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**RESPONSE TO WEST VIRGINIA STATE POLICE  
RFP DPS1411  
SOFTWARE FOR THE UNIFORM  
CRIME REPORTING REPOSITORY  
TECHNICAL RESPONSE**

**Authorized Officer for Signature**  
**Paul Colangelo**  
**Appriss President**

*Paul Colangelo*

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11/18/13 11:15:58AM  
West Virginia Purchasing Division



## CONTENTS OF PROPOSAL

ATTACHMENT A: VENDOR RESPONSE SHEET	3
ATTACHMENT B: MANDATORY SPECIFICATION CHECKLIST	11
4.5.9 - REPOSITORY SYSTEM REQUIREMENTS	13
4.5.10 - INPUT FROM AGENCIES	17
4.5.11 - OUTPUT TO THE FBI	23
4.5.12 - REPORTS AND VIEWING	25
4.5.13 - SECURITY REQUIREMENTS	26
4.5.14 - NEW FBI CODES	28



## Attachment A: Vendor Response Sheet

*Provide a response regarding the following: firm and staff qualifications and experience completing similar projects; references; copies of any staff certifications or degrees applicable to this project; proposed staffing plan; descriptions of past projects completed entailing the location of the project, project manager name and contact information, type of project, and what the project goals and objectives were and how they were met.*

### Appriss Response:

Appriss has delivered enterprise public safety and law enforcement technology solutions to public sector entities since our inception in 1994. Appriss, based in Louisville, Kentucky, has implemented statewide software solutions in 47 states including:

- Victim notification (47 states including West Virginia DOC)
- JusticeXchange data sharing (37 states)
- Law Enforcement Records Management System(s) (RMS) (Texas, TDEx, and Kentucky, KyOPS)
- NPLeX for pseudoephedrine tracking (27 states including West Virginia)
- Collision Reporting Solutions (4 outsourced & 3 state-hosted solutions)
- Carry Concealed Weapons Licensing (KY, IN and IL in progress)
- National Incident Based Reporting System (NIBRS) Field Reporting (KY and TN)
- NIBRS Repository (KY)
- Prescription Monitoring Program (10 states)
- Computerized Criminal History (IN)
- Electronic Warrants (KY)
- Sex Offender Registry (KY)
- 28 Code of Federal Regulation Virtual intelligence management and compliance

Appriss also has extensive experience delivering secure, national solutions to federal agencies including the development and operation of the federal Victim Notification System (VNS). VNS is hosted and operated within the Appriss data center and securely connected to the United States Department of Justice network. Appriss' data center serves as the backup site for the National Law Enforcement Telecommunications System (NLETS).

More importantly, Appriss has delivered the services and software to develop, implement, and support a NIBRS/Uniform Crime Reporting (UCR) system/repository that meets and exceeds all the goals and objectives listed in Section 4, Subsection 4 of the West Virginia request for proposal (RFP).



In late 2003, the Kentucky State Police (KSP) released an RFP assuming they needed to select a software product vendor that could deliver a NIBRS repository with functionality and capabilities that correspond to those being requested in this RFP. A leading national RMS software vendor was selected that proposed utilizing a “product” they had developed which was being used by a number of agencies to receive, store, validate, and transmit their NIBRS data to the FBI. Unfortunately, that project was unsuccessful. Appriss was engaged by KSP to develop a repository that would meet their needs and provide them with a streamlined, operationally-efficient NIBRS repository that would be certified by the FBI to deliver the highest quality, lowest error rate output with the minimum amount of manual intervention.

KSP selected Appriss because of our history partnering with them to deliver a number of other mission critical, unique and complex software solutions. Additionally, Appriss committed to them that we would ensure their success on this project.

Appriss successfully delivered a NIBRS repository which has been FBI certified. The repository provides KSP with a tool to accept NIBRS file submissions from local agencies across the state, import the file into the repository, validate for accuracy and consistency, efficiently manage any exceptions, and once cleansed, submit the records successfully to the FBI. The level of automation that has been built into the system is extensive. The functionality and reporting allows for minimal manual intervention with the highest quality output. Like West Virginia, Kentucky has also extended the NIBRS requirements to include additional Kentucky specific requirements (KIBRS). The repository accommodates these additional requirements effectively without adversely impacting or complicating the management of submissions to the FBI.

In addition to the proven software/technology base that Appriss will provide as a starting point for the West Virginia repository, our project resources have developed extensive knowledge on addressing both the FBI requirements for the collection and submission of NIBRS data, as well as, the ability to successfully incorporate additional state specific requirements into the delivered solution.

