

*Nebraska  
Criminal Justice Information Systems  
Advisory Committee*

*Request for Proposal*

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*Criminal Justice Information Systems*

*Strategic Plan  
and  
Data Architecture*

*Contract Number: SCA-0058  
February 28, 1996*

The State of Nebraska issues this Request for Proposal (RFP) to solicit proposals for consultant services to design a strategic plan and data architecture for an integrated criminal justice information system. Given the range of existing systems implemented at the state and local levels, it is not anticipated that these will be replaced but that this plan will focus on promoting and maximizing the use and transfer of data between state and local agencies.

This effort is intended to provide the State of Nebraska with a viable plan to improve the flow of criminal justice data. The development of standards, identification of appropriate mechanisms or possible technological approaches and the identification of prioritized milestones with supporting cost/benefit information will assist the State of Nebraska in the ongoing process of improving criminal justice information.

Although there are technical aspects of the plan and architecture, this effort and the expected outcomes will focus on policy issues as well as steps and procedures the State and local agencies can use as guidelines to achieve its goals. This solicitation and project will not focus on hardware acquisition, software procurement/modification or development of new systems. The project will focus on the transfer of data among existing systems, alternative approaches and the identification of steps and necessary processes to improve current linkages. An examination of existing systems and existing interrelationships and exchanges of data will provide the State with a consistent first step in moving forward. By documenting existing systems, identifying problems and opportunities, and setting forth strategies for those problems a consensus among criminal justice agencies can be built.

Much has been done in related efforts to improve systems and build linkages. The work of prior efforts is not to be discarded and will provide a basis for work undertaken in this effort. Any reports and studies relating to these types of efforts will be available to the selected contractor.

*Table of Contents*

***1 Administrative . . . . . 4***

***1.1 Purpose . . . . .***

***1.2 Issuing Office . . . . . 4***

***1.2.1 Administrative Responsibilities . . . . . 4***

***1.2.2 Technical Contact . . . . . 4***

***1.3 Schedule of Events / Key Dates . . . . . 5***

***1.4 Scope of Request . . . . . 5***

***1.5 Proposal Content and Format . . . . . 5***

***1.5.1 Proposal Binding . . . . . 6***

***1.5.2 MANDATORY: Table of Contents . . . . . 6***

***1.5.3 Index Tabs . . . . . 6***

***1.5.4 Page Format . . . . . 6***

***1.5.5 Corrections to Proposals . . . . . 6***

***1.6 MANDATORY: Proposal Letter . . . . . 7***

***1.7 Note To Bidders For Completing Cost Outline . . . . . 7***

***1.8 Sealed Cost Proposals . . . . . 8***

***1.9 Submission of Proposal . . . . . 8***

***1.10 Security of Proposals . . . . . 8***

***1.11 MANDATORY: Pre-Proposal Conference . . . . . 8***

***1.12 Proposal Opening . . . . . 9***

***1.13 Contractor Stability . . . . . 9***

***1.14 Compliance Criteria . . . . . 10***

***1.15 Notification of Award . . . . . 10***

***1.16 Costs . . . . . 10***

***1.17 MANDATORY: Project Schedule . . . . . 10***

***1.18 Liability . . . . . 11***

***1.19 Tax Provisions . . . . . 11***

***1.20 MANDATORY: Financial Statement . . . . . 11***

***1.21 MANDATORY: Affirmative Action . . . . . 12***

***1.22 MANDATORY: Drug Free Workplace Policy . . . . . 12***

***1.23 Proposal Refusal . . . . . 12***

***1.24 Background Checks . . . . . 12***

***1.25 Proprietary Information . . . . . 12***

***1.26 Independent Contractor . . . . . 13***

***1.27 Oral Presentation . . . . . 13***

***1.28 Selection Process . . . . . 13***

***1.29 Acceptance of Proposal Content . . . . . 14***

***1.30 Non-Performance of Contract . . . . . 14***

***1.31 Assignment . . . . . 14***

***1.32 Hold Harmless . . . . . 14***

1.33	<i>Termination of Contract</i>	15
1.34	<i>Prime Subcontractor</i>	15
1.35	<i>Executed Contract to Constitute Entire Agreement</i>	15
1.36	<i>MANDATORY: Certification Regarding Debarment</i>	15
1.37	<i>MANDATORY: Confidentiality</i>	15
1.38	<i>State Provided Resources</i>	16
1.39	<i>MANDATORY: Performance Bond</i>	16
2	<i>Project Scope</i>	17
2.1	<i>Review of current systems</i>	18
2.2	<i>Project Goals</i>	22
2.3	<i>Deliverables</i>	24
2.3.1	<i>Facilitation of four CJIS meetings</i>	24
2.3.2	<i>Strategic plan to improve criminal justice information systems</i>	25
2.3.3	<i>Development of Meta-level data dictionary / repository</i>	26
2.3.3.1	<i>Minimum Relations</i>	26
2.3.3.2	<i>Projected Contact List</i>	27
2.3.4	<i>Identify Strategic Initiatives</i>	27
<i>Appendix 1</i>		
	<i>Bidder's Required Response - Table of Contents</i>	29
<i>Appendix 2</i>		
	<i>Suggested Contacts</i>	33
<i>Appendix 3</i>		
	<i>Attachments</i>	34

## ***1 Administrative***

### ***1.1 Purpose***

The State of Nebraska is seeking to establish methods for sharing data and information among criminal justice agencies. A strategic plan, data standards and architecture need to be developed to attain that goal. The State is seeking a consultant to provide guidance to a committee representing diverse criminal justice organizations and to develop a strategic plan for state and local entities to use as a guide and to codify criminal justice data standards. Consultant will need to preserve work already completed on strategic state-wide projects such as the Automated Fingerprint Identification System, Patrol Criminal History System and the Court JUSTICE System.

### ***1.2 Issuing Office***

#### ***1.2.1 Administrative Responsibilities***

The office identified below is responsible for the requirements specified herein. Any questions relating to the Pre-Bid Conference must be submitted to this office. Administrative questions pertaining to this Request for Proposal (RFP) must be directed to:

Barbara Lawson  
Department of Administrative Services  
Purchasing Division  
301 Centennial Mall South  
Lincoln, NE 68509  
Phone: (402) 471-2401  
FAX: (402) 471-2401

#### ***1.2.2 Technical Contact***

The office and person identified below is responsible for all technical aspects of the proposal. This will be the sole point of contact for technical and procedural questions. If the need arises, the name of the secondary contact will be provided by the Nebraska Crime Commission.

