI. The estimate should assume the FBI’s response to data submissions is prompt.

## 3.3 Roles and Responsibilities

Vendors shall define the roles and responsibilities of the WASPC project team as well as those of the Vendor’s project team. WASPC’s project manager will work closely with the Vendor’s project manager.

## 3.4 Project Change Control

Vendors must describe how they handle “bug” reporting and product enhancement requests during the implementation phases of the project. This includes a Work Order Number process and whether on-line work order tracking is available.

## 3.5 Testing

Vendors must describe how the products will be tested. This should include:

1. Application testing – acceptance testing of the basic functionality and operation of the application.
2. It is desirable that WASPC project team members have access to the software for comprehensive testing of data elements and validations during RFP evaluation.
3. Acceptance testing – Upon completion of application testing, WASPC will run system for a minimum of 60-days to ensure the system meets the functional and performance requirements stated in the RFP.
4. FBI re-certification.

## 3.6 System Maintenance and Support

Vendors must outline a system maintenance and support plan. Support should be covered during the hours of 8am – 4pm Pacific Time, Monday through Friday.

## 3.7 Training

WASPC requires Vendor provide comprehensive training for all state user and technical personnel. All training shall include step-by-step detail that will enable personnel unfamiliar with system to use all components and functions. Training will be performed at the WASPC site.

## 3.8 Documentation

Comprehensive user documentation is essential. WASPC requires that documentation is provided that covers all components and functions of the application.

## 3.9 Vendor Issues and Concerns

Vendors are encouraged to comment on potential issues within the RFP. These comments may include concerns about project requirements or project requirements that were not made but should be considered.

# Section 4: Vendor Qualifications and References

This section asks you to provide information about your company to us. Please adhere to the following format in responding.

## 4.1 Qualifications and Experience

To warrant consideration for this contract, Vendors must submit financial information, including an annual report or audited balance sheets and income statements. For purposes of this section, “audited” shall mean that a certified public accountant has reviewed the financial reports and has expressed an opinion regarding the fairness of the information reviewed.

## 4.2 Vendor Information

1. Full legal name.
2. Year started.
3. State and location of headquarters.
4. Tax identification number.
5. Brief history.
6. Current number of employees.
7. Type of entity.
8. Disclose if your company is aware of any potential claims, investigation, or is involved in any disputes or litigation where an adverse decision may result in a material change to Vendor’s financial position or future viability.
9. Disclose if your company has ever filed for bankruptcy protection, reorganization, or had a receiver appointed for it.
10. Audited Vendor financial data for the last three years (use appendices).
11. Most recent annual report, if public (use appendices).

## 4.3 Current Customer Base and References

1. Total number of customers using the products being proposed for this RFP.
2. Vendors shall provide at least two reference agencies where the Vendor’s NIBRS repositories are installed. WASPC will contact these agencies regarding Vendor’s technical capabilities, project management skills, and ongoing support after installation. A reference may be chosen for a site visit by our evaluation team. To warrant consideration for this contract, Vendors must successfully pass reference checks. The reference account information must be given in the format listed below:
   1. Agency name.
   2. Street address/city/zip code.
   3. Contact name.
   4. Contact telephone number.
   5. Contact e-mail address.
   6. Summary of project.
   7. Number of users.
   8. Date system implementation started.
   9. Date system was certified by FBI (N/A if not certified).
   10. Approximate cost.

# Section 5: Vendors’ Section

Vendors are encouraged to use this section of their proposal to provide further information on the proposed product and other related ideas.

# Section 6: Pricing Section

## 6.1 Introduction

Vendors shall provide purchase prices and installation costs for each equipment item, software product, and service proposed. All elements of recurring and nonrecurring costs to be borne by WASPC must be clearly identified.

## 6.2 Technical Section

Application software:

1. Price of the application product. All add-on components of the system must have an individual price breakdown.
2. Price to customize per requirement(s) in RFP.
3. Any licensing fees. Please note whether fees are one-time or recurring.
4. All costs associated with product application must be included.

All required hardware and system software will be procured by WASPC; however, Vendors are responsible for specifying each hardware component necessary to satisfy the requirements of this RFP. Specifications must be detailed enough for WASPC to provide the necessary equipment. Server storage capacity should be estimated for five years of use.

## 6.3 Project Implementation and Management Services

Costs associated with the overall project management, development of software and hardware, and the integration of these components into a working solution must be presented in this section. A Vendor’s pricing must include the following:

1. The cost of the overall project plan.
2. Anticipated incidental expenses.
3. Estimated travel and expenses.

## 6.4 Maintenance and Support

Vendors must include the price of annual maintenance and support. Please designate when this cost is incurred. Be specific on the length of the warranty period and when the warranty period begins.

