



City of Tacoma, WA

**TACOMA POLICE DEPARTMENT  
REQUEST FOR INFORMATION  
FULLY AUTOMATED RECORDS MANAGEMENT SYSTEM  
SPECIFICATION NO. PD21-0777F**



**City of Tacoma  
Tacoma Police Department**

**REQUEST FOR INFORMATION PD21-0777F  
FULLY AUTOMATED RECORDS MANAGEMENT SYSTEM**

**Submittal Deadline:** 11:00 a.m., Pacific Time, Tuesday, January 18, 2022

**Submittal Delivery:** Sealed submittals will be received as follows:

**By Email:**

[bids@cityoftacoma.org](mailto:bids@cityoftacoma.org)

Maximum file size: 35 MB. Multiple emails may be sent for each submittal

**Bid Opening:** Held virtually each Tuesday at 11AM. Attend [via this link](#) or call 1 (253) 215 8782. Submittals in response to a RFI will be recorded as received. As soon as possible on the day of submittal deadline, preliminary results will be posted to [www.TacomaPurchasing.org](http://www.TacomaPurchasing.org).

**Solicitation Documents:** An electronic copy of the complete solicitation documents may be viewed and obtained by accessing the City of Tacoma Purchasing website at [www.TacomaPurchasing.org](http://www.TacomaPurchasing.org).

- [Register for the Bid Holders List](#) to receive notices of addenda, questions and answers and related updates.
- Click here to see a [list of vendors registered for this solicitation](#).

**Pre-Proposal Meeting:** A pre-proposal meeting Choose one

**Project Scope:** The City is issuing this Request for Information (RFI) to determine what program(s) and design(s) are available for a fully automated records management system.

**Estimate:** N/A

**Paid Leave and Minimum Wage:** Effective February 1, 2016, the City of Tacoma requires all employers to provide paid leave and minimum wages, as set forth in Title 18 of the Tacoma Municipal Code. For more information visit [www.cityoftacoma.org/employmentstandards](http://www.cityoftacoma.org/employmentstandards).

**Americans with Disabilities Act (ADA Information:** The City of Tacoma, in accordance with Section 504 of the Rehabilitation Act (Section 504) and the Americans with Disabilities Act (ADA), commits to nondiscrimination on the basis of disability, in all of its programs and activities. Specification materials can be made available in an alternate format by emailing Gail Himes at [ghimes@cityoftacoma.org](mailto:ghimes@cityoftacoma.org), or by calling her collect at 253-591-5785.

**Federal Title VI Information:**

"The City of Tacoma" in accordance with provisions of Title VI of the Civil Rights Act of 1964, (78 Stat. 252, 42 U.S.C. sections 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin in consideration of award.

**Additional Information:** Requests for information regarding the specifications may be obtained by contacting Ryan Foster, Senior Buyer by email to [rFoster1@cityoftacoma.org](mailto:rFoster1@cityoftacoma.org)

**Protest Policy:** City of Tacoma [protest policy](#), located at [www.tacomapurchasing.org](http://www.tacomapurchasing.org), specifies procedures for protests submitted prior to and after submittal deadline.




Meeting sites are accessible to persons with disabilities. Reasonable accommodations for persons with disabilities can be arranged with 48 hours advance notice by calling 253-502-8468.

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## SUBMITTAL CHECK LIST

This checklist identifies items to be included with your submittal. Any submittal received without these required items may be deemed non-responsive and not be considered for award. Submittals must be received by the City of Tacoma Purchasing Division by the date and time specified in the Request for Information page.

<b>The following items make up your submittal package:</b>	
Letter of Interest	
Literature to include technical specifications, safety data information, warranty, brochures, and/or standard price lists.	
Technical specification sheets	
<i>Any other additional information relevant to this RFI</i>	

## **1. INTRODUCTION**

The City of Tacoma (City) is soliciting information for providing an analytic, full case management platform designed to capture, analyze, and report on critical data elements, along with ensuring timely notifications, final disposition, and recommended actions.

## **2. PURPOSE**

The City of Tacoma (City) is issuing this Request for Information (RFI) to review modern software(s) for the purpose of replacing the current software that is used for reporting.

## **3. CALENDAR OF EVENTS**

This is a tentative schedule only and may be altered at the sole discretion of the City.

The anticipated schedule of events concerning this RFI is as follows:

Question Deadline:	<b>1/3/2022</b>
Questions and Answers Posted:	<b>1/6/2022</b>
Submittal Due Date:	<b>1/18/2022</b>

## **4. INQUIRIES**

- 4.1** Questions marked confidential will not be answered or included.
- 4.2** The City reserves the discretion to group similar questions to provide a single answer or not to respond when the requested information is confidential.
- 4.3** The answers are not typically considered an addendum.
- 4.4** The City will not be responsible for unsuccessful submittal of questions.
- 4.5** Written answers to questions will be posted in the event approximately one week after the question deadline.

## **5. DISCLAIMER**

Please note that this Request for Information is not a Request for Bids (RFB) or a Request for Proposals (RFP), and there is no guarantee that either a RFB or RFP will be issued. A Respondent's decision to respond, or not to respond, to this RFI will NOT be a factor in evaluating any later RFB or RFP.