Michael Overton  
Nebraska Commission on Law Enforcement and Criminal Justice  
(Nebraska Crime Commission)  
P.O. Box 94946  
Lincoln, NE 68509  
Phone: (402) 471-2194  
Fax: (402) 471-2837

Evaluation of all responses will be by a committee designated for that purpose by the Criminal Justice Information Systems (CJIS) Advisory Committee.

### **1.3 Schedule of Events / Key Dates**

<b>Event</b>	<b>Location</b>	<b>Date / Time</b>
RFP Mailed		<b>February 28, 1996</b>
Pre-Proposal Questions and Letters of Intent to Attend Submitted in writing (by mail or FAX) to Ms. Lawson		<b>March 18, 1996 no later than 4 p.m. CST</b>
Pre-Proposal Conference	<b>Nebraska State Office Building; Lincoln, NE (room will be announced)</b>	<b>March 21, 1996 1 p.m. CST</b>
Addendum Mailing		<b>March 25, 1996</b>
<b>Proposals Due</b>		<b>April 17, 1996 no later than 2 p.m. CST</b>
Proposal Technical Opening	<b>NE State Office Building, Purchasing Division</b>	<b>April 17, 1996 2 p.m. CST</b>
Proposal Presentations		<b>April 29 - May 3, 1996</b>
Proposal Cost Opening	<b>NE State Office Building, Purchasing Division</b>	<b>May 7, 1996 2 p.m. CST</b>
Proposal Award		<b>May 10, 1996</b>
<b>Completion of final deliverables</b>		<b>December 15, 1996</b>

### **1.4 Scope of Request**

This Request for Proposal (RFP) contains sufficient information and instructions to enable qualified contractors to prepare and submit proposals and necessary supporting material. To be considered responsive, a contractor must submit a complete proposal that substantially satisfies all requirements as stated in this RFP. This RFP outlines requirements of the contract and the contractor's responsibilities for the duration of the contract. It also describes the major terms and conditions that the successful contractor must accept as part of a performance contract.

### **1.5 Proposal Content and Format**

The rules established for proposal content and format will be strictly enforced. Variations from the rules may subject the proposal to disqualification. Therefore, the contractor should become familiar with these constraints so that the proposal evaluation process can proceed in a timely

manner. The contractor must follow the Bidder's Required Response - Table of Contents located in the Appendix.

### ***1.5.1 Proposal Binding***

Eleven (11) copies of the proposal shall be delivered to the State no later than the date specified in the Schedule of Events. Ten (10) copies of proposals must be submitted in bound form, either 3-ring binders or in a binding of the vendor's choice. One (1) copy must be unbound to permit additional copies to be made. The official name of the firm submitting the proposal and the SCA number must appear on the outside front cover of each binder.

### ***1.5.2 MANDATORY: Table of Contents***

Each proposal must incorporate a Table of Contents based on the Bidder's Required Response - Table of Contents in Appendix 1. The State will utilize the Table of Contents to evaluate conformance with uniform proposal content and format. Consult the Appendix to determine the required responses for meeting the mandatory requirements.

### ***1.5.3 Index Tabs***

Each proposal must have index tabs to identify the major sections of the proposal as they are named in the Table of Contents.

### ***1.5.4 Page Format***

- Each proposal should consist of pages with one and one-half spacing using the following margins:
  - 1.00" Left Margin
  - 1.00" Right Margin
  - 1.00" Top Margin
  - 1.00" Bottom Margin
- 12 point font, preferably Times New Roman.
- Use only one side of each page.
- Laser printouts (not dot matrix).

### ***1.5.5 Corrections to Proposals***

Proposal documents shall contain no alterations or corrections which cannot be determined to have been made prior to proposal opening. An approved method for submitting material with

corrections is to line out errors, enter corrections, initial and date by the authorized signer. The following are unacceptable:

- Submissions in pencil.
- Submissions with erasures.
- Submissions having applications of correction tape, correction fluid, etc.
- Illegible submissions.

### **1.6 MANDATORY: Proposal Letter**

Contractors shall submit with their proposals a statement which as a minimum contains the following:

- Deviations, qualifications, clarifications and other material the contractors wish to submit with their proposal. This type of material must be referenced in the proposal letter and submitted as separate attachments. These attachments will be placed in the proposal immediately after the proposal letter. Contractors are cautioned against including material which may disqualify their proposals as non-responsive.
- Acknowledgment of receipt of RFP addendum. MANDATORY
- A statement is required indicating that all provisions of the contractor's proposal will remain in effect for a minimum of 180 days from the proposal opening date. MANDATORY
- Responsibilities: The proposal letter must identify all subcontractors as defined in Section 1.26 of the RFP.
- Agreement with price stability provisions of Section 1.14 of the RFP.
- Agreement of confidentiality of information defined in Section 1.37 of the RFP. MANDATORY

### **1.7 Note To Bidders For Completing Cost Outline**

Contractors shall use the format of the Cost Outline provided in the Bidder's Required Response Table of Contents (Appendix 1).



### ***1.8 Sealed Cost Proposals***

Contractors must complete the Cost Outline as described in the Bidder's Required Response Table of Contents. Seal the eleven (11) copies of the completed Cost Outline in an envelope clearly marked with the company name and Request for Proposal - Criminal Justice Information Systems Cost Proposal and SCA number before including it with the technical proposal material submitted.

### ***1.9 Submission of Proposal***

Eleven (11) copies of completed proposal documentation must be received by 2 p.m. (CST) on April 17, 1996. Proposals shall be enclosed in a sealed envelope or wrapping and addressed to the "Nebraska Department of Administrative Services", and identified on the outside with the words, "Proposal for Criminal Justice Systems Improvement". The contractor's name and address shall appear on the envelope or wrapping and be sent certified mail or personally delivered to:

Nebraska Department of Administrative Services,  
Purchasing Division  
State Office Building  
301 Centennial Mall South  
Lincoln, NE 68509

Any and all proposals received after the specified time and date in the Schedule Of Events will be deemed non-compliant.

