# Request for Information (RFI)

# for a Law Enforcement

Records Management System (RMS)

Lafayette Police Department Lafayette, Colorado February 2013



#### Overview

The City of Lafayette is a municipality to nearly 24,000 residents within Boulder County, Colorado. The Lafayette Police Department is the sole Law Enforcement Agency for the city of Lafayette and one of nine Law Enforcement Agencies in the county. We are dispatched through Boulder County Communications Dispatch Center. Boulder County is using TriTech CAD, which was implemented in late 2012.

The Lafayette Police Department is investigating the acquisition and implementation of a Records Management System (RMS). The Lafayette Police Department currently has 40 sworn officers.

### **Purpose**

The Lafayette Police Department is seeking information from vendors interested in providing a Commercial Off-the-Shelf, Law Enforcement Records Management System that can support the requirements outlined below. This Request for Information (RFI) sets forth the minimum requirements for the RMS as the qualification criteria of vendors. Vendors determined by the Lafayette Police Department to be qualified shall offer a variety of fully integrated applications, while supporting the ability to export data in various formats for reporting and analysis. Qualified vendors shall have extensive experience providing systems within a networked environment and with multiple interfaces to a variety of outside systems and devices.

#### Goals

The overall goals of acquiring a new Records Management System will be to:

- Implement a RMS which meets the requirements of this RFI and which can demonstrate the ability to meet the future needs of our community
- Provide an RMS with access by all authorized users to create a single knowledge base
- Facilitate the sharing of resources within the agency
- Provide a consistent and simple end-user interface for all applications
- Provide the highest level of integration possible between the primary components of the system to minimize redundant data entry
- Obtain a system that is stable, highly reliable and can demonstrate superior data integrity, while ensuring the timely recording and delivery of information

Responses to this RFI are considered non-binding proposals. Only vendors selected at the sole discretion of the Lafayette Police Department will be asked to respond to a future Request for Proposal for this specific project. A contract will not be awarded as a result of this RFI.

Functional Requirements
Vendor responses <u>must</u> include, but are not limited to, the following information:

Req #	Requirement	Yes/No	Additional Comments
1.0	Master Name Index		
1.1	Does your RMS have a Master Name Index - MNI?		
1.2	Does your RMS have a function that permits special handling of juvenile information?		
1.3	Does your RMS have a function that permits special handling of businesses?		
2.0	Master Vehicle Index		
2.1	Does your RMS have a Master Vehicle Index - MVI?		
2.2	Does your RMS support the entry of all identifying information for each of the following vehicle types?  • Cars & Trucks  • Motorcycles  • Boats  • Airplanes		
2.3	Does your RMS have a vehicle impound management function?		
3.0	Master Property Index		
3.1	Does your RMS have a property & evidence management function?		
3.2	Does your RMS support the use of bar code scanners or coding/tracking to record movement of property and evidence?		
4.0	Does your RMS have an arrest function?		
5.0	Does your RMS have a field contact management function?		
6.0	Does your RMS have a pawn management function?		
7.0	Does the system support field report completion and field report approval?		
8.0	Does your RMS have a Case Management function?		
9.0	Does the system allow direct data entry in to the RMS to produce a Colorado State Collision Report form?		

10.0	Citations	
10.1	Does the system include a citation module for capturing, storing and retrieving citations and warnings?	
10.2	Does the system interface with municipal and/or district courts (specifically Tyler) when citations are created?	
10.3	Does the system interface with the e- citation module Brazos, when citations are created?	
11.0	Does your RMS have additional modules available?	
12.0	Analytical Support	
12.1	Does the system have the ability to link related information such as people, events, investigations, property, vehicles, calls, and citations?	
12.2	Does the system allow for unlimited text narrative with formatting options (word wrap, spell check, copy, paste, bold, underline, etc.)?	
12.3	Does the system allow for only one original and unlimited supplemental reports for any offense report entered?	
12.4	Does the system have the ability to attach digital images, photographs, scanned documents and other attachments to any module, system or component of the RMS?	
12.5	Does the system allow users to readily search all data in the system?	
12.6	Does your RMS have the ability to query and produce ad hoc reports on any number of fields?	
12.7	Does the system allow the search results to be listed for viewing, printing and/or exporting to other file formats?	
12.8	Does your RMS support a quality control process on incoming reports to ensure that data are correctly and completely entered?	
12.9	Does the system validate address and location data entry fields against the system's common geofile?	