Should you choose to contact the Kentucky State Police reference to discuss our efforts and partnership on their NIBRS repository project, as well as, a demonstration of the solution, your decision to select us as your partner on this project will be well-supported. If selected, Appriss commits to you that we will ensure your success on this project.

In addition to our KSP experience, we have also delivered a NIBRS field collection component to the Tennessee Highway Patrol as one module of the Tennessee Integrated Traffic Analysis Network (TITAN). Tennessee, much like Kentucky and West Virginia, established additional requirements that required incorporation into the collection tool such that the submissions to the state NIBRS repository would be error free and avoid interference with the base NIBRS directives.





We are including contact information for the references listed below.

	<b>Kentucky State Police</b>	<b>Tennessee Highway Patrol</b>
<b>Contact</b>	Lt. Col. Brad Bates P: 502-782-1800 Technical Services Division 919 Versailles Road, FRANKFORT, KY 40601 <a href="mailto:brad.bates@ky.gov">brad.bates@ky.gov</a>	Sergeant Marty Pollock P: 615-743-3903 Tennessee Department of Safety & Homeland Security Research, Planning & Development / TITAN Unit 1150 Foster Avenue Nashville, TN. 37243 <a href="mailto:marty.pollock@tn.gov">marty.pollock@tn.gov</a>
<b>Dates of Service</b>	11/1998 to Present	10/2007 to Present
<b>Services Provided</b>	Development and ongoing support of statewide records management system including all law enforcement field reports, citizen self-reporting, concealed carry deadly weapons system, sex offender registry management, NIBRS Repository, fleet management, Intelligence case management, Buycrash.com and Buycrimes.com eCommerce.	Development, hosting, and ongoing support of statewide field reporting system including crash reports, citations, NIBRS reports, activity reporting and management, DUI Tracking, and BuyCrash.com eCommerce.
<b>Goals Met</b>	In 2010, every law enforcement agency across Kentucky utilized the KyOPS system and submitted nearly two million field reports to the central repository for processing. Kentucky is the only state in the country to have a complete central records management solution used by all law enforcement agencies.  Kentucky has been honored with three national best practices awards from the Association of Transportation Information Safety Professionals and one Innovations in American Government Award given by Harvard University, John F. Kennedy School of Government for this implementation of the field reporting solution, the citizen access portal, and the eCommerce system.	TITAN was designed to provide a repository for timely and uniform submission of all field reports collected by law enforcement. The first module, crash reporting, receives and validates 98% of all crash reports statewide electronically within 15 days of the accident and 92% within 7 days.

We consider our relationships with our state and local agencies to be a demonstration of successful public/private partnerships. The reasons these partnerships have been so successful are the reasons, we think, West Virginia State Police should select Appriss as its partner for implementing a long-term, cost effective, operationally efficient solution for the UCRR system.



- 1) We do not build products that many customers license, we build solutions our individual partners own. Over time we have developed a robust software framework. The framework is proven, tested, and fully functioning software modules that allow us to rapidly deliver high-quality, tailored solutions to our state and local agency partners. The result is a premium, customized solution and our partners do not possess a generic product that was built to be configured and sold to the masses. At the end of the engagement, the customer owns a solution that is uniquely theirs, tailored to their requirements and environment.
- 2) We leverage seasoned in-house expertise to rapidly deliver the optimal solution. We have built numerous, large scale, mission-critical solutions with our framework. However, our most valuable asset, our in-house expertise, is what our partners most appreciate. The resources Appriss provides on every project are resources that have delivered numerous law enforcement and public safety technology solutions. They understand the uniqueness of this environment. In addition, they have the skills and knowledge to consult with our partners to ensure the solution delivered exceeds requirements and expectations. The resources that will be assigned to this project are the same resources who successfully delivered the KSP NIBRS repository.
- 3) We work onsite and in most projects exceed the expected standard. We believe a partner is developed through relationships which include face-to-face interaction and not limited to phone calls and email. In this project, Appriss will provide onsite project management and technical resources to deliver the final UCRR solution. This approach has proven to be successful in ensuring that we deliver every solution on-time, on-specification, on-budget with the highest level of customer satisfaction.
- 4) We believe partnerships come in pairs. Our partners like the fact it is just the two of us working together to deliver the optimal solution. There is no need to go outside our organization to provide the optimal solution to our partners. We have the expertise, technology, and infrastructure resources needed in-house. We have delivered projects from as small as an online citation payment option for a county sheriff to as large as the Texas Data Exchange (TDEx) Law Enforcement Records Management System developing, hosting, and supporting the entire statewide system. We know that a partnership with Appriss will provide WVSP with the best solution for your agency and the citizens you support.



