



**Solicitation Information
February 1, 2019**

RFP# 7598586

TITLE: Rhode Island State Police Sex Offender Registration and Notification Operating System

Submission Deadline: March 4, 2019 10:00 AM ET

PRE-BID/ PROPOSAL CONFERENCE: NO

Questions concerning this solicitation must be received by the Division of Purchases at Robert.DeAngelis@purchasing.ri.gov no later than **February 14, 2019 5:00 PM ET**. Questions should be submitted in a *Microsoft Word attachment*. Please reference the **RFP#7598586** on all correspondence. Questions received, if any, will be posted on the Division of Purchases' website as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

BID SURETY BOND REQUIRED: NO

PAYMENT AND PERFORMANCE BOND REQUIRED: NO

Robert DeAngelis, Senior Buyer

Note to Applicants:

1. Applicants must register on-line at the State Purchasing Website at www.purchasing.ri.gov
2. Proposals received without a completed RIVIP Bidder Certification Cover Form attached may result in disqualification.

THIS PAGE IS NOT A BIDDER CERTIFICATION COVER FORM

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SECTION 1. INTRODUCTION

The Rhode Island Department of Administration/Division of Purchases, on behalf of the Rhode Island State Police is soliciting proposals from qualified firms to provide an electronic operating system for statewide sex offender management to replace its current sex offender registration software as well as update the capacity and use of its public website for sex offender notification in accordance with the terms of this Request for Proposals (“RFP”) and the State’s General Conditions of Purchase, which may be obtained at the Division of Purchases’ website at www.purchasing.ri.gov.

The initial contract period will begin approximately May 1, 2019 for one year. Contracts may be renewed an additional year based on vendor performance and the availability of funds.

This is a Request for Proposals, not a Request for Quotes. Responses will be evaluated on the basis of the relative merits of the proposal, in addition to cost; there will be no public opening and reading of responses received by the Division of Purchases pursuant to this solicitation, other than to name those offerors who have submitted proposals.

Instructions and Notifications to Offerors

- a. Potential vendors are advised to review all sections of this RFP carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.
- b. Alternative approaches and/or methodologies to accomplish the desired or intended results of this RFP are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this RFP may be rejected as being non-responsive.
- c. All costs associated with developing or submitting a proposal in response to this RFP or for providing oral or written clarification of its content, shall be borne by the vendor. The State assumes no responsibility for these costs even if the RFP is cancelled or continued.
- d. Proposals are considered to be irrevocable for a period of not less than 180 days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.

- e. All pricing submitted will be considered to be firm and fixed unless otherwise indicated in the proposal.
- f. It is intended that an award pursuant to this RFP will be made to a prime vendor, or prime vendors in the various categories, who will assume responsibility for all aspects of the work. Subcontracts are permitted, provided that their use is clearly indicated in the vendor's proposal and the subcontractor(s) to be used is identified in the proposal.
- g. The purchase of goods and/or services under an award made pursuant to this RFP will be contingent on the availability of appropriated funds.
- h. Vendors are advised that all materials submitted to the Division of Purchases for consideration in response to this RFP may be considered to be public records as defined in R. I. Gen. Laws § 38-2-1, *et seq.* and may be released for inspection upon request once an award has been made.

Any information submitted in response to this RFP that a vendor believes are trade secrets or commercial or financial information which is of a privileged or confidential nature should be clearly marked as such. The vendor should provide a brief explanation as to why each portion of information that is marked should be withheld from public disclosure. Vendors are advised that the Division of Purchases may release records marked confidential by a vendor upon a public records request if the State determines the marked information does not fall within the category of trade secrets or commercial or financial information which is of a privileged or confidential nature.

- i. Interested parties are instructed to peruse the Division of Purchases website on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this RFP.
- j. By submission of proposals in response to this RFP vendors agree to comply with R. I. General Laws § 28-5.1-10 which mandates that contractors/subcontractors doing business with the State of Rhode Island exercise the same commitment to equal opportunity as prevails under Federal contracts controlled by Federal Executive Orders 11246, 11625 and 11375.

Vendors are required to ensure that they, and any subcontractors awarded a subcontract under this RFP, undertake or continue programs to ensure that minority group members, women, and persons with disabilities are afforded equal employment opportunities without discrimination on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, national origin, or disability.

Vendors and subcontractors who do more than \$10,000 in government business in one year are prohibited from engaging in employment discrimination on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, national origin, or disability, and are required to submit an “Affirmative Action Policy Statement.”

Vendors with 50 or more employees and \$50,000 or more in government contracts must prepare a written “Affirmative Action Plan” prior to issuance of a purchase order.

- a. For these purposes, equal opportunity shall apply in the areas of recruitment, employment, job assignment, promotion, upgrading, demotion, transfer, layoff, termination, and rates of pay or other forms of compensation.
- b. Vendors further agree, where applicable, to complete the “Contract Compliance Report” (<http://odeo.ri.gov/documents/odeo-eeo-contract-compliance-report.pdf>), as well as the “Certificate of Compliance” (<http://odeo.ri.gov/documents/odeo-eeo-certificate-of-compliance.pdf>), and submit both documents, along with their Affirmative Action Plan or an Affirmative Action Policy Statement, prior to issuance of a purchase order. For public works projects vendors and all subcontractors must submit a “Monthly Utilization Report” (<http://odeo.ri.gov/documents/monthly-employment-utilization-report-form.xlsx>) to the ODEO/State Equal Opportunity Office, which identifies the workforce actually utilized on the project.

For further information, contact Vilma Peguero at the Rhode Island Equal Employment Opportunity Office, at 222-3090 or via e-mail at ODEO.EOO@doa.ri.gov .

