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
High Level Project Schedule

- Ongoing Project Management & Communications
- Develop Requirements & Release RFP
- Conduct Procurement & Select Vendor
- Discovery, Analysis & Configuration
- Pilot System
- Statewide Implementation, Training & Roll-Out

Quality Assurance/Project Oversight

- Sept 2016
- Nov 2016
- Jan 2017
- Mar 2017
- May 2017
- Jul 2017
- Sept 2017
- Nov 2017
- Jan 2018
- Mar 2018
- May 2018
- Jul 2018

- WSP
- Slalom / WSP
- Tracking System Vendor / WSP
- Quality Assurance Consultant
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
## RFP Coordinator

All communication must go through the RFP Coordinator

<table>
<thead>
<tr>
<th>Item</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>RFP Coordinator</td>
<td>Robert (Bob) Marlatt</td>
</tr>
<tr>
<td>Telephone</td>
<td>360-596-4905</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:Robert.Marlatt@wsp.wa.gov">Robert.Marlatt@wsp.wa.gov</a></td>
</tr>
<tr>
<td>Address</td>
<td>403 Cleveland Ave, Suite C</td>
</tr>
<tr>
<td></td>
<td>Tumwater, WA 98501-3311</td>
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## Procurement Schedule

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

- Administrative Screening
  - Proposals
  - Proposal Evaluation
  - Oral Presentations
  - Demonstrations
  - Reference Checks

- 3 Bidders

- 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

- Implementation Workshop
- Apparent Successful Bidder
- Procurement Closeout

- 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.