### ***1.10 Security of Proposals***

Proposals will be opened only by the State proposal committee and reviewed by personnel from the State and Criminal Justice Information Systems Advisory Committee. According to state statute, proposals are considered public knowledge upon opening. Contractors may inspect the contents of other proposals during normal working hours (8 a.m. - 4:30 p.m.). The State or CJIS Advisory Committee will not provide staff or photocopying assistance.

### ***1.11 MANDATORY: Pre-Proposal Conference***

A pre-proposal conference will be held at the place, date, and time specified in the Schedule of Events. **ATTENDANCE BY ALL INTERESTED BIDDERS IS MANDATORY.** Bidders without representation at the pre-proposal conference in Lincoln will not be qualified to submit a proposal.

Notify the Nebraska Department of Administrative Services - Purchasing Division by 4:00 p.m. (CST) on March 18 if your company will be represented at the conference. This will ensure that adequate copies of supplemental bid information are available.

Each contractor is requested to limit attendees to no more than three representatives. Specific questions concerning the RFP must be received in writing via US mail or facsimile by the Nebraska Department of Administrative Services - Purchasing Division by the date specified in the Schedule of Events. Questions pertaining to the RFP will be permitted at the Conference, but the State will make no firm commitments to changes in the Request for Proposal requirements at the pre-proposal conference. Any and all concerns and questions pertaining to the RFP will be addressed. Any changes will be issued in a written addendum after the conference and will be mailed, certified, in accordance with the Schedule of Events to all prospective contractors who attended the pre-proposal conference. Written responses supplied in the Addendum will be considered final. A summary of the Conference will also be provided. Oral responses provided at the Conference will be non-binding. State reserves the right to conduct and require a second proposal conference if questions or concerns so merit. State reserves the right to require oral presentations of proposals.

See Notification of Attendance under the Schedule of Events.

### ***1.12 Proposal Opening***

Attendance at the either the technical or cost proposal opening is optional.

### ***1.13 Contractor Stability***

Each contractor must submit documentation indicating at least three years of experience in providing consulting solutions including providing services to at least three different criminal justice organizations.

Contractors are required to provide a list of at least three and at most five customers of similar projects (active and terminated) within the United States since January 1, 1994. Include dates of operation, scope of work, name of contracting agency, contact name and phone number.

Additional contracts and projects (including dates of operation, scope of work, name of contracting agency, contact name and phone number).

### ***1.14 Compliance Criteria***

- A responsible contractor is one who is responsive to all requirements of the Request for Proposal and responsible as a potential contractor.

- Totally responsive proposals shall take precedence over proposals containing substantial exceptions to the requirements of the Request for Proposal.
- Incomplete proposals may be disqualified as non-responsive.
- The bidder shall not be allowed to take advantage of errors or omissions in these specifications. Where errors or omissions appear in these specifications, the bidder shall promptly notify the state.
- A monthly review and status report will be required.

### ***1.15 Notification of Award***

The successful contractor will be notified by the State Purchasing Division via "Letter of Award of Contract."

Unsuccessful contractors will also be notified via letter from the State Purchasing Division.

### ***1.16 Costs***

The state of Nebraska will not be responsible for any costs incurred by the contractor for preparation of proposal response.

### ***1.17 MANDATORY: Project Schedule***

The proposal must include a project schedule based upon an assumed receipt of an award and contract date of May 15, 1996. The ability of the contractor to meet the delivery requirements set forth in the Schedule of Events, shall be considered in the selection. The Project Schedule must include a timetable for delivery and completion of any Deliverables identified in this RFP and any Products/Reports defined by the Bidder.

Although some aspects, such as cost, cannot be modified, if conflicts appear between the proposed project schedule and the needs of the State, then the State and Bidder will find mutually agreeable identification of project milestones before entering into the contract.

A single payment will be made by the State for the project. Payment for the project will be upon final conclusion of the contract in its entirety and final acceptance of deliverables.

**NOTE:** This contract is made possible by a federal grant which expires in April, 1997, after which time funding for this agreement will be no longer available. **If the contractor has not satisfactorily completed all work under this agreement by April 1, 1997 all obligations of the State of Nebraska to make payments under this agreement shall cease.**

### **1.18 Liability**

The State of Nebraska shall not be held liable for any costs incurred by a contractor in the preparation and production of a proposal nor for any liability or legal expenses invoked in patent infringements or copyright infringements nor any other such action which may develop.

No claim will be made against the State of Nebraska for any costs incurred by the contractor for any demonstration which the State requests.

### **1.19 Tax Provisions**

Purchases made by the State are exempt from State and local sales tax and Federal excise taxes.

### **1.20 MANDATORY: Financial Statement**

If the bidder is a publicly held corporation, enclose a copy of the corporation's most recent three years of audited financial reports and financial statements and the name, address and telephone number of a responsible representative of the bidder's principal financial or banking organization. Additionally, the bidder must disclose any and all judgements, pending or expected litigation, or other real or potential financial reversals, which might materially affect the viability of the organization; or warrant that no such condition is known to exist. The bidder must submit a complete Dun and Bradstreet credit report dated not more than twenty one days prior to the proposal submission.

If the bidder is not a publicly held corporation, the bidder may comply with the preceding paragraph or

- \* describe the organization, including size, longevity, client base, areas of specialization and expertise, and any other pertinent information in such a manner that proposal evaluators may reasonably formulate a determination about the stability and financial strength of the organization;
- \* provide a banking reference;
- \* provide a complete Dun and Bradstreet credit report dated not more than twenty one days prior to the proposal submission;

and

- \* disclose any and all judgements, pending or expected litigation, or other real or potential financial reversals which materially affect the viability or stability of the bidding organization; or warrant that no such condition is known to exist.

### ***1.21 MANDATORY: Affirmative Action***

Affirmative Action Policy Statement: The Nebraska Fair Employment Practices Act prohibits any contractors to the State, and their subcontractors, from discriminating against any employee or applicant for employment, to be employed in the performance of such contracts, with respect to hire, tenure, terms, conditions or privileges of employment because of race, color, religion, sex, disability, or national origin.

