

Division of
**CRIMINAL
JUSTICE
SERVICES**

**STATE OF WEST VIRGINIA
Military Affairs and Public Safety
Division of Criminal Justice**

**Response to Request for Quotation
RFQ Number: CJH201101**

Statewide Officer Training Information System

TECHNICAL PROPOSAL

Submitted by:

E N V I S A G E
T E C H N O L O G I E S

101 W. Kirkwood Ave, Suite 200
Bloomington, IN 47404

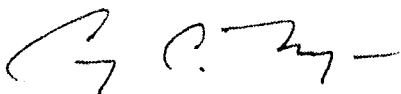
<http://www.Envisagenow.com>

Cory Myers, Vice President of Homeland Security Solutions

Phone: 812.330.7101

FAX: 812.330.7102

cory.myers@envisagenow.com



Cory C. Myers
June 24, 2010

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CRIMINAL JUSTICE DIVISION
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RFQ Number: CJH201101
Statewide Officer Training Information System

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Statewide Officer Training Information System

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Executive Summary

The West Virginia Department of Criminal Justice Services (DCJS) seeks to replace their current Officer Training Information System (OTIS) with a more modern, Commercial-off-the-Shelf system to track law enforcement officers, instructors, and training, including basic, advanced, in-service, and online. It also seeks to ensure that officers are certified in their discipline, including firearms qualifications, and record information on the employing law enforcement agencies throughout the state. In short, the system should track officer training and certification from hire to retire.

DCJS seeks an integrated system solution to automate various training operations for law enforcement officers, including managing classes, registration, scheduling, training, certifications and documents. It seeks to combine these processes into a single, web-based portal where all critical information and processes are available to appropriate personnel based on security rights. The solution should support training processes and the end result should be a lifelong training and certification record for all students who have attended academy training or taken online courses through their agency.

DCJS faces core challenges similar to those found with many large law enforcement training organizations: Business process complexity is generally compounded by manual operational processes and/or required elements of the compliance and training management workflow that are either non-digital (paper copy) or fragmented across numerous individual data files and legacy systems. In this complex environment, any significant increase in training demand is difficult to accommodate and there exists a fundamental inability to aggregate data in support of meaningful management reporting without staff resorting to heroic efforts to compile the data.

Envisage Technologies understands the challenges faced by law enforcement and high liability training organizations. Our company has over 10 years of experience integrating training processes and workflows into one, comprehensive training ecosystem. The intent of our software solution, the **Acadis® Readiness Suite**, is to integrate data and processes into a single system of record.

Based on our experience, we believe that the key to the success of a project of this magnitude for DCJS is to ensure that it adopts processes, standards, and technology that are compatible and can ultimately operate seamlessly throughout the entire organization, as well as support the law enforcement officers and agencies throughout West Virginia.

The **Acadis® Readiness Suite** is a comprehensive web-based training and certification management system designed to accurately track personnel, curriculum, training and certifications in one consolidated, legally defensible, enterprise-class database. On-demand access to information and a secure web portal enables employees within organizations to securely communicate training and compliance information, access online learning and review their training records. This approach protects sensitive employee data while providing a lifelong learning transcript and *legally defensible training record* for all DCJS-trained personnel.

Acadis was *designed specifically to automate the entire range of training activities, including* academic, physical skills, classroom and online learning. Envisage continues to evolve the solution by incorporating emerging training best practices and taking a holistic approach to officer compliance – from hire through retirement.

The recommended solution will accomplish two very important strategic goals. First, **Acadis** will reduce aggregate costs by eliminating redundant data entry and systems, streamlining labor intensive processing and optimize training workflow. Second, the system will support state-wide training management and tracking, ensuring officers and students complete all basic and mandatory in-service training, as well as re-certification according to West Virginia policies. By

utilizing the Acadis web-based Portal Infrastructure, DCJS can eliminate paper processing by providing convenient and secure access for agencies, agency training managers, and officers to do the following:

- View training and certification records for themselves and/or their subordinates
- Review and register for available courses (classroom, physical, firearms, online)
- Report in-service and other non-academy training
- Access online learning coursework

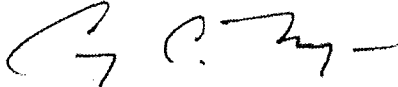
All information received via the Acadis Portal is automatically submitted to DCJS personnel for approval. Upon approval, students are automatically enrolled in training courses and in-service training events are automatically appended to the officer's lifelong learning record.

The result is a detailed, authoritative, and up-to-date officer record that includes current biographical and address information, and complete employment history. The comprehensive training transcript that stores detailed basic and advanced training received as well as current skills and certifications within a centralized training system of record.

Finally, our system meets the highest security standards, as required by our federal Department of Homeland Security and Department of Defense clients. This allows Acadis to protect sensitive personally identifiable information from unauthorized access: the security administration within Acadis allows DCJS system administrators the ability to provide/restrict functions and information within the Acadis system.

We look forward to assisting DCJS in this important project to create replace OTIS and assist you with managing your agencies and officers.

Respectfully,



Vice President of Homeland Security Solutions
Envisage Technologies

Attachment A: Vendor Response Sheet

2.3.1 An organization chart indentifying the Vendor's overall business structure and locations, including an explanation of the various services offered by the company.

Organization Chart

Our organization structure, as it pertains to this project, is shown below.

<u>Corporate Leadership</u>				
Ari Vidali Chief Executive Officer & President				
<u>Contracts</u>	<u>Program Management</u>	<u>Implementation & Configuration</u>	<u>ACADIS Customization & Enhancements</u>	<u>Post-Implementation Team</u>
David Haeberle CFO & Executive VP	Cory Myers Program Manager	Brad Zehr Project Manager	Michelle Cole Product Manager	Heather DeMoss Custom Care Manager
Lee Warner Accounting Manager			Brad Tubbs Senior Analyst	Tyler Sparks Marcus Reed Help Desk Customer Care Team
			Dan Heister Designer	
			Agile Development Team Developers (18)	

Client service and communications to DCJS are provided at four (4) distinct levels.

Contract. All legal matters will be directed to David Haeberle, Chief Financial Officer and Senior Vice President at (812) 330-7101 or david.haeberle@envsigenow.com.

Program. The overall management of the relationship between DCJS and Envisage will be managed by Cory Myers, Program Manager at (812) 330-7101 or cory.myers@envsigenow.com.

Project. All project-specific communications, including deliverables, weekly demonstration and conference calls, and prioritization of tasking will be handled by Brad Zehr, Project Manager at (812) 330-7101 or brad.zehr@envsigenow.com.

Help Desk. All issues with software should be reported to the Acadis Help Desk (812) 330-9670 or Acadishelp@envsigenow.com

Our office is located at 101 W. Kirkwood Avenue, Suite 200, Bloomington, IN 47404. We also have offices in Washington, DC and Glynco, GA. Our Bloomington facility is DHS and DoD Secret-cleared.

Envisage Qualifications

Founded in 2001, Envisage Technologies is a privately-owned corporation located in Bloomington, IN. We are a recognized leader in law enforcement and public safety training modernization and automation. For over a decade, we have assisted numerous premier federal and state law enforcement training organizations with modernization and enterprise software solutions. Our software optimizes training workflow, ensures policy compliance and increases the safety of the officer through training. The result is accurate, comprehensive and legally defensible officer records that include employment, training and certification information.

Envisage began development and implementation of a training management system for the US Border Patrol in 1997 as a previous corporate entity. In 2002, Envisage launched the **Acadis**

Readiness Suite as a modular, COTS software system, designed specifically for the needs of law enforcement, corrections, public safety and military training organizations. We continue to evolve our software platform to meet the increasingly sophisticated requirements for tracking the high liability training provided by our law enforcement and first responder communities.

The Acadis Readiness Suite enables organizations to maintain complete and accurate training and certification records throughout the entire lifecycle of law enforcement officers, jailers, corrections, dispatch, and reserve officers training. A detailed officer record includes not only basic, advanced, in-service and online training, skills and certifications, but also tracks officer employment history, biographical information, and professional development within a legally defensible system of record.

Unlike generic Learning Management (LMS) systems, Acadis was ***designed specifically to automate the entire range of law enforcement training activities*** including academic, physical, observed skills, firearms, and online distributed learning. Acadis continues to evolve by incorporating new law enforcement training best practices relating to the lifelong learning cycle – from registration through post-academy in-service training management.

ENVISAGE Solutions and Services

Our Solutions and Services include:

- Acadis Readiness Suite — A comprehensive, modular training management framework for law enforcement, military and first responder training organizations;
- Custom development of law enforcement, correctional, first responder and military training software enhancements;
- Full lifecycle enterprise software development;
- Professional Services – training modernization consulting, Acadis configuration and implementation, training, data migration/importation, database administration, technical support and help desk services

We work closely with DHS, DoD, state law enforcement and public safety training organizations to research operational bottlenecks in training operations, developing software aimed at automating paper-based processes, standardizing training and creating a comprehensive training record for all officers. The Acadis software embodies the experience gained in working closely with training commands on enterprise training management, complex scheduling, and resource optimization requirements.

Our team provides ongoing project management, training and support to help clients maximize the Acadis Readiness Suite's capabilities and features. Envisage professionals work closely with client senior management, training staff and IT departments to ensure a seamless implementation process, with customer services team and help desk. Our team ensures customers get the most out of their system with ongoing training and webinar broadcasts, outlining the application of our software to support best practices in high liability training.

Envisage is also a supporting member of the International Association of Directors of Law Enforcement Standards and Training (IADLEST) and developer of IADLEST's National Law Enforcement Academy Resource Network (NLEARN) portal.

2.3.2 A minimum of three (3) current customer references. At least one (1) of these references shall be from the public sector. All the references shall be from accounts of a similar scope and complexity as the project outlined in this RFP. References telephone number and e-mail address shall be provided.

References

Client references are listed below.

<p>John Jacobs, Training Manager Utah POST Academy 410 West 9800 South Sandy, Utah 84070 (801) 256-2304 johnjacobs@utah.gov</p>	<p>Rusty Goodpaster, Executive Director Indiana Law Enforcement Academy 5402 Sugar Grove Road Plainfield, Indiana 46168-0313 (317) 839-5191 rgoodpaster@ilea.state.in.us</p>
<p>Jack Bonner, Section Chief - Basic Training Department of Homeland Security Immigration and Customs Enforcement Federal Law Enforcement Training Center 1131 Chapel Crossing Road Glynco, GA 31524 (912) 267-3826 jack.c.bonner@dhs.gov</p>	<p>Janice Mungin-Bey, Training Manager Department of Homeland Security Customs and Border Protection Federal Law Enforcement Training Center 1131 Chapel Crossing Road Glynco, GA 31524 (912) 267-2757 Janice-Mungin.Bey@dhs.gov</p>

2.3.3 Vendor should provide resumes of proposed project team members which provide adequate combined experience indicating a minimum of three (3) years of experience with all aspects of a Officers Training Information System, including software, installation, training, support and maintenance. Include copies of any staff certification or degrees applicable to this project. All resumes will be verified for accurate information.

Resumes

Resumes for key project staff are listed below. As we have 18 developers dedicated to Acadis programming, we have included sample resumes for the type of professional staff employed by Envisage. **Note: All Envisage staff is Secret-Cleared by the federal Department of Homeland Security.**

Cory Myers

Program Manager

Biographical Sketch

In his 20 years in business, Cory has been a leader in the practical application of technology to business processes. He has been a champion of automating human processes and utilizing technology to maximize human innovation in the work place. He is currently the Vice President of Homeland Security Solutions, positioning software solutions and training automation for Federal, State and Local law enforcement academies and training facilities. He is responsible for client relations and successful strategies for Envisage clients.

Cory has consulted for the Departments of Homeland Security, Energy, Defense, Housing and Urban Development, Health and Human Services, and the Veterans Administration, as well as in the law enforcement, medical, pharmaceutical and e-commerce/e-business arenas.

Educational Credentials

B.A., Psychology - 1986

Kenyon College, Gambier, Ohio

Professional Training and Certifications

Electronic Publishing Certification, Stanford University

Relevant Experience

Envisage Technologies Corporation, February 2004 - Present

Program Manager for the developing strategic vision for the following clients:

- Indiana Law Enforcement Academy/Indiana Department of Homeland Security Consolidation Project

- Utah Peace Officer Standards and Training Academy
- South Carolina Criminal Justice Academy
- Oregon Department of Public Safety Standards and Training
- Florida Department of Law Enforcement (Requirements Analysis Project)
- Florida Fish and Wildlife Conservation Commission
- Jacksonville Sheriffs Office and Academy
- Hillsborough County (FL) Sheriffs Office and Academy
- DHS, Transportation Security Agency – Federal Air Marshals Service

Director of Software Products & E-business

- Directed the development of a line of software products used for survey assessment
- Managed programming, quality assurance and help desk staff

Senior Business Consultant/Project Manager

- Managed software development projects ranging in size from \$200K - \$1.5MM annually
- Developed strategic plans for the Energy Information Administration

Publications

"The 21st Century Law Enforcement Academy," *Trainer* magazine, American Society of Law Enforcement Trainers, August/September 2004 issue.

Government Clearance

Federal Department of Homeland Security – Secret Clearance, December 2004.

Transportation Security Administration – Secret Clearance, December 2005.

State of Florida – Secret Clearance, November 2006.

Michelle Cole

Chief Operations Officer

Biographical Sketch

Ms. Cole has 15 years of expanding responsibilities with software development. She is expert in transitioning development teams from traditional waterfall methodology to agile methodology, significantly improving efficiency and product delivery to clients. Under her direction, all aspects of development have been improved, including analysis, development, automated testing, exploratory testing and implementation. She has managed teams of more than 100 people and budgets in excess of \$16MM. She immediately changed Envisage to be more client-focused, transformed our software development teams to be more agile in analysis and delivery of software, and improved client relations significantly with her leadership.

Educational Credentials

MBA, Information Technology – 1998

Houston Baptist University - Houston, TX

BS in Psychology – 1993

Texas A & M University – College Station, TX

Professional Training and Certifications

FEMA – Introduction to the Incident Command System (IS-00100)

National Incidence Management System (NIMS) (IS-00700)

Relevant Experience

- Championed agile process, moving the main product line average release cycle from 18 months to 3 months or less while reporting to the customer weekly on progress resulting in improved satisfaction.
- Improved morale of team through department wide training sessions, cross-team code and specification reviews, introduction of several new, open source tools for new skills building and focus on quality.
- Standardized and codified business rules reducing policy reporting integrations from an average of 271 hours to 6 hours per integration when developer needed; eliminated development in 74% of integrations.

- Managed legacy system crisis of primary e-commerce traffic reducing file processing time from several minutes to 3 seconds average while eliminating lost orders
- Managed rewrite of client transport system; zero defects were reported post release (one year)
- Directed transition from waterfall method to agile including the introduction of story points for estimation, paper prototyping for usability, automated user acceptance testing for regression testing, automated unit testing for refactoring, automated build for rapid deployment, pair programming, code/spec reviews and design reviews for quality improvements, product line meetings and weekly demonstrations of product for customer involvement.
- Elimination of inferior outsourced product through code review, technical tests, and automated test requirements
- Budgeted \$16MM in directly controlled costs, managed 100 persons in direct reporting chain

Technical Summary

Oracle, SQL, and DB2, using VB, VB Script, ASP, HTML, JavaScript, Perl and XML

Government Clearance

2008 – DoD Secret Clearance

2007 – DHS USCIS Position of Public Trust Clearance

Brad Zehr

Project Manager

Biographical Sketch

Mr. Zehr has over six years of experience with law enforcement software and client support. He has exceptional experience in project management for Acadis implementation and configuration. Prior to project management, he managed software quality assurance and help desk departments. He has excellent communications skills, working with clients to ensure deliverables are successfully met.

He has also provided on-site training seminars in custom software applications for 1-50 trainees, including all staff using the Academy Class Management System (ACMS) at the Federal Law Enforcement Training Center (FLETC), Department of Homeland Security. He has developed and utilized presentations, training and evaluation materials to instruct staff on the use of ACMS, and has an excellent understanding of the underlying technologies and user requirements.

Educational Credentials

M.A, Teaching – 1997

Indiana University, Bloomington, Indiana

B.A., History and German – 1994

Binghamton University, Binghamton, New York

Relevant Experience

Envisage Technologies Corporation, Project Manager

Responsible for all tasks related to providing project management support to clients on approved software systems implementation, data importation, and communication. Developed course materials for training seminars, ranging from one to fifty users, from the Academies of the Customs and Border Protection (CBP), Immigration and Customs Enforcement (ICE), and Citizenship and Immigration Service (CIS). He has been instrumental in the adoption of new technologies with his exceptional training skills and removing resistance with knowledge. Projects/Clients include:

- Customs and Border Protection
- Indiana Law Enforcement Academy
- Indiana Department of Homeland Security
- Oregon Department of Public Safety Standards and Training
- Florida Fish and Wildlife Conservation Commission
- Federal Air Marshals Service

Technical Summary

Software (Database): Oracle 9i, 10g; SQL, SQL-SERVER; SQL

Applications: Red Gate SQL Compare and SQL Data Compare, Oracle Enterprise Manager, Oracle Change Manager

Government Clearance

DHS Secret clearance granted, November 2000

Heather DeMoss

Quality Assurance Manager

Biographical Sketch

Heather has over 10 years working with software, both from a programming and quality assurance perspective. She is an excellent project and team manager, with a focus on software quality assurance and testing, systems analysis and database design, enterprise system implementation and ongoing support, and effective troubleshooting and problem resolution skills. She is excellent with customer relations and support and coordinates all software releases to clients with documentation/release notes.

Educational Credentials

Indiana University, Continuing Education

Professional Training and Certifications

Microsoft Identity Integration Server Advanced Training

Oracle PL/SQL

PowerBuilder User Group

Relevant Experience

ENVISAGE Technologies Corporation 2006 – Present

Customer Care Manager

- Responsible for all testing and coordination of software releases to clients.
- Manages the Help Desk and associated staff.
- Oversees customers that have moved out of Implementation and into Customer Care
- Manages a staff of five QA testers for the timely delivery of software modules.

Lead Systems Analyst, Identity Management Systems

- Development, support, administration and maintenance for enterprise systems including: Account Management Service, IU Address Book, Enterprise Directory Service (OpenLDAP) and Password Maintenance Utility
- Microsoft Identity Integration Server (MIIS) Administrator. Implemented at IU in 2005. MIIS provisions and deprovisions user accounts and securely transfers and synchronizes institutional data across many IU systems.
- Work closely with all campus Support Centers, IT Policy Account Administration and internal development teams on Identity system and data needs. Responsible for documentation, info-sharing, training, incident troubleshooting and resolution.

Testing Coordinator

- Responsibilities included overseeing manual, automation and regression testing of all iProperty software products, tracking all software defects using web based system, providing testing and defect metrics, release management and documentation

Systems Analyst / Programmer

- Software development estimates, design and analysis work and documentation for Departmental Systems at Indiana University.
- Designed, developed and implemented web based systems for various departments at Indiana University Bloomington and Indianapolis.
- Supported and maintained client-server systems written in Power Builder with a Sybase back-end. Developed and implemented enhancements for each system.

Technical Summary

Mercury Interactive, Unix and Windows environments

Development with several programming languages and databases including: PHP, PYTHON, XML-RPC, ASP, .Net, HTML, Visual Basic, VB Script, Java, JavaScript, Cold Fusion, Uniface, PowerBuilder,

and OpenLDAP, Sybase, Microsoft SQL and Oracle

Government Clearance

2008 – DoD Secret Clearance

2008 – DHS Position of Public Trust Clearance

Serena Beyers

Adoption Specialist

Biographical Sketch

Functional Responsibility: Provides Help Desk Support, trains stakeholders throughout the client organization on use of the software. Works with clients to understand specific business needs and formulates strategies for implementing those requirements in the software.

Demonstrates emerging and completed functionality within the software to customers. Manages documentation related to the software. Provides implementation support for new clients. Acts as project manager for multiple clients, defining development priorities, monitoring help desk issues, and sharing information regarding all aspects of the software.

Educational Credentials

Associates of Science, Business Administration, Ivy Tech Community College, 2006

Relevant Experience

- Envisage Technologies – Adoption Specialist

Government Clearance

2008 – DHS Position of Public Trust Clearance

2008 – DoD Secret Clearance

Agile Developer IV

Current

Functional Responsibility: Formulates/defines specifications for complex software programming applications or modifies/maintains complex existing applications. Focal point for technical troubleshooting and leads the organization into new technologies. Acts independently under general direction. Provides technical consulting on complex projects. Responsible for program design, coding, testing, debugging and documentation. Has full technical knowledge of all phases of software systems programming applications. Also has duties instructing, directing and checking the work and peer review of other applications systems programming personnel. Acts as project leader for projects with small budgets or limited duration. Reports to the Manager, Applications Development or Project Manager of a particular project.

Educational Credentials

Bachelor of Arts in Computer Science from Hanover College

Relevant Experience

Employed in software development since 1997. Employed at Envisage Technologies since 2007, serving as Senior Systems Engineer for ACMS and Acadis projects for 3 years.

Government Clearance

2008 – DHS USCIS Position of Public Trust Clearance

Agile Developer III

Biographical Sketch

Functional Responsibility: Formulates/defines specifications for complex software programming applications or modifies/maintains complex existing applications. Focal point for technical troubleshooting and leads the organization into new technologies. Acts independently under general direction. Provides technical consulting on complex projects. Responsible for program design, coding, testing, debugging and documentation. Has full technical knowledge of all phases of software systems programming applications. Also has duties instructing, directing and checking the

work and peer review of other applications systems programming personnel. Acts as project leader for projects with small budgets or limited duration. Further, he has created program routines to sync databases to/from Acadis to/from federal DHS systems.

Educational Credentials

B.S., Computer Science – 1991

Indiana University, Bloomington, Indiana

Relevant Experience

Envisage Technologies Corporation, Systems Engineer

- Development of automated class scheduling software for law enforcement academies, using a Microsoft .NET architecture (ASP.NET, C#)
- Oracle database development and administration (Oracle 9i, 10g, PL/SQL)
- Maintenance/Enhancement of Academy Class Management System (ASP, VBScript, JavaScript, XML)

Indiana University, Technical Lead

Responsible for technical design and implementation of Global Directory Services infrastructure, including overall hardware and software architecture, Enterprise Directory, Web applications, and APIs/Interfaces, as well as support and maintenance of legacy account management systems. Assist manager in personnel utilization decisions and task assignments. Supervise and monitor developer activities. Linux and Digital Unix system administration, PHP, XMLRPC, Python, Sybase, OpenLDAP, MetaMerge Directory Integrator, Javascript.

iProperty.com

Senior Developer. Development and enhancement of an Internet-based transaction management application for real estate professionals. Conversion of application database from SQL Server to Oracle. Analysis and design for third generation revision of application functionality and architecture. ASP/VBScript, JavaScript, Visual Basic/COM, MTS, Python, SQL Server, Oracle.

Indiana University, Systems Analyst/Programmer. Analysis, design, and implementation of departmental systems utilizing a variety of technologies. Development of data and application models. Task assignment and supervision of developers in a small team environment.

Administration of Windows NT development environment. Experience with Visual Basic, ASP, MTS, HTML, UML, Microsoft SQL Server, Oracle, Sybase, Windows NT, Unix scripting.

Professional Training and Certifications

Oracle Professional Education: Oracle 8 Database Administration; Oracle 8 SQL, Oracle Net 8 Administration

Microsoft Professional Education: SQL Server 7.0 Database Administration

Sybase Professional Education: Sybase SQL Server 4.x for Developers

Rational Software: Object-Oriented Analysis and Design using UML and Rational Rose

Certification as a Microsoft Certified Professional

Technical Summary

Hardware: Intel-based server and workstations running Windows or Linux

Software (Programming): C#, .NET, Visual Basic, VBScript, JavaScript, ASP, PHP, HTML, XML, XSLT, PL/SQL, Transact-SQL, Python, C, Unix scripting

Software (Database): Oracle 9i, 10g, Microsoft SQL Server 2000 and 7.0, Sybase 4.9.2, 10, 11, ASE, OpenLDAP

Applications: Visual Studio, Visual Interdev, Erwin, Rational Rose, Microsoft Office, MS Access, Crystal Reports, Crystal Enterprise 10.

Government Clearance

2008 – DHS USCBP Position of Public Trust Clearance

2007 – DHS USCIS Position of Public Trust Clearance

2006 – DHS FAMS Position of Public Trust Clearance

2005 – DHS USICE Position of Public Trust Clearance

2.3.4 Vendor should include the reference's Point of Contact (POC) for the applicable Client Project Lead for each installation. This information should consist of the POC name; job title; project title (if different than standard job title); phone number, with extension; email address; fax number; physical work location address (PO boxes are not acceptable); and the entity for which the work was performed.