Appriss utilizes a deliverable management approach known as SCRUM, which provides:

- 1) Frequent and well-defined results enabling our customer to provide instant feedback and direction based on progress.
- 2) The ability to more quickly and efficiently manage requirements as they are detected throughout the project lifecycle.

SCRUM has been very effective and has received significant positive feedback from our partners for maximizing the effectiveness, timeliness, and quality of our deliverables.

Based on the requirements stated in the RFP, Appriss' strategy will be to divide the management of the work for this project into three components. We will utilize a two week "sprint" process where very visible work progress will be demonstrated to the WVSP every two weeks during a sprint review for feedback. Any new requirements or adjustments will be made and demonstrated during the next sprint review.

We estimate that completion of all three components will not exceed ten sprints (20 calendar weeks) with the intention to deliver a fully streamlined and automated UCRR solution to WVSP when completed.

Each sprint will include progressively more production-ready functionality to address the design, development and implementation process to manage submissions, exceptions and routing to the FBI. Upon contract execution Bob Holtgrave, project manager, will schedule a project kickoff where we will introduce Appriss resources to WVSP project resources; establish responsibilities/ assignments, and complete a validation of requirements process. This process will result in a project charter document that includes details of the project deliverables, responsibilities, and "stories" to be included in each sprint. Assuming the appropriate WVSP resources are available and can provide the required information, we expect the kickoff process and charter document delivery to be completed within four weeks. Both of our key project resources will be working full time on this project until completion. They will additionally assign deliverables to resources on their respective teams to perform the tasks (stories) included in each sprint.

Due to the nature of our agile delivery process many of the requirements will have been validated during the comprehensive sprint reviews which take place at the end of each two week sprint, however, full systems testing and production implementation is incorporated into the final sprint. Comprehensive system and end user production support begins immediately following implementation and continues throughout the duration of the contract.

Appriss' key resource project management team consists of two highly-competent and experienced resources that were instrumental on the Kentucky NIBRS project, as well as, key advisors to the TITAN project's NIBRS component. These resources will be responsible for managing and coordinating the activities necessary for delivery of all requirements of this



project. They possess the knowledge, experience, and additional staff to ensure the WVSP solution is delivered timely and to the highest standards demanded by the customer.

The aforementioned customer reference contacts will provide WVSP with information regarding the performance of these individuals on comparable projects.

<b>Project Responsibility</b>	<b>Project Manager</b>	<b>Technical Lead</b>
<b>Name</b>	Bob Holtgrave	John Kaelin
<b>Tenure</b>	15 years	11 Years
<b>Education</b>	BA. Math Science University of Louisville	BA. Math Education BS. Computer Science University of Kentucky
<b>WVSP Project Role</b>	<ol style="list-style-type: none"> <li>1) Gather and document repository requirements and identify and recommend opportunities for efficiencies</li> <li>2) Report progress and status to WVSP project team</li> <li>3) Manage team schedule and deliverables</li> <li>4) Deliver customer training and transition WVSP to ongoing support</li> </ol>	<ol style="list-style-type: none"> <li>1) Work with WVSP technical team</li> <li>2) Utilize framework to tailor UCRR solution to required specifications</li> <li>3) Ensure software quality, performance, ease of use and reliability</li> </ol>
<b>Prior Related Projects</b>	Project Manager to the Kentucky State Police for the delivery of numerous components of their statewide RMS solutions KyOPS (Kentucky's Open Portal Solution) including Crash, Citation, Warrants, NIBRS, Sex Offender Registry, and Carry Concealed Licensing.	Development Leader to the Kentucky State Police for the delivery of numerous components of their statewide RMS solutions KyOPS (Kentucky's Open Portal Solution) including Crash, Citation, Warrants, NIBRS, Sex Offender Registry, and Carry Concealed Licensing.

We have included responses to the detailed requirements below. In many cases, we have responded with "Appriss will meet this requirement". This is not an attempt to oversimplify our response. In most cases, the exact requirement stated has been delivered as components of the Kentucky NIBRS repository solution. Our intent is to provide WVSP with a comprehensive demonstration of the systems' capabilities which will clearly demonstrate that we understand and can deliver on the stated requirement. With a deeper understanding of WVSP environment, upon engagement, we may mutually agree to implement a different approach to addressing a particular requirement. One size does not fit all, and it is our intent to deliver a solution to your agency that optimizes the needs of WVSP.



Section 4, Subsection 4.1: Procure and implement of software for the UCRR system into the UCR-IBR central repository.

Vendor Response:

**Appriss will meet this requirement.**

Section 4, Subsection 4.2: Acquire and make operational the replacement UCRR system that is compliant with and meets the FBI (NIBRS) requirements as well as WV IBR requirements.

