

Technology Service Request for Proposals

Hate Crime Data Collection and Reporting Specification Development

Improving Hate Crime Data Collection and Reporting

IJIS Institute

Renee Cobb
Project Manager
Renee.Cobb@ijis.org
(703) 980-3005

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Your firm is invited to submit a proposal to conduct activities and produce work products that directly support the IJIS Institute as outlined in this Request for Proposal (RFP). This highly visible engagement will result in the development of the Hate Crime Specification for improved data collection and reporting aligned with the Federal Bureau of Investigation (FBI) Criminal Justice Information Systems (CJIS) division-developed National Incident-Based Reporting System (NIBRS) reporting and state laws. As part of this effort, the selected firm will review and analyze the 2023.0 NIBRS technical specification, 2023.0.1 NIBRS IEPD, state laws, criminal and non-criminal hate incident data collected by criminal justice agencies, non-criminal justice agencies and non-criminal justice associations, and use cases developed by the hate crimes operational working group to create a comprehensive Hate Crime Information Sharing Service Specification. The developed specification will be implemented at three pilot sites to be determined. The IJIS Institute encourages all member and non-member firms that possess the requisite skill sets and experience to submit a response.

A. Background

The National Incident Based Reporting System (NIBRS) is one of several hate crime data collection efforts in the United States. Others include the Bureau of Justice Statistics National Crime Victimization Survey, collections by non-profit organizations such as the Anti-Defamation League and the collection of non-criminal hate incident data by some law enforcement agencies and non-profit organizations. There are significant discrepancies between hate crime data collections. NIBRS reported an average of 7,830 hate crimes per year while NCVS reported an average of 243,770 per year. There are several challenges associated with capturing accurate hate crime statistics:

1. Lack of consistency in protected classes covered by hate crime statutes. For example, forty-seven (47) states have hate crime laws addressing crimes motivated by bias toward race/color, national origin/ethnicity/ancestry and religion/creed while just thirty-seven (37) states have laws addressing crimes motivated by bias toward disability or sexual orientation. Twelve (12) states have laws addressing crimes motivated by bias toward age.
2. Inconsistent hate crime reporting laws. Fewer than half of the states have mandatory data collection laws.
3. Lack of Training
 - a. Officers should report bias motivated crimes as required by NIBRS regardless of whether the crime is considered a hate crime in their state. The offense (i.e. assault) will not change regardless of whether the crime is considered a bias motivated crime in the state.
 - b. Officers may select a bias motivation of unknown until an investigation is complete. It should be updated within 90 days. "Unknown" is not always updated to a) None or b) Bias motivation toward one or more protected classes.
4. Difficulty discerning whether evidence supports bias motivation.
 - a. Responding officers may select "bias unknown" in an incident report when first responding to a possible hate crime to allow an investigating officer to make a determination based on evidence. The incident report may or may not subsequently be updated. This is directly related to insufficient training.
 - b. Some crimes reported to NCVS and other organizations may be based on a belief by the victim that the crime was bias motivated but without sufficient objectively supported facts such that the crime could be reported to NIBRS as a bias motivated crime by the reporting agency (i.e. victim and offender were of different races etc. but there are no other facts supporting bias motivation). Note that prior non-criminal incident reports documenting hate speech could be used as evidence of bias motivation in such cases.
5. Victim Reticence
 - a. NIJ sponsored research at Northeastern University, the University of Massachusetts Lowell, the University of Texas Medical Branch, and the University of Delaware conducted a study of victimization bias affecting three large geographically diverse Latino populations and found that victims who experienced bias victimization overwhelmingly sought help from friends or family and not from formal authorities, particularly law enforcement. Nonimmigrant Latinos were slightly more likely than immigrant Latinos to report experiencing bias motivation. Many Latino study participants said that their past experiences as victims of personal or indirect discrimination have made them less willing to report their bias victimization to authorities or to trust those outside their community.

