Request for Proposal for
Software Development Services

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Responses Due: July 31, 2017, 11:59 PM EDT

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Introduction

Purpose

SEARCH is seeking to secure the services of qualified software developer(s) through a contract with a software developer service provider (hereinafter called “Vendor”). The Vendor must be able to supply qualified contract software developers (hereinafter called “Contractor” or “Developer”) in a variety of technologies and disciplines as outlined in this Request for Proposal (RFP). Work will be performed on a task or work order basis, where each order clearly specifies scope of development tasks. The work must be performed on site in San Juan, Puerto Rico, under supervision of the Administrative Director, Criminal Justice Information System, Puerto Rico Department of Justice.

The period of performance for this RFP is through March 31, 2018. The contract with the selected Vendor may be extended thereafter.

Background

SEARCH, The National Consortium for Justice Information and Statistics, is a nonprofit membership organization created by and for the states. Since 1969, SEARCH's primary objective has been to identify and help solve the information management problems of state and local justice agencies confronted with the need to exchange information with other local agencies, state agencies, agencies in other states, or with the Federal government. SEARCH is governed by a Membership Group comprised of one gubernatorial appointee from each of the 50 states, the District of Columbia, and the territories, as well as eight at-large appointees selected by SEARCH's Chair. Members are primarily state-level justice officials responsible for operational decisions and policymaking concerning the management of criminal justice information, particularly criminal history information. Funding for SEARCH activities is provided by annual fees from Member states for the operation of the consortium and Board of Directors; grants from various U.S. Federal government agencies; state grants; and Federal, state, and local contracts. Additional information about SEARCH is available at http://www.search.org.

Description of Work to be Performed

SEARCH is developing open source message switch software components that will allow for secure and reliable communications with State, FBI, and Nlets systems. Developers will play a role in all aspects of development and implementation, including design, programming, testing, and configuration. Design requirements will be provided to the contractor following an agile development methodology. Developers must employ industry best practices for technology project management.

Contractors will work as needed with customers, designers, and SEARCH staff to complete task orders.

Skillsets and Experience

1. Required Skills

- Experience working with agile software development processes with rapid iteration cycles (1–3 weeks)
- Experience with and commitment to key development practices inherent to effective agile development, including:
  - Unit testing, including use of tools such as JUnit and testing with mock objects
  - Continuous integration, including use of integration tools such as Jenkins
  - Refactoring
- Familiarity with object-oriented design and development, including design patterns and effective use of interfaces
- Experience with the SEARCH standard development environment:
  - Java
2. Desired Skills

- Spring technologies, including Security, JDBC, MVC, WebFlow (subject to change based on how we handle query UI)
- Hibernate
- XQuery, XSLT, XPath
- Java security model and handling X509 certificates, truststores, etc.
- WSS4J
- WS-ReliableMessaging, WS-Security, WS-Trust, and WS-Addressing
- WS-Security with SAML
- Apache Karaf and OSGi
- FBI and Nlets message formats
- Socket protocols

Cost

Vendor’s proposal must state the hourly rate for each candidate whose résumé is being submitted in this proposal. This hourly rate is inclusive of all expenses and will be the only basis of payment by SEARCH to Vendor.

Schedule

The schedule for this RFP is as follows. The time each milestone is due is defined as 4:00 PM Eastern Standard Time on the date indicated on the schedule, unless indicated otherwise. This schedule is subject to change at SEARCH’s sole discretion at any time.

<table>
<thead>
<tr>
<th>MILESTONE</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>SEARCH issues RFP</td>
<td>July 17, 2017</td>
</tr>
<tr>
<td>Vendors submit questions to SEARCH</td>
<td>July 21, 2017</td>
</tr>
<tr>
<td>SEARCH posts responses to questions</td>
<td>July 24, 2017</td>
</tr>
<tr>
<td>Vendors submit RFP response/Proposal to SEARCH</td>
<td>July 31, 2017</td>
</tr>
<tr>
<td>SEARCH designates successful Vendors</td>
<td>August 4, 2017</td>
</tr>
<tr>
<td>Completion of contract execution</td>
<td>August 14, 2017</td>
</tr>
<tr>
<td>Contract start date and work begins</td>
<td>TBD</td>
</tr>
</tbody>
</table>
Administrative Requirements

Prospective Vendors are responsible for ensuring that their responses conform to the following requirements.

