

Washington State Patrol

Information Technology Division

Sexual Assault Kit (SAK) Tracking System

Request for Proposal

Pre-Proposal Conference

February 8, 2017 10:00 am PST



Agenda

- Role Call
- Introductions
- Project Background and Overview
- RFP Overview and Instructions
- Vendor Questions and Answers

Protocols for Bidders' Conference

Protocols for Today's Conference

- Vendors must sign the Vendor Registration Form
- WebEx participants will be muted until the vendor comments and questions period at the end of each section
- When speaking, please identify yourself and the company you represent
 - WebEx participants, mute your phones unless asking a question

Protocols for Bidders' Conference

Protocols for Today's Conference

- The materials presented in the Bidders' Conference provide summaries of key provisions of the RFP and the Bidders' Conference materials do not alter or change the RFP requirements. Bidders must review the applicable section of the RFP for the complete statement on the requirements for this RFP
- Nothing said or discussed during this conference will modify, add to, alter or in any other way qualify or amend the published procurement documents

Protocols for Bidders' Conference

Protocols for Today's Conference

- *AS A REMINDER*
 - All communications concerning the SAK Tracking System RFP must be directed only to Bob Marlatt, the RFP Coordinator.
 - Any communication directed to WSP staff, or its consultants, other than the RFP Coordinator may result in disqualification.
 - Any oral communications by WSP will be considered unofficial and non-binding.
 - Official responses to written questions will be posted as RFP addenda. Bidders should rely only on written statements issued by the RFP Coordinator.

Project Background

Washington State Second Substitute House Bill 2530 created RCW 43.43.545 – Statewide sexual assault kit tracking system, which must:

- Track the location and status of sexual assault kits throughout the criminal justice process.
- Allow medical facilities performing sexual assault forensic examinations, law enforcement agencies, prosecutors, the Washington state patrol bureau of forensic laboratory services, and other entities in the custody of sexual assault kits to update and track the status and location of sexual assault kits.
- Allow victims of sexual assault to anonymously track or receive updates regarding the status of their sexual assault kits.
- All entities in the custody of sexual assault kits shall fully participate in the system no later than June 1, 2018.

Project Overview

- WSP is soliciting Proposals from Bidders to provide the following:
 - A software solution
 - Project management and implementation services
 - A Concept of Operation defining how the solution will be designed
 - System and user documentation
 - Software warranty and long-term maintenance and support
 - Infrastructure to host the application

- The system should:
 - Be stand-alone
 - Be Cloud-based (preference), although premise-based solutions will be considered
 - Allow survivors of sexual assault the ability to anonymously check the status and location of their SAK
 - Allow appropriate agencies (e.g., medical facilities, Law Enforcement Agencies [LEAs], and WSP Crime Labs) to update the status and location of SAKs upon sending or receiving a SAK
 - Allow designated agencies (e.g., Prosecutors and LEAs) to login to the system to review the status and location of SAKs
 - Provide integrated barcoding functionality for printing labels for SAKs and updating the status and location of SAKs
 - Provide a variety of reporting capabilities, as mandated by the legislation, at a minimum

What is an SAK Kit

STATE OF WASHINGTON SEXUAL ASSAULT EVIDENCE COLLECTION KIT PATIENT/VICTIM

FOR HOSPITAL PERSONNEL

(Please Print)

