

# BJA NTTAC Request for Proposal

Technical Assistance to:

The Technology Initiatives Assessment TTA Program

Issued: July 9, 2018

Proposal Deadline: July 27, 2018

## Background

Established in 2008, the Bureau of Justice Assistance (BJA) National Training and Technical Assistance Center (NTTAC) is a training and technical assistance (TTA) resource within the U.S. Department of Justice. BJA NTTAC's mission is to facilitate the delivery of high-quality, strategically focused training and technical assistance to achieve safe communities nationwide. BJA NTTAC works to improve the criminal justice system by connecting state, local, and tribal agencies with providers offering a wide variety of services to address the unique needs of communities.

This request for proposal (RFP) solicits subject matter experts to support the Technology Initiatives Assessment TTA Program, which is managed by BJA NTTAC. BJA NTTAC seeks multiple providers to deliver high-quality services by examining the technical resources and capabilities of criminal justice agencies and providing actionable recommendations to enhance or implement technology-driven initiatives. The identified experts must be willing and able to spend time in the field offering intensive assistance to advance an agency's use of technology. BJA NTTAC plans to select up to five providers to serve as the Technology Initiatives Assessment TTA Program cadre of providers.

This TTA program seeks to expand or enhance technology use within criminal justice agencies. Through a comprehensive review of an agency's technical resources and capabilities, the program aims to provide actionable recommendations across the technology landscape. Providers will identify gaps and needs and examine areas such as dispatch software, records management software, mobile technologies, case management systems, crime analysis capabilities, information technology (IT) support, and other related technologies. BJA NTTAC expects findings and recommendations to fall under categories including, but not limited to:

- Systems integration;
- Staffing needs and capabilities;
- Data sharing;
- Security and maintenance;

- Software adoption;
- Mobile technology; and
- Video capture and storage.

## Tasks

Through this RFP, BJA NTTAC seeks to develop a pool of qualified consultants to quickly respond to requests for training and technical assistance to expand and enhance technology-driven initiatives within criminal justice agencies.

Each engagement is customized to the unique needs of the requesting agency. Below are example tasks the provider may be required to accomplish as part of a BJA NTTAC Technology Initiatives Assessment TTA for the requesting agency:

- Conduct a technology review to catalog available resources and data sources.
- Evaluate data collection and storage procedures.
- Present best practices for disparate data source consolidation.
- Recommend staff training or modifications to increase capacity and capability.
- Assess the cohesiveness of existing technology infrastructures.
- Quantify the cost and value of current technologies.
- Identify gaps and needs in the technology landscape.
- Provide a set of actionable recommendations to enhance technology-driven initiatives.

In addition to the tasks above, the scope of the work to be performed may include additional services not currently anticipated based on the needs of the requesting agency. The expected timeframe for each TTA engagement is two months, but may be extended based on the needs of the requesting agency.

## Deliverables

The provider will execute the following deliverables as part of a Technology Initiatives Assessment TTA engagement:

1. Develop, in coordination with the requestor, a **time and task plan** that details when the provider will complete the required tasks and deliverables. The time and task plan is due to BJA NTTAC prior to delivering TTA services and within the first 14 days of the period of performance listed on the executed Statement of Work (SOW).
2. Deliver **written status updates** to BJA NTTAC at least every 30 days to demonstrate how the engagement is progressing as compared to the time and task plan. In the status updates, provide BJA NTTAC with any identified risks or issues that may impact the engagement from a quality, schedule, or cost perspective.

3. Develop a **comprehensive final report** for the requesting agency and BJA NTTAC that includes a complete description and assessment of the services delivered, key findings, and recommendations. The report should detail possible next steps and action items, as well as document the delivery and submission of all tasks and deliverables identified in the SOW.
4. Complete the **BJA NTTAC TTA Closeout Report**. The Closeout Report captures a summary of all activities and relevant information related to the engagement, as reflected in the SOW and completed throughout the period of performance.

## Funding Range

BJA NTTAC anticipates that the budget for each Technology Initiatives Assessment TTA engagement will range between \$5,000 and \$10,000. However, proposals with budgets above or below this estimate will be evaluated and considered.