11. In accordance with R. I. Gen. Laws § 7-1.2-1401 no foreign corporation has the right to transact business in Rhode Island until it has procured a certificate of authority so to do from the Secretary of State. This is a requirement only of the successful vendor(s). For further information, contact the Secretary of State at (401-222-3040).
12. In accordance with R. I. Gen. Laws §§ 37-14.1-1 and 37-2.2-1 it is the policy of the State to support the fullest possible participation of firms owned and controlled by minorities (MBEs) and women (WBEs) and to support the fullest possible participation of small disadvantaged businesses owned and controlled by persons with disabilities (Disability Business Enterprises a/k/a “DisBE”)(collectively, MBEs, WBEs, and DisBEs are referred to herein as ISBEs) in the performance of State procurements and projects. As part of the evaluation process, vendors will be scored and receive points based upon their proposed ISBE utilization rate in accordance with 150-RICR-90-10-1, “Regulations Governing Participation by Small Business Enterprises in State Purchases of Goods and Services and Public Works Projects”. As a condition of contract award vendors shall agree to meet or exceed their proposed ISBE utilization rate and that the rate shall apply to the total contract price, inclusive of all modifications and amendments. Vendors shall submit their ISBE participation rate on the enclosed form entitled “MBE, WBE and/or DisBE Plan Form”, which shall be submitted in a separate, sealed envelope as part of the proposal. ISBE

participation credit will only be granted for ISBEs that are duly certified as MBEs or WBEs by the State of Rhode Island, Department of Administration, Office of Diversity, Equity and Opportunity or firms certified as DisBEs by the Governor's Commission on Disabilities. The current directory of firms certified as MBEs or WBEs may be accessed at <http://odeo.ri.gov/offices/mbeco/mbe-wbe.php>. Information regarding DisBEs may be accessed at www.gcd.ri.gov.

For further information, visit the Office of Diversity, Equity & Opportunity's website, at <http://odeo.ri.gov/> and *see* R.I. Gen. Laws Ch. 37-14.1, R.I. Gen. Laws Ch. 37-2.2, and 150-RICR-90-10-1. The Office of Diversity, Equity & Opportunity may be contacted at, (401) 574-8670 or via email Dorinda.Keene@doa.ri.gov

SECTION 2. BACKGROUND

The Rhode Island State Police (RISP) is seeking to obtain an electronic operating system for statewide sex offender management. The System must allow for fully automatic electronic submission of all data required to be collected by law. It must provide for electronic communication with other states' sex offender repositories and upload data to the National Crime Information Center (NCIC) and the National Sex Offender Registry (NSOR). The System is to be utilized by State and Local Police Departments, the Parole Board, Department of Corrections, Department of Attorney General, and the Sex Offender Community Notification Unit, as these agencies share the responsibility of monitoring and tracking sex offenders within Rhode Island.

The System will be managed and maintained by RISP. It must allow for the collection, storage, and retrieval of all required documents and information. It must be secure according to the Federal Bureau of Investigation's (FBI) Criminal Justice Information Services Division's (CJIS) requirements.

The goal of updating the Rhode Island Sex Offender Registry (RISOR) is to bring the State into substantial compliance with the various data collection and notification components of the Federal Sex Offender Registration and Notification Act (SORNA).

SECTION 3: SCOPE OF WORK AND REQUIREMENTS

A. Business Objectives

1. System must provide a stable, uniform application to be used in all agencies associated with state sex offender registration, verification, and notification.
2. System must achieve further compliance with the Sex Offender Registration and Notification Act (SORNA) requirements of the Adam Walsh Act (AWA) and Rhode Island law.
3. System must demonstrate a continuous improvement program that proactively responds to changes in the requirements of Rhode Island or Federal law at no additional cost.
4. System must expand current Sex Offender Registry (SOR) public website to provide the general public with access to public information including mapping, as well as electronic notification and

the option for RISP and local Police Departments to send postal notifications and address verification letters for designated offenders.

5. System access must be provided to all authorized local law enforcement agencies and state agency partners at no additional cost to them.
6. System must provide management assistance and tools to RISP, local law enforcement agencies, and state agency partners to help manage the offender verification/compliance check process via verification calendars, maps, profiles, and reports.

B. Legislative Compliance

1. System must maintain a program that meets the minimum requirements of Rhode Island law, including but not limited to the minimum provisions of the Adam Walsh Act, without modification by the State or Local User.

C. Vendor Experience

1. Vendor shall have experience in having completed projects of similar scope and use. The vendor shall list at least two projects that have been completed over the past ten years. Does the vendor have specific experience in assessing design needs and software as it relates to sex offender registration and notification?
2. Vendor should utilize an advisory board of key users and industry professionals to solicit feedback and provide input for future enhancements while maintaining legal compliance.

D. General System Requirements

1. The System would preferably be a hosted solution with the server in a secure data center offsite.
2. The System must be compatible with multiple internet browsers, including Internet Explorer, Firefox, and Google Chrome.
3. The System must be accessible on a variety of platforms, such as desktops, laptops, and mobile devices.
4. The System must allow an unlimited number of authorized Users and concurrent use by all users.
5. The system must track all User Activity.
6. The system must allow the designated Sex Offender Registry Manager to create and remove user accounts, set the scope of user accounts, and reset password and login credentials as needed
7. Vendor shall set up any initial User accounts as requested by RISP.
8. The System must allow the Sex Offender Registry Manager to set password criteria, user timeouts, required password changes, etc.
9. The System must be able to support signature scanners and the attachment of electronic documents and photographs.
10. The System must retain all historical data, including photographs.
11. The System must be able to interface with RISP and RILETS databases, as well as the national CODIS DNA database, RILETS criminal history record files, the CPI Message Switch, and Driver's License Records.
12. The System must be compatible with CPI MessageSwitch, and the CPI Criminal History Database.
13. The System must be capable of tracking changes for audit purposes, including but not limited to what information was changed from and to, as well as the identity of the User making the changes. All changes must be timestamped.
14. The System must be able to print all current and future forms in a PDF format for use by courts, local law enforcement, and state agency partners.
15. The System must print the new registration form, verification form, change of information form, acknowledgement form, and duty to register form as an automatic by-product of the registration process.
16. The System must provide an automated electronic update of the offender record to the State registry from the originating local registration or preregistering agency.