PATIENT'S NAME: _____

PHYSICIAN'S NAME: _____

HOSPITAL/CLINIC: _____

KIT SEALED BY: _____



PLACE SEALED KIT IN SECURE STORAGE AREA AFTER EVIDENCE COLLECTION

PLACED BY: _____

DATE: _____ TIME: _____ am
pm

FOR POLICE PERSONNEL

CHAIN OF POSSESSION

RECEIVED FROM: _____

DATE: _____ TIME: _____ am
pm

RECEIVED BY: _____

DATE: _____ TIME: _____ am
pm

RECEIVED FROM: _____

DATE: _____ TIME: _____ am
pm

RECEIVED BY: _____

DATE: _____ TIME: _____ am
pm

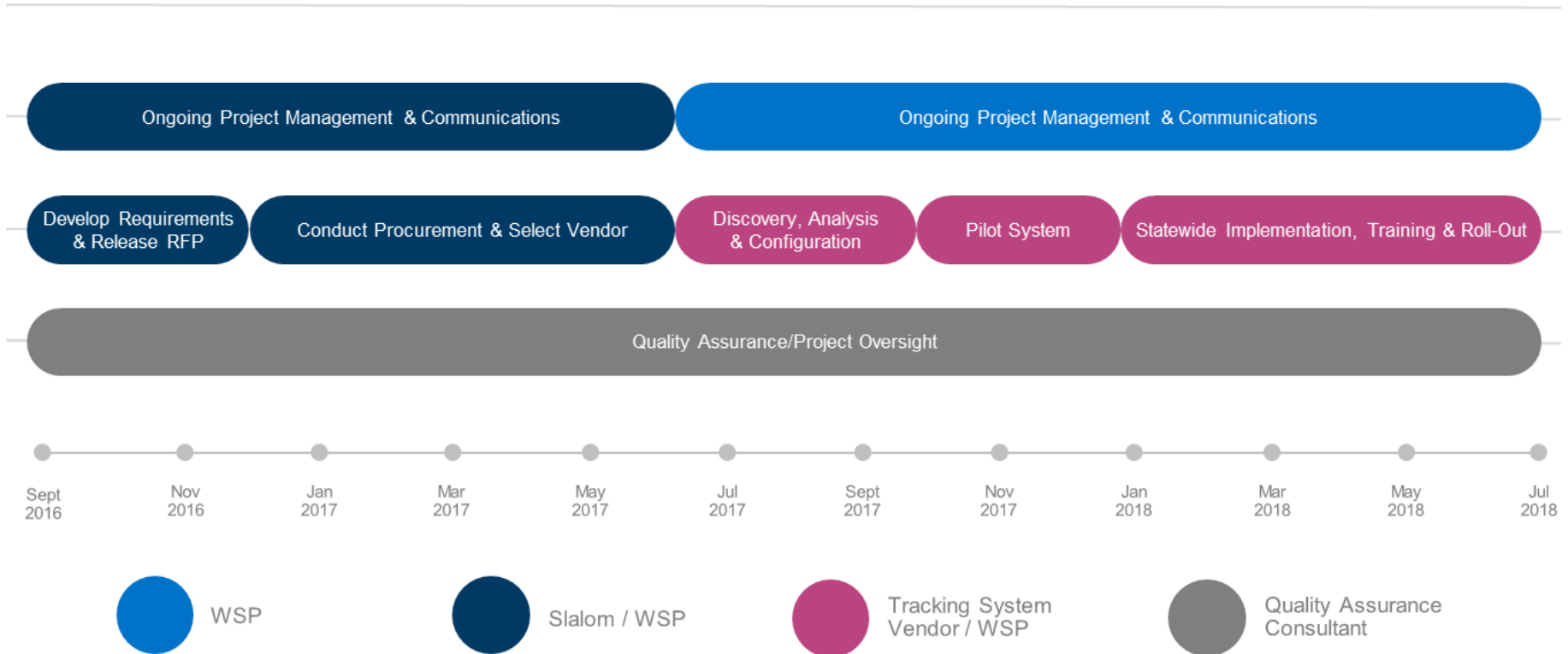
DELIVER SEALED KIT AND CLOTHING BAGS TO
THE CRIME LABORATORY IMMEDIATELY

FOR FORENSIC LABORATORY PERSONNEL ONLY

