

**Scope Statement**

<b>Department/Agency:</b>	Department of Justice, Criminal Justice Information Network (CJIN)
<b>Issue Date:</b>	August 13, 2002
<b>Project Name:</b>	<b>CJIN Recurring Costs Tracking No. TECH-000961</b>
<b>Project Sponsor/Contact:</b>	Carol Morin (919) 716-3543 cjin@mail.jus.state.nc.us
<b>Technology Services Contract:</b>	Attachment 10 – Technology Advisory Services
<b>Due Date for Questions</b>	August 30, 2002 @ 5:00 p.m.
<b>Due Date for Responses:</b>	September 20, 2002 @ 5:00 p.m.
<b>Deliver Proposals to:</b>	DOJ/CJIN PO Box 629 114 W. Edenton Street Raleigh, North Carolina 27602-0629

Email all questions to the Contact person listed above by the deadline date. Responses to questions will be sent to all eligible vendors on Attachment 10. No phone call questions will be accepted.

**Scope Statement Purpose**

The purpose of this scope statement is to solicit fixed price responses (i.e. Scope Statement Response) from eligible vendors to fulfill the requirements of the CJIN Recurring Cost project.

**Project Summary**

North Carolina is recognized today in the nation as one of the leading states in developing a statewide criminal justice information network (CJIN). Our success is due directly in part to the North Carolina General Assembly recognizing the need for further coordination and cooperation among state and local agencies in establishing standards for sharing of criminal justice information.

Another important factor for success is that state government in North Carolina has a state centric approach, thus placing each state government agency with statewide oversight and control.

In 1994, the North Carolina General Assembly convened a Special Crime Session to address the growing problem of crime in North Carolina and to seek possible solutions in many areas. At that time, the legislature established a “blue-ribbon” study committee to identify and recommend a long - range plan to develop a statewide criminal justice information network in the state. One of the distinguishing aspects of this study was that it took into account the major components of a criminal justice information network that were already in place in North Carolina at that time. The CJIN Study Committee released their report in April 1995. The report identified the establishment of a permanent oversight organization as the most important critical step towards identifying and coordinating major projects and seeking funding and support for both future projects and on-going operations. The report also identified four other major system-wide infrastructural projects (data sharing standards, security, hardware) and seven major applications that were needed to further the development of a statewide criminal justice information network in North Carolina. Four of the combined twelve projects were identified as major milestones towards building a statewide CJIN, specifically an oversight committee, statewide fingerprinting, magistrate system, and courtroom automation.

The legislature established the CJIN Governing Board in 1997 and it currently has twenty-one legislatively appointed members. The major state agencies that are considered CJIN agencies with representation on the Governing Board include:

- Department of Justice
- Department of Correction
- Judicial Department
- Department of Juvenile Justice and Delinquency Prevention
- Department of Crime Control and Public Safety / State Highway Patrol
- Department of Transportation / Division of Motor Vehicles

The only permanent staffing is the CJIN Executive Director. The 1995 CJIN Study Committee report, CJIN Governing Board membership, governing board meeting minutes and other important documents may be found on the CJIN web site at <http://www.cjin.jus.state.nc.us>.

#### Current Status

Since the Governing Board was created in 1997, the state has made steady, incremental progress towards completing several of the long-range CJIN projects identified in the 1995 study report. As well, with the advance of technology during the past seven years — especially wireless technology and Internet technology — other important new projects not envisioned in 1995 have also been identified as critical CJIN projects. The completion of the 1995 Study also helped North Carolina obtain significant federal funding to complete or begin several major projects to demonstrate to other states the key success factors and challenges of building a statewide CJIN.

