

SECTION B: SUPPLIES OR SERVICES AND PRICE

B.1 The Government of the District of Columbia, Office of Contracting and Procurement, on behalf of The Metropolitan Police Department (the District) is seeking a contractor to provide the following systems: Incident Management System (IMS) and an Automated Field Reporting System (AFRS).

B.2 The District contemplates award of a Firm Fixed Price (FFP) contract.

B.3 PRICE SCHEDULE – FIRM FIXED PRICE

Contract Line Item No. (CLIN)	Item Description	Price
0001 (Base Year - 8 Months)	Develop, configure and implement IMS, and ARFS modules, integrate and deploy activities including daily operations, maintenance and migration of existing data from legacy system as described in C.3.1 thru C.5.17 of the SOW.	
0001AA	Plan & Project Schedule Validation and Finalization of module requirements (see Attachments A&B). Design IMS and AFRS modules in relation to overall RMS and in compliance with requirements, database schema and technical standards. Development and integration of IMS and AFRS modules in relation to overall Records Management System (RMS) and in compliance with requirements, database schema and technical standards. Implementation of systems' functionality tests Implementation of user functionality tests End of year testing of IMS and AFRS modules Deployment of system Maintenance Support Services Total CLIN 0001 (Base Year)	\$ _____

B.3 PRICE SCHEDULE – FIRM FIXED PRICE

Contract Line Item No. (CLIN)	Item Description	Price
1001 (Option Period 1 – 12 months)	Incident Management System and Field Reporting System Modules	
1001AA	Maintenance Support Service IAW paragraph C.3.6 of SOW.	\$ _____
1001AB	License Agreement IAW paragraph C.3.5 of SOW	\$ _____
	Total CLIN 1001 (Option Period One)	\$ _____

B.3 PRICE SCHEDULE – FIRM FIXED PRICE

Contract Line Item No. (CLIN)	Item Description	Price
2001 (Option Period 1 – 12 months)	Incident Management System and Field Reporting System Modules	
2001AA	Maintenance Support Service IAW paragraph C.3.6 of SOW.	\$ _____
2001AB	License Agreement IAW paragraph C.3.5 of SOW	\$ _____
	Total CLIN 2001 (Option Period One)	\$ _____

B.3 PRICE SCHEDULE – FIRM FIXED PRICE

Contract Line Item No. (CLIN)	Item Description	Price
3001 (Option Period 1 – 12 months)	Incident Management System and Field Reporting System Modules	
3001AA	Maintenance Support Service IAW paragraph C.3.6 of SOW.	\$ _____
3001AB	License Agreement IAW paragraph C.3.5 of SOW	\$ _____
	Total CLIN 3001 (Option Period One)	\$ _____

B.3 PRICE SCHEDULE – FIRM FIXED PRICE

Contract Line Item No. (CLIN)	Item Description	Price
4001 (Option Period 1 – 12 months)	Incident Management System and Field Reporting System Modules	
4001AA	Maintenance Support Service IAW paragraph C.3.6 of SOW.	\$ _____
4001AB	License Agreement IAW paragraph C.3.5 of SOW	\$ _____
	Total CLIN 4001 (Option Period One)	\$ _____

Total Amount Base of Period: \$ _____

Total Amount Option Period One: \$ _____

Total Amount Option Period Two: \$ _____

Total Amount Option Period One: \$ _____

Total Amount Option Period Two: \$ _____

Grand Total Amount: \$ _____

3.4 Designation of Solicitation for the Small Business Set Aside Market Only

This Invitation for Bids or Request for Proposals is designated for certified business enterprise (CBE) Offerors only under the provisions of the “Small, Local, and Disadvantaged Business Enterprise Development and Assistance Act of 2005” (the Act), Title II, Subtitle N, of the “Fiscal Year 2006 Budget Support Act of 2005”, D.C. Law 16-33, effective October 20, 2005.

An CBE must be certified as small in the procurement category of “Goods and Equipment and General Services” in order to be eligible to submit a bid or proposal in response to this solicitation.

SECTION C: SPECIFICATIONS/WORK STATEMENT

C.1 SCOPE:

The development of an Incident Management System (IMS) and Automated Field Reporting System (AFRS) are the subjects of this Statement of Work (SOW). The IMS will allow MPD to manage information generated from all requests for service in a uniform and standard manner. The AFRS will revolutionize the manner in which MPD captures and records detailed information as it relates to these requests for service. The integration of all of these modules into a comprehensive RMS will allow MPD to be able to effectively manage, store, retrieve and share the information that it has collected from the resulting events and other MPD activities.

C.2 BACKGROUND

The Metropolitan Police Department of the District of Columbia's (MPD) Office of the Chief Information Officer has a variety of systems that are nearing the end of their life cycles and require immediate upgrade and replacement. MPD has developed specific requirements for a comprehensive Records Management System (RMS) that will provide a more streamlined and automated process while still providing data access to our local, regional and national partners. The new RMS will include several modules and will represent a significant improvement in the way MPD collects, processes, manages and shares law enforcement information.

C.3 GENERAL REQUIREMENTS

- C.3.1 Monthly reports are required throughout the duration of the development effort until the final deliverable is accepted by MPD.
- C.3.2 The Contractor shall provide necessary services for the successful development of the specified modules and other deliverables.
- C.3.3 MPD shall retain all rights to source code and/or "application programs". Said source code and/or application programs developed or modified specifically for this engagement shall be put in escrow through the terms of the contract.
- C.3.4 MPD shall retain rights to all data and intellectual property resulting from this engagement.
- C.3.5 The Contractor shall provide twelve (12) months warranty of product after installation.
- C.3.6 The Contractor shall provide twelve (12) months maintenance support between the hours of 08:00 a.m. to 08:00 p.m. Eastern Standard Time for support of the system after installation.
- C.3.7 Activities shall include all necessary efforts for life-cycle development within a JAD/RAD environment, including, but not limited to the deliverables in C.6.

C.3.8 The Contractor shall obtain MPD acceptance for each deliverable prior to moving forward with the next deliverable.

C.3.9 The Contractor shall coordinate all activities with other participants in this project, the RMS and other related MPD technology projects.

C.4 SELECT INCIDENT MANAGEMENT SYSTEM REQUIREMENTS

(A more complete list is provided in Attachment A)

C.4.1 The IMS must support electronic routing, approval and digital signatures.

C.4.2 The IMS must support MPD's standard business operations forms.

C.4.3 The IMS must support electronic collection, capture and transfer of information.

C.4.4 The IMS must be web-enabled.

C.4.5 The IMS must support relational database and adhere to the MPD RMS schema.

C.4.6 The IMS must support MPD standard mobile platforms (i.e., laptops).

C.4.7 The IMS must integrate with computer-aided dispatch systems (e.g., Intergraph CAD, Motorola).

C.4.8 The IMS must support a unique identifier for each person.

C.4.9 The IMS must support copying or moving data from one field to another without reentry.

C.4.10 The IMS must support multiple arrests per person.

C.4.11 The IMS must support NIBRS and UCR statute codes and counting schemes.

C.4.12 The IMS must allow for modification to offense codes.

C.4.13 The IMS must allow for multiple supplemental reports to be entered on the same case simultaneously.

C.4.14 The IMS must have a reporting module.

C.4.15 The IMS must allow for integration with standard information technology systems

C.4.16 The IMS must integrate with standard RMS technology systems.

C.5 SELECT AUTOMATED FIELD REPORTING SYSTEM REQUIREMENTS

(A more complete list is provided in Attachment B)

- C.5.1 The AFRS must allow a user to begin any RMS-supported report from the field by providing access to the appropriate forms.
- C.5.2 The AFRS must allow the user to upload a partial or complete report to the RMS server at any time.
- C.5.3 The AFRS must support electronic routing, approval and digital signatures.
- C.5.4 The AFRS must support MPD's standard business operations forms.
- C.5.5 The AFRS must support electronic collect, capture and transfer of information.
- C.5.6 The AFRS must be web-enabled.
- C.5.7 The AFRS must support relational databases and adhere to the MPD RMS schema.
- C.5.8 The AFRS must support MPD standard mobile platforms (i.e. laptops).
- C.5.9 The AFRS must integrate with computer-aided dispatch systems (e.g., Intergraph CAD, Motorola).
- C.5.10 The AFRS must support a unique identifier for each person.
- C.5.11 The AFRS must support copying or moving data from one field to another without reentry.
- C.5.12 The AFRS must allow for multiple supplemental reports to be entered on the same case simultaneously.
- C.5.13 The user interface for the Field Reporting module shall resemble the desktop application.
- C.5.14 The system administrator shall determine the types of queries and searches that may be conducted by a field module so as not to overload the communication channel.
- C.5.15 The AFRS must provide a command for the user that lists all incomplete reports that are the user's responsibility to complete.
- C.5.16 The AFRS must route completed reports for approval according to previously defined criteria.
- C.5.17 The AFRS must integrate with standard RMS technology systems.

C.6 DELIVERABLES***C.6.1 The Contractor shall provide the following deliverables to MPD.***

Summary of Deliverables	Estimated Time from Contract Award
A – Project Plan & Project Schedule	15 days
B – Validation and finalization of module requirements (see Attachments A & B)	30-45 days
C – Design of IMS and AFRS modules in relation to overall RMS and in compliance with requirements, database schema and technical standards.	45-60 days
D – Development and integration of IMS and AFRS modules in relation to overall RMS and in compliance with requirements, database schema and technical standards.	120 days
E – Implementation of systems' functionality tests	120 days
F – Implementation of user functionality tests	120 days
G – End-to-end testing of IMS and AFRS modules	120 days
H – Deployment of system	240 days

SECTION D: PACKAGING AND MARKING

The packaging and marking requirements for the resultant contract shall be governed by clause number (2), Shipping Instructions-Consignment, of the Government of the District of Columbia's Standard Contract Provisions for use with Supplies and Services Contracts, dated March 2007.

SECTION E: INSPECTION AND ACCEPTANCE

The inspection and acceptance requirements for the resultant contract shall be governed by clause number six *(6), Inspection of Services, of the Government of the District of Columbia's Standard Contract Provisions for use with Supplies and Services Contracts, dated March 2007.

SECTION F: DELIVERIES OR PERFORMANCE

F.1 TERM OF CONTRACT

The term of the contract shall be for a base period of eight (8) months from the date of the award.

F.2 OPTION TO EXTEND THE TERM OF THE CONTRACT

F.2.1 The District may extend the term of this contract for four (4) option periods. Each option period will be for twelve (12) months, or successive fractions thereof, by written notice to the Contractor before the expiration of the contract; provided that the District will give the Contractor a preliminary written notice of its intent to extend at least thirty (30) days before the contract expires. The preliminary notice does not commit the District to an extension. The exercise of this option is subject to the availability of funds at the time of the exercise of this option. The Contractor may waive the thirty (30) day preliminary notice requirement by providing a written waiver to the Contracting Officer prior to expiration of the contract.