Vendor Response:

**Appriss will meet this requirement.**

Section 4, Subsection 4.3: The replacement system must improve upon the current error checking for standard IBR submission from the various criminal justice agencies within West Virginia.

Vendor Response:

**Appriss will meet this requirement.**

Section 4, Subsection 4.4: The replacement system must improve upon the current WV IBR staff interface for daily administration and usage.

Vendor Response:

**Appriss will meet this requirement.**



Section 4, Subsection 4.5: Provide Maintenance and Support.

Vendor Response:

**Appriss provides maintenance and support to our partners for all of our solutions. We include in our support access to our fully staffed, 24/7 Louisville call center for quick and direct access to the resources who support and maintain your system.**

Section 4, Subsection 4.6: Provide Project Management.

Vendor Response:

**Appriss will meet this requirement.**



## **Attachment B Mandatory Specification Checklist**

*List mandatory specifications contained in Section 4, Subsection .5:*

- 4.5.1 Creation of an updated work plan with specific dates, to be submitted to WVSP no later than 30 days after the contract is fully executed.

Vendor Response:

**Appriss will meet this requirement.**

- 4.5.2 Installation of the production and applications and databases in South Charleston, West Virginia, on a state-owned server or servers. This application will be installed on a VM WARE server.

Vendor Response:

**Appriss will meet this requirement.**

- 4.5.3 Conversion of the legacy data to the new database schema. This includes all incidents and incident-related information in the existing Microsoft SQL Server 2005 database. There are approximately 1,904,107 incidents in the system.

Vendor Response:

**Appriss will meet this requirement, and we have successfully performed similar conversions for our previous projects.**

- 4.5.4 The successful vendor will modify the application to accommodate the submittal of West Virginia-specific IBR offense codes by the agencies. The West Virginia Standards handbook includes an appendix that shows the relationships between West Virginia IBR codes and FBI NIBRS codes.

Vendor Response:

**Appriss will meet this requirement.**



4.5.5 The successful vendor will modify the application to accommodate the import of full incident information for Group B incidents (with arrests) including all segments. (Most states and the FBI only require arrest information for Group B incidents.)

Vendor Response:

**Appriss will meet this requirement.**

4.5.6 The successful vendor will modify the application to accommodate the unique fields that is collected by West Virginia, as outlined in the WVSP Standards handbook.

Vendor Response:

**Appriss will meet this requirement.**

4.5.7 West Virginia treats Group B incidents in the same manner as Group A incidents in the repository. The FBI export routine s must be able to convert Group B full incident information to just a Segment 7 arrest record for the FBI export where there is a Group B arrest.

Vendor Response:

**Appriss will meet this requirement.**

4.5.8 Requirements for WV IBR data submissions are included in this RFP.

The new Repository must collect the additional required WV IBR data with options to add or modify fields over time. A list of all West Virginia specific data collected for West Virginia is attached: (see Appendix "D")

Vendor Response:

**Appriss will meet this requirement.**





#### 4.5.9 Repository System Requirements

4.5.9.1 A complete WV IBR application/database repository is required.

Vendor Response:

**Appriss will meet this requirement.**

4.5.9.2 Preference will be given to offeror proposals utilizing a Microsoft SQL Server database as this is the current database technology in place at WVSP.

Vendor Response:

**SQL is our preferred database platform, and Appriss will meet this requirement.**

4.5.9.3 The repository will be managed locally by WVSP UCRR staff.

Vendor Response:

**Appriss agrees with this requirement and will ensure the repository can be easily managed by WVSP UCRR staff.**

4.5.9.4 The repository application can be of client/server or web design.

Vendor Response:

**The Kentucky repository is a client/server solution. However, our framework includes components that will allow us to deliver either of these options. Appriss will review the pros and cons of each of these and implement the solution that best fits the project environment.**



- 4.5.9.5 The proposed system must use standard programming languages and a standard database.

Vendor Response:

**Appriss will utilize the Microsoft .NET programming language and SQL server database platform.**

- 4.5.9.6 UCR must be able to run queries and create custom reports on the database directly without going through the application. UCR will purchase the necessary tools such as Crystal Reports or SQL Server Enterprise Manager. The required tools must be described in the proposal.

Vendor Response:

**Crystal Reports is utilized as a reporting option in our Kentucky and Tennessee NIBRS solutions. The delivered solution will support any number of third party report/query tools through direct database connection.**

- 4.5.9.7 Legacy data in the current WV IBR repository (approximately 1.8 million incidents) must be converted to the new database system so that reports can be run across multiple years. The vendor must include the cost of converting legacy data from the old database system to the new one.