2.3.5 Vendor's response should provide a minimum of two (2) successful projects related to a statewide officer training and certification systems. The referenced projects should have a successfully completed implementation. Projects that are in process, but not completed, may be used as options. The Vendor should have had primary responsibility (not acting as a sub-contractor) for the various phases of the projects including; analysis, process design, construction, pilot phases, and implementation. Projects where the Vendor's services have not been provided as the primary, or are still in the process of being put in place, may not satisfy this requirement. Clearly describe the goals and objectives and how they were met of those projects. Identify projects by position as prime Vendor, or as subcontractor, and describe the nature and extent of the involvement with an OTIS which includes internet solutions. Prime Vendor and subcontractor experience should be listed separately.

2.3.6 The DJCS will contact the Vendor customer reference(s) and successful project listed above, by telephone or other means, and shall evaluate the Vendor based upon these reference(s) and reported Vendor performance. All vendor references will be verified for accurate information. Provide the following information for each customer:

- 2.3.6.1** Firm or agency name
- 2.3.6.2** Firm or agency address
- 2.3.6.3** Name of contact person
- 2.3.6.4** Position Title of contact person
- 2.3.6.5** Telephone number for contact person
- 2.3.6.6** Fax phone number for contact person
- 2.3.6.7** E-mail address for contact person

Applicable Client List and Project Scope

Below is a list of clients with projects similar in scope to DCJS.

CLIENT	DESCRIPTION
 <p>Indiana Law Enforcement Academy 5402 Sugar Grove Road Plainfield, Indiana 46168-0313 Rusty Goodpaster, Executive Director Phone: (317) 839-5191 Fax: (317) 839-9741 rgoodpaster@ilea.state.in.us</p> <p>Utah POST Academy 410 West 9800 South Sandy, Utah 84070 John Jacobs, Training Manager Phone: (801) 256-2304 Fax: (801) 256-2392 johnjacobs@utah.gov</p>	<p>Envisage implemented the Acadis Readiness Suite in June of 2007. ILEA uses the Acadis Training Management System, Registration, Housing, Automated Testing, In-Service Portal and Online Registration to publish training courses to the portal, register students, administer tests, and collect in-service training records to support a comprehensive training record for 14,000 law enforcement officers and 220 agencies in Indiana. Further, their data has been consolidated with first responders within the Indiana DHS for training and certification records, employment records, and contact information for every public safety officer in the entire state. Envisage is currently providing data migration consultation and help desk support.</p> <p>The Utah POST Academy is responsible for providing training to all recruits, tracking training records throughout the career of 8,000 law enforcement officers, and managing certification compliance for the state. Acadis was implemented in July of 2008 and is the training system of record for Utah. We provided Utah with our Import tools and consultation to move data from their legacy system to Acadis. Currently, all in-service records are input via the</p>



Indiana Department of Homeland Security
Jason Hutchens, Director of Planning and Assessment
302 W. Washington Avenue, Rm E208
Indianapolis, IN 46204
(317) 234-2582
jhutchens@dhs.in.gov

Acadis Portal and all available courses are published the Online Registration portal. Envisage is currently providing project management, custom development, and help desk.

We began working with IDHS in January of 2006. Acadis is their system of record for 70,000 emergency responders and nearly 1,000 organizations, including Fire, EMS, EMA, HAZMAT, and other disciplines within these areas. They track all training and certifications for all responders, as well as administer tests, track curriculum, provide registration management via the portal to create a lifelong learning record for all responders. Further, the portal provides certification self-sign-up, as well as the ability to print certifications to reduce the cost of printing and mailing certificates. Finally, Envisage migrated data from 7 legacy systems into the Acadis platform, as well as developed person and organization merge functionality to reduce redundancy of data from duplicate records. Envisage is currently providing project management, custom development, and help desk.



Department of Homeland Security
Customs and Border Protection
Federal Law Enforcement Training Center
1131 Chapel Crossing Road
Glynco, GA 31524
Janice Mungin-Bey, Training Manager
Phone: (912) 267-2757
Fax: (912) 267-3284
Janice-Mungin.Bey@dhs.gov

ENVISAGE has worked with the US Border Patrol since 1998. We began working with CBP at its inception in 2002 and the creation of the Department of Homeland Security. Our software is installed across seven (7) academies and 200 field offices nationwide. ENVISAGE is supporting the Department with enterprise implementation, custom development, data load, server administration, end-user training, and help desk support. CBP uses Acadis to track its agent training, employment, certifications, in-service reporting, registration, and curriculum development, as well as firearms qualification, physical tests and conduct and evaluations.



Department of Homeland Security
Immigration and Customs Enforcement
Federal Law Enforcement Training Center
1131 Chapel Crossing Road
Glynco, GA 31524
Jack Bonner, Section Chief - Basic Training
Phone: (912) 267-3826
Fax:
jack.c.bonner@dhs.gov

ENVISAGE has supported the Department since 1999 when we implemented their first internet-based training management system. In 2009, ICE upgraded their legacy system to the Acadis Readiness Suite; and they have implemented the suite across three (3) residential academies, including training management, registration, scheduling, certification compliance management, and automated testing. ENVISAGE is supporting the Department with enterprise implementation, custom development, data migration, server administration, end-user training and help desk support. ICE uses Acadis to track its agent training, employment, certifications, in-service reporting, registration, and curriculum development, as well as firearms qualification, physical tests and conduct and evaluations.



Department of Homeland Security,
Transportation Security Administration - Federal Air Marshals Service
Jason Worchel, Branch Chief,
Academic Process
William J. Hughes Technical Center,
Bldg. 291E, ACT-700
Atlantic City International Airport,
New Jersey 08405
(609) 813-3444

The Federal Air Marshals service manages the scheduling, testing, and personnel via the Acadis Readiness Suite for all their basic and advanced FAMS training at their facility in Atlantic City, NJ. Much of their information is classified, but Acadis is their training system of record for all FAMS and assists with their relationship with the Federal Law Enforcement Training Center in Artesia, NM. FAMS uses Acadis to track its agent training, employment, certifications, in-service reporting, curriculum



jason.worchel@dhs.gov

South Carolina Criminal Justice
Academy
Michael Wingard, IT Manager
5400 Broad River Road
Columbia, SC 29212
(803) 896-7991
mwingard@sccja.sc.gov

development, scheduling, and automated testing, as well as firearms qualification, physical tests and conduct and evaluations.

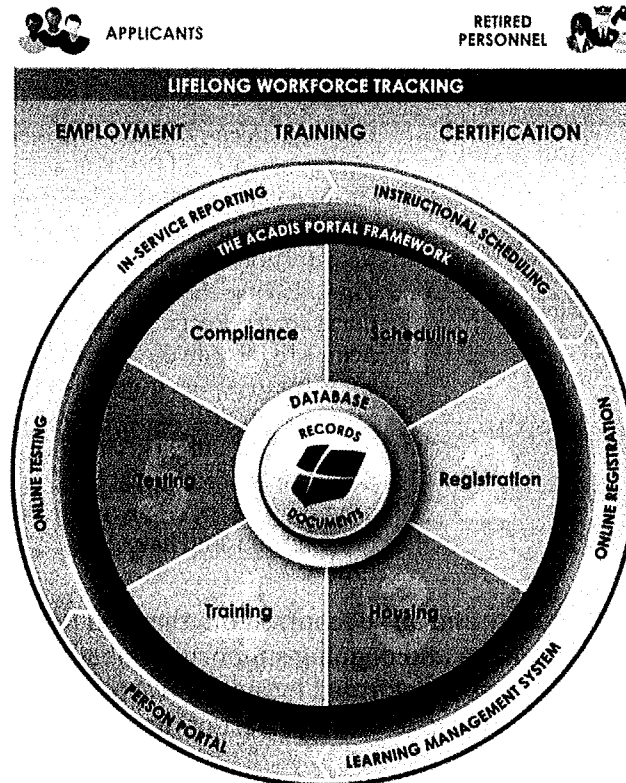
Envisage began the SCCJA project in September of 2008. SCCJA manages all training and certification for 16,000 law enforcement officers and 300 agencies, schedules classes, instructors, facilities and equipment, then uses the Registration module to ensure class capacity is maximized. They also use the Housing module to manage their dormitories. Recently, SCCJA upgraded their instance of Acadis to include the In-service Reporting module to allow agencies to report training to SCCJA and the Workforce Portal to provide agencies with training and certification data on their officers. They are currently procuring Online Learning via the Acadis LMS. Envisage is currently providing project management, data migration consultation, and help desk.

2.3.7 The vendor should identify any and all subcontractors that will be involved in the development, implementation, training and ongoing support of this system. The primary vendor will be responsible for any and all work performed by subcontractors. Envisage does not plan to use subcontractors for any part of the contract.

2.4 Project and Goals: Proposed Solution: The Acadis Readiness Suite

The Acadis Readiness Suite is ideally suited to manage the entire "hire-retire" lifecycle for law enforcement professionals. The Suite tracks not only officer information including employment status, history and every employment action (hire, separation, advancement, etc.), but also maintains an accurate and legally defensible record of every training event across all phases of an officer's lifetime. Acadis was designed specifically to automate the tracking of Law Enforcement information including basic training, mandatory in-service training, firearms qualifications, practical exercises, physical fitness scores, certifications and ensure that officers meet mandatory training requirements. Training may be classroom, physical, observed or online.

Envisage evolves the solution by incorporating emerging law enforcement training best practices and taking a holistic approach to officer training and certification compliance. The current Acadis solution and officer lifelong learning cycle is depicted in the figure below.



Lifelong Learning Cycle

To meet the requirement outlines in the RFQ, our proposed solution includes the following modules, with descriptions:

The **Acadis Training Management System** will serve as the central repository for officer employment, training, certification and contact information. It enables DCJS to maintain complete and accurate officer records throughout the entire lifecycle of employment. A detailed officer/instructor record includes:

- Officer and Instructor Training Records
- Training Events (Online, Classroom, Observed, In-service)
- Course Transcripts & Training History
- Qualifications / Certifications (with the ability to customize and (re)print certificates)
- Employment, Status, EEOC, and History
- Agency Management, including contacts information
- Education Levels
- Military Experience
- Language
- Training Program Templates
- Class Management
 - Instructor Assignment
 - Student Rosters
 - Tests and Grades (including weights for written and physical)
 - Conferral of Certifications
- In-service and (Re)Certifications Compliance Management
- Advanced Search, View and Export Capabilities
- Dynamic List and Label Management (user-defined terminology)
- Data Import Capability

The officer record is updated automatically by the following:

- Enrollment in Classes
- Completion of coursework/Graduation
- Meeting (re)certification requirements
- Modification of employment
- Addition/modification of personal information
- Contact information
- Military service
- Languages
- Education
- User-defined fields

Acadis Learning Management System

The Acadis LMS is designed to provide DCJS staff with the ability to upload, manage, deliver and track online coursework via the Person Portal. The LMS solution will support the storage and delivery of SCORM and AICC compliant content.

Acadis Automated Scheduling

The Acadis Automated Scheduler module streamlines complex scheduling tasks, using user-defined business rules. This module is capable of scheduling individual training programs and forecasting hundreds of pre-scheduled training programs simultaneously. The sophisticated rules-based scheduling engine intelligently applies sequencing, priorities, dependencies, instructor and resource requirements for each block of instruction via highly-configurable model schedules. Upon completion of business rules, this tool automatically schedules instructors, resources, and identifies conflicts for automated resolution.

Acadis Registration

The Acadis Registration module manages pre-requisites, individual registrations, enrollments, and the wait listing of students. Program pre-requisites can be defined to allow registrar staff to ensure that only qualified candidates are enrolled in classes. Pre-requisites may then be checked off during the registration process to validate that all criteria for enrollment have been met prior to authorizing a student to attend a session. Students can be enrolled in active classes, and, once enrolled, their data will automatically transfer to the class roster. The Registration module is designed to maximize class fill-rates with students who have met defined pre-requisites.

Acadis Online Registration Portal

Upon completion of registration information, the courses may then be published to the On-line Registration portal. This allows agency designates to register officers for courses. All pre-requisites, location, dates, and reporting instructions are listed on the class record allowing for registration by ID or name.

Acadis Automated Testing

Acadis provides the ability to add test questions, answers and learning objectives for written and online tests. The module allows tests to be created based on user-defined rules with passing scores and type (e.g., percentage, pass fail). Tests may be weighted to create an overall score for the class. Each test allows the authorized user to define the exam. The definitional criteria include:

- Test Criteria
- Qualification/Certification achieved by passing the test (if appropriate)
- Test Rules
- Administration
- Test Summary

Observed tests, including firearms and physical skills, may be created within Acadis. Firearms tests may include a low/high score, rating (e.g., expert, marksman, etc.), scoring properties, and make, model and serial number of the weapon used in the firearms qualification.

Document Management

Documents (e.g. lesson plans, teacher's guides, PowerPoint presentations, Microsoft and PDF files, audio/video, etc.) may also be attached to curriculum. Acadis will maintain these documents historically thus eliminating the need for paper storage and ensuring that documents are available for easy access by authorized administrative staff, instructors and training personnel when needed. This provides the ability to re-create training provided, with the curriculum model and all appropriate documents attached to the coursework, ensuring that instructors have consistent aids to support their teaching activities.

Acadis Certification Compliance Management

The Acadis Compliance Management module allows users to track candidates for qualification/certification completions against defined (re)certification criteria. The module automates application management and tracking complex recertification requirements. In addition, the module ensures that the workforce fulfills all recertification requirements and can be used to plan appropriate training events for groups of personnel with expiring certifications.

Acadis Person Portal Infrastructure

The Person Portal allows individual officers to review information that is stored about them within the Acadis system including their contact information, training history, qualifications and certifications with expiration dates. In addition, the portal shows certifications that have expired. Individual officer access is granted within Acadis and login information can be automatically sent to the officer's email. Officers can then log into the portal and view their mailing information and certifications, with expiration dates.

Acadis In-Service Reporting

The In-service Reporting module allows agencies to report training and re-certification information remotely. Training coordinators can use the In-Service Reporting portal to create in-service training events and append personnel rosters, track attendance and submit training hours. Once submitted, the training events are sent to authorized agency personnel for approval. Upon approval, the training event data are automatically attached to each officer's training record.

Acadis Workforce Portal

The Workforce Portal allows law enforcement agencies to view full training records for all their officers, decentralizing the data entry process. Each designated agency representative can be granted access to view their officers, register them for coursework (described in the Registration section below), and add In-service training events to their staff.

By utilizing the Acadis web-based Portal Infrastructure, DCJS can make data collection and distribution more efficient by providing convenient and secure access for agencies, agency training managers, and students to do the following:

- View training and certifications records for themselves and/or their subordinates
- Review and register for available courses (e.g., Basic Training, online coursework)
- Access online learning opportunities
- Report in-service training

Training and registration information received via the portal is electronically submitted to DCJS personnel for approval. Upon approval, training events are automatically appended to the student's lifelong learning record.

These modules and features will be described in more detail throughout the document as they pertain to the specific requirements.

2.4.1 Database Tracking and Reporting -Collect, track, maintain, and retrieve law enforcement officer employment, certification, conduct, training and firearms qualification records for state, city municipal and county law enforcement officers.

Acadis Meets the Requirement. The Acadis Training Management System can serve as the central repository for student training records, certification and contact information. It enables DCJS to maintain complete, detailed and accurate officer (including instructors) records throughout the entire lifecycle of employment. A detailed student/instructor record includes:

- Student and Instructor Training Records
- Training Events (Online, Classroom, Observed)
- Course Transcripts and Training History
- Qualifications / Certifications (with the ability to customize and (re)print certificates)
- Training Program Templates
- Class Management
 - Instructor Assignment
 - Student Rosters
 - Tests and Grades (including weights for written, online and physical)
 - Conferral of Certifications
- Certification Records
- Test Scores (written, online, observed, physical and **firearms**)
- User-defined Awards per Class (including firearms – marksman, expert, etc.)
- Advanced Search, View and Export Capabilities

This tracks vital officer information to create a full, comprehensive training record. The software provides detailed information on all courses, down to the specific meeting, such as Firearms Safety or Criminal Law, as well as all online offerings. It also provides the instructor who taught the course, the facility where it was taught, and documents that support the provision of instructions (e.g., lesson plans, PowerPoint presentations, etc.) The Person Record is shown in the figure below.

The screenshot shows the Acadis Training Management System interface. At the top, there is a navigation bar with tabs for Home, People & Organizations, Registration, Training, Testing, Compliance, Scheduling, Housing, Reports, Admin, and Help. The main content area displays the 'Person Record' for Cory C. Myers. The record includes the following information:

- Personal Information:** Name: Myers, Cory C; ID: 681-62-3217; Title: Deputy Director; Status: Active.
- Academy Information:** Acadie ID No. 101920; PSID 5496137; Date of Birth 11/25/1971; Gender Male; Firearm Glock-19.
- System Access:** Acadie - Active; Portal - Individual / Instructor / In-Service / Registration / Workforce.
- Certifications Table:**

Certifications	Expiration	Status
Certified Criminal Justice Officer	11/03/2010	Active
Emergency Medical Technician 2	09/30/2010	Active
Fire Fighter III	04/29/2012	Active
Firearms Certification	07/28/2010	Active
Police - Basic (OR)	01/27/2013	Active

Person Record

Employment

Show History Add Employment

Previous employment records exist. Click here or "History" to view all records.

Organization	Employment Type	Employment Classification	Hire Date
City of Portland - Portland Office of Emergency Management Instructor Active (Active)	Full Time	Civilian	03/17/2007
Portland Police Bureau Deputy Director Active (Active)	Full Time	Civilian	11/02/2001

Training

View By: Fiscal Year Calendar Year Reports Add Training

Upcoming, Ongoing, & Unconfirmed

Training for Period: 98h 0m

Training	Start	End	Grade	Hours	Student Status
Corrections Career Officer Development - Corrections Admin Course for Full Size Police	08/30/2010	08/30/2010	N/A	8h 0m	Registered (Pending)
State Officer Certification Exam-SOCE 2010-16	08/31/2010	08/31/2010	N/A	6h 0m	Registered (Pending)

Current Period to Date (01/01/2010 - 07/27/2010)

Training for Period: 58h 0m

Training	Start	End	Grade	Hours	Student Status
Firearm Recertification (2010-2010)	05/18/2010	05/18/2010	N/A	8h 0m	Complete
In-Service Training - PDV Training - Youthful Offender 2010-04	04/12/2010	04/12/2010	93.00%	18h 0m	Graduated - 04/12/2010
PLETC Basic Instructor Course (2011 - N/A)	03/02/2010	03/03/2010	N/A	16h 0m	Complete
PLETC Basic Instructor Training (2011 - 10h)	03/01/2010	03/02/2010	N/A	16h 0m	Complete

Previous Period (01/01/2009 - 12/31/2009)

Training for Period: 37h 30m

Training	Start	End	Grade	Hours	Student Status
Firearm Training Refresher (2009-PT-02)	05/18/2009	05/18/2009	N/A	8h 0m	
Police Relations and Community Service (2009-135)	05/11/2009	05/11/2009	N/A	8h 0m	
Advanced Firearms 2009 - Spring School	04/08/2009	04/08/2009	100.00%	3h 30m	Graduated - 05/13/2009
Firefighter III Refresher Course (2009-123)	03/17/2009	03/17/2009	N/A	4h 0m	
Domestic Violence Refresher (2009 DV 33)	02/17/2009	02/17/2009	N/A	8h 0m	
FFTP (2009-09)	01/09/2009	01/09/2009	N/A	6h 0m	

Training for Period: 135h 0m

A grade of ## indicates that the weights for this class are not valid and grades cannot be calculated.

Applications

New Application

Application For	Application Date	Status
Certified Criminal Justice Officer	10/15/2008	Approved
Fire Fighter II	10/28/2008	Approved
Field Representative Review	3/19/2009	Draft
Firearm Instructor I	02/2/2009	Draft
Firearms Certification	6/17/2009	Approved
Certified Criminal Justice Officer	11/3/2009	Draft
Police - Basic (CR)	1/27/2010	Approved
Firearms Certification	5/11/2010	Approved
BPA Firearms Refresher	3/11/2010	Draft

Qualifications & Certifications

Actions

Qualifications & Certifications

Actions

Name	Type	Issue Date	Expiration	Grace Expiration	Status
Firearms Certification	Certification	04/27/2010	07/28/2010		Active (Active)
Certified Criminal Justice Officer	Certification	11/03/2009	11/03/2010		Active (Active)
Firearms Certification 1	Certification	09/22/2008	09/22/2009		Expired (Inactive)
Instructor	Certification	07/21/2007	07/21/2009		Expired (Inactive)

Contact Information

Actions

Label	Type	Address	Phone No.
Address	Home	478 West Maple Terrace Nashville, TN 37214	(615) 389-0187
Address	Business	15 Andrew Circle Bloomington, IN 47401	(615) 335-7101
Email	Website	www.envisagenow.com	www.envisagenow.com

Documents

Add a Document

Description	File	Uploaded
CAC Card - Steven D Wilson	CAC_Steven_D_Wilson.JPG	2/25/2009 1:31:47 PM by Administrator, System
Birth Certificate	BirthCertificate[1].jpg	2/26/2009 1:39:24 PM by Administrator, System
White Collar Crime Certificate	Adams_Certificate.pdf	2/24/2009 3:53:42 PM by Administrator, System
Law Enforcement Certificate	Adams_VT_Certificate.pdf	2/24/2009 3:53:16 PM by Administrator, System

Certifications

Document Management
PDF, Word, Excel, J. documents

The In-service Reporting module allows agencies to report training and re-certification information remotely. Training coordinators can use the In-Service Reporting portal to report in-service training events (or other training not provided by DCJS) and personnel rosters, track attendance and submit training hours. Next, student rosters are created by entering the officers' names or IDs. Training event definitions are shown below.

Home Calendar Training Registration Personnel Sign Out

Firearms Qualification (2011-05-FA)

Attendees

I want to

- Add attendees by entering name, Agent ID, or SSN. Used for a small number of attendees or attendees from multiple organizations.
- Add attendees by selecting from a list. Used where most or all employees from your organization attend a training event.

Agent ID	Last Name	First Name	SSN	SSN
	catop	carl		

Clear Find

Agent ID	Name (Last, First)	SSN	Primary Organization	
47110	Hart, Lindsay K	xxx-xx-0831	Charleston Police Department	Remove
46938	Green, Nicole K	xxx-xx-0566	Charleston Police Department	Remove
47269	Tobey, Matthew A	xxx-xx-8748	Charleston Police Department	Remove
47503	Burns, Justin L	xxx-xx-7500	Charleston Police Department	Remove
2636-1185	Hol, Vernon X		Charleston Police Department	Remove
6262-0334	James, Thomas H	xxx-xx-5555	Amity Police Department	Remove
1242-0335	Whitner, Brent		Charleston Police Department	Remove

Continue

Create Roster for Submission to DCJS

The training event with details and officer roster may then be submitted to DCJS for review and acceptance. New officers will be placed in a review file for approval as well. The agency training coordinator may also view the draft, submitted, approved and rejected training records submitted via the portal. Upon approval, the event it automatically listed on the officer's record.

2.4.1.1 As the OTIS current system tracks officer employment status for one primary employment agency, the vendor should provide a new system with the ability to track multiple employers, while identifying one (1) green employer as the officer's primary employer according to rank and training and certification requirements.

Acadis Meets the Requirement. Acadis will allow DCJS to track all officers by employment history, including employing agency, title, appointment type, and status. Acadis allows officers to belong to multiple employing organizations, but one must be designated as "Primary," and will be identified by a yellow star next to it. For agencies with multiple locations, duty location may be used. This may be very effective for the West Virginia State Police, where troopers will be employed by WVSP, but the duty location will identify their physical working location.

Employment Show History Add Employment

Previous employment records exist. Click [here](#) or "History" to view all records.

Organization	Employment Type	Employment Classification	Hire Date	Duty Location	Assignment Status
City of Portland - Portland Office of Emergency Management Instructor Active (Active)	Part Time	Civilian	03/17/2007	City of Portland - Portland Office of Emergency Management	Current
Charleston Police Department Deputy Director Active (Active)	Full Time	Civilian	11/02/2001	Charleston Police Department	Current

Employment Tracking – Officer Record

2.4.1.2 The system should provide retrieval, storing and tracking of organization information for all law enforcement agencies in the state.

Acadis Meets the Requirement. Organization records are provided to allow designated users to manage all agencies within West Virginia, including adding, modifying, or inactivating (rather than deleting) organizations. The organization record includes address information, telephone numbers and e-mail information for designated authorities. It also provides the security criterion to limit the

view of officers by employing organizations. An example of an Organization record is provided below.