- b. NIJ sponsored research at Florida International University revealed that LGBTQ Latinos in Miami Florida were less likely to report hate crimes to law enforcement because of concern about the consequences of revealing their sexual orientation or gender identity.
6. Policies, Procedures and Investigations. The National Hate Crime Investigations Study (NHCIS) surveyed agencies on whether they had implemented five specific policies and practices related to hate crime investigations. The study found four of the five were significantly related to an increased number of reported hate crime investigations, even when controlling for agency type and size:
 - a. Assigning a dedicated officer or unit to investigate hate crimes
 - b. Reviewing procedures for cases with possible hate or bias motivation
 - c. Developing written policy guidelines for investigating hate crimes
 - d. Conducting outreach to local groups on hate crimes
7. Anonymous hate crime reporting. Some jurisdictions (i.e. Washington State) are implementing hate crime reporting hotlines. Crime reported anonymously to hotlines may still not be reportable to NIBRS without a documented victim, witness or evidence.
8. Lack of reporting standards for non-criminal hate crime incidents.
 - a. Some law enforcement agencies are collecting data from non-criminal hate crime incidents.
 - b. Additionally, some non-profits such as the Anti-Defamation League are collecting such data.
 - c. However, there are no national repositories or standards for non-criminal hate incident data.
 - d. Non-criminal hate speech can later be used as evidence of bias motivation in the prosecution of hate crimes committed by the same individual who committed the hate speech; there is inherent prosecutorial value in collection of such incidents.
9. Challenges related to understanding when hate speech is criminal in nature rather than free speech. Threats, intimidation and stalking/harassment are crimes which may include a bias motivation. However, not all hate speech is criminal in nature. Specific challenges in this area may include differences in state laws, and training.
10. Challenges related to reporting online hate crimes. Note that “the U.S. Secret Service’s National Threat Assessment Center reported that 42 out of 180 perpetrators of mass attacks in the U.S. from 2016 through 2020 (or about 23 percent) displayed concerning activity on the internet by threatening others and referencing suicidal thoughts. Further, three joint assessments by DHS and the FBI about domestic terrorism in the U.S. asserted that domestic violent extremists who plotted or carried out attacks were often radicalized to violence on the internet. “ ([GAO-24-105553, Online Extremism: More Complete Information Needed about Hate Crimes that Occur on the Internet](#))

PROJECT DESCRIPTION

The IJIS Institute, with support from the Research Triangle Institute (RTI) and funding from the Bureau of Justice Statistics is leading an effort to improve data collection and reporting of hate crimes and non-criminal hate incidents to improve understanding of hate crime in our communities and enhance the ability of public safety to respond to issues associated with hate crime.

Funding has been allocated from the Jabara-Heyer NO HATE Act by the U.S. Department of Justice Office of Justice Programs (OJP), Bureau of Justice Statistics (BJS) under federal Award Number 15PBJS-23-GK-05496-NOHA, FY 2023 Law Enforcement Transition to the National Incident Based Reporting System (NIBRS) to Improve Hate Crime Reporting. leading an effort to improve data collection and reporting of incidents including hate crimes

The awarded firm (“Subcontractor”) will develop a hate crime specification with support and guidance from the various stakeholders represented on the project Executive Committee and three (3) different working groups (Policy, Operations, and Technology). The Subcontractor will ensure that all aspects of the hate crime collection and reporting are incorporated in the developed specification and that the specification both aligns with the current version of NIBRS and is extensible to criminal and non-criminal hate crime incidents not currently reportable to NIBRS as bias motivated crimes. The developed specification will help criminal justice agencies save time and money and improve their capabilities to safeguard privacy, ensure the quality of information,

facilitate effective information sharing, and implement effective business and security practices and processes as required by various hate crime laws.

B. PROJECT OVERVIEW

The primary objective of this project will be the creation of a Hate Crime Specification (utilizing the standards like National Information Exchange Model (NIEM), Global Reference Architecture (GRA), and NIBRS) intended to support the purpose of standardizing the criminal and non-criminal hate incident collection and reporting, across criminal justice and non-criminal justice organizations who are responsible for addressing the hate crime issues in their communities. The IJIS Institute subcontractor will be expected to review the existing NIBRS specification, current criminal and non-criminal hate incident data collection processes, review use cases developed by the operations working group, policy framework developed by the policy working group, and technology requirements developed by the technical working group to create the hate crime specification with all the associated documentation.

This effort is being defined and guided by a group of subject matter experts (SMEs) representing the practitioner community, professional organizations working in related areas, and industry members under the guidance of the Bureau of Justice Statistics (BJS) and the IJIS Institute. This solicitation is being issued as a request for proposal (RFP) that will result in the award of a contract to a firm that will be responsible for completing the work under the direction and management of the IJIS Institute project manager. The IJIS Institute encourages all member firms that possess the requisite skill sets and experience to submit a response.