F.2.2 If the District exercises this option, the extended contract shall be considered to include this option provision.

F.2.3 The price for the option period shall be as specified in the contract.

F.2.4 The total duration of this contract, including the exercise of any options under this clause, shall not exceed fifty-six (56) months.

F.3 DELIVERABLES

F.3.1 Reference Sections C.6.1.

F.3.2 The Contractor Required Documents:

Where documents are required from contractor, five (5) printed copies of written documents or other evidence of deliverables shall be provided to MPD using standard Microsoft Office Suite applications (or other MPD-established project management standards tools), unless otherwise agreed to. The deliverable shall also be accompanied by an electronic copy (on disk or CD or **via email**) of the document.

F.3.2.1 If documents are prepared in PowerPoint or other graphical presentation, the deliverable shall include the required formats (printed + electronic copy of originals file) PLUS an additional electronic file which has been converted to a format suitable for electronic distribution (example PDF format).

F.3.2.2 Copies shall be filed both with the MPD Program Manager for incorporation into the overall program files and with the Contracts Management Officer as required for delivery verification.

F.3.3 Record Retention:

F.3.3.1 Electronic and paper documents, forms, survey instruments, background materials secured as part of this contract shall be considered the property of the District of Columbia.

F.3.3.2 Contractor shall periodically review these resource materials with the COTR and establish file and retention plans.

F.3.3.3 No later than fourteen (14) days before the close-out of the contract, the contractor shall review with the COTR all project-related materials.

F.3.4 The Contractor shall submit to the District, as a deliverable, the report described in section H.5.5 of this contract that is required by the 51% District Residents New Hires Requirements and First Source Employment Agreement. If the Contractor does not submit the report as part of the deliverables, final payment to the Contractor may not be paid.

SECTION G : CONTRACT ADMINISTRATION DATA

G.1 INVOICE PAYMENT

G.1.1 The District will make payments to the Contractor, upon the submission of proper invoices, at the prices stipulated in this contract, for supplies delivered and accepted or services performed and accepted, less any discounts, allowances or adjustments provided for in this contract.

G.1.2 The District will pay the Contractor on or before the 30th day after receiving a proper invoice from the Contractor.

G.2 INVOICE SUBMITTAL

G.2.1 The Contractor shall submit proper invoices on a monthly basis or as otherwise specified in Section G.4. Invoices shall be prepared in duplicate and submitted to the agency Chief Financial Officer (CFO) with concurrent copies to the Contracting Officer's Technical Representative (COTR) specified in Section G.9 below. The address of the CFO is:

Office of the Controller/Agency Fiscal Officer, Rosanne Etinoff
300 Indiana Ave, Room 4106
Washington, DC 20721
202-727-4317

G.2.2 To constitute a proper invoice, the Contractor shall submit the following information on the invoice:

G.2.2.1 Contractor's name, federal tax ID and invoice date (Contractors shall date invoices as of the date of mailing or transmittal);

G.2.2.2 Contract number and invoice number;

G.2.2.3 Description, price, quantity and the date(s) that the supplies or services were delivered or performed;

G.2.2.4 Other supporting documentation or information, as required by the Contracting Officer;

G.2.2.5 Name, title, telephone number and complete mailing address of the responsible official to whom payment is to be sent;

G.2.2.6 Name, title, phone number of person preparing the invoice;

G.2.2.7 Name, title, phone number and mailing address of person (if different from the person identified in G.2.2.6 above) to be notified in the event of a defective invoice; and

G.2.2.8 Authorized signature.

G.3 FIRST SOURCE AGREEMENT REQUEST FOR FINAL PAYMENT

G.3.1 For contracts subject to the 51% District Residents New Hires Requirements and First Source Employment Agreement requirements, final request for payment must be accompanied by the report or a waiver of compliance discussed in section H.5.5.

G.3.2 No final payment shall be made to the Contractor until the CFO has received the Contracting Officer's final determination or approval of waiver of the Contractor's compliance with 51% District Residents New Hires Requirements and First Source Employment Agreement requirements.

G.4 PAYMENT

Contractor shall be paid for items identified in Section B upon delivery and acceptance by The District.

The District will pay the full amount due to the Contractor under this contract after:

- a) Completion and acceptance of all work; and
- b) Presentation of a properly executed invoice.

G.5 ASSIGNMENT OF CONTRACT PAYMENTS

G.5.1 In accordance with 27 DCMR 3250, the Contractor may assign funds due or to become due as a result of the performance of this contract to a bank, trust company, or other financing institution.

G.5.2 Any assignment shall cover all unpaid amounts payable under this contract, and shall not be made to more than one party.

G.5.3 Notwithstanding an assignment of contract payments, the Contractor, not the assignee, is required to prepare invoices. Where such an assignment has been made, the original copy of the invoice must refer to the assignment and must show that payment of the invoice is to be made directly to the assignee as follows:

Pursuant to the instrument of assignment dated _____,
make payment of this invoice to _____
(name and address of assignee).

G.6 THE QUICK PAYMENT CLAUSE

G.6.1 Interest Penalties to Contractors

G.6.1.1 The District will pay interest penalties on amounts due to the Contractor under the Quick Payment Act, D.C. Official Code §2-221.01 et seq., for the period beginning on the day after the required payment date and ending on the date on which payment of the amount is

Incident Management System/Automated Field Reporting System

made. Interest shall be calculated at the rate of 1% per month. No interest penalty shall be paid if payment for the completed delivery of the item of property or service is made on or before:

- a) the 3rd day after the required payment date for meat or a meat product;
- b) the 5th day after the required payment date for an agricultural commodity; or
- c) the 15th day after the required payment date for any other item.

G.6.1.2 Any amount of an interest penalty which remains unpaid at the end of any 30-day period shall be added to the principal amount of the debt and thereafter interest penalties shall accrue on the added amount.

G.6.2 Payments to Subcontractors

G.6.2.1 The Contractor must take one of the following actions within 7 days of receipt of any amount paid to the Contractor by the District for work performed by any subcontractor under a contract:

- a) Pay the subcontractor for the proportionate share of the total payment received from the District that is attributable to the subcontractor for work performed under the contract; or
- b) Notify the District and the subcontractor, in writing, of the Contractor's intention to withhold all or part of the subcontractor's payment and state the reason for the nonpayment.

G.6.2.2 The Contractor must pay any lower-tier subcontractor or supplier interest penalties on amounts due to the subcontractor or supplier beginning on the day after the payment is due and ending on the date on which the payment is made. Interest shall be calculated at the rate of 1% per month. No interest penalty shall be paid on the following if payment for the completed delivery of the item of property or service is made on or before:

- a) the 3rd day after the required payment date for meat or a meat product;
- b) the 5th day after the required payment date for an agricultural commodity; or
- c) the 15th day after the required payment date for any other item.

G.6.2.3 Any amount of an interest penalty which remains unpaid by the Contractor at the end of any 30-day period shall be added to the principal amount of the debt to the subcontractor and thereafter interest penalties shall accrue on the added amount.

G.6.2.4 A dispute between the Contractor and subcontractor relating to the amounts or entitlement of a subcontractor to a payment or a late payment interest penalty under the Quick Payment Act does not constitute a dispute to which the District of Columbia is a party. The District of Columbia may not be interpleaded in any judicial or administrative proceeding involving such a dispute.

G.7 CONTRACTING OFFICER (CO)

Contracts will be entered into and signed on behalf of the District only by contracting officers. The name, address and telephone number of the Contracting Officer is:

Annie R. Watkins, Contracting Officer
Office of Contracting and Procurement (OCTO)
441 - 4th Street, N.W., 9th Floor
Washington, DC 20001
202/727-5274 Office
202/727-1679 Fax
annie.watkins@dc.gov

G.8 AUTHORIZED CHANGES BY THE CONTRACTING OFFICER

G.8.1 The Contracting Officer is the only person authorized to approve changes in any of the requirements of this contract.

G.8.2 The Contractor shall not comply with any order, directive or request that changes or modifies the requirements of this contract, unless issued in writing and signed by the Contracting Officer.

G.8.3 In the event the Contractor effects any change at the instruction or request of any person other than the Contracting Officer, the change will be considered to have been made without authority and no adjustment will be made in the contract price to cover any cost increase incurred as a result thereof.

G.9 CONTRACTING OFFICER'S TECHNICAL REPRESENTATIVE (COTR)

G.9.1 The COTR is responsible for general administration of the contract and advising the Contracting Officer as to the Contractor's compliance or noncompliance with the contract. In addition, the COTR is responsible for the day-to-day monitoring and supervision of the contract, of ensuring that the work conforms to the requirements of this contract and such other responsibilities and authorities as may be specified in the contract. The COTR for this contract is:

Travis Hudnall
CTO, Metropolitan Police Department
300 Indiana Ave. NW
Washington, D.C. 20001

G.9.2 The COTR shall not have authority to make any changes in the specifications or scope of work or terms and conditions of the contract.

- G.9.3** The Contractor may be held fully responsible for any changes not authorized in advance, in writing, by the Contracting Officer; may be denied compensation or other relief for any additional work performed that is not so authorized; and may also be required, at no additional cost to the District, to take all corrective action necessitated by reason of the unauthorized changes.
- G.9.4** The Contracting Officer's Technical Representative (COTR), unless the representative expressly assigns a designee, is responsible for oversight and acceptance on all matters pertaining to the contract performance, other than those reserved to the Contracting Officer.
- G.9.5** The District reserves the right to interview and otherwise verify qualifications of proposed contractor staff and reject any proposed candidates who do not meet District's requirements. Candidate Consultant expertise and relevant background and skills is the primary consideration.
- G.9.6** Contractor acknowledges that the District may direct the contractor to remove any contractor staff that the District finds unacceptable, and the contractor shall immediately remove (and replace with new individual satisfactory to the District, if requested) such personnel. Contractor shall notify the District no less than 30 days in advance of any proposed change in personnel associated with this contract. The District reserves the right to review, interview and/or approve any proposed replacement candidates.

SECTION H: SPECIAL CONTRACT REQUIREMENTS

H.1 HIRING OF DISTRICT RESIDENTS AS APPRENTICES AND TRAINEES

H.1.1 For all new employment resulting from this contract or subcontracts hereto, as defined in Mayor's Order 83-265 and implementing instructions, the Contractor shall use its best efforts to comply with the following basic goal and objectives for utilization of bona fide residents of the District of Columbia in each project's labor force:

H.1.1.1 At least fifty-one (51) percent of apprentices and trainees employed shall be residents of the District of Columbia registered in programs approved by the District of Columbia Apprenticeship Council.