Organization Record

Charleston Police Department (CPD 1)

Organization
In-Service Training, Advanced Firearms, Criminal Justice
<http://www.charlestonwvpolice.org/>
chief@charlestonwvpolice.org
Active

ORI Number	1234567	Description	Responsible for community safety issues, determines resources, and applies innovative strategies designed to create and sustain healthy, vital neighborhoods.	Primary Address	Organization 501 Virginia Street Charleston, WV 25301-0003 (304) 348-6480	Mailing Address	P.O. Box PO Box 2749 Charleston, WV 25330 (304) 348-6000
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Authorities

Contact Type	Name
Chief	Webster, Brent

Vehicles

None specified

Contact Information

Label	Type	Address	Phone No.
Address	Organization	501 Virginia Street Charleston, WV 25301	(304) 348 - 6460
Address	P.O. Box	PO Box 2749 Charleston, WV 25330	(304) 348 - 6000

Email
chief@charlestonwvpolice.org

Website
<http://www.charlestonwvpolice.org/>

Organization Record

2.4.1.3 The system should track and view record changes through an audit trail.

Acadis Meets the Requirement. The Audit Trail Report reflects changes to the system and the data/time the change was made, and user information about the change.

2.4.1.4 The system should provide for the implementation of a component in the new system addressing the tracking and monitoring of law enforcement employment and/or separation due to administrative or criminal misconduct.

Acadis Meets the Requirement. The Acadis List Management area provides DCJS with the ability for DCJS to define Employment Action (e.g., hire, promotion, transfer, , etc.), Employment Status (e.g., Active, Inactive, etc.), and Employment Type (e.g., Full-time, Part-time, Reserve, Sworn, etc.). This provides DCJS the ability to track numerous employment and separation types, as your users will have the ability to define the various employment information and apply it to WV officers, as necessary.

2.4.1.5 The system should provide for the timely reporting of hires, separations, and terminations and the reasons for these events on specific forms set by statute and legislative rule. Absolute disqualifiers and certain conduct rising to the level defined by law and regulation are to be reported to the DJCS for review and determination of law enforcement certification eligibility or maintenance in WV.

Acadis Meets the Requirement. Certifications may also be conferred, renewed or revoked, based on DCJS-defined (re)certification criteria.

ACADIS READINESS SUITE

Administrator, System Change my password Sign Out

Home People & Organizations Registration Training Testing Compliance Scheduling Housing Reports Admin Help

Quals & Certs Setup Add a Certification List Certifications

Add a Certification

General Information

Certification	Optional
* Name: Certified Criminal Justice Officer	Brief Description: Certification criteria for a criminal justice officer
Active: <input checked="" type="checkbox"/> Never: <input type="checkbox"/>	Discipline: Criminal Justice
New Certifications Expire: 1 Year(s) after issue date	Current Standard / Guideline: 2009 HR245
	Reference No.:

Conferral Requirements

Category	Requirement	Years	Delete
Age	19		Delete
Document	Proof of US Citizenship		Delete
Other	High School Diploma or Equivalent		Delete
Document	Criminal Background Check		Delete
Document	Fingerprints on File		Delete
Document	Medical Exam from Certified Physician		Delete
Other	Successfully Complete the Basic Abilities Test		Delete
Training	Successfully Complete Commission-approved Basic Recruit Training		Delete
Certifications	Successfully Complete State Officer Certification Exam		Delete
Employment	Hired by a Ohio Agency		Delete
Training	Comply with Continuing Training/Education Requirements		Delete
Choose...			Delete

Renewal Requirements

Category	Requirement	Delete
Training	40 hours of training	Delete
Training	8 hours of firearms training	Delete
Training	4 hours Intoxlyzer training (online)	Delete
Training	4 hours less-than-lethal weapons training	Delete
Training	8 hours cultural diversity (online)	Delete

Internet | Protected Mode: On 100%

Certification Conferral/Renewal Requirements

2.4.1.5 The system should provide for the timely reporting of hires, separations, and terminations and the reasons for these events on specific forms set by statute and legislative rule. Absolute disqualifiers and certain conduct rising to the level defined by law and regulation are to be reported to the DJCS for review and determination of law enforcement certification eligibility or maintenance in WV.

Acadis Meets the Requirement. Acadis provides for timely data entry of hires, separations and terminations by authorized DCJS staff with appropriate security authorization. Further, specific statuses (e.g., under investigation, temporary suspension, decertification) may be defined and applied to officers within WV.

2.4.1.6 The employing law enforcement agencies should be capable of reporting the types of events listed below to the DJCS.

2.4.1.6.1 Separation/termination not involving misconduct. (In WV, employment with a law enforcement agency is a required element of certification).

2.4.1.6.2 Suspensions/administrative leave involving misconduct.

2.4.1.6.3 Suspensions/administrative leave involving criminal charges and convictions.

Acadis Meets the Requirement. Acadis provides for employment action, status and type to be defined by DCJS. These definitions can be used to reflect the reporting of events listed above. These user-defined employment definitions are modified on the officer record to reflect the appropriate status of the officer with regard to employment, separation, suspension and leave. An example of this is shown below.

The screenshot shows the 'List Maintenance' interface for 'Employment Action'. It features a table with columns for Label, Type, Description, Usage, and a 'Sequence Entries' column. The table lists various actions such as 'Activate', 'Complaint Filed', 'Correction', 'Demotion', 'Fired for Cause', 'Hire', 'Human Resources Import', 'Promotion', 'Re-Hire', 'Separation', 'Suspended - Criminal Charges/Conviction', 'Suspended - Misconduct', 'Termination - No Misconduct', 'Transfer', and 'Under Investigation'. Each row includes a 'Delete | Edit' link. A 'Back Done' button is located at the bottom right of the table area.

Label	Type	Description	Usage	Sequence Entries
Activate	User Defined	Activate	Available for new records	Delete Edit
Complaint Filed	User Defined	Complaint Filed	Available for new records	Delete Edit
Correction	User Defined	Correction	Available for new records	Delete Edit
Demotion	User Defined	Demotion	Available for new records	Delete Edit
Fired for Cause	User Defined	Fired - do not rehire	Available for new records	Delete Edit
Hire	System	Hire	Available for new records	
Human Resources Import	System	Human Resources import	Unavailable	
Promotion	User Defined	Promotion	Available for new records	Delete Edit
Re-Hire	System	Re-Hire	Available for new records	
Separation	System	Separation	Available for new records	
Suspended - Criminal Charges/Conviction	User Defined		Available for new records	Delete Edit
Suspended - Misconduct	User Defined	Suspension	Available for new records	Delete Edit
Termination - No Misconduct	User Defined	Eligible for rehire	Available for new records	Delete Edit
Transfer	User Defined	Transfer	Available for new records	Delete Edit
Under Investigation	User Defined	UI	Available for new records	Delete Edit
	User Defined		Available for new records	Delete Edit

Employment Actions (defined by DCJS as List Maintenance Values)

2.4.1.6.4 The type of information that is collected for each of these events includes the following:

- Date of event
- Type/Nature of event
- Supporting/supplemental information
- Attestation of Authorizing Official
- Agency/body responsible for review and adjudication
- Disposition status

Acadis Meets the Requirement. Acadis provides the ability to track this information in two (2) ways. First, user-defined fields may be created for the person record to track the specifics that DCJS would like to record. Second, the Document Management module allows supporting documents to be attached to the officer record in support of the action, thus creating a legally defensible recordation of appropriate information. This is shown below.

The screenshot shows the 'Person Record' for John H. Myers. It displays personal information, system access, and a detailed event record. The event record includes the date of event (5/12/2011), type/nature of event (Citizen Complaint), supporting information (Written complaint with PD), attestation of authorizing official (On File), agency/body responsible for review and adjudication (State Bureau of Investigation), and disposition status (Pending Review). A 'System Access' section shows 'Acadis - Active (Good Best Password)' and 'Portal - No Access (Add)'. A 'Certifications' table shows 'None Active'.

Date of event	Type/Nature of event	Supporting/supplemental information	Attestation of Authorizing Official	Agency/body responsible for review and adjudication	Disposition status
5/12/2011	Citizen Complaint	Written complaint with PD	On File	State Bureau of Investigation	Pending Review

Tracking of Events

2.4.1.7 The system must should provide comprehensive reporting capabilities in potentially three ways -standard reports, customizable reports and ad-hoc reporting as follows:

2.4.1.7.1 Standards Reports -Those that come pre-developed and are part of the system when it is put into operation, at a minimum but not limited to training reports, qualification reports, and instructor area of expertise.

Acadis Meets the Requirement. Acadis provides basic reports that reflect data in specific areas of the software. Because many of our clients have dramatically different reporting requirements, we also provide an Ad Hoc reporting tool, which allows users to define reports and save them as templates. Further, many data elements are available view search and may be exported to standard formats, such as PDF and Excel. A list of included reports is shown below.

- **Audit Trail Report** – tracks significant changes to Acadis by user, change, time and date stamp.
- **Security Rights Report** – provides authorized user information about security rights.
- **Completed Training Report** – allows users to identify all officers who have completed specific training, with time and date ranges.
- **Missed Training Report** – allows users to identify all officers who have not completed specific training, to ensure all officers are completed mandated training.
- **Training Hours Report** – shows all training received by officers, with course title, dates, and hours.
- **Training History Report** – lists the entire training and certification record for officers.
- **Student Bio Report** – shows the entire training history of an officer.
- **Student Status Report** – class roster with status.
- **Student Transcript Report** – shows transcripts for specific classes.
- **Student Departures Report** – shows departures, students and dates.
- **Curriculum Structure Report** – Provides a full relational curriculum structure.
- **Print Certificates** – allows printing of certificate by discipline and date range.
- **Class Departure Report** – shows departures, dates, and reasons for departed students within a specific training class.
- **Class Standing Report** – shows a top – to – bottom class ranking.
- **Grades By Class Report** – shows a roster of students and their corresponding test scores.
- **Print Certificate** – provides the ability to print individual certificates, certificates for a group, or date range. These may be printed and mailed or e-mailed.
- **Class Schedule Report**
- **Class Schedule with Notes Report**
- **Student Exam Feedback Report**
- **Questions by Analysis Report**

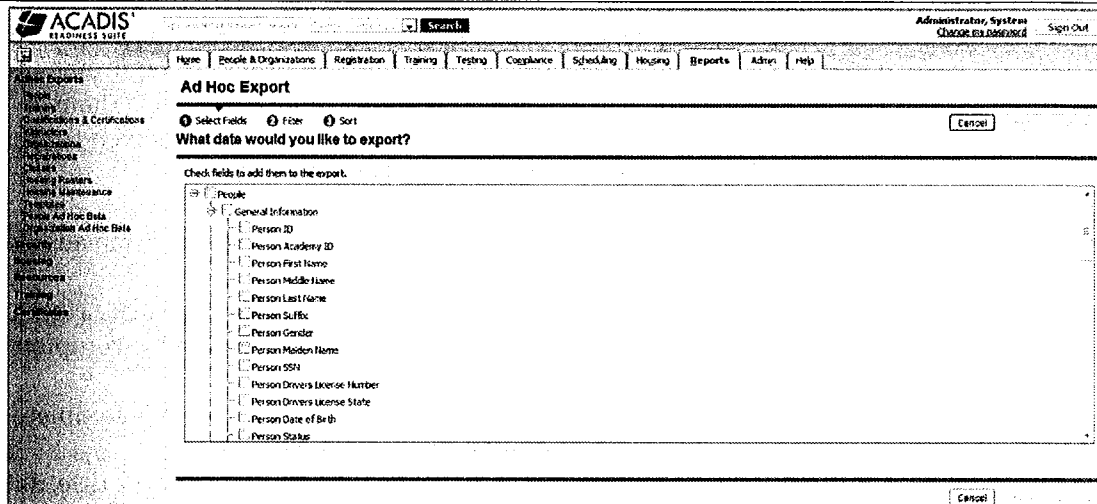
Further, all searches allow for exporting results into Excel format. This provides the ability to create reports from the various searches within Acadis.

2.4.1.7.2 Custom Reports – Those that the DJCS or other designated authorized users would be able to generate and add reports based on queries not routinely handled, but yet address information maintained with the system and for the ability to customize existing reports as/when needed.

Acadis Meets the Requirement. We do not recommend running custom reports on the production database, as it may degrade performance on the server. If DCJS requires this, we recommend setting up a UAT environment where custom reports may be developed and tested prior to move into production. Further, all search results may be exported and customize via MS Excel.

2.4.1.7.3 Ad-hoc Reports – The ability to answer those one time questions that will address information that is maintained with the system.

Acadis Meets the Requirement. The Ad Hoc Export area allows users to create export files based on specific criteria not covered by reports within Acadis. Fields may be chosen for export, as well as defining filters and rules. The results may then be sorted according to the requirement of the user. Upon completion of the ad hoc results, the file may then be exported to MS Excel for further analysis and sorting, or for importation into other systems. The Ad Hoc report may also be saved for future use and made public or private. The Ad Hoc reporting tool in Acadis is shown below.



Ad Hoc Reporting for Export

2.4.2 Technical/System Requirements: While the new system should address the DJCS's current technology requirements and needs it should also be built and marketed such that it allows for expanded functionality and scalability based upon future needs and growth.

2.4.2.1 The system should provide the ability to share the information stored within this system throughout the state to authorized law enforcement personnel as required, as well as shared with the U.S. Department of Homeland Security via Global Justice XML (GJXML) format.

Acadis Meets the Requirement. Acadis incorporates the required DCJS functionality *out of the box* and is built on a *modular and integrated architecture* that will allow the DCJS to customize and configure the enterprise platform to accommodate its requirements. Add-on modules can be implemented at any time (often according to available budget and required solution) to seamlessly expand the system and provide tools that automate a variety of critical training functions.

Acadis will allow DCJS to consolidate and share information with other training organizations or departments in the state, as well as with contiguous states and the Federal Department of Homeland Security via the Global Justice XML data model for interoperability. Acadis allows the export data in XML format to help you meet standards set down by DHS. XML Web Services over SOAP, Direct ODBC, flat file, or any number of custom integrations can be supported via the Microsoft and Oracle core software.

2.4.2.2 The vendor should provide data migration and data conversion from the existing paper based and microfilm archival records to an electronic format.

Acadis Meets the Requirement. Acadis includes a set of data import tools that will allow DCJS to migrate data from their current OTIS systems to Acadis. The data import tools include functionality to map data fields and save the mapping templates for re-use. These templates may also be used to import data from satellite Academies for the tracking of thumbnail Basic and Advanced training information, which may then be linked to the authorized training curriculum. Imports include:

- Officers
- Agencies/Organizations
- Training Records
- Certifications and History
- Test Questions and Learning Objectives.

Envisage proposes to convert microfilm to PDF, then convert this information to importable files for Acadis to create training records for officers.

2.4.2.3 The vendor should provide the server equipment necessary to host the application, database and web services. Please describe the equipment that you would provide.

Envisage Meets the Requirement. Envisage will host the turn-key solution, with the Acadis software modules on our hardware, using our Windows and Oracle licenses at our DHS Secure-cleared facility. Acadis will then be securely provided to DCJS via the secure web interface.

For the web server, server platforms supported include IIS 6 and IIS 7 on Windows 2003, Windows 2003 R2, and Windows 2008 32-bit. Further support for 64-bit web server software is anticipated. Microsoft web server and Oracle DBMS platforms are multithreaded server applications that use multiple processors effectively and hide the details of operating system thread management from the application. Multipath Gigabit between the database and web servers is recommended.

The system will be run on virtual servers; however the production database server not be virtualized in order to provide the performance and surge capacity requirements outlined in this document. If virtualization is desired for business continuity and disaster recovery, we suggest that the Oracle server be provisioned as a 1 to 1 Virtualization to Host.

2.4.2.4 The vendor should provide 99% scheduled uptime, excluding planned downtime for maintenance. The vendor should provide the uptime the vendor's other customers have experienced in the past twelve months.

Envisage Meets the Requirement. Our hosted clients have not experienced an unexpected outage in the past 12 months during normal business hours.

2.4.2.5 The vendor should provide adequate capacity to ensure prompt response data inquiry / lookup and the data modification transactions, at all times. The vendor should describe how he will accomplish this functionality.

Envisage Meets the Requirement. Envisage can provide this based on prioritization with other development and project management tasks. If DCJS would like to have this on a scheduled basis, Envisage may ask to move this to a Time & Materials line item.

2.4.2.6 The vendor should provide periodic backups. The minimum acceptable frequency is differential backup daily and complete backup weekly.

Envisage Meets the Requirement. Envisage backs up the entire system on a nightly basis and stores a minimum of two (2) weeks' worth of data. Back-ups are stored in the server room as well as off-site for dual back-up in the case of a catastrophic event.

2.4.2.8 The vendor should provide Commercial off the Shelf (COTS) system with low cost of ownership.

Acadis Meets the Requirement. Acadis is a COTS product, currently in place at four (4) agencies within the federal DHS (includes 15 academies and over 200 field offices), as well as five (5) states and their agencies, to manage officer training and certification records and manage training workflow. Because the federal DHS has a very large budget for enhancements to the system, DCJS receives these enhancements without having to fund customization, thus reducing the cost of ownership for DCJS.

2.4.2.9 The vendor should provide response time to queries and updates, 5 (five) seconds or less for 10,000 records not including network time. The vendor should describe the response time experienced by its current customers.

Acadis Meets the Requirement. Many of our clients have significantly larger data sets than the expected database for DCJA. The response times for these clients show well under 1% of inserts, updates, and queries take more than 1 second. The queries that do take longer are often due to large scale data sorts and criteria and are not usually executed by daily use.

2.4.2.10 The vendor should provide the ability to adhere to the National Information Exchange model (NIEM) or GJXML data standards and import and export data. The vendor should provide an explanation of its experience in this area.

Acadis Meets the Requirement. Acadis fully supports the NIEM exchange development methodology. Acadis can be interfaced with any NIEM conformant exchange. The Acadis system supports data exchange via XML and Web Services and is thus ideally suited to participation in exchanges in a NIEM conformant manner.

In operational settings and emergency situations, the full collection of information that is exchanged between agencies (for example, information regarding available emergency response assets will include not only descriptive and personal identification data regarding the individual (the person component), including information regarding their training, certification and skills. To facilitate the exchange of information, these data can be organized into an Information Exchange Package (IEP). The IEP represents a set of data that is transmitted for a specific business purpose. It includes the actual eXtensible Markup Language (XML) instance that delivers the payload or information.

As each exchange has unique operational requirements, DCJS and Envisage will need to determine the content of the IEP for each exchange and develop Information Exchange Package Documentation (IEPD) as necessary to describe the structure, content and other artifacts of the information exchange.

The Conformance validation tool will be used on approved IEPD's to help identify areas of nonconformance. However, it is important to note that according to NIEM.gov, the conformance validation tool is not the authoritative source for NIEM conformance, and therefore, cannot guarantee or be used to certify full NIEM conformance. Manual processes will also be needed, for example, to review proposed schemas for compatibility with NIEM Naming and Design Rules and Data Modeling Guidelines.

2.4.2.11 System Functionality

The intent of DJCS is to obtain an online officer training and certification tracking system where authorized personnel within agencies can enter training and employment history directly into the system. The system should allow the agencies to query data and produce general reports based on their queries.

Acadis Meets the Requirement. The Acadis Training Management System will serve as the central repository for officer employment, training, and certification information. It enables DCJS to maintain complete and accurate officer records throughout the entire lifecycle of employment. Training records include traditional classroom courses (e.g., Basic and Advanced), physical training (e.g., firearms, driving, defensive tactics), in-service training, online coursework, and blended learning (traditional classroom training, physical training, and online training).

The Class Record provides the ability to track the number of hours of instruction, location, staff assignments, retest rules, student groups, certifications, and housing requirements. These items can all be defined on a program by program basis within the Acadis software.

The In-service Reporting module allows agencies to report training and re-certification information remotely. Training coordinators can use the In-Service Reporting portal to report in-service training events (or other training not provided by DCJS) and personnel rosters, track attendance and submit training hours.

The Workforce Portal allows law enforcement agencies to view full training records for all their officers, decentralizing the data entry process. Each designated agency representative can be

granted access to view their officers, register them for coursework, and add In-service training events to their staff.

Certificates may be printed and mailed, e-mailed, and/or provided via the Person Portal so that officers may print their own certificates, further saving DCJS budget.

2.4.2.11.1 Officer Information

2.4.2.11.1.1 The system should have the ability for designated users to create a new officer record with a unique identifier/SSN or update existing officer records.

Acadis Meets the Requirement. Acadis provides the means for designated users to create new officer records via the "Add Person" feature. DCJS can set system parameters automatically generate a unique identifier (e.g., Badge Number, etc.), as well as tracking Social Security Number. Further, officers may also be added via the Acadis Import function, where information from an Excel or CSV file may be uploaded to create the new officer record and the unique identifier will automatically be added.

2.4.2.11.1.2 The system should have the ability to flag/designate any prohibition to an individual being able to work as an officer in West Virginia, list the reason and to allow for searches by designated users as to ban existing and the ability to lift the prohibition.

Acadis Meets the Requirement. Acadis provides the ability for designated users to define "Employment Status" and include "Do Not Hire - Reason." The Person Search provides the ability to search by Employment Status to identify any and all individuals with this status. Upon the lifting of the prohibition, the status may then be changed to reflect the new status.

2.4.2.11.1.3 The system should have the ability for the officer to update limited parts of his officer file as to address, email address and home phone number through a web browser interface.

Acadis Meets the Requirement. Officers may also change their contact information as part of the certification renewal process. When officers renew certifications, they may also modify existing information for automatic updating of their records. This is shown below.

Application for Certification Renewal

Renewal

Demo EEOC Annual Training

1 Personal Information

2 Guidelines

3 Affirmation

Enter missing, incorrect, or additional information. Any required fields must be filled in to proceed.

Applicant

Academy ID 1023401

Mailing Address

* Type

* Address

Address 2

* City

* State

* Zip Code +

* County

* Phone () - ext.

Email

Driver's License No. / State Identification Card No.

Issuing State

* Date of Birth

* Required Information

Cancel Back Continue

Update Officer Record

2.4.2.11.2 Employment History

2.4.2.11.2.1 The system should have the ability for designated users to track/edit an officer's employment history, certification status, and any separations through a consolidated view of this information.

Acadis Meets the Requirement. Acadis enables organizations to maintain complete and accurate training, certification, and employment records, from recruitment to retirement. This includes all associated employing organization information, with contacts, addresses, phone numbers and e-mail addresses. The system also tracks employment status, type, and events, such as separation, firing, transfer, and retirement. These are all user-defined, so the system will track the necessary information required by DCJS.

The screenshot shows the ACADIS system interface. At the top, there is a navigation bar with 'Home', 'People & Organizations', 'Registration', 'Training', 'Testing', 'Compliance', 'Scheduling', 'Housing', 'Reports & Data Tools', 'Admin', and 'Help'. The main content area is titled 'Person Record' and displays details for 'Myers, Cory C', including his role as Sergeant at the Charleston Police Department and his active status. A 'Certifications' table lists various credentials like 'Certified Criminal Justice Officer' and 'Fire Fighter II'. Below this is an 'Employment' table with columns for Organization, Employment Type, Classification, Hire Date, Duty Location, and Assignment Status. The table lists several past and current roles, including positions at the City of Portland and the Charleston Police Department.

Organization	Employment Type	Employment Classification	Hire Date	Duty Location	Assignment Status
142 FW/ICE Agent Separated (inactive)	Full Time	Civilian	06/13/2007		
City of Portland - Portland Office of Emergency Management Instructor Active (Active)	Part Time	Civilian	03/17/2007	City of Portland - Portland Office of Emergency Management	Current
City of Portland - Bureau of Emergency Communications Civilian Employee Separated (inactive)	Full Time	Civilian	01/04/2006		
Charleston Police Department Sergeant Active (Active)	Sworn Officer	Civilian	11/02/2001	Charleston Police Department	Current
HZ Busby Union Acting Captain Separated (inactive)	Full Time	ASAC	02/01/2000		
HZ Busby Union Major Separated (inactive)	Full Time	ASAC	02/01/2000		
Vancouver Police Department Deputy Director Accepted Employment w/ Agency (inactive)	Sworn Officer	ASAC	09/07/1998		

Officer Certification and Employment History

2.4.2.11.2.2 The system should have the ability to track officer's current work status at multiple law enforcement agencies and reflect status at each agency, as to full time and/or part time and rank. The new system will need the ability to track multiple employers while designating one employer as the officer's primary employer according to training and certification requirements. **Acadis Meets the Requirement.** Multiple employments are tracked, with the gold star representing the primary employer. Employment type (full-time, part-time, reserve, etc.) is a user-defined field, so DCJS can determine what types they want to track. Ranks and titles are also user defined and will be chosen from a drop-down list, ensuring standardization in reporting.

2.4.2.11.2.3 The system should track an officer's status; i.e. active, resigned, dismissed, military activation, workers compensation, off injured, suspended, etc; in relation to the officer's training and certification requirements.

Acadis Meets the Requirement. As Employment status is defined by DCJS, statuses may be determined by DCJS. Upon employment changes, statuses may be used to identify the officer status.

2.4.2.11.2.4 The system should track an officer's behavior/conduct history as relating to each employer's and other government entity's actions resulting in suspensions, reduction in rank, dismissal and criminal charges as well as the status of their adjudication.