CJIN has been challenged by obtaining on-going, recurring funding for maintenance, support, and the replacement of presently deployed technologies for CJIN related initiatives. Although one-time federal or state funding has initiated many key CJIN initiatives, in many cases, individual state agencies have assumed ownership and responsibility for obtaining on-going recurring funding into

their recurring budgets. Given recent budget shortfalls in North Carolina, many state agencies have reached the point where they are fiscally incapable and can no longer continue this mode of operation. The CJIN Governing Board needs assistance to identify the 'all-inclusive' operational costs from both a state and local perspective. CJIN would like to identify recurring funding sources and explore the feasibility of alternative funding streams of revenue (i.e. bonds, user access fees, court cost, etc.).

The scope statement response should contain the vendor proposal for activities in the following four prioritized areas:

1. *Revisit 1995 CJIN Study Report Recommendations*

The first section will focus on the original CJIN projects as listed in the Criminal Justice Information Network (CJIN) Study Final Report, dated April 1995. The 1995 study report has served over time as a blueprint for the state and local agencies for developing a statewide criminal justice information network. The final report contains detailed recommendations regarding staffing, infrastructure projects, and information systems. The final report is two volumes, over 800 pages long, and is available on the CJIN web site.

The CJIN web site contains all of the CJIN annual General Assembly reports which document the initial cost estimate of the project, the amount of funds spent to date on the project, the source of funds for expenditures to date, and a timetable for completion. The latest General Assembly report was published in April 2002.

2. *Existing Criminal Justice Information Systems*

The second section will focus on existing criminal justice systems in North Carolina. Prior to the creation of CJIN, there were other state information technology systems in the North Carolina criminal justice system. Two examples are: the Department of Correction's Offender Population Unified System (OPUS) and the Administrative Office of the Court's Automated Criminal Information System (ACIS). The respective agency's operational budget contains funding to support these systems.

3. *Future CJIN Projects*

The third section will focus on 'natural extensions' of CJIN that were not cited in the original study. These new projects are primarily the result of technology advances and the ability to build on the standard, open-systems architecture of CJIN. For example, eCitation, which has been piloted in one county, enables law enforcement officers to send citation data directly from its point of origin, the vehicle, to the court system via the infrastructure of the Criminal Justice Information Network Mobile Data Network (CJIN-MDN). eShuck is an envisioned courtroom application that will process and dispose of eCitations in a paperless environment. Another major initiative underway is in Mecklenburg County, which in cooperation with various participating state, city, and county criminal justice agencies including the Administrative Office of the Courts, has embarked on a multi-year project to integrate at the county level the Criminal Justice Information Systems (CJIS) with state of the art methodologies and technologies in information management and telecommunications.

4. *Other areas as deemed appropriate by the vendor.*

## **Project Description/Deliverables to be Accomplished**

### Cost Model

For original CJIN projects as cited in the Criminal Justice Information Network (CJIN) Study Final Report, dated April 1995, as listed in Volume I, Section VII: Implementation Alternatives:

Develop a cost model and methodology template. The model should accommodate a 24x7x365 system-operating schedule. It should separate state and local costs as applicable. The cost model should detail costs by all major state CJIN agencies and should consider the CJIN Governing Board as a separate entity. For local agencies, the cost model should categorize costs by small, medium, and large counties as defined by population size/range. The proposed cost model should be thoroughly explained including a listing and explanation of data/information sources that support this model. The cost model should contain an Excel spreadsheet that identifies operating cost by major project by year. A summary recurring cost model should also be developed. Operating cost should cover a 5-year horizon beginning July 1, 2002. The cost model should include detail for the following applicable elements:

- FTEs (Full Time Equivalents) required to support the project by position classification, fully burdened (i.e., salary, overhead, benefits, retirement, etc.).
- Training.
- Software purchases.
- Software maintenance.
- Hardware purchases.
- Hardware maintenance.
- Communications cost (i.e., lines, routers, switches, etc.).
- Anticipated replacement cost for hardware, software, and communications equipment.
- End user cost(s).
- Any applicable rent or other expenses, etc.
- Any additional cost elements found, but not listed above.