Candidate proposals may include the partnership of contracting with other firms to assemble the ideal resources to accomplish this work. However, the IJIS Institute will only evaluate a single proposal from such a team and one firm must be the legal representative and single IJIS Institute contact of any such team. IJIS would confer neither an advantage nor a disadvantage to any submission that adopted such an approach.

Engagement Sponsor(s)

This project is being supported by cooperative agreement 15PBJS-23-GK-05496-NOHA awarded to the IJIS Institute by the Bureau of Justice Statistics, a component of the Office of Justice Programs, U.S. Department of Justice.

Deliverable Summary

This engagement will minimally include the performance of the following activities and production of the following work products as described in greater detail in Section G of this document.

1. Facilitation when needed and participation in the three (3) Operations, Policy, and Technology working group meetings (frequency once a month for each working group or as needed). Each working group is expected to meet an average of twice monthly between the months of December and May and then as needed during the implementation of the Hate Crime data collection Pilot.
2. Facilitation of meetings in a manner that gains subject-matter-expert (SME) input, arrives at consensus, and garners endorsement – meetings will include discussion and review of documents necessary to build data requirements, data taxonomy, conformant service specification, service documentation, service interface descriptions, use case specifications, and Web Service Definition Language (WSDLs) for Simple Object Access Protocol (SOAP) based web services, Web Application Description Language (WADL) for Representational State Transfer (REST) web services or JavaScript Object Notation (JSON) documentation etc.
3. Creation, maintenance, and regular sharing/vetting of meeting notes, deliverables, service specification-related issues and actions, and actual service artifacts.
4. Pre- and post-meeting preparation and material development/dissemination.
5. Creation of regular status reports, updated project plans, and detailed work remaining estimates (to be done while service specifications are under development and implementation is in progress).

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6. Participation in, and facilitation of, regularly scheduled conference calls determined by the IJIS Institute.
7. Iterative development of specification artifacts (as defined by the IJIS Institute staff) to minimally include catalog files, service metadata, service description documentation, service interface documentation, service schemas, and sample files, and comprehensive support documentation.
8. Creation and possible delivery of project outreach and communication presentations, articles, or program reviews as requested by IJIS Institute staff.
9. Provide implementation guidance of completed service specifications for three (3) pilot site locations.
10. Develop implementation guide and training materials.

C. RFP DATES

Item	Due Date (Eastern time)	Notes
Statement of Intent	Midnight, Monday, 11/25/24	<ul style="list-style-type: none"> Email to renee.cobb@ijis.org Note that responses to questions (below) will be distributed to any firm that submits a statement of intent or question(s).
Questions	Midnight, Friday, 12/02/24	<ul style="list-style-type: none"> Email to renee.cobb@ijis.org All questions should be submitted in writing Responses to questions (below) will be distributed to any firm that submits a statement of intent or question(s)
Proposals	Midnight, Friday, 12/06/24	<ul style="list-style-type: none"> Email to renee.cobb@ijis.org The attachments listed below and the content within this document should be reviewed and should all be considered relevant to your creation of a complete and compliant response. Specifically, The Proposal Content Requirements section of the RFP should be used to guide and format your proposal content, paying special attention to the "selection criteria" which will be used to score and select the service provider.

D. REFERENCE MATERIAL ATTACHMENTS

The following reference materials are attached for your reference and use:

Attachment Title	Notes
Proposal Response Worksheet	Must be completed and returned with the proposal. The project intends to complete the listed tasks as soon as possible. Please note that the dates are estimates and may change.
Proposal Response Document	Must be completed and returned with the proposal
Subcontractor Agreement	Carefully review this document to understand the terms and conditions that will apply under the associated contract.
Travel Reimbursement Guidelines	Review to understand IJIS travel reimbursement policies and Invoice Requirements
NIEM Model Architecture https://niem.github.io/reference/concepts/	Review this NIEM model architecture document to understand the guidelines and expectations for the development of a NIEM IEPD and related work product.
NIEM Naming and Design Rules https://reference.niem.gov/niem/specification/naming-and-design-rules/	Review this link which provides NIEM naming & design rules as well as data modeling guidelines to understand expectations for NIEM IEPD development.