Acadis Meets the Requirement. Each employment record provides that ability to track status. As DCJS controls the status types, Suspension, Reduction in Rank, Dismissal, and Criminal Charges may be identified as possible types for tracking purposes. Further, each employment record allows the recording of comments concerning the officer disposition within the employment record. Finally, additional user-defined fields may be used to track other data elements under "Other Information."

Myers, Cory C

Edit Employment Action

Action Information

- * Action: Hire
- * Organization: Charleston Police Department
- * Title/Rank: Sergeant
- * Hire Date: 11/02/2001
- Primary Employer: Correspondence directed toward the primary employer will go to this organization.
- * Status: Active (Active)

Optional Information

- Employment Type: Sworn Officer
- Employment Classification: Officer
- Comments:

Other Information

- Employee Salary:
- Employee Salary Grade:
- Supervisory Status: Choose

Cancel Save

Employment Action

2.4.2.11.3 Officer Certification

2.4.2.11.3.1 The system should have the ability to track an officer's certification.

Acadis Meets the Requirement. The Acadis Compliance Management provides the ability for DCJS to define its certifications, including name, type (certification or qualification), status, expiration period, description, discipline, and standard/guideline (correlation to policy). The certification may be attached to an officer, where the date of active status begins the countdown to the expiration period. All certifications with their expiration dates and statuses are stored on the officer record. Further, based on DCJS definitions, the certification may allow for renewal, e-mail and/or print.

Certifications					Actions
Name	Type	Issue Date	Expiration	Status	
ICS-600 Certification	Certification	08/21/2010	08/21/2012	Active (Active)	Renew View
Employment Information	Certification	10/12/2010		Active (Active)	View
Fire Fighter III	Certification	04/29/2010	04/29/2012	Active (Active)	Renew View
Police - Basic (OR)	Certification	01/27/2010	01/27/2013	Active (Active)	Renew View
Certified Criminal Justice Officer	Certification	11/03/2009	11/03/2011	Active (Active)	Email Print Renew View
Medic	Certification	05/04/2009	05/04/2011	Expired (Inactive)	Renew View
Firearms Certification	Certification	04/27/2010	05/01/2011	Expired (Inactive)	Email Print Renew View

Officer Certifications

Officers may access the Acadis Portal to view their training and certification records, as well as print out their certifications. This can save DCJS *significant costs* by reducing research, finding certifications, printing copies and mailing labels, envelopes and postage.

2.4.2.11.3.2 The system should have the ability to calculate/determine an officer's eligibility for re-certification or need for de-certification.

Acadis Meets the Requirement. The Acadis Compliance Management module allows users to track candidates for qualification/ certification completions against defined (re)certification criteria. The module ensures that the workforce fulfills all recertification requirements and can be used to plan appropriate training events for groups of personnel with expiring certifications.

Certification Applications are then processed by applying the appropriate training event, certification, document, employment or other information to meet the pre-requisite. Upon completion of all pre-requisites, the certification may then be submitted as approved and a certificate printed for the student (paper or e-mailed). Search criteria allows for users to search officers by certification by expiration date, identifying all officers who are at risk for expiration. E-mails may be sent to these officers to inform them of their status and expiration date.

2.4.2.11.3.3 The system should have the ability to track primary and advanced certifications.

Acadis Meets the Requirement. DCJS has the ability to define the name and type of certifications. Therefore, primary and advanced certifications may be defined and applied to appropriate officers.

2.4.2.11.3.4 The system should automatically update an officer's certification status based on the successful completion of a certifying/re-certifying course.

Acadis Meets the Requirement. All training courses can automatically confer certification upon successful completion.

2.4.2.11.3.5 The system should have the ability to produce numerous reports for a variety of designated users.

Acadis Meets the Requirement. Acadis provides numerous reports for training and certifications. It also provides search result exports and Ad Hoc reporting for DCJS users to identify data relating to certifications.

2.4.2.11.3.6 The system should provide the ability for designated users to add new certification types and to specify the associated business rules.

Acadis Meets the Requirement. Acadis provides DCJS with the ability to add new certification types, define the active period, as well as determine the requirements for initial certification and recertification. Definitions may include age, employment, training, pre-requisite certification, documents and others.

ACADIS
READINESS SUITE

Administrator, System
Change my password Sign Out

Home People & Organizations Registration Training Testing Compliance Scheduling Housing Reports Admin Help

Quals & Certs Setup
Add a Certification
List Certifications

Add a Certification

General Information

Certification	Optional
* Name: Certified Criminal Justice Officer	Brief Description: Certification criteria for a criminal justice officer
Active: <input checked="" type="checkbox"/> <input type="checkbox"/> Never	Discipline: Criminal Justice
New Certifications Expire: 1 Year(s) after issue date	Current Standard / Guideline: 2009 HR245
	Reference No.

Conferral Requirements

Category	Requirement	Years	Delete
Age	19		Delete
Document	Proof of US Citizenship		Delete
Other	High School Diploma or Equivalent		Delete
Document	Criminal Background Check		Delete
Document	Fingerprints on File		Delete
Document	Medical Exam from Certified Physician		Delete
Other	Successfully Complete the Basic Abilities Test		Delete
Training	Successfully Complete Commission-approved Basic Recruit Training		Delete
Certifications	Successfully Complete State Officer Certification Exam		Delete
Employment	Hired by a Ohio Agency		Delete
Training	Comply with Continuing Training/Education Requirements		Delete
Choose...			Delete

Renewal Requirements

Category	Requirement	Delete
Training	40 hours of training.	Delete

User-defined (Re)Certification Requirements

2.4.2.11.3.7 The system should have the ability to calculate, for all officers and all certification types, whether an officer is eligible for re-certification or if the officer needs to be decertified. **Acadis Meets the Requirement.** Search capabilities identify certification expirations with date ranges. Officers may then be notified via email of pending expirations. Upon expiration of certification, DCJS users may determine whether or not the officer may re-certify (grace periods may also be defined) or be decertified.

2.4.2.11.3.8 The system should have the ability to provide for automatic renewal or automatic expiration of officers. **Acadis Meets the Requirement.** Acadis automatically calculates the expiration of the certification. Based on meeting the certification requirements, officers will be renewed. If the officer does not meet the requirement in the specified period, the system will automatically expire the certification. DCJS may choose to use the Acadis Self-Renewal feature via the portal, which allows officers to provide an electronic signature/affidavit stating they have met the renewal requirement. DCJS may also choose to audit a self-defined percentage of online renewals.

2.4.2.11.3.9 The system should be able to produce numerous reports and letters. **Acadis Meets the Requirement.** Acadis provides numerous reports in the areas of officers, training, certifications, registration, scheduling, and compliance. It also provides the ability to export specific information for Word Merge, which allows letters and correspondence to be created.

2.4.2.11.3.10 The system should have the ability to identify whether an officer has met his In-Service training requirements for the current training period by the business rules in place. **Acadis Meets the Requirement.** This may be accomplished by defining the hours required for In-service training. Agencies will use the Acadis In-service Training Reporting portal to report hours to DCJS. The search page then allows DCJS users to search by training hours completed to identify

officers who have not met the In-service Training requirement. In-Service Reporting is completed by the agency via the following screen:

The screenshot shows a web application interface for training records. At the top, there are navigation tabs: Home, Calendar, Training, Registration, and Personnel. A 'Sign Out' button is in the top right. The main content area is titled 'Training Event Record' and displays details for a 'Firearms Recertification' event. The event is for '2010-Firecert' and is 'Approved'. The description is 'Firearms Recertification Shoot'. The training date is '6/1/2010' and it is '4' hours long. The instruction provider is 'Fred Williams (Columbus PD)'. There is a status box indicating it was 'Approved' on 06/01/2010 by the Administrator, System, 'Submitted' on 06/01/2010 by Myers, Cory C, and 'Draft' on 06/01/2010 by Myers, Cory C. Below this is a table of attendees with columns for Name, Agent ID, and Attendee Comments. Three attendees are listed: Johannesen, C; Lewis, Erin J (Agent ID 47166); and Myers, Kevin (Agent ID 6659-8917). All have 'None Specified' comments. There is also an 'Event Comments' section which is currently empty. A 'Back' button is at the bottom right.

Searches may then be conducted to identify who has not met the annual reporting requirement. This is completed via the Person Search page, with training definitions shown below. Note: Program is defined by DCJS and may be searched by multiples. Further, if the In-service requirement is for total hours, the program may be defined as "In-service Requirement."

Training

Search

Training must be completed by the end of the timeframe. Training with a start date prior to the timeframe but ends within the timeframe will be included.

Program:

Class/Course No./Title/Activity:

Timeframe: Training may start prior to, but must be completed during the timeframe.
 to

Hours Completed in Timeframe: If specified, the total number of hours completed must be between these two numbers.
 to

2.4.2.11.4 Instructor Information

The DJCS tracks individuals who are certified to teach in-service training classes within the State. The system should:

2.4.2.11.4.1 Allow for the generation of individual files for each instructor that will list contact information, instructor certification dates for each area of expertise, areas of expertise listing, and a listing of the classes the instructor has taught. Allow for limited access for the instructor to update his individual file with address and contact information, i.e. email address, phone number, and employer.

Acadis Meets the Requirement. Acadis tracks instructor information within their person record, including contact information and certifications/dates (identifies the area of expertise, such as Firearms Instructor certification), courses for which they are authorized to teach (creates a pool of instructors for automatic assignment of instructor to class), as well as tracking courses the instructor has taught or is scheduled to teach. Instructors may update address and contact information just as officers to (listed above).

2.4.2.11.4.2 A listing/report of the instructors and their current certified areas of expertise should be provided.

Acadis Meets the Requirement. As stated above, the instructor record lists the certified areas of expertise, as defined by DCJS.

2.4.2.11.4.3 Track information of classes taught and classes taken, skills learned by the instructor in relation to the maintenance of their certification in each listed area of expertise.

Acadis Meets the Requirement. The instructor record lists the classes taken (just as all officers), the classes taught, and skills obtained.

2.4.2.11.4.4 Automatically review instructor areas of expertise when renewal criteria, classes taught and/or training taken by instructor are met.

Acadis Meets the Requirement. Acadis provides a search capability for instructors to identify their area of expertise (training division), classes taught, and classes completed for specified date ranges. The Compliance Management module provides for renewal criteria, where expertise, classes taught and completed may be applied to the renewal criteria, ensuring that certifications are renewed by meeting the DCJS-defined (re)certification requirements.

2.4.2.11.4.5 Generate notices to the instructors concerning the status of their certification if automatic renewal criteria are not met.

Acadis Meets the Requirement. Instructors with pending expirations may be identified using the Acadis Search tool, by expiration date range, by certification name. The export allows e-mail addresses to be imported into Excel, copied and placed in an email, notifying the instructor of their pending expirations. Acadis is currently being modified to automatically notify all instructors and officers of pending expirations. We estimate this to be completed within the next year. This will be provided to DCJS as part of the maintenance agreement.

2.4.2.11.4.6 Give applicable in-service credit for classes taught in conjunction with legislative rule allowance for those instructors who are also certified West Virginia law enforcement officers.

Acadis Meets the Requirement. Instructors may be added to the In-service roster for the class taught to receive credit for the class. Upon submission and approval by DCJS, the In-service course will be appended to the entire roster of students and the instructor.

2.4.2.11.5 System Administration

2.4.2.11.5.1 Ability for designated users to approve and maintain officer training records and firearms qualification records.

Acadis Meets the Requirement. Acadis Security provides the ability to assign access/restriction to roles and assign the role(s) to user accounts based on job assignment and access requirements. Roles may be created based on functional need by job task, then applied to all users that require the role access. Designated users may have a role defined that provides them with Read/Edit/Add/Delete access (or any combination) to officer training records.

ACADIS READINESS SUITE

Administrator, System
Change my password Sign Out

Home People & Organizations Registration Training Testing Compliance Scheduling Housing Reports & Data Tools Admin Help

Security Roles

Roles
Add a Role
Search for a Role
Users
System
Automated Email Settings
Default Settings
Global Preferences
Label Management
License Management
List Management
Portal Settings
User Defined Field (UDF) Mgmt.
Academy
Import

Role Record

Admin
Academy Admin
Active

Description

Permissions

People	Organizations																								
<table border="1"> <thead> <tr> <th>Business Function</th> <th>Permission</th> </tr> </thead> <tbody> <tr><td>Person Top Menu</td><td>Read</td></tr> <tr><td>Person Left Menu</td><td>Read</td></tr> <tr><td>Person</td><td>Read,Edit,Add,Delete</td></tr> <tr><td>Person Merge</td><td>Read,Edit</td></tr> <tr><td>Employment List (Summary)</td><td>Read</td></tr> </tbody> </table>	Business Function	Permission	Person Top Menu	Read	Person Left Menu	Read	Person	Read,Edit,Add,Delete	Person Merge	Read,Edit	Employment List (Summary)	Read	<table border="1"> <thead> <tr> <th>Business Function</th> <th>Permission</th> </tr> </thead> <tbody> <tr><td>Organization Top Menu</td><td>Read</td></tr> <tr><td>Organization Left Menu</td><td>Read</td></tr> <tr><td>Organization</td><td>Read,Edit,Add</td></tr> <tr><td>Authorities</td><td>Read,Edit</td></tr> <tr><td>Focus Areas</td><td>Read,Edit</td></tr> </tbody> </table>	Business Function	Permission	Organization Top Menu	Read	Organization Left Menu	Read	Organization	Read,Edit,Add	Authorities	Read,Edit	Focus Areas	Read,Edit
Business Function	Permission																								
Person Top Menu	Read																								
Person Left Menu	Read																								
Person	Read,Edit,Add,Delete																								
Person Merge	Read,Edit																								
Employment List (Summary)	Read																								
Business Function	Permission																								
Organization Top Menu	Read																								
Organization Left Menu	Read																								
Organization	Read,Edit,Add																								
Authorities	Read,Edit																								
Focus Areas	Read,Edit																								
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Business Function	Permission																								
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Security Roles

Firearms qualification scores may also be entered, including make, model and serial number, if specified.

ACADIS READINESS SUITE

10:10 Class Search

Administrator, System
Change my password Sign Out

Home People & Organizations Registration Training Testing Compliance Scheduling Housing Reports & Data Tools Admin Help

Advanced Firearms - 2011-05 / PPC Qualification

Test Details

Test Information

Test	Firearms Qualification
Instructions	
Scoring	Scoring is based on the Average of 1 attempt(s), compared to a minimum passing grade of 75%.
Retests	Retests are not allowed
Waivers	Waivers are not allowed.

Quick Set

Date: _____
Comments: _____
Set

Student Results

Show: Show Agent ID Record Weapons Information Comments

Enter "N" to indicate a test that was not completed and should be scored as a failure.

Name	Agent ID	Current Test	Test Date	Attempt 1	Attempt 2	Firearms Qualification Information	Score	Grade	Pass/Fail
Myers, Cory C.	5496137	Initial	5/24/2011	278	284	Make: SigSauer Model: P226 Serial No.: 2547-985	281.00	93.67%	Pass
Vidal, Ari	3755-0004	Initial	5/24/2011	285	277	Make: Glock Model: 19 Serial No.: 6325-852	281.00	93.67%	Pass

Cancel Done

Firearms Scores with Make, Model and Serial Numbers

2.4.2.11.5.2 Ability for designated users to assign course numbers.

Acadis Meets the Requirement. Acadis Security provides for the access to the training area to create courses and assign course numbers.

2.4.2.11.5.3 Ability for designated users to add new officer records.

Acadis Meets the Requirement. Acadis Security provides for the access to designated users to add new officer records.

2.4.2.11.5.4 Ability for designated users to modify the course number list.

Acadis Meets the Requirement. As stated above, security roles can provide or restrict access to areas within Acadis, including the modification of course number lists.

2.4.2.11.5.5 Ability for designated users to modify officer records.

Acadis Meets the Requirement.

2.4.2.11.5.6 Ability for designated users to modify agency records.

Acadis Meets the Requirement.

2.4.2.11.5.7 Ability for designated users to modify course and/or sessions records.

Acadis Meets the Requirement.

2.4.2.11.5.8 Ability for the designated users to add new instructor records and to modify/add records.

Acadis Meets the Requirement.

2.4.2.11.6 Agency Data

2.4.2.11.6.1 Ability for designated users to add an agency, assigns a unique ORI/NCIC number, and classifies the agency by categories.

Acadis Meets the Requirement. Security is used to allow designated users to add agencies, assign ORI/NCIC numbers and classify agencies by categories. Acadis provides an organizational hierarchy so that DCJS can organize agencies by categories such as Municipal, County (sheriff), rural, local, and any other designation it requires, as well as discipline (e.g., Police, Corrections, , etc.).

Add an Organization

General

Organization Information	Optional Information
<p>* Name</p> <p>Abbreviation</p> <p>Active <input checked="" type="checkbox"/></p> <p>Employing <input type="checkbox"/> What is an employing organization?</p> <p>* Parent Group/Organization</p>	<p>ORI Number</p> <p>Discipline</p> <ul style="list-style-type: none"> <input type="checkbox"/> All <input type="checkbox"/> Advanced Firearms <input type="checkbox"/> Cable Systems <input type="checkbox"/> Corrections

Add Organization

Organization Record

Charleston Police Department (CPD 1)

Organization: In-Service Training, Advanced Firearms, Criminal Justice
<http://www.charlestonwvpolice.org>
<http://charlestonwvpolice.org>
 Active

ORI Number	1234567	Description	Responsible for community safety issues, determines resources, and applies innovative strategies designed to create and sustain healthy, vital neighborhoods	Primary Address	Organization 501 Virginia Street Charleston, WV 25301-0030 (304) 348-8480	Mailing Address	P.O. Box PO Box 2749 Charleston, WV 25330 (304) 348-8000
Employing	Yes						

Authorities

Contact Type	Name
Chief	Webster, Brent

Vehicles

None specified

Contact Information

Label	Type	Address	Phone No.
Address	Organization	501 Virginia Street Charleston, WV 25301	(304) 348 - 8480
Address	P.O. Box	PO Box 2749 Charleston, WV 25330	(304) 348 - 8000

Email: Webette

[View Organization](#)

2.4.2.11.6.2 Ability for designated users to update agency contact information. Acadis Meets the Requirement.

2.4.2.11.7 Course Approval: Per current DJCS procedure, once a course has been added to the master course listing, the following information should be viewable on the DJCS or other approved website:

2.4.2.11.7.1 Course information (i.e. approved length of class, type of in-service approved -annual, supervisory or both, open or closed to outside agencies, and cost).

2.4.2.11.7.2 Name

2.4.2.11.7.3 Location

2.4.2.11.7.4 Registration information

Acadis Meets the Requirement. Acadis utilizes curriculum templates to save create standardized courses. By using curriculum templates, users can instantly create new sessions and enroll students. Session parameters can be easily changed according to DCJS requirements without modifying the underlying template, thus providing another layer of flexibility. Conversely, if curriculum changes, modifying or creating a new template will ensure that any future session will include the most up-to-date information. Information within the Curriculum Template includes:

- Training Areas of Instruction/Activities/Segments
- Training Discipline (e.g., Basic Police, Corrections, Dispatch, etc.)
- Number of hours (automatically calculated by sessions and segment times)
- Location of Training (including online)
- Type of Training (classroom, observed, online, etc. – user-defined)
- Number of Projected Students
- Staff/Instructor Assignments
- Certifications for Successful Completion
- Status (Active, Inactive, Pending)

ACADIS LEARNING SOLUTIONS charleston Organization Search Administrator, System Change my password Sign Out

Home People & Organizations Registration Training Testing Compliance Scheduling Housing Reports & Data Tools Admin Help

Class Record Display Settings Reports Actions

Basic Criminal Justice - 201109
(Training Hrs. Validated)

Program	Basic Criminal Justice	Training Hours	48h 0m	Class Information 6/6/2011 to 8/12/2011 30 Projected Students Scheduled	Class Location OPOTA - London Campus Organization 1650 S.R. 56 SW PO Box 309 London, OH 43130
Category	Basic Training	Non-Training Hours	0h 0m		
Instruction Type	ATTRS Class Reference	Total Class Hours	48h 0m		
	201109	CEU Credits	None Specified		
		Transcript	Default Transcript		
		Class Cost	\$400,000.00		
		Organization	Oregon Public Safety Academy		

Scheduling Reports Edit Schedule

Schedule created on 01/25/2011 from BP FY2011 Schedule

Authorized Instructors Edit

No instructors are authorized at this level in the curriculum.

Staff Assignments Actions

Name	Organization	Assignment	Est. Hours
Aldous, Jesse J	Myrtle Creek Police Department	Instructor	

Retest Rules Actions

Retest Set	Maximum
Retest Group 1 - 2 Retests per Program	2

Awards Sequence Add

Order	Award	View
1	Not Outstanding Cadet	View

Student Groups Structure Actions

Group (Lev. 1)	Group (Lev. 2)
Group A	Group A1, Group A2

Class Record

The Acadis Registration module provides DCJS staff the ability to define registration information, including location, pre-requisites, enrollments, and the wait listing of students. Program pre-requisites can be defined to allow registrar staff to ensure that only qualified candidates are enrolled in classes. Pre-requisites may then be checked off during the registration process to validate that all criteria for enrollment have been met prior to authorizing a student to attend a session. Courses are then published to the Online Registration Portal for students to apply for scheduled classes.

The screenshot displays the ACADIS web interface. At the top, there is a navigation menu with options like Home, People & Organizations, Registration, Training, Testing, Compliance, Scheduling, Housing, Reports & Data Tools, Admin, and Help. The main content area is titled 'Program Waitlist Record' and shows details for a 'Basic Criminal Justice' program. The program is published and has a registration date 150 days prior to class start. It lists maximum and minimum student counts, a brief description of the training, resources required (including a field notebook and specific clothing), reporting instructions, and a tuition fee of \$5,000.00. Below this, there are sections for 'Registrant Pre-Requisites' (including age, education, and employment) and 'Housing Requirements' (including check-in and check-out defaults). At the bottom, there is a table for 'Academy Requested Registration Information' with columns for Field, Type, and Required.

Registration Definition

Upon completion of registration information, the courses may then be published to the On-line Registration portal. This allows agency designates to register officers for courses. All pre-requisites, location, dates, and reporting instructions are listed on the class record allowing for registration by ID or name.

2.4.2.11.8 System Administration

2.4.2.11.8.1 Ability for designated users to assign user rights and permissions.

Acadis Meets the Requirement. Security roles and rights may be applied to allow designated users to assign rights and permissions for equal or less access than their rights.

2.4.2.11.9 User Options

2.4.2.11.9.1 Ability for designated users to create user accounts and initially assign a password.

Acadis Meets the Requirement.

2.4.2.11.9.2 Ability for users to change their individual password at any time.

Acadis Meets the Requirement.

The screenshot shows the Acadis Workforce Portal interface. On the left is a navigation menu with 'People', 'Organizations', and 'Procedure Sheets'. The main area displays the 'Person Record' for 'myers, mathew e', an Agent at Columbus Police Academy. A 'System Access' section shows 'Acadis - Active (Edit | Reset Password)' and 'Portal - No Access (Add)'. An arrow points from the 'Reset Password' link to a modal dialog box titled 'Reset Password?'. The dialog contains 'Username: mathew.myers' and 'Password: Q_045W'. A 'Reset' button is visible at the bottom of the dialog. The top of the page includes a search bar and navigation tabs like 'Home', 'People & Organizations', 'Registration', etc.

2.4.2.11.9.3 Ability to allow/approve designated users within all law enforcement agencies to view the training and certification records for the officers employed by them. Acadis Meets the Requirement. Via the Acadis Workforce Portal, designated users within all law enforcement agencies may view training and certification records for their employees.

The screenshot shows the 'Personnel List' on the left, with 'Wilton, Steven D.' selected. The main area displays his 'Personnel Profile' and 'Training and Certification Record'. The profile includes his title as 'Police Officer' and contact information. The training record is organized into sections: 'Upcoming, Ongoing, & Discardment', 'Current Period to Date (01/01/2011 - 01/31/2011)', and 'Previous Period (01/01/2010 - 12/31/2010)'. Each section contains a table of training activities with columns for Name, Start, End, Grade, Hours, and Student Status.

Name	Start	End	Grade	Hours	Student Status
Firearms Certification	12/15/2011	12/15/2012			Active
BASIC OAT	03/17/2009	03/17/2011			Expired
CPA First Aid	12/15/2011	12/15/2011			Active
Certified Control Justice Officer	12/15/2008	04/15/2012			Active
Emergency Medical Technician 2	12/15/2008	12/15/2011			Active
Firearms Instructor 1	05/15/2011	05/20/2012			Exp

List of Agency Employees with Training and Certification Record

2.4.2.11.9.4 Ability to restrict an agency's access to only their officer's records. Acadis Meets the Requirement. Agency and employment are used to provide/restrict access to agency designates to view their officer records.