Vendor Response:

**Appriss will meet this requirement and has included the costs of conversion in our proposal.**

- 4.5.9.8 The vendor must ensure the application accommodates the submissions of West Virginia-specific IBR offense codes by contributing agencies. FBI exports will use FBI NIBRS (UCR) codes as West Virginia is a NIBRS compliant state.

Vendor Response:

**Appriss will meet this requirement.**

- 4.5.9.9 WVSP must be provided the ability to manage the ORI table for all submitting agencies. This table must include agency's name, primary contact's name, mailing address, telephone, fax and email address.

Vendor Response:

**Appriss will meet this requirement.**

- 4.5.9.10 The "domestic violence" flag must be stored on the offense table, as the WV IBR submission format includes the flag for domestic violence on the offense segment.

Vendor Response:

**Appriss will meet this requirement.**

- 4.5.9.11 The proposed system must display WV IBR codes on the Offender/Arrestee, Offense, and Victim screens.

Vendor Response:

**Appriss will meet this requirement.**

- 4.5.9.12 The vendor's system must be able to consistently maintain an FBI import error rate below 4%.

Vendor Response:

**The delivered solution will meet this requirement.**

- 4.5.9.13 The proposal must contain a complete list of all software licenses that need to be purchased by the State, for example, database licenses, software libraries, software tools, etc.

Vendor Response:

**The state will need to purchase SQL Server database licensing, licensing for the operating system software, and any hardware required to host the repository.**



4.5.9.14 Remote access to systems will be provided as necessary to help reduce travel costs.

Vendor Response:

**Appriss appreciates remote access privileges and will utilize such access when appropriate to deliver our services.**



## 4.5.10 Input From Agencies

### 4.5.10.1 Data Segment

- 4.5.10.1.14 Input Format - The proposed system must implement the WV IBR specifications currently utilized by agencies' in their existing format. The specification requirements can be found in Appendix "D".

Vendor Response:

**Appriss will meet this requirement.**

- 4.5.10.1.15 Data Input Error Checking - The system must check for all errors that would cause the FBI export to fail, and create a log of these files for review.

Vendor Response:

**Appriss will meet this requirement.**

- 4.5.10.1.16 Non FBI Required Input - The system must correctly handle the additional offense codes and incidents that West Virginia collects that are not in the FBI NIBRS standard.

Vendor Response:

**Appriss will meet this requirement.**

- 4.5.10.1.17 Other Errors - The system must check for errors that would create inconsistent data for WVSP crime data reporting.

Vendor Response:

**Appriss will meet this requirement.**



4.5.10.1.18 Updated Incidents - Incidents that are previously submitted to the FBI and then updated by agency input must be placed in the next monthly FBI export file utilizing the FBI rules. These may be sent as supplemental report. The proposed system must be able to correctly handle the updating of existing incidents as a supplemental incident.

Vendor Response:

**Appriss will meet this requirement.**

4.5.10.1.1 9 Multiple Monthly Submissions - The system must have the ability for agencies to submit data more than once per month without causing data integrity problems or FBI reporting problems, e.g., for cases where errors are discovered in the initial submission and subsequently corrected.

Vendor Response:

**Appriss will meet this requirement.**

4.5.10.1.20 Automatic Importing - In addition to manual one-at-a-time file import by WVSP staff, the system must have the ability to import emailed submission files automatically or provide a web-based secure upload facility that submitting agencies can use without WVSP assistance.

Vendor Response:

**Appriss will meet this requirement.**



4.5.10.1.21 Import Error Management - The system must have the ability to easily manage errors on the import files. This must include overall error reports plus the ability to automate email error reports to each agency for each file they submit by email. The FBI error number from the National Incident-Based Reporting System, FBI NIBRS Volume 4, *Error Message Manual* must be included in the error reports if the error is FBI-related. WVSP must be included in any emails to agencies.

Vendor Response:

**Appriss will meet this requirement.**

4.5.10.1.22 LEOKA Checking - The system must have continuity and error checks to ensure that LEOKA records, the Incident Type, Activity Type, and Assignment Type are included.

Vendor Response:

**Appriss will meet this requirement.**

4.5.10.1.23 Group "B" Handling - The system must accept and store Group "B" incidents with arrest segments in the Group "A" format, and send to the FBI as NIBRS-compatible Group "B" incidents (e.g., arrest Segment 7 only). Group "B" incidents will be represented by the same segments as Group "A" incidents.

Vendor Response:

**Appriss will meet this requirement.**

4.5.10.1.24 Group "B" Checking. The system must add appropriate error checks for each Group "B" incident as per WV IBR standards. The system must have a continuity check at input to make sure that all arrest numbers in the arrest Segment 6 are unique for that ORI. This is true for Group "A" and Group "B" incidents.