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<p>GRA Framework v1.9.1</p>	<p>This document is a conceptual framework for SOA that is based on an industry standard, the OASIS SOA Reference Model, which was developed by a committee of industry and government SOA experts, including some of the GISWG members who authored the GRA.</p>
<p>GRA Service Specification Guideline (SSG) v1.0</p>	<p>This is a Service Specification Guideline. The SSG provides detailed information on the contents required for each Service Specification. It serves as a guide and reference for developing the Service Specifications.</p> <p>This document should be used as a reference to provide a rough idea of the content required within a Service Specification and to assist potential subcontractors in determining the level of effort required in developing a Service Specification.</p>
<p>NIBRS https://le.fbi.gov/informational-tools/ucr/ucr-technical-specifications-user-manuals-and-data-tools#NIBRS</p>	<p>This Link provides the background on the NIBRS specification and associated documents to help architect the specification</p>
<p>Hate Crime Data Collection and Training Guidelines https://le.fbi.gov/file-repository/hate-crime-data-collection-guidelines-and-training-manual.pdf/view</p>	<p>This link provides information and guidance for Law Enforcement agencies on how to collect and train staff on collecting hate crime related data</p>

E. STAKEHOLDERS

1. The IJIS Institute will serve as the (prime) contracting authority to the selected subcontractor for this engagement. The subcontractor will receive direction from the IJIS project manager. In cases where a consensus position cannot be reached, the IJIS project manager will serve to provide an authoritative decision. All decisions are also subject to external review by the grant sponsor.
2. The Hate Crime Executive Committee and the working groups will serve as SME’s and provide guidance and advisory for the overall project and will be available to provide advice and key counsel for this development and implementation.
3. SME team representatives will participate in workshop meetings in order to provide subject matter expertise in understanding key Hate Crime related data collection and reporting policies, practices, processes, systems, and best practices. The selected subcontractor will be required to facilitate the workshop meetings and utilize related artifacts created during the workshops.
4. Industry representatives will be present during workshops in a volunteer capacity to provide technology expertise and private industry representation. These industry representatives will differ from the selected subcontractor in that the role of the subcontractor will be to primarily focus on the activities and deliverables set forth in this document.

F. LOCATIONS

Face-to-face modeling workshops will take place virtually and dates for these meetings are yet to be finalized and these meetings will be coordinated with the selected subcontractor and the working groups.

Conference calls and web conferences will be utilized as needed to facilitate real-time discussions and to vet project deliverables. These remote meetings will be provided by the IJIS Institute, so the contractor is not expected to incur connection costs.

It is anticipated much of the work required to develop the specifications artifacts will be completed remotely at the candidate’s desired work location.

G. DESCRIPTION OF EFFORT

Required Activities:

The activities listed below will result in the completion of a business and technical decomposition along with the identification, refactoring, and prioritization of candidate services. The selected subcontractors will use remote workshops and conference calls to develop the conceptual and logical models documented in sufficient detail to support the development of the Specification Description document. Upon completion and delivery of the completed specification documentation, the contractor will be responsible for providing guidance to the selected pilot sites staff or contractor to implement the service at up to three (3) pilot locations. The workshops will likely begin with a general problem area topic, so the discussion will need to progress to the business and technical decomposition along with the identification, refactoring, and prioritization of candidate services. The workshops will also result in update to description of conceptual and logical models documented in sufficient detail to support the subcontractor's Service Specification development. A complete activity list appears below:

Pre-Modeling Activities

1. Perform project, meeting, and deliverable planning with the IJIS Institute Project Manager to secure effective and efficient meetings and timely delivery of work products.
2. Conduct NIEM, GRA, NIBRS, Hate Crime data collection and other artifacts.
3. Participate in a kickoff meeting conference call.
4. Work with the IJIS Institute Project Manager, and working groups, to create remote workshop and conference call agendas (and/or other preparatory work) as required to guide and secure the necessary information to develop specification requirements, and associated documentation.
5. Participate in all the conference calls.

Specification Development Workshops and Conference Calls

6. Facilitate Specification development conference calls and other meetings as needed.
7. Decomposition - Facilitate and lead, with the face-to-face meeting participants, a business and technical decomposition of the hate crime data collection, reporting create/update a list of business and technical capabilities within the criminal justice and non-criminal justice agencies.
8. Identification and Prioritization - Facilitate with the working group members and other SMEs in, the creation of a basic Gap analysis of business and technical capabilities using business processes (use cases) as an input to create the hate crime specification with the prioritized data elements, services and associated descriptions.
9. Service Modeling - Facilitate and lead the workshop participants, activities to expand on the service model material produced earlier. Begin describing the conceptual and logical models of the prioritized services and may include (but will not be limited to) a list of inputs and outputs, an action list, assumptions and dependencies, and business use cases for the prioritized services (web services etc.). The result of this meeting will serve as the transition point in developing the specifications.
10. Compose meeting minutes, detailed notes, and action items as they pertain to service description development.