H.1.2 The Contractor shall negotiate an Employment Agreement with the DOES for jobs created as a result of this contract. The DOES shall be the Contractor's first source of referral for qualified apprentices and trainees in the implementation of employment goals contained in this clause.

H.2 DEPARTMENT OF LABOR WAGE DETERMINATIONS

The Contractor shall be bound by the Wage Determination (*No. 2005-2103, Revision No 6, May 29, 2008*), issued by the U.S. Department of Labor in accordance with the Service Contract Act (41 U.S.C. 351 et seq.) and incorporated herein as Section J.1.1 of this solicitation. The Contractor shall be bound by the wage rates for the term of the contract. If an option is exercised, the Contractor shall be bound by the applicable wage rate at the time of the option. If the option is exercised and the Contracting Officer obtains a revised wage determination, the revised wage determination is applicable for the option periods and the Contractor may be entitled to an equitable adjustment.

H.3 PUBLICITY

The Contractor shall at all times obtain the prior written approval from the Contracting Officer before it, any of its officers, agents, employees or subcontractors, either during or after expiration or termination of the contract, make any statement, or issue any material, for publication through any medium of communication, bearing on the work performed or data collected under this contract.

H.4 FREEDOM OF INFORMATION ACT

The District of Columbia Freedom of Information Act, at D.C. Official Code § 2-532 (a-3), requires the District to make available for inspection and copying any record produced or collected pursuant to a District contract with a private contractor to perform a public function, to the same extent as if the record were maintained by the agency on whose behalf the contract is made. If the Contractor receives a request for such information, the Contractor shall immediately send the request to the COTR designated in subsection G.9 who will provide the request to the FOIA Officer for the agency with programmatic

responsibility in accordance with the D.C. Freedom of Information Act. If the agency with programmatic responsibility receives a request for a record maintained by the Contractor pursuant to the contract, the COTR will forward a copy to the Contractor. In either event, the Contractor is required by law to provide all responsive records to the COTR within the timeframe designated by the COTR. The FOIA Officer for the agency with programmatic responsibility will determine the release of the records. The District will reimburse the Contractor for the costs of searching and copying the records in accordance with D.C. Official Code §2-532 and Chapter 4 of Title 1 of the *D.C. Municipal Regulations*.

H.5 51% DISTRICT RESIDENTS NEW HIRES REQUIREMENTS AND FIRST SOURCE EMPLOYMENT AGREEMENT

H.5.1 The Contractor shall comply with the First Source Employment Agreement Act of 1984, as amended, D.C. Official Code §2-219.01 *et seq.* (“First Source Act”).

H.5.2 The Contractor shall enter into and maintain, during the term of the contract, a First Source Employment Agreement, (Section J.2.4) in which the Contractor shall agree that:

- (1) The first source for finding employees to fill all jobs created in order to perform this contract shall be the Department of Employment Services (“DOES”); and
- (2) The first source for finding employees to fill any vacancy occurring in all jobs covered by the First Source Employment Agreement shall be the First Source Register.

H.5.3 The Contractor shall submit to DOES, no later than the 10th each month following execution of the contract, a First Source Agreement Contract Compliance Report (“contract compliance report”) verifying its compliance with the First Source Agreement for the preceding month. The contract compliance report for the contract shall include the:

- (1) Number of employees needed;
- (2) Number of current employees transferred;
- (3) Number of new job openings created;
- (4) Number of job openings listed with DOES;
- (5) Total number of all District residents hired for the reporting period and the cumulative total number of District residents hired; and
- (6) Total number of all employees hired for the reporting period and the cumulative total number of employees hired, including:
 - (a) Name;
 - (b) Social security number;
 - (c) Job title;
 - (d) Hire date;
 - (e) Residence; and
 - (f) Referral source for all new hires.

H.5.4 If the contract amount is equal to or greater than \$100,000, the Contractor agrees that 51% of the new employees hired for the contract shall be District residents.

H.5.5 With the submission of the Contractor’s final request for payment from the District, the Contractor shall:

- (1) Document in a report to the Contracting Officer its compliance with the section H.5.4 of this clause; or
- (2) Submit a request to the Contracting Officer for a waiver of compliance with section H.5.4 and include the following documentation:
 - (a) Material supporting a good faith effort to comply;
 - (b) Referrals provided by DOES and other referral sources;
 - (c) Advertisement of job openings listed with DOES and other referral sources; and
 - (d) Any documentation supporting the waiver request pursuant to section H.5.6.

H.5.6 The Contracting Officer may waive the provisions of section H.5.4 if the Contracting Officer finds that:

- (1) A good faith effort to comply is demonstrated by the Contractor;
- (2) The Contractor is located outside the Washington Standard Metropolitan Statistical Area and none of the contract work is performed inside the Washington Standard Metropolitan Statistical Area which includes the District of Columbia; the Virginia Cities of Alexandria, Falls Church, Manassas, Manassas Park, Fairfax, and Fredericksburg, the Virginia Counties of Fairfax, Arlington, Prince William, Loudoun, Stafford, Clarke, Warren, Fauquier, Culpeper, Spotsylvania, and King George; the Maryland Counties of Montgomery, Prince Georges, Charles, Frederick, and Calvert; and the West Virginia Counties of Berkeley and Jefferson.
- (3) The Contractor enters into a special workforce development training or placement arrangement with DOES; or
- (4) DOES certifies that there are insufficient numbers of District residents in the labor market possessing the skills required by the positions created as a result of the contract.

H.5.7 Upon receipt of the contractor's final payment request and related documentation pursuant to sections H.5.5 and H.5.6, the Contracting Officer shall determine whether the Contractor is in compliance with section H.5.4 or whether a waiver of compliance pursuant to section H.5.6 is justified. If the Contracting Officer determines that the Contractor is in compliance, or that a waiver of compliance is justified, the Contracting Officer shall, within two business days of making the determination forward a copy of the determination to the Agency Chief Financial Officer and the COTR.

H.5.8 Willful breach of the First Source Employment Agreement, or failure to submit the report pursuant to section H.5.5, or deliberate submission of falsified data, may be enforced by the Contracting Officer through imposition of penalties, including monetary fines of 5% of the total amount of the direct and indirect labor costs of the contract. The Contractor shall make payment to DOES. The Contractor may appeal to the D.C. Contract Appeals Board as provided in the contract any decision of the Contracting Officer pursuant to this section H.5.8.

H.5.9 The provisions of sections H.5.4 through H.5.8 do not apply to nonprofit organizations.

H.6 PROTECTION OF PROPERTY:

The Contractor shall be responsible for any damage to the building, interior, or their approaches in delivering equipment covered by this contract.

H.7 AMERICANS WITH DISABILITIES ACT OF 1990 (ADA)

During the performance of the contract, the Contractor and any of its subcontractors shall comply with the ADA. The ADA makes it unlawful to discriminate in employment against a qualified individual with a disability.

See 42 U.S.C. §12101 et seq.

H.8 SECTION 504 OF THE REHABILITATION ACT OF 1973, as amended.

During the performance of the contract, the Contractor and any of its subcontractors shall comply with Section 504 of the Rehabilitation Act of 1973, as amended. This Act prohibits discrimination against disabled people in federally funded program and activities. See 29 U.S.C. §794 et seq.

H.9 CONTRACTOR RESPONSIBILITIES

H.9.1 DELIVERY OF WORK PRODUCT/INSTRUCTION FROM COTR

The Contractor shall follow the procedures and rules of the Government of the District of Columbia, and additional instructions that the District COTR may direct. During performance under this contract and/or at completion of work, the Contractor shall provide orderly hand-over of work products and deliverables to the District COTR, including all documentation, electronic or otherwise, created during performance of the contract. All work product produced under the contract is at all times the property of the District.

H.9.2 In addition, the Contractor shall:

H.9.2.1 Ensure that all work is performed on District premises, unless otherwise approved in writing by the COTR;

H.9.2.2 Be specifically responsible for assuring that personnel have high end laptops with Window XP Professional and necessary communication equipment. Unless otherwise specified, Contractor staff shall work onsite at the designated District site during normal business hours. TRAVEL IS NOT REIMBURSABLE; IT MUST BE INCLUDED IN THE HOURLY RATE.

- H.9.2.3** The Contractor shall provide weekly timesheets, in the formats supplied by the District, reporting all time worked by person's name, days worked, and time worked. Each person is billable only to a maximum of eight (8) hours per day, 40 hours per week unless written prior approval has been issued by the COTR. Contractor must provide timely, necessary information to allow the District to calculate "earned value".
- H.9.2.4** Establish and document project goals and optional strategies for their implementation. Support analyses with graphical drawings, charts, and other presentation instruments. MS Project will be used as the only Project Management Tool.
- H.9.2.5** Collect and document project constraints for cost, schedule, and quality. Obtain approval from the Contracting Officer for proposed scope changes.
- H.9.2.6** Throughout the performance of the above items, coordinate with District employees and other consultants/Contractors employed by the District.
- H.9.2.7** Provide sufficient support after submission of deliverables and work products, as necessary to clarify the contents of deliverables to the District.
- H.9.2.8** Develop, obtain approval for, and execute a quality control plan. Provide periodic senior management supervision of the work in this contract in order to provide quality control of the Contractor's work. Report findings to District representative with proposed actions. Provide this service at least every two weeks during the terms of the contract.
- H.9.2.9** Continuously monitor the status of Contractor's work hereunder and update status, providing District management timely information regarding possible problems and proposed action required to mitigate such problems.
- H.9.2.10** Prepare and present weekly reports, throughout the performance of the Contractor's work, setting out current and upcoming activities, decisions required and issues of concern.
- H.9.2.11** Provide reporting and communications in copies and form requested by the designated District representative.
- H.9.2.12** **ADVISORY AND ASSISTANCE SERVICES**
The contract is a "nonpersonal services contract". It is therefore, understood and agreed that the Contractor and/or the Contractor's employees: (1) shall perform the services specified herein as independent Contractors, not as employees of the government; (2)

shall be responsible for their own management and administration of the work required to bear sole responsibility for complying with any and all technical, schedule, financial requirements or constraints attendant to the performance of this contract; (3) shall be free from supervision or control by any government employee with respect to the manner or method of performance of the service specified; but (4) shall, pursuant to the government's right and obligation to inspect, accept or reject work, comply with such general direction of the CO, or the duly authorized representative of the CO as is necessary to ensure accomplishment of the contract objectives.

SECTION I: CONTRACT CLAUSES

I.1 APPLICABILITY OF STANDARD CONTRACT PROVISIONS

The Standard Contract Provisions for use with District of Columbia Government Supplies and Services Contracts dated March 2007 (“SCP”), are incorporated as part of the contract resulting from this solicitation. To obtain a copy of the SCP go to www.ocp.dc.gov, click on OCP Policies under the heading “Information”, then click on “Standard Contract Provisions – Supplies and Services Contracts”.