17. Offender data that can be published to the public pursuant to Rhode Island law must be published to the internet in real time.
18. RISP must be able to control internet publishing based on publishing rules by offender's risk level and status, as well as by User permission levels.
19. The system MUST provide that all new Registrations as well as all required verifications and Changes of Information entered by local law enforcement agencies will go to a pending queue for review by RISP staff prior to being uploaded to NCIC and the NSOR. At a minimum there MUST be a pending queue for new reservations, verifications and changes of information; a pending queue a submitted queue and a new user queue.
20. The System must provide RISP and local law enforcement agencies with the ability to perform investigative searches.
21. The System must provide RISP the ability to search and manipulate data to compile statistics. The system should allow the search results to be exported to a word document and/or spreadsheet format.

E. User Roles

1. The System must allow for web-based User access.
2. The System must allow unlimited number of users and concurrent users.
3. The System must be capable of both user and role-based provisioning.
4. The System must provide read only and read/write access based on assigned roles/profiles as defined by RISP.
5. The System must provide the ability to query data across multiple jurisdictions.

F. Registration Requirements

1. The System must collect and store the following for each offender:
 - a. Name
 - b. Nicknames, aliases, pseudonyms
 - c. Social Security Number
 - d. Additional Social security numbers
 - e. FBI Identification Number and state ID number
 - f. All mandatory NCIC offender data as defined under SORNA.
 - g. Addresses, including but not limited to home, mailing, work, school, temporary and/or alternate housing (i.e. homeless offenders) etc.
 - h. Address of each residence at which the sex offender resides or will reside (if no permanent residence, then a location or description that identifies where the sex offender "habitually lives"
 - i. Temporary lodging information (including identifying information of location and dates of travel)
 - j. School name and address
 - k. License plate number, Registration number or identifier for vehicles, including but not limited to cars, motorcycles, boats, aircraft, etc.
 - l. General description of vehicles
 - m. Permanent or frequent location where vehicles are kept
 - n. Dates of birth (including actual and purported dates)
 - o. Race
 - p. Date of all arrests
 - q. Registration start and end dates
 - r. Date of all convictions with corresponding State crime codes.
 - s. Status of parole
 - t. Status of probation
 - u. Status of supervised release
 - v. Multiple offender photos

- w. Intelligence information that can be privately shared between agencies
 - x. Outstanding arrests/warrants
 - y. Registration status
 - z. Photocopies of driver's license and/or ID cards (to include a tribal identification card)
 - aa. Photocopies of passports
 - bb. Physical description (including general description of physical appearance or characteristics and any identifying marks, such as scars or tattoos, etc.)
 - cc. Employer name (Business name), address, and transient/day laborer employment information
 - dd. Professional licensing information
 - ee. Telephone numbers, land line telephone numbers, cell phone numbers
 - ff. Internet identifiers, Email address, and Instant message addresses/identifiers
 - gg. All designations used by sex offenders for purposes of routing or self-identification in internet communications or postings
 - hh. Palm prints/Fingerprints
 - ii. DNA samples
 - jj. Digitized copies of passports and/or immigration documents
 - kk. Signed registration forms acknowledging that the sex offender was advised of his/her registration obligations
 - ll. Text of registration offense (the text of the provision of law defining the offense for which the sex offender is registered)
 - mm. All other current or future data as required by the Rhode Island Sex Offender Registration laws.
 - nn. All other current or future data as required by Federal law.
 - oo. All other current or future data required by RISP.
2. All current and future required fields must be provided at no additional cost.
 3. The System must allow law enforcement to identify which data is publishable for the public as well as which should be maintained for law enforcement use only.
 4. The System must be able to print all documents electronically signed by the offender for the offenders to take with them. Printouts for offender must include picture and electronic signature.
 5. The System must allow local law enforcement to enter data into the system from multiple platforms, including desktops, laptops, and mobile phones.
 6. The System must provide automatic email notification to local law enforcement agencies and other jurisdictions about offenders moving into their jurisdiction and other changes in status to offenders under their supervision.
 7. The System must provide search capabilities by offender assessment level, offender status, and jurisdiction of local law enforcement agency with supervisory responsibility.

G. Offender Address and Verification Requirements

1. The System must verify that offender addresses do not violate State residency restrictions around safety buffers surrounding protected addresses in the jurisdiction as now or later defined in the Rhode Island Sex Offender Registration laws. This typically includes, but is not limited to schools, daycares, churches, parks, bus stops, etc.
2. The System must alert the registration officer at time of entry if offender's address violates a local buffer zone.
3. The System must provide a multi-level verification schedule configurable based on the needs of the agency and local statutes.
4. The System must provide full calendar functionality with active links to the offender's record as well as displaying dates for up to five different verification cycles, including the last date on which an offender verified.
5. The System must provide flags for non-compliant offenders.

6. The System must provide an in-person verification process and period based on State statutes and regulations for each of the following offender risk levels:
 - a. Level I Sex Offenders
 - b. Level II Sex Offenders
 - c. Level III Sex Offenders
 - d. Registration Only Offenders
 - e. Sexually Violent Predators
 - f. Classification Pending
7. The System must generate an offender's next verification date.
8. Verification history must be maintained.
9. The System must provide a means for RISP staff to change an offender's status or risk level as required.

H. Investigative Tools

1. System must provide look up capabilities allowing User to search using any field or any combination of multiple fields within the database.
2. System must be able to export search results into an Excel, PDF, or CSV file format.
3. System must be able to display results and report data.

I. Mapping

1. System must include an integrated Geographical Information System (GIS).
2. System must be able to import and update GIS programs, and make compatible address mapping files.
3. System must automatically assign latitude and longitude to an address and display it on a map.
4. System must automatically and immediately alert of a violation of User configured Exclusion Zones, such as schools, parks, etc. based on local laws.
5. System must periodically update mapping database to include new streets, new construction, etc.
6. System must be able to import the USPS national address database.
7. System must provide immediate address validation and alerts of invalid addresses based on the USPS database.
8. System must provide interactive geo repair for unmappable addresses through Vendor's service department within 7 calendar days of report.
9. System must be able to progressively geocode addresses using numerous data sources, such as User supplied county or local data dictionaries.
10. System must remove offenders from the mappable area if they are currently incarcerated, deported, deceased, or have moved out of State. Offenders meeting one of these criteria must be moved to an unmappable page with a note displaying their status.
11. System must only publish to the public mapping locations of those offenders whose information may be publicly disclosed pursuant to Rhode Island Sex Offender Registration laws.