Develop Specification Descriptions

11. Participate in a post- meeting conference call(s) (as needed).
12. Work on other post- meeting action items (if any arise from the face-to-face meeting).
13. Develop Specifications based on the Service Specification, NIEM, GRA (or other variations), NIBRS, Hate Crime data collection Guideline as well as information and artifacts attained from the aforementioned workshops.

- a. Note that each Specification includes a NIEM IEPD, web services (SOAP, Restful), JSON etc. as part of the artifacts. *The selection of the final options to be included in the specification will be driven by the selected subcontractor recommendation and final decision being made by the project sponsor and technology working group.*
14. Participate in web conferences with the SME group participants to discuss edits and comments related to the Specifications (each call is anticipated to last approximately three to four hours).
 - a. Take notes on proposed edits and comments.
 - b. Ask questions to clarify requested edits and comments.
 - c. Perform edits to the Service Specifications documents based on comments.
15. Develop and submit weekly development status reports to the IJIS Institute project manager (once Specification development has begun).
16. Participate in weekly conference calls and provide development status (once specification Description development has begun - each call is anticipated to last approximately 0.5 hours – 1 hours).

Pilot Site Implementation

17. Work with local agency staff, their solution provider, and IJIS Institute to provide guidance for specification implementation

Post-Specification Development

18. Develop Implementation Guide.
19. Participate in creation of the Draft Project Report.
 - a. Provide all substantive inputs related to lessons learned and other findings while developing the Service Specifications and provide written suggestions on how the process could have been improved. (This is expected to be a fairly brief document, possibly one page.)

Required Approach

1. Unless indicated otherwise, the IJIS project manager shall serve as the single point of contact for all communications.
2. The subcontractor shall supply any and all necessary development tools for the creation Service Descriptions
3. The Guidelines (NIEM, NIBRS, GRA) for Identifying and Designing Services documents will be used as guides and templates to produce the Specification (including web services) Descriptions.
4. All work produced under this project shall be consumable by members, practitioners, and industry communities without requiring the purchase of any additional non-typical proprietary tools (e.g., work products may be MS Word or Adobe PDF files). If proprietary tools are used to create or publish the work products, the product artifacts must be provided in a format that can be read via non-proprietary or open-source tools.
5. All delivered work products shall be compliant with open standards and can be read and modified by non-proprietary tools.
6. The selected contractor must be able to effectively work and collaborate with all project partners including the pilot agencies and other IJIS subcontractors.
7. Candidates for any IJIS consulting engagement are reminded that while consultants are performing the work of the engagement, they are representing the IJIS Institute and industry as a whole and are therefore discouraged from promoting any particular company's products or services at any time during the engagement. The primary principle behind the IJIS Institute's projects is to provide a company-neutral team that will focus their energy on the scope of work. Appropriate references to similar projects and lessons learned are encouraged as a method for validating recommendations. However, the

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emphasis of such references should be on the pertinent details of the engagement and not the firm(s) participating in the engagement.

Deliverables

Deliverables will include, but not be limited to, the following work products:

1. Meeting Notes and workshop facilitation
 - a. The selected subcontractor will be requested to develop meeting notes for each Use Case development, modeling workshop and include action items identified during the workshops.
 - i. The selected subcontractor may be requested to facilitate portions of the workshops in which they are taking notes. If facilitation is required, direction will be provided by the IJIS Project Manager.
2. Post workshop action items
 - a. Work products other than the ones listed in this document are not anticipated. However, action items may arise from one or more of the workshops that require the selected subcontractor's expertise to work on. If any action items for the selected subcontractor occur, they are not expected to be extremely time-consuming.
3. Weekly status report
 - a. During the time the Specification (IEPD, Web Services – WSDL etc.) is being developed, weekly status reports will be required. Status reports will be used as discussion topics for the weekly conference call.
4. Input of narratives and artifacts required for creation of the Project Report.
 - a. All work products will become the property of the grant sponsor.
 - b. This brief report will include findings and lessons learned.
 - c. Input to this document will be limited to the findings and lessons learned of this engagement.
5. Specification Artifacts – The table below provides list of artifacts that need to be delivered as part of the overall specification (based on NIEM and GRA). *Based on the technology and standards advancement please suggest any other artifacts that should be included in the final version of the specification.*