2.4.2.11.9.6 Ability for agencies to create their own ad hoc queries. Acadis Meets the Requirement. DCJS would need to provide agency designates with VPN access to Acadis to provide this function.

2.4.2.11.9.7 Ability for designated users to create user accounts and assign associated rights and permissions. Acadis Meets the Requirement.

2.4.2.11.10 Hardware/Software Requirements

2.4.2.11.10.1 The State of West Virginia has a number of Statewide Technology contracts that has standardized on hardware and software products for state government. All specialized equipment, hardware and/or software should be outlined in Attachment B.

Acadis Meets the Requirement. Envisage plans to host Acadis at our DHS Secret-cleared facility in Bloomington, IN. Industry standard technology is used throughout the Acadis Readiness Suite. Technologies include AJAX, Microsoft .NET Framework v. 3.5, C#, JavaScript, XML and XSLT. Interaction with the software is accomplished via standard browsers connecting over HTTPS (with 128-bit SSL) to a Microsoft IIS web/application server. The Acadis business objects and web page generation classes hosted on the web server communicate with the database via the standard Oracle TCP port 1521. Languages used in the development of Acadis include C# on the web server, JavaScript on the browser, and PL/SQL on the database.

The Acadis database runs on Oracle 10g (10.2.0.x). We are currently completing testing of Oracle 11g and plan to adopt this version in the next three (3) months. Acadis using Oracle on Windows is preferred, but Linux is supported. For the web server, server platforms supported include IIS 6 and IIS 7 on Windows 2003, Windows 2003 R2, and Windows 2008 32-bit. Further support for 64-bit web server software is anticipated. Microsoft web server and Oracle DBMS platforms are multithreaded server applications that use multiple processors effectively and hide the details of operating system thread management from the application. Multipath Gigabit between the database and web servers is recommended.

All portions of Acadis are tested to work with Internet Explorer Versions 6, 7, and 8, although we recommend IE 7 or 8. A PDF viewer is required to view the reports. Adobe Acrobat Reader and Microsoft Offices applications are necessary to view documents via the Document Management module, based on the source files attached by users.

2.4.2.11.10.2 Vendor should agree to work directly with the WV Office of Technology IT staff and hardware vendors to ensure system functionality.

Acadis Meets the Requirement. Envisage currently works directly with our other clients' Offices of Technology or comparable organization to ensure system functionality. We will work with the WV Office of Technology staff to ensure that Acadis is tested and performs appropriately.

2.4.2.11.10.3 The proposed system functions on three DJCS workstations. Provide within the response to this RFP, four (4) new hardware workstations and at a minimum 22 inch monitor, one (1) each for the LET Coordinator, administrative assistant, a workstation and monitor for new staff being hired and the administrative staff at the Academy. Set up each workstation and monitor with the hardware/software to allow for scanning of documents into the training system. This workstation would be of sufficient design and be equipped with applicable software to adequately allow it to handle the requirements of the training system, as well as the requirements of the individual's job function at that position.

Envisage Meets the Requirement. Envisage has included this hardware and software in our cost proposal. Acadis is a web-based, thin client software system, designed to provide system functionality with only a browser and internet access, so no software will be required on the DCJS workstations to access the Acadis software except for Microsoft Windows, Office, Adobe Reader and Internet Explorer.

2.4.2.11.10.4 The WV Office of Technology regularly distributes Microsoft Updates to all workstations connected to its network. The solution proposed by the vendor must be able to receive and make these updates. The Vendor will work with IT staff to resolve issues which may arise concerning the functionality of the proposed system.

Acadis Meets the Requirement. As stated above, the Acadis software will not reside on the workstations. Microsoft updates may be applied by WV Office of Technology – Envisage keeps current with MS updates, as we are a Certified Microsoft Partner.

2.4.3 ERP (Enterprise Resource Planning)

2.4.3.1 The Vendor should explain its experience in integrating and/or interfacing with complex, modular systems, such as those commonly found in Enterprise Resource Planning Systems (ERP's).

Acadis Meets the Requirement. Envisage currently provides our ERP solution to five (5) states (Indiana Law Enforcement Academy (POST)/Department of Homeland Security, Oregon Department of Public Safety Standards and Training, Utah POST Academy, South Carolina Criminal Justice Academy and the Tennessee Law Enforcement Academy). Further, we provide our software to 15 academies and over 200 field offices (similar to law enforcement agencies) within the Department of Homeland Security. These enterprise systems manage between 8,000 and 140,000 law enforcement/public safety officers. The back-office of Acadis manages training process automation and serves as the central repository for all law enforcement officers and agencies within our client base. The front-office portal provides the ability for officers and agency designates to view records, register for classes, report in-service training, and take online courses.

Envisage development staff has completed numerous tasks to provide system integration. These include the Customs and Border Protection's (CBP) CPRO system and the federal National Finance Data Center. The CPRO system is CBP's data warehouse, where agency-wide information from numerous databases is stored. Our developers have created code that automatically pushes data from our database to CPRO, thus keeping the data synced without need for intervention.

Further, the National Finance Center database stores all information for federal employees, including names, employment location, grade, title, and employment status. As many federal employees we support within Customs and Border Protection, Immigration and Customs Enforcement, and Citizenship and Immigration Service move around and change this information frequently, we developed an automated program that updates specific data fields within Acadis.

2.4.4 Security

2.4.4.1 The System should provide the multi-level security component to be configured:

2.4.4.1.1 Provide the complete access and the ability to setup additional users with more limited access capabilities to two (2) DCJS and Office of Technology staff system administrators.

Acadis Meets the Requirement. Acadis provides that ability to create unlimited users within the back-office database system. Further, security rights and roles may be set up to grant/restrict access to functions.

2.4.4.1.2 Provide the access to the rest of the applicable DJCS and Academy staff to read, create and change all the records.

Acadis Meets the Requirement.

2.4.4.1.3 Provide the access to certain outside agency representatives to read, create and change data pertaining to their organization only.

Acadis Meets the Requirement. DJCS would provide VPN access to agency representatives to read, create and change data pertaining to their organization.

2.4.4.1.4 Provide a role-based, multi-tiered security structure that at a minimum supports individual and group permissions and allows for low-level access control based on organizational affiliation.

Acadis Meets the Requirement.

2.4.5 Document Management/Work flow: Given the significant volume of paperwork that the DJCS receives, processes, stores, and subsequently retrieves, another requirement for the requested automated system is a document management/workflow solution. The components that support the internal and external requests are flexible and user defined. Locations and users are expanded by the authorized users for Document scanning and imaging at DJCS and Academy.

2.4.5.1 The system should provide the workflow components that support the internal DJCS processes and is flexible and user-definable.

Acadis Meets the Requirement. Acadis provides a dynamic user interface that allows DCJS to define workflow and requirements based on internal processes. These include:

- Curriculum Development according to DCJS training standards
- Scheduling Rules (class/course, dates, instructor, facility and equipment requirements)
- Registration – pre-requisites, open/close dates, number of students, reporting instructions
- Housing – dormitory definitions
- Testing – rules-based definitions for written, online, and observed tests (including firearms)
- Certifications – expiration periods, compliance criteria (age, employment, training, certification, employment, documents and other)
- In-service Training Reporting – approve courses that meet in-service requirements
- Online Certification Printing and Renewal – according to DCJS-defined criteria
- User-Interface Definitions – List and label definitions via configuration to reflect DCJS terminology
- User-defined Fields – DCJS may add fields to various areas within Acadis

2.4.5.2 The system should provide the workflow components that support external requests that are received via fax or e-mail. This component should be flexible and user-definable.

Acadis Meets the Requirement. Acadis provides the ability to process external requests via fax or e-mail. Requests for information may be processed by generating reports, executing searches, running ad hoc reports, or printing training histories and certificates. All of these may be then printed or e-mailed to the requestor.

2.4.5.3 The system should provide the functionality to redact fields prior to printing the record that are necessary for FOIA requests.

Acadis Meets the Requirement. Because of our work with the Federal DHS, FOIA processing is built into Acadis. It provides the ability to include/exclude social security number as well as person contact information.

2.4.5.4 The system should provide ability to allow individual officers and designated authorized agency representatives to view and print approved records, at a minimum but not limited to training certificates, and letters.

Acadis Meets the Requirement. The Acadis Portal provides the ability for officers and designated authorized agency representatives to view and print their entire training history, as well view and print their certifications/certificates. Letters are not part of the portal at present.

The screenshot shows a web portal interface. On the left, there is a navigation menu with options: Home, Calendar, Training, Registration, Personnel, and Sign Out. The main content area is divided into two sections. The top section, titled 'Myers, Cory C', displays the user's profile information: Title/Rank (Sergeant), Mailing Address (476 West Maple Terrace, Nashville, TN 37240), Phone Number ((812) 369-0307), and Agent ID (5496137). Below this is a 'Certifications' section with a table listing various certifications: Certified Criminal Justice Officer, Firearms Certification (highlighted with a red arrow), Police - Basic (OR), Fire Fighter I/II, Employment Information, ICS-600 Certification, and Medic. The bottom section, titled 'Training', lists several training courses: In-Service Training-Information Security Training, In-Service Training-4.3 Demo Course, In-Service Training-EVOC-101 - Course 1: Approach, In-Service Training-EVOC-101 - Course 2: Assessment, In-Service Training-EVOC-101 - Course 4: Clearing Adv, and In-Service Training-EVOC-101 - Course 5: Departure. The right section of the screenshot shows a certificate from the Ohio Peace Officer Training Academy. The certificate text reads: 'Ohio Peace Officer Training Academy Certifies that Cory C Myers Agent ID: 5496137 Has fulfilled the requirements to re-certify in Firearms Training in support of Peace Officer Certification as a Firearms Certification. Issued: 04/27/2010 Expires: 05/01/2011 Course Number:'. The certificate is signed by Bob Fiala, Executive Director of the Ohio Peace Officer Training Academy. At the bottom of the certificate, it states: 'Restrictions apply and can be found at www.ohioattorneygeneral.gov/OPOTA'. A small note at the bottom of the certificate reads: 'On behalf of Attorney General Richard Cordray and the Ohio Peace Officer Training Academy, please accept my sincere congratulations on your certification. **EMT IN-SERVICE SHEETS NOW ONLINE www.ohioattorneygeneral.gov/OPOTA. IF ONLINE SERVICE IS NOT AVAILABLE, YOU MAY REQUEST AN IN-SERVICE SHEET AT 1-800-666-7784** so that certificate recipients may be thanked and directed to in-service sheets.'

View and Print Training & Certifications from the Portal

2.4.6 Learning Management System: The DJCS is seeking to obtain a comprehensive, scalable learning management system that provide a centralized administration, management, delivery, tracking for completion of classes and identification of the need for an officer to complete the class, (either as a onetime training or for identifying the need to take update or periodic training on the class subject); and reporting of training and learning activities. Provide design and development, implementation, software licensing fees, support and maintenance
The Vendor should describe its system will provide the following features, functionality and processes:

2.4.6.1 Development

The State has standardized on Microsoft products. The Learning Management System should be developed using Microsoft ASP.NET and .NET technologies with the SQL server database. **Acadis Meets the Requirement** (DCJS has stated that SQL is not necessary, as Envisage will be hosting the instance of Acadis. Instead, Oracle will be the database). Technologies include AJAX, Microsoft .NET Framework v. 3.5, C#, JavaScript, XML and XSLT. Interaction with the software is accomplished via standard browsers connecting over HTTPS to a Microsoft IIS web/application server. The Acadis business objects and web page generation classes hosted on the web server communicate with the database via the standard Oracle TCP port 1521. Languages used in the development of Acadis include C# on the web server, JavaScript on the browser, and PL/SQL on the database.

The Acadis database runs on Oracle 10g (10.2.0.x). We are currently completing testing of Oracle 11g and plan to adopt this version in the next three (3) months. Acadis using Oracle on Windows is preferred, but Linux is supported. For the web server, server platforms supported include IIS 6 and IIS 7 on Windows 2003, Windows 2003 R2, and Windows 2008 32-bit. Further support for 64-bit web server software is anticipated. Microsoft web server and Oracle DBMS platforms are multithreaded server applications that use multiple processors effectively and hide the details of

operating system thread management from the application. Multipath Gigabit between the database and web servers is recommended.

2.4.6.2 Logon

Depending upon the final design of the solutions the LMS handles Single Sign-on and Self Registration.

Acadis Meets the Requirement. Acadis provides single sign-on. We will work with DCJS to coordinate this effort. If users are not registered, they can self-register via the Acadis Portal. Upon registering, Acadis sends an e-mail to their account with their login and password.

WV Department of Criminal Justice Services

The Acadis® Readiness Suite

The Acadis Readiness Suite is a comprehensive, enterprise system that serves as a central training and certification repository for all law enforcement personnel and organizations. The system maintains accurate, complete and accessible lifelong employment and training records for officers, including all basic, advanced, in-service and online training completed, ensuring compliance with training mandates. Acadis lowers the cost of training and administration by automating time consuming manual tasks. Additional modules are available that customize the solution to fit each academy's unique needs.

The Acadis Readiness Suite Primary Functions

Premier Law Enforcement and Homeland Security training organizations are adopting the Acadis Readiness Suite because it provides them with the important benefits listed below:

- Comprehensive Training Records for Law Enforcement Officers
- Qualifications/Certifications Management
- Employment Tracking and Contact Information
- Curriculum/Training Administration
- Instructor Management
- Management Dashboards and Reporting
- Training Compliance with Legislative Mandates and Policy (e.g., HR-218)
- Legally Defensible Training Records

For technical support, questions, or comments on this site, please contact:
812 330 7101

System Information
The Acadis® Readiness Suite is a comprehensive law enforcement training solution developed by Envisage Technologies. The company provides the Acadis® software and training modernization consulting to premier training organizations throughout the US. To find out more, please visit the Envisage web site at www.envisagenow.com.

Comments and Suggestions
We welcome your comments and suggested enhancements. Each request will be reviewed and, if accepted, may be included in a future upgrade.

To comment or suggest enhancements to the Acadis® software, please send email to info@envisagenow.com.

Verification of Certifications
To submit a request for verification of public safety personnel certifications click [here](#).

Self Registration for Portal

2.4.6.3 End-User Portal

2.4.6.3.1 Provide the list of features exists within the end-user view of the LMS where the users can access the course information and training material.

Acadis Meets the Requirement. The Acadis Portal provides numerous features to assist law enforcement officers and agencies submit and view data within the back-office database. These include:

Acadis Portal Framework

The Acadis Portal Framework is required to implement the associated portal modules. The framework consists of a web-based architecture designed to securely decentralize the collection and transmission of training information to and from individual law enforcement agencies and assists DCJS in maintaining accurate, comprehensive and legally defensible training records.

Acadis Portal: Person Portal

The Person Portal allows individual officers to review their training and certification information, including their contact information, training history, qualifications and certifications with expiration dates.

Further, if an agency has the officer's last name and ID number, they may request certification information, which will be e-mailed to their e-mail address. This allows agencies to determine certifications for hiring decisions.

Home | Calendar | Training | Registration | Personnel

Cory C Myers

My Profile

Title/Rank: Deputy Director
Mailing Address: 176 West Maple Terrace
Nashville, TN 37248
(812) 369-0307
cmyers@cnjvisenow.com
HASH ID: 5496137

Certifications

Name	Conferred	Expiration	Grace Period Ends	Status
Firearms	01/27/2010	04/27/2010	03/12/2010	Active
Certified Criminal Justice Officer	11/03/2009	11/03/2010		Active Renew
Instructor	07/21/2007	07/21/2009		Inactive
Firearms Certification 1	09/22/2008	09/22/2009		Inactive
Police - Basic (OR)	01/27/2010	01/27/2013		Active

Training View By: Fiscal Year Calendar Year

Upcoming, Ongoing, & Unconfirmed Training for Period: 197h 0m

Training	Start	End	Hours	Student Status
In-Service Training-ADV Training: Youthful Offender 2010-04	04/12/2010	04/12/2010	16h 0m	Enrolled
Advanced Firearms-Firearms Instructor: Weapon Training and REQ4	12/15/2009	12/15/2009	10h 0m	Registered (Pending)
Corrections Career Officer Development-Correctional Admin Course for Full-Svc Fclys	08/24/2009	08/28/2009	80h 0m	Registered (Pending)

Current Period to Date (01/01/2010 - 03/25/2010) Training for Period: 32h 0m

Training	Start	End	Hours	Student Status
FLETC Basic Instructor Course (2011 - NBI)	03/02/2010	03/03/2010	16h 0m	Complete

Officer Record via the Portal

Online Registration Portal

This module provides published courses to be viewed and registered for on-line. This allows agency designates to register officers for courses. All pre-requisites, location, dates, and reporting instructions are listed on the class record allowing for registration by ID or name.

Users may view all available courses and filter the results by course type and dates. Clicking on "Register" provides the ability for designated training coordinators to register officers in their organization. The catalog may be filtered by training type and date ranges (left menu bar). Training event information may be viewed by clicking on the course. This will include pre-requisites and reporting instructions.

Online courses may be registered for and immediately launched from the registration page.

Home		Calendar		Training		Registration		Personnel	
List of Training Events									
Training Events									
Refine Your Search <input type="checkbox"/> By Training Type <input type="checkbox"/> 9-1-1 Emergency Dispatch <input checked="" type="checkbox"/> Advanced Firearms <input type="checkbox"/> Basic Corrections <input checked="" type="checkbox"/> Basic Criminal Justice <input type="checkbox"/> Basic Parole and Probation <input type="checkbox"/> Basic Telecommunications <input type="checkbox"/> BEST <input type="checkbox"/> Cable Systems Installer-Maintainer (25L 10) <input type="checkbox"/> Campus Public Safety <input type="checkbox"/> CIS-BASCP <input type="checkbox"/> Corrections Career Officer Development <input type="checkbox"/> Exam Administration <input type="checkbox"/> FANSTP-II <input type="checkbox"/> Fire Chief Leadership <input type="checkbox"/> Firearms <input type="checkbox"/> Firefighter I/II <input type="checkbox"/> Firefighter Survival <input type="checkbox"/> Fitness & Wellness <input type="checkbox"/> Incident Command System <input checked="" type="checkbox"/> In-Service Training <input type="checkbox"/> Middle Management <input type="checkbox"/> Oregon Liquor Control Commission		Training Event Advanced Firearms - 12002 Advanced Firearms - 12003 Advanced Firearms - 1201 Advanced Firearms - 1202 Advanced Firearms - 21003 Advanced Firearms - 2008 Basic Criminal Justice - 10206 Basic Criminal Justice - 10207 Basic Criminal Justice - 10208 Basic Criminal Justice - 10209 Basic Criminal Justice - 19053 Basic Criminal Justice - 19054 In-Service Training - ADV Training Youthful Offender 2010-01 In-Service Training - ADV Training Youthful Offender 2010-05 In-Service Training - ADV Training Youthful Offender 2010-06 In-Service Training - ADV Training Youthful Offender 2010-07 In-Service Training - ADV Training Youthful Offender 2010-08	Location OPOTA - Tactical Training Center OPOTA - Richfield Campus OPOTA - Richfield Campus OPOTA - Cambridge Campus OPOTA - Tactical Training Center OPOTA - Richfield Campus OPOTA - London Campus OPOTA - Cambridge Campus OPOTA - Richfield Campus OPOTA - Tactical Training Center OPOTA - London Campus OPOTA - Richfield Campus OPOTA - Cambridge Campus OPOTA - London Campus OPOTA - Richfield Campus OPOTA - Cambridge Campus	Training Dates 06/28/2010 - 07/13/2010 07/26/2010 - 08/10/2010 05/03/2010 - 05/18/2010 06/07/2010 - 06/22/2010 09/13/2010 - 11/30/2010 09/06/2010 - 09/21/2010 04/05/2010 - 06/11/2010 03/22/2010 05/03/2010 - 07/09/2010 04/19/2010 06/07/2010 - 08/13/2010 05/24/2010 07/05/2010 - 09/10/2010 06/30/2010 11/15/2010 - 01/21/2011 11/01/2010 11/29/2010 - 02/04/2011 11/15/2010 04/12/2010 - 04/12/2010 04/04/2010 05/17/2010 - 05/17/2010 05/09/2010 06/21/2010 - 06/21/2010 06/13/2010 07/19/2010 - 07/19/2010 07/11/2010 08/09/2010 - 08/10/2010 08/01/2010	Reg. Ends 06/26/2010 07/24/2010 05/01/2010 06/05/2010 09/11/2010 09/04/2010 03/22/2010 04/19/2010 05/24/2010 06/30/2010 11/01/2010 11/15/2010 04/04/2010 05/09/2010 06/13/2010 07/11/2010 08/01/2010	Status Open Open Open Open Open Open Closed Open Open Open Open Open Open Open Open Open Closed Closed Open Open Open Open Open Open Open Open Open Open Open Closed Closed	Available Seats 1 Register 18 Register 25 Register 27 Register 50 Register 37 Register 11 16 Register 25 Register 40 Register 40 40 3 Register 9 Register 9 Register 10 Register 10		

Online Registration

Upon successful registration, wait listing, or approval for enrollment by DCJS, registered officers are listed with their registration status (waitlisted, registered, enrolled). This online registration information flows directly to the centralized Registration module where registrars may manage the enrollment process. Registration status is also posted on the Student Record via the portal.

Learning Management System

The Acadis LMS is designed to provide DCJS staff with the ability to upload, manage, deliver and track online coursework via the Student Portal. The LMS solution will support the storage and delivery of SCORM and AICC compliant content.

The LMS will allow:

- Assignment of mandatory courses to all appropriate students
- Students and/or their supervisors to register and complete on-line classes
- Students to view available courses and filter courses by subject and dates
- Students/supervisors to select online courses based on course types (e.g., Incident Command Systems, Emergency Management, etc.) and date ranges
- Students/supervisors to register and complete on-line classes
- On-line courses tests to be tracked automatically on the student record
- Completion and tests delivered through the SCORM compliant content to be recorded

Students may register for courses by accessing the online registration screen. DCJS can configure the system to allow self-registration by students or restrict access to approved supervisors. Statistics on online courses are available to authorized users. This is provided via the online course dashboard which shows statistics by course, including status, rosters, and statistics on each course. Mandatory courses may be assigned to selected groups of students.

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READINESS SUITE

Online Event Search

Administrator, System
[Change my password](#) [Sign Out](#)

Home | People & Organizations | Registration | Training | Testing | Compliance | Scheduling | Housing | Reports & Data Tools | Admin | Help

Training Monitor

Training Structure

Training Events

Completed Training by Person


Instructors

Recurring Training Setup

Procedure Sheets

Information Security Training

Phase 1 / Action
In-Progress / Roster of Students



Setup

[Event Details](#)
[View or Edit](#) [Online Event Details](#)

[Content](#)
[Preview Content](#)

In-Progress

Students
[Show a Roster of Students](#)
[Assign Students](#)
[Remove Students](#)

Post Event

Students
[Completed Students](#)
[Event Details](#)
[Close Event](#)

Remove Selected

Roster of Students

Remove Selected


<input type="checkbox"/>	Name	Agent ID	Assigned	Time	Complete	Completed	Pass/Fail	Score
<input type="checkbox"/>	Adams, Harlan S	12264	01/25/2011		No			
<input type="checkbox"/>	Aney, Rob	4843-2454	01/25/2011	0h 10m 29s	No			
<input type="checkbox"/>	Bales, Brannen	6806-0610	01/25/2011		No			
<input type="checkbox"/>	Bishop, Carl G	26716	01/25/2011		No			
<input type="checkbox"/>	Christie, George	5903-4662	01/25/2011		No			
<input type="checkbox"/>	Derr, John	2716-2139	01/25/2011		No			
<input type="checkbox"/>	Fuller, Lonnie	7764-7340	01/25/2011		No			
<input type="checkbox"/>	Hawks, Rob	2294-7281	01/25/2011		No			
<input type="checkbox"/>	Hopkins, Patty	1822-5774	01/25/2011		No			
<input type="checkbox"/>	Jones, Doug	5501-8888	01/25/2011		No			
<input type="checkbox"/>	Jungling, Scott A	46940	01/25/2011		No			
<input type="checkbox"/>	Murphy, Robert J	7371-2104	01/25/2011		No			
<input type="checkbox"/>	Myers, Cory C	5496137	01/25/2011	0h 28m 52s	No			
<input type="checkbox"/>	Paulsen, Lauren	3393-8790	01/25/2011		No			
<input type="checkbox"/>	Rossos, Dan	2033-0957	01/25/2011		No			
<input type="checkbox"/>	Shanders, Kevin	2630-5368	01/25/2011		No			

Division of
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JUSTICE
SERVICES**

Online Course Dashboard

Acadis Portal: In-Service Reporting Module (for the reporting of external training)

The In-service Reporting module allows agencies to report training and re-certification information remotely. Training coordinators can use the In-Service Reporting portal to report in-service training events (or other training not provided by DCJS) and personnel rosters, track attendance and submit training hours. Next, student rosters are created by entering the officers' names or IDs. Training event definitions are shown below.

