

Request for Proposals

CJIS Consultant 2019

June 21, 2019

REQUEST FOR PROPOSALS

Buncombe County and the City of Asheville announce this Request for Proposal (“RFP”) to all eligible and interested parties for the opportunity to submit a proposal, in accordance with the included requirements, to review and assess the existing Interlocal Agreement surrounding the Criminal Justice Information System (“CJIS”), to recommend changes to the CJIS User Advisory Group and the associated decision-making process, to establish a cost sharing model for involved agencies, inventory and define the core systems that constitute CJIS, and to consult on operational and process improvements. All interested vendors are invited to submit a proposal in accordance with the requirements specified in this RFP.

BACKGROUND

Buncombe County is the largest county in Western North Carolina, and the seventh most populous county in the state with more than 255,000 residents. The County serves as the economic hub of the region. Buncombe County spans 660 square miles with one city and five towns. The largest city is Asheville, which also serves as the county seat. The five towns within Buncombe County are Biltmore Forest, Black Mountain, Montreat, Weaverville, and Woodfin.

CJIS is a collection of applications used by local law enforcement and emergency response agencies. The current CJIS Interlocal Agreement was signed in 2002, and defines governance and funding for the included applications, and the support structure for the system. The Interlocal Agreement currently covers 10 agencies, while an additional 26 agencies access CJIS systems with ad-hoc agreements.

SCOPE OF WORK/EXPECTATIONS

Buncombe County and the City of Asheville anticipate the CJIS Consultant would provide the following services. Respondents shall outline their proposal for how to address these expectations. The selected Consultant will be viewed as an active partner in assuring all CJIS stakeholders a high-level of satisfaction during the process, the outcome, and the cost associated with this service. It is expected that the Consultant will work with the CJIS User Advisory Group and other stakeholders to establish a revised governance model with documentation no later than January 17, 2020. The final Scope of Work may change at the time of selection, and any changes will be incorporated into the contract. The Scope of Work shall include but is not limited to the following:

1. Review the CJIS Interlocal Agreement, along with all current CJIS ad-hoc agreements, to recommend changes.
2. Confirm the members of the CJIS User Advisory Group and responsibilities of members.
3. Define the decision-making process for onboarding new stakeholders and CJIS applications.
4. Define the methodology for cost sharing among agencies for current applications and support, as well as for future applications.
5. Define the customer support model for CJIS applications and stakeholders.
6. Define roles and responsibility for data ownership and access.
7. Ensure all changes satisfy the interests of all defined stakeholders, and secure consensus for the plan of action.

MINIMUM QUALIFICATIONS

The minimum acceptable qualifications for a consultant or consulting organization include:

- Successful completion of two (2) or more CJIS-related projects in the past 2 years.
- Evidence of effective work with three (3) or more cities or counties larger than 150,000 in population in establishing Interlocal agreements.
- Meet current FBI Security Policy standards for access to CJJ.

ADDITIONAL INFORMATION

- There is no guarantee of an award, and terms are subject to change. Submission of a proposal does not represent an award or any legally binding contract.
- Services to begin upon award of contract.

APPLICATIONS

Proposals must be submitted via email to Ron Venturella, Buncombe County Procurement Manager, no later than 2:00 pm on July 11, 2019 in order to be considered. Proposals may be submitted in a sealed envelope(s) or electronically submitted via email and properly identified with the title:

RFP: CJIS Consultant 2019

Proposals may be hand-delivered or emailed to:

Ron Venturella, Procurement Manager
200 College Street, Suite 450B
Asheville, North Carolina 28801
Phone: (828) 250-4154

E-mail: ron.venturella@buncombecounty.org

The County's capacity for email attachments is 9mb. It is the responsibility of the applicants to ensure their proposal is received prior to the acceptance time. Receipt of proposals can be verified by calling 828-250-4154. Late proposals will not be accepted. The County reserves the right to accept or reject all or any part of any proposal, waive informalities and award the contract to best serve the interest of the County.

Applicants will be required to respond to the following:

1. Provide the name and address of your organization. Describe what type of a business entity your organization is (corporation, general partnership, Limited Liability Company, etc.) Indicate in what state and year your business entity was incorporated or formed.
2. Provide a brief history of your business, including years of operation, general business description, and number of clients serviced, types of services generally offered, size of organization, and statement of philosophy of customer service levels provided to clients.
3. Describe the background, experience, and capabilities of your organization as it relates to the Scope of Work outlined above. Highlight any successful projects of similar subject and scope in other large local governments and/or local governments in North Carolina during the last three years.
4. Identify all subcontractors you intend to use for the proposed scope of work. For each subcontractor listed, proposers shall indicate 1.) What products and/or services are to be supplied by that subcontractor and; 2.) What percentage of the overall scope of work that subcontractor will perform.

5. List at least five (5) clients (municipal/county government) for whom you provide/provided consulting services in the past 3 years. Provide telephone numbers and contact names for references.
6. Provide costs for services, fee payment schedule and cost guarantees, if available, for the services listed above.
7. Provide a timeline and a detailed description of how the Consultant will address the scope of work above and include any additional recommended items to be included in the scope.
8. Can the client or organization terminate the services without obligation at any time under the contract? If not, what are the separation terms?
9. Provide your organization's standard contract template as an addendum to the submittal.

CONTACT

For more information, contact Buncombe County IT Director Kathy Brady at Kathy.Brady@buncombecounty.org.