RFP Coordinator (Proper Communication)

The Coordinator for this RFP is:

Andrew T. Owen
Director, Information Sharing Programs, SEARCH

andrew@search.org
(916) 215-3933

Upon release of this RFP, all communications between prospective Vendors and SEARCH concerning this RFP must be directed to the Coordinator. Communication about this RFP between prospective Vendors and SEARCH staff other than the Coordinator may result in disqualification of such Vendors.

Reliance on Written Communication

Oral communication between SEARCH and prospective Vendors is unofficial and non-binding on SEARCH. Vendors may rely only on written information issued by the Coordinator.

SEARCH will post all written information and correspondence with prospective Vendors on the same Website at which this RFP was originally posted. It is the responsibility of each prospective Vendor to visit the Website to find information posted by SEARCH. SEARCH will make no effort to contact prospective Vendors to inform them of written communication posted to the Website.

Vendor Questions Invited

SEARCH invites questions from prospective Vendors regarding this RFP. Such questions are intended to help SEARCH clarify RFP requirements, and communicate additional useful information about the skillsets required by SEARCH.

In their questions, Vendors should make reference to information in this RFP by line number(s) to facilitate SEARCH's response and to ensure clear communication.

Vendors should review publicly available information about SEARCH prior to submitting questions. This information is available at http://www.search.org.

Following the milestone established for the receipt of questions, SEARCH will post its responses to the same Website at which this RFP was originally posted. It is the responsibility of each prospective Vendor to visit the Website to view the responses.

SEARCH will remove the names of prospective Vendor firms and individuals along with their contact information from any written communication. However, by submitting a question to SEARCH, prospective Vendors acknowledge and accept that SEARCH is not liable for third parties' usage of written communication to identify prospective Vendors.
Vendor Complaints Regarding RFP Requirements

If a prospective Vendor believes that any requirement in this RFP unduly or unfairly restrains competition, then the Vendor must state such belief in writing to the RFP Coordinator prior to the milestone established for submission of questions. The statement should reference specific language in the RFP by line number(s).

SEARCH will evaluate all such complaints and will respond in writing to the complaining Vendor only, in advance of the milestone established for posting of responses to questions. SEARCH may, in its sole discretion, determine that it is in SEARCH’s best interests to alter the RFP to address the complaint. SEARCH may also in its sole discretion issue amendments to this RFP to address Vendor complaints or for any other reason.

SEARCH’s decisions regarding Vendor complaints and questions are final.

Proposal Presentation and Format Requirements

Prospective Vendors must submit proposals in Microsoft Word (Office 97 version or more recent) or Adobe PDF format (version 6.0 or more recent). Prospective Vendors may format their proposal in accordance with their best judgment, keeping in mind that SEARCH must be able to read each proposal easily. When printed, each proposal must print clearly in black-and-white on 8.5” x 11” paper.

Proposals in excess of 10 total printed pages (not including resumes) will be disqualified. Proposals must be written in English.

Submission and Delivery of Proposals

Proposals must be submitted via email directly to the RFP Coordinator with documents attached to the email. Information provided in the body of the email rather than attachments thereto will be ignored by SEARCH.

The prospective Vendor’s response to this RFP in its entirety must be received and acknowledged by the RFP Coordinator in advance of the due date and time specified in the schedule above. Late proposals will not be accepted or considered.

SEARCH will acknowledge receipt of proposals by direct response to the submitter’s email within one (1) business day of receipt.

Proposals submitted by other means, including but not limited to in-person, fax, or postal delivery, will not be accepted.

Cost of Proposal Preparation

SEARCH will not reimburse prospective Vendors for any costs incurred in preparation of a response to this RFP.