Artifact	Description	File Types	Required/Optional
Service Documents			
Metadata	All metadata registered with the Service.	xml, xhtml	R
Catalog	List of artifacts in the Service Package that is machine-readable; in an open, portable format; and browser displayable.	xml, xhtml	R
Catalog	A human readable version of the entire Service Specification Documentation.	html	R
Service Description Document	This document is designed as a template for developing a Service Description.	txt, doc	R
Service Interface Description Document	This document is designed as a template for developing a Service Interface Description.	txt, doc	R
Information Model Documents			
IEPD	All artifacts associated with the Information Exchange Package in a self-contained zip file.	.zip	R
IEPD schemas	All schemas defined as part of the IEPD and usually located in the schema folder of the IEPD	.xsd	R
IEPD samples	Samples defined as part of the IEPD and usually located in the sample folder of the IEPD	.xml, doc, jpg, pdf, gif	R
Exchange Context Model	The exchange context model as defined by NIEM in standard open format (xmi, vsd, zargo) and standard open graphic (jpg, gif, pdf, etc.). That is likely a Unified Modeling Language (UML) model.	xmi, zargo, jpg, gif, pdf	O
Various			

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Artifact	Description	File Types	Required/ Optional
Service Change Log	Record of cumulative changes from previous service versions. The initial service entry simply records its creation date.	xml, txt, doc	R
Service Change Log by Interface	Record of cumulative changes from previous service interface versions. The initial service interface entry simply records its creation date.	xml, txt, doc	R
Usage Guide	Explains how a consumer would use the service. The usage guide would show typical binding and requests.	txt, doc	R
Exceptions and Fault Documents	This guide would also include any information necessary to handle exceptions or faults generated by the service.	txt, doc	R
Memoranda of Understanding (MOU) Documents	Memorandums of understanding among participating agencies. The service provider may requirement each consumer to sign a MOU before the consumption process can begin in production.	txt, doc	O
Service Level Agreement Documents	This needs to match Service Level Agreement (SLA) documents/templates created by the M&P workgroup.	txt, doc	O
Service Requirements Document	The service/software requirements document captures the complete software requirements for the system, or a portion of the system.	txt, doc	R
Requirements Traceability	The requirements traceability matrix is a table used to trace project life cycle activities and work products to the project requirements. The matrix establishes a thread that traces requirements from identification through implementation.	xls, pdf	R
Detailed Design Document	The purpose of this document is to bring all of the models together in one document which satisfies the requirements.	txt, doc	R
Business Process Analysis	This document defines the business process model and requirements which supports/defines this service.	txt, doc	R
Business Process Model	This is the actual document which describes the business process model for the web service. In many cases this can be used to import/export the process model for the service.	BPMN, BPEL, JIEM, UML	R
Use Case Specification	The use case specification contains information regarding the use case model of the service. This information could be part of the service description document or included in a separate specification document referenced by the service description document. The use case specification document contains use case diagrams and use case scenarios.	txt, doc	R
Use Case Diagrams	Use case diagram in standard open format and standard graphic, likely UML.	vsd, xmi, zargo, jpg, pdf	R
Project Charter	A document that contains the project overview, scope, objectives, constraints, sponsors, and participants. This document is useful to gain a general understanding of the project/effort used to create this service.	txt, doc	O
Test Cases	This document describes the specific functions and objectives for exercising the producer's service. Specific actions are identified and measured against expected testing results and outcomes.	txt, doc	R
Testing Results Report	Description and results of validation and conformance testing performed — may include testing output or products.	txt, doc	R

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Artifact	Description	File Types	Required/ Optional
Asset Cost	Document which identifies the cost for building the service package necessary to support the business capabilities. The asset cost is not cumulative (from version to version). Rather this documents the costs associated with this particular service package.	xls	O
Interface Files			
Web Service			
WSDL	The Web Service Description Language file for the service being implemented.	wsdl	R
Sample SOAP/RESTful Request(s)	Sample web service requests for this service which utilizes one of the actions defined for the service.	xml	R
Sample SOAP/Restful Reply(s)	Sample web service reply which corresponds to the web service request.	xml	R
ebXML			
ebXML	The ebXML schemas files for the service being implemented.	xsd	R
Sample ebXML Request(s)	Sample ebXML requests for this service which utilizes one of the actions defined for the service.	xml	R
Sample ebXML Reply(s)	Sample ebXML reply message which corresponds to the ebXML request.	xml	R
Security and Privacy Information			
Security and Privacy Documentation	This document would identify the security and privacy necessary for accessing and handling the information provided by the service.	txt, doc, pdf	R
GFIPM Metadata	This is the GFIPM Metadata Schema and the respective sample XML which is used to authorize access to the service.	xsd, xml	O
Access Control Policy Maps	This would identify all security federations and networks which this service is secured and available for use.	xls	O
XACML	The XML Access Control (XACML) representation of the security policy necessary for accessing this service.	xml	O