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12.10	, ,	
	validation process to accept an address	
	even if it does not appear in the geofile?	
12.11	1	
	compatible and allow for electronic	
	submission of data to the Colorado	
	Bureau of Investigation?	
12.12	Does your RMS offer the following	
	internal data exchanges?	
	Mobile field reporting	
	Incident reporting	
	<ul> <li>Master Name Index (MNI)</li> </ul>	
	Master Vehicle Index (MVI)	
	Master Property Index (MPI)	
12.13	Does your RMS offer interfaces to the	
	following external data exchanges?	
	Brazos	
	CCIC/NCIC	
	CopLink	
	Crime Report/Crime View	
	• Tyler	
	Leads Online	
	TriTech CAD	
13.0	System Management	
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13.1	Does your RMS have the ability to	
70.7	restrict access to records internally	
	based on user and user groups?	
13.2	Does the system allow for easy	
70.2	modification of the tables by the system	
	administrator?	
13.3	Does the system support the use of	
70.0	agency specific codes in certain data	
	entry fields, i.e. criminal charges?	
13.4	Does your RMS have the ability to	
10.4	purge reports according to a retention	
	schedule?	
13.5	Does your RMS allow for information to	
, 0.0	be sealed or expunged from the system	
	when ordered by the court?	
13.6	Does the system allow existing legacy	
, 5.5	data to be successfully migrated into its	
	system?	
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13.7	Does the system allow for remote secure access for authorized users via a	
	variety of devices? If so, which devices?	
13.8	Does the system allow for the configuration of a single (operational)	
	system administrator responsible for	
	managing the RMS?	
13.9	Describe the environment that the	
	proposed RMS solution is certified for	
	and any special network infrastructure configuration requirements.	
13.10	Describe initial computing environment	
10.10	requirements and projected capacity	
	expansion needs for 5 years	
13.11	Describe Software/Hardware	
	architecture	
13.12	Describe the RMS licensing programs	
	that are available and the scope of whether the software licensing will be	
	owned or leased	
13.13	Describe the performance capabilities of	
	your RMS platform in a multi-agency,	
	multi-user environment	
13.14	,	
10.15	agreement	
13.15	Describe the system upgrade process and frequency	
13.16	What is your RMS pricing formula?	
13.17	What are your Maintenance and/or VMP	
	pricing formula?	
13.18	Will your software run in a Windows	
	2008 or Windows 2008 R2 terminal	
	server environment?	
13.19	Will your software run in a Windows	
	2008 R2 Hyper-V environment?	
13.20	Does authentication integrate with	
	Windows Active Directory?	
13.21	Does application require password	
	changes @ specific intervals?	
13.22	Is data encrypted between server and	
	client?	

13.23	Can client access software through browser?	
13.24	Is client software accessible through public internet? If yes, what is the encryption level and who is the certificate authority?	
	Once purchased who owns application & data?	
13.25	What are your disaster recovery recommendations or requirements?	
13.26	What is your average resolution time for support calls over the past 12 months? Please provide documentation.	
13.27	Can you provide proof of PCI compliance?	
13.28	Map of support & upgrade time.	
13.29	Idea of average cost of upgrade for a company in the last two years.	
13.30	Digital report transfer to other agencies by email or other agency viewing access?	

## **Response Submission**

Responses should be prepared simply and economically, providing complete details of the vendor's ability to meet the requirements described in this RFI. Responses should also include the following information:

- Company Name and Address
- Specific contact person, address, phone number, fax number, and e-mail address
- Company web address
- Short biography of company, including previous experience and number of years in the market
- Type of organization (individual, partnership, corporation or other)
- Minimum of three law enforcement references, preferably agencies located in Colorado that are of similar size (with at least 50 sworn personnel)
- Detailed response to each item listed in the Requirements Section of this RFI, organized by designated numbering system
- Requirements listed in the RFI that can't be met

The sole contact for questions related to this RFI is:

Angie Borra, Records Manager Lafayette Police Department (303) 665-5506 x4109 angieb@cityoflafayette.com

Response submissions should include one hard copy and one copy in CD format and will be accepted no later than Monday, February 25, 2013 by 1400 hours. The contact information for mailing submissions is:

Angie Borra, Records Manager Lafayette Project Lead Lafayette Police Department 451 N. 111<sup>th</sup> Street Lafayette, CO 80026

Vendors must allow sufficient mail delivery time to ensure receipt of their response by the due date. The agency consortium is not liable for any cost incurred by vendors in preparing their response. Respondents may be asked to clarify or expand upon information provided.

#### **On-Site Demonstrations**

The RFI responses will be reviewed and qualified vendors will be invited to provide an on-site software demonstration on **March 18-20, 2013**. Demonstrations will be held at the Lafayette Police Department. Internet access and a projector will be available. The software demonstrations shall be no longer than 2 hours in length.

Qualified vendors will be contacted no later than March 11, 2013.