Vendor Response:

**Appriss will meet this requirement.**



4.5.10.1.25 Multi User - Multiple staff must be able to import simultaneously.

Vendor Response:

**Appriss will meet this requirement.**

4.5.10.1.26 Individual Segment Differences - The differences between the FBI submission requirements and the West Virginia submission requirements are listed below. The WVSP follows the WV IBR Standards Handbook.

Vendor Response:

**Appriss has reviewed and understands these differences.**

#### 4.5.10.2 Offense Segment

4.5.10.2.3 Data Element 6 WV IBR Code: The proposed system must accept WV IBR offense codes and cross reference with FBI codes. West Virginia does not follow the mutually exclusive rule (see FBI NIBRS Volume 4, *Error Message Manual*, page 118), but the mutually exclusive rule will have to be followed for the FBI export. Example: West Virginia will allow an IBR offense code for aggravated assault: (UCR 13A) and a simple Assault: (UCR 13B) in the same incident. The system will have to drop the least serious offense during FBI export. According to mutually exclusive rule.

Vendor Response:

**Appriss will meet this requirement.**

4.5.10.2.4 Group "B" Offenses in an Incident with Group "A" Offenses: The proposed system must accept both Group "A" and Group "B" offenses in the same incident, but send only the Group "A" offense to the FBI.

Vendor Response:

**Appriss will meet this requirement.**





#### 4.5.10.3 Property Segment

4.5.10.3.3 Issuing Bad Checks (VCR 90A): Issuing Bad Checks is a Group "B" offense that requires a property segment in West Virginia. The FBI does not require a property segment for Issuing Bad Check offenses. The Type of Property Loss valid codes are I - none, 7 - stolen/etc., or 8 unknown.

Vendor Response:

**Appriss will meet this requirement.**

4.5.10.3.4 Data Element 16 Value of Property Loss: NIBRS application must have a warning prompted during the import and in the Web Data Entry Application when property value is \$250,000 or more.

Vendor Response:

**Appriss will meet this requirement.**

#### 4.5.10.4 Victim Segment

4.5.10.4.2 Data Element 24 Offense Codes: The proposed system must allow for WV IBR offense codes to be entered and imported and cross-referenced to FBI NIBRS UCR codes for the export to the FBI.

Vendor Response:

**Appriss will meet this requirement.**

#### 4.5.10.5 Arrestee Segment

4.5.10.5.4 Data Element 45 IBR Arrest Code: Allow up to 10 WV IBR arrest offense codes. The most serious offense must be sent to the FBI on export.

Vendor Response:

**Appriss will meet this requirement.**



4.5.10.5.5 Segment 7 Group "B" Arrest: Segment 7, Group "B" arrest, is used for the FBI export, and all Group "B" arrests are sent to the repository like a Group "A" offense utilizing Segments I through 6.

Vendor Response:

**Appriss will meet this requirement.**

4.5.10.5.6 Segment Action Types of "W": The proposed system must send a Segment Action Type of "W" according to FBI specifications and must be able to manage the Window submissions to the FBI according to FBI rules.

Vendor Response:

**Appriss will meet this requirement.**



#### 4.5.11 Output to the FBI

##### 4.5.11.9 Monthly Export File.

Ability to create a NIBRS-compliant monthly export file for the FBI.

Vendor Response:

**Appriss will meet this requirement.**

##### 4.5.11.10 FBI Offense Codes.

FBI exports will use FBI NIBRS UCR offense codes, as West Virginia is a NIBRS-compliant state.

Vendor Response:

**Appriss will meet this requirement.**

##### 4.5.11.11 FBI Error Report Handling.

Ability to import FBI EDS reports. These are error reports returned by the FBI. The system must be able to import them into a table, so that they can be analyzed by WVSP staff.

Vendor Response:

**Appriss will meet this requirement.**

##### 4.5.11.12 Zero Report Forwarding.

Ability to store Zero reports received from agencies and include them in the FBI export.

Vendor Response:

**Appriss will meet this requirement.**



#### 4.5.11.13 Updated Incidents.

Updated incidents from agencies must be sent to the FBI according to FBI specifications and sent as an updated Supplemental Incident to the WVSP.

Vendor Response:

**Appriss will meet this requirement.**

#### 4.5.11.14 Allow Multiple Offense Codes in the Repository.

Allow multiple FBI offense codes in the same incident on import, but only submit valid codes to the FBI. (See page 11 8 of the FBI NIBRS Volume 4, *Error Message Manual*. This is a chart of all incompatible offense codes for a single victim.)