I.2 CONTRACTS THAT CROSS FISCAL YEARS

Continuation of this contract beyond the current fiscal year is contingent upon future fiscal appropriations.

I.3 CONFIDENTIALITY OF INFORMATION

All information obtained by the Contractor relating to any employee or customer of the District will be kept in absolute confidence and shall not be used by the Contractor in connection with any other matters, nor shall any such information be disclosed to any other person, firm, or corporation, in accordance with the District and Federal laws governing the confidentiality of records.

I.4 TIME

Time, if stated in a number of days, will include Saturdays, Sundays, and holidays, unless otherwise stated herein.

I.5 RIGHTS IN DATA

I.5.1 “Data,” as used herein, means recorded information, regardless of form or the media on which it may be recorded. The term includes technical data and computer software. The term does not include information incidental to contract administration, such as financial, administrative, cost or pricing, or management information.

I.5.2 The term “Technical Data”, as used herein, means recorded information, regardless of form or characteristic, of a scientific or technical nature. It may, for example, document research, experimental, developmental or engineering work, or be usable or used to define a design or process or to procure, produce, support, maintain, or operate material. The data may be graphic or pictorial delineations in media such as drawings or photographs, text in specifications or related performance or design type documents or computer printouts. Examples of technical data include research and engineering data, engineering drawings and associated lists, specifications, standards, process sheets, manuals, technical reports, catalog item identifications, and related information, and computer software documentation. Technical data does not include computer software or financial, administrative, cost and pricing, and management data or other information incidental to contract administration.

- I.5.3** The term “Computer Software”, as used herein means computer programs and computer databases. “Computer Programs”, as used herein means a series of instructions or statements in a form acceptable to a computer, designed to cause the computer to execute an operation or operations. "Computer Programs" include operating systems, assemblers, compilers, interpreters, data management systems, utility programs, sort merge programs, and automated data processing equipment maintenance diagnostic programs, as well as applications programs such as payroll, inventory control and engineering analysis programs. Computer programs may be either machine-dependent or machine-independent, and may be general purpose in nature or designed to satisfy the requirements of a particular user.
- I.5.4** The term "computer databases", as used herein, means a collection of data in a form capable of being processed and operated on by a computer.
- I.5.5** All data first produced in the performance of this Contract shall be the sole property of the District. The Contractor hereby acknowledges that all data, including, without limitation, computer program codes, produced by Contractor for the District under this Contract, are works made for hire and are the sole property of the District; but, to the extent any such data may not, by operation of law, be works made for hire, Contractor hereby transfers and assigns to the District the ownership of copyright in such works, whether published or unpublished. The Contractor agrees to give the District all assistance reasonably necessary to perfect such rights including, but not limited to, the works and supporting documentation and the execution of any instrument required to register copyrights. The Contractor agrees not to assert any rights in common law or in equity in such data. The Contractor shall not publish or reproduce such data in whole or in part or in any manner or form, or authorize others to do so, without written consent of the District until such time as the District may have released such data to the public.
- I.5.6** The District will have restricted rights in data, including computer software and all accompanying documentation, manuals and instructional materials, listed or described in a license or agreement made a part of this contract, which the parties have agreed will be furnished with restricted rights, provided however, notwithstanding any contrary provision in any such license or agreement, such restricted rights shall include, as a minimum the right to:
- I.5.6.1** Use the computer software and all accompanying documentation and manuals or instructional materials with the computer for which or with which it was acquired, including use at any District installation to which the computer may be transferred by the District;
- I.5.6.2** Use the computer software and all accompanying documentation and manuals or instructional materials with a backup computer if the computer for which or with which it was acquired is inoperative;
- I.5.6.3** Copy computer programs for safekeeping (archives) or backup purposes; and modify the computer software and all accompanying documentation and manuals or instructional materials, or combine it with other software, subject to the provision that the modified portions shall remain subject to these restrictions.

I.5.7 The restricted rights set forth in section I.5.6 are of no effect unless

- (i) the data is marked by the Contractor with the following legend:

RESTRICTED RIGHTS LEGEND

Use, duplication, or disclosure is subject to restrictions stated in Contract

No. _____

With _____ (Contractor's Name); and

- (ii) If the data is computer software, the related computer software documentation includes a prominent statement of the restrictions applicable to the computer software. The Contractor may not place any legend on the computer software indicating restrictions on the District's rights in such software unless the restrictions are set forth in a license or agreement made a part of the contract prior to the delivery date of the software. Failure of the Contractor to apply a restricted rights legend to such computer software shall relieve the District of liability with respect to such unmarked software.

I.5.8 In addition to the rights granted in Section I.5.6 above, the Contractor hereby grants to the District a nonexclusive, paid-up license throughout the world, of the same scope as restricted rights set forth in Section I.5.6 above, under any copyright owned by the Contractor, in any work of authorship prepared for or acquired by the District under this contract. Unless written approval of the Contracting Officer is obtained, the Contractor shall not include in technical data or computer software prepared for or acquired by the District under this contract any works of authorship in which copyright is not owned by the Contractor without acquiring for the District any rights necessary to perfect a copyright license of the scope specified in the first sentence of this paragraph.

I.5.9 Whenever any data, including computer software, are to be obtained from a subcontractor under this contract, the Contractor shall use this clause, I.5, Rights in Data, in the subcontract, without alteration, and no other clause shall be used to enlarge or diminish the District's or the Contractor's rights in that subcontractor data or computer software which is required for the District.

I.5.10 For all computer software furnished to the District with the rights specified in Section I.5.5, the Contractor shall furnish to the District, a copy of the source code with such rights of the scope specified in Section I.5.5. For all computer software furnished to the District with the restricted rights specified in Section I.5.6, the District, if the Contractor, either directly or through a successor or affiliate shall cease to provide the maintenance or warranty services provided the District under this contract or any paid-up maintenance agreement, or if Contractor should be declared bankrupt or insolvent by a court of competent jurisdiction, shall have the right to obtain, for its own and sole use only, a single copy of the then current version of the source code supplied under this contract, and a single copy of the documentation associated therewith, upon payment to the person in control of the source code the reasonable cost of making each copy.

I.5.11 The Contractor shall indemnify and save and hold harmless the District, its officers, agents and employees acting within the scope of their official duties against any liability, including costs and expenses, (i) for violation of proprietary rights, copyrights, or rights of privacy,

arising out of the publication, translation, reproduction, delivery, performance, use or disposition of any data furnished under this contract, or (ii) based upon any data furnished under this contract, or based upon libelous or other unlawful matter contained in such data.

I.5.12 Nothing contained in this clause shall imply a license to the District under any patent, or be construed as affecting the scope of any license or other right otherwise granted to the District under any patent.

I.5.13 Paragraphs I.5.6, I.5.7, I.5.8, I.5.11 and I.5.12 above are not applicable to material furnished to the Contractor by the District and incorporated in the work furnished under contract, provided that such incorporated material is identified by the Contractor at the time of delivery of such work

I.6 OTHER CONTRACTORS

The Contractor shall not commit or permit any act that will interfere with the performance of work by another District contractor or by any District employee.

I.7 SUBCONTRACTS

The Contractor hereunder shall not subcontract any of the Contractor's work or services to any subcontractor without the prior written consent of the Contracting Officer. Any work or service so subcontracted shall be performed pursuant to a subcontract agreement, which the District will have the right to review and approve prior to its execution by the Contractor. Any such subcontract shall specify that the Contractor and the subcontractor shall be subject to every provision of this contract. Notwithstanding any such subcontract approved by the District, the Contractor shall remain liable to the District for all Contractor's work and services required hereunder.

I.8 INSURANCE

I.8.1 Contractor shall procure and maintain, during the entire period of performance under this contract, the types of insurance specified below. The Contractor shall submit a certificate of insurance giving evidence of the required coverage prior to the award of the contract. All insurance shall be written with responsible companies licensed by the District of Columbia's Department of Insurance, Securities and Banking. The Contractor shall require all subcontractors to carry the insurance required herein, or Contractor may, at its option, provide the coverage for any or all subcontractors, and if so, the evidence of insurance submitted shall so stipulate. All insurance provided by the Contractor as required by this section, except comprehensive automobile liability insurance, shall set forth the District as an additional named insured. In no event shall work be performed until the required certificates of insurance have been furnished. The insurance shall provide for 30 days' prior written notice to be given to the District in the event coverage is substantially changed, canceled or

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non-renewed. If the insurance provided is not in compliance with all the requirements herein, the District maintains the right to stop work until proper evidence is provided.

I.8.1 Commercial General Liability Insurance, \$1,000,000 limits per occurrence, District added as an additional insured.

I.8.2 Automobile Liability Insurance, \$1,000,000 per occurrence combined single limit.

I.8.3 Worker's Compensation Insurance according to the statutes of the District of Columbia, including Employer's Liability, \$100,000 per accident for injury, \$100,000 per employee for disease, \$500,000 policy limit disease.

I.8.4 Errors and Omissions Liability Insurance, \$1,000,000 limits per claim.

I.9 EQUAL EMPLOYMENT OPPORTUNITY

In accordance with the District of Columbia Administrative Issuance System, Mayor's Order 85-85 dated June 10, 1985, the forms for completion of the Equal Employment Opportunity Information Report are incorporated herein as Section J.2.2. An award cannot be made to any offeror who has not satisfied the equal employment requirements.

I.10 ORDER OF PRECEDENCE

Any inconsistency in this solicitation shall be resolved by giving precedence in the following order: the Supplies or Services and Price/Cost Section (Section B), Specifications/Work Statement (Section C), the Special Contract Requirements (Section H), the Contract Clauses (Section I), and the SCP.

I.11 CONTRACTS IN EXCESS OF ONE MILLION DOLLARS

Any contract in excess of \$1,000,000 shall not be binding or give rise to any claim or demand against the District until approved by the Council of the District of Columbia and signed by the Contracting Officer.

SECTION J: LIST OF ATTACHMENTS

J.1 ATTACHMENT

J.1.1 Wage Determination No. 2005-2103, Revision No 6, May 29, 2008

J.2 INCORPORATED ATTACHMENTS (*The following forms, located at www.ocp.dc.gov shall be completed and incorporated with the offer.*)

J.2.1 E.E.O. Information and Mayor's Order 85-85

J.2.2 Tax Certification Affidavit

J.2.3 First Source Employment Agreement

J.2.4 Cost/Price Data Package

J.2.5 Attachment A – Incident Management System Requirements

J.2.6 Attachment B - Automated Field Reporting System Requirements

SECTION K: REPRESENTATIONS, CERTIFICATIONS AND OTHER STATEMENTS OF OFFERORS

K.1 AUTHORIZED NEGOTIATORS

The offeror represents that the following persons are authorized to negotiate on its behalf with the District in connection with this request for proposals: (list names, titles, and telephone numbers of the authorized negotiators).