The contractor's signature to this proposal is a guarantee of compliance with the Nebraska Fair Employment Practice Act, and breach of this provision shall be regarded as a material breach of contract. The contractor shall insert a similar provision in all subcontracts for services to be covered by any contract resulting from this proposal.

### ***1.22 MANDATORY: Drug Free Workplace Policy***

Proposals will only be accepted from contractors who have a Drug-Free Workplace Policy filed with the State Purchasing Division. Contractors may submit a policy with their proposal if it is not on file.

### ***1.23 Proposal Refusal***

The State reserves the right to reject any or all proposals.

### ***1.24 Background Checks***

A fingerprint based background check may be performed on the principals and key personnel of successful contractor and on any personnel who have direct contact with the project.

### ***1.25 Proprietary Information***

Any restrictions on the use of data contained within a proposal must be clearly stated in the proposal itself. Proprietary information submitted in response to this RFP will be handled in accordance with applicable State of Nebraska procurement regulations. Data contained in the proposal and all documentation provided therein become the property of the State of Nebraska and the data becomes public information upon opening the proposal.

### ***1.26 Independent Contractor***

It is agreed that nothing herein contained is intended or should be construed in any manner as creating or establishing the relationship of partners between the parties hereto. The contractor represents that it has, or will secure at its own expense, all personnel required in performing services under this agreement. Contractor or other persons engaged in work or services required

by contractor under this agreement shall have no contractual relationship with the state and shall not be considered employees of the state.

### ***1.27 Oral Presentation***

It is intended that the State will request oral presentations to supplement proposals. Any additional costs shall be borne by the vendor. These presentations will be held subsequent to the opening of the proposals to provide an opportunity for the vendor to clarify the proposal. Key personnel proposed by the bidder will be requested to participate in a structured interview and an informal presentation of the proposal. Bidders shall not be allowed to alter or amend their proposals, or conduct negotiations during the presentation process. Competing bidders will not be permitted to attend competitor bidder presentations and interviews. The State will schedule a time for each requested presentation. Should a vendor refuse the request for oral presentation, rejection of the proposal may result.

### ***1.28 Selection Process***

The State reserves the right to accept or reject any or all proposals, or any part of any proposal. Evaluation of all responses will be by a committee designated for that purpose by the Criminal Justice Information Systems (CJIS) Advisory Committee. Award will be based on compliance with mandatory items and evaluation of desirable items. Complete and accurate responses to all items are necessary for fair evaluation of proposals.

Award shall be based on, but not limited to, the factors of

- a) demonstration of an innovative approach and ideas or services beyond the minimum requirements specified
  - b) cost
  - c) bidder's reputation, character, integrity, judgement and efficiency
  - d) bidder's ability to meet the proposed delivery schedule
  - e) bidder's experience in criminal justice projects
  - f) bidder's ability, capacity and skill to analyze the work flow and data flow of the criminal justice system in Nebraska and interpret how to best improve that flow
  - g) references from prior projects
- and h) the best interests of the State of Nebraska.

### ***1.29 Acceptance of Proposal Content***

The contents of the proposal of the apparent successful vendor will become contractual obligations if procurement action ensues. Failure of the successful vendor to accept these obligations in a contractual agreement may result in immediate cancellation of the award. The State reserves the right to contract with another responding compliant vendor.

### ***1.30 Non-Performance of Contract***

Failure by the successful vendor to provide or perform the services as specified in the Contract will be considered non-performance. One or more of the following reasons will constitute non-performance.

- 1) Failure to provide a person or persons for performance of the service as proposed in the contractor's proposal. Substitutions may be permitted for causes considered appropriate by the State. Any substitution must be approved in writing by the State.
- 2) Failure to initiate the service by the date specified in the proposal.
- 3) Failure to satisfactorily complete the service by contractually established delivery dates.

### ***1.31 Assignment***

The services to be performed by the contractor shall not be assigned, sublet or transferred without the prior written approval of the State nor shall the contractor assign any monies due to or to become due under any contract with the State pertinent to these specifications, without prior written approval of the State.

### ***1.32 Hold Harmless***

Contractor will defend, indemnify and save the State, its officers and employees harmless against all claims (including without limit quasi-contractual claims), liens and claims of liens for labor performed or material furnished or subcontracted for by contractor without authorization of the State and against all loss by reason of failure of said contractor in any respect to fully perform all obligations under this contract.

The contractor assumes entire responsibility and liability for losses, expenses, damages, demands, and claims in connection with damage or alleged damage to property sustained in connection with or arising out of the acts or omissions of the contractor, its subcontractor(s) and their officers, agents, and employees, including losses, expenses or damages sustained by the State shall indemnify and hold harmless the State and its officers, agents and employees from any and all such losses, expenses, damages, demands and claims and shall defend and shall pay all damages, costs and expenses, including attorneys' fees in connection therewith or resulting therefrom.

### ***1.33 Termination of Contract***

Contract subject to thirty (30) day cancellation by either party upon written notice of cause. The thirty day period will provide an opportunity for the State and Contractor to address issues and find mutually acceptable terms for completion and continuation of the contract. If mutually acceptable terms cannot be reached then the contract will terminate at the end of the thirty day period.

### ***1.34 Prime Subcontractor***

If subcontractors are planned to be used, this should be clearly explained in the proposal. However, the prime contractor will be responsible for contract performance and payment whether or not subcontractors are used.

### ***1.35 Executed Contract to Constitute Entire Agreement***

In the event of contract award, the executed contract will constitute the entire agreement of the parties and will supersede any representations, commitments, conditions, or agreements made orally or in writing prior to the execution of the contract.

### ***1.36 MANDATORY: Certification Regarding Debarment***

Bidders are required to complete the U.S. Department of Justice Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion.

### ***1.37 MANDATORY: Confidentiality***

Contractor will be bound by professional ethics regarding the access or release of any criminal justice information pertaining to individuals. During the course of the project the contractor may come into contact with confidential information, such as criminal history records. The bidder must protect the confidentiality of this information and provide a statement agreeing to this in the bidder's Proposal Letter.

### ***1.38 State Provided Resources***

The State will only provide space, supplies and telephone services in Lincoln for in-state activities. The bidder should specify expectations and needs.