J. Community Notifications

1. The System must support RISP and local law enforcement with the automatic generation of notification emails and community notification postal flyers to U.S. postal addresses based on a user defined radius around an offender's address.
2. System must provide an integrated community notification mailing service for local law enforcement based on a user defined radius around an offender's address.
3. System must be capable of automatically generating community emails for local law enforcement and register citizens.
4. System must be capable of automatically generating notifications for law enforcement to "special recipients", such as victims, schools, daycare centers, etc., based on User configured criteria, such as specific offender, location, risk level, etc.
5. System must monitor or utilize the SORNA Exchange Portal for interjurisdictional change of residence, employment, or student status.

6. System must notify each jurisdiction where the sex offender is required to register due to the person's residence, public or private school education institution attendance, or employment.
7. System must notify each jurisdiction where the sex offender resides, is an employee, or is a student, and each jurisdiction from or to which a change of residence, employment, or student status occurs.
8. System must update the following agencies whenever a sex offender initially registers in a jurisdiction or updates their registration in a jurisdiction:
 - a. NCIC/NSOR
 - b. U.S. Marshals Service
 - c. Police Departments
 - d. Sheriffs' Offices
 - e. Prosecutor's Offices
 - f. DOC Probation and Parole
 - g. Any other agencies with criminal investigation, prosecution, or sex offender supervision functions.
 - h. Any agency responsible for conducting employment-related background checks under section 3 of the National Child Protection Act of 1993 (42 U.S.C. 5119a).

K. Website

1. The System must provide an external website allowing the public to search for offenders whose information may be publicly disclosed pursuant to Rhode Island law. At minimum, Users must be able to search using the following criteria:
 - k. Offenders within a 1-mile radius of a specified address.
 - l. By city
 - m. By county
 - n. By town
 - o. By zip code
 - p. By name or partial name
 - q. By known aliases
 - r. Geographic radius
2. System must allow searches for offenders who are currently unmappable but whose information may be publicly disclosed pursuant to Rhode Island laws.
3. System must allow users to register for automatic email notifications of new offenders in their area.
4. System must allow users to register for automatic email notifications on the whereabouts of a specific offender.
5. System must allow users to update, change, or remove their email notification registrations.
6. System must provide links to sex offender safety and education resources.
7. System must provide instructions on how to seek correction of information that an individual contends is erroneous.
8. System must provide a warning that information on the site "should not be used to unlawfully injure, harass, or commit a crime against any individual named in the registry or residing or working at any reported address...and that any such action could result in civil or criminal penalties".
9. System must display absconder status: when the offender is in violation or cannot be located
10. System must display all offenses that require registration for which the sex offender has been convicted.
11. System must display current offense for which the offender is currently registered.
12. System must display name, including all aliases.
13. System must display photograph (current).
14. System must display physical description.

15. System must display resident address, including any information about where the offender “habitually lives,” and if the person is homeless.
16. System automatically prints and mails annual verification letters.

L. Public Relations

1. Vendor shall provide an Agency branded search page.
2. Search page must include links to safety tips for local use provided by RISP.
3. System must generate Agency branded notification emails and mailings.
4. System must maintain historical marketing support accessible to RISP and local law enforcement, including but not limited to a database of past press announcements and releases.

M. External Interfaces

1. NCIC/NSOR Interface: The National Crime Information Center (NCIC) is a part of the CJIS (Criminal Justice Information Systems), organized under the FBI. NCIC helps criminal justice professionals apprehend fugitives, locate missing persons, recover stolen property, and identify terrorists. The National Sex Offender Registry (NSOR) is a subset of NCIC and is a law-enforcement only (non-public) database of sex offender records from around the country. The System must meet the following criteria to interface with these systems:
 - a. The System must provide the ability to upload all offender data to NCIC after review by RISP staff.
 - b. The System must provide a way for verification of data by RISP both prior to and after submission as required by NCIC.
 - c. Users must be able to access an NCIC Response Log through the System to view whether an offender record has been accepted or rejected by NCIC.
 - d. Users must receive an instant alert if record is rejected.
 - e. If the record is rejected, Users must be able to see the reasons for the rejection and be able to adjust the record accordingly for resubmission.
 - f. The data must upload in a format acceptable to NCIC as defined by NCIC.
 - g. The System must support all NCIC basic and supplemental fields for a sex offender entry.
 - h. The System must support connection to RISP’s existing message switch using FoxTalk.
 - i. The System must support second-party checks and validation procedures as defined by RISP and the FBI CJIS Division.
 - j. The System must be CJIS security compliant.
 - k. The NCIC interface may require that data transmitted be in NIEM (National Information Exchange Model) XML
2. SORNA Exchange Portal
 - a. The System must provide an option for upload of offender data to the SORNA Exchange Portal.
3. National Sex Offender Public Website (NSOPW)
 - a. The FBI also provides the National Sex Offender Public Website for public searches, however, NSOPW is not actually a search of NSOR. Instead, it forwards the searches to public searchable websites maintained by each state/jurisdiction. The System must provide an option for the upload of offender data to NSOPW in NIEM 4.1 or the most current version of NIEM.
4. Interfaces for Access to State Data
 - a. State offender data must be accessible to law enforcement from other states via NIEM compliant web service.

N. Technical Requirements

3. Database Structure
 - a. System must include all data elements as defined by the Adam Walsh Act and Rhode Island General Law.
 - b. All data fields must comply and correspond with NCIC requirements.