Calendar	Training
Add a Training Event	
<div style="float: right; border: 1px solid black; padding: 2px;">  Add a training event </div>	
Training Description	
Course No.	UT-2008-03
* Course Title	Defensive Tactics Instructor
* Start Date	3/24/2008
* End Date	3/28/2008
* Hours	32
Description	The Defensive Tactics Instructor course is for those officers who desire to be recognized as a POST certified Defensive Tactics Instructor.
Instruction Provider	
Provider Type	
* Type	<input checked="" type="radio"/> Official Provider / Certified Instructor Joe Smith
	<input type="radio"/> Other Organization Instructor Name
Instructor Contact	
Email	jsmith@utfeh.gov
Phone	(801) 255 - 3300 ext.
Event Comments	

Add Training Event

The training event with details and officer roster is then submitted to DCJS for review and acceptance. New officers will be placed in a review file for approval as well. The agency training coordinator may also view the draft, submitted, approved and rejected training records submitted via the portal. Upon approval, the event is automatically listed on the officer's record.

Workforce Portal

The Workforce Portal allows law enforcement agencies to view full training records for all their officers.

2.4.6.3.2 Provide the ability to view the courses for which the individual is registered.

Acadis Meets the Requirement. Acadis provides a list of Upcoming, Ongoing, and Unconfirmed courses for which they have registered. These include online, traditional classroom, range and physical courses. Online courses will always be available on the portal page for refresher training until DCJS turns off the course from the back-office of Acadis based on active dates.

2.4.6.3.3 Provide the ability to view and print the transcript. The transcripts include all the courses taken (Class name, class type, and class date), pass/fail info, and number of credits for each course. The courses can be categorized (i.e. courses identified as being statewide or agency wide).

Acadis Meets the Requirement. The Acadis Training History Report provides the ability for the officer to view and print the transcript from the Person Portal. This report lists the officer's employment and information, certifications with expiration dates, and training records, including class name, class type and class date, test scores, hours for the course and total hours for the year.

Previous Period (01/01/2010 - 12/31/2010)

Course/Title (Course No.)	Training Dates		Grade	Status	Hours
Incident Command System-ICS-06-2010	06/11/2010	06/11/2010	95.00%	Graduated - 06/11/2010	9h 45m
In-Service Training-ADV Training: Youthful Offender 2010-04	04/12/2010	04/12/2010	93.00%	Graduated - 04/12/2010	18h 0m
ICS-700 (2010-251)	09/20/2010	09/24/2010	N/A		40h 0m
Firearms Requalification (6/16/2010)	06/16/2010	06/16/2010	N/A	Complete	8h 0m
FLETC Basic Instructor Course (2011 - NBI)	03/02/2010	03/03/2010	N/A	Complete	16h 0m
FLETC Basic Instructor Training (2011 - NBI)	03/01/2010	03/02/2010	N/A	Complete	16h 0m
Total Hours					(107h 45m)

Other Periods (through 12/31/2009)

Course/Title (Course No.)	Training Dates		Grade	Status	Hours
Advanced Firearms-2009 - Spring Shoot	04/06/2009	04/06/2009	100.00%	Graduated - 05/13/2009	3h 30m

For Official Use Only

Page 2 of 3

Training History Report (Transcript)

2.4.6.3.4 Provide the emails for officer, instructors and managers.

Acadis Meets the Requirement. The officer record in the database stores the e-mail address for all officers, instructors and managers.

2.4.6.3.5 Facilitate to register for, take, or download iLT, WBT, video clips, audio clips, Excel spreadsheets, Word documents, PDF files, and PowerPoint presentations.

Acadis Meets the Requirement. The Acadis LMS provides for the registration and delivery of SCORM-compliant coursework. The file types described above must be converted to SCORM format so that completion data may be tracked in Acadis.

2.4.6.3.6 Support for Internet Explorer, Firefox, Netscape, and Safari browsers.

Acadis Meets the Requirement. Acadis is designed to work specifically with Internet Explorer, but supports these other browsers within the Acadis Portal.

2.4.6.4 Administration Portal: Provide two (2) levels of access-administration and manager. Additional levels can be defined as needed.

2.4.6.4.1 The administration level of access

2.4.6.4.1.1 Define user roles and privileges on an ad hoc basis.

Acadis Meets the Requirement. Acadis security provides DCJS the ability to provide access to officers to view the Acadis Portal. As discussed earlier, roles may be created for administrator and manager, then applied to the authorized users. Portal Security Roles include access to the Person Portal (Officer Record), Instructor Portal (for scheduling availability), In-Service Portal (for reporting of training events), Registration Portal (for viewing and registering for courses and the ability for an agency designate to register their officers), and the Workforce Portal (to view training and certification records for all officers within the agency).

ACADIS[®] READINESS SUITE

myers Person Search

Administrator, System
Change my password Sign Out

Home People & Organizations Registration Training Testing Compliance Scheduling Housing Reports & Data Tools Admin Help

People
Organizations
Procedure Sheets

myers, mathew e

Portal Access

* Portal Access Status Active

* Email Address mathewmyers@gmail.com
An email address is required to login and communicate password and other profile changes to portal users.

Individual Features

Personal Portal
 Assign default permissions to allow the user to view their own contact information, certifications, and training.

Instructor Portal
 Assign default permissions to allow the user to view their own calendar and update free/busy time.
* I want to make this person an instructor
* Availability Profile Monday - Friday

Organizational Features

Select an Organization Columbus Police Academy

In-Service Portal
 Assign default permissions to allow the user to submit in-service training events for their personnel to be reviewed and approved by the main Acadis application.

Registration Portal
 Assign default permissions to allow the user to view available training opportunities.

Optional Permissions

View & Submit Registrations
 Do not allow user to submit registrations
 Allow user to self-register (no other personnel)
 Allow user to register for all active personnel

Workforce Portal
 Assign default permissions to allow the user to view the list of active personnel in the organization in addition to detailed profiles.

* Required Information

Cancel Save

Portal Security Rights

2.4.6.4.1.2 Provide the ability to filter content for particular user groups and set up and control access to threaded discussion groups.

Acadis Does Not Currently Meet the Requirement. Because of the nature of our existing clients, Acadis does not provide threaded discussion groups due to security issues.

2.4.6.4.1.3 Full online administration interface in a browser-only, implementation (no ActiveX or plug-in controls).

Acadis Meets the Requirement. Acadis does not require any other software or plug-ins to run effectively.

2.4.6.4.1.4 Provide the ability for the administrator to enter or import students into the database to enter officer name, position, login numbers, and organization, etc.

Acadis Meets the Requirement. Acadis includes a set of data import tools that will allow DCJS to import officers from their current system (and other appropriate legacy systems) to Acadis. The data import tools include functionality to map data fields and save the mapping templates for re-use for consistently formatted data. The import tools also provide the ability to import training events and certifications.

2.4.6.4.1.5 Integrate with external databases for live connections across firewalls in a hosted solution environment.

Acadis Meets the Requirement. Acadis provides the ability to automatically link external system for data import to Acadis. DCJS will define the parameters for data import according to the external

system, as well as the field mapping. Upon completion, the external system will automatically update Acadis with appropriate data.

ACADIS
READINESS SUITE

Online Event [v] Search [v]

Administrator, System
Change my password Sign Out

Home | People & Organizations | Registration | Training | Testing | Compliance | Scheduling | Housing | Reports & Data Tools | Admin | Help

Global Preferences

Human Resources Import

Will there be an import from a human resources system that will be the routine way to add people to this application?

No
 Yes

* Human resource system name

Import files include **What will this import?**

Only changed employees
 All employees

When an organization does not exist in the application

Add the organization to the application with the parent organization being West Virginia DCJS
 Alert the user and stop the import

When the import file only includes a duty assignment

Employ them with the first employing organization up the organizational tree
 Employ them with

When a value is supplied in the file that does not match the list maintenance (drop down) values in the application

Add the value to the application
 Alert the user and stop the import

When the import file contains dates, the format will be

MMDDYYYY
 YYYYMMDD

When External System Type and ID are used, the format for the External System ID will be

characters If specified, organizations imported with a combination of External System Type and ID must conform to this format or the import will be stopped so the combination can be corrected. If no format is specified, no validation will occur.

* Template for data mapping

Done

* Required Information

Human Resources Import

2.4.6.4.1.6 Ability for the administrator to enter or import courses into the learning management system and enter the course title, course description, course type/category, assessment password (if applicable), data tracking standard (SCORM), etc.

Acadis Meets the Requirement. The Acadis LMS is designed to provide DCJS staff with the ability to upload, manage, deliver and track online coursework via the Person Portal. The LMS solution will support the storage and delivery of SCORM and AICC compliant content.

Online courses may be added to Acadis via the online content bank. This allows DCJS staff to upload approved courses for online delivery and determine how course completions should be recorded. Online course definitions are managed via the Add Online event screen. The following data elements may be defined by DCJS staff:

- Dates of availability
- Hours credited for completion of the course
- How test scores will be recorded
- Certifications for course completion

These data elements may be defined and published to the Acadis Person Portal. Training Hours (including CEU credits), test scores, and certifications are automatically applied to the student record upon successful completion of the course.

ACADIS READINESS SUITE

myers Person Search

Administrator, Systems Change my password Sign Out

Home People & Organizations Registration Training Testing Compliance Scheduling Housing Reports & Data Tools Admin Help

Training Monitor
Training Structure
Training Events
Classes
Add Class
Search Classes
In-Service Events
Training Event Approval
Online Events
Add Online Event
Completed Training by Person
Instructors
Recurring Training Setup
Procedure Sheets

Add Online Event

General

Training Type

Please make a selection

Traditional or blended classroom training
This training is typically classroom-style, performed in a group setting with instructors.

Online Event (Self-service portal sign-up and delivery)
This training has online content and is accessed through the portal.

* Online Event Name As the training event will appear in the portal
Emergency Vehicle Operations

Training Hours 2 h m

Availability This event should be available in the portal from
1/1/2011 to 12/31/2011

This event should not be available in the portal

* Online Content EVOC-101 - Course 2: Assessment

Completion Requirement User must pass a graded online test

Online Event Information

Status Active

* Owner Oregon Public Safety Academy

* Program Basic Criminal Justice

Category Basic Training

Optional Information

Online Event Reference EVOC-101: Assessment

Instruction Method Distance Learning - Unmanaged

CEU Credits

Transcript Default Transcript

Online Event Cost (\$)

Description As a web-based assessment in the portal. This course provides officers with information on assessing intersections during emergency vehicle operations.

Cancel Continue

* Required Information

Add/Define Online Event for LMS

2.4.6.4.1.7 Provide a form for creating and delivering online assessments.

Acadis Does Not Currently Meet the Requirement. Acadis does not yet provide this feature. However, we will provide cost estimates or a third party solution, such as SurveyMonkey.

2.4.6.4.1.8 Provide the access to the individuals of manager level (this is one level of access).

Acadis Does Not Currently Meet the Requirement. Acadis does not yet provide this feature. However, we will provide cost estimates or a third party solution, such as SurveyMonkey.

2.4.6.4.1.9 Facilitate to look up and print reports; employee transcripts, class roster, course information (who has taken a course, pass/fail, date taken).

Acadis Meets the Requirement. Acadis provides employment, training, certification, and class information for all officers in the system. Class rosters are provided for all classes taught or taken online, as well as being reflected on the officer record. Numerous reports list employee transcripts (Training History), Class Rosters and Course Information.

Acadis provides search functionality to access specific information within the centralized database. Acadis will allow DCJS to search on numerous fields. This should allow users to find exactly what they need. The embedded Ad Hoc reporting tool will allow users create more complex searches which can be exported instantly to Excel for additional sorting.

ACADIS LEADERSHIP SUITE 10207 Class Search Administrator, System Change my password Sign Out

Home People & Organizations Registration Training Testing Compliance Scheduling Housing Reports Admin Help

People
Add a Person
Search for a Person
Search for Duplicate People
Organizations
Procedure Sheets

Search for a Person

General Display Settings Search

Person Criteria Results

Last Name _____
First Name _____
Maiden Name (if applicable) _____
Social Security No. _____
PSID _____
Acadis ID No. _____
Status: All
 Active
 Deceased
 Inactive
Organization [Click here to make selections](#)

Results Per Page: 25
Matches: begin with these values

Employment Search

Employment Criteria

Employment Type: All
 Full Time
 Full-time Deployed
 Part Time

Employment Classification: All
 Bomb Technician
 Civilian
 Communications Officer

Title/Rank: All
 1LT
 1SG
 2LT

Employment Status: All
 Accepted Employment w/ Agency (Inactive)
 Active (Active)
 Appointed (Active)

Effective Date Range: _____ to _____

Comments: _____

Certifications Search

I am looking for people with the following:

All of the following Certifications: All
 APSC BASIC LAW ENFORCEMENT OFFICER
 APSC INTERMEDIATE LAW ENFORCEMENT OFFICER
 Arrest Techniques
 Basic Academy Certificate
 BASIC EMT

Where the status is: All
 Active (Active)
 Applicant (Inactive)
 Expired (Inactive)
 Extended Leave (Active)

Issued between: _____ to _____
With expiration between: _____ to _____

Last Printed Range: _____ to _____
 To Be Printed

Cancel Clear Search

Search Page

2.4.6.4.1.10 Enable to sort/filter reports and lists by such information as agency, scores, and completion.

Acadis Meets the Requirement. Acadis provides multiple reports and search options that allow users to sort results on various fields within the search results. Agencies may be searched then sorted by different criteria, including ORI number. Officers/Students may be searched by agency and results sorted by any of the result criteria. Scores may be reported using the Grades by Class Report for all students in a class. The Completed Training and Missed Training reports will provide information about who has and has not completed defined training events.

2.4.6.4.1.11 Provide the ability to complete a data extraction (data dump) in order to create customized reports.

Acadis Meets the Requirement. The Acadis Ad Hoc Export tool provides DCJS with the ability to export all fields within the database. The Ad Hoc Export tool also provides the ability to sort on specific fields, as well as define search criteria. Reports may then be written to further sort data.

2.4.6.4.2 The manager level of access

2.4.6.4.2.1 Provide access to all the reports and transcripts for employees within his/her agency or agency.

Acadis Meets the Requirement. The Acadis Workforce Portal provides agency designates to view their officers' full training and certification records, including their issue and expiration dates, class names, start and end dates, hours, student status, grades, and total hours by year.

2.4.6.4.2.2 Provide management structure within the Learning Management System as defined by the DJCS.

Acadis Meets the Requirement. Acadis provides a very flexible system, allowing DCJS to define its terminology, build drop-down lists, identify relationships between data, and provide user access based on its management structure.

2.4.6.4.2.3 Provide the levels of access that include: Officers, Instructors, Managers, and Administrators.

Acadis Meets the Requirement.

2.4.6.4.2.4 Provide access to the reports that can be viewed by: Instructors, Managers, and Administrators.

Acadis Meets the Requirement. Acadis provides access to reports based on access to the various modules within the software suite.

2.4.6.4.2.5 Provide access to the ad hoc reports, customized reports and canned reports and other custom reports.

Acadis Meets the Requirement. Because many of our clients have dramatically different reporting requirements, we provide an Ad Hoc reporting tool, which allows users to define reports and save them as templates. Further, many data elements are available view search and may be exported to standard formats, such as PDF and Excel.

The Ad Hoc Export area allows users to create export files based on specific criteria not covered by reports within Acadis. Fields may be chosen for export, as well as defining filters and rules. The results may then be sorted according to the requirement of the user. Upon completion of the ad hoc results, the file may then be exported to MS Excel for further analysis and sorting, or for importation into other systems.

2.4.6.5 Content: The proposed solutions provide capabilities for custom homepage content that can be tailored to the end user's specific logon.

Acadis Does Not Meets the Requirement. Acadis provides DCJS with the ability to customize the Portal homepage content, reflecting the presentation chosen by DCJS. However, the end user does not have the ability to customize the homepage based on their login.

2.4.6.6 Data Tracking: Support the SCORM standard data tracking, as defined by the ADL (Advanced Distributed Learning) by LMS.

Acadis Meets the Requirement. The Acadis LMS will support the storage and delivery of SCORM and AICC compliant content, while tracking completion metrics by student on all online courses. This includes registration, date registered, time to completion, status, test scores, and certifications (if applicable).

2.4.6.7 Data Management System

2.4.6.7.1 Provide the ability to store at least the Agency contact information, Instructor and Transcript information and the course and class information in back-end database that powers the LMS.

Acadis Meets the Requirement. Acadis allows DCJS to manage information for all agencies in West Virginia, including name, physical address, mailing address, phone and fax numbers, agency authorities (e.g., Chief, Sheriff, Training Manager), web site and e-mail addresses. It also provides the ability to track all instructors, their employing agency, training provided, training received, certifications, and other personal information. All course and class information, including Academy classes, online courses, physical courses, driving and firearms classes (with observed test scores), is tracked in Acadis. Transcripts are available on both the class and officer/student record. The search tool provides DCJS with the ability to easily find agency, instructor, and course/class information.

2.4.6.7.2 Facilitate to store Officer Name, position, login number, agency and address verification and track.

Acadis Meets the Requirement. Acadis tracks this information as part of the Officer record. Agency and position (rank/title) are shown in the Employment History to identify the officer career path, where agency information is linked to the employing agency from the Officer record.

Person Record

Myers, Cory C
661.62.3218
Sergeant
Charleston Police Department
Active

Acadis ID No. 101920
Agent ID 5496137
Date of Birth 11/25/1971
Gender Male

K-9 Badge # 4587
K-9 Name Rex
K-9 Breed German Shepherd
K-9 Discipline Bomb Sniffing
Firearm Glock-19

System Access: Acadis - Active
(Edit | Reset Password)
Portal - Individual / Instructor / In-Service / Registration / Workforce
(Edit | Reset Password)

Certifications	Expiration	Status
Certified Criminal Justice Officer	11/03/2011	Active
Employment Information	Never Expires	Active
Fire Fighter II	04/29/2012	Active
ICS-600 Certification	08/21/2012	Active
Police - Basic (OR)	01/27/2013	Active

Employment

Organization	Employment Type	Employment Classification	Hire Date	Duty Location	Assignment Status
142 PWCP Agent Separated (inactive)	Full Time	Civilian	09/13/2007		
City of Portland - Portland Office of Emergency Management Instructor Active (Active)	Part Time	Civilian	03/17/2007	City of Portland - Portland Office of Emergency Management	Current
City of Portland - Bureau of Emergency Communications Civilian Employee Separated (inactive)	Full Time	Civilian	01/04/2006		
Charleston Police Department Sergeant Active (Active)	Sworn Officer	Civilian	11/02/2001	Charleston Police Department	Current
Fayetteville Police Department Acting Captain Separated (inactive)	Full Time	ASAC	02/01/2000		
Fayetteville Police Department Major Separated (inactive)	Full Time	ASAC	02/01/2000		
Vancouver Police Department Deputy Director Accepted Employment w/ Agency (inactive)	Sworn Officer	ASAC	09/07/1998		

Employment History

2.4.6.7.3 Primary employer has the ability to store Agency contact information and officer listing by agency.

Acadis Meets the Requirement. Acadis stores Agency contact information, including Primary and Mailing addresses, telephone numbers, E-mail addresses and web sites (with links). Officer listings by agency may be created by executing searches on agencies or via the Ad Hoc Exports feature.

ACADIS READINESS SUITE Charleston Organization Search Administrator, System Change my password Sign Out

Home People & Organizations Registration Training Testing Compliance Scheduling Housing Reports & Data Tools Admin Help

People Organizations Procedure Sheets

Organization Record Display Settings Actions

Charleston Police Department (CPD 1)
Organization
In-Service Training, Advanced Firearms, Criminal Justice
http://www.charlestonwvpolice.org
chief@charlestonwvpolice.org
Active

ORI Number	1234567	Description	Responsible for community safety issues, determine resources, and applies innovative strategies designed to create and sustain healthy, vital neighborhoods.	Primary Address Organization 531 Virginia Street Charleston, WV 25301-0030 (304) 348-8400	Mailing Address P.O. Box PO Box 2749 Charleston, WV 25330 (304) 348-8000
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Authorities Actions

Contact Type	Name
Chief	Webster, Brent
Email	Webpage
chief@charlestonwvpolice.org	http://www.charlestonwvpolice.org/

Organization Contacts and Addresses

2.4.6.7.4 Provide the ability to store Instructor information of applicable (name, agency, certification status, etc.) and transcript information for each individual which include: courses registered for, courses completed, course scoring and search capabilities.

Acadis Meets the Requirement. Acadis manages Instructor information, including instructor name, their employing agency, certifications and statuses, and transcript information for all courses completed, test scores, and search capabilities. The instructor information also includes total hours of training and links to the specific course they taught or took, including rosters for the class. It also provides tracking of total hours the instructor can teach in a given time frame and the training division if they are employed by the Academy.

ACADIS READINESS SUITE myers Person Search Administrator, System Change my password Sign Out

Home People & Organizations Registration Training Testing Compliance Scheduling Housing Reports & Data Tools Admin Help

People Organizations Procedure Sheets

Instructor Information Actions

Instructor	Miscellaneous
Availability Profile: Monday - Friday	Group: POV
Maximum Workload: 32 Hours Per Week	Academy: Yes
Instructor Divisions: Community and Police Relations, Emergency Medical Dispatch, Course Administration, Human Behavior, Investigations, Patrol Procedures, Skills - Firearms, Skills - Survival, Skills - Tactical Security	

Instructor Assignments

Class	Block	Start	End	#Assignments
<input type="checkbox"/> Advanced Firearms - 20				1
Service Regulations	Service Regulations	03/05/2010 12:30 PM	03/05/2010 01:30 PM	
<input type="checkbox"/> Basic Criminal Justice - 10205				3
Confrontational Simulations #2	Confrontational Simulations #2 (Group A)	03/04/2010 08:00 AM	03/04/2010 12:00 PM	
Firearms Range Day #5 (2)	Firearms Range Day #5 (2) (Group B)	02/04/2010 01:00 PM	02/04/2010 05:00 PM	
Vehicle Stops #2 (2)	Vehicle Stops #2 (2) (Group A)	03/08/2010 08:00 PM	03/08/2010 10:00 PM	
<input type="checkbox"/> Basic Criminal Justice - 10204				3
<input type="checkbox"/> Basic Criminal Justice - 10205				6
<input type="checkbox"/> Basic Criminal Justice - 10206				3
<input type="checkbox"/> Basic Criminal Justice - 10207				4

Instructor Information

2.4.6.7.5 Provide the ability to store the course title, course number, class description, class type, assessment password, (if applicable), and number of In-service credits for each WBT (Web Based Training) course and archived courses completed.

Acadis Meets the Requirement. Information within the class then includes:

- Course Title and Number
- Class Description and Type
- Training Discipline (e.g., Basic Police, Corrections, Dispatch, etc.)
- Number of hours (automatically calculated by sessions and segment times)
- Location of Training (including online)
- Type of Training (classroom, observed, online, etc. – user-defined)
- Number of Projected Students
- Staff/Instructor Assignments
- Certifications for Successful Completion
- Status (Active, Inactive, Pending)

The LMS will manage online courses and allow:

- Assignment of mandatory courses to all appropriate students
- Students and/or their supervisors to register and complete on-line classes
- Students to view available courses and filter courses by subject and dates
- Students/supervisors to select online courses based on course types (e.g., Incident Command Systems, Emergency Management, etc.) and date ranges
- Students/supervisors to register and complete on-line classes
- On-line courses tests to be tracked automatically on the student record
- Completion and tests delivered through the SCORM compliant content to be recorded

For online courses (WBT), the following data elements may be defined by DCJS staff:

- Dates of availability
- Hours credited for completion of the course
- How test scores will be recorded
- Certifications for course completion

2.4.6.8 Platforms (Server, Database and Client)

2.4.6.8.1 The system should provide Microsoft Windows operating system targeted server platform running IIS (Internet Information Services) web server version 5.0 or later and the 1.1 version of the Microsoft .NET Framework.

Acadis Meets the Requirement. Interaction with the software is accomplished via standard browsers connecting over HTTPS to a Microsoft IIS web/application server. The Acadis business objects and web page generation classes hosted on the web server communicate with the database via the standard Oracle TCP port 1521. Languages used in the development of Acadis include C# on the web server, JavaScript on the browser, and PL/SQL on the database.

The Acadis database runs on Oracle 10g (10.2.0.x). We are currently completing testing of Oracle 11g and plan to adopt this version in the next three (3) months. Acadis using Oracle on Windows is preferred, but Linux is supported. For the web server, server platforms supported include IIS 6 and IIS 7 on Windows 2008 32-bit. Further support for 64-bit web server software is anticipated. Microsoft web server and Oracle DBMS platforms are multithreaded server applications that use multiple processors effectively and hide the details of operating system thread management from the application.