### ***1.39 MANDATORY: Performance Bond***

The selected bidder will be required to supply a certified check or bond executed by a corporation authorized to contract as surety in the State of Nebraska, payable to the State of Nebraska. The amount of the certified check or bond must be thirtyfive percent (35%) of the contract amount. It



must be provided to the Department of Administrative Services - Purchasing Division within ten (10) days of the contract award. The bond will guarantee that the selected bidder will enter into a contract with the State, and will insure the faithful performance thereof. Failure to comply with the contract shall be grounds for forfeiture of the bond. The bond or check will be returned when the service has been completed to the satisfaction of the State. The selected bidder will forfeit all or part of the bond or check for non-performance.

## 2 *Project Scope*

This request for consulting is to procure services to develop a strategic plan for systems improvement and to define a criminal justice data architecture for the State of Nebraska. This effort is intended to provide the State of Nebraska with an appropriate plan of action to move forward with improving the flow of data in the criminal justice community while best meeting state, federal and local needs. Accomplishing that task will involve four activities:

- (one) facilitation of four CJIS Advisory Committee meetings,
- (two) strategic plan to improve criminal justice information systems,
- (three) development of a high level data architecture
- and (four) identification of strategic or legislative initiatives.

A description of each task and consultant responsibilities follows a review of current systems. Other than the specification of the meetings, no implication is made by the order that the following tasks and responsibilities are presented. The order and necessary workflow to best accomplish these tasks will be determined by the contractor.

This project is meant to be largely strategic in nature. The efforts of a number of projects and the efforts and interaction of the CJIS Advisory Committee and individual agency projects have provided significant groundwork for the major agencies in the state. Criminal justice is poised to build on the efforts of recent years. As a general guideline for prospective respondents, the following breakdown gives the anticipated focus and priority areas of the project.

Meeting Facilitation	5%
Strategic Plan	75-80%
High Level Architecture	10-15%
Strategic Initiatives	5-10%

In the past few years some efforts have looked at many components that share data. The Criminal History Improvement Project (CHIP) built better reporting of arrest and disposition data. Additionally, linkages with corrections allow both sharing and access of criminal history data. The development of an automated county court system has provided a basis for electronic reporting of dispositions and the frequent interaction with local criminal justice systems. Criminal history audits examined the completeness and availability of data. Plans, analyses and reports for all related projects will be made available to the selected consultant as available.

## 2.1 *Review of current systems*

Nebraska has varying levels of automation and technology in place in its criminal justice systems. There is as wide range in the level of interaction and compatibility among systems. The last few years have seen a considerable increase in the level of automation used by criminal justice agencies and in the transfer of data between different entities. On a continuum, the state's AFIS and the JUSTICE system are the newest deployed systems. Additionally, there is little or no automation for the prosecution system.

A description of various state systems and selected local systems in the order in which they are typically encountered in a criminal justice data flow are described below. The consultant will examine current systems, describe existing linkages among each and include that information in the data dictionary. The following presents an illustration of when these systems are encountered.

**Computer Aided Dispatch (CAD):** Several types of off the shelf and locally developed CAD systems exist. CAD, or manual dispatch, is shared in many jurisdictions and counties.

**Intelligence:** A single repository of intelligence data does not exist. Information is shared through LEIN, a system of the Nebraska State Patrol, and other ad-hoc efforts.

**NCIC/NCIS/Warrants/Hot Files:** The NCIC/NCIS system was recently upgraded to a UNIX, Oracle based application developed by UNISYS. It is operated by the State Patrol. There is currently a separate development effort to upgrade software to make the system III compatible. The NCIC/NCIS system is the communication hub for criminal justice agencies to retrieve the following data: criminal history RAP sheets, motor vehicle data, warrants, hot files (missing persons, property, etc).

**UCR/NIBRS (Uniform Crime Reporting/Nebraska Incident Based Reporting System):** The Nebraska Crime Commission is the repository for UCR and NIBRS. The majority of the state has done UCR reporting on an incident based system for many years, although it is not as comprehensive as NIBRS. Three agencies report the standard UCR summary data. Approximately ten agencies are converting to, and submitting data via, NIBRS. Nebraska is moving toward FBI NIBRS certification in 1996. The Crime Commission stores NIBRS data on a PC based application developed by MEGG Associates. UCR data is maintained on the state mainframe. The Omaha Police Department and Lincoln Police Department do not report NIBRS data.

**Local Law Enforcement Record Systems:** A common local law enforcement record system does not exist across agencies. Four counties do have an AS400 based solution provided by HTE, namely Chiefs. The Omaha Police Department and Douglas County Sheriff utilize an IMS application residing on an ES9000 series mainframe. The Lincoln Police Department utilizes a VAX based solution. A variety of PC-based systems, both

commercial and internally developed, are used by smaller agencies across the state.

**AFIS:** The automated fingerprint identification system (AFIS) is an image based application that compares subjects and prints from crime scenes to stored fingerprints. Printrak International is the vendor. The state has workstations in four locations: NSP Lincoln, NSP North Platte, Lincoln Police Department and Omaha Police Department. Eleven livescan units have also been installed. The system currently stores 146,000 ten prints and has capacity for 500,000. It has been operational since August 23, 1995. An interface between the livescan units and the Patrol Criminal System (PCH) is under development which will forward identification and demographic data. This effort should be completed in April of 1996. The result of this effort will be the electronic transfer of over 70% of the arrest data to the PCH.

**Patrol Criminal History (PCH):** The state's criminal history system is maintained by the Nebraska State Patrol in a DB2/CICS/COBOL system resident on a the state's IBM ES9000 mainframe. Updated two years ago, this is normalized to third normal form. The PCH contains data on over 146,000 persons and 256,000 arrests. Those arrests include all felonies, class I and some Class II misdemeanors, as reported by local criminal justice agencies.

**Jail Admission/Booking:** The Nebraska Crime Commission collects detailed admission and release data from jails and juvenile detention facilities across the state. While several submit electronically using Jail Standards specifications, the majority submit standardized forms which are keyed into a PC LAN database. Statistical processing has been done on the state host although that will be migrated to the PC LAN. Douglas and Lancaster Counties do not currently submit record level data. Many jails use an automated record keeping system but there is not a standard approach across the state.