While the intent of this RFI is to help identify vendors who meet various requirements for a competitive solicitation, there is no guarantee that any specific information presented by any Respondent will ultimately be included in any future solicitation issued by the City.

Each Respondent shall bear all expenses incurred by the preparation and presentation of its RFI response. The City will therefore reject any claim made against them in this matter, regardless of the results of the subsequent processes, if any.

## **6. QUALIFYING REQUIREMENTS**

### **6.1 Technical Requirements:**

- **Create a data collection program that creates a publicly accessible database.**
- **Collect interactions between officers and the public:**
  - (a) traffic stops
  - (b) pedestrian stops
  - (c) calls for services
  - (d) arrests
  - (e) vehicle pursuits
  - (f) disciplinary actions
  - (g) demographic information including:
    - a. race
    - b. ethnicity
    - c. gender of a crime victim or victims.

The ability to extract data from incident reports, or other electronic means, and officer narratives in order to standardize data.

The ability to remove all personally identifiable information of officers, subjects, and victims in any data or analyses that are publicly released.

- **Record each incident where a law enforcement officer used force and:**
  - (a) A fatality occurred in connection with the use of force;
  - (b) Great bodily harm occurred in connection with the use of force;  
  
"Great bodily harm" means bodily injury which creates a probability of death, or which causes significant serious permanent disfigurement, or which causes a significant permanent loss or impairment of the function of any bodily part or organ;
  - (c) Substantial bodily harm occurred in connection with the use of force; or  
  
"Substantial bodily harm" means bodily injury which involves a temporary but substantial disfigurement, or which causes a temporary but

substantial loss or impairment of the function of any bodily part or organ, or which causes a fracture of any bodily part;

(d) A law enforcement officer:

- (i) Discharged a firearm at or in the direction of a person;
- (ii) Pointed a firearm at a person;
- (iii) Used a chokehold or vascular neck restraint;
- (iv) Used an electronic control weapon including, but not limited to, a taser, against a person;
- (v) Used oleoresin capsicum spray against a person;
- (vi) Discharged a less lethal shotgun or other impact munitions at or in the direction of a person;
- (vii) Struck a person using an impact weapon or instrument including, but not limited to, a club, baton, or flashlight;
- (viii) Used any part of their body to physically strike a person including, but not limited to, punching, kicking, slapping, or using closed fists or feet;
- (ix) Used a vehicle to intentionally strike a person or vehicle; or
- (x) Deployed a canine by releasing it from the physical control of the law enforcement officer or had under the law enforcement officer's control a canine that bites a person.

- Each report must include the following information:

- (a) The date and time of the incident;
- (b) The location of the incident;
- (c) The agency or agencies employing the law enforcement officers;
- (d) The type of force used by the law enforcement officer;
- (e) The type of injury to the person against whom force was used, if any;
- (f) The type of injury to the law enforcement officer, if any;

- (g) Whether the person against whom force was used was armed or unarmed;
  - (h) Whether the person against whom force was used was believed to be armed;
  - (i) The type of weapon the person against whom force was used was armed with, if any;
  - (j) The age, gender, race, and ethnicity of the person against whom force was used, if known;
  - (k) The tribal affiliation of the person against whom force was used, if applicable and known;
  - (l) Whether the person against whom force was used exhibited any signs associated with a potential mental health condition or use of a controlled substance or alcohol based on the observation of the law enforcement officer;
  - (m) The name, age, gender, race, and ethnicity of the law enforcement officer, if known;
  - (n) The law enforcement officer's years of service;
  - (o) The reason for the initial contact between the person against whom force was used and the law enforcement officer;
  - (p) Whether any minors were present at the scene of the incident, if known;
  - (q) The entity conducting the independent investigation of the incident, if applicable;
  - (r) Whether dashboard or body worn camera footage was recorded for an incident;
  - (s) The number of officers who were present when force was used; and
  - (t) The number of suspects who were present when force was used.
- The program must be able to:
    - (a) House, maintain, and track the training of all department personnel.
    - (b) Maintain a detailed portfolio for every employee that includes items such as; demographic and biographic data, formal education, unit of assignment, disciplinary history, certifications, training, firearms qualifications, line of duty injuries, and official photograph.

- (c) The program must have a proactive, not just threshold based, triggers targeted early intervention support program that quickly analyzes patterns of problematic behavior.
- (d) The program must, through integrating RMS (Records Management System) and CAD (Computer Aided Dispatch) systems, give supervisors the ability to review, analyze, and compare data through graphs and reports for officers, squads, units, work shifts, and sectors, giving department averages over a period of time.
- (e) Provide tracking of all department assets including items such as; weapons, vehicles, electronics, evidence, documents, uniforms and related equipment.
- (f) Provide a web-based personnel management and training program, allowing the department to monitor and manage the entire Police Training Officer Program. Provide a fully automated performance evaluation program which tracks key performance indicators.