6. Support Files and Forms
 - a. Catalog of IEPD artifacts with a user-friendly open portable format with navigation tool
 - b. Metadata form
 - c. Relevant source or supporting documents

7. Provide implementation guidance of completed service specifications for three (3) pilot site locations

8. Implementation Guide and Training Materials

Mandatory Staff Skills

1. Experience/understanding of Criminal Justice enterprise especially law enforcement systems and technology.
2. Experience working with record management systems, state repositories, and FBI CJIS NIBRS and UCR system.
3. Experience in implementing NIBRS based data collection and reporting including understanding of all the conformance rules.
4. Experience developing functional SOAP/RESTful service requirements.
5. Experience developing and implementing SOAP/RESTful solutions, including web services applications (experience with WSDL, WADL, WS-*, XML, JSON, and SOAP).

6. Experience developing and implementing ebXML.
7. Experience developing GRA Service Specification.
8. Experience creating graphical models of business use cases.
9. Experience developing functional service requirements.
10. Experience developing and implementing SOAP/RESTful, JSON solutions, including web-services applications (experience with WSDL, WADL, UDDI, XML, JSON, and SOAP).
11. Experience creating graphical models of business use cases.
12. Experience writing business scenario narratives.
13. Experience with use of BPMN or similar open standards notation.
14. Experience creating UML diagrams.
15. Experience with SOAP/RESTful or other service identification.
16. Experience developing logical and conceptual models in a Service Oriented Architecture.
17. The candidate shall have seasoned skills and experience conducting work group facilitation and acquiring or refining requirements via group interaction.

Desired Staff Skills

1. Awareness of issues surrounding intelligence sharing, 28 CFR Part 23, and the roles and responsibilities of various state and local criminal justice agencies in cross-boundary intelligence sharing.
2. Familiarity with the OASIS Service Oriented Architecture Reference Model.
3. Experience/understanding of the law enforcement domain and business processes.
4. Experience creating public safety system data exchanges.
5. Strong writing skills
6. Strong presentation skills.
7. Strong workshop facilitation skills.

H. DESCRIPTION OF SPECIFIC ENGAGEMENT

Target Dates and Task Overview:

A project plan and schedule will be managed by the IJIS Institute Project Manager. The Contractor will initially submit and keep the IJIS project manager abreast of all contractor tasks, schedules, dependencies, progress, and risks that impact delivery of timely, complete, and quality deliverables. Contractor activities and deliverable progress and task schedules will be regularly submitted to the project manager for updating of IJIS Institute project plan.

It is believed this subcontract work will involve at least the items documented in the; (1) Proposal Cost Form, (2) Required Activities section, and (3) Required Deliverables section. Candidates are asked to review activities and references to deliverables in the aforementioned forms and document sections and then document the estimated dates, level of effort hours, and costs directly into a proposal specific Proposal Cost Form. Candidates may add any additional activities proposed to the last section of the Proposal Cost Form.

It will be assumed that proposals can support this schedule and these delivery or completion dates unless otherwise noted in the proposal where new dates and or activities and deliverables are included in the Proposal Cost Form submission.

IJIS Technology Services - Request for Proposal

Time Expectations:

The primary period of performance for this engagement is expected to begin no later than **December 16, 2024** and end on or around **December 31, 2026**.

