RFP #1711

National Incident Based Reporting System (NIBRS) Repository Software RFP

Responses to Written Inquiries

Last Updated 08/23/2019

Q1: Section 1.14 (Site Visits). In Section 1.14, it states, "If site visits are required, they will be scheduled before the submission of the proposal. Site visits will be made at the Offeror's expense".

> A.   Are site visits required for this opportunity?
> B.   What is the intent of the site visit?

A1:

> A.   No, they are not required
> B.   Vendors would have the opportunity to visit the site to see the facilities and to meet with staff in order to gather information needed to complete the proposal for the RFP.

Q2: Section 1.6 (Schedule of Activities). In Section 1.6, it states that the Proposal Submission deadline is October 15, 2019. This contradicts Section 1.7, which states that the due date is September 20, 2019.

A2: Deadline for the Proposal Submission is October 15, 2019.

Q3: 1.3.3 Description of Components or Phases. It states that the State is open to replacement options: State Hosted Solution and Vendor Hosted Solution. If the vendor submits a proposal for both options, will the proposal be evaluated separately (by hosting option) or together (by the vendor)? If we submit both options and another vendor submits a State Hosted Solution only, we want to ensure that the costs are being compared fairly.

A3: Proposals will be evaluated separately.

Q4: 1.7 Submitting your Proposal. It states that an original and 6 identical copies of the proposal shall be submitted. Can the identical copies of the proposal be in black and white, or must they be in color?

A4: They can be in black and white.

Q5: 3.3 Staff Resumes and References. It states to provide resume details for all key personnel, including any subcontractors' project leads, by listing the following in the order in which it appears. If the key personnel does not have any details to add under a specific heading, should the heading be included on the resume? For example, if a member of our team has no project management experience, would we list the following: Project Management Experience - N/A?

A5: If the details are not applicable to the key personnel, list N/A. If the key personnel has no experience, list 'none'.

Q6: 3.3 Staff Resume and References. It states that the resumes for the key personnel must include three professional references. Is the state planning to contact each individual reference for each of the key personnel?

A6: The state has the option to contact any references.

Q7: 5.6 Deliverables. It states that the (Vendor) should provide a complete narrative detailing the assessment of the work to be performed, approach and methods to provide the requirements of this RFP. Should the narrative include information provided in Sections 5.6.1 through 5.6.23?

A7: Yes.

Q8: 7.0 Proposal Evaluation and Award Process. Are you able to provide the evaluation points per criteria listed in Sections 7.1 through 7.3?

A8: Since we are in the process of evaluation, no further information will be available at this time. However, if you wish to discuss the points per criteria after evaluation, we can do so.

Q9: Additional Work. It states that the Offeror may be required to perform additional work as required. Are you able to provide clarification as to what additional work may be required so that the Vendor may formulate an accurate cost?

A9: The only additional work that the state possibly anticipates at this time, is anything that needs to be addressed from the BIT security scan.

Q10: Appendix A Scope of Work: Appendix A - Scope of Work, lists the South Dakota NIBRS webpage and data collection RFP Requirements and Requests. Is the vendor to include information regarding these Requirements and Requests within the RFP response? If yes, in what section must the information be included?

A10: Yes; The state recommends including it in section 5.6.

Q11: Appendix A Scope of Work. Reference #1.4 states the following: Single sign-on authentication through RISS.NET using federated services. Please provide clarification regarding the use of this authentication.

A11: Integration with the RISSnet GFIPM System to provide Single Sign On (SSO). The URL authenticates the users through RISSnet SSO to verify proper users. The system would use Security Assertion Markup Language (SAML) assertions from RISSnet. This is currently being done for other state applications through a state provided Active Directory Federated Services (ADFS) server.

Q12: Appendix A Scope of Work. Reference #1.5 states the following: If unable to provide repository through RISS.NET, multi-factor sign-on required. Is there a preference as to what multi-factor sign-on is desired: mobile, email, etc.?

A12: No preference, but the state would like multiple options.

Q13: Appendix A Scope of Work. Reference 3.1 states that the Admin Home Page must link to Report Tool, Law Enforcement Employee Form, New Incident, Show All Errors and Warnings, Report Tool, Administration, Import File, Import EDS/WDS files, Export File. Are these the links that are in the current South Dakota Repository system?

A13: Yes.

Q14: Appendix A Scope of Work. Reference #2.1 states that the User Home Page must link to Report Tool, Law Enforcement Employee Form, Change Password, New Incident, Show All Errors and Warnings. Are these the links that are in the current system?

A14: Yes.

Q15: Appendix A Scope of Work. Reference #8.1 states that the solution must have the ability to import and ingest submission flat files from 4 sources: Zuercher, Crime Star, New World, and Connect SD RMS. Is the current system accepting only flat files from each source?

A15: Yes.

Q16: Appendix A Scope of Work. Reference #8.8 states the following: Import all information contained in the submission (right now I cannot accept offender names). Is "offender name" one of the additional fields that is required (fields specific to SD)?

A16: Yes.

Q17: Appendix A Scope of Work. Reference #8.9 states the following: Convert all flat files to XLM. Please confirm that this should be corrected to, "Convert all flat files to XML".

A17: Yes.

Q18: Appendix A Scope of Work. Reference #12.5 states the following: Ability to make offense codes active or inactive and add new ones. Please provide clarification as to the reason for this functionality.

A18: The state needs the ability to add or inactivate codes to correspond with state specific data collection needs.

Q19: Appendix A Scope of Work. Reference 14.1 states the following: Log of use by agencies in the portal: add, edit, delete incidents, building reports, edits to the Law Enforcement Employee Form. Are there any other elements that are required?

A19: These are the minimum requires, but the state is open to additional options.

Q20: Appendix A Scope of Work. Reference #16.1 states the following: Creation of interface to the ATG website of data contained in the portal for the public to run customizable reports. Is publication by the vendor required? Where is the publication located on the ATG website?

A20: No. Currently there is no publication of this nature.

Q21: Appendix A Scope of Work. Reference #16.1 states the following: Creation of interface to ATG website of data contained in the portal for the public to run customizable reports. In what format would ATG expect the data?

A21: The state has no defined expectations.

Q22: Appendix A Scope of Work. Reference 17.1 states the following: All PII information must be encrypted in test/dev/prod environments. What PII is collected in the current system?

A22: Name, DOB, Address.

Q23: Appendix B Contact Terms and Conditions. Number 16 states, "Vendor hereby acknowledges and agrees that all reports, plans, specifications, technical data, drawings, software system programs and documentation, procedures, files, operating instructions and procedures, source code(s) and documentation shall belong to and is the property of the State and will not be used in any way by the Vendor without the written consent of the State." Our solution is IP and we typically do not provide the source code to our clients. Would SD ATG be willing to utilize source code escrow as an alternative to providing the source code directly?

A23: Yes.

Q24: Appendix B Contact Terms and Conditions. Number 23 states that all employees must undergo fingerprint background checks. Is on-site fingerprinting required, or may fingerprint cards be submitted?

A24: Either option is available.

Q25: Appendix E Security and Vendor Questions. Appendix E - Security and Vendor Questions, is attached to the RFP as a PDF document. Is the document available in another format, such as MS Excel?

A25: Yes. Available upon request.