**Prosecutor:** Several counties have various levels of automation but the data typically is used in a standalone application. The larger counties have systems that cross into the county attorney's office but there is not common collection or sharing of information across the state. Prosecution data has been an ongoing concern for completion of criminal history records.

**Public Defender:** Although the larger counties have full time public defender's offices most counties do not. Data is neither collected nor shared in a standard manner. In the larger counties some court information is available, as with the prosecutors.

**JUSTICE:** The State Court Administrator's Office has developed a case management and tracking system for Nebraska's trial courts over the last 6 years. The program, bearing the acronym JUSTICE, runs on a statewide network of AS/400 computers. It will serve all county courts as well as any district courts which choose to install the system. It is now installed in both the county and district courts in Buffalo, Merrick, and Saline counties and

in the Lancaster county court. It will be installed in Douglas County in the near future. JUSTICE now shares information with a number of other systems, including the Department of Motor Vehicles and the criminal justice information system in Lincoln.

**CHARTS:** CHARTS is a system developed by the Department of Social Services that automates Child Support Enforcement in the state. CHARTS receives data from the JUSTICE courts applications for district courts that handle the Child Support cases. Since the courts are responsible for the collection and payment of Child Support payments to the custodial parent, the County Attorneys will be primary users of CHARTS once it is implemented.

**Douglas and Lancaster County CJIS:** The two largest counties in Nebraska have integrated county level information systems. Although both range from law enforcement through the judiciary they are approached differently. Various tasks have been undertaken to integrate these systems with state systems.

In Lancaster County the system resides on a VAX. The system serves law enforcement, corrections (jail and juvenile facility), and the courts.

In Douglas County operations for law enforcement are being converted from the county mainframe to a client/server network.

**Corrections:** The Nebraska Department of Correctional Services maintains client information system (CTS - Corrections Tracking System) for the adult and juvenile facilities on the state mainframe. As well as inmate tracking a wide range of other features, such as property, reside on the system as well.

**Nebraska Probation Management Information System (NPMIS):** The NPMIS is a PC based solution developed in Paradox for Windows. Completed in August of 1993, this application is operational in 18 of 20 probation districts. The State Probation Administration, a component of the State Court Administration, combines data from each district into a state database. That database has over 55,000 persons and 65,000 court records. An extract of key data from the NPMIS is loaded monthly to the PCH. It is anticipated that the system will be redone and more closely aligned with JUSTICE in the future.

**Parole:** The Nebraska Department of Parole does not maintain any electronic databases on clients. Although they have access, via DCS, to information on parolees and potential parolees there is a need for expanded data to be available.

**Juvenile Data:** Currently the Office of Juvenile Services is implementing a system to screen and track juveniles through many portions of the juvenile justice system. This will not be included in this project. Some juvenile data, analogous to adult data, will be included as part of the regular course of the system.

**Department of Motor Vehicles (DMV):** Driver and vehicle information is shared with law enforcement across the state's network. Future technologies may include digitization of photos and information.

**Department of Roads (DOR):** Roads currently is undertaking a safety management system assessment, dealing with accident records and the collection and delivery of related information. Data is stored on state mainframes. The potential for automated accident report reporting for law enforcement, via pen-based systems, will be looked at in a separate project through DMV.

## 2.2 *Project Goals*

The task of integrating diverse information systems will involve a number of steps, tasks and incremental milestones. Some of these tasks will need to be undertaken by state as well as local entities or, more likely, as a collaborative and cooperative effort between agencies. The vision for an integrated criminal justice information system is based on the need to build on existing systems and share needed data across entities. Local (city, county) and state agencies will continue to manage and maintain their automated systems but it is anticipated that they will implement mutually agreed on modifications and standards that will integrate portions of their databases or allow access to others in the overall criminal justice community. Additionally, manual as well as automated systems will continue to play a major role in data collection and transfer and these systems and methods must also be considered.

This project is intended to focus on data, information and information flow. Advice and recommendations on implementations of current systems that are deemed in need of modification to best meet the desired goals will be reviewed for feasibility but no assumptions can be made on major changes to existing systems. It is not the intent of the project to focus on hardware standards, hardware/software acquisition or designing new systems. Rather it is intended to provide concrete objectives and needed intermediate direction for criminal justice agencies to proceed with. The vast amount of work already undertaken is meant to be built upon. To meet those ends the following describe the general project goals.

### **To create a unified approach in solving criminal justice information needs and opportunities.**

This project will define the approach and methods to address issues in the state. A strategic plan to address the needs and issues will provide the state with guidelines for steps and action in the future.

### **To develop a common data dictionary for criminal justice systems in Nebraska.**

The use of federal and state standards is seen in many criminal justice applications. A common data dictionary for use across criminal justice agencies will assist in the development, procurement and modification of systems which can maximize the potential for compatibility and linkages.

### **To design an information delivery environment and data architecture to meet the global goal of seamless and timely data availability to meet system needs.**

Data transfer, warehousing and access are done in a variety of methods and by various agencies. This project will identify a blueprint to maximize efficiency of data use and identify the potential best use of resources to meet these tasks. Included will be communication methods and networking.

**To define top criminal justice system milestones and identify steps to pursue attainment.**

Although a comprehensive and seamless system for data exchange is the ultimate goal it cannot be attained immediately. Intermediate stages which can be met and which will provide the greatest benefit to criminal justice will need to be identified. Cost/benefit analyses of proposed milestone projects must be included. Both short and long term objectives will be identified.



## 2.3 Deliverables

### 2.3.1 Facilitation of four CJIS meetings (June, August, October, December of 1996)

The Nebraska Criminal Justice Information Systems (CJIS) Advisory Committee is a successor to other related committees and efforts aimed at linking criminal justice computer systems. Two key related committees include the Criminal History Improvement Project (CHIP) steering committee that met from 1992 to 1993 and the Criminal Justice Subcommittee (CJS) of NIDCAC (Nebraska Intergovernmental Data Communications Advisory Council) that met in 1994. Acting on a recommendation of NIDCAC and in conjunction with the other criminal justice bodies the Nebraska Commission on Law Enforcement and Criminal Justice created the CJIS Advisory Committee in December of 1994 as a standing committee.

