Vendor Questions and WASPC Answers, reference: RFP CJIS-2016-01

1. *Point D5a in section 2.2 states that error messages should not include "outside of base date" comment. Does this refer to errors in the date when the agency started submitting IBR data or the start date for the system as a whole?*

Answer: This refers to the start date for the system as a whole. It is related to the new FBI UCR system change which eliminates the Time-Window Base Date Calculation (reference FBI NIBRS Technical Specification Version 2.1, Appendix C, pp. C-1 to C-14). Because the new FBI UCR system will no longer have the limitation of a two-year retention period, they have eliminated Time-Window Submissions.
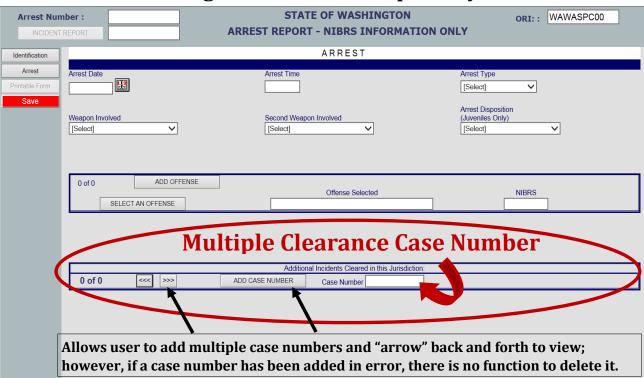
2. *Does the existing WA repository currently have NIBRS data back to 2006? Should the proposed solution include migration of all of this data to the new Repository, or does WASPC have a different start date in mind?*

Answer: The Washington State NIBRS repository does have data from 2006 forward; the proposed solution should include migration of all data to the new repository.

3. *Point F6 refers to handling of the Multiple Clearance indicator. Does your current system already have this feature? If so, how much information about the related incidents is shown on the screen? Could we possibly see a screen shot?*

Answer: This refers to direct incident data entry into our NIBRS repository. Currently, if an individual enters an arrest and indicates a clearance for additional incidents cleared through entry of multiple case numbers, there is no function to "undo" the clearance if a case number was entered in error or delete the case number once it is entered.   See screen shot below:

Current Washington State NIBRS Repository - Individual

4. *For the Group A Offense Violation of No Contact or Protection Orders (UCR Code 500), Is this value mapped to a standard NIBRS value and submitted to the FBI?*

Answer: The Washington State Group A Offense Violation of No Contact or Protection Orders (UCR Code 500) is not forwarded to the FBI unless there is an arrest and it is mapped to UCR Code 90Z, "All Other Offenses".

5. *What standard NIBRS value is the Bias Motivation value 53 = Anti-Sensory Disability converted to when submitting to the FBI?*

Answer: The Washington State Bias Motivation Value for Anti-Sensory Disability is not forwarded to the FBI.

6. *Please provide details on the current user sign on process, specifically what systems are in use today? ie. Active Directory*

Answer: The current State NIBRS Repository is a stand-alone database with a custom sign-on process through the web portal. Currently, the user profile roles include the repository staff members who are the "State Administrators" for the system and manage all user profiles; local agency roles include 1) "Agency Administrator", allowing the user to maintain the local agency user profiles by adding accounts, defining permissions, updating profile information, resetting passwords, and deleting profiles; 2) "Incident Entry", allowing the user access to the Incident and Arrest Entry, Batch File Upload, and Batch Error Report options; 3) "Reports", allowing the user access to the Ad Hoc Report Generator and the Standard Reports", and; 4) "Incident Entry and Reports", allowing the user a combination of roles 2 and 3.

7. *In section 2.2, paragraph B3c, it states that the Domestic Violence Indicator should be associated with the victim, but in your NIBRS Book 2 Specifications, it seems that the DV flag is in the Offense segment. These two statements seem to be contradictory. Could you please elaborate exactly how you treat the DV flag?*

Answer: This is a change from the current association of the Domestic Violence (DV) Indicator. Relationship is collected as the Victim's relationship to Offender; however, there may be up to ten (10) offenders involved and ten (10) offenses in an incident: It is possible not all offenders and offenses within the incident are DV-related. Therefore, rather than assigning a DV indicator at the offense level, it should be assigned to clarify the relationship between the Victim and the Offender.