LABORATORY NUMBER: _____

POLICE CASE NUMBER: _____

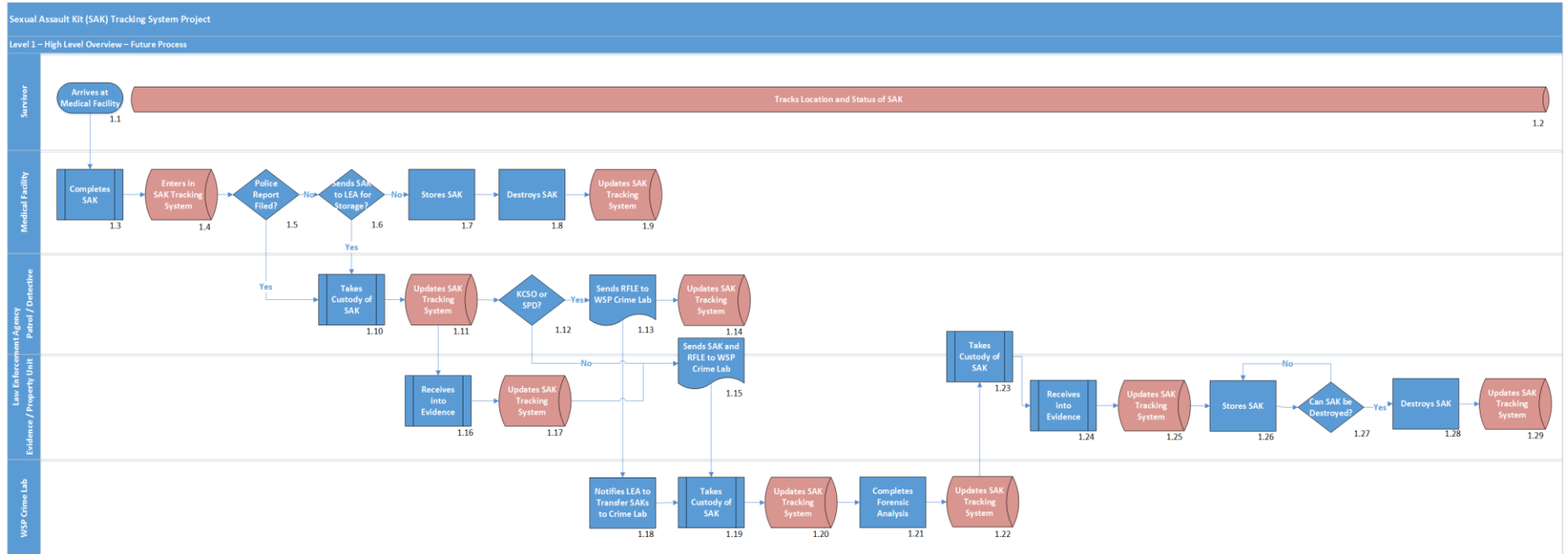
High Level Project Schedule



System Users

- The following stakeholder groups will need to access and/or update the SAK tracking system:
 - Survivors (Victims)
 - Sexual Assault Nurse Examiners (SANEs)
 - LEA Officers/Deputies
 - LEA Detectives
 - LEA Property/Evidence Management Personnel
 - WSP Crime Lab Property and Evidence Personnel
 - Prosecutors
 - System Administrators
 - Super Users

Proposed Future Process Flow



RFP Coordinator

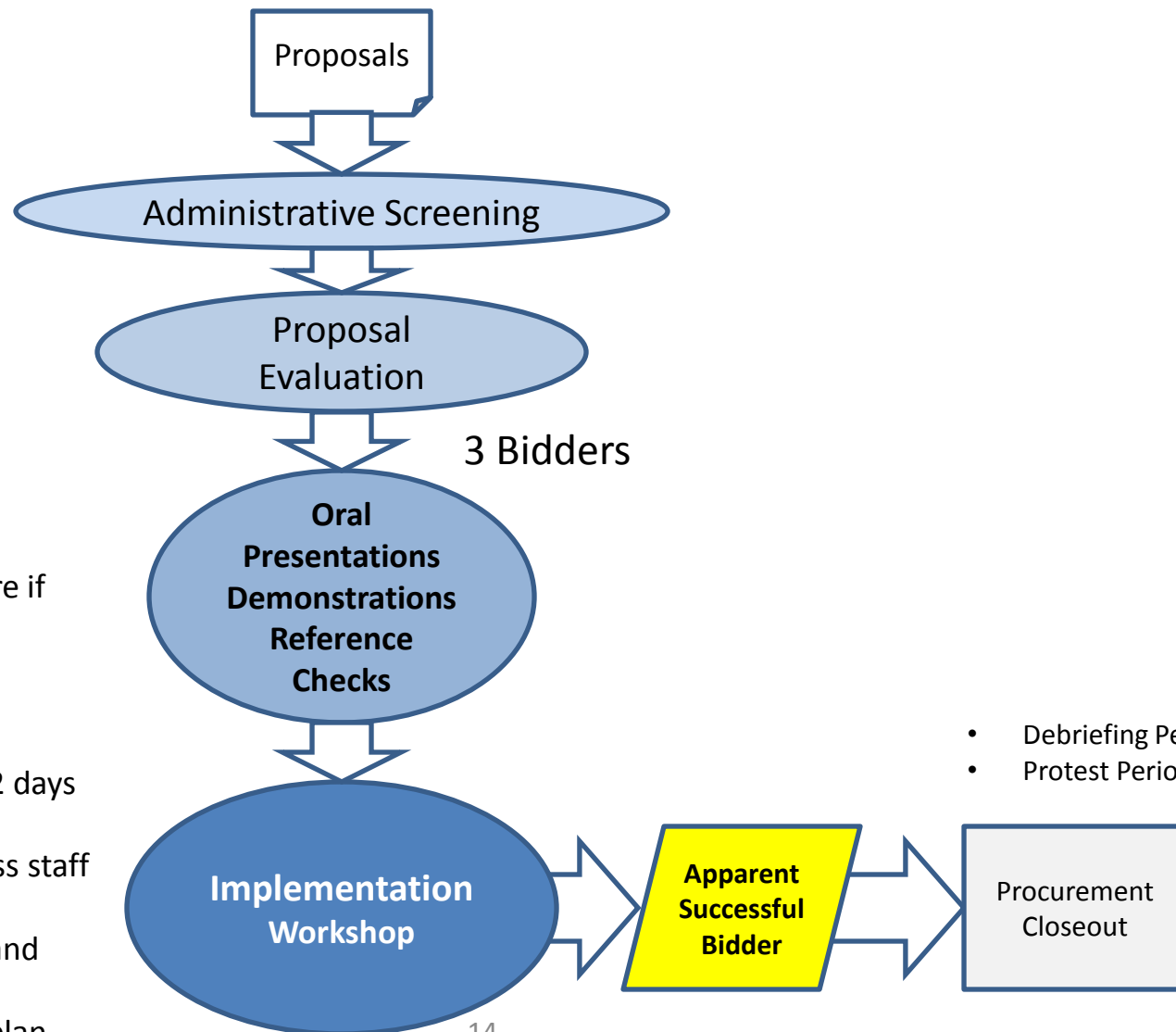
All communication must go through the RFP Coordinator