Interviews, research, and analysis should be conducted to gather sufficient and reliable data to build the cost model. All major state agencies that play a major role in CJIN have their central offices in Raleigh. It is anticipated that the local agency component will require six interviews (two for each size category). The six agencies will be geographically selected to limit the amount of travel outside of the Raleigh vicinity to one-day trips. The expected deliverable will be a template that is representative of small, medium, and large agencies. The final report will include one completed template from each size category. CJIN would like the local agency template to include information related to the percentage or some degree of actual usage. CJIN will work with the remaining local agencies to complete this information after the final report is completed.

## Funding Sources

In addition, alternative-funding sources for these recurring costs should be researched and presented. The vendor will provide a list of potential funding methods for these recurring costs and include, at a minimum, what other private or public sectors are doing for funding.

1. For existing criminal justice systems in North Carolina:

Use a similar cost model and methodology template as with the original CJIN projects. The state agencies have these recurring costs incorporated into existing budgets, but it is not available in one report.

2. For 'natural extensions' of CJIN that were not cited in the original study:

CJIN recognizes that these projects are in the development or pilot stages and we may not know the full cost of implementation or the anticipated recurring costs. Some of this work is greater than the scope statement and present budget. However, we want the final report to include some indication of anticipated cost elements.

The final report must be supplied in WORD format and in Adobe Acrobat so it can be posted to the CJIN web site. The final report must be presented to the CJIN Board at a regularly scheduled meeting.

## **Timetable/Schedule**

Must be available for immediate assignment.

The CJIN Executive Director will maintain control of the project and provide fiscal oversight for the entire project.

## **Administrative Items**

Interested vendors will deliver the Scope Statement Response to the CJIN address by the deadline indicated in the first section of this document. The Scope Statement Response (minimum requirements) must include:

1. Project Management approach.
2. Analysis approach.
3. Technical approach.
4. Project tasks with tasks descriptions.
5. Project timeline/plan.
6. Project deliverables with acceptance criteria. Project deliverables should be broken into units of work not to exceed 80 hours.
7. CJIN's change management process will be followed.
8. Configuration management for document control.
9. An **all-inclusive fixed price** for the completed work.
10. Vendor must submit two (2) originals and five (5) copies of the proposal. Indicate firm name and scope statement tracking number on the front of each sealed proposal envelope or package.

All required project approvals are the responsibility of the Executive Director of CJIN.

### **Additional Contractual Terms**

- Vendor must provide office space and equipment including telephone service for their project team.
- Vendor must provide weekly status reports in the format prescribed by CJIN.
- Vendor should expect to attend weekly project status meetings at a state facility in the Raleigh area.
- Any travel, meals, hotel, mileage, or other miscellaneous expenses should be anticipated and included as part of the fixed cost submitted with the Statement of Work.

### **Conflict of Interest:**

The Vendor shall not knowingly employ, during the period of this contract, nor in the preparation of any response to this solicitation, any personnel who are, or have been, employed by a Vendor also in the employ of the State and who are providing services involving, or similar to, the scope and nature of this solicitation or the resulting contract. The Vendor shall:

a) Provide a statement that no assistance in preparing the response was received from any current or former employee of the State of North Carolina whose duties relate(d) to this RFP, unless such assistance was provided by the state employee in his or her official public capacity and that neither such employee nor any member of his or her immediate family has any financial interest in the outcome of this RFP.

b) State if the Vendor or any employee of the Vendor is related by blood or marriage to an Agency employee or resides with an Agency employee. If there are such relationships, list the names and relationships of said parties. Include the position and responsibilities within the Vendor's organization of such Vendor employees.

c) State whether any of the individuals proposed is a current state employee or a former state employee during the past two years. State the employing state agency, individual's title at that state agency, and termination date.