8. *Section 2.2, Paragraph 3C states "Law Enforcement Agencies must have the ability to access other law enforcement agency data for report extraction". Does this mean that LEAs should have access to NIBRS data from other LEAs? Or does it mean that there is information other than NIBRS about LEAs that should be available? If it is additional information, please let us know what other information is relevant (number of employees, population, etc.).*

Answer: This means that LEAs should have access to NIBRS data from other LEAs. Our current system only allows the state repository staff access to all data and agencies to access their own data. It has been requested by our law enforcement agencies that they be able to choose other agencies' NIBRS data for report extraction. This is helpful for neighboring agencies working on similar crime trends.

9. Section 1, Page 5: What are the target dates for the start and end of the implementation? Target start date is included. What is the state's desired end date for the project?

Answer: According to the federal grant guidelines, we have a maximum of 36 months to complete the implementation project (January 2016 through December 2019). However, our preferred goal for software implementation is no later than June 30, 2017. Therefore, the desired target dates for the start is June 1, 2016, and the end is June 30, 2017.
The following timeline was submitted with our grant project plan:

Phase	Tasks	Timeline
1: Planning	Completed	
2: Selection	• Issue RFP • Evaluate proposals, conduct vendor interviews, etc. • Contract with NIBRS Repository Vendor	8 to 12 weeks; March 15, 2016 to May 31, 2016
3: Pre-Production	• Repository Vendor adds WA customization to software • Data Migration; resolve disparity Issues; Test, monitor, and identify issues with new software; Test local agency file submissions; Re-certify NIBRS data submission with FBI (3 months)	8 to 10 months; June 1, 2016 to March 31, 2017
4: Post-Production	• Monitor and identify any issues during software performance warranty period	90 days; April 1, 2017 to June 30, 2017

10. Section 1.12, Page 8: Does the WASPC have a system of applying assigned weights (percentages) to certain aspects of a proposal?

Answer: Yes; the proposal will be scored on the technical specification elements, including basic requirements, preferences, and add-on components; management requirements, and; vendor qualifications and references.   Each element has an assigned score according to its relevance and/or significance.

11. Introduction, Page 4: What is the long-term plans for this initiative? I.E., after the initial contract, will be there be an option to renew?

Answer: As stated in the Introduction, it is expected the Vendor will provide ongoing maintenance and technical support following implementation of the new repository. This can be achieved through a renewable maintenance contract. There are regular FBI updates to the NIBRS Technical Specification which need to be addressed in a timely manner as well as new crime trend initiatives.

12. Section 1.14, Page 10: Are completed appendices A-D to be sealed in an envelope for submittal?

Answer: Appendix A (Notice of Intent to Bid) was submitted by April 1, 2016: There is no need to resubmit with the Proposal. Appendix B (Nondisclosure Agreement) should be included with the Proposal in the sealed envelope no later than April 22, 2016. Appendices C (WA State Specifications) and D (FBI Technical Specification V.2.1 List of Errors) were informational only: These should be addressed within the Proposal language and/or software.

13. Section 2.2, Page 14: Section d. Please clarify the desired requirement for SSAs to have the ability to update data tables.

Answer: This refers to the tables which contain lists of Data Values, such as Gender, Race, Ethnicity, Bias Motivations, Location Types, Property Types, etc. For example, when the FBI adds a new Location Type Data Value, it would be desirable if the State System Administrators could update the data value table rather than wait for the Repository Vendor to do so. This is not a mandatory function of the new repository software.

14. Section 2.2, Page 15, 2d: This requirements states that a user should not advance to the next screen without completing mandatory fields. Our data entry is designed to allow the user to save the file in a temporary holding location should they be missing information. Is it acceptable to allow them to navigate to the next screen in the event they need additional information to complete the incident report as long as the incident does not write to the database until complete?