Item	Information
RFP Coordinator	Robert (Bob) Marlatt
Telephone	360-596-4905
Email	Robert.Marlatt@wsp.wa.gov
Address	403 Cleveland Ave, Suite C Tumwater, WA 98501-3311
Procurement Website	http://wastatepatrol.net/sak/index.php/procurement-request-for-proposal/

Procurement Schedule

Ref.	Action	Date
1	RFP Publicly Posted	2/1/17
2	Bidder Questions May Start	2/2/17
3	Bidders' Conference	2/8/17 10:00am-11:00am PST
4	Deadline for Letters of Intent	2/14/17
5	Bidder Questions Deadline	2/15/17
6	Final Bidder Questions Answered and RFP Addendum Posted	2/22/17
7	Complaints Deadline	2/23/17
8	Complaint Resolutions Deadline	2/27/17
9	Bidder Proposals Deadline	3/10/17 5:00pm PST
10	Notice of Bidders Qualified for Stage 3	3/31/17
11	Bidders' Oral Presentations and Interviews	4/12/17-4/13/17
12	Notice of Bidder(s) Qualified for Stage 4	4/19/17
13	Implementation and Planning Workshops	Late April
14	Contract Negotiation	Late April
15	Announce Apparently Successful Bidder (ASB)	TBD
16	Optional Bidder Debriefing Period Starts	5/10/2017
17	Debrief Sessions	TBD
18	Protest Period Begins	TBD
19	Protest Period Ends	TBD
20	WSP accepts and signs contract	5/31/2017

Proposal Evaluation Process



- Objective scoring

- ½ Day orals
- Demonstrate software if applicable

- WSP anticipates 1 – 2 days
- Provide full access to technical and business staff and resources
- Clarify assumptions and negotiate contract
- Refine project work plan
- Scaled to project size

- Debriefing Period
- Protest Period

Proposal Expected Construction

- Letter of Submittal
- Table of Contents
- Executive Summary
- Management Response
- Business Requirements Response
 - Use Appendix A – Business Requirements Response
- Technical Requirements Response
 - Use Appendix B – Technical Requirements Response
- Required Appendices and Certifications
 - Use Appendices C-G
- Cost and Assumptions Response
 - Use Appendix H – Cost and Assumptions Response*
- Exceptions to the Model Contract*
 - Use Appendix I – Exceptions to the Model Contract

* *An updated Appendix H – Cost and Assumptions Response and Model Contracts will be released in an addendum.*

Question and Answer Ground Rules

- All questions shall be submitted in writing to the RFP Coordinator (see RFP section 2.9).
- The RFP Coordinator will provide official answers posted as an amendment through the WEBS procurement site.
- All answers provided during this pre-proposal conference are unofficial, until they are published as an RFP amendment in WEBS.