Activity / Deliverable	Current Start Date	Current End Date
Kick-Off Call	12/16/24	12/16/24
Finalize development and implementation timeline	12/16/24	12/20/24
NIBRS and Hate Crime Data collection Review	12/16/24	01/08/25
Participate in Operations Working Group Call	01/08/25	01/08/25
Participate in Policy Working Group Call	02/12/25	02/12/25
Participate in Technology Working Group Call	02/13/25	02/13/25
Facilitate and Develop Use Cases and associated workflow and data dictionary with working groups (minimum of three (3) meetings required)	01/08/25	03/14/25
Develop Specification Requirements Document	02/21/25	03/31/25
Share draft requirements with the IJIS PM	04/01/25	04/01/25
Present to the working groups the final draft of the requirements including the use cases and the data model	04/07/25	04/07/25
Incorporate working group feedback	04/08/25	04/11/25
Conduct final review of the requirements and all the associated artifacts with the working group	04/14/25	04/14/25
Finalize Requirements	04/15/25	04/18/25
Develop hate crime specification and associated documents	02/17/25	04/25/25
Review the draft specification with the IJIS PM	04/28/25	04/28/25
Conduct review of draft specification with the executive committee and working group	05/05/25	05/05/25
Update specification based on the working group feedback	05/06/25	05/09/25
Conference Call to review Service Description changes	05/12/25	05/12/25
Submit Final Draft Service Specification for IJIS PM approval	05/14/25	05/14/25
Finalize hate crime specification	05/15/25	05/19/25
Develop implementation guide and training materials	05/15/25	05/30/25
Support specification implementation at the three (3) pilot sites	06/02/25	11/28/25
Create brief findings and lessons learned report	12/01/25	12/19/25
Weekly Updates	12/16/25	12/19/25
Weekly Conference Calls	12/16/25	12/19/25

I. COMPENSATION

Labor and Materials Compensation

- This work will be performed under a time and materials contract with a funding cap. Compliant proposals will not exceed a total cost of **\$175,000 (for Specification development and pilot implementation)** (although candidates that justifiably exceed the cost will still remain under consideration). Candidates that anticipate not being unable to complete all the work activities or products within this funding cap may submit proposals with less than the defined items as long as they clearly indicate which activities and work products are and are not targeted for completion in both the proposal and on the Proposal Response Worksheet.
- Reimbursement for labor, materials, and travel expenses must be submitted to the IJIS Institute within 30 days of incurring the expense and must include a description of the activity and related deliverable line item against which the charge applies.

Travel Compensation

Currently all work is scheduled to be performed remotely but if travel is required travel expenses will be directly paid for by the IJIS Institute or reimbursed by the IJIS Institute where prior arrangements have been made and authorized by the IJIS Institute PM in compliance with the IJIS travel and expense policy. A full description of travel reimbursement policies and procedures can be found in the attached "Travel Reimbursement Guidelines". Important criteria include:

- Airline travel to and from a designated site visit shall be made by the IJIS Travel Coordinator.
- Lodging will be coordinated and acquired by IJIS Travel Coordinator.
- Daily food and incidental per-diem rates will follow GSA guidelines in cases where meals are not already being provided as part of a meeting or lodging.
- Additional expenses may be covered provided that they are pre-approved by IJIS staff.

J. SELECTION CRITERIA

The IJIS Institute utilizes a consistently applied selection methodology, performed by a team of evaluators. This methodology utilizes a formula that takes into consideration the below criteria. Selections will be based on evaluating to what degree each proposal and candidate complies with RFP requirements (compared to a like evaluation of other proposals and candidates) using the criteria weights defined below. .

Scoring Category	
Activities	10%
Required Approach	10%
Schedule / Dates	15%
Deliverables	20%
Mandatory Staff Skills	15%
Desired Staff Skills	10%
Hourly Rate Calculation	5%
Not to Exceed Cost	10%
Total Hours	5%

K. PROPOSAL CONTENT REQUIREMENTS

The IJIS Institute requires that candidate firms responding to this RFP must submit a proposal that adheres to the following proposal outline. A complete and compliant proposal includes a full response to the RFP sections defined in this section as well as a detailed description of any exceptions to information and supporting artifacts listed elsewhere. Additional relevant information, even if not requested, is welcomed.

1. **Proposal Worksheet** (MS Excel format - provided with this RFP document)
2. **Proposal Response Document** (MS Word format - provided with this document)
3. **Résumés** (Full resume for each proposed staff member involved in the engagement)
4. **List of Relevant Previous Work**
5. **References and/or Reference Letters**

Notes:

1. Exceptions include:
 - Requested modifications to the activity/deliverable list or associated dates
 - Requested modifications to documentation standards or processes which were specified
 - Requested modifications to terms and conditions in the Subcontractor Agreement contract
 - Requested modifications to the travel reimbursement policy

END OF DOCUMENT