The purpose of CJIS Advisory Committee is to serve as the coordinating entity for criminal justice technology efforts. It has met several times and provided a forum for discussing technology related issues. With the application and award for the National Criminal History Improvement Project, the role of the CJIS Advisory Committee has become greater. While the Nebraska State Patrol was designated as the recipient of the grant, the CJIS Advisory Committee was designated in the NCHIP application to provide general grant direction and specific oversight of the state's criminal justice data architecture development. It was originally envisioned that, through the NCHIP process, two phases would be pursued, the second focusing on communications. Given some uncertainties of the NCHIP program and funding it has been decided to include a high-level examination of communication needs for criminal justice in this project. Any in-depth communication plan or strategy would be dependent upon Nebraska receiving the balance of NCHIP funding it anticipated for the second phase.

Although the CJIS Advisory Committee is comprised of a wide range of agencies and individuals from the criminal justice community which can provide insight and knowledge of their own, and other, system and needs it will be necessary for the contractor to contact and work with people outside of the Committee. A projected list of necessary contacts is included later in this document.

Four CJIS Committee meetings will be conducted to monitor the progress of this project. The anticipated purpose of each of those meetings is follows. If the contractor deems the tasks described or the order of presentation inappropriate then a proposed scenario of meetings and content must be included in the proposal.

**Meeting 1.** Discussion of the approach to developing the strategic plan and a data dictionary, delineation of needs from the various agencies and agreement on outcomes.

**Meeting 2.** Presentation and agreement of meta-relation scope.

**Meeting 3.** Presentation and discussion of data dictionary, discussion of strategic plan and legislative proposal.

**Meeting 4.** Presentation and agreement of strategic plan and legislative proposal.

The consultant must provide updates of project milestones at four meetings (or more if they are deemed necessary by the consultant) and assist in facilitating those four meetings. The consultant must describe in Section 4.c.1 experience with group processes, meeting facilitation and stimulating active participation of a diverse range of participants.

**2.3.2 Strategic plan to improve criminal justice information systems**

A strategic plan will be developed for improving criminal justice information systems in the state. It will be a high level plan that focuses on conceptual and system level issues. Implementation strategies and tools will be broadly discussed but not dictated (e.g., whether use of DB2, Oracle, or Informix is preferred for the database engine).

The components of the plan will include:

1. Overview of current system
2. Data standards (from the data dictionary)
3. Desired systems mode, including data and communications  
NOTE: the strategy and plan are intended to address communications in terms of a high-level approach only, not on a technical basis.
4. Strategy for improving core systems: law enforcement, prosecution and judicial  
This strategy must address issues of policy, funding, security, access, technology and interfaces among systems. \*
5. Strategy for improving ancillary systems: booking, corrections and probation  
This strategy must address issues of policy, funding, security, access, technology and interfaces among systems. \*
6. Cost estimates for each strategy.  
Cost/benefit analyses should be used in identifying priorities. It is necessary for Nebraska to make improvements that can be done with limited state and local fiscal impact as well as recognizing areas that can only be addressed with future funding.
7. Action items defining organization(s) responsible, key stakeholders and timelines

\* Not all components of the criminal justice can realistically be expected to be included. This effort will specifically not address accident records, dispatch, juvenile records outside the scope of the general criminal justice system, or intelligence systems.

Consultant must describe in Section 4.c.2 of the Proposal what experience it has in developing a similar plan and how it will approach developing the one described herein. A copy of a previous plan must also be included.

**2.3.3 Development of Meta-level data dictionary / repository**

Using the relational database model as a framework, the following relations described in Section 2.3.3.1, at a minimum, need to be codified (see Attachment 1: Patrol Criminal History System Specifications for an example). A relational schema diagram and table definitions must be provided. Candidate consultant must provide samples of each of these in Section 4.c.3 of Proposal. (NOTE: based on consultant’s review, more meta relations may be identified.)

The candidate consultant will perform the following tasks:

1. Document the CJIS meta-relations that exist;
2. Develop a high-level entity/relation diagram, including key-based relationships;
3. Develop a proposed high-level information flow depicting external agents, processes and data stores. This flow will show interactions among the various criminal justice agencies and related entities;
4. Develop a Data Standards Manual to describe the standard identified data elements for use across the criminal justice system. This will act as a general handbook to assist agencies in their acquisition, modification or creation of programs. Methods to keep the standards current and effective must be included.

**2.3.3.1 Minimum Relations**

<i>Meta Relation</i>	<i>Dependent Relation</i>	<i>Criminal Justice Areas</i>
Intelligence	Fact File - Field observation, Investigations, Informant, Location	Law Enforcement, Corrections
Incident	Victim, Offense, Location	Law Enforcement, Prosecution
Person	Alias, Identification	Law Enforcement
Arrest	Arrest, Offense	Law Enforcement
Booking	Schedule, Citation, Arrest	Law Enforcement, Jails
Prosecution, Defense	Charge, Decision	Prosecutors, Defense, Courts
Court Case	Charge, Decision, Schedule	Courts
Corrections	Custody, Accounting, Case Management	Corrections, Jail, Law Enforcement
Probation	Supervision, Tracking/Case Management	Probation, County Court, District Court

<i>Meta Relation</i>	<i>Dependent Relation</i>	<i>Criminal Justice Areas</i>
Parole	Case Tracking	Corrections, Law Enforcement

### **2.3.3.2 Projected Contact List**

Members of the CJIS Advisory Committee, as a whole and as agency representatives, will provide useful input covering the range of criminal justice but other agencies will need to be consulted to cover the diversity of agencies and needs, particularly at the local level. This project and approach must address the entire system. An initial projected contact list is included as an Appendix.

Consultant must describe how it will propose to accomplish each of those tasks in Section 4.c.3 of Proposal.

### **2.3.4 Identify Strategic Initiatives**

Using the strategic plan as the framework, a prioritized list of initiatives and recommendations will be made. Although the contractor should approach this list of priorities in terms of need the CJIS Advisory Committee as well as others will need to determine and feasibility of implementing these over time. The goal of this listing, and indeed the entire effort, is to identify key criminal justice issues that warrant a comprehensive, statewide approach. Recommendations and proposal may cover changes to individual systems, to the approach, to statutes, to collection methods or any areas which are seen as needs.