2.4.6.8.2 Should provide Microsoft SQL Server version 7.0 or later for targeted database server.

Acadis Meets the Requirement. As provided in Amendment 2 DCJS Questions and Answers response, Oracle may be substituted for Microsoft SQL Server version 7.0 or later. The cost of the Oracle license is included the Envisage fee structure. We can support DCJS in the use of SQL queries.

2.4.6.8.3 Should provide Microsoft IE (Internet Explorer) web browser version 5.5 or later for targeted client platform.

Acadis Meets the Requirement. Acadis supports Microsoft IE web browsers. However, we recommend that version 7.0 or higher be used to maximize the user experience with Acadis.

2.4.6.8.4 Should provide a targeted screen resolution of 800 x 600 or higher for the client platform.

Acadis Meets the Requirement.

2.4.6.8.5 The servers should be configured to achieve an acceptable level of system performance based on 100% growth of the current application.

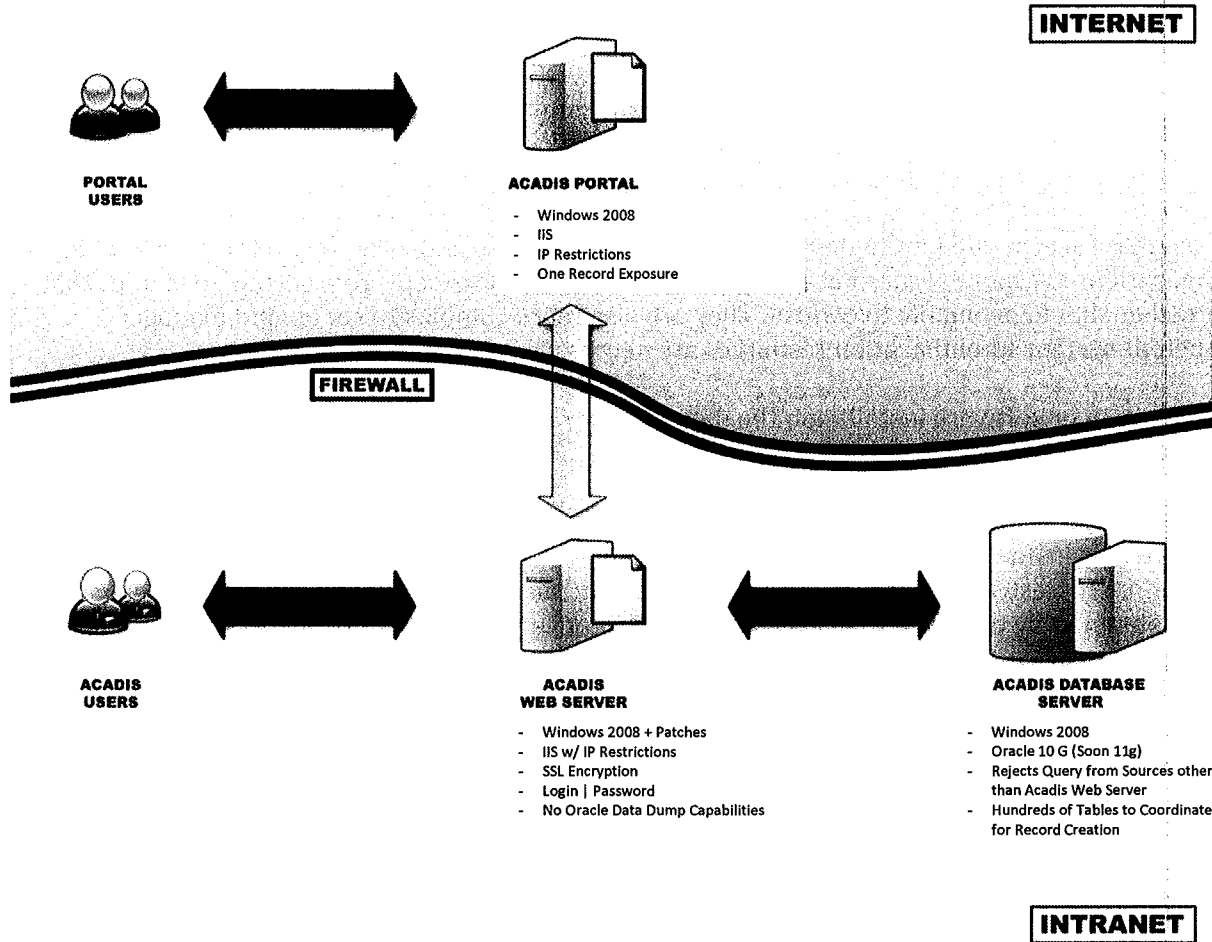
Acadis Meets the Requirement. At present, we provide software to agencies with between 1,000 and 140,000 law enforcement and public safety officers. Our servers will be configured to maximize the user experience for DCJS.

2.4.6.9 Hosting

2.4.6.9.1 The vendor should describe the hosting environment they will be providing.

Envisage will provide and support appropriate hardware and software for the server configuration to host the Acadis Readiness Suite and maintaining the network, hardware, and all Acadis software and the Oracle database. Envisage is also responsible for backing up data and the system, as well as disaster recovery. Our facility is both DHS and DoD secure-cleared.

Our hosting environment is shown in the figure below.



Envisage will provide the following services:

Create backup scripts	Within 30 Days of Contract Sign
Execute hot backup scripts	Daily
Monitor that backups are actually working	Daily
Monitor the alert.log for errors	Daily
Monitor all process log files for abnormalities	Daily
Monitor tablespace for growth trends	Daily
Monitor datafile growth trends	Daily
Monitor execution of Oracle jobs	Daily
Monitor server capacities	Daily
OS level backups	Weekly
Clean up archived log files	Weekly
Clean up duplexed archived log files	Weekly
Test recovery process and media	Quarterly
Shutdown the database	As Needed
Startup the database	As Needed
Modification of configuration options	As Needed
Install Oracle patchset upgrades	Routinely, As Available

2.4.6.9.2 The vendor should describe its intrusion-detection and firewall protection hosting environment as a whole.

Acadis Meets the Requirement. Acadis is a secure, web-based system that provides a robust set of options for administrators to implement role-based security that grants access for designated users

to various functions and data elements within the system, including password strength and expiration of password.

We use security strategy: “defense in depth,” utilizing numerous software and hardware options. First, the web server will be separated from the commercial Internet with a firewall. Further, IIS is used to configure IP restrictions, allowing data inquiry from only approved networks or computers.

The database server will have a non-routable network address and local firewall restrictions. Such configurations are more secure because there are unreachable except from certain machines that an attacker should be unable to control. They are also more complex to set up and manage; competent system administration resources are necessary.

In any system or software installation the default policy should be to deny access, allowing only what is necessary and specifically granted:

- Web Server and Database Server behind firewall – minimizing the attack surface of the Acadis installation.
- IP to IP Restrictions for agency/academy to add another level of security and may be obtained by the agency/academy at <http://whatismyip.com/> and provided to your security group.
- Secure Sockets Layer/HTTPS ensures that the user’s browser has established a connection with a trustworthy server that permits no eavesdropping on transmitted data.
- Timeout settings are useful for minimizing the possibility that an interloper can take advantage of a session that has been established by a valid Acadis user and then abandoned without logout on an unprotected workstation. Administrator-configurable web server settings typically require sessions to be re-established after an inactivity period of 30 minutes, but this can be adjusted to comply with organizational IT practices. This protection is in addition to whatever locking or screen-saver policies are in force at an individual workstation level.

2.4.7 System Implementation & Testing

The vendor is responsible for complete system installation and implementation for all system components provided as part of this RFP.

2.4.7.1 The vendor should provide the DJCS with a full implementation plan and schedule with well defined action dates and milestones. The vendor and DJCS should review this schedule and DJCS approving it. The vendor should submit weekly status reports, via conference call, concerning implementation activities. Status reports should continue until 30 days after the complete system has been successfully brought into production.

Envisage Meets the Requirement. Envisage has successfully executed many similar projects in size and scope to this one. Our project management expertise reflects over 12 years of assisting large training organizations in software implementation, training, and managing successful projects. Our entire staff is dedicated to producing and implementing software for law enforcement and public safety. We believe our experience and staff will successfully manage the project for DCJS.

Our implementation plan includes key personnel who understand Academy automation and have experience implementing large-scale systems. Our plan is strengthened by a substantial investment in staff development, quality management techniques, and support tools.

Specifically, the Envisage approach incorporates these key attributes and processes —

- **Leaders with critical knowledge and experience.** The Envisage team has comprehensive institutional knowledge of public safety processes, implementing large-scale systems, and ensuring business objectives are met. We have augmented our team

with experts who have in-depth knowledge of training management software specifically designed for law enforcement and operations and maintenance experts who have experience successfully providing service in environments similar to the DCJS.

- **Proven COTS delivery model.** The team offers a structured, end-to-end approach to our COTS software package implementation that can be tailored to meet the requirements and budget of DCJS. Many free training sessions are available to support users as turnover occurs or features are added to the software.
- **Risk minimized through proactive risk management.** Our Project Manager and Team Leaders will identify risks and proactively mitigate them well before they impact the project. Quality feedback loops are used throughout the project.

We propose a phased approach, whereby Acadis is implemented in modules, with incremental business change management. Envisage Technologies will provide software license for the Acadis Readiness Suite, technical and professional services in support of Acadis requirements, and help desk/technical support. The requirements are identified as major tasks, which are described below.

1. Abbreviated Requirements Review:

Envisage staff will perform a Requirements Review between the DCJS systems/business processes and Acadis, and produce Requirements Review documents for use by the contractor's technical staff. This task will compare DCJS requirement to Acadis functionality and document requirements, gaps, project plan, data migration plan, test plan, training plan, business process re-engineering to ensure that all parties are in agreement on the project plan and priorities of the release of software modules and any custom development.

2. Set-up and Configuration of the DCJS Baseline Automation

Envisage will install and configure all necessary software on production servers to ensure optimal provision of Acadis to DCJS. This includes:

- Microsoft Windows Installation
- Oracle Installation and Set-up of Schema
- Acadis Readiness Suite Module Set-up and Configuration

3. Data Importation Assistance from Legacy Systems:

Envisage will provide data import functionality with Acadis to DCJS. Training, import consultation and documentation will be provided to move data from the OTIS system into Acadis. DCJS will be responsible for comparing data and assisting in the "scrubbing" of data to combine duplicate personnel for data import to Acadis. Envisage will provide DCJS technical staff with a data schema for export from the systems.

4. Training on Required Acadis Modules

Envisage staff will provide two (2) weeks of training on Acadis required modules to the administrators and users of the system, ensuring that DCJS can begin using the system to help support their training mission. Webinars and weekly demonstrations will be provided.

5. Acadis Portal Expansion to Agencies

The objective for this phase will be to increase administrative capacity through automation and roll out LMS Portal, Online Registration, In-service Reporting, Officer Portal and Workforce Portal to all agencies across the State.

6. Communications Plan for State-wide Roll-out

Envisage will work with DCJS to create a training guide and communication plan to increase adoption of the distributed portal framework, including the In-service Reporting, On-line Registration, and the Officer Portal. Envisage will offer online webinars to provide further training for the on-line aspects of the software.

7. Project Management:

Envisage will provide project management to DCJS, including weekly meetings to track project status, discuss configuration and demonstrations of new functionality.

8. Software Releases/Updates to the Acadis Readiness Suite

As part of the Acadis Software Assurance Plan, Envisage provides updates to the software on a periodic basis. These will be provided to DCJS approximately every six (6) to eight (8) weeks and will be demonstrated weekly. Release notes will accompany the updates to the software system outlining the changes reflected in the release.

2.4.8 Project Management:

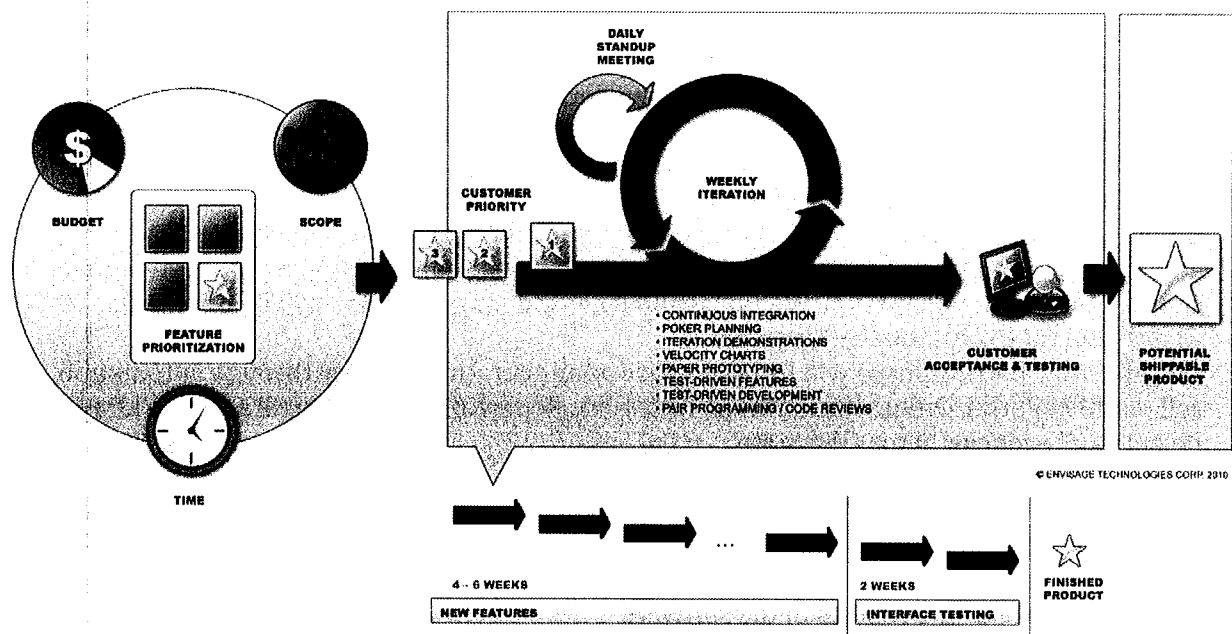
2.4.8.1 The Vendor should describe its experience in using a formalized approach to project management, which is compliant with the PMBOK (Project Management Book Of Knowledge) **Envisage Meets the Requirement.** Envisage manages all our clients via the Agile Development process. Agile Development allows us to prioritize required with all our clients, provide weekly meetings, manage changes to software via weekly demonstrations, manage issue through our help desk and mitigate risk. The Agile approach is outlined below.

Agile Development

Agile approach has revolutionized software projects as it allows for quick definition and validation of user requirements, engagement of the entire solution team to develop the highest priority features first, and achievement of targeted project milestone dates with the requisite - but no superfluous - functionality.

A critical foundation of Agile development is the quality control structure built into the process. Unlike traditional waterfall development, Agile stresses quality and relevancy of software features through continuous end-user feedback loops and short iterations. To ensure the success of the ACADIS project it is vital that the DCJS Leadership actively supports the project and that the IPT is fully engaged and committed to reviewing the software regularly as it evolves.

By documenting acceptance criteria for each feature, and building automated tests into the software to ensure that established acceptance criteria are met prior to features being manually tested, DCJS will realize the ability to rapidly change functionality without jeopardizing existing functions.



Envisage Agile development process

Quality Principles in Agile Development (Quality Assurance Plan)

Some of the specific Agile practices that make up ENVISAGE's quality assurance process include:

Agile Practice	Artifacts	Frequency*	Participants
Continuous Integration of Automated Builds	Automated email indicating what development files were changed and whether the subsequent build was successful or not in compiling	Continuous with every developer check in	Envisage Operations Team
Planning Poker	Relative estimate for each of the functional requirements (user stories) desired by the customer	Weekly	Envisage Operations Team
Iteration Demonstrations	Meeting minutes documenting what functionality was demoed, what functionality was accepted by the customer and what priority was assigned by the customer for any uncoded functionality	Weekly or bi-weekly*	IPT and Envisage integrated team
Velocity Charts	Chart indicating how many story points were completed in an iteration and what the total remaining story point count is	Weekly or bi-weekly	IPT and Envisage integrated team
Paper Prototyping	Scenarios representing typical job functions and a paper representation of the intended application design	As needed with new design	IPT and Subject Matter Experts (SMEs) Envisage Operations Team
Test-Driven Features	Acceptance criteria for each functional requirement (user story) with success or failure results from the development team in automated execution of the tests	Continuous with every developer check in; written documentation provided on request	IPT and SMEs Envisage Operations Team
Test-Driven Development	Automated email indicating the number of code function points that are covered with an automated unit test	Continuous with every build	Envisage Operations Team
Project Retrospectives	Meeting notes indicating what needs to be recorded for institutional knowledge, what was learned, what should be changed and what is still puzzling	With each release to production*	Envisage Operations Team IPT

**Frequency may change as the project progresses.*

Essential Agile Management Practice Descriptions

User Stories and Planning Poker: The Envisage team uses a method of relative estimating called “planning poker.” Each of the desired features is written as a user story with three elements: who wants the functionality, what action the user wants to perform and what business value the user realizes once the feature is implemented. The feature is then broken down into the smallest piece of usable functionality, so it is able to be completed in a single iteration and presents immediate business value.

Iteration Demonstrations: The goal in any iteration is to deliver working features with business value that might be deployed. Often, large features are broken into smaller pieces.

At the beginning of each iteration, the Envisage team works with the IPT to understand which of the small features (stories) are of the highest business value and prioritizes those stories at the top. The team works each of the stories to completion in priority order. At the end of each iteration, the team demonstrates the functionality that has been developed during the past iteration. Because iterations are short, it will be difficult for DCJS and the Envisage development team to get out of sync. If they are out of sync, only a small amount of rework is required to get back in sync. This eliminates the common problem of a software solution being delivered several months (or years) after the initial requirements gathering, and no longer meeting the business need either because the requirements were not well understood or they changed in the time it took to deliver the software. If key stakeholders are participating in the iterations, the communication cost for a release is significantly reduced.

Retrospectives: Sometimes referred to as a “lessons learned meeting” or “after action review,” the Envisage team performs a retrospective periodically at the end of iterations internally. At the end of each production deployment milestone, a retrospective meeting will be held with DCJS to improve the process for the future.

In retrospectives, the team asks the following questions:

- What did we do well, that we could benefit from doing again?
- What did we learn?
- What should we do differently next time? and
- What still puzzles us?

Answering these questions allows the IPT to benefit from previous learning experiences and rapidly incorporate improvements during development and Phase II enterprise implementation.

Risk Management – Enterprise scheduling is a complex process and will require consistent end-user participation in order to mitigate project risks. Envisage recognizes that the best approach to risk management begins with risk prevention. Our approach is founded on early risk identification and implementation of effective corrective actions, thus assuring DCJS of responsive solutions and mitigation strategies. Time is critical and the goal is to act early before a source of risk evolves into a major crisis. In other words, being proactive in risk prevention and mitigation rather than reactive in risk control is at the heart of our risk management approach.

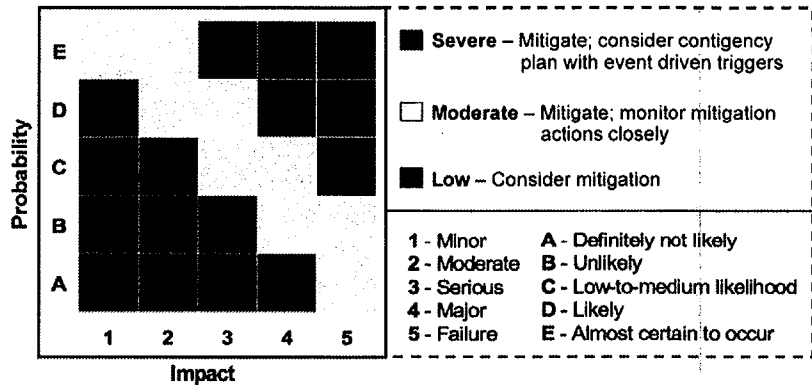
Our Risk Management Approach is designed to:

- Develop a shared vision based on common purpose, shared ownership, and a collective commitment to success
- Foster an atmosphere of collaboration and teamwork in which all team members work cooperatively to achieve a common goal by pooling talent, skills, and knowledge
- Promote a forward-looking view in which managers and team members look toward the future, identify uncertainties, and anticipate potential outcomes
- Weigh opportunity against risk by recognizing both the potential value of opportunity and the potential impact of adverse effects such as cost overrun, time delay, or failure to meet product specifications
- Encourage open communication and the free-flow of information between all project levels
- Make risk management an integral and vital part of project management and provide the team with the tools and infrastructure to manage risks collaboratively.

During project review meetings, the IPT will evaluate all probable risks and determine mitigation strategies. Evaluation of risks will result in the IPT’s decision to either accept a risk, or determine that the risk is too high to proceed without action.

Acceptance of a risk means that the team, although acknowledging a risk exists, does not feel that pro-active mitigation management is warranted. We ask that the DCJS CCB consider allowing the IPT to have decision-making authority on low risks. For risks that are moderate to severe, the CCB may be required to determine the appropriate course of action. Risks will be ranked based on both the impact to the project and the probability of occurrence, as illustrated above.

In addition, mitigation strategies will be identified by the IPT for each risk to avoid or reduce the impact to the project, the probability of occurrence, or both. For moderate and severe risks, escalation procedures will be agreed upon and monitored weekly. If agreements cannot be made via normal channels, the final decision will be made by the DCJS CCB. All risks will be tracked in a single shared repository and reviewed monthly or more frequently as necessary.



2.4.8.1.1 The Vendor's Project Manager should facilitate the status meetings on a periodic and as needed basis to discuss current project activities and address questions, issues, and concerns. **Envisage Meets the Requirement.** As with all our clients, we coordinate all deliverables during the weekly project management meetings. Meeting minutes are delivered to DCJS within days of the completion of the meeting and serve to document the status of the project, including deliverables and schedules. Upon delivery of software modules or software releases, we will forward DCJS a letter outlining the deliverable(s) and a description. The project manager will work with DCJS to provide release notes for evaluating deliverables and demonstrate the software changes during the weekly demonstration meetings and an overall demonstration upon release of software. This should serve to support DCJS and their evaluation and acceptance of all deliverables on a more incremental basis, which allows DCJS staff to assist in the development of the Acadis software.

2.8.8.1.2 The Vendor's Project Manager should facilitate to maintain and update a detailed project work plan through the full term of the implementation process and submit to the DJCS's Project Manager on a date and time that are determined during contract negotiations. **Envisage Meets the Requirement.** Envisage will adhere to this strategy in support of DCJS.

2.4.8.1.3 The vendor should provide the anticipated timeframes within which each phase should be completed. Vendor should successfully complete the implementation by December 1, 2011 and training by December 15, 2011. **Envisage Meets the Requirement.** Envisage will meet the deadline. We have implemented the Acadis Readiness Suite in as few as four (4) weeks, including data import. Please note: These dates are contingent upon a successful negotiation of a contract and availability of data for import to Acadis. We suggest that the software will be fully operational and DCJS staff trained by these dates. However, full data migration from paper forms and microfiche may be ongoing, depending on the complexity and data fields DCJS would like to capture.

2.4.8.1.4 The Vendor's Project Manager should submit the project work plan to the DJCS's Project Manager on a bi-weekly basis or at an alternative period of time that is formally specified and agreed to in writing by the DJCS's Project Manager. **Envisage Meets the Requirement.** Envisage will work with DCJS to develop a mutually agreed-upon work plan with the DCJS Project Manager. Upon approval, weekly staff meetings will be held to demonstrate upgrades to the Acadis Readiness Suite as it pertains to the project work plan.

2.4.9 System Warranty, Maintenance & Support

The current OTIS system has been effective for at least five (5) years. It is anticipated that a replacement system should remain effective for an appropriate period of time.

Envisage Meets the Requirement. The software warranty is effective via Acadis Online (Envisage Hosted) as long as DCJS continues on the Acadis program.

2.4.9.1 The Vendor should follow the procedure described below for all problems reported concerning the OTIS system:

2.4.9.1.1 Provide online/telephone system support to the DJCS offices beginning at 8:00 am through 5:00 pm Eastern Standard Time Monday through Friday.

Envisage Meets the Requirement.

2.4.9.1.2 Provide the telephone response in 2 hours when DJCS contact the vendor.

Envisage Meets the Requirement. Envisage normally answers all help desk calls with a live help desk staff member. In the case that a technical support call would be answered by voicemail, a help desk staff member will respond within 2 hours.

2.4.9.1.3 A qualified technician, who is fluent in conversational English, respond via phone to address all calls in accordance with the importance and criticality of the question being asked and/or the problem being reported.

Envisage Meets the Requirement. All Envisage employees are American citizens, who speak conversational English, with federal Department of Homeland Security clearance. Our Customer Care Department is well versed in our software and can address all issues relating to the Acadis Readiness Suite.

2.4.9.1.4 Provide on-site technical support for problems that cannot be resolved via telephone or remote access.

Envisage Meets the Requirement. As Envisage proposes to host the DCJS instance of Acadis, we are able to provide immediate technical support to the system. We also have other tools that allow us to trouble-shoot DCJS equipment. However, if problems cannot be resolved via telephone or remote access, we will send technical support as necessary.