- c. System must allow for additional fields based on User defined criteria.
 - d. System should ideally be hosted, maintained, and supported by vendor.
 - e. System should support cross-jurisdictional notification on offender movement. At a minimum, System should notify the offender's new jurisdiction by email that the offender is moving to that location, as well as notify the previous jurisdiction when the offender has arrived and registered in the new location.
 - f. System must provide a secure data transfer environment.
 - g. System should provide for a separate data back up at a different location.
4. Hardware/Software Requirements
- a. System must not require the purchase or installation of additional hardware or software.
 - b. System must be accessible via the internet from a desktop or laptop computer.
 - c. System must be compatible with multiple signature pads and webcams.
5. System Performance Requirements
- a. System must maintain 99.5% uptime.
 - b. System performance must be monitored.
 - c. In the event a 99.5% uptime is not maintained during any two (2) consecutive month period, the Vendor shall provide on-site analysis, as well as any support and maintenance needed to correct the problem the System is experiencing.
 - d. System failover time must not exceed 15 minutes.
 - e. System must allow for configuration of external alerts.
 - f. System support and maintenance must be provided for the life of the contract and must begin on the date the system is installed and operational.
6. Security Requirements
- a. The System must be FIPS and NIEM compliant.
 - b. Vendor should ideally operate a commercial, fully redundant data center.
 - c. The system must be compliant with the Federal Bureau of Investigations Criminal Justice Information Services Security Policy.
 - d. The System must create, protect, and retain information system audit records to the extent needed to enable monitoring, analysis, investigation, and reporting of information system activity.
 - e. The System must track and trace the actions of individual information system users to that unique user.
 - f. All information residing on equipment not owned by the State must be encrypted both at rest and in transit.
 - g. The System must be able to test and apply security related patches.
 - h. The System must provide for the protection from malicious code at appropriate locations within the System. This includes, but is not limited to data input validation, antivirus protection, etc.
 - i. The System must provide for the identification, reporting, and correction of information and information system flaws in a timely manner.
 - j. Information in the System must be limited to authorized users, processes, or devices (including other information systems) and must also limit access to types of transactions and functions that authorize users are permitted to exercise.
 - k. All Vendor employees, staff, contractors, and/or subcontractors with access to the System must pass a fingerprint-based background check at the expense of the vendor.
 - l. The Vendor must allow onsite security checks by RISP staff at the Vendor's facility for quality assurance.
7. Data Ownership and Use
- a. Vendor must agree and acknowledge that all information and data entered into the System is solely the property of RISP and the State of Rhode Island.
 - b. Vendor shall not use any of the data for any other purpose without the expressed written consent of RISP.

- c. Upon termination of contract, Vendor shall return all data to RISP in a format specified by RISP and delete any Rhode Island data from its system.
- d. Upon termination of contract, Vendor shall work with the State and RISP and any other organizations designated by the State or RISP to ensure an orderly transition of data, services, and responsibilities under the contract and to ensure the continuity of those services required by the State and RISP.

O. Implementation and Deployment

1. System must be up and fully operational no later than six (6) months from contract date.
2. Vendor must provide documentation demonstrating proficiency in regard to project implementation in each of the following areas:
 - a. Project Management
 - b. Initiating
 - c. Planning
 - d. Executing
 - e. Controlling
 - f. Closing
 - g. Change Management
 - h. Testing with emulators
 - i. Issue logs

P. Disaster Recovery Plan

1. Vendor shall provide disaster recovery services which meets a recovery point objective of 24 hours and a recovery time objective of 2 days.

Q. Data Conversion and Import

1. Vendor shall be responsible for the migration of RISOR's legacy data into the Vendor's Software System. Data conversion is an important part of this project. Legacy data is on RILETs on a server and information regarding data will be provided upon request.
2. Vendor shall be responsible for conducting data profiling, cleansing and migration as part of this project.
3. Vendor shall be responsible for the data services to cleanse and prepare the data from the source (legacy) system. Vendor shall develop a data conversion strategy and plan and manage the data conversion activities. Vendor shall also be responsible for analyzing the legacy data to develop data maps for the new System and for migrating the legacy data and testing the converted data.

R. Support

1. Vendor shall provide RISP with a dedicated representative available between the hours 8am-4:30pm EST, Monday through Friday.
2. Vendor shall provide a 24/7 application telephone help desk staffed by English speaking personnel located within the continental United States.
3. Vendor shall provide resolution of High Priority issues within 4 hours.
4. Vendor shall provide resolution of Medium Priority issues within 24 hours.
5. Vendor shall provide resolution to Low Priority issues within 8 business days.
6. Vendor shall provide Mapping/Geo Coding support personnel.

S. Training

1. Vendor shall provide initial onsite training at law enforcement locations to be determined by RISP.
2. Subsequent training may be onsite, by webinar, or by other means as agreed to by the Vendor and RISP.
3. Vendor shall provide retraining as necessary and requested by RISP in a manner to be agreed upon.

4. Vendor shall provide training in the form of an online tutorial which must be available throughout the life of the contract and must be easily accessible to users through their sign on.
5. Vendor shall provide training on new features as they are released.
6. Vendor shall provide a user manual either in printed or electronic format.

T. Reporting

1. Vendor shall provide RISP with a monthly report including at minimum the following information:
 - a. System uptime for the month
 - b. Response times to Technical Issues
 - c. System failover time
 - d. Requests for changes to Forms/Reports and the time to complete
 - e. Interactive Geo Repair requests and the time to complete
 - f. Disaster Recovery and the time to complete recovery process.

SECTION 4: PROPOSAL

A. Technical Proposal

Narrative and format: The proposal should address specifically each of the following elements:

1. **Staff Qualifications** – Provide staff resumes/CV and describe qualifications and experience of key staff who will be involved in this project, including their experience in the field of electronic operating system for statewide sex offender management. In addition, submit an organizational chart that includes each proposed staff person, along with their supervisor and each level of management between them and the chief executive of the organization. Any changes in staff must be mutually agreed upon and approved by RISP.
2. **Capability, Capacity, and Qualifications of the Offeror** - Please provide a detailed description of the Vendor's experience. Proposals must include no less than two brief descriptions of current and/or past successful installations of similar operating systems for statewide sex offender management used in the field of criminal justice and the geographical jurisdiction it was deployed in. A list of relevant client references (at least two, no more than five) must be provided, to include client/contact names, addresses, phone numbers, dates of service and types of services provided. Client list: Provide a list of all customers owning the proposed public-sector version and solution and indicate the status: live, currently being implemented, not yet implemented, project on hold, project canceled. Also, include which system(s) the client is integrating with (if applicable).
3. **Work Plan** – The expectation of the implementation timeline is under one year. We seek a vendor interested in partnering for a timely, efficient implementation. Describe in detail the framework within which requested services will be performed. This may be presented in the form of a sample project plan including timeline with duration as to each phase, sequence of

project deliverables and milestones. RISP will assign a Project Manager, who will be responsible for detailed requirements, configuration, customizing, testing, training and going live.