It is anticipated that a unified technology proposal will be developed for a subsequent Nebraska Legislative session. A similar effort was used to secure funding for the AFIS in 1994. In that effort, the law enforcement community, after six years of labor and effort, communicated in unison regarding the need for AFIS. Funding was provided for AFIS based largely on the testimony and support of the Police Chief's Association of Nebraska, the Police Officer's Association of Nebraska, the Nebraska Sheriff's Association and Nebraska County Attorney's Association.

The legislative proposal will expand this effort to a technology issue(s) impacting the criminal justice community. The third and fourth meetings facilitated by the consultant will be aimed at building a consensus approach concerning what that (those) issue(s) is (are).

Consultant must describe similar documents and efforts developed, providing relevant copies of previous proposals. That information is to be located or, if included as an addendum, referenced in Section 4.c of the Proposal.



## Appendix 1

### Bidder's Required Response - Table of Contents

Section references following an item refer to sections of the RFP.

#### Section 1 - Introduction

- a) Notification of Attendance at the Pre-Proposal Conference (RFP 1.11)
- b) State of Nebraska Request for Proposal for Contractual Services
- c) Table of Contents (RFP 1.5.2)

#### Section 2 - Administrative

- a) Proposal Letter (RFP 1.6)
- b) Letter of Agreement to Attend Oral Presentation (RFP 1.27)
- c) Bidder Stability (RFP 1.13)
- d) Project Schedule (RFP 1.17)
- e) Financial Statement (RFP 1.20)
- f) Affirmative Action Policy Statement (RFP 1.21)
- g) Drug Free Workplace Policy (RFP 1.22)
- h) Notification of Use of Subcontractors, if applicable (RFP 1.34)
- I) Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion

#### Section 3 - Bidder Information

- a) Bidder Identification  
This section must include the organization's full company or corporate name, the complete address, phone number and fax number.
- b) Executive Summary of Proposal  
The Executive Summary shall condense and highlight the contents of the proposal in such as way as to provide the Selection Committee with a broad understanding of the bidder's entire proposal.
- c) Bidder's Qualifications and Expertise  
Provide details on the bidder's corporate and staff experience within the last five years directly related to the proposed contract. Also include a description of all relevant experience in the State of Nebraska. Information per project must be provided as a narrative describing scope of work, primary project stakeholders, contact name and phone number, outcomes and impact.
- d) Staff Qualifications  
Provide information on the proposed project team that would be working on this contract. Include identification and resumes of Key Personnel and identification and background of ancillary personnel. Identify similar projects that each of the key personnel has been involved with.

## Section 4 - Project Detail

### a) Proposal Narrative

Describe the approach, methods, personnel involvement and project management that is proposed for the project. Include a detailed description of the proposed methodology for conducting the process.

### b) Proposed Timeline (RFP 1.3)

Outline the projected timeline for completion of the project including a detailed project workplan and Gantt chart, at the task level. Include expectations and responsibilities for the State. This must conform to the deadlines set out in Schedule of Events. Earlier completion of the project can be proposed. Include milestones and delivery dates or any products to be generated as well as for the Project Deliverables.

### c) Project Deliverables (RFP2.3)

Describe the Methods and Ability to provide the minimum Deliverables. Include number of hours, staff used and timeline for each task.

1) Facilitation of four CJIS Meetings (RFP 2.3.1)

2) Strategic Plan to Improve Criminal Justice Systems (RFP 2.3.2)

3) Development of Meta-level Data Dictionary (RFP 2.3.3)

4) Identify Strategic Initiatives (RFP 2.3.4)

### d) Products/Reports

Describe the minimum proposed products and reports to be generated. Include limits on number of copies provided or requirements of the State regarding use of the products.

NOTE: Identify each of these within the Project Schedule and Cost Proposal.

### e) Cost Outline

Bidders must present the cost proposal in accordance with the Project Deliverables (RFP2.3, this outline-item c). Outline the proposed cost for the project as follows, including costs per deliverable.

#### 1) Facilitation of four CJIS Meetings (RFP 2.3.1)

I) Staffing - Itemized cost schedule including number of hours and hourly rate for each of the key personnel to be involved

ii) Other

iii) Total

#### 2) Strategic Plan to Improve Criminal Justice Systems (RFP 2.3.2)

I) Staffing - Itemized cost schedule including number of hours and hourly rate for each of the key personnel to be involved

ii) Other

iii) Total

#### 3) Development of Meta-level Data Dictionary (RFP 2.3.3)

I) Staffing - Itemized cost schedule including number of hours and hourly rate for each of the key personnel to be involved

ii) Other

- iii) Total
- 4) Identify Strategic Initiatives (RFP 2.3.4)
  - I) Staffing - Itemized cost schedule including number of hours and hourly rate for each of the key personnel to be involved
  - ii) Other
  - iii) Total
- 5) Total Project Cost
  - I) Staffing - Itemized cost schedule including number of hours and hourly rate for each of the key personnel to be involved
  - ii) Other
  - iii) Project Total

Section 5 - Alternative Proposals

The bidder can outline alternative proposals or approaches to the project.



## Appendix 2

### Suggested Contacts - Preliminary List

The following provides a preliminary list of anticipated and suggested project contacts.

<b>Criminal Justice Area</b>	<b>Agency</b>
Law Enforcement	Nebraska State Patrol
	Kearney Police Department
	Alliance Police Department
	Omaha Police Department
	Lincoln Police Department
	Kearney County Sheriff
Corrections	Nebraska Department of Correctional Services
	Nebraska Probation Department
	Nebraska Department of Parole
	Nebraska Jail Standards Division
	local jail facility
Judiciary	Nebraska State Court Administrator's Office
	Douglas County - County and District
	Lancaster County - County and District
	Saline County
Prosecution	Nebraska Attorney General
	Lancaster County, City of Lincoln
	Douglas County, City of Omaha
	Madison County, City of Norfolk
Public Defender	Lancaster County
	Douglas County
	Federal Public Defender

<b>Criminal Justice Area</b>	<b>Agency</b>
Law Enforcement - Administrative	Nebraska Crime Commission

## **Appendix 3**

### **Attachments**

1. NCHIP grant application
2. NIDCAC CJS Report
3. Criminal Justice Information Systems (CJIS) Advisory Committee Membership List