



# Call for Consultants

**Title:** Call for Consultants (CFC) to  
Support the National Law  
Enforcement Transition to NIBRS  
(LETNIBRS)

**Issue Date:** March 14, 2025

**Primary Contact:** Renee Cobb

IJIS Institute  
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**Responses Due:** April 30, 2025

## 1. LETNIBRS Technical Assistance (TA) Consulting Opportunities

The IJIS Institute invites you, your agency, or your firm to submit candidates that are capable of providing Technical Assistance (TA) on NIBRS compliance/transition for selected agencies nationwide in support of the Bureau of Justice Statistics (BJS) funded Law Enforcement Transition to NIBRS (LETNIBRS) Project and as defined in this Call for Consultants (CFC). Subject Matter Experts are being sought through this Call for Consultants to serve in a pool of skilled resources for the IJIS Institute to be called upon to provide short-term NIBRS technology assistance to law enforcement agencies identified as part of the LETNIBRS Project.

If you, your agency or your firm has staff with the appropriate skill sets, as specified below, who are available through December 2026 (and perhaps beyond) to provide NIBRS technical assistance, you are encouraged to submit a proposal package.

➤ Please note that proposal packages will only be accepted in **Microsoft Word** format only.

The focus of this CFC is for individual candidates, and not a company or team, to provide consultant services to state and local law enforcement agencies to assist them in their transition to NIBRS. Each candidate consultant will be independently evaluated. Those meeting the required qualifications will be included on a list of qualified consultants to be considered for TA engagements to provide technical assistance to law enforcement agencies identified as part of the LETNIBRS Project.

Consultants will provide BJS LETNIBRS grantee agencies with training, readiness assessments and technical assistance.

Efforts may require limited associated travel with the remainder of the efforts to be conducted via TEAMS meetings. Agencies or companies are welcome to submit names of more than one person to serve in this capacity. Each application must include the following for each candidate submitted:

- 1) A document that describes, in detail, the candidate's experience as it relates to each of the requested and preferred skills, which have been specified below.
- 2) The candidate's resume.

Solicitation responses in Microsoft Word format only are due by **5:00pm (ET) on April 30, 2025.**

Proposal packages are to be **submitted via email** to [Renee.Cobb@ijis.org](mailto:Renee.Cobb@ijis.org)

The IJIS Institute will begin its evaluation and selection process on April 7th, 2025. At that time, all consultant applications submitted will be evaluated and scored using the selection criteria specified by the requested and desired skills detailed below. It is important that your submission clearly identify the candidate's experience in each of the specified skill set areas. Candidates will be notified as soon as practical as to whether they have been selected to be part of the resource pool to support the provision of technical assistance. Please do not hesitate to contact Renee Cobb if you have any questions about this effort.

*It should be noted that candidates who previously submitted applications to an earlier/related NIBRS Assessment should re-submit an application for consideration.*

## 2. BACKGROUND

The [National Incident Based Reporting System \(NIBRS\)](#) is managed by the [Federal Bureau of Investigation's \(FBI\) Criminal Justice Information Services \(CJIS\) division](#). NIBRS replaces the Uniform Crime Reporting (UCR) Program's traditional Summary Reporting System which provides an aggregate monthly tally of crimes. NIBRS improves the overall quality of crime data collected by law enforcement by capturing detailed data from law enforcement agencies (LEAs) about demographics of victims, offenders, and persons arrested; types and amounts of property loss, weapons, and drugs; and other characteristics of criminal incidents. NIBRS data enable a comprehensive view of crime and provide a platform for making well-informed decision about public safety across all levels of government. Individual LEAs will find NIBRS compliant systems can enhance their crime analysis capabilities as well as their ability to share data with their communities.

The U.S. Department of Justice, Bureau of Justice Statistics (BJS) is providing technical assistance support to increase and enhance NIBRS crime reporting through the Law Enforcement Transition (LETNIBRS) program. To date, less than ninety (90) percent of the United States population is covered by NIBRS crime reporting as many statistically significant agencies have not yet transitioned from the UCR Program's traditional Summary Reporting System. Years ago, this transition generally required an upgrade to or replacement of an existing records management system (RMS). LETNIBRS funds will not be used for replacement of RMS systems but will provide funding to support technical assistance to help address challenges associated with RMS and NIBRS implementation.

LETNIBRS is a collaborative undertaking supported by the Federal Bureau of Investigation (FBI) and other Department of Justice (DOJ) agencies. The LETNIBRS project team, consisting of the IJIS Institute, RTI International and Full Circle Training Solutions is responsible for carrying out the Project's implementation plans in support of the goals and objectives identified by the Bureau of Justice Statistics. This project will support efficient communication between law enforcement, state UCR coordinators and the RMS software industry and leverage repeatable processes and models for technical assistance in order help agencies more quickly achieve NIBRS certification.

The LETNIBRS project team conducted a comprehensive environmental scan and assessment to identify states and agencies which have not yet fully transitioned to NIBRS. As part of this effort, specific agencies which will have the greatest impact on increased NIBRS crime reporting both nationally and at the state level were identified and will be considered for technical assistance. Technical assistance may include project implementation guidance, business process change support as it relates to NIBRS, offense code table support, and certification support to include assistance with resolving errors.