The vendor project manager is expected to host status meetings and milestone meetings (which can be determined by the RISP Project Manager). Vendors must describe the roles and skill sets that are expected to be provided by RISP to support successful implementation, along with the estimated time commitment expected of each role on the project. This should include IT staff, as well as subject matter experts, operational and administrative staff. Please use your own language as you see fit, to identify key roles, per your experience.

Vendor must provide a proposed high-level project plan and timeline that list milestones and duration. Vendor must provide the description of the steps it will take to create the required detailed project plan once the RFP is awarded.

- 4. Approach/Methodology** – Define the methodology to be used for the submission of billing information to clients as well as the process of generating billing statements and/or fee collection from a variety of clients. What procedures will be used to ensure accurate and timely collection of fees?

Must use comprehensive processes, tools, and techniques that apply to the lifecycles of the project: initiation, planning, execution, control and closing. Kick-off meeting, project plan, timelines, deliverables, communication with key stakeholders.

Please describe what project management tools/platforms will be utilized to facilitate collaboration, task completion and issue resolution. Please describe your approach to all phases of testing and responsibilities of each stakeholder. Please detail the various environments (instances) you typically support throughout the phases of an implementation and describe their use. Also describe what tools/methods your team will utilize to provide post go-live.

B. Cost Proposal

Detailed Budget and Budget Narrative: This project will be a fixed fee, time and material. All costs should be included in the proposed amount.

Provide a detailed cost proposal narrative for all anticipated costs of successful implementation of all deliverables outlined in this RFP. Include a budget and an explanation of the basis and rationale of the proposed cost structure. The budget must enumerate all licensed maintenance, and other cost required to maintain and operate the solution. The cost proposal should assume an initial contract period including implementation in one year and subsequent years of platform utilization of full functionality as required.

An item by item breakdown of cost shall be included in the RFP. Applicants shall submit the breakdown and demonstrate how the cost was determined. If there are any implementation fees associated with providing services to the RFP, the applicant shall identify each type of implementation fee to be charged. The cost proposal must describe the vendor's licensing structure (e.g., per user, license, subscription, contract volume). The budget narrative must include the following:

1. Milestone based payments, mapped to the workplan that the payment schedule accompanies.
2. All consulting, technical support, initial setup configuration, conversions, interface, training and any additional support required of the vendor to accomplish a successful 'go-live'.
3. Maintenance cost: Maintenance includes any software failures, malfunctions, defects and/or nonconformities which impair the RISP from normal processing of or problems.
4. Information regarding the hardware/software/database requirements for the client workstations and servers necessary to implement the proposal.
5. Information regarding items such as licensing, warranties, installation and any other costs associated with the project.

Alternative fee schedule proposals will be considered with an explanation of the benefits of any alternative approach. Cost proposal narratives must also include a separate section of pricing for any potential/required third party/partner integration.

C. ISBE Proposal

See Appendix A for information and the MBE, WBE, and/or Disability Business Enterprise Participation Plan form(s). Bidders are required to complete, sign and submit these forms with their overall proposal in a sealed envelope. Please complete separate forms for each MBE, WBE and/or Disability Business Enterprise subcontractor/supplier to be utilized on the solicitation.

SECTION 5: EVALUATION AND SELECTION

Proposals shall be reviewed by a technical evaluation committee ("TEC") comprised of staff from State agencies. The TEC first shall consider technical proposals.

Technical proposals must receive a minimum of 35 (78%) out of a maximum of 45 points to advance to the demonstration phase. Any vendor whose technical proposals scoring less than 35 points shall not be offered the opportunity for a demonstration, nor will they have the accompanying cost proposals opened and evaluated. The proposal will be dropped from further consideration.

Demonstrations may score a maximum of 25 points. Vendor’s total score after demonstration must be a minimum of 56 (80%) out of a maximum of 70 points to advance to the cost evaluation phase. Any technical proposals scoring less than 56 points shall not have the accompanying cost proposals opened and evaluated. The proposal will be dropped from further consideration.

Technical proposals scoring 56 points or higher will have the cost proposals evaluated and assigned up to a maximum of 30 points in cost category bringing the total potential evaluation score to 100 points. After total possible evaluation points are determined ISBE proposals shall be evaluated and assigned up to 6 bonus points for ISBE participation.

The Division of Purchases reserves the right to select the vendor(s) or firm(s) (“vendor”) that it deems to be most qualified to provide the goods and/or services as specified herein; and, conversely, reserves the right to cancel the solicitation in its entirety in its sole discretion.

Proposals shall be reviewed and scored based upon the following criteria:

Criteria	Possible Points
Staff Qualifications Capability, Capacity, and Qualifications of the Offeror	20 Points
Work Plan / Approach Proposed	25 Points
Total Possible Technical Points	45 Points
Demonstration	25 Points
Total Possible Technical & Demonstration Points	70 Points
Cost Proposal*	30 Points
ISBE Participation**	6 Bonus Points
Total Possible Points	106 Points

***Cost Proposal Evaluation:**

The vendor with the lowest cost proposal shall receive one hundred percent (100%) of the available points for cost. All other vendors shall be awarded cost points based upon the following formula:

$$(\text{lowest cost proposal} / \text{vendor's cost proposal}) \times \text{available points}$$