### **Disclosure of Litigation.**

a) The Vendor shall notify the State in its bid proposal, if it, or any of its subcontractors, or their officers, directors, or key personnel who may provide services under any contract awarded pursuant to this solicitation, have ever been convicted of a felony, or any crime involving moral turpitude, including, but not limited to fraud, misappropriation or deception. Vendor shall promptly notify the State of any criminal litigation, investigations or proceeding involving Vendor or any subcontractor, or any of the foregoing entities' then current officers or directors during the term of this Contract or any Scope Statement awarded to Vendor.

b) Vendor shall notify the State in its bid proposal, and promptly thereafter as otherwise applicable, of any civil litigation, arbitration, proceeding, or judgments against it or its subcontractors during the three (3) years preceding its bid proposal, or which may occur during the term of any any contract awarded to Vendor pursuant to this solicitation, that involve (1) services or related goods similar to those provided pursuant to any any contract and that involve a claim in excess of \$500,000 or that may affect the viability or financial stability of the Vendor, or (2) a claim or written allegation of fraud by the Vendor or any subcontractor hereunder, arising out of their

business activities, or (3) a claim or written allegation that the Vendor or any subcontractor hereunder violated any federal, state or local statute, regulation or ordinance. Multiple lawsuits and or judgments against the Vendor or subcontractor, in any an amount less than \$500,000 shall be disclosed to the State to the extent they affect the financial solvency and integrity of the Vendor or subcontractor.

c) All notices under subsection a) and b) herein shall be provided in writing to the State within thirty (30) calendar days after the Vendor learns about any such criminal or civil matters; unless such matters are governed by the ITS General Terms and Conditions annexed to the solicitation. Details of settlements which are prevented from disclosure by the terms of the settlement shall be annotated as such. Vendor may rely on good faith certifications of its subcontractors addressing the foregoing, which certifications shall be available for inspection at the option of the State.

d) Assurances - In the event that criminal or civil investigation, litigation, arbitration or other proceedings disclosed to the State pursuant to this Section, or of which the State otherwise becomes aware, during the term of this Contract, causes the State to be reasonably concerned about:

- i) the ability of the Vendor or its subcontractor to continue to perform this Contract in accordance with its terms and conditions, or
- ii) whether the Vendor or its subcontractor in performing services is engaged in conduct which is similar in nature to conduct alleged in such investigation, litigation, arbitration or other proceedings, which conduct would constitute a breach of this Contract or violation of law, regulation or public policy,
- iii) then the Vendor shall be required to provide the State all reasonable assurances requested by the State to demonstrate that: (a) the Vendor or its subcontractors hereunder will be able to continue to perform this Contract in accordance with its terms and conditions, (b) the Vendor or its subcontractors will not engage in conduct in performing services under this Contract which is similar in nature to the conduct alleged in any such litigation, arbitration or other proceedings.

### **Criminal Conviction**

In the event the Contractor, an officer of the Contractor, or an owner of a 25% or greater share of the Contractor, is convicted of a criminal offense incident to the application for or performance of a State, public or private Contract or subcontract; or convicted of a criminal offense including but not limited to any of the following: embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, attempting to influence a public employee to breach the ethical conduct standards for State of North Carolina employees; convicted under State or federal antitrust statutes; or convicted of any other criminal offense which in the sole discretion of the State, that reflects upon the Contractor's business integrity. Upon receipt of evidence of any such conviction, the State may determine the sufficiency of such evidence, conduct further investigation or take such other and further action, including termination, as determined by the State to be in the State's best interest.

### **Confidentiality Of Data and Information:**

e) All financial, statistical, personnel, technical and other data and information relating to the State's operation which are designated confidential by the State and made available to the Contractor in order to carry out this Contract, or which become available to the Contractor in carrying out this Contract, shall be protected by the Contractor from unauthorized use and disclosure through the observance of the same or more effective procedural requirements as are applicable to the State. The identification of all such confidential data and information as well as the State's procedural requirements for protection of such data and information from unauthorized use and disclosure shall

be provided by the State in writing to the Contractor. If the methods and procedures employed by the Contractor for the protection of the Contractor's data and information are deemed by the State to be adequate for the protection of the State's confidential information, such methods and procedures may be used, with the written consent of the State, to carry out the intent of this section.

f) The Contractor shall not be required under the provisions of this section to keep confidential, (1) information generally available to the public, (2) information released by the State generally, or to the Contractor without restriction, (3) information independently developed or acquired by the Contractor or its personnel without reliance in any way on otherwise protected information of the State. Notwithstanding the foregoing restrictions, the Contractor and its personnel may use and disclose any information which it is otherwise required by law to disclose, but in each case only after the State has been so notified, and has had the opportunity, if possible, to obtain reasonable protection for such information in connection with such disclosure.