## **7. CONTENT TO BE SUBMITTED**

- 7.1** Technical specifications for each submitted software and equipment (if applicable).
- 7.2** Standards and limitations on software and equipment (if applicable) to include computing requirements.
- 7.3** Documentation on all additional features.
- 7.4** Standard lead-time on delivery.
- 7.5** Warranty.
- 7.6** Three references from Public Safety organizations.
- 7.7** Description of the customer service process from ordering, updates, repairs, etc
- 7.8** Identify measures taken to meet security requirements.
- 7.9** Content requested in section 8.

## **8. PRODUCTS AND SERVICES PROVIDED**

- 8.1** Describe the products and services provided by your firm with respect to the subject areas listed in Section 6 (above).
- 8.2** If reference is made to supporting literature or documentation included with your submittal, direct the reader using specific reference to the document that address the topic, including document name, section and page number.
- 8.3** Provide a detailed description of software implemented at other cities/utilities. Specifically identify which cities/utilities. If available, provide contact information for staff who may discuss the elements of this RFI.
- 8.4** Provide a detailed description of manufacturer's experience accommodating various types of reporting activities.
- 8.5** Provide information about development services if customizations to the product are necessary.
- 8.6** Provide information about assistance in implementation of the product.
- 8.7** Provide a detailed description of manufacturer's long-term involvement on maintenance, maintenance costs, software updates, and whether the tool is cloud-based, or would be a hosted on premise solution. If the proposed solution is cloud-based, include a specific example of implementation at another city/public utility.
- 8.8** Identify measures taken to meet security requirements.
- 8.9** Indicate whether your firm is able to provide the City an on-site demonstration. The City may request an on-site demonstration following review of material received through this RFI. The purpose of the demonstration is to discuss capabilities with the intent of assisting the City in finalizing elements for a potential RFP.

## **9. INSURANCE**

During the course and performance of the testing and demo phase, Supplier will provide proof and maintain the insurance coverage in the amounts and in the manner specified in the City of Tacoma Insurance Requirements document applicable to the services, products, and deliverables provided under the RFI. The City of Tacoma Insurance Requirements document, if issued, is fully incorporated into the RFI by reference.

## **10. ENVIRONMENTALLY PREFERABLE PROCUREMENT**

In accordance with the City of Tacoma's [Sustainable Procurement Policy](#), it is the policy of the City of Tacoma to encourage the use of products or services that help to minimize the environmental and human health impacts of City Operations. Respondents are encouraged to incorporate environmentally preferable products or services that have a lesser or reduced effect on human health and the environment when compared with competing products or services that serve the same purpose. This comparison may consider raw materials acquisition, products, manufacturing, packaging, distribution reuse, operation, maintenance or disposal of the product or service.

The City of Tacoma encourages the use of sustainability practices and desires any awarded contractor(s) to assist in efforts to address such factors when feasible for:

- Reduction of pollutant releases
- Toxicity of materials used
- Waste generation
- Greenhouse gas emissions, including transportation of materials and services
- Recycle content
- Comprehensive energy conservation measures
- Waste manage reduction plans
- Potential impact on human health and the environment

## **11. EQUITY IN CONTRACTING**

The City of Tacoma is committed to encouraging firms certified through the [Washington State Office of Minority and Women's Business Enterprise](#) to participate in City contracting opportunities. See the **TMC 1.07 Equity in Contracting Policy** at the City's [Equity in Contracting Program website](#).

## **12. PROPRIETARY OR CONFIDENTIAL INFORMATION**

The Washington State Public Disclosure Act ([RCW 42.56 et seq.](#)) requires public agencies in Washington make public records available for inspection and copying unless they fall within the specified exemptions contained in the Act, or are otherwise privileged. Documents submitted under this RFI shall be considered public records and, with limited exceptions, will be made available for inspection and copying by the public.

Information that is confidential or proprietary must be clearly marked. Further, an index must be provided indicating the affected page number(s) and location(s) of all such identified material. Information not included in said index will not be reviewed for confidentiality or as proprietary before release.

## **13. CONFLICT OF INTEREST**

No officer, employee, or agent of the City, nor any member of the immediate family of any such officer, employee or agent as defined by City ordinance, shall have any personal financial interest, direct or indirect, in a Contract, either in fact or in appearance. Supplier shall comply with all federal, state, and City conflict of interest laws, statutes, and regulations. Supplier represents that Supplier presently has no interest and shall not acquire any interest, direct or indirect, in the program to which the Contract pertains that would conflict in any manner or degree with the performance of Supplier's services and obligations hereunder. Supplier further covenants that, in performance of a Contract, no person having any such interest shall be employed. Supplier also agrees that its violation of the City's Code of Ethics contained in Chapter 1.46 of the Tacoma Municipal Code shall constitute a breach of Contract subjecting the Contract to termination.

## **14. ADDENDUMS**

In the event it becomes necessary to revise any part of this RFP, an addendum will be posted alongside these specifications on [tacomapurchasing.org](#). Failure to acknowledge addendum(s) on the required Signature Page may result in a submittal being deemed non-responsive by the City.