

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



Washington Association of Sheriffs and Police Chiefs

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National Incident-Based Reporting System (NIBRS)

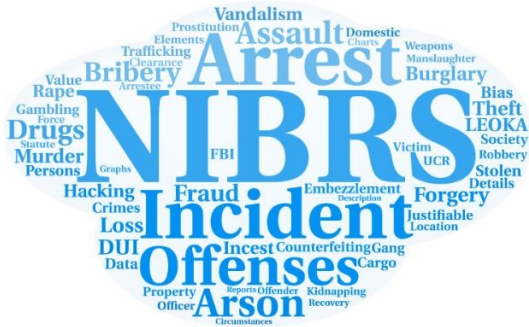
Repository Acquisition

Five Tips to Remember During Transition from the Summary Reporting System



Washington Association of Sheriffs and Police Chiefs

Uniform Crime Reporting Program



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