## 6.5 Training

WASPC requires the Vendor provide comprehensive training for all state user and technical personnel. Vendor must show costs, if any, for both types of training. Training for both user and technical personnel will be performed at the WASPC site. Training should reflect costs for up to five user and five technical personnel. If there are no costs pertaining to the mandatory training, please specify.

## 6.6 Documentation

Any costs associated with documentation must be given.

## 6.7 Other Costs Not Specifically Requested

Vendors must list and price any item that is part of their solution including hardware, software, or management-related that has not been specified in the requirements but is needed in order to complete the Vendor’s product list.

## 6.8 Project Management

Vendors must include in the pricing section a grand total of costs for all required components and services. Vendors must provide their payment terms and schedule.

## 6.9 Contracts and Licenses

The Vendor’s proposal must be for a fixed-price contract. Vendor must provide a copy of their purchase contract, software license agreement, and maintenance agreement in the appropriate Appendix (see Section 1.13).

## 6.10 General Liability Insurance

The Vendor must secure and maintain insurance and bond coverage acceptable to WASPC. The insurance must be issued by companies, which are duly licensed, admitted, with a Best rating of “A” and authorized to do business in the state of Washington, and Vendor must provide the necessary evidence to substantiate these criteria. Copies of the requisite proof of coverage must be provided to WASPC within five (5) business days after contract execution and must remain in force during the life of the Contract. The proof of insurance must reflect whether the required limits of liability will be offset by prior claim payments, provide evidence that the proper endorsements have been issued to the policy, and provide that the insurance carrier must notify WASPC upon the policy’s cancellation or material changes.

Notwithstanding any other requirement of this Section, WASPC reserves the right to consider reasonable alternative methods of insuring the Contract in lieu of the above-stated general liability insurance. Respondent has sole responsibility for recommending to WASPC alternative methods of insuring the Contract. Any alternatives proposed by a respondent must be accompanied by a detailed explanation regarding respondent’s inability to obtain insurance coverage as described above. WASPC reserves the right, in its sole discretion, to determine the adequacy of any substitute form of insurance coverage.

WASPC shall be named as an Additional Insured in each required insurance contract. The required insurance contract must remain in effect throughout the term of the Contract. Work under the Contract will not begin until after Vendor has submitted, in a timely manner, evidence of the required insurance coverage in a form acceptable to WASPC. Notwithstanding any other provision of this RFP, failure to timely submit acceptable evidence of the required coverage may be considered a breach of the Contract, in which case WASPC may avail itself of all remedies in equity or at law for such breach. Without limitation on the foregoing, upon failure to submit the insurance contract on a timely basis, WASPC reserves the right, in its sole discretion, to immediately revoke the award.

# Appendix A: Notice of Intent to Bid

Notice of Intent to Bid

**Intent to bid**

RFP Title**: Washington State National Incident-Based Reporting System (NIBRS) Repository Replacement**

Vendors must complete and return this form within the time specified in the RFP schedule in the Administrative Section. Vendors who do not return this form will be disqualified from further participation. The undersigned authorized person has read all RFP instructions and requirements and will submit a proposal in compliance with those instructions. Return this form to the name and address listed in the administrative section.

Will you be responding to this RFP? Yes No

Vendor Name:

Name: Title:

Address:

Telephone: Fax:

E-mail: Web site:

If not responding, reason for not doing so:

# Appendix B: Nondisclosure Agreement

**Nondisclosure Agreement**

***NOTE: This should be considered an example agreement; WASPC may   
modify this agreement before or during contract negotiations.***

In consideration of the Washington Association of Sheriffs and Police Chiefs (WASPC) retaining the services of , (Vendor) and because of the sensitivity of certain information which may come under the care and control of Vendor, both parties agree that all information regarding WASPC or the National Incident-Based Reporting System (NIBRS); or gathered, produced, or derived from or accessed as a result of the Contract (hereinafter “Confidential Information”) must remain confidential, subject to release only by written permission of WASPC, and more specifically agree as follows:

1. The Confidential Information may only be used by Vendor to assist Vendor in its Contract with WASPC.
2. Vendor will not, at any time, use the Confidential Information in any fashion, form, or manner except in its capacity as a Vendor to WASPC.
3. Vendor agrees to maintain the confidentiality of any and all deliverables resulting from the Contract in the same manner that it protects the confidentiality of its own proprietary products.
4. The Confidential Information may not be copied or reproduced without WASPC's written consent.
5. All Confidential materials made available to Vendor, including copies thereof, must be returned to WASPC upon the first to occur of; (a) completion of the project, or (b) request by WASPC.
6. The foregoing does not prohibit or limit Vendor’s use of the information including, but not limited to, ideas, concepts, know-how, techniques and methodologies (a) previously known to it, (b) independently developed by it, (c) acquired by it from a third party, or (d) which is or becomes part of the public domain through no breach of this agreement by Vendor.
7. This agreement becomes effective as of the date Confidential Information is first made available to Vendor and survives the Contract and is a continuing requirement.
8. Breach of this Nondisclosure Agreement by Vendor shall entitle WASPC to immediately terminate the Contract upon written notice to Contractor for such breach. The parties acknowledge the measure of damages in the event of a breach of this Nondisclosure Agreement may be difficult or impossible to calculate, depending on the nature of the breach. Regardless of whether WASPC elects to terminate the Agreement upon the breach hereof, WASPC may require Vendor to pay to WASPC the sum of $1,000 for each breach, or each day of breach, as liquidated damages. This amount is not intended as a penalty, but is a reasonable estimate of the damages WASPC would incur in the event of a breach hereof by Vendor. WASPC does not waive any right to seek additional relief, either equitable or otherwise, concerning any breach of this Agreement.

*[Signature and Printed Name of Vendor required]*

By:

Title:

Date:

# Appendix C: WA State Specifications

**Washington State Specifications**

Group A Offense

Violation of No Contact or Protection Orders                   UCR Code 500

All violations of court-ordered no-contact, protection, restraining, or anti-harassment orders; the order does not have to be domestic violence-related.

Data Element 8A Bias Motivation

Additional Disability Bias:

53 = Anti-Sensory Disability

Sensory disability means a sensory condition (such as being blind or deaf) that limits a person’s activities or functioning; statutory definition is in RCW 49.90.010: <http://apps.leg.wa.gov/rcw/default.aspx?cite=49.90.010>

Additional Data Element

53 = Domestic Violence Indicator - Mandatory

N = Domestic Violence not involved

Y = Domestic Violence involved

Data Element 12 Type Criminal Activity/Gang Information

The Gang Information Indicator is mandatory: it *must* be answered Y (yes) or N (no).

If Y (yes), the codes of “J”, “G”, or “N” can be entered only when the UCR Offense Code is:

09A = Murder and Non-negligent Manslaughter

09B = Negligent Manslaughter

100 = Kidnapping/Abduction

11A = Rape

11B = Sodomy

11C = Sexual Assault With An Object

11D = Fondling

120 = Robbery

13A = Aggravated Assault

13B = Simple Assault

13C = Intimidation

# Appendix D: FBI Technical Specification V.2.1 List of Errors

**FBI National Incident-Based Reporting System (NIBRS) Technical Specification, Version 2.1, Issued 11/10/2015**

**Errors Brought to the Attention of the FBI:**

Page 32, missing error code 205 in reference to Data Element 9

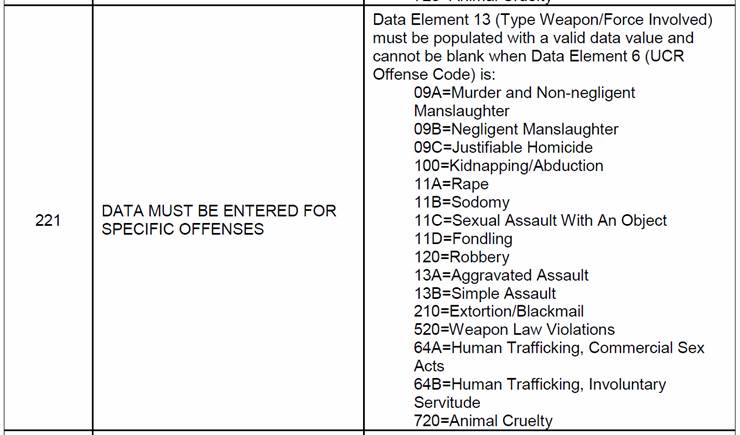
Data Element 9 should have Error codes 201, 204, and 205

Page 78, Data Element 35, Victim Relationship to Offender:

BE=Victim was Babysitter should read Babysittee (the baby/child in the care of a Babysitter).

Page 114, Error Code 221, Type of Weapon/Force Involved related to Animal Cruelty

The offense segment error list includes “Animal Cruelty”; however, Animal Cruelty should NOT have been included with Error 221.  It is a typo in the manual and will be removed.



In the “Appendix D, Mandatories” of the Technical Specification, Version 2.1, it appears “Animal Cruelty” has been omitted.