Answer: It is acceptable that the user is allowed to navigate to the next screen and/or hold the data in a temporary position until all missing data are complete; however, the data must be validated and complete before it writes to the database. This solution was intended to assist users so they would not forget to "save" or validate their entries before leaving the database or believe they had completed and submitted an incident when they had not.

15. Section 2.2, Page 15, 4c: Please elaborate or provide examples of the types of data quality reports desired.

Answer: The data quality report is based on the annual FBI data quality review of questionable data; for example, an Aggravated Assault offense with a minor injury or a Theft from a Coin-Operated Machine offense with a bicycle or firearm listed as the type of property stolen. A data quality report would be generated by a state system administrator or a local agency user to review error messages and/or reasonableness of related data.

16. Section 2.2, Page 16, d2: Does the State of Washington plan to maintain incidents with errors in its database?

Answer: Yes; not all errors are actual errors: They are data quality issues which need review by the State System Administrators or the contributing agency. However, it has been our experience that if an agency does not review the errors in a timely manner (or ever) and the incident is held in suspense, the incident details are excluded from statistical reports.

17. Would the WASPC consider a vendor hosted solution?

Answer: A vendor-hosted solution is not our preference but it would be considered.

18. Section 2.3, Page 19: Under 2.24b, the RFP indicates that the data reports should include crime mapping; under section 2.3 it is noted that Crime Mapping is not a mandatory feature. Is section 2.24 in reference to a requirement for state administrators to have access to crime mapping? Is section 2.3 2 reference to local law enforcement having access to crime mapping? Is crime mapping a mandatory feature?

Answer: Section 2.3, Add-On Component 2, Crime Mapping, states, "This is not a mandatory feature". It is a desirable feature. However, if Crime Mapping is a feature of the new repository, State System Administrators must have access to it and there must be the ability to generate reports.
(Vendor reference to 2.24b is unclear: There is no Section 2.24b. If this in reference to Section 2.2, C.4.b on page 15, please see answer above regarding Section 2.3.)

19. Section 2.3, Page 19, 2.3 3: How many years of data will be migrated?

Answer: There are some NIBRS data from 2005 and 2006; however, the majority of data are from 2007 forward; therefore, nine years plus current year.

20. Section 2.3, Page 19: 2.3.3: Who is the current NIBRS Repository vendor? Is it expected that this vendor will fully cooperate on data migration?

Answer: The current NIBRS Repository vendor is TAC10 (formerly SMART Public Safety Software). In 2014, TAC10 was acquired by N. Harris Computer Corporation. It is expected TAC10 will cooperate fully.

21. Section 6, Page 25: Is there a specific format in which WASPC would like pricing to be submitted? Are pricing documents to be submitted in a sealed envelope?

Answer: There is no specific format required; however, the pricing should be itemized when applicable. Yes, please include the pricing documents in the sealed envelope with the proposal.

22. Appendix D, Page 30: Shall the vendor provide a list of other errors it has identified in Volume 2.1 of the FBI Reporting Specifications with its proposal?

Answer: Yes, please include a list of additional errors identified in the FBI Technical Specification Version 2.1. The FBI is releasing a new version soon; the State UCR Program Managers have been notifying them of any errors located in Version 2.1. Your assistance in this effort is appreciated.

23. Appendix C, Page 31: In reference to crime mapping ability, does WASPC intend to capture address details and / or latitude longitude information in the repository?

Answer: Yes; the current Washington State NIBRS Repository has the following crime mapping data values for capturing incident address and/or latitude and longitude information:

Data Value 54, Incident Address - 30 characters: For incidents, this is the address where the incident occurred. The address number and street should both be entered. This data element is optional.

Data Value 55, Incident Address City - 15 characters: For incidents, this is the city where the incident occurred. This element is optional.

Data Value 56, Incident Address State - 2 characters: For incidents, this is the state where the incident occurred. This element is optional. When entered, it should always be WA.

Data Value 57, Incident Address Zip Code - 10 characters: For incidents, this is the zip code where the incident occurred. This element is optional.

Data Value 58, Latitude - 10 characters: For incidents, this is the latitude based on the incident location. This element is optional.

