5. Select, Negotiate, and Implement

⇒ Staff members who work with the contributors and software on a daily basis should have significant input in the decision.

⇒ Negotiate and document all details with the chosen vendor.

⇒ A Statement of Work should include the requirements listed in the RFP as well as proposal assurances.

⇒ Identify project team members and project timeline dates.

⇒ Don’t assume anything.
1. New or Replacement: Develop Expertise

- If acquiring a new NIBRS repository:
  - Learn the lingo
  - Do not compare to Summary Reporting - don't use Summary terminology
  - Be suspicious if a vendor uses Summary terminology
- If replacing an existing NIBRS repository:
  - Talk to other State Programs
  - Learn from past mistakes
  - Be suspicious if a vendor states they are FBI certified - they still have to certify with your state

2. Identify Your System Requirements

- Follow FBI Technical Specifications as closely as possible to avoid scope creep
- Determine if there are state statutory mandates for statistical collection, e.g., domestic violence
- Survey your agencies regarding their report needs

3. Be Specific About Mission, Scope, and Deliverables

- UCR is intended to depict crime in counties or cities, not what law enforcement is doing
- NIBRS data collection is determined by the FBI standards; the standards accommodate uniform crime counts across the nation
- The mission is to collect crime statistics based on the technical specifications provided
- The scope is the project parameters for NIBRS data collection and reports; goals and objectives should be clearly stated by the State, not the vendor
- The deliverables should be clearly identified, such as vendor responsibilities, documentation, training, data conversion, FBI certification, and maintenance
- Organize the Request for Proposal (RFP) to define clearly what is required, what is preferred, and any customizations

4. Review and Compare the Vendor Responses

- Design the RFP to provide vendors a proposal format; for example:
  - Cover Letter
  - Section 1: Proposal Executive Summary
  - Section 2: Technical Solution and Description
  - Section 3: Project Management Description
  - Section 4: Vendor Section for Additional Information
  - Section 5: Pricing Section; to include itemized product, maintenance, and support pricing
  - Appendix A: Supplemental and Collateral Material
  - Appendix B: Vendor Financial Qualifications and Annual Report
  - Appendix C: Vendor Purchase Contract
  - Appendix D: Vendor Software License Agreements
- Offer the opportunity for vendors to provide an oral or on-line presentation
- Design scoresheets and document comments; expect the vendors to ask for public disclosure of scoring
- Check with the vendor's current customers for references
- Pricing should not be the decision-maker; this should be clearly stated in the RFP, on scoresheets, and on webpage documentation