K.2 TYPE OF BUSINESS ORGANIZATION

K.2.1 The offeror, by checking the applicable box, represents that

(a) It operates as:

- a corporation incorporated under the laws of the State of: _____
- an individual,
- a partnership,
- a nonprofit organization, or
- a joint venture.

(b) If the offeror is a foreign entity, it operates as:

- an individual,
- a joint venture, or
- a corporation registered for business in _____
(Country)

K.3 CERTIFICATION AS TO COMPLIANCE WITH EQUAL OPPORTUNITY OBLIGATIONS

Mayor’s Order 85-85, “Compliance with Equal Opportunity Obligations in Contracts”, dated June 10, 1985 and the Office of Human Rights’ regulations, Chapter 11, “Equal Employment Opportunity Requirements in Contracts”, promulgated August 15, 1986 (4 DCMR Chapter 11, 33 DCR 4952) are included as a part of this solicitation and require the following certification for contracts subject to the order. Failure to complete the certification may result in rejection of the offeror for a contract subject to the order. I hereby certify that I am fully aware of the content of the Mayor’s Order 85-85 and the Office of Human Rights’ regulations, Chapter 11, and agree to comply with them in performance of this contract.

Offeror _____ Date _____

Name _____ Title _____

Signature _____

Offeror ___ has ___ has not participated in a previous contract or subcontract subject to the Mayor's Order 85-85. Offeror ___ has ___ has not filed all required compliance reports, and representations indicating submission of required reports signed by proposed subofferors. (The above representations need not be submitted in connection with contracts or subcontracts which are exempt from the Mayor's Order.)

K.4 BUY AMERICAN CERTIFICATION

The offeror hereby certifies that each end product, except the end products listed below, is a domestic end product (See Clause 23 of the SCP, "Buy American Act"), and that components of unknown origin are considered to have been mined, produced, or manufactured outside the United States.

_____ EXCLUDED END PRODUCTS
_____ COUNTRY OF ORIGIN

K.5 DISTRICT EMPLOYEES NOT TO BENEFIT CERTIFICATION

Each offeror shall check one of the following:

_____ No person listed in Clause 13 of the SCP, "District Employees Not To Benefit" will benefit from this contract.

_____ The following person(s) listed in Clause 13 may benefit from this contract. For each person listed, attach the affidavit required by Clause 13 of the SCP.

K.6 CERTIFICATION OF INDEPENDENT PRICE DETERMINATION

(a) Each signature of the offeror is considered to be a certification by the signatory that:

- 1) The prices in this contract have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any offeror or competitor relating to:
 - (i) those prices
 - (ii) the intention to submit a contract, or
 - (iii) the methods or factors used to calculate the prices in the contract.
- 2) The prices in this contract have not been and will not be knowingly disclosed by the offeror, directly or indirectly, to any other offeror or competitor before contract opening unless otherwise required by law; and

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- 3) No attempt has been made or will be made by the offeror to induce any other concern to submit or not to submit a contract for the purpose of restricting competition.
- (b) Each signature on the offer is considered to be a certification by the signatory that the signatory:
- 1) Is the person in the offeror's organization responsible for determining the prices being offered in this contract, and that the signatory has not participated and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above; or
 - 2) Has been authorized, in writing, to act as agent for the following principals in certifying that those principals have not participated, and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above:

(insert full name of person(s) in the organization responsible for determining the prices offered in this Contract and the title of his or her position in the offeror's organization);

- (i) As an authorized agent, does certify that the principals named in subdivision (b)(2) have not participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) above; and
 - (ii) As an agent, has not participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) above.
- (c) If the offeror deletes or modifies subparagraph (a)(2) above, the offeror must furnish with its offer a signed statement setting forth in detail the circumstances of the disclosure.

K.7 TAX CERTIFICATION

Each offeror must submit with its offer, a sworn Tax Certification Affidavit, incorporated herein as Attachment J.2.3.

SECTION L: INSTRUCTIONS, CONDITIONS AND NOTICES TO OFFERORS

L.1 CONTRACT AWARD

L.1.1 Most Advantageous to the District

The District intends to award *a single* contract or multiple contracts resulting from this solicitation to the responsible offeror(s) whose offer(s) conforming to the solicitation will be most advantageous to the District, cost or price, technical and other factors, specified elsewhere in this solicitation considered.

L.1.2 Initial Offers

The District may award contracts on the basis of initial offers received, without discussion. Therefore, each initial offer should contain the offeror's best terms from a standpoint of cost or price, technical and other factors.

L.2 PROPOSAL FORM, ORGANIZATION AND CONTENT

One original and **3 copies** of the written proposals and one electronic copy on a CD in Microsoft format shall be submitted in two parts, titled "Technical Proposal" and "Price Proposal". Proposals shall be typewritten in 12 point font size on 8.5" by 11" bond paper. Telephonic, telegraphic, and facsimile proposals will not be accepted. Each proposal shall be submitted in a sealed envelope conspicuously marked: "Proposal in Response to Solicitation No. DCTO-2008-R-0157".

(Offerors are directed to the specific proposal evaluation criteria found in Section M of this solicitation, Evaluation Factors. The Offeror shall respond to each factor in a way that will allow the District to evaluate the Offeror's response. The Offeror shall submit information in a clear, concise, factual and logical manner providing a comprehensive description of program supplies and services delivery thereof. The information requested below for the technical proposal shall facilitate evaluation and best value source selection for all proposals. The technical proposal must contain sufficient detail to provide a clear and concise representation of the requirements in Section C.)

L.2.1 Technical Approach

L.2.1.1 Understanding the Requirement: Contractor will be evaluated on Demonstrated - managerial and supervisory ability of key personnel, operational controls, lines of authority for coordination and interface with the government, necessary staffing, how it will maintain or exceed customer expectations.

L.2.1.2 Management of Operations /Resumes: The offeror must describe how it intends to meet the objectives identified in the SOW. The Government will evaluate the Offeror's methodology, approach, and personnel to determine if its methodology is feasible, logical, efficient and effective, while providing the personnel to ensure the requirements in Section C are achieved.

L.2.1.3 Quality Control: The contractor's Quality Control Plan (QCP) must demonstrate the contractor's ability to provide oversight, measurements, and reporting processes to ensure compliance with all contract requirements. Offeror shall provide an approach that will ensure an acceptable level of performance for the services provided to District of Columbia Government.

L.2.1.4 Past Performance: Past Performance Information will be evaluated using three categories of equal importance; (1) Quality of Service (2) Timeliness of Performance and (3) Business Practices/Customer Satisfaction.

L.2.3 Price/Cost

Offeror shall submit pricing in accordance with Section B. Price/cost breakdown shall be provided as stated in the Cost/Price Data Package at Attachment J.2.5

L.3 PROPOSAL SUBMISSION DATE AND TIME, AND LATE SUBMISSIONS, LATE MODIFICATIONS, WITHDRAWAL OR MODIFICATION OF PROPOSALS AND LATE PROPOSALS

L.3.1 Proposal Submission

Proposals must be submitted no later than (“**Reference time and date on solicitation cover page 1 - Block 9**”). Proposals, modifications to proposals, or requests for withdrawals that are received in the designated District office after the exact local time specified above, are "late" and shall be considered only if they are received before the award is made and one (1) or more of the following circumstances apply:

- (a) The proposal or modification was sent by registered or certified mail not later than the fifth (5th) day before the date specified for receipt of offers;
- (b) The proposal or modification was sent by mail and it is determined by the Contracting Officer that the late receipt at the location specified in the solicitation was caused by mishandling by the District, or
- (c) The proposal is the only proposal received.

L.3.2 Withdrawal or Modification of Proposals

An offeror may modify or withdraw its proposal upon written, telegraphic notice, or facsimile transmission if received at the location designated in the solicitation for submission of proposals, but not later than the closing date for receipt of proposals.

L.3.3 Postmarks

The only acceptable evidence to establish the date of a late proposal, late modification or late withdrawal sent either by registered or certified mail shall be a U.S. or Canadian Postal Service postmark on the wrapper or on the original receipt from the U.S. or Canadian Postal

Service. If neither postmark shows a legible date, the proposal, modification or request for withdrawal shall be deemed to have been mailed late. When the postmark shows the date but not the hour, the time is presumed to be the last minute of the date shown. If no date is shown on the postmark, the proposal shall be considered late unless the offeror can furnish evidence from the postal authorities of timely mailing.

L.3.4 Late Modifications

A late modification of a successful proposal, which makes its terms more favorable to the District, shall be considered at any time it is received and may be accepted.

L.3.5 Late Proposals

A late proposal, late modification or late request for withdrawal of an offer that is not considered shall be held unopened, unless opened for identification, until after award and then retained with unsuccessful offers resulting from this solicitation.

L.4 EXPLANATION TO PROSPECTIVE OFFERORS

If a prospective offeror has any questions relative to this solicitation, the prospective offeror shall submit the question in writing to the contact person, identified on page one. The prospective offeror shall submit questions no later than **fifteen (15)** days prior to the closing date and time indicated for this solicitation. The District will not consider any questions received less than **fifteen (15)** days before the date set for submission of proposals. The District will furnish responses promptly to all other prospective offerors. An amendment to the solicitation will be issued if that information is necessary in submitting offers, or if the lack of it would be prejudicial to any other prospective offerors. Oral explanations or instructions given before the award of the contract will not be binding.

L.5 FAILURE TO SUBMIT OFFERS

Recipients of this solicitation not responding with an offer should not return this solicitation. Instead, they should advise the Contracting Officer, Annie R. Watkins (contact information located in Section G.7), by letter or postcard whether they want to receive future solicitations for similar requirements. It is also requested that such recipients advise the Contracting Officer, Office of the Chief Technology Officer of the reason for not submitting a proposal in response to this solicitation. If a recipient does not submit an offer and does not notify the Contracting Officer, Office of the Chief Technology Officer that future solicitations are desired, the recipient's name may be removed from the applicable mailing list.

L.6 RESTRICTION ON DISCLOSURE AND USE OF DATA

L.6.1 Offerors who include in their proposal data that they do not want disclosed to the public or used by the District except for use in the procurement process shall mark the title page with the following legend:

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"This proposal includes data that shall not be disclosed outside the District and shall not be duplicated, used or disclosed in whole or in part for any purpose except for use in the procurement process.

If, however, a contract is awarded to this offeror as a result of or in connection with the submission of this data, the District will have the right to duplicate, use, or disclose the data to the extent consistent with the District's needs in the procurement process. This restriction does not limit the District's rights to use, without restriction, information contained in this proposal if it is obtained from another source. The data subject to this restriction are contained in sheets (insert page numbers or other identification of sheets)."

L.6.2 Mark each sheet of data it wishes to restrict with the following legend:

"Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this proposal."