## Sample Task

Interested subject matter experts should respond to the sample TTA request below as part of their proposal. The response should describe a technical approach for providing services to the sample requesting agency, including data collection and assessment processes. Assume that you have 60 days to complete the work and can spend up to 5 days onsite. See additional instructions under the 'How to Apply' section:

*The Anytown Police Department has requested assistance to assess its technology infrastructure to address system cohesion and operational efficiency. The Anytown Police Department has primary law enforcement authority for the entire city and regularly partners with other city agencies, but has limited coordination with nearby suburban law enforcement and state agencies. The department shares IT staff with the city and developed its in-house records management system through that partnership. The last five years have brought heavy investment in new analysis tools and technology systems across the city, but the department has had difficulty validating whether internal resources are being used effectively. Other city agencies, such as the courts and jails, rely on third-party systems to capture and store data, and integration of those systems has never been successfully explored. A body-worn camera program has been piloted, but has not yet been implemented across the department. The mayor recently committed the city to participate in a nationwide violence reduction initiative, with a specific focus on reducing the number of crimes committed with a firearm. As part of this initiative, the chief of police has received approval to implement staffing changes, including staffing expansion, to support the effective use of technology in the department.*

## How to Apply

To respond to this RFP, please submit the following:

1. A narrative (not to exceed six double-spaced pages) that includes the following sections and information:

- a. Understanding of the problem. Demonstrate your knowledge and understanding of the issue(s), goals, and tasks described in this RFP.
  - b. Technical approach. Describe the approach or methodology you would take, including specific tasks such as onsite and offsite assistance, to achieve the outlined goals(s) and deliverable(s) described in the sample request.
  - c. Relevant experience and capabilities. Describe your organization's relevant experience and capabilities, any partner organizations, and any key personnel who are instrumental to achieving the goals described in this RFP.
2. A detailed and itemized budget that includes labor and all other direct costs for the sample request (refer to attached RFP and budget template).
  3. A timeline (in table format) that outlines the key tasks and milestones to be completed as part of the sample request. The timeline will outline all proposed activities to be initiated and executed during the sample request's period of performance.
  4. A biographical statement or resume, including relevant experience and capabilities, for key personnel identified in the narrative.
  5. A professional reference who can attest to your specific work in this area and can discuss deliverables provided to his/her organization.

**Notes:**

- This RFP will consider responses from individual consultants as well as organizations that wish to be included in the cadre of experts available for "on-demand" deployment to the field to support jurisdictions to improve their technology-driven initiatives. Technology vendors are not eligible to apply.
- The budget, timeline, resumes, and professional reference are not included in the six-page narrative limit.
- All travel costs, including lodging and per diem rates, must adhere to the [Federal Travel Regulations](https://www.gsa.gov/policy-regulations/regulations/federal-travel-regulation-fty) (<https://www.gsa.gov/policy-regulations/regulations/federal-travel-regulation-fty>) according to the [General Service Administration](https://www.gsa.gov/travel/plan-book/per-diem-rates) (<https://www.gsa.gov/travel/plan-book/per-diem-rates>).
- Applicants can expect to receive notification about this RFP from BJA NTTAC within 60 calendar days of the RFP deadline.
- BJA NTTAC reserves the right to work with the selected provider on revising the proposed technical approach, budget, and timeline as necessary to complete the work for each TTA engagement. BJA NTTAC will develop an SOW to contract directly with the provider for each TTA engagement. The number of TTA engagements depends on the number of requests received. There is no guaranteed work as a result of this RFP; however, BJA is releasing this RFP as a result of increased demand for technology initiative assessment services.
- Reference the attached "Response to RFP Template" for formatting guidelines and additional instructions on how to respond to this RFP.

- Responses to this RFP should be sent via email to [BJA NTTAC \(BJANTTAC@ojp.usdoj.gov\)](mailto:BJANTTAC@ojp.usdoj.gov) by 5:00 p.m. ET on July 27, 2018.
- Questions related to this RFP should be directed to James Lah, BJA NTTAC TTA Coordinator, at [BJA NTTAC \(BJANTTAC@ojp.usdoj.gov\)](mailto:BJANTTAC@ojp.usdoj.gov) or 855-252-8822.

## Evaluation Criteria

Responses to this RFP will be rated on the evaluation criteria listed below:

- **Understanding of the Problem (20 points)**  
Responses must demonstrate that the provider has a clear understanding of the requirements outlined in the RFP. Points for this factor will be based on a judgment of the degree to which the provider understands and demonstrates the ability to achieve the goals of this RFP.
- **Technical Approach (30 points)**  
This factor evaluates the extent to which the provider's response provides a clear, effective, innovative, and feasible approach to meeting the RFP requirements. The narrative response shall include the quality, comprehensiveness, and feasibility of the methods and plans proposed to accomplish the required goals.
- **Relevant Experience and Capabilities (30 points)**  
This factor assesses the provider's ability to offer effective services throughout the life of a Technology Initiatives Assessment TTA engagement, including the experience of key personnel. Responses must demonstrate the provider's previous experience offering similar services or capabilities relative to the services required in this RFP. A resume or biographical statement must be included for each proposed individual.
- **Budget (10 points)**  
Each response will be evaluated based on the total proposed cost and respective justification, including labor and other direct costs, for the sample request. In addition, this factor will include an assessment of the provider's response for completeness, realism, reasonableness, and risk (refer to attached template).
- **Timeline (10 points)**  
This factor assesses the proposed period of performance provided by the provider to meet the goals of the sample request, as well as the realism and reasonableness of the approach to timing.