For example: If the vendor with the lowest cost proposal (Vendor A) bids \$65,000 and Vendor B bids \$100,000 for monthly costs and service fees and the total points available are thirty (30), Vendor B's cost points are calculated as follows:

$$\$65,000 / \$100,000 \times 30 = 19.5$$

****ISBE Participation Evaluation:**

a. Calculation of ISBE Participation Rate

1. ISBE Participation Rate for Non-ISBE Vendors. The ISBE participation rate for non-ISBE vendors shall be expressed as a percentage and shall be calculated by dividing the amount of non-ISBE vendor's total contract price that will be subcontracted to ISBEs by the non-ISBE vendor's total contract price. For example if the non-ISBE's total contract price is \$100,000.00 and it subcontracts a total of \$12,000.00 to ISBEs, the non-ISBE's ISBE participation rate would be 12%.
2. ISBE Participation Rate for ISBE Vendors. The ISBE participation rate for ISBE vendors shall be expressed as a percentage and shall be calculated by dividing the amount of the ISBE vendor's total contract price that will be subcontracted to ISBEs and the amount that will be self-performed by the ISBE vendor by the ISBE vendor's total contract price. For example if the ISBE vendor's total contract price is \$100,000.00 and it subcontracts a total of \$12,000.00 to ISBEs and will perform a total of \$8,000.00 of the work itself, the ISBE vendor's ISBE participation rate would be 20%.

b. Points for ISBE Participation Rate:

The vendor with the highest ISBE participation rate shall receive the maximum ISBE participation points. All other vendors shall receive ISBE participation points by applying the following formula:

$$\begin{aligned} & (\text{Vendor's ISBE participation rate} \div \text{Highest ISBE participation rate} \\ & \quad \times \text{Maximum ISBE participation points}) \end{aligned}$$

For example, assuming the weight given by the RFP to ISBE participation is 6 points, if Vendor A has the highest ISBE participation rate at 20% and Vendor B's ISBE participation rate is 12%, Vendor A will receive the maximum 6 points and Vendor B will receive $(12\% \div 20\%) \times 6$ which equals 3.6 points.

General Evaluation:

Points shall be assigned based on the vendor's clear demonstration of the ability to provide the requested goods and/or services. Vendors may be required to submit additional written information or be asked to make an oral presentation before the TEC to clarify statements made in the proposal.

SECTION 6. QUESTIONS

Questions concerning this solicitation must be e-mailed to the Division of Purchases at Robert.DeAngelis@purchasing.ri.gov no later than the date and time indicated on page one of this solicitation. No other contact with State parties is permitted. Please reference **RFP # 7598586** on all correspondence. Questions should be submitted in writing in a Microsoft Word attachment in a narrative format with no tables. Answers to questions received, if any, shall be posted on the Division of Purchases' website as an addendum to this solicitation. It is the responsibility of all interested parties to monitor the Division of Purchases website for any procurement related postings such as addenda. If technical assistance is required, call the Help Desk at (401) 574-8100.

SECTION 7. PROPOSAL CONTENTS

7. Proposals shall include the following:

- a. One completed and signed RIVIP Bidder Certification Cover Form (included in the original copy only) downloaded from the Division of Purchases website at www.purchasing.ri.gov. *Do not include any copies in the Technical or Cost proposals.*
- b. One completed and signed Rhode Island W-9 (included in the original copy only) downloaded from the Division of Purchases website at <http://www.purchasing.ri.gov/rivip/publicdocuments/fw9.pdf>. *Do not include any copies in the Technical or Cost proposals.*
- c. Two (2) completed original and copy versions, signed and sealed Appendix A. MBE, WBE, and/or Disability Business Enterprise Participation Plan. Please complete separate forms for each MBE/WBE or Disability Business Enterprise subcontractor/supplier to be utilized on the solicitation. *Do not include any copies in the Technical or Cost proposals.*
- d. Technical Proposal - describing the qualifications and background of the applicant and experience with and for similar projects, and all information described earlier in this solicitation. The technical proposal is limited to six (6) pages (this excludes any appendices and as appropriate, resumes of key staff that will provide services covered by this request).
 - a. One (1) Electronic copy on a CD-R, marked "Technical Proposal - Original".
 - a. One (1) printed paper copy, marked "Technical Proposal -Original" and signed.
 - b. Four (4) printed paper copies
- e. Cost Proposal - A separate, signed and sealed cost proposal reflecting the hourly rate, or other fee structure, proposed to complete all of the requirements of this project.

- f. One (1) Electronic copy on a CD-R, marked “Cost Proposal -Original”.
- 8. One (1) printed paper copy, marked “Cost Proposal -Original” and signed.
- g. Four (4) printed paper copies

8. Formatting of proposal response contents should consist of the following:

10. Formatting of CD-Rs – Separate CD-Rs are required for the technical proposal and cost proposal. All CD-Rs submitted must be labeled with:

- Vendor’s name
- RFP #
- RFP Title
- Proposal type (e.g., technical proposal or cost proposal)
- If file sizes require more than one CD-R, multiple CD-Rs are acceptable. Each CD-R must include the above labeling and additional labeling of how many CD-Rs should be accounted for (e.g., 3 CD-Rs are submitted for a technical proposal and each CD-R should have additional label of ‘1 of 3’ on first CD-R, ‘2 of 3’ on second CD-R, ‘3 of 3’ on third CD-R).

Vendors are responsible for testing their CD-Rs before submission as the Division of Purchase’s inability to open or read a CD-R may be grounds for rejection of a Vendor’s proposal. All files should be readable and readily accessible on the CD-Rs submitted with no instructions to download files from any external resource(s). If a file is partial, corrupt or unreadable, the Division of Purchases may consider it “non-responsive”. USB Drives or any other electronic media shall not be accepted. Please note that CD-Rs submitted, shall not be returned.

11. Formatting of written documents and printed copies:

- a. For clarity, the technical proposal shall be typed. These documents shall be single-spaced with 1” margins on white 8.5”x 11” paper using a font of 12 point Calibri or 12 point Times New Roman.
- b. All pages on the technical proposal are to be sequentially numbered in the footer, starting with number 1 on the first page of the narrative (this does not include the cover page or table of contents) through to the end, including all forms and attachments. The Vendor’s name should appear on every page, including attachments. Each attachment should be referenced appropriately within the proposal section and the attachment title should reference the proposal section it is applicable to.
- a. The cost proposal shall be typed using the formatting provided on the provided template.
 - c. Printed copies are to be only bound with removable binder clips.

SECTION 8. PROPOSAL SUBMISSION

Interested vendors must submit proposals to provide the goods and/or services covered by this RFP on or before the date and time listed on the cover page of this solicitation. Responses received

after this date and time, as registered by the official time clock in the reception area of the Division of Purchases, shall not be accepted.