L.7 PROPOSALS WITH OPTION YEARS

The offeror shall include option year prices in its price/cost proposal. An offer may be determined to be unacceptable if it fails to include option year pricing.

L.8 PROPOSAL PROTESTS

Any actual or prospective offeror or contractor who is aggrieved in connection with the solicitation or award of a contract, must file with the D.C. Contract Appeals Board (Board) a protest no later than 10 business days after the basis of protest is known or should have been known, whichever is earlier. A protest based on alleged improprieties in a solicitation which are apparent at the time set for receipt of initial proposals shall be filed with the Board prior to the time set for receipt of initial proposals. In procurements in which proposals are requested, alleged improprieties which do not exist in the initial solicitation, but which are subsequently incorporated into the solicitation, must be protested no later than the next closing time for receipt of proposals following the incorporation. The protest shall be filed in writing, with the Contract Appeals Board, 717 14th Street, N.W., Suite 430, Washington, D.C. 20004. The aggrieved person shall also mail a copy of the protest to the Contracting Officer for the solicitation.

L.9 SIGNING OF OFFERS

The offeror shall sign the offer and print or type its name on the Solicitation, Offer and Award form of this solicitation. Offers signed by an agent shall be accompanied by evidence of that agent's authority, unless that evidence has been previously furnished to the Contracting Officer.

L.10 UNNECESSARILY ELABORATE PROPOSALS

Unnecessarily elaborate brochures or other presentations beyond those sufficient to present a complete and effective response to this solicitation are not desired and may be construed as an indication of the offeror's lack of cost consciousness. Elaborate artwork, expensive paper and bindings, and expensive visual and other presentation aids are neither necessary nor desired.

L.11 RETENTION OF PROPOSALS

All proposal documents will be the property of the District and retained by the District, and therefore will not be returned to the offerors.

L.12 PROPOSAL COSTS

The District is not liable for any costs incurred by the offerors in submitting proposals in response to this solicitation.

L.13 ELECTRONIC COPY OF PROPOSALS FOR FREEDOM OF INFORMATION ACT REQUESTS

In addition to other proposal submission requirements, the offeror must submit an electronic copy of its proposal, redacted in accordance with any applicable exemptions from disclosure in D.C. Official Code § 2-534, in order for the District to comply with Section 2-536(b) that requires the District to make available electronically copies of records that must be made public. The District's policy is to release documents relating to District proposals following award of the contract, subject to applicable FOIA exemption under Section 2-534(a)(1).

L.14 CERTIFICATES OF INSURANCE

The Contractor shall submit certificates of insurance giving evidence of the required coverage as specified in Section I.8 prior to award of a contract. Evidence shall be submitted to:

Annie R. Watkins, Contracting Officer
Office of Contracting and Procurement (OCTO)
441 - 4th Street, N.W., 9th Floor
Washington, DC 20001
202/727-5274 Office /202/727-1679 fax / annie.watkins@dc.gov

L.15 ACKNOWLEDGMENT OF AMENDMENTS

The offeror shall acknowledge receipt of any amendment to this solicitation (a) by signing and returning the amendment; (b) by identifying the amendment number and date in the space provided for this purpose in Section A, Solicitation, Offer and Award form; or (c) by letter or telegram including mailgrams. The District must receive the acknowledgment by the date and time specified for receipt of offers. Offerors' failure to acknowledge an amendment may result in rejection of the offer.

L.16 BEST AND FINAL OFFERS

If, subsequent to receiving original proposals, negotiations are conducted, all offerors within the competitive range will be so notified and will be provided an opportunity to submit written best and final offers at the designated date and time. Best and Final Offers will be subject to the Late Submissions, Late Modifications and Late Withdrawals of Proposals provision of the solicitation. After receipt of best and final offers, no discussions will be

reopened unless the Contracting Officer determines that it is clearly in the District's best interest to do so, e.g., it is clear that information available at that time is inadequate to reasonably justify Contractor selection and award based on the best and final offers received. If discussions are reopened, the Contracting Officer shall issue an additional request for best and final offers to all offerors still within the competitive range.

L.17 LEGAL STATUS OF OFFEROR

Each proposal must provide the following information:

L.17.1 Name, address, telephone number and federal tax identification number of offeror;

L.17.2 A copy of each District of Columbia license, registration or certification that the offeror is required by law to obtain. This mandate also requires the offeror to provide a copy of the executed "Clean Hands Certification" that is referenced in D.C. Official Code §47-2862 (2001), if the offeror is required by law to make such certification. If the offeror is a corporation or partnership and does not provide a copy of its license, registration or certification to transact business in the District of Columbia, the offer shall certify its intent to obtain the necessary license, registration or certification prior to contract award or its exemption from such requirements; and

L.17.3 If the offeror is a partnership or joint venture, the names and addresses of the general partners or individual members of the joint venture, and copies of any joint venture or teaming agreements.

L.18 FAMILIARIZATION WITH CONDITIONS

Offerors shall thoroughly familiarize themselves with the terms and conditions of this solicitation, acquainting themselves with all available information regarding difficulties which may be encountered, and the conditions under which the work is to be accomplished. Contractors will not be relieved from assuming all responsibility for properly estimating the difficulties and the cost of performing the services required herein due to their failure to investigate the conditions or to become acquainted with all information, schedules and liability concerning the services to be performed.

L.19 STANDARDS OF RESPONSIBILITY

The prospective contractor must demonstrate to the satisfaction of the District the capability in all respects to perform fully the contract requirements; therefore, the prospective contractor must submit the documentation listed below, within five (5) days of the request by the District.

L.19.1 Evidence of adequate financial resources, credit or the ability to obtain such resources as required during the performance of the contract.

L.19.2 Evidence of the ability to comply with the required or proposed delivery or performance schedule, taking into consideration all existing commercial and governmental business commitments.

L.19.3 Evidence of the necessary organization, experience, accounting and operational control, technical skills or the ability to obtain them.

L.19.4 Evidence of compliance with the applicable District licensing and tax laws and regulations.

L.19.5 Evidence of a satisfactory performance record, record of integrity and business ethics.

L.19.6 Evidence of the necessary production, construction and technical equipment and facilities or the ability to obtain them.

L.19.7 Evidence of other qualifications and eligibility criteria necessary to receive an award under applicable laws and regulations

L.19.8 If the prospective contractor fails to supply the information requested, the Contracting Officer shall make the determination of responsibility or nonresponsibility based upon available information. If the available information is insufficient to make a determination of responsibility, the Contracting Officer shall determine the prospective contractor to be non-responsible.

L.19.9 PREPROPOSAL CONFERENCE

A pre-proposal conference will be held at 10:00 a.m. on August 7, 2008 at 441 4th Street, Ste 1117, Washington, DC 20001. Prospective offerors will be given an opportunity to ask questions regarding this solicitation at the conference. The purpose of the conference is to provide a structured and formal opportunity for the District to accept questions from offerors on the solicitation document as well as to clarify the contents of the solicitation. Attending offerors must complete the pre-proposal conference Attendance Roster at the conference so that their attendance can be properly recorded.

Impromptu questions will be permitted and spontaneous answers will be provided at the District's discretion. Verbal answers given at the pre-proposal conference are only intended for general discussion and do not represent the Department's final position. All oral questions must be submitted in writing following the close of the pre-proposal conference but no later than five working days after the pre-proposal conference in order to generate an official answer. Official answers will be provided in writing to all prospective offerors who are listed on the official offerors' list as having received a copy of the solicitation. Answers will be posted on the OCP website at www.ocp.dcgov.org.

SECTION M - EVALUATION FACTORS**M.1 EVALUATION FOR AWARD**

The contract will be awarded to the responsible offeror whose offer is most advantageous to the District, based upon the evaluation criteria specified below. Thus, while the points in the evaluation criteria indicate their relative importance, the total scores will not necessarily be determinative of the award. Rather, the total scores will guide the District in making an intelligent award decision based upon the evaluation criteria.

M.2 TECHNICAL RATING

The Technical Rating Scale is as follows:

<u>Numeric Rating</u>	<u>Adjective</u>	<u>Description</u>
0	Unacceptable	Fails to meet minimum requirements; e.g., no demonstrated capacity, major deficiencies which are not correctable; offeror did not address the factor.
1	Poor	Marginally meets minimum requirements; major deficiencies which may be correctable.
2	Minimally Acceptable	Marginally meets minimum requirements; minor deficiencies which may be correctable.
3	Acceptable	Meets requirements; no deficiencies.
4	Good	Meets requirements and exceeds some requirements; no deficiencies.
5	Excellent	Exceeds most, if not all requirements; no deficiencies.

For example, if a sub factor has a point evaluation of 0 to 6 points, and (using the Technical Rating Scale) the District evaluates as "good" the part of the proposal applicable to the sub factor, the score for the sub factor is 4.8 (4/5 of 6). The sub factor scores will be added together to determine the score for the factor level.

M.3 EVALUATION CRITERIA

Proposals will be evaluated based on the following technical evaluation factors listed in descending order of importance.

M.4.1 TECHNICAL KNOWLEDGE AND EXPERIENCE (70 points)

- M.4.1.a. Understanding the Requirement (Sub-factor 20 points)
- M.4.1.b. Management of Operations/Resumes (Sub-factor 20 points)
- M.4.1.c. Quality Control (Sub-factor 20 points)
- M.4.1.d. Past Performance (Sub-factor 10 points)

M.4.2 PRICE CRITERIA (30%Points)

The price evaluation will be objective. The offeror with the lowest price will receive the maximum price points. All other proposals will receive a proportionately lower total score. The following formula will be used to determine each offeror's evaluated price score:

$$\frac{\text{Lowest price proposal}}{\text{Price of proposal being evaluated}} \times \text{weight} = \text{Evaluated price score}$$

M.4.3 PREFERENCE (12 Points)

M.4.4 TOTAL POINTS (112 Points)

M.5 EVALUATION OF OPTION YEARS

The District will evaluate offers for award purposes by evaluating the total price for all options as well as the base year. Evaluation of options shall not obligate the District to exercise them. The total District's requirements may change during the option years. Quantities to be awarded will be determined at the time each option is exercised.

SMALL BUSINESS SET-ASIDE SOLICITATION WITH NO SUBCONTRACTING SET-ASIDE (SUPPLIES AND SERVICES)

M.6 Preferences for Local Businesses, Disadvantaged Businesses, Resident-owned Businesses, Small Businesses, Longtime Resident Businesses, or Local Businesses with Principal Offices Located in an Enterprise Zone

Under the provisions of the “Small, Local, and Disadvantaged Business Enterprise Development and Assistance Act of 2005” (the Act), Title II, Subtitle N, of the “Fiscal Year 2006 Budget Support Act of 2005”, D.C. Law 16-33, effective October 20, 2005, the District shall apply preferences in evaluating bids or proposals from businesses that are small, local, disadvantaged, resident-owned, longtime resident, or local with a principal office located in an enterprise zone of the District of Columbia.