2.4.9.1.5 Direct the issues that are not resolved to the vendor's contract administrator for immediate resolution.

Envisage Meets the Requirement.

2.4.9.1.6 Provide a weekly log of trouble calls and the status of the resolution of each issue.

Envisage Meets the Requirement. Our Project Manager will meet with DCJS weekly to demonstrate new features and resolution of issues. This will be documented in Weekly Meeting Minutes and distributed to all project personnel. It will include time/date details, participants, summary of the meeting, meeting details, summary of all items discussed, and action assignments.

2.4.9.1.7 During this time provide software upgrades and services necessary to keep the system operational. After the warranty maintenance period has expired, the State requires three, one year maintenance renewal options.

Envisage Meets the Requirement. Envisage will provide DCJS a hosted instance of the Acadis Readiness Suite modules. As part of this hosting, DCJS will be covered under our Software Assurance plan, which includes periodic software upgrades (every 6 – 8 weeks), project support, and help desk. Our one-year maintenance renewal options are listed in the cost proposal.

2.4.10 System Training & Documentation

2.4.10.1 The vendor is to provide the DJCS and the academy staff a train-the-trainer program for the length of the contract and provide training materials in electronic format. The Vendor should describe his training program.

2.4.10.2 The Vendor should provide hands-on Administrator Level Training for a limited number of individuals from the DJCS. Any material produced to accommodate this requirement would become the property of the DJCS with permission to reproduce this documentation as necessary.

Envisage Meets the Requirements. Our training approach is designed to facilitate user self-sufficiency through developing internal DCJS – Acadis expertise. Our train-the-trainer approach will establish core Acadis experts among the DCJS staff and Subject Matter Experts (SMEs) who can support other users for continued long-term success.

A key benefit of the Envisage Agile approach is that some training occurs naturally throughout the project lifecycle through User Acceptance Testing and weekly feature demonstrations. By the time a scheduled release is ready for deployment, key stakeholders and SMEs are very familiar with the functionality and thus require a minimum of formal training to be productive. In addition, these power users can be leveraged to train and/or mentor others within the organization, creating a strong base for a self sufficient eco-system for Acadis support.

Envisage will utilize a proven Instructional Systems Design process to develop effective and efficient training programs tailored to the needs of DCJS. Our process involves Analysis, Design, Development, Implementation, and Evaluation of training.

We propose this four-pronged approach to training delivery, based on our understanding of the DCJS's operating environment and stakeholder groups:

- In-depth hands-on
- Train-the-trainer instruction
- Small group custom instruction
- Web-based learning materials and tutorials

Envisage provides Acadis user manuals with screen shots and step by step to complement the online help. Along with the weekly demonstrations that show new features to be released, we also provide release notes that document all modifications to the current release. These release notes are an excellent addendum to the user documentation and provide support to new functionality.

2.4.11 Additional Desirables -Provide Detail Responses: Although desirable features are not mandatory for compliance with the OTIS System, all respondents should address each feature listed below and provide any associated cost in Attachment C. It is the vendor's option to include any of these desirable features at no cost within the proposed base system functionality (if the option is not available, please state this in your response). If the vendor opts to include a desirable feature, they should include the option in the cost proposal and indicate that it is included at zero (\$0.00) on the cost proposal.

2.4.11.1 Provide the option for the State to host the system and not the vendor. The vendor should describe, in detail, listing of the hardware, software, network infrastructure, operating systems, programming language, development tools, management tools, and any other components that are required for the proposed solution to be successfully installed and maintained.

Envisage Response: The system hosted on DCJS equipment is described above at **2.4.2.3**. However, the hardware requirement is listed below. Please note: VMs may be utilized for the server configuration. If DCJS would like to host the Acadis software, we will work with their Office of Technology to configure hardware to maximize the user experience.

Optimal Hardware Configuration

Production Environment

1 – Dual Intel Xeon X5500 or X5600 (or higher) Processor (**Web server**)

4 Gb 1300Mhz RDIMMS ECC SDRAM

Raid 5 storage Controller

5 – 73 GB 15,000 RPM hot swappable SAS hard drives

1 – Dual Quad Core Intel Xeon X5600 (or higher) Processors (**Database Server**)

16 GB 1300Mhz RDIMMS ECC SDRAM

1 GB Network Connection to Web Servers

Raid 10 storage Controller

16 GB 1300Mhz RDIMMS ECC SDRAM

10 – 73 GB 15,000 RPM hot swappable SAS hard drives

** 2 properly configured SAN LUN's are acceptable in place of controller and direct attached storage

1 – Dual Intel Xeon X5500 or X5600 (or higher) Processor (**Portal server**)

4 GB 1300Mhz RDIMMS ECC SDRAM

Raid 5 storage Controller

5 – 73 GB 15,000 RPM hot swappable SAS hard drives

Hardware for backup solution fitting customers existing infrastructure.

Software Configuration

Microsoft 2008 Standard Server, 32-bit (quantity: 2 – 1 each for server)

Microsoft 2008 64 Standard Server, 64-bit (quantity 1 – Database Servers)

Oracle 10g 64Bit Standard Enterprise version

Backup software/agents fitting customers existing infrastructure

Workstations require Microsoft Internet Explorer 6.0 or higher and Adobe PDF Reader 9.1 or higher for full PDF functionality and security.

2.4.11.2 Provide description of an online registration system to register officers in specific classes to be considered in the near future.

The Acadis Online Registration in tandem with the Curriculum Management component provides DCJS with the ability to accomplish this. Our Customs and Border Protection client uses this to list a CBP Basic class and has their 200 field offices register their agents for it. This provides the CBP academy with total numbers of agents who would like to take specific classes in the future and is used for Class planning purposes. We envision this strategy to work very well for DCJS.

Further, this feature is already included in the cost/license structure, so it is free of charge.

2.4.11.3 Provide description whether the system can be customized without the vendor's assistance and how easy is this accomplished.

Acadis provides Dynamic List and Label Management that allows DCJS to manage custom lists and labels within the User Interface (UI) to match its terminology, as well as to create user-defined fields in most record-keeping areas, especially agent/student/instructor records and organization records. The dynamic list and label management functions allow users to create defined drop down lists, ensuring standardization within the system. Further, the system also provides DCJS with the ability to create and define certifications, their expiration dates, and renewal requirements. All these functions are in an easy to use UI, where labels are created with appropriate information corresponding. Designated users can easily manage data fields.

2.4.11.4 Provide the ability to electronically transmit agency addresses listed via E-mail. The Acadis Search export allows DCJS to search and export agencies and their addresses to Excel format. The agency and all contact information may then be transmitted via e-mail. Further, e-mail addresses attached to agencies is linked with MS Outlook for ease of e-mailing within Acadis.

2.4.11.5 Provide the description of the ability to store officer's photograph. Acadis can manage the storage of Officer photographs as part of document management. This allows the upload of the photograph and the attachment of it to the officer record. However, the photograph must be clicked on to view. We have completed analysis on including the officer photograph on the person record but this has not yet been completed.

2.4.11.6 Provide the description of the ability to import the officer's photograph. The importation of the officer photograph is envisioned to allow DCJS to open the officer record and upload the photograph, saving it to the record. We envision further development to script the upload of many indexed photographs by Officer ID number and automatically append the photograph to their record.

2.4.11.7 Provide the description, in detail, how the system will integrate with Microsoft Word Describe the items below:

Integrating with Microsoft Word

- Ability to generate merge files for letters.
- Ability to generate merge files for course instructions.
- Ability for designated users to create new letters.
- Ability for designated users to create new course instructions.
- Ability for designated users to create custom documents.

Ability to generate merge files for letters. Acadis provides excellent Word Merge capabilities. All letters may be designed to merge with specific data fields create with Acadis exports. Letters may be uploaded to the person record via the Document Management module.

Ability to generate merge files for course instructions. Course instructions may be added in various areas within Acadis. For classes and online classes, files may be pasted into course descriptions. Also, files like lesson plans, PowerPoint presentations, audio/video, may be uploaded to curriculum segments and accessed by instructors to show classes of students corresponding information to support the course.

Ability for designated users to create new letters. DCJS may provide letters via MS Word for merging with Acadis information. Letters may be uploaded to the person record via the Document Management module.

Ability for designated users to create new course instructions. Again, new course instructions may be uploaded to courses via the Document Management System.

Ability for designated users to create custom documents. Custom documents may be created by any users, but only designated users may upload documents to Officer or Class records via the Document Management module.

Attachment B: Mandatory Deliverables

The Acadis Readiness Suite is uniquely suited to meet the requirements of DCJS. Detailed information about each of the Mandatory Requirements is listed above in the **Vendor Response Sheet**. This section will further identify Envisage's Compliance with the **Mandatory Deliverables**. Envisage will meet all the mandatory requirements listed in the RFQ, but the following will outline our assumptions and risks to meeting certain requirements. We believe transparency about the project is critical and there are areas where we do not have enough information to specifically meet the requirement.

The following will outline our concerns for your consideration.

2.5.2.4 The system must replace the functionality and the data requirements of the OTIS legacy system.

Envisage Response: Based on the requirements on RFP page 9, we believe our system will replace the OTIS legacy system. This includes the ability to track officers, employment records, training and certification records, instructor information, and the other information shared. However, as this does not necessarily outline all functionality resident in OTIS, we cannot commit to replacing functionality that is not listed if it is not currently part of the Acadis Readiness Suite.

2.5.2.7 The proposed system must provide a role-based, multi-tiered security structure that at a minimum supports individual and group permissions and allows for row-level access control based on organization affiliation.

Envisage Response: Acadis provides the ability to support role-based, multi-tiered security at the user level, group/role level, and organization level (the portal limits distribution of officer information based on organization affiliation). We require more information on "row-level control" if we are to commit to this.

2.5.2.9 The system must accommodate the interface functionality to the work station/user at West Virginia State Police Academy.

Envisage Response: We assume that DCJS will provide the West Virginia State Police Academy with VPN or network access to the Acadis Readiness Suite. Security and permissions will allow the Academy users to use Acadis appropriately.

2.5.2.10 Adhere to and support the business rules established and approved by the LET Subcommittee and be in accordance with all WV statutory and legislative rule requirements. The vendor must provide updates and modifications to the system in order to be in agreement with the WV statutory and legislative rules and regulations throughout the contract period.

Envisage Response: Our concern is that if rule requirements change dramatically, requiring large-scale changes to Acadis, this may not be financially reasonable.

2.5.4.1 The State of WV is in the process of implementing an Enterprise Resource Planning (ERP) system. The successful vendor must demonstrate the ability to integrate and/or interface with complex, modular systems, such as those commonly found in Enterprise Resource Planning Systems (ERPs).

Envisage Response: Based on Question 13 in the Q&A response, this will be a stand-alone system. However, Acadis does provide import/export capabilities and Import Preferences, where the system may be set to receive information from Human Resources systems.

2.5.5.3 The vendor must comply with applicable West Virginia statutes, rules and policies addressing personal data.

Envisage Response: Envisage agrees in principle to this term, but without a full understanding of the statutes, rules and policies, this causes some concern. Acadis was developed based on the personally identifiable information policies of the federal DHS and we cannot violate those terms.

2.5.6.2 The system must provide a document indexing for reference and retrieval.

Envisage Response: Acadis provides the ability to find documents via the person, class, and certification compliance searches for reference and retrieval. We believe this meets the spirit of the indexing reference.

2.5.6.5.1 The system must be able to register for, take, or download iLT, WBT (Web Based Training), video clips, audio clips, Excel spreadsheets, Word documents, PDF files, and PowerPoint presentations.

Envisage Response: As long as files are in SCORM-compliant format, the Acadis LMS can deliver online coursework in these native formats. SCORM-compliant format is required for the assignment, delivery, and tracking of officer completion statistics within the Acadis LMS.

2.5.6.5.2 The system must support Internet Explorer, Firefox, Netscape, and Safari browsers.

Envisage Response: We believe that the internal users of Acadis at DCJS will be accessing the software via MS Internet Explorer, per the requirement of PCs for the seven (7) users referenced in Question 15 of amendment 2. Acadis was developed based on MSIE standards. However, the portal was designed to be viewed with the browsers referenced above. We believe this meets the requirement.

2.5.6.7.1 The back-end database that powers the LMS must store at least the following information:

- Track (different training tracks).

Envisage Response: The Acadis Compliance Management module provides the ability to define requirements for training tracks (i.e., what training is required for the track). The LMS then provides the assignment of the online courses to individuals on the specific tracks. Employment Classification or Employment type may be used to search individuals for assignment to the online courses that are part of the track.

2.5.6.8.5 The targeted client bandwidth must be an Internet connection of 56k. Courseware should be launched on the server that hosts the courseware and the Learning Management System.

Envisage Response: Acadis was designed to be used with this type of connection. However, an online course-taker with a 56k modem will experience slowness in delivery of very large online courses. This is not a result of Acadis, but rather large files and slow access speeds.

2.5.8.2 The successful vendor's Project Manager will be required to maintain a detailed project work plan through the full term of the implementation process. The vendor's Project Manager will be required to submit an updated work plan to the DJCS's Project Manager and WVOT Oversight Project Manager on a date and time that will be determined during contract negotiations. Vendor must complete the entire effort as expeditiously as possible after the contract is awarded. The system must be successfully implemented by December 1, 2011 and training by December 15, 2011.

Envisage Response: Envisage will meet the implementation and training deadlines stated above. We will have weekly meetings to discuss the project, demonstrate new features, and continue towards these deadlines. Following each weekly meeting, Status Notes are distributed to appropriate DCJS staff, including a Summary, Meeting Details, Collection of Feedback, Completed Action Items, and New Action Items, with personnel assignment. We believe this meets the spirit of the requirement.

2.5.8.4 WVOT Project Management Oversight

Envisage Response: As stated above, we believe we meet all the requirements in this section. Envisage utilizes Agile development methodology that allows our client base to provide input into the development of Acadis, prioritize needs, receive meeting minutes and Release notes to provide artifacts completed in development of Acadis and communications on the management of the project.

2.5.9.2 The Vendor shall be responsible for statewide support, delivery, installation and maintenance of the system resulting from this RFP.

Envisage Response: As long as DCJS has a Software-as-a-Service (SaaS) subscription to Acadis, we will meet this requirement. If DCJS terminates the subscription, support and maintenance will be discontinued.

2.5.9.3 The primary point of contact for all calls concerning the system shall be the Helpdesk. Maximum acceptable down time for any location is four hours.

Envisage Response: We agree with this requirement in principle. However, this may be impossible in the event of a catastrophe at our hosting center (e.g., tornado and electrical outages).

2.5.9.7 No issues shall remain unresolved for more than four hours.

Envisage Response: We agree that our Help Desk will respond to all calls within four hours. However, there may be programming issues that may require additional analysis, design, development and testing before the issue is resolved. The Project Manager will work with DCJS on work-arounds in the interim.

2.5.9.9 The vendor shall ensure that the original software, source code, object code and all modifications, throughout the life of any agreement resulting from the release of this RFP, will be held in escrow, to be released to the agency upon termination of said agreement. It is further understood that the State will retain a perpetual license to the object code.

Envisage Response: Software, source code, object code and all modifications will be held in escrow with DCJS as a beneficiary. However, Acadis is a COTS product and the intellectual property of Envisage. If DCJS terminates the contract, we will return all DCJS data in a common format, but not the software and code. If Envisage ceases to exist, only then will code be released to DCJS.

2.5.9.12 In the event that the vendor and/or subcontractors are unable to remedy identified deficiencies, the State reserves the right to hire another vendor to remedy the situation. This will be at the contract vendor's expense.

Envisage Response: This would seem more appropriate for a custom development project. Envisage Technologies is the original and sole developer, distributor and technical support supplier for the Acadis Readiness Suite. Acadis is a COTS software program and the intellectual property of Envisage. We do not allow others vendors to work on our code base. However, we do not foresee any issues that would require this, as our software has fully developed over the past 10 years.

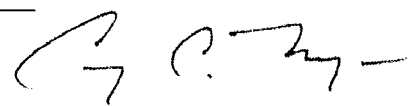
2.5.9.13 Any changes to the production OTIS shall be approved in writing by the DCJS prior to rollout to workstations attached to the system. The authorizing authority for system modifications will be identified during contract negotiations.

Envisage Response: Modifications to the Acadis Readiness Suite will be approved by DCJS and implemented on the servers, not on workstations. Workstations require only the browser and internet access.

I certify that we will meet all the mandatory deliverables/specifications of this Request for Proposal upon the award of the contract. Additionally, I agree to provide any additional documentation deemed necessary by the State of West Virginia to demonstrate compliance with said mandatory specifications. *

Envisage Technologies Corporation
(Company)

Cory C. Myers, Vice President of Homeland Security Solutions
(Representative Name, Title)



(812) 330-7101 / (812) 330-7101
(Contact Phone/Fax Number)

June 24, 2011
(Date)

* We agree to the terms with the caveats listed above.

Assumptions

1. To meet the 12/1/2011 deadline for software installation and implementation, a contract must be in place no later than September, 2011
2. WCJS will make available Subject Matter Experts and end users to work closely with Envisage on system configuration, reports and enhancements design in order to ensure close alignment of the system functionality with the needs of Acadis users.
3. Envisage will work with WCJS to create a final, mutually agreed-upon project plan that matches implementation of software to the immediate WCJS requirements and outlines a methodical Acadis implementation.
4. WCJS can provide all of the curriculum models, instructors, officers, organizations certifications and business rules information required for initial data load within 45 days of contract award and provide supporting subject matter experts to collaborate with Envisage on data load decisions.
5. We will expect to have installed, Windows, Oracle and all Acadis software on our servers, configured the system for DCJS, and trained your staff by December 15, 2011. We can import electronic records by this date as well, assuming DCJS has the records in an acceptable format.
6. Our data migration cost estimate is based on converting electronic records (where available), 1,000 – 3" X 5" index cards, and 60,000 documents converted from microfilm. If the number of documents converted from microfilm exceeds 60,000, we would like to complete the overage based on a time and materials estimate over and above our cost estimate in Attachment C.
7. Full data migration from paper forms and microfilm may be ongoing. We plan to have implemented Acadis and trained your staff by December 1 and December 15, respectively, but may continue to migrate data post-implementation.
8. Envisage will use Agile development strategy to meet the requirements of project with regard to custom development. Based on the estimate and the evolution of WCJS requirements, we will work with you to constantly evaluate the requirement, its priority, the level of functionality required, and make adjustments to the project plan and budget, as necessary.

Additional Considerations

One vendor, one system – Acadis provides management of curriculum, classes, exams/grades, students/officers, qualifications and certifications, registration, scheduling and training operations automation all in one system. This eliminates the multiple, disparate systems and applications that don't share information, as well as the cost of maintaining them. In addition, academies are finding that increased standardization in training recordation and operating procedures creates significant efficiencies that are realized in higher training capacity and lower costs.

Lower cost of training data management – Using Acadis, the DHS Citizenship and Immigration Services Agency was able to realize an annual savings of \$1.9 million by consolidating numerous information systems and reducing the cost of paper, filing, storage, and microfiche. This was documented in a case study that is available on our web site. They also gained the ability to instantly locate specific training records and identify personnel in need of appropriate training for re-certification.

Foundational System for Credentialing – States are currently struggling with credentials. Acadis provides the back-end system to link the card / card reader to an authoritative system of record that allows incident command to accurately and successfully deploy emergency responders. There are many cards/types and many types of readers/mobile incident management hardware tools. However, these tools are better served to provide identity information, where a link to Acadis will provide the reader with real-time training and certification data for the emergency responder. This can give DCJS a strategic position for obtaining additional DHS funding for cards, readers, and budget for technical support of the infrastructure. This is shown below.

Note: Integration and associated costs are not included in this proposal.

We look forward to working with DCJS and meeting your current challenges with our software solution, the Acadis Readiness Suite.

Summary

We believe that the Acadis Readiness Suite is an excellent solution to the issues faced by DCJS. Our client base represents organizations similar in size, scope and mission, and our software has been designed to support high liability training organizations.

Our work with the Federal Department of Homeland Security has provided us unique insight into security and protection of personally identifiable information, data interoperability, NIMS policy, and requirements for training records and automation. We have developed our software to meet these requirements.

Envisage welcomes the opportunity to assist DCJS with a state-of-the-art training management system to accomplish the following:

- Provide a single, authoritative system of record for officer employment status, training, certification and employment.
- Increase efficiency through automation and reduce administrative costs
- Improve communications of data between DCJS, academies, agencies and officers via the Acadis Portal
- Automate business processes in support of training and comprehensive training records
- Create a comprehensive, legally defensible training record for all officers

EXHIBIT 10

REQUISITION NO.: CJH201101

ADDENDUM ACKNOWLEDGEMENT

I HEREBY ACKNOWLEDGE RECEIPT OF THE FOLLOWING CHECKED ADDENDUM(S) AND HAVE MADE THE NECESSARY REVISIONS TO MY PROPOSAL, PLANS AND/OR SPECIFICATION, ETC.

ADDENDUM NO.'S:

NO. 1 P.M.


NO. 2 P.M.

NO. 3 P.M.

NO. 4

NO. 5

I UNDERSTAND THAT FAILURE TO CONFIRM THE RECEIPT OF THE ADDENDUM(S) MAY BE CAUSE FOR REJECTION OF BIDS. VENDOR MUST CLEARLY UNDERSTAND THAT ANY VERBAL REPRESENTATION MADE OR ASSUMED TO BE MADE DURING ANY ORAL DISCUSSION HELD BETWEEN VENDOR'S REPRESENTATIVES AND ANY STATE PERSONNEL IS NOT BINDING. ONLY THE INFORMATION ISSUED IN WRITING AND ADDED TO THE SPECIFICATIONS BY AN OFFICIAL ADDENDUM IS BINDING.


.....
SIGNATURE

ENVISAGE TECHNOLOGIES
.....
COMPANY

6.24.2011
.....
DATE



OLD NATIONAL

BRANCH #269

978962

REMITTER
ENVISAGE TECHNOLOGIES CORP

DATE June 24, 2011

71-1/863

PAY TO THE
ORDER OF STATE OF WEST VIRGINIA

\$5,000.00

OLD NAT'L
BLOOMINGTON 50002295

Barbara Hoppes

NAME AND TITLE
BARBARA HOPPE'S CLA II

CASHIER'S CHECK

PRINTED NAME AND TITLE

⑈978962⑈

THIS DOCUMENT HAS A COLORED BACKGROUND - NOT A WHITE BACKGROUND

STATE OF WEST VIRGINIA
Purchasing Division**PURCHASING AFFIDAVIT**

West Virginia Code §5A-3-10a states: No contract or renewal of any contract may be awarded by the state or any of its political subdivisions to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor and the debt owed is an amount greater than one thousand dollars in the aggregate.

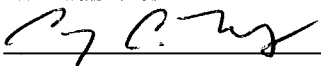
DEFINITIONS:

"Debt" means any assessment, premium, penalty, fine, tax or other amount of money owed to the state or any of its political subdivisions because of a judgment, fine, permit violation, license assessment, defaulted workers' compensation premium, penalty or other assessment presently delinquent or due and required to be paid to the state or any of its political subdivisions, including any interest or additional penalties accrued thereon.

"Debtor" means any individual, corporation, partnership, association, limited liability company or any other form or business association owing a debt to the state or any of its political subdivisions. "Political subdivision" means any county commission; municipality; county board of education; any instrumentality established by a county or municipality; any separate corporation or instrumentality established by one or more counties or municipalities, as permitted by law; or any public body charged by law with the performance of a government function or whose jurisdiction is coextensive with one or more counties or municipalities. "Related party" means a party, whether an individual, corporation, partnership, association, limited liability company or any other form or business association or other entity whatsoever, related to any vendor by blood, marriage, ownership or contract through which the party has a relationship of ownership or other interest with the vendor so that the party will actually or by effect receive or control a portion of the benefit, profit or other consideration from performance of a vendor contract with the party receiving an amount that meets or exceed five percent of the total contract amount.

EXCEPTION: The prohibition of this section does not apply where a vendor has contested any tax administered pursuant to chapter eleven of this code, workers' compensation premium, permit fee or environmental fee or assessment and the matter has not become final or where the vendor has entered into a payment plan or agreement and the vendor is not in default of any of the provisions of such plan or agreement.

Under penalty of law for false swearing (**West Virginia Code §61-5-3**), it is hereby certified that the vendor affirms and acknowledges the information in this affidavit and is in compliance with the requirements as stated.

WITNESS THE FOLLOWING SIGNATUREVendor's Name: ENVISAGE TECHNOLOGIES CORPORATIONAuthorized Signature:  Date: 6.3.11State of INDIANACounty of MONROE, to-wit:Taken, subscribed, and sworn to before me this 3 day of JUNE, 2011.My Commission expires 06/02, 2017.**AFFIX SEAL HERE****NOTARY PUBLIC** 