BJS recognizes the importance of the support of the law enforcement community to ensure the success of this project and has communicated with senior law enforcement executives and UCR coordinators in each of the states identified through the environmental scan as needing assistance in achieving increased NIBRS report. BJS will continue to engage state and local law enforcement through regular contact with State UCR Coordinators, an Executive Committee and engagement with individual agencies.

Since 2012, the FBI and the Bureau of Justice Statistics in the U.S. Department of Justice have been leading efforts to significantly increase NIBRS reporting through the National Crime Statistics Exchange (NCS-X)

Initiative which sought to increase the participation in NIBRS by encouraging an additional 400 randomly selected agencies to join in submitting NIBRS-conformant data either through their state UCR program or directly to the FBI and now the LETNIBRS Program.

### 3. TA ACTIVITY SCHEDULE04

NOTE: These dates are subject to change.

|  |                                  |
|--|----------------------------------|
| Issue Consultant Call                      | March 14, 2025                   |
| Consultant Selection by the IJIS Institute | Rolling Basis thru May 5th, 2025 |
| Potential Consulting Assignments Begin     | April 28th, 2025                 |

### 4. SKILL/EXPERIENCE REQUIREMENTS

#### Requested and Preferred Skills

Your proposal package must describe the candidate's experience as it relates to the following requested and preferred skills: (Note that not all skills are required but your candidate must demonstrate experience with NIBRS implementation.)

- Experience in NIBRS data element definitions and editing requirements for submission to the state or FBI NIBRS repository.
- Experience with mapping NIBRS to State Offense Code Tables.
- Experience with identifying and resolving NIBRS errors.
- Experience with business process changes related to RMS and NIBRS implementation.
- Experience with RMS implementation and rollout to include scheduling, training and Go-Live.
- Strong technical skills in both software development/design, and, in solution/network design to evaluate a best path for NIBRS submissions for a statewide solution.
- Working technical knowledge of law enforcement and Records Management Systems (RMS).
- Experience working with **small** law enforcement agencies.
- Experience working with **large** law enforcement agencies.
- Strong technical interview facilitation, writing, and document reviewing skills.
- Knowledge of current technology practices in information sharing standards.

Proposal packages that do not specifically address these elements may not be considered.

### 5. COMPENSATION

The following compensation will be provided to the firms of the selected consultants:

*The IJIS Institute will provide reimbursement for labor to each individual/firm at the rate of up to **\$650 per day** of consulting time.*

## 6. OTHER ENGAGEMENT CONSTRAINTS

**IJIS TA:** A primary principle of the IJIS Institute's TA Program is to provide solution-neutral guidance to recipient agencies. As it relates to any industry applicant, a company-neutral individual consultant or consultant team will focus their energy on the TA engagement's scope of work only. Candidates selected for an IJIS Institute consulting engagement are reminded that while consultants are performing the work of the engagement, they are representing the IJIS Institute and its Collaboration Network and are discouraged from promoting any of their company's products or services (if applicable) at any time during the engagement. Appropriate references to similar projects and lessons learned are encouraged as a method for validating recommendations; however, the emphasis of such references should be on the pertinent details of the engagement and not on the firm(s) participating in the engagement. Consultants selected for IJIS TA engagements must adhere to the IJIS Institute's Technology Assistance (TA) & Training Engagement (TE) Consultant/Sub-contractor Performance Agreement document.

## 7. RESPONSE REQUIREMENTS

A complete and compliant proposal shall include the following items plus clear indication of any requested exceptions.

- 1) **CFC Response Document** *(Required for All Submissions)*
  - a) Microsoft Word format – template provided with the CFC. The response to this CFC MUST be on the CFC Response Document that is provided. No other submissions will be accepted.
  - b) Candidate's full resume must be included in the CFC Response Document

## 8. RESPONSE SUBMISSION

| ITEM                                | DUE DATE (EST)                 | NOTES  |
|-------------------------------------|--------------------------------|--|
| <b>Complete Response Submission</b> | <b>5:00 pm, April 30, 2025</b> | <ul style="list-style-type: none"> <li>▪ Email to <a href="mailto:renee.cobb@ijis.org">renee.cobb@ijis.org</a></li> <li>▪ Responses must be submitted in accordance with the content requirements described in this CFC and must be submitted by the date and time listed here.</li> </ul> |

## **RESPONSE TEMPLATE FOR IJIS CALL FOR LETNIBRS CONSULTANTS**

### **Requested and Preferred Skills**

Describe the candidate's experience as it relates to the following requested and preferred skills:

- 1. Experience in NIBRS data element definitions and editing requirements for submission to the state or FBI NIBRS repository.**
- 2. Experience with mapping NIBRS to State Offense Code Tables.**
- 3. Experience with identifying and resolving NIBRS errors.**
- 4. Experience with business process changes related to RMS and NIBRS implementation.**
- 5. Experience with RMS implementation and rollout to include scheduling, training and Go-Live.**
- 6. Strong technical skills in both software development/design, and, in solution/network design to evaluate a best path for NIBRS submissions for a statewide solution.**
- 7. Working technical knowledge of law enforcement and Records Management Systems (RMS).**
- 8. Experience working with small law enforcement agencies.**
- 9. Experience working with large law enforcement agencies.**
- 10. Strong technical interview facilitation, writing, and document reviewing skills.**
- 11. Knowledge of current technology practices in information sharing standards.**