M.6.1 General Preferences

For evaluation purposes, the allowable preferences under the Act for this procurement are as follows:

- M.6.1.1 Three percent reduction in the bid price or the addition of three points on a 100-point scale for a small business enterprise (SBE) certified by the Small and Local Business Opportunity Commission (SLBOC) or the Department of Small and Local Business Development (DSLBD), as applicable;**
- M.6.1.2 Three percent reduction in the bid price or the addition of three points on a 100-point scale for a resident-owned business enterprise (ROB) certified by the SLBOC or the DSLBD, as applicable;
- M.6.1.3 Ten percent reduction in the bid price or the addition of ten points on a 100-point scale for a longtime resident business (LRB) certified by the SLBOC or the DSLBD, as applicable;
- M.6.1.4 Two percent reduction in the bid price or the addition of two points on a 100-point scale for a local business enterprise (LBE) certified by the SLBOC or the DSLBD, as applicable;
- M.6.1.5 Two percent reduction in the bid price or the addition of two points on a 100-point scale for a local business enterprise with its principal office located in an enterprise zone (DZE) and certified by the SLBOC or the DSLBD, as applicable; and
- M.6.1.6 Two percent reduction in the bid price or the addition of two points on a 100-point scale for a disadvantaged business enterprise (DBE) certified by the SLBOC or the DSLBD, as applicable.

M.6.2 Application of Preferences

The preferences shall be applicable to prime contractors as follows:

- M.6.2.1 Any prime contractor that is an SBE certified by the SLBOC or the DSLBD, as applicable, will receive a three percent (3%) reduction in the bid price for a bid submitted by the SBE in response to an Invitation for Bids (IFB) or the addition of three points on a 100-point scale added to the overall score for proposals submitted by the SBE in response to a Request for Proposals (RFP).

- M.6.2.2 Any prime contractor that is an ROB certified by the SLBOC or the DSLBD, as applicable, will receive a three percent (3%) reduction in the bid price for a bid submitted by the ROB in response to an IFB or the addition of three points on a 100-point scale added to the overall score for proposals submitted by the ROB in response to an RFP.
- M.6.2.3 Any prime contractor that is an LRB certified by the SLBOC or the DSLBD, as applicable, will receive a ten percent (10%) reduction in the bid price for a bid submitted by the LRB in response to an IFB or the addition of ten points on a 100-point scale added to the overall score for proposals submitted by the LRB in response to an RFP.
- M.6.2.4 Any prime contractor that is an LBE certified by the SLBOC or the DSLBD, as applicable, will receive a two percent (2%) reduction in the bid price for a bid submitted by the LBE in response to an IFB or the addition of two points on a 100-point scale added to the overall score for proposals submitted by the LBE in response to an RFP.
- M.6.2.5 Any prime contractor that is a DZE certified by the SLBOC or the DSLBD, as applicable, will receive a two percent (2%) reduction in the bid price for a bid submitted by the DZE in response to an IFB or the addition of two points on a 100-point scale added to the overall score for proposals submitted by the DZE in response to an RFP.
- M.6.2.6 Any prime contractor that is a DBE certified by the SLBOC or the DSLBD, as applicable, will receive a two percent (2%) reduction in the bid price for a bid submitted by the DBE in response to an IFB or the addition of two points on a 100-point scale added to the overall score for proposals submitted by the DBE in response to an RFP.

M.6.3 **Maximum Preference Awarded**

Notwithstanding the availability of the preceding preferences, the maximum total preference to which a certified business enterprise is entitled under the Act for this procurement is twelve percent (12%) for bids submitted in response to an IFB or the equivalent of twelve (12) points on a 100-point scale for proposals submitted in response to an RFP. There will be no preference awarded for subcontracting by the prime contractor with certified business enterprises.

M.6.4 Preferences for Certified Joint Ventures

When the SLBOC or the DSLBD, as applicable, certifies a joint venture, the certified joint venture will receive preferences as a prime contractor for categories in which the joint venture and the certified joint venture partner are certified, subject to the maximum preference limitation set forth in the preceding paragraph.

M.6.5 Vendor Submission for Preferences

M.6.5.1 Any vendor seeking to receive preferences on this solicitation must submit at the time of, and as part of its bid or proposal, the following documentation, as applicable to the preference being sought:

M.6.5.1.1 Evidence of the vendor's or joint venture's certification by the SLBOC as an SBE, LBE, DBE, DZE, LRB, or RBO, to include a copy of all relevant letters of certification from the SLBOC; or

M.6.5.1.2 Evidence of the vendor's or joint venture's provisional certification by the DSLBD as an SBE, LBE, DBE, DZE, LRB, or RBO, to include a copy of the provisional certification from the DSLBD.

M.6.5.2 Any vendor seeking certification or provisional certification in order to receive preferences under this solicitation should contact the:

Department of Small and Local Business Development
ATTN: LSDBE Certification Program
441 Fourth Street, N.W., Suite 970N
Washington, DC 20001

M.6.5.3 All vendors are encouraged to contact the DSLBD at (202) 727-3900 if additional information is required on certification procedures and requirements.

M.7 EVALUATION OF PROMPT PAYMENT DISCOUNT

M.7.1 Prompt payment discounts shall not be considered in the evaluation of offers. However, any discount offered will form a part of the award and will be taken by the District if payment is made within the discount period specified by the offeror.

M.7.2 In connection with any discount offered, time will be computed from the date of delivery of the supplies to carrier when delivery and acceptance are at point of origin, or from date of delivery at destination when delivery, installation and acceptance are at that, or from the date correct invoice or voucher is received in the office specified by the District, if the latter date is later than date of delivery. Payment is deemed to be made for the purpose of earning the discount on the date of mailing of the District check.

END

Attachment A

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Incident Management System Requirements

District of Columbia Fiscal Year 2008

Metropolitan Police Department of the District of Columbia (MPD)

Office of the Chief Information Officer

**STATEMENT OF WORK FOR
INCIDENT MANAGEMENT SYSTEM AND
AUTOMATED FIELD REPORTING SYSTEM MODULES**

Incident Management System Requirements

The Incident Management System (IMS) module must meet the following requirements:

Req#	Incident and Case Reporting Functionality
1.	General Requirements
2.	The IMS shall allow a users to begin the entry of a case from anywhere in the system. For example, it shall be possible for an officer to complete a Field Contact and Stop Report first, and then, upon determining that the subject is wanted, use the same information to populate complete the arrest and other “reports” without duplicating data entry.
3.	Allow more than one user to update a case record at one time, with the application controlling the updates to avoid conflicts. For example, the arresting officer and the booking office must be able to update a prisoner’s record at the same time.
4.	Enter multiple supplemental reports on same case simultaneously.
5.	Display examples of narratives (or synopses) for various types of events.
6.	Copy or move data from one field to another without reentry.
7.	Include a zip code for all addresses entered within any report.
8.	Incident and Case Report Data Entry
9.	Ability to receive selected real-time incident data from the Intergraph CAD system and use this as the default for report entry when an incident report is created. Mug shots of the offender(s), arrest location and suspect(s) residence should also be defaulted to the report as appropriate.
10.	Allow officers to enter a UCR- and NIBRS- compliant incident/offense report in a way that is seamless and hidden to the member.
11.	Shall be NCIC 2000 compliant (all fields and data values shall meet NCIC 2000 standards)
12.	Include space for statements made by an unlimited number of victims, witnesses or other parties at the scene.
13.	Allow documents, audio files and jpeg files to be associated to the incident/offense report.
14.	Include a yes/no indicator for stolen property.
15.	Include fields for stolen property.
16.	Indicate whether evidence was collected from scene, type of evidence (clothing, bedding, carpet, biological), etc.
17.	Indicate whether the mobile crime unit responded (yes/no) and name of unit.

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Incident Management System Requirements

18.	Indicate whether the crime scene search unit responded (yes/no) and name of unit.
19.	Include fields for alarm security to include:
20.	-Alarm on premise or in vicinity (alarm address if not on premise)
21.	-Silent or Audio alarm
22.	-Was alarm tripped (yes/no)
23.	-Alarm company, alarm company address, alarm company telephone.
24.	Permit a user to begin a new case report directly in the IMS. In this case the IMS shall obtain a CCN number from the CAD application.
25.	Assign a unique sequential number for each supplemental investigative report. This shall be linked to the original incident report.
26.	Users shall be able to initiate and complete all reports and forms from:
27.	-A desktop workstation connected to the IMS via a local or wide-area network,
28.	-A mobile computer communicating to the IMS via a wireless connection
29.	-Any computer that supports a browser application and that has access to the Department's local or wide area network.
30.	process data that have been entered into an IMS client application in an off-line mode and then downloaded to the IMS.
31.	When processing reports entered in an off-line mode, the application shall check the validity of all fields and complete other processing tasks as if the report was entered from an on-line client.
32.	Unapproved and approved reports shall be prominently marked as such whether displayed on-screen or printed.
33.	When all required fields on a report have been completed the application shall allow the reporting officer to either route the report to a predetermined supervisor or to a named supervisor for review.
34.	Provide a means of routing a report to a supervisor or another user associated with the case prior to completion of the report.
35.	Include alerts instructing user of routing requirements (ex. User may not forward report to another user not associated with the case without supervisor approval).
36.	Include an audit/logging trail of all report routing.
37.	Provide users with the ability to digitally acquire from an other source mug shots, pictures, and other images and store them for retrieval for any IMS form or record.
38.	Include a notepad function by which a primary or assisting officer can record notes related to a specific case report.
39.	Allow ability restrict access to the notes file to the reporting officer and to the original author (e.g. assisting officers).
40.	Allow ability copy information from a notes file into the related incident report.
41.	Display examples of narratives for various types of incidents and charges.
42.	List all reports and information required for charging by the US Attorney and Attorney General based on the type of charge.