Waive Minor Administrative Irregularities

SEARCH reserves the right to waive minor administrative irregularities contained in any proposal. Additionally, SEARCH reserves the right at its sole option to make corrections to prospective Vendors’ proposals when an obvious arithmetical error has been made in the price quotation. Prospective Vendors will not be allowed to make changes to their quoted price after the proposal submission deadline.
Errors in Proposal

Prospective Vendors are liable for all errors or omissions contained in their proposals. Prospective Vendors will not be allowed to alter proposal documents after the deadline for proposal submission. SEARCH is not liable for any errors in proposals. SEARCH reserves the right to contact a prospective Vendor for clarification of proposal contents.

Right to Cancel

SEARCH reserves the right to cancel this RFP at any time, for any reason. Issuing this RFP does not obligate SEARCH to enter into a contract with any Vendor or make any purchases.

Right to Reject

SEARCH reserves the right to reject all bids. Responses should be submitted initially with the most favorable terms that The Vendor can propose.

Incorporation of Documents into Contract

By submitting a proposal, prospective Vendors acknowledge and accept that the requirements of this RFP and the contents of the Vendor’s proposal will be incorporated into any contract entered into as a result of this RFP.

No Costs or Charges

By submitting a proposal, prospective Vendors acknowledge and accept that SEARCH shall not be liable for any costs or charges incurred prior to the formal and complete execution of a contract between SEARCH and the successful Vendor.

Federal Funding Requirements

Contracts resulting from this RFP may be funded using Federal funds from the U. S. Department of Justice, Office of Justice Programs, Bureau of Justice Assistance. As such, the Vendor will be required to comply with all applicable Federal regulations.

Price Stability

Contract prices and discounts shall be fixed at the time of Vendor qualification and shall be valid for the duration of the eligible time period.

Non-Endorsement and Publicity

SEARCH’s selection, if any, of a successful Vendor does not imply endorsement of the Vendor’s capabilities, personnel, products, or services. By submitting a proposal, Vendor agrees to make no reference to SEARCH, its staff, business partners, or granting agencies in any literature, promotional material, brochures, sales presentation, or the like, regardless of method of distribution, without the prior review and explicit written permission of SEARCH.

Withdrawal of Proposal

After submitting a proposal, prospective Vendors may withdraw such proposal at any time prior to the final submission date, as identified in the Schedule. Prospective Vendors may resubmit a proposal at any time up until this same milestone.
Optional Vendor Debriefing

Prospective Vendors, whether successful or unsuccessful, may request a debriefing of the results of SEARCH’s review of proposals. Vendors must notify the RFP Coordinator via email of a request for debriefing within two (2) business days of the announcement of a successful Vendor. The optional debriefing will not include any comparison between the proposal and any other proposals submitted. However, SEARCH will explain the factors considered in the evaluation of the Vendor’s proposal and the alignment of Vendor’s capabilities with the solicitation requirements.

Requirements

Requirement 1 – Vendor Profile

Prospective Vendor’s proposal must indicate:

- Legal business name
- Legal status (corporation, partnership, sole proprietorship, etc.) and state of incorporation, if applicable
- Year the entity was organized to do business, as it now substantially exists
- Address, voice and fax telephone numbers, and Internet Website URL for primary correspondence/contact
- Organizational chart indicating principal corporate organization, and identifying where in the organizational structure the proposed project participants reside
- Names and titles of principal officers
- Prospective Vendor’s proposal must indicate the name, title, and full contact information for the point of contact regarding this RFP
- Prospective Vendor’s proposal must indicate the name, title, and full contact information for the staff member with accountability and the ability to obligate the Vendor for the development project envisioned by this RFP

Requirement 2 – Acknowledgment of Terms and Conditions

Prospective Vendor’s proposal must acknowledge and accept each and every one of the following terms and conditions, and acknowledge Vendor’s commitment to enter into a contract with SEARCH that specifies these terms and conditions. A proposal that does not acknowledge and accept each and every one of these terms and conditions will be deemed non-compliant with this mandatory requirement, and will be disqualified from further consideration.