### **Evaluation Criteria**

The evaluation and vendor selection process will be based on "best value". The particular procurement methods used are selected so as to result in the best buy for the State in terms of the function to be performed. Competitive Best Value Procurement allows for the use of alternate competitive purchasing techniques in addition to low price analysis in the selection of supply sources determined to represent best value. In this particular procurement, a trade off method of source selection will be utilized. Proposals will be evaluated based on the criteria listed below. Evaluation methodology shall be in accordance with Title 9 of the NCAC Subchapter 06B, Section .0302, or corresponding section of any future NC Administrative Code. The State may elect to conduct negotiations with one or more vendors and make requests of vendors as may be necessary or proper for best and final offers.

The vendor selection criteria with numeric weights are as follows:

- Prior experience in IT project management and coordinating multi-agency projects among state and local entities. This includes being well versed in project planning, methodology, and work breakdown structure. (25 points)
- Prior experience in governmental accounting, budgetary practices, and fiscal analysis. (25 points)
- Project cost. (25 points)
- Prior experience with criminal justice environment. (15 points)
- Quality of the proposal and presence of required elements. (5 points)
- Technical writing and business skills of vendor. (5 points)

An evaluation team will review the Statements of Work and make a recommendation to the CJIN Board. At its option, the team may require some or all vendors submitting Statements of Work to participate in interviews and/or make oral presentations to the team.



**EXECUTION OF SCOPE STATEMENT**

By signing the below, the Offeror certifies that:

- This Scope Statement Response was signed by an authorized representative of the Offeror;
- This Scope Statement Response was not derived through any acts of collusion as stated in NCGS 147-33.100;
- The Offeror agrees to all the mandatory terms and conditions and agrees to pay the 2% administrative fee to ITS per Section I, Paragraph B of the ITS Technical Services Contract; and
- The Offeror agrees to abide by all IRMC Policies, Standards and Procedures and in addition, adhere to the Statewide Technical Architecture.

Therefore in compliance with the foregoing Scope Statement and subject to all terms and conditions of the ITS Technical Services Contract, including all exhibits, the undersigned offers and agrees to furnish the services set forth in the Scope Statement if the Scope Statement Response is accepted by the State.

**Failure to execute/sign scope statement response prior to submittal shall render it invalid. Late bids are not acceptable.**

BIDDER:		FEDERAL ID OR SOCIAL SECURITY NO.	
STREET ADDRESS:		P.O. BOX:	ZIP:
CITY & STATE & ZIP:		TELEPHONE NO:	TOLL FREE TEL. NO
TYPE OR PRINT NAME & TITLE OF PERSON SIGNING:		FAX NUMBER:	
AUTHORIZED SIGNATURE:	DATE:	E-MAIL:	

Acceptance by Agency is contingent upon ITS approval of the Agency's recommendation of award. This contract was approved for award by ITS on \_\_\_\_\_, 2002, as indicated by attached certification letter from ITS.

**ACCEPTANCE OF SCOPE STATEMENT RESPONSE**

If any or all parts of this scope are accepted, an authorized representative of Using Agency shall affix their signature hereto and this document along with the provisions of the Technical Services Contract shall then constitute the written agreement between the parties. A copy of this acceptance will be forwarded to the successful offeror(s).

<b><u>FOR CONTRACTING AGENCY USE ONLY</u></b>	
Offer accepted this ____ day of _____, 2002, as indicated on attached certification or purchase order	
by _____ (Authorized representative of Contracting Agency)	