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Incident Management System Requirements

43.	Field Contact and Stop Reports
44.	Record all of the following information related to field stops and interrogations.
45.	The Field Interrogation functionality shall contain the ability to record all of the following fields:
46.	-Number(s) and type(s) of identification provided.
47.	-State(s) of issue
48.	-Social Security number(s)
49.	-Physical build of person stopped
50.	-Clothing Description
51.	-Digital photo of person stopped
52.	-Vehicle description including make, model, year, style, color top, color bottom, license plate number, license plate state, expiration year, VIN number, and damage to vehicle
53.	-Position of person in vehicle
54.	-Officer Name and Member ID
55.	-Second Officer Name and Member ID
56.	Stay Away & Protective orders
57.	Record and store stay-away and protective orders.
58.	Include the following fields for stay-away and protective orders at a minimum:
59.	-Location of property for which order is being issued,
60.	-Name, address(structured as house unit, number, direction, street name, street type, quad) and phone number of property owner
61.	-Name, date of birth, address (structured as house unit, number, direction, street name, street type, quad) and phone number of protected person,
62.	-Date and time of issuance,
63.	-Expiration date,
64.	-Issuing court,
65.	-Reason for order,
66.	-Narrative for comments,
67.	The following information shall be recorded regarding the person ordered to stay away:
68.	-Name, address (structured as house unit, number, direction, street name, street type, quad) and phone number of person ordered to stay-away
69.	-Alias or moniker
70.	-Identification type,
71.	-Identification number,
72.	-State of issue
73.	-Expiration date
74.	-Social Security Number
75.	-Race
76.	-Ethnicity
77.	-Country of Origin
78.	-Citizenship Status
79.	-Gender

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Incident Management System Requirements

80.	-Date of Birth
81.	-Physical Description, including height, weight, hair and eye color, physical build, scars, marks and tattoos.
82.	-Digital photo of person ordered to stay-away
83.	-Vehicle description including make, model, year, style, color type, color bottom/top, license plate number, license plate state, expiration year, type of license plate, VIN number, and damage to vehicle, and
84.	-CCN
85.	Missing Persons
86.	Capture information about missing persons, including the following fields:
87.	-Missing person name,
88.	-Home Address, (structured as house unit, number, direction, street name, street type, quad)
89.	-Business Address, (structured as house unit, number, direction, street name, street type, quad)
90.	-Age,
91.	-Clothing description,
92.	-Physical/Mental description,
93.	-Jewelry worn,
94.	-Mother's maiden name (for juveniles),
95.	-Location last seen,
96.	-Probable cause of absence,
97.	-Destination
98.	-Critical/non-critical classification and classification by, and
99.	-Name of person in missing persons section that was notified.
100.	Case Report Processing
101.	Check each completed form to ensure:
102.	-That the user has entered a value in each mandatory field, and
103.	-That entries in value-restricted fields match the acceptable values for that field
104.	If required fields have not been completed, the application shall denote the missing or incorrect entries in a distinctive manner.
105.	Allow a user to conditionally save a partial report or one with errors, but the application shall notify the user that required fields have not been completed or the report contains errors.
106.	Information included in conditional reports shall be marked in an exceptional manner when it is included in a search return, report or other transaction.
107.	Offer a command or function for auditing the report prior to involving the save command.
108.	Allow the application administrator or other authorized user to determine which reports or forms must be reviewed and approved by a supervisor prior to being committed to the database.
109.	Notify a supervisor each time a report requiring their review is received.
110.	Provide a command for supervisors to display the reports which are:
111.	-Incomplete

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Incident Management System Requirements

112.	-Awaiting their review, or
113.	-Have been rejected and are awaiting corrections by the reporting member
114.	Include a notes field where supervisors can enter comments and flag fields or text that must be corrected prior to the report being accepted.
115.	Provide a command for supervisors to see the reports that they have returned for corrections and that have not been resubmitted.
116.	Notify the responsible supervisor and the commander of the unit to which the supervisor is assigned when required reports have not been completed and/or resubmitted after a Department-definable time period (escalation)
117.	Notify the responsible supervisor and the commander of the unit to which the supervisor is assigned when required reports have not been submitted for review or approved after a Department-definable time period.
118.	Attach scanned images such as pictures, diagrams and witness statements or other relevant importable documents that are associated to a case record.
119.	The IMS shall:
120.	-Automatically route completed reports to the supervisor designated for the officer or user who completes the report.
121.	-Automatically route reviewed reports requiring corrections back to the initiating officer or staff member.
122.	-Return corrected reports to the Supervisor for review.
123.	Automatically route supervisor-approved reports to Staff Review.
124.	-Monitor the number of times a report is submitted and reviewed for each officer in order to identify officers or staff members who may require additional training.
125.	Access to Reports
126.	Allow a user to note the name, address (structured as house unit, number, direction, street name, street type, quad) and phone number of any person from outside the department who receives a copy of a report.
127.	Allow authorized users to restrict the distribution of a report so that it cannot be viewed or printed by other users (Report Hold)
128.	Allow a user to classify certain reports as confidential and restrict distribution to a list defined by the user who is defining the report as Restricted.
129.	Allow certain information to be restricted such as that required by HIPAA.
130.	Allow the application administrator or other authorized user to determine which users will have the authority to classify a report as restricted.
131.	Master Indexes
132.	Allow the user to enter MNI information to track persons.
133.	In addition to MNI information, The IMS shall allow the user to enter the following person information related to a case:
134.	-Relationship to report (e.g. suspect, witness, parent, complainant, etc.)
135.	-Clothing Description
136.	-Blood alcohol level
137.	-Caution field
138.	Include master location indices with the ability to identify residences, shelters, halfway houses, drug/correction locations etc.

Incident Management System Requirements

139.	Include a master index for MPD cameras to include speed cameras, photo radar and any other MPD cameras.
140.	Allow the user to enter MVI information to track vehicles.
141.	UCR/NIBRS Reporting
142.	Receive, store and manage all data elements required for UCR and NIBRS reporting.
143.	Allow authorized users to update case reports with clearance information, and generate a new UCR and NIBRS record.
144.	Allow more than one clearance per case record.
145.	Satisfy all FBI-imposed counting and classification requirements for UCR and NIBRS.
146.	Other
147.	Receive, store and manage court dispositions for each case record.
148.	Offer a way to restore a mistakenly deleted report.

Crime and Event Reports

The IMS module must meet the following requirements:

149.	Print a copy of any crime or event (e.g. traffic accident) report.
150.	Include a Juvenile Offense Summary report that provides a summary of offenses involving juveniles but that does not identify juvenile defendants.
151.	Include a 24-hour report that provides a summary of reported offenses during the previous calendar day for a user-defined area. This report shall include the offense classification, the date and time of the offense, the date and time of the report, the location of the offense, the complainant's name, and the reporting officer.
152.	Include a report listing offenses and calls for service by address (structured as house unit, number, direction, street name, street type, quad) . Indicate if alley too
153.	Include a Complaint Log that shall print a list of complaints with the time, nature and CCN if any for a user-defined date.
154.	Include a Summary of Offenses Report that provides a summary of each offense including the date, time, type, location of occurrence, and status of each offense for a user-defined date range.

**District of Columbia Fiscal Year 2008
Metropolitan Police Department of the District of Columbia (MPD)
Office of the Chief Information Officer**

**STATEMENT OF WORK FOR
INCIDENT MANAGEMENT SYSTEM AND
AUTOMATED FIELD REPORTING SYSTEM MODULES**

Automated Field Reporting System Requirements

The Automated Field Reporting System (AFRS) module must meet the following requirements:

Req#	Mobile Client Software
1.	General Requirements
2.	The field reporting module must present the same user interface as the desktop client for RMS.
3.	The field reporting module must be fully integrated with the RMS server application to avoid any delay in posting information from a mobile report to the RMS and to allow users to access and utilize information stored on the RMS server via the field reporting module.
4.	The field reporting module shall provide a step-by-step process for the completion of an incident report from the transfer of CAD data, to the entry of incident details, to the submission of the report to the RMS system.
5.	Proposals for automated field reporting systems which collect report information in the field and then submit it in a batch mode to the RMS server will be considered.
6.	The RMS shall include a fully-functional RMS client designed for and capable of effective use on the following connections:
7.	Utilize the Microsoft Windows operating system.
8.	Allow the user to access an RMS report form even when the network connection has failed.
9.	Designed so it is able to connect directly with the RMS core application.
10.	If the network connection is lost while a user is completing a report it shall not result in the loss of any data or cause the application to freeze.
11.	Include an autosave function that save every 10 seconds.
12.	User Interface
13.	The user interface for the mobile client application shall resemble the desktop application in the following ways:
14.	-Design
15.	-Navigation
16.	-Field Labels
17.	-Command Codes
18.	-Short-cut keys
19.	-Graphic command buttons
20.	-Logon/Logoff requirements, and system responses

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Automated Field Reporting System Requirements

21.	General Mobile Requirements
22.	For safety purposes the proposed mobile client application shall darken the computer screen immediately with a single keystroke.
23.	For safety purposes the proposed mobile client application shall include a “day/night” feature which shall reverse the video settings in order to make the screen less bright at night than it is during the day.
24.	For information security purposes, the proposed mobile client application shall lock and blank the computer screen immediately with a single keystroke.
25.	The proposed mobile client application shall lock and blank the user interface after a user-defined period of inactivity.
26.	In case the mobile computer is lost or stolen the proposed mobile client application shall store local data in an encrypted manner.
27.	After the application is locked and blanked the user shall be capable of recovering full use of the application through the entry of a unique password.
28.	Functional Requirements
29.	Log the user onto the RMS system when they log on to the mobile data computer
30.	Alert the officer at logon and logoff of any outstanding reports (incomplete reports or runs with no associated report)
31.	Determine the types of queries and searches that may be conducted by a mobile client so as not to overload the communication channel.
32.	Allow the user to search for and retrieve RMS records. For example reports:
33.	-That the user has completed within the last 30 days
34.	-That have occurred within their assigned PSA, or
35.	-That the user has been assigned.
36.	Allow a user to begin any RMS supported report from the field by providing access to the appropriate forms.
37.	The system administrator shall transfer all outstanding reports to the RMS database when the officer logs-off the client. So as not to impede the log-off process the mobile client shall not edit check the report if it is being transferred due to a log-off.
38.	The proposed mobile client shall allow the user to upload a partial or complete report to the RMS server at any time.
39.	Subject to security restrictions the RMS shall allow any authorized user to retrieve and edit a partially or fully completed report from a desktop client or another mobile client which was begun on a mobile client once it has been submitted to the RMS database.
40.	Incomplete reports shall be marked as Conditional by the database until such time as they have been completed and approved by a supervisor.
41.	In the event that the user completes the entire report on the mobile client, the RMS shall route the report for approval according to previously defined criteria.
42.	Enable the user to search for and access records stored in the RMS application in order to assist in the completion of a report. For example, if the user arrests Mr. Smith as a result of an investigation for assault, the mobile client shall allow the officer to retrieve previous arrest information about Mr. Smith and transfer it to the appropriate fields in the new arrest and incident reports.
43.	Provide a command for the user that lists all incomplete reports that are the user’s

Attachment B
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	responsibility to complete.
44.	Include CAD records for which CCNs have been assigned but for which the user has not entered all of the required information.
45.	Users shall be able to retrieve a report that they are responsible for completing directly from the incomplete report list.
46.	Include a notepad function for each officer logged on to the mobile client.
47.	Provide a private storage area of a system administrator determined size for each authorized user to store notes, inquiries or other miscellaneous items.
48.	Offer the officer the ability to transfer the contents of their notepad to a CD/DVD or memory stick at logoff.