1. Contractor must be available for communication and consultation between the hours of 9:00AM to 4:00PM Eastern Time.
2. Contractor agrees to permit SEARCH to inspect any and all source code artifacts, documentation, scripts, tests, and the like, at any point during the project. At a minimum, Contractor will provide SEARCH with a zip archive file containing all artifacts upon SEARCH’s request at any time.
3. Contractor acknowledges and accepts that deliverables and artifacts, including but not limited to source code, documentation, scripts, tests, and the like, are developed as “works for hire” and are
the property of SEARCH from the moment they are created.

4. Contractor agrees to push code updates to an agreed upon remote source control location (i.e., github) on a regular basis, at least every 24 hours

5. Contractor agrees to follow SEARCH’s existing software architecture and will assist with enhancing that architecture where appropriate

6. Contractor will consult with SEARCH on design decisions and usage of software frameworks or libraries.

7. Contractor will be available to meet (remotely) with SEARCH staff on a regular basis, no less than weekly.

8. At the termination of any task order resulting from this RFP, Contractor will transfer possession of all deliverables and artifacts developed under such contract to SEARCH, and will destroy all copies in the Contractor’s possession.

9. Contractor agrees to make up to two full-time (FTE) developers available and recognizes that actual velocity may be less than two FTE during some development sprints.

10. Contractor agrees to work on site at the Department of Justice, 600 Calle Olimpo, San Juan, Puerto Rico or at a suitable alternate location at the direction of the Administrative Director PR CJIS.

**Requirement 3 – Contractor Qualifications**

Vendor’s proposal must include résumé(s) of the Vendor’s proposed development personnel that addresses, at a minimum, the “Required Skills” outlined in the “Skillsets and Experience” section of this RFP.

**Proposal Scoring Criteria**

**Criterion 1: Vendor Qualifications (10 points).**

The proposal must include all information described under Requirement 1, Vendor Profile.

**Criterion 2: Terms and Conditions (10 points).**

The proposal must address all issues identified under Requirement 2, Acknowledgment of Terms and Conditions.

**Criterion 3: Developer Qualifications (50 points).**

Résumés will be evaluated against the position requirements. All candidates proposed must meet the “Required Skills”. Those not meeting the “Required Skills” will be disqualified.

**Cost Factor (Total points depending upon range of proposed costs).**

A Cost Factor (additional points) will be calculated on the basis of “best value,” where cost (hourly rate) and experience will be evaluated jointly. Best value will be determined as follows:

The highest hourly rate* will be awarded zero Cost Factor points.
The **lowest** hourly rate will be awarded the maximum allowable points where the maximum allowable points will be calculated based on the difference between the lowest and highest rate. Rates between the highest and lowest hourly rates will be assigned Cost Factor points proportionally.

* Only hourly rates from Vendors who meet minimum requirements will be used in the cost calculations.

### Evaluation Process

The candidates proposed by the Vendor, and the Vendor, will be evaluated based upon the following:

1. The proposal meets all the requirements of this RFP as described under Vendor Profile and Terms and Conditions.

2. The evaluation of proposed candidates’ qualifications based on the skillsets described in this RFP and an assessment of candidates’ applicable education and experience.

### Administrative Screening and Requirements

Upon receipt of a Vendor’s proposal, SEARCH will review the proposal for compliance with all requirements of the RFP, including timely submission in the proper format. Any proposal not complying with each and every requirement will be excluded from further consideration. Vendors are responsible for careful review of their proposals, prior to submission, to ensure that each mandatory requirement has been adequately addressed.

### Evaluation of Proposed Candidates

A team of evaluators will be convened by SEARCH to review the proposals submitted against the scored requirements. SEARCH management will then make a final selection based upon the “best value” to SEARCH—the combination of qualifications and cost. SEARCH will consider the total scores within 2.5 points of the highest score to be equivalent.