Proposals should be mailed or hand-delivered in a sealed envelope marked “**RFP# 7598586 Electronic Operating System for Statewide Sex Offender Management**” to:

RI Dept. of Administration
Division of Purchases, 2nd floor
One Capitol Hill
Providence, RI 02908-5855

NOTE: Proposals received after the above-referenced due date and time shall not be accepted. Proposals misdirected to other State locations or those not presented to the Division of Purchases by the scheduled due date and time shall be determined to be late and shall not be accepted. Proposals faxed, or emailed, to the Division of Purchases shall not be accepted. The official time clock is in the reception area of the Division of Purchases.

SECTION 9. CONCLUDING STATEMENTS

Notwithstanding the above, the Division of Purchases reserves the right to award on the basis of cost alone, to accept or reject any or all proposals, and to award in the State’s best interest.

Proposals found to be technically or substantially non-responsive at any point in the evaluation process will be rejected and not considered further.

If a Vendor is selected for an award, no work is to commence until a purchase order is issued by the Division of Purchases.

The State’s General Conditions of Purchase contain the specific contract terms, stipulations and affirmations to be utilized for the contract awarded for this RFP. The State’s General Conditions of Purchases can be found at the following URL: <https://www.purchasing.ri.gov/RIVIP/publicdocuments/ATTA.pdf>.

APPENDIX A. PROPOSER ISBE RESPONSIBILITIES AND MBE, WBE, AND/OR DISABILITY BUSINESS ENTERPRISE PARTICIPATION FORM

5. Proposer's ISBE Responsibilities (from 150-RICR-90-10-1.7.E)

1. Proposal of ISBE Participation Rate. Unless otherwise indicated in the RFP, a Proposer must submit its proposed ISBE Participation Rate in a sealed envelope or via sealed electronic submission at the time it submits its proposed total contract price. The Proposer shall be responsible for completing and submitting all standard forms adopted pursuant to 105-RICR-90-10-1.9 and submitting all substantiating documentation as reasonably requested by either the Using Agency's MBE/WBE Coordinator, Division, ODEO, or Governor's Commission on Disabilities including but not limited to the names and contact information of all proposed subcontractors and the dollar amounts that correspond with each proposed subcontract.
2. Failure to Submit ISBE Participation Rate. Any Proposer that fails to submit a proposed ISBE Participation Rate or any requested substantiating documentation in a timely manner shall receive zero (0) ISBE participation points.
3. Execution of Proposed ISBE Participation Rate. Proposers shall be evaluated and scored based on the amounts and rates submitted in their proposals. If awarded the contract, Proposers shall be required to achieve their proposed ISBE Participation Rates. During the life of the contract, the Proposer shall be responsible for submitting all substantiating documentation as reasonably requested by the Using Agency's MBE/WBE Coordinator, Division, ODEO, or Governor's Commission on Disabilities including but not limited to copies of purchase orders, subcontracts, and cancelled checks.
4. Change Orders. If during the life of the contract, a change order is issued by the Division, the Proposer shall notify the ODEO of the change as soon as reasonably possible. Proposers are required to achieve their proposed ISBE Participation Rates on any change order amounts.
5. Notice of Change to Proposed ISBE Participation Rate. If during the life of the contract, the Proposer becomes aware that it will be unable to achieve its proposed ISBE Participation Rate, it must notify the Division and ODEO as soon as reasonably possible. The Division, in consultation with ODEO and Governor's Commission on Disabilities, and the Proposer may agree to a modified ISBE Participation Rate provided that the change in circumstances was beyond the control of the Proposer or the direct result of an unanticipated reduction in the overall total project cost.

6. MBE, WBE, AND/OR Disability Business Enterprise Participation Plan Form:

Attached is the MBE, WBE, and/or Disability Business Enterprise Participation Plan form. Bidders are required to complete, sign and submit with their overall proposal in a sealed envelope. Please complete separate forms for each MBE, WBE and/or Disability Business Enterprise subcontractor/supplier to be utilized on the solicitation.



**STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS
DEPARTMENT OF ADMINISTRATION
ONE CAPITOL HILL
PROVIDENCE, RHODE ISLAND 02908**

MBE, WBE, and/or DISABILITY BUSINESS ENTERPRISE PARTICIPATION PLAN

Bidder's Name:

Bidder's Address:

Point of Contact:

Telephone:

Email:

Solicitation No.:

Project Name:

This form is intended to capture commitments between the prime contractor/vendor and MBE/WBE and/or Disability Business Enterprise subcontractors and suppliers, including a description of the work to be performed and the percentage of the work as submitted to the prime contractor/vendor. Please note that all MBE/WBE subcontractors/suppliers must be certified by the Office of Diversity, Equity and Opportunity MBE Compliance Office and all Disability Business Enterprises must be certified by the Governor's Commission on Disabilities at time of bid, and that MBE/WBE and Disability Business Enterprise subcontractors must self-perform 100% of the work or subcontract to another RI certified MBE in order to receive participation credit. Vendors may count 60% of expenditures for materials and supplies obtained from an MBE certified as a regular dealer/supplier, and 100% of such expenditures obtained from an MBE certified as a manufacturer. This form must be completed in its entirety and submitted at time of bid. **Please complete separate forms for each MBE/WBE or Disability Business Enterprise subcontractor/supplier to be utilized on the solicitation.**

Name of Subcontractor/Supplier:				
Type of RI Certification:	<input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> Disability Business Enterprise			
Address:				
Point of Contact:				
Telephone:				
Email:				
Detailed Description of Work To Be Performed by Subcontractor or Materials to be Supplied by Supplier:				
Total Contract Value (\$):		Subcontract Value (\$):		ISBE Participation Rate (%):
Anticipated Date of Performance:				

I certify under penalty of perjury that the forgoing statements are true and correct.

Prime Contractor/Vendor Signature

Title

Date

Subcontractor/Supplier Signature

Title

Date

M/W/Disability Business Enterprise Utilization Plan - RFPs - Rev. 5/24/2017

Purchases to fill-in