Vendor Response:

**Appriss will meet this requirement.**

#### 4.5.11.15 Group "A" Group "B" Combinations.

When an incident has a Group "A" offense, the system must not submit any Group "B" offense segments for that same incident to the FBI. Group "A" offense(s) with a Group "B" arrest segment is an allowable combination. (See *Uniform Crime Reporting Handbook*, NIBRS Edition, page 57.)

Vendor Response:

**Appriss will meet this requirement.**

#### 4.5.11.16 Duplicate Offense Codes.

When an incident has two or more offense segments with the same FBI NIBRS code, the system must send only one of the offense segments.

Vendor Response:

**Appriss will meet this requirement.**



#### 4.5.12 Reports and Viewing

- 4.5.12.4 Ability to bring up a single incident by ORI and Incident Number and easily view all segments of that incident. This view must display the WV IBR codes and must be printable.

Vendor Response:

**Appriss will meet this requirement.**

- 4.5.12.5 Ability to view and print a table of total Group "A" and Group "B" incidents imported for each agency for each month in a selected year.

Vendor Response:

**Appriss will meet this requirement.**

- 4.5.12.6 Utility and Management Reports - At a minimum, the following utility and management reports must be included: A report showing a count of Group "A" and Group "B" incidents imported and entered through a WV IBR entry portal application vs. FBI exports for each agency by month.

Vendor Response:

**Appriss will meet this requirement.**



### 4.5.13 Security Requirements

The system must incorporate role-based security to provide at least entry, read only, and administrative levels for each table.

- 4.5.13.1 The system must enforce strict password requirements. Minimum password requirements are:
- The password does not contain the account name of the user.
  - The password is at least eight characters long.
  - The password contains characters from three of the following four categories:
    - ~ Latin uppercase letters (A through Z)
    - ~ Latin lowercase letters (a through z)
    - ~ Base 10 digits (0 through 9)
    - ~ Non-alphanumeric characters such as: exclamation point (!), dollar sign (\$), number sign (#), or percent (%).

Vendor Response:

**Appriss will meet this requirement.**

- 4.5.13.2 WVSP administrators must be able to add and remove users and control their access levels.

Vendor Response:

**Appriss will meet this requirement.**



- 4.5.13.3 The proposal must include a description of system security features to protect the data. Some specific areas of concern are:
- SQL injection attacks
  - Secure logon
  - Separate authority levels for different user groups
  - Read-only access for report users

Vendor Response:

**Each of our solutions are screened by a security audit that is managed by our Chief Security Officer. This audit is comprehensive and ensures that our solutions are consistently delivered with the highest security possible. Many of our solutions require Criminal Justice Information Services (CJIS) compliance. Each of the concerns listed above are components of our audit and are addressed before the solution is delivered to the customer. For solutions that we do not host in our hosting facility, we also provide security practice recommendations in our project documentation.**

**We have in our previous projects and will for this project meet all security requirements.**



#### 4.5.14 New FBI Codes

- 4.5.14.1 The FBI has recently added several new property and location codes. As part of the data conversion of the legacy data, the vendor must convert existing fields so that the data will be stored utilizing the new FBI codes.

Vendor Response:

**Appriss will meet this requirement.**

- 4.5.14.2 The FBI has recently released a Cargo Theft Addendum. The new system must accommodate these cargo theft changes.

Vendor Response:

**Appriss will meet this requirement.**

- 4.5.14.3 The vendor must provide a complete description of any special requirements for backup and recovery of their proposed software. The successful vendor will be expected to provide a step-by-step guide to recovery of their installed software explaining how to handle a total system failure.

Vendor Response:

**There will be no special backup or recovery requirements. Normal backup (ex: nightly disk to remote disk or disk to tape) tools and procedures (database backup and application server backup) will suffice. We will provide in our software documentation detailed instructions for recovering the software and data to restore the system in the event of a total system failure.**

**PREPARED BY: INFORMATION SERVICES GROUP, APPRISS, INC.**





State of West Virginia  
 Department of Administration  
 Purchasing Division  
 2019 Washington Street East  
 Post Office Box 50130  
 Charleston, WV 25305-0130

**Solicitation**

NUMBER
DPS1411

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF
TARA LYLE
304-558-2544

RFQ COPY

VENDOR

TYPE NAME/ADDRESS HERE  
 Appriss, Inc.  
 10401 Linn Station Road  
 Louisville, KY 40223