Data Value 59, Longitude - 10 characters: For incidents, this is the longitude based on the incident location. This element is optional.

24. Appendix C, Page 31: What law enforcement agency specific information does WASPC intend to collect such as county, population of agency, etc.?

Answer: Appendix C, Page 31 refers to additional Washington State data elements beyond the FBI Technical Specification. We believe the Vendor question is referring to Section 2.2, A.2.a, which states the following desired system feature: "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.".

25. Can a list of all vendors submitting questions be provided?

Answer: Not at this time.

26. Section 2.2, Preferences A. Administrators and Users #1: How many Local Administrators & Power Users are expected?

Answer: There are approximately 275 agencies in Washington State: There will be a minimum of one (1) local agency system administrator and may be as many as fifteen (15) additional users per agency depending on the size of the agency.

27. Section 2.2.Preferences A. Administrators and Users # 2: How many State System Administrators are expected?

Answer: At this time, there are three (3) State UCR Program employees who are state system administrators.

28. Section 2.2 Preferences A. Administrators and Users # 2.d 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.: Please describe what data tables the SSA would update?

Answer: This refers to the tables which contain lists of Data Values, such as Gender, Race, Ethnicity, Bias Motivations, Location Types, Property Types, etc. For example, when the FBI adds a new Location Type Data Value, it would be desirable if the State System Administrators could update the data value table rather than wait for the Repository Vendor to do so. The monitoring of system activity is a requirement; however, the ability to update the data value tables at the state repository level is not a mandatory function of the new repository software.

29. Section 2.2 Preferences D. Data Validation and Error Notification #4: Please explain what is meant by the following requirement. There should not be a Time Windows error.

Answer: It is related to the new FBI UCR system change which eliminates the Time-Window Base Date Calculation (reference FBI NIBRS Technical Specification Version 2.1, Appendix C, pp. C-1 to C-14). Because the new FBI UCR system will no longer have the limitation of a two-year retention period, they have eliminated Time-Window Submissions and associated errors.

30. Section 2.2 Preferences E. State Systems #3: Please explain what is meant by "system data" in the following requirement: The system must allow the SSAs the ability to enter and update system data directly through the application.

Answer: System data refers to the NIBRS data. The state system administrator profiles must have the same user privileges as the local agency system administrators and users.

31. Section 2.2 Preferences E. State Systems #4.b: Please state why this feature is required. It is poor database management practice to enable training files to be transferred to a Production database because of the danger of data corruption.

Answer: This is a function the state system administrators currently have the ability to do in the event a local agency user uploads the monthly file to the training database by mistake, or; after NIBRS certification of the local agency, a file can be moved from test to production. It is a function only the state system administrators have the ability to perform.

32. Section 2.2 Preferences F. System Features # 7: What is the scope of the number of fields that would have to be "greyed-out" during the implementation? Are these a fixed set of "greyed-out" fields for all users in Washington?

Answer: There are very few data values which are not applicable to Washington State UCR: less than ten (10). Yes, it is a fixed set relevant to all users in Washington.

33. Section 2.2. Preferences G. Vendor Responsibilities #10 also related to Section 3.7 Training: How many users we are expected to train?

Answer: The Vendor will train three (3) State UCR Program staff members and one (1) WASPC Information Technology Manager. The State Program staff members will train local agency users and administrators.

34. Section 2.3 Add-On Components #3 Data Migration: Please provide the total number of external data sources (databases and repositories) that would be expected to feed this solution, as follows: A). number and source of one-time only data migrations?, and B). number and source of regular refreshes of data feeds?

Answer: There is only one NIBRS repository that requires data migration to the new NIBRS database. A) One (1) source of one-time only data migration; B) Up to 275 local agencies may provide monthly uploads of NIBRS batch files via the web browser.

35. There is no mention of utilizing business partners for this project. What is your position on utilizing business partners for the solution?

Answer: WASPC has no objection to the Vendor utilizing a business partner for the solution; however, any and all business partners must be identified and vetted during the proposal process. This includes providing information related to all partner(s) as required under Section 4, Vendor Qualifications and References.