SHIP TO

WEST VIRGINIA STATE POLICE  
 4124 KANAWHA TURNPIKE  
 SOUTH CHARLESTON, WV  
 25309 304-746-2141

DATE PRINTED
10/03/2013

BID OPENING DATE: 10/30/2013

BID OPENING TIME 1:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	JB		099-00-01-001		
SOFTWARE FOR THE UNIFORM CRIME REPORTING REPOSITORY						
REQUEST FOR PROPOSAL						
THE WEST VIRGINIA PURCHASING DIVISION FOR THE AGENCY, WV STATE POLICE, IS SOLICITING PROPOSALS TO REPLACE THE UNIFORM CRIME REPORTING REPOSITORY SOFTWARE FOR THE WV STATE POLICE, PER THE ATTACHED SPECIFICATIONS.						
ATTACHMENTS INCLUDE:						
1. DPS1411 REQUEST FOR PROPOSAL						
2. ATTACHMENT A VENDOR RESPONSE SHEET						
3. ATTACHMENT B MANDATORY SPECIFICATION CHECKLIST						
4. ATTACHMENT C COST SHEET						
***** THIS IS THE END OF RFQ DPS1411 ***** TOTAL:						

SIGNATURE <i>Paul Colangelo</i>	TELEPHONE 703-966-3411	DATE 11/14/2013
TITLE President	FEIN 61-1371324	ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO SOLICITATION, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'

**ADDENDUM ACKNOWLEDGEMENT FORM**  
**SOLICITATION NO.: DPS1411**

**Instructions:** Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

**Acknowledgment:** I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

**Addendum Numbers Received:**

(Check the box next to each addendum received)

<input checked="" type="checkbox"/> Addendum No. 1	<input type="checkbox"/> Addendum No. 6
<input checked="" type="checkbox"/> Addendum No. 2	<input type="checkbox"/> Addendum No. 7
<input checked="" type="checkbox"/> Addendum No. 3	<input type="checkbox"/> Addendum No. 8
<input checked="" type="checkbox"/> Addendum No. 4	<input type="checkbox"/> Addendum No. 9
<input type="checkbox"/> Addendum No. 5	<input type="checkbox"/> Addendum No. 10

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further understand that 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.

Appriss, Inc.

Company

Paul Colombo

Authorized Signature

November 1, 2013

Date

NOTE: This addendum acknowledgment should be submitted with the bid to expedite document processing.

**REQUEST FOR PROPOSAL**  
West Virginia State Police – DPS1411

000050

By signing below, I certify that I have reviewed this Request for Proposal in its entirety; understand the requirements, terms and conditions, and other information contained herein; that I am submitting this proposal for review and consideration; that I am authorized by the bidder to execute this bid or any documents related thereto on bidder's behalf; that I am authorized to bind the bidder in a contractual relationship; and that, to the best of my knowledge, the bidder has properly registered with any State agency that may require registration.

Appriss, Inc.  
(Company)

Paul Colangelo / President  
(Representative Name, Title) Paul Colangelo

502-815-5660 / Fax 502-815-5697  
(Contact Phone/Fax Number)

October 28, 2013  
(Date)

Karen S. Yats  
Notary No. 450695  
My Commission Expires 9/7/2015

STATE OF WEST VIRGINIA  
Purchasing Division

**PURCHASING AFFIDAVIT**

**MANDATE:** Under W. Va. Code §5A-3-10a, 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: (1) the debt owed is an amount greater than one thousand dollars in the aggregate; or (2) the debtor is in employer default.

**EXCEPTION:** The prohibition listed above does not apply where a vendor has contested any tax administered pursuant to chapter eleven of the W. Va. 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.

**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.

**"Employer default"** means having an outstanding balance or liability to the old fund or to the uninsured employers' fund or being in policy default, as defined in W. Va. Code § 23-2c-2, failure to maintain mandatory workers' compensation coverage, or failure to fully meet its obligations as a workers' compensation self-insured employer. An employer is not in employer default if it has entered into a repayment agreement with the Insurance Commissioner and remains in compliance with the obligations under the repayment agreement.

**"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 exceeds five percent of the total contract amount.

**AFFIRMATION:** By signing this form, the vendor's authorized signer affirms and acknowledges under penalty of law for false swearing (W. Va. Code §61-5-3) that neither vendor nor any related party owe a debt as defined above and that neither vendor nor any related party are in employer default as defined above, unless the debt or employer default is permitted under the exception above.

**WITNESS THE FOLLOWING SIGNATURE:**

Vendor's Name: Appriss, Inc.

Authorized Signature: *Paul Colangelo* Date: 11/14/2013

State of Kentucky

County of Jefferson, to-wit:

Taken, subscribed, and sworn to before me this 14<sup>th</sup> day of November, 2013.

My Commission expires November 14, 2015, 20  .

AFFIX SEAL HERE

NOTARY PUBLIC

*Karen Yates*